

**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Tuesday, March 15, 2011
Board Room
6:30 p.m.**

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

IVCC'S MISSION STATEMENT

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

BOARD AGENDA ITEMS

January

Strategic Plan Update
Student Demographic Profile

February

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

March

President's Evaluation

April

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

May

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

June

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

July

Tentative Budget
a. Resolution Approve
b. Authorization to Hold
Public Hearing

August

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

September

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

October

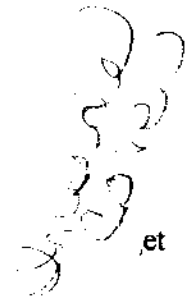
Authorize Preparation of Levy
Audit Report
Key Performance Indicators
ICCTA Award Nominations

November

Adopt Tentative Tax Levy

December

Adopt Tax Levy
Schedule of Regular Meeting Dates and Times



ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees Meeting
Tuesday, March 15, 2011 – 6:30 p.m. – Board Room (C307)

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 – Advisory Councils (Dr. Rick Pearce)
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 – February 15, 2011 Board Meeting and February 23, 2011 Planning Committee Meeting (Pages 1-10)
 - 7.2 Approval of Bills - \$3,056,712.21
 - 7.2.1 Education Fund - \$1,380,873.25
 - 7.2.2 Operations & Maintenance Fund - \$108,470.00
 - 7.2.3 Operations & Maintenance (Restricted Fund) - \$1,265,400.00
 - 7.2.4 Auxiliary Fund - \$96,507.38
 - 7.2.5 Restricted Fund - \$109,509.70
 - 7.2.6 Liability, Protection & Settlement Fund - \$12,753.24
 - 7.3 Treasurer's Report (Pages 11-28)
 - 7.3.1 Financial Highlights (Pages 12-13)
 - 7.3.2 Balance Sheet (Pages 14-15)
 - 7.3.3 Summary of FY11 Budget by Fund (Page 16)
 - 7.3.4 Budget to Actual Comparison (Pages 17-24)
 - 7.3.5 Budget to Actual by Budget Officers (Page 25)
 - 7.3.6 Statement of Cash Flows (Page 26)
 - 7.3.7 Investment Status Report (Page 27)
 - 7.3.8 Check Register - \$5,000 or more (Page 28)

- 7.4 Personnel - Stipends for Pay Periods Ending February 12, 2011 and February 26, 2011 (Pages 29-33)
- 7.5 Bid Results – Chemistry Lab Renovation - Building E (Pages 34-37)
- 7.6 Purchase Request – 2011 Ford F-150 Truck (Page 38)
- 7.7 Bid Request – Vertical Milling Machine (Pages 39-43)
8. President’s Report
9. Committee Reports
10. 2011 ICCTA Outstanding Faculty Award Nomination – Michael Phillips (Page 44)
11. 2011 ICCTA Outstanding Part-time Faculty Award Nomination – Tina Hardy (Pages 45-46)
12. Board Policy Manual – Section 4 (first of two readings) (Pages 47-114)
13. FY12 Board of Trustees Budget (Pages 115-116)
14. Information Items (Pages 117-123)
 - 14.1 Staff Retirement – Darrell Cochran, Facilities Utility Assistant (Page 117)
 - 14.2 Senior Professional in Human Resources Certification – George Needs (Page 118)
 - 14.3 American Federation of Teachers Local 1810 Notice to Bargain (Page 119)
 - 14.4 Change Order – Relocation of Safety Services Office and Upgrade to Fire Alarms System (Pages 120-121)
 - 14.5 Statement of Final Completion – Biology Lab (Page 122)
 - 14.6 Arbor Day Foundation – Tree Campus USA Distinction (Page 123)
15. Trustee Comment
16. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) collective negotiating matters between the public body and its employees or their representatives; 3) imminent litigation; and 4) closed session minutes
17. Other
18. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE

Board of Trustees

Minutes of Regular Meeting

February 15, 2011

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

Members Physically Present: Dennis N. Thompson, Chair
Thomas C. Setchell, Vice Chair
Michael C. Driscoll
Larry D. Huffman
David O. Mallery, Secretary
Melissa M. Olivero
David S. Zallis, Student Trustee

Members Absent: Leslie-Anne Englehaupt

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

AMEND THE AGENDA

It was moved by Mr. Setchell and seconded by Ms. Olivero to move Agenda Item 13. – Tenure Recommendations after Agenda Item 7 – Consent Agenda Items. Motion passed by voice vote.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None.

CAMPUS UPDATE – BUDGET TO PROJECTED COMPARISON

Cheryl Roelfsema and Patrick Berry presented the budget to actual comparisons for all funds as of January 31, 2011. Illinois Valley Community College has been able to weather the uncertainty of the State of Illinois finances. With a working cash fund and cash reserves, the College has been able to continue to offer all services and programs, even with delayed payments from the State. Overall revenues are projected to be five percent higher than budget, and expenditures are projected to be three percent lower than budget. Revenues from Corporate Personal Property Replacement Tax and payments from the Tax Increment Financing districts

are both projected to be higher than budget. State revenues are projected to be slightly lower than budget, but the decrease in the contract with the Department of Corrections was offset by receiving other grants that were not anticipated at the time the budget was prepared. The college has only received the state payment for July and is waiting for the August through January payments. Tuition and fees are projected to be very close to budget. Projected federal revenues are higher than budget. PELL grants have increased and the Dislocated Workers Center received an additional grant. Several unfilled employment positions have reduced the salary and benefit expenditures, but contractual services have increased with the additional grants. General material and supply costs are projected at one percent below budget and travel is projected at 10 percent below budget. Fixed costs are projected at four percent higher than budget due to increased insurance costs particularly in workers' compensation coverage. The budget assumed rate increases for electricity and natural gas, but these increases have not occurred. There is some uncertainty if the State of Illinois will fully fund the Illinois Veterans grant and the MAP grants. The Illinois Veterans grant is mandatory and IVCC must cover the costs. If the MAP funding for fall semester is not funded, the students could be asked to help cover the shortfall. The FY2011 budget was adopted with a \$1,139,608 planned deficit due to the discontinuance of the Liability, Protection, and Settlement tax levy. The current projection shows a deficit of \$471,277.

CONSENT AGENDA

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

The following items were approved in the consent agenda:

Approval of Minutes – January 18, 2011 Board Meeting and February 3, 2011 Audit/Finance Committee Meeting

Approval of the Bills - \$1,669,367.29

Education Fund - \$1,128,702.18; Operations and Maintenance Fund - \$99,019.49; Operations and Maintenance (Restricted Fund) - \$146,410.61; Auxiliary Fund - \$213,838.99; Restricted Fund - \$75,203.28; and Liability, Protection and Settlement Fund - \$6,192.74.

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending January 15, 2011 and January 29, 2011.

TENURE RECOMMENDATIONS

Dr. Rick Pearce noted that the tenure in the State of Illinois is regulated by the Tenure Act, but institutions across the State implement their own process. The tenure process at IVCC is very rigorous and it usually takes three years to complete. Up to eleven evaluations may be conducted where the dean, vice president and associate vice president go into the classroom and view the teaching at different times during the semester and eleven self-evaluations are completed by the faculty. There are evaluations conducted by the students, semester after semester. The instructor prepares an extensive portfolio of their evaluations and contributions to the institution. Tenure is not a given; it is earned and IVCC's process demonstrates the quality of the institution.

It was moved by Dr. Huffman and seconded by Mr. Mallery to approve the tenure for Richard J. Serafini, accounting instructor. Dean Ron Groleau introduced Mr. Serafini who received his master's degree in Accountancy from Golden Gate University and is a Certified Public Accountant (CPA). He has been a controller for a manufacturing firm, a self-employed CPA and was employed as a part-time faculty member at IVCC for seven years before becoming full-time. He uses his knowledge and past work experience to bring practical application to the classroom. He is active in course development and innovative in the classroom by using Glo-Bus Business simulation software which allows students to compete in a real-world, business simulated environment managing a digital camera company. He is an active community member and past president of the Granville Rotary. He is also active at IVCC serving on a number of committees. Motion passed by voice vote.

It was moved by Dr. Driscoll and seconded by Ms. Olivero to approve the tenure for Jeffrey A. Spanbauer, history instructor. Interim Dean, Mike Pecherek, introduced Mr. Spanbauer who received his master's degree in American History from Illinois State University in 1993. He has taught at Eureka High School and Black Hawk College before being offered a position at IVCC to replace the late Stephen Charry. He knew the College well before coming as his mother had been a member of the nursing faculty at IVCC. He is the advisor for the IVCC Student Veteran's Association and serves on the curriculum committee. He was a panelist for the fall and spring Preview, a member of the General Education Assessment Pilot team, and an IVCC Leadership and Core Values Retreat participant. He has excellent teaching evaluations and it shows by the enthusiasm of the students who enroll in his classes. Motion passed by voice vote.

It was moved by Mr. Zallis and seconded by Dr. Huffman to approve the tenure for Promise K. Yong, chemistry instructor. Dean Ron Groleau introduced Dr. Yong who received his PhD in Organic Chemistry/Photochemistry from North Dakota University and was an instructor at St. Bedes College in Cameroon Africa. He does an excellent job of preparing students. He incorporated "peer challenge" into his organic chemistry classes. This innovative practice facilitates group working and learning. Dr. Yong developed a new course for student planning to transfer for a four-year degree in nursing and radiology. He is co-faculty advisor for the IVCC Student Chapter of the American Chemical Society and the chapter has received the highest recognition from the National Organization in each of the three years Dr. Yong has been with IVCC. Dr. Yong is very active in the community and presents a Wonder Science show for over 1,000 students each year. As a faculty advisor he has played a leadership role in an annual Christmas party for area underprivileged children. He is also an active member of the IVCC Networking Committee. Motion passed by voice vote.

PRESIDENT'S REPORT

Dr. Corcoran reported that Tracy Morris and her staff have prepared an attractive postcard reminding everyone eligible to participate in the May 20 Commencement to attend a grad fair program on March 9. This year's ceremony will be special for a number of reasons, one of them being one of the College's most distinguished alumni, Dan Janka, president and CEO of MAG Global, the largest machine tool manufacturer in the United States and third largest worldwide, has agreed to deliver the commencement address to the graduates. The administration is hoping for a great turnout. The Lincoln College-Normal Accelerated Bridge to Education program will be offering classes on the IVCC campus in business management, criminal justice, health

services administration and liberal arts beginning March 14. The College is excited about the opportunities this program will afford busy professionals interested in pursuing a baccalaureate degree with Lincoln College-Normal faculty on the IVCC campus. Dr. Corcoran commended Dr. Rick Pearce for his work on this partnership. The Illinois Community College Board and Illinois Board of Higher Education will soon be hosting eight regional workshops around the State focusing on College Readiness Standards and curriculum alignment and IVCC will be the site for one of these all-day workshops on April 20. The idea will be to bring secondary and postsecondary educators together so that students graduating from high school are prepared to enroll and succeed in credit-bearing college courses, or go to work with the skills expected by employers. The administration will begin working on a letter to all of its educational partners next week so that everyone can do their best to attend on April 20 beginning at 9 a.m. The process of updating our Master Plan began on February 8 with a meeting that involved approximately 45 individuals representing at least 10 partner agencies, all willing to provide feedback on the College's facilities. What came out of that first meeting was the decision to group comments under space needs for academic programs, career and technical programs, health professions, fine arts, athletic facilities, fitness center, community needs, youth programs, satellite locations, technology and computer labs, childcare, landscaping/grounds, food service, way-finding/signage, parking/accessibility and other. A suggestion was made to encourage as much participation in the process as possible by having a survey available online at the College's home page, so the administration followed through on that idea. Dr. Corcoran and the three vice presidents will be meeting with the Student Government Association and will encourage the student body to participate in the process. The administration will also reach out to the students via social media, again with the intent being to receive as much information as possible for planning purposes. The deadline for completing the online survey will be February 28. Shortly thereafter, a meeting with the steering committee - which will include Board representation - will be scheduled. Dr. Corcoran appreciates the time and effort that Cheryl Roelfsema and her Business Office coworkers have put into making this exercise a worthwhile activity. Spring semester enrollments continue to look strong. As of February 11, spring semester headcount was up slightly when compared to spring 2010, and credit hours were down 2.68 percent; however, if the Sheridan numbers are pulled out, headcount is up almost 1 percent and credit hours are down approximately 1 percent. Dr. Corcoran reminded everyone to check their calendars and consider attending the IVCC Foundation's seventh annual Irish Night celebration on Saturday, March 5 at Celebrations featuring the Silhouettes of Kankakee. Fran Brolley placed reminders for each board member on the board table. Dr. Corcoran was happy to announce that George Needs, Human Resources Specialist, recently passed the rigorous SPHR exam and has earned the Senior Professional in Human Resources credential. He congratulated George Needs on a job well done.

COMMITTEE REPORTS

Mr. Thompson noted that the President's evaluation form was distributed to each board member and will also be available online along with the board's self evaluation. Both evaluations will need to be submitted approximately ten days before the March board meeting to allow time to compile the results.

Dr. Driscoll reported on the Audit/Finance Committee meeting held on Thursday, February 3. Cheryl Roelfsema and Patrick Berry had prepared the five-year financial forecast and a list of the factors, assumptions, and findings that were included in the forecast were listed in the minutes

from the meeting in the board book. An increase in tuition from \$68.36 to \$76.13 per credit hour was discussed. IVCC had received a letter from the Illinois Community College Board stating that IVCC must set its tuition and universal fee rate at 85 percent of the statewide average (an increase of \$7.77) in order to qualify for equalization. Qualifying for equalization means approximately \$2.6 million to the College when one considers eligibility for receiving an equalization grant and levying an equity tax. With the increase, the College may remain the lowest tuition in the State. The Committee also discussed course fee adjustments. Course fees are reviewed annually using the approved Course Fee Guidelines. Recommended adjustments were made on 252 course fees: 199 increases, 29 decreases, add course fees to 12 existing courses, and add course fees for 12 new courses. The Committee's recommendation to the Board was to approve the course fee adjustments and increase the tuition.

Dr. Driscoll noted that the Board Planning Committee will meet on Wednesday, February 23 at 5 p.m. in the Board Room.

FY12 BUDGET

It was moved by Dr. Huffman and seconded by Dr. Driscoll to adopt the resolution designating the fiscal year be from July 1, 1011 to June 30, 2012; adopt the resolution designating Dr. Jerry Corcoran as the District's officer appointed to prepare the tentative budget; and approve the budget calendar, as presented. Motion passed by voice vote.

TUITION RATE ADJUSTMENT

It was moved by Dr. Driscoll and seconded by Ms. Olivero to approve the increase in tuition by \$7.77 from \$68.36 to \$76.13 per credit hour beginning with the summer 2011 semester. Mr. Mallery noted that he had received a list of Senate and House bills that are pending and one was to amend the Community College Act to lock in tuition for students. He wanted to know how this would affect the College in planning and looking at projections. He wanted to consider a position on the bill and be more active. He noted it did not specifically identify the colleges that qualify for equalization and he wanted to know if it would leave the College with the same flexibility. The administration noted that it would be very difficult for IVCC to keep everyone separate. Mr. Mallery noted that he was opposed to raising tuition.

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

COURSE FEES/ADJUSTMENTS

It was moved by Ms. Olivero and seconded by Mr. Mallery to add fees for 12 new courses, add fees to 12 existing courses, increase fees for 199 courses and reduce fees for 29 courses, as presented. Motion passed by voice vote.

FACULTY CONTRACT – SHERIDAN CORRECTIONAL CENTER

It was moved by Dr. Huffman and seconded by Ms. Olivero to approve the collective bargaining agreement between the Board of Trustees Community College District Number 513 and the American Federation of Teachers Local 1810 Sheridan for academic year 2010-2011, as presented. Motion passed by voice vote.

REDUCTION IN FORCE – SHERIDAN CORRECTIONAL CENTER

It was moved by Mr. Setchell and seconded by Mr. Zallis to authorize the College to officially notify the Sheridan Correctional Center instructional and academic support staff (Harry Bell, Jr., Jerry Christensen, Mary Neps, Suzanne Porter, Janice Sharp, Keith Stevenson, and Steve Swett) of the Reduction in Force. Motion passed by voice vote.

REDUCTION IN FORCE – JOINT APPRENTICEHIP AND TRAINING COMMITTEE (JATC) LOCAL UNION 176

It was moved by Dr. Huffman and seconded by Dr. Driscoll to authorize the College to officially notify the full-time employees of the JATC Local Union 176 (Michael J. Clemmons and Terrence P. Smolik) of the Reduction in Force. Motion passed by voice vote.

Mr. Mallery asked if the contract would automatically be renewed when the contract is received and the answer was “yes.” Mr. Walt Zukowski added that the IBEW instructors are full-time faculty and have all the rights and privileges per the Act and if the program was discontinued, they would have recall rights for 24 months.

STAFF APPOINTMENT – MARK J. GRZYBOWSKI, DIRECTOR OF ADMISSIONS & RECORDS

It was moved by Mr. Mallery and seconded by Ms. Olivero to approve the appointment of Mark J. Grzybowski as the Director of Admissions & Records with an annualized salary of \$55,000. Tracy Morris introduced Mr. Grzybowski who has a bachelor’s degree in marketing from Marquette University in Milwaukee, WI and a master of business administration from Loyola University. He has been employed at IVCC for three years and brought together all the gaps in the Dual Credit program. He has strong relationships with area high schools and has experience with Datatel. He serves on the park board in LaSalle. Ms. Morris thanked Connie Skerston for doing a fantastic job in the interim. Motion passed by voice vote.

FACULTY RESIGNATION – SCOT L. ALLEN, INSTRUCTOR/PROGRAM COORDINATOR IN EMERGENCY MEDICAL SERVICES

It was moved by Mr. Setchell and seconded by Dr. Huffman to accept Scot L. Allen’s letter of resignation as Instructor/Program Coordinator in Emergency Medical Services, effective January 28, 2011. Motion passed by voice vote.

RESOLUTION FOR MEMBERSHIP IN THE ILLINOIS VALLEY CRIME PREVENTION COMMISSION

It was moved by Dr. Huffman and seconded by Dr. Driscoll to adopt the resolution to become a member of the Illinois Valley Crime Prevention Commission in fiscal year 2012. Dr. Corcoran noted to meet the training needs of our security staff, this will allow them to receive the training locally and at a reasonable cost. Motion passed by voice vote.

TRANSFER OF FUNDS – CAPITAL DEVELOPMENT BOARD TRUST ACCOUNT

It was moved by Mr. Setchell and seconded by Mr. Mallery to approve the transfer of \$14,702 to the Capital Development Board trust account at Citizens First National Bank to cover additional anticipated costs for Project No. 810-046-106 to oversee the asbestos abatement. Motion passed by voice vote.

TRUSTEE COMMENT

Mr. Setchell suggested developing a curriculum for crime prevention training that could be hosted locally. Dr. Pearce plans to meet with Tom Templeton, LaSalle County Sheriff, to discuss this and also a discussion on a county morgue.

CLOSED SESSION

It was moved by Ms. Olivero and seconded by Dr. Driscoll to convene a closed session to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) collective negotiating matters between the public body and its employees or their representatives; 3) imminent litigation; and 4) closed session minutes. Roll Call Vote: "Ayes" – Dr. Driscoll, Dr. Huffman, Ms. Olivero, Mr. Mallery, Mr. Setchell, and Mr. Thompson. "Nays" – None, motion carried.

The Board recessed at 7:30 p.m. The Board entered closed session at 7:43 p.m. On a motion by Dr. Driscoll and seconded by Dr. Huffman, the regular meeting resumed at 9:20 p.m. Motion passed by voice vote.

CLOSED SESSION MINUTES

It was moved by Ms. Olivero and seconded by Mr. Setchell to approve and retain the minutes of the Closed Session meeting on January 18, 2011. Motion passed by voice vote.

ADJOURNMENT

It was moved by Dr. Huffman, seconded by Mr. Mallery, and carried unanimously to adjourn the meeting at 9:21 p.m. Motion passed by voice vote.

Dennis N. Thompson, Chair

David O. Mallery, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Planning Committee Meeting
February 23, 2011

The Planning Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5:00 p.m. on Wednesday, February 23, 2011 in the Board Room-C307 at Illinois Valley Community College.

Committee Members Michael C. Driscoll, Committee Chair

Physically Present: Leslie-Anne Englehaupt
Larry D. Huffman

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
Robert Mattson, Research Analyst

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

NATIONAL COMMUNITY COLLEGE BENCHMARKING PROJECT 2010

IVCC has participated in the National Community College Benchmarking Project (NCCBP), which compares approximately 150 measures of participating colleges. A total of 268 colleges participated this year including approximately 20 from Illinois. The administration finds the report to be very helpful to use and IVCC does use some of the measures for its Key Performance Indicators. Student Persistence and Satisfaction were highlighted. IVCC's fall-to-spring persistence rate, although almost constant at 68 percent, remains slightly below the cohort median. The fall-to-fall persistence rate has varied between 45 percent and 55 percent and is less consistent when compared to the cohort colleges, but this rate may be impacted by the certificates completed in one-year or less in duration. The NCCBP used three measures of student success (1) retention rate, (2) enrollee success rate, and 3) completer success rate. Of the three only the enrollee success rate is not subject to manipulation due to college withdraw/failure policies. Compared to other colleges, IVCC has more withdraws and less failures. In recent years the enrollee success rates at IVCC have been improving. An increase in student success for distance learning reflected the development of student on-line orientation in 2008. Retention and success in development course areas has proven challenging. Students who do complete the courses tend to be successful. Dr. Huffman noted that development courses should be taught differently. The students lack skills and self-esteem. If the students do not do well in these, it relates to the persistence issue. Universities cannot provide developmental offerings. At Illinois State University (ISU) if a student tests below the average, the student meets five days a week instead of three days a week for a course. Dr. Pearce is exploring this process by students taking development courses along with the 1001 courses which is more systematic instead of leaving it up to the students.

It was noted by members of the committee that continuous improvement for IVCC is better than other colleges. It was also noted that persistence is headcount and the fact that fall-to-fall is lower is expected, but why do students not return in spring.

INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM DATA FEEDBACK REPORT 2010

The Integrated Postsecondary Education Data system (IPEDS) Data Feedback Report is provided by the National Center for Educational Statistics. The report is intended to provide institutions a context for examining the data they submitted to IPEDS and the goal is to produce a report that is useful to institutional executives and that may help improve the quality and comparability of IPEDS data. Comparisons are made between the college and the median of its selected peer group. IVCC's unduplicated headcount is less than the comparison, but the FTE is comparable and the actual number of full-time students exceeds the comparison median. IVCC tuition and fees were lower than the comparison group median, although the net price of attendance for the same time span is higher. The administration looked into this further and reviewed other reports which did not indicate the net price was higher. The administration will continue to look at reporting discrepancies to assure that IVCC is consistent in reporting. The percentage of grants and aid was lower than the comparison group median due, in part, to the lower tuition and fees base. Dr. Huffman noted that the MAP grant might be cut and the College should encourage more students to apply for PELL. The graduation rate cohort as a percent of all undergraduates students has been decreasing in recent years with the addition of more high school students taking IVCC courses. Although, IVCC shows significantly fewer executive/administrative staff as compared to the median, the College shows significantly more "other" professionals. It is suspected that there are differences in how several of the middle management positions are categorized among the different comparison colleges. The administration believes other reports for core revenues and expenses give better data than those reported in the IPEDS report.

NATIONAL STUDENT CLEARINGHOUSE STUDENT TRANSFER PATTERNS

The National Student Clearinghouse, through their Student Tracker, provides a method of tracking any student's college attendance and degree attainment. Over 70 percent of IVCC's recent transfer degree graduates have continued with their education. Over 80 percent of these students have continued their education within three years of their IVCC graduation. Other information includes the colleges in which the students have chosen to continue their education. Dr. Driscoll asked why the students are transferring to other community colleges. The administration looked at the student who applied for a cooperative agreement with other community colleges and looked at what programs IVCC may want to offer. They were all expensive programs – radiology, culinary arts, and physical therapy, but the College may still want to offer the programs. The administration is looking at developing the radiology curriculum and partnering with hospitals to avoid purchasing the equipment.

NOEL LEVITZ STUDENT SATISFACTION INVENTORY – 2010 FALL RESULTS

The Noel Levitz Student Satisfaction Inventory was administered in the fall to approximately 1000 IVCC students on the main campus, the Ottawa Center, and two extension sites. The survey measures how satisfied and important select qualities of the College are to the student body. Dr. Scroggs commended Bob Mattson, Drew McConville and Jeannette Frahm for their efforts in administering the survey. Of the 40 items that were compared to a national sample,

IVCC was slightly above average in all, 28 of which the college ranked significantly above average. The results of this survey were shared with student and employee groups in order to address areas where improvements can be made and sustained.

DEMOGRAPHICS REPORT – CLOSE OF FALL 2010

The purpose of the report is to provide an overview of the demographic profile of Illinois Valley Community College as it was at the close of the fall 2010 semester. Fall enrollments increased by 3 percent over the previous fall semester and FTE increased by 3.7 percent. The number of students referred to the Early Alert System increased by 30 percent over the previous year. As a percentage of the student population at all locations, Ottawa residents account for 17 percent, LaSalle-Peru 16 percent, Streator, Mendota, Princeton, and Marseilles 5 percent each, and Oglesby and Spring Valley 4 percent each. Ottawa residents made up the majority of students enrolled in the Ottawa Center accounting for 59 percent of the total. The administration plans to work with the Streator students to see what the Ottawa Center can do for them. The demographics report will be given to the full board.

BOARD POLICY – SECTION 4

Committee members reviewed section 4 of the Board Policy Manual and made recommendations for the administration to revise or consider reviewing.

ADJOURNMENT

It was moved by Ms. Englehaupt, seconded by Dr. Huffman, and carried unanimously to adjourn the meeting at 6:40 p.m.

Michael C. Driscoll, Planning Committee Chair

Dennis N. Thompson, Board Chair

David O. Mallery, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

FEBRUARY 2011

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

Patrick Berry, CPA
Controller

FINANCIAL HIGHLIGHTS – February 2011

Revenues

- As of February 25, the headcount for spring semester 2011, excluding Sheridan Correctional Center, is 4,758, which is 20 students more than at that same point in time last year. Credit hours for spring 2011 decreased by 486, or 1.22 percent, for a total of 39,172.
- The EAV of the Exelon Generating Plant was set by the LaSalle County Assessor at the same value as 2009, approximately \$525,000,000. Exelon appealed to the LaSalle County Board of Review and on February 15, the LaSalle County Board of Review announced the valuation of the plant would not change.
- We have now received five monthly payments from the State of Illinois for our operating grant monies. Senate Bill 3 was introduced in January to provide restructuring of the State's GO Bonds to allow for \$8,750,000 to be paid for invoices at least 60 days past due.

Expenditures

Some of the more significant variances in expenditures for the eight-month period ending February 28, 2011 include the following:

- Fund 01 – Education – Academic Support – Contractual Services – includes annual software support licenses including Blackboard;
- Fund 01 – Education – Institutional Support – Contractual Services – includes annual payment for administrative software support – Datatel \$174,940, iStrategy \$15,000, IBM support \$15,850, other desktop software;
- Fund 01 – Education – Scholarships, Grants and Waivers – includes tuition waivers for summer and fall semesters;
- Fund 02 – Operations and Maintenance – Plant Maintenance – Fixed Charges – includes insurance premium for property casualty insurance. This line item was included in tort liability for the FY2011 budget, however, it is an operations and maintenance expenditure;
- Fund 02 – Operations and Maintenance – Plant Maintenance – Capital Outlay – includes John Deere tractor (\$30,850), water line replacement (\$68,300), and repaving (\$24,180);

- Fund 05 – Auxiliary Enterprises Fund – Contractual Services – Software support for the Bookstore is \$7,000 over budget due to updates and making the textbook rental program available on the website.
- Fund 05 – Auxiliary Enterprises Fund – Materials and Supplies – includes bookstore purchases for fall and spring semesters;
- Fund 06 – Restricted Purposes Fund – Public Service – Conferences and Meetings – includes \$74,500 paid for Dislocated Workers Center participants for mileage;
- Fund 12 – Liability, Protection, & Settlement Fund – Fixed Charges – includes general liability and workers’ compensation insurance premiums for September 1, 2010 through September 1, 2011;
- Fund 03 – Operations and Maintenance Fund (Restricted) – Capital Outlay:

Projects in progress:

- Security Office Relocation/Fire Alarm Upgrade – construction of the security office has begun in room C103; alarm systems are being relocated. The contractors identified a change order for the truck driver training center fire alarm. The bid specifications were written as if the truck driver training center had a stand-alone digital system, but when the truck driver training center was constructed it was decided to stay with analog to avoid the extra cost at that time. The additional cost to the Security Office Relocation/Fire Alarm Upgrade is estimated at \$8,865. The project will still be under budget.
- Chemistry Lab renovation – The bids result are being submitted for Board approval. Lite Construction, LLC submitted the lowest bid at \$962,700 with an alternate of \$4,500 for a total of \$967,200. The bids for asbestos removal are due March 8.
- Other Projects:
 - The Community Instructional Center Project continues to move forward. The 100 percent construction documents review meeting with the CDB was held February 4. Obviously, plans for this project are dependent upon the release of State funds. The Illinois Supreme Court has agreed to hear arguments in the case of Illinois’ \$31 billion capital spending plan, which was struck down by an appellate court in January. A lower court ruled the legislation that funded the capital bill was in violation of the “single-subject rule” which states that bills should be confined to one subject. The bill authorized \$31 billion in capital spending and expanded video gaming terminals, provided for lottery privatization, increased taxes and fees on vehicle titles, candy, hygiene products, and liquor.

Illinois Valley Community College District #513
 Combined Balance Sheet
 All Fund Types and Account Groups
 February 28, 2011

	Governmental Fund Types		Proprietary Fund Types		Fiduciary Fund Types		Account Groups			Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Agency Funds	Trust and	General Fixed Assets	Long-Term Debt		
Assets and Other Debits										
Cash and cash equivalents	\$ 843,006	\$ 840,508	\$ 61,138	\$ 159,324	\$ 1,077,776	\$ -	\$ -	\$ -	\$ -	\$ 2,981,752
Investments	5,631,253	13,669,001	736,405	2,006,425	-	-	-	-	-	22,043,084
Receivables										
Property taxes	7,835,167	1,734,922	1,233,154							10,803,243
Governmental claims	(42,529)	3,261	-	2,209	722,214					682,946
Tuition and fees	2,469,632	-	-	-	-					2,471,841
Due from other funds	261,746	50,401	-	688,744	-	-	-	-	-	1,000,891
Bookstore inventories				611,334						611,334
Other assets	48,068	(4,289)	(1,549)	7,520	-	-	-	-	-	49,750
Fixed assets - net where applicable				35,750			61,022,305			61,058,055
Other debits										
Amount available in Debt Service Fund								2,029,148		2,029,148
Amount to be provided to retire debt								(822,937)		(822,937)
Total Assets and Other Debits	\$ 17,046,343	\$ 16,293,804	\$ 2,029,148	\$ 3,511,306	\$ 1,799,990	\$ -	\$ 61,022,305	\$ 1,206,211	\$ -	\$ 102,909,107

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Illinois Valley Community College District #513
 Combined Balance Sheet
 All Fund Types and Account Groups
 February 28, 2011

	Governmental Fund Types		Proprietary Fund Types		Fiduciary Fund Types		Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Agency Funds	Trust and	General Fixed Assets	Long-Term Debt	
Liabilities									
Accounts payable	\$ 18,394	\$ 85,115	\$ -	\$ 13,098	\$ 9,586		\$ -	\$ -	\$ 126,193
Accrued Salaries & Benefits	1,005,547	34,148		15,118					1,054,813
Post Retirement Benefits & Other	128,346	290			30				128,666
Unclaimed Property	2,054	401			41				2,496
Due to other funds	11,980	89,032			899,879				1,000,891
Due to student groups/deposits	8,060				890,454				898,514
Deferred revenue									
Property taxes	4,019,094	889,910	632,532						5,541,536
Tuition and fees	99								99
Grants									
Bonds payable								1,206,211	1,206,211
Total liabilities	<u>5,193,574</u>	<u>1,098,896</u>	<u>632,532</u>	<u>28,216</u>	<u>1,799,990</u>		<u>-</u>	<u>1,206,211</u>	<u>9,959,419</u>
Equity and Other Credits									
Investment in general fixed assets							61,022,305		61,022,305
Contributed capital									
Retained earnings				3,483,090					3,483,090
Fund balance									
Reserved for grant purposes		(475,624)							(475,624)
Reserved for building purposes		5,227,124							5,227,124
Reserved for debt service			1,396,616						1,396,616
Reserved for Liab.,Prot.,Settl.		5,767,400							5,767,400
Unreserved	11,852,769	4,676,008							16,528,777
Total equity and other credits	<u>11,852,769</u>	<u>15,194,908</u>	<u>1,396,616</u>	<u>3,483,090</u>	<u>-</u>		<u>61,022,305</u>	<u>-</u>	<u>92,949,688</u>
Total Liabilities, Equity and Other Credits	<u>\$ 17,046,343</u>	<u>\$ 16,293,804</u>	<u>\$ 2,029,148</u>	<u>\$ 3,511,306</u>	<u>\$ 1,799,990</u>		<u>\$ 61,022,305</u>	<u>\$ 1,206,211</u>	<u>\$ 102,909,107</u>

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

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Illinois Valley Community College District #513
 Summary of Fiscal Year 2011 Revenues & Expenditures by Fund
 Eight Months Ended February 28, 2011

	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)
	Education Fund	Maintenance Fund	Operations & Maintenance Fund (Restricted)	Maintenance Fund							
Actual Revenues	\$ 15,514,685	\$ 2,601,014	\$ 1,558,997	\$ 1,223,122	\$ 21,636	\$ 2,681,561	\$ 4,787,389	\$ 227,645	\$ 178	\$ 28,616,237	
Actual Expenditures	(11,910,132)	(1,572,603)	(1,974,513)	(1,265,400)	-	(2,857,364)	(5,427,363)	(865,165)	(31,500)	(25,904,040)	
Other Financing Sources (Uses)	(3,226)	-	-	-	-	61,414	3,226	-	-	-	61,414
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	3,601,337	1,028,411	(415,516)	(42,278)	21,636	(114,389)	(636,748)	(637,520)	(31,322)	2,773,611	
Fund balances July 1, 2010	5,778,463	1,444,558	5,642,640	1,438,894	4,643,718	3,597,479	161,124	6,404,920	41,978	28,153,772	
Fund balances February 28, 2011	\$ 9,379,800	\$ 2,472,969	\$ 5,227,124	\$ 1,396,616	\$ 4,665,354	\$ 3,483,090	\$ (475,624)	\$ 5,767,400	\$ 10,654	\$ 31,927,383	

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**Illinois Valley Community College District #513
Fiscal Year 2011 Budget to Actual Comparison
Eight Months Ended February 28, 2011**

	Annual Budget FY2011	Actual 2/28/11	Act/Budget 66.7%	Actual 2/28/10	Act/Budget FY10	Annual Budget FY2010
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 6,778,869	\$ 6,501,721	95.9%	\$ 6,002,484	96.3%	\$ 6,234,013
Corporate Personal Property Replacement Tax	850,000	544,471	64.1%	359,763	36.0%	1,000,000
TIF Revenues	300,000	356,024	118.7%	299,872	102.0%	290,000
Total Local Government	7,928,869	7,402,216	93.4%	6,658,099	88.5%	7,524,013
State Government:						
ICCB Credit Hour Grant	1,765,165	735,482	41.7%	1,492,280	73.7%	2,026,000
Equalization	170,118	-	0.0%	49,884	11.7%	425,000
Career/Technical Education Formula Grant	120,000	84,570	70.5%	89,860	74.9%	120,000
Dept of Corrections	31,513	-	0.0%	-	0.0%	20,000
Other	-	-	0.0%	-	0.0%	-
Total State Government	2,086,796	820,052	39.3%	1,632,024	63.0%	2,591,000
Federal Government						
PELL Administrative Fees	8,000	595	7.4%	530	9.6%	5,500
ARRA Grant	-	-	0.0%	-	0.0%	-
Total Federal Government	8,000	595	7.4%	530	9.6%	5,500
Student Tuition and Fees:						
Tuition	5,915,228	5,750,147	97.2%	5,217,331	108.5%	4,810,610
Fees	1,048,488	1,025,595	97.8%	966,107	114.8%	841,621
Total Tuition and Fees	6,963,716	6,775,742	97.3%	6,183,438	109.4%	5,652,231
Other Sources:						
Investment Revenue	40,000	43,759	109.4%	23,163	22.1%	105,000
Public Service Revenue	1,099,707	409,490	37.2%	590,061	56.8%	1,037,962
Nongovernmental Gifts	48,000	48,000	100.0%	44,000	83.0%	53,000
Other	88,202	14,841	16.8%	18,211	117.5%	15,500
Total Other Sources	1,275,909	516,090	40.4%	675,435	55.8%	1,211,462
TOTAL EDUCATION FUND REVENUE	18,263,070	15,514,695	85.0%	15,149,526	89.2%	16,984,208
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	8,740,223	5,600,999	64.1%	5,346,691	66.3%	8,069,091
Employee Benefits	1,381,825	977,743	70.8%	858,874	75.8%	1,133,809
Contractual Services	158,595	54,373	34.3%	88,354	56.6%	156,230
General Materials & Supplies	431,112	228,904	53.1%	239,876	52.3%	458,803
Conference & Meeting Expenses	114,743	46,158	40.2%	41,560	23.1%	180,103
Fixed Charges	171,000	127,693	74.7%	77,800	71.9%	108,000
Utilities	1,000	521	52.1%	331	33.1%	1,000
Capital Outlay	-	27,950	0.0%	2,690	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Instruction	10,998,498	7,064,341	64.2%	6,655,976	65.9%	10,107,036

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Illinois Valley Community College District #613
Fiscal Year 2011 Budget to Actual Comparison
Eight Months Ended February 28, 2011

EDUCATION FUND EXPENDITURES (continued)

	Annual Budget FY2011	Actual 2/28/11	Act/Budget 68.7%	Actual 2/28/10	Act/Budget FY10	Annual Budget FY2010
Academic Support:						
Salaries	\$ 654,144	\$ 429,578	65.7%	\$ 437,700	66.6%	\$ 638,115
Employee Benefits	102,973	77,403	75.2%	76,277	75.2%	117,052
Contractual Services	136,324	112,647	82.6%	111,459	76.8%	145,051
General Materials & Supplies	391,808	257,455	65.7%	219,158	81.2%	269,958
Conference & Meeting Expenses	11,035	2,339	21.2%	7,466	24.0%	31,160
Fixed Charges	4,680	-	0.0%	-	0.0%	4,680
Utilities	46,148	29,675	64.3%	16,807	47.5%	35,375
Capital Outlay	-	5,532	0.0%	-	0.0%	10,000
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	1,347,112	914,629	67.9%	868,867	69.4%	1,251,391
Student Services:						
Salaries	1,106,619	758,486	68.5%	735,621	69.5%	1,059,148
Employee Benefits	240,204	178,812	74.4%	151,223	63.8%	236,966
Contractual Services	18,150	1,444	8.0%	8,525	51.4%	16,580
General Materials & Supplies	55,475	36,823	66.4%	31,235	62.2%	50,200
Conference & Meeting Expenses	26,600	4,178	15.7%	7,990	28.4%	28,100
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	1,447,048	979,743	67.7%	934,594	67.2%	1,390,994
Public Services/Continuing Education:						
Salaries	362,361	230,648	63.7%	222,781	59.3%	375,807
Employee Benefits	33,156	25,689	77.5%	31,102	90.3%	34,462
Contractual Services	234,500	175,775	75.0%	115,710	59.1%	195,800
General Materials & Supplies	200,350	56,338	28.1%	152,303	56.9%	267,500
Conference & Meeting Expenses	10,865	6,378	58.7%	6,678	49.5%	13,500
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	250	-	0.0%	-	0.0%	250
Total Public Services/Continuing Education	841,482	494,828	58.8%	526,574	59.6%	887,319
Institutional Support:						
Salaries	1,840,630	1,207,693	65.6%	1,161,388	70.4%	1,648,913
Employee Benefits	475,844	322,967	67.9%	293,820	65.5%	448,860
Contractual Services	374,590	307,361	82.1%	261,706	74.8%	349,838
General Materials & Supplies	484,722	281,721	58.1%	356,743	55.2%	646,142
Conference & Meeting Expenses	84,970	22,598	26.6%	39,876	28.6%	139,596
Fixed Charges	37,500	18,226	48.6%	14,827	39.5%	37,500
Utilities	15,458	10,970	71.0%	8,213	66.3%	12,384
Capital Outlay	28,416	-	0.0%	39,185	61.5%	63,700
Other	(1,700)	(1,743)	102.5%	940	-84.0%	(1,000)
Total Institutional Support	3,340,430	2,169,793	65.0%	2,176,698	65.1%	3,345,933
Scholarships, Grants and Waivers	348,500	286,798	82.3%	258,517	64.4%	401,533
TOTAL EDUCATION FUND EXPENDITURES	\$ 18,323,070	\$ 11,910,132	66.0%	\$ 11,423,226	65.7%	\$ 17,384,206
INTERFUND TRANSFERS - NET	\$ (340,000)	\$ (3,226)	0.9%	\$ 2,136	0.0%	\$ -

**Illinois Valley Community College District #613
Fiscal Year 2011 Budget to Actual Comparison
Eight Months Ended February 28, 2011**

OPERATIONS & MAINTENANCE FUND REVENUES

Local Government Sources:

Current Taxes					
Corporate Personal Property Replacement Tax					
TIF					
Total Local Government					

State Government:					
IOCB Credit Hour Grant					
Total State Government					

Student Tuition and Fees:					
Tuition					
Total Tuition and Fees					

Other Sources:

Facilities Revenue					
Investment Revenue					
Non-Governmental Gifts & Grants					
Other					
Total Other Sources					

TOTAL OPERATIONS & MAINTENANCE FUND REVENUES

	Annual Budget FY2011	Actual 2/28/11	Act/Budget 66.7%	Actual 2/28/10	Act/Budget FY10	Annual Budget FY2010
\$	1,281,479	\$ 1,230,861	96.0%	\$ 1,134,819	96.3%	\$ 1,178,452
	150,000	96,063	64.1%	63,488	36.3%	175,000
	100,000	118,675	118.7%	98,624	103.8%	95,000
	1,531,479	1,445,419	94.4%	1,296,931	89.5%	1,448,452
	311,498	129,791	41.7%	263,343	68.4%	385,000
	311,498	129,791	41.7%	263,343	68.4%	385,000
	929,274	930,679	100.2%	833,427	116.8%	713,280
	929,274	930,679	100.2%	833,427	116.8%	713,280
	119,000	75,912	63.8%	61,725	47.5%	130,000
	5,000	3,719	74.4%	3,213	15.3%	21,000
	-	260	0.0%	-	0.0%	-
	-	15,234	0.0%	116	0.0%	-
	124,000	95,125	76.7%	65,054	43.1%	151,000
\$	2,896,251	\$ 2,601,014	89.8%	\$ 2,458,755	91.1%	\$ 2,697,732

OPERATIONS & MAINTENANCE FUND

Operations & Maintenance of Plant:

Salaries					
Employee Benefits					
Contractual Services					
General Materials & Supplies					
Conference & Meeting Expenses					
Fixed Charges					
Utilities					
Capital Outlay					
Facility Charges to Other Funds					
Provision for Contingency					
Total Operations & Maintenance of Plant					

Institutional Support:

Salaries					
Employee Benefits					
Contractual Services					
General Materials & Supplies					
Conference & Meeting Expenses					
Fixed Charges					
Capital Outlay					
Other					
Total Institutional Support					

TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES

	Annual Budget FY2011	Actual 02/28/11	Act/Budget 66.7%	Actual 02/28/10	Act/Budget FY10	Annual Budget FY2010
\$	813,862	\$ 522,539	64.2%	\$ 537,198	69.2%	\$ 776,017
	197,843	141,386	71.5%	122,929	83.1%	147,898
	159,592	104,654	65.6%	118,659	72.8%	162,910
	372,200	248,966	66.9%	147,189	42.7%	345,000
	6,000	328	5.4%	329	2.9%	11,300
	7,800	35,904	460.3%	35,003	1400.1%	2,500
	902,150	397,923	44.1%	435,816	50.5%	862,500
	156,500	135,805	86.8%	21,948	18.7%	117,346
	200,000	(63,000)	0.0%	-	0.0%	-
	2,815,947	1,524,503	54.1%	1,419,071	54.1%	2,000,000
	53,754	35,616	66.3%	34,752	71.8%	48,564
	7,950	6,133	77.1%	5,200	78.2%	6,647
	1,000	2,395	239.5%	2,395	0.0%	-
	4,800	1,253	27.2%	2,493	61.6%	4,050
	-	-	0.0%	-	0.0%	-
	13,000	2,703	20.8%	1,754	13.5%	13,000
	-	-	0.0%	-	0.0%	-
	-	-	0.0%	-	0.0%	-
	80,304	48,100	59.9%	46,594	64.5%	72,281
\$	2,896,251	\$ 1,572,603	54.3%	\$ 1,465,665	54.3%	\$ 2,697,732

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Illinois Valley Community College District #613
 Fiscal Year 2011 Budget to Actual Comparison
 Eight Months Ended February 28, 2011

	Annual Budget FY2011	Actual 2/28/11	Act/Budget 66.7%	Actual 2/28/10	Act/Budget FY10	Annual Budget FY2010
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources						
Current Taxes	\$ 1,569,936	\$ 1,519,192	95.6%	\$ 1,372,817	95.0%	\$ 1,444,846
State Government Sources	-	5,999	0.0%	-	0.0%	-
Investment Revenue	55,000	33,806	61.5%	52,753	55.5%	95,000
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	1,644,936	1,558,997	94.8%	1,425,570	92.6%	1,539,846
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Operations & Maintenance						
Contractual Services	-	-	0.0%	184,277	0.0%	-
Capital Outlay	1,617,500	1,974,513	122.1%	1,114,780	77.1%	1,445,000
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	1,617,500	1,974,513	122.1%	1,299,057	89.9%	1,445,000
Transfer In (Out)	\$ 400,000	\$ -	0.0%	\$ 400,000	100.0%	\$ 400,000

Fiscal Year 2011 Budget to Actual Comparison

	Annual Budget FY2011	Actual 2/28/11	Act/Budget 66.7%	Actual 2/28/10	Act/Budget FY10	Annual Budget FY2010
BOND & INTEREST FUND						
Local Government Sources						
Current Taxes	\$ 1,265,000	\$ 1,216,706	96.2%	\$ 1,267,884	100.2%	\$ 1,265,000
Investment Revenue	5,000	6,416	128.3%	5,318	21.3%	25,000
BOND & INTEREST FUND	1,265,000	1,265,000	100.0%	1,270,000	100.0%	1,270,000
Institutional Support:						
Debt Principal Retirement	-	-	0.0%	-	0.0%	-
Interest on Bonds	400	400	100.0%	400	80.0%	500
Fees	-	-	-	-	-	-
TOTAL BOND & INTEREST EXPENDITURES	1,265,400	1,265,400	100.0%	1,270,400	100.0%	1,270,500

Fiscal Year 2011 Budget to Actual Comparison

	Annual Budget FY2011	Actual 2/28/11	Act/Budget 66.7%	Actual 2/28/10	Act/Budget FY10	Annual Budget FY2010
WORKING CASH FUND						
Investment Revenue	\$ 60,000	\$ 21,636	36.1%	\$ 42,009	42.0%	\$ 100,000
TOTAL WORKING CASH REVENUES	60,000	21,636	36.1%	42,009	42.0%	100,000

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**Illinois Valley Community College District #613
Fiscal Year 2011 Budget to Actual Comparison
Eight Months Ended February 28, 2011**

AUXILIARY ENTERPRISES FUND	Annual Budget FY2011	Actual 2/28/11	Act/Budget 86.7%	Actual 2/28/10	Act/Budget FY10	Annual Budget FY2010
Student Fees	-	-	0.0%	80	0.0%	-
Service Fees	3,254,475	2,668,357	82.0%	2,622,359	102.0%	2,571,250
Data Processing Rentals	1,672	-	0.0%	172,255	44.4%	387,650
Other Revenue	-	1,395	0.0%	985	0.0%	-
Investment Revenue	10,000	11,809	118.1%	1,019	1.0%	100,000
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	3,266,147	2,681,561	82.1%	2,796,698	91.4%	3,058,900
AUXILIARY ENTERPRISES FUND						
Salaries	601,776	407,079	67.6%	467,941	77.6%	812,196
Employee Benefits	196,490	136,585	69.5%	131,658	66.8%	220,055
Contractual Services	36,260	37,555	103.6%	72,078	82.9%	86,930
Materials & Supplies	2,395,922	2,168,843	90.5%	1,953,142	105.5%	1,851,135
Conference & Meeting	22,885	17,434	76.2%	17,252	64.1%	26,920
Fixed Charges	48,000	21,245	44.3%	1,515	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	1,325	2,700	203.8%	19,500	143.9%	13,550
Other	63,000	65,923	104.6%	-	0.0%	68,000
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	3,365,658	2,857,364	84.9%	2,663,086	86.5%	3,078,786
Transfer In (Out)	\$ 62,000	\$ 61,414	99.1%	\$ 63,414	103.3%	\$ 61,414

Fiscal Year 2011 Budget to Actual Comparison

RESTRICTED PURPOSES FUND	Annual Budget FY2011	Actual 2/28/11	Act/Budget 66.7%	Actual 2/28/10	Act/Budget FY10	Annual Budget FY2010
State Government Sources	\$ 938,668	\$ 359,551	38.3%	\$ 597,865	56.1%	\$ 1,065,490
Federal Government Sources	7,721,710	4,426,125	57.3%	3,907,946	71.2%	5,488,702
Service Fees	-	1,190	0.0%	-	0.0%	2,100
Other Revenue	5,000	523	10.5%	(4,673)	-93.5%	5,000
TOTAL RESTRICTED PURPOSES FUND REVENUES	8,665,378	4,787,389	55.2%	4,501,138	68.6%	6,561,292
RESTRICTED PURPOSES FUND						
Instruction:						
Salaries	779,528	426,157	54.7%	450,809	59.8%	753,940
Employee Benefits	174,121	111,441	64.0%	109,634	62.1%	210,476
Contractual Services	126,408	102,590	81.2%	91,020	103.3%	86,143
Materials & Supplies	208,936	63,734	30.5%	95,737	84.1%	113,898
Conference & Meeting	75,500	30,952	41.0%	19,241	37.7%	51,046
Fixed Charges	1,900	-	0.0%	750	42.9%	1,750
Utilities	1,250	1,152	92.2%	1,186	53.9%	2,200
Capital Outlay	194,000	20,447	10.5%	15,098	0.0%	-
Other (P-16 Grant Waivers)	31,286	909	2.9%	1,728	16.6%	10,410
Total Instruction	1,582,929	757,382	47.5%	785,203	63.7%	1,231,863

**Illinois Valley Community College District #513
Fiscal Year 2011 Budget to Actual Comparison
Eight Months Ended February 28, 2011**

	Annual Budget FY2011	Actual 2/28/11	Act/Budget 66.7%	Actual 2/28/10	Act/Budget FY10	Annual Budget FY2010
RESTRICTED PURPOSES FUND						
Academic Support						
Salaries	\$ 89,838	\$ 50,879	56.6%	\$ 73,950	77.5%	\$ 95,399
Employee Benefits	27,732	7,139	25.7%	14,205	49.7%	28,574
Contractual Services	-	1,353	0.0%	1,770	0.0%	-
Materials & Supplies	4,490	2,620	58.4%	100	0.8%	11,990
Conference & Meeting	4,000	836	20.9%	1,152	28.8%	4,000
Fixed Charges	5,200	2,456	47.2%	2,170	41.7%	5,200
Total Academic Support	<u>131,260</u>	<u>65,283</u>	<u>49.7%</u>	<u>93,347</u>	<u>64.3%</u>	<u>145,163</u>
Student Services						
Salaries	175,415	104,802	59.7%	115,249	50.1%	230,132
Employee Benefits	41,143	28,337	68.9%	26,815	35.3%	75,959
Contractual Services	2,000	9,056	452.8%	15,121	64.6%	23,392
Materials & Supplies	15,100	10,583	70.1%	21,776	66.0%	32,992
Conference & Meeting	26,431	12,483	47.2%	9,417	35.8%	26,300
Capital Outlay	-	-	0.0%	-	0.0%	49,505
Tuition Waivers (TRIO Grant)	22,500	24,354	108.2%	24,700	176.4%	14,000
Total Student Services	<u>282,589</u>	<u>189,615</u>	<u>67.1%</u>	<u>213,078</u>	<u>47.1%</u>	<u>452,280</u>
Public Service						
Salaries	495,671	336,700	67.9%	314,128	69.3%	453,202
Employee Benefits	110,187	82,985	75.3%	64,272	70.3%	91,390
Contractual Services	489,670	284,838	58.2%	549,384	84.7%	648,870
Materials & Supplies	214,347	115,636	53.9%	125,097	40.5%	308,729
Conference & Meeting	94,994	108,153	113.9%	115,216	81.9%	140,714
Fixed Charges	29,130	24,632	84.6%	7,727	7.0%	110,600
Utilities	7,305	2,975	40.7%	3,864	44.9%	8,600
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	190	79	41.6%	386	0.0%	3,000
Total Public Service	<u>1,441,494</u>	<u>955,998</u>	<u>66.3%</u>	<u>1,180,074</u>	<u>66.9%</u>	<u>1,765,105</u>
Auxiliary Services						
Salaries	4,000	575	14.4%	471	9.4%	5,000
Employee Benefits	320	10	3.1%	-	0.0%	75
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	19,680	798	4.1%	4,623	39.6%	11,675
Conference & Meeting	1,000	25	2.5%	425	42.5%	1,000
Other (Child Care Subsidies)	10,000	8,676	66.8%	11,368	87.4%	13,000
Total Auxiliary Services	<u>35,000</u>	<u>8,084</u>	<u>23.1%</u>	<u>16,885</u>	<u>54.9%</u>	<u>30,750</u>

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**Illinois Valley Community College District #513
Fiscal Year 2011 Budget to Actual Comparison
Eight Months Ended February 28, 2011**

	Annual Budget FY2011	Actual 2/28/11	Act/Budget 66.7%	Actual 2/28/10	Act/Budget FY10	Annual Budget FY2010
Institutional Support						
Salaries (Federal Work Study)	\$ 75,496	\$ 74,443	98.6%	\$ 67,796	74.8%	\$ 90,630
Employee Benefits	-	-	0.0%	-	0.0%	-
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	-	-	0.0%	-	0.0%	-
Conference & Meeting	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>75,496</u>	<u>74,443</u>	<u>98.6%</u>	<u>67,796</u>	<u>74.8%</u>	<u>90,630</u>
Student grants and waivers (PELL & SEOG)	5,111,610	3,376,558	66.1%	2,514,351	88.2%	2,850,500
TOTAL RESTRICTED FUND EXPENDITURES	\$ 8,670,378	\$ 5,427,363	62.6%	\$ 4,870,734	74.2%	\$ 6,566,291
Transfer in (Out)	-	3,226	0.0%	(2,136)	0.0%	-

Fiscal Year 2011 Budget to Actual Comparison

	Annual Budget FY2011	Actual 2/28/11	Act/Budget 66.7%	Actual 2/28/10	Act/Budget FY10	Annual Budget FY2010
LIABILITY, PROTECTION, & SETTLEMENT FUND						
Local Government Sources	\$ 200,250	\$ 192,768	96.3%	\$ 275,147	98.3%	\$ 280,000
Investment Revenue	85,000	29,239	34.4%	90,493	106.5%	85,000
Other	-	5,638	0.0%	-	0.0%	-
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES	285,250	227,645	79.8%	365,640	100.2%	365,000

LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES

Operations & Maintenance of Plant						
Salaries	311,885	156,511	50.2%	173,649	84.7%	286,213
Employee Benefits	72,561	40,064	55.2%	45,603	106.6%	42,765
Contractual Services	3,500	3,316	94.7%	8,814	267.1%	3,300
Material & Supplies	-	6,840	0.0%	5,591	37.3%	15,000
Conference & Meeting	550	445	80.9%	463	30.9%	1,500
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	500	0.0%	755	75.5%	1,000
Capital Outlay	-	-	0.0%	-	0.0%	23,000
Other	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	\$ 388,496	\$ 207,676	53.5%	\$ 234,875	66.2%	\$ 354,778

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**Illinois Valley Community College District #513
Fiscal Year 2011 Budget to Actual Comparison
Eight Months Ended February 28, 2011**

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

	<u>Annual Budget FY2011</u>	<u>Actual 2/28/11</u>	<u>Act/Budget 66.7%</u>	<u>Actual 2/28/10</u>	<u>Act/Budget FY10</u>	<u>Annual Budget FY2010</u>
Institutional Support						
Salaries	\$ 357,629	\$ 215,632	60.3%	\$ 223,280	62.0%	\$ 360,289
Employee Benefits	319,702	45,011	14.1%	48,375	14.1%	344,186
Contractual Services	18,500	23,730	143.8%	18,102	82.6%	19,500
Material & Supplies	250	244	97.6%	11,640	2586.7%	450
Conferences & Meeting	-	-	0.0%	-	0.0%	700
Fixed Charges	317,000	372,872	117.6%	316,116	68.0%	465,000
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>1,011,081</u>	<u>657,489</u>	<u>65.0%</u>	<u>615,513</u>	<u>51.7%</u>	<u>1,190,105</u>
TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	\$ 1,399,577	\$ 865,165	61.8%	\$ 850,388	55.0%	\$ 1,544,883

Fiscal Year 2011 Budget to Actual Comparison

AUDIT FUND

	<u>Annual Budget FY2011</u>	<u>Actual 2/28/11</u>	<u>Act/Budget 66.7%</u>	<u>Actual 2/28/10</u>	<u>Act/Budget FY10</u>	<u>Annual Budget FY2010</u>
Local Government Sources	\$ 18,034	\$ -	0.0%	\$ 31,139	103.8%	\$ 30,000
Investment Revenue	200	178	89.0%	170	17.0%	1,000
TOTAL AUDIT FUND REVENUES	<u>18,234</u>	<u>178</u>	<u>1.0%</u>	<u>31,309</u>	<u>101.0%</u>	<u>31,000</u>
AUDIT FUND						
Contractual Services	32,500	31,500	96.9%	30,500	100.0%	30,500
TOTAL AUDIT FUND EXPENDITURES	\$ 32,500	\$ 31,500	96.9%	\$ 30,500	100.0%	\$ 30,500

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

All Funds

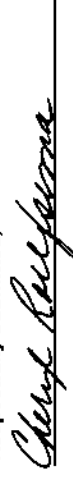
Eight Months Ended February 28, 2011

<u>Department</u>	<u>Annual Budget FY2011</u>	<u>Actual 2/28/2011</u>	<u>Act/Budget</u>	<u>Explanation</u>
President	\$ 271,275	\$ 187,183	66.67%	
Board of Trustees	21,000	12,685	60.40%	
Community Relations	437,733	253,294	57.86%	
Development Office	68,202	28,117	41.23%	
Continuing Education	1,076,324	671,096	62.35%	
Facilities	4,433,447	3,499,016	78.92%	CTC architectural services
Information Technologies	1,651,428	1,141,081	69.10%	
Academic Affairs	256,467	177,345	69.15%	
Academic Affairs (AVPCE)	1,591,734	753,282	47.32%	
Adult Education	479,230	335,422	69.99%	
Dislocated Workers Center	1,276,998	825,379	64.63%	
Learning Technologies	720,282	484,492	67.26%	
Career & Tech Education Division	2,435,307	1,422,307	58.40%	
Natural Science & Business Division	1,894,421	1,235,827	65.24%	
Humanities & Fine Arts/Social Science Division	2,074,729	1,323,852	63.81%	
Health Professions Division	2,017,306	1,277,724	63.34%	
English, Mathematics, Education Division	2,819,055	1,899,955	67.40%	
Admissions & Records	345,154	228,524	66.21%	
Student Development	777,745	523,574	67.32%	
Financial Aid	5,480,655	3,649,764	66.59%	
Athletics	228,443	168,078	73.58%	
TRIO (Student Success Grant)	282,589	189,415	67.03%	
Safety Service	384,217	207,140	53.91%	
Business Services/General Institution	2,209,602	1,906,833	86.30%	Workers' Compensation Insurance
Risk Management	1,015,360	658,024	64.81%	
Tuition Waivers	348,500	286,798	82.29%	Under budgeted. Actual is consistent with historical.
Human Resources	199,398	111,101	55.72%	
Bookstore	2,544,701	2,307,172	90.67%	Increase in volume
Shipping & Receiving	80,304	48,100	59.90%	
Copy Center	148,728	91,460	61.49%	
Total FY11 Expenditures	\$ 37,570,334	\$ 25,904,040	68.95%	

Illinois Valley Community College
Statement of Cash Flows
for the Month ended February 28, 2011

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB. PROT. & SETTLEMENT	TOTAL
Balance on Hand	673,494.22	200,581.22	360,039.30	326,200.41	226,577.13	(543,182.25)	399,062.55	6,333.72	422,562.33	2,071,668.63
Total Receipts	398,307.22	42,582.33	(7,839.81)	337.74	113,780.87	125,261.29	1,998.35	18.38	4,983.99	679,430.36
Total Cash	1,071,801.44	243,163.55	352,199.49	326,538.15	340,358.00	(417,920.96)	401,060.90	6,352.10	427,546.32	2,751,098.99
Due To/From Accts	(6,800.28)	(87.85)	-	-	12,791.78	(5,858.19)	-	-	(45.46)	(0.00)
Transfers/Bank CDs	1,700,000.00	200,000.00	-	1,000,000.00	-	170,000.00	250,000.00	-	-	3,320,000.00
Expenditures	(2,202,405.18)	(164,865.59)	(108,470.00)	(1,265,400.00)	(194,226.19)	(258,620.71)	-	-	(65,545.08)	(4,259,532.75)
ACCOUNT BALANCE	562,595.98	278,210.11	243,729.49	61,138.15	158,923.59	(512,399.86)	651,060.90	6,352.10	361,955.78	1,811,566.24
Deposits in Transit	(65,188.31)									(65,188.31)
Outstanding Checks	203,213.47									203,213.47
BANK BALANCE	700,621.14	278,210.11	243,729.49	61,138.15	158,923.59	(512,399.86)	651,060.90	6,352.10	361,955.78	1,949,591.40
Certificates of Deposit	2,500,000.00	-	1,000,000.00	500,000.00	2,000,000.00	-	4,250,000.00	-	5,050,000.00	15,300,000.00
Illinois Funds	2,572,559.68	1,225,376.03	713,663.03	1,236,383.64	6,424.26	98,136.39	17,389.58	4,302.07	265,506.50	6,139,751.08
CDB Trust Fund CTC			1,499,589.52							1,499,589.52
Bldg Reserve-ILLFund			1,081,034.36							1,081,034.36
Total Investment	5,072,559.68	1,225,376.03	4,294,286.91	1,736,383.64	2,006,424.26	98,136.39	4,267,389.58	4,302.07	5,315,506.50	24,020,374.96
Midlan States Bank	269,695.94									
LaSalle State Bank	61,283.33									
Peru Savings Bank	1,628,612.13									
	<u>1,949,591.40</u>									

Respectfully Submitted,



Cheryl Roelfsema

Vice President for Business Services & Finance/Treasurer

ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
February 28, 2011

<u>DUE</u>	<u>Education</u>	<u>Oper & Maint</u>	<u>O&M Restricted</u>	<u>Bond & Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection & Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
3/23/2011						1,000,000		1,000,000	FSB	0.700	0.700	25523
4/22/2011							100,000	100,000	MB	1.900	1.900	914161
5/16/2011							200,000	200,000	LSB	0.550	0.550	80014656
7/7/2011	1,000,000				500,000		500,000	2,000,000	FSB	0.650	0.650	1011428351
7/30/2011							2,000,000	2,000,000	FSB	1.150	1.150	19170
9/17/2011	1,000,000					500,000		1,500,000	FSB	1.000	1.000	25440
9/23/2011			500,000				500,000	1,000,000	FSB	1.000	1.000	25522
11/7/2011						150,000		150,000	MB	1.250	1.250	15192
11/18/2011						1,500,000		1,500,000	FSB	0.900	0.900	22857
11/22/2011					1,500,000			1,500,000	FSB	0.900	0.900	24553
12/10/2012							1,000,000	1,000,000	CB	0.750	0.750	2041022024
12/15/2012	500,000		500,000					1,000,000	FSB	1.100	1.100	24670
12/18/2012				500,000		1,000,000	500,000	2,000,000	FSB	1.100	1.100	1011466946
1/30/2012						100,000		100,000	NCB	1.000	1.000	35803
Total CD	2,500,000	-	1,000,000	500,000	2,000,000	4,250,000	4,800,000	15,050,000				
				CB	Centrue Bank	LSB	LaSalle State Bank					
				CBNA	Commerce Bank, NA	MB	Marseilles Bank					
				CFNB	Citizens First National Bank	MSB	Midland State Bank					
				FSB	First State Bank of Mendota	NCB	North Central Bank - Ladd					
				HNB	Hometown National Bank	PFS	Peru Federal Savings					

** Current IL Funds interest rate: 0.094%

Check Register \$5,000 or More
02/01/11 - 02/28/11

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
513953	02/03/11	0000001	Illinois Valley Community College	\$ 172,749.80	Federal & State Payroll Taxes (02/03/11)
513957	02/03/11	0082897	SURS	82,956.46	Payroll (02/03/11)
513964	02/04/11	0001369	Ameren Illinois	26,389.61	Electricity (12/08/10 - 01/11/11), Gas (12/09/10 - 01/13/11)
514153	02/10/11	0079038	IVCC Student Activity	233,986.36	MAP and Veteran Chapter 33 Awards
514154	02/10/11	0041932	IVCC Tuition	13,600.00	Tuition (DWC)
514173	02/10/11	0176682	Lite Construction, Inc.	59,490.00	Relocate Security/Alarm System Upgrade*
514181	02/10/11	0001658	McGraw Hill Publishing	48,672.06	Books for Resale
514195	02/10/11	0098779	Morrison Institute of Technology	5,482.25	Tuition (DWC)
514198	02/10/11	0000948	Nebraska Book Co., Inc.	6,183.35	Books for Resale
514248	02/10/11	0126119	Vissering Construction Company	29,030.00	Biology Lab Remodel*
514302	02/17/11	0108916	CCIC	278,216.48	Health Insurance (February)
514305	02/17/11	0169822	Constellation NewEnergy - Gas	22,177.40	Natural Gas (01/01/11-01/31/11)
514323	02/17/11	0004117	Gallagher Benefit Services, Inc	6,236.55	Life Insurance (February)
514332	02/17/11	0164715	Hometown National Bank	1,265,400.00	Annual Bond Payment
514343	02/17/11	0079038	IVCC Student Activity	291,189.89	MAP Awards
514440	02/17/11	0000001	Illinois Valley Community College	114,274.61	Federal & State Payroll Taxes (02/17/11)
514385	02/17/11	0018889	SRAVTE	27,750.00	PCCS Coordinator & Director Salaries (PCCS Grant), Single Parent Coordinator (ADLC & Carl Perkins Grants)
514444	02/17/11	0082897	SURS	58,031.65	Payroll (02/17/11)
514400	02/17/11	0066555	United States Postal Service	6,000.00	Reimburse Postage Meter
514406	02/17/11	0001927	Walter J Zukowski & Associates	8,363.00	Legal Services
514459	02/24/11	0126547	Basalay, Cary, & Alstadt Architects	19,950.00	Remodel Chemistry Lab*, Relocate Security/Alarm System Upgrade*
514473	02/24/11	0142736	Central Illinois Trucks, Inc.	7,523.77	Tractor/Trailer Rental & Maintenance
514514	02/24/11	0088662	Illinois State University	5,949.78	Tuition (DWC)
514552	02/24/11	0163891	Midwest Technical Institute	6,472.00	Tuition (DWC)
514587	02/24/11	0089772	Sapp Bros Illini Inc	5,086.73	Diesel Fuel for TDT

\$ 2,801,161.75

*Protection, Health, & Safety (PHS) Projects

Stipends for Pay Period Ending 2/12/11

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Abernathy, Jennifer P	Honor Band Festival Clinician	2/5/2011	2/5/2011	2/12/2011	ST	\$35.00	1-36-206204-51900			
Bartholomew, Jeffrey Alexander	Drum Set/Orchestra Lessons /12	1/14/2011	2/4/2011	2/12/2011	ST	\$323.40	1-11-206500-51320	MUP-2015-01	Applied Music: Drums/Orchestra	
Batson-Turner, Jean	10/11 Overload (10th Day)	1/13/2011	2/12/2011	2/12/2011	OV	\$1,527.20	1-12-206500-51340	MSR-1200-01	Portfolio Development	
Beyer, Jason Adam	10/11 Overload (10th Day)	1/13/2011	2/12/2011	2/12/2011	OV	\$750.00	1-11-206500-51340	PHL-1002-05	Ethics	
Bias, Timothy John	Test Development - U.S. Silica	12/1/2010	1/31/2011	2/12/2011	ST	\$225.00	1-42-103310-51320			
Bias, Timothy John	10/11 Overload (10th Day)	1/13/2011	2/12/2011	2/12/2011	OV	\$391.20	1-13-204100-51340	MEI-2206-01	Manufacturing Tech Internship	
Bigelow, Amanda Pauline	10/11 Overload (10th Day)	1/13/2011	2/12/2011	2/12/2011	OV	\$150.00	1-11-206500-51340	HIS-2008-02	Modern Africa	
Black, Mary A	Substitute for MTH 0907-07	2/8/2011	2/8/2011	2/12/2011	ST	\$30.47	1-15-209100-51320			
Borkowski, Andrew Joseph	EMS 2201-300, 2200-01	1/13/2011	5/20/2011	5/21/2011	ST	\$2,340.00	1-14-207300-51320	EMS-2201-300	EMT - Basic	includes Preceptor Planning
Brotley, Vincent Depaul	HFA 1007-12 Ind Study	1/13/2011	2/12/2011	2/12/2011	OV	\$150.00	1-11-206500-51340	HFA-1007-12	S/T-Disability Populations	
Carew, Lauri L	10/11 Overload (10th Day)	8/18/2010	2/12/2011	2/12/2011	OV	\$1,338.00	1-13-204100-51340	HRT-1227-01	Floral Crop Production	
Cinotte, Lori Maret	10/11 Overload (10th Day)	1/13/2011	2/12/2011	2/12/2011	OV	\$50.00	1-11-206500-51340	HFA-1007-05	S/T:Public Relations	
Curtin, Walter Michael	EMS 2200-01, 2201-300	1/31/2011	5/20/2011	5/21/2011	RE	\$3,852.50	1-14-207300-51320	EMS-2200-01	Emergency Medical Responder	includes Preceptor Planning
Eccles, Kimberly A	CSD 1210-02, CSS 1210-300	1/13/2011	5/20/2011	5/21/2011	ST	\$1,575.00	1-13-204100-51320	CSD-1210-02	Comprehensive Access	
Elias, Gina Rae	10/11 Overload (10th Day)	8/18/2010	2/12/2011	2/12/2011	OV	\$2,223.60	1-13-204100-51340	CSI-1299-01	S/T-Computer Security	
Engstrom, Norman Bruce	10/11 Overload (10th Day)	1/13/2011	3/26/2011	3/26/2011	OV	\$1,050.00	1-11-206500-51340	HFA-1007-01	S/T-Advanced Acting	
Farlee, Gail Lorene	CSS 2200-105	1/13/2011	5/20/2011	5/21/2011	ST	\$225.00	1-13-204100-51320	CSS-2200-105	Advanced Excel	
Freed, Timothy Daniel	HLR 3409-302	2/7/2011	2/7/2011	2/11/2011	ST	\$105.00	1-41-103941-51320	HLR-3409-302	Valentine's Day Dinner	
Gibson, James A	10/11 Overload (10th Day)	8/18/2010	2/12/2011	2/12/2011	OV	\$3,152.60	1-13-204100-51340	ELT-1200-01	Begin. Ind. Electronics	includes Wind Energy Consulting 10/FA
Gillio, Susan M	MUP 1012-01 Ind Study	1/13/2011	2/12/2011	2/12/2011	ST	\$250.00	1-11-206500-51320	MUP-1012-01	Flute Ensemble	
Hauger, Elizabeth Lynne	Mileage- Princeton H.S./Table	1/24/2011	1/31/2011	2/12/2011	ML	\$34.68	1-11-209100-55210			
Jauch, Christian Martin	CSP 1230-300, CSW 1203-105	1/13/2011	5/20/2011	5/21/2011	ST	\$1,050.00	1-13-204100-51320	CSP-1230-300	Basic Keyboarding	
Koehler, Richard A	CDV 6000-02, #742	2/9/2011	2/9/2011	2/12/2011	ST	\$150.00	1-41-103942-51320	CDV-6000-02	LaSalle Co Driver Improvement	
Kranican, Mary Ellen	FSS 1200-491	1/24/2011	2/9/2011	2/12/2011	ST	\$351.00	1-41-103941-51320	FSS-1200-491	Appl. Food Service Sanitation	
Kuester, David A	10/11 Overload (10th Day)	1/13/2011	3/26/2011	3/26/2011	OV	\$1,800.00	1-11-206500-51340	THE-1005-01	Theatre Play Production	
Kwiatkowski, Charles S	10/11 Overload (10th Day)	1/13/2011	2/12/2011	2/12/2011	OV	\$400.00	1-11-204100-51340	CSI-1007-01	C++ Programming	
Kwiatkowski, Charles S	10/11 Overload (10th Day)	8/18/2010	12/18/2010	2/12/2011	OV	\$720.00	1-13-204100-51340	CSD-1210-01	Comprehensive Access	
Lange, Marilyn Lee	Substitute for MTH 0906-07	2/8/2011	2/8/2011	2/12/2011	ST	\$29.30	1-15-209100-51320			
Leadingham, Paul	Weld Refresher -Prairie Signs	1/28/2011	1/28/2011	2/12/2011	ST	\$600.00	1-42-103310-51320			


Stipends for Pay Period Ending 2/12/11


Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Lesman, Emily Elizabeth	Pay out PTO from FY08 & FY09	2/12/2011	2/12/2011	2/12/2011	PE	\$305.85	1-11-209100-51320			
Mangold, Richard F	10/11 Overload (10th Day)	1/13/2011	2/12/2011	2/12/2011	OV	\$150.00	1-11-206500-51340	SOC-1000-12	Introduction To Sociology	
Mattison, Merril Susan Jayne	10/11 Overload (10th Day)	1/13/2011	3/26/2011	3/26/2011	OV	\$150.00	1-11-206500-51340	SSI-1200-01	S/T Anthropological Discovery	
Michael, James N	GER 1002-01, 2002-01 Ind Study	1/13/2011	2/12/2011	2/12/2011	ST	\$2,400.00	1-11-206500-51320	GER-1002-01	Elementary German II	
Montgomery, D Gene	Saxophone Lessons / 2	1/19/2011	1/26/2011	2/12/2011	ST	\$60.94	1-11-206500-51320	MUP-2052-01	Applied Music: Saxophone	
Moroni, Theresa Marie	Dental Program Coordinator	2/3/2011	5/20/2011	5/21/2011	ST	\$1,401.56	1-14-207300-51320			
Padovan-Gallardo, Arti V	FEN, IFL, SPN Ind Study	1/13/2011	2/12/2011	2/12/2011	ST	\$4,450.00	1-11-206500-51320	FEN-1002-01	Elementary French II	
Panizzi, Gerald W	CDV 6000-02, #740, #741	1/19/2011	2/5/2011	2/12/2011	ST	\$337.50	1-41-103942-51320	CDV-6000-02	LaSalle Co Driver Improvement	
Pecherek, Michael John	Interim Dean Duties	1/17/2011	1/21/2011	2/12/2011	ST	\$789.77	1-11-206500-51900			
Pecherek, Michael John	Interim Dean Duties	1/24/2011	1/29/2011	2/12/2011	ST	\$287.19	1-11-206500-51900			
Pecherek, Michael John	10/11 Overload (10th Day)	1/13/2011	2/12/2011	2/12/2011	OV	\$800.00	1-11-206500-51340	MUS-2012-01	Music Theory IV	
Perez, Dorene Marie	10/11 Overload (10th Day)	1/13/2011	2/12/2011	2/12/2011	OV	\$1,996.80	1-11-204100-51340	EGR-1000-100	Engineering Graphics I	
Perez, Dorene Marie	10/11 Overload (10th Day)	8/18/2010	2/12/2011	2/12/2011	OV	\$1,050.40	1-13-204100-51340	CAD-2200-02	Computer Aided Design I	
Petrolonardo, Anne Marie	10/11 Overload (10th Day)	1/13/2011	2/12/2011	2/12/2011	OV	\$150.00	1-11-206500-51340	SPN-2003-100	Composition and Grammar	
Pratt, Sue Ellen	ALH 1280-706, -707, -708	1/13/2011	1/27/2011	2/12/2011	ST	\$862.50	1-14-207300-51320	ALH-1280-706	CPR/First Aid	
Redek, Kimberly M	10/11 Overload (10th Day)	1/13/2011	2/12/2011	2/12/2011	OV	\$150.00	1-11-206500-51340	GEN-2001-01	Women in Ancient Cultures	
Ranchingay, John R	Clothing Allowance / Taxable	2/12/2011	2/12/2011	2/12/2011	TF	\$60.00	12-74-400906-51900			
Schallhorn, Mary R	Piano Lessons / 46	1/13/2011	2/4/2011	2/12/2011	ST	\$1,347.80	1-11-206500-51320	MUP-2005-01	Applied Music: Piano	
Schallhorn, Mary R	Piano Lessons / 24	1/18/2011	2/8/2011	2/12/2011	ST	\$703.20	1-11-206500-51320	MUP-2005-01	Applied Music: Piano	
Skoflanc, Francie A	10/11 Overload (10th Day)	1/13/2011	3/26/2011	3/26/2011	OV	\$802.00	1-13-206500-51340	GDT-2205-01	Graphic Design Internship I	
Smith, Mary Helen	CAD 1200-100, 1205-01	1/13/2011	5/20/2011	5/21/2011	ST	\$831.25	1-13-204100-51320	CAD-1200-100	Comp Aided Draft I AutoCAD	
Smith, Sara E	FSS 1200-491	1/24/2011	2/9/2011	2/12/2011	ST	\$366.00	1-41-103941-51320	FSS-1200-491	Appl. Food Service Sanitation	
Stevenson, Keith Howard	WHS 1202-300	1/13/2011	1/25/2011	2/12/2011	ST	\$200.00	1-13-204100-51320	WHS-1202-300	Introduction To Warehousing	
Stockley, Douglas L	10/11 Overload (10th Day)	8/18/2010	2/12/2011	2/12/2011	OV	\$3,699.20	1-13-204100-51340	CSG-1205-100	Microsoft Power Point - SP	
Strickler, Andrew Robert	Mileage - Ottawa / Taxable	1/14/2011	1/28/2011	2/12/2011	ML	\$55.08	1-11-209100-55210			
Sweet, Steven A	ALH 1280-709	1/30/2011	1/30/2011	2/12/2011	ST	\$325.00	1-14-207300-51320	ALH-1280-709	CPR/First Aid	
Thomas, Terry R	Mileage - Ottawa Ctr / Taxable	1/14/2011	1/31/2011	2/12/2011	ML	\$240.00	1-11-206500-55210			
Turchi, Mary Lynn	CSM 2240-100	1/13/2011	5/20/2011	5/21/2011	ST	\$975.00	1-13-204100-51320	CSM-2240-100	Office Management	
Whaley, Frances A	UIB 1000-100	2/12/2011	2/12/2011	2/12/2011	ST	\$575.00	1-11-209100-51320	UIB-1000-100	Research Strategies	

Stipends for Pay Period Ending 2/12/11

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Zebson, Wayne Edward	Mileage -Strestor/Ottawa /Txbl	1/18/2011	1/26/2011	2/12/2011	ML	\$92.82	1-11-209100-55210			
Zeilman, Karen Elaine	10/11 Overload (Honors)	1/13/2011	2/12/2011	2/12/2011	OV	\$1,280.00	1-11-209100-51340	HON-1001-150	Honors Orientation	
Zeilmer, Donald G.	THE 1005-04 Ind Study	1/13/2011	2/12/2011	2/12/2011	ST	\$150.00	1-11-206500-51320	THE-1005-04	Theatre Play Production	
				Total Stipends		\$51,923.81				

* Earnings
 RE=Regular, TF=Travel Reimbursement, ST=Stipend,
 ES=ESRS Exempt Stipend, OV=Overload, VA=Vacation Payout,
 ML=Commuting Mileage
 M=Miscellaneous, SS=Summer School


 Cheryl Roelfsema
 Vice President of Business Services and Finance


 Jerry Egan
 President

Stipends for Pay Period Ending 2/26/11

Name	Description	Start Date	End Date	Last Pay Date	Ear Type*	Amount	GL No.	Section Name	Section Title	Comments
Alvin, Stephen R	Coord Study Abroad Program	2/26/2011	2/26/2011	2/26/2011	ST	\$500.00	1-11-206513-51900			
Bazydlo, Nora Beth	Substitute Clinical Coverage	2/26/2011	2/26/2011	2/26/2011	ST	\$496.00	1-14-207300-51340			
Behl, Harry	Contractual Overload Agreement	2/26/2011	2/26/2011	2/26/2011	RE	\$696.77	6-13-201649-51310			
Bluemler, Ronald Glenn	Mileage - Marquette/Midland / Trble	1/6/2011	1/31/2011	2/26/2011	ML	\$224.91	1-11-206500-55210			
Buonomo, Vince A.	Mileage - Princeton H.S.	1/19/2011	2/9/2011	2/26/2011	ML	\$122.40	1-11-206500-55210			
Burtus, Larry W	French Horn/Tuba Lessons / 8	1/24/2011	2/14/2011	2/26/2011	ST	\$243.76	1-11-206500-51320	MUP-2034-01	Applied Music: French Horn	
Dunlap, Angela Jane	ENG 0900 Meeting	2/23/2011	2/23/2011	2/26/2011	ST	\$50.00	1-15-209100-51900			
Engstrom, Norman Bruce	Voice Lessons / 32	1/18/2011	2/11/2011	2/26/2011	OV	\$576.00	1-11-206500-51340	MUP-2001-01	Applied Music- Vocal	
Engstrom, Norman Bruce	Voice Lessons / 20	1/19/2011	2/17/2011	2/26/2011	OV	\$640.00	1-11-206500-51340	MUP-2001-01	Applied Music- Vocal	
Faris, Wesley Jay	ENG 0900 Meeting	2/23/2011	2/23/2011	2/26/2011	ST	\$25.00	1-15-209100-51900			
Freed, Timothy Daniel	HLR 3409-302	2/7/2011	2/7/2011	2/26/2011	ST	\$105.00	1-41-103941-51320	HLR-3409-302	Valentine's Day Dinner	
Gross, Mary H	FY11 Retro Pay (APA position)	1/16/2011	2/12/2011	2/26/2011	RE	\$29.12	6-16-202670-51320			
Isermann, Susan L	Meal Reimbursement / Taxable	2/16/2011	2/16/2011	2/26/2011	TF	\$20.45	1-11-201160-55211			
Johnson, Laura Elizabeth	HLR 2748-402, 2751-402	2/10/2011	2/10/2011	2/26/2011	ST	\$100.00	1-41-103941-51320	HLR-2748-402	Hot Glass Experience	
Koehler, Richard A	Mileage - Princeton / Taxable	1/15/2011	2/19/2011	2/26/2011	ML	\$51.00	1-41-103943-55212			
Koehler, Richard A	CDV 7000-02, #151	2/19/2011	2/19/2011	2/26/2011	ST	\$150.00	1-41-103943-51320	CDV-7000-02	Bureau Co. Driver Improvement	
Koehler, Richard A	CDV 6000-02, #744	2/16/2011	2/16/2011	2/26/2011	ST	\$150.00	1-41-103942-51320	CDV-6000-02	LaSalle Co Driver Improvement	
Lesman, Emily Elizabeth	ENG 0900 Meeting	2/23/2011	2/23/2011	2/26/2011	ST	\$50.00	1-15-209100-51900			
Lockwood, DawnAnne	CPD 1110-302	2/17/2011	2/17/2011	2/26/2011	ST	\$90.00	1-41-103941-51320	CPD-1110-302	Tech Tools for Teachers	
Markwalter, Bruce	Contractual Overload Agreement	2/26/2011	2/26/2011	2/26/2011	RE	\$177.30	6-13-201653-51310			
McCutchan, Ronald Gray	ENG 0900 Meeting	2/23/2011	2/23/2011	2/26/2011	ST	\$50.00	1-15-209100-51900			
Montgomery, D Gene	Clarinet Lessons / 4	1/26/2011	2/23/2011	2/26/2011	ST	\$121.88	1-11-206500-51320	MUP-2032-01	Applied Music: Clarinet	
Mudge, Linda Gail	Meal Reimbursement / Taxable	2/8/2011	2/8/2011	2/26/2011	TF	\$21.63	1-11-209100-55212			
Neps, Mary Jane	Contractual Overload Agreement	2/26/2011	2/26/2011	2/26/2011	RE	\$629.57	6-13-201643-51310			
Panizzi, Gerald W	CDV 6000-02, #743	2/12/2011	2/12/2011	2/26/2011	ST	\$150.00	1-41-103942-51320	CDV-6000-02	LaSalle Co Driver Improvement	
Pearce, Richard R	Meal Reimbursement / Taxable	2/10/2011	2/10/2011	2/26/2011	TF	\$13.87	1-81-200800-55211			
Pecherek, Michael John	Cello Lessons / 8	1/21/2011	2/11/2011	2/26/2011	OV	\$256.00	1-11-206500-51340	MUP-2053-01	Applied Music: Cello	
Pecherek, Michael John	Cello Lessons / 4	1/25/2011	2/22/2011	2/26/2011	OV	\$128.00	1-11-206500-51340			
Piemo, John Charles	Clothing Allowance / Taxable	2/26/2011	2/26/2011	2/26/2011	TF	\$64.19	12-74-400906-52900			
Porter, Suzanne Marie	Contractual Overload Agreement	2/26/2011	2/26/2011	2/26/2011	RE	\$613.52	6-13-201416-51310			
Pratt, Sue Ellen	ALH 1280-710 through -716	2/5/2011	2/14/2011	2/26/2011	ST	\$1,725.00	1-14-207300-51320	ALH-1280-710	CPR/First Aid	
Pratt, Sue Ellen	ALH 1280-715	2/16/2011	2/16/2011	2/26/2011	ST	\$287.50	1-14-207300-51320	ALH-1280-715	CPR/First Aid	

Bid Results – Chemistry Lab Renovation – Building E

Bids were received and opened on February 24, 2011 for the Chemistry Lab Renovation - Building E. The bid announcement was published in the local newspapers and posted on the College's website. Bid documents were also on file at Basalay, Cary & Alstadt Architects, LTD, McGraw Hill Construction Dodge/AGC, Greater Peoria Contractors, Reed Construction Data, and Illinois Valley Contractors Association. Attached is a summary of bids received.

Lite Construction, Inc. – Montgomery, IL, submitted the low base bid of \$962,700. In addition, Lite Construction, Inc.'s bid included an alternate bid of \$4,500 for additional casework in the Biology Lab in Building A. Lite Construction, Inc. met all bidding requirements and specifications. Attached is a letter of recommendation from Basalay, Cary & Alstadt Architects.

Recommendation:

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



February 25, 2011

Laurie Pittman, Acting Director of Purchasing
Illinois Valley Community College
815 N. Orlando Smith Avenue
Oglesby, IL 61348

RE: Chemistry Lab Renovation at Building E
ICCB No. 513-T-2074-0610
BC&A Project No. 1017

Dear Ms. Pittman:

Bids were received on February 24, 2011 for the above referenced project. Five bids were received, with Lite Construction, Inc. being the apparent low bidder with a base bid of \$962,700.00. The bid from Lite Construction acknowledged receipt of the 3 addenda, included the IVCC Certification form, included the required bid bond, and was based upon the plans and specifications. No exceptions/voluntary alternates were listed. Mandatory site visit requirements were met. In addition, the Lite Construction bid also included an additive Alternate Bid (No. 1) of \$4,500.00 for additional casework in the Biology Lab in Building A, an additive Alternate Bid (No. 3) of \$3,000.00 to provide an alternative brand (Kewaunee) of laboratory casework, and Alternate Bid (No. 4) to omit four (4) of the eight new fume hoods. Alternate Bid No. 2 was for a third manufacturer of laboratory casework and fume hoods. This alternate was not bid by any of the contractors because the manufacturer declined to provide a price for the project.

Based on the bids and the budget, we recommend accepting the Base Bid and Alternate No. 1.

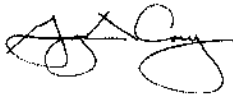
Lite Construction's bid falls within IVCC's budget for the work. College funds available for construction equal \$1,001,000.00 (including contingency of \$91,000) for the Chemistry Lab Renovation. This is especially true considering the fact that the bids include approximately \$90,000.00 for eight new fume hoods that were not considered when the budget estimate was developed for the ICCB Capital Project submittal. The base bid plus Alternate No. 1 (\$962,700 + \$4,500) equals \$967,200.00, leaving a contingency of \$33,800.00 in the construction budget. The \$33,800.00 should be an adequate contingency. For reference, the Biology Lab Project used less than \$15,000.00 in contingency.

Based upon this information, we see no reason not to accept Lite Construction Company's bid.

Laurie Pittman, Acting Director of Purchasing
Illinois Valley Community College
February 25, 2011
Page 2

A bid tabulation summarizing all of the bids for the project is attached for further review. If you have any questions regarding the bids, please do not hesitate to call.

Sincerely,



George A. Cary
2011.02.25 09:38:53 -06'00'

George Cary

GC/dr

Cc: Gary Johnson, IVCC Director of Facilities
BC&A File

Purchase Request – 2011 Ford F-150 Truck

The Facilities Department would like to replace the 1998 Dodge Ram 1500 truck which is requiring more maintenance.

The Illinois Department of Central Management Service offers local governmental entities the opportunity to purchase many commodities, services, and equipment through the Illinois Joint Purchasing Program (IJPP).

The IJPP can furnish a 2011 Ford F-150 truck with towing package and limited slip rear differential at a cost of \$16,650. Funds for this purchase were budgeted in Fiscal Year 2011.

Recommendation:

The administration recommends the Board authorize the purchase of a 2011 Ford F-150 truck through the Illinois Joint Purchasing Program at a cost of \$16,650.

Bid Request – Vertical Milling Machine

The administration would like to seek bids for a vertical milling machine. This machine will be used by students enrolled in Manufacturing Materials and Processes II and Tooling Processes I and II.

The estimated cost of this equipment is \$17,000 and will be paid for with Carl Perkins Grant funding.

Recommendation:

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

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

Vertical Milling Machine - Bid # PR11-B03

March 16, 2011

Illinois Valley Community College District No. 513 (the College) is accepting sealed bids for a vertical milling machine in accordance with the accompanying specifications. The machine is to be delivered and installed in Building 10 on the College's East Campus.

Delivery and installation are to be included in the bid price and are the sole responsibility of the vendor. The vendor must notify the College 72 hours prior to delivery. The College requests delivery of equipment and installation on or before June 30, 2011.

INSTRUCTIONS TO BIDDERS

Bids will be received and publicly read aloud in Room C-342, Illinois Valley Community College District No. 513, Oglesby, Illinois, at 2:00 P.M. on March 31, 2011. Bids received after this time will not be accepted and will be returned to you unopened. Faxed bids will not be accepted.

Bids must be made in accordance with the instructions contained herein. Questions concerning this bid may be directed to the Purchasing Department at 815-224-0417. Bids shall be submitted on the forms furnished by the College in a sealed envelope, plainly marked with the Bidder's name and address. Submit all bids to:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 Orlando Smith Road
Oglesby, Illinois 61348

W-9 FORM:

Please complete the enclosed W-9 form and return with your bid.

MANUFACTURER'S NAMES AND ACCEPTABLE ALTERNATES:

The manufacturer's name listed in the specifications is for information and not intended to limit competition. Bidders may offer any brand which meets the specifications and of which bidder is an authorized representative. If bids are based on an alternate product, the manufacturer's name and model number must be indicated. Bidders shall submit, with their bid, descriptive literature and/or complete specifications. The College reserves the right to determine acceptance of an acceptable alternate. Bids which do not comply with these specifications are subject to rejection. In order to establish clarity and understanding of merchandise offered, the College requests that the bidder refrain from using the terminology "As Specified" or "A/S". Please state the brand and model offered.

MANUAL AND WARRANTIES:

Owner's manuals and warranties shall be provided at time of delivery.

TAX EXEMPTION:

The College is tax exempt and therefore all bid submissions should not include tax.

SIGNATURE ON BIDS:

The College requires the signature on bid documents to be that of an authorized representative of said company. Each Bidder, by making her/his bid, represents that she/he has read and understands the bidding documents and that these instructions to bidders are a part of the specifications.

BIDDING PROCEDURES:

No bid shall be modified, withdrawn, or canceled for sixty days after the bid opening date without the consent of the College's Board of Trustees.

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

Each bidder shall carefully examine all bid documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a bid. Should a bidder find discrepancies or omissions from documents, or should there be doubt as to the meaning, the bidder shall, at once, and in any event not later than ten (10) days prior to bid due date, notify the Interim Director of Purchasing who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Interim Director of Purchasing. After bids are received, no allowance will be made for an oversight by the bidder.

ACKNOWLEDGEMENT OF ADDENDA:

Signature of a company official on an original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific bid. Identification by number of addenda and date issued should be noted on all bids submitted. **FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON BID SUBMITTED MAY RESULT IN DISQUALIFICATION OF BID.**

AWARD CRITERIA:

As provided by statute, award will be based on the lowest and best (most advantageous to the College) as determined by consideration of:

1. Price offered
2. Quality of item offered
3. General reputation and performance capabilities of the bidder
4. Conformity with specifications herein
5. Delivery schedule
6. Location and availability of service and repair facilities and personnel
7. Suitability for intended use.

As deemed in the best interest of the College, the College reserves the right to reject any and all bids or waive any minor irregularity or technicality in bids received.

CERTIFICATE OF INSURANCE:

The vendor must provide, within five (5) calendar days of bid award notification from the College, certificate of insurance evidencing the insurances provided by the vendor and signed by the insurance companies or their authorized agents, certifying to the name and address of the party insured, the College as the Certificate holder and Additional Insured, the description of the work covered by such insurance, the insurance policy numbers, the limits of liability of the policies and the dates of their expirations with a further certification from the insurance companies that their policies will not be materially modified, amended, changed, canceled or terminated without thirty (30) business days prior written notice to the College.

1. Workers Compensation
 - a. \$1,000,000 per accident
 - b. Commercial Comprehensive Liability
2. Commercial Comprehensive Liability
 - a. Each occurrence: \$1,000,000
 - b. Products/Completed Operations Aggregate: \$2,000,000
 - c. Personal/Advertising Injury: \$1,000,000
 - d. General Aggregate: \$2,000,000
 - e. Policy shall include: \$2,000,000

3. Business Auto Liability (including owned, non-owned, and hired vehicles).
 - a. Bodily injury - \$1,000,000 per person
 - b. Bodily injury - \$2,000,000 per accident
 - c. Property damage: \$1,000,000 OR
 - d. Combined single limit: \$1,000,000
4. Umbrella
 - a. Umbrella Excess Liability: \$2,000,000

INVESTIGATION OF BIDDERS:

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. The College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

CERTIFICATION FORM:

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

EQUAL OPPORTUNITY EMPLOYMENT:

Illinois Valley Community College District No. 513 is an Equal Opportunity/Affirmative Action Employer, and parties doing business with the College must comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission. The successful bidder must agree to conform to the current rules and regulations of the Fair Employment Practices Commission.

Illinois Valley Community College District No. 513 is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, education programs, and activities it operates.

**Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 Orlando Smith Road
Oglesby, Illinois 61348**

Specifications

Illinois Valley Community College District No. 513

Vertical Milling Machine - Bid # PR11-B03

Vertical milling machine based on the Bridgeport Series 1 Vertical Milling Machine or Equal.

- 500 minimum work piece capacity
- 220 volt 3 phase
- 9' x 48" table
- 2HP (continuous) motor, integral fan
- Lap fitted quill
- Hand scraped dovetails with no gibs or shims
- R8 spindle taper, power quill feed. 5" travel
- Variable speed 60-4200 RPM
- Travel on each axis (minimum) X=33" Y=12" Z=16"
- 3 axis digital readout with third axis being the knee, bolt circle feature required on readout
- Power feed on X axis
- No gibs or shims where the ram mates with the turret.
- Minimum 1-year warranty

OFFER:

I/We have read and understand the bidding requirements and offer the following for a Bridgeport Series I Vertical Milling Machine or Equal:

Manufacturer: _____ Model: _____

\$ _____ Estimated Delivery: _____

Signature:

Representative Name (please print) _____

Representative Signature _____

Company Name _____

Date

Phone #

Fax #

2011 ICCTA Outstanding Faculty Award Nomination – Michael Phillips

Michael Phillips, Geology Instructor, was selected by the faculty as the 2011 recipient of IVCC's Stephen Charry Memorial Award for Teaching Excellence. The recipient is determined by receiving nominations from students, faculty and counselors, including College employees assigned to work at the Sheridan Correctional Center, Project Success staff, and academic and student services administrators, as well as the President. Six nominations were scored by the faculty who were asked to score each nominee as the kind of person who...

1. Challenges students to pursue goals;
2. Prepares students to make life choices;
3. Improves students' skills for employment and/or success in their academic endeavors;
4. Motivates students to be active and concerned citizens, and;
5. Is active in the community.

Mike Phillips was nominated by his faculty colleague Merri Mattison and students Brennon Martin and Jessica Richards. In her nomination letter, Merri noted Mike's "love for geology and his enthusiasm for his subject matter", which she says "infuses the classroom with a sense of excitement and attention to learning." Mike is an outstanding instructor whose passion for geology and for learning is infectious. He is also the faculty advisor for the College Democrats student group that has been very active on campus and around our community.

Mike is a strong advocate of collaborative teaching, setting aside time in his busy schedule to visit the classes of his colleagues in order to provide different perspectives on topics. Merri notes that Mike regularly visits her Social Problems class to discuss environmental issues with her students. One instance Merri points to is a panel discussion on the impact of Hurricane Katrina. "Over and over again, what I heard from students was the impact of Mike's contribution to this panel discussion." Brennon points to Mike's ability to relate to each student as an individual "in order for us to best learn and understand."

Mike's contributions to the college and community are many. He leads campus voter registration efforts. He takes part in faculty development activities, often taking a leading role in train-the-trainer exercises. He played a key role in the development of the Center for Excellence in Teaching, Learning, and Assessment. He is an officer in the AFT Local. As Merri points out, "Beyond the professionalism Mike brings to IVCC, he is a supportive and kind colleague. He offers to help, he encourages his peers, and he works to nurture a supportive and professional work environment." Jessica Richardson points to Mike's famous sense of humor as a key attribute. "His use of Monty Python and funny (though corny) jokes turned what could be a dry science course into a class that I enjoy."

Recommendation:

The Administration takes great pride in recommending that the Board of Trustees nominate Mike Phillips, Geology Instructor and 2011 recipient of IVCC's Stephen Charry Memorial Award for Teaching Excellence to represent IVCC for the Illinois Community College Trustee Association's Outstanding Faculty Award.

2011 ICCTA Outstanding Part-Time Faculty Member Award Nomination – Tina Hardy

The administration recommends to the Board of Trustees Ms. Tina Hardy, Education Instructor and Disability Services Coordinator, for nomination to the Illinois Community College Trustees Association as the 2011 ICCTA Outstanding Part-Time Faculty Member. The administration received nominations from the academic divisions and evaluated these nominations based upon the criteria set forth by the ICCTA. Ms. Hardy was nominated to the administration by Marianne Dzik, Dean of English, Mathematics, and Education.

In selecting Ms. Hardy, the administration notes that she demonstrates her excellence in teaching through her enthusiasm and dedication to teaching and learning. In her EDC 1000 class, Introduction to Education, Tina is acutely aware that she is teaching future educators so modeling quality teaching and lifelong learning is a priority. Tina is continuously reading, researching, and discovering ideas and strategies for teaching and learning. She demonstrates to her students how to employ the higher order of thinking skills of analysis, synthesis, and application and then expects the students to do the same. Tina is an idea maker who challenges her students to expand their thinking beyond the norm. Her teaching style, whether it is face-to-face or blended, encourages students to take responsibility for their learning

Tina has established a strong networking system of educators who she uses to enhance the instruction in her classroom. Each semester, she hosts an education panel. The panel is composed of educators, a state senator and/or state representative, a teachers' union business agent, school superintendents, school board members, and regional office of education directors. Tina's students prepare questions for this panel, and the result is an invigorating discussion on education. Her students leave the event excited about teaching.

In her role as coordinator of IVCC's Disability Services office, Tina has brought several high-quality workshops to campus for both college personnel and staff from IVCC's feeder high schools. At times, an open invitation to the general public is issued. Most recently, she coordinated workshops on Aspergers and ADHD. She brought in personnel from Landmark College, an institution for students with learning disabilities, who presented techniques to assist students with learning disabilities master educational material. Currently, she is making arrangements for Mental Health First Aid training to educate faculty and staff on meeting the needs of IVCC's growing population of students with psychological disabilities.

Tina was a member of the College's Environmental Scan Team. This team's work influenced the College's new Strategic Goals. Tina's work on this committee led to her investigation of college readiness versus college success. Her eye-opening research showed that students who place into the lowest levels of developmental education courses seldom graduate with degrees or certificates and usually are enrolled for a total of only three semesters. Tina has shared her research with various groups within the College as well as with IVCC's feeder high schools which has resulted in conversations at many levels about college readiness and college success.

One of IVCC's greatest challenges is one that many community colleges with open-door admission face: under-prepared students. Tina is the co-lead on an ad hoc subcommittee created by IVCC's Teaching and Learning Committee. The charge given was to investigate and create two programs: one for students with cognitive disabilities and one for students with learning disabilities who place into the lowest level of developmental education courses. A program for the latter group has been developed and now is being presented to various groups for feedback. The implementation of these programs will benefit a growing number of students who enter IVCC and offer them the opportunity to receive an appropriate education that will lead to learning disability employment.

In her role as the coordinator of Disability Services, Tina has participated in the international organization, Association on Higher Education and Disability (AHEAD) and in Illinois and Iowa (ILOWA), the regional branch of the Learning Disabilities Association. Both memberships have put her in contact with the resources needed to answer questions about accommodating students with disabilities. Locally, Tina has established excellent working relationships with the Office of Rehabilitation Services, the Illinois Valley Center for Independent Living, and North Central Behavior. These relationships have allowed her to better serve individual students at IVCC.

Recommendation:

The Administration takes great pride in recommending that the Board of Trustees nominate Tina Hardy, Education Instructor and Disability Services Coordinator, to represent IVCC for the Illinois Community College Trustee Association's Outstanding Part-Time Faculty Member Award.

Board Policy Section 4 (first of two readings)

The IVCC Board Planning Committee met on Wednesday, February 23, 2011 to review the revisions made by the administration to Board Policy Manual Section 4. 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. This section will be presented for a second reading at the April board meeting.

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Illinois Valley Community College Board Policy

Subject: **Appropriateness of Expenditures**
Number: **4.1**

Effective Date:
Last Reviewed:
Last Revised:

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

Illinois Valley Community College Board Policy

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

Effective Date:
Last Reviewed:
Last Revised:

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

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

Budgeting Process

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

Responsibility for Preparation and Approval of College Budgets

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

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

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

Budget Guidelines Covering Revenue Estimation and Expenditure Criteria

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

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

Balanced Budget

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

Timetable of Budget Functions

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

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

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

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

Illinois Valley Community College Board Policy

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

Effective Date:
Last Reviewed:
Last Revised:

~~Audit of College Funds~~

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

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

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

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

Illinois Valley Community College Board Policy

Subject: *Tax Levy*
Number: *4.2.1*

Effective Date:
Last Reviewed:
Last Revised:

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

Illinois Valley Community College Board Policy

Subject: *Federal and State Funds*

Number: *4.2.2*

Effective Date:

Last Reviewed:

Last Revised:

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

Illinois Valley Community College Board Policy

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

Effective Date:
Last Reviewed:
Last Revised:

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

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

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

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

Illinois Valley Community College Administrative Procedure

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

Effective Date:
Last Reviewed:
Last Revised:

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



Illinois Valley Community College
Request for Permission for External Fundraising

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

Name of Group/Department: _____

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

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

Who will you be contacting? Check all that apply:

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

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

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

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

Student	Date	IVCC Faculty/Staff	Date
---------	------	--------------------	------

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

Comments:

Illinois Valley Community College Board Policy

Subject: **College Revenues/Institutional
Advancement**
Number: **4.2.4**

Effective Date:
Last Reviewed:
Last Revised:

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

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

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

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

Illinois Valley Community College Board Policy

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

Effective Date:
Last Reviewed:
Last Revised:

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

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

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

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

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

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

Illinois Valley Community College Board Policy

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

Effective Date:
Last Reviewed:
Last Revised:

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

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

Illinois Valley Community College Board Policy

Subject: *Encumbrance and Expenditure
of Funds*
Number: **4.3.2**

Effective Date:
Last Reviewed:
Last Revised:

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

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

Illinois Valley Community College Board Policy

Subject: ~~Board Reports~~
Number: ~~4.4~~

Effective Date:
Last Reviewed:
Last Revised:

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

Illinois Valley Community College Board Policy

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

Effective Date:
Last Reviewed:
Last Revised:

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

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

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

Illinois Valley Community College Board Policy

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

Effective Date:
Last Reviewed:
Last Revised:

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

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

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

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

Illinois Valley Community College Board Policy

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

Effective Date:
Last Reviewed:
Last Revised:

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

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

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

Taxpayer Equity

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

Uses

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

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

Decision Analysis

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

Debt Analysis

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

Financial Analysis

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

Governmental and Administrative Analysis

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

Economic Analysis

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

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

Debt Planning

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

Communication and Disclosure

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

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

General Obligation Bonds

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

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

Limited Tax General Obligation Debt

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

Short-Term Financing/Capital Lease Debt

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

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

Adapted from:

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

Illinois Valley Community College Board Policy

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

Effective Date:
Last Reviewed:
Last Revised:

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

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

Illinois Valley Community College Board Policy

Subject: *Audits*
Number: 4.6

Effective Date:
Last Reviewed:
Last Revised:

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

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

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

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

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

Illinois Valley Community College Board Policy

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

Effective Date:
Last Reviewed:
Last Revised:

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

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

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

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

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

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

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

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

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

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

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

Illinois Valley Community College Board Policy

Subject: *Inventories*
Number: 4.7

Effective Date:
Last Reviewed:
Last Revised:

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

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

An actual physical inventory will be performed every two years.

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

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

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

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

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

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

Illinois Valley Community College Board Policy

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

Effective Date:
Last Reviewed:
Last Revised:

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

Illinois Valley Community College Board Policy

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

Effective Date:
Last Reviewed:
Last Revised:

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

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

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

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

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

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

Illinois Valley Community College Administrative Procedure

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

Effective Date:
Last Reviewed:
Last Revised:

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

ILLINOIS VALLEY COMMUNITY COLLEGE, DISTRICT 513
SURPLUS DISPOSAL FORM

Date: _____

Transaction Type (check one)

Auction Trade-in
Sale: Stolen
Donation:

Asset Tag Number: _____

Description:

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

- Department / Division: _____
- Building / Room Number: _____

Date: _____

President

V.P. Business Services and Finance

Purchasing Department Use

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

Attach security loss report (if applicable)

Fixed Asset Inventory []

Illinois Valley Community College Board Policy

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

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

Illinois Valley Community College Board Policy

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

Purpose

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

Goal

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

Utilization

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

Replenishment of Reserve Deficits

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

Annual Review

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

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

Illinois Valley Community College Board Policy

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

Effective Date:
Last Reviewed:
Last Revised:

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

Illinois Valley Community College Board Policy

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

Effective Date:
Last Reviewed:
Last Revised:

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

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

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

Illinois Valley Community College Board Policy

Subject: ~~Ethics Resolution~~
Number: 4.11

Effective Date:
Last Reviewed:
Last Revised:

PREAMBLE

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

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

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

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

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

**ARTICLE I
DEFINITIONS AND GENERAL PROVISIONS**

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

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

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

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

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

~~“Prohibited political activity” means:~~

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

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

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

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

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

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

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

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

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

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

ARTICLE 5 PROHIBITED POLITICAL ACTIVITIES

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

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

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

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

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

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

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

ARTICLE 10

GIFT BAN

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

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

~~(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.~~

~~(2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.~~

~~(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.~~

~~(4) Educational materials and missions.~~

~~(5) Travel expenses for a meeting to discuss business.~~

~~(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncles, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother,~~

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

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

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

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

ARTICLE 15

ETHICS ADVISOR

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

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

ARTICLE 20

ETHICS COMMISSION

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

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

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

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

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

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

~~ARTICLE 25~~

~~BOARD ACTION ON RECOMMENDATION OF COMMISSION~~

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

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

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

~~ARTICLE 30~~

~~EXISTING RESTRICTIONS~~

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

ARTICLE 35
FUTURE AMENDMENTS TO OFFICIALS AND EMPLOYEES ETHICS ACT

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

ARTICLE 40
INVALIDITY

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

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

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

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

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

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

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

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

Illinois Valley Community College Administrative Procedure

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

Effective Date:
 Last Reviewed:
 Last Revised:

Price – Quoting Requirements

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

Approvals Needed on Requisitions

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

- **Capital Equipment:**(GL Code 58...) requires the above noted approvers plus Grant Director (if applicable) and VPBS&F.
- **Software/Hardware:** requires the above noted approvers plus the Dir. Of Information & Technologies.
- **Tort Expense (Fund 12):** requires noted approvers plus V.P. of Business Services & Finance (VPBS&F).
- **Public, Health & Safety Projects (PHS) (Fund 3):** expenses requires above noted approvers plus VPBS&F.
- **Requisitions exceeding \$3,000:** requires the approval of the VPBS&F.

Petty Cash Reimbursements

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

Request for Reimbursement

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

Catering Requests

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

Tax Exempt

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

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

Standardization

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

Sole Source

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

Emergency Purchases

In the case of an emergency, wherein safety and/or personal health is determined to be in danger, or property damage is imminent or for services needed that while not a direct threat to safety or property damage, will affect the primary function of the College, the President, or a designee, shall authorize the purchase of remedial goods and services without regard to the bid/quote procedure. A written report of all facts and rationale of

such emergency action shall be submitted to the Board of Trustees immediately following such action. This authority is: approval by 3/4 of the Board of Trustees for purchases in excess of \$10,000.

Higher Education Buying Consortia

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

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

Formal Bids

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

Bid Announcement

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

Award of Bid

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

Tied Bids

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

Bid Security

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

Prevailing Wage

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

Printing Overrun

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

Change Orders

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

Contracts

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

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

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

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

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

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

House Floor Amendment No. 1

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

Illinois Valley Community College Board Policy

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

Effective Date:
Last Reviewed:
Last Revised:

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

Illinois Valley Community College Board Policy

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

Effective Date:
Last Reviewed:
Last Revised:

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

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

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

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

Illinois Valley Community College Board Policy

Subject: ~~Indemnification/Officers &~~
Employees
Number: 4.13

Effective Date:
Last Reviewed:
Last Revised:

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

Illinois Valley Community College Board Policy

Subject: ~~Banking and Investments~~
Investments
Number: 4.13

Effective Date:
Last Reviewed:
Last Revised:

Scope

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

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

Objectives

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

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

Investment Instruments

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

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

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

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

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

Diversification

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

Collateralization

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

- *Illinois Treasurer Investment Pool*

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

Documentation of collateral will be done as follows:

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

Safekeeping of Collateral

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

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

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

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

Safekeeping of Securities

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

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

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

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

Qualified Financial Institutions and Intermediaries

Depositories – Demand deposits

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

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

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

Banks and Savings and Loans – Certificates of Deposit

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

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

Intermediaries

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

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

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

Management of the Program

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

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

These documents include:

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

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

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

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

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

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

Performance

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

Ethics and Conflicts of Interest

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

Indemnification

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

Reporting

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

Amendment

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

Illinois Valley Community College Board Policy

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

Effective Date:
Last Reviewed:
Last Revised:

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

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

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

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

Illinois Valley Community College Board Policy

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

Effective Date:
Last Reviewed:
Last Revised:

PREAMBLE

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

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

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

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

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

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

**ARTICLE I
DEFINITIONS AND GENERAL PROVISIONS**

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

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

“College” means Illinois Valley Community College.

“Employer” means the Board of Trustees.

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

“Prohibited political activity” means:

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

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

“Prohibited source” means any person or entity who:

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

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

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

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

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

ARTICLE 5 PROHIBITED POLITICAL ACTIVITIES

SECTION 5.1. Prohibited political activities.

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

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

ARTICLE 10 GIFT BAN

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

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

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

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

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

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

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

ARTICLE 15 ETHICS ADVISOR

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

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

ARTICLE 20 ETHICS COMMISSION

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

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

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

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

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

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

ARTICLE 25 BOARD ACTION ON RECOMMENDATION OF COMMISSION

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

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

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

ARTICLE 30 EXISTING RESTRICTIONS

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

ARTICLE 35 FUTURE AMENDMENTS TO OFFICIALS AND EMPLOYEES ETHICS ACT

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

**ARTICLE 40
INVALIDITY**

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

Illinois Valley Community College Board Policy

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

Effective Date:
Last Reviewed:
Last Revised:

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

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

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

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

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

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

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

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

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

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

Illinois Valley Community College Board Policy

Subject: **Mileage Reimbursement**
Number: **4.16**

Effective Date:
Last Reviewed:
Last Revised:

~~It is the policy of the Board of Trustees of Illinois Valley Community College to authorize mileage reimbursement at the current Internal Revenue Service's standard mileage rate per mile for College personnel using personal cars for approved business trips.~~

Illinois Valley Community College Board Policy

Subject: **Copyright**
Number: **4.16**

Effective Date:
Last Reviewed:
Last Revised:

It is the policy of the Board of Trustees of Illinois Valley Community College to prohibit violations, in any form, of federal laws protecting copyright. Employees, students, and all other agents of District No. 513 are directed to avoid copyright law violations. *Various College policies, procedures, resources and practices are in place to help educate students and employees. The expectation is that our students and employees will respect the copyright of authors and creators both within and outside of the classroom, and whether print, visual, audio, or digital media. This respect for copyright also extends to the IVCC logo servicemark.*

Illinois Valley Community College Administrative Procedure

Subject: **Copyright – Summary of Laws
and Penalties**
Number: **4.16 (a)**

Effective Date:
Last Reviewed:
Last Revised:

This procedure addresses requirements imposed upon the College by Federal Law, specifically, the Higher Education Opportunity Act (HEOA).

Summary of Civil and Criminal Penalties for Violations of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

The statement above was prepared by the U.S. Department of Education, June 2010.

Digital Copyright, P2P, and File Sharing

Unauthorized copying and distribution of licensed software or copyrighted materials is a crime that can result in civil and criminal penalties.

The College recognizes that often laws related to copyright are misunderstood. The College is legally compelled to establish policies, educate our students, and take reasonable actions to assure networked resources are not used to facilitate illegal activities, whether intentional or unintentional. Anyone using the College's networked resources agrees to abide by the Use of Campus and Computer Networking Resources (Board Policy # 5.4) and the associated Acceptable Usage Guidelines (Administrative Procedure #5.4a).

A student or College employee could be at risk if they have ever done the following with works that were created by others:

- Scanned a document or picture
- Copied and pasted from websites or other digital resources
- Digitally recorded or otherwise captured video or audio
- Downloaded documents, songs, or videos
- Emailed, copied or downloaded materials to anyone other than yourself
- Posted lyrics, poems, or portions of books or articles to a web site or social media site
- Uploaded images, documents, video or audio to publicly accessible web sites
- Linked to web sites that contain illegally posted materials
- Used peer-to-peer (P2P) networks to share music, videos, or other copyrighted works with others

The information on Digital Copyright, P2P, and File Sharing can be found on the College web site at <http://www.ivcc.edu/studenthelpdesk.aspx?id=16947> . Information on Copyright and Disclaimer, as well as the Interim Designation of Agent to Receive Notice of Claimed Infringement notices may be accessed through links at the bottom of the IVCC homepage, or through <http://www.ivcc.edu/contactus.aspx?id=4140> and <http://www.ivcc.edu/contactus.aspx?id=4142> , respectively.

Illinois Valley Community College Administrative Procedure

Subject: **Copyright – Classroom Use**
Number: **4.16 (b)**

Effective Date:
Last Reviewed:
Last Revised:

Coursepacks

All instructors who wish to use copyrighted materials in the classroom are expected to (1) use pre-existing library resources; (2) use a permissions clearinghouse service, such as Xanadu; or (3) provide evidence to the Learning Technologies Department that permissions have been cleared to use materials.

If an instructor has materials that he/she would like to combine into a coursepack, he/she should turn them into the library staff in the order that materials would be presented to the student, along with the CoursePack Order Form. If an instructor does not already have materials in mind, he/she can consult the library staff, who will help the instructor:

Determine if an item is available electronically in one of the licensed databases;
Locate alternative materials in the event that copyright clearance cannot be obtained for a particular item;
Explore the Xanadu Web Site.

More detailed instructions for identifying or developing a coursepack are available in both Jacobs Library and the IVCC Bookstore.

Electronic Reserves

Jacobs Library offers an Electronic Reserves service that complies with copyright law, fair use, and standard library copyright practices.

Digital course materials are made available to students, are password protected, and are accessible through [the Library website? The Catalog?]

Materials should be delivered to the Library and must contain: (1) a full citation; (2) notice of copyright; (3) Course name and number; (4) Instructor name and (5) Course syllabus. Faculty should allow four weeks for processing.

Electronic Reserves must be removed at the end of each term. Materials that remain on reserve for more than one semester require permission of the copyright holder. Electronic reserves do not take the place of coursepack copying.

No permission is required to link to materials licensed through library databases.

Illinois Valley Community College Administrative Procedure

Subject: **Copyright – Outside of Classroom**
Number: **4.16 (c)**

Effective Date:
Last Reviewed:
Last Revised:

Video Display Outside the Classroom

The U.S. Copyright Act governs the display of audiovisual works. Display of video on the IVCC campus, outside of the classroom, is generally considered a “public performance” of the copyrighted work and requires prior permission. Common examples of public performance include film festivals; displaying a video in the lobby; movies screenings for the purpose of raising awareness on particular issues; and inclusion of a video viewing as part of a celebration.

The Learning Technologies Department will assist in obtaining permission. Student groups, faculty, or other employees should forward the following information to the Director or to the Help Desk at least two weeks in advance of the event:

1. Title of video/dvd
2. Producer of video/dvd
3. Name and short description of event
4. Date of event
5. Time of event
6. Room/Location of event
7. Anticipated attendance
8. Admission fee (if applicable)

The Learning Technologies Department obtains permissions through public performance licensing agents, such as Swank Motion Pictures, Inc., the Motion Picture Licensing Corporation, or Criterion Pictures.

Display of DISH Network content is permitted through the College’s commercial programming package.

Showing video in the classroom, as part of planned curriculum, is considered fair use under Section 107 of the U.S. Copyright Act. No additional permission is required for this use.

Playing Music at an Event

The use of music to accompany events on campus is limited by license. The Associate Vice President for Student Services’ office maintains membership with the Performing Rights Organizations, ASCAP, SESAC, and BMI, to license music for campus events. Music played from the jukebox is permitted through a jukebox license agreement.

A list of song titles and artists should be forwarded to the Associate Vice President for Student Services’ office four weeks in advance of an event. Approval of the playlist will be provided within one week of submission.

Music played as a part of a classroom activity are permissible under fair use guidelines and do not require special permission.

Digitization and Duplication of Audio or Video

The U.S. Copyright Act limits the ability of the College to duplicate videos or to convert audio or video to different formats (i.e., converting VHS to DVD or other digital formats). The Learning Technologies Department can assist with permissible video duplication or media conversion projects. Only legally obtained videos or audio recordings can be duplicated, and only with the permission of the copyright holder. Media that is in an obsolete format can be converted to a new format only if that video is not available for purchase in a newer format. Instructors wishing to convert portions of media for instructional purposes are encouraged to consult with members of the Learning Technologies staff.

Duplicated media should be labeled with the original copyright notice, along with the statement that further reproduction or distribution of the material is a violation of copyright law. Audio or video recorded by the instructor, student, or other individual placing a request can be duplicated or converted as long as permission has been obtained by all individuals in the video and the video does not contain works, such as music or video that is otherwise protected by copyright. An audio/video/photo release form is available from the Department of Community Relations and Development.

Illinois Valley Community College Administrative Procedure		
Subject:	Copyright – IVCC Servicemark	Effective Date:
Number:	4.16 (d)	Last Reviewed:
		Last Revised:

The Illinois Valley Community College logo, officially described as “abstract letter ‘I’ within letter ‘V’ capped with a flame,” was registered with the State of Illinois, Secretary of State on October 26, 2010, and assigned number 102293, for a five-year period.

Use of the IVCC logo is confined to this facsimile, and must adhere to the Guidelines for Use published in handout form available from the Community Relations, Marketing and Development Office.

Illinois Valley Community College Board Policy

Subject: ~~Ownership of College-
Commissioned Works~~
Number: 4.17

Effective Date:
Last Reviewed:
Last Revised:

~~It is the policy of the Board of Trustees of Illinois Valley Community College when the College enters into a contractual agreement with a member of the faculty or staff for the production or development of materials, eighty percent of the royalties will be retained by the College until such time as the College recovers its participatory costs, and twenty percent will be retained by the staff member. When the College has recovered its total cost, all royalties will be shared equally by the staff member and the College.~~

~~The College retains the right to use any commissioned material internally.~~

Illinois Valley Community College Board Policy

Subject: **Mileage Reimbursement**
Number: 4.17

Effective Date:
Last Reviewed:
Last Revised:

It is the policy of the Board of Trustees of Illinois Valley Community College to authorize mileage reimbursement at the current Internal Revenue Service's standard mileage rate per mile for College personnel and Board members using personal cars for approved business trips.

Illinois Valley Community College Board Policy

Subject: ~~Parking and Traffic Control~~
Number: 4.18

Effective Date:
Last Reviewed:
Last Revised:

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

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

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

~~Parking Lot 6 is reserved for faculty and staff.~~

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

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

- ~~A. — Blocking road or walkway~~
- ~~B. — Parking in fire lanes~~
- ~~C. — Driving or parking on the lawn~~
- ~~D. — Blocking the exit route of other parked cars~~
- ~~E. — Parking in unauthorized spaces~~
- ~~F. — Not parking within parking space lines~~

~~Any person in violation of any one of the preceding provisions will have his/her car towed. The cost of the towing will be paid by the violator to the towing company before the car will be released.~~

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

Illinois Valley Community College Board Policy

Subject: **Ownership of College
Commissioned Works**
Number: **4.18**

Effective Date:
Last Reviewed:
Last Revised:

It is the policy of the Board of Trustees of Illinois Valley Community College when the College enters into a contractual agreement with a member of the faculty or staff for the production or development of materials, the agreement will define the obligations and ownership rights of each party. If ownership rights and obligations are not defined in the agreement, eighty percent of the royalties will be retained by the College until such time as the College recovers its participatory costs, and twenty percent will be retained by the staff member. When the College has recovered its total cost, all royalties will be shared equally by the staff member and the College.

The College retains the right to use any commissioned material internally.

Illinois Valley Community College Board Policy

Subject: ~~Prevailing Wage Act~~
Number: ~~4.19~~

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: ~~Sales and Goods and Services~~

Effective Date:

Number: ~~4.20~~

Last Reviewed:

Last Revised:

~~It is the policy of Illinois Valley Community College to minimize real or perceived conflicts that may result when the College is deemed to be in competition with private business for the sale of goods and services.~~

~~The College will limit direct sale to the public of those goods and services that are directly and substantially related to the mission of the College.~~

~~The College shall adopt such administrative procedures as may be necessary to adhere to the intent of this policy. This policy shall not be interpreted to restrict the College's ability to provide quality, low cost, educational services to its students or restrict utilization of its publicly owned facilities for post secondary educational or community service purposes.~~

Illinois Valley Community College Board Policy

Subject: **Contract Approval**
Number: **4.21**

Effective Date:
Last Reviewed:
Last Revised:

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

~~Contracts of less than five years duration, of \$5,000 or less, and not requiring a sealed bid process as required in the Illinois Community College Public Act may be processed and executed administratively without individual approval by the Board of Trustees. Contracts which are specific to the provision of instruction and training programs and services which result in revenues in excess of \$5,000 may be processed and executed administratively (e.g. business contract training). All contracts in excess of 5 years duration or requiring a sealed bid process will be presented for approval by the Board of Trustees. All contracts will be kept on file in the Office of Business Services for review by the Board of Trustees.~~

~~The Board agenda will contain a contract approval agenda item which will include a listing of all regular, non instructional contracts approved by the College administration and an action item for all contracts requiring approval by the Board of Trustees.~~

~~The guidelines regulating the processing of contracts are based upon the requirements in Chapter 110, Act 805, Section 3.27.3 and 3.38 of the Illinois Compiled Statutes dealing with leases and related contractual matters and with bidding requirements.~~

FY2012 Board of Trustees Budget

On behalf of the Board of Trustees, Dennis N. Thompson has reviewed the tentative FY2012 Board of Trustees Budget and has recommended no changes. Last year the budget was reduced by 30 percent.

Recommendation:

Approve the tentative FY2012 Board of Trustees Budget, as presented.

IVCC Budget Officer History and Budget Request Form

Officer: **Board of Trustees-Jeanne Hayden**

For wages: only enter amounts for PT Faculty, Student Emp, and Other Salaries

Department	Fund	Object	GL Number	Object Desc	Enter FY12 Budget	FY11 YTD Actual	FY11 Budget	FY10 Actual	FY09 Actual	FY08 Actual
100910 - Board	01	53200	01-85-100910-53200	Consultants	119	119	500	-	-	-
		54110	01-85-100910-54110	Office supplies	1,074	1,074	1,600	477	202	256
		54200	01-85-100910-54200	Printing	10,890	10,890	11,000	1,998	1,882	1,548
		54600	01-85-100910-54600	Publications and dues			500	13,905	13,506	12,265
		55110	01-85-100910-55110	Catering			283	353	283	656
		55111	01-85-100910-55111	Conference fees-Admin	125	125	2,500	1,915	3,834	5,252
		55200	01-85-100910-55200	Travel-in state			-	-	-	-
		55211	01-85-100910-55211	Admin Travel-In State	284	284	3,500	2,534	4,049	3,635
		55311	01-85-100910-55311	Admin Travel Out of State			1,400	2,058	6,145	4,775
100910 - Board Total					12,492	12,492	21,000	23,240	29,901	28,387
Grand Total					12,492	12,492	21,000	23,240	29,901	28,387

February 18, 2011

To: D.Scott Curley
Supervisor of Facilities

From: Darrell Cochran
Custodian

Scott,

I have been reviewing everything and going over when I might retire and have come to the conclusion that I should put in my resignation for retirement now.

I would like this to become effective as of March 31, 2011 (that being my last work day).

I have enjoyed working at the college and have made some great friends, but I feel this is the time for me to leave. Thank you for the opportunity to work at IVCC.

CC: George Needs
Gary Johnson

RECEIVED

FEB 16 2011



February 28, 2011

Dr. Jerry Corcoran
Illinois Valley Community College
815 N. Orlando Smith Avenue
Oglesby, IL 61348
Attn: President's Office

Dear Dr. Jerry Corcoran:

The Human Resource Certification Institute (HRCI) is pleased to announce that George F. Needs has earned the following certification(s).

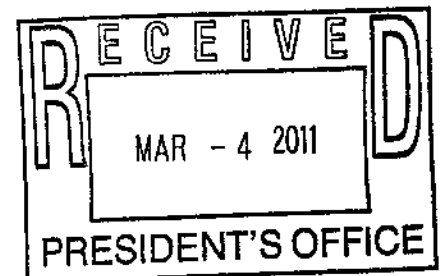
Certification	Certification Date	Expires
Senior Professional in Human Resources	1/18/2011	1/31/2014

HRCI offers four certifications: Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), Global Professional in Human Resources (GPHR), and the California certification (PHR-CA/SPHR-CA). The PHR and the SPHR designations demonstrate the certificant's successful completion of a comprehensive examination that assesses generalist knowledge of the HR field, including strategic management, workforce planning and employment, HR development, compensation and benefits, employee and labor relations, and occupational health, safety, and security. The GPHR exam assesses the international HR body of knowledge and is intended for HR professionals who develop and implement global HR strategies, manage HR operations overseas and oversee international assignment management. The California certification exam assesses mastery of the unique employment laws and regulations of the state. Candidates must not only pass the exams but also document practical exempt-level HR work experience to be eligible for any of the four designations. In addition, these professionals must stay up-to-date in the field through recertification every three years.

HRCI strives to serve the HR professional and advance the profession by providing excellence in human resource certification. The key to professional excellence is the support of a credentialing program designed to attract the best in the field. HRCI appreciates the support of all those who provide encouragement to those candidates who take these exams.

Sincerely,

Mary E. Power, CAE
Executive Director





3/4/2011

Stephen R. Alvin
Local 1810 Illinois Federation of Teachers
600 Main St.
Henry, IL 61537

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

Dear Jerry,

In accordance with the Agreement between the Board of Trustees of Community College District Number 513 and the American Federation of Teachers Local 1810, Article One, the Federation is submitting this demand to bargain the successor agreement for the 2012 Fiscal Year and beyond.

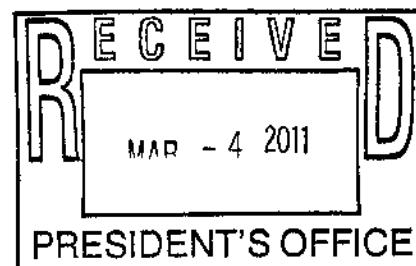
I will be chairing the Union's team, along with Mike Phillips, the Federation's Vice President, and one or two others. We are looking forward to using, as in the past, an interest based approach to these negotiations that will lead to a fair and equitable contract for both parties.

I will be in further contact with you, or your appointed representative to schedule meeting dates.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen R. Alvin".

Stephen R. Alvin
President
Local 1810 Illinois Federation of Teachers





AIA Document G701™ – 2001

Change Order

PROJECT (Name and address):
Security Office Relocation & Fire Alarm
System Upgrades - 2010 PHS Project
Illinois Valley Community College
815 N. Orlando Smith Ave.
Oglesby, IL 61348

CHANGE ORDER NUMBER: 001

DATE: January 27, 2011

OWNER:

ARCHITECT:

CONTRACTOR:

FIELD:

OTHER:

TO CONTRACTOR (Name and address):
Lite Construction, Inc.
711 S. Lake St.
P.O. Box 135
Montgomery, IL 60538

ARCHITECT'S PROJECT NUMBER: 1016

CONTRACT DATE: October 25, 2010

CONTRACT FOR: General Construction

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

1. Contractor price to furnish door hardware under Allowance No. 1 came in below established cost.
Deduct: <\$1,321.25>
2. Contractor price to furnish specified signage under Allowance No. 2 and additional signage came in above established cost.
Increase: \$547.00
3. Remove existing bronze wall plaque. Provide additional wall construction to increase size of mechanical chase to allow cores through the floor slab to avoid mechanical system conflicts inside and below concrete floor slab. Re-install bronze wall plaque in new location as directed by Owner.
Increase: \$673.00
4. Provide upgraded head end fire alarm control panel and devices in Building H to complete addressable/networkable system with Main Campus.
Increase: \$8,865.00

TOTAL INCREASE: \$8,763.75

The original Contract Sum was	\$ 254,187.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 254,187.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 8,763.75
The new Contract Sum including this Change Order will be	\$ 262,950.75

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is May 1, 2011.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Basalay, Cary & Alstadt Architects, Ltd.

Lite Construction, Inc.

Illinois Valley Community College
District No. 613

ARCHITECT *(Firm name)*

CONTRACTOR *(Firm name)*

OWNER *(Firm name)*

620 W. Lafayette St., Ottawa, IL 61350

711 S. Lake St., Montgomery, IL 60538

815 N. Orlando Smith Ave., Oglesby, IL
61348

ADDRESS

ADDRESS

ADDRESS

Kurt Rimmele
BY *(Signature)*

[Signature]
BY *(Signature)*

Cheryl Rolfsoma
BY *(Signature)*

Kurt Rimmele
(Typed name)

Jim Campbell
(Typed name)

CHEYL ROLFSOMA
(Typed name)

1/27/2011

2/10/11
DATE

2-17-2011
DATE

Protection, Health, and Safety Project

Statement of Final Construction Compliance

**Biology Lab Renovation – Building A
(ICCB #513-T-2008-1009)**

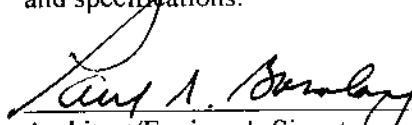
Name and address of Architect/Engineer providing the Statement of Final Construction Compliance:

Paul R. Basalay
Basalay, Cary & Alstadt Architects, Ltd.
620 W. Lafayette St.
Ottawa, IL 61350

Final cost of the project: (including A/E fees and reimbursables)

Approved Budget \$1,082,500.00 Actual Cost \$985,180.65

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.


Architect/Engineer's Signature

February 9, 2011

Date

001-008714

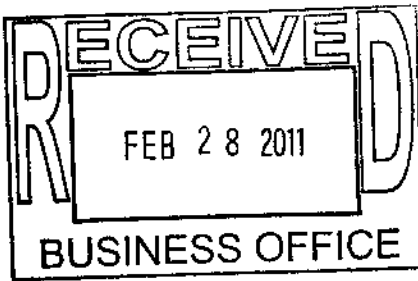


Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson

Signed _____, Secretary



Arbor Day Foundation™

P.O. Box 81415 • Lincoln, NE 68501-1415 • 888-448-7337 arborday.org

We inspire people to plant, nurture, and celebrate trees.

February 9, 2011

Cheryl Roelfsema
Vice President for Business Services and Finance
Illinois Valley Community College District No. 513
815 N Orlando Smith Ave.
Oglesby, IL 61348

Dear Cheryl Roelfsema,

Congratulations! Illinois Valley Community College District No. 513 has achieved Tree Campus USA™ status for 2010—an accomplishment that assures your students and administration greater opportunities than they may yet realize!

The Tree Campus USA program is an initiative that sprang from a partnership between the Arbor Day Foundation and Toyota Motor North America, Inc., to foster the development of the next generation of tree stewards. The program is designed to award national recognition to college campuses and the leaders of their surrounding communities for promoting healthy urban forest management and engaging the campus community in environmental stewardship.

As you already know, trees are a vital component of the infrastructure in campus landscaping, providing environmental and economical benefits. Trees in urban areas, and especially on campuses, reduce the heat island effect caused by pavement and buildings. Leaves filter the air we breathe by removing dust and other particles. Properly placed trees create a welcoming environment that makes students, administration, and alumni want to be a part of the campus.

In honor of receiving Tree Campus USA distinction, a recognition plaque and flag, as well as, an official Tree Campus USA cap will be mailed to you by your state coordinator. Every year that you recertify as a Tree Campus USA university, you will receive a new emblem to add to your plaque. If there is anything else we can provide for you, please contact us at 888-448-7337.

Again, we celebrate your diligence in improving the quality of life for the students and administration of Illinois Valley Community College District No. 513 and thank you for creating a healthier, more sustainable world for us all.

Best regards,

John Rosenow
Chief Executive

A partnership of:



TOYOTA



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.