



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Tuesday, September 20, 2011  
Board Room  
6:30 p.m.**

**NOTE:**

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

## IVCC'S MISSION STATEMENT

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

### BOARD AGENDA ITEMS

#### January

Strategic Plan Update  
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. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Campus Update – Employee Demographics Report (Glenna Jones)
7. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
  - 8.1 Approval of Minutes – August 23, 2011 Board Meeting and September 8, 2011 Closed Session Minutes Committee Meeting (Pages 1-8)
  - 8.2 Approval of Bills - \$1,671,213.78
    - 8.2.1 Education Fund - \$811,838.35
    - 8.2.2 Operations & Maintenance Fund - \$56,666.52
    - 8.2.3 Operations & Maintenance (Restricted Fund) - \$345,674.56
    - 8.2.4 Auxiliary Fund - \$253,171.80
    - 8.2.5 Restricted Fund - \$203,152.81
    - 8.2.6 Liability, Protection & Settlement Fund - \$709.74
  - 8.3 Treasurer's Report (Pages 9-27)
    - 8.3.1 Financial Highlights (Pages 10-11)
    - 8.3.2 Balance Sheet (Pages 12-13)
    - 8.3.3 Summary of FY12 Budget by Fund (Page 14)
    - 8.3.4 Budget to Actual Comparison (Pages 15-22)
    - 8.3.5 Budget to Actual by Budget Officers (Page 23)
    - 8.3.6 Statement of Cash Flows (Page 24)
    - 8.3.7 Investment Status Report (Pages 25-26)
    - 8.3.8 Check Register - \$5,000 or more (Page 27)
  - 8.4 Personnel - Stipends for Pay Periods Ending August 13, 2011 and August 27, 2011 (Pages 28-36)
  - 8.5 Cash Farm #8842 Lease Renewal (Pages 37-44)

9. President's Report
10. Committee Reports
11. Bid Results – Phase I of the Community Instructional Center Project (Pages 45-51)
12. Bid Results – Asbestos Abatement, Building G (Pages 52-55)
13. Approval to Lower the Contingency for Phase I of the Community Instructional Center Project (Page 56)
14. Master Plan (Page 57)
15. Protection, Health, and Safety Projects for Tax Year 2011 (Pages 58-95)
16. Consideration and Action on a Resolution Declaring the Intent to Issue Funding Bonds (Pages 96-102)
17. Letter of Intent – iFiber, Illinois Fiber Resources Group (Pages 103-105)
18. Request for Proposals – On-site Health Clinic (Pages 106-120)
19. New Position – Financial Aid and Veterans Benefits Advisor (Pages 121-125)
20. Athletic Salary Schedule – 2011-2012 (Pages 126-127)
21. Resolution to Support LaSalle CARES Application for Funding Under the Early Childhood Construction Grant (Pages 128-130)
22. Semi-annual Review of Closed Session Minutes (Page 131)
23. Authorization for Destruction of Verbatim Recordings of Closed Session Meetings (Page 132)
24. Items for Information (Pages 133-146)
  - 24.1 Staff Appointment – Jeannie Franklin, Full-time Payroll and Benefits Coordinator (Page 133)
  - 24.2 Staff Appointment – Joseph Cardona, Full-time Custodian (Page 134)
  - 24.3 Staff Appointment – William Pitsenbarger, Full-time Custodian (Page 135)
  - 24.4 Staff Retirement – Carol J. Finley, Custodian (Page 136)
  - 24.5 Staff Resignation – Kelsey Maas, Part-time Enrollment Services Assistant (Page 137)
  - 24.6 Staff Resignation – Melinda Sammons, Part-time Small Business Development Center Business Specialist (Page 138)
  - 24.7 Lewis University Agreement (Pages 139-141)
  - 24.8 UIUC Transfer Agreement (Pages 142-144 )
  - 24.9 Association for Institutional Research – Drew McConville (Page 145)
  - 24.10 Change Order #4 – Security Office Relocation and Fire Alarm Upgrade (Page 146)
25. Trustee Comment

26. 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.
27. Vice Presidents' Contracts
28. President's Contract
29. Other
30. Adjournment

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

**Minutes of Regular Meeting**  
**August 23, 2011**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Tuesday, August 23, 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  
David O. Mallery  
James A. Narczewski  
Brad Cockrel, Student Trustee

**Members Present Telephonically:** Melissa M. Olivero, Vice Chair

**Members Absent:** Larry D. Huffman

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

**PUBLIC HEARING**

This being the time and place published for a Public Hearing regarding the FY2012 Budget, Board Chair, Dennis Thompson, called for questions and/or comments from the audience. Since there were no questions and/or comments, Mr. Thompson called for a motion to close the Public Hearing. It was moved by Mr. Narczewski and seconded by Dr. Driscoll to close the Public Hearing. Motion passed by voice vote.

**APPROVAL OF AGENDA**

Mr. Thompson requested that agenda item 13 precede agenda item 12. It was moved by Ms. Englehaupt and seconded by Mr. Narczewski to approve the agenda with item 13 preceding item 12. Motion passed by voice vote.

**CLOSED SESSION**

It was moved by Dr. Driscoll and seconded by Mr. Cockrel to convene a closed session to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) pending litigation; 3) collective negotiating matters

between the public body and its employees or their representatives; and 4) closed session minutes. Motion passed by voice vote.

The Board entered closed session at 6:37 p.m. On a motion by Mr. Narczewski and seconded by Ms. Englehaupt, the regular meeting resumed at 7:57 p.m. Motion passed by voice vote.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

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

The following items were approved in the consent agenda:

Approval of Minutes -- July 5, 2011 Planning Committee Meeting; July 5, 2011 Special Board Meeting; and July 19, 2011 Board Meeting

Approval of the Bills - \$2,548,386.52

Education Fund - \$1,408,315.63; Operations and Maintenance Fund - \$92,160.10; Operations and Maintenance (Restricted Fund) \$375,090.20; Auxiliary Fund - \$594,252.12; Restricted Fund - \$66,279.85; Audit Fund - \$9,500.00; and Liability, Protection and Settlement Fund - \$2,788.62.

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending July 16, 2011 and July 30, 2011

Bid Results – Computer Printing Supplies, Toner

Accepted the bid from Blackhawk, Inc. for computer printing supplies in the amount of \$32,880.33.

Proposal Results – Truck Driver Training Tractor and Trailer Lease

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

Purchase Request – Fuel for Truck Driver Training Program

Approved to expend an estimated \$70,000 for fuel for the Truck Driver Training Program from Sapp Bros., Peru, Illinois and Flying J, LaSalle, IL.

Purchase Request – Radio Advertising Contracts

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

Purchase Request – Lab-Volt Power Distribution Training Equipment

Approved to purchase Lab-Volt power distribution training equipment from Advanced Technologies Consultants in the amount of \$25,720.

Consortium Purchase – Rock Salt

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

Truck Driver Training Agreement – Waubensee Community College

Approved the agreement to provide a Truck Driver Training program at Waubensee Community College, as presented.

**PRESIDENT’S REPORT**

Dr. Corcoran complimented Fran Brolley, Kim Stahly and David Dodge for the fine job of coordinating the program in honor of Governor Quinn’s visit to the IVCC campus on August 11. He also thanked the members of the Board who were able to attend on that very special day in IVCC’s history. He reminded everyone to mark their calendars for September 27 when Lt. Governor Sheila Simon is scheduled to visit IVCC from 1:30-3:30 p.m. The massage therapy graduation program on July 20 was well planned and executed by the program’s coordinator, Cherie Monterastelli. There was a nice turnout and Dr. Corcoran appreciated the Board being represented by Trustees, Mike Driscoll and David Mallery. Massage therapy is a program with steady enrollments and impressive job placement statistics for its graduates, a lens the administration needs to look through for all of the career and technical programs on a regular basis, especially when funding from the State of Illinois is not expected to keep up with inflation over the next few years. Dr. Corcoran commended Dr. Kathryn Kott and Dean Michael Gorman for a fine job of coordinating the Licensed Practical Nurse pinning ceremony on July 28. There were 23 graduates. He noted the quality of the College’s nursing program and the partnership the College has with six local hospitals, each contributing \$8,000 in funding every year in support of a nursing instructor’s position. As Dr. Corcoran travels around the district and talks about the College’s many programs and services, he thinks of the nursing program as the hallmark of the institution. Dr. Corcoran was approached by the leadership of Illinois Valley Community Hospital regarding the College’s interest in possibly finding space on campus for a nurse practitioner to provide services to students and staff a few half-days per week. He thinks it is a great idea and is hoping to be able to discuss this matter as well as a listing of potential Protection, Health, and Safety projects and the updated master plan with the Board’s Facilities Committee at a meeting to be scheduled to occur within the next few weeks. Dominick Demonica has indicated he could be at the College the morning of September 12 to discuss the master plan if that could work for the committee. The committee was in agreement to meet Monday, September 12 at 8 a.m. for a Facilities Committee meeting. August 25 is the date when bids will be opened for work related to Phase I of the Community Instructional Center project. Steve Halm, the local Capital Development Board (CDB) representative, called Paul Basalay and the two of them in turn asked Dr. Corcoran if the Board would be comfortable with the administration quickly signing off on the low bidder recommended by the CDB in order to keep the project on schedule. Doing so would not preclude the IVCC Board from formally approving the bid in September. The problem is no one can predict how long it will take for CDB to make



its recommendation, however, once they do so they would like to proceed with the award notice as quickly as possible. The Board was in agreement for the administration to sign off on the low bidder to keep the project on schedule. After four years of steady growth in reimbursable credit hours averaging five percent per year, Dr. Corcoran reported that it looks like enrollments for the fall semester will be down approximately 2.5 percent on headcount and down 5 percent on credit hours which is consistent with statewide trends. Even though credit hours may be down, he complimented Tracy Morris, Patty Williamson and the Community Relations staff for the fine job they did in promoting an attractive new Student Services program which over a short period of time allowed 51 students to pursue their academic goals by entering into financial aid extension contracts.

### **COMMITTEE REPORTS**

In the absence of Dr. Huffman, Dr. Rick Pearce presented an update and history of the Early Childhood Education (ECE) Ad Hoc Committee's work on the LaSalle CARES project. A major point was securing a temporary location for the IVCC ECE Center in the Jackson School Building of District 122. This was to take place this fall but because the CIC construction project was delayed, the Center will move into the building next summer. The Committee continues to pursue meetings with legislators to provide them with greater detail on the project and to gain support for any potential federal funding sources. The City of LaSalle secured state funding for preparation of a proposed site for the LaSalle CARES Center and discussion has taken place with the North Central Illinois Council of Governments to gather needed data and materials to apply for the Promise Neighborhood Grant during the next funding cycle.

### **FY2012 BUDGET – RESOLUTION TO ADOPT THE BUDGET**

It was moved by Dr. Driscoll and seconded by Ms. Englehaupt to adopt the Resolution approving the FY2012 Budget, as presented.

Student Advisory Vote: "Aye" – Mr. Cockrel. Roll Call Vote: "Ayes" – Ms. Olivero (telephonically), Ms. Englehaupt, Mr. Mallery, Mr. Narzewski, Dr. Driscoll, and Mr. Thompson. "Nays" – None, motion carried.

### **RESOLUTION AUTHORIZING THE ISSUANCE OF \$5,000,000 DEBT CERTIFICATES, SERIES 2011**

It was moved by Mr. Narzewski and seconded by Dr. Driscoll to proceed with the issuance of \$5,000,000 Debt Certificates, Series 2011, to build and renovate in support of the Community Instructional Center Project. Ms. Englehaupt, Board Secretary, read the following resolution:

RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of purchasing real or personal property, or both, in and for Community College District No. 513, Counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston and State of Illinois, and authorizing and providing for the issue of \$5,000,000 Debt Certificates, Series 2011, evidencing the rights to payment under such Agreement, prescribing the details of the Agreement and Certificates, and providing for the security for and means of payment under the Agreement of the Certificates.

Student Advisory Vote: “Aye” – Mr. Cockrel. Roll Call Vote: “Ayes” – Ms. Olivero (telephonically), Ms. Englehaupt, Mr. Mallery, Mr. Narzewski, Dr. Driscoll, and Mr. Thompson. “Nays” – None, motion carried.

**REQUEST FOR PROPOSAL RESULTS – COMMUNITY INSTRUCTIONAL CENTER PROJECT FINANCING**

It was moved by Mr. Mallery and seconded by Dr. Driscoll to accept the proposal from the First National Bank of Ottawa for debt certificates in the amount of \$5,000,000, with a variable interest rate. The initial interest rate is 2.60 percent. Each Board member was asked by Mr. Thompson if they were employees, officers, or shareholders of First National Bank of Ottawa. Each replied “no” to all three questions. Dr. Corcoran recognized Mr. Tom Setchell for serving in an advisory position in reviewing the debt certificate documents with the administration.

Student Advisory Vote: “Aye” – Mr. Cockrel. Roll Call Vote: “Ayes” – Ms. Olivero (telephonically), Ms. Englehaupt, Mr. Mallery, Mr. Narzewski, Dr. Driscoll, and Mr. Thompson. “Nays” – None, motion carried.

**FACULTY APPOINTMENT – JARED J. OLESEN, SOCIOLOGY INSTRUCTOR**

It was moved by Mr. Narzewski and seconded by Mr. Cockrel to approve the appointment of Jared J. Olesen as a Sociology Instructor assigned to the Division of Humanities, Fine Arts and Social Sciences, with placement on the salary schedule at Step F-2 - \$45,390 based on the 2010-2011 salary scale. Terms of the 2011-2012 salary are being negotiated. Motion passed by voice vote.

**FACULTY RETIREMENT – LINDA G. MUDGE, LAB INSTRUCTOR IN MATHEMATICS**

It was moved by Ms. Englehaupt and seconded by Mr. Narzewski to accept Linda Mudge’s request for retirement effective December 31, 2011 and wish her a long, happy, and healthy retirement. Although Mr. Narzewski did not know Ms. Mudge personally, he had heard very positive remarks about her and that she did a wonderful job for the College. Motion passed by voice vote.

**STAFF RESIGNATION – MICHAEL E. GORMAN, DEAN OF HEALTH PROFESSIONS**

It was moved by Dr. Driscoll and seconded by Mr. Cockrel to accept Michael E. Gorman’s resignation effective August 11, 2011 and wish him luck in his future endeavors. Motion passed by voice vote.

**INTERIM PAYROLL AND BENEFITS COORDINATOR APPOINTMENT**

It was moved by Ms. Englehaupt and seconded by Mr. Narzewski to appoint Diane Kreiser as Interim Payroll and Benefits Coordinator, increasing her hourly rate of pay to \$17.20, effective August 15, 2011 and continuing until a new Payroll and Benefits Coordinator is hired and in place. All other benefits would remain the same. Motion passed by voice vote.

**INTERIM DEAN OF HEALTH PROFESSIONS APPOINTMENT**

It was moved by Ms. Englehaupt and seconded by Dr. Driscoll to approve the appointment of Ron Groleau as Interim Dean of Health Professions with compensation of \$515 per pay period,

effective August 12, 2011 and continuing until a replacement for Michael Gorman is appointed. Mr. Mallery stated that at one time one person served as both Dean of Health Professions and Director of Nursing and he does not believe that person was compensated what Mr. Groleau will be receiving. He was also concerned that holding two positions and teaching could be quite taxing. It was noted that Mr. Groleau had reduced his teaching load. Motion passed by voice vote.

#### **INSURANCE RENEWALS**

It was moved by Ms. Englehaupt and seconded by Mr. Narzewski to accept the recommendation of the insurance consultant to renew all coverage with the same carriers at \$335,464. Dr. Driscoll asked the reason for the large increase in the medical malpractice premium. It was noted the rate stayed the same, but the number of students increased. Motion passed by voice vote.

#### **RATIFICATION OF AFT LOCAL 1810 CONTRACT**

It was moved by Dr. Driscoll and seconded by Mr. Narzewski to approve the collective bargaining agreement between the Board of Trustees of Illinois Valley Community College District No. 513 and the American Federation of Teachers Local 1810 for academic years 2011-2012, 2012-2013, and 2013-2014, as presented.

Student Advisory Vote: "Aye" – Mr. Cockrel. Roll Call Vote: "Ayes" – Ms. Olivero (telephonically), Ms. Englehaupt, Mr. Mallery, Mr. Narzewski, Dr. Driscoll, and Mr. Thompson. "Nays" – None, motion carried.

#### **APPROVAL OF SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 138 CONTRACT**

It was moved by Mr. Thompson and seconded by Dr. Driscoll to approve the three-year contract with the Service Employees International Union Local 138, as negotiated.

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

#### **COMPENSATION FOR FY12 – EMPLOYEES NOT AFFECTED BY A NEGOTIATED LABOR AGREEMENT**

It was moved by Mr. Mallery and seconded by Ms. Olivero to approve a 3.15 percent general increase for all support staff employees not affected by a negotiated labor agreement and a 3 percent general increase for all administrative employees, excluding the President and Vice Presidents, not affected by a negotiated labor agreement, contingent upon acceptable performance evaluations as determined by the administration and support from grants and outside contracts for the impacted positions. Additionally, the administration recommends Board approval of special adjustments for identified employees in FY12. Motion passed by voice vote.

#### **INCREASE IN PART-TIME FACULTY PAY SCALE**

It was moved by Mr. Narzewski and seconded by Ms. Englehaupt to approve an increase in the Part-time Faculty Pay Scale by \$20 per credit hour, effective the fall semester of FY12. Motion passed by voice vote.

**TRUSTEE COMMENT**

None.

**OTHER**

It was moved by Ms. Englehaupt and seconded by Mr. Cockrel to approve and retain the minutes of the Closed Session meeting on June 21, 2011. Motion passed by voice vote.

**ADJOURNMENT**

It was moved by Dr. Driscoll, seconded by Ms. Englehaupt, and carried unanimously to adjourn the meeting at 8:35 p.m. Motion passed by voice vote.

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Dennis N. Thompson, Board Chair

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Leslie-Anne Englehaupt, Secretary

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

**Closed Session Minutes Committee Meeting**  
**September 8, 2011**

The Closed Session Minutes Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 10:30 a.m. on Thursday, September 8, 2011 in the Board Room - C307 at Illinois Valley Community College.

**Members Present:** Leslie-Anne Englehaupt, Chair  
Larry D. Huffman

**Members Absent:** James A. Narzewski

**Others Present:**

The meeting was called to order at 10:32 a.m. by Ms. Englehaupt.

**CLOSED SESSION**

It was moved by Dr. Huffman and seconded by Ms. Englehaupt to convene a closed session to discuss the minutes of meetings lawfully closed under the Open Meetings Act. Motion passed by voice vote.

On a motion by Dr. Huffman, seconded by Ms. Englehaupt, and carried unanimously, the regular meeting resumed at 12:29 p.m.

**ADJOURNMENT**

It was moved by Dr. Huffman, seconded by Ms. Englehaupt, and carried unanimously to adjourn the meeting at 12:29 p.m.

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Leslie-Anne Englehaupt, Committee Chair

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Dennis N. Thompson, Board Chair

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Leslie-Anne Englehaupt, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

AUGUST 2011

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

Patrick Berry, CPA  
Controller

## FINANCIAL HIGHLIGHTS – August 2011

### Revenues

- As of September 2, the headcount for fall semester 2011 is 4,368, which is 133 students less than at that same point in time last year, excluding Sheridan Correctional Center. Credit hours for fall 2011 decreased by 1,858, or 4.38 percent, for a total of 40,558. The fall second eight-week session begins on October 17, 2011.
- First installments of real estate taxes have been received from all eight counties. The second installment due date for LaSalle County, our largest real estate tax collector, was September 7, 2011.
- 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 the July and August payments for both of these grants. We have not received payments from the State for Adult Education grants.

### Expenditures

Some of the more significant variances in expenditures for the two-month period ending August 31, 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 partial fall semesters;
- Fund 02 – Operations & Maintenance – Institutional Support – Contractual Services – annual lease payment on mailing equipment for \$2,395;
- Fund 05 – Auxiliary Enterprises Fund – Materials & Supplies – books and supplies for resale in the bookstore for both fall and spring semester;
- Fund 11 – Audit – Contractual Services – progress billing of \$9,500 for FY2011 audit contract with Gordon, Stockman and Waugh. The total contract is \$32,500;

- 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. The projection screen and roll up door still need to be installed. 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 – Bids are due September 29, 2011.

- 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. The estimate for Phase I was \$19,818,713. Bids for the asbestos removal were also received and opened that day. Colfax Corporation submitted the apparent low bid of \$41,900. There were a total of six bids received with the high bid being \$90,000. The estimate for this work was \$76,550. 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  
 August 31, 2011

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
<b>Assets and Other Debits</b>								
Cash and cash equivalents	\$ 1,483,373	\$ 1,022,041	\$ 236,235	\$ 1,140,644	\$ 258,621	\$ -	\$ -	\$ 4,140,914
Investments	6,862,965	13,453,364	1,270,835	1,206,426	-			22,793,590
Receivables								
Property taxes	8,010,043	1,901,661	1,269,682					11,181,386
Governmental claims	155,453	432,352			149,165			736,970
Tuition and fees	2,289,167	-		34,507				2,323,674
Due from other funds	365,746	136,817	-	105,287	26,980	-	-	634,830
Bookstore inventories				562,878				562,878
Other assets	40,777	40,251	2,872	8,438	-	-		92,338
Fixed assets - net where applicable				31,764		64,121,967		64,153,731
Other debits								
Amount available in Debt Service Fund							2,779,624	2,779,624
Amount to be provided to retire debt							(1,573,413)	(1,573,413)
<b>Total Assets and Other Debits</b>	<u>\$19,207,524</u>	<u>\$16,986,486</u>	<u>\$ 2,779,624</u>	<u>\$ 3,089,944</u>	<u>\$ 434,766</u>	<u>\$64,121,967</u>	<u>\$ 1,206,211</u>	<u>\$ 107,826,522</u>

Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 August 31, 2011

	Governmental Fund Types			Proprietary	Fiduciary	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General	General	
						Fixed Assets	Long-Term Debt	
<b>Liabilities</b>								
Accounts payable	\$ 296,232	\$ 50,339	\$ -	\$ 28,169	\$ -	\$ -	\$ -	\$ 374,740
Accrued salaries & benefits	1,935,157	24,746	-	27,618	-	-	-	1,987,521
Post-retirement benefits & other	122,039	117,376	-	-	-	-	-	239,415
Unclaimed property	2,054	401	-	-	41	-	-	2,496
Due to other funds	233,018	270,768	-	-	131,044	-	-	634,830
Due to student groups/deposits	-	-	-	-	303,681	-	-	303,681
Deferred revenue								-
Property taxes	4,006,220	951,112	635,029					5,592,361
Tuition and fees	-	-	-					-
Grants	-	-	-					-
Bonds payable							1,206,211	1,206,211
Total liabilities	<u>6,594,720</u>	<u>1,414,742</u>	<u>635,029</u>	<u>55,787</u>	<u>434,766</u>	<u>-</u>	<u>1,206,211</u>	<u>10,341,255</u>
<b>Equity and Other Credits</b>								
Investment in general fixed assets						64,121,967		64,121,967
Contributed capital								-
Retained earnings				3,034,157				3,034,157
Fund balance								-
Reserved for grant purposes		(164,755)						(164,755)
Reserved for building purposes		5,585,381						5,585,381
Reserved for debt service			2,144,595					2,144,595
Reserved for Liab., Prot., Sett.		5,472,173						5,472,173
Unreserved	<u>12,612,804</u>	<u>4,678,945</u>						<u>17,291,749</u>
Total equity and other credits	<u>12,612,804</u>	<u>15,571,744</u>	<u>2,144,595</u>	<u>3,034,157</u>	<u>-</u>	<u>64,121,967</u>	<u>-</u>	<u>97,485,267</u>
<b>Total Liabilities, Equity and Other Credits</b>	<u>\$19,207,524</u>	<u>\$16,986,486</u>	<u>\$ 2,779,624</u>	<u>\$ 3,089,944</u>	<u>\$ 434,766</u>	<u>\$64,121,967</u>	<u>\$ 1,206,211</u>	<u>\$ 107,826,522</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  
 Two Months Ended August 31, 2011

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Fund (Restricted)	Bond & Interest Fund	Working Cash Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 8,479,037	\$ 1,250,987	\$ 889,575	\$ 708,148	\$ 1,824	\$ 640,294	\$ 565,593	\$ 159,653	\$ 19,097	\$ 12,714,208
Actual Expenditures	(3,936,771)	(355,108)	(358,616)	-	-	(1,087,492)	(869,210)	(136,865)	(9,500)	(6,753,562)
Other Financing Sources (Uses)	-	-	-	-	-	-	-	-	-	-
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	4,542,266	895,879	530,959	708,148	1,824	(447,198)	(303,617)	22,788	9,597	5,960,646
Fund balances July 1, 2011	5,161,750	2,012,909	5,054,422	1,436,447	4,639,293	3,481,355	138,862	5,449,385	28,231	27,402,654
Fund balances July 31, 2011	<u>\$ 9,704,016</u>	<u>\$ 2,908,788</u>	<u>\$ 5,585,381</u>	<u>\$ 2,144,595</u>	<u>\$ 4,641,117</u>	<u>\$ 3,034,157</u>	<u>\$ (164,755)</u>	<u>\$ 5,472,173</u>	<u>\$ 37,828</u>	<u>\$ 33,363,300</u>

**Illinois Valley Community College District No. 513  
Fiscal Year 2012 Budget to Actual Comparison  
Two Months Ended August 31, 2011**

	<u>Annual Budget FY2012</u>	<u>Actual 8/31/11</u>	<u>Act/Budget 16.7%</u>	<u>Actual 8/31/10</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
<b>EDUCATION FUND REVENUES</b>						
<b>Local Government Sources:</b>						
Current Taxes	\$ 6,671,791	\$ 3,755,249	56.3%	\$ 3,542,979	52.3%	\$ 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	130,146	36.2%	117,005	39.0%	300,000
<b>Total Local Government</b>	<b>8,221,791</b>	<b>3,918,359</b>	<b>47.7%</b>	<b>3,676,203</b>	<b>46.4%</b>	<b>7,928,669</b>
<b>State Government:</b>						
ICCB Credit Hour Grant	1,765,157	294,193	16.7%	147,096	8.3%	1,765,165
Equalization	136,345	22,724	16.7%	-	0.0%	170,118
Career/Technical Education Formula Grant	101,121	-	0.0%	-	0.0%	120,000
Dept of Corrections	-	-	0.0%	-	0.0%	31,513
Other	-	-	0.0%	-	0.0%	-
<b>Total State Government</b>	<b>2,002,623</b>	<b>316,917</b>	<b>15.8%</b>	<b>147,096</b>	<b>7.0%</b>	<b>2,086,796</b>
<b>Federal Government</b>						
PELL Administrative Fees	8,000	1,825	22.8%	-	0.0%	8,000
ARRA Grant	-	-	0.0%	-	0.0%	-
<b>Total Federal Government</b>	<b>8,000</b>	<b>1,825</b>	<b>22.8%</b>	<b>-</b>	<b>0.0%</b>	<b>8,000</b>
<b>Student Tuition and Fees:</b>						
Tuition	6,706,315	3,629,086	54.1%	3,302,596	55.8%	5,915,228
Fees	1,180,439	579,886	49.1%	562,697	53.7%	1,048,468
<b>Total Tuition and Fees</b>	<b>7,886,754</b>	<b>4,208,972</b>	<b>53.4%</b>	<b>3,865,293</b>	<b>55.5%</b>	<b>6,963,696</b>
<b>Other Sources:</b>						
Investment Revenue	40,000	1,846	4.6%	4,761	11.9%	40,000
Public Service Revenue	904,812	29,874	3.3%	24,565	2.2%	1,099,707
Nongovernmental Gifts	48,000	-	0.0%	8,000	16.7%	48,000
Other	92,894	1,244	1.3%	5,518	6.3%	88,202
<b>Total Other Sources</b>	<b>1,085,706</b>	<b>32,964</b>	<b>3.0%</b>	<b>42,844</b>	<b>3.4%</b>	<b>1,275,909</b>
<b>TOTAL EDUCATION FUND REVENUE</b>	<b>19,204,874</b>	<b>8,479,037</b>	<b>44.2%</b>	<b>7,731,436</b>	<b>42.3%</b>	<b>18,263,070</b>
<b>EDUCATION FUND EXPENDITURES</b>						
<b>Instruction:</b>						
Salaries	9,236,909	1,800,189	19.5%	1,116,033	12.8%	8,740,223
Employee Benefits	1,539,288	298,262	19.4%	258,543	18.7%	1,381,825
Contractual Services	128,150	5,031	3.9%	7,266	4.6%	158,595
General Materials & Supplies	457,723	32,021	7.0%	38,108	8.8%	431,112
Conference & Meeting Expenses	101,811	2,934	2.9%	3,783	3.3%	114,743
Fixed Charges	240,000	146,769	61.2%	14,944	8.7%	171,000
Utilities	1,000	(3)	-0.3%	71	7.1%	1,000
Capital Outlay	23,916	-	0.0%	27,950	0.0%	-
Other	-	-	0.0%	-	0.0%	-
<b>Total Instruction</b>	<b>\$ 11,728,797</b>	<b>\$ 2,285,203</b>	<b>19.5%</b>	<b>\$ 1,466,698</b>	<b>13.3%</b>	<b>\$ 10,998,498</b>

**Illinois Valley Community College District No. 513  
Fiscal Year 2012 Budget to Actual Comparison  
Two Months Ended August 31, 2011**

<b>EDUCATION FUND EXPENDITURES</b> (continued)	<b>Annual Budget FY2012</b>	<b>Actual 8/31/11</b>	<b>Act/Budget 16.7%</b>	<b>Actual 8/31/10</b>	<b>Act/Budget FY11</b>	<b>Annual Budget FY2011</b>
Academic Support:						
Salaries	\$ 679,854	\$ 114,959	16.9%	\$ 112,915	17.3%	\$ 654,144
Employee Benefits	111,647	19,530	17.5%	21,546	20.9%	102,973
Contractual Services	153,059	77,916	50.9%	5,147	3.8%	136,324
General Materials & Supplies	320,491	80,225	25.0%	103,012	26.3%	391,808
Conference & Meeting Expenses	15,782	-	0.0%	-	0.0%	11,035
Fixed Charges	4,680	-	0.0%	-	0.0%	4,680
Utilities	44,143	5,075	11.5%	2,400	5.2%	46,148
Capital Outlay	19,750	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>1,349,406</u>	<u>297,705</u>	<u>22.1%</u>	<u>245,020</u>	<u>18.2%</u>	<u>1,347,112</u>
Student Services:						
Salaries	1,113,536	228,068	20.5%	212,665	19.2%	1,106,619
Employee Benefits	275,791	54,295	19.7%	49,570	20.6%	240,204
Contractual Services	6,885	600	8.7%	491	2.7%	18,150
General Materials & Supplies	58,567	3,905	6.7%	6,860	12.4%	55,475
Conference & Meeting Expenses	21,550	290	1.3%	114	0.4%	26,600
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	<u>1,476,329</u>	<u>287,158</u>	<u>19.5%</u>	<u>269,700</u>	<u>18.6%</u>	<u>1,447,048</u>
Public Services/Continuing Education:						
Salaries	349,346	63,569	18.2%	61,330	16.9%	362,361
Employee Benefits	35,766	7,592	21.2%	7,892	23.8%	33,156
Contractual Services	358,700	48,346	13.5%	50,838	21.7%	234,500
General Materials & Supplies	130,100	17,869	13.7%	22,316	11.1%	200,350
Conference & Meeting Expenses	8,300	565	6.8%	170	1.6%	10,865
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	250	-	0.0%	-	0.0%	250
Total Public Services/Continuing Education	<u>882,462</u>	<u>137,941</u>	<u>15.6%</u>	<u>142,546</u>	<u>16.9%</u>	<u>841,482</u>
Institutional Support:						
Salaries	1,914,461	357,869	18.7%	315,658	17.1%	1,840,630
Employee Benefits	494,372	117,748	23.8%	99,792	21.0%	475,844
Contractual Services	401,651	227,213	56.6%	213,022	56.9%	374,590
General Materials & Supplies	421,070	50,253	11.9%	64,458	13.3%	484,722
Conference & Meeting Expenses	75,720	8,340	11.0%	4,178	4.9%	84,970
Fixed Charges	24,000	1,626	6.8%	15,118	40.3%	37,500
Utilities	15,956	(2,054)	-12.9%	962	6.2%	15,458
Capital Outlay	38,650	-	0.0%	-	0.0%	28,416
Other	-	1,817	0.0%	(870)	51.2%	(1,700)
Total Institutional Support	<u>3,385,880</u>	<u>762,812</u>	<u>22.5%</u>	<u>712,318</u>	<u>21.3%</u>	<u>3,340,430</u>
Scholarships, Grants and Waivers	422,000	165,952	39.3%	113,859	32.7%	348,500
<b>TOTAL EDUCATION FUND EXPENDITURES</b>	<u>\$ 19,244,874</u>	<u>\$ 3,936,771</u>	<u>20.5%</u>	<u>\$ 2,950,141</u>	<u>16.1%</u>	<u>\$ 18,323,070</u>
<b>INTERFUND TRANSFERS - NET</b>	<u>\$ (8,000)</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ (3,226)</u>	<u>0.0%</u>	<u>\$ (340,000)</u>

Illinois Valley Community College District No. 513  
Fiscal Year 2012 Budget to Actual Comparison  
Two Months Ended August 31, 2011

	Annual Budget FY2012	Actual 8/31/11	Act/Budget 16.7%	Actual 8/31/10	Act/Budget FY11	Annual Budget FY2011
<b>OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 1,260,330	\$ 709,534	56.3%	\$ 670,708	52.3%	\$ 1,281,479
Corporate Personal Property Replacement Tax	210,000	5,817	2.8%	2,862	1.9%	150,000
TIF	116,885	43,382	37.1%	39,002	39.0%	100,000
Total Local Government	<u>1,587,215</u>	<u>758,733</u>	47.8%	<u>712,572</u>	46.5%	<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>	16.7%	<u>25,958</u>	8.3%	<u>311,498</u>
Student Tuition and Fees:						
Tuition	743,178	425,779	57.3%	538,317	57.9%	929,274
Total Tuition and Fees	<u>743,178</u>	<u>425,779</u>	57.3%	<u>538,317</u>	57.9%	<u>929,274</u>
Other Sources:						
Facilities Revenue	187,000	11,055	5.9%	4,323	3.6%	119,000
Investment Revenue	5,000	2,873	57.5%	922	18.4%	5,000
Non-Governmental Gifts & Grants	-	-	0.0%	-	0.0%	-
Other	-	631	0.0%	-	0.0%	-
Total Other Sources	<u>192,000</u>	<u>14,559</u>	7.6%	<u>5,245</u>	4.2%	<u>124,000</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>	<u>\$ 2,833,891</u>	<u>\$ 1,250,987</u>	44.1%	<u>\$ 1,282,092</u>	44.3%	<u>\$ 2,896,251</u>
<b>OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>						
Operations & Maintenance of Plant:						
Salaries	\$ 862,900	\$ 161,356	18.7%	\$ 135,398	16.6%	\$ 813,862
Employee Benefits	218,101	42,505	19.5%	40,137	20.3%	197,843
Contractual Services	183,700	13,447	7.3%	58,400	36.6%	159,592
General Materials & Supplies	250,976	14,176	5.6%	66,234	17.8%	372,200
Conference & Meeting Expenses	6,000	-	0.0%	-	0.0%	6,000
Fixed Charges	40,000	-	0.0%	84	1.1%	7,800
Utilities	819,410	104,759	12.8%	97,029	10.8%	902,150
Capital Outlay	167,900	3,575	2.1%	24,182	15.5%	156,500
Facility Charges to Other Funds	-	-	0.0%	-	0.0%	-
Provision for Contingency	200,000	-	0.0%	-	0.0%	200,000
Total Operations & Maintenance of Plant	<u>2,748,987</u>	<u>339,818</u>	12.4%	<u>421,464</u>	15.0%	<u>2,815,947</u>
Institutional Support:						
Salaries	56,007	10,690	19.1%	8,622	16.0%	53,754
Employee Benefits	8,497	1,779	20.9%	1,701	21.4%	7,950
Contractual Services	2,500	2,395	95.8%	2,395	239.5%	1,000
General Materials & Supplies	4,900	88	1.8%	133	2.9%	4,600
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	13,000	338	2.6%	-	0.0%	13,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>84,904</u>	<u>15,290</u>	18.0%	<u>12,851</u>	16.0%	<u>80,304</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>	<u>\$ 2,833,891</u>	<u>\$ 355,108</u>	12.5%	<u>\$ 434,315</u>	15.0%	<u>\$ 2,896,251</u>

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Illinois Valley Community College District No. 513  
 Fiscal Year 2012 Budget to Actual Comparison  
 Two Months Ended August 31, 2011

	Annual Budget FY2012	Actual 8/31/11	Act/Budget 16.7%	Actual 8/31/10	Act/Budget FY11	Annual Budget FY2011
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Local Government Sources						
Current Taxes	\$ 1,537,220	\$ 886,779	57.7%	\$ 827,755	52.1%	\$ 1,589,936
State Government Sources	-	-	0.0%	-	0.0%	-
Investment Revenue	50,000	2,796	5.6%	27,499	50.0%	55,000
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) REVENUES</b>	<b>1,587,220</b>	<b>889,575</b>	<b>56.0%</b>	<b>855,254</b>	<b>52.0%</b>	<b>1,644,936</b>
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Operations & Maintenance						
Contractual Services	-	-	0.0%	137,016	0.0%	-
Capital Outlay	6,587,220	358,616	5.4%	593,587	36.7%	1,617,500
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>	<b>6,587,220</b>	<b>358,616</b>	<b>5.4%</b>	<b>730,603</b>	<b>45.2%</b>	<b>1,617,500</b>
<b>Transfer In (Out)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 400,000</b>

Fiscal Year 2012 Budget to Actual Comparison

	Annual Budget FY2012	Actual 8/31/11	Act/Budget 16.7%	Actual 8/31/10	Act/Budget FY11	Annual Budget FY2011
<b>BOND &amp; INTEREST FUND</b>						
Local Government Sources						
Current Taxes	\$ 1,265,000	\$ 707,373	55.9%	\$ 662,742	52.4%	\$ 1,265,000
Investment Revenue	5,000	775	15.5%	937	18.7%	5,000
<b>TOTAL BOND &amp; INTEREST FUND REVENUES</b>	<b>1,270,000</b>	<b>708,148</b>	<b>55.8%</b>	<b>663,679</b>	<b>52.3%</b>	<b>1,270,000</b>
<b>BOND &amp; INTEREST FUND</b>						
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
<b>TOTAL BOND &amp; INTEREST EXPENDITURES</b>	<b>\$ 1,265,400</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 1,265,400</b>

Fiscal Year 2012 Budget to Actual Comparison

	Annual Budget FY2012	Actual 8/31/11	Act/Budget 16.7%	Actual 8/31/10	Act/Budget FY11	Annual Budget FY2011
<b>WORKING CASH FUND</b>						
Investment Revenue	\$ 40,000	\$ 1,824	4.6%	\$ 4,162	6.9%	\$ 60,000
<b>TOTAL WORKING CASH REVENUES</b>	<b>40,000</b>	<b>1,824</b>	<b>4.6%</b>	<b>4,162</b>	<b>6.9%</b>	<b>60,000</b>
<b>Transfers In (Out)</b>	<b>\$ (40,000)</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ (60,000)</b>

**Illinois Valley Community College District No. 513  
Fiscal Year 2012 Budget to Actual Comparison  
Two Months Ended August 31, 2011**

	<u>Annual Budget FY2012</u>	<u>Actual 8/31/11</u>	<u>Act/Budget 16.7%</u>	<u>Actual 8/31/10</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
<b>AUXILIARY ENTERPRISES FUND</b>						
Student Fees	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
Service Fees	3,324,756	637,242	19.2%	675,225	20.7%	3,254,475
Data Processing Rentals	-	-	0.0%	-	0.0%	1,672
Other Revenue	-	465	0.0%	400	0.0%	-
Investment Revenue	15,000	2,587	17.2%	3,447	34.5%	10,000
<b>TOTAL AUXILIARY ENTERPRISES FUND REVENUES</b>	<u>3,339,756</u>	<u>640,294</u>	<u>19.2%</u>	<u>679,072</u>	<u>20.8%</u>	<u>3,266,147</u>
<b>AUXILIARY ENTERPRISES FUND</b>						
Salaries	578,459	118,565	20.5%	100,507	16.7%	601,776
Employee Benefits	213,312	42,782	20.1%	38,267	19.5%	196,490
Contractual Services	39,230	2,098	5.3%	1,358	3.7%	36,260
Materials & Supplies	2,415,319	921,321	38.1%	778,497	32.5%	2,395,922
Conference & Meeting	30,196	3,251	10.8%	2,546	11.1%	22,885
Fixed Charges	45,000	(525)	-1.2%	-	0.0%	48,000
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	5,826	-	0.0%	-	0.0%	1,325
Other	63,000	-	0.0%	-	0.0%	63,000
<b>TOTAL AUXILIARY ENTERPRISES EXPENDITURES</b>	<u>3,390,342</u>	<u>1,087,492</u>	<u>32.1%</u>	<u>921,175</u>	<u>27.4%</u>	<u>3,365,658</u>
<b>Transfer In (Out)</b>	<u>\$ 62,000</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ 62,000</u>

**Fiscal Year 2012 Budget to Actual Comparison**

	<u>Annual Budget FY2012</u>	<u>Actual 8/31/11</u>	<u>Act/Budget 16.7%</u>	<u>Actual 8/31/10</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
<b>RESTRICTED PURPOSES FUND</b>						
State Government Sources	\$ 371,408	\$ (25,499)	-6.9%	\$ 36,151	3.9%	\$ 938,668
Federal Government Sources	6,711,969	590,851	8.8%	619,804	8.0%	7,721,710
Service Fees	-	240	0.0%	-	0.0%	-
Other Revenue	35,000	1	0.0%	7	0.1%	5,000
<b>TOTAL RESTRICTED PURPOSES FUND REVENUES</b>	<u>7,118,377</u>	<u>565,593</u>	<u>7.9%</u>	<u>655,962</u>	<u>7.6%</u>	<u>8,665,378</u>
<b>RESTRICTED PURPOSES FUND</b>						
Instruction:						
Salaries	357,432	51,491	14.4%	97,548	12.5%	779,528
Employee Benefits	90,287	14,759	16.3%	30,421	17.5%	174,121
Contractual Services	68,360	3,701	5.4%	32,763	25.9%	126,408
Materials & Supplies	130,453	7,156	5.5%	11,184	5.4%	208,936
Conference & Meeting	41,279	1,291	3.1%	5,405	7.2%	75,500
Fixed Charges	2,250	1,000	44.4%	-	0.0%	1,900
Utilities	2,900	-	0.0%	-	0.0%	1,250
Capital Outlay	50,000	7,350	14.7%	-	0.0%	194,000
Other (P-16 Grant Waivers)	8,679	-	0.0%	-	0.0%	31,286
<b>Total Instruction</b>	<u>\$ 751,640</u>	<u>\$ 86,748</u>	<u>11.5%</u>	<u>\$ 177,321</u>	<u>11.1%</u>	<u>\$ 1,592,929</u>



Illinois Valley Community College District No. 513  
Fiscal Year 2012 Budget to Actual Comparison  
Two Months Ended August 31, 2011

RESTRICTED PURPOSES FUND	Annual Budget FY2012	Actual 8/31/11	Act/Budget 16.7%	Actual 8/31/10	Act/Budget FY11	Annual Budget FY2011
<b>Academic Support</b>						
Salaries	\$ -	\$ 312	0.0%	\$ 14,051	15.6%	\$ 89,838
Employee Benefits	-	102	0.0%	1,963	7.1%	27,732
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	-	-	0.0%	1,050	23.4%	4,490
Conference & Meeting	-	-	0.0%	-	0.0%	4,000
Fixed Charges	-	-	0.0%	310	6.0%	5,200
Total Academic Support	-	414	0.0%	17,374	13.2%	131,260
<b>Student Services</b>						
Salaries	180,825	34,519	19.1%	25,397	14.5%	175,415
Employee Benefits	43,259	11,619	26.9%	7,360	17.9%	41,143
Contractual Services	4,000	1,900	47.5%	4,258	212.9%	2,000
Materials & Supplies	13,500	1,217	9.0%	3,775	25.0%	15,100
Conference & Meeting	25,500	236	0.9%	2,499	9.5%	26,431
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRIO Grant)	32,000	7,255	22.7%	13,604	60.5%	22,500
Total Student Services	299,084	56,746	19.0%	56,893	20.1%	282,589
<b>Public Service</b>						
Salaries	488,912	102,440	21.0%	92,359	18.6%	495,671
Employee Benefits	108,782	25,831	23.7%	21,978	19.9%	110,187
Contractual Services	145,205	4,653	3.2%	7,979	1.6%	489,670
Materials & Supplies	76,683	11,758	15.3%	7,223	3.4%	214,347
Conference & Meeting	50,410	12,323	24.4%	12,356	13.0%	94,994
Fixed Charges	25,735	1,881	7.3%	104	0.4%	29,130
Utilities	6,088	177	2.9%	152	2.1%	7,305
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	178	-	0.0%	79	0.0%	190
Total Public Service	901,993	159,063	17.6%	142,230	9.9%	1,441,494
<b>Auxiliary Services</b>						
Salaries	4,000	83	2.1%	-	0.0%	4,000
Employee Benefits	320	-	0.0%	-	0.0%	320
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	18,844	1,106	5.9%	130	0.7%	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	\$ 1,689	4.9%	\$ 130	0.4%	\$ 35,000

**Illinois Valley Community College District No. 513  
Fiscal Year 2012 Budget to Actual Comparison  
Two Months Ended August 31, 2011**

	<u>Annual Budget FY2012</u>	<u>Actual 8/31/11</u>	<u>Act/Budget 16.7%</u>	<u>Actual 8/31/10</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
Institutional Support						
Salaries (Federal Work Study)	\$ 75,496	\$ 6,285	8.3%	\$ 4,953	6.6%	\$ 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>6,285</u>	<u>8.3%</u>	<u>4,953</u>	<u>6.6%</u>	<u>75,496</u>
Student grants and waivers (PELL & SEOG)	<u>5,061,000</u>	<u>558,265</u>	<u>11.0%</u>	<u>614,624</u>	<u>12.0%</u>	<u>5,111,610</u>
<b>TOTAL RESTRICTED FUND EXPENDITURES</b>	<u>\$ 7,123,377</u>	<u>\$ 869,210</u>	<u>12.2%</u>	<u>\$ 1,013,525</u>	<u>11.7%</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**

<b>LIABILITY, PROTECTION, &amp; SETTLEMENT FUND</b>	<u>Annual Budget FY2012</u>	<u>Actual 8/31/11</u>	<u>Act/Budget 16.7%</u>	<u>Actual 8/31/10</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
Local Government Sources	\$ 258,368	\$ 154,134	59.7%	\$ 105,013	52.4%	\$ 200,250
Investment Revenue	50,000	5,519	11.0%	4,672	5.5%	85,000
Other	-	-	0.0%	-	0.0%	-
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUES</b>	<u>308,368</u>	<u>159,653</u>	<u>51.8%</u>	<u>109,685</u>	<u>38.5%</u>	<u>285,250</u>

**LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES**

Operations & Maintenance of Plant						
Salaries	-	24,557	0.0%	38,958	12.5%	311,885
Employee Benefits	-	5,344	0.0%	11,172	15.4%	72,561
Contractual Services	401,500	2,001	0.5%	60	1.7%	3,500
Material & Supplies	100	503	503.0%	586	0.0%	-
Conference & Meeting	500	-	0.0%	-	0.0%	550
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	(15)	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	<u>\$ 402,100</u>	<u>\$ 32,405</u>	<u>8.1%</u>	<u>\$ 50,761</u>	<u>13.1%</u>	<u>\$ 388,496</u>

**Illinois Valley Community College District No. 513  
Fiscal Year 2012 Budget to Actual Comparison  
Two Months Ended August 31, 2011**

<b>LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES (continued)</b>	<b>Annual Budget FY2012</b>	<b>Actual 8/31/11</b>	<b>Act/Budget 16.7%</b>	<b>Actual 8/31/10</b>	<b>Act/Budget FY11</b>	<b>Annual Budget FY2011</b>
Institutional Support						
Salaries	\$ 68,291	\$ 7,045	10.3%	\$ 46,730	13.1%	\$ 357,629
Employee Benefits	254,530	5,170	2.0%	6,580	2.1%	319,702
Contractual Services	12,000	-	0.0%	445	2.7%	16,500
Material & Supplies	2,300	60	2.6%	60	24.0%	250
Conference & Meeting	-	-	0.0%	-	0.0%	-
Fixed Charges	390,750	92,185	23.6%	46,801	14.8%	317,000
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
<b>Total Institutional Support</b>	<b>727,871</b>	<b>104,460</b>	<b>14.4%</b>	<b>100,616</b>	<b>10.0%</b>	<b>1,011,081</b>
<b>TOTAL LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>	<b>\$ 1,129,971</b>	<b>\$ 136,865</b>	<b>12.1%</b>	<b>\$ 151,377</b>	<b>10.8%</b>	<b>\$ 1,399,577</b>

**Fiscal Year 2012 Budget to Actual Comparison**

<b>AUDIT FUND</b>	<b>Annual Budget FY2012</b>	<b>Actual 8/31/11</b>	<b>Act/Budget 16.7%</b>	<b>Actual 8/31/10</b>	<b>Act/Budget FY11</b>	<b>Annual Budget FY2011</b>
Local Government Sources	\$ 31,508	\$ 19,074	60.5%	\$ -	0.0%	\$ 18,034
Investment Revenue	200	23	11.5%	17	8.5%	200
<b>TOTAL AUDIT FUND REVENUES</b>	<b>31,708</b>	<b>19,097</b>	<b>60.2%</b>	<b>17</b>	<b>0.1%</b>	<b>18,234</b>
<b>AUDIT FUND</b>						
Contractual Services	32,500	9,500	29.2%	9,000	27.7%	32,500
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<b>\$ 32,500</b>	<b>\$ 9,500</b>	<b>29.2%</b>	<b>\$ 9,000</b>	<b>27.7%</b>	<b>\$ 32,500</b>

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

**Two Months Ended August 31, 2011**

<u>Department</u>	<u>Annual Budget FY2012</u>	<u>Actual 8/31/2011</u>	<u>Act/Budget 16.7%</u>	<u>Explanation</u>
President	\$ 292,518	\$ 53,939	18.4%	
Board of Trustees	21,000	5,724	27.3%	ICCTA dues
Community Relations	338,649	42,629	12.6%	
Development Office	71,194	13,394	18.8%	
Continuing Education	1,286,419	213,188	16.6%	
Facilities	9,336,207	698,433	7.5%	
Information Technologies	1,701,698	514,526	30.2%	Datatel maintenance agreement
Academic Affairs	259,150	49,890	19.3%	
Academic Affairs (AVPCE)	761,164	207,078	27.2%	Paid annual Ottawa Rent
Adult Education	504,753	61,550	12.2%	
Dislocated Workers Center	653,548	106,145	16.2%	
Learning Technologies	706,958	111,763	15.8%	
Career & Tech Education Division	2,445,046	388,288	15.9%	
Natural Science & Business Division	2,176,823	417,938	19.2%	
Humanities & Fine Arts/Social Science Division	2,191,115	447,051	20.4%	
Health Professions Division	2,080,015	377,961	18.2%	
English, Mathematics, Education Division	2,909,411	573,446	19.7%	
Admissions & Records	355,315	64,330	18.1%	
Student Development	621,026	155,270	25.0%	
Student Services	125,604	7,314	5.8%	
Financial Aid	5,484,630	623,939	11.4%	
Athletics	250,124	33,520	13.4%	
TRIO (Student Success Grant)	298,584	55,069	18.4%	
Safety Service	400,000	32,253	8.1%	
Business Services/General Institution	2,119,165	192,122	9.1%	
Risk Management	729,971	104,610	14.3%	
Tuition Waivers	422,000	165,952	39.3%	Summer semester and partial Fall semester
Purchasing	112,173	13,771	0.0%	
Human Resources	179,067	33,751	18.8%	
Bookstore	2,544,746	961,948	37.8%	Products for resale for fall and spring semesters
Shipping & Receiving	84,904	15,290	18.0%	
Copy Center	144,598	11,480	7.9%	
<b>Total FY12 Expenditures</b>	<b>\$ 41,607,575</b>	<b>\$ 6,753,562</b>	<b>16.2%</b>	

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

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	TOTAL
Balance on Hand	(1,278,500.10)	146,960.77	284,753.91	101,243.22	928,386.42	(562,516.49)	350,838.59	(2,085.97)	564,461.18	533,541.53
Total Receipts	1,767,232.99	256,079.17	169,367.46	134,991.95	527,225.51	245,474.23	692.59	3,457.18	53,442.08	3,157,963.16
Total Cash	488,732.89	403,039.94	454,121.37	236,235.17	1,455,611.93	(317,042.26)	351,531.18	1,371.21	617,903.26	3,691,504.69
Due To/From Accts	73,584.43	(37.18)	-	-	14,352.05	(87,898.43)	-	-	(0.87)	0.00
Transfers/Bank CDs	2,000,000.00	-	200,000.00	-	-	190,000.00	(300,000.00)	10,000.00	300,000.00	2,400,000.00
Expenditures	(1,344,477.28)	(139,669.61)	(345,674.56)	-	(329,720.06)	(297,774.03)	-	-	(25,666.37)	(2,482,981.91)
ACCOUNT BALANCE	1,217,840.04	263,333.15	308,446.81	236,235.17	1,140,243.92	(512,714.72)	51,531.18	11,371.21	892,236.02	3,608,522.78
Deposits in Transit	(128,525.89)									(128,525.89)
Outstanding Checks	52,741.46									52,741.46
BANK BALANCE	1,142,055.61	263,333.15	308,446.81	236,235.17	1,140,243.92	(512,714.72)	51,531.18	11,371.21	892,236.02	3,532,738.35
Certificates of Deposit	3,500,000.00	300,000.00	1,000,000.00	500,000.00	1,200,000.00	-	4,550,000.00	-	4,000,000.00	15,050,000.00
Illinois Funds	1,635,455.97	1,427,508.77	883,615.23	770,834.61	6,426.44	20,270.19	17,395.48	8,959.10	382,081.67	5,152,547.46
CDB Trust Fund CTC			1,509,699.20							1,509,699.20
Bldg Reserve-ILLFund			1,081,343.61							1,081,343.61
Total Investment	5,135,455.97	1,727,508.77	4,474,658.04	1,270,834.61	1,206,426.44	20,270.19	4,567,395.48	8,959.10	4,382,081.67	22,793,590.27
LaSalle State Bank	756,454.59									
Peru Savings Bank	2,776,283.76									
	<u>3,532,738.35</u>									

Respectfully Submitted,

*Cheryl Roelfsema*

Cheryl Roelfsema

Vice President for Business Services & Finance/Treasurer

**ILLINOIS VALLEY COMMUNITY COLLEGE  
INVESTMENT STATUS REPORT  
August 31, 2011**

<u>DUE</u>	<u>Education</u>	<u>Oper &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
9/17/2011	1,000,000					500,000		1,500,000	FSB	1.00%	1.00%	25440
9/23/2011			500,000				500,000	1,000,000	FSB	1.00%	1.00%	25522
11/7/2011						150,000		150,000	MB	1.25%	1.25%	15192
11/17/2011							200,000	200,000	LSB	0.55%	0.55%	80014774
11/18/2011						1,500,000		1,500,000	FSB	0.90%	0.90%	26001
12/10/2011							1,000,000	1,000,000	CB	0.75%	0.75%	2041022024
12/15/2011	500,000		500,000					1,000,000	FSB	1.10%	1.10%	1011428351
12/22/2011				500,000		1,000,000	500,000	2,000,000	FSB	1.10%	1.10%	1011466946
1/30/2012						100,000		100,000	NCB	1.00%	1.00%	35803
3/23/2012						1,000,000		1,000,000	FSB	0.95%	0.95%	26766
4/22/2012							100,000	100,000	MB	1.15%	1.15%	914161
6/1/2012		300,000			1,200,000			1,500,000	FSB	0.95%	0.95%	24553
7/20/2012	2,000,000							2,000,000	FSB	0.95%	0.95%	1011570115
8/3/2012						300,000	1,700,000	2,000,000	FSB	0.95%	0.95%	25092
<b>Total CD</b>	<b>3,500,000</b>	<b>300,000</b>	<b>1,000,000</b>	<b>500,000</b>	<b>1,200,000</b>	<b>4,550,000</b>	<b>4,000,000</b>	<b>15,050,000</b>				

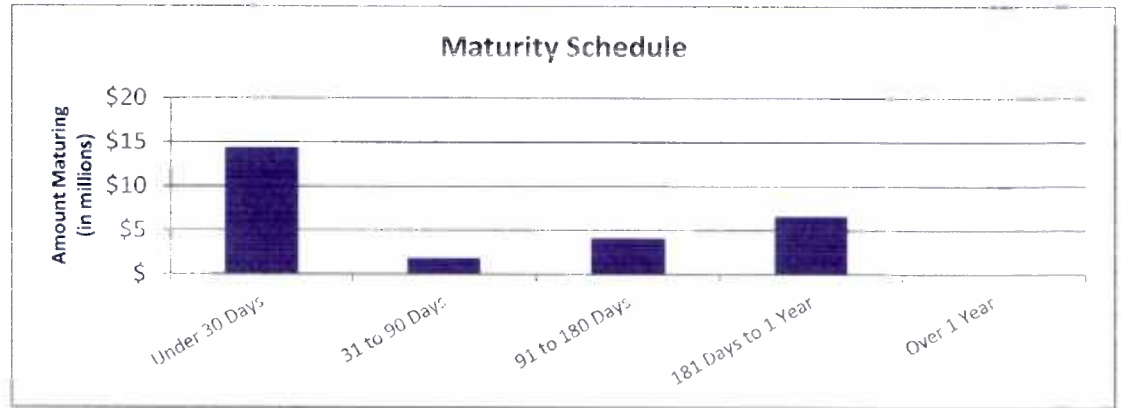
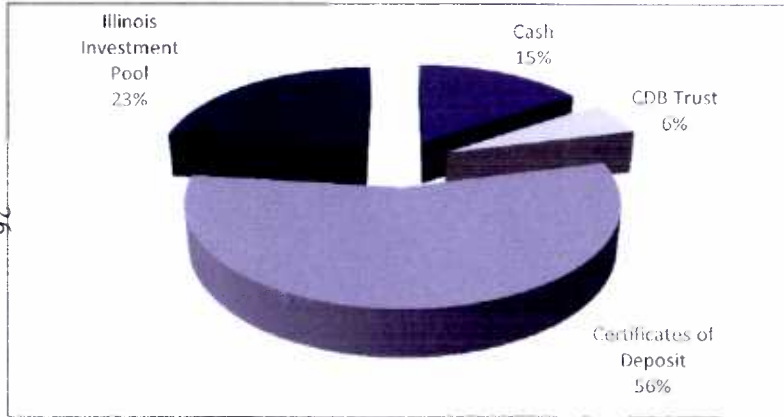
CB	Centrue Bank	LSB	LaSalle State Bank
CBNA	Commerce Bank, NA	MB	Marseilles Bank
CFNB	Citizens First National Bank	MSB	Midland State Bank
FSB	First State Bank of Mendota	NCB	North Central Bank - Judd
HNB	Hometown National Bank	PFS	Peru Federal Savings

\*\* Current IL Funds interest rate: 0.028%

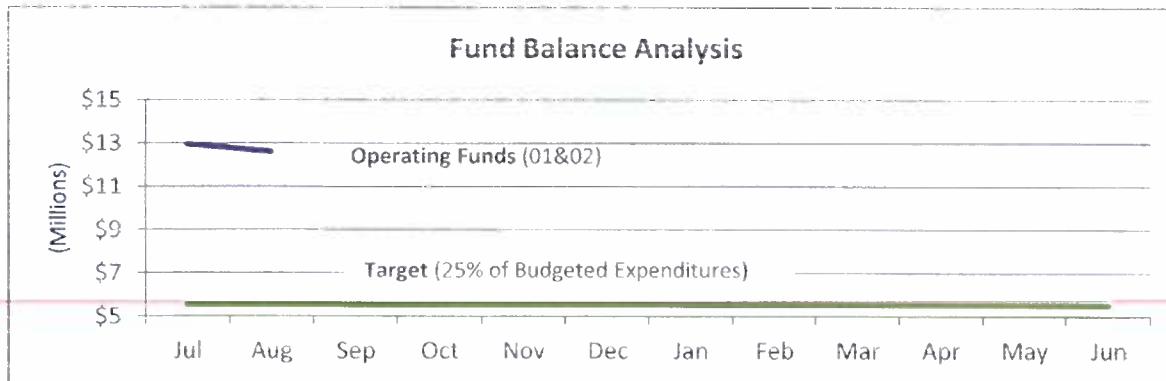
**Illinois Valley Community College District No. 513  
Investment Status Report  
All Funds  
August 31, 2011**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	15.4%	\$ 4,140,914	3.00%
CDB Trust	5.6%	1,509,699	0.50%
Certificates of Deposit	55.9%	15,050,000	0.97%
Illinois Investment Pool	23.1%	6,233,891	0.03%
<b>Total</b>	<b>100.0%</b>	<b>\$ 26,934,504</b>	<b>1.04%</b>

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds (US Bank)	\$ 6,233,891			\$ 6,233,891	23%
Centrue Bank		1,000,000		1,000,000	4%
First State Bank		13,500,000		13,500,000	50%
LaSalle State Bank		200,000	763,955	963,955	4%
Marseilles Bank		250,000		250,000	1%
North Central Bank		100,000		100,000	0%
Citizens First National			1,509,699	1,509,699	6%
Peru Federal Savings			3,376,959	3,376,959	13%
<b>Total</b>	<b>\$ 6,233,891</b>	<b>\$ 15,050,000</b>	<b>\$ 5,650,613</b>	<b>\$ 26,934,504</b>	<b>100%</b>



Weighted Average Maturity of CD's 171 Days



ck

Check Register \$5,000 or More

08/01/11 - 08/31/11

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
518218	08/04/11	0108916	CCIC	\$304,962.82	Health Insurance (August)
518196	08/04/11	0000001	Illinois Valley Community College	101,382.05	Federal & State Payroll Taxes (08/04/11)
518221	08/04/11	0000001	Illinois Valley Community College	8,000.00	Rental Book Refunds
518266	08/04/11	0091568	Pearson Education, Inc.	13,056.20	Books for Resale
518205	08/04/11	0082897	SURS	52,903.35	Payroll (08/04/11)
518297	08/12/11	0081443	American Express	37,510.90	Pearson Education Inc.
518298	08/12/11	0000868	American Technical Publishers	5,978.06	Books for Resale
518319	08/12/11	0001296	Follett Higher Education Group	26,107.69	Books & Supplies (DWC-Sauk Valley-Spring & Summer)
518326	08/12/11	0041932	IVCC Tuition	47,393.71	Tuition (DWC)
518345	08/12/11	0001104	Sauk Valley Community College	92,588.57	Tuition (DWC)
518349	08/12/11	0102932	The College Board	13,999.05	Accuplacer Test Units
518350	08/12/11	0093131	University of Illinois	8,172.00	CARLI Membership Fee & Share Assessment
518375	08/18/11	0000001	Illinois Valley Community College	90,539.30	Federal & State Payroll Taxes (08/18/11)
518384	08/18/11	0082897	SURS	46,862.98	Payroll (08/18/11)
518391	08/19/11	0081443	American Express	93,287.14	Central Illinois Trucks, Elsevier Science, Manpower, McGraw Hill Publishing, Pearson Education Inc.
518397	08/19/11	0089239	Castle Prin Tech	7,400.00	Fall 2011 Mini Course Schedule
518400	08/19/11	0179756	Colfax Corporation	35,846.86	Asbestos Abatement
518399	08/19/11	0169822	Constellation NewEnergy - Gas	9,573.25	Natural Gas 07/01/11-07/31/11
518433	08/19/11	0107700	J. America, Inc.	6,881.60	Supplies for Resale
518438	08/19/11	0176682	Lite Construction, Inc.	309,827.70	Remodel Chemistry Lab*
518440	08/19/11	0147370	Morrow Brothers Ford, Inc.	16,645.00	2011 Ford F-150 Truck
518455	08/19/11	0066555	United States Postal Service	6,000.00	Reimburse Postage Meter
518456	08/19/11	0150469	VF Outdoor Inc.	7,778.84	Supplies for Resale
518499	08/26/11	0081443	American Express	52,160.50	Pearson Education Inc.
518522	08/26/11	0001111	Dell Computers	52,500.00	Desktop Computers

**\$1,447,357.57**

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



Stipends for Pay Period 8/13/11

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Bennett-Campbell, Bonnie L	Nursing Orientation (2 Hrs)	7/26/2011	7/27/2011	8/13/2011	ST	\$60.00	1-14-207300-51340			7/26 & 7/27
Black, Wesley Taylor	Outdoor Ed' Venture-Disc Golf	7/25/2011	7/26/2011	8/13/2011	ST	\$100.00	1-41-103941-51320	YOU-8167-01	Disc Golf	
Blood, Trisha Marie	Mileage-Ottawa to IVCC	7/5/2011	7/31/2011	8/13/2011	ML	\$129.87	1-11-209100-55210			
Bradford, Nicole Dorise	Outdoor Ed' Venture '11	7/25/2011	7/28/2011	8/13/2011	ST	\$190.00	1-41-103941-51320			
Codo, Kim G	Guitar Lessons/16	7/5/2011	8/8/2011	8/13/2011	SS	\$487.52	1-11-206500-51320	MUP-2013-01	Applied Music: Guitar	Guitar Lessons (16 X \$30.47)
Crew, Barbara Ellen	Outdoor Ed' Venture '11	7/25/2011	7/28/2011	8/13/2011	ST	\$150.00	1-41-103941-51320	YOU-8160-01	Say Cheese!	
Deal, Constance L	Violin Lessons/4	7/13/2011	8/9/2011	8/13/2011	SS	\$112.52	1-11-206500-51320	MUP-2023-01	Applied Music: Violin	Violin Lessons (4 X \$28.13)
Donna, Rebecca S	Outdoor Ed' Venture '11	7/25/2011	7/28/2011	8/13/2011	SS	\$450.00	1-41-103941-51320	YOU-8001-05	CSI... The Valley	
Espinoza, Adrienne Grissel	Outdoor Ed' Venture '11	7/25/2011	7/28/2011	8/13/2011	SS	\$190.00	1-41-103941-51320			
Francisco, Marjorie Lynn	Nursing Orientation (7 hrs)	7/26/2011	7/27/2011	8/13/2011	SS	\$210.00	1-14-207300-51340			7/26 & 7/27
Francisco, Marjorie Lynn	LPN & RN IV Therapy	6/7/2011	7/27/2011	8/13/2011	SS	\$480.00	1-14-207300-51340			
Frick, Wendy J	Outdoor Ed' Venture '11	7/25/2011	7/28/2011	8/13/2011	ST	\$450.00	1-41-103941-51320	YOU-8001-04	Go Van Gogh!	
Haynes, Tricia Lynn	Outdoor Ed' Venture '11	7/25/2011	7/28/2011	8/13/2011	ST	\$500.00	1-41-103941-51320			
Heredia, Hugo	Outdoor Ed' Venture '11	7/25/2011	7/28/2011	8/13/2011	SS	\$500.00	1-41-103941-51320	YOU-8001-03	Wild & Crazy Portraits	
Hodgson, Laura Ann	IV Therapy Sessions (6)	8/2/2011	8/11/2011	8/13/2011	SS	\$1,325.45	1-14-207300-51340			
Hogue, Julie Ann	Nursing Orientation (2 Hrs)	7/26/2011	7/27/2011	8/13/2011	SS	\$60.00	1-14-207300-51340			
Killian, Melissa J.	4 Sessions	8/3/2011	8/12/2011	8/13/2011	ST	\$1,298.40	1-32-300308-51540			
Koehler, Richard A	CDV-6000-03 #769	7/30/2011	7/30/2011	8/13/2011	ST	\$187.50	1-41-103942-51320	CDV-6000-03		
Lockwood, DawnAnne	Outdoor Ed' Venture '11	7/25/2011	7/28/2011	8/13/2011	SS	\$50.00	1-41-103941-51320	YOU-8161-01	Let's Go Geocaching!	
McGuire, Patricia Ann	Mlg Student Evaluations	7/12/2011	7/19/2011	8/13/2011	ML	\$37.74	1-14-207369-55212			
Meisgeier, Stacy Megan	Outdoor Ed' Venture '11	7/25/2011	7/28/2011	8/13/2011	ST	\$1,000.00	1-41-103941-51320	YOU-8001-06	Go Green With Plant Science	
Moskalewicz, James P	8 Sessions	8/1/2011	8/12/2011	8/13/2011	ST	\$2,968.08	1-32-300308-51540			
Mullen, Laurie Beth	Outdoor Ed' Venture '11	7/25/2011	7/28/2011	8/13/2011	ST	\$50.00	1-41-103941-51320	YOU-8168-03	Native American Shields	
Nelson, Catherine Lee	Outdoor Ed' Venture '11	7/25/2011	7/28/2011	8/13/2011	ST	\$100.00	1-41-103941-51320	YOU-2204-08	Making Math Fun & Easy	
Oseland, Elizabeth Marie	St. Margaret's Hlthy Kids Cmp	7/25/2011	7/29/2011	8/13/2011	SS	\$270.00	5-69-205973-51900			
Peterson, Delle Jeanne	Cello Lessons/4	7/25/2011	8/4/2011	8/13/2011	SS	\$107.80	1-11-206500-51320	MUP-2053-01	Applied Music: Cello	Cello Lessons (4 X \$26.95)
Phillips, Michael Alan	Outdoor Ed' Venture '11	7/25/2011	7/28/2011	8/13/2011	ST	\$500.00	1-41-103941-51320	YOU-8001-02	Reading The Rocks	
Prine, Renee Marie	6 Sessions	8/1/2011	8/9/2011	8/13/2011	SS	\$2,025.48	1-32-300308-51540			
Roth, Brenna Clair	Outdoor Ed' Venture '11	7/25/2011	7/28/2011	8/13/2011	ST	\$150.00	1-41-103941-51320			
Sangston, Amanda Paige	Outdoor Ed' Venture '11	7/25/2011	7/28/2011	8/13/2011	ST	\$100.00	1-41-103941-51320			
Schallhorn, Mary R	Piano Lessons/12	7/18/2011	7/27/2011	8/13/2011	SS	\$351.60	1-11-206500-51320	MUP-2005-01	Applied Music: Piano	Piano Lessons (12 X \$29.30)

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Stipends for Pay Period 8/27/11

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Abbott, Mark D	MTH 0907-350, Crse Dev Fee	8/17/2011	12/17/2011	12/17/2011	RE	\$3,867.50	1-15-209100-51320	MTH-0907-350	Intermediate Algebra	
Abernathy, Jennifer P	Mileage FA/11	8/17/2011	12/17/2011	12/17/2011	ML	\$500.00	1-11-206500-55210			
Abernathy, Jennifer P	MUS 1000-505, 630, 509	8/17/2011	12/17/2011	12/17/2011	RE	\$5,355.00	1-11-206500-51320	MUS-1000-505	Music Appreciation	
Aleksy, Donald J	MGT 2010-01	8/17/2011	12/17/2011	12/17/2011	RE	\$1,935.00	1-11-205700-51320	MGT-2010-01	Principles of Management	
Aleksy, Donald J	MGT 1230-300	8/17/2011	12/17/2011	12/17/2011	RE	\$1,935.00	1-12-205700-51320	MGT-1230-300	Owning & Operating Small Bus.	
Alvarado, Ruben Joseph	SPN 1001-01	8/17/2011	12/17/2011	12/17/2011	RE	\$2,380.00	1-11-206500-51320	SPN-1001-01	Elementary Spanish I	
Arbuckle, Dennis Wayne	Clothing Allowance/Taxable	8/26/2011	8/26/2011	8/27/2011	TF	\$161.40	2-72-104720-52900			
Arbuckle, Kathleen Ann	Clothing Allowance/Taxable	8/26/2011	8/26/2011	8/27/2011	TF	\$87.40	2-72-104720-52900			
Baker, Kathryn June	CSP 1203-02, -600	8/17/2011	12/17/2011	12/17/2011	RE	\$4,690.00	1-13-204100-51320	CSP-1203-02	Microsoft Office Profess I	
Barr, Annette Denise	HFA 1007-300	8/17/2011	12/17/2011	12/17/2011	RE	\$1,785.00	1-11-206500-51320	HFA-1007-300	S/T:Digital Photography	
Bartholomew, Jeffrey Alexander	Drum Lessons / 4	7/18/2011	8/1/2011	8/27/2011	ST	\$107.80	1-11-206500-51320	MUP-2025-01	Applied Music: Drum Sets	
Black, Mary A	MTH 0907-100	8/17/2011	12/17/2011	12/17/2011	RE	\$3,015.00	1-15-209100-51320	MTH-0907-100	Intermediate Algebra	
Black, Mary A	MTH 1009-01, 1010-01	8/17/2011	12/17/2011	12/17/2011	RE	\$4,020.00	1-11-209100-51320	MTH-1009-01	Structure of Number Systems I	
Blood, Trisha Marie	MTH 1000-600, 1008-600	8/17/2011	12/17/2011	12/17/2011	RE	\$3,570.00	1-11-209100-51320	MTH-1000-600	Math for Liberal Arts	
Bluemer, Ronald Glenn	HIS 1000-502, 2000-500	8/17/2011	12/17/2011	12/17/2011	RE	\$3,720.00	1-11-206500-51320	HIS-1000-502	History of Western Civilization I	
Bokus, Michael Todd	CSM 1209-300	8/17/2011	12/17/2011	12/17/2011	RE	\$1,935.00	1-13-204100-51320	CSM-1209-300	Management Information Systems	
Borkowski, Andrew Joseph	EMS 2200-01, -300, Prog Coord	8/17/2011	12/17/2011	12/17/2011	RE	\$4,650.00	1-14-207300-51320	EMS-2200-01	Emergency Medical Responder	
Borth, Leahann M	BIO 1007-11, -12, 1200-01	8/17/2011	12/17/2011	12/17/2011	RE	\$4,462.50	1-11-205700-51320	BIO-1007-11	Anatomy & Physiology I	
Bouxsein, Barbara Jean	CAD 2202-300	8/17/2011	12/17/2011	12/17/2011	RE	\$2,257.50	1-13-204100-51320	CAD-2202-300	Architectural CAD	
Brady-Crite, Stephanie Jean	ENG 0900-05, -09, -11	8/17/2011	12/17/2011	12/17/2011	RE	\$5,355.00	1-15-209100-51320	ENG-0900-05	Basic Composition II	
Bray, Kristal A	ALH 1214-02, -06	8/17/2011	12/17/2011	12/17/2011	RE	\$5,593.00	1-14-207300-51320	ALH-1214-02	Certified Nursing Assistant	
Bryant, Carolyn Elizabeth	Assistant Volleyball Coach	8/15/2011	11/15/2011	11/19/2011	ST	\$3,919.00	5-64-303611-51900			
Buonomo, Vince A.	Mileage FA/11	8/17/2011	12/17/2011	12/17/2011	ML	\$500.00	1-11-206500-55210			
Buonomo, Vince A.	SPH 1001-514, -300, -600	8/17/2011	12/17/2011	12/17/2011	RE	\$5,580.00	1-11-206500-51320	SPH-1001-514	Fundamentals of Speech	
Butcher, Matthew J	ENG 1001-300	8/17/2011	12/17/2011	12/17/2011	RE	\$1,785.00	1-11-209100-51320	ENG-1001-300	English Composition I	
Butcher, Matthew J	AFDA Module 1	8/13/2011	8/13/2011	8/27/2011	ST	\$75.00	1-11-200801-51900			
Canale, Thomas James	Remainder FY12 Basketball	8/14/2011	6/16/2012	6/16/2012	ST	\$7,469.04	5-64-303602-51900			
Carey, Lori Ann	Shoes Reimbursement	8/24/2011	8/24/2011	8/27/2011	TF	\$79.99	2-72-104720-52900			
Carter, John James	CNC Series 300, Multi Prep Ser	8/17/2011	12/17/2011	12/17/2011	RE	\$2,528.75	1-13-204100-51320			
Carter, John James	AFDA Module 1	8/13/2011	8/13/2011	8/27/2011	ST	\$75.00	1-11-200801-51900			
Castaneda, Craig Alexander	BIO 1007-09, -15, -304, BION 1	8/17/2011	12/17/2011	12/17/2011	RE	\$7,905.00	1-11-205700-51320	BIO-1007-09	Anatomy & Physiology I	

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Cherpeske, Roxanne Gay	THM 1200-01, -300	8/22/2011	11/22/2011	12/3/2011	RE	\$1,780.20	1-14-207300-51320	THM-1200-01	Intro. To Therapeutic Massage	
Christmann, Mark Henry	ELE 1200-300	8/17/2011	12/17/2011	12/17/2011	RE	\$3,100.00	1-13-204100-51320	ELE-1200-300	Basic Indus. Electricity I	
Condie, Julie Ann	BIO 1200-300	8/17/2011	12/17/2011	12/17/2011	RE	\$1,860.00	1-11-205700-51320	BIO-1200-300	Human Body Structure & Funct.	
Cooper, Debra S	MTH 0906-07, 0907-07	8/17/2011	12/17/2011	12/17/2011	RE	\$5,805.00	1-15-209100-51320	MTH-0906-07	Basic Algebra	
Copling, Nathan Brian	HIS 1000-504, -506	8/17/2011	12/17/2011	12/17/2011	RE	\$3,570.00	1-11-206500-51320	HIS-1000-504	History of Western Civilization I	
Copling, Nathan Brian	AFDA Module 1	8/13/2011	8/13/2011	8/27/2011	ST	\$75.00	1-11-200801-51900			
Corrigan, Kevin J	GEG 1005-300	8/17/2011	12/17/2011	12/17/2011	RE	\$3,015.00	1-11-205700-51320	GEG-1005-300	Introduction To Astronomy	
Curtin, Walter Michael	EMS 2210-300, 2211-300, 2212-3	8/17/2011	12/17/2011	12/17/2011	RE	\$4,956.35	1-14-207300-51320	EMS-2210-300	Paramedic I-Intro	Proj Coord
Dellatori, Beth Ann	ENG 0900-02, -06	8/17/2011	12/17/2011	12/17/2011	RE	\$3,720.00	1-15-209100-51320	ENG-0900-02	Basic Composition II	
Dellatori, Beth Ann	PSY 2001-350	8/17/2011	12/17/2011	12/17/2011	RE	\$1,860.00	1-11-209100-51320	PSY-2001-350	Child Growth and Development	
Dergance, Jessica Marie	PSY 1000-300	8/17/2011	12/17/2011	12/17/2011	RE	\$1,785.00	1-11-206500-51320	PSY-1000-300	General Psychology	
Detra, Curtis E	HVC 1230-300	8/17/2011	12/17/2011	12/17/2011	RE	\$2,170.00	1-13-204100-51320	HVC-1230-300	Sheet Metal Fabrication	
Dittmer, Alejandro Joseph	SPH 1001-504, -505	8/17/2011	12/17/2011	12/17/2011	RE	\$3,570.00	1-11-206500-51320	SPH-1001-504	Fundamentals of Speech	
Dittmer, Alejandro Joseph	AFDA Module 1	8/13/2011	8/13/2011	8/27/2011	ST	\$75.00	1-11-200801-51900			
Dockins, Sherry Marie	PSY 1000-500	8/17/2011	12/17/2011	12/17/2011	RE	\$1,785.00	1-11-206500-51320	PSY-1000-500	General Psychology	
Dunlap, Angela Jane	ENG 0900-08	8/17/2011	12/17/2011	12/17/2011	ST	\$1,935.00	1-15-209100-51320	ENG-0900-08	Basic Composition II	
Dzik, Marianne	CON 1301-150, SFC 1000-300	8/17/2011	12/17/2011	12/17/2011	ST	\$2,680.00	1-11-209100-51320	CON-1301-150	New Faculty Orientation	
Dzurisin, Juliana Mae	ALH 1214-304, -300, -301	8/17/2011	12/17/2011	12/17/2011	RE	\$6,069.00	1-14-207300-51320	ALH-1214-304	Certified Nursing Assistant	
Eccles, Kimberly A	CSP 1203-300	8/17/2011	12/17/2011	12/17/2011	RE	\$2,345.00	1-13-204100-51320	CSP-1203-300	Microsoft Office Profess I	
Engelman, John Arthur	WLD Series 2, Multi-Prep	8/17/2011	12/17/2011	12/17/2011	RE	\$1,785.00	1-13-204100-51320			
Espinoza, Adrienne Grissel	Outdoor Ed Venture '11	7/25/2011	7/28/2011	8/27/2011	SS	\$190.00	1-41-103941-51320			
Faris, Wesley Jay	ENG 0900-10, MTH 0900-01	8/17/2011	12/17/2011	12/17/2011	RE	\$3,870.00	1-15-209100-51320	ENG-0900-10	Basic Composition II	
Fess, Frederick E	IMT 1205-300	8/17/2011	12/17/2011	12/17/2011	RE	\$2,170.00	1-13-204100-51320	IMT-1205-300	Industrial Hydraulics	
Fisher, Andrew	ENG 0900-01, 0900-03	8/17/2011	12/17/2011	12/17/2011	RE	\$3,720.00	1-15-209100-51320	ENG-0900-01	Basic Composition II	
Fisher, Andrew	ENG 1001-512	8/17/2011	12/17/2011	12/17/2011	RE	\$1,860.00	1-11-209100-51320	ENG-1001-512	English Composition I	
Forst, Jean	ENG 0900-04	8/17/2011	12/17/2011	12/17/2011	RE	\$1,785.00	1-15-209100-51320	ENG-0900-04	Basic Composition II	
Forst, Jean	ENG 1001-12, -17	8/17/2011	12/17/2011	12/17/2011	RE	\$3,570.00	1-11-209100-51320	ENG-1001-12	English Composition I	
Frahm, Jeannette Michelle	SFC 1000-601	8/17/2011	12/17/2011	12/17/2011	ST	\$1,240.00	1-11-209100-51320	SFC-1000-601	Strategies for College	
Frieders, Jeffrey S	WLD Series 311, Multi-Prep	8/17/2011	12/17/2011	12/17/2011	RE	\$1,785.00	1-13-204100-51320			
Fryxell, David William	Bass Lessons / 14	7/5/2011	8/11/2011	8/27/2011	ST	\$410.20	1-11-206500-51320	MUP-2043-01	Applied Music: Bass	
Gaefcke, William Richard	CRJ 1210-01, -02	8/17/2011	12/17/2011	12/17/2011	RE	\$3,570.00	1-12-205700-51320	CRJ-1210-01	Policing in America	
Gaefcke, William Richard	AFDA Module 1	8/13/2011	8/13/2011	8/27/2011	ST	\$75.00	1-11-200801-51900			
Gibson, Stephen Benton	ELT 1200-300	8/17/2011	12/17/2011	12/17/2011	RE	\$1,636.25	1-13-204100-51320	ELT-1200-300	Begin. Ind. Electronics	

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Glover, Neal P	HVC 1210-300	8/17/2011	12/17/2011	12/17/2011	RE	\$2,170.00	1-13-204100-51320	HVC-1210-300	Basic Heating	
Gnidovec, Gary F	CRJ 2010-300, 2030-01, 2050-01	8/17/2011	12/17/2011	12/17/2011	RE	\$5,580.00	1-11-205700-51320	CRJ-2010-300	Criminal Investigation	
Gould, Deke Caines	Mileage FA/11	8/17/2011	12/17/2011	12/17/2011	ML	\$500.00	1-11-206500-55210			
Gould, Deke Caines	PHL 1001-600	8/17/2011	12/17/2011	12/17/2011	RE	\$1,785.00	1-11-206500-51320	PHL-1001-600	Introduction To Philosophy	
Goulding, Douglas George	ELT 1204-01	8/17/2011	12/17/2011	12/17/2011	RE	\$3,570.00	1-13-204100-51320	ELT-1204-01	Fund. Electr: DC/AC Theo/Cir	
Grebner, Barbara Eugenia	ALH 1214-306, -301	8/17/2011	12/17/2011	12/17/2011	RE	\$5,593.00	1-14-207300-51320	ALH-1214-306	Certified Nursing Assistant	
Groleau, Ronald W	BIO 1007--09, 10, 11, 12, 1200	8/17/2011	12/17/2011	12/17/2011	ST	\$6,030.00	1-11-205700-51320	BIO-1007-09	Anatomy & Physiology I	
Groleau, Ronald W	Interim Dean HProf: 1Day	8/12/2011	8/12/2011	8/27/2011	ST	\$51.52	1-11-207300-51110			
Gualandri, David Alan	FRS 1000-01	8/17/2011	12/17/2011	12/17/2011	RE	\$1,785.00	1-11-205700-51320	FRS-1000-01	Introduction Forensic Science	
Gualandri, David Alan	AFDA Module 1	8/13/2011	8/13/2011	8/27/2011	ST	\$75.00	1-11-200801-51900			
Harding, Suzanne	Coord/Acad Progress	8/15/2011	5/15/2012	5/19/2012	ST	\$1,500.00	5-64-303614-51900			
Hardy, Tina L.	EDC 1000-350	8/17/2011	12/17/2011	12/17/2011	ST	\$2,010.00	1-11-209100-51320	EDC-1000-350	Introduction To Education	
Hartford, Carmen Nichole	BIO 1007-304, BION 1007-300,10	8/17/2011	12/17/2011	12/17/2011	RE	\$7,140.00	1-11-205700-51320	BIO-1007-304	Anatomy & Physiology I	Open Lab Hrs
Hauger, Elizabeth Lynne	MLC - Princeton	8/17/2011	12/17/2011	12/17/2011	RE	\$2,380.00	1-15-209100-51320			
Hauger, Elizabeth Lynne	Mileage FA/11	8/17/2011	12/17/2011	12/17/2011	ML	\$375.00	1-11-209100-55210			
Haynes, Tricia Lynn	ENG 0900-600, RED 0900-600	8/17/2011	12/17/2011	12/17/2011	RE	\$3,570.00	1-15-209100-51320	ENG-0900-600	Basic Composition II	
Hejl, Jill Ellen	RED 0900-02	8/17/2011	12/17/2011	12/17/2011	ST	\$1,785.00	1-15-209100-51320	RED-0900-02	Basic Reading II	
Hejl, Jill Ellen	AFDA Module 1	8/13/2011	8/13/2011	8/27/2011	ST	\$75.00	1-11-200801-51900			
Hepburn, Thomas David	ALH 1002-300	8/17/2011	12/17/2011	12/17/2011	RE	\$1,860.00	1-14-207300-51320	ALH-1002-300	Human Growth & Development	
Hinterlong, James Edward	PSI 1000-500, -501	8/17/2011	12/17/2011	12/17/2011	RE	\$4,020.00	1-11-206500-51320	PSI-1000-500	American National Government	
Hinterlong, James Edward	BUL 2000-01	8/17/2011	12/17/2011	12/17/2011	RE	\$2,010.00	1-11-205700-51320	BUL-2000-01	The Legal Envnmnt of Business	
Hodgson, Laura Ann	IV Therapy Sessions (5)	8/2/2011	8/9/2011	8/27/2011	OV	\$1,325.45	1-14-207300-51340			
Jakupcak, Joseph M	BIO 1000-403	8/17/2011	12/17/2011	12/17/2011	RE	\$2,010.00	1-11-205700-51320	BIO-1000-403	The Global Environment	
Jameson, Ruth Elaine	ALH 1214-602, -606	8/17/2011	12/17/2011	12/17/2011	RE	\$6,063.00	1-11-207300-51320	ALH-1214-602	Certified Nursing Assistant	
Jauch, Christian Martin	CRJ 1210-300	8/17/2011	12/17/2011	12/17/2011	RE	\$1,860.00	1-12-205700-51320	CRJ-1210-300	Policing in America	
Jauch, Christian Martin	SFC 1000-04	8/17/2011	12/17/2011	12/17/2011	RE	\$1,240.00	1-11-209100-51320	SFC-1000-04	Strategies for College	
Jauch, Christian Martin	CSP 1203-01	8/17/2011	12/17/2011	12/17/2011	RE	\$2,170.00	1-13-204100-51320	CSP-1203-01	Microsoft Office Profess I	
Jezak, Jon P	Mileage FA/11	8/17/2011	12/17/2011	12/17/2011	ML	\$500.00	1-11-206500-55210			
Jezak, Jon P	SOC 1000-600	8/17/2011	12/17/2011	12/17/2011	RE	\$1,785.00	1-11-206500-51320	SOC-1000-600	Introduction To Sociology	
Kalis, Linda Spenny	MTH 0907-601	8/17/2011	12/17/2011	12/17/2011	RE	\$2,677.50	1-15-209100-51320	MTH-0907-601	Intermediate Algebra	
Karth, Timothy R	MUP 1004-300	8/17/2011	12/17/2011	12/17/2011	RE	\$1,785.00	1-11-206500-51320	MUP-1004-300	Jazz Ensemble	
Keiser, Melissa L	ART 1000-560	8/17/2011	12/17/2011	12/17/2011	RE	\$1,785.00	1-11-206500-51320	ART-1000-560	Art Survey	
Keiser, Melissa L	AFDA Module 1	8/13/2011	8/13/2011	8/27/2011	ST	\$75.00	1-11-200801-51900			

Stipends for Pay Period 8/27/11

Kelly, Amy L	ALH 1000-101, -102	8/17/2011	12/17/2011	12/17/2011	RE	\$3,570.00	1-14-207300-51320	ALH-1000-101	Introduction To Nutrition
Killian, Melissa J.	1 Session	8/15/2011	8/15/2011	8/27/2011	OV	\$324.60	1-32-300308-51540		
King, William E	Clothing Allowance/Taxable	8/24/2011	8/24/2011	8/27/2011	TF	\$104.99	2-72-104720-52900		
King, William E	Vacation Payout	8/27/2011	8/27/2011	8/27/2011	VA	\$1,610.05	2-72-104720-51710		
King, William E	FY12 Retro Pay	8/27/2011	8/27/2011	8/27/2011	MI	\$119.04	2-72-104720-51710		
King, William E	Final Payroll Payout 08/29-31	8/27/2011	8/27/2011	8/27/2011	RE	\$471.12	2-72-104720-51710		
Klobucher, Courtney Elizabeth	ART 1000-300	8/17/2011	12/17/2011	12/17/2011	RE	\$1,785.00	1-11-206500-51320	ART-1000-300	Art Survey
Kochis, Nancy Ann	BIO 1001-300, FRS 1000-300	8/17/2011	12/17/2011	12/17/2011	RE	\$3,570.00	1-11-205700-51320	BIO-1001-300	General Biology I
Koehler, Richard A	Mileage BC Driver Improvement	7/16/2011	8/13/2011	8/27/2011	ML	\$55.50	1-41-103943-55212		
Kozell, Sandra J	Clothing Allowance/Taxable	8/24/2011	8/24/2011	8/27/2011	TF	\$139.23	2-72-104720-52900		
Kozell, Sandra J	Clothing Allowance/Taxable	8/27/2011	8/27/2011	8/27/2011	TF	\$107.07	2-72-104720-52900		
Krengel, Jonathan A	EMS 2210-300, 2211-300, 2212-3	8/17/2011	12/17/2011	12/17/2011	RE	\$1,767.15	1-14-207300-51320	FMS-2210-300	Paramedic I-Intro
Kriz, Michael A	BIO 1001-15	8/17/2011	12/17/2011	12/17/2011	RE	\$2,677.50	1-11-205700-51320	BIO-1001-15	General Biology I
Kusek, Karl Kenneth	ELE 1202-01, 1203-300, 1206-30	8/17/2011	12/17/2011	12/17/2011	RE	\$4,760.00	1-13-204100-51320	ELE-1202-01	Motors and Controls I
Landgraf, Tammy Lynn	ECE 1005-01, 2219-01	8/17/2011	12/17/2011	12/17/2011	RE	\$3,357.50	1-12-209100-51320	ECE-1005-01	Health, Safety and Nutrition
Lange, Marilyn Lee	MTH 0906-08, 0907-09	8/17/2011	12/17/2011	12/17/2011	ST	\$5,805.00	1-15-209100-51320	MTH-0906-08	Basic Algebra
Lauf, Gregory Francis	AFDA Module 1	8/13/2011	8/13/2011	8/27/2011	ST	\$75.00	1-11-200801-51900		
Leadingham, Paul	Final Pmnt SU/11 Prog Coord	8/27/2011	8/27/2011	8/27/2011	OV	\$1,280.00	1-13-204100-51340		
Lockwood, DawnAnne	EDC 1203-150	8/17/2011	12/17/2011	12/17/2011	RE	\$2,010.00	1-12-209100-51320	EDC-1203-150	Educational Technology
Loebach, Nancy Ann	MTH 0907-10, MLC Ottawa	8/17/2011	12/17/2011	12/17/2011	RE	\$5,057.50	1-15-209100-51320	MTH-0907-10	Intermediate Algebra
Lukosus, James C	Head Golf Coach	8/15/2011	5/15/2012	5/19/2012	ST	\$5,916.00	5-64-303604-51900		
Mahoney, James Joseph	WLD Series 301, Multi-Prep	8/17/2011	12/17/2011	12/17/2011	RE	\$1,785.00	1-13-204100-51320		
Malavolti, Steven Otto	WND 1200-300	8/17/2011	12/17/2011	12/17/2011	RE	\$2,082.50	1-13-204100-51320	WND-1200-300	Wind Energy Concepts
Matteson, Gregory A	Open Lab Hours	8/17/2011	12/17/2011	12/17/2011	RE	\$3,015.00	1-11-205700-51320		
Mattson, Robert Carl	MTH 0906-10	8/17/2011	12/17/2011	12/17/2011	ST	\$2,790.00	1-15-209100-51320	MTH-0906-10	Basic Algebra
Mattson, Robert Carl	MTH 1004-01	8/17/2011	12/17/2011	12/17/2011	ST	\$1,860.00	1-11-209100-51320	MTH-1004-01	Trigonometry
Maurice, Jeanette A	RWSS Lab / Night	8/17/2011	12/17/2011	12/17/2011	RE	\$2,010.00	1-15-209100-51320		
Maurice, Jeanette A	ENG 1200-350	8/17/2011	12/17/2011	12/17/2011	RE	\$1,340.00	1-11-209100-51320	ENG-1200-350	Grammar Skills for Workplace
McCabe-Pinn, Linda	ALH 1200-01	8/17/2011	12/17/2011	12/17/2011	RE	\$1,935.00	1-14-207300-51320	ALH-1200-01	Introduction To Health Science
McCarthy, Melissa R	Mileage FA/11	8/17/2011	12/17/2011	12/17/2011	ML	\$500.00	1-11-206500-55210		
McCarthy, Melissa R	PSY 1000-507, -601	8/17/2011	12/17/2011	12/17/2011	RE	\$3,570.00	1-11-206500-51320	PSY-1000-507	General Psychology
McClure, Colleen S	MLC / Ottawa Ctr and HS	8/17/2011	12/17/2011	12/17/2011	RE	\$4,960.00	1-15-209100-51320		
McGuire, Patricia Ann	DLA 1201-01, 1203-01, -02	8/17/2011	12/17/2011	12/17/2011	RE	\$5,580.00	1-14-207300-51320	DLA-1201-01	Dental Mater. & Lab Procedure

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McKee, Larry E	MLC / IVCC / Night	8/17/2011	12/17/2011	12/17/2011	RE	\$3,720.00	1-15-209100-51320			
Medler, Ashley Michelle	ALH 1214-600, -605	8/17/2011	12/17/2011	12/17/2011	RE	\$5,593.00	1-14-207300-51320	ALH-1214-600	Certified Nursing Assistant	
Mills, Michael Edward	EMS 2200-01, 2201-300	8/17/2011	12/17/2011	12/17/2011	RE	\$3,570.00	1-14-207300-51320	EMS-2200-01	Emergency Medical Responder	
Monroe, Susan Marie	CSP 1230-300	8/17/2011	12/17/2011	12/17/2011	ST	\$1,487.50	1-13-204100-51320	CSP-1230-300	Basic Keyboarding	
Montgomery, D Gene	MUP 1002-300, MUS 1000-05, 300	8/17/2011	12/17/2011	12/17/2011	RE	\$8,040.00	1-11-206500-51320	MUP-1002-300	Wind Ensemble	
Moore, Anni	BIO 1009-300, 301, BION 1009-3	8/17/2011	12/17/2011	12/17/2011	RE	\$3,718.75	1-11-205700-51320	BIO-1009-300	Microbiology	
Moreno, Maria D	CSN 1200-300, CSP 1230 01	8/17/2011	12/17/2011	12/17/2011	ST	\$3,570.00	1-13-204100-51320	CSN-1200-300	Using Internet/World Wide Web	
Moroni, Theresa Marie	ALH 1209-01, DLA 1201-01, 1203	8/17/2011	10/13/2011	10/22/2011	RE	\$5,057.50	1-14-207300-51320	ALH-1209-01	Infection Control Practices	Prog Coord
Moskalewicz, James P	1 Session	8/15/2011	8/15/2011	8/27/2011	OV	\$371.01	1-32-300308-51540			
Mullen, Laurie Beth	ART 1000-600	8/17/2011	12/17/2011	12/17/2011	RE	\$1,785.00	1-11-206500-51320	ART-1000-600	Art Survey	
Nellis, Kathy Lynn	MTH 0900-02, -300	8/17/2011	12/17/2011	12/17/2011	RE	\$3,570.00	1-15-209100-51320	MTH-0900-02	Pre-Algebra	
Nelson, Catherine Lee	RED 0900-05	8/17/2011	12/17/2011	12/17/2011	RE	\$1,785.00	1-15-209100-51320	RED-0900-05	Basic Reading II	
Nelson, Catherine Lee	ECE 2005-300	8/17/2011	12/17/2011	12/17/2011	RE	\$1,785.00	1-12-209100-51320	ECE-2005-300	Students/Disabilities Schools	
Nickel, Paul A	WLD Series 312, Multi-Prep	8/17/2011	11/17/2011	11/19/2011	RE	\$1,860.00	1-13-204100-51320			
Niemeyer, Loren	ELE 1220-300, 2204-300, 2205-0	8/17/2011	12/17/2011	12/17/2011	RE	\$6,247.50	1-13-204100-51320	ELE-1220-300	Electrical Safety	
Novak, M. Elaine	CSP 1203-101	8/17/2011	12/17/2011	12/17/2011	ST	\$2,082.50	1-13-204100-51320	CSP-1203-101	Microsoft Office Profess I	
O'Brien, Tina Marie	MLC / Streator	8/17/2011	12/17/2011	12/17/2011	RE	\$2,480.00	1-15-209100-51320			
O'Shea, Dennis Patrick	Clothing Allowance/Taxable	8/24/2011	8/24/2011	8/27/2011	TF	\$91.95	2-72-104720-52900			
Opsal, James Allen	BIO 1007-15, -305	8/17/2011	12/17/2011	12/17/2011	RE	\$2,677.50	1-11-205700-51320	BIO-1007-15	Anatomy & Physiology I	
Orgeron, Tanna Paul	Mileage FA/11	8/17/2011	12/17/2011	12/17/2011	ML	\$500.00	1-11-206500-55210			
Orgeron, Tanna Paul	FLM 2009-630	8/17/2011	12/17/2011	12/17/2011	RE	\$1,785.00	1-11-206500-51320	FLM-2009-630	The Art of The Film	
Orgeron, Tanna Paul	AFDA Module 1	8/13/2011	8/13/2011	8/27/2011	ST	\$75.00	1-11-200801-51900			
Padoan-Gallardo, Atti V	FEN 1001-01	8/17/2011	12/17/2011	12/17/2011	RE	\$2,680.00	1-11-206500-51320	FEN-1001-01	Elementary French I	
Parisot, Theodore Paul	GDT 1202-301, 2202-300	8/17/2011	12/17/2011	12/17/2011	RE	\$4,165.00	1-13-206500-51320	GDT-1202-301	Photoshop I for Graphic Design	
Paul, Kristine	SDT 1203-300	8/17/2011	10/8/2011	10/8/2011	RE	\$595.00	1-13-204100-51320	SDT-1203-300	Job Seeking Skills	
Pearson, Jacob Alexander	ENG 0900-300	8/17/2011	12/17/2011	12/17/2011	RE	\$1,785.00	1-15-209100-51320	ENG-0900-300	Basic Composition II	
Pence, Patricia Lynn	Nurse Educator Fellowship Grnt	8/27/2011	8/27/2011	8/27/2011	ST	\$10,000.00	6-14-207349-51900			
Perkins, Roger W.	CSN 1233-300	8/17/2011	12/17/2011	12/17/2011	RE	\$2,257.50	1-13-204100-51320	CSN-1233-300	Network Administration III	
Personette, John Carl	GEG 1001-01, -02, -03	8/17/2011	12/17/2011	12/17/2011	RE	\$5,355.00	1-11-205700-51320	GEG-1001-01	Weather & Climate	
Peterlin, Robert Joseph	SPH 1001-403	8/17/2011	12/17/2011	12/17/2011	RE	\$1,860.00	1-11-206500-51320	SPH-1001-403	Fundamentals of Speech	
Petersen, Bonnie S	HPE 1000-300, 1003-600, 1004-6	8/17/2011	12/17/2011	12/17/2011	RE	\$3,100.00	1-11-205700-51320	HPE-1000-300	Wellness	
Petersen, Bonnie S	Head Women's Tennis	8/15/2011	11/15/2011	11/19/2011	ST	\$5,916.00	5-64-303608-51900			
Peterson, Delle Jeanne	AFDA Module 1	8/13/2011	8/13/2011	8/27/2011	ST	\$75.00	1-11-200801-51900			

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Pinter, Debra Lynn	ALH 1214-01, -05	8/17/2011	12/17/2011	12/17/2011	RE	\$5,593.00	1-14-207300-51320	ALH-1214-01	Certified Nursing Assistant	
Polte, Duwayne Alan	ELE 1202-300	8/17/2011	12/17/2011	12/17/2011	RE	\$1,636.25	1-13-204100-51320	ELE-1202-300	Motors and Controls I	
Pommier, Elizabeth Ann	PSY 1000-03	8/17/2011	12/17/2011	12/17/2011	RE	\$1,785.00	1-11-206500-51320	PSY-1000-03	General Psychology	
Pommier, Elizabeth Ann	AFDA Module 1	8/13/2011	8/13/2011	8/27/2011	ST	\$75.00	1-11-200801-51900			
Reardon, Gary Patrick	SPH 1001-07, -602	8/17/2011	12/17/2011	12/17/2011	RE	\$3,570.00	1-11-206500-51320	SPH-1001-07	Fundamentals of Speech	
Reif, Cynthia Lou	DLA 1200-01, 1204-01, 02, 03	8/17/2011	12/17/2011	12/17/2011	RE	\$5,270.00	1-14-207300-51320	DLA-1200-01	Dental Science I	
Renn, Kristine Marie	BIO 1007-10, BIOD 1007-04, Lab	8/17/2011	12/17/2011	12/17/2011	RE	\$4,688.60	1-11-205700-51320	BIO-1007-10	Anatomy & Physiology I	Open Lab Hrs
Retoff, Dan J	ALH 1002-601, 1030-01, 1031-01	8/17/2011	12/17/2011	12/17/2011	RE	\$4,690.00	1-14-207300-51320	ALH-1002-601	Human Growth & Development	
Retoff, Dan J	BIO 1007-301, -09, -10	8/17/2011	12/17/2011	12/17/2011	RE	\$3,517.50	1-11-205700-51320	BIO-1007-301	Anatomy & Physiology I	
Rodda, Jeanna Michele	BIO 1007-11, -12	8/17/2011	12/17/2011	12/17/2011	RE	\$1,860.00	1-11-205700-51320	BIO-1007-11	Anatomy & Physiology I	
Russell, Thomas Shawn	CAD 1200-300	8/17/2011	12/17/2011	12/17/2011	RE	\$2,082.50	1-13-204100-51320	CAD-1200-300	Comp Aided Draft I AutoCAD	
Schallhorn, Mary R	Piano Lessons / 12	8/1/2011	8/10/2011	8/27/2011	ST	\$351.60	1-11-206500-51320	MUP-2005-01	Applied Music: Piano	
Schmidt, Lauren Elizabeth	PSY 1000-100	8/17/2011	12/17/2011	12/17/2011	RE	\$1,785.00	1-11-206500-51320	PSY-1000-100	General Psychology	
Schultz, Kim Ann	ALH 1214-03, 07, 601, 607	8/17/2011	12/17/2011	12/17/2011	RE	\$11,186.00	1-14-207300-51320	ALH-1214-03	Certified Nursing Assistant	
Serafini, Daniel J	MTH 1003-03	8/17/2011	12/17/2011	12/17/2011	RE	\$2,380.00	1-11-209100-51320	MTH-1003-03	College Algebra	
Sherbeyn, Julie A	Head Volleyball Coach	8/15/2011	11/15/2011	11/19/2011	ST	\$8,454.00	5-64-303611-51900			
Shields, Richard Maurice	ACT 1210-100	8/17/2011	12/17/2011	12/17/2011	RE	\$1,860.00	1-12-205700-51320	ACT-1210-100	Fundamentals of Accounting	
Smith, Mary Helen	CAD 1202-300, DFT 1200-300, IM	8/17/2011	12/17/2011	12/17/2011	ST	\$5,160.00	1-13-204100-51320	CAD-1202-300	Civil Applications of CAD	
Sobin, Betsy Lynn	RED 0900-300	8/17/2011	12/17/2011	12/17/2011	RE	\$1,935.00	1-15-209100-51320	RED-0900-300	Basic Reading II	
Spayer, Rodney Gene	ELE 1200-01, -02	8/17/2011	12/17/2011	12/17/2011	RE	\$5,950.00	1-13-204100-51320	ELE-1200-01	Basic Indus. Electricity I	
Spayer, Rodney Gene	AFDA Module 1	8/13/2011	8/13/2011	8/27/2011	ST	\$75.00	1-11-200801-51900			
Sphar, Ronald E	HVC 1220-300	8/17/2011	12/17/2011	12/17/2011	RE	\$2,170.00	1-13-204100-51320	HVC-1220-300	Basic Refrigeration	
Sramek, Katherine Lynn	CSP 1210-01	8/17/2011	10/13/2011	10/22/2011	ST	\$743.75	1-13-204100-51320	CSP-1210-01	Bas Computer Skills Workplace	
Sramek, Katherine Lynn	AFDA Module 1	8/13/2011	8/13/2011	8/27/2011	ST	\$75.00	1-11-200801-51900			
Stevenson, Keith Howard	WHS 1200-01	8/17/2011	9/24/2011	9/24/2011	RE	\$775.00	1-13-204100-51320	WHS-1200-01	Basic Forklift Operation	
Stone, Donna P	SPH 1001-407, -530	8/17/2011	12/17/2011	12/17/2011	RE	\$3,570.00	1-11-206500-51320	SPH-1001-407	Fundamentals of Speech	
Strickler, Andrew Robert	MTH 0907-08, -12	8/17/2011	12/17/2011	12/17/2011	RE	\$5,355.00	1-15-209100-51320	MTH-0907-08	Intermediate Algebra	
Swett, Steven A	MKT 2210-300	8/17/2011	12/17/2011	12/17/2011	RE	\$2,412.00	1-12-205700-51320	MKT-2210-300	Principles of Advertising	
Swett, Steven A	SFC 1000-01, -02, -03	8/17/2011	12/17/2011	12/17/2011	RE	\$4,824.00	1-11-209100-51320	SFC-1000-01	Strategies for College	
Templeton, Thomas J	CRU 2010-01	8/17/2011	12/17/2011	12/17/2011	RE	\$2,010.00	1-11-205700-51320	CRU-2010-01	Criminal Investigation	
Thatcher, Fred F	Clothing Allowance/Taxable	8/26/2011	8/26/2011	8/27/2011	TF	\$70.40	2-71-104710-52900			
Thomas, Terry R	Mileage FA/11	8/17/2011	12/17/2011	12/17/2011	ML	\$500.00	1-11-206500-55210			
Thomas, Terry R	HIS 1000-600, 2000-600, 2001-6	8/17/2011	12/17/2011	12/17/2011	RE	\$5,355.00	1-11-206500-51320	HIS-1000-600	History of Western Civilization I	

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**Cash Farm #8842 Lease Renewal – Year 2012**

The Board of Trustees accepted the bid of \$227.46 per acre from Randall Michelini at the September 24, 2008 meeting. This is the fourth year of a four-year lease. The lease is renewed annually to reserve both the rights of the College and the lessee.

A copy of the Farm Lease is attached.

**Recommendation:**

**The administration recommends Board approval 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.**

EXHIBIT I

CASH FARM LEASE

This indenture made and entered into this 20th day of September 2011 between the BOARD OF TRUSTEES OF ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT 513, COUNTIES OF LA SALLE, BUREAU, MARSHALL, LEE, PUTNAM, DEKALB, GRUNDY, AND LIVINGSTON, AND STATE OF ILLINOIS, a body politic party of the first part, hereinafter called Owner and Randall Micheline, Party of the second part, hereinafter called Operator WITNESSETH the following:

- I. Owner, for and in consideration of the covenants and agreements hereinafter mentioned to be kept and performed by Operators, has by these presents demised and leased to Operator, the following described land, to be used for agricultural purposes only, to wit:

These portions of the Duncan and Trovero properties lying in La Salle and Peru Townships, La Salle County, Illinois, east of Federal Aid Route No. 178, as set forth in the diagram marked EXHIBIT II, ATTACHED HERETO AND MADE A PART HEREOF, AND BEING DESIGNATED AS FIELD NUMBERS 1, 2, 3, 5, 6, 7, 9, 10, 11, 12, and 13 containing approximately (149.48) acres, more or less, together with ingress to said tracts and egress therefrom over presently existing methods of ingress and egress,

To have and to hold said above described real estate to Operator from **January 1, 2012, to December 31, 2012**. The failure of the parties to execute a written extension of this Lease at least six (6) months prior to the end of the then current term shall constitute constructive notice of the parties' intent to allow this lease to expire.

- II. Operator, in consideration of the leasing of the premises as above set forth, covenants and agrees with the Owner to pay to Owner, at the offices of Illinois Valley Community College, 815 North Orlando Smith Avenue, Oglesby, Illinois 61348-9692, as rent for the same, at \$227.46 (Dollars) per acre for a total of \$34,000.72 (Dollars), payable as follows: One-half (1/2) of said sum to be payable on or before March 1, 2012, and the balance of said rental to be payable on or before December 1, 2012 or as soon as practical after receipt of government or crop insurance payment.
- III. Operator shall receive all crops raised on said premises.
- IV. Operator covenants and agrees with Owner to cultivate said demised real estate in a husband like manner, and agrees to furnish all work and labor and machinery in connection with the farming, cultivating, and harvesting crops from said demised premises, and to furnish all combining, threshing, corn picking, haying, and baling equipment which might be necessary for said farm operation. Operator further agrees to plant said fields as follows:
  - A. Fields No. 1, 2, and 3, consisting of approximately 42.53 tillable acres, shall be no-tilled or farmed in such a manner that will leave greater than fifty percent (50%) of the field surface covered by residue after planting and planted in continuous corn or a three-year rotation of corn, soybeans, and wheat, or a four-year rotation of corn, soybeans, wheat, and alfalfa.

- B. Field No. 4 has been seeded into native prairie grasses and wild flowers. Operator further agrees to maintain this field by leaving it undisturbed, controlling only noxious weeds by spot herbicide treatment, and by working with college personnel to perform a controlled burn of this acreage during the early spring of each year.
  - C. Field Nos. 5 and 6, consisting of approximately 28.29 acres, will be farmed in an east and west direction and planted in corn or soybeans, with chisel plowing or disking of cornstalks, leaving thirty percent (30%) residue after planting and no-till planting into soybean stubble.
  - D. Field Nos. 9, 10 and 11, consisting of approximately 7.57 acres, shall be utilized for soybeans, oats, wheat, and alfalfa or short height, short season corn with conventional tillage.
  - E. Field Nos. 7, 12, and 13 consisting of approximately 71.09 acres, shall be planted in corn or soybeans with conventional tillage.
  - F. Field Nos. 1, 2, 3, 5, 6, 7, 9, 10, 11, 12, and 13 will not be moldboard plowed unless written permission is received from Owner.
- V Additional conditions shall be per the following:
- A. Operator further covenants and agrees to cooperate with Owner in providing educational opportunities to employees and students attending school at the college of Owner. Said activities that shall be hereinafter coordinated by and between the parties are to include, but are not limited to, the following:
    - 1. Farm record information must be shared.
    - 2. Owner's agricultural staff must be consulted pertaining farm planning operations.
    - 3. Owner's agricultural students may be used in performing farming tasks requiring additional labor.
  - B. Operator further agrees not to assign or sublet all or any portion of the herein demised premises without the written consent of Owner.
  - C. Operator further covenants and agrees that upon the termination of this lease, or any extension thereof, he, or she, will yield up possession hereof without further demand or notice, leaving the soil in a state of fertility at the termination of the lease being equal to or better than it was at the time he, or she, acquired possession. The Owner and Operator agree that each shall pay one-half (1/2) of the cost of soil testing at the commencement of this Lease. A copy of the recommendation plan and soil tests shall be provided to the Owner within seven (7) days of receipt by the Operator. When soil samples

are required and taken, samples will be taken at an intensity of five 2.5 acres per sample. The cost for soil sampling and testing will be invoiced to the Operator. The Operator will deduct one-half (1/2) of this cost from the second (December 1) farm payment and submit a copy of the invoice. The Operator agrees to pay for and apply any maintenance amounts of fertilizer to the demised premises consistent with the recommendations of the soil fertility recommendation plan. The soil tests will indicate levels of phosphorus, potassium, and pH, and will be tested by a soil test laboratory that is approved by the University of Illinois Soil Science Department. The Operator will report to the Owner, all fertilizer applications using Form #1, Chemical/Fertilizer Application Form. Copies of custom spread logs by field in addition to fertilizer bills will be attached to Form #1

- D. Operator will be responsible for tile repair labor if the damage occurs during the course of tillage operations; otherwise, it will be the responsibility of Owner to repair tiles. It will be the responsibility of Owner to provide materials for all tile construction and repair.
- E. Operator further covenants and agrees to follow soil conservation practices as recommended by the LaSalle County Soil Conservation Department as interpreted by Owner.
- F. Operator further covenants and agrees to keep open the following: ditches, tile drains and tile outlets, and to keep grass waterways in good repair. In EXHIBIT II, the symbols T-1, T-2, T-3, T-4, T-5 and T-6 identify installed terraces. Operator is responsible for any damage to these terraces and their draining systems, including tiling, inlets and outlets. Furthermore, the symbol W-1 indicates an established waterway, which Operator shall keep and maintain. The Operator will provide the Owner with a report on or before December 1, 2012 using Form No. 2, FSA/NRCS Practices Checklist.
- G. The cost of any limestone and the hauling and spreading of the same and the seeding of hay, including the cost of the seed, shall be paid by Operator but depreciated over a period up to four (4) years, with the year of application being the first year of depreciation. Owner agrees that upon the termination of all or part of the leased acres, it will reimburse Operator for undepreciated lime and seeding costs. Operator must keep Owner aware of these costs and submit a yearly report. **Failure to submit a yearly report will void any payment required by Owner.** Fields where variable rate spreading of lime is used will be reimbursed based upon a percentage of the undepreciated amount of lime applied to entire field. The percentage will be arrived at by the following formula:  $\frac{\text{terminated field acres}}{\text{total field acres}} \times 100$ .
- H. Operator further agrees to prevent any unnecessary waste or loss, or damage to the property of Owner, comply with all rules and regulations of the Illinois Pollution Control Board, practice fire prevention, follow safety rules, and abide by restrictions in Owner's insurance contracts. No chemicals or chemical containers will be disposed of on the property.

- I. Operator agrees with Owner to not permit any hunting or fishing of any kind upon any of the demised premises, nor will he, or she, discharge or permit the discharge of firearms on said demised premises.
- J. Operator further covenants and agrees that he, or she, will furnish and pay for the following items of expense, to-wit: all seed, legume and grass, oats, corn, soybean, and other grains sowed during the term of this lease, together with all materials for all insecticides and herbicides used for insect and weed control in crops, and all fertilizers to maintain soil pH and fertility.
- K. It is covenanted and agreed between the parties hereto that "no-till" farming requires close supervision but is desirable for the purposes of soil conservation and erosion prevention. It is agreed between the parties hereto that Owner shall have the privilege of supervising all "no-till" farming on any portion of the demised premises.
- L. It is further agreed between the parties hereto that in the fall preceding the termination of this lease, Owner may have possession of the demised premises after the crop has been removed for fall tillage and planting, and Owner reserves for itself, its agents and servants, the right to enter the demised premises at any time to view the same, or to enforce any provisions of this lease.
- M. Operator takes possession of the above demised premises subject to the hazards of operating a farm and assumes all risks of accidents to himself, or herself; his, or her, family, agents, employees, and/or servants in pursuance of his, or her, farming operations, or in performing repairs to improvements, fences, and other items of a like nature. In addition thereto, Operator covenants and agree that he, or she, will save harmless and indemnify Owner against all lawsuits, demands, claims, judgments, liens, costs, and expenses resulting from his or her leasing of the demised premises, whether the result of his, or her, activities or the activities of his, or her, agents, employees and servants.
- N. Operator further covenants and agrees with Owner not to place any livestock of any kind on the demised premises, it being the understanding that the premises shall be operated as a grain farm only.
- O. Operator further covenants and agrees not to erect or construct any improvements, structures, or buildings on the leased premises without the written permission of Owner.
- P. Owner will provide water for the purpose of pesticide application on the leased premises.

- Q. Any chemicals for weed or insect control or other use shall be applied, at levels not to exceed the manufacturer's recommendation for the soil types involved. No chemicals will be stored on the property (farm). No chemicals or chemical containers will be disposed of on the property. Any excess chemicals or chemical containers or other hazardous wastes will be removed immediately.

All chemicals used by the Operator on the Owner's property shall be applied by a licensed operator (whenever such is required by the laws of the State of Illinois), in a prudent and proper manner, including the use of equipment which is in good working order. The application of any chemicals on the Owners property, shall at all times, be in a manner which is generally consistent with prudent farming practices, and any rules and regulations of the Environmental Protection Agency. Each chemical container shall be used in a manner that minimizes the risk of an accidental spill and discharge.

During the life of this lease, Operator shall record all applications of chemicals and fertilizer by field, including the name and source of each item applied, the quantity applied and the date of the application using Form #1. Operator shall furnish a copy of this record. Operator agrees to make such record available for inspection by the Owner at any reasonable time during the year.

Operator shall pay for the cleanup of any hazardous chemical spill occurring on the Owner's property when said spill is the direct or indirect result of the Operator's farming activities and operations. Operator shall keep the Owner safe, harmless and indemnified as to any claims, fees, damages, legal fees, causes of action including all costs of cleanup, and others costs and expenses resulting from said spill.

- R. Operator further covenants and agrees to maintain liability insurance with the following liability limits:

General Liability:	<u>\$ 1,000,000</u>
General Aggregate:	<u>\$ 2,000,000</u>
Each Occurrence (Bodily Injury and Property Damage)	<u>\$ 1,000,000</u>

Operator shall list Owner as an additional insured on all such insurance.

- S. The Operator shall be deemed the owner of the said corn and soybeans from planting until sale and shall at the Operator's expense insure said crops with insurance acceptable to Owner hereunder for amounts sufficient to cover the highest anticipated losses and shall at planting time, as to crop insurance and at harvest as to fire, theft and wind insurance, all as to crops, deliver to Owner proof of insurance coverage each year.

- VI. It is agreed between the parties hereto that this instrument is not to be construed as giving rise to a partnership or any other type of relationship other than a landlord and tenant relationship; that, neither of the parties hereto shall be liable for any of the obligations or indebtedness incurred by the other in connection with the execution of this instrument.
- VII. It is agreed between the parties hereto that if on or after the end of the 2012 lease term, Owner desires to lease the real estate herein demised upon the same terms as herein contained or upon different terms, Operator herein shall have the first right of refusal of said lease for a further period or periods, not to exceed, in the aggregate, three (3) additional years from the end of the current lease term.
- VIII. It is further agreed between the parties hereto that if, during the term of this lease, Owner should require the use of any portion of the herein-demised premises in connection with its community college program, Owner shall have the right to withdraw such portion or portions of the demised premises from the agreement herein and retake possession thereof, provided, however, Operator shall be reimbursed for his, or her, loss of crop thereon had he, or she, been permitted to farm said real estate so withdrawn. Said reimbursement to be agreed upon between the parties hereto, or in the event they cannot agree, a third party, being the then acting Extension educator, Crop Systems, Rockford Education Center, Cooperative Extension Service, shall determine the damage, if any, due to Operator. Operator will be given due notice in writing sixty (60) days in advance of withdrawal.
- IX. It is agreed between the parties hereto that this agreement shall be binding upon the successors and assign of Owner and upon the heirs, executor's administrators, and assign of Operator.
- X. The Owner's lien provided by statute on crops grown or growing, together with any other security agreement(s) created by Operator in favor of Owner, shall be the security for the rent herein specified and for the faithful performance of the terms of the Lease. The Operator shall provide the Owner with the names of persons to whom the Operator intends to sell crops grown on these premises at least thirty (30) days prior to the sale of such crops.

Additionally, the Operator agrees to cooperate fully in enabling the Owner to timely "perfect" its interest in any lien which may be provided by law, as such laws now exist and as they may be altered or amended in the future. The Operator agrees to timely provide the Owner or the Owner's attorney with the information that is considered necessary in order to protect and preserve Owner's rights as provided by law. If the laws affecting this paragraph are changed in any manner, then the Operator agrees to cooperate fully with any efforts of the Owner to protect its interest.

- XI. If the Operator shall fail to keep any of the covenants in this lease contained, or shall assign this lease, or shall underlet any part of said premises, or shall otherwise fail to adhere to the terms and conditions of this lease, then this lease shall, at the election of the Owner, be null and void, and the Owner or its agents or legal representatives, shall have the right to take immediate possession of the premises, using such force as may be necessary, with or without



process of law; and all damage growing out of a failure to perform any of the covenants in this lease, shall be added to and become a part of the rent, recoverable to the Owner as such; and the Operator hereby waives and relinquishes all right of exemption from sale or seizure under distress or execution, that they now have or may hereafter have, by virtue of any law in this state excepting personal property from seizure and sale on execution or distress for rent, and hereby gives the Owner full power, authority and right, to take and seize any personal property excluding machinery upon the premises, and sell the same or any part thereof, in satisfaction of said rent hereby agreed to be paid the Owner, or covenants hereby agreed to be performed for said Owner. Further, if the Operator fails to pay the rent due or fails to keep any of the agreements of this lease or makes any misrepresentation regarding any matter relating to this lease, then the Owner may exercise any or all rights and remedies available to it under law or equity, including but not limited to, eviction of Operator for monetary damages. Further, all costs and attorney fees of the Owner in enforcing collection shall be added to and become a part of the obligations payable by the Operator.

IN WITNESS WHEREOF, Owner has caused these presents to be executed in its corporate name by its Chairman, with corporate seal affixed and attested to by its Secretary, and Operator has hereunto set his, or her, as of the day and year first above written.

BOARD OF TRUSTEES OF ILLINOIS VALLEY  
COMMUNITY COLLEGE, DISTRICT 513,  
COUNTIES OF LA SALLE, BUREAU, MARSHALL,  
LEE, PUTNAM, DE KALB, GRUNDY, AND  
LIVINGSTON AND STATE OF ILLINOIS

OWNER

BY: \_\_\_\_\_  
Its Chairman

ATTEST:

BY: \_\_\_\_\_  
Its Secretary

(CORPORATE SEAL)

\_\_\_\_\_  
Operator

**Bid Results – Phase I of the Community Instructional Center Project**

On August 25, 2011, bids were opened for Phase I of the Community Instructional Center Project and the apparent low bidder was George Sollitt Construction Company, of Wood Dale, Illinois with a bid of \$21,138,000. Following are documents from Steve Halm, of the Capital Development Board, and Paul Basalay, of Basalay, Cary & Alstadt Architects, LTD with recommendations for awarding the bid to George Sollitt Construction Company. The administration concurs with these recommendations.

**Recommendation:**

**Approve the bid of \$21,138,000 by George Sollitt Construction Company for Phase I of the Community Instructional Center Project, as presented.**

## Jerry Corcoran

---

**From:** Halm, Steve [Steve.Halm@illinois.gov]  
**Sent:** Thursday, August 25, 2011 3:49 PM  
**To:** Jerry Corcoran  
**Cc:** pbasalay@bca-architects.com; Cheryl Roelfsema; Fredrickson, Karen; Wright, Ron; Blanchette, Dave  
**Subject:** FW: Bid tabs 810-046-016 Ph. 1  
**Attachments:** 082511spbidthabpg1.doc; 082511spbidthabpg2.doc

Jerry,

We opened bids for phase 1 today as planned (Bid Tabs attached FYI). We received a total of five bids with the average of all being approx 11.5% over the estimate. The apparent low bidder is George Sollitt Const Co, Wood Dale, IL with a bid of \$21,138,000, approx 6.5% over the estimate (\$19,818,713). Based on our initial review of the bids, the biggest discrepancy in bid vs estimate appears to be in the MEP bid amounts.

All five bids were very close for a project of this size, so it's reasonable to assume the bids submitted accurately reflect the value of the work at this time. As such, I would recommend we proceed with the award of phase one to the low responsible bidder. At this time, it "appears" the apparent low bidder is responsible however; the bid packages will need to be reviewed and approved by our Contracts division before proceeding with the RTA package. Upon receiving Contracts review and approval of the bids, I'll contact you to discuss particulars in more detail before preparing a RTA.

If you would like to discuss any of this in the interim, feel free to contact me.

Sincerely,

Dave: FYI, a local reporter was in attendance for the bid opening. I told him we prefer all media information be provided by our PIO and asked that he contact you for any information needed.

*Steve Halm - Sr. Project Manager*

*CAPITAL DEVELOPMENT BOARD  
700 E Norris Drive  
Ottawa IL 61350  
Phone 815-433-7120  
Fax 815-433-7123  
Cell 815-263-1477  
e mail [Steve.Halm@illinois.gov](mailto:Steve.Halm@illinois.gov)*

---

**From:** Tracy, Kimberly  
**Sent:** Thursday, August 25, 2011 3:03 PM  
**To:** Halm, Steve  
**Subject:** Bid tabs 810-046-016 Ph. 1

Kimberly Tracy  
Administrative Assistant  
CAPITAL DEVELOPMENT BOARD  
815-433-7121  
815-433-7123 (fax)  
[Kimberly.Tracy@Illinois.gov](mailto:Kimberly.Tracy@Illinois.gov)

STATE OF ILLINOIS

CAPITAL DEVELOPMENT BOARD BID TABULATION

Project No. <b>810-046-016</b>	Date: <b>08/25/2011</b>	A/E: <b>Basalay Cary &amp; Alstadt Architects</b>
Construct Community Technology Center - Illinois Valley Community College - Oglesby - LaSalle County	Trade: <b>Single Prime</b>	<b>620 West LaFayette Street - Ottawa IL 61350</b>
Project Manager: <b>Steve Halm</b>		
Estimate:	Phase:	Fax - <b>815.434.1603</b>
		I.D. <b>26474</b>
Alternate(s):		I hereby certify the receipt of bids and any bid modifications prior to Bid Opening:  _____ Bid Officer <span style="float: right;">Date</span>
Bid Reader:	Bid Recorder:	

TIME: 11:00 a.m.	LOCATION: Ottawa	Bid: Original	SECURITY TYPE 1 = Bid Bond 2 = Other	BID TYPE 1 = Base Bid 2 = Alt. Bid	BID STATUS R = Responsive N = Non-responsive	MBE/FBE: Targeted Y
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47 Contr. ID #	Contractor	Surety ID #	Bid Stat	ACK ADD	Discl Y/N	Certs/Bd of Elect Y/N		Sec. Type	Sec Amt	Bid Type	Alt. No.	Bid Amount	Remarks
20613	River City Construction LLC	076		3	y	y	y	1	10%	1		\$22,333,000.00	
	East Peoria IL 61611												
709	George Sollitt Construction Company	014		3	y	y	y	1	10%	1		21,138,000.00	
	Wood Dale IL 60191									1			





**Basalay  
Cary &  
Alstadt**  
ARCHITECTS, LTD.

September 1, 2011

Steve Halm, Project Manager  
Capital Development Board  
700 E. Norris Drive, 2<sup>nd</sup> Floor  
Ottawa, IL 61350

RE: Construct Community Instructional Center – Phase 1  
Bid Results  
Illinois Valley Community College  
CDB #810-046-016

Dear Steve:

I have reviewed the bid results and I have asked KJWW Engineering Consultants to do the same. The apparent low bid of George Sollitt Construction Company for \$21,138,000 is approximately \$1,319,287 or 6.6% over the estimate but within the estimate plus contingency. There was \$2,076,000 between the low bid and the high bid or 9.8%.

A closer review of the protected subcontractor bids included in George Sollitt Construction's bid produced the following:

Sub-Bid	George Sollitt Construction Bid	BCA/KJWW Estimate	Difference
Electrical	3,205,000	2,195,733	<1,009,267>
Heating	2,069,000	2,369,763	300,763
Plumbing	912,000	784,530	<127,470>
Sprinkler	156,000	203,999	47,999
Ventilation	<u>1,635,000</u>	<u>922,735</u>	<u>&lt;712,265&gt;</u>
<b>Sub-total</b>	<b>7,977,000</b>	<b>6,476,760</b>	<b>&lt;1,500,240&gt;</b>

This would indicate that all of the cost over-run is located in these protected sub-bid numbers, with the largest in electrical and the next largest in ventilation.

It should be pointed out that these estimates were done in December of 2010 and are 8 months old which could account for some of the extra cost. I have attached a copy of an article posted August 31, 2011 in a construction magazine which indicates that construction costs have increased 1% in July and 2.3% to 3.1% since January 1, 2011. If the contractor were concerned about this trend continuing, it could easily account for the 6.6% overrun.

Steve Halm, Project Manager  
Capital Development Board  
September 1, 2011  
Page 2

Copper has gone up 30% in a very short time and fuel prices continue to fluctuate and create uncertainty.

Even though the bidding climate was favorable at the time these bids were received, this project will not be completed for almost two years and today's prices will not carry over that long. We started with over a dozen bidders and only received five bids.

In conclusion, 6.6% over estimate is within an acceptable amount and reflects the cost to provide the building and systems desired. The tight range of bids received seems to confirm this. I do not believe that re-bidding this project would improve the results enough to offset the additional cost of re-bidding and could actually result in higher bids. I do not believe re-design is warranted, as the design meets the User's program. I believe that it is in the User's best interest to accept the apparent low bid of \$21,138,000.

Sincerely,



Paul R. Basalay

PRB/dr

Cc: Jerry Corcoran, President, IVCC  
Cheryl Roelfsema, V.P. for Business Services, IVCC  
Gary Johnson, Director of Facilities, IVCC

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From: [metalmag 2011](#) | Posted on: August 31, 2011

## July Sees Construction Service Price Increase

According to an analysis of producer price index figures released by the Associated General Contractors of America in Arlington, Va., the amount contractors pay for construction materials and charge for completed projects both increased in July. Firms were finally able to charge more for their work, however AGC notes it is too early to know whether contractors will continue to be able to raise prices in the face of declining public sector investments in construction. The index for new construction—what contractors charge for construction projects—increased between 1 and 1.3 percent in July and from 2.3 to 3.1 percent for the year. With the exception of school construction, the monthly increases are at their highest rate of growth in two years, and the annual increases for all types of new construction are all at two-year highs. Citing the fact that construction programs already have accounted for more than 50 percent of federal budget cuts for fiscal year 2012, AGC officials say declining public sector investments would make it hard for contractors to continue raising prices. The latest producer price index tables can be viewed [here](#). Visit [www.agc.org](http://www.agc.org).

### Related Articles

- [Architecture Billings Index Continues Upward Trend](#)
- [Powell to Keynote Greenbuild](#)
- [AIA Forecasts Modest Rise in Nonresidential Construction Spending](#)
- [Alcoa and Rheinzink Grow Partnership](#)
- [MBCI Celebrates 35 Years](#)

[All Related Articles](#)

### Related Topics

- [Business](#)



**Bid Results – Asbestos Abatement Building G**

On August 25, 2011, bids were opened 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. Following is a document from Michael Glenn, of United Analytical Services, Inc. with a recommendation for awarding the bid to Colfax Corporation. The administration concurs with this recommendation.

**Recommendation:**

**Approve the bid of \$41,900 by Colfax Corporation for Asbestos Abatement – Building G Room 202, as presented.**



**UNITED ANALYTICAL SERVICES, INC.**

A Woman Owned Business

1429 Centre Circle Drive  
Downers Grove, IL 60515  
PHONE: (630) 691-8271  
FAX: (630) 691-1819  
E-Mail: [uasinc@uas1.com](mailto:uasinc@uas1.com)

August 30, 2011

Steve Halm, Project Manager  
State of Illinois Capital Development Board  
700 East Norris Drive  
Ottawa, Illinois 61350

**RE: CDB#810-046-702  
Asbestos Abatement - Building G Room 202  
Illinois Valley Community College  
Oglesby, La Salle County, IL**

Dear Mr. Halm:

On August 25, 2011, six (6) bids were received, opened, and read by the Capital Development Board regarding the project indicated above. The apparent low bidder was Colfax Corporation at \$41,900. The Proposed Cost Budget estimate for the work was \$76,550.00. The average of the six (6) bids received was \$58,903.33. The bids have been reviewed by the A/E and while several of the bids were below the estimate prepared by the A/E, the results can be attributed to a slower work period in which the proposed work will be conducted, competition with other contractors of the same trade, and current economic conditions. We have contacted Colfax Corporation and they understand the scope of work, time frame for construction, and current site conditions. Therefore, the A/E recommends award of the project to the apparent low bidder, Colfax Corporation.

Sincerely,

UNITED ANALYTICAL SERVICES, INC.

Michael Glenn, P.E.  
Senior Engineer

cc: Paul Basalay - BCA Architects, Ltd.

attachment: CDB Bid Tabulation

STATE OF ILLINOIS

CAPITAL DEVELOPMENT BOARD BID TABULATION

Project No: <b>810-046-702</b>		Date: <b>08/25/2011</b>	A/E: <b>Basalay Cary &amp; Alstadt Architects</b>
Asbestos Abatement - Building G - Room G202 - Illinois Valley Community College - Oglesby - LaSalle County		Trade: <b>Asbestos</b>	<b>620 West LaFayette Street - Ottawa IL 61350</b>
Project Manager: <b>Steve Halm</b>			
Estimate:	Phase:	Fax - <b>815.434.1603</b>	
Alternate(s):		I.D. <b>26474</b>	
Bid Reader:		I hereby certify the receipt of bids and any bid modifications prior to Bid Opening:	
Bid Recorder:			
		_____ Bid Officer	_____ Date

TIME: 11:00 a.m.      LOCATION: Ottawa      Bid: Original      SECURITY TYPE: 1 = Bid Bond, 2 = Other      BID TYPE: 1 = Base Bid, 2 = Alt. Bid      BID STATUS: R = Responsive, N = Non-responsive      MBE/FBE: Targeted N

Contr. ID #	Contractor	Surety ID #	Bid Stat	ACK ADD	Discl Y/N	Certs/Bd of Elect Y/N	Sec. Type	Sec Amt	Bid Type	Alt. No.	Bid Amount	Remarks
16472	Holian Asbestos Removal et al								1		\$50,820.00	
	Spring Grove IL 600810											
22770	The Luse Companies								1		\$64,900.00	
	Aurora IL 60504											
31025	Midway Contracting Group LLC								1		\$42,500.00	
	Tinley Park IL 60477											

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STATE OF ILLINOIS

CAPITAL DEVELOPMENT BOARD BID TABULATION

Project No. <b>810-046-702</b>		Date: <b>08/25/2011</b>	A/E: <b>Basalay Cary &amp; Alstadt Architects</b>
Asbestos Abatement - Building G - Room G202 - Illinois Valley Community College - Oglesby - LaSalle County		Trade: <b>Asbestos</b>	620 West LaFayette Street - Ottawa IL 61350
Project Manager: <b>Steve Halm</b>			
Estimate:	Phase:	Fax - <b>815.434.1603</b>	
Alternate(s):		I.D. <b>26474</b>	
Bid Reader:		I hereby certify the receipt of bids and any bid modifications prior to Bid Opening:	
Bid Recorder:			
		_____ Bid Officer	_____ Date

TIME:  
11:00 a.m.

LOCATION:  
Ottawa

Bid:  
Original

SECURITY TYPE  
1 = Bid Bond  
2 = Other

BID TYPE  
1 = Base Bid  
2 = Alt. Bid

BID STATUS  
R = Responsive  
N = Non-responsive

MBE/FBE:  
Targeted **N**

Contr. ID #	Contractor	Surety ID #	Bid Stat	ACK ADD	Disc/ Y/N	Certs/Bd of Elect Y/N	Sec. Type	Sec Amt	Bid Type	Alt. No.	Bid Amount	Remarks
26782	Valor Technologies Inc Bolingbrook IL 60440								1		\$53,300.00	
17983	Universal Asbestos Removal Inc Lemont IL 60439								1		\$90,000.00	
16208	Colfax Corporation Chicago IL 60647								1		\$41,900.00	

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**Approval to Lower the Contingency for Phase I of the CIC Project**

As a result of the discussion that took place on September 12, 2011 with the IVCC Board Facilities Committee, the Committee supports the administration's recommendation to request lowering the contingency for Phase I of the Community Instructional Center Project from ten percent to five percent – a difference of \$1,056,900. If circumstances dictate that the College is in need of more than a five percent contingency for Phase II, the College has the funds available in its reserves to make up the difference. In order to proceed with Phase II, the College needs to guarantee the difference between the two levels of contingency.

**Recommendation:**

**The Board authorizes the administration to request lowering the contingency for Phase I of the Community Instructional Center Project from ten percent to five percent and guarantees the difference of \$1,056,900 by providing the Capital Development Board with a fund commitment letter for the additional five percent.**

### **Master Plan**

Illinois Community Colleges are required to submit updated master facility plans to the ICCB every five years. Our last master plan was adopted by the Board of Trustees in January 2005. Dominick Demonica of Demonica Kemper Architects was involved in the master plan from January 2005 and was retained to update the plan.

Three documents already exist that formed the basis of the planning – 1) our current master plan, 2) the plans for the CTC building, and 3) the RAMP document for renovation of the library and the addition to the fitness center.

Changes/enhancements to those plans include:

The disability services office could be moved to what is the current Foundation office (C221 – C225) and slated to be occupied by the Small Business Development Center after construction of the CTC. The Small Business Development Center would move to (C327 – C334).

A sports complex could be built to the south where the existing track and baseball fields are located. It was envisioned this would be a multi-purpose building for community use with an area for commencement that could accommodate audiences up to 1,000 people. The lower level of the sports complex could accommodate baseball and softball practice areas, locker rooms, and restrooms. The fitness center could be relocated to this building and Building G could be renovated for new program space.

The new plan should include a place-holder for a stand-alone childcare center – south of parking lot #3.

The plan should include a fine arts center that would include classrooms and practice areas for the music and theatre programs.

Grounds/Landscaping plans also included:

- Road/access down hillside to river – west of buildings;
- With the lake gone and the pine forest ready to harvest, this area could be replanted with outdoor classroom space in mind; and
- A bike trail is planned parallel to Orlando Smith Road.

### **Recommendation:**

**Approve the updated master plan, as presented.**

**Protection, Health, and Safety Projects for Tax Year 2011**

The administration has been working with the architect and Operations Committee on developing a list of Protection, Health, and Safety (PHS) projects for the Tax Year 2011 levy. It is anticipated that the 2011 PHS levy will generate approximately \$1.5 million in revenue. Following is a summary of the projects recommended for approval.

**Restroom Modifications – Phase II**

This project would complete the update of the men’s and women’s restrooms by replacing all fixtures, piping, faucets, and finishes to create accessible, up-to-date, safe, and sanitary restrooms. All non-accessible drinking fountains throughout the facilities would be replaced with two drinking fountains at each location – one high and one low to comply with accessibility requirements and meet or exceed the minimum number required by the State Plumbing Code. Galvanized water piping would be replaced with copper. Original shut-off valves on water lines would also be replaced. The project would include any asbestos abatement associated with the work.

Following are the cost estimates for this project:

Project costs	\$981,076
Contingency	93,107
A/E fees	<u>96,107</u>
Total	\$1,170,290

**Music Room (D223) Accessibility Modifications**

The Music Room (D223) is a multi-tiered classroom which is entered at the top and has four steps down to the top tier and then two steps down to each of five tiers. None of the tiers are ADA accessible. The scope of work would include reducing the number of tiers from seven to three and making tiers one and three ADA accessible. Tier two would be for storage of musical instruments and would be accessible by reach from the lowest tier. The lowest floor would be raised approximately 3’7”; the middle tier would be one foot above that and the entry tier three feet above that. Tier one would be flush with the corridor. An accessible lift would provide access to tier three. Steps would provide access to tier two which would be accessible by reach from tier three. The project will also involve raising all electrical outlets and switches, doors and frames, marker boards, cabinets, etc. The project includes construction of a new structural floor system, flooring, walls, steps, and accessible doors to the corridor.

Following are cost estimates for this project:

Project costs	\$138,874
Contingency	13,887
A/E fees	<u>16,887</u>
Total	\$169,648

Replace Panic Hardware

The administration would like to replace all of the original exterior and interior door panic devices with new to assure that all of the exit doors have panic hardware in good working condition. This will provide a more secure campus from the exterior and provide for life safety emergency exiting in the event of fire or other emergency.

Following are cost estimates for this project:

Project costs	\$123,510
Contingency	12,351
A/E fees	<u>14,351</u>
Total	\$150,212

The total cost of these three projects is \$1,490,150.

**Recommendation:**

**The administration recommends Board approval of the three Protection, Health, and Safety projects 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.**



(Revised 11/3/99)

CAPITAL PROJECT APPLICATION FORM  
(One Application Form per Project)

District/College and District # 513 Illinois Valley Community College

Contact Person Cheryl Roelfsema Phone # 815-224-0419

Project Title Restroom Modifications – Phase II

Project Budget \$1,170,290.00 ( ) 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 August 12, 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 restrooms in Buildings A, B, D, E & G are over 30 years old. The restrooms have been modified to meet changing accessibility requirements but still do not meet current standards.

IVCC has conducted a study of the restroom facilities at the College to determine the following:

1. Are the restrooms accessible by current code?
2. What condition are the restrooms in?
3. What additional energy conservation measures could be employed?
4. Is there a way to create restrooms on each floor, in each building, for men & women?

A copy of that report is attached. This is the second phase to provide better and equal access for the students to safe and sanitary restroom facilities throughout the College.

### Scope of Work

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

**Restroom Modifications - Phase II would include the following items from the attached report:**

- Items 1 and 11 from pages #3 and 4.

In short, it would include:

- Complete updating of the men's and women's restrooms through replacement of all fixtures, piping, faucets, and finishes to create accessible, up-to-date, safe and sanitary restrooms.
- Replace non-accessible drinking fountains throughout the facilities with two drinking fountains at each location – one high and one low to comply with accessibility requirements and meet or exceed the minimum number required by State Plumbing Code.
- Add additional accessible drinking fountains to meet Illinois State Plumbing Code.
- Replace galvanized water piping with copper.
- Replacing original shut-off valves on water lines.
- Asbestos abatement associated with this work.

See attached estimates for individual items.

Item #	Description	Sub-Total Cost
1	Men's Restroom:	\$357,488
1	Women's Restroom:	\$286,188
11	Drinking Fountains:	\$87,400
None	Replace galvanized water lines and shut-off valves:	<u>\$200,000</u>
	Sub-Total	\$931,076
	Asbestos abatement, allow for engineering and abatement:	\$50,000
	Contingency @ 10%:	\$93,107
	A/E Fees @ 10%:	\$93,107
	Reimbursable Cost: Printing of Bid Documents:	<u>\$3,000</u>
	<b>Total</b>	<b>\$1,170,290</b>

**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**    **Restroom Modifications – Phase II**

Budget Amounts

Project Costs                    \$981,076  
 Contingency                    93,107  
 A/E Professional Fees        93,107  
 Printing Cost                    3,000  
 Total                                \$1,170,290

63

(Revised 11/3/99)

**Attachment #2**  
Funding Source

**District/College Name**      District 513 Illinois Valley Community College

**Project Name**                      Restroom Modifications – Phase II

**Check the source(s) of funds:**

Available fund balance                      Fund name (s): Excess Protection, Health,  
and Safety Funds.

(including excess funds from  
previously approved protection,  
health, and safety projects)

Bond Proceeds                      Type of bond issuance (s):  
(including protection, health,  
and safety bonds)

Protection, Health, and                       Tax rate/fiscal year: 2012  
Safety Tax Levy  
(ILCS 805/3-20.3.01)

Contract for Deed                      Term of Contract for Deed in months:  
(ILCS 805/3-36)

Lending Arrangement with a                      Term of Lending Arrangements in months:  
Financial Institution  
(ILCS 805/3-37)

Lease Agreement                      Term of Lease in months:  
(ILCS 805/3-38)

Capital Renewal Funding                      Proposed Fiscal Year Source(s):

ADA                      Proposed Fiscal Year Source(s):  
Access for All Funding

**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

\_\_\_\_\_  
August 12, 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.



**Basalay  
Cary &  
Alstadt**  
ARCHITECTS, LTD.

April 29, 2008

Gary Johnson, Director of Facilities  
Illinois Valley Community College  
815 N. Orlando Smith Ave.  
Oglesby, IL 61348

RE: Survey of Restroom Facilities at IVCC  
BCA #0821

Dear Gary:

We have conducted a visual inspection of the restroom facilities at Illinois Valley Community College as requested. The purpose of the inspection was to determine the following:

1. Are the restrooms accessible by current code, and if not, can they be made accessible?
2. What condition are they in and what would be the "ball park" cost to remodel the restrooms?
3. What additional energy conservation measures could be taken?
4. Each floor of the campus, in general, has all men or women restrooms. Is there anything that can be done to have men and women restrooms on each floor?

We have done a plumbing fixture count and compared it to the number required by the State Plumbing Code. Based on occupancy determined by gross square feet of building, your building should be designed to handle 3,279 people. The plumbing code would require 22 water closets for men (you have 30), 22 urinals (you have 48), 39 lavatories for men (you have 44), 44 water closets for women (you have 56), 39 lavatories for women (you have 43), and 44 drinking fountains (you have 27). As you can see, you are compliant in number with everything except drinking fountains. None of your drinking fountains meet accessibility requirements. I recommend that all our drinking fountains be replaced with a pair of accessible compliant drinking fountains. This would provide 54 drinking fountains or 10 more than required by code.

In general, a number of changes have been made in the past to adapt the restrooms to be accessible. These included some larger stalls, auto door openers, and similar changes. Many of the restrooms meet the minimum requirements of past codes. None completely comply with the current new code requirements. This by itself would not require changes. None of the restroom or locker facilities in the Gym (Building C) meet any accessible requirements and should be revised.

The condition of the pipes in the walls and below the floors in Buildings A through E is a larger concern. It is reported that a number of the cast iron sewer pipes have split. Many of these have been field patched where accessible. Access holes have been made in a number of areas to allow patching of the pipes. Due to the age of the water and sewer lines, and these problems, this would be a good time to completely remodel the restrooms, replace the fixtures with energy efficient ones, replace the piping, and comply with current accessibility codes in Buildings A, B, D and E.



Building C has restrooms that are private restrooms off of offices. These are not accessible and cannot be readily made accessible. No work is recommended at this time at those rooms. The larger public restrooms on the lower level and third floor have been recently remodeled. Only minimum changes to meet accessibility and energy conservation is recommended at this time.

Building F is newer than Buildings A through E. The dressing room restrooms back stage are not accessible and are not readily achievable. No changes are recommended at this time. The public restrooms need minor changes to be accessible. The toilet partitions are showing signs of age and should be replaced in conjunction with accessibility requirements.

Building G (Gym) is an older building and may have the same issues with aging pipes as the other Buildings A through E but it was not apparent. Because this building is one-story less in height, the plumbing is more accessible. Because of the nature of this building, there is a great deal of plumbing. To replace all of the fixtures, piping and finishes would be very costly (probably equal to all the other building combined). The coaches (men & women) restrooms and trainer's restrooms are small and cannot readily be made accessible. No changes are recommended to these at this time. The rest of the restrooms, student and public, are not accessible and should be. It is recommended that the minimal changes necessary to make these accessible be done as soon as possible. In conjunction with this work, some energy efficient changes should also be done.

Under energy conservation, some auto flush valves have been installed on water closets but not on all. A few auto control faucets have been installed but not many. We concur that in conjunction with this work, that all water closets should go to auto flush and all lavatory faucets be changed to auto control. These are more energy efficient and also more sanitary. A few of the restrooms do not have occupancy sensor light switches which should be added. Light fixtures should be T-5 fluorescent lights for energy conservation.

Buildings A, B, D and E were originally designed to have all men restrooms on the same floor and the women restrooms on the other floor. This creates a problem, especially for accessibility. Even the staff restrooms (the smaller restrooms by the drinking fountains) were the same sex. Most of these smaller restrooms have been turned into storage rooms. We recommend that these small restrooms be enlarged to include the drinking fountain alcove and made into two fixture accessible opposite sex restrooms. This would provide men and women restrooms on every floor. The drinking fountains would be relocated to outside the larger restroom at each floor. Note: restrooms that were turned into storage rooms were not counted in the existing fixture count and this change will increase the fixture count.

Work in all buildings would not have to all be done at the same time. This could be broken up into 2 or 3 projects.

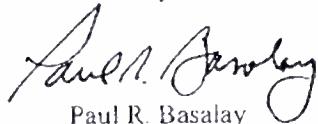
Attached please find the following:

1. State Plumbing Code check.
2. Existing Restroom Count and Recommendation Table.
3. List of Recommendations.
4. Summary of Cost.
5. Summary of Gym Cost.
6. Details of How Costs Were Developed.

Gary Johnson, Director of Facilities  
Illinois Valley Community College  
April 29, 2008  
Page 3

After you review this information, please call if you have any questions.

Sincerely,



Paul R. Basalay



Kurt Rimmel

PRB/dr

**STATE PLUMBING CODE CHECK**

**2004 CODE**

<u>Building</u>	<u>Area</u>
A	50,481
B	47,970
C	70,267
D	52,821
E	50,702
F	18,618
G	<u>37,060</u>
Total	327,919 Square Feet

Use – Office or Business International Building Code, Table 1004.1.2, 100 S.F. (gross)/person.

**Plumbing Fixtures Required**

327,919 ÷ 100 = 3,279 people  
 50% male = 1,640  
 50% female = 1,640

Water Closets:

First 110: 5 required  
 $1530 \div 40 = 39$   
 44 W.C. men (22 if urinals are provided)  
 44 W.C. women

Urinals: ½ of men W.C. can be urinals (22 urinals)

Lavatories:

First 125: 5 required  
 $1515 \div 45 = 34$   
 39 required men  
 39 required men

Drinking Fountains:

1/75:  
 $3279 \div 75 = 44$  drinking fountains

		<u>Required</u>	<u>Provided</u>	
Men	Water closets	22	30	ok
Men	Urinals	22	48	ok
Men	Lavatories	39	44	ok
Women	Water closets	44	56	ok
	Lavatories	39	43	ok
	Drinking Fountains	44	27	Short 17

**EXISTING RESTROOM COUNT & RECOMMENDATION TABLE**

Bldg.	Rm #	Description	Size	WC	UR	LAV	OF	Recommendation	
<b>A</b>	By A101	Men	S	1	-	1	-	Too small to make accessible	3
	By A101	Women	S	1	-	1	-		4
	A210A	Men	M	2	6	3	-		1
	A220	Storage	S	R-1	R-1	R-1	2	Was men	2
	A332A	Women	M	4	-	3	-		1
	A306	Staff	S	1+R-1	-	1	2	Was women; storage now	2
<b>B</b>	By B119	Men	S	1	-	1	-		3
	By B119	Women	S	1	-	1	1		4
	B212	Men	M	2	6	3	-		1
	B225	Storage	S	R-1	R-1	R-1	2	Was men	2
	B314	Women	M	4	-	3	-		1
	B333	Women	S	2	-	1	2	Storage	2
<b>C</b>	C113	Men	L	4	9	8	1		7
	C114	Women	L	12	-	8	1		8
	C122	Staff	S	1	-	1	-		5
	C123	Staff	S	1	-	1	-		5
	C225A	Private	S	1	-	1	-		5
	C224A	Private	S	1	-	1	-		5
	C344	Men	M	1	1	2	1		6
	C346	Women	M	2	-	2	-		6
	C304	Private	S	1	-	1	-		5
	C310A	Private	S	1	-	1	-		5
	C312A	Private	S	1	-	1	-		5
<b>D</b>		None On lower level							-
	D230	Men	M	2	6	3	-		1
	D234	Lactation Rm	S	R-1	R-1	R-1	2	Was men; not accessible	2
	D333	Women	M	4	-	3	-		1
	D329	Storage	S	R-2	-	R-1	2	Was women	2
<b>E</b>	E113	Men	S	1	-	1	-		3
	E114	Women	S	1	-	1	1		4
	E233	Men	M	2	6	3	-		1
	E227	Men	S	1	-	1	2		2
	E334	Women	M	4	-	3	-		1
	E330	Storage	S	R-2	-	R-1	2	Was women	2
<b>F</b>		No Lower Level							-
	F110	Women	M	4	-	3	1		9
	F111	Men	M	3	3	3	1		10
	F120	Men Dress.	S	1	-	1	-	Shower	5
	F121	WomenDress.	S	1	-	1	-	Shower	5
<b>G</b>	G110	Women	M	6	-	4	1		12
	G124	Men	M	2	4	4	1		12
	G116	Fac. Women	S	1	-	1	-	Shower	5
	G120	Fac. Men	S	1	1	2	-	Shower	5
	G117A	Training	S	1	-	1	-		5
	G109A	W. Locker	M	3	-	2	-	Shower	12
	G111A	M. Locker	M	1	2	2	-	Shower	12
	G216	Men	M	2	4	3	1		12
	G215	Women	M	5	-	3	1		12
		<b>TOTALS</b>		<b>91</b>	<b>48</b>	<b>90</b>	<b>27</b>		

S = Small  
M = Medium  
L = Large  
R = Removed

## RECOMMENDATIONS

1. Complete remodel to provide accessible restroom per current codes. Replace all fixtures, piping (includes in wall & below floor), door & frame, lights, walls and finishes, ceiling. Add drinking fountains to corridor wall adjacent to restroom.
2. Remove walls and finishes and drinking fountains to convert part of corridor and staff restroom (changed to storage) back into accessible restroom for opposite sex than other restrooms on this floor.
3. Men (single person restroom) to remain. Replace fixtures, piping in walls, room finishes, lights, ceiling, and flooring. This room will change to non-accessible unisex restroom.
4. Women (single person restroom) to be enlarged to be accessible. Replace fixtures, piping in walls, door & frame, room finishes, lights, ceiling, and flooring. This room will change to accessible unisex restroom
5. Room is not accessible, cannot reasonably be made accessible. No changes.
6. Room is accessible and recently remodeled. No changes.
7. This restroom is in good condition and accessible under old code but not under new code. Only do what is necessary to update.
  - Revise grab bars.
  - Relocate accessible urinal.
  - Pipe wrap at lavatories.
  - Replace faucets with auto type.
  - Add accessible mirror.
  - Provide hi/low drinking fountains.
8. This restroom is in good condition and accessible under old code but not under new code. Only do what is necessary to update.
  - Revise grab bars.
  - Replace accessible metal toilet partition with larger door.
  - Pipe wrap at lavatories.
  - Replace faucets with auto type.
  - Add accessible mirror.
  - Provide hi/low drinking fountains.
9. Restroom is accessible under old codes but not new. Make only changes necessary.
  - Revise grab bars.
  - Replace accessible metal toilet partition with larger door at accessible one. In bad shape anyway.
  - Pipe wrap at lavatories.
  - Change outlets to GFI type.
  - Change water closet flush valves to auto flush type.
  - Change faucets to auto type.
  - Provide accessible mirror.
  - Add fire detector.
  - Add occupancy sensor at light.

10. Restroom is accessible under old codes but not new. Make only changes necessary.

- Revise grab bars.
- Replace metal toilet partition.
- Pipe wrap at lavatories.
- Provide accessible mirror.
- Change outlets to GFI type.
- Change water closet flush valves to auto flush type.
- Change faucets to auto type.
- Add fire detector.
- Add occupancy sensor at light.

11. Drinking fountains are not accessible. There are also not enough drinking fountains to meet plumbing code. There are 27 and code requires 44. If all 27 were replaced with a double unit (one high and one low) to meet accessibility, there would be 54. This would exceed the minimum.

12. Gym – none of the restrooms (public or athletic) are accessible. To upgrade the fixtures, piping and finishes in these rooms would be a considerable cost. It is recommended at this time that only the necessary accessibility changes and minor upgrades in auto flush control and auto faucets be provided. The cost estimate is based on this recommendation.

**SUMMATION**

1. (Men)	\$357,488
1. (Women)	286,188
2.	366,808
3.	65,034
4.	108,504
5.	0
6.	0
7.	11,213
8.	11,213
9.	15,640
10.	14,778
11.	87,400
12. (Gym)	<u>\$130,641</u>
Total	\$1,454,907

**GYM SUMMATION**

G215	\$29,268
G216	\$23,288
G110	\$29,670
G124	\$23,115
G109	\$13,685
G111	\$11,615
G116	\$0.00
G117	\$0.00
G120	<u>\$0.00</u>
Total	\$130,641

Estimates do not include contingency or A/E fees.

DETAILS ON HOW COSTS WERE DEVELOPED

<b>1. (Men)</b>	
Demo:	\$5,000
Fixtures – 11 @ \$4,000:	44,000
Grab bars:	400
Metal toilet partition – 2 @ \$750:	1,500
Urinals – 5 @ \$200:	1,000
Door & frame (re-use existing):	0
Floor – 225 SF x \$15:	3,375
Walls – 612 SF x \$10:	6,120
Ceramic tile on wall – 272 SF x \$10:	2,720
Lighting:	3,000
Mirrors – 3 @ \$200:	600
Soap – 3 @ \$100:	300
Paper towel – 3 @ \$150:	450
Smoke detector/fire alarm:	1,000
Ceiling – 225 SF x \$10:	2,250
Miscellaneous:	<u>6,000</u>
	77,715
General Contractor OH & P @ 15%	<u>11,657</u>
	89,372
	<b>4 @ \$89,372 = \$357,488</b>

<b>1. (Women)</b>	
Demo:	\$5,000
Fixtures – 7 @ \$4,000:	28,000
Grab bars:	400
Metal toilet partition – 4 @ \$750:	3,000
Door & frame (re-use existing):	0
Floor – 225 SF x \$15:	3,375
Walls – 612 SF x \$10:	6,120
Ceramic tile on wall – 272 SF x \$10:	2,720
Lighting:	3,000
Mirrors – 3 @ \$200:	600
Soap – 3 @ \$100:	300
Paper towel – 3 @ \$150:	450
Smoke detector/fire alarm:	1,000
Ceiling – 225 SF x \$10:	2,250
Miscellaneous:	<u>6,000</u>
	62,215
General Contractor OH & P @ 15%	<u>9,332</u>
	71,547
	<b>4 @ \$71,547 = \$286,188</b>



DETAILS ON HOW COSTS WERE DEVELOPED

2. Change small staff restroom and drinking fountain alcove into a small restroom for opposite sex than other restrooms on that floor.

Demo:	\$3,000
Relocate & replace drinking fountains – 2 @ \$3,000:	6,000
Fixtures – 4 @ \$4,000:	16,000
Grab bars:	500
Metal toilet partition:	1,000
Door & frame:	1,500
Floor – 121 SF x \$10:	1,210
Ceiling – 121 SF x \$10:	1,210
Walls – 400 SF x \$10:	4,000
Lighting:	1,000
Mirrors – 2 @ \$200:	400
Soap – 2 @ \$100:	200
Paper towel – 2 @ \$150:	300
Smoke detector/fire alarm:	1,000
Miscellaneous:	<u>2,550</u>
	39,870
General Contractor OH & P @ 15%	<u>5,981</u>
	45,851
	<b>8 @ \$45,851 = \$366,808</b>

3.

Demo:	\$2,000
Fixtures – 2 @ \$4,000:	8,000
Grab bars:	0
Metal toilet partition:	0
Door & frame:	0
Floor – 25 SF x \$20:	500
Ceiling – 25 SF x \$20:	500
Walls – 180 SF x \$20:	3,600
Ceramic tile on walls – 80 SF x \$10:	800
Lighting:	1,000
Mirrors – 1 @ \$200:	200
Soap – 1 @ \$100:	100
Paper towel – 1 @ \$150:	150
Smoke detector/fire alarm:	1,000
Miscellaneous:	<u>1,000</u>
	18,850
General Contractor OH & P @ 15%	<u>2,828</u>
	21,678
	<b>3 @ \$21,678 = \$65,034</b>

4.

Demo:	\$3,000
Fixtures – 2 @ \$3,000:	6,000
(N) Drinking fountains – 2 @ \$3,000:	6,000
Grab bars:	400
Metal toilet partition:	0
Door & frame:	2,000

DETAILS ON HOW COSTS WERE DEVELOPED

Floor – 64 SF x \$20:	1,280
Ceiling – 64 SF x \$20:	1,280
Walls – 288 SF x \$20:	5,760
Ceramic tile on walls – 128 SF x \$10:	1,280
Lighting:	1,000
Mirrors – 1 @ \$200:	200
Soap – 1 @ \$100:	100
Paper towel – 1 @ \$150:	150
Smoke detector/fire alarm:	1,000
Miscellaneous:	<u>2,000</u>
	31,450
General Contractor OH & P @ 15%	<u>4,718</u>
	36,168
	<b>3 @ \$36,168 = \$108,504</b>

7.

Demo:	\$1,000
Grab bars:	400
Relocate urinal:	1,500
Pipe wrap – 8 @ \$100:	800
Replace faucets – 8 @ \$600:	4,800
Add mirror – 1 @ \$250:	250
Drinking fountain listed separately:	0
Miscellaneous:	<u>1,000</u>
	9,750
General Contractor OH & P @ 15%	<u>1,463</u>
	11,213
	<b>1 @ \$11,213</b>

8.

Demo:	\$1,000
Grab bars:	400
Relocate urinal:	1,500
Pipe wrap – 8 @ \$100:	800
Replace faucets – 8 @ \$600:	4,800
Add mirror – 1 @ \$250:	250
Drinking fountain listed separately:	0
Miscellaneous:	<u>1,000</u>
	9,750
General Contractor OH & P @ 15%	<u>1,463</u>
	11,213
	<b>1 @ \$11,213</b>

9.

Demo:	\$1,000
Grab bars:	400
Metal toilet partition – 4 @ \$750:	3,000
Pipe wrap – 3 @ \$100:	300
Add mirror – 1 @ \$200:	200
GFI outlets:	200

**DETAILS ON HOW COSTS WERE DEVELOPED**

Water closet auto flush valves – 4 @ \$1,000:	4,000
Auto faucets – 3 @ \$600:	1,800
Fire detectors:	1,000
Occupancy sensor:	200
Drinking fountain listed separately:	0
Miscellaneous:	<u>1,500</u>
	13,600
General Contractor OH & P @ 15%	<u>2,040</u>
	15,640
	<b>1 @ \$15,640</b>

**10.**

Demo:	\$1,000
Grab bars:	400
Metal toilet partition – 3 @ \$750:	2,250
Urinal screen – 2 @ \$250:	500
Pipe wrap – 3 @ \$100:	300
Add mirror – 1 @ \$200:	200
GFI outlets:	200
Water closet auto flush valves – 3 @ \$1,000:	3,000
Lavatory auto faucets – 3 @ \$600:	1,800
Fire detectors:	1,000
Occupancy sensor:	200
Miscellaneous:	<u>2,000</u>
	12,850
General Contractor OH & P @ 15%	<u>1,928</u>
	14,778
	<b>1 @ \$14,778</b>

**11. Drinking Fountains:**

16 new relocated drinking fountains are included with Item #2.  
6 new drinking fountains are included in Item #4.

If other 19 are replaced with 2 (one high, one low for accessibility), that would be 38 more or  $16 + 6 + 38 = 60$ , which would be more than enough to meet code.

38 drinking fountains @ \$2,000:	\$76,000
General Contractor OH & P @ 15%	<u>11,400</u>
	87,400
	<b>1 @ \$87,400</b>

**12. Gym**

**G110:**

Replace door & frame:	3,000
Remove 2 W.C. and provide 1 accessible:	3,000
Replace metal toilet partition – 5 @ \$800:	4,000
Replace auto flush at W.C. – 5 @ \$1,000:	5,000
Replace lavatory faucets with auto type – 4 @ \$600:	2,400
Pipe wrap @ lavatories – 4 @ \$100:	400
Accessible mirrors – 4 @ \$250:	1,000
Replace lights:	1,000

DETAILS ON HOW COSTS WERE DEVELOPED

Patch tile & grout:	1,000
Epoxy paint:	2,000
Miscellaneous:	<u>3,000</u>
	25,800
General Contractor OH & P @ 15%	<u>3,870</u>
	29,670
	<b>1 @ \$29,670</b>

**G124:**

Replace door & frame:	3,000
Remove pair of doors:	1,000
Remove 2 W.C. and provide 1 accessible:	3,000
Replace metal toilet partition – 1 @ \$800:	800
Replace auto flush at W.C. – 1 @ \$1,000:	1,000
Replace lavatory faucets with auto type – 4 @ \$600:	2,400
Pipe wrap @ lavatories – 4 @ \$100:	400
Accessible mirrors – 4 @ \$250:	1,000
Replace lights:	1,500
Patch tile & grout:	1,000
Epoxy paint:	2,000
Miscellaneous:	<u>3,000</u>
	\$20,100
General Contractor OH & P @ 15%	<u>3,015</u>
	23,115
	<b>1 @ \$23,115</b>

**G116 – No changes – not accessible.**

**G117A – No changes – not accessible.**

**G120 – No changes – not accessible.**

**G109:**

Remove 2 W.C. and provide 1 accessible:	\$3,000
Replace metal toilet partition – 2 @ \$800:	1,600
Replace auto flush at W.C. -- 2 @ \$1,000:	2,000
Replace lavatory faucets with auto type – 2 @ \$600:	1,200
Pipe wrap @ lavatories – 2 @ \$100:	200
Accessible mirrors – 2 @ \$250:	500
Grab bars:	400
Miscellaneous:	<u>3,000</u>
	11,900
General Contractor OH & P @ 15%	<u>1,785</u>
	13,685
	<b>1 @ \$13,685</b>

**DETAILS ON HOW COSTS WERE DEVELOPED**

**G111:**

Remove 1 W.C. & 1 urinal and make 1 accessible W.C.:	\$3,000
Replace metal toilet partition – 1 @ \$800:	800
Grab bars:	400
Replace valve with auto flush – 1 @ \$1,000:	1,000
Replace lavatory faucets with auto type – 2 @ \$600:	1,200
Pipe wrap @ lavatories – 2 @ \$100:	200
Accessible mirrors – 2 @ \$250:	500
Miscellaneous:	<u>3,000</u>
	10,100
General Contractor OH & P @ 15%	<u>1,515</u>
	11,615
	<b>1 @ \$11,615</b>

**G216:**

Replace door & frame:	3,000
Add fire detection:	1,000
Add auto flush to water closets:	1,000
Remove 2 W.C. and provide 1 accessible:	3,000
Replace metal toilet partition:	1,000
Replace grab bars:	400
Pipe wrap @ lavatories – 3 @ \$100:	300
Accessible mirrors – 3 @ \$250:	750
Remove metal partition by door; install wall for privacy:	3,000
Replace faucets with auto type – 3 @ \$600:	1,800
Epoxy paint:	2,000
Miscellaneous:	<u>3,000</u>
	20,250
General Contractor OH & P @ 15%	<u>3,038</u>
	23,288
	<b>1 @ \$23,288</b>

**G215:**

Replace door & frame:	3,000
Add fire detection:	1,000
Add auto flush to water closets – 4 @ \$1,000:	4,000
Remove 2 W.C. and provide 1 accessible:	3,000
Replace metal toilet partition – 4 @ \$800:	3,200
Replace grab bars:	400
Pipe wrap @ lavatories – 3 @ \$100:	300
Accessible mirrors – 3 @ \$250:	750
Remove metal partition by door; install wall for privacy:	3,000
Replace faucets with auto type – 3 @ \$600:	1,800
Epoxy paint:	2,000
Miscellaneous:	<u>3,000</u>
	25,450
General Contractor OH & P @ 15%	<u>3,818</u>
	29,268
	<b>1 @ \$29,268</b>

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 Music Room D223 Accessibility Modifications

Project Budget \$169,648.00 ( ) 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: August 12, 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 Music Room D223 is a multi-tier music classroom. It is entered at the top and has 4 steps down to the top tier and then 2 steps down to each of 5 tiers after that. None of the tiers are accessible.

The College would like to make major changes to this room so that the room is accessible to and usable by students with disabilities.

## Scope of Work

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

The Scope of Work would include reducing the number of tiers from 7 to 3 and making tiers 1 and 3 accessible. Tier 2 would be for storage of musical instruments and would be accessible by reach from the lowest tier. See copy of proposal plan and existing plan attached.

The lowest floor would be raised approximately 3 feet 7 inches. The middle tier would be 1 foot above that and the entry tier 3 feet above that. Tier 1 would be flush with the corridor. An accessible lift would provide access to tier 3. Steps would provide access to tier 2 which would be accessible by reach from tier 3.

This would basically require re-construction of the room from the ceiling down. It would involve raising all electrical outlets and switches, doors and frames, marker boards, cabinets, etc. This would also involve construction of new structural floor system, flooring, walls, steps, and accessible doors to the corridor.

### Cost Estimate

Description	Sub-Total Cost
Demo @ 2,080 SF x \$2.00:	\$4,160
Floor @ 2,080 SF x \$20.00:	\$41,600
Doors/Frames – 2 @ \$2,000.00:	\$4,000
Doors/Frames – 1 @ \$10,000.00:	\$10,000
Electrical:	\$15,000
Plumbing:	\$2,000
Casework:	\$5,000
Lift:	\$20,000
Walls:	\$5,000
Handrails:	\$4,000
Painting:	\$2,000
Carpet:	\$8,000
General Conditions/O & P @ 15%:	<u>\$18,114</u>
Sub-Total:	\$138,874



<b>Description</b>	<b>Sub-Total Cost</b>
Contingency @ 10%:	\$13,887
A/E Fees @10%:	\$13,887
Reimbursable Cost: Printing of Bid Documents:	\$3,000
Asbestos Removal:	<u>\$0</u>
<b>Total</b>	<b>\$169,648</b>

**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**

**Music Room D223 Accessibility Modifications**

Budget Amounts

Project Costs	\$138,874.00
Contingency	\$13,887.00
A/E Professional Fees	\$13,887.00
Printing Cost	<u>\$3,000.00</u>

Total	\$169,648.00
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**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

August 12, 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.

CAPITAL PROJECT APPLICATION FORM  
(One Application Form per Project)

District/College and District # 513 Illinois Valley Community College

Contact Person Cheryl Roelfsema Phone # 815-224-0419

Project Title Replace Panic Hardware

Project Budget \$150,212.00 ( ) 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: August 12, 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 over one hundred (100) exterior and interior doors with panic hardware. A number of these have been replaced or are newer.

The College would like to replace all of the original exterior and interior door panic devices with new to assure that all of these exit doors have panic hardware in good working condition. This will provide a more secure campus from the exterior and provide for life safety emergency exiting in the event of fire or other emergency.

### Scope of Work

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

The Scope of Work would include removal and replacement of panic hardware on approximately sixty-four (64) exterior and interior doors.

### Cost Estimate

<b>Description</b>	<b>Sub-Total Cost</b>
Removal @ 64 x \$100:	\$6,400
New Panic @ 64 x \$1,500:	\$96,000
Miscellaneous:	\$5,000
General Conditions/O & P @15%:	<u>\$16,110</u>
Sub-Total:	\$123,510
Contingency @ 10%:	\$12,351
A/E Fees @10%:	\$12,351
Reimbursable Cost: Printing of Bid Documents:	<u>\$2,000</u>
<b>Total</b>	<b>\$150,212</b>



**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  
  
 Total

N/A  
N/A

**Protection, Health, and Safety Project Name**

**Replace Panic Hardware**

Budget Amounts

Project Costs	\$123,510
Contingency	\$12,351
A/E Professional Fees	\$12,351
Printing Cost	<u>\$2,000</u>
Total	\$150,212

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**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

August 12, 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.

**Consideration and Action on a Resolution Declaring the Intent to Issue Funding Bonds**

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

The financing option agreed to by the Committee was to issue debt certificates for \$5,000,000 which would be repaid with funding bonds. At the August 23, 2011 Board meeting approval was given for the administration to proceed with the issuance of Debt Certificates, Series 2011 and the Board accepted a proposal from The First National Bank of Ottawa for debt certificates in the amount of \$5,000,000.

At this time, the Board must declare its intention to issue bonds in the amount of \$5,000,000 for the purpose of paying the debt certificates. A public hearing will be held on October 18, 2011 at 6:30 p.m. in the Board Room.

**Recommendation:**

**The administration recommends authorization 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.**

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 513, Counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston and State of Illinois, held in the Illinois Valley Community College Board Room, 815 North Orlando Smith Avenue, Oglesby, Illinois, in said Community College District at 6:30 o'clock P.M., on the 20th day of September, 2011.

\* \* \*

The meeting was called to order by the Chairman, and upon the roll being called, Dennis Thompson, the Chairman, and the following Trustees were physically present at said location:

\_\_\_\_\_

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: \_\_\_\_\_

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: \_\_\_\_\_

The Chairman announced that in view of the current financial condition of the District, the Board of Trustees would consider the adoption of a resolution setting forth and describing in detail outstanding claims against the District, declaring its intention to issue funding bonds to pay claims against the District, and directing that notice of such intention be published.

Whereupon Trustee \_\_\_\_\_ presented and the Secretary read by title a resolution as follows, copies of which were available to all in attendance at said meeting who requested a copy:

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.

\* \* \*

WHEREAS, pursuant to the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended (the "*Act*"), Community College District No. 513, Counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston and State of Illinois (the "*District*"), is authorized to issue bonds to pay claims against the District; and

WHEREAS, the District has presently outstanding and unpaid claims in the aggregate amount of \$5,000,000 (the "*Claims*"), all of the Claims having been heretofore authorized and allowed for proper community college purposes; and

WHEREAS, there are not sufficient funds on hand and available with which to pay the Claims, and the Board of Trustees of the District (the "*Board*") has determined and does hereby determine that it is necessary and in the best interests of the District that the Claims be paid from proceeds of bonds in the principal amount of \$5,000,000 (the "*Bonds*"); and

WHEREAS, before the Bonds can be issued pursuant to the Act, the Board must examine and consider the Claims and must adopt a resolution declaring the Claims to be authorized and allowed for proper community college purposes, set forth and describe in detail the Claims, declare its intention to issue the Bonds for the purpose of paying the Claims and direct that notice of such intention to issue the Bonds be given as provided by law; and

WHEREAS, the Board has examined and considered the Claims:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 513, Counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston and State of Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

*Section 2. The Claims.* The Claims are the District's outstanding Debt Certificates, Series 2011, dated September 1, 2011, and it is hereby found, determined and declared that the Claims are presently outstanding and unpaid, were heretofore authorized and allowed for proper community college purposes and constitute valid and binding obligations of the District.

*Section 3. Declaration of Intent; Retention of Underwriter and Bond Counsel.* The Board does hereby determine and declare its intention to (a) avail the provisions of Article 3A of the Act and to issue Bonds in the amount of \$5,000,000 for the purpose of paying the Claims and (b) retain First Midstate Inc., Bloomington, Illinois, as underwriter and Chapman and Cutler LLP, Chicago, Illinois, as bond counsel with respect to the proposed issuance of the Bonds.

*Section 4. Notice of Intent.* In accordance with the provisions of Section 5 of the Local Government Debt Reform Act of the State of Illinois, as amended, notice of said intention to avail of the provisions of Article 3A of the Act and to issue the Bonds shall be given by publication of such notice once in the *News Tribune*, the same being a newspaper of general circulation in the District.

*Section 5. Form of Notice.* The notice of intention to issue the Bonds shall be in substantially the following form:



**NOTICE OF INTENTION OF  
COMMUNITY COLLEGE DISTRICT NO. 513, COUNTIES OF LASALLE, BUREAU, MARSHALL,  
LEE, PUTNAM, DEKALB, GRUNDY AND LIVINGSTON AND STATE OF ILLINOIS  
TO ISSUE \$5,000,000 FUNDING BONDS**

PUBLIC NOTICE is hereby given that on the 20th day of September, 2011, the Board of Trustees (the "*Board*") of Community College District No. 513, Counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston and State of Illinois (the "*District*"), adopted a resolution declaring its intention and determination to issue bonds in the aggregate amount of \$5,000,000 for the purpose of paying presently outstanding and unpaid claims against the District, all of which unpaid claims have been heretofore authorized and allowed for proper community college purposes and it is the intention of the Board to avail of the provisions of Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and to issue said bonds for the purpose of paying such unpaid claims.

A petition may be filed with the Secretary of the Board (the "*Secretary*") within thirty (30) days after the date of publication of this notice, signed by not less than 8,582 voters of the District, said number of voters being equal to ten per cent (10%) of the registered voters of the District, requesting that the proposition to issue said bonds as authorized by the provisions of said Article 20 be submitted to the voters of the District. If such petition is filed with the Secretary within thirty (30) days after the date of publication of this notice, an election on the proposition to issue said bonds shall be held on the 20th day of March, 2012. The Circuit Court may declare that an emergency referendum should be held prior to said election date pursuant to the provisions of Section 2A-1.4 of the Election Code of the State of Illinois, as amended. If no such petition is filed within said thirty (30) day period, then the District shall thereafter be authorized to issue said bonds for the purpose hereinabove provided.

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

DATED this 20th day of September, 2011.

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Leslie-Anne Englehaupt  
Secretary, Board of Trustees,  
Community College District No. 513,  
Counties of LaSalle, Bureau, Marshall, Lee,  
Putnam, DeKalb, Grundy and Livingston  
and State of Illinois

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

*Section 6. Further Proceedings.* If no petition signed by the requisite number of voters is filed with the Secretary of the Board within thirty (30) days after the date of the publication of such notice of intention to issue the Bonds, the Board shall, by appropriate proceedings to be hereafter taken, fix the details concerning the issue of the Bonds and provide for the levy of a direct annual tax to pay the principal and interest on the same.

*Section 7. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 8. Repealer and Effective Date.* All resolutions and parts of resolutions in conflict herewith be and the same are hereby repealed and that this Resolution be in full force and effect forthwith upon its adoption.

Adopted September 20, 2011.

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Chairman, Board of Trustees

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Secretary, Board of Trustees

**Letter of Intent – iFiber, Illinois Fiber Resources Group**

In September 2010, NIU along with partners, which included the LaSalle County Broadband Initiative, secured federal grant monies to deploy a 900-mile fiber optic network throughout northwest Illinois. This network will ultimately 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 by an estimated date of June 2013, according to the cost structure below:

815 N. Orlando Smith, Oglesby - \$7,200 /year  
321 W. Main St., Ottawa - \$7,200/year

Each of these connections to the network will include, but not be limited to the following services:

- Access to content clouds with other colleges and schools
- Access to the ICN
- Access to VoIP services (additional charge)
- Access to bulk Internet bandwidth (not to exceed \$20 per MB per month)
- Gigabit transport between facilities
- Full lateral and building entrance (up to 100ft into the building)
- End user equipment (gigabit switch)

(Please see attached cost and bandwidth comparisons between iFiber and current vendor, AT&T).

**Recommendation:**

**Approve the following Letter of Intent, as presented.**

### Communications Links to the Ottawa Center & the Internet

Current AT&T/ICN Costs versus iFiber/NIUNet/ICN Costs

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	Bandwidth	iFiber	AT&T	
<b>WAN link to IVCC Campus</b>				
iFiber	1 GB (1,000 MB)	\$7,200.00		
AT&T Opteman	250MB		\$20,873.00	
<b>WAN link to Ottawa Center</b>				
iFiber	1 GB	\$7,200.00		
AT&T Opteman	100MB		\$14,593.00	
<b>IVCC to Ottawa Center WAN Link Speed</b>				
iFiber	1 GB			
AT&T Opteman	100MB			
<b>Internet Egress</b>				
ICN				
current	36MB (burst to 50MB)		\$16,800.00	Currently paying \$467 MB/month to ICN.
	10MB free	\$0.00		IVCC will continue to receive 10 MB free from ICN.
NIUNet	50MB (+ ICN Free 10MB)	\$12,000.00		iFiber connection will allow access to NIUNet at \$20 MB/month.
<b>Year 1 Subtotal</b>		<b>\$26,400.00</b>	<b>\$52,266.00</b>	
<b>AT&amp;T Early Cancellation Fees</b>				
	IVCC	\$20,873.00		AT&T would only contract for a minimum of 5 years. The contract was signed in March of 2010. If fiber construction is on schedule, connection will take place in the summer of 2013.
	Ottawa Center	\$21,840.00		
	Assume 24 months left in contract. Cancellation fee is 50% for remaining contract months.			
<b>Total Costs Year 1</b>		<b>\$69,113.00</b>	<b>\$52,266.00</b>	Savings <b>-\$16,847.00</b>
<b>Year 2</b>		<b>\$26,400.00</b>	<b>\$52,266.00</b>	Savings <b>\$25,866.00</b>
<b>Year 3</b>		<b>\$26,400.00</b>	<b>\$52,266.00</b>	Savings <b>\$25,866.00</b>
<b>Year 4</b>		<b>\$26,400.00</b>	<b>\$52,266.00</b>	Savings <b>\$25,866.00</b>
<b>5 Year Total Cost</b>		<b>\$132,000.00</b>	<b>\$261,330.00</b>	<b>Total 5 year savings \$129,330.00</b>
Savings will be greater if increased future bandwidth needs are included.				
<b>WAN link to Other iFiber Clients (future)</b>				
Transport costs	1 GB	no cost	unaffordable	
Assumptions: No increase in bandwidth needs, No increase in projected Internet egress charges, No increase in AT&T or iFiber connection & transport fees				



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

815 N. Orlando Smith Avenue  
Oglesby, IL 61348-9692  
Telephone: 815-224-2720  
Fax: 815-224-3033

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**Office of the President  
Jerome M. Corcoran, EdD**

September 21, 2011

Dr. John Lewis, President  
iFiber Management Board  
P.O. Box 755  
Sycamore, IL 60178

Dear Dr. Lewis:

Illinois Valley Community College is committed to providing the best technology to its students and faculty at the lowest possible cost. To that end, I am writing to make a commitment to connect IVCC to the iFiber fiber-optic network as soon as practical. IVCC has been identified as a Community Anchor Institutions (CAI) by iFiber.

IVCC plans to utilize the iFiber infrastructure to increase the speed and reliability of its extension of the college network to the Ottawa Center campus, establish connections to the Illinois Century Network and other higher education institutions for collaboration and expansion of course offerings, and for expanded access to the Internet and Internet 2 via NIUNet. We understand that Internet service is an additional charge.

IVCC commits to connecting the following locations to the iFiber network by June 2013:

- 815 N. Orlando Smith, Oglesby - \$7,200/year
- 321 W. Main St., Ottawa, IL - \$7,200/year

I understand that we have no formal commitment until a signed contract is agreed upon between the IVCC and iFiber.

Sincerely,

Jerry Corcoran, President  
Illinois Valley Community College

**Request for Proposals - On-site Health Clinic**

The College's health insurance third-party administrator has advocated for an on-site health clinic for the last several years. Advantages for both students and employees could include:

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

**Recommendation:**

**The administration recommends the Board approve the issuing of an RFP (request for proposal) for professional services to manage/operate an on-site health clinic on the main campus.**

**ILLINOIS VALLEY COMMUNITY COLLEGE  
REQUEST FOR PROPOSALS  
FOR MANAGEMENT OF  
ON-SITE HEALTH CENTER**

**RFP ISSUE DATE:** September 21, 2011  
**PROPOSAL DUE DATE:** November 1, 2011  
**ISSUED BY:** Michelle Carboni  
Director of Purchasing  
Illinois Valley Community College

Sealed Proposals will be accepted until 2:00 p.m. Central Daylight Time, November 1, 2011. Any Proposal received after the above indicated time will be returned unopened. Three (3) copies of each Proposal shall be delivered to:

Illinois Valley Community College  
Purchasing Office  
815 N. Orlando Smith Road  
Oglesby, IL 61348  
Attn: Michelle Carboni



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*NOTE: ... TO SIMPLIFY ILLINOIS VALLEY COMMUNITY COLLEGE'S REVIEW PROCESS, THE FORMAT FOR ALL PROPOSALS MUST BE CONSISTENT WITH THE FORMAT IN SECTION 5, "INFORMATION REQUESTED." IN ADDITION, THE FINANCIAL BID FORM (ATTACHMENT B) MUST BE COMPLETED AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE.*

SECTION I: ADMINISTRATIVE INFORMATION

- A. **ISSUING OFFICE:** This request for Proposal (RFP) is issued by Illinois Valley Community College by the Purchasing Department for the benefit of the Board of Trustees. The Purchasing Department is the SOLE point of contact concerning this RFP. All communication must be done through the Purchasing Department.
- B. **OFFICIAL MEANS OF COMMUNICATION:** During the solicitation process for this RFP, all official communication between the Purchasing Department and offerors will be via postings on the College's website. Purchasing Department will post notices which will include, but not be limited to, any modifications to administrative or performance requirements, answers to inquiries received, clarifications to requirements, and the announcement of the apparent winning offeror. **It is incumbent upon offerors to carefully and regularly monitor the IVCC website for any such postings.**
- C. **PURPOSE:** This RFP provides prospective offerors with sufficient information to enable them to prepare and submit proposals for consideration by the Purchasing Department to satisfy the need for expert assistance in the completion of the goals of this RFP.
- D. **SCOPE:** This RFP contains the instructions governing the proposal to be submitted and the material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.
- E. **SCHEDULE OF ACTIVITIES:**

RFP Issue Date	September 21, 2011
BIDS Advertisement	
Pre-Conference Meeting	October 11, 2011
Written Inquiries Due	October 25, 2011
Proposals Due	November 1, 2011
Proposal Review by IVCC	November, 2011
Presentations by Contractors	November, 2011
Notice of Intent to Award	November 16, 2011
Contract Commencement	January 1, 2012 (Preferred)

- F. **INQUIRIES:** Offerors may make written or fax inquires concerning this RFP to obtain clarification of requirements. No inquires will be accepted after the date and time indicated in the Schedule of Activities. Send all inquiries to:

Illinois Valley Community College  
Purchasing Office  
815 N. Orlando Smith Road  
Oglesby, IL 61348  
Attn: Michelle Carboni

RFP No. RFP2012-P03

Response to any offeror's inquiries will be published as a modification on IVCC website in a timely manner. Responses to inquiries may also be made verbally and/or in writing at a pre-conference meeting. Offerors should not rely on any other statements that alter any specification or other term or condition of the RFP.

- G. **MODIFICATION OR WITHDRAWAL OF PROPOSALS:** Proposals may be modified or withdrawn by the offeror prior to the established due date and time.

- H. PROPOSAL SUBMISSION: Proposals must be received on or before the date and time indicated in the Schedule of Activities. Late proposals will not be accepted. It is the responsibility of the offeror to ensure that the proposal is received by the Illinois Valley Community College Purchasing Office on or before the proposal opening date and time. Offerors mailing their proposals are advised to allow sufficient mail delivery time to ensure receipt of their proposals by the time specified. The proposal package shall be delivered or sent by mail to:

Illinois Valley Community College  
Purchasing Office  
815 N. Orlando Smith Road  
Oglesby, IL 61348  
Attn: Michelle Carboni

Proposals must be submitted and sealed in a package showing the following information on an envelope attached to the package:

OFFEROR'S NAME  
RFP  
PROPOSAL DUE DATE AND TIME

The Vendor Signature Form MUST be signed in ink by the offeror or an officer of the offeror who is legally authorized to bind the offeror to the proposal. Proposals which are determined to be at a variance with this requirement may not be accepted.

Offerors are advised that the College desires and encourages that proposals prepared in response to this RFP be submitted on recycled paper, and that all **three (3)** copies be printed on both sides of paper. While the appearance of proposals is important, and professionalism in proposal presentation should not be neglected, the use of nonrecycled or nonrecycled glossy materials is discouraged.

- I. ADDENDUM OR SUPPLEMENT TO REQUEST FOR PROPOSAL: In the event that it becomes necessary to revise any part of this RFP, an addendum notice will be sent via the BIDS system.
- J. ORAL PRESENTATIONS/SITE VISITS: Offerors who are deemed most qualified, after initial evaluation, may be asked to make oral presentations and/or to make their facilities available for a site inspection by the evaluation committee. Such presentations and/or site visits will be at the offeror's expense.
- K. ACCEPTANCE OF RFP TERMS: A proposal submitted in response to this RFP shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature of the offeror, or an officer of the offeror legally authorized to execute contractual obligations. A submission in response to this RFP acknowledges acceptance by the offeror of all terms and conditions including compensation, as set forth herein. An offeror shall identify clearly and thoroughly any variations between its proposal and the State's RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.
- L. CONFIDENTIAL/PROPRIETARY INFORMATION: Any restrictions of the use or inspection of material contained within the proposal shall be clearly stated in the proposal itself. Written requests for confidentiality shall be submitted, by the offeror with the proposal. The offeror must state specifically what elements of the proposal are to be considered confidential/proprietary. Confidential/proprietary information must be readily identified, marked and separately packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

The College Purchasing Department will make a written determination as to the apparent validity of any request for confidentiality. The written decision of the Purchasing Department will be sent to the offeror as required.

- M. **PROPOSAL PRICES:** Estimated proposal prices are not acceptable. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award, for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.
- N. **DISCUSSION WITH RESPONSIBLE OFFERORS AND REVISIONS TO PROPOSAL:** Discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award; for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirement. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals, and such revisions may be permitted after submissions and prior to award, for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.
- O. **SELECTION OF PROPOSAL:** As described within the RFP, an Evaluation Committee will review and score offers submitted and make a recommendation for award. The selection will be for award to the responsible offeror whose proposal is determined to be most advantageous to the College. The Department of Purchasing, after review and approval of the Evaluation Committee's written recommendation, will notify all offerors via a posting on the BIDS system of the results of the RFP evaluation. The posting will be an announcement of the "Notice of Intent to Make an Award" will name the apparent successful offeror.
- P. **AWARD OF CONTRACT:** The award will be made to that offeror whose proposal, conforming to the RFP, will be the most advantageous to the College. A contract must be completed and signed by all parties concerned. In the event the parties are unable to enter into a contract, the State may elect to cancel the "Notice of Intent to Make an Award" letter and make the award to the next most responsible offeror.
- Q. **ACCEPTANCE OF PROPOSAL CONTENT:** The contents of the proposal (including persons specified to implement the project) of the successful offeror will become contractual obligations if acquisition action ensues. Failure of the successful offeror to accept these obligations in a contract may result in cancellation of the award and such offeror may be removed from future solicitations.
- R. **STANDARD CONTRACT:** The College will incorporate standard contract provisions and other provisions noted in this RFP into any contract resulting from this RFP.
- S. **RFP CANCELLATION:** The College reserves the right to cancel this Request for Proposal at any time, without penalty.
- T. **COLLEGE OWNERSHIP OF CONTRACT PRODUCTS/SERVICES:** Proposals, upon established opening time, become the property of Illinois Valley Community College. All products/services produced in response to the contract resulting from this RFP will be the sole property of Illinois Valley Community College unless otherwise noted in the RFP. The contents of the successful offeror's proposal will become contractual obligations.
- U. **INCURRING COSTS:** The College is not liable for any cost incurred by offerors prior to issuance of a legally executed contract. No property interest, of any nature, shall accrue until a contract is awarded and signed by all concerned parties.
- V. **NON-DISCRIMINATION:** The offeror shall comply with all applicable state and federal laws, rules, and regulations involving non-discrimination on the basis of race, color, religion, national origin, age, or sex.

- W. REJECTION OF PROPOSALS: The College reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items proposed if deemed in the best interest of Illinois Valley Community College.
- X. PARENT COMPANY: If an offeror is owned or controlled by a parent company, the main office address and parent company's tax identification number shall be provided in the proposal. The tax identification number provided must be that of the offeror responding to the RFP.
- Y. NEWS RELEASES: News releases pertaining to this RFP shall NOT be made prior to execution of the contract without prior written approval by the College.
- Z. CONTRACT CANCELLATION: The College reserves the right to cancel, for cause, any contract resulting from this RFP by providing timely written notice to the contractor.
- AA. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:
1. By submission of this proposal, each offeror, and in the case of a joint proposal, each party thereto, certified as to its own organization, that, in connection with this procurement:
    - a. The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
    - b. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening, directly or indirectly, to any other offeror or to any competitor; and
    - c. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
  2. Each person signing the Invitation for Bid form of this proposal certified that:
    - a. S/He is the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein and that s/he has not participated, and will not participate, in any action contrary to (1)(a) through (1)(c) above; or
    - b. S/He is not the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein but that s/he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (1)(a) through (1)(c) above, and as their agent does hereby so certify; and s/he has not participated, and will not participate, in any action contrary to (1)(a) through (1)(c) above.
  3. A proposal will not be considered for award where (1)(a), (1)(c), or (2) above has been deleted or modified. Where (1)(b) above has been deleted or modified, the proposal will not be considered for award unless the offeror furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the head of the agency, or her/his designee, determines that such disclosure was not made for the purpose of restricting competition.
- BB. ASSIGNMENT AND DELEGATION: Except for assignment of antitrust claims, neither party to any resulting contract may assign or delegate any portion of the agreement without the prior written consent of the other party.
- CC. AVAILABILITY OF FUNDS: Financial obligations of the College payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made

available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty.

DD. **INSURANCE:** The contractor shall procure, at its own expense, and maintain for the duration of the work, the following insurance coverages; the College shall be issued certificates as an additional insured.

1. **Standard Workers' Compensation and Employers' Liability** as required by State statute including occupational disease, covering all employees on or off the work site, acting within the course and scope of their employment.
2. **General and/or Personal Injury and/or Professional and/or Automobile Liability** - (including bodily injury, personal injury, and property damage) with the following minimum coverage, depending on the policy format:
  - a. **Occurrence** basis policy - combined single limit of \$1,000,000
  - b. **Annual Aggregate** limit policy - not be less than \$2 million plus agreement that vendor will purchase additional insurance to replenish the limit to \$2,000,000 if claims reduce the annual aggregate below \$2,000,000.
  - c. **Claims-Made** policy - Combined single limit of \$1,000,000, plus an endorsement that extends coverage **two** years beyond the policy expiration date.
3. Vendor shall provide such other insurance as may be required by law, or in a specific solicitation.
4. The College shall be named as an **additional insured** on all liability policies.
5. The insurance shall include a provision preventing **cancellation** without sixty (60) calendar days prior written notice to the College by certified mail.
6. Vendor shall provide the following documentation to the College within seven (7) working days of a request therefore, unless otherwise provided:
  - a. **Certificate/s** of adequate insurance coverage, each with a reference to the College being named as an additional insured, or
  - b. **Certificate/s** of adequate insurance coverage and an **endorsement/s** of additional insured coverage.

A completed Standard Certificate of Insurance form shall be provided to the College by the contractor prior to the purchase of the contract and upon any renewals.

EE. **INDEPENDENT CONTRACTOR CLAUSE:** All personal service contracts must contain the following clause:

"THE CONTRACTOR SHALL PERFORM ITS DUTIES HEREUNDER AS AN INDEPENDENT CONTRACTOR AND NOT AS AN EMPLOYEE. NEITHER THE CONTRACTOR NOR ANY AGENT OR EMPLOYEE OF THE CONTRACTOR SHALL BE OR SHALL BE DEEMED TO BE AN AGENT OR EMPLOYEE OF THE COLLEGE.

CONTRACTOR SHALL PAY WHEN DUE ALL REQUIRED EMPLOYMENT TAXES AND INCOME TAX WITHHOLDING, SHALL PROVIDE AND KEEP IN FORCE WORKERS' COMPENSATION (AND SHOW PROOF OF SUCH INSURANCE) AND UNEMPLOYMENT COMPENSATION INSURANCE IN THE AMOUNTS REQUIRED BY LAW, AND SHALL BE SOLELY RESPONSIBLE FOR THE ACTS OF THE CONTRACTOR, ITS EMPLOYEES AND AGENTS."

FF. **INDEMNIFICATION:** To the extent authorized by law, the contractor shall indemnify, save and hold harmless the College, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the contractor or its employees, agents, subcontractors, or assignees pursuant to the terms of the contract resulting from this RFP.

**VENDOR SIGNATURE FORM**

THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH YOUR BID RESPONSE

BID/RFP INVITATION NO: RFP2012-P03

BID RECEIPT:

**SEALED BIDS** -- Bid to be submitted in sealed envelope bearing the NAME AND ADDRESS OF THE BIDDER, THE DATE AND HOUR OF OPENING, AND INVITATION NUMBER ON THE FACE OF THE ENVELOPE.

Bid must be received on or before the indicated due date and time in the:

Illinois Valley Community College  
Purchasing Office  
815 N. Orlando Smith Road  
Oglesby, IL 61348  
Attn: Michelle Carboni

Electronic proposal submissions shall be considered a sealed document if they are received at the purchasing office by the time and date set herein for receipt of proposals. Vendor assumes the risk of premature disclosure due to submission in an unsealed form. Electronic proposals must be emailed to [purchasing@ivcc.edu](mailto:purchasing@ivcc.edu) with the subject proposal: Management of On-Site Health Center. Bidders are urged to read the bid thoroughly before submitting a proposal.

ALL PROPOSALS SHALL BE QUOTED F.O.B. DESTINATION UNLESS OTHERWISE SPECIFIED per the attached specifications, terms, and conditions.

Vendor is required to submit Federal Employer Identification Number (F.E.I.N.) prior to payment of Purchase Order.

F.E.I.N. \_\_\_\_\_

DELIVERY DATE \_\_\_\_\_ TERMS \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TYPED/PRINTED \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

COMPLETE COMPANY \_\_\_\_\_

NAME \_\_\_\_\_

(Including: DBA, LLC)

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

NAME OF AUTHORIZED \_\_\_\_\_

SIGNATOR \_\_\_\_\_

(Individual with authority to execute agreements/contracts for company)



## SECTION 1: INTRODUCTION

Illinois Valley Community College (IVCC) invites your firm to submit a Proposal for Management of the On-Site Health Center. The College is seeking a contractual partnership with a health care management entity to provide an on-site health care program at IVCC for all students and employees with a full range of primary care services.

The criteria that will be used to evaluate Proposals include the following:

- Experience and expertise in providing health care management services
- Ability to establish a health care program supported by insurance reimbursement
- Experience of professional staff that will provide primary health care services
- Emphasis on quality patient care and satisfaction with the health care program
- Health care management plan including staffing, employee training, operating policies and procedures
- Capital equipment
- Pharmacy Services
- Plan for providing support and collaboration with IVCC for health education and outreach programming to students
- Fit with the IVCC community and understanding of the College's mission

(Note: The above criteria are not in priority order.)

## SECTION 2: HEALTH CENTER BACKGROUND INFORMATION

2.1 Facility/Location. The Health Center serves as an outpatient clinic for IVCC students and employees and will be located on the first floor of C Building on Main Campus at 815 N. Orlando Smith Road.

The Health Center facility will be comprised of approximately 250 square feet.

2.2 Hours of Operation. The hours of operation for the Health Center will be a minimum of 16 hours per week. The Health Center will be closed during academic breaks and holidays.

## SECTION 3: DESCRIPTION OF STUDENT HEALTH CENTER PROGRAM

3.1 The Contractor shall have the exclusive right to operate the Health Center on the campus of Illinois Valley Community College. The Contractor shall operate the Health Center in a manner which positively reflects the image and reputation of the College and supports the academic mission of the College.

3.2 The Contractor shall provide all necessary professionally trained staff, primary health and medical care services, medical equipment and supplies associated with the operation of a college student health care facility on the IVCC campus. The Contractor's health care services are desired to meet the standards of care as identified by the American College Health Association.

3.3 The Contractor shall provide a referral service to other health care providers when additional medical care is required for a student patient.

- 3.4 The Contractor shall have access to laboratory facilities needed to support the Health Center. The Contractor will also provide medication and pharmaceuticals appropriate to support the health care service for College students.
- 3.5 The Contractor should become involved in the academic, health, and social environment of the College and provide opportunities to collaborate and support special health education and prevention programs and other assistance based upon the needs of the College community.
- 3.6 The Contractor shall meet regularly with College officials to review the operations of the Health Center. The Contractor shall work cooperatively with the College in the development and improvement of the Health Center program including services, policies, and procedures. The Contract shall make every reasonable attempt to comply with requests from the College to improve the delivery of health care services at the Health Center.
- 3.7 Client Satisfaction. The Contractor must have been in business for a minimum of five (5) years and provide a reference list of five (5) health care clients that includes the institution's name, contact name, title and phone number, start date of the original contract, and a brief description of the services provided that are comparable to what will be offered in the proposal.
- 3.8 Business Plan. The Contractor must have an established business operating plan that provides administrative support to both the Health Center staff and Illinois Valley Community College designated administrator(s) by offering the following:
- Professionally trained health care staff with extensive experience in primary health care that is readily accessible to the College campus community;
  - Information technology systems for primary care delivery, patient management, appointment systems, and third party billing for insurance reimbursement;
  - Accounting services that include regular reports of the performance of the Health Center as well as on-going support for fiscal management issues;
  - Appropriate malpractice insurance consistent with state regulations for all physician and nurse practitioner providers in an amount no less than \$1 million per incident and \$6 million in aggregate;
  - Legal services including issues revolving around questions of confidentiality, prescription authority, standing orders, and other clinically related issues;
  - Quality initiatives that include following the standards by a nationally recognized ambulatory care accrediting body and the recommended Standards and Practices developed by the American College Health Association;
  - Marketing and communication planning and implementation for the campus community.
- 3.9 Insurance Pricing. The contractor will negotiate pricing with the College's sponsored insurance program, subject to the College's approval, to ensure office visits, procedures, lab work, and pharmaceuticals are priced in acceptable amounts to keep the insurance program working collaboratively with the contractor.
- 3.10 Financial Stability. The prospective contractor must show evidence that sufficient cash reserves are available to ensure that there will be no disruptions in the management of the Health Center.
- 3.11 Use of Technology. The prospective Contractor must demonstrate the effective implementation of information systems for the delivery of primary health care services. In addition, the prospective Contractor must demonstrate effective implementation of demand management services that provide access to the student health program through technology-driven services and alternative service offerings.
- 3.12 Student/Employee Feedback. The Contractor shall provide a Patient Complaint Report to the College on a monthly basis in a manner compliant with HIPPA guidelines as a measure for student satisfaction and quality improvement in the delivery of health care services.

- 3.13 Web Site. Contractor shall provide and maintain an internet web site for the Health Center. All aspects of the Health Center web site, including links to and from the web site, shall require the College's prior written approval.
- 3.14 Health Care Procedures. The Contractor shall not engage in any health care practice, policy, or procedure which is expressly prohibited by Illinois Valley Community College and State of Illinois.
- 3.15 Staffing. The Contractor shall be responsible, at its sole cost and expense, to employ all personnel necessary for the efficient operation of the Health Center in accordance with the requirements established by the College. The Contractor shall do everything in its power to ensure that the management team and the staff of the Health Center are stable and that their conduct and interaction with the College community, customers, and vendors are consistent with the mission and values of Illinois Valley Community College. All Contractor employees will adhere to the behavioral standards of IVCC while working on the College premises, per the most recent IVCC staff handbook. The Contractor shall remove any employee(s) from the premises when requested to do so by IVCC.

The health care administrator assigned to the Health Center by the Contractor must be approved in advance by Illinois Valley Community College. Subsequent changes in assignments will be made by the Contractor only after prior consultation with, and approval by, the College.

- 3.16 Hours of Operation. Changes to the hours of operation must be approved by the College.
- 3.17 Facility Renovation and Depreciation. The Contractor will be required to design and fixture the Student Health Center facility. All renovations and capital investments in the Health Center facility must meet College standards and must be approved in advance by the College. The capital investment by the Contractor to renovate and/or install fixtures in the Student Health Center facility will be depreciated on a straight-line basis over five (5) years. All Student Health Center design fees and fees associated with planning the facility renovation shall be incurred solely by the Contractor and the Contractor shall treat all design and planning fees as the Contractor's operating expenses. Design fees and planning fees shall not be included as part of the capital investment to be depreciated.

All facility improvements and fixtures shall become the property of the College at the termination of the Contract. If the Contract or extensions thereto, ends for reasons other than poor performance prior to the capital investment being fully depreciated, then the College will reimburse the Contractor for the undepreciated portion of the capital investment. If the Contract is terminated for poor performance as outlined in Section 7.2, the College shall not be obligated to reimburse the Contractor for the undepreciated portion of the capital investment, and all facility improvements and fixtures shall become the property of the College.

- 3.18 College Obligations. The College will provide the Contractor with:
- Health Center facility consisting of approximately 250 square feet;
  - Utilities including electricity and fuel for heating and cooling;
  - Access to campus telephone service at the standard College rate;
  - Security service provided by the Campus Security Services in the same manner provided for other College buildings; additional security services may be provided upon request with the Contractor agreeing to fully reimburse the College for such services;
  - Cleaning of the center on the regular College schedule followed for other campus buildings.
- 3.19 Contractor Obligations. The Contractor will provide the following as part of its operation of the Health Center:
- Internal Security. The Contractor shall collaborate with College Security Services personnel and the Administration concerning questions of discipline, enforcing regulations, and internal security and theft control in the Health Center. The College requests that in non-emergency

situations, the Contractor's first point of contact with regard to security and safety issues will be Campus Security Services.

#### SECTION 4: INFORMATION REQUESTED

(NOTE: To simplify the College's review process, the Format for all Proposals must be consistent with the information requested below.)

- 4.1 Company history and background, including your Company's qualifications and experience in management and delivery of primary health care services. Please describe your Company's experience serving large, public, and community based institutions.
- 4.2 Personnel/Staffing. Please provide your Company Organization Chart, including your proposed Organization Chart and reporting structure for Illinois Valley Community College Health Center. In addition, please describe your Company's:
  - Personnel policies
  - Hiring policies
  - Benefit programs
  - Plan for hiring IVCC Health Center employees
- 4.3 Clinical Services. Please describe the scope of clinical services that you will provide at the Health Center to meet the needs of a diverse student population including:
  - Primary care
  - Specialty care
  - Emergency care
  - Ancillary services (i.e., lab, pharmacy, radiology)
  - Referral network
- 4.4 Insurance Reimbursement. Please describe your plans for implementing insurance reimbursement for patient users of the Health Center through third party billing.
- 4.5 Health Education and Prevention. Please describe the type of support and collaboration for health education and prevention programs and/or services that you would provide to IVCC students and employees.
- 4.6 Clinical Consultations. Please describe your plan for establishing a collaborative relationship between the Health Center and Counseling Center for clinical consultations regarding psychotherapy treatment and psychiatric care.
- 4.7 Quality Assessment. Please describe your Company's policies and procedures for implementing assessment tools to measure patient satisfaction for health care services provided at the Health Center. Please include quality initiatives that will support accreditation by a nationally recognized ambulatory care accrediting body and the recommended standards and practices developed by the American College Health Association.
- 4.8 Marketing and Promotion. Please describe your plans for marketing health care services to IVCC students and employees as well as health education and prevention services to the College community.
- 4.9 Web Site Management. Please describe your ability to maintain a web site for the Health Center with on-line patient services and health information for the College campus community.

- 4.10 Facility. Please describe your plans and financial commitment to renovate, update, and fixture the Health Center facility.
- 4.11 Client List. A reference list of five (5) health care management clients that includes the institution's name, contact name, title and phone number, start date of the original contract and a brief description of the services provided.
- 4.12 Discontinued Client List. Please provide a list of all accounts that were canceled or not renewed during the past five years, including the reason for termination. Please include length of contract and contact information for the health care institution.
- 4.13 Miscellaneous. Please provide Illinois Valley Community College with other information you feel is pertinent.

SECTION 5: PROPOSED CONTRACT TERM & TERMINATION PROVISIONS

- 5.1 Term. The Contract shall be effective upon approval by the College (on or about January 1, 2012), and is renewable annually thereafter for a one (1) year period on the first day of each January and ending on the thirty-first day of each December (one year later) for the five-year period through December 31, 2017.
- 5.2 Termination. Illinois Valley Community College shall have the right to terminate the Contract at any time by providing the Contractor ninety (90) days written notice.

The Contractor shall perform in accordance with the terms and conditions as stated herein and in accordance with the highest standards and practices for operation of a t health care center located on a college campus. If the Contractor shall fail to fulfill or perform any material obligation of the Contractor under this Agreement (to be established upon the College's selection of a Contractor) and such failure shall continue for sixty (60) days following written notice (the "Default Notice") from the College to the Contractor informing the Contractor of its failure to fulfill or perform said material obligation, then the College may terminate this Agreement by providing the Contractor with written notice (the "Termination Notice").

**New Position-Financial Aid and Veterans Benefits Advisor Position**

Attached are the open position form, job description and rationale for the creation of a full-time position as Financial Aid and Veterans Benefits Advisor. This position is necessary due to the substantial increase in student applications for Financial Aid and the additional responsibilities that came when Veterans' Affairs was moved to the Financial Aid Office last year.

This position was made possible by re-organization across the Student Services Division. With the reduction of the Career Services Coordinator position to half-time and one half-time Enrollment Services position not filled, we can fill this position without increasing head count across the division.

This information was presented by Tracy Morris, Associate Vice President of Student Services, to the budget council in March, 2011. The budget council approved and budgeted for the position.

**Recommendation:**

**Approve the full-time Financial Aid and Veterans Benefits Advisor Position for the Financial Aid department, as presented.**

(Route to Human Resources for review)

OPEN-POSITION FORM

TO: GLENNA JONES, DIRECTOR OF HUMAN RESOURCES

DATE: 08/31/11

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

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

REPLACEMENT FOR:

NEW POSITION \*\*Exchange for the full-time position in Career Services, which was reduced to part-time and the Enrollment Services Assistant 1/2 time position that was not filled.

DEPARTMENT REQUESTING APPLICANTS: Financial Aid

- FULL-TIME, PART-TIME

SUGGESTED SALARY/REQUESTING DEPARTMENT: Level 7—\$11.91-\$15.87

(Comments)

PROFESSIONAL POSITION - Job Title:

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

SUPPORT STAFF - Job Title: Financial Aid and Veterans Benefits Advisor

- QUALIFICATIONS: Typing, Shorthand/speedwriting, Personal Computer, Accounting, Data Processing, Spreadsheets, Data Base, WordPerfect/Word, High School

Associates Degree in

Related Experience: Financial Aid and/or Veterans Benefits

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] Date: 9/1/11 WITHIN BUDGET: Yes No

POSITION/DEPARTMENT: Director of Financial Aid

SEARCH APPROVED

Ms. Morris Date 9/1/11 Dr. Pearce Date 9-1-11 Ms. Roelfsema Date 9-6-2011 Dr. Corcoran Date 9/1/11

## Financial Aid and Veterans Benefits Advisor

### Reports To: Director of Financial Aid

#### I. BASIC FUNCTIONS:

Advise veterans on the application process for obtaining federal and state military benefits, and financial aid programs. Advises and packages financial aid for non-military applicants.

#### II. DUTIES AND RESPONSIBILITIES:

- A. Maintain and update knowledge of federal, state and institutional regulations that apply to veterans and financial aid policies and procedures.
- B. Advise financial aid students and veterans of their eligibility for financial assistance under all applicable federal VA programs, Illinois State VA programs and Title IV Financial Aid programs.
- C. Track financial aid and veterans' applications, monitor student files for required application documents, correspond with applicants for missing documents as needed, complete file verification, and process application corrections and adjustments as needed.
- D. Review financial aid application materials to determine eligibility for financial aid, complete file verification, construct student expense budgets, and certify student loans.
- E. Process and reconcile payment requests for VA funds.
- F. Monitor enrollment and Standards of Academic Progress to assure continuing eligibility for benefits. Revise payment eligibility as required by each aid program.
- G. Act as the VA Ombudsman to assist veterans' in resolving issues throughout the campus.
- H. Work with the Director to identify areas of concern for military students (and/or family members) and be an advocate for continuous improvement of services throughout the campus.
- I. Develop and/or maintain publications and website information related to veterans, including the *IVCC Veteran's Educational Guidebook*.
- J. Participate in scheduled college financial aid activities, including but not limited to: College Night, Financial Aid Nights and FAFSA Completion Workshops.
- K. Develop and maintain proficiency with all computer systems and modules, including but not limited to:
  - a. Datatel Colleague Student System
  - b. Student Aid Information Gateway (SAIG)
  - c. National Student Loan Data System (NSLDS)
  - d. Illinois MAPNet System
  - e. Refund Calculation Software (RT24)
  - f. VAONCE
- L. Assist the Director in monitoring, reconciling, and submitting requests for payments from Federal, State and Veterans' programs.
- M. Position requires working one night per week and up to one day per week at the Ottawa Center.
- N. Limited travel to participate in professional training activities, as needed.
- O. Perform other duties as assigned.



### III.

#### QUALIFICATIONS:

- Associate's Degree and/or appropriate experience in the Financial Aid or Veterans Affairs field required; Bachelor's Degree preferred
- Experience working in an educational or military setting desirable
- Interpersonal, written and oral communication skills; ability to represent the college to the public required
- Attention to details and time management skills essential
- Working knowledge of MS Office applications is required and experience with integrated computer systems (e.g., Datatel, Banner) and/or web page design is highly desirable
- Willingness to attend training and take additional courses to update skills as needed
- Must have a valid driver's license
- May not be in default on any federal student loan or owe a repayment on a federal grant

TO: Tracy Morris  
FROM: Patty Williamson  
DATE: 8/31/11  
RE: Rationale for Financial Aid and Veterans Benefits Advisor

This position is necessary due to the substantial increase in student applications for Financial Aid and the additional responsibilities that came when Veterans' Affairs was moved to the Financial Aid Office last year.

The following information highlights the need for this additional staff person:

- The number of FAFSAs received has shown continuous growth for the past several years, including a **71% increase** in student file load. In 2007-2008, 2,335 FAFSAs were reviewed and as of August 31, 2011, the Financial Aid Office has reviewed over 4,000 FAFSAs. That means that four years ago each of the three FA Advisors had a student file load of 778 files, plus the administration of at least one program such as loans, scholarships or technology. That load has increased to 1,333 files per advisor, plus additional responsibilities.
- Student loans have jumped from 490 in 2007-2008 to 585 currently in 2010-2011, with an additional 150 expected before summer ends.
- Summer financial aid applications jumped from 333 in 2007-2008 to 892 for summer 2010. In addition, new regulations regarding Pell Grants make summer awarding almost entirely manual, with multiple reviews necessary.
- Over 300 students have requested individual assistance from our ISAC representative to complete their FAFSA applications. These requests will now be directed to the IVCC staff because ISAC has drastically reduced the hours their representative will be available to IVCC students.
- Requests from district high schools to give financial aid presentations or assist in FAFSA completion nights doubled between 2009-10 and 2010-11.
- Financial Aid is now staffing the Ottawa campus one day a week.
- Veterans' Affairs duties have been added to the Financial Aid Office creating a new population of students with a different set of federal regulations to be followed. This position had previously been handled by the Admissions and Records area as a major portion of a full-time person's job.
- There are over 250 veterans currently receiving state or federal veterans benefits.
- The new Post 9-11 VA benefits require substantially more time to administer than prior programs.
- The Department of Education has requested all colleges to have a veteran's ombudsman on campus. This position will allow us to have an individual dedicated to veterans and increase the availability of veteran services.
- With the sizeable increase in financial aid and veterans applications comes a corresponding increase in time spent communicating with students. This includes face to face, telephone and email communication.
- The recent Noel Levitz 2010 survey results have recommended improvements in the timeliness of announcing students' awards and making financial aid counseling available. This would not be feasible based on current staffing.

**Athletic Salary Schedule**

The current athletic salary schedule expired at the end of the 2010-2011 academic year.

The Athletic Director has prepared a salary schedule to cover the period for the academic year of 2011-2012. The 2008-2011 salary schedule has been adjusted by 3 percent for all categories. A copy of the recommendation is attached.

**Recommendation:**

**Approve a 3 percent increase to the athletic salary schedule for the academic year of 2011-2012.**

# MEMORANDUM

**TO:** Dr. Rick Pearce, Vice-President of Student Learning & Development  
**FROM:** Tommy Canale, Director of Athletics  
**DATE:** August 30, 2011  
**SUBJECT:** Academic Years 2011-2012 Athletic Salary Schedule

**GROUP I** – Includes Head coaches for Men’s and Women’s Basketball, Baseball, Softball, and Volleyball

	2011-2012 <u>Recommend</u>
Base Year	\$6,057
One Year	6,491
Two Year	7,045
Three Year	7,609
Four Year	8,454

**GROUP II** – Includes Head coaches for Men’s Tennis, Women’s Tennis, and Golf

	2011-2012 <u>Recommend</u>
Base Year	\$3,946
One Year	4,365
Two Year	4,930
Three Year	5,355
Four Year	5,916

**GROUP III** – Includes Assistant coaches for All Sports

	2011-2012 <u>Recommend</u>
Base Year	\$3,162
One Year	3,243
Two Year	3,505
Three Year	3,708
Four Year	3,977

**Resolution to Support LaSalle CARES Application for Funding Under the Early Childhood Construction Grant**

The LaSalle CARES project is seeking funding for the construction of a comprehensive Early Childhood Education Center to meet the needs of families in the IVCC district. To this end, the partners are submitting a grant application for the State of Illinois' Early Childhood Construction Grant.

**Recommendation:**

**The administration recommends adoption of the following Resolution to support LaSalle CARES application for funding under the Early Childhood Construction Grant.**

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

WHEREAS, the Mission of LaSalle CARES is to provide cradle to career services to high risk children and young adults and their families anchored in an Early Childhood Education center located in LaSalle, IL, and

WHEREAS, the City of LaSalle, Tri-County Opportunities Council – Head Start, the Youth Service Bureau of Illinois Valley, LaSalle Elementary District 122, and Illinois Valley Community College have entered into a Memorandum of Understanding to support the LaSalle CARES Initiative, and

WHEREAS, a recent study determined that current public and private Early Childhood Education programs can meet less than half of the current need for Early Childhood Education and childcare services, and

WHEREAS, 73% of the students served by the LaSalle Elementary School District qualify for free or reduced lunch, and whereas this figure is expected to continue to rise, and

WHEREAS, numerous children under the age of five living in the area to be served by the proposed Early Childhood Education Center qualify for free or reduced school lunches, and

WHEREAS, Illinois Valley Community College currently offers education and training in Early Childhood Education, Education, and Social Services, and

WHEREAS, Illinois Valley Community College currently offers education and training in a number of Allied Health fields, and

WHEREAS, the proposed Early Childhood Education Center will offer a variety of learning opportunities for Illinois Valley Community College students enrolled in these programs, and

WHEREAS, the proposed Early Childhood Education Center will offer educational opportunities to the children of Illinois Valley Community College students, and

WHEREAS, the LaSalle CARES project will result in a comprehensive facility providing coordinated and collaborative efforts among the partners to provide activities, resources, and education for young children and their families.

THEREFORE, be it resolved that the Board of Trustees of Illinois Valley Community College District 513 supports the application of LaSalle CARES for funding through the Early Childhood Construction Grant.

ADOPTED this 20<sup>th</sup> day of September, 2011.

BY:

\_\_\_\_\_  
Its Chair

ATTEST:

\_\_\_\_\_  
Its Secretary

**Semi-annual Review of Closed Session Minutes**

The Closed Session Minutes Committee met on Thursday, September 8 to discuss the minutes of meetings lawfully closed under the Open Meetings Act. The Committee's recommendation follows:

**Recommendation:**

The Closed Session Minutes Committee recommends Board approval to release 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**

In accordance with the Open Meetings Act, a verbatim record has been kept of all meetings of the Board of Trustees of Community College District 513 that are closed to the public since November 2008. The verbatim record is in the form of an audio recording. The audio tape recording of closed sessions is not subject to Board approval, nor is it open for public inspection or subject to discovery in any proceeding other than a court action to enforce the Open Meetings Act.

Furthermore, in accordance with the law, Dr. Jerry Corcoran has authorized for destruction the tape recordings of closed meetings that meet the following criteria:

1. A verbatim record exists;
2. At least 18 months have passed since the date of the meeting;
3. The Board of Trustees has approved the written minutes of the closed meeting as to form, regardless of whether the minutes have been released for public review; and,
4. There is no lawsuit pending regarding the legality of the closed session.

**Recommendation:**

**That the Board adopts 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.”**

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

GENERAL INFORMATION:

POSITION TO BE FILLED: Payroll and Benefits Coordinator

NUMBER OF APPLICANTS: 31

NUMBER OF APPLICANTS INTERVIEWED: 4

APPLICANTS INTERVIEWED BY:

Ms. Avila, Mr. Berry, Ms. Biggs, Mr. Grzybowski, Ms. Ragazincky

APPLICANT RECOMMENDED:

Jeannie E. Franklin

EDUCATIONAL PREPARATION:

Wyanet High School, Wyanet, IL - Diploma

EXPERIENCE:

Len Trovero Construction, LaSalle, IL – Payroll and Benefits Clerk

Perry Memorial Hospital, Princeton, IL - Telepage

State Bank of Cherry, Cherry, IL – Bookkeeper, Teller, Web Host

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

1. Current payroll experience
2. Impressive pre-employment Excel assessment results
3. Payroll experience within a unionized environment
4. Excellent references that testify to her accuracy and strong work ethic

RECOMMENDED SALARY: \$15.00 per hour

Ms. Glenna Jones, SPHR  
Director of Human Resources

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

GENERAL INFORMATION:

POSITION TO BE FILLED: Custodian, 3<sup>rd</sup> Shift

NUMBER OF APPLICANTS: 32

NUMBER OF APPLICANTS INTERVIEWED: 4

APPLICANTS INTERVIEWED BY:

Mr. Bolelli, Mr. Curley, Mr. Johnson, Ms. Kurtz, Mr. O'Shea

APPLICANT RECOMMENDED:

Joseph L. Cardona

EDUCATIONAL PREPARATION:

Environmental Technical Institute, Blue Island, IL – HVAC Certificate  
Curie High School, Chicago, IL - Diploma

EXPERIENCE:

Illinois Valley Community College – Utility/Custodian  
LaSalle County Nursing Home, Ottawa, IL - Custodian  
J&L Siding and Remodeling, Chicago, IL – Laborer

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

1. Custodian experience, including experience with commercial cleaning equipment
2. Demonstrated ability to work in a team environment
3. Familiarity with IVCC buildings and the work required
4. Excellent customer service and oral communication skills

RECOMMENDED SALARY: \$16.93 per hour

Ms. Glenna Jones, SPHR  
Director of Human Resources

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

GENERAL INFORMATION:

POSITION TO BE FILLED: Custodian, 2<sup>nd</sup> Shift

NUMBER OF APPLICANTS: 32

NUMBER OF APPLICANTS INTERVIEWED: 4

APPLICANTS INTERVIEWED BY:

Mr. Bolelli, Mr. Curley, Mr. Johnson, Ms. Kurtz, Mr. O'Shea

APPLICANT RECOMMENDED:

William C. Pitsenbarger

EDUCATIONAL PREPARATION:

Marseilles High School, Marseilles, IL -- Diploma

EXPERIENCE:

Manpower, Peru, IL -- Custodian, Maintenance

Snug Harbor Marina and Campground, Marseilles, IL -- Property Manager

Schwan's Foods, Shorewood, IL -- Route Manager

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

1. Custodian experience, including a temporary assignment at IVCC
2. Familiarity with IVCC buildings and the work required
3. Demonstrated ability to communicate and work with a team

RECOMMENDED SALARY: \$16.93 per hour

Ms. Glenna Jones, SPHR  
Director of Human Resources

August 31<sup>st</sup>, 2011

Dear Gary Johnson:

I put in for my retirement on July 1<sup>st</sup>, 2011. I would like to thank everyone for their kindness when I got injured. It was a wonderful place to work. I enjoyed the people I worked with and everyone else who worked there. Thank you for the great years.

Sincerely,

A handwritten signature in cursive script that reads "Carol Jo Finley". The signature is written in black ink and is positioned to the left of the typed name.

Carol Jo Finley

RECEIVED

SEP 2 2011

Facilities

August 22<sup>nd</sup>, 2011

Mr. Mark Grzybowski  
Director of Admissions & Records  
Illinois Valley Community College

I regretfully, immediately must give my two week notice. I received a full time position elsewhere which would not allow me to attend to my duties and responsibilities as the evening enrollment services assistant. My last day will be Friday, Sept 2<sup>nd</sup>. I want to thank you for the opportunities that IVCC has graciously given me.

Best Regards,

Kelsey Maas

*Kelsey Maas*

RECEIVED

SEP 1 2011

HR/ADMS

August 24, 2011

Dear Bev:

I regretfully submit my resignation of employment to you. It is with regret because I see how needed the ISBDC is in this region; I see the potential for a program to further develop that I have no doubt would be recognized as a model for other centers in Illinois; and I see excitement in partners in this region who, likewise, want to be part of the revitalization of small business and job retention in the IVCC district area.

You are receiving this resignation because I received an offer for employment that I simply cannot refuse. My offer is from a large employer in Illinois that is experiencing tremendous growth which leads to almost limitless opportunity for their employees. While many other companies are delaying growth and expansion and placing hiring freezes in place, this employer is actively pursuing talent without reservation.

Bev, I will be forever grateful for the opportunity you gave me as an employee of the ISBDC. You gave me such freedom to develop and reinvent within this center that you re-ignited creativity in a number-cruncher, which is not easy to do. I enjoy working with you, Gina and Nancy and will miss you all very much. My last day will be September 8, 2011.

Respectfully yours,

  
Melinda G. Sammons

RECEIVED

AUG 26 2011



ILLINOIS VALLEY  
COMMUNITY COLLEGE

# Memorandum

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**To:** Jerry Corcoran, President  
**From:** Rick Pearce, VP for Learning and Student Development *RP*  
**Date:** 1 September 2011  
**Subject:** Partnership with Lewis University and Regional Office of Education

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I'm pleased to announce a new partnership opportunity. IVCC was approached by the LaSalle County Regional Office of Education and Lewis University in Romeoville, IL to collaborate in bringing an advanced program preparing school counselors to the Illinois Valley.

The partnership allows Lewis University access to IVCC and LaSalle ROE resources to bring this important program into our district. The ROE will facilitate identifying potential in-service teachers and administrators interested in the program. IVCC will provide meeting space for the face-to-face component of the program. Lewis University will provide instruction and entitlement for certification.

Through this collaboration, the three partners hope to be able to develop a grow-your-own approach to training and certifying school counselors.





**Agreement for the delivery of the Master of  
Arts in School Counseling Degree in  
LaSalle County**

This document represents an agreement between Illinois Valley Community College, LaSalle County Regional Office of Education and Lewis University in regard to the provision of the Master of Arts in School Counseling at Illinois Valley Community College District 513, 815 N. Orlando Smith Road Oglesby, Illinois. (See proposed course schedule attached as Exhibit "A")

**Lewis University will:**

1. Deliver on-site at Illinois Valley Community College District 513, 815 N. Orlando Smith Road Oglesby, Illinois, the 40 semester hours needed to complete the Master of Arts in School Counseling. (See Attached Exhibit "A" for Course Schedule)\*
2. Set a program fee of \$439.00 per semester hour for the entire program, as long as the number of cohort participants remains at 12 or more. This per credit hour rate represents a 25% tuition discount. In the event that any course has an enrollment below the minimum class size of 12, the discounted rate may not apply and the students participating in the class may be charged the current published tuition rate per credit hour.
3. Waive the \$40.00 application fee.
4. Provide an academic coordinator who will collaborate with designated administrators and students.

**Illinois Valley Community College District 513 will:**

1. Provide, at no cost to Lewis University, the facilities, equipment, parking, internet access and other logistical requirements to offer courses at the mutually agreed location of 815 North Orlando Smith Road, Oglesby, Illinois.
2. Provide, at no cost to Lewis University, technology support to Lewis University instructors while on-site during agreed upon class times.
3. Allow access by cohort students to on-site food services, library and appropriate open technology labs.

**LaSalle County Regional Office of Education will:**

1. Provide marketing, promotion and advertising of the cohort throughout the LaSalle County Region.
2. Assist in the recruitment of a minimum of 12 students for the cohort.
3. Work with Lewis University academic and administrative coordinators as warranted.

**Lewis University**


  
Dr. Stephany Schlachter, Provost

Dated: August 11, 2011

  
Wayne J. Draudt, Executive Vice President


Dated: 8-15-11

**LaSalle County Regional Office of Education**

  
Authorized Representative

Dated: 8-19-11

**Illinois Valley Community College, District 513**

  
Authorized Representative

Dated: 8-23-11

**Exhibit "A"**  
**Lewis University**  
**Master of Arts in School Counseling**  
**Proposed – Draft - Cohort Course Schedule**

<b>Crs. # &amp; Title</b>	<b>1<sup>st</sup> Term Spring 2012</b>	<b>2<sup>nd</sup> Term Summer 2012</b>	<b>3<sup>rd</sup> Term Fall 2012</b>	<b>4<sup>th</sup> Term Spring 2013</b>	<b>5<sup>th</sup> Term Summer 2013</b>	<b>6<sup>th</sup> Term Fall 2013</b>
511- Individual Appraisal	X					
512 - Interviewing Skills	X					
576 -- Organization of Guidance Services		X				
570 – Principles and Methods of School Counseling		X				
541- Psychopathology			X			
565 – Group Therapy			X			
520 – Advanced Developmental Psychology				X		
522 – Career Development Theory				X		
581 – Practicum in School Counseling				X		
505 – Research in Counseling and School Counseling					X	
591 – Internship in School Counseling					X	
Special Educ. Workshop					X	
51-576 – Multicultural Foundations for Educators and Counselors						X
55-557 -- Exceptional Learners/Inclusive Communities						X

All courses will be held in the evening. Classes meet one night per week for 16 weeks. Program scheduled to begin Spring, 2012. Program delivery is subject to IBHE approval.



ILLINOIS VALLEY  
COMMUNITY COLLEGE

# Memorandum

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**To:** Jerry Corcoran, President  
**From:** Rick Pearce, VP for Learning and Student Development *rp*  
**Date:** 12 September 2011  
**Subject:** Articulation Agreement with UIUC College of ACES

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Following are the details of the agreement between IVCC and the University of Illinois at Urbana/Champaign College of Agricultural, Consumer and Environmental Sciences (ACES).

The initiative aims to ease the transition for students who are interested in ultimately earning a bachelor's degree from the College of ACES as well as to strengthen the partnerships that already exist between IVCC and ACES.

The benefit to our students is guaranteed admission if they meet the criteria, reduced entrance requirements, access to a UIUC advisor and customized transfer guides. It decreases transfer barriers students may encounter and strengthens the partnership between IVCC and the University of Illinois.

A College of ACES advisor will assist students with course selection and answer questions about the University of Illinois' admissions process, scholarships and career opportunities.

# Transfer Agreement

between the

**College of Agricultural, Consumer and Environmental Sciences**

**University of Illinois at Urbana-Champaign**

and

**Illinois Valley Community College**

**Illinois Valley Community College (IVCC)** and the College of Agricultural, Consumer and Environmental Sciences (ACES) of the **University of Illinois at Urbana-Champaign (UIUC)** form a cooperative relationship through this agreement to better serve our public constituents, to facilitate transfer, to minimize duplication of instruction, and to build on community college and university learning experiences. Both institutions recognize that by working together, their collective efforts are stronger than their individual efforts.

The two institutions agree to the following:

1. Any student who has completed the prescribed Transfer Agreement program at IVCC (with the required program GPA) and submits required application and supporting documentation will be admitted to the College of ACES, UIUC at the junior level in a relevant field of study.
2. Specifically, students completing the attached prescribed course sequences at IVCC will be admitted to the College of Agricultural, Consumer and Environmental Sciences at UIUC. Acceptance into specific UIUC College of ACES field of study is based on the individual student's meeting of the requirements, conditions and considerations listed for that program.
3. The courses listed in the attached prescribed IVCC Transfer Curriculum Guide have been reviewed and accepted for transfer to UIUC.
4. Relationships between IVCC and UIUC faculty and administration are in the spirit of cooperation and provide the basis for this agreement.
5. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this agreement.
6. This agreement does not preclude either institution from making curriculum changes as it may solely deem appropriate, in which case appropriate prior notice will be given to the operative academic personnel at the cooperating institution.

7. Appropriate publications and promotional materials regarding this agreement will be made available to all IVCC students and potential students.
8. Either UIUC or IVCC may dissolve this agreement by giving one year's advance notice to the cooperating institution's president or academic vice president.
9. The agreement is effective with the 2011-12 academic year and is subject to renewal biannually.

University of Illinois at Urbana-Champaign

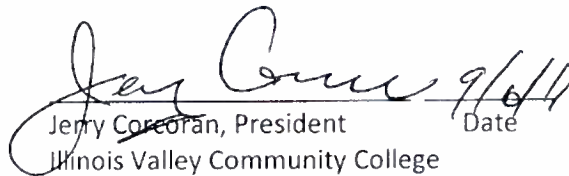
Illinois Valley Community College



8/29/11

Robert J. Hauser, Dean  
College of Agricultural, Consumer and  
Environmental Sciences

Date



9/6/11

Jerry Corcoran, President  
Illinois Valley Community College

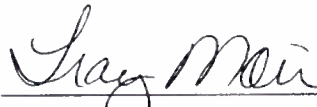
Date



9-6-11

Laurie Kramer, Associate Dean  
Academic Programs, ACES

Date



9/6/11

Tracy Morris, Associate Vice  
President for Student Services

Date



June 20, 2011

President Jerry Corcoran  
 Illinois Valley Community College  
 815 N Orlando Smith Avenue  
 Oglesby, IL 61348-9692

Dear President Corcoran,

In December 2010, you nominated Drew McConville for a Data and Decisions® Academy Presidential Scholarship from the Association for Institutional Research (AIR). We are pleased to report that Drew has successfully completed all coursework for *Longitudinal Tracking for IR and Learning Outcomes*, the two courses covered by the Presidential Scholarship. This is an important step in building a solid foundation of skills and knowledge to support data-informed decision making on your campus.

Completing the courses required a significant investment of time and study. To demonstrate content mastery, Drew progressed through course components including multi-media presentations, readings, assignments, assessments and interactions with mentors. Please help us recognize Drew for this accomplishment by presenting the enclosed certificate of completion at an appropriate time.

AIR is committed to building the institutional research capacity of two-year institutions. We look forward to being an integral part of your institution's plan for growing your own IR talent. We will stay in touch with your staff regarding future professional development opportunities.

As always, we invite your feedback, ideas, and suggestions.

Sincerely,

Randy L. Swing, Ph.D.  
 Executive Director

Christopher S. Coogan  
 Chief of Staff  
 Director, Data and Decisions Academy

**2011–2012 Board of Directors**

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**Change Order #4 – Security Office Relocation and Fire Alarm System Upgrade**

To be in compliance with Board Policy 4003, the administration wishes to advise the Board of Trustees of Change Order #4 for a decrease of \$1,434.00 for the Security Office Relocation and Fire Alarm System Upgrade, a Protection, Health, and Safety project. The change order is a combination of credits and additional charge:

Delete second computer monitor which is unable to connect	(\$850.00)
Relocate visual alarm devices in upper level Building A	391.00
Remove a portion of the fire alarm cable conduit	<u>( 975.00)</u>
 Total	 (\$1,434.00)

Original contract sum:	\$254,187.00
Change Order #1:	8,763.75
Change Order #2:	4,818.00
Change Order #3:	(3,500.00)
Change Order #4:	<u>(1,434.00)</u>
 New contract sum:	 <u>\$262,834.75</u>

# 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.