

**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Tuesday, October 18, 2011
Board Room
6:30 p.m.**

NOTE:

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

IVCC'S MISSION STATEMENT

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

BOARD AGENDA ITEMS

January

Strategic Plan Update
Student Demographic Profile

February

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

March

President's Evaluation

April

Board of Trustees Election (odd years)
Organization of Board (odd years)

May

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

June

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

July

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

August

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

September

Protection, Health, and Safety Projects
Cash Farm Lease
Program Review Report
Performance Results – KPIs
Annual Employee Demographics Report
Approval of College Calendar (even years)

October

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

November

Adopt Tentative Tax Levy

December

Adopt Tax Levy
Schedule of Regular Meeting Dates and Times

A G E N D A

1. Public Hearing – Concerning the Intent of the College to Sell Funding Bonds
2. Call to Order
3. Pledge of Allegiance
4. Roll Call
5. Approval of Agenda
6. Public Comment
7. Campus Update – Student Government Association Activities (Brad Cockrel)
8. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 8.1 Approval of Minutes – September 12, 2011 Facilities Committee Meeting and September 20, 2011 Board Meeting (Pages 1-13)
 - 8.2 Approval of Bills - \$2,373,419.51
 - 8.2.1 Education Fund - \$1,105,848.74
 - 8.2.2 Operations & Maintenance Fund - \$288,355.40
 - 8.2.3 Operations & Maintenance (Restricted Fund) - \$156,046.35
 - 8.2.4 Auxiliary Fund - \$368,721.57
 - 8.2.5 Restricted Fund - \$89,863.58
 - 8.2.6 Audit Fund - \$16,000.00
 - 8.2.7 Liability, Protection & Settlement Fund - \$348,583.87
 - 8.3 Treasurer's Report (Pages 14-33)
 - 8.3.1 Financial Highlights (Pages 15-16)
 - 8.3.2 Balance Sheet (Pages 17-18)
 - 8.3.3 Summary of FY12 Budget by Fund (Page 19)
 - 8.3.4 Budget to Actual Comparison (Pages 20-27)
 - 8.3.5 Budget to Actual by Budget Officers (Page 28)
 - 8.3.6 Statement of Cash Flows (Page 29)
 - 8.3.7 Investment Status Report (Pages 30-31)
 - 8.3.8 Check Register - \$5,000 or more (Pages 32-33)

- 8.4 Personnel - Stipends for Pay Periods Ending September 10, 2011 and September 24, 2011 (Pages 34-44)
- 8.5 Bid Results – Replace Aluminum Feeder Wire and Branch Panels at Buildings D & E (Pages 45-47)
- 8.6 Purchase Requests (Pages 48-58)
 - 8.6.1 Printers (Pages 48-49)
 - 8.6.2 Lab-Volt Nacelle Trainer and Electric Hub Trainer (Pages 50-52)
 - 8.6.3 Power Generation and Power Distribution Training Equipment (Pages 53-58)
9. President’s Report
10. Committee Reports
11. Tenure Recommendations (Pages 59-64)
 - 11.1 Mark Brown (Pages 59-61)
 - 11.2 Abhijeet Bhattacharya (Pages 62-64)
12. Bond Counsel and Investment Banker Engagement Letters (Chapman & Cutler LLP and First Midstate Inc.) (Pages 65-77)
13. Preparation of Tax Levy 2011 (Pages 78-79)
14. PHS Project – Ceiling/Lighting Replacement (Pages 80-87)
15. Termination of Contract - Ace Learning Ladder (Pages 88-91)
16. New Position Request – Ottawa Center Coordinator (Pages 92-95)
17. Public Services Librarian Position (Pages 96-99)
18. Letter of Agreement – Office Hours for Laboratory Instructors (Pages 100-101)
19. Bid Request – Building B Fireplace Lounge Deck Repairs (Pages 102-111)
20. Items for Information (Pages 112-124)
 - 20.1 Staff Appointment – Sarah Glascock, Assessment Center Coordinator (Page 112)
 - 20.2 Staff Retirement – Jan Vogelgesang, Library Technical Assistant, Circulation Coordinator (Page 113)
 - 20.3 Part-time Faculty Retirement – Mary Schallhorn (Page 114)
 - 20.4 FY2011 Comprehensive Annual Financial Report (Page 115)
 - 20.5 Student Activities Budget – 2011-2012 (Pages 116-117)
 - 20.6 Illinois Green Economy Network Grant (Pages 118-120)
 - 20.7 National Association for the Education of Young Children (Pages 121-122)
 - 20.8 Ottawa Center Survey (Pages 123-124)

21. Trustee Comment
22. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) pending litigation; and 3) closed session minutes.
23. Closed Session Minutes
24. Other
25. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Facilities Committee Meeting
September 12, 2011

The Facilities Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 8 a.m. on Monday, September 12, 2011 in the Board Room (C307) at Illinois Valley Community College.

Committee Members David O. Mallery, Chair
Physically Present: Leslie-Anne Englehaupt
Dennis N. Thompson

Other Board Members Larry D. Huffman
Physically Present:

Others Physically Present: Jerry Corcoran, President
Rick Pearce, Vice President for Learning and Student Development
Cheryl Roelfsema, Vice President for Business Services and Finance
Lori Scroggs, Vice President for Planning and Institutional Effectiveness
Gary Johnson, Director of Facilities
Paul Basalay, Architect
Dominick Demonica, Architect
Steve Halm, Capital Development Board
KJWW Engineering Representatives

The meeting was called to order at 8 a.m. by Mr. Mallery, committee chair.

BID RESULTS – PHASE I OF THE COMMUNITY INSTRUCTIONAL CENTER PROJECT

The bids for Phase I of the Community Instructional Center Project were opened on Thursday, August 25, 2011 and the apparent low bidder will be George Sollitt Construction Company, of Wood Dale, Illinois. The bid of \$21,138,000 is approximately 6.6 percent over the estimate of \$19,818,713. In evaluating the bids, the electrical and mechanical accounted for the largest discrepancy in the bids over the estimate. Since January of the current year, construction costs have increased by three percent. Estimates were completed in December and in last month alone, costs rose by one percent. This is the first time this has happened in a number of years. It was also noted that copper prices, steel prices, and fuel have increased. The project will take approximately 18 months to complete and the contractors' estimates could be based on continued increases in prices. The building cannot be compared with other buildings because it is heavy in electrical with computers, card readers, etc. All five bids were very close for a project of this size and it is believed the bids submitted accurately reflect the value of the work at this time.

Representatives of KJWW Engineering concurred with Mr. Basalay that the numbers used in December were low and that increases due to technology and upgrades along with increases in the prices of copper and steel affected the numbers, as well. Twelve bidders looked at the project, but only five submitted bids. The Capital Development Board advised not changing the scope of the work on Phase I and rebidding because the project could lose bidders. The Board was hoping the two elevators on the contingency list would be rolled into the project and was concerned with the balance of funds to complete Phases II and III. It was noted the two main goals of the project were Phase I and II and there would be no reduction in the Community Technology Center. Historically, only 2 to 2.5 percent of the contingency is used during construction. If the contingency was reduced to five percent on Phase I, the additional money could be added to Phase II. In order to proceed with Phase II, the Capital Development Board needed a commitment letter from the College guaranteeing the difference between the two levels of contingency. Mr. Basalay provided options to reduce costs on Phase II – 1) delete the entry towers or include them as alternate bids, 2) delete the maintenance building and improvements to the drive around the back of the auto shop or include alternate bids; and 3) move demolition of the temporary buildings into Phase III so Phase II can proceed on schedule. Phases II and III will be bid as multi-prime. Phase III will not be bid until Phases I and II are complete. Alternates will be included in Phase II to be sure all the funds are expended. If the total project is short, Protection, Health, and Safety funds could be used for the elevators. The Facilities Committee was in consensus to recommend to the full Board to lower the contingency for Phase I from ten percent to five percent with a commitment letter to the Capital Development Board guaranteeing the difference between the two levels of contingency and to proceed with the schematic design for Phase II.

BID RESULTS – ASBESTOS ABATEMENT, BUILDING G

On August 25, 2011, bids were open for the Asbestos Abatement – Building G Room 202 Project and the apparent low bidder was Colfax Corporation of Chicago, Illinois with a bid of \$41,900. The proposed cost budget estimate for the work was \$76,550. The Facilities Committee was in consensus to recommend approval of the bid to the full Board.

MASTER PLAN

Illinois Community Colleges are required to submit updated master facility plans to the ICCB every five years. Dominick Demonica updated the master plan and presented an overview. The Ottawa Center was added and several place-holders were included for possible future plans. These included a fine arts center, sports complex, childcare center, student housing, tennis courts, and proposed location of a wind turbine. Mr. Thompson questioned the location of the wind turbine and asked if it could be moved west and south of the student housing to provide expansion for additional sports where the turbine is currently located on the master plan. The wind turbine is located on the master plan close to the test site and further evaluation would be needed to relocate the wind turbine. The Committee was in consensus to recommend the master plan to the full Board for approval.

Dennis Thompson left the meeting at 9:45 a.m. Before leaving he was comfortable in recommending to the full board the PHS projects, the letter of intent for the iFiber, and the request for proposal for the on-site health clinic, as presented.

PROTECTION, HEALTH, AND SAFETY PROJECTS FOR TAX YEAR 2011

It is anticipated the 2011 Protection, Health and Safety (PHS) tax levy will generate approximately \$1.5 million in revenue. The College's Operations Committee met and reviewed the list of potential capital improvement projects, non-PHS capital projects, and maintenance repairs. Each project was prioritized within the three categories and four projects rose to the top of the list for capital improvement projects. The top four were: 1) Music Room (D223) Accessibility Modifications, 2) Restroom Renovations Phase II, 3) Water Line Valves/Water Lines, and 4) Replace Panic Hardware. Projects two and three were combined into one PHS project. It was decided to bid the restroom renovation with the option to go with PEX if copper prices increase dramatically. PEX is flexible tubing and would be a huge cost savings. The Committee was in consensus to recommend the PHS projects to the full Board for approval.

LETTER OF INTENT – iFIBER, ILLINOIS FIBER RESOURCES GROUP

The LaSalle County Broadband Initiative will connect 533 Community Anchor Institutions and provide greater access and affordability to regional households and businesses. IVCC has been designated a Community Anchor Institution, which will allow the College to connect both the main campus and Ottawa Center to the iFiber network at a cost of \$7,200 a year for the main campus and \$7,200 a year for the Ottawa Center. IVCC currently uses Illinois Century Network (ICN) and AT&T Opteman to provide high-speed access. A comparison of costs between the current AT&T/ICN versus iFiber/NIUnet/ICN was distributed. AT&T would only contract for a minimum of five years and that contract will expire in March of 2015. The connection with the iFiber network is expected to take place in the summer of 2013. Factoring in the penalties for breaking the contract with AT&T, savings for the first five years using iFiber will be approximately \$129,330. The Committee was in consensus to recommend for approval to the full Board the letter of intent to commit to connect the iFiber network to the main campus and the Ottawa Center.

ON-SITE HEALTH CLINIC

The administration recommended issuing a request for proposal for professional services to manage/operate an on-site health clinic on the main campus. The request for proposal is for the service to be available 16 hours a week. An individual did approach the administration on providing this service at no cost to the College. The question was then asked if two groups offered the service at no cost to the College, could each one share the space designated and the service could be offered twice as much during the week. The problem would be the two groups would have to share a room and would have their own resources in the same room. The administration would like to have the service available every day, all day, but it is not sure the service would be needed that extensively. The thought is to start with 16 hours a week. The Committee was in consensus to recommend the request for proposal for the on-site health clinic to the full Board for approval.

ADJOURNMENT

It was moved by Mr. Mallery, seconded by Ms. Englehaupt, and carried unanimously to adjourn the meeting at 10:10 a.m. Motion passed by voice vote.

David O. Mallery, Committee Chair

Dennis N. Thompson, Board Chair

Leslie-Anne Englehaupt, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
September 20, 2011

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Tuesday, September 20, 2011 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Dennis N. Thompson, Chair
Leslie-Anne Englehaupt, Secretary
Michael C. Driscoll
Larry D. Huffman
David O. Mallery (entered the meeting at 6:50 p.m.)
James A. Narzcwski
Brad Cockrel, Student Trustee

Members Present Telephonically: Melissa M. Olivero, Vice Chair

Members Absent:

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

APPROVAL OF AGENDA

Mr. Thompson requested agenda item #20 – Athletic Salary Schedule be moved after closed session. It was moved by Ms. Englehaupt and seconded by Dr. Huffman to approve the agenda with the request to move agenda item #20 after closed session. Motion passed by voice vote.

PUBLIC COMMENT

None.

CAMPUS UPDATE – EMPLOYEE DEMOGRAPHICS REPORT

Glenna Jones, Director of Human Resources, presented information on the College's demographics and activities sponsored by the Human Resources department. Data from a Southern Illinois University-Edwardsville 2010 study was used for the report. Comparisons on the IVCC district, IVCC's student population, and employee data from spring 2011 were done for each racial or ethnic group to the data collected and presented to the Board last September. Included in this year's presentation were employee demographics for years of service and age

groups. The next major development event is Employee Professional Enrichment Day, "The Power of Respect", to be held on Friday, October 7, 2011.

Mr. Thompson would like to see IVCC data compared with its peer institutions.

Mr. Mallery entered the meeting at 6:50 p.m.

CONSENT AGENDA

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

The following items were approved in the consent agenda:

Approval of Minutes – August 23, 2011 Board Meeting and September 8, 2011 Closed Session Minutes Committee Meeting

Approval of the Bills - \$1,671,213.78

Education Fund - \$811,838.35; Operations and Maintenance Fund - \$56,666.52; Operations and Maintenance (Restricted Fund) \$345,674.56; Auxiliary Fund - \$253,171.80; Restricted Fund - \$203,152.81; and Liability, Protection and Settlement Fund - \$709.74.

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending August 13, 2011 and August 27, 2011

Cash Farm #8842 Lease Renewal – Year 2012

Approved to renew the lease with Randall Michelini at \$227.46 per acre on 149.48 acres for year 2012 for an annual lease payment of \$34,000.72.

PRESIDENT'S REPORT

Dr. Corcoran thanked Tracy Morris and Fran Brolley for the nice job they did of coordinating the September 13 memorial service on campus in honor of Shannon Washington. He also thanked Coach Pat Cinotte and Trustee Leslie Englehaupt for assisting some of Shannon's former teammates in attending the services last weekend in Florida. He noted those who knew Shannon well will never forget her, and Dr. Corcoran knows that he'll never forget the way the College came together and handled this tragedy in such a respectful and caring way – behavior that truly exemplifies the College's core values. The New Student Convocation and Spirit Day activities on August 31 were well received by the students and Dr. Corcoran thanked Tracy Morris, Cory Tomasson and the Student Government Association – well represented by the student trustee, Brad Cockrel. Dr. Corcoran noted this was the fifth year of offering these programs and every year the feedback appears to be more positive than prior years, which is what continuous quality improvement is all about. The City of Oglesby has approached the College recently with an interest in providing electric service to a portion of the College, and so the administration and board attorney are exploring that possibility. The City has also stated that its lift station is in need of an upgrade and the administration is looking at what grants might be available to help the City

offset some of the costs associated with the project. Dr. Corcoran congratulated Fran Brolley and his staff for hosting this year's 21st Century Scholars program on September 1. Fran and his supervisor, Dr. Lori Scroggs, improved the program this year in several ways, especially by adding to the number of scholarship recipients. On September 6, Dr. Pearce, Cheryl Roelfsema and Dr. Corcoran met with several representatives of the City of LaSalle regarding Phase II of the LaSalle Rotary project. The goal was to explore the possibility of the College and local high schools forming a partnership with the City in order to address possible future needs for enhanced facilities to support fine arts programs and athletics. The response was very positive and Mayor Grove and economic development director, Don Aleksy, are interested in collaborating with area schools on this venture. The timing for this discussion is great as the College continues to review and improve the master plan. A committee of stakeholders has been charged with recommending metrics that could be used to satisfy the requirement that performance-based funding be added to the FY2013 budget. The committee has met twice and for the next meeting the group has agreed that the following five metrics should be studied in depth:

1. Degree and certificate completion
2. Degree and certificate completion of "at risk" students (Pell and/or remedial students)
3. Transfer (to a four-year institution or another two-year institution for further education within three years)
4. Remedial students who advance to college-level work (could possibly add adult education students) and
5. Momentum points – first-time/part-time students who complete 12 hours their first year and first-time full-time students who complete 24 hours their first year.

COMMITTEE REPORTS

Mr. Mallery, Chair of the Facilities Committee, reported on a meeting held September 12. The apparent low bidder for Phase I of the Community Instructional Center Project is George Sollitt Construction Company, Wood Dale, Illinois. The bid of \$21,138,000 is approximately 6.6 percent over the estimate of \$19,818,713. The high portion of the bid came from the electrical and mechanical portion, but all bids were relatively close and it is believed they accurately reflect the value of the work at this time. The committee was hoping the two elevators on the contingency list would be rolled into the project and was concerned with the balance of funds to complete Phases II and III. There was consensus among the committee members to request a reduction in the contingency on Phase I from ten percent to five percent in order to proceed with Phase II. The Capital Development Board needed a commitment from the College guaranteeing the difference between the two levels of contingency. There are areas in Phase II that could be changed to reduce costs, but these will be presented to the full Board for approval. Other items discussed at the committee meeting and included on the agenda for the September Board meeting were Protection, Health, and Safety projects, bid results for the asbestos abatement in Building G, master plan, letter of intent for the iFiber, Illinois Fiber Resources Group to connect iFiber network to the main campus and the Ottawa Center, and the request for proposals for an on-site health clinic.

BID RESULTS – PHASE I OF THE COMMUNITY INSTRUCTIONAL CENTER PROJECT

It was moved by Ms. Englehaupt and seconded by Dr. Huffman to approve the bid of \$21,138,000 by George Sollitt Construction Company for Phase I of the Community Instructional Center Project, as presented. Motion passed by voice vote.

BID RESULTS – ASBESTOS ABATEMENT BUILDING G

It was moved by Dr. Huffman and seconded by Ms. Englehaupt to approve the bid of \$41,900 by Colfax Corporation for Asbestos Abatement – Building G, Room 202, as presented. Motion passed by voice vote.

APPROVAL TO LOWER THE CONTINGENCY FOR PHASE I OF THE CIC PROJECT

It was moved by Dr. Huffman and seconded by Mr. Narczewski to authorize the administration to request lowering the contingency for Phase I of the Community Instructional Center Project from ten percent to five percent and guarantee the difference of \$1,056,900 by providing the Capital Development Board with a fund commitment letter for the additional five percent. Motion passed by voice vote.

MASTER PLAN

It was moved by Ms. Englehaupt and seconded by Mr. Mallery to approve the updated master plan, as presented. Dr. Driscoll did not agree with the master plan. He stated there are several points on the master plan that are not part of where IVCC is going – student housing, fine arts center, sports complex, and wind turbine. He believes a master plan should be the Board's strategic focus for the future – a vision for the College. It was explained that the student housing, fine arts center, sports complex, and wind turbine are just placeholders for the unexpected in case something happens in the future and these projects come to fruition. Motion passed by voice vote with Dr. Driscoll voting nay.

PROTECTION, HEALTH, AND SAFETY PROJECTS FOR TAX YEAR 2011

It was moved by Dr. Driscoll and seconded by Dr. Huffman to approve three Protection, Health, and Safety projects [Restroom Modifications – Phase II, \$1,170,290; Music Room (D223) Accessibility Modifications, \$169,648; and Replace Panic Hardware, \$150,212] as presented for a combined total cost of \$1,490,150, and authorize submission of the appropriate resolutions for each to the Illinois Community College Board. Motion passed by voice vote.

CONSIDERATION AND ACTION ON A RESOLUTION DECLARING THE INTENT TO ISSUE FUNDING BONDS

It was moved by Dr. Driscoll and seconded by Mr. Narczewski to authorize the administration to proceed with Notice of Intent to issue funding bonds in the amount of \$5,000,000 for the purpose of paying debt certificates issued by Illinois Valley Community College for its match of the Community Instructional Center Project, as presented. Ms. Englehaupt, Secretary, read a resolution as follows:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college

purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against Community College District No. 513, Counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston and State of Illinois, and directing that notice of such intention be published as provided by law.

Roll Call Vote: Student Advisory Vote: “Aye” – Mr. Cockrel. Roll Call Vote: “Ayes” – Ms. Englehaupt, Mr. Narzewski, Dr. Driscoll, Dr. Huffman, Ms. Olivero (telephonically), and Mr. Thompson. “Nays” – Mr. Mallery, motion carried.

LETTER OF INTENT – iFIBER, ILLINOIS FIBER RESOURCES GROUP

It was moved by Ms. Englehaupt and seconded by Dr. Huffman to approve the Letter of Intent to make a commitment to connect IVCC to the iFiber-optic network, as presented. Motion passed by voice vote.

REQUEST FOR PROPOSALS – ON-SITE HEALTH CLINIC

It was moved by Dr. Huffman and seconded by Dr. Driscoll to approve the issuing of an RFP (request for proposal) for professional services to manage/operate an on-site health clinic on the main campus. Mr. Mallery was concerned with the cost to the College. It was explained the proposal price in the request for proposal is referring to the service fee that each user will pay. Cheryl Roelfsema indicated that a committee will be formed and criteria will be established before reviewing the proposals. Criteria to be included will be cost, services provided, support for students and programs – basically, criteria will be based on quality and services. Motion passed by voice vote.

NEW POSITION – FINANCIAL AID AND VETERANS BENEFITS ADVISOR POSITION

It was moved by Dr. Huffman and seconded by Dr. Driscoll to approve the full-time Financial Aid and Veterans Benefits Advisor Position for the financial aid department, as presented. The position was made possible by re-organization across the Student Services Division. One full – time position was reduced to half-time and one half-time position was not filled. Motion passed by voice vote.

RESOLUTION TO SUPPORT LASALLE CARES APPLICATION FOR FUNDING UNDER THE EARLY CHILDHOOD CONSTRUCTION GRANT

It was moved by Dr. Huffman and seconded by Ms. Englehaupt to adopt the Resolution to support LaSalle CARES application for funding under the Early Childhood Construction Grant, as presented. Motion passed by voice vote with Ms. Olivero abstaining.

SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES

It was moved by Ms. Englehaupt and seconded by Dr. Huffman to approve the release of the closed session minutes of the May 19, 2004 (Baseball Coach Position); July 20, 2005 (Interim President Interview); September 28, 2005; October 26, 2005 (Board Attorney); April 18, 2006;

May 3, 2006; March 28, 2007 (Sheridan Faculty Discipline, Director of Dental Assisting Position, Athletic Director's Position); April 25, 2007 (President's Evaluation); May 23, 2007 (Athletic Director's Position); June 27, 2007 (Temporary Special Assignments); July 25, 2007 (Presidential Search); November 28, 2007 (Presidential Search); December 19, 2007 (Sheridan Correctional Center Grievances, Presidential Search); January 16, 2008 (Presidential Search); February 27, 2008 (Sheridan Grievances and Unfair Labor Practice); March 18, 2008; March 26, 2008 (Interim Vice President for Business Services and Finance Position, Faculty Contract Negotiations); April 23, 2008 (Faculty Contract Negotiations); May 13, 2008 (Legal Counsel for Faculty Negotiations); June 25, 2008 (Sheridan Contract Negotiations, Faculty Contract Negotiations, Service Employees' Contract Negotiations); July 15, 2008; July 23, 2008 (Faculty Contract Negotiations); August 4, 2008; August 11, 2008; August 27, 2008 (Faculty Contract Negotiations); September 24, 2008 (Faculty Contract Negotiations, Increase in Part-time Faculty Pay Scale, Compensation for FY09 Employees, Vice President Contracts); October 22, 2008 (Athletic Director Position, Assessment Coordinator Position); December 17, 2008 (Director of Community Relations and Marketing Position, Director of Development Position, Special Projects Assistant to the President Position); February 11, 2009; February 25, 2009; April 10, 2009; April 23, 2009; May 27, 2009 (Vice President for Planning and Institutional Effectiveness Position, President's Compensation); July 23, 2009; November 19, 2009 (Insurance Coverage – Same-Sex Union); January 28, 2010 (Insurance Coverage – Same-Sex Union); February 25, 2010 (Granting of Tenure, Early Retirement Request); April 22, 2010 (President's Evaluation); May 27, 2010 (Program Complaint); October 1, 2010; February 15, 2011 (Discontinuation of Security Employment at Ottawa Center, Sheridan Correctional Center Grievance Settlement); March 15, 2011 (President's Evaluation) meetings.

AUTHORIZATION FOR DESTRUCTION OF VERBATIM RECORDINGS OF CLOSED SESSION MEETINGS

It was moved by Ms. Englehaupt, seconded by Dr. Huffman to adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 513, accepts for destruction the verbatim audiotapes of Closed Session Meetings from November 19, 2008; December 17, 2008; January 28, 2009; February 11, 2009; February 25, 2009; March 25, 2009; April 10, 2009; April 23, 2009; May 27, 2009; June 25, 2009; July 23, 2009; September 24, 2009; November 19, 2009; January 28, 2010; February 25, 2010; March 25, 2010.

“Be it further resolved that the Board of Trustees of Community College District 513 authorizes the destruction of Closed Session audiotapes from November 19, 2008; December 17, 2008; January 28, 2009; February 11, 2009; February 25, 2009; March 25, 2009; April 10, 2009; April 23, 2009; May 27, 2009; June 25, 2009; July 23, 2009; September 24, 2009; November 19, 2009; January 28, 2010; February 25, 2010; March 25, 2010 as all the criteria for destruction of these tapes under the Open Meetings Act have been met.”

Motion passed by voice vote.

TRUSTEE COMMENT

Ms. Englehaupt accompanied Shannon Washington's former teammates to Florida for Shannon's memorial service. Ms. Englehaupt was impressed with the women on the court and after spending 28 hours with them is even more impressed. Shannon Washington's family wanted Leslie to extend their appreciation to the College and community for looking after Shannon while she attended IVCC for two years. IVCC is a household word in Shannon's hometown and they continue to follow IVCC's team on the website. Mr. Thompson thanked Ms. Englehaupt for accompanying the students to the service.

Mr. Narczewski wanted to express his disagreement with moving security downstairs. He believes their presence at the front doors is important. Mr. Thompson noted that there are other services that security provides that led to the decision to move security downstairs. He agreed with the idea of their presence as you enter the building and he understands that security does pass the front doors frequently.

Brad Cockrel reported Student Government Association elections took place last week. One sophomore and two freshmen students were elected to the Programming Board. Their first meeting will take place this Thursday and at that time goals will be discussed for the upcoming year.

CLOSED SESSION

It was moved by Ms. Olivero and seconded by Dr. Huffman to convene a closed session to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) pending litigation; and 3) closed session minutes. Motion passed by voice vote.

The Board recessed at 7:48 p.m. The Board entered closed session at 7:55 p.m. On a motion by Ms. Englehaupt and seconded by Mr. Narczewski, the regular meeting resumed at 9:30 p.m. Motion passed by voice vote.

ATHLETIC SALARY SCHEDULE

It was moved by Mr. Thompson and seconded by Dr. Driscoll to approve a 1.5 percent increase to the athletic salary schedule for the academic year of 2011-2012.

Roll Call Vote: Student Advisory Vote: "Abstain" – Mr. Cockrel. Roll Call Vote: "Ayes" – Mr. Narczewski, Dr. Driscoll, Dr. Huffman, Ms. Olivero (telephonically), and Mr. Thompson. "Nays" – Ms. Englehaupt, Mr. Mallery, motion carried.

VICE PRESIDENTS' CONTRACTS

It was moved by Mr. Narczewski and seconded by Mr. Cockrel to approve the FY12 employment contract for Richard R. Pearce, Vice President for Learning and Student Development, with a 3.5 percent increase for FY2012, resulting in a salary of \$132,061 and duties, benefits, and other conditions as outlined in his contract.

Roll Call Vote: Student Advisory Vote: "Aye" – Mr. Cockrel. Roll Call Vote: "Ayes" – Mr. Narczewski, Dr. Driscoll, Dr. Huffman, Ms. Olivero (telephonically), and Mr. Thompson. "Nays" – Ms. Englehaupt, Mr. Mallery, motion carried.

It was moved by Mr. Narczewski and seconded by Mr. Cockrel to approve the FY12 employment contract for Cheryl E. Roelfsema, Vice President for Business Services and Finance, with a 3.5 percent increase for FY2012, resulting in a salary of \$106,346 and duties, benefits, and other conditions as outlined in her contract.

Roll Call Vote: Student Advisory Vote: "Aye" – Mr. Cockrel. Roll Call Vote: "Ayes" – Mr. Narczewski, Dr. Driscoll, Dr. Huffman, Ms. Olivero (telephonically), and Mr. Thompson. "Nays" – Ms. Englehaupt, Mr. Mallery, motion carried.

It was moved by Mr. Narczewski and seconded by Dr. Huffman to approve the FY12 employment contract for Lori E. Scroggs, Vice President for Planning and Institutional Effectiveness, with a 3.5 percent increase for FY2012, resulting in a salary of \$94,097 and duties, benefits, and other conditions as outlined in her contract.

Roll Call Vote: Student Advisory Vote: "Aye" – Mr. Cockrel. Roll Call Vote: "Ayes" – Mr. Narczewski, Dr. Driscoll, Dr. Huffman, Ms. Olivero (telephonically), and Mr. Thompson. "Nays" – Ms. Englehaupt, Mr. Mallery, motion carried.

PRESIDENT'S CONTRACT

It was moved by Mr. Narczewski and seconded by Dr. Driscoll to approve a three-year employment contract for Dr. Jerry Corcoran, President, with a FY2012 salary of \$170,889, as well as benefits and other conditions presented in the contract.

Roll Call Vote: Student Advisory Vote: "Aye" – Mr. Cockrel. Roll Call Vote: "Ayes" – Mr. Narczewski, Dr. Driscoll, Dr. Huffman, Ms. Olivero (telephonically), and Mr. Thompson. "Nays" – Ms. Englehaupt, Mr. Mallery, motion carried.

OTHER

Closed Session Minutes

It was moved by Dr. Huffman and seconded by Ms. Englehaupt to approve and retain the minutes of the Closed Session meeting on July 19, 2011. Motion passed by voice vote.

It was moved by Dr. Huffman and seconded by Ms. Englehaupt to approve and retain the minutes of the Closed Session meeting on August 23, 2011. Motion passed by voice vote.

It was moved by Ms. Englehaupt and seconded by Dr. Huffman to approve and release the minutes of the Closed Session meeting on September 8, 2011. Motion passed by voice vote.

Bonds

Kevin Heid from First Midstate Inc. is the underwriter for the bonds and Lynda Given from Chapman & Cutler LLP is the bond counsel. Chapman and Cutler is the same company that provided guidance to the College on past bond issues. The administration was presented an engagement letter to sign in order to get started on the bonds. The Board was in consensus to have Cheryl Roelfsema sign the engagement letter now and place it on the October 18 Board meeting agenda for formal action. The service fee is anticipated to be just under \$30,000 and is not included in the bond structure. Mr. Mallery asked to receive a total price for the bonds with the interest and service fees.

ADJOURNMENT

It was moved by Dr. Driscoll, seconded by Dr. Huffman, and carried unanimously to adjourn the meeting at 9:45 p.m. Motion passed by voice vote.

Dennis N. Thompson, Board Chair

Leslie-Anne Englehaupt, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

SEPTEMBER 2011

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

Patrick Berry, CPA
Controller

FINANCIAL HIGHLIGHTS – September 2011

Revenues

- As of October 6, the headcount for fall semester 2011 is 4,806, which is 36 students less than at that same point in time last year, excluding Sheridan Correctional Center. Credit hours for fall 2011 decreased by 1,378, or 3.28 percent, for a total of 40,653. The fall second eight-week session begins on October 17, 2011.
- Preliminary information from the county assessors indicates that farmland will increase in value by ten percent, the maximum allowed for tax year 2011. Residential property will decrease by approximately two percent for tax year 2011. Residential property makes up 48 percent of our equalized assessed valuation and farmland 16 percent. Other property values will remain flat.
- In fiscal year 2011, ICCB had an appropriation from the Education Assistance Fund that enabled them to stay current with monthly payments of the base operating grant. In fiscal year 2012, the equalization grant was included in this appropriation. We have received July and August payments for both of these grants. However, we have not received our entire equalization grant and adult education funding for fiscal year 2011. There is some concern these payments will not be made within the lapse period which has been extended to December 31, 2011. If that is the case, we will need to file a claim with the State of Illinois to preserve our rights to these funds.

Expenditures

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

- Fund 01 – Education – Instruction – Fixed Charges – includes the full annual payment of \$132,000 for the Ottawa Center FY 2012 rent;
- Fund 01 – Education – Academic Support – Contractual Services – annual hosting and support fees for Blackboard Learning Management System for \$65,268;
- Fund 01 – Education – Institutional Support – Contractual Services – annual software maintenance renewal with Datatel for \$159,990;
- Fund 01 – Education – Scholarships, Grants, and Waivers – tuition waivers for summer and fall semesters;
- Fund 05 – Auxiliary Enterprises Fund – Materials & Supplies – books and supplies for resale in the bookstore for both fall and spring semester;

- Fund 12 – Liability, Protection, & Settlement - Institutional Support – Fixed Charges – includes annual liability insurance payment;
- Fund 03 – Operations and Maintenance Fund (Restricted) – Capital Outlay:

Protection, Health & Safety Projects in progress:

- Security Office Relocation/Fire Alarm Upgrade – This project is at substantial completion.
- Physical Science Lab renovation – Work was completed on schedule for fall classes. One area of the floor needs to be refinished but this will probably occur over the semester break since it takes several days to cure.
- The Aluminum Feeder Wire and Branch Panel Replacement at buildings D and E– Bids were opened September 29, 2011 and are included in the board book for approval. This project is below budget.
- Other Projects:
 - The Community Instructional Center Project bids were received and opened on August 25, 2011 at the CDB office in Ottawa. George Sollitt of Wood Dale, Illinois was the apparent low bidder at \$21,138,000. There were a total of five bids received with the high bid being \$23,214,000. Bids for the asbestos removal were also received and opened that day. Colfax Corporation submitted the apparent low bid of \$41,900. A tentative schedule is as follows for the CTC project is:

▪ Notice of award to contractor	October 27, 2011
▪ Pre-construction meeting	First week of November
▪ Authorization to proceed	November 23, 2011
▪ Completion of Building G work	mid-June 2012
▪ Completion of CTC	mid-July 2013

Some work such as the asbestos removal in Building G and construction of the temporary entrance could occur in January and February 2012, but the major groundbreaking will most likely be early in the spring of 2012. Building F is scheduled to be vacated in January and February 2012 with demolition of the link and part of Building F occurring in March 2012.

- The Slope Maintenance Project financed with Capital Renewal funds – The project design work has been completed by Chamlin & Associates. Most of the work will be concentrated at the corner of Building E and be a continuation of the site work included in the Community Instructional Center Project. Bids for the project will be due in December. If possible, this work will be combined with site work for the Community Instructional Center Project.

**Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 September 30, 2011**

	<u>Governmental Fund Types</u>			<u>Proprietary Fund Types</u>	<u>Fiduciary Fund Types</u>	<u>Account Groups</u>		<u>Total (Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Enterprise</u>	<u>Trust and Agency Funds</u>	<u>General Fixed Assets</u>	<u>General Long-Term Debt</u>	
Assets and Other Debits								
Cash and cash equivalents	\$ 836,843	\$ 2,316,990	\$ 244,250	\$ 702,316	\$ 564,134	\$ -	\$ -	\$ 4,664,533
Investments	7,897,428	18,666,439	1,668,405	1,200,000	-			29,432,272
Receivables								
Property taxes	8,010,043	1,901,661	1,269,682					11,181,386
Governmental claims	155,453	417,472			149,165			722,090
Tuition and fees	587,892	-		37,621				625,513
Due from other funds	1,603,190	214,191	-	808,525	26,980	-	-	2,652,886
Bookstore inventories				562,878				562,878
Other assets	32,916	28,626	2,872	8,438	-	-		72,852
Fixed assets - net where applicable				31,764		64,121,967		64,153,731
Other debits								
Amount available in Debt Service Fund							3,185,209	3,185,209
Amount to be provided to retire debt							3,021,002	3,021,002
Total Assets and Other Debits	<u>\$19,123,765</u>	<u>\$23,545,379</u>	<u>\$ 3,185,209</u>	<u>\$ 3,351,542</u>	<u>\$ 740,279</u>	<u>\$64,121,967</u>	<u>\$ 6,206,211</u>	<u>\$ 120,274,352</u>

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 September 30, 2011

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Liabilities								
Accounts payable	\$ 29,741	\$ 13,915	\$ -	\$ 16,790	\$ -	\$ -	\$ -	\$ 60,446
Accrued salaries & benefits	1,290,203	24,746	-	27,618	-	-	-	1,342,567
Post-retirement benefits & other	119,662	113,903	-	-	-	-	-	233,565
Unclaimed property	2,054	401	-	-	41	-	-	2,496
Due to other funds	196,569	1,514,898	-	4,469	936,950	-	-	2,652,886
Due to student groups/deposits	-	-	-	-	(196,712)	-	-	(196,712)
Deferred revenue								
Property taxes	4,006,220	951,112	635,029	-	-	-	-	5,592,361
Tuition and fees	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-
Bonds payable	-	-	-	-	-	-	6,206,211	6,206,211
Total liabilities	<u>5,644,449</u>	<u>2,618,975</u>	<u>635,029</u>	<u>48,877</u>	<u>740,279</u>	<u>-</u>	<u>6,206,211</u>	<u>15,893,820</u>
Equity and Other Credits								
Investment in general fixed assets						64,121,967		64,121,967
Contributed capital								-
Retained earnings				3,302,665				3,302,665
Fund balance								-
Reserved for grant purposes		68,587						68,587
Reserved for building purposes		10,942,242						10,942,242
Reserved for debt service			2,550,180					2,550,180
Reserved for Liab., Prot., Settl.		5,239,551						5,239,551
Unreserved	13,479,316	4,676,024						18,155,340
Total equity and other credits	<u>13,479,316</u>	<u>20,926,404</u>	<u>2,550,180</u>	<u>3,302,665</u>	<u>-</u>	<u>64,121,967</u>	<u>-</u>	<u>104,380,532</u>
Total Liabilities, Equity and Other Credits	<u>\$19,123,765</u>	<u>\$23,545,379</u>	<u>\$ 3,185,209</u>	<u>\$ 3,351,542</u>	<u>\$ 740,279</u>	<u>\$64,121,967</u>	<u>\$ 6,206,211</u>	<u>\$ 120,274,352</u>

Student accounts receivable are adjusted on a monthly basis. However, taxes receivable and inventories are only adjusted at fiscal year end.

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2012 Revenues & Expenditures by Fund
 Three Months Ended September 30, 2011

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Fund (Restricted)	Bond & Interest Fund	Working Cash Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 10,752,972	\$ 1,667,649	\$ 1,411,641	\$ 1,113,733	\$ 3,745	\$ 1,397,104	\$ 3,697,741	\$ 250,455	\$ 30,255	\$ 20,325,295
Actual Expenditures	(5,470,044)	(660,817)	(523,821)	-	-	(1,571,325)	(3,771,489)	(455,820)	(25,500)	(12,478,816)
Other Financing Sources (Uses)	-	-	5,000,000	-	-	-	-	-	-	5,000,000
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	5,282,928	1,006,832	5,887,820	1,113,733	3,745	(174,221)	(73,748)	(205,365)	4,755	12,846,479
Fund balances July 1, 2011	5,160,002	2,029,554	5,054,422	1,436,447	4,639,293	3,476,886	142,335	5,444,916	28,231	27,412,086
Fund balances September 30, 2011	\$ 10,442,930	\$ 3,036,386	\$ 10,942,242	\$ 2,550,180	\$ 4,643,038	\$ 3,302,665	\$ 68,587	\$ 5,239,551	\$ 32,986	\$ 40,258,565

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

	<u>Annual Budget FY2012</u>	<u>Actual 9/30/11</u>	<u>Act/Budget 25.0%</u>	<u>Actual 9/30/10</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 6,671,791	\$ 5,901,593	88.5%	\$ 5,774,275	85.2%	\$ 6,778,669
Corporate Personal Property Replacement Tax	1,190,000	32,964	2.8%	16,219	1.9%	850,000
TIF Revenues	360,000	146,897	40.8%	176,873	59.0%	300,000
Total Local Government	8,221,791	6,081,454	74.0%	5,967,367	75.3%	7,928,669
State Government:						
ICCB Credit Hour Grant	1,765,157	294,193	16.7%	147,096	8.3%	1,765,165
Equalization	136,345	36,901	27.1%	-	0.0%	170,118
Career/Technical Education Formula Grant	101,121	-	0.0%	-	0.0%	120,000
Dept of Corrections	-	-	0.0%	-	0.0%	31,513
Other	-	-	0.0%	-	0.0%	-
Total State Government	2,002,623	331,094	16.5%	147,096	7.0%	2,086,796
Federal Government						
PELL Administrative Fees	8,000	1,825	22.8%	595	7.4%	8,000
ARRA Grant	-	-	0.0%	-	0.0%	-
Total Federal Government	8,000	1,825	22.8%	595	7.4%	8,000
Student Tuition and Fees:						
Tuition	5,000,000	5,000,000	100.0%	3,344,542	56.5%	5,915,228
Fees	1,180,439	591,675	50.1%	576,677	55.0%	1,048,468
Total Tuition and Fees	6,180,439	5,591,675	90.5%	3,921,219	56.3%	6,963,696
Other Sources:						
Investment Revenue	40,000	5,026	12.6%	9,223	23.1%	40,000
Public Service Revenue	904,812	43,906	4.9%	104,131	9.5%	1,099,707
Nongovernmental Gifts	48,000	12,000	25.0%	24,000	50.0%	48,000
Other	92,894	4,489	4.8%	7,344	8.3%	88,202
Total Other Sources	1,085,706	65,421	6.0%	144,698	11.3%	1,275,909
TOTAL EDUCATION FUND REVENUE	17,498,559	12,071,469	69.0%	10,180,975	55.7%	18,263,070
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	9,236,909	2,497,733	27.0%	1,760,023	20.1%	8,740,223
Employee Benefits	1,539,288	426,482	27.7%	368,444	26.7%	1,381,825
Contractual Services	128,150	19,505	15.2%	12,176	7.7%	158,595
General Materials & Supplies	457,723	64,667	14.1%	81,163	18.8%	431,112
Conference & Meeting Expenses	101,811	6,570	6.5%	9,383	8.2%	114,743
Fixed Charges	240,000	154,980	64.6%	29,714	17.4%	171,000
Utilities	1,000	172	17.2%	145	14.5%	1,000
Capital Outlay	23,916	-	0.0%	27,950	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Instruction	\$ 11,728,797	\$ 3,170,109	27.0%	\$ 2,288,998	20.8%	\$ 10,998,498

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

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2012	Actual 9/30/11	Act/Budget 26.0%	Actual 9/30/10	Act/Budget FY11	Annual Budget FY2011
Academic Support:						
Salaries	\$ 679,854	\$ 162,447	23.9%	\$ 163,794	25.0%	\$ 654,144
Employee Benefits	111,647	27,520	24.6%	30,202	29.3%	102,973
Contractual Services	153,059	81,824	53.5%	28,893	21.2%	136,324
General Materials & Supplies	320,491	101,467	31.7%	180,013	45.9%	391,808
Conference & Meeting Expenses	15,782	60	0.4%	1,043	9.5%	11,035
Fixed Charges	4,680	-	0.0%	-	0.0%	4,680
Utilities	44,143	7,422	16.8%	8,248	17.9%	46,148
Capital Outlay	19,750	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	1,349,406	380,740	28.2%	412,193	30.6%	1,347,112
Student Services:						
Salaries	1,113,536	319,325	28.7%	297,192	26.9%	1,106,619
Employee Benefits	275,791	76,214	27.6%	69,393	28.9%	240,204
Contractual Services	6,885	900	13.1%	649	3.6%	18,150
General Materials & Supplies	58,567	17,695	30.2%	12,611	22.7%	55,475
Conference & Meeting Expenses	21,550	1,425	6.6%	2,105	7.9%	26,600
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	1,476,329	415,559	28.1%	381,950	26.4%	1,447,048
Public Services/Continuing Education:						
Salaries	349,346	90,488	25.9%	88,598	24.5%	362,361
Employee Benefits	35,766	10,698	29.9%	10,639	32.1%	33,156
Contractual Services	358,700	80,262	22.4%	61,511	26.2%	234,500
General Materials & Supplies	130,100	21,969	16.9%	39,019	19.5%	200,350
Conference & Meeting Expenses	8,300	1,041	12.5%	1,653	15.2%	10,865
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	250	-	0.0%	-	0.0%	250
Total Public Services/Continuing Education	882,462	204,458	23.2%	201,420	23.9%	841,482
Institutional Support:						
Salaries	1,914,461	499,905	26.1%	453,259	24.6%	1,840,630
Employee Benefits	494,372	157,388	31.8%	132,452	27.8%	475,844
Contractual Services	401,651	247,471	61.6%	230,161	61.4%	374,590
General Materials & Supplies	421,070	107,501	25.5%	119,661	24.7%	484,722
Conference & Meeting Expenses	75,720	13,284	17.5%	7,608	9.0%	84,970
Fixed Charges	24,000	7,862	32.8%	15,636	41.7%	37,500
Utilities	15,956	6,967	43.7%	3,062	19.8%	15,458
Capital Outlay	38,650	-	0.0%	-	0.0%	28,416
Other	-	1,705	0.0%	(1,275)	75.0%	(1,700)
Total Institutional Support	3,385,880	1,042,083	30.8%	960,564	28.8%	3,340,430
Scholarships, Grants and Waivers	422,000	257,095	60.9%	198,328	56.9%	348,500
TOTAL EDUCATION FUND EXPENDITURES	\$ 19,244,874	\$ 5,470,044	28.4%	\$ 4,443,453	24.3%	\$ 18,323,070
INTERFUND TRANSFERS - NET	\$ 40,000	\$ -	0.0%	\$ (3,226)	0.0%	\$ (340,000)

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

	<u>Annual Budget FY2012</u>	<u>Actual 9/30/11</u>	<u>Act/Budget 25.0%</u>	<u>Actual 9/30/10</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,260,330	\$ 1,115,539	88.5%	\$ 1,093,258	85.3%	\$ 1,281,479
Corporate Personal Property Replacement Tax	210,000	5,817	2.8%	2,862	1.9%	150,000
TIF	116,885	48,966	41.9%	58,958	59.0%	100,000
Total Local Government	<u>1,587,215</u>	<u>1,170,322</u>	<u>73.7%</u>	<u>1,155,078</u>	<u>75.4%</u>	<u>1,531,479</u>
State Government:						
ICCB Credit Hour Grant	311,498	51,916	16.7%	25,958	8.3%	311,498
Total State Government	<u>311,498</u>	<u>51,916</u>	<u>16.7%</u>	<u>25,958</u>	<u>8.3%</u>	<u>311,498</u>
Student Tuition and Fees:						
Tuition	743,178	426,687	57.4%	539,619	58.1%	929,274
Total Tuition and Fees	<u>743,178</u>	<u>426,687</u>	<u>57.4%</u>	<u>539,619</u>	<u>58.1%</u>	<u>929,274</u>
Other Sources:						
Facilities Revenue	187,000	14,281	7.6%	10,545	8.9%	119,000
Investment Revenue	5,000	3,758	75.2%	1,060	21.2%	5,000
Non-Governmental Gifts & Grants	-	-	0.0%	260	0.0%	-
Other	-	685	0.0%	-	0.0%	-
Total Other Sources	<u>192,000</u>	<u>18,724</u>	<u>9.8%</u>	<u>11,865</u>	<u>9.6%</u>	<u>124,000</u>
TOTAL OPERATIONS & MAINTENANCE FUND REVENUES	\$ 2,833,891	\$ 1,667,649	58.8%	\$ 1,732,520	59.8%	\$ 2,896,251

	<u>Annual Budget FY2012</u>	<u>Actual 09/30/11</u>	<u>Act/Budget 25.0%</u>	<u>Actual 09/30/10</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
OPERATIONS & MAINTENANCE FUND						
Operations & Maintenance of Plant:						
Salaries	\$ 862,900	\$ 227,016	26.3%	\$ 195,225	24.0%	\$ 813,862
Employee Benefits	218,101	59,892	27.5%	55,022	27.8%	197,843
Contractual Services	183,700	72,005	39.2%	63,177	39.6%	159,592
General Materials & Supplies	250,976	57,304	22.8%	150,257	40.4%	372,200
Conference & Meeting Expenses	6,000	45	0.8%	-	0.0%	6,000
Fixed Charges	40,000	40,615	101.5%	169	2.2%	7,800
Utilities	819,410	172,200	21.0%	160,653	17.8%	902,150
Capital Outlay	167,900	9,860	5.9%	31,738	20.3%	156,500
Facility Charges to Other Funds	-	-	0.0%	-	0.0%	-
Provision for Contingency	200,000	-	0.0%	-	0.0%	200,000
Total Operations & Maintenance of Plant	<u>2,748,987</u>	<u>638,937</u>	<u>23.2%</u>	<u>656,241</u>	<u>23.3%</u>	<u>2,815,947</u>
Institutional Support:						
Salaries	56,007	15,221	27.2%	12,984	24.2%	53,754
Employee Benefits	8,497	2,504	29.5%	2,391	30.1%	7,950
Contractual Services	2,500	2,395	95.8%	2,395	239.5%	1,000
General Materials & Supplies	4,900	746	15.2%	334	7.3%	4,600
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	13,000	1,014	7.8%	-	0.0%	13,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>84,904</u>	<u>21,880</u>	<u>25.8%</u>	<u>18,104</u>	<u>22.5%</u>	<u>80,304</u>
TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	\$ 2,833,891	\$ 660,817	23.3%	\$ 674,345	23.3%	\$ 2,896,251

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

AUXILIARY ENTERPRISES FUND	Annual Budget FY2012	Actual 9/30/11	Act/Budget 25.0%	Actual 9/30/10	Act/Budget FY11	Annual Budget FY2011
Student Fees	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
Service Fees	3,324,756	1,392,330	41.9%	1,387,957	42.6%	3,254,475
Data Processing Rentals	-	-	0.0%	-	0.0%	1,672
Other Revenue	-	660	0.0%	615	0.0%	-
Investment Revenue	15,000	4,114	27.4%	4,525	45.3%	10,000
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	3,339,756	1,397,104	41.8%	1,393,097	42.7%	3,266,147
AUXILIARY ENTERPRISES FUND						
Salaries	578,459	169,693	29.3%	150,448	25.0%	601,776
Employee Benefits	213,312	60,151	28.2%	54,066	27.5%	196,490
Contractual Services	39,230	15,917	40.6%	16,346	45.1%	36,260
Materials & Supplies	2,415,319	1,309,724	54.2%	1,174,472	49.0%	2,395,922
Conference & Meeting	30,196	7,814	25.9%	6,698	29.3%	22,885
Fixed Charges	45,000	8,026	17.8%	8,123	16.9%	48,000
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	5,826	-	0.0%	-	0.0%	1,325
Other	63,000	-	0.0%	-	0.0%	63,000
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	3,390,342	1,571,325	46.3%	1,410,153	41.9%	3,365,658
Transfer In (Out)	\$ 62,000	\$ -	0.0%	\$ -	0.0%	\$ 62,000

Fiscal Year 2012 Budget to Actual Comparison

RESTRICTED PURPOSES FUND	Annual Budget FY2012	Actual 9/30/11	Act/Budget 25.0%	Actual 9/30/10	Act/Budget FY11	Annual Budget FY2011
State Government Sources	\$ 371,408	\$ 13,003	3.5%	\$ 36,151	3.9%	\$ 938,668
Federal Government Sources	6,711,969	3,677,712	54.8%	3,337,654	43.2%	7,721,710
Service Fees	-	2,025	0.0%	-	0.0%	-
Other Revenue	35,000	5,001	14.3%	8	0.2%	5,000
TOTAL RESTRICTED PURPOSES FUND REVENUES	7,118,377	3,697,741	51.9%	3,373,813	38.9%	8,665,378
RESTRICTED PURPOSES FUND						
Instruction:						
Salaries	357,432	85,315	23.9%	147,260	18.9%	779,528
Employee Benefits	90,287	21,731	24.1%	43,341	24.9%	174,121
Contractual Services	68,360	34,777	50.9%	50,695	40.1%	126,408
Materials & Supplies	130,453	17,062	13.1%	19,262	9.2%	208,936
Conference & Meeting	41,279	2,049	5.0%	9,882	13.1%	75,500
Fixed Charges	2,250	1,000	44.4%	-	0.0%	1,900
Utilities	2,900	-	0.0%	456	36.5%	1,250
Capital Outlay	50,000	32,350	64.7%	-	0.0%	194,000
Other (P-16 Grant Waivers)	8,679	-	0.0%	-	0.0%	31,286
Total Instruction	\$ 751,640	\$ 194,284	25.8%	\$ 270,896	17.0%	\$ 1,592,929

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

RESTRICTED PURPOSES FUND	Annual Budget FY2012	Actual 9/30/11	Act/Budget 25.0%	Actual 9/30/10	Act/Budget FY11	Annual Budget FY2011
Academic Support						
Salaries	\$ -	\$ 312	0.0%	\$ 19,671	21.9%	\$ 89,838
Employee Benefits	-	102	0.0%	2,748	9.9%	27,732
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	-	-	0.0%	1,050	23.4%	4,490
Conference & Meeting	-	-	0.0%	-	0.0%	4,000
Fixed Charges	-	-	0.0%	930	17.9%	5,200
Total Academic Support	-	414	0.0%	24,399	18.6%	131,260
Student Services						
Salaries	180,825	48,279	26.7%	37,090	21.1%	175,415
Employee Benefits	43,259	16,464	38.1%	10,378	25.2%	41,143
Contractual Services	4,000	1,900	47.5%	7,463	373.2%	2,000
Materials & Supplies	13,500	1,514	11.2%	4,724	31.3%	15,100
Conference & Meeting	25,500	2,863	11.2%	3,807	14.4%	26,431
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRIO Grant)	32,000	7,255	22.7%	14,104	62.7%	22,500
Total Student Services	299,084	78,275	26.2%	77,565	27.4%	282,589
Public Service						
Salaries	488,912	147,674	30.2%	130,535	26.3%	495,671
Employee Benefits	108,782	36,740	33.8%	30,834	28.0%	110,187
Contractual Services	145,205	17,101	11.8%	94,262	19.3%	489,670
Materials & Supplies	76,683	17,898	23.3%	17,847	8.3%	214,347
Conference & Meeting	50,410	21,566	42.8%	29,830	31.4%	94,994
Fixed Charges	25,735	2,901	11.3%	2,852	9.8%	29,130
Utilities	6,088	393	6.5%	1,050	14.4%	7,305
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	178	-	0.0%	79	0.0%	190
Total Public Service	901,993	244,273	27.1%	307,289	21.3%	1,441,494
Auxiliary Services						
Salaries	4,000	254	6.4%	-	0.0%	4,000
Employee Benefits	320	-	0.0%	-	0.0%	320
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	18,844	3,033	16.1%	403	2.0%	19,680
Conference & Meeting	1,000	-	0.0%	-	0.0%	1,000
Other (Child Care Subsidies)	10,000	500	5.0%	-	0.0%	10,000
Total Auxiliary Services	\$ 34,164	\$ 3,787	11.1%	\$ 403	1.2%	\$ 35,000

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

	<u>Annual Budget FY2012</u>	<u>Actual 9/30/11</u>	<u>Act/Budget 25.0%</u>	<u>Actual 9/30/10</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
Institutional Support						
Salaries (Federal Work Study)	\$ 75,496	\$ 29,238	38.7%	\$ 18,442	24.4%	\$ 75,496
Employee Benefits	-	-	0.0%	-	0.0%	-
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	-	-	0.0%	-	0.0%	-
Conference & Meeting	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>75,496</u>	<u>29,238</u>	<u>38.7%</u>	<u>18,442</u>	<u>24.4%</u>	<u>75,496</u>
Student grants and waivers (PELL & SEOG)	<u>5,061,000</u>	<u>3,221,218</u>	<u>63.6%</u>	<u>3,132,903</u>	<u>61.3%</u>	<u>5,111,610</u>
TOTAL RESTRICTED FUND EXPENDITURES	<u>\$ 7,123,377</u>	<u>\$ 3,771,489</u>	<u>52.9%</u>	<u>\$ 3,831,898</u>	<u>44.2%</u>	<u>\$ 8,670,378</u>
Transfer In (Out)	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ 3,226</u>	<u>0.0%</u>	<u>\$ -</u>

Fiscal Year 2012 Budget to Actual Comparison

LIABILITY, PROTECTION, & SETTLEMENT FUND	<u>Annual Budget FY2012</u>	<u>Actual 9/30/11</u>	<u>Act/Budget 25.0%</u>	<u>Actual 9/30/10</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
Local Government Sources	\$ 258,368	\$ 242,437	93.8%	\$ 171,211	85.5%	\$ 200,250
Investment Revenue	50,000	8,018	16.0%	8,149	9.6%	85,000
Other	-	-	0.0%	-	0.0%	-
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES	<u>308,368</u>	<u>250,455</u>	<u>81.2%</u>	<u>179,360</u>	<u>62.9%</u>	<u>285,250</u>

LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES

Operations & Maintenance of Plant						
Salaries	-	25,018	0.0%	56,393	18.1%	311,885
Employee Benefits	-	5,372	0.0%	16,078	22.2%	72,561
Contractual Services	401,500	23,942	6.0%	60	1.7%	3,500
Material & Supplies	100	587	587.0%	895	0.0%	-
Conference & Meeting	500	330	66.0%	310	56.4%	550
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	232	0.0%	69	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	<u>\$ 402,100</u>	<u>\$ 55,481</u>	<u>13.8%</u>	<u>\$ 73,805</u>	<u>19.0%</u>	<u>\$ 388,496</u>

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

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

	<u>Annual Budget FY2012</u>	<u>Actual 9/30/11</u>	<u>Act/Budget 25.0%</u>	<u>Actual 9/30/10</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
Institutional Support						
Salaries	\$ 68,291	\$ 12,864	18.8%	\$ 72,706	20.3%	\$ 357,629
Employee Benefits	254,530	6,377	2.5%	12,468	3.9%	319,702
Contractual Services	12,000	3,052	25.4%	1,147	7.0%	16,500
Material & Supplies	2,300	60	2.6%	60	24.0%	250
Conference & Meeting	-	-	0.0%	-	0.0%	-
Fixed Charges	390,750	377,986	96.7%	384,185	121.2%	317,000
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>727,871</u>	<u>400,339</u>	<u>55.0%</u>	<u>470,566</u>	<u>46.5%</u>	<u>1,011,081</u>
TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	\$ 1,129,971	\$ 455,820	40.3%	\$ 544,371	38.9%	\$ 1,399,577

Fiscal Year 2012 Budget to Actual Comparison

	<u>Annual Budget FY2012</u>	<u>Actual 9/30/11</u>	<u>Act/Budget 25.0%</u>	<u>Actual 9/30/10</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
AUDIT FUND						
Local Government Sources	\$ 31,508	\$ 30,219	95.9%	\$ -	0.0%	\$ 18,034
Investment Revenue	200	36	18.0%	72	36.0%	200
TOTAL AUDIT FUND REVENUES	<u>31,708</u>	<u>30,255</u>	<u>95.4%</u>	<u>72</u>	<u>0.4%</u>	<u>18,234</u>
AUDIT FUND						
Contractual Services	<u>32,500</u>	<u>25,500</u>	<u>78.5%</u>	<u>24,000</u>	<u>73.8%</u>	<u>32,500</u>
TOTAL AUDIT FUND EXPENDITURES	\$ 32,500	\$ 25,500	78.5%	\$ 24,000	73.8%	\$ 32,500

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

	<u>Annual Budget FY2012</u>	<u>Actual 9/30/11</u>	<u>Act/Budget 25.0%</u>	<u>Actual 9/30/10</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources						
Current Taxes	\$ 1,537,220	\$ 1,394,279	90.7%	\$ 1,349,005	84.8%	\$ 1,589,936
State Government Sources	-	-	0.0%	-	0.0%	-
Investment Revenue	50,000	17,362	34.7%	13,726	25.0%	55,000
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	<u>1,587,220</u>	<u>1,411,641</u>	<u>88.9%</u>	<u>1,362,731</u>	<u>82.8%</u>	<u>1,644,936</u>
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Operations & Maintenance						
Contractual Services	-	-	0.0%	322,347	0.0%	-
Capital Outlay	6,587,220	523,821	8.0%	773,435	47.8%	1,617,500
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	<u>6,587,220</u>	<u>523,821</u>	<u>8.0%</u>	<u>1,095,782</u>	<u>67.7%</u>	<u>1,617,500</u>
Other Financing Source - Bond Issuance	\$ 5,000,000.00	\$ 5,000,000.00	100.0%	-	0.0%	-
Transfer In (Out)			0.0%	\$ -	0.0%	\$ 400,000

Fiscal Year 2012 Budget to Actual Comparison

	<u>Annual Budget FY2012</u>	<u>Actual 9/30/11</u>	<u>Act/Budget 25.0%</u>	<u>Actual 9/30/10</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
BOND & INTEREST FUND						
Local Government Sources						
Current Taxes	\$ 1,265,000	\$ 1,112,367	87.9%	\$ 1,080,421	85.4%	\$ 1,265,000
Investment Revenue	5,000	1,366	27.3%	2,005	40.1%	5,000
TOTAL BOND & INTEREST FUND REVENUES	<u>1,270,000</u>	<u>1,113,733</u>	<u>87.7%</u>	<u>1,082,426</u>	<u>85.2%</u>	<u>1,270,000</u>
BOND & INTEREST FUND						
Institutional Support:						
Debt Principal Retirement	1,265,000	-	0.0%	-	0.0%	1,265,000
Interest on Bonds	-	-	0.0%	-	0.0%	-
Fees	400	-	0.0%	-	0.0%	400
TOTAL BOND & INTEREST EXPENDITURES	<u>\$ 1,265,400</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ 1,265,400</u>

Fiscal Year 2012 Budget to Actual Comparison

	<u>Annual Budget FY2012</u>	<u>Actual 9/30/11</u>	<u>Act/Budget 25.0%</u>	<u>Actual 9/30/10</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
WORKING CASH FUND						
Investment Revenue	\$ 40,000	\$ 3,745	9.4%	\$ 9,734	16.2%	\$ 60,000
TOTAL WORKING CASH REVENUES	<u>40,000</u>	<u>3,745</u>	<u>9.4%</u>	<u>9,734</u>	<u>16.2%</u>	<u>60,000</u>
Transfers In (Out)	\$ (40,000)	\$ -	0.0%	\$ -	0.0%	\$ (60,000)

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

Three Months Ended September 30, 2011

<u>Department</u>	<u>Annual Budget FY2012</u>	<u>Actual 9/30/2011</u>	<u>Act/Budget 25.0%</u>	<u>Explanation</u>
President	\$ 292,518	\$ 79,844	27.3%	
Board of Trustees	21,000	6,136	29.2%	
Community Relations	338,649	75,580	22.3%	
Development Office	71,194	19,223	27.0%	
Continuing Education	1,286,419	312,171	24.3%	
Facilities	9,336,207	1,162,757	12.5%	
Information Technologies	1,701,698	626,121	36.8%	Datatel maintenance agreement
Academic Affairs	259,150	69,673	26.9%	
Academic Affairs (AVPCE)	761,164	291,383	38.3%	Paid annual Ottawa Rent
Adult Education	504,753	109,706	21.7%	
Dislocated Workers Center	653,548	170,595	26.1%	
Learning Technologies	706,958	161,522	22.8%	
Career & Tech Education Division	2,445,046	566,592	23.2%	
Natural Science & Business Division	2,176,823	576,816	26.5%	
Humanities & Fine Arts/Social Science Division	2,191,115	611,679	27.9%	
Health Professions Division	2,080,015	525,761	25.3%	
English, Mathematics, Education Division	2,909,411	830,541	28.5%	
Admissions & Records	355,315	94,059	26.5%	
Student Development	621,026	205,498	33.1%	
Student Services	125,604	29,590	23.6%	
Financial Aid	5,484,630	3,335,028	60.8%	Full summer and fall semesters
Athletics	250,124	73,003	29.2%	
TRIO (Student Success Grant)	298,584	76,587	25.7%	
Safety Service	400,000	55,002	13.8%	
Business Services/General Institution	2,119,165	285,797	13.5%	
Risk Management	729,971	400,818	54.9%	Annual insurance payments
Tuition Waivers	422,000	257,095	60.9%	Full summer and fall semesters
Purchasing	112,173	21,672	0.0%	
Human Resources	179,067	45,823	25.6%	
Bookstore	2,544,746	1,355,430	53.3%	Products for resale
Shipping & Receiving	84,904	21,879	25.8%	
Copy Center	144,598	25,435	17.6%	
Total FY12 Expenditures	\$ 41,607,575	\$ 12,478,816	30.0%	

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

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	TOTAL
Balance on Hand	\$ 1,233,740.85	\$ 263,333.15	\$ 308,446.81	\$ 236,235.17	\$ 1,140,243.92	\$ (528,615.53)	\$ 51,531.18	\$ 11,371.21	\$ 892,236.02	\$ 3,608,522.78
Total Receipts	237,940.77	30,009.91	14,715.09	8,014.35	77,753.24	458,605.50	5,852.26	200.16	7,964.71	841,055.99
Total Cash	1,471,681.62	293,343.06	323,161.90	244,249.52	1,217,997.16	(70,010.03)	57,383.44	11,571.37	900,200.73	4,449,578.77
Due To/From Accts	(3,374.27)	(120.06)	-	-	13,961.13	(10,382.50)	-	-	(84.30)	0.00
Transfers/Bank CDs	1,007,411.10	500,000.00	-	-	6,426.44	38,921.44	317,395.48	9,845.54	50,000.00	1,930,000.00
Expenditures	(2,012,325.94)	(421,972.35)	(156,046.35)	-	(536,468.35)	(293,317.33)	-	(16,000.00)	(360,005.35)	(3,796,135.87)
ACCOUNT BALANCE	463,392.51	371,250.65	167,115.55	244,249.52	701,916.38	(334,788.42)	374,778.92	5,416.91	590,111.08	2,583,443.10
Deposits in Transit	(108,692.55)									(108,692.55)
Outstanding Checks	457,470.24									457,470.24
BANK BALANCE	812,170.20	371,250.65	167,115.55	244,249.52	701,916.38	(334,788.42)	374,778.92	5,416.91	590,111.08	2,932,220.79
Certificates of Deposit	3,500,000.00	300,000.00	1,000,000.00	500,000.00	1,200,000.00	-	4,250,000.00	-	4,300,000.00	15,050,000.00
Illinois Funds	2,772,719.72	1,326,084.17	1,381,822.35	1,168,405.14	-	-	-	10,071.05	118,765.15	6,777,867.58
CDB Trust Fund CTC			6,522,649.14							6,522,649.14
Bldg Reserve-ILLFund			1,081,384.64							1,081,384.64
Total Investment	\$ 6,272,719.72	\$ 1,626,084.17	\$ 9,985,856.13	\$ 1,668,405.14	\$ 1,200,000.00	\$ -	\$ 4,250,000.00	\$ 10,071.05	\$ 4,418,765.15	\$ 29,431,901.36

LaSalle State Bank	\$ 50,644.01
Peru Savings Bank	<u>2,881,576.78</u>
	<u>\$ 2,932,220.79</u>

Respectfully Submitted,



Cheryl Roelfsema
Vice President for Business Services & Finance/Treasurer

**ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
September 30, 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>
11/7/2011						150,000		150,000	MB	1.25%	1.25%	15192
11/17/2011							200,000	200,000	LSB	0.55%	0.55%	80014774
11/18/2011						1,500,000		1,500,000	FSB	0.90%	0.90%	26001
12/10/2011							1,000,000	1,000,000	CB	0.75%	0.75%	2041022024
12/15/2011	500,000		500,000					1,000,000	FSB	1.10%	1.10%	1011428351
12/21/2011	1,000,000							1,000,000	FSB	0.35%	0.35%	25440
12/22/2011				500,000		1,000,000	500,000	2,000,000	FSB	1.10%	1.10%	1011466946
1/30/2012						100,000		100,000	NCB	1.00%	1.00%	35803
3/23/2012						1,000,000		1,000,000	FSB	0.95%	0.95%	26766
4/22/2012							100,000	100,000	MB	1.15%	1.15%	914161
6/1/2012		300,000			1,200,000			1,500,000	FSB	0.95%	0.95%	24553
7/20/2012	2,000,000							2,000,000	FSB	0.95%	0.95%	1011570115
8/3/2012							2,000,000	2,000,000	FSB	0.95%	0.95%	25092
9/21/2012						500,000		500,000	FSB	0.95%	0.95%	25440
9/29/2012			500,000				500,000	1,000,000	FSB	0.95%	0.95%	25522
Total CD	3,500,000	300,000	1,000,000	500,000	1,200,000	4,250,000	4,300,000	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: 0.042%

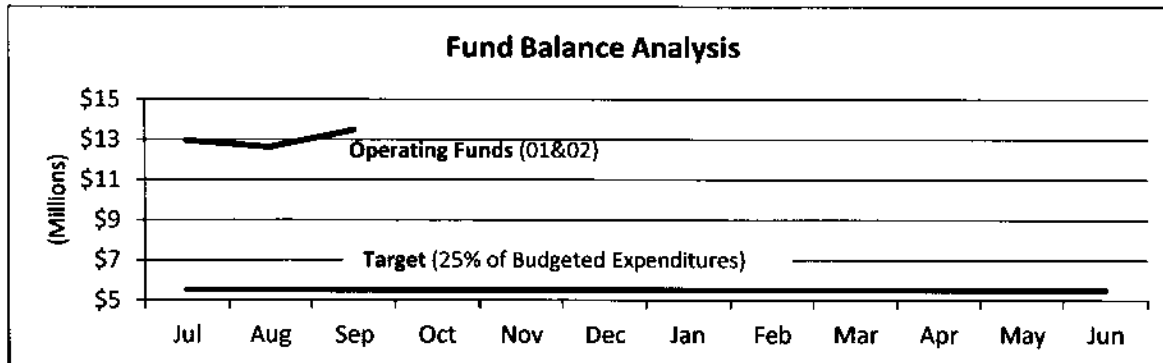
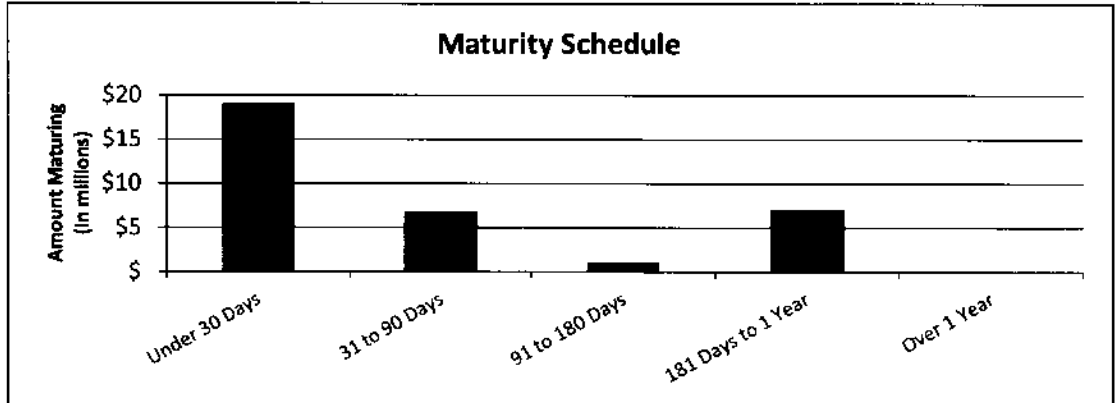
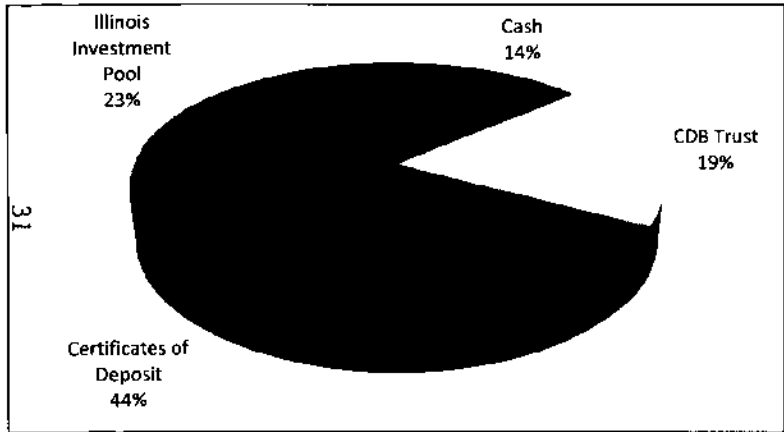
cr

30

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

Cash	13.7%	\$ 4,664,533	3.49%
CDB Trust	19.1%	6,522,649	0.50%
Certificates of Deposit	44.1%	15,050,000	0.92%
Illinois Investment Pool	23.1%	7,859,623	0.17%

IL Funds (US Bank)	\$ 7,859,623			\$ 7,859,623	23%
Centrue Bank		1,000,000		1,000,000	3%
First State Bank		13,500,000		13,500,000	40%
LaSalle State Bank		200,000	50,644	250,644	1%
Marseilles Bank		250,000		250,000	1%
North Central Bank		100,000		100,000	0%
Citizens First National			8,601,139	8,601,139	25%
Peru Federal Savings			2,535,399	2,535,399	7%



Check Register \$5,000 or More

09/01/11 - 09/30/11

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
518634	09/01/11	001369	Ameren Illinois	\$ 63,831.18	Electricity 07/12/11-08/10/11
518636	09/01/11	081443	American Express	102,355.36	CDW Government, Cengage Learning, Central Illinois Trucks, Manpower, Springfield Electric Supply
518649	09/01/11	168777	Bob McCloskey Agency, LLC	25,747.00	Student Accident Insurance, Disability Insurance
518651	09/01/11	166518	Branded Custom Sportswear, Inc	7,630.91	Supplies for Resale
518618	09/01/11	000001	Illinois Valley Community College	107,801.90	Federal & State Payroll Taxes (09/01/11)
518720	09/01/11	000948	Nebraska Book Co., Inc.	7,563.75	Books for Resale
518721	09/01/11	001014	Nixon Insurance Agency Inc.	9,418.00	Treasurer Bond, Anatomical Bonds
518625	09/01/11	082897	SURS	54,352.51	Payroll (09/01/11)
518760	09/01/11	001927	Walter J Zukowski & Associates	10,558.50	Legal Services
518830	09/09/11	108916	CCIC	304,140.08	Health Insurance (September)
518835	09/09/11	117684	D & H Distributing Co.	21,810.84	Supplies for Resale
518858	09/09/11	001550	Green River Lines Inc.	7,200.00	Trip to Pennsylvania-Continuing Education
518873	09/09/11	157675	Illinois Valley Excavating Inc	10,085.00	Install Culvert in Bottom Road, Mow CREP Land, Remove Debris From Slope
518908	09/09/11	001634	MPS	41,268.30	Books for Resale
518898	09/09/11	090169	McQuay Service	49,900.00	Chiller Maintenance
518906	09/09/11	101216	Missouri Book Company Textbook	5,687.41	Books for Resale
518914	09/09/11	000948	Nebraska Book Co., Inc.	12,506.25	Software Maintenance & Support, Books for Resale
518922	09/09/11	091568	Pearson Education, Inc.	10,777.62	Books for Resale
518923	09/09/11	179221	Perrin Souvenir Distributors	5,287.88	Supplies for Resale
518971	09/09/11	018889	SRAVTE	9,000.00	Single Parent Program Services (Carl Perkins Grant), Single Parent Coordinator Fee (State Adult Ed Grant)
518963	09/09/11	181086	Sico America, Inc.	15,207.00	Mobile Folding Stage
518979	09/09/11	179438	Superior Training for Business	5,600.00	Consulting LCN (Business Training)
518993	09/09/11	116396	Virco Mfg. Corp.	15,200.64	Chemistry Lab Stools
519159	09/15/11	001420	Advanced Technologies Consultants	25,000.00	Software Site License-Wind Farm Simulation (Carl Perkins Grant)
519072	09/15/11	173266	Chicago Office Technology Group	7,978.04	Computer Hardware and Audio Visual Materials
519028	09/15/11	000001	Illinois Valley Community College	108,880.08	Federal & State Payroll Taxes (09/15/11)
519115	09/15/11	169514	Kuhl & Company Insurance	280,602.00	Workers' Compensation, Property Casualty, Auto Insurance
519134	09/15/11	105687	R.J. Galla Company, Inc.	45,347.00	Umbrella Liability, Student Malpractice Insurance
519036	09/15/11	082897	SURS	55,360.64	Payroll (09/15/11)
519192	09/22/11	002577	AT&T	8,013.49	Telephone

32

**Check Register \$5,000 or More
09/01/11 - 09/30/11**

519189	09/22/11	081443	American Express	25,095.62	Career Step, LLC, Central Illinois Trucks, Manpower, McGraw Hill Publishing, Pearson Education, Springfield Electric Supply
519197	09/22/11	126547	Basalay, Cary, & Alstadt Architects	5,460.00	Remodel Chemistry Lab*
519212	09/22/11	169822	Constellation NewEnergy - Gas	8,152.92	Natural Gas 08/01/11-08/31/11
519224	09/22/11	001111	Dell Computers	9,245.51	Servers and Laptop
519235	09/22/11	142138	Gordon, Stockman & Waugh P.C.	16,000.00	Audit Financial Statement
519241	09/22/11	079038	IVCC Student Activity	18,615.03	Veteran Awards
519244	09/22/11	176682	Lite Construction, Inc.	111,212.10	Remodel Chemistry Lab*
519251	09/22/11	111726	Midwest Transit Equipment, Inc	5,200.00	Lease Two Shuttles
519257	09/22/11	179864	Pan Pacific Plastics Mfg., Inc	6,109.00	Environmentally Friendly Shopping Bags (Bookstore)
519250	09/22/11	000848	The Radio Group	7,940.00	Radio Advertising (General and CTE Programs of Study Grant)
519278	09/22/11	066555	United States Postal Service	6,000.00	Reimburse Postage Meter
519348	09/29/11	001369	Ameren Illinois	50,409.78	Electricity (08/10/11-09/11/11), Electricity & Gas (TDT 08/10/11-09/09/11), Gas (East Campus 08/10/11-09/09/11)
519349	09/29/11	081443	American Express	12,385.94	McGraw Hill Publishing, Pearson Education
519352	09/29/11	126547	Basalay, Cary, & Alstadt Architects	39,374.25	Feeder Wire Bldg D & E*
519383	09/29/11	181795	G4S Secure Solutions (USA) Inc	21,941.60	Security Service 08/08/11-08/29/11
519400	09/29/11	000966	Illinois Valley Business Equipment	10,839.80	Copier Usage
519301	09/29/11	000001	Illinois Valley Community College	108,673.08	Federal & State Payroll Taxes (09/29/11)
519307	09/29/11	082897	SURS	54,343.79	Payroll (09/29/11)

\$ 1,951,109.80

*Protection, Health, & Safety (PHS) Projects

Stipends for Pay Period Ending 09/10/11

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Alvarado, Ruben Joseph	SPN 1002 630	08/17/11	12/17/11	12/17/11	RE	\$400.00	011120650051320	SPN-1002-630	Elementary Spanish II	2 IND STDY
Anderson, Jeffrey M.	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$155.88	011120650051110			
Arbuckle, Dennis Wayne	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$123.36	027210472051710			
Arbuckle, Kathleen Ann	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$124.80	027210472051710			
Avila, Shante De'l	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$62.56	018240082051610			
Baracani, Del Geno	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$119.04	027210472051710			
Barnes, Harold Byron	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$464.92	018810595051110			
Barnes, James Edward	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$42.24	012120321251620			
Bartolt, Raeleen M	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$99.20	028440378051610			
Battaglia, Toni-Lynn	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$174.56	018810595051210			
Beard, Sandra J	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$133.92	018110396151610			
Bentley, Janna Lee	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$50.24	012220322251620			
Berry, Patrick A	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$306.40	018240082051110			
Bishop, Diane R.	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$1.93	018440568051620			
Bishop, Diane R.	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$8.40	027810480051620			
Bishop, Diane R.	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$17.68	018240082051620			
Bishop, Diane R.	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$5.60	028440378051620			
Bishop, Diane R.	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$2.80	018640091051620			
Blood, Trisha Marie	SUB MTH 0900-600	08/17/11	09/02/11	09/10/11	ST	\$167.34	011520910051320			
Bluemer, Ronald Glenn	FA 11 Mileage	08/17/11	12/17/11	12/17/11	ML	\$500.00	011120650055210			
Bolelli, Joseph August	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$144.27	027110471051710			
Brolley, Francis Raymond	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$305.16	018310183051210			
Brown, Ida L	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$101.68	013430031051610			
Burns, Carey Ann	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$94.84	018310183051610			
Canale, Thomas James	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$222.00	056430361451210			
Canale, Thomas James	Football Officiating	07/25/11	08/09/11	09/10/11	ST	\$300.00	014110394151320	CCE-1801-307	Sports Officiating Football	
Cardona, Joseph L	FY12 Retro / PT Position	07/01/11	08/21/11	09/10/11	MI	\$59.85	027110471051720			
Cardona, Joseph L	P/T PTO Pay out	09/10/11	09/10/11	09/10/11	PE	\$304.42	027110471051720			

34

Stipends for Pay Period Ending 09/10/11

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Carranco, Theresa L	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$109.12	011120910051610			
Carrow, Jacqueline Jean	REA 1200-300	09/06/11	12/06/11	12/17/11	RE	\$1,860.00	014810342051320	REA-1200-300	Real Estate Transactions	
Champlin, Kevin Michael	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$207.72	018810595051210			
Chapman, Carolyn Ann	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$221.24	018240082051210			
Colon, Carmen M	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$101.18	013130030751620			
Corrigan, Joann	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$111.60	011120570051610			
Curley, Dewey Scott	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$248.72	027810480051210			
Curley, Kristyne K	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$228.28	018810595051210			
Davey, Barbara Ann	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$2.72	018640091051620			
Davey, Barbara Ann	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$7.65	028440378051620			
Davey, Barbara Ann	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$5.10	056240262051620			
Davey, Barbara Ann	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$7.99	011120910051520			
Davey, Barbara Ann	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$13.00	013230030851620			
Davey, Barbara Ann	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$0.51	012220322251620			
Davey, Barbara Ann	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$12.75	011120650051620			
Day, Judy G	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$146.32	018120080051610			
Dodge, David Alan	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$28.80	018310183051620			
Duke, Cheryl S	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$77.00	014810342051610			
Dunlap, Angela Jane	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	SG	\$129.68	061620296351210			
Dunlap, Angela Jane	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	SG	\$38.72	061620296351210			
Dunlap, Christopher Ray	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$273.20	018810595051210			
Dzik, Marianne	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$351.84	011120910051110			
Entwistle, Mary Jean	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$79.66	014110394151620			
Escatel, Sara	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	SG	\$3.08	061620296351210			
Escatel, Sara	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$197.56	061620269051210			
Fiorentini, Jo Ellen	HLR 2742-308	08/02/11	08/11/11	09/10/11	ST	\$200.00	014110394151320	HLR-2742-308	Garden Stepping Stone Mosaic	
Fockle, Lorri Sue	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$153.76	013430031051610			
Frahm, Jeannette Michelle	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$172.92	011120116051210			

35

Stipends for Pay Period Ending 09/10/11

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Gahm, Jamie Lynn	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$373.53	014810342051110			
Gillio, Susan M	MUP 1012 01	08/17/11	12/17/11	12/17/11	ST	\$200.00	011120650051320	MUP-1012-01	Flute Ensemble	4 IND STDY
Gregorich, Karen L	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$109.92	013130030751610			
Groleau, Ronald W	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$376.28	011120570051110			
Grzybowski, Mark James	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$133.24	013130030751110			
Hallock, Paula L	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$60.05	018440184051620			
Harding, Suzanne	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$121.52	056430361451610			
Hartman, Bruce Charles	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$293.16	011320410451510			
Hawkins, Linda K	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$111.60	013830030051610			
Hayden, Jeanne Ellen	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$190.96	018110081051610			
Hejl, Jill Ellen	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$99.20	018240082051610			
Herman, Christopher W.	Assistant Men's Basketball	09/01/11	03/15/12	03/24/12	ST	\$3,919.00	056430360251900			
Herout, Kimberly Ruth	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$99.20	011320410051610			
Hodge, Amber Lee	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$84.32	018810595051610			
Hunter, Robert Laurence	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$260.48	018110396151210			
Isermann, Susan L	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$203.84	011120116051110			
Isermann, Susan L	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	SG	\$203.84	061320183851900			
Jagodzinski, Neil	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$131.45	013430031051610			
Jalley, Joanne M	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$124.00	012120321251610			
Jasiek, Bonnie J.	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$57.06	014110394151620			
Johannsen-Talsky, Karen K	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$2.80	018640091051620			
Johannsen-Talsky, Karen K	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$5.60	028440378051620			
Johannsen-Talsky, Karen K	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$18.20	056240262051620			
Johannsen-Talsky, Karen K	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$2.80	011120650051620			
Johannsen-Talsky, Karen K	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$7.00	018240082051620			
Johannsen-Talsky, Karen K	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$1.05	012410595351620			
Johannsen-Talsky, Karen K	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$22.40	018440568051620			
Johnson, Gary K	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$593.81	027810480051110			

36

Stipends for Pay Period Ending 09/10/11

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Jones, Glenna Sue	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$535.28	018440184051110			
Kalis, Linda Spenny	SUB MLC OTTC	08/17/11	09/01/11	09/10/11	ST	\$390.47	011520910051320			
Killian, Melissa J.	5 Sessions / Retro Pay	08/03/11	08/15/11	09/10/11	MI	\$57.20	013230030851540			
Klieber, Tracie Marie	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$47.25	011120570051520			
Koehler, Kimberly Ann	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$192.44	014110394151210			
Koehler, Richard A	CDV 600-01, 03 #770, 772, 775	08/10/11	09/07/11	09/10/11	ST	\$450.00	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Koehler, Richard A	CDV 7000-03 #157	08/13/11	08/13/11	09/10/11	ST	\$150.00	014110394351320	CDV-7000-03	Bureau Co. Driver Improvement	
Kosciewicz, Sandra K	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$106.64	058640569051610			
Kott, Kathryn B	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$304.62	011420730051210			
Kozell, Sandra J	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$119.04	027210472051710			
Krasnican, Mary Ellen	CEU 1501-630 (team taught)	08/22/11	08/25/11	09/10/11	ST	\$125.00	014110394151320	CEU-1501-630	Food Sanitation Recert	
Kreiser, Diane Marie	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$119.04	018240082051610			
Kurtz, Judith K	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$116.56	027810480051610			
Kwasniewski, Michael J	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$104.64	027210472051710			
Ladzinski, Laura Anne	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$57.56	012120321251620			
Lange, Marilyn Lee	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$40.64	012120321251620			
Lesman, Emily Elizabeth	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$22.22	011120910051520			
Lesman, Emily Elizabeth	MLC OTTC MTH 0900-600	09/06/11	12/17/11	12/17/11	RE	\$4,716.57	011520910051320			
Lindgren, Curtis A	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$146.30	011320410451520			
Liss, Mary B	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	SG	\$106.64	064420258251610			
Lock, Cynthia Marie	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$63.98	061620269051610			
Lock, Cynthia Marie	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	SG	\$43.68	061620296351610			
Lockwood, DawnAnne	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$2.86	012410595351220			
Lockwood, DawnAnne	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	SG	\$10.55	063820152751520			
Maas, Kelsey Elizabeth	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$27.72	013130030751620			
Malooley, Beverly M	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$218.16	064410392151210			
Marini, Jennifer Shea	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	SG	\$193.96	064420258251900			

37

Stipends for Pay Period Ending 09/10/11

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Mattson, Robert Carl	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$216.92	018710585051210			
McConville, Steven James	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$51.24	011320410451520			
McQuilkin, Judith A	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$198.48	011120910051510			
Meling, Judith A	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$32.39	018240082051620			
Mercer, Jon Scott	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$119.04	027210472051710			
Merkel, Marlene Kay	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$119.04	011120650051610			
Mertel, Susan M	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$116.56	012220322251610			
Mertes, Anthony R	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$200.88	011320410451510			
Mesarchik, Donna Joann	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$20.00	056240262051620			
Mesarchik, Donna Joann	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$3.44	018640091051620			
Michael, James N	FA 11 Ind Stdy	08/17/11	12/17/11	12/17/11	RE	\$3,960.00	011120650051320	GER-1000-300	Conversational German	
Minnick, Michael Robert	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$143.84	027310473051710			
Mitchum, Sheri Lynn	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$143.84	012220322251210			
Monroe, Susan Marie	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$68.58	018610293051620			
Monroe, Susan Marie	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$0.92	011120410051620			
Moore, Lynn Ann	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$174.43	013130030751610			
Moreno, Maria D	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$85.18	012410595351220			
Morris, Tracy Lynn	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$305.84	013230030851110			
Moskalewicz, James P	9 Sessions / Retro Pay	08/01/11	08/12/11	09/10/11	MI	\$112.50	013230030851540			
Nadolny, Ronald Raymond	FY12 Retro Pay	08/17/11	09/10/11	09/10/11	MI	\$31.02	011120410051320			33 hrs x .94
Near, Monica Marie	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	SG	\$181.24	064420258251900			
Needham, Mary Beth	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$89.25	011320410451610			
Needs, George Frank	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$207.72	018440184051210			
Novak, M. Elaine	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$319.56	011320410051110			
O'Shea, Dennis Patrick	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$123.36	027210472051710			
Obermiller, Kelly S	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$177.17	056240262051610			
Olivero, Luke C	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$60.56	014220271051210			
Olivero, Luke C	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	SG	\$104.08	061620296351310			

38

10

Stipends for Pay Period Ending 09/10/11

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Ortiz, Marie Yvonne	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$27.80	013430031051620			
Ortiz, Marie Yvonne	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$3.14	011120410051620			
Oseland, Elizabeth Marie	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$12.95	011120570051520			
Padoan-Gallardo, Atti V	FEN ITL SPN FA 11 IND STDY	08/17/11	12/17/11	12/17/11	RE	\$3,750.00	011120650051320	FEN-2001-01	Intermediate French I	
Panizzi, Gerald W	CDV 6000-01, 03 #771, #773	08/13/11	08/27/11	09/10/11	ST	\$525.03	014110394251320	CDV-6000-03	LaSalle Co Driver Improvement	
Partington, Sarah H	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	SG	\$205.04	064420258251900			
Pflibsen, Sally A	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	SG	\$203.16	064420258251900			
Pitsenbarger, William Charles	Clothing Allowance	09/10/11	09/10/11	09/10/11	TF	\$64.95	027210472052900			
Pokryfke, Virginia Ann	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$109.11	056320939051210			
Popurella, Sheryl L	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$41.50	012120321251620			
Price, Sarah Nicole	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	SG	\$176.92	064420258251900			
Prine, Renee Marie	6 Sessions / Retro Pay	08/01/11	08/09/11	09/10/11	MI	\$70.26	013230030851540			
Quincer, Mark Stephen	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$148.48	027110471051710			
Ragazinsky, Polly Ann	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$89.32	011420730051610			
Roberts, Darrel L	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$152.32	027110471051710			
Ruda, Anthony J	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$236.72	011120570051210			
Sandberg, Lauren K	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$247.24	056240262051210			
Scheri, Jennifer C	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$235.36	014210331051210			had 16 hrs w/o pay
Schmitt, Richard J	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$11.52	011320410451520			
Schmitz, Lolita Marie	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$89.28	028440378051610			
Shalter, Melissa Margaret	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$44.47	056240262051620			
Shalter, Melissa Margaret	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$1.98	011120910051620			
Shalter, Melissa Margaret	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$2.89	018640091051620			
Shalter, Melissa Margaret	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$2.64	028440378051620			
Shalter, Melissa Margaret	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$2.64	018310183051620			
Shanyfelt, Rex Arthur	Assistant Women's Basketball	09/01/11	03/15/12	03/24/12	ST	\$3,919.00	056430360351900			
Shea, Mary Frances	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$39.20	011120910051520			

39

Stipends for Pay Period Ending 09/10/11

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Shea, Mary Frances	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$4.80	011620981451520			
Skerston, Connie M	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$181.68	013130030751210			
Skofianc, Michael H	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$49.02	011120570051520			
Smith, Mary Helen	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$94.20	012220322251220			
Smith, Sara E	CEU 1501-630 (team taught)	08/22/11	08/25/11	09/10/11	ST	\$125.00	014110394151320	CEU-1501-630	Food Sanitation Recert	
Sowers, Jennifer Lynn	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$79.52	013130030751620			
Sprong, Connie Lee	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$92.54	013130030751620			
Sramek, Katherine Lynn	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$119.05	013130030751610			
Stahly, Kim A	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$100.13	018310183051610			
Stash, Todd Michael	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$114.08	012410595051210			
Stevenson, Gerrit J	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$31.68	011320410451520			
Stevenson, James C	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$290.96	013230030851520			
Stewart, Marydale	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$60.00	056240262051620			
Stickney, Sherry Ann	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$138.85	018240082051610			
Stinson, Jenna S	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$69.00	011120650051210			
Swiskoski, Donna J	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$111.60	018610293051610			
Talsky, Gary F	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$224.08	012410595051210			
Thatcher, Fred F	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$152.97	027110471051710			
Thompson, Danial S	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$142.20	011320410451520			
Thompson, Eric Shane	PWS 1200-349	08/23/11	12/06/11	12/17/11	RE	\$1,725.00	014110394151320	PWS-1200-349	Water Supply Operation	
Torbeck, Joel A	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	SG	\$250.20	064420258251210			
Trevier, Timothy P	Assistant Baseball Coach	08/15/11	05/15/12	05/19/12	ST	\$3,919.00	056430360151900			
Tully, Mary Bridget	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$125.47	014220271051210			
Twardowski, Eileen M	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$133.92	013430031051610			
Ufkes, Linda Sue	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$0.96	061620298051520			
Vecchi, Randolph F	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	SG	\$183.16	064420258251900			
Vescogni, Emily B	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$322.48	012220322251110			
Vescogni, Tanya Allison	FY12 Retro Pay	09/10/11	09/10/11	09/10/11	MI	\$23.36	056320939051520			

40

Stipends for Pay Period Ending 09/24/2011

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Black, Mary A	FY 12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	48.41	011120910051320			
Bluemner, Ronald Glenn	Dual Credit Mtg	09/01/11	09/01/11	09/24/11	ST	50.00	018120080051900			
Bokus, Michael Todd	CSP 2210 300	08/17/11	12/17/11	12/17/11	ST	1,612.50	011320410051320			
Bolelli, Joseph August	Clothing Allowance	09/24/11	09/24/11	09/24/11	TF	49.80	027110471052900			
Brady-Crite, Stephanie Jean	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	57.58	011120910051320			
Broadstone, Derek Lee	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	31.96	011120910051320			
Brown, Suzanne	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	29.14	011120910051320			
Bruner, Jill D.	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	4.70	011120910051320			
Burns, Carey Ann	HLR 2757 309	09/14/11	09/14/11	09/24/11	ST	50.00	014110394151320	HLR-2757-309	Braided Crystal Bracelet	
Butcher, Matthew J	Dual Credit Mtg	09/01/11	09/01/11	09/24/11	ST	50.00	018120080051900			
Canale, Thomas James	Adj FY12 Basketball	08/15/11	06/16/12	06/16/12	ST	6,445.00	056430360251900			
Carey, Lori Ann	FY12 Retro Pay	09/24/11	09/24/11	09/24/11	MI	201.59	027210472051710			
Carey, Lori Ann	Clothing Allowance	09/04/11	09/24/11	09/24/11	TF	52.98	027210472052900			
Carranco, Theresa L	August Potential Liab Winner	08/01/11	08/31/11	09/24/11	ST	80.00	128640090151900			
Christianson, Diane C	Summer Institute	09/12/11	09/12/11	09/24/11	ST	150.00	011120080151900			
Cofoid, Lisa Anne	FY12 Retro Pay	09/24/11	09/24/11	09/24/11	SG	69.69	064420258251900			
Cooper, Debra S	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	42.78	011120910051320			
Corcoran, Jerome M	FY12 Retro Pay	09/24/11	09/24/11	09/24/11	MI	1,333.56	018110081051110			
Engstrom, Norman Bruce	MUP 2001 01	08/24/11	09/13/11	09/24/11	RE	896.00	011120650051340			
Faris, Wesley Jay	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	3.72	011120910051320			
Fisher, Andrew	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	8.37	011120910051320			
Foemmel, Mary Beth	Dual Credit Mtg	09/01/11	09/01/11	09/24/11	ST	50.00	018120080051900			
Forst, Jean	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	52.64	011120910051320			
Freed, Timothy Daniel	HLR 3917 309	09/12/11	09/12/11	09/24/11	ST	105.00	014110394151320	HLR-3917-309	Octoberfest	
Fryxell, David William	MUP 2043 01	08/16/11	09/13/11	09/24/11	ST	544.14	011120650051320			
Gibbs, Kathryn Ann	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	217.86	011120910051320			
Gillio, Susan M	Fine Arts Co-op	09/15/11	09/15/11	09/24/11	ST	300.00	056920663151900			
Greening, James Elmer	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	53.01	011120910051320			
Hardy, Tina L.	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	85.07	011120910051320			
Hauger, Elizabeth Lynne	Crđ Hr Rate Adj	08/17/11	12/19/11	12/19/11	RE	100.00	011520910051320			
Herout, Kimberly Ruth	Fine Arts Co op	09/15/11	09/15/11	09/24/11	ST	200.00	056920663151900			
Hinterlong, James Edward	Dual Credit Mtg	09/01/11	09/01/11	09/24/11	ST	50.00	018120080051900			
Jagasia, Kaushalya Ghanshyam	Completed EDC 1202	09/24/11	09/24/11	09/24/11	OV	150.00	011120910051340			
Jauch, Christian Martin	CSS 1200 105	08/17/11	09/17/11	09/24/11	RE	150.00	011320410051320			
Kalis, Linda Spenny	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	15.98	011120910051320			
Koehler, Richard A	CDV 6000 01 #777	09/21/11	09/21/11	09/24/11	ST	150.00	014110394251320			
Koehler, Richard A	CDV 6000 01	09/10/11	09/10/11	09/24/11	ST	150.00	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Krancic, Carol Ann	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	196.35	011120910051320			
Lange, Marilyn Lee	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	45.11	011120910051320			
Leonard, Bryan Donald	Dual Credit Mtg	09/01/11	09/01/11	09/24/11	ST	50.00	018120080051900			
Lockwood, DawnAnne	Crđ Hr Rate Adj	08/17/11	12/19/11	12/19/11	ST	75.00	011220910051320			
Lockwood, DawnAnne	CSG 1202 100	08/17/11	12/17/11	12/17/11	ST	1,251.00	011320410051320			

42

Stipends for Pay Period Ending 09/24/2011

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Lockwood, DawnAnne	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	44.96	011120910051320			
Loebach, Nancy Ann	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	18.60	011120910051320			
Lukosus, James C	Adj FY12 Head Golf	08/15/11	05/15/12	05/19/12	ST	5,238.40	056430360451900			
McConville, Drew Allen	FY12 Retro Pay	09/01/11	09/24/11	09/24/11	MI	129.60	018710585051210			
McQuilkin, Judith A	Vacation Payout	07/01/11	09/24/11	09/24/11	VA	435.45	011120910051510		21.44 vac hrs	
Merkel, Marlene Kay	Fine Arts Co-op	09/15/11	09/15/11	09/24/11	ST	1,000.00	056920663151900			
Mika, Judyann	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	90.44	011120910051320			
Monroe, Susan Marie	AFDA Module 1	08/13/11	09/24/11	09/24/11	ST	75.00	011120080151900			
Montgomery, D Gene	MUP 2043 01	08/17/11	09/09/11	09/24/11	ST	125.64	011120650051320			
Montgomery, D Gene	MUP 2022 01	08/17/11	09/07/11	09/24/11	ST	125.64	011120650051320			
Nelson, Catherine Lee	Crd Hr Rate Adj	08/17/11	12/17/11	12/17/11	ST	75.00	011520910051320			
Nelson, Catherine Lee	Crd Hr Rate Adj	08/17/11	12/17/11	12/17/11	ST	75.00	011220910051320			
Nelson, Catherine Lee	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	51.15	011120910051320			
Niemann-Boehle, Deborah M	HLR 3500 309	09/19/11	09/19/11	09/24/11	ST	90.00	014110394151320	HLR-3500-309	Cheesemaking	
O'Brien, Tina Marie	Sub MLC OTTC	09/14/11	09/14/11	09/24/11	ST	123.51	011520910051320			
Panizzi, Gerald W	CDV 7000 01 #158	09/17/11	09/17/11	09/24/11	ST	150.00	014110394351320	CDV-7000-01	Bureau Co. Driver Improv	
Panizzi, Gerald W	Mileage	09/17/11	09/24/11	09/24/11	ML	27.50	014110394355212			
Parisot, Debora	Dual Credit Mtg	09/01/11	09/01/11	09/24/11	ST	50.00	018120080051900			
Pearce, Richard R	FY12 Retro Pay	09/24/11	09/24/11	09/24/11	MI	1,030.62	018120080051110			
Perkins, Rebecca W	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	87.30	011120910051320			
Petersen, Bonnie S	Adj FY12 Tennis Coach	08/15/11	11/15/11	11/19/11	ST	4,139.70	056430360951900			
Pinter, Eric Neil	Adj FY12 Head Baseball	08/15/11	05/12/12	05/12/12	ST	6,773.27	056430360151900			
Prine, Renee Marie	FY12 Retro/Lane Change	08/17/11	09/01/11	09/24/11	MI	110.38	013230030851510			
Prine, Renee Marie	Retro Pay	08/17/11	09/24/11	09/24/11	MI	66.54	013230030851540			
Ricci, Kathleen Ann	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	21.10	011120910051320			
Roberts, Darrel L	Clothing Allowance	09/17/11	09/24/11	09/24/11	TF	163.95	027110471052900			
Roelfsema, Cheryl Elaine	FY12 Retro Pay	09/24/11	09/24/11	09/24/11	MI	829.86	018240082051110			
Rossman, Teri Lynn	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	18.90	011120910051320			
Rutkowski, Barbara Ann	Dual Credit Mtg	09/01/11	09/01/11	09/24/11	ST	50.00	018120080051900			
Schallhorn, Mary R	MUP 2005 01	08/17/11	09/09/11	09/24/11	ST	1,005.44	011120650051320			
Schuster, Janice B	CEU 1501 10	09/17/11	09/17/11	09/24/11	ST	250.00	014110394151320	CEU-1501-09	Food Sanitation Recert	
Schuster, Janice B	FSS 1200 300 8/22-09/12	08/22/11	09/12/11	09/24/11	ST	804.00	014810342051320	FSS-1200-300	Food Sanitation Recert	
Scroggs, Lori E	FY12 Retro Pay	09/24/11	09/24/11	09/24/11	MI	734.34	018110396151110			
Sherbeyn, Julie A	Adj FY12 Volleyball	08/15/11	11/15/11	11/19/11	ST	5,915.55	056430361151900			
Smith, Mary Helen	CEU 4024 09	09/12/11	09/24/11	09/24/11	RE	200.00	014210331051320			
Sphar, Ronald E	HVC 1240 80	08/17/11	12/17/11	12/17/11	ST	175.00	011320410051320			
Sramek, Katherine Lynn	CSN 1200 301	08/17/11	12/17/11	12/17/11	ST	416.50	011320410051320			
Strickler, Andrew Robert	Sub for MLC Streator	09/14/11	09/14/11	09/24/11	ST	118.53	011520910051320			
Strickler, Andrew Robert	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	80.84	011120910051320			
Treend, Gayle A	CEU 4610 09	09/16/11	09/16/11	09/24/11	ST	240.00	014110394151320	CEU-4610-09	Ebay Kick Start	
Turchi, Mary Lynn	CSP 2203 300	08/17/11	12/17/11	12/17/11	ST	1,876.00	011320410051320			
Tyne, Gerald Robert	Dual Credit Mtg	09/01/11	09/01/11	09/24/11	ST	50.00	018120080051900			
Vahle, Larry E	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	22.56	011120910051320			
Villarreal, Joseph	Dual Credit Mtg	09/01/11	09/01/11	09/24/11	ST	50.00	018120080051900			

43

Stipends for Pay Period Ending 09/24/2011

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Vogl, Robert	HLR 5521 09	09/17/11	09/17/11	09/24/11	ST	125.00	014110394151320	HLR-5521-09	Small Wind Generaters for Home	
Watson, Robb Corey	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	11.99	011120910051320			
Wiggins, Steven Lee	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	12.66	011120910051320			
Yanek, Ray Michael	Dual Credit Mtg	09/01/11	09/01/11	09/24/11	ST	50.00	018120080051900			
Zebbron, Wayne Edward	FY12 Retro PTFC Hrly	08/17/11	09/24/11	09/24/11	MI	27.97	011120910051320			
Total Stipends						48,642.83				

Cheryl Roelfsema

Cheryl Roelfsema
Vice President of Business Services and Finance

Dr. Jerry Concoran

Dr. Jerry Concoran
President

10/3/11

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

77



September 30, 2011

Michelle Carboni, Director of Purchasing
Illinois Valley Community College
815 N. Orlando Smith Avenue
Oglesby, IL 61348

RE: Aluminum Feeder Wire/Branch Panel Replacement in Buildings D & E
Protection, Health & Safety Project
ICCB No. 513-TE-2123-0511
BC&A Project No. 1108

Dear Ms. Carboni:

Bids were received on September 29, 2011 for the above referenced project. Four bids were received, with JB Contracting Corp. (JBCC) being the apparent low bidder with a base bid of \$439,825.00. The bid from JBCC was based upon the plans and specifications. No exceptions/changes were attached to the bid. JBCC acknowledged receipt of the addendum, included the IVCC Certification form, included the necessary references and completed the mandatory site visit.

Based upon BC&A's estimate submitted to ICCB, funds available for the PHS work equal \$577,498.00 (without contingency). As you can see, the JBCC bid is considerably lower than this amount. Immediately after the bid opening, BC&A asked JBCC to go back and review their numbers to determine if something was inadvertently left out of their price. Upon completion of their review the following day, they reported no omissions. JBCC attributed their fair price to the current economy, their need for interior work over the winter months, and their familiarity with the IVCC campus since they recently completed a similar project in Buildings A & B.

Based upon this information, along with the proven project track record JBCC has at IVCC, we see no reason not to accept their bid. BC&A recommends that the college accept the JBCC Base Bid for a total of \$439,825.00.

An overall summary 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,

A handwritten signature in cursive script that reads 'Kurt Rimmele'.

Kurt Rimmele

KR/dr

Cc: Gary Johnson, IVCC Director of Facilities
James Lessard, KJWW Engineering Consultants
BC&A File

BID TABULATION SHEET

PROJECT NAME: ALUMINUM FEEDER WIRE BRANCH PANEL
 REPLACEMENT IN BUILDINGS D & E
 Illinois Valley Community College
 District No. 513
 Oglesby, IL 61348
 BC&A Project No. 1108



620 West Lafayette Street • Ottawa, IL 61350 • Phone (815) 434-0105 • Fax (815) 434-1663

BIDS DUE: September 29, 2011 @ 2:00 P.M.
 Room C-343

Bidder	Base Bid	Alternate Bid	Voluntary	Bid	Addenda	Certif.	Contract.	Mandatory	Remarks
		No. 1	Alternate Bid(s)	Security		Form	Refer.	Site Visit	
Correct Electric 3677 Illinois Route 71 Sheridan, IL 60551	\$487,475.00	No Bid	N/A	X	X	X	X	X	
Engel Electric 1514 4th St. Sterling, IL 61081	No Bid								
Excel Electric 24 W. Sangmeister Frankfort, IL 60423	No Bid								
Halm Electric 1301 LaSalle St. Ottawa, IL 61350	\$534,000.00	No Bid	N/A	X	X	X	X	X	
Indicom Electric 2433 Reeves Road Joliet, IL 60436	\$573,750.00	No Bid	N/A	X	X	X	X	X	
JB Contracting Corp. 2999 E. 350th Road LaSalle, IL 61301	\$439,825.00	No Bid	N/A	X	X	X	X	X	

47

Purchase Request – Printer Upgrades of Instructional Printers

In an effort to keep pace with a 4-year replacement cycle of instructional printers, the Information and Technology Services department plans to replace printers in classrooms and labs.

These printers are part of the FY2012 Technology Plan. This expense will be charged to the FY2012 Student Technology Fee account.

Recommendation:

The administration recommends Board approval to purchase 26 printers from CDW Government in the amount of \$35,804.



SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
XZR4130	11492611	10/6/2011

BILL TO:
 TODD STASH
 815 N ORLANDO SMITH ST

SHIP TO:
 ILLINOIS VALLEY COMMUNITY
 COLLEGE
 Attention To: TODD STASH
 815 N ORLANDO SMITH ST

Accounts Payable
 OGLESBY, IL 61348-9692

OGLESBY, IL 61348-9692
 Contact: TODD STASH 815.224.0514

Customer Phone #815.224.0514

Customer P.O. # HP 4015N QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
MATT GRINNELL 877.837.9677	UPS Ground (1-2 day)	Request Terms	GOVT-EXEMPT

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
26	1436067	HP LJ P4015N 52 PPM 8.5X14 Mfg#: CB509A#ABA Contract: National IPA Tech Solutions 083052-01	1,059.00	27,534.00
26	1443894	HP LJ P4015N 52 PPM 8.5X14 HP LJ P4014 500SHT INPUT TRAY/FEEDER Mfg#: CB518A Contract: National IPA Tech Solutions 083052-01	259.00	6,734.00
6	1443919	HP LJ P4015 500SHT INPUT TRAY/FEEDER HP LJ P4014 75SHT ENVELOPE FEEDER Mfg#: CB524A Contract: National IPA Tech Solutions 083052-01 HP LJ P4015 75SHT ENVELOPE FEEDER	256.00	1,536.00
			SUBTOTAL	35,804.00
			FREIGHT	0.00
			TAX	0.00

US Currency

TOTAL 35,804.00

CDW Government
 230 North Milwaukee Ave.
 Vernon Hills, IL 60061
 Phone: 847.371.5000

Fax: 847.419.8441

Please remit payment to:
 CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515

Purchase Request – Lab-Volt Nacelle Trainer and Electric Hub Trainer

The administration requests authorization to purchase an additional Nacelle Trainer and Electric Hub Trainer for the Renewable Wind Energy Technician programs. Since the time of our original purchase, Lab-Volt has also introduced industry-level nacelle and electric hub trainers. Significant research was performed online and at conferences, resulting in identifying only one company, Lab-Volt, that manufactures the nacelle and electric hub trainers as one unit, using industry-quality components that truly simulate a real-world, large-scale generation system integrated as part of the trainer.

Attached is a quotation in the amount of \$119,750 and documentation from Lab-Volt Systems, Inc. stating Lab-Volt products are only available from Advanced Technologies Consultants, the authorized representative for the State of Illinois.

Pending approval from the US Small Business Administration Office of Grants Management, this purchase will be paid for with funds, in part, from the US Small Business Administration Congressional Grant. The USDA Rural Development Grant will also pay for a portion of the equipment.

Recommendation:

The administration recommends Board approval to purchase Lab-Volt Nacelle and Electric Hub Training Equipment from Advanced Technologies Consultants in the amount of \$119,750.

Lab Volt Systems

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

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

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

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

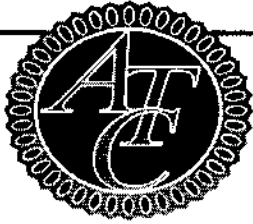
Sincerely yours,



Daniel Rodriguez
Sr. Vice President, Marketing

cc: Advanced Technologies Consultants

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



Advanced Technologies Consultants, Inc.

110 W. Main St., P.O. Box 905
 Northville, MI 48167
 Home Office Phone: (800) 348-8447
 Home Office Fax: (248) 348-3040

Price Quotation
Date: September 30, 2011
Lab Volt Nacelle & Hubs

Prices valid for 60 days
 Prices and packages are subject to
 change without notice

PREPARED FOR:
 James Gibson & Sue Isermann
 Illinois Valley Community College
 815 N. Orlando Smith Avenue
 Oglesby, IL 61348

Consultant	Terms	Delivery	FOB Point
Zydeck/Bennett	Net 30 Days	60-90 Days ARO	Quebec, Canada

Item#	Qty	Description	Part#	Unit Cost	Extended
1	1	Wind Turbine Training System - Nacelle <i>Including power generation control system</i>	46122-00	\$80,000.00	\$80,000.00
2	1	Wind Turbine Training System - Electric Pitch Hub	46123-00	\$43,000.00	\$43,000.00
3		Wind Turbine Training System - Hydraulic Pitch Hub	46124-00	\$43,000.00	
4		Grid Tie Training System	46125-00	\$6,250.00	
5		Wind Farm Simulation Software Site License	46128-00	\$31,250.00	

Sub-Total	\$123,000.00
Shipping & Handling	\$1,950.00
Installation	\$950.00
Discount	(\$6,150.00)
Grand Total	\$119,750.00

Purchase Request – Power Generation Training Equipment and Power Distribution Training Equipment

The administration requests authorization to purchase Hampden Engineering Corp. Power Generation Training Equipment and Lab-Volt Power Distribution Training Equipment. Significant research was performed online and at conferences, resulting in identifying only two companies that provide power generation and power distribution trainers using industry-quality components that truly simulate real-world systems. The equipment will be used in both the Basic and Advanced Renewable Wind Energy Technician certificate programs.

Attached is a quotation in the amount of \$41,982 from Hampden Engineering Corp. and documentation stating Hampden Engineering Corp. is the sole manufacturer of Hampden Trainers. Also attached is a quotation in the amount of \$89,467 and documentation from Lab-Volt Systems, Inc. stating Lab-Volt products are only available from Advanced Technologies Consultants, the authorized representative for the State of Illinois.

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

Recommendation:

The administration recommends Board approval to purchase Hampden Engineering Corp. Power Generation Training Equipment in the amount of \$41,982 and Lab-Volt Power Distribution Training Equipment from Advanced Technologies Consultants in the amount of \$89,467.

Hampden™ ENGINEERING CORPORATION

... .. MANUFACTURERS OF EQUIPMENT FOR EDUCATION AND INDUSTRY
P.O. BOX 563, EAST LONGMEADOW, MASSACHUSETTS 01028-0563

September 8, 2011

Sue Isermann
Illinois Valley Community College
815 North Orlando Smith Avenue
Oglesby IL 61348-9692

Dear Ms. Isermann:

This is to advise you that to the best of our knowledge, Hampden Engineering is the sole manufacturer of the following Hampden Trainers

HMD-100-CM-DA-CDL-E	Deluxe Mobile Console with Digital Meters, Computer Data Logging, and Software
H-RFM-EC-D	Load Cell with Digital Readout
CL-100A	Capacitance Load
SM-100-3	Synchronous Machine
H-TLS-100	Transmission Line Simulator
H-PRT-100-CS	Protective Relay Trainer Courseware

If we can help you in any way, please do not hesitate to contact us here at Hampden. We appreciate this opportunity to be of service.

Very truly yours,



Michael J. Flynn
Vice President

MJF:dma



ENGINEERING CORPORATION

Q
U
O
T
A
T
I
O
N

TO: ILLINOIS VALLEY COMMUNITY COLLEGE
815 NORTH ORLANDO SMITH AVENUE
OGLESBY IL 61348-9692

ATTENTION: SUE ISERMANN

DATED: SEPTEMBER 8, 2011
NUMBER: 11-0383 REV 1
EMAIL: SUE_ISERMANN@IVCC.EDU
FAX: 815-224-3033
PHONE: 815-224-0480

MAIN OFFICE AND FACTORY:
99 SHAKER ROAD
PO BOX 563
EAST LONGMEADOW, MA 01028-0563
TEL: 413-525-3981
800-253-2133
FAX: 413-525-4741
Email: sales@hampden.com

SUBJECT: QUOTATION REQUEST

Dear Sue:

We are pleased to quote you on the following:

1 - Hampden HMD-100-CM-DA-CDL-L Deluxe Mobile Console with Digital Meters, Computer Data Logging and Software (Includes H-MGI Motor Generator Interface) Bulletin: 259-110-1D	Unit Price	\$ 28,484.00
1 - Hampden H-REM-LC-D Load Cell with Digital Readout Bulletin: 255H	Unit Price	\$ 3,520.00
1 - Hampden CL-100A Capacitance Load Bulletin: 251E	Unit Price	\$ 1,009.00
1 - Hampden SM-100-3 Synchronous Machine Bulletin: 250-1H	Unit Price	\$ 3,271.00
1 - Hampden H-TLS-100 Transmission Line Simulator Bulletin: 250-2D	Unit Price	\$ 2,134.00
1 - Hampden H-PRT-100-CS Protective Relay Trainer Courseware Bulletin: 250-4C	Unit Price	\$ 3,564.00

Terms: Net 30 Days Subject To Credit Approval
Delivery: 90 Days ARO (After Receipt of Order)
FOB: Oglesby, IL
Quote Valid: 90 Days

Total \$ 41,982.00

Respectfully,

Ryan Szalankiewicz
Regional Sales Manager

RS:dma

Note: No state or local sales or use taxes included in above quotation

THE NATION'S LEADER IN MANUFACTURE AND DESIGN OF:
ENGINEERING - TECHNICAL - VOCATIONAL - EQUIPMENT FOR TRAINING - EDUCATION - GOVERNMENT - INDUSTRY



Advanced Technologies Consultants, Inc.

110 W. Main St., P.O. Box 905
 Northville, MI 48167
 Home Office Phone: (800) 348-8447
 Home Office Fax: (248) 348-3040

Price Quotation
 Date: September 30, 2011
 Lab Volt EMS-8010 series
 Prices valid for 60 days
 Prices and packages are subject to
 change without notice

PREPARED FOR:
 James Gibson & Sue Isermann
 Illinois Valley Community College
 815 N. Orlando Smith Avenue
 Oglesby, IL 61348

Consultant		Terms	Delivery	FOB Point	
Zydeck/Bennett		Net 30 Days	60-90 Days ARO	Quebec, Canada	
Item#	Qty	Description	Part#	Unit Cost	Extended
1	2	8010 Renewable Energy Training Program		32,160.00 \$	\$64,320.00
2		To Include:			
3		DC Power Circuits			
4		DC Power Electronics (Diodes, IGBT's, Choppers)			
5		1-Phase AC Power Circuits			
6		1-Phase AC Power Electronics (1-Phase Rectifier, Inverter, PWM Rectifier)			
7		3-Phase AC Power Circuits			
8		Home Energy Production			
9		Thyristor Power Circuits			
10		3-Phase Rotating Machines			
11	1	Workstation, Mobile Console - Black	8110-20		
12	1	Storage Cabinet	8150-10		
13	1	Wind Turbine Generator/Controller	8216-00		
14	1	Three-Phase Induction Machine	8221-B0		
15	1	Three-Phase Synchronous Motor/Generator	8241-00		
16	1	Resistive Load	8311-00		
17	1	Inductive Load	8321-00		
18	1	Smoothing Inductors	8325-10		
19	1	Filtering Inductors/Capacitors	8325-A0		
20	1	Capacitive Load	8331-00		
21	1	Three-Phase Transformer	8348-00		
22	1	Transformer	8353-00		
23	1	AC Power Network Interface	8622-00		
24	1	Lead-Acid Battery Pack	8802-00		
25	1	Three-Phase Power Supply	8823-00		
26	1	Insulated DC-to-DC Converter	8835-00		
27	1	IGBT Inverter/Chopper	8837-B0		
28	1	Power Thyristors	8841-20		
29	1	Rectifier and Filtering Capacitors	8842-A0		
30	1	Timing Belt	8942-00		
31	2	Multimeter	8946-20		

32	1	Connection Leads	8951-L0		
33	1	Four-Quadrant Dynamometer / Power Supply (including the following functions ...)	8960-D0		
34		8960 Firmware Function : Manual Control			
35		8960 Firmware Function : Computer-Based Control			
36		8960 Firmware Function : Small Wind Turbine Emulator			
37		8960 Firmware Function : Pb-Acid Battery Charger			
38	1	8960 Firmware Function : Solar Panel Emulator	8968-60		
39	1	Data Acquisition and Control Interface (including the following functions ...)	9063-E0		
40		9063 Firmware Function : Computer-Based Instrumentation Function			
41		9063 Firmware Function : Chopper/Inverter Control Function			
42		9063 Firmware Function : Single-Phase PWM Rectifier/Inverter Control Function			
43	1	9063 Firmware Function : Thyristor Bridge Control Function	9069-30		
44	1	24V AC Power Supply	30004-20		
45	1	DC Power Circuits - Student Manual	86350-00		
46	1	DC Power Circuits - Instructor Guide	86350-10		
47	1	DC Power Electronics - Student Manual	86356-00		
48	1	DC Power Electronics - Instructor Guide	86356-10		
49	1	Single-Phase AC Power Circuits - Student Manual	86358-00		
50	1	Single-Phase AC Power Circuits - Instructor Guide	86358-10		
51	1	Single-Phase AC Power Electronics - Student Manual	86359-00		
52	1	Single-Phase AC Power Electronics - Instructor Guide	86359-10		
53	1	Three-Phase AC Power Circuits - Student Manual	86360-00		
54	1	Three-Phase AC Power Circuits - Instructor Guide	86360-10		
55	1	Home Energy Production - Student Manual	86361-00		
56	1	Home Energy Production - Instructor Guide	86361-10		
57	1	Thyristor Power Electronics - Student Manual	86363-00		
58	1	Thyristor Power Electronics - Instructor Guide	86363-10		
59	1	Three-Phase Rotating Machines - Student Manual	86364-00		
60	1	Three-Phase Rotating Machines - Instructor Guide	86364-10		
61					
62	1	Transmission Lines - Add on to 8010 system		20,216.00 \$	\$20,216.00
63	1	Workstation, Mobile Console - Black	8110-20		
64	1	DC MOTOR/GENERATOR	8211		
65	2	AC TRANSMISSION LINE	8329		
66	2	TRANSFORMER 1:1 3PH	8348		
67	1	REGULATING AUTOTRANSFORMER	8349		
68	1	PHASE METER	8451-30		
69	1	POWER SUPPLY	8821-20		
70	1	PHASE-SHIFT INDIC.	8909		
71	1	INERTIA WHEEL	8915		
72	1	STROBOSCOPE	8922-10		
73	1	TIMING BELT	8942		
74	1	CONNECTION LEADS	8951-20		

75	1	Data Acquisition and Control Interface (including the following functions ...)	9063-B0		
76		9063 Firmware Function : Computer-Based Instrumentation Function			
77	1	Student Manual 8055 PWR TRANSMISION Lines	13486		
78	1	Instructor Guide 8055-00 10 LINE	13486- 1		
79					
80	2	Power Line Series Compenstation Demonstrator - Add on to 8010 System	8362-A0	2,303.00 \$	\$4,606.00
				Sub-Total	\$89,142.00
				Shipping & Handling	\$2,050.00
				Installation	\$950.00
				Discount	(\$2,675.00)
				Grand Total	\$89,467.00

Faculty Tenure Recommendation – Mark Brown

Dr. Rick Pearce, Vice President for Learning and Student Development, Sue Isermann, Associate Vice-President for Academic Affairs, and Marianne Dzik, Dean of English, Mathematics, and Education have completed their evaluation of Mark Brown, English Composition Instructor. Mr. Brown is eligible for tenure appointment. The tenure recommendation is attached.

Recommendation:

The administration recommends the approval of tenure for Mark Brown, English Composition Instructor.

**Recommendation for Tenure
in a Teaching Position at
Illinois Valley Community College**

Mark Brown is being recommended for tenure in his position as an English composition and creative writing instructor at Illinois Valley Community College. This tenure appointment will commence on January 10, 2012.

This recommendation is based on the following:

1. Exemplary Teaching Performance:

Mark Brown is a teacher whose stated goal is to help students be the best readers, the best writers, and the best thinkers they can be. This goal guides the way he structures his classes. First, he creates a classroom atmosphere where students are engaged, relaxed, and willing to participate. When students feel respected and safe, then ideas will be shared, questions will be raised, and material will be learned. The classes have a plan, are organized, and are an appropriate blend of instruction, application and analysis of material, and student input and sharing. Student feedback forms cite Mark Brown as an enthusiastic instructor who makes his subject interesting and understandable. They report that he puts excitement into class and appears happy to teach.

2. Contribution to the College:

Mark Brown has proven to be an active participant in committees, teams, and student organizations. Through the following listing of significant contributions to IVCC, Mark has shown his commitment to the College and to the students.

- Sponsor of River Currents, the student literary publication
- Sponsor and organizer of the Dead Poet's Society
- Creator of a marketing campaign for participation in River Currents and Dead Poet's Society
- Member of the search committee for IVCC's head librarian
- Member of the Professional Development Day Committee
- Presenter of a module on Mormonism in a colleague's class
- Reviewer of English course outlines
- Member of the Educational Theme Team
- Moderator for Staff Development Day (educational theme)
- Volunteer at IVCC's annual writing competition

3. Contributions to the Community:

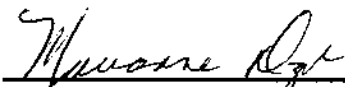
Mark Brown has been active in events that promote IVCC to the community. The following list illustrates examples of his contributions.

- Co-facilitator for the Letters from the Lock: Words and Photographs from the I & M Canal featuring the work of IVCC creative writing and graphic arts students
- Participant in the Career Expo
- English representative for IVCC's College Night
- Faculty participant in the Day of Writing
- Participant in the Career Fair with feeder high school and middle schools

4. Professional Involvement:

Currently, the main focus of Mark's professional development is completing his dissertation for his doctorate. This fall he will be presenting a paper, based on his dissertation, at the Rocky Mountain Modern Language Association conference. The following list is further examples of his professional involvement.

- Participant in the Leadership and Core Values Retreat
- Active participant English Department meetings and projects
- Participant in division meetings.
- Awarded honorable mention in a fiction contest for the publication Irreatum
- Member of the Rocky Mountain Modern Language Association
- Member of the Illinois Association of Teachers of English



Marianne Dzik, Dean of English, Mathematics, Education

10/10/11

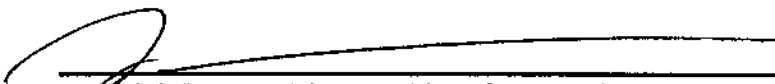
Date



Sue Isermann, Associate Vice President for Academic Affairs

10/10/11

Date



Dr. Rick Pearce, Vice President for Learning & Student Development

10-10-11

Date

Faculty Tenure Recommendation – Abhijeet Bhattacharya

Dr. Rick Pearce, Vice President for Learning and Student Development, Sue Isermann, Associate Vice-President for Academic Affairs, and Ron Groleau, Dean of Natural Sciences and Business have completed their evaluation of Abhijeet Bhattacharya, Economics Instructor. Mr. Brown is eligible for tenure appointment. The tenure recommendation is attached.

Recommendation:

The administration recommends the approval of tenure for Abhijeet Bhattacharya, Economics Instructor.

**Recommendation for Tenure
In a Teaching Position at
Illinois Valley Community College**

Mr. Abhijeet Bhattacharya is being recommended for tenure in his position as an Economics instructor at Illinois Valley Community College. This tenure appointment will commence in the spring 2012 semester.

This recommendation is based on the following:

1. Exemplary Teaching Performance:

Abhi takes a student centered approach to instruction. He understands the importance of economics related to the IVCC curriculum and the everyday lives of his students. One of Abhi's strengths is his knowledge of his subject matter. It is excellent. Abhi is a very enthusiastic instructor and this carries over to his students and motivates them to learn. He is a competent Smart Room user and has incorporated the Blackboard course management system into his classes. Clicker technology is used for informal assessment of course content. Abhi has also employed Audacity for his on-line classes. This software enables Abhi to record portions of lectures which students can access using Blackboard. Video case analysis is an innovative technique used to explore a variety of economics topics in traditional classes. Topics analyzed include entrepreneurship, business ethics and globalization. Administrative and student evaluations of Abhi's classroom performance have been very positive. Abhi understands the value of formative evaluation and has used this to his benefit to improve his teaching. His courses are those which students are eager to take.

2. Contributions to the College:

Abhi has attended and participated in all Division meetings. He has a positive working relationship with many of the IVCC faculty, staff, and students. Abhi is the faculty advisor for the Economics Student Association. He has served on the following committees:

- Diversity
- Instructional Theme
- Teaching and Learning

In addition, Abhi has participated in the annual IVCC College Night, the IVCC Career Fair and has given a CETLA presentation on Modern Day India.

3. Contributions to the Community:

Abhi has been a keynote speaker for three years running for the North Central Illinois Logistics Council. Abhi's annual topic is an update on the state of the United States economy. His presentations have been very well received and highly rated. Abhi has also spoken at a seminar breakfast for the Illinois Valley Area Chamber of Commerce on the topic of Preparing Your Business in a Tough Economy. Abhi is also a frequent contributor to articles in the Daily News Tribune. He has contributed to articles on food prices, gas prices, and investments. Participation in the IVCC tsunami relief effort for Japan and donation of educational textbooks to Ghana are also activities Abhi has been involved in. In addition, Abhi belongs to the World Vision Christian Humanitarian Organization. He sponsors a 10th grade student. His support provides for educational opportunities as well as housing and medical needs.

4. Professional Involvement:

Abhi is a member of the Delta Epsilon International Honor Society for Economics. He has participated and completed the IVCC Adjunct Faculty Development Program and the New Faculty Orientation. Abhi has also completed classroom assessment technique training.

Abhi attended the National Economics Teaching Conference in Savannah, Georgia in 2009. This conference allowed him to meet and exchange ideas with economics professors from across the United States.

Abhi is currently pursuing a Doctorate Degree in Business Administration from California Intercontinental University in Diamond Bar, California.


It is with much pleasure that we recommend Abhi for tenure. He has been an excellent addition to the Natural Sciences and Business Division and to Illinois Valley Community College.



Ron Groleau
Dean of Natural Sciences and Business

10/11/11

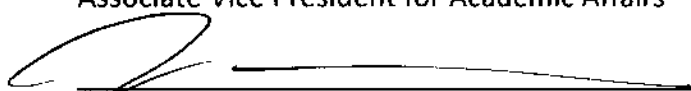
Date



Sue Isermann
Associate Vice President for Academic Affairs

10/11/11

Date



Dr. Rick Pearce
Vice President for Learning and Student Development

10-11-11

Date

Bond Counsel and Investment Banker Engagement Letters

The College has engaged Chapman and Cutler LLP to act as bond counsel in the past for several bond issues. They have submitted an engagement letter for the \$5,000,000 General Obligation Bonds, Series 2011, outlining their services. Chapman and Cutler has been very helpful in the past and represents many other local units of government throughout the State of Illinois.

First Midstate Inc. has also submitted an engagement letter to act as investment banker for the \$5,000,000 General Obligation Bonds, Series 2011. LaSalle Capital Markets provided this service on the College's most recent bond issues in 1999 and 1998, but prior bond issues involved First Midstate Inc. as investment banker. First Midstate Inc. also works closely with other local units of government.

Recommendation:

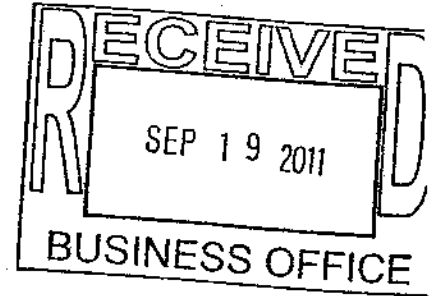
- 1. Authorize the Board's Treasurer to sign the engagement letter with Chapman and Cutler LLP to act as bond counsel for the \$5,000,000 General Obligation Bonds, Series 2011.**
- 2. Authorize the Board's Treasurer to sign the engagement letter with First Midstate Inc. to act as investment banker for the \$5,000,000 General Obligation Bonds, Series 2011.**

Chapman and Cutler LLP

Attorneys at Law · Focused on Finance*

111 West Monroe Street
Chicago, Illinois 60603
312.845.3000
312.701.2361
www.chapman.com

September 12, 2011



Ms. Cheryl Roelfsema
Vice President for Business Services
Illinois Valley Community College
815 North Orlando Smith Avenue
Oglesby, Illinois 61348

Re: Community College District No. 513,
Counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb,
Grundy and Livingston and State of Illinois (the "*District*")
\$5,000,000 General Obligation Bonds, Series 2011

Dear Cheryl:

We are pleased to provide an engagement letter for our services as bond counsel for the bonds in reference (the "*Bonds*"). For convenience and clarity, we may refer to the District in its corporate capacity and to you, the District officers (including the governing body of the District) and employees and general and special counsel to the District, collectively as "*you*" (or the possessive "*your*"). You have advised us that the purpose of the issuance of the Bonds, briefly stated, is to pay outstanding claims against the District. You are retaining us for the limited purpose of rendering our customary approving legal opinion as described in detail below.

A. DESCRIPTION OF SERVICES

As Bond Counsel, we will work with you and the following persons and firms: the underwriters or other bond purchasers who purchase the Bonds from the District (all of whom are referred to as the "*Bond Purchasers*"), counsel for the Bond Purchasers, financial advisors, trustee, paying agent and bond registrar and their designated counsel (you and all of the foregoing persons or firms, collectively, the "*Participants*"). We intend to undertake each of the following as necessary:

1. Review relevant Illinois law, including pending legislation and other recent developments, relating to the legal status and powers of the District or otherwise relating to the issuance of the Bonds.

Chapman and Cutler LLP

Ms. Cheryl Roelfsema
September 12, 2011
Page 2

2. Obtain information about the Bond transaction and the nature and use of the facilities or purposes to be financed or, for any portion of the Bonds to be issued for refunding purposes, the facilities or purposes financed with the proceeds of the bonds to be refunded (the "Project").

3. Review the proposed timetable and consult with the Participants as to the issuance of the Bonds in accordance with the timetable.

4. Consider the issues arising under the Internal Revenue Code of 1986, as amended, and applicable tax regulations and other sources of law relating to the issuance of the Bonds on a tax-exempt basis; these issues include, without limitation, ownership and use of the Project, use and investment of Bond proceeds prior to expenditure and security provisions or credit enhancement relating to the Bonds.

5. Prepare or review major Bond documents, including tax compliance certificates, review the bond purchase agreement, if applicable, and, at your request, draft descriptions of the documents which we have drafted. We understand that the Bond Purchasers have undertaken to independently perform their due diligence investigation with respect to the Bonds. As Bond Counsel, we assist you in reviewing only those portions of the official statement or any other disclosure document to be disseminated in connection with the sale of the Bonds involving the description of the Bonds, the security for the Bonds (excluding forecasts, projections, estimates or any other financial or economic information in connection therewith), the description of the federal tax exemption of interest on the Bonds and, if applicable, the "bank-qualified" status of the Bonds.

6. Prepare or review all pertinent proceedings to be considered by the governing body of the District; confirm that the necessary quorum, meeting and notice requirements are contained in the proceedings and draft pertinent excerpts of minutes of the meetings relating to the financing.

7. Attend or host such drafting sessions and other conferences as may be necessary, including a preclosing, if needed, and closing; and prepare and coordinate the distribution and execution of closing documents and certificates, opinions and document transcripts.

8. Render our legal opinion regarding the validity of the Bonds, the source of payment for the Bonds and the federal income tax treatment of interest on the Bonds, which opinion (the "Bond Opinion") will be delivered in written form on the date the Bonds are exchanged for their purchase price (the "Closing"). The Bond Opinion will be based on facts and law existing as of its date. Please see the discussion below at Part D. Please note that our opinion represents our legal judgment based upon our review of the law and the facts so supplied to us that we deem relevant and is not a guarantee of a result.

Ms. Cheryl Roelfsema
September 12, 2011
Page 3

B. LIMITATIONS; SERVICES WE DO NOT PROVIDE

Our duties as Bond Counsel are limited as stated above. Consequently, unless otherwise agreed pursuant to a separate engagement letter, our duties *do not* include:

1. Giving any advice, opinion or representation as to the financial feasibility or the fiscal prudence of issuing the Bonds, advice estimating or comparing the relative cost to maturity of the Bonds depending on various interest rate assumptions, or advice recommending a particular structure as being financially advantageous under prevailing market conditions, or financial advice as to any other aspect of the Bond transaction, including, without limitation, the undertaking of the Project, the investment of Bond proceeds, the making of any investigation of or the expression of any view as to the creditworthiness of the District, of the Project or of the Bonds or the form, content, adequacy or correctness of the financial statements of the District. We will not offer you financial advice in any capacity beyond that constituting services of a traditionally legal nature.

2. Except as described in Paragraph (A)(5) above, assisting in the preparation or review of an official statement or any other disclosure document with respect to the Bonds (which may be referred to as the "*Official Statement*") or performing an independent investigation to determine the accuracy, completeness or sufficiency of the Official Statement or rendering any advice, view or comfort that the Official Statement does not contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements contained therein, in light of the circumstances under which they were made, not misleading. Please see our comments below at Paragraphs (D)(5) and (D)(6).

3. Independently establishing the veracity of certifications and representations of you or the other Participants. For example, we will not review the data available on the Electronic Municipal Market Access system website created by the Municipal Securities Rulemaking Board (and commonly known as "EMMA") to verify the information relating to the Bonds to be provided by the Bond Purchasers, and we will not undertake a review of your website to establish that information contained corresponds to that which you provide independently in your certificates or other transaction documents.

4. Supervising any state, county or local filing of any proceedings held by the governing body of the District incidental to the Bonds.

5. Preparing any of the following — requests for tax rulings from the Internal Revenue Service (the "*Service*"), blue sky or investment surveys with respect to the Bonds, state legislative amendments or pursuing test cases or other litigation.

6. Opining on securities laws compliance or as to the continuing disclosure undertaking pertaining to the Bonds; and, after the execution and delivery of the Bonds,

Ms. Cheryl Roelfsema
September 12, 2011
Page 4

providing advice as to any Securities and Exchange Commission investigations or concerning any actions necessary to assure compliance with any continuing disclosure undertaking.

7. After Closing, providing continuing advice to the District or any other party concerning any actions necessary to assure that interest paid on the Bonds will continue to be tax-exempt; *e.g.*, we will not undertake rebate calculations for the Bonds without a separate engagement for that purpose, we will not monitor the investment, use or expenditure of Bond proceeds or the use of the Project, and we are not retained to respond to Service audits.

8. Any other matter not specifically set forth above in Part A.

C. ATTORNEY-CLIENT RELATIONSHIP; REPRESENTATION OF OTHERS

Upon execution of this engagement letter, the District will be our client, and an attorney-client relationship will exist between us. However, our services as Bond Counsel are limited as set forth in this engagement letter, and your execution of this engagement letter will constitute an acknowledgment of those limitations. Also please note that the attorney-client privilege, normally applicable under State law, may be diminished or non-existent for written advice delivered with respect to Federal tax law matters.

This engagement letter will also serve to give you express written notice that from time to time we represent in a variety of capacities and consult with most underwriters, investment bankers, credit enhancers such as bond insurers or issuers of letters of credit, ratings agencies, investment providers, brokers of financial products, financial advisors, banks and other financial institutions and other persons who participate in the public finance market on a wide range of issues. We may represent the Bond Purchasers in other matters not related to the Bond transaction. Prior to execution of this engagement letter we may have consulted with one or more of such firms regarding the Bonds including, specifically, the Bond Purchasers. We are advising you, and you understand that the District consents to our representation of it in this matter, notwithstanding such consultations, and even though parties whose interests are or may be adverse to the District in this transaction are clients in other unrelated matters. Your acceptance of our services constitutes consent to these other engagements. Neither our representation of the District nor such additional relationships or prior consultations will affect, however, our responsibility to render an objective Bond Opinion.

Your consent does not extend to any conflict that is not subject to waiver under applicable Rules of Professional Conduct (including Circular 230 discussed below), or to any matter that involves the assertion of a claim against the District or the defense of a claim asserted by the District. In addition, we agree that we will not use any confidential non-public information received from you in connection with this engagement to your material disadvantage in any matter in which we would be adverse to you.

Ms. Cheryl Roelfsema
September 12, 2011
Page 5

Further, this engagement letter will also serve to give you express notice that we represent many other municipalities, school districts, park districts, counties, townships, special districts and units of local government both within and outside of the State of Illinois and also the State itself and various of its agencies and authorities (collectively, the "*governmental units*"). Most but not all of these representations involve bond or other borrowing transactions. We have assumed that there are no controversies pending to which the District is a party and is taking any position which is adverse to any other governmental unit, and you agree to advise us promptly if this assumption is incorrect. In such event, we will advise you if the other governmental unit is our client and, if so, determine what actions are appropriate. Such actions could include seeking waivers from both the District and such other governmental unit or withdrawal from representation.

We anticipate that the District will have its general or special counsel available as needed to provide advocacy in the Bond transaction and has had the opportunity to consult with such counsel concerning the conflict consents and other provisions of this letter; and other Participants will retain such counsel as they deem necessary and appropriate to represent their interests.

D. OTHER TERMS OF THE ENGAGEMENT; CERTAIN OF YOUR UNDERTAKINGS

Please note our understanding with respect to this engagement and your role in connection with the issuance of the Bonds.

1. In rendering the Bond Opinion and in performing any other services hereunder, we will rely upon the certified proceedings and other certifications you and other persons furnish us. Other than as we may determine as appropriate to rendering the Bond Opinion, we are not engaged and will not provide services intended to verify the truth or accuracy of these proceedings or certifications. We do not ordinarily attend meetings of the governing body of the District at which proceedings related to the Bonds are discussed or passed unless special circumstances require our attendance.

2. The factual representations contained in those documents which are prepared by us, and the factual representations which may also be contained in any other documents that are furnished to us by you are essential for and provide the basis for our conclusions that there is compliance with State law requirements for the issue and sale of valid bonds and with the Federal tax law for the tax exemption of interest paid on the Bonds. Accordingly, it is important for you to read and understand the documents we provide to you because you will be confirming the truth, accuracy and completeness of matters contained in those documents at the issuance of the Bonds.

3. If the documents contain incorrect or incomplete factual statements, you must call those to our attention. We are always happy to discuss the content or meaning of the transaction documents with you. Any untruth, inaccuracy or incompleteness may have adverse

Ms. Cheryl Roelfsema
September 12, 2011
Page 6

consequences affecting either the tax exemption of interest paid on the Bonds or the adequacy of disclosures made in the Official Statement under the State and Federal securities laws, with resulting potential liability for you. During the course of this engagement, we will further assume and rely on you to provide us with complete and timely information on all developments pertaining to any aspect of the Bonds and their security. We understand that you will cooperate with us in this regard.

4. You should carefully review all of the representations you are making in the transaction documents. We are available and encourage you to consult with us for explanations as to what is intended in these documents. To the extent that the facts and representations stated in the documents we provide to you appear reasonable to us, and are not corrected by you, we are then relying upon your signed certifications for their truth, accuracy and completeness.

5. Issuing the Bonds as "securities" under State and Federal securities laws and on a tax-exempt basis is a serious undertaking. As the issuer of the Bonds, the District is obligated under the State and Federal securities laws and the Federal tax laws to disclose all material facts. The District's lawyers, financial advisers and bankers can assist the District in fulfilling these duties, but the District in its corporate capacity, including your knowledge, has the collective knowledge of the facts pertinent to the transaction and the ultimate responsibility for the presentation and disclosure of the relevant information. Further, there are complicated Federal tax rules applicable to tax-exempt bonds. The Service has an active program to audit such transactions. The documents we prepare are designed so that the Bonds will comply with the applicable rules, but this means you must fully understand the documents, including the representations and the covenants relating to continuing compliance with the federal tax requirements. Accordingly, we want you to ask questions about anything in the documents that is unclear.

6. As noted, the members of the governing body of the District also have duties under the State and Federal securities and tax laws with respect to these matters and should be knowledgeable as to the underlying factual basis for the bond issue size, use of proceeds and related matters.

7. We are also concerned about the adoption by the District of the gift ban provisions of the State Officials and Employees Ethics Act, any special ethics or gift ban ordinance, resolution, bylaw or code provision, any lobbyist registration ordinance, resolution, bylaw or code provision or any special provision of law or ordinance, resolution, bylaw or code provision relating to disqualification of counsel for any reason. We are aware of the provisions of the State Officials and Employees Ethics Act and will assume that you are aware of these provisions as well and that the District has adopted proceedings that are only as restrictive as such Act. However, if the District has stricter provisions than appear in such Act or has adopted such other special ethics or lobbyist provisions, we assume and are relying upon you to advise us of same.

Chapman and Cutler LLP

Ms. Cheryl Roelfsema
September 12, 2011
Page 7

E. FEES

As is customary, we will bill our fees as Bond Counsel on a transactional basis instead of hourly. Disbursements and other non-fee charges are billed separately and in addition to our fees for professional services. Factors which affect our billing include: (a) the amount of the Bonds; (b) an estimate of the time necessary to do the work; (c) the complexity of the issue (number of parties, timetable, type of financing, legal issues and so forth); (d) recognition of the partially contingent nature of our fee, since it is customary that in the case no financing is ever completed, we render a greatly reduced statement of charges; and (e) a recognition that we carry the time for services rendered on our books until a financing is completed, rather than billing monthly or quarterly. The continuation of this agreement is dependent upon our fee as Bond Counsel being mutually agreeable to you and to us.

Our statement of charges is customarily rendered and paid at Closing, or in some instances upon or shortly after delivery of the bond transcripts; we generally do not submit any statement for fees prior to the Closing, except in instances where there is a substantial delay from the expected timetable. In such instances, we reserve the right to present an interim statement of charges. If, for any reason, the Bonds are not issued or are issued without the rendition of our Bond Opinion as bond counsel, or our services are otherwise terminated, we expect to negotiate with you a mutually agreeable compensation.

The undersigned will be the attorney primarily responsible for the firm's services on this Bond issue, with assistance as needed from other members of our bond, securities and tax departments.

F. RISK OF AUDIT BY INTERNAL REVENUE SERVICE

The Service has an ongoing program of auditing tax-exempt obligations to determine whether, in the view of the Service, interest on such tax-exempt obligations is excludable from gross income of the owners for federal income tax purposes. We can give no assurances as to whether the Service might commence an audit of the Bonds or whether, in the event of an audit, the Service would agree with our opinions. If an audit were to be commenced, the Service may treat the District as the taxpayer for purposes of the examination. As noted in Paragraph 6 of Part B above, the scope of our representation does not include responding to such an audit. However, if we were separately engaged at the time, and subject to the applicable rules of professional conduct, we may be able to represent the District in the matter.

G. TREASURY CIRCULAR 230

We wish to call to your attention the publication by the U.S. Department of the Treasury ("*Treasury*") of certain amendments to Circular 230, rules of professional conduct governing the practice of attorneys and other tax advisors before the Internal Revenue Service. Certain of these

Ms. Cheryl Roelfsema
September 12, 2011
Page 8

rules became effective September 26, 2007, June 21, 2005, and earlier (collectively, the “*Final Regulations*”). A portion of these rules relating to tax-exempt or tax-credit bonds remain in proposed form (the “*Proposed Regulations*”). The Final Regulations specifically exclude “state or local bond opinions” (as defined in Notice 2005-47, issued June 7, 2005) from the specific content requirements of the Final Regulations, but only until the Proposed Regulations are made final and become effective.

As noted, the Proposed Regulations with respect to “state or local bond opinions” have not been finalized by Treasury. They will not be applicable until 120 days after they are made final and published. We are unable to predict when the Proposed Regulations may be made final or what they may require. We are following actions with respect to the Proposed Regulations, and are happy to discuss their status and possible impact on your proposed transaction with you.

In addition to governing the form and content of written tax advice, the Final Regulations provide rules for tax practitioners regarding conflicts of interest and related consents that in some respects are stricter than applicable state rules of professional conduct which otherwise apply. In particular, the Final Regulations require your consent to conflicts of interest to be given in writing not later than 30 days after the existence of the conflict of interest was known by us. If we have not received all of the required written consents by this date, we may be required under the Final Regulations to “promptly withdraw from representation” of the District in this matter.

H. END OF ENGAGEMENT AND POST-ENGAGEMENT; RECORDS

Our representation of the District and the attorney-client relationship created by this engagement letter will be concluded upon the issuance of the Bonds. Nevertheless, subsequent to the Closing, we will prepare and provide the Participants a bond transcript in a CD-ROM format pertaining to the Bonds and make certain that a Federal Information Reporting Form 8038-G is filed.

Please note that you are engaging us as special counsel to provide legal services in connection with a specific matter. After the engagement, changes may occur in the applicable laws or regulations, or interpretations of those laws or regulations by the courts or governmental agencies, that could have an impact on your future rights and liabilities. Unless you engage us specifically to provide additional services or advice on issues arising from this matter, we have no continuing obligation to advise you with respect to future legal developments.

This will be true even though as a matter of courtesy we may from time to time provide you with information or newsletters about current developments that we think may be of interest to you. While we would be pleased to represent you in the future pursuant to a new engagement agreement, courtesy communications about developments in the law and other matters of mutual interest are not indications that we have considered the individual circumstances that may affect your rights or have undertaken to represent you or provide legal services.

Chapman and Cutler LLP

Ms. Cheryl Roelfsema
September 12, 2011
Page 9

At your request, to be made at or prior to Closing, any other papers and property provided by the District will be promptly returned to you upon receipt of payment for our outstanding fees and client disbursements. All other materials shall thereupon constitute our own files and property, and these materials, including lawyer work product pertaining to the transaction, will be retained or discarded by us at our sole discretion.

We call your attention to the District's own record keeping requirements as required by the Service. Answers to frequently asked questions pertaining to those requirements can be found on the Service's website under frequently asked questions related to tax-exempt bonds at www.irs.gov (click on "Tax Exempt Bond Community", then "Frequently Asked Questions"), and it will be your obligation to comply for at least as long as any of the Bonds (or any future bonds issued to refund the Bonds) are outstanding, plus three years.

Chapman and Cutler LLP

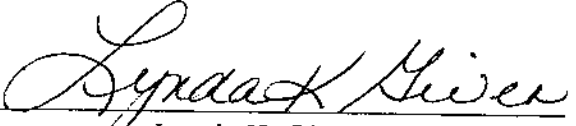
Ms. Cheryl Roelfsema
September 12, 2011
Page 10

I. YOUR SIGNATURE REQUIRED

If the foregoing terms are acceptable to you, please so indicate by returning the enclosed copy of this engagement letter dated and signed by an authorized officer not later than 30 days after the date of this letter, retaining the original for your files. We will provide copies of this letter to certain of the Participants to provide them with an understanding of our role. We look forward to working with you.


Very truly yours,

CHAPMAN AND CUTLER LLP

By 
Lynda K. Given

Accepted and Approved:

COMMUNITY COLLEGE DISTRICT NO. 513,
COUNTIES OF LASALLE, BUREAU,
MARSHALL, LEE, PUTNAM, DEKALB,
GRUNDY AND LIVINGSTON AND STATE OF
ILLINOIS

By: 

Title: Vice President for Business Services
& Finance

Date: Sept 21, 2011

LKG/AV:bha
Enclosure

cc: Mr. Paul Brown

Special Note: This letter must be signed and returned not later than 30 days after the date of this letter.

INVESTMENT BANKERS

AGREEMENT by and between Community College District No. 513, Counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston and State of Illinois, and First Midstate Incorporated of Bloomington, Illinois: The said First Midstate Incorporated to act as UNDERWRITERS with respect to the issuance of \$5,000,000 more or less G.O. COMMUNITY COLLEGE BONDS (the "Bonds").

- I. Undertakings on the part of the Investment Banker. The Investment Banker agrees to perform the following services:
- (A) Make complete debt analysis of all general obligation debt presently outstanding within the area and complete analysis of rates required to service both principal and interest payments of the proposed Bonds. Recommend maturity schedules and other resolution requirements of the Bonds to be issued.
 - (B) Prepare the preliminary and final Official Statement; including summary of financial, industrial, and factual information of the Community.
 - (C) Make recommendations as to possible issuance dates in line with market conditions.
 - (D) Cooperate wherever possible with the architect, your attorney, and recognized bond counsel. Supervise the disclosure requirements of the State of Illinois, Securities and Exchange Commission, and Financial Industry Regulatory Authority.
 - (E) Recommend a profitable and proper reinvestment schedule for bond money after consulting with the architect and after delivery of the Bonds.
 - (F) Coordinate bond printing, document distribution, establishment of necessary accounts, and bond closing.
 - (G) Act as Underwriters for the District in the marketing of the Bonds.
- II. Undertakings on the part of the District. The District agrees to the following:
- (A) The officers and employees of the District will make available to the Investment Banker any data necessary to perform its services hereunder and to market the Bonds.
 - (B) The Board will consider financing plans submitted by the Investment Banker and assist in the selection of the best plan.

III. General Provisions

- (A) In the event the Bonds are issued, the Investment Banker will act as Underwriter in connection with the sale of the Bonds and will deal in good faith based upon market conditions. If the principal amount of the Bonds issued is less than \$200,000 the District agrees to pay the expenses of Chapman and Cutler LLP, bond attorneys, as well as expenses of bond printing. If the principal amount of the Bonds issued is \$200,000 or greater, First Midstate Incorporated will pay expenses of both Chapman and Cutler LLP and bond printing.
- (B) In the event for legal or other reasons it is impossible to carry forward the issuance of the Bonds or in the event the Board elects not to proceed with the issuance of Bonds, the Investment Banker agrees to be responsible for all expenses incurred in the preparation of the financing plan.

Respectfully submitted,
FIRST MIDSTATE INCORPORATED

BY _____
President

The foregoing Agreement is hereby accepted for and on behalf of Community College District No. 513, Counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston and State of Illinois, pursuant to proper action by the Board of Trustees on this _____ day of _____, 2011.

ATTEST:

BY *Chris Reelfema*
Treasurer, Board of Trustees

Resolution Authorizing Preparation of the 2011 Tax Levy

The administration would like Board authorization to begin preparing the 2011 tax levy. In keeping with past practice, a tentative tax levy will be presented to the November Board for approval and the levy will be finalized in December.

Recommendation:

The administration recommends that the Board authorize Dr. Jerry Corcoran to begin preparing the 2011 tax levy.

RESOLUTION TO PREPARE TAX LEVY

RESOLUTION

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

SECTION 1: That Dr. Jerry Corcoran be and is hereby authorized and directed to prepare a tax levy for the calendar year 2011 to be collected in calendar year 2012.

ADOPTED this 18th day of October, 2011.

Chair, Board of Trustees

ATTEST:

Secretary, Board of Trustees

Protection, Health, and Safety Project for Tax Year 2011

The three Protection, Health, and Safety projects approved by the Board of Trustees in September 2011 totaled \$1,490,150. Based on the latest projections for EAV (equalized assessed valuation) the College is approximately \$100,000 short of levying for the full 5.00 limit on Protection, Health, and Safety for the 2011 tax levy. The low bid for the Aluminum Feeder Wire and Branch Panels at Buildings D & E is approximately \$90,000 below budget. This results in approximately \$190,000 available for an additional project.

There are a number of classrooms in Buildings D and E which have sloping drywall ceilings that extend as high as 18 feet. These high, hard surface ceilings present acoustical problems and require a greater amount of heat and air to condition the classroom space. The light fixtures also need to be replaced with energy efficient T-5 fixtures.

Ceiling/Lighting Replacement Project Cost Estimates

Project costs	\$152,042
Contingency	15,204
A/E Fees	15,204
Reimbursables	<u>2,000</u>
Total	<u>\$184,450</u>

Recommendation:

The administration recommends Board approval of the Ceiling/Lighting Replacement Protection, Health, and Safety project as presented for a total cost of \$184,450, and authorize submission of the appropriate resolution to the Illinois Community College Board.

CAPITAL PROJECT APPLICATION FORM
(One Application Form per Project)

District/College and District # 513 Illinois Valley Community College

Contact Person Cheryl Roelfsema Phone # 815-224-0419

Project Title Ceiling/Lighting Replacement

Project Budget \$184,450.00 () check here if the proposed project is to be financed with a combination of local,

State, federal, foundation gifts, etc., and disclose on funding attachment 2. Date: October 10, 2011

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

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

Section I (submit for ALL project approval requests)

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

Section II

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

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

- B. Submit the new square footage allocation. (*Use Square Footage Summary Attachment*).
- C. Has the site been determined professionally to be suitable for construction purposes?
Yes _____ No _____

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

Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Programmatic Justification

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

The College has a number of classrooms that were built in the late 1960's to early 1970's which have sloping drywall ceilings that extend as high as eighteen feet. The hard surface ceiling presents acoustical problems. The high ceilings require a greater amount of heat and air to condition the space. The light fixtures are fluorescent but not as energy efficient as new T-5 fixtures.

The College would like to install lower, acoustical lay-in ceilings with new T-5 light fixtures in a number of these classrooms to improve the acoustics, reduce the cost to heat/air condition the rooms and reduce energy consumption to light the rooms. This will provide an improved environment for both learning and teaching.

Scope of Work

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

The Scope of Work would include lowering ceilings at the following classrooms:

- D-318 (625 SF)
- D-319 (625 SF)
- D-325 (625 SF)
- D-326 (625 SF)
- E-320 (625 SF)
- E-324 (625 SF)
- E-325 (625 SF)
- E-326 (625 SF)
- E-301 (625 SF)

Work would consist of installing metal hanger channels on the existing ceiling in order to hang the new suspended acoustical ceiling at approximately 10 feet high. The existing ceiling would remain and not be removed. New lay-in T-5 fluorescent light fixtures would be installed. The heating and air-conditioning supply ducts would be extended to the new ceiling. Return air would remain the same.

Cost Estimate

Description	Cost/SF	SF	Sub-Total
Install metal hanger channel	4.60	5,850	\$ 26,910.00
Suspended acoustical ceiling	6.00	5,850	\$ 35,100.00
Lighting	5.00	5,850	\$ 29,250.00
HVAC Adjust.	5.00	5,850	\$ 29,250.00
Miscellaneous	2.00	5,850	<u>\$ 11,700.00</u>
Sub-Total			\$ 132,210.00
General Conditions / O & P @ 15%			<u>\$ 19,832.00</u>
Sub-Total			\$ 152,042.00
Contingency @ 10%			\$ 15,204.00
A/E Fees @ 10%			\$ 15,204.00
Reimbursable Printing Cost			<u>\$ 2,000.00</u>
Total			\$ 184,450.00

Attachment #1

Project Budget

Check One:

New Construction

Remodeling

Project Name

Budget Amounts

New Construction

Remodeling

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

N/A
N/A

Total

Protection, Health, and Safety Project Name

Ceiling/Lighting Replacement

Budget Amounts

Project Costs
 Contingency
 A/E Professional Fees
 Printing Cost

\$152,042
 \$15,204
 \$15,204
\$2,000

Total

\$184,450

Ceiling/Lighting Replacement
 #1126

Attachment #2
Funding Source

District/College Name **District 513 Illinois Valley Community College**
Project Name **Ceiling/Lighting Replacement**

Check the source(s) of funds:

Available fund balance	<u>X</u>	Fund name (s): Excess Protection, Health, and Safety Funds.
(including excess funds from health, and safety projects)		
Bond Proceeds (including protection, health, and safety bonds)		Type of bond issuance (s):
Protection, Health, and Safety Tax Levy (ILCS 805/3-20.3.01)	<u>X</u>	Tax rate/fiscal year: <u>2012</u>
Contract for Deed (ILCS 805/3-36)		Term of Contract for Deed in months:
Lending Arrangement with a Financial Institution (ILCS 805/3-37)		Term of Lending Arrangements in months:
Lease Agreement (ILCS 805/3-38)		Term of Lease in months:
Capital Renewal Funding		Proposed Fiscal Year Source(s):
ADA Access for All Funding		Proposed Fiscal Year Source(s):

Protection, Health, and Safety Signature/Certification Page

Check if Applicable

Energy Conservation Certification (see attachment, if applicable)

Structural Integrity Certification (see attachment, if applicable)

Budget Certification (see attachment, always required) X

Feasibility Study Identifying Need of the Project

Other Documentation which May Support the Justification
of this Project

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

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

Approved by the Illinois Valley Community College Board of Trustees

Date: _____

Signed: _____, Chairperson

_____, Secretary

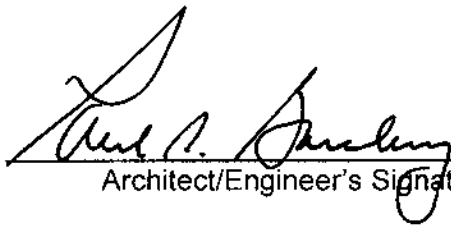
PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

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

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



Architect/Engineer's Signature

October 10, 2011

Date

Illinois Registration or License Number

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

Seal



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

Termination of Contract – Ace Learning Ladder

On January 22, 2001, IVCC entered into an agreement with Ace to manage the Learning Ladder Center, effective May 1, 2001. Over the past decade, the College has enjoyed a wonderful relationship with Ace, and the Learning Ladder Center has provided an outstanding Early Childhood Education opportunity to hundreds of children, as well as field experiences for countless numbers of students in our ECE and Education programs.

In recent months, Ace management has entertained an offer from the Zearing Child Enrichment Center to merge their operations in Princeton with the Learning Ladder Center. IVCC administration and staff have been involved in this discussion throughout, and agree that the merging of the two centers will serve to eliminate duplication and provide for efficiencies resulting in a continuation of the high level of services we have seen in the past decade, while providing for cost savings for Ace.

Due to a merging of the Learning Ladder Center with Zearing Child Enrichment Center, Ace and IVCC are terminating the above mentioned agreement, effective November 1, 2011 or an alternative date if operations are extended past the November 1, 2011 termination date.

IVCC has 7 part-time and 8 full-time employees currently supporting the Ace Learning Ladder Center. These positions have been contingent upon the agreement with Ace. The employees have been advised that the agreement with Ace as well as their employment with IVCC will be ending.

All of these individuals have done a fine job of representing the College while supporting Ace and the Learning Ladder. Although the agreement between Ace and IVCC is being discontinued, the Zearing Child Enrichment Center has agreed to offer each of the Learning Ladder staff members a comparable wage and benefit package as employees of the Zearing Child Enrichment Center.

Recommendation:

The administration seeks Board approval to accept the termination of the Ace Management Agreement, to close the Learning Ladder Center, and to honorably discharge the following support staff:

Substitute Teachers:

Marianne Bricker	Jonathon Henegar	Angelica Husser	Cheriz Kunkel
Jamie Kunkel	Sarah Maynard	Courtney Smith	

Full-time Teachers:

Brandi Hilmes	Heidi Molthen Lott	Mary Roop	Peggy Smith
Jan Whitlock	Patricia Wooley	Sarah Yeazel	Cheryl Young



Ace Hardware Corporation

2200 Kensington Court
Oak Brook, Illinois 60523-2100
630/990-6600

October 4, 2011

Ms. Cheryl Roelfsema
VP – Business Service & Finance
Illinois Valley Community College District No. 513 of the State of Illinois
Early Childhood Education Program
815 N. Orlando Smith Avenue
Oglesby, Illinois 61348-9692

Dear Ms. Roelfsema:

This letter agreement intends to memorialize the understanding between Illinois Valley Community College District No. 513 of the State of Illinois (“IVCC”) and Ace Hardware Corporation (“Ace”) regarding the Ace Hardware Retail Support Early Childhood Center (the “Center”). IVCC and Ace are collectively referred to herein as the Parties.

Ace and IVCC were parties to that certain Management Agreement dated January 22, 2001 and effective May 1, 2011 (the “Management Agreement”), whereby IVCC managed the Center for and on behalf of Ace under the terms of the Management Agreement. The Parties have decided it is in their mutual best interests to terminate the Management Agreement and close the Center.

Now therefore, in consideration of the mutual covenants contained herein and for other good and valuable consideration, whose receipt and sufficiency are hereby acknowledged, the Parties agree as follows:

1. **Termination of the Management Agreement.** The Parties agree that effective on November 1, 2011 (the “Termination Date”), IVCC will cease providing services, Ace will close the Center and the Management Agreement will terminate in its entirety, except for any obligations of IVCC that have arisen, or which may arise in the future, under Sections 10 and 11, Indemnities and Insurance, respectively. Further, except as specifically set forth in this Agreement, neither Party shall have any further rights or obligations pursuant to the Management Agreement. The parties agree that the Termination Date may be adjusted upon the written agreement of both parties.

2. **Removal of Center Equipment.** IVCC shall work cooperatively with Ace to promptly inventory and remove any and all of the Center equipment, as such equipment is set forth on Schedule 2A – Center Equipment (except for the equipment specifically excluded and set forth on Schedule 2B – Excluded Equipment). The Schedule shall include the name and description of the equipment as well as the location of such equipment after being removed from the Center. Ace shall maintain possession of certain excluded equipment.

3. **Termination of Center Employees.** IVCC acknowledges and agrees that in accordance with Section 9 of the Management Agreement, that at all times IVCC was an independent contractor and not an agent of Ace. All personnel of the Center were employed by and under the exclusive control and direction of IVCC. IVCC further acknowledges that it shall comply with all applicable laws regarding termination of its employees staffed at the Center and that IVCC shall hold Ace harmless from and

against any claim, complaint, charge, dispute, demand, action, suit, proceeding, liability, loss, damage, judgment, penalty, fine, cost, expense and reasonable attorney's fees, in any manner arising out of or resulting from employment of persons located at the Center by IVCC, including but not limited to, claims for back pay, front pay, overtime, wrongful termination, discrimination, workers compensation, damages, and fees such as attorneys' fees, that could arise from federal, state or local employment laws or from any conduct by IVCC as an employer of such persons.

4. **Access to Records.** IVCC shall maintain records pertaining to the Center in accordance with the rules and regulations promulgated by the Department of Children and Family Services and any other applicable federal, state or local laws. IVCC shall grant Ace reasonable access, during normal business hours to such records for no less than seven (7) years from the Termination Date.

5. **Amounts due under the Management Agreement.** Notwithstanding anything to the contrary herein, the Parties acknowledge and agree that Ace will reimburse IVCC for all applicable costs incurred through November 1, 2011 or an alternative date if operations are extended past the November 1, 2011 termination date.

6. **Governing Law.** The validity, construction and enforceability of this Agreement shall be governed in all respects by the internal laws (but not the conflict of law provisions) of the State of Illinois. Any action brought relating to this Agreement shall be brought in any court located in LaSalle County, Illinois, unless otherwise required by Federal Law.

7. **Binding Effect.** Except as expressly provided herein, the rights and obligations of the Parties to this Agreement and, to the extent surviving termination, the Management Agreement, shall be binding upon and shall inure to the benefit of their respective successors and assigns.

8. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instruments. Signature by facsimile or other electronic method shall be deemed to have full force and effective as if the facsimile or electronic signatures were originals.

9. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties with respect to the termination of the Management Agreement and supersedes all prior agreements, representations, and promises by any party or between IVCC and Ace related thereto.

Please sign and return one copy of this letter to acknowledge your agreement with its terms on or before October 14, 2011, so we may transition the Center's operations in an orderly manner. If you have any questions, please do not hesitate to contact Jim Hagrelius at the Princeton retail support center.

Sincerely,



Rick Whitson
Vice President – Retail Support

Acknowledged and Accepted on this _____ day of October, 2011

ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513 OF THE STATE OF ILLINOIS

By: _____

Cheryl Roelfsema

Vice President for Business Services and Finance/Treasurer

New Position Request – Ottawa Center Coordinator

The administration, Board of Trustees, local elected officials, business and industry leaders, and concerned citizens, recognizing the need to provide expanded higher education services to the eastern portions of the Illinois Valley Community College district, developed a plan to create an IVCC Satellite Center in Ottawa.

The City of Ottawa, recognizing the benefits to the local residents and to those living in surrounding communities, purchased and renovated a suitable building that has been leased to the College for instructional use.

Staffing at the Ottawa Center includes a center administrator, an acting center coordinator, and part-time support staff. The center administrator and center coordinator positions were initially filled through a reassignment of duties among current IVCC staff. This arrangement was to be in place during the initial launch of the Ottawa Center.

During the first semester of course offerings at the Ottawa Center, enrollments in Fall 2010 exceeded expectations with 2,275 credit hours and 363 unduplicated head count. Although enrollments at the College normally drop off from Fall to Spring, enrollments at the Ottawa Center rose to 2,571 credit hours and 485 unduplicated head count. Enrollments continued to rise in the summer and then again in Fall 2011 to 3,013 credit hours and 566 unduplicated head count.

The Ottawa Center has also begun to function as a site for community activities and offerings, such as a Regional Office of Education drop-out recovery program, a testing site for the City of Ottawa's civil service exams, a classroom location for NIU's RN-BSN program, and a site for IVCC's continuing and community education programs, and adult education programs.

With the overwhelming success of the Ottawa Center, the administration believes it is time to replace the acting Ottawa Center coordinator with a permanent assignment. Costs related to this position were included in the FY12 budget.

Recommendation:

Approval of the permanent Ottawa Center Coordinator position, as presented.

(Route to Human Resources for review)

OCT 06 2011

OPEN-POSITION FORM

HUMAN RESOURCE

TO: GLENNA JONES, DIRECTOR OF HUMAN RESOURCES

DATE: 10/6/11

Please initiate a proper search for a person to fill a position in the following area:

- PROFESSIONAL POSITION, SUPPORT STAFF, OTHER, PROJECT NOA, PHYSICAL PLANT STAFF, RISK CARE MANAGEMENT PROGRAM (Safety Services)

- REPLACEMENT FOR: NEW POSITION

DEPARTMENT REQUESTING APPLICANTS: Academic Affairs

- FULL-TIME, PART-TIME

SUGGESTED SALARY/REQUESTING DEPARTMENT: \$42,000 (Level 9, \$34,759 - \$57,933) (Comments)

PROFESSIONAL POSITION - Job Title: Ottawa Center Coordinator

- QUALIFICATIONS: Doctorate Degree, Bachelor's Degree, Master's Degree, Industry experience

SUPPORT STAFF - Job Title:

- QUALIFICATIONS: Typing, Shorthand/speedwriting, Personal Computer, Accounting, Data Processing, Spreadsheets, Data Base, WordPerfect/Word, High School, Associates Degree in, Related Experience:

PHYSICAL PLANT STAFF - Job Title: MAINTENANCE, CUSTODIAN, OTHER:

- QUALIFICATIONS: SIX-MONTH PROBATIONARY WAGE: \$ HOURS:

RISK CARE MANAGEMENT PROGRAM (SAFETY SERVICES) - Job Title:

- QUALIFICATIONS: Ability to walk 5 to 7 miles per shift

OTHER:

(See Attached Job Description)

REQUESTED BY: [Signature] (Need Signature)

Date: 10/6/11 WITHIN BUDGET: Yes No

POSITION/DEPARTMENT: Associate Vice President for Academic Affairs

SEARCH APPROVED

[Signatures and Dates] Dr. Coreoran, Dr. Pearce, Ms. Roelfsema

OTTAWA CENTER COORDINATOR

Reports to: Associate Vice President for Academic Affairs (Ottawa Center Administrator)

- I. **BASIC FUNCTIONS:** The Ottawa Center Coordinator will provide day to day oversight and management of the IVCC Ottawa Center located in downtown Ottawa, Illinois. This person will act as the primary on-site administrative contact for IVCC staff, students, faculty and the community to meet their needs for registration, admissions, testing, counseling, payments, and other services provided at the Ottawa Center.
- II. **DUTIES AND RESPONSIBILITIES:**
 - Provide leadership, supervision, and support to the three Ottawa Center Information Specialists.
 - Cross-trained to carry out policies, procedures and duties appropriate for the Ottawa Center for the assessment center, enrollment services, cashier, and the library.
 - Insure that the Center is properly maintained at all times by serving as the on-site liaison with IVCC's Information Technology Services department for technology related issues, the IVCC Facilities department for building supplies, the City of Ottawa for building, parking, and grounds related issues, Marquette Academy for custodial issues, and the Ottawa Police and Fire departments for security related issues.
 - Assist the Institutional Research Office and Deans with administering surveys and course evaluations for Ottawa Center courses as needed.
 - Provide orientation to new faculty and staff on the policies and procedures that are unique to the Ottawa Center campus.
 - Assist the Associate VP-AA with developing and monitoring the annual budget for the Ottawa Center.
 - Coordinate weekly delivery of items to the Ottawa Center from various main campus departments or offices, such as, the bookstore, the facilities office, and the library.
 - Coordinate the scheduling of on-site service hours with Financial Aid, Counseling, Disability Services, the Assessment Center, the Tutoring Center, the Writing Center, and the Learning Commons.
 - Work with the Adult Education and the Continuing Education & Business Services departments to coordinate scheduling their programs at the Ottawa Center.
 - Work with the Administrative Assistant for Business Services to coordinate use of the Ottawa Center facilities by the internal and external groups.
 - Assist the Associate VP-AA with developing the class schedule, assign classrooms and insure on a daily basis that all necessary technology is available and working properly.
 - Perform other duties as assigned by the Associate VP-AA.
 - Strive to achieve the College Mission, Vision, and Purposes while modeling IVCC's Core Values.
- III. **QUALIFICATIONS:**
 - A. Required:
 - Bachelor's Degree from an accredited college or university.
 - Experience in a position directly related to the performance of the job.

- Strong analytical, verbal, and written communications skills.
- Appropriate experience in personnel supervision and budget administration.
-

B. Preferred:

- Openness and the ability to inspire trust and loyalty among colleagues and the College community.
- Ability to interact successfully with a broad constituency of stakeholders both independently and as an effective team member.

Public Services Librarian Position

Attached are the open position form, job description and rationale for the creation of a full-time position as Public Services Librarian. The Higher Learning Commission expects an organization to provide effective staffing and support for its learning resources. The library has requested a new professional position annually since 2008. The retirement of a paraprofessional support staff member affords the opportunity to rebalance staffing to better meet the changing demands of the organization.

This position will not change full-time staff headcount. The re-organization of the library requires changing this position from a non-exempt level 7 to an exempt level 9 position. An average of 17 percent of instruction session requests is unfulfilled each semester due to the shortage of professional staff within the library. The Director of Learning Technologies fulfilled approximately 10 percent of requests to help bridge the gap. There is unmet need for synchronous online instruction for E2C classes and online courses. The faculty has also requested creation of virtual learning objects such as tutorials, online library orientations, and virtual tours. The library continues to provide effective reference assistance to the growing number of developmental and disabled students; but, this assistance requires a higher level of knowledge.

This information was presented by Emily Vescogni, Director of Learning Technologies and Frances Whaley, Head Librarian to President's Council on October 3, 2011. The increased salary of a level 9, exempt employee will result in approximately \$6,000 more annually. This cost will be offset in FY12 by a current librarian vacancy resulting from the retirement of Jane Norem and subsequent position change by Frances Whaley. In subsequent years the Library budget will be adjusted by discontinuing LISTA database, reducing student worker hours, and printed book purchases to reflect the need for the additional salary amount.

Recommendation:

Approve the re-organization of the library staff to create a professional Public Services Librarian, level 9 position as presented.

OCT 06 2011

(Route to Human Resources for review)

OPEN-POSITION FORM

HUMAN RESOURCE

TO: GLENNA JONES, DIRECTOR OF HUMAN RESOURCES DATE: 10/06/2011

Please initiate a proper search for a person to fill a position in the following area:

- Professional Position, Support Staff, Other, Project NOA, Physical Plant Staff, Risk Care Management Program, Replacement for Jan Vogelgesang, New Position

DEPARTMENT REQUESTING APPLICANTS: Learning Technologies FULL-TIME PART-TIME

SUGGESTED SALARY/REQUESTING DEPARTMENT: Level 9 (\$34,759 to \$57,933) (Comments)

Professional Position - Job Title: Public Services Librarian
Qualifications: Doctorate Degree, Bachelor's Degree, Master's Degree MLS

Support Staff - Job Title:

- Qualifications: Typing, Accounting, Data Base, Shorthand/speedwriting, Data Processing, WordPerfect/Word, Personal Computer, Spreadsheets, High School, Associates Degree, Related Experience

Physical Plant Staff - Job Title: MAINTENANCE CUSTODIAN

Qualifications, Six-month Probationary Wage, Hours

Risk Care Management Program (Safety Services) - Job Title:

Qualifications: Ability to walk 5 to 7 miles per shift

Other: (See Attached Job Description)

Requested by: Eric Vesey Date: 10/7/11 Within Budget: Yes No

Position/Department: Head Librarian

Search Approved:

Ms. Vescogni Date Ms. Roelfsema Date Dr. Scroggs Date Dr. Corcoran Date
Eric Vesey 10/7/11 Cheryl Roelfsema 10/11/2011 Julie Scroggs 10/10/11 John Corcoran 10/10/11

PUBLIC SERVICES LIBRARIAN

Reports to: Head Librarian

- I. **BASIC FUNCTIONS:** Links the IVCC community to information sources and equips students for success by teaching students to acquire and evaluate needed information in the classroom and at the library's reference desk.
- II. **DUTIES AND RESPONSIBILITIES:**
 - A. Provides one-on-one and group instruction to faculty, staff, and students in the use of traditional and online information sources, according to educational best practices. Integrates and applies instructional technologies into learning activities as appropriate.
 - B. Provides a full range of reference services and information counseling, using traditional and emerging communication technologies to provide assistance to students in and outside of the library.
 - C. Coordinates a full range of circulation duties including overdue materials notification and billing. Performs and trains staff to perform circulation activities including registering borrowers, charging materials to user records, receiving returned materials, and circulating reserve items.
 - D. Maintains borrower records in Colleague administrative system and library automation system, and ensures remote access to online resources via proxy server.
 - E. Participates in establishing and modifying automation system profile variables to ensure system operation complies with circulation and interlibrary loan policies and procedures.
 - F. Coordinates interlibrary loan processes, including assisting faculty, staff, and students with acquiring research materials through the interlibrary loan system, tracking patron requests, and initiating correspondence to claim unreturned resources.
 - G. Updates circulation and interlibrary loan policy to enhance service and to adhere to state, national, and international codes.
 - H. Maintains and regularly reports statistics and other records related to instructional, circulation, and interlibrary loan activities.
 - I. Recruits, trains, and supervises non-academic and/or work-study student employees.
 - J. Monitors library in order to sustain a productive learning environment.
 - K. Other duties as assigned.

III. QUALIFICATIONS:

Required:

- Master's Degree in an ALA accredited Library Science program OR a Bachelor's Degree and minimum of 15 graduate credits in an ALA accredited Library Science program
- Demonstrated proficiency using a variety of online information products and application software, and the ability to understand complex computer concepts
- Customer service skills
- Teaching or training experience
- Ability to excel in a rapidly changing, team environment

Desired:

- Demonstrated commitment to continuing education
- Experience serving students and faculty in an academic library setting
- Experience with library automation systems

Memo

To: Emily Vescogni, Director of Learning Technologies
From: Frances Whaley, Head Librarian
Date: October 3, 2011
Subject: Rationale for Public Services Librarian (Full-time, level 9)

Objective: The Higher Learning Commission expects an organization to provide effective staffing and support for its learning resources. The library has requested a new professional position annually since 2008. The retirement of a paraprofessional support staff member affords the opportunity to rebalance staffing to better meet the changing demands of the organization.

- This proposal will not change full-time staff headcount.
- The increased salary of a level 9, exempt employee will result in approximately \$6,000 more annually. This cost will be offset in FY12 by a current librarian vacancy resulting from the retirement of Jane Norem and subsequent position change by Frances Whaley.
- Currently the makeup of the library staff is 6 support staff and 2 professionals, but the nature of the work is requiring more independent judgment, critical thinking, advanced technological knowledge, and continual maintenance and expansion of skills. Professional level responsibilities of this position include instruction, reference, advanced level interlibrary loan requests, and managing complex tasks with patron records.
- Librarians must remain current on a dynamic slate of 75 electronic information resources. In the past year, 3 new products were introduced, and 7 products underwent substantial upgrades.
- In the 2010 academic year, 2,234 students participated in library instruction.
- In Fall 2010 30% of instruction sessions were held at the Ottawa Center, demonstrating the library's commitment to providing equal service to students at both sites.
- The librarians also reach out to perspective students. Five high school groups visited the library in FY11 for an instruction session followed by individual research in addition to E2C classes who visited for the same purpose.
- An average of 17% of instruction sessions are unfulfilled each semester due to lack of professional staff within the library. The Director of Learning Technologies fulfilled approximately 10% of requests to help bridge the gap.
- There is unmet need for synchronous online instruction for E2C classes and online courses. Faculty have also requested creation of virtual learning objects such as tutorials, online library orientations, and virtual tours.
- Providing effective reference assistance to the growing number of developmental and disabled students requires a higher level of knowledge.
- In the past year circulation and interlibrary loan policies and procedures have changed at the consortial and state system levels, requiring review and revision at the local level and subsequent changes in system configuration.
- Interlibrary lending increased 26% in FY10. Online resources and licensing agreements increase the complexity.
- Librarians participate in campus committees and initiatives. In the past 3 months there were 6 or additional requests.
- Library service is expanding beyond IVCC through inter-institutional agreements with Lincoln College Normal, Northern Illinois University, and Lewis University.
- Jacobs Library will apply to become a Foundation Center Cooperating Collection in 2012, requiring a trained librarian to be designated for assisting staff and community members with those resources.

Letter of Agreement – Office Hours for Laboratory Instructors

The 2011-2012 Collective Bargaining Agreement included a change in the required conferencing (office) hours for Teaching Faculty in Article IV.A.4. However, the conferencing hours requirement for Laboratory Instructors is not covered by Article IV.A.4, but rather falls under Article IV.C. It was the intention of the bargaining teams for the change in conferencing hours to be applicable to both teaching faculty and laboratory instructors.

The Education Excellence Council reviewed the Bargaining Agreement Language and proposes Article IV.C be modified to reflect a change in the required office hours for Laboratory Instructors proportional to the change reflected in Article IV.A.4.

This proposed modification is reflected as presented in the Letter of Agreement included.

Recommendation:

The Administration recommends the Board of Trustees accept the Letter of Agreement – Office Hours for Laboratory Instructors, as presented.

LETTER OF AGREEMENT

OFFICE HOURS FOR LABORATORY INSTRUCTORS

Community College District 513 (the "College") and the American Federation of Teachers Local 1810 (the "Federation") agree to the replace Article IV Section C: Work Load-Laboratory Instructors of the current Three Year Agreement (the "Contract") with the following language:

Individuals with an associate, baccalaureate or advanced degree may be employed as laboratory instructors. The work load for laboratory instructors will be thirty (30) hours per week, plus four (4) student conference hours per week. Laboratory instructors shall enjoy all rights and privileges of this contract.

AMERICAN FEDERATION OF TEACHERS,
LOCAL 1810

PRESIDENT,
COMMUNITY COLLEGE DISTRICT 513

By: _____

By: _____

Date: _____

Date: _____

Bid Request -- Building B Fireplace Lounge Deck Repairs

The administration requests authorization to seek bids for Building B Fireplace Lounge Deck Repairs at an estimated cost of \$15,000. The outside edge of the deck where the railing is fastened has deteriorated causing an unsafe condition. The bid document is attached.

Recommendation:

The administration recommends Board authorization to seek bids for Building B Fireplace Lounge Deck Repairs at an estimated cost of \$15,000.



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

815 N. Orlando Smith Road
Oglesby, IL 61348-9692
Purchasing: 815-224-0417
Fax: 815-224-0294

Building B Fireplace Lounge Deck Repairs - BID2012-B04

October 19, 2011

Illinois Valley Community College District No. 513 (the College) is accepting sealed bids for **Building B Fireplace Lounge Deck Repairs**. Scope of work includes installation.

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 October 31, 2011. Bids received after this time will not be accepted. Faxed bids will not be accepted.

Electronic bid submissions shall be considered a sealed document if they are received at the Purchasing Department by the time and date set herein for receipt of bids. The vendor assumes the risk of premature disclosure due to submission in an unsealed form. Electronic bids must be e-mailed to purchasing@ivcc.edu with the subject **BID: Building B Fireplace Lounge Deck Repairs - BID2012-B04**

SITE VISIT:

A mandatory site visit is required and shall be documented by sign-in at the Facilities reception area, Room A-109.

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 N. Orlando Smith Road
Oglesby, Illinois 61348**

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.**

Bidders who obtain a copy of the bid from the College web-site are responsible for any addenda issued.

BID SECURITY:

Bid Security, in the amount of not less than ten percent (10%) of the bid amount, payable to IVCC, in the form of a certified check, cashier's check or bid bond must accompany bids. Such security will be considered a pledge that bidder will enter into a contract on the terms stated in the bid and will furnish bonds covering the full performance of the contract and full payment of all obligations. Should bidder, if selected, refuse to enter into contract or fail to provide satisfactory bonds, bid security will be forfeited to IVCC as liquidated damages. Bid security will not be forfeited in the event that IVCC fails to enter into a contract.

Bid securities will be returned to bidders as soon as practicable. IVCC reserves the right, however, to retain bid securities of all bidders to whom contract award is being considered until: (1) contract has been enacted; (2) sixty (60) days after bid date; or (3) all bids have been rejected, whichever is sooner.

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 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 Director of Purchasing. After bids are received, no allowance will be made for an oversight by the bidder.

CLERICAL ERRORS:

If applicable, all errors in price extensions will be corrected by the College and totals for award determination corrected accordingly, unless the bidder specifies that no change be made in the total submitted. In this case, all incorrect price extensions will be noted at "lot", and award determination made on the basis of total price submitted.

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.

TAX EXEMPTION:

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

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. General reputation and performance capabilities of the bidder
3. Conformity with specifications herein
4. Completion schedule

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.

BID AWARD:

The successful contractor, and/or any contractor, shall not proceed on this bid until it receives a purchase order from the College. Failure to comply is the risk of the contractor.

INVESTIGATION OF BIDDERS:

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

PROPOSED AGREEMENT:

Submit a sample of your company's agreement with your bid.

REFERENCES:

Bidders will provide a minimum of three (3) references for which a comparable project has been performed. References must include company name, phone number, and contact name.

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 and its Board of Trustees 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
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
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
 - b. Property damage: \$1,000,000 OR
 - c. Combined single limit: \$1,000,000
4. Umbrella
 - a. Umbrella Excess Liability: \$2,000,000

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.

SUBSTANCE ABUSE PREVENTION PROGRAM CERTIFICATION:

The successful bidder must complete the Substance Abuse Prevention on Public Works Act, Public Act 95-0635 Certification Form before start of work. The Contractor/Subcontractor will certify that it has a superseding collective bargaining agreement or makes the public filing of its written substance abuse prevention program for the prevention of substance abuse among its employees who are not covered by a collective bargaining agreement dealing with the subject as mandated by the Act.

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.

PREVAILING WAGE:

Vendor shall not pay less than the prevailing rates of wages as determined by the Illinois Department of Labor for those performing work and shall comply with the requirements of the Illinois Prevailing Wage Act (820 ILCS 130/1-12).

If, during the course of work under this contract, the Department of Labor revises the prevailing rate hourly wage to be paid under this contract for any trade or occupation, Owner, will notify contractor and each subcontractor of the changes in the prevailing rate of hourly wages. Contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by contractor and all subcontractors to each worker to whom a revised rate is applicable. Revisions to the prevailing wage as set forth above shall not result in an increase in the contract sum.

W-9 FORM:

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

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

Specifications

Building B Fireplace Lounge Deck Repairs - BID2012-B04

Furnish labor, materials and equipment to complete the following scope of work:

- Remove existing iron railing with attached wood boards in its entirety
- Cut approximately 2 in. to 3 in. off ends of existing 2 in. by 4 in. wood deck joists to remove deteriorated ends
- Salvage iron railing, sand blast clean, prime, paint and reinstall with all new bolts, washers and nuts painted
- Install all new clear cedar handrail, toe kick, and cedar trims to match existing with cedar wood plugs at all bolt attachments
- Pressure wash existing 2 in. by 4 in. cedar deck, satin stain deck joists, and all new clear cedar wood
- All hardware (bolts, washers, nuts, and screws) to be stainless steel

Bid Form/Signature

Building B Fireplace Lounge Deck Repairs - BID2012-B04

OFFER:

Having examined the site of work, and being fully aware of existing conditions affecting the cost of the work, hereby offer to furnish all labor, materials, necessary tools, expendable equipment and transportation necessary to complete this project in a workmanlike manner in accordance with the bidding documents.

_____ Dollars (\$ _____)

Bid shall be valid for a period of sixty (60) days after bid date.

Receipt of the following Addenda to the bidding documents is hereby acknowledged.

No. _____, Dated _____
No. _____, Dated _____
No. _____, Dated _____

ATTACHMENTS:

1. Certification Form
2. Substance Abuse Prevention Program Certification Form
3. W-9 Form
4. Bid Security (10% of bid amount)

Submitted By:

Company

Authorized Signature

Address

Printed Name

City State Zip

Phone

Fax

E-Mail

Date

*If submitting more than one offer, please make copies of this Bid Form.
Submit one (1) offer per Bid Form

Illinois Valley Community College District No. 513

COURTESY "NO BID" RESPONSE

Building B Fireplace Lounge Deck Repairs - BID2012-B04

If your company decides not to submit an offer, the College would appreciate your input as to why you are not participating. Please indicate your reason and return by bid due date to:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348
Phone: 815.224.0417
Fax: 815.224.0294

_____ Previous commitments

_____ Unable to supply service

Other _____

Company Name

Date

Signature

CERTIFICATION FORM

TO: ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513
OGLESBY, IL 61348

Pertaining to the bid titled: Building B Fireplace Lounge Deck Repairs - BID2012-B04

I/We, as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under *Article 33E* of the "*Criminal Code of 1961*"

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

NAME OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM MUST BE RETURNED WITH YOUR BID TO:

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

Substance Abuse
Prevention Program
Certification

Bid Date: _____

Project No.: _____

Project
Name: _____

Location: _____

The Substance Abuse Prevention on Public Works Act, Public Act 95-0635, prohibits the use of drugs and alcohol, as defined in the Act, by employees of the Contractor and by employees of all approved Subcontractors while performing work on a public works project. The Contractor/Subcontractor herewith certified that it has a superseding collective bargaining agreement or makes the public filing of its written substance abuse prevention program for the prevention of substance abuse among its employees who are not covered by a collective bargaining agreement dealing with the subject as mandated by the Act.

- A. The undersigned representative of the Contractor/Subcontractor certifies that the contracting entity has signed collective bargaining agreements that are in effect for all of its employees, and that deal with the subject matter of Public Act 95-0635.

Contractor/Subcontractor

Name of Authorized Representative (type or print)

Title of Authorized Representative (type or print)

Signature of Authorized Representative

Date

- B. The undersigned representative of the Contractor/Subcontractor certifies that the contracting entity has in place, for all of its employees not covered by a collective bargaining agreement that deals with the subject of the Act, the attached substance abuse program that meets or exceeds the requirements of Public Act 95-0635.

Contractor/Subcontractor

Name of Authorized Representative (type or print)

Title of Authorized Representative (type or print)

Signature of Authorized Representative

Date

RECOMMENDED FOR STAFF APPOINTMENT
2011-2012

GENERAL INFORMATION:

POSITION TO BE FILLED: Assessment Center Coordinator

NUMBER OF APPLICANTS: 41

NUMBER OF APPLICANTS INTERVIEWED: 5

APPLICANTS INTERVIEWED BY:

Ms. Carranco, Ms. Dzik, Ms. Hardy, Ms. McQuilkin,
Ms. Shea, Mr. Talsky

APPLICANT RECOMMENDED:

Sarah K. Glascock

EDUCATIONAL PREPARATION:

Eastern Illinois University, Charleston, IL – M.S. in College Student Affairs
Monmouth College, Monmouth, IL – B.A. in Public Relations

EXPERIENCE:

Wartburg College, Waverly, IA – Director of Campus Programming, Adjunct Instructor
Eastern Illinois University, Charleston, IL – Greek Substance Abuse Education Coordinator

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

1. Professional experience in higher education
2. Demonstrated ability to multitask, plan events, collaborate with staff, and serve students
3. Excellent communication skills
4. Supervisory experience

RECOMMENDED SALARY: \$39,000 annualized

Ms. Glenna Jones, SPHR
Director of Human Resources

September 12, 2011

Frances Whaley

This note is to let you know that after more than 23 years at Jacobs Library I will be retiring on November 30, 2011.

Jan Vogelgesang

A handwritten signature in black ink that reads "Jan Vogelgesang". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

RECEIVED

OCT 04 2011

HUMAN RESOURCES

Mary Schallhorn
29620 2750 E St
La Moille, IL. 61330
October 4, 2011

Jeff Anderson
Dean, Humanities, Fine Arts & Social Sciences
IVCC
815 North Orlando Smith Avenue
Oglesby, IL 61348

Dear Jeff:

With this letter, I hereby submit my resignation from Illinois Valley Community College, effective October 7, 2011, to further my career in the area of management.

I feel very fortunate to have been associated with Illinois Valley Community College for the last fifteen years. My experiences have been invaluable, and I leave with many pleasant memories.

I wish you and the college good luck and continued success.

Sincerely,

Mary Schallhorn

Mary Schallhorn
Professor of Piano

MS
4 Oct 2011

RECEIVED

OCT 05 2011

Fiscal Year 2011 Comprehensive Annual Financial Report

The administration met with the Board's Audit/Finance Committee and David Spiller, of Gordon, Stockman & Waugh P.C., on October 11, 2011, in order to discuss the College's Fiscal Year 2011 Comprehensive Annual Financial Report. The auditors issued an unqualified opinion in the audit. There were no significant or relevant issues identified by the auditors.

Mr. Spiller has assured us that the report will be delivered to the ICCB by the October 15th deadline and the Board of Trustees will receive copies of the Fiscal Year 2011 Illinois Valley Community College Comprehensive Annual Financial Report. Thus, all requirements regarding this matter will be met for the year ending June 30, 2011.

MEMORANDUM

TO: Tracy Morris
Associate Vice President for Student Development
FROM: Cory Tomasson
Coordinator of Student Activities
RE: FY 12 Student Organization Budgets
DATE: September 29, 2011

Attached is the proposed 2011-2012 Budget for Student Activities.

* This organization was inactive, newly established or reinstated during the 2010-2011 school year, and had no allocation.

This budget has been created by the Student Government Association and approved by the Coordinator of Student Activities. We would ask for your approval of these allocations for the 2011-2012 school year.

Chloe Munkel
Brittney Burkart

10/3/11
Christ Hallfuerma 10/3/2011
Judy Sore 10/3/11

Alan Mung
Bradley Kober
Chris Delt
Isaiah Roberts

Mitch Schul
Megan Smith
Olivier Kahn

OK Lynn 9/30/11

	ORGANIZATION	2010-2011 Allocation	2011-2012 Requests	Suggested 2011-2012 Allocations
1	AIT (Information Technology)	500.00	1000.00	1000.00
2	Alpha Delta Nu (Nursing Honors) *	0.00	250.00	250.00
3	American Chemical Society	3000.00	3000.00	3000.00
4	Amnesty International	1000.00	0.00	0.00
5	Black Student Association *	0.00	250.00	500.00
6	College Democrats	650.00	650.00	650.00
7	Dead Poet's Society	250.00	250.00	250.00
8	Debate Club	250.00	0.00	0.00
9	Disc Golf Club *	0.00	0.00	250.00
10	Diverse Universe (Sociology Club)	250.00	500.00	500.00
11	Economics Student Association	250.00	250.00	250.00
12	Focus On Fitness	0.00	2000.00	2000.00
13	Fusion	500.00	500.00	500.00
14	Gaming Society	0.00	0.00	0.00
15	Gay/Straight Alliance	1000.00	1000.00	1000.00
16	Horticulture Club	2500.00	2000.00	2000.00
17	Human Service Organization	500.00	2000.00	1000.00
18	Human Service Honors Society *	0.00	250.00	250.00
19	Illinois Valley Leaders for Service	250.00	250.00	250.00
20	Indefinite Limits (Math Club)	250.00	600.00	600.00
21	International Society	1750.00	3000.00	2250.00
22	IVLeader	11750.00	11750.00	11750.00
23	Lambda Alpha Epsilon (CRJ)	5000.00	7000.00	5000.00
24	Paintball Club *	0.00	250.00	250.00
25	Phi Theta Kappa	5500.00	5500.00	5500.00
26	Physics Club	0.00	0.00	0.00
27	POWER	1050.00	1050.00	1050.00
28	Psi Beta (Psychology)	750.00	750.00	750.00
29	River Currents	1000.00	3000.00	3000.00
30	Robotics Club	250.00	250.00	250.00
31	Running Club *	0.00	0.00	0.00
32	SAGE	250.00	500.00	500.00
33	Sigma Delta Mu (Spanish)	175.00	175.00	175.00
34	Sigma Kappa Delta (English)	1500.00	1500.00	1500.00
35	SPAMO	2500.00	2500.00	2500.00
36	Student Ambassadors	750.00	1000.00	1000.00
37	Student Government Association	7500.00	7500.00	7500.00
38	Student Nurses Association	7250.00	7500.00	7500.00
39	Student Veteran's Association	250.00	250.00	250.00
40	Swinging Eagles *	0.00	0.00	0.00
41	TEACH	400.00	800.00	800.00
42	Transformed	1500.00	0.00	0.00
43	World Languages	1800.00	3500.00	2300.00
44	Young Republicans	650.00	650.00	650.00
	Subtotal	62725.00	73175.00	68725.00
	Coordinator's Stipend	15000.00	15000.00	15000.00
	Athletics	61414.00	61414.00	61414.00
	TOTAL	139139.00	149589.00	145139.00



TO: Illinois Valley Community College

FROM: Julie Elzanati, IGEN Executive Director
Rob Hilgenbrink, IGEN Financial Advisor/Treasurer

RE: Notice of Grant Award – DCEO Grant Agreement No. 11-203722
IGEN Base Funding

DATE: September 15, 2011

This is to notify your College that the Illinois Green Economy Network (IGEN) has received a \$2,000,000 grant from DCEO Grant Management Program 01. Pertinent information regarding the grant is as follows:

Granting Agency: Illinois Department of Commerce and Economic Opportunity (DCEO)
Program Name: Grant Management Program 01
Grant Number: 11-203722
Funding Source: 100% State Funded – \$0 Federal Funds

As an IGEN Member College you will receive **program** funding (a list of program deliverables is attached for reference) on a **reimbursement basis** only from this grant as follows:

Grant Period: 8/1/2011 – 6/30/2012

Seed Funding: \$5,000

Subcontractor agreements are currently being reviewed by legal and will be forthcoming.

Any questions regarding this grant can be directed to:

Robert J. Hilgenbrink
Financial Advisor/Treasurer
Illinois Green Economy Network
2500 Carlyle Ave.
Belleville, IL 62221
618-235-2700, ext. 5244
robert.hilgenbrink@swic.edu

IGEN FY12 BASE FUNDING – SEED FUNDING

College districts that accept IGEN seed funding are required to meet these deliverables.

Required Project Deliverables to Receive Reimbursement

1. Provide to IGEN via monthly reports, or upon request, your college's project and financial records and supporting documentation that demonstrates significant effort to meet these deliverables in a timely fashion.
2. Develop and implement projects and programs in your college district that are in alignment with IGEN's strategic goals in four program areas: Green Campuses, Green Curriculum, Green Careers and Green Communities.
3. Attend monthly IGEN webinars (12x per year) – 1st Wednesday from 10:30-11:30am
4. Attend at least one IGEN Quarterly 2-Day Retreat
5. Actively participating in IGEN online discussion forums on the IGEN member's webpage.
6. Respond to phone and email check-ins with IGEN about project status and responsibilities. Communicate any needs and request assistance from the IGEN Administrative Team. Respond in a timely fashion to IGEN data collection inquiries regarding your college's sustainability initiatives and programs.

Examples of IGEN-Related Activities Eligible for Reimbursement

(No Pre-Approval Required; Appropriate Documentation Required)

1. Create or maintain a physical or virtual (or both) sustainability center on at least one campus within your district.
2. Hire or maintain at least one college sustainability professional (part time or full time) to staff and maintain your college sustainability center, develop and implement college sustainability initiatives and programs, serve as an IGEN liaison and ensure these project deliverables are met.
3. Attend the following events/meetings:
 - a. Monthly GUCS/IGEN webinars (10x per year) – 3rd Wednesday from 10:30-11:30am
 - b. The annual Governor's Green Universities and Colleges Symposium
 - c. IGEN Quarterly 2-Day Retreats

Note: Multiple college representatives are encouraged to attend these events. The college may use IGEN funds for travel, lodging and other related expenses for these meetings.

4. Foster an open and collaborative community by sharing sustainability experiences and best practices via:

- a. Submitting newsletter articles for the Network News
 - b. Submitting IGEN website stories
 - c. Providing at least one presentation at a Network Retreat or a GUCS/IGEN webinar
5. Develop and implement IGEN's Greening Your Curriculum program at your college and share requested program information with IGEN.
 6. Participation in IGEN Work Groups which includes developing, communicating and implementing work group deliverables with team members.
 7. Participation in IGEN Task Force groups which includes assisting with topic research and writing the task force white paper.
 8. Membership in the American Association of Sustainability in Higher Education (AASHE).
 9. Create or expand professional development opportunities for college faculty and staff to learn about environmental sustainability, energy demand reduction, and how to integrate triple bottom line principles and practices into their work.
 10. Partner with community, district, regional, state or national entities to support your college's sustainability and green economy initiatives and programs, as appropriate.
 11. Develop and implement an array of energy conservation and environmental sustainability training programs to meet the needs of a variety of community audiences including college students, residents, nonprofits, businesses, municipalities and government agencies, K-12 and higher education institutions.
 12. Collaborate with IGEN and other IL community colleges to develop, schedule, market and implement statewide green career training programs. This may include academic programs, workforce readiness programs, continuing education programs, or all of the above. The intent of these collaborative training programs will be to share best practices among colleges, to reduce competition between colleges and potential training partners, and to provide reliable and less confusing communication about green career training opportunities to the public.
 13. Collaborate with staff at IGEN Green Economy Centers (GEC) and your local business communities to promote the GEC, to support the GEC website, and to encourage participation in GEC initiatives.

Any Other Expenditures Will Require Approval Before Proceeding

1. To obtain approval, send an email to Rob Hilgenbrink.
2. In the body of the message, include a brief description of the project / activity and a breakdown of the project / activity costs.



National Association for the Education of Young Children

● Early Childhood Associate Degree Accreditation

1313 L Street NW, Suite 500, Washington, DC 20005-4101

202-232-8777 800-424-2460 Fax 202-350-8799 www.naeyc.org

September 14, 2011

NAEYC Associate Degree Program Accreditation 2011 Commission

Elisa Huss-Hage, *Commission Chair*
Owens Community College

Tracey Bennett
Vance-Granville Community College

Rebecca Brinks
Grand Rapids Community College

Isela Castañon-Williams
El Paso Community College

Camille Catlett
FPG Child Development Institute

Rebecca Gorton
Northampton Community College

John M. Johnston
University of Memphis

Toni Ungaretti
Johns Hopkins University

Staff
Alison Lutton, *Senior Director*
Saba Ahmed, *Accreditation Manager*

Diane Christianson
ECE Program Coordinator/Instructor
Illinois Valley Community College
815 N. Orlando Smith Ave.
Oglesby, IL 61348

Dear Ms. Christianson:

This letter confirms that the A.A.S. **Early Childhood Education** degree at **Illinois Valley Community College** meets the eligibility requirements for NAEYC Early Childhood Associate Degree Accreditation.

Welcome to the community of programs engaged in the accreditation process. We believe that the self-study work will help you identify and build on your program's strengths, as you examine your students' outcomes in relation to NAEYC's standards and supportive skills. Those who have participated in the process emphasize its value as a tool for program improvement.

Diane Christianson is designated by the institution as the program's primary contact. The primary contact will receive access to an online community with resources to support the program's accreditation work. Instructions for accessing the online community were emailed to the primary contact on September 14, 2011. This email also included instructions for locating online the materials that will guide your work toward accreditation, including the Accreditation Handbook, 2010 NAEYC Standards for Initial & Advanced Early Childhood Professional Preparation Programs, the Self-Study Report Cover Sheet, Report Template, and Submission Instructions, the Annual Program Information Update Form, and the Contact Information Update Form.

Please note: the NAEYC Commission on Early Childhood Associate Degree Accreditation accredits programs, not institutions or departments. If you are submitting more than one program for accreditation review, each program must maintain accreditation eligibility and will receive a separate accreditation decision. You will want to work closely with NAEYC staff as you begin your self-study work to determine whether multiple degree programs can successfully be submitted in one report.

***Promoting quality
through accreditation***

Diane Christianson
Illinois Valley Community College
September 14, 2011
Page 2 of 2

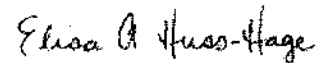
Program eligibility must be maintained and documented throughout the self-study period by submitting annual updates, and throughout the accreditation term through annual reports. The online community will always have the most current templates, forms, and submission instructions.

Please contact our staff with your questions by email (assoc_accred@naeyc.org) or by phone (800/424-2460 ext. 8007). Thank you for your participation in the accreditation process.

Sincerely,



Alison Lutton
Senior Director
Higher Education Accreditation & Program Support



Elisa Huss-Hage
Commission Chair

Cc: Dr. Rick Pearce

**Ottawa Center Survey and Enrollment
Fall 2010 – Spring 2011 – Fall 2011
Executive Summary**

The IVCC Ottawa Center *met or exceeded* the expectations of 98% of the 306 credit students completing the survey in Fall 2010, 98.9% of the 267 credit students completing the survey in Spring 2011, and 99% of the 303 credit students completing the survey in Fall 2011.

Table 1.1 reveals 92% of students responding in Fall 2010 reside in the target communities on the east side of the district, while these numbers increased for Spring 2011 (96%) and remained strong in Fall 2011 (95%). Many OC students also work in these east side target communities (Fall 2010 – 63%; Spring 2011 – 57.4%; Fall 2011 – 58%).

Table 1.1 Student Residence & Work Locations

City	Fall 2010		Spring 2011		Fall 2011	
	Number of Students		Number of Students		Number of Students	
	Live	Work	Live	Work	Live	Work
Earlville	4	1	4	0	6	0
Grand Ridge	7	0	3	0	6	1
Marseilles	41	10	51	15	42	12
Ottawa	186	153	160	121	176	129
Seneca	9	4	9	4	13	2
Serena	0	0	2	0	10	1
Sheridan	8	1	7	1	10	7
Streator	24	16	20	8	26	16
Utica	3	7	0	3	0	7
Other	24	44	9	34	14	30
No Response	0	70	2	81	0	98
Total	306	306	267	267	303	303

Over one-third of students responding (34.6%) in Fall 2010 had taken no previous classes at IVCC; therefore, their Ottawa Center enrollment represents their first IVCC course(s) attendance. This figure increased in Spring 2011 (40.4%), and in Fall 2011 (45.4%). Notably, 74 Spring 2011 students and 146 Fall 2011 students reported that they took classes previously at the Ottawa Center, showing an increase in repeat enrollment at this location (see Table 1.3). While newspaper articles and ads prompted more students to enroll in the 2010-2011 school year (36-40%), this was much less a factor in Fall 2011 (13.9%) (see Table 1.2).

Table 1.2 Learned of Ottawa Center

Communication Means	Fall 2010		Spring 2011		Fall 2011	
	Number of Students	%	Number of Students	%	Number of Students	%
Newspaper	112	36.6%	108	40.4%	70	13.9%
Friends	76	24.8%	99	37.1%	113	22.5%
Teachers	104	34%	93	34.8%	98	19.5%
Radio	78	25.5%	55	20.6%	43	8.6%
Website	46	15.0%	31	11.6%	51	10.2%
Family	79	25.8%	74	27.7%	71	14.1%
Social media	10	3.3%	19	7.1%	11	2.2%
Other	26	8.5%	26	9.7%	45	9.0%
Total (duplicated)	531		505		502	

Table 1.3 Course Taking Locations (duplicated)

Course Taking Locations	Fall 2010		Spring 2011		Fall 2011	
	Number of Students	%	Number of Students	%	Number of Students	%
Ottawa Center only	106	34.6%	108	40.4%	138	45.4
Oglesby-Main Campus	180	58.8%	133	49.8%	149	48.7%
On-line	38	12.4%	38	14.2%	31	7.6%
Extension Sites	36	11.8%	19	7.1%	27	6.6%
Dual Credit	16	5.2%	6	2.2%	7	2.3%
At another college	7	2.3%	0	0.0%	0	0.0%
Total (duplicated)	383		304		352	

In Fall 2010, slightly over 9% of responding students would not have enrolled at IVCC if the Ottawa Center was not open. This percentage remained steady in Spring 2011 (9.7%), but increased to 10.1% in Fall 2011. These percentages included students who would have either enrolled at a different college, or not enrolled in college. Notably, in Fall 2011 8.8% would not have enrolled in college at all (vs. 6.3% in Fall 2010 and 6.7% in Spring 2011).

For the Fall 2011 survey administration, a new question was added that asked why students chose the Ottawa Center. The most salient reason given was that it was “close to home” (78.5%).

During FY 2011, the ROE LaSalle County Drop-out Program served seven (7) students and four earned their high school diplomas. To date in FY 2012, the ROE has six students participating in the program. The ROE accepts students throughout the year. The program meets from 12pm – 3pm daily, and the students provide some “light” classroom cleaning for the Center on a weekly basis as part of their program requirement.

Table 1.4 Brief Enrollment Summary by Student Type

Student Type	Fall 2010	Spring 2011	Summer 2011	Fall 2011**
Credit	363	500	259	518
Non-credit*	75	132	50	109
Regional Office of Education (ROE)	7	7		4

Also in FY 2011, the Ottawa Center served 63 GED/ESL students. To date, there are 42 GED/ESL students enrolled at the Center.

*Includes Continuing Education students and Distance Learning Orientation

**Denotes enrollments effective October 10, 2011

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.