



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Tuesday, August 23, 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

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
IT Strategic Plan
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)

September

Protection, Health, and Safety Projects
Cash Farm Lease
Program Review Report
Performance Results – KPIs
Annual Employee Demographics Report
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

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees Meeting
Tuesday, August 23, 2011 – 6:30 p.m. – Board Room (C307)

A G E N D A

1. Public Hearing
2. Call to Order
3. Pledge of Allegiance
4. Roll Call
5. Approval of Agenda
6. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) pending litigation; 3) collective negotiating matters between the public body and its employees or their representatives; and 4) closed session minutes.
7. Public Comment
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 – July 5, 2011 Planning Committee Meeting; July 5, 2011 Special Board Meeting; and July 19, 2011 Board Meeting (Pages 1-10)
 - 8.2 Approval of Bills - \$2,548,386.52
 - 8.2.1 Education Fund - \$1,408,315.63
 - 8.2.2 Operations & Maintenance Fund - \$92,160.10
 - 8.2.3 Operations & Maintenance (Restricted Fund) - \$375,090.20
 - 8.2.4 Auxiliary Fund - \$594,252.12
 - 8.2.5 Restricted Fund - \$66,279.85
 - 8.2.6 Audit Fund – 9,500.00
 - 8.2.7 Liability, Protection & Settlement Fund - \$2,788.62
 - 8.3 Treasurer’s Report (Pages 11-30)
 - 8.3.1 Financial Highlights (Pages 12-13)
 - 8.3.2 Balance Sheet (Pages 14-15)
 - 8.3.3 Summary of FY12 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 (Pages 27-28)
- 8.3.8 Check Register - \$5,000 or more (Pages 29-30)
- 8.4 Personnel - Stipends for Pay Periods Ending July 16, 2011 and July 30, 2011 (Pages 31-33)
- 8.5 Bid Results – Computer Printing Supplies, Toner (Pages 34-35)
- 8.6 Proposal Results – Truck Driver Training Tractor-Trailer Lease (Page 36)
- 8.7 Purchase Requests (Pages 37-41)
 - 8.7.1 Fuel for Truck Driver Training Program (Page 37)
 - 8.7.2 Radio Advertising Contracts (Page 38)
 - 8.7.3 Lab-Volt Power Distribution Training Equipment (Pages 39-41)
- 8.8 Consortium Purchase – Rock Salt (Page 42)
- 8.9 Truck Driver Training Agreement – Waubensee Community College (Pages 43-46)
- 9. President’s Report
- 10. Committee Reports
- 11. FY2012 Budget – Resolution to Adopt the Budget (Pages 47-49)
- 12. Request for Proposal Results –Community Instructional Center Project Financing (Pages 50-52)
- 13. Resolution Authorizing the Issuance of \$5,000,000 Debt Certificates, Series 2011 (Page 53)
- 14. Faculty Appointment – Jared J. Olesen, Sociology Instructor (Pages 54-55)
- 15. Faculty Retirement – Linda G. Mudge, Math Laboratory Instructor (Pages 56-57)
- 16. Staff Resignation – Michael E. Gorman, Dean of Health Professions (Pages 58-59)
- 17. Interim Payroll and Benefits Coordinator Appointment – Diane Kreiser (Page 60)
- 18. Interim Dean of Health Professions Appointment – Ron Groleau (Page 61)
- 19. Insurance Renewals (Pages 62-79)
- 20. Ratification of American Federation of Teachers Local 1810 Contract
- 21. Ratification of Service Employees International Union Contract
- 22. Compensation for FY12 – Employees not Affected by Negotiated Labor Agreements
- 23. Increase in Part-time Faculty Pay Scale
- 24. Items for Information (Pages 80-89)
 - 24.1 Staff Appointment – Michelle L. Carboni, Director of Purchasing (Page 80)
 - 24.2 Staff Retirement – William King, Facilities (Page 81)
 - 24.3 Staff Resignation – Judy Meling, Part-time Cashier (Page 82)

**ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees**

**Planning Committee Meeting
July 5, 2011**

The Planning Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5 p.m. on Tuesday, July 5, 2011 in the Board Room-C307 at Illinois Valley Community College.

Committee Members Michael C. Driscoll, Committee Chair
Physically Present: Melissa M. Olivero

Committee Members James A. Narzewski
Absent:

Board Member Larry D. Huffman
Physically Present:

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Lori Scroggs, Vice President for Planning and Institutional Effectiveness

The meeting was called to order at 5 p.m. by Dr. Driscoll.

BOARD POLICY – NAMING RIGHTS

The committee members reviewed the new policy and did not have any objections. The Naming Rights Policy was presented at the Administrative Cabinet meeting and it was suggested to add athletic fields to the list of naming opportunities. Dr. Corcoran noted that the focus of this policy was on the Community Instructional Center project. A question from a Board member was what the naming opportunities would be for donations of less than \$25,000. Dr. Corcoran suggested adding a statement to the policy that the College will recognize individuals and corporations making contributions of less than the minimum level (\$25,000) in publications, in printed programs for special events, and in some circumstances, a plaque near the area that benefited from the donor's gift. The committee members were in agreement to recommend this policy to the full Board on July 19 with the additional statement recommended by Dr. Corcoran. Dr. Corcoran also stated the administration will work with the Board attorney to draft a pledge agreement as a procedure to the policy.

ADJOURNMENT

It was moved by Ms. Olivero, seconded by Dr. Driscoll, and carried unanimously to adjourn the meeting at 5:09 p.m.

ILLINOIS VALLEY COMMUNITY COLLEGE

Board of Trustees

Minutes of Special Meeting

July 5, 2011

The Board of Trustees of Illinois Valley Community College District No. 513 convened a special session at 5:30 p.m. on Tuesday, July 5, 2011 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Dennis N. Thompson, Chair
Melissa M. Olivero, Vice Chair
Leslie-Anne Englehaupt, Secretary
Michael C. Driscoll
Larry D. Huffman
David O. Mallery
James A. Narczewski

Members Absent: Brad Cockrel, Student Trustee

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

APPROVAL OF AGENDA

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

REQUEST FOR PROPOSAL RESULTS – SECURITY SERVICES

It was moved by Dr. Huffman and seconded by Ms. Englehaupt to enter into a three-year contract with G4S Secure Solutions for security services for 24/7/365 coverage. Mr. Narczewski stated that he made a mistake last month in agreeing to outsource security. He did not hear all the arguments and decided this is not the right way to go, financially or for the people who are employed in the safety services department. He believes security should be sworn police officers who can make arrests on campus and the campus would be better served. Mr. Thompson stated the purpose of outsourcing was to improve the service. Research conducted by the advisory committee brought this issue to light. He did not believe that police are called on a frequent basis and when the police are called the incidents are minor. He believes security could be capable of handling issues without arrest. Ms. Olivero deferred to the committee. Dr. Driscoll supported the administration's recommendation and believed it to be a creditable solution. Dr. Huffman was in favor of the motion for the same reasons stated. He believes the committee consisted of responsible individuals that took time to review the proposals. Ms. Englehaupt was a member of the committee and supported the motion. She also wanted the current employees' applications to be reviewed first by G4S. Mr. Mallery agreed with the advisory committee and supported the recommendation for G4S. He wanted to be assured that the overtime hours would

be only if the College requested them and not due to scheduling conflicts and absentees. The Board asked that the following changes be made in the contract between IVCC and G4S:

4. Choice of Personnel:

The Company agrees ~~that it to review credentials of current staff and~~ may, but need not, hire any of the current employees.....

9. Personnel Training:

The Company will provide security officers that are (a) ~~capable of being~~ trained in basic life saving procedures.....

The Company will provide security officers that are ~~or can be~~ trained in the basic awareness level training of hazardous materials,.....

15. Fire and Tornado Drills:

The Company agrees to facilitate fire, *active shooter*, and tornado drills, and drills

17. Schedule of Rates:

~~At the commencement of this Agreement the Company shall provide Eighty (80) person-hours of armed security per week. This~~ The requirement for *armed/unarmed security officers* may be adjusted from time to time by the College, upon appropriate notice to the Company.

27. Force Majeure:

If by reason any acts of God, fire, strikes, present or future laws, ordinances, government orders, the ~~Agreement~~ *Company* shall be prevented.....

Mr. Mallery asked that a review of the services take place after one year and Dr. Corcoran agreed with Mr. Mallery's suggestion. Ms. Englehaupt thanked the security officers that were present for their service and stated she appreciated everything they have done for the College. Dr. Corcoran noted that he has held five meetings with the security staff to let them know where the College stood and what had been proposed. The individuals were extremely professional and were team players, and he echoed Ms. Englehaupt's comments.

Roll Call Vote: "Ayes" – Dr. Driscoll, Dr. Huffman, Ms. Olivero, Ms. Englehaupt, Mr. Mallery, and Mr. Thompson. "Nays" – Mr. Narczewski, motion carried.

It was moved by Dr. Huffman and seconded by Ms. Olivero to recommend the employment of 80 person-hours of armed protection weekly. Mr. Mallery stated the question was asked of the top three vendors what they would recommend for the College. All three had stated unarmed. Mr. Mallery reviewed the last five years of the Clery Act or disciplinary action on IVCC students. There were no reportable incidents; therefore, he could not support armed officers on the campus at this time. Mr. Narczewski agreed. Dr. Huffman did not think armed officers were needed, but on vacation he visited a campus that never had a problem. When they did, everyone was so grateful to have someone on campus who could respond immediately. No one can predict an incident. The supervisor would have the most maturity and most responsibility and Dr. Huffman would look to that person to be armed. Dr. Driscoll did not see any data that the College needed armed personnel. He could not support armed security. Ms. Olivero supported armed security. Initially, Ms. Englehaupt could not see armed security on campus and to see an active shooter on campus would be highly unlikely. But she does see that there could be people who are unstable, domestic problems, etc. and she supported armed security.

Roll Call Vote: "Ayes" – Dr. Huffman, Ms. Olivero, and Ms. Englehaupt, "Nays" – Dr. Driscoll, Mr. Mallery, Mr. Narczewski, and Mr. Thompson. Motion denied.

TERMINATION OF IVCC EMPLOYEES ASSIGNED TO WORK IN THE SAFETY SERVICES DEPARTMENT

It was moved by Dr. Huffman and seconded by Ms. Englehaupt to honorably discharge Timothy McCarthy, John Piano, Daniel Voights, Dennis Franklin, David Keller, Crystal Loughran, Brian Milus, John Rancingay, Mona Smith, John Weiler, and Seth Unzicker, effective at 6:59 a.m. on August 8, 2011.

Roll Call Vote: "Ayes" – Dr. Driscoll, Dr. Huffman, Ms. Olivero, Ms. Englehaupt, Mr. Mallery, and Mr. Thompson. "Nays" – Mr. Narczewski, motion carried.

OTHER

Dr. Corcoran noted two events in July. The Massage Therapy graduation will take place on Tuesday, July 20 at 6 p.m. in the Cultural Centre and the IVCC Foundation Golf Outing will be held on Friday, July 29 at Senica's Oak Ridge Golf Club. Check-in and lunch begins at 1 p.m. with a shotgun start at 2 p.m. A \$10 discount is available if sign-up takes place before July 14.

ADJOURNMENT

It was moved by Mr. Mallery, seconded by Dr. Huffman, and carried unanimously to adjourn the meeting at 6:20 p.m.

Dennis N. Thompson, Board Chair

Leslie-Anne Englehaupt, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
July 19, 2011

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Tuesday, July 19, 2011 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Dennis N. Thompson, Chair
Michael C. Driscoll
Larry D. Huffman
David O. Mallery
James A. Narczewski

Members Present Telephonically: Melissa M. Olivero, Vice Chair

Members Absent: Leslie-Anne Englehaupt, Secretary
Brad Cockrel, 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

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None.

CAMPUS UPDATE – FY2012 TENTATIVE BUDGET

Cheryl Roelfsema and Patrick Berry presented a FY2012 budget summary. The objectives of preparing the budget included providing quality education, practicing solid fiscal responsibility, introducing new initiatives, aligning institutional goals with fiscal resources, financing the first year of construction of the Community Technology Center and balancing the operating budget. It was not an easy process of balancing the operating budget without cutting personnel and programs. Significant items in the budget included the issuing of \$5 million in debt certificates for the College's match requirement for the Community Instructional Center project, reducing revenues and expenditures by \$640,000 due to the discontinuation of the Sheridan Correctional

Center Department of Corrections contract, reducing \$385,000 in personnel costs and increasing \$400,000 in contractual services due to the outsourcing of safety services, and reclassifying \$330,000 in wages and benefits from Fund 12 (Tort Liability) to Funds 1 and 2 which will provide a better record of salaries for those who have Tort Liability responsibilities.

APPOINTMENT OF SECRETARY PRO-TEM

In the absence of Ms. Englehaupt, Mr. Narczewski made a motion, seconded by Dr. Driscoll to appoint Dr. Huffman as Secretary Pro-tem. Motion passed by voice vote.

CONSENT AGENDA

It was moved by Dr. Driscoll and seconded by Dr. Huffman to approve the consent agenda as presented with the removal of the Audit/Finance Committee Meeting minutes on June 21, 2011. Motion passed by voice vote.

The following items were approved in the consent agenda:

Approval of Minutes – June 1, 2011 Facilities Committee Meeting and June 21, 2011 Board Meeting.

Approval of the Bills - \$1,610,128.01

Education Fund - \$1,028,480.97; Operations and Maintenance Fund - \$122,692.90; Operations and Maintenance (Restricted Fund) \$149,304.59; Auxiliary Fund - \$35,107.86; Restricted Fund - \$268,989.41; and Liability, Protection and Settlement Fund - \$5,552.28.

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending June 4, 2011; June 18, 2011; and July 2, 2011.

June 21, 2011 Minutes of the Audit/Finance Committee Meeting

It was moved by Dr. Driscoll and seconded by Dr. Huffman to accept the minutes of the June 21, 2011 Audit/Finance Committee Meeting, as amended. Motion passed by voice vote.

PRESIDENT'S REPORT

Dr. Corcoran reported that Fran Brolley has been working with the CDB public relations staff on lining up a day for either the governor or his designee to be on campus and make the official announcement regarding State funding for the Community Instructional Center Project. This project involves the construction of a new 80,000 s.f. Community Technology Center, the demolition of "temporary" buildings IVCC has been using for well over 40 years, and other substantial improvements to our campus. The event will occur in the very near future and Dr. Corcoran hopes as many Board members as possible will be able to attend this very important public event. On Friday, June 24, Sue Isermann, Bob Mattson, Dr. Rick Pearce, and Dr. Corcoran attended a conference in Springfield arranged by ICCB, IBHE, and ACT (American College Testing Services), in which the much-awaited Illinois High School to College Success Report was discussed. This report compares scores earned on the ACT to grades earned in first-

year college courses among Illinois high school graduates (2006-2008) who took the Prairie State Achievement Exam and went on to attend public two-year and four-year postsecondary institutions in Illinois. It is designed to be used as a tool to build and strengthen collaborative efforts between secondary and postsecondary educators, parents and community residents, and policymakers to increase Illinois student achievement. Although the information given dealt with only students from public high schools and how well they do in making the transition to college, the College's goal is to reach out to all of the district's superintendents, principals, and curriculum directors for a half-day program that IVCC will host in order to discuss what it can do to help each other better prepare students for college. The College would like for the program to occur within the next month or two and Dr. Scroggs and Dr. Pearce will present a full report to the Board's Planning Committee. As noted in Cheryl Roelfsema and Pat Berry's monthly financial report, enrollments seem to be down for both the summer and fall terms (a trend across the state); however, enrollments at the Ottawa Center look very positive. Dr. Corcoran publically thanked Mayor Bob Eschbach and the City Council for investing in IVCC even further by moving forward with a plan for installing a new HVAC system and roof, a nearly \$400,000 expense, in the IVCC Ottawa Center. Crucial to the success of this project has been planning for it to occur within a very tight two-week period prior to the fall semester classes beginning on August 17. For those two weeks, all IVCC Ottawa Center activities will take place at City Hall. The Licensed Practical Nurse (LPN) pinning ceremony is scheduled for Thursday, July 28 in the Cultural Centre. There will be 23 graduates and consistent with past practice, Dr. Corcoran asked Board members to attend with two representatives actually participating in the event. He asked them to check their calendars and let him know if they plan to attend.

COMMITTEE REPORTS

None.

FY2012 TENTATIVE BUDGET

It was moved by Dr. Huffman and seconded by Dr. Driscoll to adopt the Resolution approving the FY2012 Tentative Budget and to authorize publication of the Notice of Public Hearing. Motion passed by voice vote.

INFORMATION TECHNOLOGY STRATEGIC PLAN

It was moved by Mr. Mallery and seconded by Dr. Huffman to approve the Information Technology Strategic Plan for FY2012 and the recommended equipment and software purchases required to carry out the plan. Purchases to be made according to approved purchasing practices, contingent on the inclusion in and the adoption of the FY2012 budget. Motion passed by voice vote.

COMMUNITY INSTRUCTIONAL CENTER PROJECT FINANCING

It was moved by Dr. Huffman and seconded by Dr. Driscoll to authorize the administration to proceed with a request for proposals for debt certificates in the amount of \$5,000,000. Mr. Mallery noted that he does not like going into debt and does not like paying taxes, but believes the debt certificates and issuing of bonds is a good bargain. A person who owns a \$150,000 home will actually see a reduction of \$2 on their IVCC tax bill not to mention the people who will be put to work on the construction of the project. Mr. Thompson noted that we are all taxpayers and we get to take advantage of this project on a local level to expand services to this

community. Dr. Driscoll commended Cheryl Roelfsema and past Board member Tom Setchell for a creative and alternative method of paying the bonds off in five years. He appreciated their hard work. Motion passed by voice vote.

TEMPORARY SPECIAL ASSIGNMENT

It was moved by Dr. Huffman and seconded by Ms. Olivero to approve the administration's recommendation for Frances Whaley to receive a bi-weekly stipend of \$220 for assuming the additional Collection Development Librarian responsibilities, and functioning as the sole librarian across both Public and Technical Service areas, from July 5, 2011, until the new Collection Development Librarian has assumed full responsibility. This is to what has been done in the past for similar situations. The applications are due on Friday, July 25 and the selection committee hopes to have the position filled by the end of September. Motion passed by voice vote.

TRANSFER OF FUNDS

It was moved by Mr. Narczewski and seconded by Dr. Huffman to approve the transfer of \$60,000 from Fund 07 (Working Cash Fund) to Fund 01 (Education Fund) for operating purposes and the transfer of \$400,000 from Fund 01 (Education Fund) to Fund 03 (Operations and Maintenance Restricted Fund) for building purposes. Motion passed by voice vote.

PROPOSAL RESULTS – STUDENT ATHLETE AND CATASTROPHIC STUDENT ATHLETE INSURANCE

It was moved by Dr. Huffman and seconded by Dr. Driscoll to accept the proposal from Bob McCloskey Insurance – Matawan, NJ, in the amount of \$25,747 for Student Athlete and Catastrophic Student Athlete Insurance. There was consensus among the Board members for the administration to take a look at the possibility of students who want to play sports would be required to purchase insurance if they are not covered under their parents' insurance. Motion passed by voice vote.

COOPERATIVE AGREEMENT ADDENDUM, PARKLAND COLLEGE

It was moved by Dr. Huffman and seconded by Dr. Driscoll to approve the addendum to the cooperative agreement with Parkland College, which adds the following programs: Veterinary Technology, AAS; Forensic Specialist, AAS; and Forensic Specialist Certificate. This agreement came about when a student wanted to attend the Veterinary Technology program at Parkland. IVCC did not have a cooperative agreement, but Parkland was interested in a cooperative agreement in the degree and certificate programs in Forensic Specialist. IVCC does have a cooperative agreement in Veterinary Technology at Joliet Junior College, but this is a very competitive program and no one from outside of the district is able to get in. Motion passed by voice vote.

BOARD POLICY 6.5 – NAMING RIGHTS

It was moved by Dr. Driscoll and seconded by Dr. Huffman to adopt the Naming Rights Policy, as presented. Each board member received a pledge agreement as part of the policy procedure. Since the release of State funding for the CIC project has occurred, Dr. Corcoran asked that the

Board proceed in adopting this policy instead of the usual first and second reading. Motion passed by voice vote.

TRUSTEE COMMENT

None.

CLOSED SESSION

It was moved by Mr. Narczewski 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) pending litigation; 3) hearing testimony on a complaint lodged against an employee to determine its validity; 4) collective negotiating matters between the public body and its employees or their representatives; and 5) closed session minutes.

Roll Call Vote: "Ayes" – Dr. Huffman, Ms. Olivero (telephonically), Mr. Mallery, Mr. Narczewski, Dr. Driscoll, and Mr. Thompson. "Nays" – None, motion carried.

The Board recessed at 7:35 p.m. The Board entered closed session at 7:45 p.m. On a motion by Dr. Huffman and seconded by Mr. Narczewski, the regular meeting resumed at 9:28 p.m. Motion passed by voice vote.

ADJOURNMENT

It was moved by Mr. Narczewski, seconded by Dr. Huffman, and carried unanimously to adjourn the meeting at 9:29 p.m. Motion passed by voice vote.

Dennis N. Thompson, Board Chair

Leslie-Anne Englehaupt, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

JULY 2011

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

Patrick Berry, CPA
Controller

FINANCIAL HIGHLIGHTS – July 2011

Revenues

- As of August 11, the headcount for the 8-week summer semester 2011, excluding Sheridan Correctional Center, is 1,972, which is 130 students less than at that same point in time last year. Credit hours for summer 2011 decreased by 1,032, or 10.37 percent, for a total of 8,920. The headcount for fall semester 2011 is 4,041, which is 68 students more than at that same point in time last year, excluding Sheridan Correctional Center. Credit hours for fall 2011 decreased by 1,720, or 4.16 percent, for a total of 39,628.
- Tuition payments for fall semester were due on August 3, 2011. Students dropped for non-payment can re-register and pay until the start of the semester on August 17, 2011. Tuition revenue includes summer and fall tuition charges.
- In fiscal year 2011, ICCB had an appropriation from the Education Assistance Fund that enabled them to stay current with monthly payments of the base operating grant. In fiscal year 2012, this appropriation also included the equalization grant as well as the base operating grant. We have received the July payment for both of these grants.

Expenditures

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

- Fund 01 – Education – Instruction – Fixed Charges – includes the full annual payment of \$132,000 for the Ottawa Center rent;
- Fund 01 – Education – Academic Support – Contractual Services – annual hosting and support fees for Blackboard Learning Management System for \$65,268;
- Fund 01 – Education – Institutional Support – Contractual Services – annual software maintenance renewal with Datatel for \$159,990;
- Fund 05 – Auxiliary Enterprises Fund – Materials & Supplies – books and supplies for resale in the bookstore for both fall and spring semester;
- Fund 06 – Restricted Purposes Fund – Instruction – Capital Outlay – learning module paid by the Carl Perkins grant for the Health Professions manikin;
- Fund 11 – Audit – Contractual Services – progress billing of \$9,500 for FY2011 audit contract with Gordon, Stockman and Waugh. The total contract is \$32,500;

- Salaries and benefits are higher for July because of overload and part-time faculty wages for summer semester. Revenues and expenditures for summer semester are considered FY2012 activities and booked in July. The month of July also had three payroll periods. These are timing issues and do not mean salaries and benefits are higher than the tentative budget.

- Fund 03 – Operations and Maintenance Fund (Restricted) – Capital Outlay:

Projects in progress:

- Security Office Relocation/Fire Alarm Upgrade – This project is at substantial completion.
 - Chemistry Lab renovation – Work is progressing on schedule and will be ready for fall semester.
 - The Aluminum Feeder Wire and Branch Panel Replacement project was approved by the Illinois Community College Board on May 11, 2011. The architects are proceeding with construction documents.
- Other Projects:
 - The Community Instructional Center Project continues to move forward. A pre-bid meeting was held on July 28, 2011 and bids will be due on August 25, 2011. The Capital Development Board will then have 60 days to award the bid. Some work such as the asbestos removal in building G and construction of the temporary entrance could occur in January and February 2012 but the major groundbreaking will most likely be early in the spring of 2012. Building F is scheduled to be vacated in January and February with demolition of the link and part of Building F occurring in March 2012. In preparation for the project, the main water line was located.
 - The Slope Maintenance Project financed with Capital Renewal funds has been approved by both the ICCB and the CDB. Steve Halm, from the Capital Development Board, met with David Adrian from Chamlin & Associates and members of the administration on July 6, 2011 to discuss design work and the project timeline. Bids for the project will be due in December. If possible, this work will be combined with site work for the Community Instructional Center Project.
 - Illinois Valley Contracting began repairs to the road accessing the bottom land the week of August 8, 2011. They are replacing two culverts and adding concrete to help with soil erosion. Illinois Valley Contracting will also begin cleanup of the debris in August 2011. This work is outside the Slope Maintenance Project and will be paid for from operations and maintenance fund monies.

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 July 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	\$ (739,585)	\$ 812,578	\$ 101,243	\$ 618,229	\$ 113,129	\$ -	\$ -	\$ 905,594
Investments	8,248,614	13,674,103	1,260,205	1,506,426	-			24,689,348
Receivables								
Property taxes	8,010,043	1,901,661	1,269,682					11,181,386
Governmental claims	169,629	695,703			149,165			1,014,497
Tuition and fees	3,193,217	-		867				3,194,084
Due from other funds	267,517	93,921	-	118,278	-	-	-	479,716
Bookstore inventories				963,480				963,480
Other assets	72,439	58,911	2,872	9,625	-	-		143,847
Fixed assets - net where applicable				35,750		61,022,305		61,058,055
Other debits								
Amount available in Debt Service Fund							2,634,002	2,634,002
Amount to be provided to retire debt							(1,427,791)	(1,427,791)
Total Assets and Other Debits	\$19,221,874	\$17,236,877	\$ 2,634,002	\$ 3,252,655	\$ 262,294	\$61,022,305	\$ 1,206,211	\$ 104,836,218

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**Illinois Valley Community College District No. 513
Combined Balance Sheet
All Fund Types and Account Groups
July 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	\$ 92,947	\$ 566	\$ -	\$ 53,549	\$ 4,768	\$ -	\$ -	\$ 151,830
Accrued salaries & benefits	1,914,053	24,746	-	27,618	-	-	-	1,966,417
Post-retirement benefits & other	113,102	206,074	-	525	30	-	-	319,731
Unclaimed property	2,054	401	-	-	41	-	-	2,496
Due to other funds	139,791	271,819	-	-	68,106	-	-	479,716
Due to student groups/deposits	-	-	-	-	189,349	-	-	189,349
Deferred revenue								-
Property taxes	4,006,220	951,112	635,029	-	-	-	-	5,592,361
Tuition and fees	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-
Bonds payable							1,206,211	1,206,211
Total liabilities	<u>6,268,167</u>	<u>1,454,718</u>	<u>635,029</u>	<u>81,692</u>	<u>262,294</u>	<u>-</u>	<u>1,206,211</u>	<u>9,908,111</u>
Equity and Other Credits								
Investment in general fixed assets						61,022,305		61,022,305
Contributed capital								-
Retained earnings				3,170,963				3,170,963
Fund balance								-
Reserved for grant purposes		8,058						8,058
Reserved for building purposes		5,347,678						5,347,678
Reserved for debt service			1,998,973					1,998,973
Reserved for Liab.,Prot.,Settl.		5,691,904						5,691,904
Unreserved	<u>12,953,707</u>	<u>4,734,519</u>						<u>17,688,226</u>
Total equity and other credits	<u>12,953,707</u>	<u>15,782,159</u>	<u>1,998,973</u>	<u>3,170,963</u>	<u>-</u>	<u>61,022,305</u>	<u>-</u>	<u>94,928,107</u>
Total Liabilities, Equity and Other Credits	<u>\$19,221,874</u>	<u>\$17,236,877</u>	<u>\$ 2,634,002</u>	<u>\$ 3,252,655</u>	<u>\$ 262,294</u>	<u>\$61,022,305</u>	<u>\$ 1,206,211</u>	<u>\$ 104,836,218</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 No. 513
Summary of Fiscal Year 2012 Revenues & Expenditures by Fund
One Month Ended July 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	\$ 7,297,322	\$ 1,013,008	\$ 706,197	\$ 562,526	\$ 1,130	\$ 99,505	\$ 557,312	\$ 122,553	\$ 15,365	\$ 10,374,918
Actual Expenditures	(2,554,515)	(165,658)	(12,941)	-	-	(786,238)	(713,466)	(28,035)	(9,500)	(4,270,353)
Other Financing Sources (Uses)	-	-	-	-	-	-	-	-	-	-
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	4,742,807	847,350	693,256	562,526	1,130	(686,733)	(156,154)	94,518	5,865	6,104,565
Fund balances July 1, 2011	5,316,904	2,046,646	4,654,422	1,436,447	4,699,293	3,857,696	164,212	5,597,386	28,231	27,801,237
Fund balances July 31, 2011	<u>\$ 10,059,711</u>	<u>\$ 2,893,996</u>	<u>\$ 5,347,678</u>	<u>\$ 1,998,973</u>	<u>\$ 4,700,423</u>	<u>\$ 3,170,963</u>	<u>\$ 8,058</u>	<u>\$ 5,691,904</u>	<u>\$ 34,096</u>	<u>\$ 33,905,802</u>

**Illinois Valley Community College District No. 513
Fiscal Year 2012 Budget to Actual Comparison
One Month Ended July 31, 2011**

	Annual Budget FY2012	Actual 7/31/11	Act/Budget 8.3%	Actual 7/31/10	Act/Budget FY11	Annual Budget FY2011
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 6,671,791	\$ 2,984,563	44.7%	\$ 3,310,491	48.8%	\$ 6,778,669
Corporate Personal Property Replacement Tax	1,190,000	-	0.0%	-	0.0%	850,000
TIF Revenues	360,000	33,688	9.4%	84,070	28.0%	300,000
Total Local Government	8,221,791	3,018,251	36.7%	3,394,561	42.8%	7,928,669
State Government:						
ICCB Credit Hour Grant	1,765,157	147,096	8.3%	-	0.0%	1,765,165
Equalization	136,345	11,362	8.3%	-	0.0%	170,118
Career/Technical Education Formula Grant	101,121	-	0.0%	-	0.0%	120,000
Dept of Corrections	-	-	0.0%	-	0.0%	31,513
Other	-	-	0.0%	-	0.0%	-
Total State Government	2,002,623	158,458	7.9%	-	0.0%	2,086,796
Federal Government						
PELL Administrative Fees	8,000	-	0.0%	-	0.0%	8,000
ARRA Grant	-	-	0.0%	-	0.0%	-
Total Federal Government	8,000	-	0.0%	-	0.0%	8,000
Student Tuition and Fees:						
Tuition	6,706,315	3,540,064	52.8%	3,231,830	54.6%	5,915,228
Fees	1,180,439	567,993	48.1%	558,520	53.3%	1,048,468
Total Tuition and Fees	7,886,754	4,108,057	52.1%	3,790,350	54.4%	6,963,696
Other Sources:						
Investment Revenue	40,000	318	0.8%	2,133	5.3%	40,000
Public Service Revenue	904,812	10,994	1.2%	13,370	1.2%	1,099,707
Nongovernmental Gifts	48,000	-	0.0%	-	0.0%	48,000
Other	92,894	1,244	1.3%	1,243	1.4%	88,202
Total Other Sources	1,085,706	12,556	1.2%	16,746	1.3%	1,275,909
TOTAL EDUCATION FUND REVENUE	19,204,874	7,297,322	38.0%	7,201,657	39.4%	18,263,070
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	9,236,909	1,189,883	12.9%	733,329	8.4%	8,740,223
Employee Benefits	1,539,288	170,655	11.1%	153,971	11.1%	1,381,825
Contractual Services	128,150	1,815	1.4%	1,978	1.2%	158,595
General Materials & Supplies	457,723	11,322	2.5%	5,304	1.2%	431,112
Conference & Meeting Expenses	101,811	1,450	1.4%	850	0.7%	114,743
Fixed Charges	240,000	139,472	58.1%	14,624	8.6%	171,000
Utilities	1,000	(3)	-0.3%	-	0.0%	1,000
Capital Outlay	23,916	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Instruction	\$ 11,728,797	\$ 1,514,594	12.9%	\$ 910,056	8.3%	\$ 10,998,498

**Illinois Valley Community College District No. 513
Fiscal Year 2012 Budget to Actual Comparison
One Month Ended July 31, 2011**

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2012	Actual 7/31/11	Act/Budget 8.3%	Actual 7/31/10	Act/Budget FY11	Annual Budget FY2011
Academic Support:						
Salaries	\$ 679,854	\$ 71,100	10.5%	\$ 61,815	9.4%	\$ 654,144
Employee Benefits	111,647	11,638	10.4%	12,870	12.5%	102,973
Contractual Services	153,059	70,885	46.3%	4,797	3.5%	136,324
General Materials & Supplies	320,491	7,008	2.2%	16,090	4.1%	391,808
Conference & Meeting Expenses	15,782	-	0.0%	-	0.0%	11,035
Fixed Charges	4,680	-	0.0%	-	0.0%	4,680
Utilities	44,143	2,347	5.3%	1,525	3.3%	46,148
Capital Outlay	19,750	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	1,349,406	162,978	12.1%	97,097	7.2%	1,347,112
Student Services:						
Salaries	1,113,536	130,810	11.7%	115,018	10.4%	1,106,619
Employee Benefits	275,791	32,300	11.7%	29,617	12.3%	240,204
Contractual Services	6,885	-	0.0%	-	0.0%	18,150
General Materials & Supplies	58,567	1,320	2.3%	4,362	7.9%	55,475
Conference & Meeting Expenses	21,550	618	2.9%	40	0.2%	26,600
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	1,476,329	165,048	11.2%	149,037	10.3%	1,447,048
Public Services/Continuing Education:						
Salaries	349,346	38,793	11.1%	31,731	8.8%	362,361
Employee Benefits	35,766	4,565	12.8%	4,747	14.3%	33,156
Contractual Services	358,700	34,149	9.5%	41,766	17.8%	234,500
General Materials & Supplies	130,100	7,960	6.1%	6,012	3.0%	200,350
Conference & Meeting Expenses	8,300	71	0.9%	170	1.6%	10,865
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	882,462	85,538	9.7%	84,426	10.0%	841,482
Institutional Support:						
Salaries	1,914,461	213,198	11.1%	180,204	9.8%	1,840,630
Employee Benefits	494,372	73,366	14.8%	64,424	13.5%	475,844
Contractual Services	401,651	197,281	49.1%	183,257	48.9%	374,590
General Materials & Supplies	421,070	32,456	7.7%	33,038	6.8%	484,722
Conference & Meeting Expenses	75,720	4,359	5.8%	281	0.3%	84,970
Fixed Charges	24,000	518	2.2%	6,765	18.0%	37,500
Utilities	15,956	774	4.9%	46	0.3%	15,458
Capital Outlay	38,650	-	0.0%	-	0.0%	28,416
Other	-	2,014	0.0%	-	0.0%	(1,700)
Total Institutional Support	3,385,880	523,966	15.5%	468,015	14.0%	3,340,430
Scholarships, Grants and Waivers	422,000	102,391	24.3%	46,886	13.5%	348,500
TOTAL EDUCATION FUND EXPENDITURES	\$ 19,244,874	\$ 2,554,515	13.3%	\$ 1,755,517	9.6%	\$ 18,323,070
INTERFUND TRANSFERS - NET	\$ 40,000	\$ -	0.0%	\$ -	0.0%	\$ (340,000)

**Illinois Valley Community College District No. 513
Fiscal Year 2012 Budget to Actual Comparison
One Month Ended July 31, 2011**

OPERATIONS & MAINTENANCE FUND REVENUES	Annual Budget FY2012	Actual 7/31/11	Act/Budget 8.3%	Actual 7/31/10	Act/Budget FY11	Annual Budget FY2011
Local Government Sources:						
Current Taxes	\$ 1,280,330	\$ 563,784	44.7%	\$ 626,724	48.9%	\$ 1,281,479
Corporate Personal Property Replacement Tax	210,000	-	0.0%	-	0.0%	150,000
TIF	116,885	11,229	9.6%	28,023	28.0%	100,000
Total Local Government	1,587,215	575,013	36.2%	654,747	42.8%	1,531,479
State Government:						
ICCB Credit Hour Grant	311,498	25,958	8.3%	-	0.0%	311,498
Total State Government	311,498	25,958	8.3%	-	0.0%	311,498
Student Tuition and Fees:						
Tuition	743,178	408,102	54.9%	523,033	56.3%	929,274
Total Tuition and Fees	743,178	408,102	54.9%	523,033	56.3%	929,274
Other Sources:						
Facilities Revenue	187,000	1,631	0.9%	2,000	1.7%	119,000
Investment Revenue	5,000	1,717	34.3%	452	9.0%	5,000
Non-Governmental Gifts & Grants	-	-	0.0%	-	0.0%	-
Other	-	587	0.0%	-	0.0%	-
Total Other Sources	192,000	3,935	2.0%	2,452	2.0%	124,000
TOTAL OPERATIONS & MAINTENANCE FUND REVENUES	\$ 2,833,891	\$ 1,013,008	35.7%	\$ 1,180,232	40.8%	\$ 2,896,251

OPERATIONS & MAINTENANCE FUND	Annual Budget FY2012	Actual 07/31/11	Act/Budget 8.3%	Actual 07/31/10	Act/Budget FY11	Annual Budget FY2011
Operations & Maintenance of Plant:						
Salaries	\$ 862,900	\$ 96,968	11.2%	\$ 71,578	8.8%	\$ 813,862
Employee Benefits	218,101	24,528	11.2%	24,066	12.2%	197,843
Contractual Services	183,700	11,271	6.1%	52,445	32.9%	159,592
General Materials & Supplies	250,976	2,889	1.2%	20,868	5.6%	372,200
Conference & Meeting Expenses	6,000	-	0.0%	-	0.0%	6,000
Fixed Charges	40,000	-	0.0%	-	0.0%	7,800
Utilities	819,410	19,553	2.4%	10,745	1.2%	902,150
Capital Outlay	167,900	-	0.0%	-	0.0%	156,500
Facility Charges to Other Funds	-	-	0.0%	-	0.0%	-
Provision for Contingency	200,000	-	0.0%	-	0.0%	200,000
Total Operations & Maintenance of Plant	2,748,987	155,209	5.6%	179,702	6.4%	2,815,947
Institutional Support:						
Salaries	56,007	6,646	11.9%	4,754	8.8%	53,754
Employee Benefits	8,497	1,070	12.6%	1,035	13.0%	7,950
Contractual Services	2,500	2,395	95.8%	2,395	239.5%	1,000
General Materials & Supplies	4,900	-	0.0%	-	0.0%	4,600
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	13,000	338	2.6%	-	0.0%	13,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	84,904	10,449	12.3%	8,184	10.2%	80,304
TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	\$ 2,833,891	\$ 165,658	5.8%	\$ 187,886	6.5%	\$ 2,896,251

**Illinois Valley Community College District No. 513
Fiscal Year 2012 Budget to Actual Comparison
One Month Ended July 31, 2011**

	<u>Annual Budget FY2012</u>	<u>Actual 7/31/11</u>	<u>Act/Budget 8.3%</u>	<u>Actual 7/31/10</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources						
Current Taxes	\$ 1,537,220	\$ 704,706	45.8%	\$ 773,494	48.6%	\$ 1,589,936
State Government Sources	-	-	0.0%	-	0.0%	-
Investment Revenue	50,000	1,491	3.0%	23,829	43.3%	55,000
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	<u>1,587,220</u>	<u>706,197</u>	<u>44.5%</u>	<u>797,323</u>	<u>48.5%</u>	<u>1,644,936</u>
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Operations & Maintenance						
Contractual Services	-	-	0.0%	137,016	0.0%	-
Capital Outlay	6,587,220	12,941	0.2%	357,763	22.1%	1,617,500
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	<u>6,587,220</u>	<u>12,941</u>	<u>0.2%</u>	<u>494,779</u>	<u>30.6%</u>	<u>1,617,500</u>
Transfer In (Out)	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ 400,000</u>

Fiscal Year 2012 Budget to Actual Comparison

	<u>Annual Budget FY2012</u>	<u>Actual 7/31/11</u>	<u>Act/Budget 8.3%</u>	<u>Actual 7/31/10</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
BOND & INTEREST FUND						
Local Government Sources						
Current Taxes	\$ 1,265,000	\$ 562,241	44.4%	\$ 619,222	49.0%	\$ 1,265,000
Investment Revenue	5,000	285	5.7%	663	13.3%	5,000
TOTAL BOND & INTEREST FUND REVENUES	<u>1,270,000</u>	<u>562,526</u>	<u>44.3%</u>	<u>619,885</u>	<u>48.8%</u>	<u>1,270,000</u>
BOND & INTEREST FUND						
Institutional Support:						
Debt Principal Retirement	1,265,000	-	0.0%	-	0.0%	1,265,000
Interest on Bonds	-	-	0.0%	-	0.0%	-
Fees	400	-	0.0%	-	0.0%	400
TOTAL BOND & INTEREST EXPENDITURES	<u>\$ 1,265,400</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ 1,265,400</u>

Fiscal Year 2012 Budget to Actual Comparison

	<u>Annual Budget FY2012</u>	<u>Actual 7/31/11</u>	<u>Act/Budget 8.3%</u>	<u>Actual 7/31/10</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
WORKING CASH FUND						
Investment Revenue	\$ 40,000	\$ 1,130	2.8%	\$ 2,738	4.6%	\$ 60,000
TOTAL WORKING CASH REVENUES	<u>40,000</u>	<u>1,130</u>	<u>2.8%</u>	<u>2,738</u>	<u>4.6%</u>	<u>60,000</u>
Transfers In (Out)	<u>\$ (40,000)</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ (60,000)</u>

**Illinois Valley Community College District No. 513
Fiscal Year 2012 Budget to Actual Comparison
One Month Ended July 31, 2011**

AUXILIARY ENTERPRISES FUND	Annual Budget FY2012	Actual 7/31/11	Act/Budget 8.3%	Actual 7/31/10	Act/Budget FY11	Annual Budget FY2011
Student Fees	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
Service Fees	3,324,756	97,996	2.9%	140,722	4.3%	3,254,475
Data Processing Rentals	-	-	0.0%	-	0.0%	1,672
Other Revenue	-	40	0.0%	30	0.0%	-
Investment Revenue	15,000	1,469	9.8%	2,471	24.7%	10,000
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	3,339,756	99,505	3.0%	143,223	4.4%	3,266,147
AUXILIARY ENTERPRISES FUND						
Salaries	578,459	68,362	11.8%	51,075	8.5%	601,776
Employee Benefits	213,312	25,378	11.9%	21,659	11.0%	196,490
Contractual Services	39,230	-	0.0%	433	1.2%	36,260
Materials & Supplies	2,415,319	692,498	28.7%	189,934	7.9%	2,395,922
Conference & Meeting	30,196	-	0.0%	612	2.7%	22,885
Fixed Charges	45,000	-	0.0%	-	0.0%	48,000
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	5,826	-	0.0%	-	0.0%	1,325
Other	63,000	-	0.0%	-	0.0%	63,000
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	3,390,342	786,238	23.2%	263,713	7.8%	3,365,658
Transfer In (Out)	\$ 62,000	\$ -	0.0%	\$ -	0.0%	\$ 62,000

Fiscal Year 2012 Budget to Actual Comparison

RESTRICTED PURPOSES FUND	Annual Budget FY2012	Actual 7/31/11	Act/Budget 8.3%	Actual 7/31/10	Act/Budget FY11	Annual Budget FY2011
State Government Sources	\$ 371,408	\$ 17,900	4.8%	\$ 54,454	5.8%	\$ 938,668
Federal Government Sources	6,711,969	539,411	8.0%	612,904	7.9%	7,721,710
Service Fees	-	-	0.0%	-	0.0%	-
Other Revenue	35,000	1	0.0%	6	0.1%	5,000
TOTAL RESTRICTED PURPOSES FUND REVENUES	7,118,377	557,312	7.8%	667,364	7.7%	8,665,378
RESTRICTED PURPOSES FUND						
Instruction:						
Salaries	357,432	19,444	5.4%	53,058	6.8%	779,528
Employee Benefits	90,287	8,250	9.1%	18,022	10.4%	174,121
Contractual Services	68,360	-	0.0%	21,905	17.3%	126,408
Materials & Supplies	130,453	2,946	2.3%	4,279	2.0%	208,936
Conference & Meeting	41,279	2,481	6.0%	85	0.1%	75,500
Fixed Charges	2,250	-	0.0%	-	0.0%	1,900
Utilities	2,900	-	0.0%	-	0.0%	1,250
Capital Outlay	50,000	7,350	14.7%	-	0.0%	194,000
Other (P-16 Grant Waivers)	8,679	-	0.0%	-	0.0%	31,286
Total Instruction	\$ 751,640	\$ 40,471	5.4%	\$ 97,349	6.1%	\$ 1,592,929

**Illinois Valley Community College District No. 513
Fiscal Year 2012 Budget to Actual Comparison
One Month Ended July 31, 2011**

RESTRICTED PURPOSES FUND	Annual Budget FY2012	Actual 7/31/11	Act/Budget 8.3%	Actual 7/31/10	Act/Budget FY11	Annual Budget FY2011
Academic Support						
Salaries	\$ -	\$ 312	0.0%	\$ 8,431	9.4%	\$ 89,838
Employee Benefits	-	102	0.0%	1,178	4.2%	27,732
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	-	-	0.0%	1,050	23.4%	4,490
Conference & Meeting	-	-	0.0%	-	0.0%	4,000
Fixed Charges	-	-	0.0%	310	6.0%	5,200
Total Academic Support	-	414	0.0%	10,969	8.4%	131,260
Student Services						
Salaries	180,825	19,361	10.7%	12,938	7.4%	175,415
Employee Benefits	43,259	8,618	15.3%	3,940	9.6%	41,143
Contractual Services	4,000	-	0.0%	1,498	74.9%	2,000
Materials & Supplies	13,500	95	0.7%	4	0.0%	15,100
Conference & Meeting	25,500	(340)	-1.3%	877	3.3%	26,431
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRIO Grant)	32,000	7,255	22.7%	13,604	60.5%	22,500
Total Student Services	299,084	32,989	11.0%	32,861	11.6%	282,589
Public Service						
Salaries	488,912	57,975	11.9%	53,065	10.7%	495,671
Employee Benefits	108,782	15,162	13.9%	13,042	11.8%	110,187
Contractual Services	145,205	2,046	1.4%	1,792	0.4%	489,670
Materials & Supplies	76,683	4,674	6.1%	263	0.1%	214,347
Conference & Meeting	50,410	5,175	10.3%	4,995	5.3%	94,994
Fixed Charges	25,735	194	0.8%	-	0.0%	29,130
Utilities	6,088	-	0.0%	-	0.0%	7,305
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	178	-	0.0%	-	0.0%	190
Total Public Service	901,993	85,226	9.4%	73,157	5.1%	1,441,494
Auxiliary Services						
Salaries	4,000	-	0.0%	-	0.0%	4,000
Employee Benefits	320	-	0.0%	-	0.0%	320
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	18,844	-	0.0%	-	0.0%	19,680
Conference & Meeting	1,000	-	0.0%	-	0.0%	1,000
Other (Child Care Subsidies)	10,000	-	0.0%	-	0.0%	10,000
Total Auxiliary Services	\$ 34,164	\$ -	0.0%	\$ -	0.0%	\$ 35,000

**Illinois Valley Community College District No. 513
Fiscal Year 2012 Budget to Actual Comparison
One Month Ended July 31, 2011**

	<u>Annual Budget FY2012</u>	<u>Actual 7/31/11</u>	<u>Act/Budget 8.3%</u>	<u>Actual 7/31/10</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
Institutional Support						
Salaries (Federal Work Study)	\$ 75,496	\$ -	0.0%	\$ -	0.0%	\$ 75,496
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>-</u>	<u>0.0%</u>	<u>-</u>	<u>0.0%</u>	<u>75,496</u>
Student grants and waivers (PELL & SEOG)	<u>5,061,000</u>	<u>554,366</u>	<u>11.0%</u>	<u>607,231</u>	<u>11.9%</u>	<u>5,111,610</u>
TOTAL RESTRICTED FUND EXPENDITURES	<u>\$ 7,123,377</u>	<u>\$ 713,466</u>	<u>10.0%</u>	<u>\$ 821,567</u>	<u>9.5%</u>	<u>\$ 8,670,378</u>
Transfer In (Out)	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>

Fiscal Year 2012 Budget to Actual Comparison

LIABILITY, PROTECTION, & SETTLEMENT FUND	<u>Annual Budget FY2012</u>	<u>Actual 7/31/11</u>	<u>Act/Budget 8.3%</u>	<u>Actual 7/31/10</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
Local Government Sources	\$ 258,368	\$ 122,553	47.4%	\$ 98,119	49.0%	\$ 200,250
Investment Revenue	50,000	-	0.0%	3,208	3.8%	85,000
Other	-	-	0.0%	-	0.0%	-
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES	<u>308,368</u>	<u>122,553</u>	<u>39.7%</u>	<u>101,327</u>	<u>35.5%</u>	<u>285,250</u>

LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES

Operations & Maintenance of Plant						
Salaries	-	17,966	0.0%	21,181	6.8%	311,885
Employee Benefits	-	3,987	0.0%	6,526	9.0%	72,561
Contractual Services	401,500	150	0.0%	-	0.0%	3,500
Material & Supplies	100	3	3.0%	21	0.0%	-
Conference & Meeting	500	-	0.0%	-	0.0%	550
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	50	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	<u>\$ 402,100</u>	<u>\$ 22,106</u>	<u>5.5%</u>	<u>\$ 27,778</u>	<u>7.2%</u>	<u>\$ 388,496</u>

**Illinois Valley Community College District No. 513
Fiscal Year 2012 Budget to Actual Comparison
One Month Ended July 31, 2011**

LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES (continued)	Annual Budget FY2012	Actual 7/31/11	Act/Budget 8.3%	Actual 7/31/10	Act/Budget FY11	Annual Budget FY2011
Institutional Support						
Salaries	\$ 68,291	\$ 1,886	2.8%	\$ 26,374	7.4%	\$ 357,629
Employee Benefits	254,530	3,983	1.6%	933	0.3%	319,702
Contractual Services	12,000	-	0.0%	-	0.0%	16,500
Material & Supplies	2,300	60	2.6%	60	24.0%	250
Conference & Meeting	-	-	0.0%	-	0.0%	-
Fixed Charges	390,750	-	0.0%	45,868	14.5%	317,000
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>727,871</u>	<u>5,929</u>	<u>0.8%</u>	<u>73,235</u>	<u>7.2%</u>	<u>1,011,081</u>
TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	\$ 1,129,971	\$ 28,035	2.5%	\$ 101,013	7.2%	\$ 1,399,577

Fiscal Year 2012 Budget to Actual Comparison

AUDIT FUND	Annual Budget FY2012	Actual 7/31/11	Act/Budget 8.3%	Actual 7/31/10	Act/Budget FY11	Annual Budget FY2011
Local Government Sources	\$ 31,508	\$ 15,365	48.8%	\$ -	0.0%	\$ 18,034
Investment Revenue	200	-	0.0%	5	2.5%	200
TOTAL AUDIT FUND REVENUES	<u>31,708</u>	<u>15,365</u>	<u>48.5%</u>	<u>5</u>	<u>0.0%</u>	<u>18,234</u>
AUDIT FUND						
Contractual Services	32,500	9,500	29.2%	9,000	27.7%	32,500
TOTAL AUDIT FUND EXPENDITURES	\$ 32,500	\$ 9,500	29.2%	\$ 9,000	27.7%	\$ 32,500

**Illinois Valley Community College District No. 513
Fiscal Year 2012 Budget to Actual Comparison
All Funds
One Month Ended July 31, 2011**

<u>Department</u>	<u>Annual Budget FY2012</u>	<u>Actual 7/31/2011</u>	<u>Act/Budget 8.3%</u>	<u>Explanation</u>
President	\$ 292,518	\$ 32,164	11.0%	
Board of Trustees	21,000	5,616	26.7%	ICCTA
Community Relations	338,649	26,454	7.8%	
Development Office	71,194	8,034	11.3%	
Continuing Education	1,286,419	130,487	10.1%	
Facilities	9,336,207	168,150	1.8%	
Information Technologies	1,701,698	372,829	21.9%	Datatel maintenance agreement
Academic Affairs	259,150	24,502	9.5%	
Academic Affairs (AVPCE)	761,164	176,579	23.2%	Paid annual Ottawa Rent
Adult Education	504,753	30,525	6.0%	
Dislocated Workers Center	653,548	53,109	8.1%	
Learning Technologies	706,958	63,044	8.9%	
Career & Tech Education Division	2,445,046	230,288	9.4%	Summer semester wages
Natural Science & Business Division	2,176,823	268,638	12.3%	Summer semester wages
Humanities & Fine Arts/Social Science Division	2,191,115	296,928	13.6%	Summer semester wages
Health Professions Division	2,080,015	243,317	11.7%	Summer semester wages
English, Mathematics, Education Division	2,909,411	368,855	12.7%	Summer semester wages
Admissions & Records	355,315	37,562	10.6%	
Student Development	621,026	88,191	14.2%	Summer semester wages
Student Services	125,604	3,738	3.0%	
Financial Aid	5,484,630	589,925	10.8%	
Athletics	250,124	17,779	7.1%	
TRIO (Student Success Grant)	298,584	32,989	11.0%	
Safety Service	400,000	21,956	5.5%	
Business Services/General Institution	2,119,165	114,544	5.4%	
Risk Management	729,971	6,079	0.8%	
Tuition Waivers	422,000	102,391	24.3%	Summer semester and partial Fall semester
Purchasing	112,173	6,485	0.0%	
Human Resources	179,067	19,887	11.1%	
Bookstore	2,544,746	711,525	28.0%	Products for resale
Shipping & Receiving	84,904	10,449	12.3%	
Copy Center	144,598	7,334	5.1%	
Total FY12 Expenditures	<u>\$ 41,607,575</u>	<u>\$ 4,270,353</u>	10.3%	

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

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	TOTAL
Balance on Hand	896,968.16	682,135.04	211,067.37	62,093.84	658,217.57	(614,663.01)	409,708.42	6,420.68	360,249.94	2,672,198.01
Total Receipts	738,976.06	94,419.15	48,776.74	39,149.38	112,195.48	209,266.58	1,130.17	993.35	12,987.97	1,257,894.88
Total Cash	1,635,944.22	776,554.19	259,844.11	101,243.22	770,413.05	(405,396.43)	410,838.59	7,414.03	373,237.91	3,930,092.89
Due To/From Accts	150,803.68	(149,873.61)	-	-	6,402.61	(754.50)	-	-	(6,578.18)	0.00
Transfers/Bank CDs	(1,000,000.00)	-	-	-	500,000.00	-	-	-	500,000.00	-
Expenditures	(1,975,940.68)	(179,273.02)	(375,090.20)	-	(658,986.44)	(158,415.90)	-	(9,500.00)	(39,345.12)	(3,396,551.36)
ACCOUNT BALANCE	(1,189,192.78)	447,407.56	(115,246.09)	101,243.22	617,829.22	(564,566.83)	410,838.59	(2,085.97)	827,314.61	533,541.53
Deposits in Transit	(89,872.54)									(89,872.54)
Outstanding Checks	832,102.53									832,102.53
BANK BALANCE	(446,962.79)	447,407.56	(115,246.09)	101,243.22	617,829.22	(564,566.83)	410,838.59	(2,085.97)	827,314.61	1,275,771.52
Certificates of Deposit	3,500,000.00	300,000.00	1,000,000.00	500,000.00	1,200,000.00	-	4,550,000.00	-	4,000,000.00	16,050,000.00
Illinois Funds	3,363,577.67	1,385,036.77	1,070,273.84	760,204.63	6,426.23	47,612.72	17,394.91	18,684.55	379,763.46	7,048,974.78
CDB Trust Fund CTC			1,509,058.37							1,509,058.37
Bldg Reserve-ILLFund			1,081,315.52							1,081,315.52
Total Investment	6,863,577.67	1,685,036.77	4,660,647.73	1,260,204.63	1,206,426.23	47,612.72	4,567,394.91	18,684.55	4,379,763.46	24,689,348.67
LaSalle State Bank	116,585.01									
Peru Savings Bank	1,159,186.51									
	<u>1,275,771.52</u>									

Respectfully Submitted,



Cheryl Roelfsema
Vice President for Business Services & Finance/Treasurer

**ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
July 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>
9/17/2011	1,000,000					500,000		1,500,000	FSB	1.00%	1.00%	25440
9/23/2011			500,000				500,000	1,000,000	FSB	1.00%	1.00%	25522
11/7/2011						150,000		150,000	MB	1.25%	1.25%	15192
11/17/2011							200,000	200,000	LSB	0.55%	0.55%	80014774
11/18/2011						1,500,000		1,500,000	FSB	0.90%	0.90%	26001
12/10/2011							1,000,000	1,000,000	CB	0.75%	0.75%	2041022024
12/15/2011	500,000		500,000					1,000,000	FSB	1.10%	1.10%	1011428351
12/22/2011				500,000		1,000,000	500,000	2,000,000	FSB	1.10%	1.10%	1011466946
1/30/2012						100,000		100,000	NCB	1.00%	1.00%	35803
3/23/2012						1,000,000		1,000,000	FSB	0.95%	0.95%	26766
4/22/2012							100,000	100,000	MB	1.15%	1.15%	914161
6/1/2012		300,000			1,200,000			1,500,000	FSB	0.95%	0.95%	24553
7/20/2012	2,000,000							2,000,000	FSB	0.95%	0.95%	1011570115
8/3/2012						300,000	1,700,000	2,000,000	FSB	0.95%	0.95%	25092
Total CD	3,500,000	300,000	1,000,000	500,000	1,200,000	4,550,000	4,000,000	15,050,000				

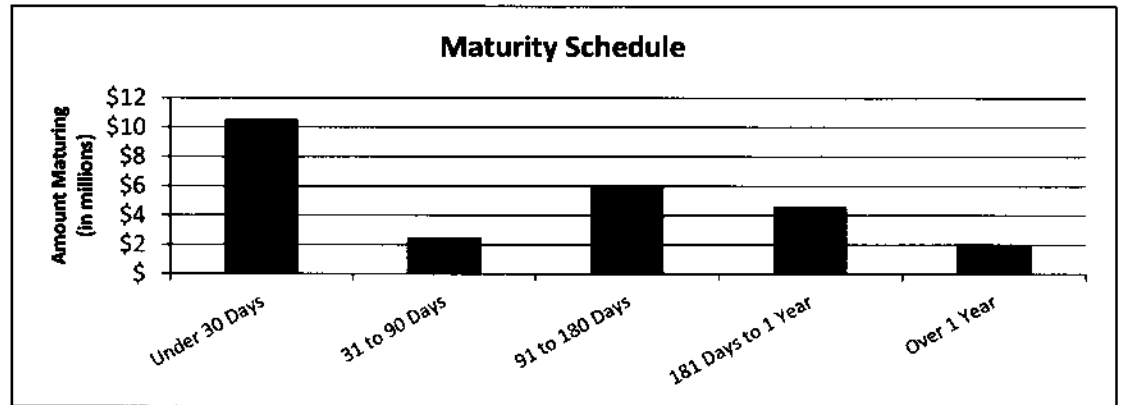
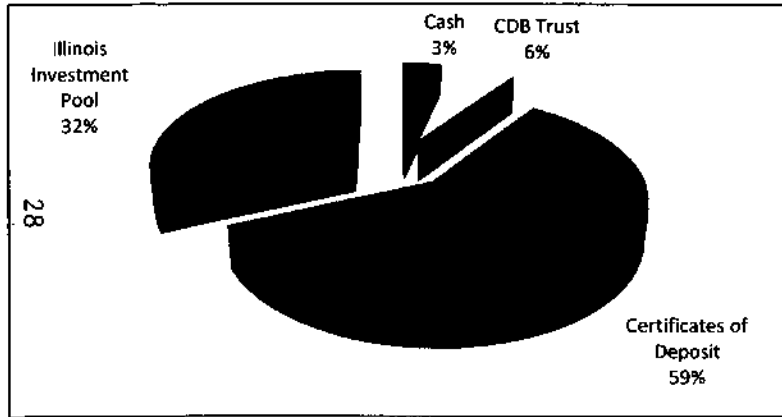
CB	Centrue Bank	LSB	LaSalle State Bank
CBNA	Commerce Bank, NA	MB	Marseilles Bank
CFNB	Citizens First National Bank	MSB	Midland State Bank
FSB	First State Bank of Mendota	NCB	North Central Bank - Ladd
HNB	Hometown National Bank	PFS	Peru Federal Savings

** Current IL Funds interest rate: 0.038%

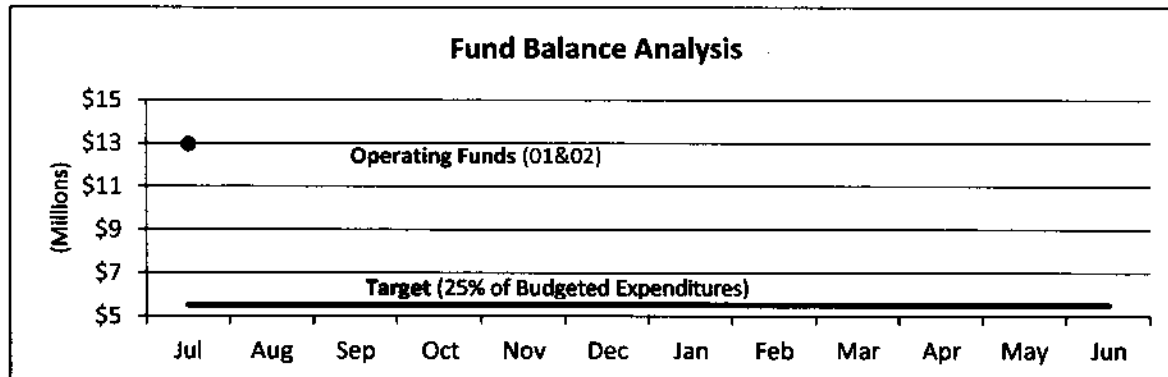
**Illinois Valley Community College District No. 513
Investment Status Report
All Funds
July 31, 2011**

Cash	3.5%	\$ 905,594	3.65%
CDB Trust	5.9%	1,509,058	1.90%
Certificates of Deposit	58.8%	15,050,000	0.97%
Illinois Investment Pool	31.8%	8,130,290	0.04%

IL Funds (US Bank)	\$ 8,130,290			\$ 8,130,290	32%
Centrue Bank		1,000,000		1,000,000	4%
First State Bank		13,500,000		13,500,000	53%
LaSalle State Bank		200,000	116,585	316,585	1%
Marseilles Bank		250,000		250,000	1%
North Central Bank		100,000		100,000	0%
Citizens First National			1,509,058	1,509,058	6%
Peru Federal Savings			789,009	789,009	3%



201 Days



cl

**Check Register \$5,000 or More
07/01/11 - 07/31/11**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
517723	07/07/11	0173733	American Digital Corporation	\$ 16,856.23	Hardware Maintenance-IBM
517738	07/07/11	0142736	Central Illinois Trucks, Inc.	7,297.24	Tractor/Trailer Rental & Maintenance
517743	07/07/11	0001515	Datatel Inc	159,990.00	Software Maintenance Renewal
517707	07/07/11	0000001	Illinois Valley Community College	104,344.25	Federal & State Payroll Taxes (07/07/11)
517715	07/07/11	0082897	SURS	53,112.98	Payroll (07/07/11)
517852	07/14/11	0108916	CCIC	305,980.57	Health Insurance (July)
517855	07/14/11	0142736	Central Illinois Trucks, Inc.	7,334.24	Tractor/Trailer Rental & Maintenance
517878	07/14/11	0079038	IVCC Student Activity	50,781.48	Illinois Veteran Awards
517886	07/14/11	0177551	Leapfrog Technologies, Inc.	39,980.00	Software: Online Catalog
517911	07/14/11	0170561	Respondus, Inc.	5,090.00	Software Renewal
517926	07/14/11	0066555	United States Postal Service	6,000.00	Reimburse Postage Meter
517955	07/21/11	0156834	Are We There Yet?, LLC	24,985.00	Continuing Education Trip-Pennsylvania
517962	07/21/11	0099391	Blackboard, Inc.	65,268.00	Hosting Fee and Software Maintenance
517974	07/21/11	0115159	City of Ottawa	132,000.00	Facility Rental
517975	07/21/11	0169822	Constellation NewEnergy - Gas	9,595.00	Natural Gas (06/01/11-06/30/11)
517998	07/21/11	0005259	ICCTA	6,445.00	Dues (07/01/10-12/31/10), IGEN Dues (07/01/10-06/30/11)
518006	07/21/11	0079038	IVCC Student Activity	7,588.60	Veteran Chapter 33 Awards
517937	07/21/11	0000001	Illinois Valley Community College	99,173.48	Federal & State Payroll Taxes (07/21/11)
518018	07/21/11	0176682	Lite Construction, Inc.	367,810.20	Remodel Chemistry Lab*
518040	07/21/11	0001594	Service Wholesale	9,439.29	Supplies for Resale
517945	07/21/11	0082897	SURS	52,278.80	Payroll (07/07/11)
518051	07/21/11	0096904	The Higher Learning Commission	10,611.50	AQIP Systems Appraisal, Annual Dues
518054	07/21/11	0001927	Walter J Zukowski & Assoc	8,964.25	Legal Fees
518081	07/28/11	0001369	Ameren Illinois	48,455.96	Electricity (06/10/11-07/12/11), Gas (East Campus 06/10/11-07/12/11)
518090	07/28/11	0126547	Basalay, Cary, & Alstadt Architects	7,280.00	Remodel Chemistry Lab*
518095	07/28/11	0001520	Cengage Learning Inc.	52,882.23	Books for Resale
518093	07/28/11	0180059	Dakine	7,405.11	Supplies for Resale
518098	07/28/11	0001515	Datatel Inc	23,471.00	Software Maintenance and License Renewals
518104	07/28/11	0109033	Elsevier Science	68,226.87	Books for Resale
518109	07/28/11	0142138	Gordon, Stockman & Waugh P.C.	9,500.00	Audit Financial Statement
518118	07/28/11	0079038	IVCC Student Activity	92,064.47	Veteran and Trio Grant Awards
518135	07/28/11	0001658	McGraw Hill Publishing	42,021.36	Books for Resale

Check Register \$5,000 or More

07/01/11 - 07/31/11

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
518137	07/28/11	0179526	Medical Education Technologies	7,350.00	Emergency Care Simulator Module (Carl Perkins Grant, Innovation Grant)
518144	07/28/11	0000948	Nebraska Book Co., Inc.	100,585.27	Books for Resale
518152	07/28/11	0091568	Pearson Education, Inc.	229,426.78	Books for Resale
518157	07/28/11	0001060	Roaring Spring Blk Bk Co	17,380.93	Books for Resale
518158	07/28/11	0178235	Russell Athletic	6,712.65	Soft Goods for Resale
518162	07/28/11	0001594	Service Wholesale	16,709.24	Supplies for Resale

\$ 2,280,397.98

*Protection, Health, & Safety (PHS) Projects

Stipends for Pay Period Ending 07/30/2011

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Aivarado, Ruben Joseph	SPN 1002 01	7/18/2011	8/11/2011	8/13/2011	SS	\$2,300.00	01-11-206500-51320	SPN-1002-01	Elementary Spanish II	
Amor, Stephanie Yolanda	YOU 8000, YOU 2110	7/18/2011	7/28/2011	7/30/2011	ST	\$346.50	01-41-103941-51320			
Bartholomew, Jeffrey Alexander	MUP 2025 01	5/31/2011	7/12/2011	7/30/2011	SS	\$215.60	01-11-206500-51320	MUP-2025-01	Applied Music: Drum Sets	Drum Lessons (8 X \$26.95)
Bruch, Anna Marie Faletti	Nursing Orientation (4 hrs)	7/30/2011	7/30/2011	7/30/2011	ST	\$121.88	01-14-207300-51340			
Bubb, Jennifer Lee	Nursing Orientation	7/30/2011	7/30/2011	7/30/2011	ST	\$135.00	01-14-207300-51340			
Deal, Constance L	Violin Lessons/12	5/31/2011	7/12/2011	7/30/2011	SS	\$337.56	01-11-206500-51320	MUP-2023-01	Applied Music: Violin	Violin Lessons (12X28.13)
Fomey, Brittany	St. Margaret's Healthy Kids	7/11/2011	7/22/2011	7/30/2011	ST	\$465.00	05-69-205973-51900			
Fryxell, David William	Bass Lessons/16	5/16/2011	7/7/2011	7/30/2011	SS	\$468.80	01-11-206500-51320	MUP-2043-01	Applied Music: Bass	
Giordano, Alyssa Rachele	St. Margaret's Healthy Kids	7/11/2011	7/22/2011	7/30/2011	ST	\$465.00	05-69-205973-51900			
Heredia, Hugo	St. Margaret's Healthy Kids	7/11/2011	7/22/2011	7/30/2011	ST	\$200.00	05-69-205973-51900			
Hodgson, Laura Ann	Nursing Orientation (49 hrs)	7/30/2011	7/30/2011	7/30/2011	ST	\$1,498.51	01-14-207300-51340			
Kilian, Melissa J.	1 Session	7/18/2011	7/29/2011	7/30/2011	OV	\$224.00	01-32-300308-51540			
Klieber, Tracie Marie	St. Margaret's Healthy Kids	7/11/2011	7/22/2011	7/30/2011	ST	\$240.00	05-69-205973-51900			
Klobucher, Courtney Elizabeth	ART 1000 02	7/18/2011	8/11/2011	8/13/2011	SS	\$1,725.00	01-11-206500-51320	ART-1000-02	Art Survey	
Koehler, Richard A	CDV 7000 03, #156	7/16/2011	7/16/2011	7/30/2011	ST	\$150.00	01-41-103943-51320	CDV-6000-03	LaSalle Co Driver Improvement	
Krasnican, Mary Ellen	FSS 1200 630 (Team Taught)	7/11/2011	7/27/2011	7/30/2011	ST	\$366.00	01-48-103420-51320	FSS-1200-630	Applied Food Service Sanitation	
McCabe-Pinn, Linda	Mileage Ottawa Campus	4/6/2011	5/11/2011	7/30/2011	TF	\$100.98	01-14-207300-55212			
Mika, Judyann	SSK 0904 01	7/18/2011	8/11/2011	8/13/2011	SS	\$1,800.00	01-15-209100-51320	SSK-0904-01	College Study Skills	
Moskalewicz, James P	4 Sessions	7/9/2011	7/27/2011	7/30/2011	OV	\$896.00	01-32-300308-51540			
Nett, Ryan Stephan	St. Margaret's Healthy Kids	7/11/2011	7/22/2011	7/30/2011	ST	\$360.00	05-69-205973-51900			
Ozeland, Gregory A	St. Margaret's Healthy Kids	7/11/2011	7/22/2011	7/30/2011	ST	\$270.00	05-69-205973-51900			
Padoan-Gallardo, Atti V	FEN 1002 01	6/15/2011	7/13/2011	7/30/2011	SS	\$200.00	01-11-206500-51320	FEN-1002-01	Elementary French II	Pay for Additional Student
Panizzi, Gerald W	CDV 6000 03, #767, #768 GDL	7/20/2011	7/23/2011	7/30/2011	ST	\$337.50	01-41-103941-51320	CDV-6000-03	LaSalle Co Driver Improvement	
Peterson, Delle Jeanne	Cello Lessons/8	5/23/2011	7/14/2011	7/30/2011	SS	\$215.60	01-11-206500-51320	MUP-2053-01	Applied Music: Cello	
Prine, Renee Marie	2 Sessions	7/18/2011	7/29/2011	7/30/2011	OV	\$448.00	01-32-300308-51540			
Schallhorn, Mary R	Piano Lessons/12	6/20/2011	7/12/2011	7/30/2011	SS	\$351.60	01-11-206500-51320	MUP-2005-01	Applied Music: Piano	
Smith, Sara E	FSS 1200 630 (Team Taught)	7/11/2011	7/27/2011	7/30/2011	ST	\$351.00	01-48-103420-51320	FSS-1200-630	Applied Food Service Sanitation	
Spart, Dennis E	Outdoor Ed/Venture '11	7/27/2011	7/27/2011	7/30/2011	ST	\$100.00	01-41-103941-51320			
Stevenson, Keith Howard	WHS 1250 300	7/1/2011	7/30/2011	7/30/2011	SS	\$150.00	01-13-204100-51320	WHS-1250-300	Warehouse/Distribution Process	Additional Student
Stevenson, Keith Howard	WHS-1202-300	7/18/2011	7/28/2011	7/30/2011	SS	\$120.00	01-13-204100-51320	WHS-1202-300	Introduction To Warehousing	

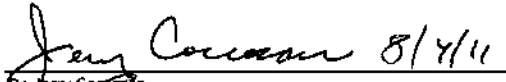
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Stipends for Pay Period Ending 07/30/2011

Name	Description	Start Date	End Date	Last Pay Date	Eam Type*	Amount	GL No.	Section Name	Section Title	Comments
Story, Michelle M	Develop Ottawa Clerical Test	7/1/2011	7/30/2011	7/30/2011	ST	\$180.00	01-42-103310-51320			Development of City of Ottawa Clerical Test-July 2011
Terzick, Jordan Richard	St. Margaret's Healthy Kids	7/11/2011	7/22/2011	7/30/2011	ST	\$300.00	05-69-205973-51900			
Whaley, Frances A	Retro Pay / Collection Dev	7/5/2011	7/16/2011	7/30/2011	ST	\$220.00	01-21-203212-51210			
Total Stipends						\$15,659.53				

*Eamtypes
 RE=Regular, TF=Taxable Reimbursements,
 ST/SG=Stipend, ES=SURS Exempt Stipend,
 OV=Overload, VA=Vacation Payout,
 MI=Miscellaneous, SS=Summer School


 Cheryl Roelfsema
 Vice President of Business Services and Finance


 Dr. Jerry Conroy
 President

Bid Results – Computer Printing Supplies

Bids for computer printing supplies were received and publicly opened on August 1, 2011. The supplies consist of OEM toner cartridges for campus-wide use in printers. Blackhawk, Inc. of Eagan, Minnesota submitted the lowest, most responsible bid in the amount of \$32,880.33. A summary of the bids received is attached.

Recommendation:

The administration recommends the Board accept the bid from Blackhawk, Inc. for computer printing supplies in the amount of \$32,880.33.

Summary - Computer Printing Supplies - Bid # BID2012-B01

Item #	Printer	Toner	Color	Qty	Blackhawk, Inc.	CDW-Government	Precision Data	Pro Technologies	Connecting Point	PMI Computer
					Eagan, MN	Vernon Hills, IL	Products, Inc. Grand Rapids, MI	Utica, IL	Computer Centers Peru, IL	Supplies St. Louis, MO
					Total Cost	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost
1	Canon ImageRunner 3200	GPR-11 7629	Blk	2	\$ 165.34	\$ 152.92	\$ 129.06	No Bid	\$ 160.54	\$ 193.80
		GPR-11 7628	Cyan	1	\$ 82.31	\$ 126.15	\$ 128.28	No Bid	\$ 129.19	\$ 151.25
		GPR-11 7627	Mag	1	\$ 82.31	\$ 111.70	\$ 128.28	No Bid	\$ 129.16	\$ 151.25
		GPR-11 7626	Ylw	1	\$ 82.31	\$ 122.60	\$ 128.28	No Bid	\$ 129.19	\$ 151.25
2	Canon ImageRunner 2050	GPR-5 4235	Blk	2	\$ 116.00	\$ 125.96	\$ 112.00	\$ 115.04	\$ 128.98	\$ 125.10
		GPR-5 4236	Cyan	1	\$ 93.38	\$ 108.38	\$ 95.63	\$ 99.34	\$ 111.00	\$ 106.75
		GPR-5 4237	Mag	1	\$ 93.38	\$ 94.88	\$ 95.63	\$ 99.34	\$ 110.96	\$ 106.75
		GPR-5 4238	Ylw	1	\$ 93.38	\$ 77.67	\$ 95.63	\$ 89.44	\$ 110.96	\$ 106.75
3	Dell 5310n	5210/5310	Blk	1	\$ 150.79	\$ 176.50	\$ 240.23	\$ 127.32	No Bid	\$ 270.05
4	HP 1200	C7115A	Blk	1	\$ 59.68	\$ 54.32	\$ 56.33	\$ 59.73	\$ 61.59	\$ 61.85
5	HP 1320	Q5949A	Blk	1	\$ 68.18	\$ 63.26	\$ 65.60	\$ 69.55	\$ 71.71	\$ 72.05
6	HP CM2320fxi MFP	CC530A	Blk	6	\$ 608.70	\$ 584.64	\$ 611.16	\$ 648.06	\$ 668.22	\$ 671.10
		CC531A	Cyan	4	\$ 400.44	\$ 389.92	\$ 401.60	\$ 425.84	\$ 439.08	\$ 447.40
		CC533A	Mag	4	\$ 400.44	\$ 387.68	\$ 401.60	\$ 425.84	\$ 439.08	\$ 447.40
		CC532A	Ylw	8	\$ 800.88	\$ 774.40	\$ 803.20	\$ 851.68	\$ 878.16	\$ 894.80
7	HP 3015	CE255XD	Blk	1	\$ 328.01	\$ 331.76	\$ 337.91	\$ 358.31	\$ 369.45	\$ 370.95
8	HP 3800/3505x	Q6470A	Blk	14	\$ 1,673.98	\$ 1,641.64	\$ 1,702.54	\$ 1,805.30	\$ 1,861.44	\$ 1,869.00
		Q7581A	Cyan	8	\$ 1,212.00	\$ 1,206.64	\$ 1,251.36	\$ 1,326.80	\$ 1,368.16	\$ 1,374.00
		Q7582A	Ylw	6	\$ 909.00	\$ 905.22	\$ 938.52	\$ 995.10	\$ 1,026.12	\$ 1,030.50
		Q7583A	Mag	10	\$ 1,515.00	\$ 1,531.00	\$ 1,564.20	\$ 1,658.50	\$ 1,710.20	\$ 1,717.50
9	HP 3525	CE250X	Blk	11	\$ 1,721.39	\$ 1,716.88	\$ 1,780.35	\$ 1,887.93	\$ 1,946.56	\$ 1,954.70
		CE251A	Cyan	9	\$ 1,898.46	\$ 1,900.71	\$ 1,971.18	\$ 2,090.16	\$ 2,155.14	\$ 2,164.05
		CE252A	Ylw	10	\$ 2,109.40	\$ 2,111.70	\$ 2,190.20	\$ 2,322.40	\$ 2,394.60	\$ 2,404.50
		CE253A	Mag	8	\$ 1,687.52	\$ 1,694.32	\$ 1,752.16	\$ 1,857.92	\$ 1,915.68	\$ 1,923.60
10	HP 4000-4050	C4127X	Blk	25	\$ 2,901.25	\$ 2,838.50	\$ 2,944.25	\$ 3,122.00	\$ 3,219.25	\$ 3,232.50
11	HP 4100 - **Dual Pack**	C8061D	Blk	4	\$ 842.04	\$ 836.20	\$ 848.08	\$ 899.24	\$ 927.24	\$ 931.00
12	HP 4200 - **Dual Pack**	Q1338D	Blk	18	\$ 4,484.52	\$ 4,464.00	\$ 4,574.16	\$ 4,850.28	\$ 5,001.12	\$ 5,022.00
13	HP 4250 - **Dual Pack**	Q5942XD	Blk	18	\$ 6,456.78	\$ 6,546.42	\$ 6,723.90	\$ 7,129.62	\$ 7,351.56	\$ 7,381.80
14	HP 5000-5100	C4129X	Blk	2	\$ 292.88	\$ 291.32	\$ 301.80	\$ 320.02	\$ 329.98	\$ 331.30
15	HP5200	Q7516A	Blk	5	\$ 807.55	\$ 818.65	\$ 836.65	\$ 887.10	\$ 914.70	\$ 918.50
16	HP 8100	C4182X	Blk	1	\$ 167.26	\$ 167.37	\$ 173.59	\$ 184.07	\$ 189.80	\$ 190.60
17	HP4015 **MFC R**	CC346A	Blk	2	\$ 468.00	\$ 1,044.26	\$ 612.60	No Bid	No Bid	\$ 377.00
18	Dell 1700	Y5009	Blk	1	\$ 107.77	\$ 68.29	\$ 102.07	No Bid	No Bid	\$ 117.00
Grand Total					\$ 32,880.33	\$ 33,465.86	\$ 34,098.03	\$ 34,705.93	\$ 36,248.82	\$ 37,268.05

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Proposal Results – Truck Driver Training Tractor and Trailer Lease

Proposals for two (2) tractors and two (2) trailers for the Truck Driver Training Program were received and publicly opened on August 1, 2011. Last year, the initial 36-month lease agreement between CIT Group Leasing, Inc. and the College was extended for an additional 12 months. The existing lease is due to expire on August 31, 2011.

The College was paying \$3,637.24 per month (\$130,940.64 for 36 months) for the leasing of two (2) 2005 Volvo tractors and two (2) 2003 Hyundai trailers. The College was also paying 12 cents per mile per vehicle for an estimated cost of \$26,280. The estimated average mileage per year for each vehicle was 36,500 miles (36,500 x 2 vehicles x 3 years = 219,000 miles).

Current average mileage was estimated at 35,000 miles per year for each vehicle. The following proposals were received:

Vendor	Monthly Rental (2) Tractors (2) Trailers	Monthly Maint. Fee Per Mile (2) Vehicles	Tractor Model	Trailer Model	Estimated Total Cost Per Year
CIT Group Leasing, Inc. - Peru, IL	\$4,592	18 cents Per Vehicle	2012 Volvo Model 630	2003 Hyundai	\$67,704
JX PacLease Rockford, IL	\$4,584	23 cents Per Vehicle	2007 Peterbilt Model 387	2004-2007 Trailer	\$71,108

Recommendation:

The administration recommends the Board approve a 36-month lease for two (2) 2012 Volvo tractors and two (2) 2003 Hyundai trailers with CIT Group Leasing, Inc., at \$4,592 per month plus an 18 cent per mile maintenance fee per vehicle.

Purchase Request – Fuel for Truck Driver Training Program

The Truck Driver Training Program will expend an estimated \$70,000 annually on fuel for its vehicles. There is no on-site fuel storage at our campus. Fuel is purchased at the pump, so it is not realistic to conduct a bidding process. There are only two vendors in close proximity that can easily accommodate our vehicles.

Recommendation:

The administration recommends Board approval to expend an estimated \$70,000 for fuel for the Truck Driving Training Program from Sapp Bros., Peru, Illinois and Flying J, LaSalle, Illinois.

Purchase Request – Radio Advertising Contracts

Each year Community Relations and Marketing enters into several one-year radio advertising contracts. The payments are expended monthly. The contracts for fiscal year 2012 which total \$10,000 or more are listed below:

- NRG Media – Ottawa, Illinois - \$14,624
- LaSalle County Broadcasting Corp. – Oglesby, Illinois - \$14,808
- The Radio Group – Peru, Illinois - \$25,740

Recommendation:

The administration recommends Board approval to expend \$55,172 for annual radio advertising contracts for fiscal year 2012 with NRG Media, LaSalle County Broadcasting Corp., and The Radio Group.

Purchase Request – Lab-Volt Power Distribution Training Equipment

The administration requests authorization to purchase Lab-Volt power distribution training equipment. This equipment will work directly with the College's existing Lab-Volt Solar/Wind Training Systems. The equipment will be used in both the Basic and Advanced Renewable Wind Energy Technician certificate programs.

Attached is a quotation in the amount of \$25,720 and documentation from Lab-Volt Systems, Inc. stating Lab-Volt products are only available from Advanced Technologies Consultants, the authorized representative for the State of Illinois.

Pending approval from the US Small Business Administration Office of Grants Management, this purchase will be paid for with funds from the US Small Business Administration Congressional Grant.

Recommendation:

The administration recommends Board approval to purchase Lab-Volt power distribution training equipment from Advanced Technologies Consultants in the amount of \$25,720.

Advanced Technologies Consultants

110 W. Main St., P.O. Box 905
Northville, MI 48167

Price Quotation
8/11/2011
Lab Volt W/S Add Ons

Home Office Phone: (800) 348-8447
Home Office Fax: (248) 348-3040

PREPARED FOR:
IL Valley CC
James Gibson
815-224-0455
815 N. Orlando Smith Ave Oglesby, IL 61348

Consultant	Terms	Delivery	FOB Point
	Net 30 Days	30 Days	QU, CA

Mike Bennett 765-545-0395

Item#	Qty	Description	Part#	Unit Cost	Extended
		<i>Add Ons to the Wind/Solar System</i>			
1	1	Grid Tied Software	46120-AO	2,395.00	2,395.00
2	2	Grid Tied Training System	46125	7,920.00	15,840.00
3	2	Data Acquisition	46120-JO	4,200.00	8,400.00
Sub-Total					\$26,635.00
Discount					(\$1,865.00)
Shipping & Handling					\$950.00
Grand Total					\$25,720.00

Lab Volt Systems

Thank you for your interest in Lab-Volt products. For your information and records, please be advised that all Lab-Volt and Graymark products are manufactured by Lab-Volt Systems, Inc., and their subsidiary, Graymark International, and are available only through authorized Lab-Volt dealers and sales representatives.

Your authorized representative for Lab-Volt and Graymark products in the states of Indiana and Illinois is:

**Advanced Technologies Consultants
110 West Main Street
Northville, MI 48167
(800) 348-8447**

Please feel free to contact Advanced Technologies Consultants if you have any questions or require further information.

Sincerely yours,



Daniel Rodriguez
Sr. Vice President, Marketing

cc: Advanced Technologies Consultants

LAB-VOLT SYSTEMS, INC., P.O. BOX 686, FARMINGDALE, NJ 07727, USA
TEL: (732) 938-2000-USA & CANADA (800) LAB-VOLT-FAX: (732) 774-8573

Consortium Purchase – Rock Salt

The College has joined several purchasing consortia with the State of Illinois, the Illinois Community College System, and other higher education institutions. Membership in these consortia allows IVCC to purchase items that have already been through a bidding process by the consortia.

Recommendation:

The administration recommends Board approval to purchase 280 tons of rock salt from Cargill Incorporated Salt Division through the Illinois Department of Central Management Services at \$59.75 per ton, delivered, for a total of \$16,730.

Truck Driver Training Agreement - Waubonsee Community College

IVCC has been providing a Truck Driver Training program at Waubonsee Community College since July 2006. This cooperative agreement benefits both colleges. The current agreement has expired and the IVCC administration recommends entering into a new one-year agreement with Waubonsee Community College.

IVCC invoices Waubonsee Community College \$3,000 for each Truck Driver Training student on a quarterly basis. Program costs are affected by external factors. The cost of fuel, wages, and equipment leasing have increased and must be considered for the College to offer a safe, quality instructional program.

The administration is recommending an increase in tuition for the Waubonsee Community College Truck Driver Training partnership from \$3,000 to \$3,100 per student effective July 1, 2011 through June 30, 2012 which represents a 4 percent increase.

Recommendation:

The administration recommends approval of the agreement to provide a Truck Driver Training program at Waubonsee Community College, as presented.

**AGREEMENT FOR PROVIDING
TRUCK DRIVER TRAINING INSTRUCTION**

**ILLINOIS VALLEY COMMUNITY COLLEGE
AND
WAUBONSEE COMMUNITY COLLEGE**

This agreement is effective July 1, 2011 through June 30, 2012.

I) Cooperating Agencies:

Illinois Valley Community College, District 513, (hereinafter called IVCC) and Waubonsee Community College, (hereinafter called WCC) enters into the following agreement to provide classroom instruction and over-the-road skills training through its Truck Driver Training Certification program, necessary for Truck Driver Training students to meet IVCC's requirements for the Truck Driver Training Certification Program.

II) IVCC and WCC will work collaboratively to:

- 1) Furnish the administrative cooperation necessary to deliver the Truck Driver Training Certification program.
- 2) Promote WCC and IVCC partnership, including name and logo on equipment.
- 3) Coordinate student physicals and drug testing.
- 4) Provide job search assistance to achieve a placement rate of at least 90% or better.
- 5) Advise on obtaining student financial assistance

III) IVCC Will:

- 1) Provide the classroom instruction and skills course training needed to prepare a student for CDL licensing, including:
 - a. course syllabus and instructional materials for Truck Driver Training.
 - b. qualified instructors in providing classroom instruction and skills course training.
 - c. scheduling of classes with the advice and consent of WCC and cancellation of classes when necessary.
- 2) Interview potential students and inform them of program structure, tuition and fees.
- 3) Complete all reporting requirements to the Secretary of State of Illinois and WCC.
- 4) Provide the licensed tractor trailer equipment.

IV) WCC Will:

- 1) Utilize enrollment screening procedures to comply with Illinois Department of Transportation regulations.
- 2) Collect all student charges and fees.

- 3) WCC will pay to IVCC amounts as follows:
 July 1, 2011-June 30, 2012 \$3,100 per student
- 4) Illinois Valley Community College will bill Waubensee Community College on a quarterly basis for the total number of students enrolled within that quarter.
- 5) File students for credit hour grants and retain apportionment payments.
- 6) Support the classroom instruction and skills training course in the following manner:
 - a. Provide appropriate classroom space which includes adequate space for twelve adult students, TV, VCR, whiteboards and instructor desk.
 - b. Provide confidential space for recruitment and advising including table or desk, three chairs, phone and computer with internet access.
 - c. Provide space for employer information including job applications and computer with internet access.
 - d. WCC and IVCC will decide if a class may be conducted with less than 6 students. Each college recognizes that class size of three or six are optimal.
 - e. Provide telephone, fax, and copy services.
 - f. Provide skills and training space appropriate for backing, circling, etc. of trailers as indicated in Section V.
 - g. Market the Truck Driver Training Program.

V) Skills Course Requirements:

Hard surface preferred (200 x 300 feet minimum);
 Twenty-four 2.5 foot traffic cones;
 Skills course striped and painted to meet the Secretary of State testing requirements;
 Lighting available for night driving;
 Snow removal;
 Access to restroom facilities.

VI) Indemnity:

- a. Each party shall insure against all losses and damages which are the result of, the fault of, or negligence of that party in carrying out its obligations and services pursuant to this agreement including general liability insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury and property damage, as applicable, as well as automobile liability insurance with minimum limits of \$1,000,000 per occurrence and in the aggregate and workers' compensation coverage equal to or in excess of minimum statutory limits.
- b. Each party shall provide the other party with a certificate of insurance showing that the necessary insurance coverage is in force and naming the other party to this agreement, their officers and employees as additional named insured. Each party shall provide the other party thirty (30) days written notice before such insurance is modified or cancelled. Both parties

agree to defend, indemnify, and hold the other party and its affiliates harmless from and against any and all claims for personal injury or damage to property arising out of or in connection with the other party's responsibilities under the Agreement.

VII) Review and Termination of the Agreement:

- a. This agreement shall commence upon the date of execution of this agreement and shall automatically renew for one year on the anniversary date until such time as the agreement is terminated. This agreement may be terminated by either party with a 60-day written notice. All students admitted into the program prior to the date of program termination and those currently attending classes will be allowed to complete the program.

Illinois Valley Community College

Waubonsee Community College

By: _____

By: David J. Duller
Vice President of Finance and Operations

Date _____

Date 7-28-11

FY2012 Budget – Resolution to Adopt the Budget

A notice of Public Hearing was published designating August 23, 2011 at 6:30 p.m. in the Board Room (C-307) on the campus of Illinois Valley Community College for a public hearing. The tentative FY2012 budget has been on display in the Business Office since July 20, 2011.

Recommendation:

The administration requests approval of the resolution to adopt the FY2012 Budget, as presented.

RESOLUTION TO ADOPT BUDGET

RESOLUTION

WHEREAS, the Board of Trustees of Illinois Valley Community College District No. 513, counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board have made the same conveniently available to public inspection for at least 30 days prior to final action thereon; and

WHEREAS, a Public Hearing was held as to such budget on the 23rd day of August, 2011, notice of said hearing was given at least 30 days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS VALLEY COMMUNITY COLLEGE, DISTRICT NO. 513, COUNTIES OF LASALLE, BUREAU, MARSHALL, LEE, PUTNAM, DEKALB, GRUNDY AND LIVINGSTON, as follows:

SECTION 1: That the fiscal year of this School District be and the same hereby is fixed and declared to commence July 1, 2011, and to end June 30, 2012.

SECTION 2: That the following Budget, attached hereto and made a part hereof, contains an estimate of amounts available in each fund, separately, and of expenditures from each fund be and the same is hereby adopted as the Budget of this School District for said fiscal year.

Upon motion by Member _____ to adopt the above resolution, seconded by Member _____, a roll call vote was taken and the Members voted as follows:

Members Voting Aye

Members Voting Nay

RESOLUTION TO ADOPT BUDGET
Page 2

The Chairperson declared the Motion duly carried this 23rd day of
August, 2011.

Chair, Board of Trustees

ATTEST:

Secretary, Board of Trustees

Request for Proposal Results – Community Instructional Center Project Financing

Proposals for debt certificates in the amount of \$5,000,000 were received and publicly opened on August 8, 2011. The First National Bank of Ottawa, Ottawa, Illinois, submitted the only proposal. Attached is The First National Bank of Ottawa's proposal.

Recommendation:

The administration recommends the Board accept the proposal from The First National Bank of Ottawa for debt certificates in the amount of \$5,000,000, with a variable interest rate. The initial interest rate is 2.60 percent.



The First National Bank of Ottawa



701 LaSalle St. Ottawa IL 61350
Phone: (815) 434-0044



Northfield - 2771 N Columbus St
Plaza - 300 W Madison St
South - 601 State St
Fax (815) 434-0307
www.firstottawa.com
24-Hr Phone Banking 1-866-434-0044

August 5, 2011

Ms. Cheryl Roelfsema
Vice President for Business Services and Finance/Treasurer
815 N. Orlando Smith Road
Oglesby, IL 61348

Dear Ms. Roelfsema:

In response to your request for a proposal on the anticipated issue of \$5,000,000 of IVCC debt certificates, we submit the following:

1. Contact Information: Jock Brown, President, The First National Bank of Ottawa, 701 LaSalle Street, Ottawa, IL 61350, Phone 815-434-0044 ext 222, Email: jbrown@firstottawa.com.
2. The initial Interest Rate (Bank-Qualified): 2.60%
3. The award of the RFP does not obligate the College to close on the Certificates until such time as the College has adopted a Resolution approving the issuance of the Certificates.

Bank-Qualified Interest Rates: State the initial interest rate being proposed, the date when the initial rate will first adjust, the frequency of the adjustment thereafter and the manner in which the rate adjustment will be determined. Please use the chart below:



The First National Bank of Ottawa



701 LaSalle St. Ottawa IL 61350
Phone: (815) 434-0044



Northfield - 2771 N Columbus St
Plaza - 300 W Madison St
South - 601 State St
Fax (815) 434-0307
www.firsottawa.com
24-Hr Phone Banking 1-866-434-0044

Initial Interest Rate*	Date of first rate adjustment (not before December 1, 2011)	Frequency of rate adjustment	Manner in which adjusted rate shall be determined
2.60%	March 1, 2012	Semi-annually	80% of the "prime rate", defined the base rate on corporate loans posted by at least 70% of the largest U.S. banks, known as the Wall Street Journal prime rate

4. Fees and Expenses: No fees or expenses in addition to the interest charged above. If the issuer chooses to have First National Bank of Ottawa to be trustee of the debt certificates, that trust fee will be \$600.00 per annum, invoiced to the issuer separately semi-annually.
5. Conditions: None.

Very Truly Yours,

Joachim J. Brown
President and CEO

Resolution Authorizing the Issuance of \$5,000,000 Debt Certificates, Series 2011

At the February 12, 2010 Audit/Finance Committee meeting financing options for the Community Instructional Center construction project were discussed. The total project cost is estimated at \$30,459,700 with the State of Illinois contributing \$22,844,800 and the College providing \$7,614,900. The College's financing would consist of \$5,000,000 in debt certificates and \$2,614,900 from building reserve funds. The College has already deposited \$2,500,000 into a trust account for the Capital Development Board.

The financing option agreed to by the Committee was to issue debt certificates for \$5,000,000 which would be repaid with funding bonds.

Recommendation:

The administration recommends authorization to proceed with the issuance of \$5,000,000 Debt Certificates, Series 2011, to build and renovate in support of the Community Instructional Center Project.

Faculty Appointment – Jared J. Olesen, Sociology Instructor

A selection committee has selected Jared J. Olesen as the Sociology Instructor to fill the vacancy created by the resignation of Merri Mattison. Information on this applicant is attached.

Recommendation:

The administration recommends the Board approve the appointment of Jared J. Olesen as a Sociology Instructor assigned to the Division of Humanities, Fine Arts and Social Sciences, with placement on the salary schedule at Step F-2 - \$45,390*.

- * Based on the 2010-2011 salary scale. Terms of the 2011-2012 salary are being negotiated.

RECOMMENDED FOR FACULTY APPOINTMENT
2011-2012

GENERAL INFORMATION:

POSITION TO BE FILLED: Sociology Instructor

NUMBER OF APPLICANTS: 51

NUMBER OF APPLICANTS INTERVIEWED: 5

APPLICANTS INTERVIEWED BY:

Dr. Anderson, Ms. Batson-Turner, Dr. Donna, Ms. Dove, Ms. Merkel

APPLICANT RECOMMENDED:

Jared J. Olesen

EDUCATIONAL PREPARATION:

University of California, Irvine, CA – M.A. in Sociology
Illinois State University, Normal, IL – B.S. in Anthropology

EXPERIENCE:

University of California, Irvine, CA – Sociology Instructor
Chapman University, Orange, CA – Sociology Instructor

NOTE: THIS CANDIDATE IS BEING RECOMMENDED FOR EMPLOYMENT FOR THE FOLLOWING REASONS:

1. Thorough knowledge of sociology and related subject matter
2. Exhibited a student-centered approach and a personal commitment to teaching
3. Articulated an interest in becoming involved in the greater community
4. Presented an enthusiastic teaching demonstration

RECOMMENDED SALARY: \$45,390 (Step F-2*)

Ms. Glenna Jones, SPHR
Director of Human Resources

*Based on the 2010-2011 salary scale. Terms of the 2011-2012 salary are being negotiated.

Faculty Retirement – Linda G. Mudge, Lab Instructor in Mathematics

Linda G. Mudge, Lab Instructor in Mathematics, has submitted her request to retire effective December 31, 2011. Her retirement letter is attached.

Linda began her employment with IVCC as a part-time instructor in August 1978. In 2000, Linda became a full-time lab instructor in Mathematics and continued in that capacity until her retirement.

Recommendation:

Accept Linda Mudge's request for retirement effective December 31, 2011 and wish her a long, happy, and healthy retirement.

August 8, 2011

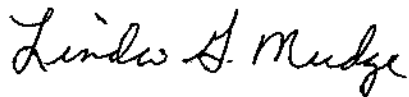
Ms. Marianne Dzik
English, Math, and Education Division
Illinois Valley Community College
Oglesby, IL 61348

Dear Marianne:

IVCC has been a place dear to my heart ever since I came here as a college freshman many years ago. My association with this fine institution continued when I became an adjunct math teacher and later when I became a Math Lab Director. I am proud to be part of such an outstanding faculty and I credit the opportunities given us through collaboration, workshops, and conferences for building and maintaining the high caliber of teaching and learning available at IVCC. Even as I reflect on all the wonderful opportunities and people that are IVCC, I find that my time to be professionally associated with it is coming to an end. I wish to announce that I will be retiring on December 31, 2011 to pursue opportunities for travel and to do volunteer work that cannot be done while working a normal school year.

I am sure that my relationship with IVCC will continue through mini-courses and cultural events as IVCC has truly contributed to making me a lifelong learner.

Sincerely,



Linda G. Mudge
Math Laboratory Instructor
Math Learning Center

cc: Glenna Jones

RECEIVED

AUG 10 2011

Staff Resignation – Michael E. Gorman, Dean of Health Professions

Michael E. Gorman, Dean of Health Professions, has submitted his resignation effective August 11, 2011. His resignation letter is attached.

Michael joined IVCC in January 2010 as the Dean of Health Professions. He played an integral part in assessing the nursing admissions criteria, collaborating with the EMS community, and reducing expenses in the Health Professions division.

Recommendation:

The administration recommends the Board accept Michael E. Gorman's resignation effective August 11, 2011 and wish him luck in his future endeavors.



Office Of Health
Professions

Memo

To: Dr Jerry Corcoran
Dr Rick Pearce

From: Michael Gorman 
Dean of Health Professions

cc: Glenna Jones

Date: July 28, 2011

Re: Resignation of Position

Please accept this memo as notification of my resignation from Illinois Valley Community College as the dean of Health Professions. My last day of employment will be August 11, 2011.

I have sincerely appreciated the past year and half of working at Illinois Valley Community College. I have worked alongside some excellent colleagues and outstanding faculty, and have had so many opportunities to grow and develop as a college administrator.

I will never forget my time at IVCC. Please let me know if you need any assistance with the transition during the next two weeks.

RECEIVED

AUG 1 2011

HUMAN RESOURCES

Interim Payroll and Benefits Coordinator Appointment

Merrilee Biggs, Payroll and Benefits Coordinator, left the College on August 12, 2011. Diane Kreiser is the backup for payroll and has been identified as the employee to assume the responsibilities of the Payroll and Benefits Coordinator on an interim basis.

The position of Payroll and Benefits Coordinator is a non-exempt (hourly) position, but at a higher level than Diane's position of Accounting Clerk. It is proposed to assign Diane Kreiser to the position of Payroll and Benefits Coordinator on an interim basis and increase her hourly rate of pay to \$17.20 to accommodate the increased responsibilities and level change. This change will be effective August 15, 2011 and continue until a new Payroll and Benefits Coordinator is hired and in place. All other benefits would remain the same.

Recommendation:

The administration recommends appointing Diane Kreiser as Interim Payroll and Benefits Coordinator, increasing her hourly rate of pay to \$17.20, effective August 15, 2011 and continuing until a new Payroll and Benefits Coordinator is hired and in place. All other benefits would remain the same.

Appointment of Interim Dean of Health Professions

Pursuant to the resignation of Michael Gorman, Dean of Health Professions, Dr. Rick Pearce is recommending the appointment of Ron Groleau, Dean of Natural Sciences and Business, to serve as Interim Dean of Health Professions until a replacement for Michael Gorman can be hired.

Mr. Groleau is a well-respected member of the administration. Under an earlier organization of the divisions, several of the Health Professions programs fell under his leadership. Mr. Groleau would assume all of the dean's responsibilities as outlined in the dean's position description in addition to continuing to perform his duties as Dean of Natural Sciences and Business.

Mr. Groleau would assume the position effective August 12, 2011 with compensation of \$515 per pay period. This compensation recommendation is based on past practice.

Recommendation:

The administration recommends Board approval of the appointment of Ron Groleau as Interim Dean of Health Professions with compensation of \$515 per pay period, effective August 12, 2011 and continuing until a replacement for Michael Gorman is appointed.

Insurance Renewals

All lines of insurance coverage have been reviewed by the College's insurance consultant. Attached is a letter from the consultant recommending that the College renew all the following policies with current carriers.

- Property
- General Liability
- Commercial Auto
- Workers' Compensation
- School Board Legal Liability
- Umbrella
- Law Enforcement
- Media Liability
- Student Malpractice
- Foreign Liability
- Public Official Bonds

Also attached is a summary listing the expiring and renewal premiums. There was a large increase in the Medical Malpractice premium due to more students in the CNA and nursing programs. There was a small decrease in Workers' Compensation.

It is the practice to bid the College insurance every three (3) years. It was last bid in 2009; therefore, all lines of insurance will be rebid in 2012 for coverage beginning September 1, 2012.

Recommendation:

The administration recommends the Board accept the recommendation of the insurance consultant to renew all coverage with the same carriers at \$335,464.

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Insurance, Background Screening and Fingerprinting*

104 N Second St. Ste B
PO Box 89
Effingham, IL 62401

Phone: 217-342-3042
Fax: 217-342-5653
Email: info@bushuehr.com

August 16, 2011

Illinois Valley Community College
815 N. Orlando Smith Ave.
Ogseby, IL. 61348
Attn: Mr. Jerry Corcoran

Dear Mr. Corcoran

RE: PROPERTY/CASUALTY/LIABILITY INSURANCE RENEWALS

The attached summary illustrates the expiring and renewal coverages with the current insurance carriers, General Casualty, Chubb, Arch, C.N.A., and Travelers. The renewal coverages with General Casualty and Chubb are through Kuhl & Company in Morton, IL, the renewal coverages with Arch and C.N.A. are through R.J. Galla Insurance in Grayslake, IL, and the renewal coverage with Travelers are through Nixon Insurance Agency in Peoria, IL.

Our attached renewal worksheet forms show the expiring and renewal coverages. The first column of each page is the expiring insurance coverage for the college. The second column is the renewal coverage. You will notice on the Legal Liability Renewal Form we proposed an alternate option for the college.

Following are some changes from the expiring:

- The Blanket Limit for the property has been increased for the renewal.
- The Mine Subsidence Limit is being increased from a limit of \$350,000 to \$750,000 per the State of Illinois increasing the Maximum Limit of coverage.
- General Liability Exposure – Increased the Number of Pre-School/Daycare Students from thirteen (13) to eighteen (18) per the college's request.
- Auto – Decreased the number of Automobiles for the renewal.
- Workers' Compensation – Modified the payrolls for the 2011-2012 policy term.
- Workers' Compensation – The Experience Modification increased from 1.32 in 2010 to a 1.38 for 2011.
- Student Medical Malpractice – Increased the Number of Covered Students from 780 for the 2010-2011 policy term to 896 for the renewal term of 2011-2012.
- Reserve Bond – Cancelled the Reserve Bond per the college's request.

This renewal reflects an increase in premium. The main factors for the increase in premium are the Property Coverage and the Student Medical Malpractice Coverage. The property values have been increased by 3% in order to better reflect replacement cost values. The expiring Medical Malpractice

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Policy had 780 students covered under the policy. The number of students covered under this policy for the 2011-2012 renewal is 896. The Student Medical Malpractice rates for the renewal stayed the same as they were on the expiring policy.

We were pleased to see that the Workers' Compensation renewal premium came in less than the expiring policy. The insurance carrier applied additional scheduled credit to help offset the premium increase that occurred due to the Experience Modification increase and the payrolls and rate changes.

The average Experience Modification is 1.00. The expiring modification for the college was 1.32. For the 2011-2012 policy year, the modification has been increased to 1.38, due to the past experience. This number is calculated by the National Counsel on Compensation Insurance (NCCI) and is determined by the number of claims and the amount of claims paid plus reserves for each claim.

The Workers' Compensation Coverage is the Projected Payrolls. The 8868 Class Code – Colleges or Schools, Teachers has been increased by \$538,822; however the 9101 Class Code – All Other Employees has been decreased by \$272,456. The rates for the 8868 Class Code – Colleges or Schools, Teachers has been decreased from .72 to .70; whereas the 9101 Class Code – All Other Employees has been increased from 6.31 to 6.11 for the renewal.

We appreciate the opportunity to serve the college, if you have any questions please feel free to contact us.

Respectfully,



Travis J. Bushue
President, Bushue Human Resources, Inc.

VSS

Illinois Valley Community College - Renewal Date: 09/01/11
Property & General Liability Renewal Form

Insurance Agency Name	Kuhl & Company	Kuhl & Company
Blanket, All Risk	68,690,668	70,751,388
Overall Building Limit	Included	Included
College Personal Property	Included	Included
Replacement Cost/ACV	RC	RC
Deductible Per Occurrence	5,000	5,000
Coinsurance %	90%	90%
Earthquake Coverage Limit		
Limit Per Bldg	5,000,000	5,000,000
Earthquake Deductible	10%	10%
Rate Level Guaranteed (If Yes, how long)	-	-
Total Property Premium	\$34,892.00	\$40,527.00

Will the policy provide full coverage, up to maximum policy limits, for backup of sewer/surface water coverage?	No - 15,000	No - 15,000
Does the policy provide coverage for flood?	Yes	Yes
If Yes - Please State Limit	5,000,000	5,000,000
If Yes - Please State Flood Deductible	100,000	100,000
Does the policy provide coverage for mine subsidence, if so what limits?	Yes	Yes
Per Location Limit	350,000	750,000
Does the policy provide Ordinance or Law coverage?	Yes	Yes
Limit Per Coverage A	Full Limit	Full Limit
Limit Per Coverage B	1,000,000	1,000,000
Limit Per Coverage C	1,000,000	1,000,000
Limit Per Building, If Applicable		
Does the policy have Time Element Coverage, if so please state the limits?	Yes	Yes
Per Location Limit	4,400,000	4,400,000
Does the policy have Business Income Coverage, if so please state the limits?	No	No
Per Location Limit	N/A	N/A

General Aggregate	2,000,000	2,000,000
Products Completed Ops.	2,000,000	2,000,000
Personal & Advertising Injury	1,000,000	1,000,000
Each Occurrence Limit	1,000,000	1,000,000
Fire Damage Limit	300,000	300,000
Medical Expense Limit	10,000	10,000
Employee Benefits Liability - Aggregate Limit	1,000,000	1,000,000
Employee Benefits - Occurrence Limit	1,000,000	1,000,000
Employee Benefits Deductible	1,000	1,000
Deductible Per Occurrence	0	0
Total Liability Premium	\$15,984.00	\$16,862.00

Does this coverage include Abuse and Molestation?	Yes	Yes
Aggregate Limit for Sexual Abuse & Molestation	2,000,000	2,000,000
Occurrence Limit for Sexual Abuse & Molestation	1,000,000	1,000,000

Public Employee Dishonesty Limit	100,000	100,000
Computer Fraud Coverage	100,000	100,000
Deductible - Per Occurrence	1,000	1,000
Theft, Disappearance, and Destruction		
Inside	20,000 *	20,000 *
Outside	20,000 *	20,000 *
Deductible - Per Occurrence	500	500
Total Crime Premium	\$561	\$603

**Illinois Valley Community College - Renewal Date: 09/01/11
Property & General Liability Renewal Form**

Per Accident	68,690,668	70,751,388
Deductible Per Occurrence	5,000	5,000
Extra Expense	4,400,000	4,400,000
Total Boiler & Machinery Premium	\$8,682	\$9,427

Computer Hardware, Software, Related Equip.	123,220	123,220
Media Expense	-	-
Extra Expense	-	-
Camera's, Projectors, Film & Related Equipment	419,655	419,655
Musical Instruments, Band Uniforms	80,800	80,800
Sports Equipment, Uniforms, etc.	-	-
Property in Transit	-	-
Digital 216 x 120 Deep Double Sign	65,000	65,000
Miscellaneous Property Coverage-Equipment	272,195	272,195
Daewoo Forklift	30,000	30,000
Tractor Loader Case IH - Yellow	15,000	15,000
Platform Lift	12,000	12,000
Floor Scrubber	8,000	8,000
Riding Sweeper	10,000	10,000
Salt Spreader	10,000	10,000
Bobcat Utility Vehicle	13,500	13,500
Boom Lift	29,500	29,500
Bobcat Utility Vehicle	14,250	14,250
Utility Tractor with Loader	10,900	10,900
Platform Lift	7,500	7,500
Platform Lift	14,250	14,250
Deductible Per Occurrence	250	250
Total Inland Marine Premium	\$3,590	\$3,590

Total Property Premium	34,892.00	40,527.00
Total Liability Premium	15,984.00	16,862.00
Total Crime Premium	561.00	603.00
Total Boiler & Machinery Premium	8,682.00	9,427.00
Total Inland Marine Premium	3,590.00	3,590.00
Total Premium	\$63,709.00	\$71,009.00

Does the coverage & premiums include TRIA (Terrorism Risk Insurance Act) coverage? No No

Notes
* The Inside and Outside Crime Limits Increase To \$30,000 During Registration.

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**Illinois Valley Community College - Renewal Date: 09/01/11
Automobile Renewal Form**

Insurance Agency Name	Kuhl & Company	Kuhl & Company
Number of Vehicles	22	21
Bodily Injury and Property Damage Liability	1,000,000	1,000,000
Medical Payments	5,000	5,000
Uninsured Motorist	1,000,000	1,000,000
Underinsured Motorists	1,000,000	1,000,000
Hired Auto	1,000,000	1,000,000
Non-Owned Auto	1,000,000	1,000,000
Garage Liability	1,000,000	1,000,000
Garage Keepers Legal Liability	250,000	250,000
Deductible Per Occurrence		
Comprehensive	\$1,000	\$1,000
Collision	\$1,000	\$1,000
	\$18,661.00	\$18,182.00

Does the coverage & premiums include TRIA (Terrorism Risk Insurance Act) coverage?

Yes

Yes

1. Will the insurance carrier grant permission to operate the buses under conditions where a charge would be made to the students?

Yes

Yes

2. Will the insurer provide coverage for all additional insured's, including coverage for Board of Trustee Members, Employees, and Volunteers while using their own vehicles on behalf of the college?

Non-Owned Auto is Included

Non-Owned Auto is Included

3. Will the insurance carrier provide coverage for rental vehicles?

Yes

Yes

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**Illinois Valley Community College - Renewal Date: 09/01/11
Workers' Compensation Renewal Form**

Insurance Agency Name	Kuhl & Company		Kuhl & Company	
Bodily Injury Accident	1,000,000		1,000,000	
Bodily Injury Disease	1,000,000		1,000,000	
Bodily Injury Disease - Employee	1,000,000		1,000,000	
8868 Colleges or Schools, Teachers	\$15,461,178	0.72	\$16,000,000	0.70
7380 Drivers, Chauffeurs, and their helpers	If Any	11.96	If Any	-
9101 All other employees	\$1,088,956	6.31	\$816,500	6.44
	\$179,465.00		\$178,611.00	
Experience Modification	<u>1.32</u>		Experience Modification	<u>1.38</u>

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**Illinois Valley Community College - Renewal Date: 09/01/11
Umbrella Liability Renewal Form**

Insurance Agency Name	R.J. Galla	R.J. Galla
General Aggregate Limit	10,000,000	10,000,000
SIR	0	0
General Liability	1,000,000	1,000,000
Automotive Liability	1,000,000	1,000,000
Employers Liability- Worker's Comp	1,000,000	1,000,000
School Board Legal Liability	1,000,000	1,000,000
Employee Benefits Liability	1,000,000	1,000,000
Sexual Misconduct & Molestation	Included in GL	Included in GL
Foreign General Liability	Included in GL	Included in GL
Foreign Auto Liability	Included in GL	Included in GL
Foreign Employer's Liability	Included in GL	Included in GL
Law Enforcement Liability	1,000,000	1,000,000
Media Liability	1,000,000	1,000,000
Student Malpractice Liability	2,000,000	2,000,000
	\$30,562.00	\$30,740.00

**Does the coverage & premiums include TRIA
(Terrorism Risk Insurance Act) coverage?**

N/A

N/A

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**Illinois Valley Community College - Renewal Date: 09/01/11
Legal Liability Renewal Form**

Insurance Agency Name	Kuhl & Company	Kuhl & Company	Kuhl & Company
Aggregate Limit	1,000,000	1,000,000	1,000,000
Each Claim	1,000,000	1,000,000	1,000,000
Deductible Per Occurrence	50,000	50,000	25,000
EPLI Deductible	50,000	50,000	25,000
	\$9,000.00	\$9,000.00	\$13,530.00

** All taxes, surplus line charges, fees, etc. must be included in the Annual Premium*

Does the coverage & premiums include TRIA (Terrorism Risk Insurance Act) coverage?	Yes	Yes	Yes
Does a retroactive date apply?	No	No	No
Please indicate whether coverage is on Claims made or Occurrence basis:	Claims Made	Claims Made	Claims Made
For claims made policies, is Prior Acts coverage available? Please indicate additional cost:	Yes	Yes	Yes
If additional requirements must be met prior to binding please indicate:	N/A	N/A	N/A
Does the above proposal provides full coverage for Sexual Misconduct/Abuse/Molestation/Harassment:	No	No	No
Does the policy provide coverage for defense costs, even if not successful?	Yes	Yes	Yes
Does the policy provide coverage for IEP Hearings (Due process, etc)? If yes, please state limits. <i>State sub-limit for this, if any:</i>	Yes	Yes	Yes
Does the policy provide a consent to settle provision?	Yes	Yes	Yes
Are defense expenses within the limit of liability? <i>State sublimit for defense expenses, if any</i>	Yes	Yes	Yes
Please Describe any policy sub-limits: (Please list other sub-limits not included in this list below)			
Limit/Sub-limit for Special Education	-	-	-
Limit/Sub-limit Breach of Contract	-	-	-
Limit/Sub-limit Sexual Abuse/Molest.	-	-	-

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**Illinois Valley Community College - Renewal Date: 09/01/11
Law Enforcement Liability Renewal Form**

Insurance Agency Name	R.J. Galla	R.J. Galla
Aggregate Limit	1,000,000	1,000,000
Each Claim	1,000,000	1,000,000
Deductible Per Occurrence	5,000	5,000
	\$2,750.00	\$3,050.00

** All taxes, surplus line charges, fees, etc. must be included in the Annual Premium*

Does the coverage & premiums include TRIA (Terrorism Risk Insurance Act) coverage?	No	No
Does a retroactive date apply?	No	No
Please indicate whether coverage is on Claims made or Occurrence basis:	Occurrence	Occurrence
For claims made policies, is Prior Acts coverage available? Please indicate additional cost:	N/A	N/A
If additional requirements must be met prior to binding please indicate:	N/A	N/A
Does the policy provide coverage for defense costs, even if not successful?	Yes	Yes
Are defense expenses within the limit of liability? <i>State sublimit for defense expenses, if any</i>	No - Outside the Limit	No - Outside the Limit

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**Illinois Valley Community College - Renewal Date: 09/01/11
Media Liability Renewal Form**

Insurance Agency Name	Kuhl & Company	Kuhl & Company
Aggregate Limit	1,000,000	1,000,000
Each Claim	1,000,000	1,000,000
SIR	10,000	10,000
SIR E&O	10,000	10,000
Deductible Per Occurrence	10,000	10,000
	\$2,800.00	\$2,800.00

** All taxes, surplus line charges, fees, etc. must be included in the Annual Premium*

Does the coverage & premiums include TRIA (Terrorism Risk Insurance Act) coverage?	Yes	Yes
Does a retroactive date apply?	No	No
Please indicate whether coverage is on Claims made or Occurrence basis:	Occurrence	Occurrence
For claims made policies, is Prior Acts coverage available? Please indicate additional cost:	N/A	N/A
If additional requirements must be met prior to binding please indicate:	N/A	N/A
Does the policy provide coverage for defense costs, even if not successful?	Yes	Yes
Are defense expenses within the limit of liability? <i>State sublimit for defense expenses, if any</i>	Yes	Yes

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**Illinois Valley Community College - Renewal Date: 09/01/11
Student Malpractice Liability Renewal Form**

Insurance Agency Name	R.J. Galla	R.J. Galla
Aggregate Limit	5,000,000	5,000,000
Each Claim	2,000,000	2,000,000
<i>Coverage Extensions</i>		
Grievance Proceedings	10,000	10,000
Aggregate	1,000	1,000
Each		
Defendant Expense Benefit		
Aggregate	10,000	10,000
Each	N/A	N/A
Deposition Representation		
Aggregate	5,000	5,000
Each	1,000	1,000
Assault		
Aggregate	25,000	25,000
Each	1,000	1,000
Medical Payments		
Aggregate	100,000	100,000
Each	2,000	2,000
First Aid		
Aggregate	25,000	25,000
Each	500	500
Damage to Property of Others		
Aggregate	10,000	10,000
Each	250	250
Deductible Per Occurrence	0	0
	\$10,147.00	\$11,654.00

** All taxes, surplus line charges, fees, etc. must be included in the Annual Premium*

Does the coverage & premiums include TRIA (Terrorism Risk Insurance Act) coverage?	No	No
Does a retroactive date apply?	No	No
Please indicate whether coverage is on Claims made or Occurrence basis:	Occurrence	Occurrence
For claims made policies, is Prior Acts coverage available? Please indicate additional cost:	N/A	N/A
If additional requirements must be met prior to binding please indicate:	N/A	N/A
Does the policy provide coverage for defense costs, even if no successful?	Yes	Yes
Are defense expenses within the limit of liability? <i>State submit for defense expenses, if any</i>	In Addition to Limit	In Addition to Limit

Notes:

* The Expiring Medical Malpractice Policy Covered 780 Students in the Program. The Renewal is for 896 Students. The largest increase in student numbers is for the Nursing Assistant Program. The student numbers increased from 320 to 500 for this Program.

* C.N.A Insurance did provide the following discounts for the renewal: 5% for the Size of the School, 10% for Claims Free, and 5% for Account Longevity. These discounts helped to lower the premium.

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**Illinois Valley Community College - Renewal Date: 09/01/11
Foreign Liability Renewal Form**

Insurance Agency Name	Kuhl & Company	Kuhl & Company
Each Occurrence	1,000,000	1,000,000
Products Completed Operations	1,000,000	1,000,000
Personal and Advertising Injury	1,000,000	1,000,000
Premises Damage	-	-
Medical Expense	-	-
Employee Benefits	-	-
Aggregate	-	-
Each	-	-
Each Accident	1,000,000	1,000,000
Hired Auto Physical Damage	-	-
Aggregate	-	-
Each	-	-
Benefits for Voluntary Compensation		
North Americans	State of Hire	State of Hire
Third Country Nationals	-	-
Local Nationals	-	-
Executive Assistance Services	-	-
Bodily Injury by Accident	1,000,000	1,000,000
Bodily Injury by Disease Each	1,000,000	1,000,000
Bodily Injury by Disease Agg	1,000,000	1,000,000
	\$1,000.00	\$1,000.00

** All taxes, surplus line charges, fees, etc. must be included in the Annual Premium*

Does the coverage & premiums include TRIA (Terrorism Risk Insurance Act) coverage?	Yes	Yes
Does a retroactive date apply?	No	No
Please indicate whether coverage is on Claims made or Occurrence basis:	Occurrence	Occurrence
For claims made policies, is Prior Acts coverage available? Please indicate additional cost:	N/A	N/A
If additional requirements must be met prior to binding please indicate:	N/A	N/A
Does the policy provide coverage for defense costs, even if not successful?	Subject To Actual Claim Situation	Subject To Actual Claim Situation
Are defense expenses within the limit of liability? <i>State submit for defense expenses, if any</i>	No	No

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**Illinois Valley Community College
Treasurer's Bond - Renewal Date: 09/01/11**

Insurance Agency Name	Nixon Insurance Agency	Nixon Insurance Agency
Principal:	Cheryl Roelfsema	Cheryl Roelfsema
Bond Amount:	12,942,000	12,942,000
Term:	September 1, 2010 - September 1, 2011	September 1, 2011- September 1, 2012
	\$9,218.00	\$9,218.00

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**Illinois Valley Community College
Reserve Bond - Renewal Date: 09/01/11**

Insurance Agency Name	Nixon Insurance Agency	Nixon Insurance Agency
Principal:	Cheryl Roelfsema	Cheryl Roelfsema
Amount of Bond:	1,250,000	1,250,000
Term:	September 1, 2010 - September 1, 2011	Cancelled Per IVCC's Request
	\$934.00	\$0.00

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**Illinois Valley Community College
Anatomical Bond - Renewal Date: 09/01/11**

Insurance Agency Name	Nixon Insurance Agency	Nixon Insurance Agency
Principal:	Illinois Valley Community College	Illinois Valley Community College
Bond Amount:	1,500	1,500
Term:	September 1, 2010 - September 1, 2011	September 1, 2011 - September 1, 2012
	\$100.00	\$100.00

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**Illinois Valley Community College
Anatomical Bond - Renewal Date: 09/01/10**

Insurance Agency Name	Nixon Insurance Agency	Nixon Insurance Agency
Principal:	Illinois Valley Community College	Illinois Valley Community College
Amount of Bond:	1,611	1,611
Term:	September 1, 2010 - September 1, 2011	September 1, 2011 - September 1, 2012
	\$100.00	\$100.00

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Illinois Valley Community College - Renewal Date: 09/01/11
Totals

Total Property Premium	34,892.00	40,527.00	40,527.00
Total Liability Premium	15,984.00	16,862.00	16,862.00
Total Crime Premium	561.00	603.00	603.00
Total Boiler & Machinery Premium	8,682.00	9,427.00	9,427.00
Total Inland Marine Premium	3,590.00	3,590.00	3,590.00
Commercial Auto	18,661.00	18,182.00	18,182.00
Workers' Compensation	179,465.00	178,611.00	178,611.00
Umbrella	30,562.00	30,740.00	30,740.00
Legal Liability	9,000.00	9,000.00	13,530.00
Law Enforcement Liability	2,750.00	3,050.00	3,050.00
Media Liability	2,800.00	2,800.00	2,800.00
Student Malpractice Liability	10,147.00	11,654.00	11,654.00
Foreign Liability	1,000.00	1,000.00	1,000.00
Treasurer's Bond	9,218.00	9,218.00	9,218.00
Reserve Bond	934.00	0.00	0.00
Anatomical Bond	100.00	100.00	100.00
Anatomical Bond	100.00	100.00	100.00
	328,446.00	335,464.00	339,994.00
Savings		-7,018.00	-11,548.00
Percentage of Increase		2.14%	3.52%

Notes:

Option #1 would be to accept the School Board Legal Liability Coverage through Hiscox for an increase in premium of \$4,530. The expiring Deductible through Chubb is \$50,000 and the Deductible through Hiscox would be \$25,000.

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For your review, we have prepared an illustrative summary which provides a brief outline of coverages provided. This summary is for illustrative purposes only, and does not provide a comprehensive overview of your complete policies, please refer to your complete policy for review of all endorsements, limitations, and exclusions. If you feel that any of these coverages or limits are not correct, inadequate, please let us know.

RECOMMENDED FOR STAFF APPOINTMENT
2011-2012

GENERAL INFORMATION:

POSITION TO BE FILLED: Purchasing Director

NUMBER OF APPLICANTS: 10

NUMBER OF APPLICANTS INTERVIEWED: 4

APPLICANTS INTERVIEWED BY:

Ms. Hodge, Mr. Johnson, Dr. Novak, Ms. Pittman,
Ms. Roelfsema, Ms. Stickney

APPLICANT RECOMMENDED:

Michelle L. Carboni

EDUCATIONAL PREPARATION:

University of Wisconsin, Madison, WI – Procurement Series Certificate
Western Illinois University, Macomb, IL – Bachelor of Business - Finance

EXPERIENCE:

Martin Engineering, Neponset, IL – Senior Buyer
ArcelorMittal, Hennepin, IL – Procurement Specialist
MTM Recognition, Princeton, IL – Purchasing Agent

NOTE: THIS CANDIDATE IS BEING RECOMMENDED FOR EMPLOYMENT FOR THE FOLLOWING REASONS:

1. Fifteen years of purchasing experience
2. Procurement certification
3. Supervisory experience
4. Excellent communication skills

RECOMMENDED SALARY: \$43,500 annualized

Ms. Glenna Jones, SPHR
Director of Human Resources



July 27, 2011

To: IVCC President, Jerry Corcoran

After 20 years at IVCC, I have decided now is the right time for me to retire.

Effective August 31, 2011 I will officially retire from the IVCC Facilities Staff.

I have enjoyed my time at the college and appreciate the people I have met and worked with.

Sincerely,
Bill King
Bill King

July 20, 2011

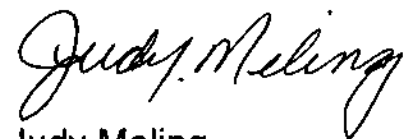
Re: Resignation letter

It is with regret that I find I need to give my resignation from the part-time position I hold in the cashier's office. A health situation within my family is deteriorating and I am now the prime after-school caregiver for my two granddaughters.

I have chosen to give as much notice as possible since this situation will only get worse in time. I can work all day until the girls start school on August 23rd. After that time, I will need to cut my hours down to 8:00 am – 1 pm. I can keep these hours for the rest of the semester. I will officially go back into retirement in December. After that, I can work as many mornings as SURS allows.

I understand that the job will be posted and a new person hired. I will do whatever I can to make that transition easy for all. I continue to hold IVCC and its staff in high regards and hope to continue to work there for many years to come.

Respectfully,



Judy Meling

Glenna Jones

From: George Needs
Sent: Monday, August 08, 2011 8:40 AM
To: Glenna Jones; Paula Hallock
Subject: FW:

From: Steve Kenyeri
Sent: Monday, August 08, 2011 8:37 AM
To: Bruce Hartman
Cc: George Needs
Subject:

Bruce, as instructed last week this is my email to you informing you that Friday 8/12/2011 will be my last day as a employee of IVCC. This is a very hard thing to do as the last 5 years have been very rewarding for me as a instructor for the school. I would not be looking as I explained to you last week but I does not seem like there will be any openings for a full-time instructor anytime soon and that is what I need for myself and family. We have had a great run and believe been very successful here at Waubonsee. I would like to thank you and IVCC for the opportunity you have offered me to grow as a trainer and person while employed here

Thanks

Steven M. Kenyeri
630-854-9625

Could you please forward to Jerry and Mrs. Novak and anyone else that will need this.

RECEIVED

AUG 9 2011

HUMAN RESOURCES

Patricia Ann Reed

646 North School Avenue
Oglesby, IL 61348

August 11, 2011

Ms. Glenna Jones
Director of Human Resources
815 North Orlando Smith Ave.
Oglesby, Illinois 61348

Dear Glenna:

Due to my health, this letter is to inform the Illinois Valley Community College administration that I am resigning from my position as the director of purchasing for IVCC.

Sincerely,


Patricia Reed

RECEIVED

AUG 23 2011

HUMAN RESOURCES

6/15/11

Chris

As per our phone conversation 6/14/11 I am unable to continue instructing the CNA clinicals effective immediately. I am sorry for any inconvenience this causes. But due to my primary employment where I need to be available during the week and care issues of my elderly parents my schedule doesn't allow me to continue the CNA instructor position at this time.

I have enjoyed working with the students and staff at SUCC. I hope to be able to return at some point in the future.

Thank you
Karen Bliss

RECEIVED

AUG 16 2011

HUMAN RESOURCES

Summer 2011 Graduation

There were 342 graduating students earning a total of 377 degrees and certificates in the following areas:

30	Associate in Arts Degree
63	Associate in Science Degree
1	Associate in Arts in Teaching
38	Associate in Applied Science Degree
7	Associate in General Studies Degree
238	Certificates of Completion

The LPN and Therapeutic Massage July graduates are included in the total number of certificates. There were 32 students earning these two certificates.

By comparison, in Summer 2010, 301 students graduated with a total of 317 degrees and certificates. This total includes the July graduates who earned certificates in LPN and Therapeutic Massage.

Illinois Community College Board



Guy H. Alongi
Chairman

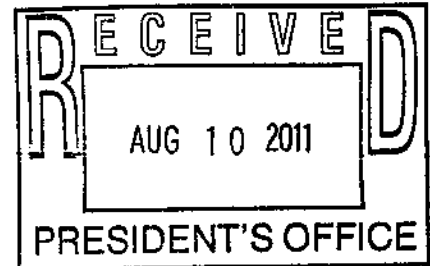
Geoffrey S. Obrzut
President/CEO

providing the

Illinois Community College System

August 3, 2011

Dr. Jerry Corcoran, President
Illinois Valley Community College
815 North Orlando Smith Ave.
Oglesby, IL 61348



Dear Jerry,

The ICCB funding formula requires that community college districts maintain a minimum tuition and universal fee rate in order to qualify for equalization funding. The minimum tuition and universal fee rate required to qualify for fiscal year 2013 equalization funding has been established as 85% of the fiscal year 2012 statewide average tuition and universal fee rate.

The following information is being provided as the basis for determining the qualification for fiscal year 2013 equalization funding:

Fiscal year 2012 statewide average tuition and universal fee rate:	\$103.89
85% of the fiscal year 2012 average tuition and universal fee rate:	\$ 88.31
Illinois Valley tuition and universal fee rate as of 7/1/11	\$ 83.52
Total increase required by July 1, 2012	\$ 4.79

In order to qualify for equalization funding in fiscal year 2013, your tuition and universal fee rate must be increased to \$88.31 by no later than July 1, 2012.

This information is being provided in order to allow an adequate time-frame for tuition and universal fee rate decisions to be made at the local level. If you have any questions regarding this matter, please call Bruce Bennett, Director for Finance and Operations at (217) 785-0089.

Sincerely


Geoffrey S. Obrzut
President and CEO



ILLINOIS VALLEY
COMMUNITY COLLEGE

Memorandum

To: Dr. Jerry Corcoran, President

From: Dr. Lori Scroggs, VP for Planning and Institutional Effectiveness

Date: August 9, 2011

Re: Impressive Work on the AQIP Systems Portfolio

As I prepared my portion of the all staff presentation concerning the AQIP Systems Portfolio, I was reminded of the incredible work of the members of the Accreditation Team who researched, developed, and reworked each of the nine categories in this 100 page quality self-study document. Many thanks are due to: Dr. Elaine Novak, Dr. Cynthia Cardosi, Sue Mertel, Dr. Kathryn Kott, Sandy Beard, Bob Mattson, and Jamie Gahm.

I want to also thank English faculty members Tara Coburn and Adam Oldaker for their development and tireless implementation of an impressive editorial process. Both Tara and Adam reviewed each category of the portfolio through multiple iterations, and the portfolio in its entirety to assure consistency in content and narrative voice. They exceeded our expectations by performing these editorial duties at the very busiest times of the Fall 2010 and Spring 2011 semesters.

The Higher Learning Commission indicated that we could expect the feedback report in October. I look forward to sharing it across the campus, but especially with this team who worked so hard, and with our editors who helped us produce a clear and compelling story of quality improvement at IVCC.

Recognition of Staff

This was submitted as an Intranet Recognition.

My son has been in 5 IVCC summer camps this year and it has been the greatest experience of his life! He has had an opportunity to brush up on his Espanol, break a board with his bare hands, dissect a cow eyeball, build a car that propels itself, and design moveable vehicles out of legos. Every morning when I drop him off he is greeted warmly by Kim and Becky, and every afternoon when I pick him up, they make sure to tell me about his progress. I can't praise these programs and the staff who run them enough. This is truly what a Community College is all about.

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.