



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Tuesday, December 20, 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

#### **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  
Student Demographic Profile

#### **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, December 20, 2011 – 6:30 p.m. – Board Room (C307)**

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## **A G E N D A**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Campus Update – Brad Cockrel
7. 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.
  - 7.1 Approval of Minutes – November 15, 2011 Board Meeting and November 28, 2011 Planning Committee Meeting (Pages 1-8)
  - 7.2 Approval of Bills - \$1,447,671.92
    - 7.2.1 Education Fund - \$928,033.66
    - 7.2.2 Operations & Maintenance Fund - \$79,554.48
    - 7.2.3 Operations & Maintenance (Restricted Fund) - \$51,712.64
    - 7.2.4 Auxiliary Fund - \$77,397.73
    - 7.2.5 Restricted Fund - \$269,153.49
    - 7.2.6 Liability, Protection & Settlement Fund - \$41,819.92
  - 7.3 Treasurer's Report (Pages 9-27)
    - 7.3.1 Financial Highlights (Pages 10-11)
    - 7.3.2 Balance Sheet (Pages 12-13)
    - 7.3.3 Summary of FY12 Budget by Fund (Page 14)
    - 7.3.4 Budget to Actual Comparison (Pages 15-22)
    - 7.3.5 Budget to Actual by Budget Officers (Page 23)
    - 7.3.6 Statement of Cash Flows (Page 24)
    - 7.3.7 Investment Status Report (Pages 25-26)
    - 7.3.8 Check Register - \$5,000 or more (Page 27)
  - 7.4 Personnel - Stipends for Pay Periods Ending November 5, 2011; November 19, 2011; and December 3, 2011 (Pages 28-32)

- 7.5 Request for Purchases (Pages 33-41)
  - 7.5.1 Utility Vehicle (Page 33)
  - 7.5.2 Automation Studio Software (Pages 34-36)
  - 7.5.3 Virtual Desktop Initiative (Pages 37-41)
8. President's Report
9. Committee Reports
10. Tax Levy 2011 (Pages 42-51)
11. Proposal Results – On-Site Health Clinic (Pages 52-53)
12. Faculty Appointment – Mary A. Black, Laboratory Instructor in Developmental Mathematics (Pages 54-55)
- 12.A Staff Resignation – Dr. Kathryn B. Kott, Director of Nursing Programs (Pages 55.1-55.2)
13. Board Policy Manual – Sections 5 and 6 (first reading)(Pages 56-102)
14. Schedule of Regular Meeting Dates and Times (Page 103)
15. Items for Information (Pages 104-118)
  - 15.1 Staff Appointment – Ida L. Brown, Financial Aid and Veterans Benefits Advisor (Page 104)
  - 15.2 Staff Retirement – Darrel Roberts, Maintenance (Page 105)
  - 15.3 Staff Resignation – Brandi Hilmes, Learning Ladder Teacher (Page 106)
  - 15.4 Staff Resignation – Jonathan Kregel, Part-time Paramedic Instructor (Page 107)
  - 15.5 Protection, Health, and Safety Projects – ICCB Certificate of Approval (Page 108)
  - 15.6 Articulation Agreement between IVCC and Springfield College, School of Human Services (Pages 109-115)
  - 15.7 Emergency Alert System Purchase (Pages 116-117)
  - 15.8 Disposal of Assets – Computer Donations (Page 118)
16. Trustee Comment
17. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) pending litigation; and 3) closed session minutes.
18. Semi-annual Review of Closed Session Minutes
19. Other
20. Adjournment



**ILLINOIS VALLEY COMMUNITY COLLEGE**  
**Board of Trustees**

**Minutes of Regular Meeting**  
**November 15, 2011**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 7:30 p.m. on Tuesday, November 15, 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  
Brad Cockrel, Student Trustee

**Members Absent:** Leslie-Anne Englehaupt, Secretary  
Melissa M. Olivero, Vice Chair  
James A. Narzewski

**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. Driscoll and seconded by Dr. Huffman to approve the agenda as presented. Motion passed by voice vote.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

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

The following items were approved in the consent agenda:

Approval of Minutes – October 11, 2011 Audit/Finance Committee Meeting, October 18, 21011 Board Meeting, and November 1, 2011 Special Board Meeting

Approval of the Bills - \$1,100,289.92

Education Fund - \$867,642.02; Operations and Maintenance Fund - \$47,374.99; Operations and Maintenance (Restricted Fund) \$12,390.70; Auxiliary Fund - \$87,636.41; Restricted Fund - \$58,001.06; and Liability, Protection and Settlement Fund - \$27,244.72.

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending October 8, 2011 and October 22, 2011

Bid Results – Building B Fireplace Lounge Deck Repairs

Approved to accept the base bid from H & H Builders, Inc., Mendota, Illinois, in the amount of \$11,362 for Building B Fireplace Lounge Deck Repairs.

Purchase Request – 2012 Ford F-150 Truck

Authorized the purchase of a 2012 Ford F-150 truck through the Illinois Joint Purchasing Program at a cost of \$16,660.

**PRESIDENT'S REPORT**

In light of the gift of \$1 million from the Miller Group Charitable Trust for Community Technology Center enhancements, Dr. Corcoran could not top that news and decided to waive the president's report.

**COMMITTEE REPORTS**

None.

**TENTATIVE TAX LEVY 2011**

It was moved by Dr. Huffman and seconded by Dr. Driscoll to adopt the Resolution approving a Tentative Tax Levy and Tentative Certificate of Tax Levy, as presented. Assessed valuation for farm land has increased by ten percent across the district. Residential assessed valuation has decreased two percent in LaSalle County and 1.5 percent in Bureau County. St. Margaret's and Perry Memorial Hospitals will be on the tax rolls, but it is anticipated that this will be challenged. The tax rate is anticipated to be slightly lower than last year and this is good news. The motion passed with one "nay" vote from Mr. Mallery.

**TRUSTEE COMMENT**

Mr. Mallery attended the ICCTA Meeting on November 11. The annual legal issues were discussed and updates were given on the Freedom of Information Act and the Open Meetings Act. Handouts from the meeting were emailed to each board member. Training is now required of elected and appointed members of a public body. The training material is presently being developed. Once it is ready, board members have 90 days to complete the training. If a person is elected or appointed to two public bodies, they must take the training for each. If any board member has questions on the handouts, Mr. Mallery would be glad to help answer them.

**CLOSED SESSION**

It was moved by Mr. Mallery 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; and 3) closed session minutes. Motion passed by voice vote.

The Board entered closed session at 7:48 p.m. On a motion by Dr. Driscoll and seconded by Dr. Huffman, the regular meeting resumed at 8:12 p.m. Motion passed by voice vote.

**NAMING RIGHTS REGARDING THE COMMUNITY TECHNOLOGY CENTER**

It was moved by Dr. Huffman and seconded by Mr. Cockrel to accept the gift of \$1 million to the Illinois Valley Community College Foundation from the Miller Group Charitable Trust for Community Technology Center enhancement provided the Illinois Valley Community College Community Technology Center be named the Peter Miller Community Technology Center. Motion passed by voice vote. Mr. Thompson expressed his appreciation to the Miller family for their generous donation which has given the Illinois Valley Community College capital campaign a fantastic start.

**OTHER**

In the absence of Leslie-Anne Englehaupt, Board Secretary, it was moved by Mr. Thompson and seconded by Dr. Huffman to appoint Dr. Driscoll as Secretary Pro-tem. Motion passed by voice vote.

It was moved by Mr. Mallery and seconded by Dr. Huffman to approve and retain the closed session minutes of September 20 and October 18, 2011. Motion passed by voice vote.

**ADJOURNMENT**

It was moved by Dr. Huffman, seconded by Mr. Cockrel, and carried unanimously to adjourn the meeting at 8:17 p.m. Motion passed by voice vote.

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Dennis N. Thompson, Board Chair

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Leslie-Anne Englehaupt, Secretary

# ILLINOIS VALLEY COMMUNITY COLLEGE

## Board of Trustees

### Planning Committee Meeting

November 28, 2011

The Planning Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5 p.m. on Monday November 28, 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. Narczewski

**Absent:**

**Board Members** David O. Mallery

**Physically Present:**

**Others Physically Present:** Jerry Corcoran, President

Rick Pearce, Vice President for Learning and Student Development

Cheryl Roelfsema, Vice President for Business Services and Finance

Lori Scroggs, Vice President for Planning and Institutional Effectiveness

Bob Mattson, Institutional Research Director

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

### SYSTEMS APPRAISAL FEEDBACK REPORT

The Systems Appraisal Feedback Report is prepared by a team of faculty and administrative consultant appraisers on behalf of the Higher Learning Commission and AQIP. A team of seven appraisers from varied colleges, community colleges, and universities worked together to respond to the 100-page Systems Portfolio submitted by IVCC's Accreditation Team in the spring of 2011. Included in the report are any identified accreditation issues, strategic issues, an executive summary that outlines the main points in each of the nine AQIP categories and areas of strengths and opportunities. IVCC met all five criteria and their associated components for accreditation. There were no accreditation issues. Every college has strategic issues and there were six strategic issues identified. 1) IVCC does have an assessment process, but the results were not ready until the summer. Therefore, the appraisal team did not see everything. Not all of the processes are aligned. The results from assessment need to be reviewed by the leadership and taken into consideration through the strategic plan. This will occur over time. The priorities need to influence the budget. Dr. Scroggs provided a sample of how the College might improve and align planning. 2) The primary objective of IVCC is to help students learn, but it has other objectives. Community colleges try to be all things to all people. The Systems Portfolio did not clearly articulate other objectives that make IVCC unique, such as the only institution in a 50-



mile radius. There is a special need to form partnerships with high schools and higher education institutions. The College needs to identify this and measure it. 3) Based on feedback from students, the College makes improvements and measures it. IVCC does a good job on feedback from students, but needs more feedback from external stakeholders – business and industry, vendors, donors, alumni, etc. The College does not have a systematic process to receive feedback from external stakeholders. 4) The College has systems and processes that are being put together, but it needs to close the loop. Targets need to be set, changes and improvements made, measured again, and continuously improve. A trend is worth three years of data. The College should be going in that direction now. 5) When AQIP was new there was quite a bit of participation from the staff. As employees got busier, it became harder for them to donate their time to serve on committees. The College needed incentivizing. A good example of this is incorporating engagement hours in the new faculty contract. Along with office hours, faculty must engage themselves in the life of the College through committees, advisors of student organizations, activities, etc. The plan is to carry this out for other staff to be involved. 6) The Institutional Research and Information Technology areas collect a great amount of data. The appraisal report asked how the College communicates the existence of the data to people who may need it for decisions. The new employee orientation is attended by two members of the Institutional Research department and they discuss where this information is available.

IVCC only responds to the appraisal report if information is very wrong. In April of 2012, a strategy forum will take place where a team of IVCC employees and one board member will meet with people from the accreditation team and other colleges. They work together and discuss the issues that they struggle with when responding to the strategic plan. Part of the overall cycle is an accreditation team visit which will take place in February of 2013. The team will physically be on campus and will check for accuracy on what was said in the systems portfolio document. In the meantime, IVCC will maintain its strengths, address the opportunities, and achieve the intent of the strategic objectives. IVCC is working on a plan and will have it in place before the forum.

### **HERI STUDY**

The Higher Education Research Institute survey was administered in 2005, 2008 and now 2011 and is aimed at measuring trend data about faculty values, practices and opinions. Having trend data that spans six years is the chief benefit of using standardized surveys like the HERI Faculty Survey. This survey helps to compare IVCC faculty with others on how they feel about their job. It does not ask a lot of questions about student engagement, but mainly focuses on the faculty jobs and their feelings of their job. A majority of the IVCC faculty participated. There were no red flags. The data was compiled and compared over the last six years and an executive summary was prepared. The committee noticed more of a sense of service in the last five years. Faculty feel they need to incorporate service, going green, and to develop initiatives to keep people active in the community. This is also a nation-wide trend. There was a decline observed in faculty perceptions of the academic preparedness of students and this has been reviewed by the academic team. This has also been seen in placement testing. IVCC has been trying to increase the work that it does with the high schools. The survey was frustrating and lengthy and some of the questions conflicted with one another. This could be a result from the clarity of the questions and the results may reflect this. The Institutional Research committee is looking at other external surveys. By fall of 2012 a decision will be made on whether to continue with

HERI, find another survey, or develop an internal survey. Dr. Driscoll asked if the Institutional Research committee could identify three or four trends.

### **IPEDS REPORT**

This is one of the few reports online and open to everyone and every college. The intent is to have it available for students and parents to compare the information in selecting a college. One of IVCC's strengths is the percentage of students receiving certificates and degrees. IVCC students are more degree oriented than some of its peer institutions. IVCC has fewer students that have been using financial aid services and initiatives are in place to increase this number, but the awards are higher than the peer group. Housing costs are slightly higher than the peer colleges and tuition is slightly lower. The net price for attendance is fairly similar.

### **NCCBP REPORT**

The National Community College Benchmarking Project offers a method of comparing over 140 measures between community colleges across the nation. IVCC has taken part in the growing survey for the past five years, and is currently one of over 275 participants, 20 of which are Illinois community colleges. It is the most comprehensive comparison among community colleges. IVCC uses it to trend against itself and against other colleges. This report can also be used for best practices. If a College scores poorly in one area, there is a feature in which contacts are provided from the best colleges. This report is difficult to read because it is hard to switch from percentage from other reports to percentile rank. Items of concern or items to be noted were identified.

### **PROGRAM REVIEW REPORT**

The Program Review Report was submitted to the Illinois Community College Board. Programs are reviewed on a five-year cycle. The Paraprofessional Educator Program enrolls a small number of students, but all courses in the program are also required by education majors; therefore, class sizes are good. There is not a high demand for this degree because schools will hire people without a degree or certificate and train them. In the future, it might be possible that the State will require a certificate in this area. The program is relatively inexpensive to operate. There have been no enrollments in the process course unique to the Process Operations Technology certificate. The program was developed in response to being approached by a local leader in the chemical field and then not requiring employees to have the certificate for a job. The advisory council for this program met and is looking at the possibility of moving this program to the Continuing Education area and offering it on demand. The Horticulture program has been struggling and efforts have been made to promote the program. There have been no signs of improvement. IVCC has reached out to the College of ACES at the University of Illinois. There is a huge demand for crop science and IVCC's horticulture program would couple well with the crop science program. IVCC is hoping to establish a dual enrollment program with the College of ACES. The Auto program has seen a decrease in the number of degrees awarded. Employment opportunities focus on certificates. The degree program is a ladder program in which students start earning specialty credentials prior to moving toward the AAS degree. Many students obtain jobs in these specialty areas and do not continue their education for a degree. The auto program plans to reach out to students who have received certificates and encourage them to come back for a degree. Having the degree program helps with accreditation from the National Automotive Technicians Education Foundation and having the accreditation is a draw

to area students. There was a question regarding internships for Industrial Maintenance students, but most certificates do not have internships built into the program. Rick Pearce will check on this. Also, Rick Pearce has been discussing internships with Jean-Batson Turner for the Certificates in Substance Abuse Treatment since Sheridan has discontinued this program.

#### **BOARD POLICY MANUAL – SECTIONS 5 AND 6**

Board members reviewed Sections 5 and 6 of the Board Policy Manual.

Suggestions:

- Policy 5.2 – Institutional Planning - Add the strategic planning process diagram.
- Policy 5.3 – Learning Resources, Community Borrowers – Add a statement that speaks to the consequences if materials and equipment are not returned to the library.
- Policy 5.4 – Records Retention – Include the form that is sent to the Office of the Illinois Secretary of State, Division of Archives and Records before documents can be destroyed.
- Policy 6.3 – Drug-Free Work Place – The committee discussed changes to this policy, but decided to leave as is.
- Policy 6.9 – Sex Offenses on Campus – Add the statement “the College will fully cooperate with law enforcement procedures.”
- Policy 6.10 – Sexual and Other Harassment – It is a direct conflict of interest for an instructor to be dating a student. In the second paragraph under IV, it was suggested to include dating relationship after sexual advancement. Rick Pearce will discuss with the faculty president, Steve Alvin.
- Policy 6.11 – Smoking/Tobacco Use – A survey was conducted with other community colleges on their smoking policies. Four or five tried a smoke-free environment, but had difficulty enforcing the issue. A wellness committee will be formed next semester.
- Policy 6.12 – Sustainability – It was suggested that the College needs a KPI with measures to go along with this new policy.

#### **ALTERNATIVE SEMESTER PROPOSAL**

Dr. Pearce reported the Teaching and Learning Council has been discussing the issue of lack of student preparedness. An alternative semester program or success semester has been proposed as a pilot program. Students who test into Reading 0800, have disabilities and test into the lower end of the placement range, have returned to school and have been out for a significant amount of time, or have a mix of adult basic education and developmental coursework will be offered the opportunity to take part in a semester of specific targeted courses that would hope to give them a better chance of success. If a student has some success, they have more confidence and a better expectation of success. Each class builds to help them become successful in the next class. Students who test in the lowest levels of developmental courses have a very low chance of success, less than 20 percent. The semester would offer them a reading class with a college skills course, which would place them into a learning community to help each other. They would be offered other courses in which they can succeed – wellness, fitness, personal and community health, Tai Chi, etc. The students will be off to a slow start with this proposal but have a better chance of finishing. As a pilot program, the administration will see if it is successful. The program would not be required, but this could be an option if there is proof that it is successful.



**ADJOURNMENT**

It was moved by Ms. Olivero, seconded by Dr. Driscoll, and carried unanimously to adjourn the meeting at 7:15 p.m.

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Michael C. Driscoll, Planning Committee Chair

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Dennis N. Thompson, Board Chair

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Leslie-Anne Englehaupt, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

NOVEMBER 2011

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

Patrick Berry, CPA  
Controller

## FINANCIAL HIGHLIGHTS – November 2011

### Revenues

- As of December 2, the headcount for fall semester 2011 was 4,797, which was 145 students less than at that same point in time last year, excluding Sheridan Correctional Center. Credit hours for fall 2011 decreased by 2,168, or 5.47 percent, for a total of 37,462. Spring semester 2012 registration began on November 1; as of December 2, the headcount was 3,172, which was 93 students less than at that same point in time last year, excluding Sheridan Correctional Center. Credit hours were at 32,345, which was 1,916 credit hours, or 5.59 percent, less than one year ago. Spring semester classes will begin on January 10, 2012.
- Preliminary information from the county assessors indicates the District's Equalized Assessed Valuation (EAV) will decrease in LaSalle County by 1.0 percent; decrease in Lee County by 1.9 percent; and increase in Livingston County by 3.5 percent. Due to legislative changes, two area hospitals, Perry Memorial and St. Margaret's, will be added to the 2011 property tax rolls per the Bureau County Assessor. This will add approximately \$28 million to the District's EAV. LaSalle County will not be making any changes to the 2011 assessments based on this legislation.
- We have received July, August, and September payments from the State for the credit hour grant and July and August payments for the equalization grant, but no adult education funding. Also, we have not received our entire equalization grant and adult education funding for fiscal year 2011. There is some concern these payments will not be made within the lapse period which has been extended to December 31, 2011. If that is the case, we will need to file a claim with the State of Illinois to preserve our rights to these funds.

### Expenditures

Some of the more significant variances in expenditures for the five-month period ending November 30, 2011 include the following:

- Fund 01 – Education – Instruction – Fixed Charges – includes the full annual payment of \$132,000 for the Ottawa Center FY 2012 rent;
- Fund 01 – Education – Academic Support – Contractual Services – annual hosting and support fees for Blackboard Learning Management System for \$65,268; other software renewals of \$15,469; and contracted library services of approximately \$10,000;

- Fund 01 – Education – Institutional Support – Contractual Services – includes annual software maintenance renewal with Datatel for \$183,461, IBM hardware support for \$16,856, and legal fees of \$38,928;
- Fund 01 – Education – Scholarships, Grants, and Waivers – tuition waivers for summer and fall semesters;
- Fund 02 – Operations & Maintenance – Contractual Services – includes \$49,900 annual payment for McQuay chiller maintenance agreement along with a number of smaller maintenance contracts;
- 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 – Public Service - Contractual Services – includes tuition and fees and childcare paid for Dislocated Workers Center clients and will be reimbursed by grant funds;
- Fund 12 – Liability, Protection, & Settlement – Institutional Support – Fixed Charges – includes annual liability insurance payment;
- Fund 03 – Operations and Maintenance Fund (Restricted) – Capital Outlay:

Protection, Health & Safety Projects in progress:

- Security Office Relocation/Fire Alarm Upgrade – final fire alarm testing was done on November 11;
- Physical Science Lab renovation – One area of the floor needs to be refinished and this is scheduled to be done in mid-December after the fall semester;
- The Aluminum Feeder Wire and Branch Panel Replacement at Buildings D and E --Work was begun over the Thanksgiving break and will progress through the semester break in December.
- Other Projects:
  - The Community Instructional Center Project bid was awarded to George Sollitt of Wood Dale, Illinois. A tentative schedule is as follows for the CTC project:
 

▪ Pre-construction meeting	January 4, 2012
▪ Authorization to proceed	tentatively January 9, 2012
▪ Completion of Building G work	mid-June 2012
▪ Completion of CTC	mid-July 2013
  - Site Improvements – CDB Project – Bids due December 15, 2011.

Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 November 30, 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	
<b>Assets and Other Debits</b>								
Cash and cash equivalents	\$ 803,331	\$ 653,284	\$ 26,879	\$ 606,970	\$ 259,991	\$ -	\$ -	\$ 2,350,455
Investments	8,875,582	18,656,647	1,985,966	1,200,000	-			30,718,195
Receivables								
Property taxes	8,010,043	1,901,661	1,269,682					11,181,386
Governmental claims	14,177	18,677						32,854
Tuition and fees	2,714,952	-		22,103				2,737,055
Due from other funds	277,108	214,275	825	776,458	-	-	-	1,268,666
Bookstore inventories				562,878				562,878
Other assets	32,066	18,956	2,872	8,438	-	-		62,332
Fixed assets - net where applicable				31,764		64,121,967		64,153,731
Other debits								
Amount available in Debt Service Fund							3,286,224	3,286,224
Amount to be provided to retire debt							2,919,987	2,919,987
<b>Total Assets and Other Debits</b>	<u>\$20,727,259</u>	<u>\$21,463,500</u>	<u>\$ 3,286,224</u>	<u>\$ 3,208,611</u>	<u>\$ 259,991</u>	<u>\$64,121,967</u>	<u>\$ 6,206,211</u>	<u>\$ 119,273,763</u>

Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 November 30, 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	
<b>Liabilities</b>								
Accounts payable	\$ 96,760	\$ 36,858	\$ -	\$ 56,185	\$ 7,037	\$ -	\$ -	\$ 196,840
Accrued salaries & benefits	1,241,153	24,746		27,618	-			1,293,517
Post-retirement benefits & other	114,907	78,104		-	-			193,011
Unclaimed property	1,733	401			41			2,175
Due to other funds	508,379	134,198	-	4,469	621,620	-	-	1,268,666
Due to student groups/deposits	182,330				(368,707)			(186,377)
Deferred revenue								-
Property taxes	4,006,220	951,112	635,029					5,592,361
Tuition and fees	-	-						-
Grants	-	-						-
Bonds payable							6,206,211	6,206,211
Total liabilities	<u>6,151,482</u>	<u>1,225,419</u>	<u>635,029</u>	<u>88,272</u>	<u>259,991</u>	<u>-</u>	<u>6,206,211</u>	<u>14,566,404</u>
<b>Equity and Other Credits</b>								
Investment in general fixed assets						64,121,967		64,121,967
Contributed capital								-
Retained earnings				3,120,339				3,120,339
Fund balance								-
Reserved for grant purposes		(666,604)						(666,604)
Reserved for building purposes		11,028,447						11,028,447
Reserved for debt service			2,651,195					2,651,195
Reserved for Liab., Prot., Sett.		5,186,851						5,186,851
Unreserved	<u>14,575,777</u>	<u>4,689,387</u>						<u>19,265,164</u>
Total equity and other credits	<u>14,575,777</u>	<u>20,238,081</u>	<u>2,651,195</u>	<u>3,120,339</u>	<u>-</u>	<u>64,121,967</u>	<u>-</u>	<u>104,707,359</u>
<b>Total Liabilities, Equity and Other Credits</b>	<u>\$20,727,259</u>	<u>\$21,463,500</u>	<u>\$ 3,286,224</u>	<u>\$ 3,208,611</u>	<u>\$ 259,991</u>	<u>\$64,121,967</u>	<u>\$ 6,206,211</u>	<u>\$ 119,273,763</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  
 Five Months Ended November 30, 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	\$ 14,419,645	\$ 2,316,848	\$ 1,587,831	\$ 1,241,831	\$ 20,896	\$ 1,561,313	\$ 3,759,546	\$ 281,289	\$ 33,467	\$ 25,222,666
Actual Expenditures	(8,364,020)	(986,250)	(613,804)	(27,083)	-	(1,917,861)	(4,568,486)	(539,354)	(32,500)	(17,049,358)
Other Financing Sources (Uses)	-	-	5,000,000	-	-	-	-	-	-	5,000,000
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	6,055,625	1,330,598	5,974,027	1,214,748	20,896	(356,548)	(808,940)	(258,065)	967	13,173,308
Fund balances July 1, 2011	5,159,998	2,029,556	5,054,420	1,436,447	4,639,293	3,476,887	142,336	5,444,916	28,231	27,412,084
Fund balances November 30, 2011	<u>\$ 11,215,623</u>	<u>\$ 3,360,154</u>	<u>\$ 11,028,447</u>	<u>\$ 2,651,195</u>	<u>\$ 4,660,189</u>	<u>\$ 3,120,339</u>	<u>\$ (666,604)</u>	<u>\$ 5,186,851</u>	<u>\$ 29,198</u>	<u>\$ 40,585,392</u>



Illinois Valley Community College District No. 513  
Fiscal Year 2012 Budget to Actual Comparison  
Five Months Ended November 30, 2011

	Annual Budget FY2012	Actual 11/30/11	Act/Budget 41.7%	Actual 11/30/10	Act/Budget FY11	Annual Budget FY2011
<b>EDUCATION FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 6,671,791	\$ 6,551,956	98.2%	\$ 6,348,670	93.7%	\$ 6,778,669
Corporate Personal Property Replacement Tax	1,190,000	252,904	21.3%	254,168	29.9%	850,000
TIF Revenues	360,000	204,922	56.9%	256,322	85.4%	300,000
Total Local Government	8,221,791	7,009,782	85.3%	6,859,160	86.5%	7,928,669
State Government:						
ICCB Credit Hour Grant	1,765,157	463,028	26.2%	147,096	8.3%	1,765,165
Equalization	136,345	22,724	16.7%	-	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	485,752	24.3%	147,096	7.0%	2,086,796
Federal Government						
PELL Administrative Fees	8,000	1,825	22.8%	595	7.4%	8,000
ARRA Grant	-	-	0.0%	-	0.0%	-
Total Federal Government	8,000	1,825	22.8%	595	7.4%	8,000
Student Tuition and Fees:						
Tuition	6,706,315	5,674,025	84.6%	5,313,588	89.8%	5,915,228
Fees	1,180,439	955,355	80.9%	923,730	88.1%	1,048,468
Total Tuition and Fees	7,886,754	6,629,380	84.1%	6,237,318	89.6%	6,963,696
Other Sources:						
Investment Revenue	40,000	7,974	19.9%	19,903	49.8%	40,000
Public Service Revenue	904,812	238,403	26.3%	226,041	20.6%	1,099,707
Nongovernmental Gifts	48,000	20,000	41.7%	24,000	50.0%	48,000
Other	92,894	26,529	28.6%	12,466	14.1%	88,202
Total Other Sources	1,085,706	292,906	27.0%	282,410	22.1%	1,275,909
<b>TOTAL EDUCATION FUND REVENUE</b>	<b>19,204,874</b>	<b>14,419,645</b>	<b>75.1%</b>	<b>13,526,579</b>	<b>74.1%</b>	<b>18,263,070</b>
<b>EDUCATION FUND EXPENDITURES</b>						
Instruction:						
Salaries	9,236,909	3,909,255	42.3%	3,057,078	35.0%	8,740,223
Employee Benefits	1,539,288	682,357	44.3%	586,589	42.5%	1,381,825
Contractual Services	128,150	30,635	23.9%	37,727	23.8%	158,595
General Materials & Supplies	457,723	127,763	27.9%	129,238	30.0%	431,112
Conference & Meeting Expenses	101,811	28,402	27.9%	25,191	22.0%	114,743
Fixed Charges	240,000	162,445	67.7%	37,361	21.8%	171,000
Utilities	1,000	343	34.3%	288	28.8%	1,000
Capital Outlay	23,916	-	0.0%	27,950	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Instruction	\$ 11,728,797	\$ 4,941,200	42.1%	\$ 3,901,422	35.5%	\$ 10,998,498

**Illinois Valley Community College District No. 513  
Fiscal Year 2012 Budget to Actual Comparison  
Five Months Ended November 30, 2011**

<b>EDUCATION FUND EXPENDITURES</b> (continued)	<b>Annual Budget FY2012</b>	<b>Actual 11/30/11</b>	<b>Act/Budget 41.7%</b>	<b>Actual 11/30/10</b>	<b>Act/Budget FY11</b>	<b>Annual Budget FY2011</b>
Academic Support						
Salaries	\$ 679,854	\$ 255,543	37.6%	\$ 262,059	40.1%	\$ 654,144
Employee Benefits	111,647	43,415	38.9%	47,442	46.1%	102,973
Contractual Services	153,059	99,414	65.0%	106,817	78.4%	136,324
General Materials & Supplies	320,491	166,356	51.9%	207,423	52.9%	391,808
Conference & Meeting Expenses	15,782	324	2.1%	1,956	17.7%	11,035
Fixed Charges	4,680	-	0.0%	-	0.0%	4,680
Utilities	44,143	1,124	2.5%	14,876	32.2%	46,148
Capital Outlay	19,750	3,201	16.2%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>1,349,406</u>	<u>569,377</u>	<u>42.2%</u>	<u>640,573</u>	<u>47.6%</u>	<u>1,347,112</u>
Student Services						
Salaries	1,113,536	499,284	44.8%	470,875	42.6%	1,106,619
Employee Benefits	275,791	119,714	43.4%	109,097	45.4%	240,204
Contractual Services	6,885	1,739	25.3%	1,063	5.9%	18,150
General Materials & Supplies	58,567	23,873	40.8%	22,711	40.9%	55,475
Conference & Meeting Expenses	21,550	4,341	20.1%	2,922	11.0%	26,600
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	<u>1,476,329</u>	<u>648,951</u>	<u>44.0%</u>	<u>606,668</u>	<u>41.9%</u>	<u>1,447,048</u>
Public Services/Continuing Education						
Salaries	349,346	151,551	43.4%	149,989	41.4%	362,361
Employee Benefits	35,766	17,260	48.3%	16,418	49.5%	33,156
Contractual Services	358,700	142,434	39.7%	119,211	50.8%	234,500
General Materials & Supplies	130,100	26,605	20.4%	44,579	22.3%	200,350
Conference & Meeting Expenses	8,300	3,371	40.6%	5,129	47.2%	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	<u>882,462</u>	<u>341,221</u>	<u>38.7%</u>	<u>335,325</u>	<u>39.8%</u>	<u>841,482</u>
Institutional Support:						
Salaries	1,914,461	796,736	41.6%	718,490	39.0%	1,840,630
Employee Benefits	494,372	234,095	47.4%	199,021	41.8%	475,844
Contractual Services	401,651	324,068	80.7%	262,087	70.0%	374,590
General Materials & Supplies	421,070	177,286	42.1%	176,093	36.3%	484,722
Conference & Meeting Expenses	75,720	23,729	31.3%	13,404	15.8%	84,970
Fixed Charges	24,000	8,898	37.1%	16,672	44.5%	37,500
Utilities	15,956	5,766	36.1%	5,569	36.0%	15,458
Capital Outlay	38,650	3,077	8.0%	-	0.0%	28,416
Other	-	1,487	0.0%	(1,604)	94.4%	(1,700)
Total Institutional Support	<u>3,385,880</u>	<u>1,575,142</u>	<u>46.5%</u>	<u>1,389,732</u>	<u>41.6%</u>	<u>3,340,430</u>
Scholarships, Grants and Waivers	422,000	288,129	68.3%	215,862	61.9%	348,500
<b>TOTAL EDUCATION FUND EXPENDITURES</b>	<u>\$ 19,244,874</u>	<u>\$ 8,364,020</u>	<u>43.5%</u>	<u>\$ 7,089,583</u>	<u>38.7%</u>	<u>\$ 18,323,070</u>
<b>INTERFUND TRANSFERS - NET</b>	<u>\$ 40,000</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ (3,226)</u>	<u>0.0%</u>	<u>\$ (340,000)</u>

Illinois Valley Community College District No. 513  
Fiscal Year 2012 Budget to Actual Comparison  
Five Months Ended November 30, 2011

	Annual Budget FY2012	Actual 11/30/11	Act/Budget 41.7%	Actual 11/30/10	Act/Budget FY11	Annual Budget FY2011
<b>OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 1,260,330	\$ 1,238,521	98.3%	\$ 1,201,721	93.8%	\$ 1,281,479
Corporate Personal Property Replacement Tax	210,000	44,630	21.3%	44,853	29.9%	150,000
TIF	116,885	68,307	58.4%	85,441	85.4%	100,000
Total Local Government	1,587,215	1,351,458	85.1%	1,332,015	87.0%	1,531,479
State Government:						
ICCB Credit Hour Grant	311,498	81,711	26.2%	25,958	8.3%	311,498
Total State Government	311,498	81,711	26.2%	25,958	8.3%	311,498
Student Tuition and Fees:						
Tuition	743,178	828,833	111.5%	864,727	93.1%	929,274
Total Tuition and Fees	743,178	828,833	111.5%	864,727	93.1%	929,274
Other Sources:						
Facilities Revenue	187,000	41,157	22.0%	30,474	25.6%	119,000
Investment Revenue	5,000	5,868	117.4%	1,682	33.6%	5,000
Non-Governmental Gifts & Grants	-	-	0.0%	260	0.0%	-
Other	-	7,821	0.0%	15,234	0.0%	-
Total Other Sources	192,000	54,846	28.6%	47,650	38.4%	124,000
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>	<b>\$ 2,833,891</b>	<b>\$ 2,316,848</b>	<b>81.8%</b>	<b>\$ 2,270,350</b>	<b>78.4%</b>	<b>\$ 2,896,251</b>

	Annual Budget FY2012	Actual 11/30/11	Act/Budget 41.7%	Actual 11/30/10	Act/Budget FY11	Annual Budget FY2011
<b>OPERATIONS &amp; MAINTENANCE FUND</b>						
Operations & Maintenance of Plant:						
Salaries	\$ 862,900	\$ 356,941	41.4%	\$ 311,537	38.3%	\$ 813,862
Employee Benefits	218,101	95,239	43.7%	85,385	43.2%	197,843
Contractual Services	183,700	95,281	51.9%	78,362	49.1%	159,592
General Materials & Supplies	250,976	84,315	33.6%	175,497	47.2%	372,200
Conference & Meeting Expenses	6,000	125	2.1%	-	0.0%	6,000
Fixed Charges	40,000	41,673	104.2%	35,568	456.0%	7,800
Utilities	819,410	270,335	33.0%	266,936	29.6%	902,150
Capital Outlay	167,900	9,860	5.9%	33,661	21.5%	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	953,769	34.7%	986,946	35.0%	2,815,947
Institutional Support:						
Salaries	56,007	23,454	41.9%	21,610	40.2%	53,754
Employee Benefits	8,497	3,926	46.2%	3,774	47.5%	7,950
Contractual Services	2,500	2,395	95.8%	2,395	239.5%	1,000
General Materials & Supplies	4,900	1,016	20.7%	519	11.3%	4,600
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	13,000	1,690	13.0%	-	0.0%	13,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	84,904	32,481	38.3%	28,298	35.2%	80,304
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>	<b>\$ 2,833,891</b>	<b>\$ 986,250</b>	<b>34.8%</b>	<b>\$ 1,015,244</b>	<b>35.1%</b>	<b>\$ 2,896,251</b>

Illinois Valley Community College District No. 513  
 Fiscal Year 2012 Budget to Actual Comparison  
 Five Months Ended November 30, 2011

	Annual Budget FY2012	Actual 11/30/11	Act/Budget 41.7%	Actual 11/30/10	Act/Budget FY11	Annual Budget FY2011
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Local Government Sources						
Current Taxes	\$ 1,537,220	\$ 1,547,926	100.7%	\$ 1,483,450	93.3%	\$ 1,589,936
State Government Sources	-	-	0.0%	-	0.0%	-
Investment Revenue	50,000	39,905	79.8%	21,279	38.7%	55,000
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) REVENUES</b>	<b>1,587,220</b>	<b>1,587,831</b>	<b>100.0%</b>	<b>1,504,729</b>	<b>91.5%</b>	<b>1,644,936</b>
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>						
Operations & Maintenance						
Contractual Services	-	-	0.0%	482,383	0.0%	-
Capital Outlay	6,587,220	613,804	9.3%	985,482	60.9%	1,617,500
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>	<b>6,587,220</b>	<b>613,804</b>	<b>9.3%</b>	<b>1,467,865</b>	<b>90.7%</b>	<b>1,617,500</b>
Other Financing Source - Bond Issuance	5,000,000	5,000,000	100.0%	-	0.0%	-
Transfer In (Out)	-	-	0.0%	-	0.0%	400,000

Fiscal Year 2012 Budget to Actual Comparison

	Annual Budget FY2012	Actual 11/30/11	Act/Budget 41.7%	Actual 11/30/10	Act/Budget FY11	Annual Budget FY2011
<b>BOND &amp; INTEREST FUND REVENUES</b>						
Local Government Sources						
Current Taxes	\$ 1,265,000	\$ 1,234,842	97.6%	\$ 1,188,070	93.9%	\$ 1,265,000
Investment Revenue	5,000	6,989	139.8%	3,881	77.6%	5,000
<b>TOTAL BOND &amp; INTEREST FUND REVENUES</b>	<b>1,270,000</b>	<b>1,241,831</b>	<b>97.8%</b>	<b>1,191,951</b>	<b>93.9%</b>	<b>1,270,000</b>
<b>BOND &amp; INTEREST FUND EXPENDITURES</b>						
Institutional Support						
Debt Principal Retirement	1,265,000	-	0.0%	-	0.0%	1,265,000
Interest on Bonds	-	27,083	0.0%	-	0.0%	-
Fees	400	-	0.0%	-	0.0%	400
<b>TOTAL BOND &amp; INTEREST FUND EXPENDITURES</b>	<b>\$ 1,265,400</b>	<b>\$ 27,083</b>	<b>2.1%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 1,265,400</b>

Fiscal Year 2012 Budget to Actual Comparison

	Annual Budget FY2012	Actual 11/30/11	Act/Budget 41.7%	Actual 11/30/10	Act/Budget FY11	Annual Budget FY2011
<b>WORKING CASH FUND REVENUES</b>						
Investment Revenue	\$ 40,000	\$ 20,896	52.2%	\$ 24,320	40.5%	\$ 60,000
<b>TOTAL WORKING CASH REVENUES</b>	<b>40,000</b>	<b>20,896</b>	<b>52.2%</b>	<b>24,320</b>	<b>40.5%</b>	<b>60,000</b>
Transfers In (Out)	\$ (40,000)	\$ -	0.0%	\$ -	0.0%	\$ (60,000)

Illinois Valley Community College District No. 513  
Fiscal Year 2012 Budget to Actual Comparison  
Five Months Ended November 30, 2011

	Annual Budget FY2012	Actual 11/30/11	Act/Budget 41.7%	Actual 11/30/10	Act/Budget FY11	Annual Budget FY2011
<b>AUXILIARY ENTERPRISES FUND</b>						
Service Fees	3,324,756	1,552,985	46.7%	1,532,810	47.1%	3,254,475
Data Processing Rentals	-	-	0.0%	-	0.0%	1,672
Other Revenue	-	830	0.0%	985	0.0%	-
Investment Revenue	15,000	7,498	50.0%	6,632	66.3%	10,000
<b>TOTAL AUXILIARY ENTERPRISES FUND REVENUES</b>	<b>3,339,756</b>	<b>1,561,313</b>	<b>46.7%</b>	<b>1,540,427</b>	<b>47.2%</b>	<b>3,266,147</b>
<b>AUXILIARY ENTERPRISES FUND</b>						
Salaries	578,459	265,019	45.8%	250,306	41.6%	601,776
Employee Benefits	213,312	93,505	43.8%	85,598	43.6%	196,490
Contractual Services	39,230	28,286	72.1%	23,670	65.3%	36,260
Materials & Supplies	2,415,319	1,503,645	62.3%	1,253,919	52.3%	2,395,922
Conference & Meeting	30,196	11,043	36.6%	10,440	45.6%	22,885
Fixed Charges	45,000	16,363	36.4%	12,076	25.2%	48,000
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	5,826	-	0.0%	2,700	203.8%	1,325
Other	63,000	-	0.0%	2,923	4.6%	63,000
<b>TOTAL AUXILIARY ENTERPRISES EXPENDITURES</b>	<b>3,390,342</b>	<b>1,917,861</b>	<b>56.6%</b>	<b>1,641,632</b>	<b>48.8%</b>	<b>3,365,658</b>
Transfer In (Out)	\$ 62,000	\$ -	0.0%	\$ -	0.0%	\$ 62,000

Fiscal Year 2012 Budget to Actual Comparison

	Annual Budget FY2012	Actual 11/30/11	Act/Budget 41.7%	Actual 11/30/10	Act/Budget FY11	Annual Budget FY2011
<b>RESTRICTED PURPOSES FUND</b>						
State Government Sources	\$ 371,408	\$ 14,781	4.0%	\$ 99,006	10.5%	\$ 938,668
Federal Government Sources	6,711,969	3,735,528	55.7%	3,848,135	49.8%	7,721,710
Service Fees	-	3,145	0.0%	-	0.0%	-
Other Revenue	35,000	6,092	17.4%	11	0.2%	5,000
<b>TOTAL RESTRICTED PURPOSES FUND REVENUES</b>	<b>7,118,377</b>	<b>3,759,546</b>	<b>52.8%</b>	<b>3,947,152</b>	<b>45.6%</b>	<b>8,665,378</b>
<b>RESTRICTED PURPOSES FUND</b>						
Instruction:						
Salaries	357,432	159,821	44.7%	243,478	31.2%	779,528
Employee Benefits	90,287	39,113	43.3%	67,200	38.6%	174,121
Contractual Services	68,360	41,364	60.5%	56,036	44.3%	126,408
Materials & Supplies	130,453	39,020	29.9%	29,462	14.1%	208,936
Conference & Meeting	41,279	16,965	41.1%	22,273	29.5%	75,500
Fixed Charges	2,250	1,000	44.4%	-	0.0%	1,900
Utilities	2,900	603	20.8%	579	46.3%	1,250
Capital Outlay	50,000	61,181	122.4%	-	0.0%	194,000
Other (P-16 Grant Waivers)	8,679	1,670	19.2%	909	2.9%	31,286
<b>Total Instruction</b>	<b>\$ 751,640</b>	<b>\$ 360,737</b>	<b>48.0%</b>	<b>\$ 419,937</b>	<b>26.4%</b>	<b>\$ 1,592,929</b>

Illinois Valley Community College District No. 513  
Fiscal Year 2012 Budget to Actual Comparison  
Five Months Ended November 30, 2011

RESTRICTED PURPOSES FUND	Annual Budget FY2012	Actual 11/30/11	Act/Budget 41.7%	Actual 11/30/10	Act/Budget FY11	Annual Budget FY2011
<b>Academic Support</b>						
Salaries	\$ -	\$ 312	0.0%	\$ 30,912	34.4%	\$ 89,838
Employee Benefits	-	102	0.0%	4,318	15.6%	27,732
Contractual Services	-	-	0.0%	169	0.0%	-
Materials & Supplies	-	-	0.0%	2,062	45.9%	4,490
Conference & Meeting	-	-	0.0%	309	7.7%	4,000
Fixed Charges	-	-	0.0%	1,544	29.7%	5,200
Total Academic Support	-	414	0.0%	39,314	30.0%	131,260
<b>Student Services</b>						
Salaries	180,825	75,792	41.9%	62,135	35.4%	175,415
Employee Benefits	43,259	26,130	60.4%	16,526	40.2%	41,143
Contractual Services	4,000	5,762	144.1%	8,700	435.0%	2,000
Materials & Supplies	13,500	6,632	49.1%	5,190	34.4%	15,100
Conference & Meeting	25,500	3,806	14.9%	4,541	17.2%	26,431
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRIO Grant)	32,000	18,005	56.3%	24,354	108.2%	22,500
Total Student Services	299,084	136,127	45.5%	121,446	43.0%	282,589
<b>Public Service</b>						
Salaries	488,912	229,987	47.0%	204,977	41.4%	495,671
Employee Benefits	108,782	58,168	53.5%	48,349	43.9%	110,187
Contractual Services	145,205	142,573	98.2%	208,624	42.6%	489,670
Materials & Supplies	76,683	80,761	105.3%	103,321	48.2%	214,347
Conference & Meeting	50,410	51,668	102.5%	64,005	67.4%	94,994
Fixed Charges	25,735	5,089	19.8%	4,915	16.9%	29,130
Utilities	6,088	1,882	30.9%	1,777	24.3%	7,305
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	178	-	0.0%	79	0.0%	190
Total Public Service	901,993	570,128	63.2%	635,047	44.1%	1,441,494
<b>Auxiliary Services</b>						
Salaries	4,000	1,099	27.5%	-	0.0%	4,000
Employee Benefits	320	9	2.8%	-	0.0%	320
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	18,844	3,106	16.5%	403	2.0%	19,680
Conference & Meeting	1,000	-	0.0%	25	2.5%	1,000
Other (Child Care Subsidies)	10,000	2,783	27.8%	2,407	24.1%	10,000
Total Auxiliary Services	\$ 34,164	\$ 6,997	20.5%	\$ 2,835	8.1%	\$ 35,000



Illinois Valley Community College District No. 513  
 Fiscal Year 2012 Budget to Actual Comparison  
 Five Months Ended November 30, 2011

	Annual Budget FY2012	Actual 11/30/11	Act/Budget 41.7%	Actual 11/30/10	Act/Budget FY11	Annual Budget FY2011
Institutional Support						
Salaries (Federal Work Study)	\$ 75,496	\$ 57,991	76.8%	\$ 41,837	55.4%	\$ 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>57,991</u>	76.8%	<u>41,837</u>	55.4%	<u>75,496</u>
Student grants and waivers (PELL & SEOG)	<u>5,061,000</u>	<u>3,436,092</u>	67.9%	<u>3,350,311</u>	65.5%	<u>5,111,610</u>
<b>TOTAL RESTRICTED FUND EXPENDITURES</b>	<u>\$ 7,123,377</u>	<u>\$ 4,568,486</u>	64.1%	<u>\$ 4,611,727</u>	53.2%	<u>\$ 8,670,378</u>
Transfer In (Out)	<u>\$ -</u>	<u>\$ -</u>	0.0%	<u>\$ 3,226</u>	0.0%	<u>\$ -</u>

Fiscal Year 2012 Budget to Actual Comparison

LIABILITY, PROTECTION, & SETTLEMENT FUND	Annual Budget FY2012	Actual 11/30/11	Act/Budget 41.7%	Actual 11/30/10	Act/Budget FY11	Annual Budget FY2011
Local Government Sources	\$ 258,368	\$ 269,093	104.2%	\$ 188,231	94.0%	\$ 200,250
Investment Revenue	50,000	12,196	24.4%	11,353	13.4%	85,000
Other	-	-	0.0%	-	0.0%	-
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUES</b>	<u>308,368</u>	<u>281,289</u>	91.2%	<u>199,584</u>	70.0%	<u>285,250</u>

LIABILITY, PROTECTION, & SETTLEMENT FUND  
 EXPENDITURES

Operations & Maintenance of Plant						
Salaries	-	25,941	0.0%	95,127	30.5%	311,885
Employee Benefits	-	5,430	0.0%	24,800	34.2%	72,561
Contractual Services	401,500	77,913	19.4%	240	6.9%	3,500
Material & Supplies	100	622	622.0%	2,112	0.0%	-
Conference & Meeting	500	480	96.0%	445	80.9%	550
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	415	0.0%	240	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	<u>\$ 402,100</u>	<u>\$ 110,801</u>	27.6%	<u>\$ 122,964</u>	31.7%	<u>\$ 388,496</u>



Illinois Valley Community College District No. 513  
 Fiscal Year 2012 Budget to Actual Comparison  
 Five Months Ended November 30, 2011

**LIABILITY, PROTECTION, & SETTLEMENT FUND  
 EXPENDITURES (continued)**

	Annual Budget FY2012	Actual 11/30/11	Act/Budget 41.7%	Actual 11/30/10	Act/Budget FY11	Annual Budget FY2011
Institutional Support						
Salaries	\$ 68,291	\$ 23,524	34.4%	\$ 124,643	34.9%	\$ 357,629
Employee Benefits	254,530	8,762	3.4%	24,243	7.6%	319,702
Contractual Services	12,000	8,241	68.7%	11,368	68.9%	16,500
Material & Supplies	2,300	60	2.6%	60	24.0%	250
Conference & Meeting	-	-	0.0%	-	0.0%	-
Fixed Charges	390,750	387,966	99.3%	365,329	115.2%	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>428,553</u>	58.9%	<u>525,643</u>	52.0%	<u>1,011,081</u>
<b>TOTAL LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>	<u>\$ 1,129,971</u>	<u>\$ 539,354</u>	47.7%	<u>\$ 648,607</u>	46.3%	<u>\$ 1,399,577</u>

Fiscal Year 2012 Budget to Actual Comparison

	Annual Budget FY2012	Actual 11/30/11	Act/Budget 41.7%	Actual 11/30/10	Act/Budget FY11	Annual Budget FY2011
<b>AUDIT FUND</b>						
Local Government Sources	\$ 31,508	\$ 33,384	106.0%	\$ -	0.0%	\$ 18,034
Investment Revenue	200	83	41.5%	128	64.0%	200
<b>TOTAL AUDIT FUND REVENUES</b>	<u>31,708</u>	<u>33,467</u>	105.5%	<u>128</u>	0.7%	<u>18,234</u>
<b>AUDIT FUND</b>						
Contractual Services	<u>32,500</u>	<u>32,500</u>	100.0%	<u>31,500</u>	96.9%	<u>32,500</u>
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<u>\$ 32,500</u>	<u>\$ 32,500</u>	100.0%	<u>\$ 31,500</u>	96.9%	<u>\$ 32,500</u>

**Illinois Valley Community College District No. 513  
Fiscal Year 2012 Budget to Actual Comparison  
All Funds**

**Five Months Ended November 30, 2011**

<u>Department</u>	<u>Annual Budget FY2012</u>	<u>Actual 11/30/2011</u>	<u>Act/Budget 41.7%</u>	<u>Explanation</u>
President	\$ 292,518	\$ 125,963	43.1%	
Board of Trustees	21,000	7,177	34.2%	
Community Relations	338,649	132,075	39.0%	
Development Office	71,194	30,316	42.6%	
Continuing Education	1,286,419	511,008	39.7%	
Facilities	9,336,207	1,567,573	16.8%	
Information Technologies	1,701,698	835,392	49.1%	
Academic Affairs	259,150	106,185	41.0%	
Academic Affairs (AVPCE)	761,164	404,363	53.1%	Paid annual Ottawa rent
Adult Education	504,753	209,673	41.5%	
Dislocated Workers Center	653,548	456,907	69.9%	Tuition/fees and childcare for clients
Learning Technologies	706,958	260,090	36.8%	
Career & Tech Education Division	2,445,046	922,059	37.7%	
Natural Science & Business Division	2,176,823	906,448	41.6%	
Humanities & Fine Arts/Social Science Division	2,191,115	949,495	43.3%	
Health Professions Division	2,080,015	810,516	39.0%	
English, Mathematics, Education Division	2,909,411	1,337,635	46.0%	
Admissions & Records	355,315	150,568	42.4%	
Student Development	621,026	311,869	50.2%	
Student Services	125,604	51,198	40.8%	
Financial Aid	5,484,630	3,624,011	66.1%	Full summer and fall semesters
Athletics	250,124	124,775	49.9%	
TRIO (Student Success Grant)	298,584	134,439	45.0%	
Safety Service	400,000	110,148	27.5%	
Business Services/General Institution	2,119,165	498,509	23.5%	
Risk Management	729,971	429,209	58.8%	Annual insurance payments
Tuition Waivers	422,000	288,129	68.3%	Full summer and fall semesters
Purchasing	112,173	38,169	34.0%	
Human Resources	179,067	78,111	43.6%	
Bookstore	2,544,746	1,535,982	60.4%	Products for resale
Shipping & Receiving	84,904	32,480	38.3%	
Copy Center	144,598	68,886	47.6%	
<b>Total FY12 Expenditures</b>	<b><u>\$ 41,607,575</u></b>	<b><u>\$ 17,049,358</u></b>	<b>41.0%</b>	

**Illinois Valley Community College**  
**Statement of Cash Flows**  
**for the Month ended November 30, 2011**

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	TOTAL
Balance on Hand	\$ 525,166.08	\$ 396,453.31	\$ 265,508.67	\$ 44,112.01	\$ 662,844.24	\$ (493,586.23)	\$ 375,926.58	\$ 7,992.27	\$ 579,358.39	\$ 2,363,775.32
Total Receipts	528,639.97	67,017.93	48,946.79	(17,232.90)	64,391.05	70,880.06	25,541.80	136.85	3,510.32	791,831.87
Total Cash	1,053,806.05	463,471.24	314,455.46	26,879.11	727,235.29	(422,706.17)	401,468.38	8,129.12	582,868.71	3,155,607.19
Due To/From Accts	(42,559.31)	59,833.66	-	-	15,859.17	(33,128.21)	-	-	(5.31)	(0.00)
Transfers/Bank CDs	979,493.83	-	-	-	-	20,506.17	-	-	200,000.00	1,200,000.00
Expenditures	(1,539,990.22)	(166,260.78)	(51,712.64)	-	(143,188.08)	(398,372.49)	-	-	(48,874.10)	(2,348,398.31)
ACCOUNT BALANCE	450,750.35	357,044.12	262,742.82	26,879.11	599,906.38	(833,700.70)	401,468.38	8,129.12	733,989.30	2,007,208.88
Deposits in Transit	(134,873.73)									(134,873.73)
Outstanding Checks	119,067.57									119,067.57
BANK BALANCE	434,944.19	357,044.12	262,742.82	26,879.11	599,906.38	(833,700.70)	401,468.38	8,129.12	733,989.30	1,991,402.72
Certificates of Deposit	3,500,000.00	300,000.00	1,000,000.00	500,000.00	1,200,000.00	-	4,250,000.00	-	4,100,000.00	14,850,000.00
Illinois Funds	3,667,126.18	1,408,455.69	1,403,791.14	1,485,966.39	-	144,862.12	-	10,550.42	122,571.78	8,243,323.72
CDB Trust Fund CTC			6,543,377.21							6,543,377.21
Bldg Reserve-ILLFund			1,081,494.01							1,081,494.01
Total Investment	\$ 7,167,126.18	\$ 1,708,455.69	\$ 10,028,662.36	\$ 1,985,966.39	\$ 1,200,000.00	\$ 144,862.12	\$ 4,250,000.00	\$ 10,550.42	\$ 4,222,571.78	\$ 30,718,194.94
LaSalle State Bank	\$ 136,467.13									
Peru Savings Bank	1,854,935.59									
	<u>\$ 1,991,402.72</u>									

Respectfully submitted,

*Cheryl Roelfsema*

Cheryl Roelfsema  
Vice President for Business Services & Finance/Treasurer

ILLINOIS VALLEY COMMUNITY COLLEGE  
 INVESTMENT STATUS REPORT  
 November 30, 2011

<u>DUE</u>	<u>Education</u>	<u>Oper &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
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
12/21/2011	1,000,000							1,000,000	FSB	0.35%	0.35%	25440
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							2,000,000	2,000,000	FSB	0.95%	0.95%	25092
9/21/2012						500,000		500,000	FSB	0.95%	0.95%	25440
9/29/2012			500,000				500,000	1,000,000	FSB	0.95%	0.95%	25522
11/7/2012						150,000		150,000	MB	1.00%	1.00%	915192
11/23/2012						1,500,000		1,500,000	FSB	0.65%	0.65%	26001
<b>Total CD</b>	<b>3,500,000</b>	<b>300,000</b>	<b>1,000,000</b>	<b>500,000</b>	<b>1,200,000</b>	<b>4,250,000</b>	<b>4,100,000</b>	<b>14,850,000</b>				

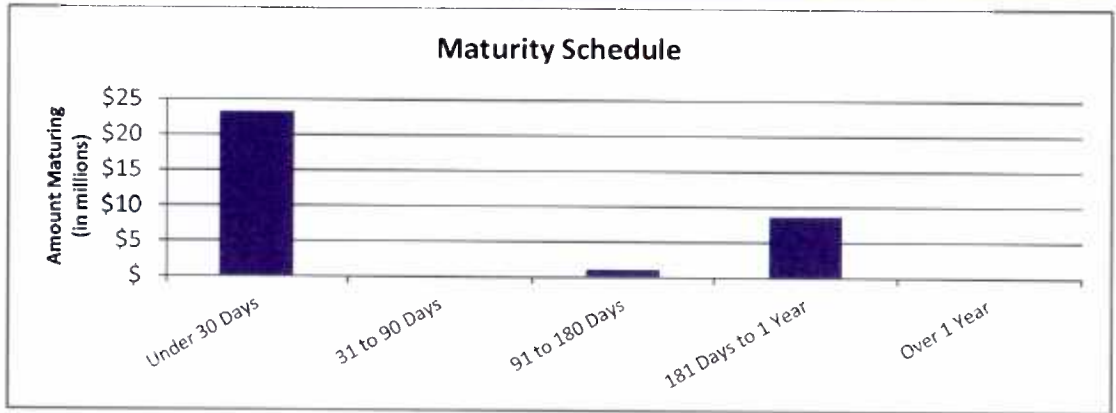
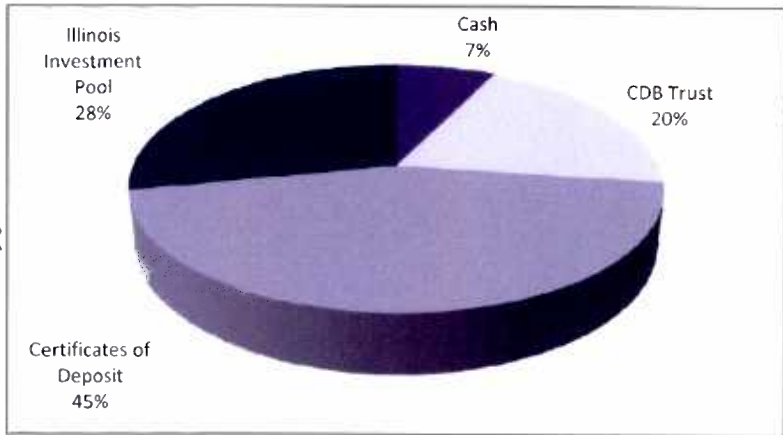
CB	Centrue Bank	LSB	LaSalle State Bank
CBNA	Commerce Bank, NA	MB	Marseilles Bank
CFNB	Citizens First National Bank	MSB	Midland State Bank
FSB	First State Bank of Mendota	NCB	North Central Bank - Ladd
HNB	Hometown National Bank	PFS	Peru Federal Savings

\*\* Current IL Funds interest rate: 0.042%

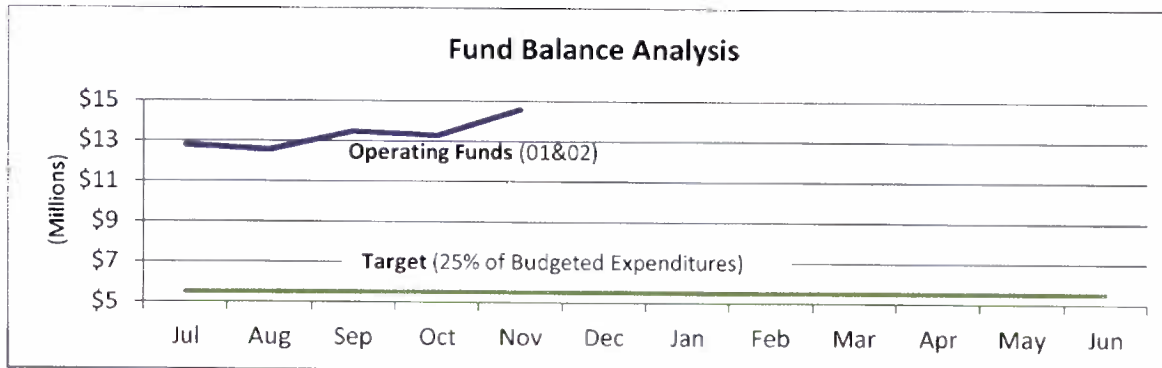
Illinois Valley Community College District No. 513  
Investment Status Report  
All Funds  
November 30, 2011

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	7.1%	\$ 2,350,455	3.42%
CDB Trust	19.8%	6,543,377	1.90%
Certificates of Deposit	44.9%	14,850,000	0.90%
Illinois Investment Pool	28.2%	9,324,818	0.07%
<b>Total</b>	<b>100.0%</b>	<b>\$ 33,068,650</b>	<b>1.04%</b>

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds (US Bank)	\$ 9,324,818			\$ 9,324,818	28%
Centrue Bank		1,000,000		1,000,000	3%
First State Bank		13,500,000		13,500,000	41%
LaSalle State Bank			136,467	136,467	0%
Marseilles Bank		250,000		250,000	1%
North Central Bank		100,000		100,000	0%
Citizens First National			6,884,023	6,884,023	21%
Peru Federal Savings			1,873,343	1,873,343	6%
<b>Total</b>	<b>\$ 9,324,818</b>	<b>\$ 14,850,000</b>	<b>\$ 8,893,832</b>	<b>\$ 33,068,650</b>	<b>100%</b>



**Weighted Average Maturity of CD's** 166 Days



**Check Register \$5,000 or More**

**11/01/11 - 11/30/11**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
520096	11/03/11	001369	Ameren Illinois	\$ 30,398.31	Electricity 09/08/11-10/07/11
520116	11/03/11	108916	CCIC	296,278.54	Health Insurance (November)
520115	11/03/11	069021	Camp David	11,262.47	Soft Goods For Resale (Bookstore)
520149	11/03/11	052330	Highland Community College	5,681.01	Tuition & Books (DWC)
520155	11/03/11	079038	IVCC Student Activity	26,980.25	FY11 Unfunded MIA & ING Grants
520165	11/03/11	176682	Lite Construction, Inc.	51,712.64	Remodel Chemistry Lab*
520223	11/03/11	066555	United States Postal Service	6,000.00	Reimburse Postage Meter
520310	11/10/11	000001	Illinois Valley Community College	107,509.63	Federal & State Payroll Taxes (11/10/11)
520318	11/10/11	082897	SURS	54,581.53	Payroll (11/10/11)
ACH	11/16/11		First National Bank Of Ottawa	27,083.33	Final Debt Certificate Interest Payment
520598	11/17/11	001420	Advanced Technologies Consultants	25,720.00	Power Distribution Trainer (SBA Earmark Grant)
520508	11/17/11	169822	Constellation NewEnergy - Gas	12,362.10	Natural Gas 10/01/11-10/31/11
520522	11/17/11	001296	Follett Higher Education Group	14,490.56	Sauk Valley Bookstore Charges (DWC)
520533	11/17/11	005039	IDES	9,026.50	Unemployment Benefits
520534	11/17/11	113796	Illinois Department of Corrections	28,123.05	FY12 IDOC Operating Grant Return of Funds
520550	11/17/11	001634	MPS	5,880.00	Books for Resale
27 520583	11/17/11	117008	Spirit of Peoria	10,039.96	Elderhostel
520586	11/17/11	079727	Standard & Poor's	10,000.00	Analytical Services for Funding Bonds
520597	11/17/11	182587	TruGreen Chemlawn	7,371.00	Ice Melt
520347	11/20/11	155694	Condensed Curriculum International	12,562.42	Presenter Fees-Pharmacy Tech, Medical Admin Assistant, EKC
520411	11/20/11	041932	IVCC Tuition	99,530.27	Tuition (DWC)
520460	11/20/11	001104	Sauk Valley Community College	39,998.61	Tuition (DWC)
520642	11/22/11	081443	American Express	33,784.63	CDW Government, Cengage Learning, Pearson Education
520674	11/22/11	181795	G4S Secure Solutions (USA) Inc	26,550.18	Security Service
520676	11/22/11	001112	Gear for Sports	5,833.56	Soft Goods for Resale
520686	11/22/11	079038	IVCC Student Activity	45,740.63	Illinois Veteran Awards
520625	11/22/11	000001	Illinois Valley Community College	105,078.48	Federal & State Payroll Taxes (11/22/11)
520633	11/22/11	082897	SURS	53,830.56	Payroll (11/22/11)
ACH	11/22/11		VALIC Retirement Services	17,514.34	403(b) & 457(b) Plans Payroll (11/22/11)
520734	11/29/11	041932	IVCC Tuition	<u>6,818.31</u>	Veteran Rehabilitation Awards

**\$ 1,187,742.87**

\*Protection, Health, & Safety (PHS) Projects



Stipends for Pay Ending 11/05/11

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Bartholomew, Jeffrey Alexander	Drum Lessons / 8	09/23/11	11/05/11	11/05/11	ST	\$223.12	011120650051320	MUP-2025-02	Applied Music: Drum Sets	
Bazydlo, Nora Beth	Clinical / 4	09/06/11	11/05/11	11/05/11	ST	\$953.60	011420730051340	NUR-1201-03	Fundamentals of Nursing I	
Blood, Trisha Marie	Active Learning Math Workshop	10/24/11	11/05/11	11/05/11	ST	\$83.67	061620995551900			
Brady-Crite, Stephanie Jean	Developmental Ed Summit	10/25/11	11/05/11	11/05/11	ST	\$111.56	061620995551900			
Brolley, Vincent Depaul	Hall / Midland Mileage	09/16/11	11/05/11	11/05/11	ML	\$164.28	011120650055210			
Brown, Ida L	Meal Reimbursement	09/21/11	11/05/11	11/05/11	TF	\$11.30	013430031055211			
Cargill, Gregory D.	Industrial Wastewater Treatment / 12	10/27/11	11/05/11	11/05/11	ST	\$1,200.00	014210331051320	CEU-5508-10	Ind. Wastewater Treatment	
Ceja, Shannon Ventura	ENG-1002-01	10/30/11	11/05/11	11/05/11	ST	\$48.00	011120910051800	ENG-1002-01	English Composition II	
Codo, Kim G	Guitar Lessons / 20	09/21/11	11/05/11	11/05/11	ST	\$628.20	011120650051320	MUP-2013-01	Applied Music: Guitar	
Cooper, Debra S	Developmental Ed Summit	10/25/11	11/05/11	11/05/11	ST	\$174.36	061620995551900			
Copling, Nathan Brian	Remainder Due HIS 1000 504	10/23/11	11/05/11	11/05/11	RE	\$110.82	011120650051320			
Copling, Nathan Brian	Remainder Due HIS 1000 506	10/23/11	12/17/11	12/17/11	RE	\$793.32	011120650051320			
Engelman, John Arthur	WLD Series 02 Multi Preps	10/17/11	12/17/11	12/17/11	ST	\$1,785.00	011320410051320			
Engstrom, Norman Bruce	Voice Lessons / 20	09/04/11	11/05/11	11/05/11	ST	\$640.00	011120650051340			
Ewing, Sofya Anatolyevna	Russian Translator	10/27/11	11/05/11	11/05/11	ST	\$490.00	014210331051320			
Fiorentini, Jo Ellen	Garden Mosaic Bowling Ball	10/05/11	11/05/11	11/05/11	ST	\$325.00	014110394151320	HLR-2750-310	Garden Mosaic II Bowling Ball	
Foockle, Lorri Sue	Sept Potential Liab Winner	10/25/11	11/05/11	11/05/11	ST	\$80.00	128640090151900			
Francisco, Marjorie Lynn	Clinical / 4	09/15/11	11/05/11	11/05/11	ST	\$953.60	011420730051340	NUR-1201-02	Fundamentals of Nursing I	
Gillio, Susan M	Flute Lessons / 40	08/17/11	11/05/11	11/05/11	ST	\$1,256.40	011120650051320	MUP-2062-01	Applied Music: Flute	
Hardy, Tina L.	AFDA Module 2 Presenter	10/15/11	11/05/11	11/05/11	ST	\$50.00	011120080151900			
Haye, Julie Ann	Volleyball Scoreboard	10/26/11	11/05/11	11/05/11	ST	\$160.00	056430361151900			
Haynes, Tricia Lynn	Developmental Ed Summit	10/25/11	11/05/11	11/05/11	ST	\$223.12	061620995551900			
Haynes, Tricia Lynn	AFDA Module 1	08/13/11	11/05/11	11/05/11	ST	\$75.00	011120080151900			
Johnson, Laura Elizabeth	Hot Glass Experience I & II	10/20/11	11/05/11	11/05/11	ST	\$180.00	014110394151320	HLR-2751-420	Hot Glass Experience II	
Kalis, Linda Spenny	Active Learning Math Workshop	10/24/11	11/05/11	11/05/11	ST	\$55.78	061620995551900			
Koehler, Richard A	CDV 6000 01 783,782	10/29/11	11/05/11	11/05/11	ST	\$337.50	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Koehler, Richard A	CDV 7000 01 #159	10/08/11	11/05/11	11/05/11	ST	\$150.00	014110394351320	CDV-7000-01	Bureau Co. Driver Improvement	
Lange, Marilyn Lee	Active Learning Math Workshop	10/24/11	11/05/11	11/05/11	ST	\$29.06	061620995551900			
Lanning, Susan I	Ethics for Body Workers	10/21/11	11/05/11	11/05/11	ST	\$300.00	014110394151320	CPD-3107-10	Ethics for Bodyworkers	
Lesman, Emily Elizabeth	Active Learning Math Workshop	10/24/11	11/05/11	11/05/11	ST	\$58.12	061620995551900			
Lockwood, DawnAnne	Tech Tools for Teachers	10/27/11	11/05/11	11/05/11	ST	\$90.00	014110394151320	CPD-1110-310	Tech Tools for Teachers	
Loebach, Nancy Ann	Developmental Ed Summit	10/25/11	11/05/11	11/05/11	ST	\$195.23	061620995551900			
Loebach, Nancy Ann	Active Learning Math Workshop	10/24/11	11/05/11	11/05/11	ST	\$83.67	061620995551900			



Stipends for Pay Ending 11/05/11

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Lynch, Grant C	Shakespeare for Dummies	09/12/11	11/05/11	11/05/11	ST	\$300.00	014110394151320	CPD-1212-409	Shakespeare for Dummies	
Mekeel, Ashley Marie	Piano Lessons / 21	10/17/11	11/05/11	11/05/11	ST	\$585.69	011120650051320	MUP-2005-01	Applied Music: Piano	
Oldaker, Adam Gregory	Meal Reimbursement	09/21/11	11/05/11	11/05/11	TF	\$8.06	061620995551900			
Pierog, Corinne M	Finance Mgmt. Legal Essentials	10/20/11	11/05/11	11/05/11	ST	\$500.00	014110394151320	CEU-8412-10	Financial Mgmt & Legal Essentials	
Schallhorn, Mary R	Norm Engstrom Recital Accomp.	11/04/11	11/05/11	11/05/11	ST	\$200.00	013620663051900			
Schomas, Jane Elizabeth	HLR-5108-409	09/15/11	11/05/11	11/05/11	ST	\$360.00	014110394151320	HLR-5108-409	Wedding Reception Survival	
Schuster, Janice B	CEU-1501-10	10/17/11	11/05/11	11/05/11	ST	\$250.00	014110394151320	CEU-1501-310	Food Sanitation Recertification	
Scroggs, Lori E	Strategic Planning Session	10/26/11	11/05/11	11/05/11	ST	\$600.00	014210331051320			
Treend, Gayle A	CEU-4609-310	10/26/11	11/05/11	11/05/11	ST	\$400.00	014110394151320	CEU-4609-310	Facebook for Business Marketing	
Walczynski, Mark J	13 Sessions Replacing Copling	10/23/11	12/17/11	12/17/11	RE	\$682.50	011120650051320	HIS-1000-504	History of Western Civilization I	
Whaley, Philip	Tuba, Trumpet, Trombone, Lessons / 4	09/14/11	11/05/11	11/05/11	ST	\$334.68	011120650051320	MUP-2044-01	Applied Music: Tuba, Trumpet, Trombone	

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*Cheryl Roelfsema*  
 Cheryl Roelfsema  
 Vice President of Business Services and Finance

*Jerry Corcoran* 11/14/11  
 Dr. Jerry Corcoran  
 President

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

Stipends for Pay Period Ending 11/19/2011

Name	Description	Start Date	End Date	Last Pay Date	Type *	Amount	GL No.	Section Name	Section Title	Comments
Baker, Kathryn June	CEX-4022-610	10/12/11	11/19/11	11/19/11	ST	\$365.00	014110394151320	CEX-4022-610	Intermediate Microsoft Word 2010	
Bartolt, Raeleen M	HLR-2759-311	11/07/11	11/19/11	11/19/11	ST	\$200.00	014110394151320	HLR-2759-311	Glass Mosaic Art	
Black, Mary A	IMACC Conf College of DuPage	11/05/11	11/19/11	11/19/11	ST	\$94.23	061620995551900			
Burns, Carey Ann	HLR-2758-311	11/10/11	11/19/11	11/19/11	ST	\$50.00	014110394151320	HLR-2758-311	Memory Wire Cuff Bracelet	
Cargill, Gregory D.	Mileage Sabic, Ottawa	11/05/11	11/19/11	11/19/11	ML	\$231.10	014210331055212			
Engstrom, Norman Bruce	Voice Lessons / 16	09/30/11	11/19/11	11/19/11	ST	\$512.00	011120650051340			
Ferguson, Judith June	Retro Pay Increase for 11/FA	08/17/11	12/17/11	12/17/11	MI	\$14.04	011420730051320			
Fiorentini, Jo Ellen	HLR-4401-641	11/15/11	11/19/11	11/19/11	ST	\$75.00	014110394151320	HLR-4401-641	The Art of Tree Decorating	
Freed, Timothy Daniel	HLR-3109-311	11/07/11	11/19/11	11/19/11	ST	\$140.00	014110394151320	HLR-3109-311	Cheese II The Perfect Board	
Freed, Timothy Daniel	HLR-3507-311	11/15/11	11/19/11	11/19/11	ST	\$105.00	014110394151320	HLR-3507-311	Olive Oil and Others	
Fryxell, David William	Bass Lessons / 14	10/17/11	11/19/11	11/19/11	ST	\$423.22	011120650051320	MUP-2043-01	Applied Music: Bass	
Galloway, Wanda Kay	HLR-2608-311	11/03/11	11/19/11	11/19/11	ST	\$140.00	014110394151320	HLR-2608-311	Holiday Silk Floral Design	
Guttilla, Thomas L	Real Estate Transition	10/12/11	12/17/11	12/17/11	ST	\$1,200.00	014810342051320	CEU-8306-310	Real Estate 30-HOUR Transition	
Haynes, Tricia Lynn	EDC 1202	11/01/11	11/19/11	11/19/11	ST	\$150.00	011120080151900			
Johnson, Laura Elizabeth	HLR-2748-411 2751-411	11/05/11	11/19/11	11/19/11	ST	\$170.00	014110394151320	HLR-2748-411	Hot Glass Experience	
Knutson, Dennis G	HLR-5216-611	11/05/11	11/19/11	11/19/11	ST	\$60.00	014110394151320	HLR-5216-611	Hydroponic Gardening	
Koehler, Richard A	CDV-6000-01	11/02/11	11/19/11	11/19/11	ST	\$150.00	014110394251320		Driver Improvement #784 LaSalle Co.	
Koehler, Richard A	CDV-7000-01	11/02/11	11/19/11	11/19/11	ST	\$150.00	014110394351320		Driver Improvement #160 Bureau Co.	
Koehler, Richard A	Mileage Driver Improvement	11/05/11	11/19/11	11/19/11	ML	\$55.50	014110394355212		Mileage to Princeton Farm Bureau	
Krasnican, Mary Ellen	FSS-1200-631	10/24/11	11/19/11	11/19/11	ST	\$387.00	014810342051320	FSS-1200-631	Appl. Food Service Sanitation	
Lange, Marilyn Lee	IMACC Conf College of DuPage	11/05/11	11/19/11	11/19/11	ST	\$90.69	061620995551900			
Lange, Marilyn Lee	MTH 0906 01	11/02/11	11/19/11	11/19/11	ST	\$90.69	011520910051320	MTH-0906-10	Basic Algebra	
Lockwood, DawnAnne	CPD-1124-311	11/10/11	11/19/11	11/19/11	ST	\$90.00	014110394151320	CPD-1124-311	Flipvideo Create Classroom Video	
Lott, Heidi Rebecca	Vacation Time Pay Out	11/06/11	11/19/11	11/19/11	VA	\$509.09	066320939251900			

Name	Description	Start Date	End Date	Last Pay Date	Type *	Amount	GL No.	Section Name	Section Title	Comments
McGinnis, Rosemary T	Retro Increase for 11/FA	08/17/11	12/17/11	12/17/11	MI	\$3.51	011420730051320			
Montgomery, D Gene	Clarinet, Oboe Lessons / 8	10/12/11	11/19/11	11/19/11	ST	\$251.28	011120650051320	MUP-2032-01	Applied Music: Clarinet	
Panizzi, Gerald W	CDV-6000-01	11/12/11	11/19/11	11/19/11	ST	\$187.50	014110394251320		Driver Improvement #785 LaSalle Co.	
Peterson, Delle Jeanne	Cello Lessons / 4	10/10/11	11/19/11	11/19/11	ST	\$111.56	011120650051320	MUP-2053-01	Applied Music: Cello	
Ray, Darlene A	HLR-5216-611	11/05/11	11/19/11	11/19/11	ST	\$60.00	014110394151320	HLR-5216-611	Hydroponic Gardening	
Ruvalcaba, Heliodoro	HLR-5011-640	10/11/11	11/19/11	11/19/11	ST	\$120.00	014110394151320	HLR-5011-640	Retirement Reality Check	
Serafini, Daniel J	MTH 1004-01	11/04/11	11/19/11	11/19/11	ST	\$55.78	011120910051320	MTH-1004-01	Trigonometry	
Smith, Sara E	FSS-1200-631	10/24/11	11/19/11	11/19/11	ST	\$402.00	014810342051320	FSS-1200-631	Appl. Food Service Sanitation	
Smith, Vicki Lynn	AFDA Module 1	10/15/11	11/19/11	11/19/11	ST	\$50.00	011120080151900			
Streit, Doris Isolde	HLR-2712-410	10/18/11	11/19/11	11/19/11	ST	\$90.00	014110394151320	HLR-2712-410	Learn To Knit: The Basics	
Streit, Doris Isolde	HLR-2713-408	11/08/11	11/19/11	11/19/11	ST	\$60.00	014110394151320	HLR-2713-408	Entrelac Knitting	
Volker, Richard H	HLR-1113-310	10/05/11	11/19/11	11/19/11	ST	\$112.50	014110394151320	HLR-1113-310	It's Decision Time	
Volker, Todd D	HLR-5117-611	11/05/11	11/19/11	11/19/11	ST	\$75.00	014110394151320	HLR-5117-611	Big Kahuna Uke Technique	
Walczynski, Mark J	Mileage Serena High School	11/01/11	11/19/11	11/19/11	ST	\$200.00	011120650055210			
Whaley, Philip	Trombone Lessons / 4	10/18/11	11/19/11	11/19/11	ST	\$111.56	011120650051320	MUP-2024-01	Applied Music: Trombone	

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*Cheryl Roelfsema*

Cheryl Roelfsema  
Vice President of Business Services and Finance

*Jerry Conran 11/30/11*

Dr. Jerry Conran  
President

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Bartholomew, Jeffrey Alexander	Drum Lessons / 8	10/24/11	12/03/11	12/03/11	ST	\$223.12	011120650051320	MUP-2025-01	Applied Music: Drum Sets	
Christianson, Diane C	LL Supervision (SU 2010, 2011)	11/30/11	12/03/11	12/03/11	ST	\$1,260.00	011220910051340			
Cooper, Debra S	MTH-0906-08,09	11/21/11	12/03/11	12/03/11	ST	\$120.92	011520910051320	MTH-0906-08	Basic Algebra	
Engstrom, Norman Bruce	Voice Lessons / 16	10/25/11	12/03/11	12/03/11	ST	\$512.00	011120650051340			
Fiorentini, Jo Ellen	HLR-4401-311	11/29/11	12/03/11	12/03/11	ST	\$75.00	014110394151320	HLR-4401-311	The Art of Tree Decorating	
Gibson, James A	ELT-1204-01	10/17/11	12/03/11	12/03/11	ST	\$1,877.26	011120410051340	ELT-1204-01	Fund. Electr: DC/AC Theo/Cir	
Haywood, Virjean Louise	Extention Site Coordinator	08/17/11	12/03/11	12/03/11	ST	\$300.00	011120116051900			
Hilmes, Brandi	Vacation Time Payout	11/26/11	12/03/11	12/03/11	VA	\$1,084.80	056320939151210			
Klieber, Tracie Marie	HLR-6109-10	10/11/11	12/03/11	12/03/11	ST	\$270.00	014110394151320	HLR-6109-10	Interm. Yoga for Fitness	
Klieber, Tracie Marie	HLR-6110-10	11/17/11	12/03/11	12/03/11	ST	\$300.00	014110394151320	HLR-6110-10	Kick Box & Core Conditioning	
Koehler, Richard A	CDV-6000-01 #786	11/16/11	12/03/11	12/03/11	ST	\$150.00	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Norris, Blanche L	Coach Sessions / James Hardie	10/05/11	12/03/11	12/03/11	ST	\$750.00	014210331051320			
Norris, Blanche L	Mileage James Hardie	10/05/11	12/03/11	12/03/11	ML	\$277.50	014210331055212			
Olivero, Luke C	Mileage Reimbursement	11/17/11	12/03/11	12/03/11	ST	\$151.52	061620269055211			
Panizzi, Gerald W	CDV-6000-01 #715	11/19/11	12/03/11	12/03/11	ST	\$187.50	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Peterson, Delle Jeanne	Cello Lessons / 4	11/14/11	12/03/11	12/03/11	ST	\$111.56	011120650051320	MUP-2053-01	Applied Music: Cello	
Prendergast, James M	Admin Woodcock Johnson Test	08/01/11	12/03/11	12/03/11	ST	\$343.75	061620995551900			
Prendergast, James M	Admin Woodcock Johnson Test	07/18/11	12/03/11	12/03/11	ST	\$233.75	061620995551900			
Retoff, Dan J	HLR-6101-310	10/19/11	12/03/11	12/03/11	ST	\$225.00	014110394151320	HLR-6101-310	Beginning Yoga - Level I	
Schuster, Janice B	FSS-1200-301	11/03/11	12/03/11	12/03/11	ST	\$804.00	014810342051320	FSS-1200-301	Appl. Food Service Sanitation	
Sprong, Connie Lee	Oct Potential Liability Winner	11/30/11	12/03/11	12/03/11	ST	\$80.00	128640090151900			
Stevenson, Keith Howard	WHS-1240-300	12/01/11	12/03/11	12/03/11	ST	\$500.00	011320410051320	WHS-1240-300	Represent Warehousing Skills	
Turchi, Mary Lynn	SFC-1000-101	11/30/11	12/03/11	12/03/11	ST	\$100.00	011120910051320	SFC-1000-101	Strategies for College	
Vogelgesang, Jan	Vacation Time Payout	11/30/11	12/03/11	12/03/11	VA	\$1,797.31	012120321251800			
Whaley, Philip	Trumpet and Tuba Lessons / 8	10/20/11	12/03/11	12/03/11	ST	\$223.12	011120650051320	MUP-2014-01	Applied Music: Trumpet	

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*Cheryl Roelfsema*

Cheryl Roelfsema  
Vice President of Business Services and Finance

*Jerry Conoran* 12/12/11

Dr. Jerry Conoran  
President

**Purchase Request – Utility Vehicle**

The Facilities Department's utility vehicle, a Bobcat brand, is three years old and showing some wear and tear. The FY2012 budget included replacement of this vehicle. This vehicle is used in the winter months to spread salt on the sidewalks and during the summer months on the campus roads and grounds for maintenance and clean-up. The Illinois Joint Purchasing Program lists a Polaris Ranger 800 XP utility vehicle for \$9,732. The utility vehicle will need accessories such as a heated cab, wiper kit, mirror, strobe light, and turn signal kit. The list price of the accessories is \$4,932. The current utility vehicle would be a trade-in, also.

Bids were solicited for a Polaris Ranger 800 XP utility vehicle with the accessories and including the discount for the trade-in. The vendor from the Illinois Joint Purchasing Program, German Bliss Equipment of Peoria, submitted the lowest total price of \$12,600.

**Recommendation:**

**The administration recommends the Board authorize the purchase of a Polaris Ranger 800 XP utility vehicle through the Illinois Joint Purchasing Program at a cost of \$12,600.**



**Purchase Request – Automation Studio Version 5.7 Complete Educational Package**

The administration requests authorization to purchase 15 Automation Studio Version 5.7 Complete Educational Packages. The College purchased one of these packages in January 2011 to test the program. The training and program were successful. This equipment will work directly with the College's existing Automation Studio package. 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 \$12,901.25 and documentation from Famic Technologies Inc. stating Automation Studio products are only available from Aidex, the authorized representative for the State of Illinois.

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

**Recommendation:**

**The administration recommends Board approval to purchase Automation Studio training software from Aidex in the amount of \$12,901.25.**



Illinois Valley Cmty College  
 Attn: Amber Hodge  
 Quote #A110298-C  
 November 11, 2011



For more information:  
 Ron Williams  
 (800) 251-9935  
 Cell #630-370-0053  
 rwilliams@aidex.com



Famic Technologies Inc.



AUTOMATION STUDIO™

QTY	DESCRIPTION	TOTAL
15	Automation Studio version 5.7 Complete Educational Package - Hydraulic Library - Proportional Hydraulic Library - Pneumatic Library - Proportional Pneumatic Library - Component Sizing Module - Electrical Controls Library (Includes IEC & JIC standards) - Electrotechnical Library - A/C & D/C (Includes IEC & NEMA standards) - Allen Bradley PLC Ladder Logic Library - Siemens PLC Ladder Logic Library - IEC 1131-3 PLC Ladder Logic Library - HMI & Control Panel - SFC Grafset IEC 61131 Library - Digital Electronics Library - Bill of Material & Report Module - SFC Grafset IEC 61131 ***New 2011 - SFC Export to Siemens S7-300 ***New 2011 - One-Line Electrical Diagram ***New 2011  NOTE: Software will be shipped as follows: - 2 USB dongle keys (standard for more than one seat) - 1 for single station seat - 1 for 1 network seats - For any other configuration, please call. Additional fees apply per additional USB dongle key - 1 set of documentation (also available in PDF or installation CD)	\$10,157.00
	Single Station Installation (Additional USB dongle key(s), if needing more than the standard issued two) \$100.00 per additional USB dongle key	
16	Software Maintenance & Extended Support Program (OPTIONAL, BUT HIGHLY RECOMMENDED) - 1 year duration, including: - Software updates, service releases, new versions - Online training session (2 hours) - Unlimited tech support (phone, fax, email, tech support portal)  (The price is equivalent to 25% of the current software cost prior to any discount support for one year from the purchase date.)	\$2,668.25
	1 month of Maintenance Discount	(\$34.00)
	<b>SUBTOTAL</b>	\$12,791.25
	<b>SHIPPING</b>	\$110.00
	<b>TOTAL</b>	\$12,901.25

ORDERING INFORMATION:  
 Aidex Corporation  
 150 Industrial Drive  
 Lexington, Ohio 44904  
 (419) 884-1866 Fax  
 orders@aidex.com

TERMS and DELIVERY INFORMATION:  
 Quote valid for 60 days  
 Terms net 30 days  
 Prices quoted FOB School



**Famic Technologies Inc.**

9999, Cavendish  
Suite 350  
Saint-Laurent, QC  
Canada H4M 2X5

Montreal, November 23<sup>th</sup>, 2011

Mr. Amber Hodge  
Technical Support Specialist  
Illinois Valley Community College  
815 N Orlando Smith Ave  
Oglesby IL, 61348

Established in 1986, Famic Technologies Inc. is a Canadian incorporated company in the province of Quebec. Our products and services are sold all over the world (in 55 countries) by more than 350 resellers. Since 1986 Famic Technologies has continuously gained international recognition and shown steady growth, which is a sure sign of commercial stability and endurance. It proves that we are trustworthy.

Famic Technologies offers also high technology products and services including:

- ▶ Consulting services in software development and industrial automation;
- ▶ Development and marketing of a CAD and simulation software for automation technologies;
- ▶ Electronic document management;
- ▶ Computer based training and Multimedia applications.

Automation Studio software is entirely designed, developed and edited by Famic Technologies Inc. to respond to industrial and educational needs. Automation Studio software is the property of Famic Technologies Inc.

We are hereby confirming that:

**Aidex Corporation**  
150 Industrial Drive  
Lexington OH 44904  
United States of America

is our distributor authorized to bid and supply our software Automation Studio, as well as to offer after-sales support and training to educational institutions in the states of Illinois and Indiana in the United States of America until June 23<sup>th</sup>, 2012.

Renewal of the said authorization will be subject to Famic's official approval on the terms and conditions for which the renewal will be applicable.

Should you require any additional information, please do not hesitate to communicate with the undersigned.

**Me Gérard Morin**  
Famic Technologies Inc.

☎ (514) 748-8050  
Fax (514) 748-8521



**Purchase Request – Virtual Desktop Initiative**

The administration requests authorization to purchase a Dell server and View 5 VMware software with support and subscription services (SnS) licenses, academic version, from Dell Computers to support a Virtual Desktop Initiative. Replacing end-of-life computers with virtual desktop technology streamlines the deployment, upgrade, maintenance, and support of desktop computers, and reduces the threat of infection from viruses, Trojans, and malware. This small-scale project will extend the life of 50 older desk-top computers (for the cost of 20 new computers) by enabling them to run the latest operating systems and software from a server, rather than from the actual computer. Piloting a Virtual Desktop Initiative will help us to plan and prepare for larger deployments in the new Community Technology Center.

Attached are quotations in the amount of \$6,609.85 for the server and \$7,241.46 for the software for a total of \$13,851.31.

This will be funded 50 percent from the Student Technology Fee account and 50 percent from the Information and Technology Services account.

**Recommendation:**

**The administration recommends Board approval to purchase a server and View 5 VMware software with support and subscription services licenses, academic version, from Dell Computers for the Virtual Desktop Initiative in the amount of \$13,851.31.**

**DELL****QUOTATION**

QUOTE #: 604205074

Customer #: 131807

Contract #: 45ABZ

Customer Agreement #: 090701.02

Quote Date: 11/18/11

Date: 11/18/11 11:31:09 AM

Customer Name: ILLINOIS VALLEY COMMUNITY COLL

TOTAL QUOTE AMOUNT:	\$6,609.85		
Product Subtotal:	\$6,609.85		
Tax:	\$0.00		
Shipping & Handling:	\$0.00		
Shipping Method:	Ground	Total Number of System Groups:	1

GROUP: 1	QUANTITY: 1	SYSTEM PRICE: \$6,609.85	GROUP TOTAL: \$6,609.85
Base Unit:	PE R710 with Chassis for Up to 8, 2.5-Inch Hard Drives (224-8461)		
Processor:	PowerEdge R710 Shipping (330-4124)		
Memory:	48GB Memory (6x8GB), 1333MHz, Dual Ranked LV RDIMMs for 2 Procs, Optimized (317-4391)		
Monitor:	Embedded Broadcom, GB Ethernet NICS with TOE (430-1764)		
Monitor:	Embedded Broadcom, GB Ethernet NICS with TOE and iSCSI Offload Enabled (430-2970)		
Video Card:	Intel Xeon X5650, 2.66Ghz, 12M Cache, Turbo, HT, 1333MHz Max Mem (317-4109)		
Video Memory:	PowerEdge R710 Heat Sinks for 2 Processors (317-1213)		
Video Memory:	Intel Xeon X5650, 2.66Ghz, 12M Cache, Turbo, HT, 1333MHz Max Mem (317-4121)		
Hard Drive:	HD Multi-Select (341-4158)		
Hard Drive Controller:	PERC H700 Integrated RAID Controller, 512MB Cache, x8 (342-0648)		
Floppy Disk Drive:	Performance BIOS Setting (330-3492)		
Floppy Disk Drive:	Power Cord, NEMA 5-15P to C13, 15 amp, wall plug, 10 feet / 3 meter (310-8509)		
Floppy Disk Drive:	Power Cord, NEMA 5-15P to C13, 15 amp, wall plug, 10 feet / 3 meter (310-8509)		
Operating System:	No Operating System (420-6320)		
Mouse:	Internal SD Module with 1GB SDCard (341-8738)		
Mouse:	VMware ESXi v4.0.2 wVI4, 2CPU, Embedded, Trial, No Subscription, SD (421-1269)		
Mouse:	VMware ESXi v4.0.2, 2CPU, Trial, License, SD (421-1270)		
Mouse:	146GB 15K RPM Serial-Attach SCSI 6Gbps 2.5in Hotplug Hard Drive (342-0427) - Quantity 8		
NIC:	Intel Gigabit ET NIC, Quad Port, Copper, PCIe-4 (430-0657)		
Modem:	iDRAC6 Enterprise (467-8648)		
CD-ROM or DVD-ROM Drive:	DVD ROM, SATA, INTERNAL (313-9092)		
Sound Card:	Bezel (313-7517)		
Speakers:	Riser with 2 PCIe x8 + 2 PCIe x4 Slot (320-7886)		
Documentation Diskette:	Electronic System Documentation and OpenManage DVD Kit (330-3485)		
Feature	RAID 10 for H700 or PERC 6/i Controllers (341-8701)		
Feature	ReadyRails Sliding Rails With CableManagement Arm (330-3477)		
Service:	Basic: Business Hours (5X10) Next Business Day On Site Hardware Warranty Repair 2Year Extended (992-8062)		

Service:	Basic: Business Hours (5X10) Next Business Day On Site Hardware Warranty Repair Initial Year (993-2100)
Service:	Dell Hardware Limited Warranty Plus On Site Service Initial Year (993-8447)
Service:	Dell Hardware Limited Warranty Extended Year (993-8458)
Service:	DECLINED CRITICAL BUSINESS SERVER OR STORAGE SOFTWARE SUPPORT PACKAGE- CALL YOUR DELL SALES REP IF UPGRADE NEED (993-8459)
Service:	Basic support covers SATA Hard Drive for 1 year only regardless of support duration on the system (994-4019)
Installation:	On-Site Installation Declined (900-9997)
Misc:	High Output Power Supply Redundant, 870W (330-3475)
Misc:	No Power Cord (310-9057)

SALES REP:	Cory Freeman	PHONE:	1800-274-0696
Email Address:	Cory_Freeman@Dell.com	Phone Ext:	5139076

Please review this quote carefully. If complete and accurate, you may place your order online at [www.dell.com/qto](http://www.dell.com/qto) (use quote number above). POs and payments should be made to *Dell Marketing L.P.*

If you do not have a separate agreement with Dell that applies to your order, please refer to [www.dell.com/terms](http://www.dell.com/terms) as follows:

If purchasing for your internal use, your order will be subject to *Dell's Terms and Conditions of Sale-Direct* including Dell's U.S. Return Policy, at [www.dell.com/returnpolicy#total](http://www.dell.com/returnpolicy#total). If purchasing for resale, your order will be subject to *Dell's Terms and Condition of Sale for Persons or Entities Purchasing to Resell*, and other terms of Dell's PartnerDirect program at [www.dell.com/partner](http://www.dell.com/partner). If your order includes services, visit [www.dell.com/servicecontracts](http://www.dell.com/servicecontracts) for service descriptions and terms.

Quote information is valid for U.S. customers and U.S. addresses only, and is subject to change. Sales tax on products shipped is based on "Ship To" address, and for downloads is based on "Bill To" address. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, with seller listed as *Dell Marketing L.P.*, to Dell's Tax Department at 800-433-9023. Please include your Customer Number.

For certain products shipped to end-users in California, a State Environmental Fee will be applied. For Asset Recovery/Recycling Services, visit [www.dell.com/assetrecovery](http://www.dell.com/assetrecovery).



**DELL****QUOTATION**

QUOTE #: 604205069

Customer #: 131807

Contract #: 45ABZ

Customer Agreement #: 090701.02

Quote Date: 11/18/11

Date: 11/18/11 11:31:08 AM

Customer Name: ILLINOIS VALLEY COMMUNITY COLL

TOTAL QUOTE AMOUNT:	\$7,241.46		
Product Subtotal:	\$7,241.46		
Tax:	\$0.00		
Shipping & Handling:	\$0.00		
Shipping Method:	Ground	Total Number of System Groups:	0

SOFTWARE & ACCESSORIES			
Product	Quantity	Unit Price	Total
ACAD View 5 Premier Bundle- Starter Kit (A5412841)	1	\$1,140.39	\$1,140.39
ACAD Basic 12x5 SnS for VMware View 5 Premier Bundle Starter Kit for 1 yr (A5412984)	1	\$307.91	\$307.91
ACAD View 5 Premier Bundle- 10 Pk- (A5412942)	4	\$1,140.39	\$4,561.56
ACAD Basic 12x5 SnS for VMware View 5 Premier Bundle - 10 Pk for 1 yr (A5412882)	4	\$307.90	\$1,231.60
Number of S & A Items: 4		S&A Total Amount: \$7,241.46	

SALES REP:	Cory Freeman	PHONE:	1800-274-0696
Email Address:	Cory_Freeman@Dell.com	Phone Ext:	5139076

Please review this quote carefully. If complete and accurate, you may place your order online at [www.dell.com/qto](http://www.dell.com/qto) (use quote number above). POs and payments should be made to *Dell Marketing L.P.*

If you do not have a separate agreement with Dell that applies to your order, please refer to [www.dell.com/terms](http://www.dell.com/terms) as follows:

If purchasing for your internal use, your order will be subject to *Dell's Terms and Conditions of Sale-Direct* including Dell's U.S. Return Policy, at [www.dell.com/returnpolicy#total](http://www.dell.com/returnpolicy#total). If purchasing for resale, your order will be subject to *Dell's Terms and Condition of Sale for Persons or Entities Purchasing to Resell*, and other terms of Dell's PartnerDirect program at [www.dell.com/partner](http://www.dell.com/partner). If your order includes services, visit [www.dell.com/servicecontracts](http://www.dell.com/servicecontracts) for service descriptions and terms.

Quote information is valid for U.S. customers and U.S. addresses only, and is subject to change.



Sales tax on products shipped is based on "Ship To" address, and for downloads is based on "Bill To" address. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, with seller listed as *Dell Marketing L.P.*, to Dell's Tax Department at 800-433-9023. Please include your Customer Number.

For certain products shipped to end-users in California, a State Environmental Fee will be applied. For Asset Recovery/Recycling Services, visit [www.dell.com/assetrecovery](http://www.dell.com/assetrecovery).

**Tax Levy 2011**

The administration has prepared the annual Resolution Approving a Tax Levy, Certificate of Tax Levy, Resolution of Intent, Notice of Intent to Increase Tax Levy, and the Certificate of Compliance with the Truth in Taxation Act for Illinois Valley Community College. The total tax levy request is \$11,668,990, which is \$484,271, or 4.3 percent, more than last year. The tax rate is projected to be 34.72 cent per \$100 of equalized assessed valuation, which is 00.40 cents, or 1.1 percent, less than last year's actual tax rate of 35.12 cents. The administration is planning on EAV (equalized assessed valuation) growth at approximately 1.0 percent for tax year 2011.

**Recommendation:**

**The administration recommends the Board adopt the Tax Levy Resolution, Certificate of Tax Levy, Resolution of Intent, Notice of Intent to Increase Tax Levy, and the Certificate of Compliance with the Truth and Taxation Act, as presented.**

RESOLUTION APPROVING A TAX LEVY

RESOLUTION .

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, STATE OF ILLINOIS as follows:

SECTION 1: That the following amounts of money, as indicated on the Certificate of Tax Levy hereto attached and made a part hereof, must be raised for the various purposes as in said Certificate of Tax Levy and that the levy for the year 2011 be allocated 50 percent for FY 2012 and 50 percent for FY 2013.

SECTION 2: That the Chair and Secretary are hereby authorized and directed to sign said certificate and related documents.

APPROVED this 20th day of December, 2011.

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Chair, Board of Trustees

ATTEST:

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Secretary, Board of Trustees

CERTIFICATE OF TAX LEVY

Community College District No. 513 County(ies) LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy & Livingston  
Community College District Name Illinois Valley Community College and State of Illinois

We hereby certify that we require:

- the sum of \$ 4,377,700 to be levied as a tax for educational purposes(110 ILCS 805/3-1), and
- the sum of \$ 1,346,900 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ 2,764,600 to be levied as an additional tax for educational purposes (110 ILCS 805/3-14.3), and
- the sum of \$ -0- to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and
- the sum of \$ 275,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 35,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 1,607,950 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01),and
- the sum of \$ -0- to be levied as a special tax for (specify) \_\_\_\_\_ purposes, on the taxable property of our community college district for the year 20 \_\_\_\_\_.

Signed this 20th day of December, 20 11

\_\_\_\_\_  
Chair of the Board of Said Community College District

\_\_\_\_\_  
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 1.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

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(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 513 County(ies) of \_\_\_\_\_ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2011 was filed in the office of the County Clerk of this county on \_\_\_\_\_, 2011.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2011 is \$ \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Clerk and County

# Illinois Community College Board



**Alexi Giannoulas**  
Chairman

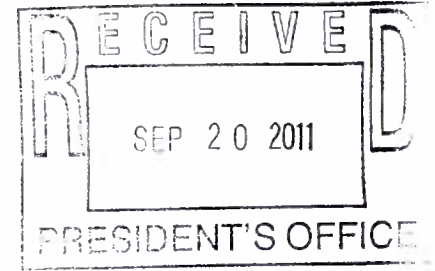
**Geoffrey S. Obrzut**  
President/CEO

*proudly serving the*

## Illinois Community College System

September 19, 2011

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



At its September 16, 2011 meeting, the Illinois Community College Board approved the following motion:

The Illinois Community College Board hereby certifies that the following community college districts were (1) eligible to receive equalization grants either in fiscal year 2011 or fiscal year 2012 and (2) had combined educational and operations and maintenance purposes tax rates less than 25.21 cents per \$100 of equalized assessed valuation and are, therefore, eligible to levy at a combined educational and operations and maintenance purposes rate up to and including 25.21 cents per \$100 of equalization assessed valuation in accordance with the provisions of Section 3-14.3 of the Public Community College Act:

Black Hawk College  
Heartland Community College  
Illinois Central College  
Illinois Eastern Community Colleges  
Illinois Valley Community College  
Kankakee Community College  
Kaskaskia College  
Lake Land College  
Lewis and Clark Community College  
Moraine Valley Community College  
Rend Lake College  
Carl Sandburg College  
Southwestern Illinois College  
Spoon River College  
John Wood Community College

The agenda item #12.3 can be found in the September 2011 Board Meeting Agendas on the ICCB website at <http://www.iccb.org/agendas.html>

Illinois Community College Board

**CERTIFICATION OF ELIGIBILITY FOR SPECIAL TAX LEVY  
(110 ILCS 805/3-14.3)**

Section 3-14.3 of the Public Community College Act allows districts eligible for equalization grants in fiscal year 2011 or fiscal year 2012 to levy up to or at the combined statewide average tax rate for educational and operations and maintenance purposes if they currently are levying less than that amount. By November 1 of each year, the ICCB is required to notify each eligible district the amount it can levy based on this statute.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby certifies that the following community college districts were (1) eligible to receive equalization grants either in fiscal year 2011 or fiscal year 2012 and (2) had combined educational and operations and maintenance purposes tax rates less than 25.21 cents per \$100 of equalized assessed valuation and are, therefore, eligible to levy at a combined educational and operations and maintenance purposes rate up to and including 25.21 cents per \$100 of equalization assessed valuation in accordance with the provisions of Section 3-14.3 of the Public Community College Act:

Black Hawk College  
Heartland Community College  
Illinois Central College  
Illinois Eastern Community Colleges  
Illinois Valley Community College  
Kankakee Community College  
Kaskaskia College  
Lake Land College  
Lewis and Clark Community College  
Moraine Valley Community College  
Rend Lake College  
Carl Sandburg College  
Southwestern Illinois College  
Spoon River College  
John Wood Community College

**BACKGROUND.**

Pursuant to Section 3-14.3 of the Public Community College Act, the following table identifies the eligible districts and the additional levy authority they have, should they choose to exercise it, along with an estimate of how much additional tax revenues will be available because of this additional levy authority.



Agenda Item #12.3  
September 16, 2011

District	Current Combined Maximum Authorized Operating Tax Rates	Additional Tax Rate Authority	Estimated Additional Tax Revenue
Black Hawk	19.00¢	6.21¢	\$ 2,108,832
Heartland	22.50¢	2.71¢	\$ 1,095,754
Illinois Central	25.00¢	.21¢	\$ 136,544
Illinois Eastern	25.00¢	.21¢	\$ 26,219
Illinois Valley	17.00¢	8.21¢	\$ 2,625,021
Kankakee	18.00¢	7.21¢	\$ 1,654,104
Kaskaskia	25.00¢	.21¢	\$ 27,526
Lake Land	18.00¢	7.21¢	\$ 1,658,216
Lewis and Clark	25.00¢	.21¢	\$ 74,287
Moraine Valley	22.50¢	2.71¢	\$ 3,488,780
Rend Lake	25.00¢	.21¢	\$ 16,165
Sandburg	22.00¢	3.21¢	\$ 457,610
Southwestern	16.00¢	9.21¢	\$ 6,287,501
Spoon River	25.00¢	.21¢	\$ 15,713
John Wood	22.50¢	2.71¢	\$ 343,724
			\$ 20,015,996

The additional levy authority is subject to “backdoor” referendum. Within ten days after the adoption of a resolution expressing the district’s intent to levy all or a portion of the additional taxes, the district is required to publish notice of its intent. A petition signed by 10 percent or more of the registered voters in the district will cause the proposed increase to be placed on the ballot at the next regularly scheduled election. A 30-day period is allowed for such a petition to be received.

This special tax levy authority does not circumvent tax cap legislation. All tax cap legislation is still applicable to those districts that fall under it.

RESOLUTION OF INTENT

RESOLUTION

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, STATE OF ILLINOIS as follows:

SECTION 1: That it is the intent of Illinois Valley Community College District No. 513 to levy a tax pursuant to 110 ILCS 805/3-14.3 for an amount of money as indicated on the Certificate of Tax Levy hereto attached and made a part hereof, for the various purposes as expressed in said Statute.

SECTION 2: That the Chair and Secretary are hereby authorized and directed to file this Resolution and related documents or cause the same to be filed with the County Clerks of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston Counties on or before the last Tuesday in December of this year.

SECTION 3: That the College shall cause to be attached to this Resolution, when filed with the appropriate County Clerks, the applicable Certificate of Eligibility from the State of Illinois pertaining to the issuance of this additional tax.

SECTION 4: This Resolution, in the absence of a Petition received by the College, consistent with the requirements of the aforesaid Statute, shall be authority for the College to levy such additional tax.

SECTION 5: The filing of these documents with the appropriate County Clerks shall be the authority for said Clerks to extend such a tax in the absence of other subsequently filed documents relating to said additional tax.

SECTION 6: The Chair and Secretary shall see that all other provisions of the aforesaid Statute are satisfied and to take such other actions as are necessary or appropriate to comply with the letter and spirit of this Resolution.

APPROVED this 20th day of December, 2011.

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Chair, Board of Trustees

ATTEST:

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Secretary, Board of Trustees

## NOTICE OF INTENT TO INCREASE TAX LEVY

Notice is hereby given that the Board of Trustees of Illinois Valley Community College District No. 513, LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston counties, State of Illinois, adopted on December 20, 2011, its annual tax levy including an additional tax levy of \$2,764,600 for educational purposes, as provided in Section 805/3-14.3 of Chapter 110 of the Illinois Compiled Statutes, as amended.

In accordance with the provisions of Section 805/3-14.3 of Chapter 110 of the Illinois Compiled Statutes, as amended, the following information is provided:

A petition may be filed with the Secretary of the Board of Trustees of Illinois Valley Community College in Building C, Room C-301, at 815 North Orlando Smith Road, Oglesby, Illinois 61348-9692, on or before 4:30 p.m., CDT, January 23, 2012, signed by not less than 9,704 registered voters of the Illinois Valley Community College District No. 513 requesting that an election be held on the 20th day of March, 2012, to determine whether the increased levy should be authorized. If no such petition is filed with the Secretary of the Board of Trustees on or before January 23, 2012, then the District shall be authorized to levy the additional tax. Petition forms are available in the President's Office, Building C, Room C-301 and at the main entrance.

Dated this 20<sup>th</sup> day of December, 2011

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Secretary, Board of Trustees, District No. 513  
Illinois Valley Community College

STATE OF ILLINOIS )  
 )  
COUNTY OF \_\_\_\_\_ )

PETITION

We, the undersigned, do hereby certify that we are voters of Community College District No. 513, counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, State of Illinois, and as such voters, we do hereby request that the following proposition be submitted to the voters of said Community College District: "Shall the Board of Trustees of Community College District No. 513, counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, State of Illinois, be authorized to levy an additional tax of \$2,764,600 for educational purposes, as provided in Section 805/3/3-14.3 of Chapter 110 of the Illinois Compiled Statutes, as amended; and we do hereby further request that the Secretary of said Board of Trustees of said Community College District certify said proposition to the County Clerks of the counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, State of Illinois, for submission to said voters at the election to be held on the 20th day of March, 2012 .

SIGNATURE	ADDRESS
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois

The undersigned, being first duly sworn, deposes and certifies that he/she is now and at all times he/she circulated this petition was a registered voter of Community College District 513, counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, State of Illinois, that his/her residence address is \_\_\_\_\_, \_\_\_\_\_, Illinois, that the signatures on the foregoing petition were signed in his/her presence and are genuine, that to the best of his/her knowledge and belief the persons so signing were at the time of signing said petition registered voters of said Community College District and that their respective residences are correctly stated therein.

Signed and sworn to before me \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

(NOTARY SEAL)

My Commission expires: \_\_\_\_\_, 20 \_\_\_\_.

CERTIFICATE OF COMPLIANCE WITH THE TRUTH IN TAXATION ACT

I, the undersigned, do hereby certify that I am the Chair of the Board of Trustees of Illinois Valley Community College District No. 513, Counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, Livingston, State of Illinois; and

I do further certify that the Board of Trustees of said District at a regularly convened meeting held on the 20th day of December, 2011, adopted a motion to prepare and approve a tax levy, a true and correct copy of which is attached hereto and which was and has been available for public inspection at least twenty (20) days preceding the adoption of the aggregate tax levy of the district; and

That the tax levy resolution was adopted pursuant to and in all respect in compliance with the provisions of 35 ILCS 200/18-60 through 35 ILCS 200/18-85 of the Truth in Taxation Act; and

That the tax levy for the District being less than 105% of the amount of taxes extended, exclusive of election costs for the District for the previous year, a hearing in compliance with the Truth in Taxation Act was not required; and

The notice and hearing requirements of 35 ILCS 200/18-70 of the Truth in Taxation Act are inapplicable; and

The notice requirement of Section 18-85 is inapplicable.

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Chair, Board of Trustees  
Illinois Valley Community College District No. 513,  
Counties of LaSalle, Bureau, Marshall, Lee, Putnam,  
DeKalb, Grundy and Livingston, State of Illinois

**Proposal Results – On-site Health Clinic**

At the September 20, 2011 Board of Trustees' meeting, the administration was given approval to seek requests for proposals (RFP) from professional health organizations to operate an on-site health clinic.

The RFP was posted on the College's website and published in the local newspapers. A pre-proposal information meeting was held and included a tour of possible clinic sites on campus and an opportunity for questions and answers.

An analysis of the results follows.

**Recommendation:**

**The administration recommends the Board approve entering into a contract with Illinois Valley Community Hospital for an on-site health clinic.**



### On Site Health Clinic Request for Proposals

At the September 20, 2011 Board of Trustees' meeting, the administration was given approval to seek RFPs (requests for proposals) from professional health organizations to operate an on-site health clinic. The College was looking to provide some of the following services to students and staff:

- Hands-on wellness programs;
- Cost-effective quality care;
- Reduced claims cost to the health insurance program;
- Proactive management of chronic conditions;
- On-site management of Workers' Compensation cases to get employees back to work more quickly.

The RFP was posted on the College website and published in the local newspapers. A pre-proposal information meeting was held that included a tour of possible sites on campus and an opportunity for questions and answers. In attendance at this meeting were representatives from St. Mary's Hospital, Illinois Valley Community Hospital (IVCH), St. Margaret's Hospital and the InHouse Physicians from St. Charles, IL. Shortly after the meeting, St. Mary's Hospital and St. Margaret's Hospital informed the administration they would not be submitting a proposal.

On November 1, 2011 proposals were received from IVCH and InHouse Physicians. A selection committee had previously been selected to review the proposals. The committee members were:

Michelle Carboni, Director of Purchasing  
Katherine Kott, Director of Nursing  
Christine Foster, Nursing Instructor  
Tracy Morris, Associate Vice President for Student Services  
Cheryl Roelfsema, Vice President for Business Services & Finance  
Joe Bolelli, SEIU representative

Out of a possible 100 points, IVCH scored 85.64 and InHouse Physicians scored 72.46. InHouse Physicians asked for a \$30,000 set up fee and a one-year guarantee of \$15,000 per month. IVCH did not ask for any fees. Three rooms were suggested to the vendors: C105B, C349, and E201. IVCH preferred C105B because of the high traffic location off the cafeteria and close proximity to the restrooms.

On November 3 the selection committee met with IVCH to review their proposal. The committee had a concern regarding sanitation since room C105B does not have water. IVCH proposed a portable unit that dispenses hot water which the committee found acceptable.

Zukowski Law has reviewed a proposed contract between IVCC and IVCH and made minor suggestions which will be incorporated.

The administration would like to proceed with asking the Board of Trustees to accept IVCH's proposal for an on-site health clinic and allow the administration to enter into a contract with IVCH.

**Faculty Appointment – Mary A. Black, Laboratory Instructor in Developmental Mathematics**

The selection committee has selected Mary A. Black as a Laboratory Instructor in Developmental Mathematics to fill the vacancy created by the retirement of Linda Mudge. Information on this applicant is attached.

**Recommendation:**

**The administration recommends the Board approve the appointment of Mary A. Black as a Laboratory Instructor in Developmental Mathematics assigned to the Division of English, Math and Education, with placement on the salary schedule at Step B-6 - \$43,661.**

**RECOMMENDED FOR FACULTY APPOINTMENT**  
**2011-2012**

GENERAL INFORMATION:

POSITION TO BE FILLED: Laboratory Instructor in Developmental Mathematics

NUMBER OF APPLICANTS: 9

NUMBER OF APPLICANTS INTERVIEWED: 4

APPLICANTS INTERVIEWED BY:

Ms. Cinotte, Ms. Cooper, Ms. Dzik, Ms. Hobneck, Ms. Mika, Mr. Tunnell

APPLICANT RECOMMENDED:

Mary A. Black

EDUCATIONAL PREPARATION:

Western Illinois University, Macomb, IL – M.S. in Instructional Design and Technology

Delta State University, Cleveland, MS - B.S in Mathematics Education, B.S. in Mathematics

EXPERIENCE:

Illinois Valley Community College – Part-time Instructor

Oglesby Public Schools, Oglesby, IL – Substitute Teacher

LaMoille Community Unit School District, LaMoille, IL – Math Teacher

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

1. Twelve years of experience teaching developmental mathematics
2. Strong educational background in mathematics
3. Demonstrated instructional technology skills, e.g., created blended and online courses, and online orientation for lab students on and off campus
4. Positive rapport with developmental mathematics students

RECOMMENDED SALARY: \$43,661 (Step B-6) annualized

Ms. Glenna Jones, SPHR  
Director of Human Resources

**Staff Resignation – Dr. Kathryn B. Kott, Director of Nursing Programs**

Dr. Kathryn Kott, Director of Nursing Programs, has submitted her resignation, effective January 6, 2012, in order to return to clinical practice on a full-time basis. Her resignation letter is attached. Dr. Kott began as a nursing instructor at IVCC in October 2008 and was appointed Director of Nursing in July 2010. We thank her for her service and wish her nothing but the best.

**Recommendation:**

**Accept with regret the resignation of Dr. Kathryn B. Kott, Director of Nursing Programs, effective January 6, 2012.**

December 7, 2011

Dear Ron,

Please accept this resignation of my position at Illinois Valley Community College, with my last day of January 6, 2012. After much reflection, I have decided to return to clinical practice full-time. My tenure at IVCC has been an interesting journey. It has truly been my pleasure working with the administration, faculty, and staff.

Since my appointment 18 months ago, I have organized the nursing program focusing on the details of day to day operations. The nursing program is now an efficiently run system and the transition process should be relatively smooth.

May I suggest that you consider the appointment of Margie Francisco as Interim DON. Margie had an interest in the DON position when I was appointed. She is a true team player; very articulate, organized and knowledgeable. I believe she has the qualities to be an effective leader.

Thank you for the opportunity to work at IVCC. I will have fond memories of my years here. I wish only the best for the continued success of the nursing program.

Sincerely,



Kathryn Kott

**Board Policy Manual – Sections 5 and 6 (first of two readings)**

The IVCC Board Planning Committee met on Monday, November 28, 2011 to review the revisions recommended by the administration to Board Policy Manual Sections 5 and 6. The changes are indicated by either a strikethrough or italics. The Planning Committee also made some minor changes. This is the first of two readings and there is no action at this time. These sections will be presented for a second reading at the January board meeting.



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Illinois Valley Community College Board Policy

Subject: **Business Advisory Services**

Effective Date:

Number: **5.1**

Last Reviewed:

Last Revised:

It is the policy of the Board of Trustees of Illinois Valley Community College in accord with its commitment to the economic development of the community, that IVCC will aggressively mobilize the unique resources of its staff and faculty in conjunction with other resources within the community, to provide a network of talent and expertise readily available to assist individual companies in the resolution of problems and opportunities relating to continued economic stability or growth.

Illinois Valley Community College Board Policy

Subject: **Institutional Planning**  
Number: **5.2**

Effective Date:  
Last Reviewed:  
Last Revised:

It is the policy of the Board of Trustees of Illinois Valley Community College to recognize the importance of institutional planning.

All major institutional decisions continue to be based on an on-going process of short-range and long-range planning that involves the Board of Trustees and all College constituents. The educational philosophy of the College, its stated objectives, its educational programs, and all proposals concerning budgeting, staffing, programming, and developing the campus are continuously and systematically reviewed before the Board of Trustees authorizes definitive action.

Responsibility for guiding institutional planning lays in the President's office. The President enlists the assistance of all staff, faculty, students, and community advisory committees [see attached *Strategic Plan Flowchart*].

*IVCC leaders set direction through formal, interrelated planning processes and through the formal committee structure. Formal planning processes include strategic planning, financial planning (Budget Council), technology planning (Information Technology [IT] Strategic Plan), and Master Planning (facilities). The strategic planning process (SPP) sets goals for a three-year period of time. Annually, departments will consider these goals as they prepare their operating budgets to fund activities to meet the objectives and goals. The College's Budget Council determines funding for initiatives to meet the goals set out in the SPP. The College updates the facilities Master Plan every five years to anticipate additional facilities and infrastructure needed to carry out the Mission, Vision, and Core Values. The IT Strategic Plan is updated annually to align the technology needs of the College with the strategic planning and budgeting processes. The Board of Trustees approves the strategic plan and the facilities Master Plan as well as the annual operating budgets and IT Strategic Plan.*

*IVCC's committee structure, led by the Strategic Leadership and Planning Council, also provides leadership through a shared governance model aligned with the Mission, Vision, and Core Values. Membership on committees and associated teams includes representation from administration, faculty, and support staff, with standing members and rotating membership terms. Committee chairs review or establish the charge within the context of the MVCCV and report the committees' progress.*

IVCC's planning process includes a commitment to examine the feasibility of joint ventures with other education, business, government, and community-based agencies in order to

promote the most effective utilization of available resources. Broad-based institutional planning necessitates local reliance on the Illinois Community College Board to gather and disseminate pertinent information about all colleges in the statewide system.

IVCC believes that systematic evaluation is essential to effective institutional planning.

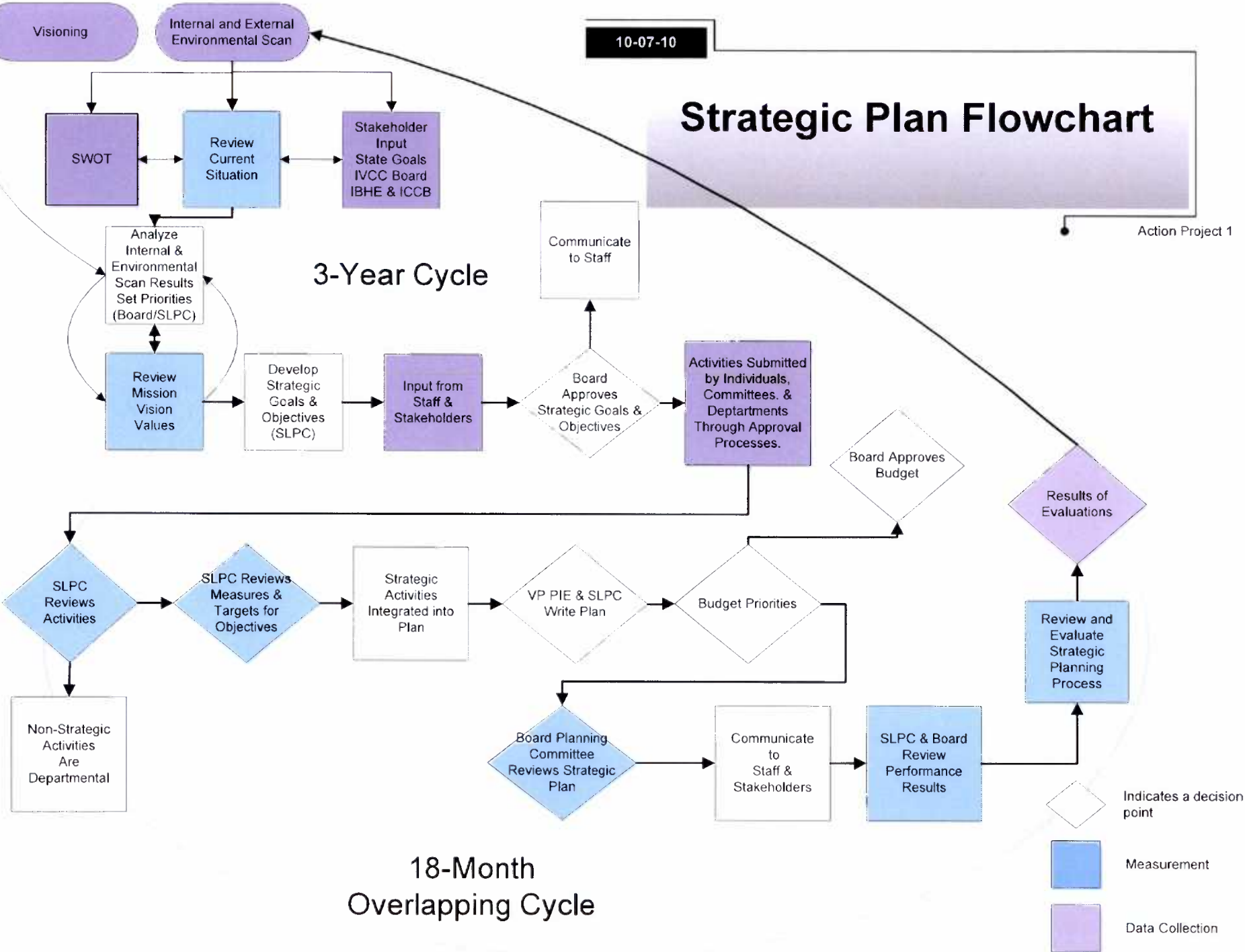
10-07-10

# Strategic Plan Flowchart

Action Project 1

## 3-Year Cycle

## 18-Month Overlapping Cycle



Illinois Valley Community College Board Policy

Subject: **Learning Resources,  
Community Borrowers**  
Number: **5.3**

Effective Date:  
Last Reviewed:  
Last Revised:

It is the policy of the Board of Trustees of Illinois Valley Community College to broaden the scope of the College's community service program, by welcoming residents of communities surrounding IVCC to make use of the library materials, ~~CD-ROM databases, documents and on-line databases~~ found in Jacobs Library. In addition, those residents of IVCC, District 513, that are 18 years of age or older, will be allowed to check out ~~books and documents materials~~ on the same basis as enrolled students with some provisions. *Like students, community borrowers are subject to overdue fines, lost or damaged item replacement and processing fees, and suspension of borrowing privileges as outlined in the Jacobs Library Community Borrower Information Sheet [see attached Community Borrower Information Sheet].* Community borrowers ~~and distance education students, or students enrolled in a college or university with an authorized IVCC articulation agreement,~~ may contact Jacobs Library staff for information on procedures related to use of ~~library learning resources materials~~ and equipment.

Illinois Valley Community College Administrative Procedure

Subject: **Learning Resources,  
Community Borrowers**  
Number: **5.3**

Effective Date:  
Last Reviewed:  
Last Revised:

Residents of Illinois Valley Community College, District 513, who are 18 years of age or older will be allowed to check out books on the same basis as enrolled students with the following provisions:

- A. They must complete a borrower's data card to remain on file in the library.
- B. They must agree to be responsible for all materials checked out with their card.
- C. The borrower agrees to return materials within 48 hours if a student or faculty member requests them.
- D. The IVCC Library will **not** request materials from other libraries for community borrowers. These items must be obtained through the borrower's local public library.
- E. The borrower can only check out materials in his/her own name. Each borrower must check out his/her own materials.



**Items that may be used in the library by community borrowers include:**

- A. Reference books.
- B. Local History collection.
- C. Periodicals and newspapers.

**Community borrowers are welcome to use the copying machines, and microfiche and microfilm reader/printers that are available in the library.**

Materials Overdue Policy

- A. Books are checked out for a period of four weeks, with the exception of the McNaughton Collection which checks out for two weeks, and may be renewed. There is a fine of **\$0.50 per day overdue**.
- B. All fines and fees are to be paid at the Library Service Desk.
- C. Overdue materials must be returned to the Library Service Desk so that the borrower's record may be cleared. After \$40 in fines library borrowing privileges will be suspended.
- D. If an item is not returned, a replacement fee plus the fine and processing fees will be charged. Library borrowing privileges will be suspended until the fees have been paid or the item has been returned along with payment for the fine.
- E. Borrowers will be charged replacement and processing fees for returning items which have been damaged, depending on the extent of the damage.

Illinois Valley Community College Board Policy

Subject: **Records Retention**  
Number: **5.4**

Effective Date:  
Last Reviewed:  
Last Revised:

It is the policy of the Board of Trustees of Illinois Valley Community College that records be retained only during the period of their immediate use unless longer retention is required by law, by contract or for internal or historical reference. The Records Retention Guidelines and Schedule specify the length of time records are to be retained. ~~and are included in the Administrative Procedures Manual.~~

Illinois Valley Community College Administrative Procedure

Subject: **Records Retention**  
Number: **5.4**

Effective Date:  
Last Reviewed:  
Last Revised:

The College will abide by the Record Retention Guidelines. Questions should be directed to the ~~Director of Purchasing~~ *Controller* who will serve as the college's link to the Office of the Illinois Secretary of State, Division of Archives and Records.

- Administrative correspondence: 1 year
- Agreements, contracts, and leases: 10 years after termination of the agreement
- Audit reports: permanently
- Bank statements, cancelled checks, and deposits: 7 years
- Bids: 10 years
- Budgets reports (annual): 7 years
- Cash receipts and receipt stubs: 2 years
- Certificates of publication and legal notices: 1 year
- Check stubs: 2 years.
- Disbursing orders: 5 years
- Election records: 1 year
- Federal revenue sharing records: 10 years
- Federal and state withholding tax records: 5 years
- Financial reports (annual): 7 years
- Inspection records: 5 years
- Insurance policies and claims: 7 years after expiration or cancellation
- Inventory records: 2 years
- Invoices and paid bills: 7 years
- Lawsuits: 3 years following settlement

Ledgers: 7 years  
Legal opinions: retain permanently  
Minutes: retain permanently  
Motor fuel tax records: 10 years following completion of terms of the contract  
Official's oath of office: 2 years  
Payroll reports and registers: 7 years  
Personnel files: 60 years  
Personnel and officials annual earnings/payroll records: 60 years  
Personnel time records: 2 years  
Resignations: retain permanently  
Road improvement records: retain plans permanently; other records 10 years  
Supervisor's financial statements and reports: 7 years  
SURS records: retain designation of beneficiary forms until superseded by a new designation or until terminated employee's 78th birthday.  
Tax levies: 7 years  
Treasurer's journals and ledgers: 7 years  
Vehicle titles: retain until disposal of vehicle

The administration will use all forms recommended by the Illinois Secretary of State, Division of Archives and Records. An example of the Records Disposal Certificate follows.

# RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission  
 Illinois State Archives Building  
 Springfield, Illinois 62756  
 (217) 782-7075

**Directions:**

1. Fill in all blanks and columns
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION # 06:001

COUNTY: LaSalle

FROM: Illinois Valley Community College  
(Agency Division)

ADDRESS: 815 N Orlando Smith Ave.  
(Street, P.O. Box)  
Oglesby, 61348-9692  
(City, Zip Code)

TELEPHONE: 815-224-0518

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the images.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Signature required only if records have been microfilmed or digitized)

Please print name and title on the line above

Illinois Valley Community College Board Policy

Subject: <b>Use of Campus and Network Computing Resources</b>	Effective Date: 10/19/10
Number: <b>5.5</b>	Last Reviewed: 10/19/10
	Last Revised: 10/19/10

Illinois Valley Community College (IVCC) makes available computing and network resources for students, faculty, and staff, and community/guest users. The resources exist solely for educational purposes to carry out the legitimate business of the College, the Board of Trustees, and the IVCC Foundation. All users of Illinois Valley Community College campus and network computing resources are responsible for using these resources in an effective, ethical and lawful manner, and in accordance with IVCC Administrative Procedures (5.5 a, b, c, and d). The College's technology resources and the data entered, created, received, viewed, accessed, stored or transmitted by the College's technology resources are College property with the exception of certain student-created work stored on network drives or unless stipulated otherwise by the Intellectual Property Rights agreement between the College and IFT Local 1810 (Article VI, A) or IVCC Board Policy 4.17 Ownership of College Commissioned Works, or any applicable law. Acceptable and unacceptable uses of resources are outlined in related procedures. Users should:

- **Exercise personal responsibility for understanding limits and privilege of computing resources.**
- **Use resources legally and ethically.**
- **Understand related privacy and ownership issues.**
- **Conserve and protect resources.**

Enforcement:

Abuse of computing privileges and failure to observe this policy will result in disciplinary action. Computing privileges will be revoked and violators will be subject to the due process procedures of the College as outlined in the Student Code of Conduct, the Administrative Procedures, IVCC Employee Handbook, or the IVCC Board of Trustees Policy Manual. In case of conflict, local, state or federal laws and regulations will supersede this policy. Action taken by IVCC in accordance with this policy or related administrative procedures does not eliminate the possibility of legal action taken by the College or by others.

A copy of the Use of Campus Network and Computing Policy, as well as the accompanying Administrative Procedures will be made available to students, and will be available to all employees with a sign-off sheet acknowledging receipt and understanding.

Illinois Valley Community College Administrative Procedure

Subject:	<b>Acceptable Usage Guidelines for Computer and Internet Resources</b>	Effective Date:	10/19/10
		Last Reviewed:	10/19/10
		Last Revised:	10/19/10
Number:	<b>5.5 (a)</b>		

Computing and networked resources are available to students, College employees and community/guest users for the educational and administrative purposes of IVCC. General student access to computing and networked resources is provided through the Learning Commons (D-201), Jacobs Library, and throughout the campus via wireless access. Other computers and computer labs are restricted to students in specific programs or courses. College staff members are available to help student users and new employees gain the computer access appropriate to their course of study or type of work. IVCC works with external partners to bring technology resources to campus, and has agreed to comply with the Acceptable Use policies of these entities.

Use of the campus computing resources is a privilege and not a right, and may be suspended during an investigation of alleged misconduct, and possibly terminated when improperly used. The following guidelines must be followed by all persons who use the College computing and networked resources, whether accessing them from on or off campus.

Guidelines and Prohibited Practices

**Exercise personal responsibility**

1. Users are required to learn, understand, and follow the guidelines for each type of computer, lab, or other electronic resource.
2. Users must only access those computing and information technology resources and data for which they have authorization and only in the manner and to the extent authorized.
3. Installing software or connecting any device to the College's network without prior consent from the IVCC Department of Information and Technology Services (ITS) is prohibited.
4. Persons to whom an individual account is issued are responsible at all times for its proper use. Passwords are assigned to approved users and may not be shared or transferred to someone else. Passwords should be changed frequently. Users are cautioned not to leave a computer logged in and unattended in a public area or classroom.

**Use resources legally and ethically**

5. Users should become aware of local, state, and federal laws governing certain aspects of computer and telecommunications use. Members of the College community are



expected to respect these laws, as well as to observe and respect College rules and regulations. Users may not engage in unauthorized copying or distribution of software, graphics, text files, music or video, including peer-to-peer and file sharing (see IVCC Board Policy 4.16 Copyright). Users are prohibited from transmitting fraudulent, harassing, or obscene messages and /or other materials over the Internet or any other directly connected network on or off campus. Users must exercise respect for others who may be offended by content displayed on a computer monitor or laptop, whether college-owned or otherwise. Some content is expressly prohibited [See Administrative Procedure 5.5(d)].

6. Prohibited unethical activities include, but are not limited to attempts to obscure the origin or content of a message or document; using College resources to promote personal financial gain of self or other individuals or entities; IVCC employee use of College resources to engage in political activities; activities that might damage the reputation of the College; employee misrepresentation of personal opinion as the official position or viewpoints of the College.
7. Incidental personal use of computing and network resources by employees (e.g. redirecting email to personal account; unsubscribing to listservs or commercial messages, etc.) is acceptable.

#### **Understand related privacy and ownership issues**

8. Employees are expected to store work in network storage space. Files will be retained according to IVCC Record Retention Guidelines & Procedures.
9. All contents of files located anywhere on the computer or network equipment owned or maintained by the College may be reviewed by the College, its agents and designees at any time for the purpose of investigating possible violations of policy #5.5, or any alleged criminal violations. Users have no reasonable expectation of privacy with regard to any such search of contents of files located anywhere on the computer or network equipment owned or maintained by the College.
10. An employee may make a request to have the ITS department access, retrieve, or move his or her own files from their networked account. With the exception of faculty-owned files, this action may also be initiated by the individual's department head, provided the file is needed to carry out College business.

#### **Conserve and protect resources**

11. Game playing, use of chat rooms, social networking sites, music, video and other graphic-intensive Internet sites that are not course-related consume needed bandwidth. Their use may be limited or curtailed at peak times by ITS. Employees are prohibited from accessing such sites that are not job-related during scheduled work hours.
12. Users must not knowingly create, send or forward electronic chain letters, viruses, worms, or spam, or any other malicious software.

13. All users contribute to the protection of campus computing resources. Users are responsible for reporting any observed gaps in system or network security to the College's ITS Department.

### **Observed Violations and Enforcement**

Observed violations of Board Policy 5.5 and/or its related administrative procedure [5.5(a), (b), (c), and (d)] should ultimately be reported to the Director of Information and Technology Services. Notification may originate from students through computer lab employees, faculty members, or administrative staff. If the case is an alleged student violation, the matter will be referred to the Vice President for Learning and Student Development for consideration under the provisions of the Student Code of Conduct. If the case is an alleged IVCC employee violation, the matter will be referred to the Vice President for Planning and Institutional Effectiveness, Human Resources, or the individual's immediate supervisor per the appropriate Administrative Procedure(s).

If, in the opinion of the Director of ITS, a violation is committed that is excessive or a blatant attempt to undermine the use of the Internet or IVCC computer resources, ITS reserves the right to disregard the warning process and immediately disable the user's account. The matter will then be turned over to the Vice President of Learning and Student Development (student violation) or the Vice President for Planning and Institutional Effectiveness (employee violation) for further action.

ITS will cooperate fully, upon the advice of College legal counsel, with any local, state, or federal officials investigating an alleged crime committed by an individual who has an account on the Illinois Valley Community College computer or networking system. The College will also cooperate with regulations enumerated in the Acceptable Use Policies of the Illinois Century Network (<http://www.illinois.net/AUP.pdf> ) and the AT&T (<http://www.corp.att.com/aup/> ).

Illinois Valley Community College Administrative Procedure			
Subject:	<b>Bandwidth Shaping &amp; White Listing Procedures</b>	Effective Date:	10/19/10
		Last Reviewed:	10/19/10
Number:	<b>5.5 (b)</b>	Last Revised:	10/19/10

IVCC is committed to student, faculty, and staff access to technology for educational, research, or community outreach purposes as top priorities. Some technology applications, such as social networking (Facebook, Twitter, MySpace), streaming video, and other graphic-intensive, interactive sites consume high levels of bandwidth that may result in slowed or unsuccessful Internet access at peak times.

IVCC reserves the right to conserve the bandwidth of the College's access to the Internet in order to regulate technology resources, by:

1. Filtering out questionable email (SPAM) before it reaches the College;
2. Limiting or preventing high bandwidth Internet traffic to and from the College;
3. Blocking access to specific Internet sites.

Internet domains and addresses can be added to "White Lists" to insure that access to these websites or email from these addresses will not be blocked. Requests for adding domains or addresses to the White Lists, along with justification for the request, should be sent to the Help Desk at [555@ivcc.edu](mailto:555@ivcc.edu).

If a situation requires immediate action, the Director of Information & Technology Services will make the decision, and the Strategic Leadership and Planning Council or President's Council will review what was blocked, filtered or limited, and take official action at its next meeting.

Illinois Valley Community College Administrative Procedure			
Subject:	<b>Email Retention and Release Guidelines</b>	Effective Date:	10/19/10
		Last Reviewed:	10/19/10
Number:	<b>5.5 (c)</b>	Last Revised:	10/19/10

IVCC email is retained on active servers indefinitely. Employees may utilize local archiving or other methods consistent with his or her work practices. Searchable content management applications are available for email retrieval for College business use, litigation, or Freedom of Information Act (FOIA) requests.

All e-mail which constitutes a public record shall be subject to this policy. Public record is defined as "all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, recorded information and all other documentary materials, regardless of physical form or characteristics, having been prepared, or having been or being used, received, possessed or under the control of any public body" [5 ILCS 140/2(c)]. College email has been construed to meet this definition.

The Freedom of Information Act, Subsection 7 (1) a-z, Exemptions, provides guidance for situations, such as email, where portions of the documentation constitute public record and other portions do not. Instances relevant to the College where email communication may not be considered a public record include:

1. Personal messages;
2. Announcements, e.g. social events;
3. Listserv messages.

If an email is not a public record, the employee responsible for the creation or receipt of the email should delete it as soon as practicable unless the email is subject to a litigation hold.

In addition, some information may be prohibited from disclosure or withheld from disclosure by the College due to state or federal law or regulations.

In an instance where a request is made to access one of the potentially exempt documents described above, the request will be reviewed and acted upon by the College President and FOIA Officer (Vice President for Business Services and Finance) based upon the requirements of the Freedom of Information Act (5 ILCS 140/1(et seq.)), the State of Illinois Local Records Act (50 ILCS 205/1 et. seq.), the State Records Act (5 ILCS 160/1 et. Seq.), IVCC Board Policies, and all other applicable state and federal statutes and regulations.

Illinois Valley Community College Administrative Procedure

Subject:	<b>Discovery and Reporting Child Pornography</b>	Effective Date:	10/19/10
		Last Reviewed:	10/19/10
Number:	<b>5.5 (d)</b>	Last Revised:	10/19/10

Under 325 ILCS 5/1 Abused and Neglected Child Reporting Act – Section 4.5, information technology workers and their employers are required to immediately report any child pornography images discovered on electronic and information technology equipment to local law enforcement. Compliance with this Act fulfills the concurrent obligation under Title 42 U.S. Code 13032, which offers the additional reporting option through the cyber tipline at the National Center for Missing and Exploited Children (<http://www.cybertipline.com> ).

Any Information and Technology Services (ITS) staff member who discovers possible child pornography on a College computer must report the discovery immediately to the Director of Information Technology Services. The Director of ITS is responsible for notifying the proper authorities. Other employees who have knowledge of possible child pornography on an employee's computer are required to inform the Vice President of Planning and Institutional Effectiveness. The Vice President will initiate an investigation, and if warranted, notify the proper authorities.

Any user whose computer is reported as a source of possible child pornography will have the user account immediately disabled and the matter will be turned over to the Director of ITS to secure the hard drive and/or history for further investigation.



Faculty and Staff Acknowledgment  
& Statement of Agreement

I acknowledge that I have received a copy of the Illinois Valley Community College Use of Computer and Network Computing Resources Policy #5.5 and associated Administrative Procedures and that I have read and understand these documents. I further understand that I must comply with all of the provisions of the Policy and the associated Administrative Procedures in order to have access to and use College technology resources as an employee of the College.

I understand that the College's technology resources and the data entered, created, received, viewed, accessed, stored or transmitted by the College's technology resources are College property, unless stipulated otherwise by the Intellectual Property Rights agreement between the College and IFT Local 1810 (Article VI, A) or through IVCC Board Policy #4.18 Ownership of College Commissioned Works, and as otherwise provided by law. I acknowledge my understanding that the College reserves the right to access, inspect, monitor, intercept, or review any and all information transmitted via College technology resources in accordance with Policy 5.5, its associated Administrative Procedures, and in accordance with state and federal law.

I also understand that if I do not comply with all provisions of the Policy, my access to College technology resources will be revoked, and I may face further disciplinary action.

Name (please print) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

Illinois Valley Community College Board Policy

Subject: **Use of Facilities and Equipment**      Effective Date:  
Number: **5.6**      Last Reviewed:  
Last Revised:

It is the policy of the Board of Trustees of Illinois Valley Community College to utilize its facilities and equipment for College purposes. *Upon request, When facilities are not in use for College-related purposes, the facilities may be made available to the public for non-College related events.*

The College shall maintain an administrative procedure governing the use of College facilities. The President *or his/her appointed representative* may deny or limit the use of College facilities or equipment, within applicable federal and state laws, to any individual or group unable, or unwilling, to comply with the administrative procedure.

*IVCC does not endorse sales during non-College events. However, the sale of media related to the event is allowed for all non-College events, subject to U.S. copyright laws and guidelines.*

Illinois Valley Community College Administrative Procedure

Subject: **Use of Facilities and Equipment**      Effective Date:  
Number: **5.6**      Last Reviewed:  
Last Revised:

***Introduction***

*Illinois Valley Community College has identified several locations at the Main campus and the Ottawa Center for use as community meeting spaces. These spaces are available to the community and may be used for activities consistent with the policies of the College and Board of Trustees and as further described below.*

**Main Campus Logistics**

**Directions**

*IVCC is located in north central Illinois about 100 miles southwest of Chicago, in the city of Oglesby, near LaSalle and Peru. To get to the college at 815 North Orlando Smith Road:*

- *From the West: From Interstate 80, take the US 251 exit south. Cross the Illinois River. Turn left on Richard Moyle Highway (the first stop light after crossing the river). Turn left at the next stoplight onto Orlando Smith Road. Proceed north ¼ mile. The college is on the left.*



- *From the North:* Take US 251 south through Peru and proceed as above OR take Interstate 39 south to exit 54. Go right on Richard Moyle Highway. Turn right onto Orlando Smith Road. Proceed north ¼ mile. The college is on the left.
- *From the East:* From Interstate 80, exit at Interstate 39 South (Exit 79A). Go south on Interstate 39 to exit 54. Go right on Richard Moyle Highway to Orlando Smith Road. Turn right and proceed north ¼ mile. The college is on the left.
- *From the South:* Take Interstate 39 to exit 54. Turn left (west) on Richard Moyle Highway. At Orlando Smith Road, turn right. Proceed north ¼ mile. The college is on the left.

Parking

*Parking is permitted only in the designated parking lots. Visitors are directed to Lots 1 and 7. Parking Lot 1 will be open to anyone after 4 pm, but rules regarding disabled parking will still apply. Disabled parking is available in the circle drive, Lot 1 and Lot 7.*

Building Hours

<i>Monday - Thursday</i>	<i>6:30 a.m. - 9:30 p.m. (Entry to the building is denied after 9:30 p.m.)</i>
<i>Friday</i>	<i>6:30 a.m. - 4:30 p.m.</i>
<i>Saturday</i>	<i>7:00 a.m. - 2:00 p.m.</i>
<i>Sunday</i>	<i>Closed</i>

*Summer hours might vary—call (815) 224-2720, then press option “0” for assistance.*

Ottawa Center Logistics

Directions

*The Ottawa Center is located at 321 W. Main Street, Ottawa. To get to the Center, take Route 23 to Main Street. Turn west onto Main Street. The Ottawa Center is on the left side of the second block.*

Parking

*Parking is located behind the Center.*

Building Hours

<i>Monday – Thursday</i>	<i>7:30 a.m. – 9:00 p.m. (Entry to the Building is denied after 8:30 p.m.)</i>
<i>Friday</i>	<i>7:30 a.m. – 4:30 p.m.</i>

## ***Classification of Users/Priority of Use***

### ***College Sponsored***

*The event is initiated and sponsored by a College department as part of College business, by a registered student organization, or by a faculty/staff member serving in a professional capacity (such as a member of a professional organization that is educational in nature and directly related to the mission of the College).*

### ***Non-College Sponsored***

*If the event is non-college sponsored, decisions are made on a first-come, first-served basis. Requests will be reviewed on a case-by-case basis to determine whether it is in conformance with the College policy. Decisions to permit a private, for-profit event are at the sole discretion of the College.*

*Not for Profit: The user is a not-for-profit organization, as defined by the Internal Revenue Code, external to the College. Event expenses are not paid through a College account.*

*For Profit: The user is a for-profit organization external to the College. Event expenses are not paid through a College account.*

*Facilities will not be rented for events that are a duplication of College programs and/or services.*

### ***Partnership Status***

*Partnership status may be given to an organization whose mission, vision, and practices closely reflect IVCC's mission, vision, and valued practices. Once given partnership status, that status will continue from year to year unless the organization's mission, vision, and practices change to conflict with those of IVCC. Partners will be invoiced for utility and/or support services.*

### ***Priority of Use***

*Following are general priority guidelines established by the College for use in scheduling College facilities. The guidelines apply in general to all College facilities.*

*1st Priority: College Sponsored Uses*

*2nd Priority: Non-College Sponsored Uses: Not for profit and for profit uses on first come, first served basis*

### ***How to Reserve Space***

*Rooms are available on a first-come, first-served basis, following the priority of uses set forth above. A Space Reservation Request must be completed to confirm reservation of the facility. Reservations are not considered final until an approved copy of the Space Reservation Request is returned to the applicant. The College reserves the right to determine and/or limit space assignments for scheduled events.*

### Deposit

*The College may require a 50% deposit 45 days prior to the event, or upon booking, whichever is first. The deposit will be returned if notice of the event cancellation is received seven calendar days in advance of the event. Failure to leave facilities in good condition may result in the loss of deposit and/or miscellaneous additional charges.*

### Cancellation/No Show

*The organization must contact the College regarding cancellation at least seven calendar days in advance. If a cancellation is not received and the group is a "no show," the organization will be assessed the full fee for the facility. The organization/sponsor may also be assessed charges for labor, requested equipment, or other costs incurred by the College for the cancelled event.*

### Billing

*After the completion of the event, the College will provide the User with an invoice for the balance of rental fees based on the then-current schedule of fees and any additional charges including, without limitation, additional technical, custodial, maintenance, or security costs resulting from the event, reasonably incurred by the College. Payment is due within thirty days of invoice or as otherwise required under the Prompt Payment Act, 50 ILCS 505/1.*

### **Support Service Fees**

*Fees are based on regular business hours (Monday-Friday 8:00 a.m.-4:30 p.m.). Support services are available during these hours. Events scheduled beyond these hours may incur additional staffing and security costs. Building hours are subject to change. Costs for additional services are charged on a per hour basis with a minimum of four hours. Support service fees are subject to change without notice.*

### **Guidelines for Use of Space**

*Only the portion of the facility contracted for may be used. The College reserves the right to relocate events to comparable space when necessary. Events with signed contracts or letters of agreement entered into between the College and the event sponsor will be honored. However, the College, in its sole discretion, may terminate a contract or letter of agreement at any time it determines an event scheduled is not in the best interests of the College and its mission.*

*Previous use of IVCC facilities by the user shall have resulted in no damage having been done to either the facilities or the reputation of the College and all previous charges shall have been paid in a timely fashion.*

*The College will require the User to provide the College with event registration information, brochures and/or other advertising materials used to promote the event at least ten days prior to the event. Advertisements in publications and placement of signs, decorations, and structures require prior written approval from the Business Services office.*

*The College may exercise the right to enter any room for the purpose of inspection, repair, or emergency.*

*The User is required to adhere to all College policies, regulations, and guidelines and all local, state, and federal laws. Failure to comply with these regulations may result in denial of future use of College facilities and services or the termination of the event in progress if deemed necessary. The College may permit exceptions to these guidelines and may develop additional guidelines as necessary.*

#### *Areas of Access*

*No one shall enter any portion of the College property prohibited by sign or notice.*

*No one, except as authorized by the College, shall enter any part of the College property that is in an unfinished state or under construction.*

*No one shall enter any building or area of College property when it is closed to the public. No one shall enter any building or area in the College which is reserved or scheduled for a specific group or activity, unless such person is invited by the individual, group, or agency responsible for such activity and, if applicable, such person has paid all appropriate admission fees.*

#### *Food Service*

*All food or beverages served at meetings or events on campus must be arranged by the User. Use of the College food service vendors is required, unless a written notice of denial of service is received from the food service vendor. Expenses will be billed directly to the User. The College reserves the right to not approve external vendors, in its sole discretion.*

#### *Parking and Vehicle Usage*

*No person shall drive or operate any vehicle on College property negligently, recklessly, or without due caution, or in a manner that endangers any person or property.*

*No person shall park any vehicle or allow any vehicle to remain parked in any area of College property beyond the normal closing hour of College property, except when a different closing hour has been designated by the College for that area or unless permission has first been obtained from the College.*

*No person shall park or place any vehicle on College property so as to obstruct or interfere with traffic or travel or endanger the public safety.*

#### *Indemnity and Damages*

*The User shall assume full responsibility for the conduct of all participants attending the User's event. As such, the User is liable for all damages resulting from participant utilization of the facilities and equipment provided by the College. The User will reimburse the College for all damages to facilities and equipment resulting from the use of those facilities and equipment by the User and/or its participants; this shall include any audio-*



*visual equipment repair and/or replacement. To the extent permitted by law, the User shall indemnify and hold harmless the College, its officers, and employees against any and all claims for loss, injury, or damage, including reasonable attorney's fees and the costs of defense, to persons or property arising out of activities conducted by the User or its guests on or in College facilities. The College assumes no liability whatsoever for any property placed by the User in College facilities.*

#### Insurance

*The College requires non-College organizations to provide a certificate of insurance for \$1,000,000 per occurrence for personal injury and/or death and \$1,000,000 per occurrence for personal property damage. Illinois Valley Community College and its Board of Trustees are to be named as an additional insured. The College reserves the right to increase the coverage per occurrence for events with more than 250 participants or a type of use with heightened liability.*

*Evidence of insured coverage should be delivered to the College at least seven calendar days prior to the date of the scheduled event. If such evidence is not received within seven calendar days prior to the event, the event may be subject to cancellation by the Business Office.*

#### Safety and Supervision

*Attendance at any event is limited to the fixed seating of the room or the established capacity in rooms where seats are not used. Standing in the aisles and in back of seats during any program is prohibited except for those staffing the event.*

*Exits must remain open and accessible at all times. No required exit door may be fastened so that the door cannot be opened from inside by use of the door handle or by pressure on the crash bar. Exits serving the room must be adequately lighted at all times when the room is occupied.*

*All materials used as decorations must be fire resistant or flameproof. Nothing may be attached to windows, walls, drapes, posts, or furnishings without prior approval from the College. Open flames are prohibited!*

*Some events may require additional personnel (security, technicians, etc.) as determined by the College. Costs for additional personnel will be paid by the User and are in addition to the rental fee. The approval of the Space Reservation Request is dependent upon the availability of the supervisory personnel.*

*Alcoholic beverages are not allowed in College facilities, on College property, or at any College events.*

*Smoking is permitted only in designated smoking areas of the College.*

*The College retains the right to control the management of the facility and enforce all necessary and proper rules for the safe operation of the facility.*

*Emergency procedures are posted in all rooms. Evacuation routes are posted in the hallways. Procedures and routes should be reviewed prior to the event.*

#### Admission/Merchandise Sales

*Admission charges and sale of merchandise or services requires prior approval by the Business Office and may be subject to a commission of gross sales. The sale of media related to the event is allowed for all non-College events, subject to U.S. copyright laws and guidelines. Registration with Illinois Department of Revenue is required.*

#### Restricted Uses

*In addition to the general prohibition against violating College policies and procedures, or local, state, and federal laws, the College will strictly enforce prohibition of the following activities:*

- *Public Indecency. No person on College property shall commit an act of public indecency as defined in Illinois law, 720 ILCS 5/11-9.*
- *Disorderly Conduct. No person on College property shall commit disorderly conduct as defined in Illinois law, 720 ILCS 5/26-1.*
- *Gambling. No person on College property shall gamble as defined in Illinois law, 720 ILCS 5/21-1, et seq.*
- *Controlled Substances. No persons on College property shall violate the "Illinois Controlled Substance Act," 720 ILCS 570/100, et seq.*
- *Bodily Harm. No person on College property shall inflict bodily harm as defined in Illinois law, 720 ILCS 5/12-1, et seq.*

#### Interpretation

*These guidelines are in addition to and supplemental to all applicable state, federal, and local laws and ordinances including, without limitation, "The Public Community College Act" (110 ILCS 5/3-1, et seq.). The meaning of any terms, phrase, or word not otherwise defined in this policy shall be construed and interpreted to mean the same as said term, phrase, or word is otherwise defined, construed, or interpreted in such applicable local, state, and/or federal law or ordinance.*



Illinois Valley Community College Board Policy

Subject: <b>Americans with Disabilities Act</b>	Effective Date:
Number: <b>6.1</b>	Last Reviewed:
	Last Revised:

It is the policy of the Board of Trustees of Illinois Valley Community College to do everything reasonable, necessary and appropriate to comply with the Americans with Disabilities Act of 1990 *and the ADA Amendments Act of 2008*. It will conduct a compliance review as required, and a report will be kept on file. The College is an equal opportunity employer and, therefore, it automatically is on record for having non-discrimination policies in its employment practices.

Further, the College complies with Title IX of the Higher Education Act, Title VI of the Civil Rights Act of 1964 and 1991, and Sections 503 and 504 of the Rehabilitation Act of 1973 -- these acts also prohibit various discriminatory actions.

The Human Resource Director will ensure compliance with this Act and be responsible for receiving, managing and resolving complaints within a reasonable period of time.

Illinois Valley Community College Board Policy

Subject: **Campus Crime Awareness**  
Number: **6.2**

Effective Date:  
Last Reviewed:  
Last Revised:

It is the policy of the Board of Trustees of Illinois Valley Community College, in accord with Federal Law PL 101-542, to hereby issue to its students and other constituencies its statement on campus security and crime awareness.

IVCC ~~maintains a Safety Services~~ *contracts a Campus Security* staff whose ~~mission goal~~ it is to secure the campus and to provide assistance to the campus community. ~~and the general public who come to the campus.~~ The ~~Safety Service~~ *Campus Security* staff are not deputized officers. They are equipped with radios, ~~as is their campus patrol car.~~ If there is a problem on campus, their assistance, or that of other College officials, should be sought and complaints should be filed on an official College Incident Report form. The ~~Safety Services~~ *Campus Security* staff is in communication with local and state law enforcement officials should their assistance be needed.

Information on arrests for liquor law violations, drug abuse, and weapon possession is maintained, as is information on any serious criminal activity such as motor vehicle theft, burglary, aggravated assault, robbery, rape, or murder. Federal Law requires the College to keep annual records of such serious criminal activity and to publish its report by September 1 of each year.

IVCC will endeavor to reach its constituents by providing copies of this policy and the annual August report on campus crime by including the official statement in the College catalog and Student Handbook, posting the policy and its annual report on bulletin boards and the College Web site, making copies available on campus, and publishing it in the IV Leader.

Further, copies of the IVCC policy on alcohol and drug abuse can be found in a publication entitled "Substance Abuse: Facts and Resources," available through various College offices as well as at the Information Desk, the Counseling Center, ~~outside near the Associate Vice President for Student Services and Financial Aid offices,~~ in the Student Handbook and during Student orientation. This policy is stated in the Student Code of Conduct outlined in the current college catalog.

Illinois Valley Community College Board Policy

Subject: **Drug-Free Work Place**  
Number: **6.3**

Effective Date:  
Last Reviewed:  
Last Revised:

It is the policy of the Board of Trustees of Illinois Valley Community College to provide, in accordance with Public Law 100-690, The Anti-Drug Abuse Act of 1988, sanctions or rehabilitation programs for all workers at IVCC who engage in the unlawful manufacture, sale, distribution, possession or use of a controlled substance or alcohol on campus or the work site. Also as a condition for receiving a Pell Grant, students must certify that they will not do any of the activities mentioned. If they do and are convicted, a court could suspend financial aid (Title IV Funds). This policy is stated under the Student Code of Conduct ~~in the Student Handbook~~ and is noted *outlined* in the current college catalog.

Illinois Valley Community College Board Policy

Subject: **Employee Exposure Control Plan** Effective Date:  
Number: **6.4** Last Reviewed:  
Last Revised:

It is the policy of the Board of Trustees of Illinois Valley Community College that the College recognizes its commitment to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist in implementing and ensuring compliance with the standard, thereby protecting employees. This ECP includes:

Determination of employee exposure

Implementation of various methods of exposure control, including:

Universal precautions

Engineering and work practice controls

Personal protective equipment

Housekeeping

Hepatitis B vaccination

Post-exposure evaluation and follow-up

Communication of hazards to employees and training

Record keeping

Procedures for evaluating circumstances surrounding an exposure incident

The methods of implementation of these elements of the standard are included in the employee exposure control plan, which is found in the administrative procedures manual.

Illinois Valley Community College Board Policy

Subject: **Naming Rights**  
Number: **6.5**

Effective Date: July 19, 2011  
Last Reviewed: July 19, 2011  
Last Revised: July 19, 2011

Illinois Valley Community College receives funding from a variety of sources, primarily tuition, local government, the State of Illinois and federal grant programs. Just as every other two- and four-year college, however, IVCC relies on private gifts to enhance its academic programs and facilities. To provide quality programs and educational opportunities for our students, the College solicits support from individuals, corporations and foundations who share the IVCC mission.

The Illinois Valley Community College Foundation receives gifts of cash, stock, land, equipment and other items of value on behalf of the College. Gifts of any size can be given as unrestricted – to be used when and where they are needed. Gifts directed toward specific needs – identified by IVCC and selected by the donor – are considered restricted.

Individuals who have contributed substantial sums or provided extraordinary service to the college will be considered for recognition. In some cases, the College may honor a donor by placing his/her name\* on a room, area or building on IVCC's campus. In all cases, the IVCC Board of Trustees will have final right of approval for the name or names designated, and the names should be consistent with the major functions of the facility.

When a significant gift is received in one lump sum, the College may offer a naming opportunity to the donor. In appropriate situations, the College may also elect to reserve an area for a donor completing a signed pledge. The following factors are to be considered regarding naming opportunities:

- a) The initial contribution must be one-third of the total pledge.
- b) The donor should complete the pledge agreement outlining payment dates for the balance.
- c) All pledges should be paid within three years of inception.
- d) Documentation will be completed and the name applied when the gift is paid in full.

The Board of Trustees reserves the right to rescind its offer to name a room or program when the donor's pledge goes unpaid beyond the three-year agreement. Should this occur, the board may choose another naming opportunity more appropriate for the value of the actual gift received.

Naming of a room or program follows the room or program for its useful life unless a significant renovation or repurposing is undertaken. However, at any stage in the process, the Board of Trustees has discretion to change its recommendation for naming a building, room or area without seeking approval from the person(s) making the original recommendation.

Donors shall not have any right, title or interest in said facility or program named for them.

\*Named gifts may bear the donors' names, or may honor or memorialize another who is close to them; this could be a spouse or family member, a colleague, a favorite professor, a firm or other persons or organizations deserving recognition. The name applied to a gift requires the prior approval of the donor, the person being honored if living and the IVCC Board of Trustees.

### **Suggested Minimal Levels of Giving and Naming Opportunities**

Naming of Building	\$1 million
Cultural Centre Renovation	\$250,000
Naming of wing or area	\$250,000
Labs	\$100,000-\$250,000
Conference Rooms*, Fitness Center	\$100,000
Classrooms**, lobby areas***, meeting rooms	\$50,000
Offices	\$25,000

Naming opportunities will be solicited by the College President, Vice President for Planning and Institutional Effectiveness, Director of Development and in some instances, select IVCC Foundation Directors. These individuals are encouraged to adhere to the funding minimums defined in this addendum in their preliminary negotiations, but they are also granted the discretion, in consultation with each other and subject to final Board approval, to consider other funding arrangements that best serve the wishes of the donor and the interests of Illinois Valley Community College.

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.

\* To accommodate 200 or more

\*\* To accommodate 50 or more

\*\*\* Building C, Cultural Centre and Community Technology Center lobbies



## Illinois Valley Community College Foundation Pledge Form

Name:

Company:

Address:

I hereby agree to donate \$ \_\_\_\_\_ to the Illinois Valley Community College Foundation.

My contribution will be used to \_\_\_\_\_.

I pledge a total of \$ \_\_\_\_\_ to the IVCC Foundation to be paid in a lump sum on \_\_\_\_\_.

I pledge a total of \$ \_\_\_\_\_ to the IVCC Foundation to be paid in the following increments and on the following dates:

\$ \_\_\_\_\_, 2011

\$ \_\_\_\_\_, 2012

\$ \_\_\_\_\_, 2013

Please send pledge reminders in \_\_\_\_\_ of each year.

I acknowledge that I have reviewed Illinois Valley Community College Board Policy 6.5, entitled "Naming Rights". I understand that if my gift is of a sufficient size in accordance with the aforesaid Policy, the following will be considered for recognition:

I request that the Board consider providing the aforementioned recognition in the following manner: \_\_\_\_\_

Make checks payable to:

Illinois Valley Community College Foundation  
815 N. Orlando Smith Road  
Oglesby, IL 61348-9692

All gifts are tax-deductible to the extent provided by law. A receipt will be issued to you for tax purposes.

The Board of Trustees reserves the right to rescind its offer to name a building, wing, room or area when the donor's pledge goes unpaid beyond the three-year agreement. Should this occur, the board may choose another naming opportunity more appropriate for the value of the actual gift received.

Naming of a building, wing, room or area follows the entity for its useful life unless a significant renovation or repurposing is undertaken. However, at any stage in the process, the Board of Trustees has discretion to change its recommendation for naming a building, room or area without seeking approval from the person(s) or corporation making the original recommendation.

Donors shall not have any right, title or interest in said facility, wing, room or area named for them.

The Foundation shall have the authority and discretion to invest the donor's gift until it is time to execute the express purpose of the gift.

**Donor**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Thank you for helping Illinois Valley Community College in achieving its mission. Your investment in excellence is very much appreciated.

The Illinois Valley Community College Foundation accepts the \$ \_\_\_\_\_ gift from \_\_\_\_\_  
for naming The \_\_\_\_\_  
The \_\_\_\_\_.

Specifically, the donation will be used to \_\_\_\_\_.

**Illinois Valley Community College and IVCC Foundation Representatives**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Dennis N. Thompson,  
Chair, IVCC Board of Trustees

Signature \_\_\_\_\_ Date \_\_\_\_\_  
O.J. Stoutner,  
IVCC Foundation President

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Dr. Jerry Corcoran,  
IVCC President

## Illinois Valley Community College Board Policy

Subject: **Parking and Traffic Control**  
Number: **6.6**

Effective Date:  
Last Reviewed:  
Last Revised:

It is the policy of the Board of Trustees of Illinois Valley Community College that everyone will obey all posted traffic control signs and laws of the State of Illinois while ~~in~~ on the IVCC Campus.

*All IVCC employees and students will be required to have a parking pass or parking sticker.*

*All drivers are responsible for obeying all posted parking and traffic regulations, as well as city and state traffic ordinances and laws. Vehicles may be ticketed or towed for failure to obey these regulations, laws, and ordinances.*

Parking Lot 1 is reserved for faculty, staff, and visitors.

Parking Lots 2, 3, 4, and 5 are open to everyone.

Parking Lot 6 is reserved for faculty and staff.

Parking Lot 7 is reserved for students, visitors, and east campus employees.

Parking Lots 1 and 7 will be open to everyone after 4 p.m., but rules regarding disabled parking will still apply. Visitor parking permits are available through the ~~Vice President for~~ Business Services and Finance Office.

The following violations have special significance and will be enforced by *Campus Security* ~~safety service~~ personnel:

- A. *Parking in Handicap Zone (including Striped Area) without permits*
- ~~B. Failure to Register Vehicle~~
- C. *Parking in Visitors' Area (students and staff)*
- D. *Parking in Reserved Areas*
- E. *Parking in Fire Lanes (Yellow Curb)*
- F. *Parking on Grass/Parking off Roadway*
- G. *Obstructing Sidewalk or Entrance Way*
- H. *Obstructing Another Vehicle*
- ~~I. Failure to Obey Posted Signs~~
- ~~A. Blocking road or walkway~~
- ~~B. Parking in fire lanes~~
- ~~C. Driving or parking on the lawn~~

- D. ~~Blocking the exit route of other parked cars~~
- E. ~~Parking in unauthorized spaces~~
- F. ~~Not parking within parking space lines~~

Illinois Valley Community College Administrative Procedure	
Subject: <b>Parking and Traffic Control</b>	Effective Date:
Number: <b>6.6</b>	Last Reviewed:
	Last Revised:

Anyone ~~person~~ in violation of any ~~one~~ of the preceding provisions will *be subject to fines, up to and including having* ~~have~~ his/her ~~car~~ *vehicle(s)* towed. The cost of the towing will be the responsibility of the vehicle's owner, and will be paid ~~by the violator~~ to the towing company before the *vehicle* ~~car~~ will be released. An example of the ticket used to enforce parking provisions follows.

Name:		IVCC ID#	
Ticket Number		<b>Illinois Valley Community College</b> Campus Security 815 N. Orlando Smith Road Oglesby, Illinois 61348 <b>815-224-0314</b>	
Ticket Classification			
<input type="checkbox"/>	Fined Citation		
<input type="checkbox"/>	Warning – No Fine		
Decal Type	Number		
License Plate No.	State	Make/Model/Color	
Date – Mo/Day/Year:		Time:	Officer Initials
Location of Vehicle:			
1	Parked in Handicap Zone (including Striped Area)	250.00	
2	Parked in Visitors' Area (students and staff)	5.00	
3	Parked in Reserved Area	5.00	
4	Parked in Fire Lane (Yellow Curb)	20.00	
5	Parked on Grass / Parked off Roadway	5.00	
6	Obstructing Sidewalk or Entrance Way	5.00	
7	Obstructing Another Vehicle	5.00	
Students, Faculty, Staff, and Employees cannot be classified as Visitors.			
Repeat violators may have their vehicle towed at owner's expense.			

Illinois Valley Community College Board Policy

Subject: *Prevailing Wage*

Number: 6.7

Effective Date:

Last Reviewed:

Last Revised:

*In order to be in compliance with the Prevailing Wage Act, the Board will pass an annual resolution to require prevailing wages, as provided by the Illinois Department of Labor, be paid for any public works project at the College.*

Illinois Valley Community College Board Policy

Subject: **Search and Seizure**  
Number: **6.8**

Effective Date:  
Last Reviewed:  
Last Revised:

It is the policy of the Board of Trustees of Illinois Valley Community College that the College recognizes its responsibility to maintain and provide a safe environment. An individual's person, personal property or vehicle and any locker or other depository located on College premises may be searched when there is reasonable suspicion to do so, and in accordance with the provision of this policy. Search of the person may include testing designed to reveal whether the person is under the influence of illegal substances or alcohol. As used here, "reasonable suspicion for a search" means circumstances which would cause a reasonable person to believe that a search of a particular person, place or thing will lead to the discovery of:

1. evidence of a violation of the Student Code of Conduct ~~contained in the Student Handbook~~ or of employee misconduct; or
2. evidence of illegal activity on campus or in connection with any College activity;  
or
3. anything which because of its presence presents an immediate danger to the well-being of persons or property.

~~Procedures regarding this policy will be included in the Student Handbook and Administrative Procedures Manual.~~



Illinois Valley Community College Board Policy

Subject: **Sex Offenses on Campus**  
Number: **6.9**

Effective Date:  
Last Reviewed:  
Last Revised:

It is the policy of the Board of Trustees of Illinois Valley Community College in accordance with the Higher Education Amendments Act of 1992 regarding sex offenses, the following procedures will apply should a sex offense occurs on campus.

In the event that a sex offense takes place on campus, a faculty or staff member shall immediately notify ~~Safety Service~~ *Campus Security* personnel or the Switchboard Operator and the Associate Vice President for Student Services. The offended person shall be given appropriate assistance and a determination shall be made if immediate medical attention is needed.

The person giving assistance shall help the offended person in contacting parents, relatives, friends, family physician or police as necessary.

The *Associate* Vice President for Student Services shall begin an investigation of the incident in cooperation with appropriate college and civil authorities as needed. Provisions of the Student Code of Conduct shall apply.

An official College Incident Report shall be completed and distributed to the President, the *Associate* Vice President for Student Services, the *Vice President for Learning and Student Development*, and the Vice President for Business Services and Finance.

#### Definition of Sex Offenses

Sex offenses are defined by the FBI as “any sexual act directed against another person, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent.” Categories include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. The definition of “sex offenses, nonforcible” is “unlawful, nonforcible sexual intercourse,” e.g., incest and statutory rape.

The term “on-campus” is defined as any property owned or controlled by Illinois Valley Community College District Number 513.

#### Prevention Programs

Periodically the College will sponsor educational programs, both in and outside of the classroom environment, and provide publications and use other media to foster awareness of these crimes and the appropriate response should they occur on or off-campus.

### The Student Code of Conduct

The College's Student Code of Conduct defines disciplinary actions and procedures regarding sexual offenses involving students. Complete details may be found in the ~~annual~~ Student Handbook current college catalog. State and federal laws also cover these offenses for students and for all employees and visitors. *The College will fully cooperate with law enforcement procedures.*

Illinois Valley Community College Board Policy

Subject: **Sexual and Other Harassment**      Effective Date:  
Number: **6.10**      Last Reviewed:  
Last Revised:

I. Prohibition of Sexual and Other Harassment

It is the policy of the Board of Trustees of Illinois Valley Community College to provide an educational and employment environment free from all forms of sexual and other harassment of employees, students and other individuals at any College facilities or in connection with any College activities. Retaliation for making a good faith complaint of harassment or for participating in a harassment investigation is also prohibited. Through this policy, it is the intent of the Board to comply with the Civil Rights Act of 1964 (Title VII), the Elementary and Secondary Schools Act of 1972 (Title IX), and the Illinois Human Rights Act. The IVCC Student Code of Conduct also prohibits harassment by students.

II. Sexual harassment means:

- A. Unwelcome sexual advances, or
- B. Requests for sexual favors, or
- C. Any conduct of a sexual nature when
  - (1) submission to such conduct is made, either explicitly or implicitly, as a term or condition of employment or education, or
  - (2) submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual, or
  - (3) such conduct has the purpose or effect of substantially interfering with a reasonable individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

III. Other harassment means:

Conduct that has the purpose or effect of substantially interfering with a reasonable individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment when such conduct is directed at an individual because of race, national origin, disability, age, religion, sexual orientation or any legally protected classification.

- IV. Harassment includes both physical and verbal conduct. Any conduct that actually creates a hostile environment for a reasonable person is included, as well as conduct that contributes to the creation of a hostile environment. The College will not tolerate any conduct that causes or contributes to the humiliation, embarrassment or discomfort of employees or students because of a protected status.

Any sexual advance by a faculty member toward a student currently enrolled in one of his or her courses or by a student toward a faculty member, or any acceptance of an advance by a faculty member, may be considered sexual harassment under this policy and is prohibited. This prohibition also applies to College employees who coach, counsel, advise or otherwise supervise or instruct students and to the students with whom they work.

- V. Examples of harassment include:
- A. A supervisor offers to give a favorable evaluation to an employee in exchange for sexual favors.
  - B. A faculty member threatens to give an unfavorable grade to a student if the student refuses to grant sexual favors.
  - C. A supervisor persistently criticizes and disparages a subordinate because of that person's gender.
  - D. An employee persistently directs unwelcome flirting, pressure for dates, sexual propositions or comments, or sexual touching toward a co-worker.
  - E. One or more students criticize, laugh at and disparage another student because of that student's disability.

Illinois Valley Community College Administrative Procedure

Subject: **Sexual and Other Harassment**

Number: **6.10**

Effective Date:

Last Reviewed:

Last Revised:

Internal Complaint Procedures

- A. Reporting Harassment

~~If a student or faculty member has a complaint about sexual or other harassment, he or she should report the matter to an appropriate Dean, Associate Vice President, or Vice President. Student complaints may also be~~

~~reported to the Associate Vice President for Student Services. If an employee has a complaint about harassment, he or she should report the matter to his or her supervisor or to the Director of Human Resources. Student complaints may be reported to the appropriate Dean, Associate Vice President of Student Services, or the Vice President for Learning and Student Development. Employee complaints about harassment should be reported to the appropriate supervisor or to the Director of Human Resources.~~

B. Investigation

The *Associate Vice President, Vice President, or Director of Human Resources* or a designee will promptly investigate all complaints of harassment. The investigation will *include* making every reasonable effort to determine the facts pertinent to the complaint by interviewing all parties involved including the alleged harasser. If the accused is a College employee who is a member of a bargaining unit, the employee shall be entitled to union representation during the investigation. A hearing by the appropriate Vice President will be held before the investigation of an employee accused of harassment is concluded. At the conclusion of the investigation, a written report of findings will be prepared and forwarded to the President.

C. Confidentiality

To the extent possible given the need to conduct a thorough investigation, the confidentiality of all participants in an investigation will be protected. Information obtained during an investigation will be communicated only on a need-to-know basis. Requests not to investigate complaints cannot be honored.

D. Corrective Action

A finding of harassment will be followed by appropriate corrective action, which may include discipline up to and including discharge for employees and dismissal for students. Disciplinary action for employees will be imposed in accordance with applicable collective bargaining agreements and legal requirements. Disciplinary sanctions for students will be imposed by the *Associate Vice President for Student Services* in accordance with the IVCC Student Code of Conduct. Students may appeal suspension or dismissal to the ~~President~~ *Vice President for Learning and Student Development*.

E. External Complaints

Individuals who believe they have been subjected to harassment are encouraged to take advantage of the College's complaint procedure. External

complaints may be filed with the Equal Employment Opportunity Commission, the Illinois Department of Human Rights and the Office of Civil Rights of the United States Department of Education.



Illinois Valley Community College Board Policy

Subject: **Smoking/Tobacco Use**  
Number: **6.11**

Effective Date:  
Last Reviewed:  
Last Revised:

It is the policy of the Board of Trustees of Illinois Valley Community College to prohibit all use of tobacco in ~~the~~ *all IVCC buildings of IVCC and vehicles.*

Illinois Valley Community College Administrative Procedure

Subject: **Smoking/Tobacco Use**  
Number: **6.11**

Effective Date:  
Last Reviewed:  
Last Revised:

Smoking is prohibited in all College-owned and leased vehicles. This includes College cars, vans, ~~buses, safety service vehicles,~~ *shuttles*, Facilities vehicles, and ~~the~~ Shipping & Receiving ~~truck~~ *vehicles.*

Smoking/use of tobacco is allowed only in designated areas outside the buildings in accordance with the Smoke Free Illinois Act. See list below for those designated areas.

**Lower Level Areas**

- *Southwest corner of Building A – by concrete steps*
- *North side of Building D – by concrete steps and service road*
- ~~Courtyard on east side of cafeteria~~
- ~~Covered area – south set of doors off student dining and vending machine area~~

**Middle Level Area**

- ~~Southeast corner of Building C – concrete patio area~~
- ~~Northeast corner of Building B – at the bottom of the concrete stairs~~
- ~~Southeast of Building E – by the service road~~

~~South entrance to link between Building B and Building D~~

**IVCC Ottawa Campus**

- *Southwest corner of building, as designated*

*Students in violation of smoking ordinances or other conduct violations may be ticketed and subject to the Student Code of Conduct for multiple offenses. Penalties for violations of the student code of conduct may be found at [catalog.ivcc.edu/studentservices/studenthandbook](http://catalog.ivcc.edu/studentservices/studenthandbook) and may include oral or written reprimands, disciplinary probation, suspension, or expulsion.*

*Violations by employees will be noted on the annual Employee Development Plan (EDP).*

Illinois Valley Community College Board Policy

Subject: ***Sustainability***  
Number: ***6.12***

Effective Date:  
Last Reviewed:  
Last Revised:

*As an Illinois Community College, we have the responsibility to provide leadership in developing more sustainable practices throughout the campus and the community. The definition of sustainability is "meeting the needs of the present without compromising the ability of future generations to meet their needs." By embracing sustainability, Illinois Valley Community College furthers its vision in leading the community in learning, working, and growing.*

*The following statements affirm IVCC's commitment to a more sustainable way of living through environmental stewardship, education, and service:*

*Environmental Stewardship*

- We seek ways to reduce our use of non-renewable resources, minimize pollution, and live more lightly on the land.*
- We are mindful of the need to share equitably the natural resources on which all life depends.*
- We strive to instill a broader awareness of the value of sustainability.*
- We consider the economics, social, and environmental consequences of our actions.*

*Environmental Education*

- We seek to prepare our students by integrating sustainability into the goal of educating the whole person.*
- We seek to support scholarship that advances our understanding and practice of sustainability.*
- We recognize our role in educating the college community about the importance of both individual and institutional environmental responsibility.*

*Environmental Service*

- We assist communities, businesses, governments, and non-profit organizations to develop in sustainable ways.*
- We support the efforts of outreach programs to integrate sustainability into the community.*
- We support research that expands the understanding and practice of sustainability.*
- We promote public dialogue on sustainability.*

*In adopting this policy, IVCC further acknowledges its leadership and commitment to the practical application of sustainability by:*

- *Integrating sustainable practices into the daily administration and operation of the College;*
- *Providing a voice for sustainability in the development of strategic planning and capital expenditures;*
- *Encouraging the College community to build upon this policy statement by identifying opportunities, formulating strategies, and implementing initiatives to further the move toward a more sustainable future.*

*This policy was modeled after the Sustainability Policy of Santa Clara University, a Jesuit University.*

**Schedule of Regular Meeting Dates and Times**

In accordance with the Illinois Public Community College Act and the Illinois Open Meetings Act, the Board shall provide public notice of the schedule of regular meetings at the beginning of each calendar year.

**Recommendation:**

**The administration recommends Board approval of the following dates for 2012 and will provide public notice of this schedule. All meetings will take place at 6:30 p.m. in Room C307, the Board Room, on the campus of Illinois Valley Community College, 815 North Orlando Smith Road, Oglesby, Illinois.**

- Tuesday, January 17, 2012**
- Tuesday, February 21, 2012**
- Tuesday, March 20, 2012**
- Tuesday, April 17, 2012**
- Tuesday, May 15, 2012**
- Tuesday, June 19, 2012**
- Tuesday, July 17, 2012**
- Tuesday, August 21, 2012**
- Tuesday, September 18, 2012**
- Tuesday, October 16, 2012**
- Tuesday, November 20, 2012**
- Tuesday, December 18, 2012**

**RECOMMENDED FOR STAFF APPOINTMENT**  
**2011-2012**

GENERAL INFORMATION:

POSITION TO BE FILLED: Financial Aid and Veterans Benefits Advisor

NUMBER OF APPLICANTS: 8

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Ms. Foockle, Mr. Grzybowski, Ms. Killian,  
Ms. Twardowski, Ms. Williamson

APPLICANT RECOMMENDED:

Ida L. Brown

EDUCATIONAL PREPARATION:

Illinois Valley Community College – Associate in Applied Science  
Military Certificates –Command Career Counselor & Navy Recruiter

EXPERIENCE:

Illinois Valley Community College – Financial Aid Administrative Assistant  
United States Navy – Career Counselor/Electronics Technician

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

1. High level of knowledge & experience in financial aid and veterans benefits
2. Formally trained in veterans benefits and approved by the U.S. Department of Veterans Affairs as a certifying official for educational benefits
3. Excellent computer skills and a working knowledge of Datatel and several financial aid/veterans related websites
4. Twenty years in U.S. Navy including service as a career counselor.

RECOMMENDED SALARY: \$15.00 per hour

Ms. Glenna Jones, SPHR  
Director of Human Resources



November 10, 2011

Mr. George Needs  
Human Resources

Dear Mr. Needs,

Please accept this letter as a formal notice of my resignation from the position of Maintenance personnel effective December 31, 2011. My last working day will be December 28, 2011.

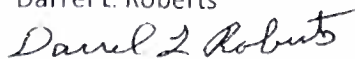
Working for Illinois Valley Community College has been a wonderful experience. I have sincerely enjoyed the past 20 years here and I'm truly grateful for having had the opportunity to work alongside of so many good people. While I am looking forward to my retirement, I will miss being part of the IVCC team.

I would like for this transition to proceed smoothly, so please do not hesitate to call me if I can, in any way, be of assistance to you.

Again, thank you for the opportunities that IVCC has provided me over the past years and I wish both you and the college best of luck for the future.

Sincerely,

Darrel L. Roberts



NOV - 9 2011



Heidi,

10/31/11

You have given me great knowledge to make me a better person. I have enjoyed working for the Learning Ladder for the past ten years. Unfortunately, I have chosen to move in a different direction in life. I am letting you know that my last day will be November 25, 2011.

Truly Sorry,

Brandi Hilmes

NOV 16 2011

## Polly Ragazincky

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**From:** Jonathan Krengel [medic11281@yahoo.com]  
**Sent:** Friday, December 02, 2011 12:44 PM  
**To:** Polly Ragazincky  
**Subject:** Resignation.

It is with deep regret that I'm must resign my position as a part time EMS instructor effective immediately. I have take a new full time position that does not allow the flexibility to teach. I thank you for the opportunity to have taught this class.

Sincerely

Jonathan Krengel.

DEC --5 2011

# Illinois Community College Board



Guy H. Alongi  
Chairman

Geoffrey S. Obrzut  
President/CEO

*proudly serving the*

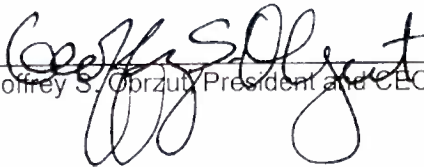
## Illinois Community College System

### CERTIFICATE OF APPROVAL (Tax Levy)

Your request for approval of the projects listed below at Illinois Valley Community College is hereby granted under the provisions of Section 3-20.3.01 of the Public Community College Act at an estimated total budget of \$1,674,600. This certificate may be used as evidence of your authority to request the county clerks in your district to extend a tax upon the equalized assessed value of all the taxable property of the district at a rate not to exceed in the aggregate .05 percent per year for a period sufficient to finance such alterations or repairs as identified below.

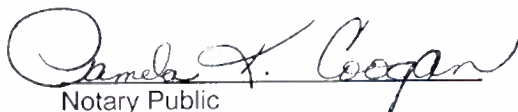
<u>ICCB Project #</u>	<u>Description</u>	<u>Approved Budget</u>
513-T-2131-1011	Restroom Modifications Ph II	\$ 1,170,290
513-T-2132-1011	Door Panic Hardware Replacement	\$ 150,212
513-T-2133-1011	Accessibility Modifications to Music Room D223	\$ 169,648
513-T-2141-1111	Ceiling and Lighting Replacement	\$ 184,450

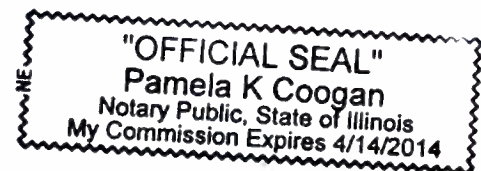
**Total Authorized Levy Amount (Approximate levy rate is .0005000) \$ 1,674,600**

  
\_\_\_\_\_  
Geoffrey S. Obrzut, President and CEO

11/8/11  
Date of ICCB Approval

Attest:

  
\_\_\_\_\_  
Notary Public





SCHOOL OF HUMAN SERVICES  
MILWAUKEE CAMPUS

744 North 4th Street  
Suite 300  
Milwaukee, WI 53203  
(414) 276-2300  
FAX: (414) 277-8370

December 2, 2011

Dr. Rick Pearce  
Illinois Valley Community College  
815 N. Orlando Smith Avenue  
Oglesby, Illinois 61348-9692

Dear Dr. Pearce,

Enclosed you will find the Articulation Agreement between Illinois Valley Community College and Springfield College, School of Human Services.

We are looking forward to working with you.

Sincerely,

Suzanne Guthrie, M.S.  
Administrative Assistant to the Campus Dean

# SPRINGFIELD COLLEGE



**SCHOOL OF HUMAN SERVICES**

**ARTICULATION AGREEMENT**

between

**ILLINOIS VALLEY COMMUNITY COLLEGE**

and the

**SCHOOL OF HUMAN SERVICES OF**

**SPRINGFIELD COLLEGE**

for the

**HUMAN SERVICES ASSOCIATE IN APPLIED SCIENCE**

September 22, 2011



**BACCALAUREATE DEGREE COMPLETION PROGRAM  
ARTICULATION AGREEMENT**

**ILLINOIS VALLEY COMMUNITY COLLEGE**

**and**

**SPRINGFIELD COLLEGE SCHOOL OF HUMAN SERVICES**

The intent of this Agreement is to facilitate a smooth transfer and transition of qualified Associate Degree graduates from Illinois Valley Community College into the Bachelor of Science degree program in Human Services of the School of Human Services of Springfield College (SHS). Successful implementation of the Agreement is dependent upon communication of its contents to all involved participants and the assumption of responsibility by both institutions for such communications.

SHS agrees to accept as juniors (fifth-term students) those Illinois Valley Community College graduates who have successfully completed the courses outlined in the human services program and have earned the associate in applied science degree. The SHS transfer credit policy for students who have earned an associate's degree allows the granting of a minimum of 60 transfer credits and the fulfillment of the General Education requirements (except for embedded competencies).

**STATEMENT OF PURPOSE**

The Bachelor of Science degree in Human Services of SHS is an academic program of Springfield College in Springfield, Massachusetts. The baccalaureate degree program offers a unique collaborative learning environment that teaches students how to deliver effective human services and to improve the quality of life in organizations and communities.

## **I. Objectives of the Agreement**

1. To provide specific information for transfer students who wish to pursue the Bachelor of Science degree in Human Services at SHS.
2. To facilitate the smooth transfer and transition of students from Illinois Valley Community College into SHS.

## **II. Eligibility Criteria**

1. This agreement is based upon the completion of an associate degree in the approved programs identified in the Agreement.
2. Students covered by this Agreement must have completed at least two years of documented community service (paid or volunteer) prior to admission. Such community services may be represented by activities associated with social service agencies, community organizations, faith-based institutions, community development projects, non-profit organizations, or other appropriate human service focused entities.
3. The collaborative learning format of the Bachelor of Science degree in Human Services is best suited for the adult learner. To that end, the SHS program best meets the needs of students 25 years and older.
4. Students covered by this Agreement must complete all undergraduate admissions requirements and gain admission to SHS. A student's participation in the Agreement does not guarantee admission into Springfield College.

## **III. General Provisions**

1. The College's transfer credit policy for students in the School of Human Services who have earned an associate's degree allows the granting of a maximum of 72 transfer credits, including the fulfillment of the General Education requirements (except for embedded competencies), toward the 120 credit bachelor's degree requirement. Students will be required to complete a minimum of 48 credits in residency at SHS.
2. Illinois Valley Community College, Human Services Associate in Applied Science transfer students may be able to complete the requirements for the 120-credit baccalaureate degree in 16 months (4 semesters) of satisfactory full-time study.
3. Illinois Valley Community College agrees to promulgate information about and to advise interested students of the provisions for transfer to SHS in this Agreement.
4. Annually, appropriate staff from both institutions may visit the other's campus and confer on matters appropriate to maintain and facilitate the terms of this Agreement.

5. SHS agrees to annually submit to Illinois Valley Community College a report on the academic progress of Illinois Valley Community College transfer students covered by this Agreement.
6. It is the responsibility of the student to provide SHS with a final, official Illinois Valley Community College transcript listing all courses completed and including statement of degree, if applicable.
7. SHS agrees to accept in transfer all credits taken as part of the human services associate in applied science programs indicated in this Agreement except for developmental and remedial courses (0 level) in accordance with the College's transfer credit policy.

Note: Illinois Valley Community College students who transfer to SHS without an Associate Degree will be evaluated on a course-by-course basis.

**IV. According to this Agreement, both Illinois Valley Community College and SHS will:**

1. At the request of either party, review the contents or implementation of this Agreement.
2. Notify each other concerning any contemplated curricular changes which would affect the future of this Agreement.

**V. Review/Revision Provisions**

1. This Agreement will automatically renew unless superseded by a new agreement. Either institution may terminate this Agreement at any time by written notice of at least one (1) year in advance of the effective date of termination. Should the agreement be terminated, it is understood that the termination will not apply to students already accepted by SHS under the terms of this Agreement.
2. Substantive changes in the courses or program of either institution will involve discussion between representatives of SHS and Illinois Valley Community College. At the request of either party, a review of the contents or implementation of this Agreement will be conducted by the two institutions.
3. As necessary, updates to this Agreement to establish currency of courses shall take place between the following officials at Illinois Valley Community College and SHS officials.

TRANSFER ARTICULATION AGREEMENT BETWEEN

**Illinois Valley Community College**

AND

SPRINGFIELD COLLEGE SCHOOL OF HUMAN SERVICES

Signature indicates acceptance of this Agreement.

**ILLINOIS VALLEY COMMUNITY  
COLLEGE**

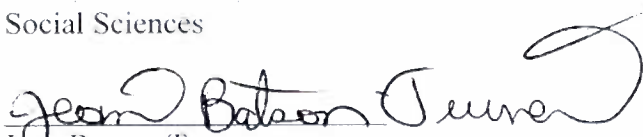
**SPRINGFIELD COLLEGE**



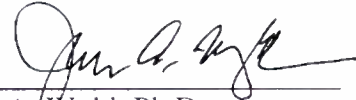
Dr. Richard Pearce  
Vice President for Learning and  
Student Development



Dr. J. M. Anderson  
Dean, Humanities, Fine Arts and  
Social Sciences



Jean Batson-Turner  
Human Services Program Coordinator



Jean A. Wyld, Ph.D.  
Vice President of Academic Affairs



Robert J. Willey, Jr., Ph.D.  
Dean, School of Human Services



Niaz Ahmed  
Assistant Dean/Campus Director



Keith Ingalls  
College Registrar

Dated:

## COURSE EQUIVALENCIES

### ASSOCIATE DEGREE IN APPLIED SCIENCE MAJOR in HUMAN SERVICES (HUSV)

Illinois Valley Community College

Springfield College

General Education Requirements (GER)

Illinois Valley Community College				Springfield College			GER MET
Course			Credits	Course	Credits		
ENG	1205	Written Comm Skills for Bus Ind. &Tech	3	ENGL	302	3	CW
ENG	1001	English Com I	3	ENGL	113	3	CW
HSR	1002	Helping Across Cultures	3	MPAC	162	3	MC
ENG	1002	English Com II	3	ENGL	114	3	CW
HPE	1000	Wellness	1	PEAC	162	1	FW
MTH	1008	General Elementary Statistics	3	MATH	215	3	QA
PHL	1002	Ethics	3	PHIL	106	3	SE

**Electives:**

Course			Credits	Course	Credits	
CSP	1210	Basic Computer Skills for The Workplace	1	CISC	ELE	1
HSR	1203	Group Dynamics	3	PSYC	ELE	3
HSR	1000	Introduction to Human Services	3	SOCI	ELE	3
SOC	1000	Introduction to Speech	3	ENGL	ELE	3
SPH	1001	Fundamentals of Sociology	3	SOCI	ELE	3
HSR	1201	Counseling Methods and Interviewing Techniques	3	PSYC	422	3
PSY	1000	General Psychology	3	PSYC	101	3
SOC	2001	Social Problems	3	SOCI	210	3
SPH	1204	Oral Comm. Skills for Bus. Ind &Tech	3	ENG	ELE	3
Elect		Elective	3	ELE		3
HSR	1205	Case Management Skills	3	SOCI	ELE	3
PSY	2001	Child Growth and Development	3	ECED	210	3
ALH	1002	Human Growth & Dev. For Health Workers	3	PSYC	ELE	3
HSR	1200	Portfolio Development	3	SPCO	ELE	3
HSR	1204	Addictive Disorders	3	ADST	ELE	3

**KEY:**

- CW College Writing
- QA Quantitative Reasoning
- SE Spiritual/Ethical Dimensions
- FW Fitness/Wellness
- MC Multicultural

Springfield College does not transfer Practicum courses.

**IVCC Emergency Alert System Meeting**  
**Tuesday, November 29, 2011**  
**1:00pm – C-307**

Present: Dawn Watson, Gary Johnson, Bob Hunter, Fran Brolley, Harold Barnes, Emily Vescogni,  
Keith Dowd, Dennis Franklin, Rick Pearce, Lori Scroggs  
Absent: Tracy Morris [submitted feedback in absentia]

Members of this group had viewed demos of one or more of the Emergency Alert services under consideration, including: Blackboard Connect; RAVE; and BCR Alerts (via Textcaster), and had reviewed the specifications provided by phone or email from e2Campus and Textcaster.

**After thorough discussion the group recommends that the College initiate a contract with RAVE with an initial set-up cost of \$8,450 and yearly renewal cost of \$3,750.** Emily and Harold agreed that the expense for emergency alert is a priority and they anticipate expenses will be paid from Student Tech Fees.

Reasons for choosing RAVE included:

- It is possible to bulk load student cell phone information (if we have it) from Colleague, and then ask those who do not wish to participate to opt out (vs. asking students to opt in). (We may also integrate a screen in WebAdvisor that asks students to not only update their contact information, but opt-in to the IVCC Emergency Alert System.) This results in more students receiving important alert information.
- RAVE was the only alert service that builds in carrier redundancy, meaning that if AT & T is experiencing trouble or an outage, messages will still go out via an alternative carrier.
- RAVE allows the authorized administrators to pre-load messages for the different alert situations and then choose them (vs. creating a new message or cutting and pasting from a Word or other document, as required by BCR Alerts/Textcaster).
- Sending a message through the RAVE system requires fewer steps, and therefore, the message is distributed and received sooner.
- RAVE includes a mobile application that allows authorized administrators to send alerts from their mobile devices.
- RAVE includes an option (for future consideration) that connects to Blackboard, and the overall system is much less costly than Blackboard Connect.



- RAVE does not include any type of commercial message, such as the BCR Alert (free) service which begins “BCR ALERT brought to you by IL Valley Cellular,” for example.

If President’s Council approves the purchase, Emily and Harold will work with Dawn Watson, who has gathered the relevant price quote information from four vendors to begin the purchasing process. This will coincide with a separate project that will be discussed at an upcoming Operations Committee meeting in which ITS will purchase and install repeaters that facilitate better cell phone reception within the building.

**Disposal of Assets - Computer Donations**

A letter was addressed to all public high schools and elementary schools within District 513 informing them the College wanted to donate used computers and monitors. Five schools responded. Midland High School, Varna, Illinois declined after the initial drawing.

Below are the results of the drawing:

- Streator High School, Streator, Illinois received 50 computers without monitors.
- Wallace Grade School, Ottawa, Illinois received 40 computers without monitors.
- Hall High School, Spring Valley, Illinois received 25 computers without monitors.
- Rutland Grade School, Ottawa, Illinois received 25 computers and monitors.

# 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.