



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Tuesday, April 17, 2012
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

February

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

March

Strategic Plan Update
President's Evaluation
Student Demographic Profile

April

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

May

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

June

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

July

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

August

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

September

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

October

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

November

Adopt Tentative Tax Levy

December

Adopt Tax Levy
Schedule of Regular Meeting Dates and Times

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. Recognition
 - 6.1 Coca Cola Silver Scholar, Erin Salz
 - 6.2 Student Trustee, Brad Cockrel
7. Campus Update – Support Staff Service Project, Sandy Beard
8. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 8.1 Approval of Minutes – March 20, 2012 Board Meeting; April 3, 2012 Facilities Committee Meeting; and April 3, 2012 Audit/Finance Committee Meeting (Pages 1-12)
 - 8.2 Approval of Bills - \$1,618,952.77
 - 8.2.1 Education Fund - \$965,507.21
 - 8.2.2 Operations & Maintenance Fund - \$89,562.84
 - 8.2.3 Operations & Maintenance (Restricted Fund) - \$198,775.97
 - 8.2.4 Auxiliary Fund - \$40,493.79
 - 8.2.5 Restricted Fund - \$308,928.30
 - 8.2.6 Liability, Protection & Settlement Fund - \$15,684.66
 - 8.3 Treasurer's Report (Pages 13-31)
 - 8.3.1 Financial Highlights (Pages 14-15)
 - 8.3.2 Balance Sheet (Pages 16-17)
 - 8.3.3 Summary of FY12 Budget by Fund (Page 18)
 - 8.3.4 Budget to Actual Comparison (Pages 19-26)
 - 8.3.5 Budget to Actual by Budget Officers (Page 27)
 - 8.3.6 Statement of Cash Flows (Page 28)
 - 8.3.7 Investment Status Report (Pages 29-30)
 - 8.3.8 Check Register - \$5,000 or more (Page 31)

- 8.4 Personnel - Stipends for Pay Periods Ending March 10, 2012 and March 24, 2012 (Pages 32-35)
- 8.5 Bid Results – Exmark Lazer X Mower (Page 36)
9. President’s Report
10. Committee Reports
11. Staff Resignation – Dr. Richard R. Pearce, Vice President for Learning and Student Development (Pages 37-38)
12. Faculty Retirement – Daniel J. O’Connor, Automotive Technology Instructor (Pages 39-40)
13. Faculty Retirement – Douglas L. Stockley, Computer Instructor (Pages 41-42)
14. Sabbatical Leave Request – Steve Alvin (Pages 43-50)
15. Proposal Results – Audit Services (Page 51)
16. Proposal Results – Bank Depository and Services for Operating Funds (Page 52)
17. Exelon Property Tax Appeal Resolution (Pages 53-56)
18. West Ravine Erosion Control Proposal (Pages 57-59)
19. Tennis Program – Recommendation to Eliminate (Page 60)
20. Athletic Tuition Waivers (Pages 61-62)
21. Items for Information (Pages 63-66)
 - 21.1 Staff Retirement – James E. Barnes, Part-time Library Technician (Page 63)
 - 21.2 Change Order #1 – Aluminum Feeder Wire Branch Panel (Pages 64-66)
22. Trustee Comment
23. 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.
24. Other
25. Possible Reduction of Duties Assigned to Athletic Director
26. Possible Reduction from Full- to Part-time Status of Tommy Canale
27. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE

Board of Trustees

Minutes of Regular Meeting

March 20, 2012

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Tuesday, March 20, 2012 in the Board Room (C307) at Illinois Valley Community College.

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

Members Absent: Melissa M. Olivero, Vice Chair
Leslie-Anne Englehaupt, Secretary

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

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None.

CAMPUS UPDATE – STRATEGIC PLANNING PROCESS

Dr. Lori Scroggs, Vice President for Planning and Institutional Effectiveness, presented an update on IVCC's strategic planning. IVCC is part of the Higher Learning Commission, an accrediting institution, and the Academic Quality Improvement Program (AQIP), IVCC's pathway to accreditation. The College looks at accreditation through the lens of continuous improvement by forming teams as its vehicles on how to improve its processes and systems on how things are done. The College believes it needs to improve its processes to become a better institution. It receives feedback from students, employees, stakeholders, board members, donors, and community members. Customer service is the focus – what do they need and what are they looking for. The College also uses data to make its decisions. It quantifies what its stakeholders

identify in surveys and other feedback mechanisms and over time recognizes trends. The Higher Learning Commission looks at continuous improvement, but it also looks at the culture of the institution, a culture of continuous improvement so that IVCC will always look to get better and better. There are a number of sequences of events that IVCC participates in to look at its culture, strategies, and performance. These include action projects, the systems portfolio and appraisal report, as well as strategy forums all must align with its planning processes and other corresponding processes. The AQIP model is based, in part, on criteria developed through the Baldrige Performance Excellence Program, a national public-private partnership whose mission is "to improve the competitiveness and performance of U.S. organizations for the benefit of all U.S. residents." Baldrige Executive Director, Harry Hertz describes the roles of both strategy and organizational culture as critical, illustrated through the physics formula, $f = m \times a$, where *mass* represents the organization's strategy, and *acceleration* represents the organizational culture - both necessary to be a *force* in the marketplace. Components of the strategic planning process includes the board's goals, president's goals, facilities master plan, ITS strategic plan, AQIP strategic issues, division/department goals, and individual goals. Other key processes that drive the activities of the college are the Budget, Environmental Scanning, and Assessment Processes. One of the AQIP strategic issues identified in the Systems Appraisal Report noted that IVCC's assessment process does not appear to be fully aligned with the strategic planning and budgeting processes. This will be addressed at the upcoming Strategy Forum and as the Key Performance Indicators are reviewed. A Strategic Plan Flowchart was presented. An area for improvement is the full incorporation of division and departmental goals and a more systematic engagement of students and external stakeholders. A team of eight from across the College will be attending a mandatory AQIP Strategy Forum in April and will address strategy, alignment, culture, and student learning and persistence. Dr. Driscoll feels a summary of what the leadership believes is the direction of the College would be helpful. It was suggested to have a board retreat to discuss these issues. Dr. Huffman noted that it was suggested colleges have a scoreboard so that everyone knows what is happening. Dr. Scroggs pointed out the College is going in that direction. On the College's website on the Institutional Research page, the key performance indicators are listed with the targets and the targets are color coded as to the progress being made. The Employee Development Program has been improved and links the employee goals to the College's strategic goals.

CONSENT AGENDA

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

The following items were approved in the consent agenda:

Approval of Minutes –February 21, 2012 Board Meeting.

Approval of the Bills - \$2,504,379.57

Education Fund - \$901,666.55; Operations and Maintenance Fund - \$66,456.56; Operations and Maintenance (Restricted Fund) \$104,371.78; Bond & Interest Fund - \$1,265,400.00; Auxiliary Fund - \$84,154.39; Restricted Fund - \$39,540.52; and Liability, Protection and Settlement Fund - \$42,789.77.

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending February 11, 2012 and February 25, 2012.

Purchase Request – Instructional Supplies for Dental Assisting Program, Certified Nursing Assistant Program, and Nursing Programs

Approved to purchase instructional supplies for the Dental Assisting Program, Certified Nursing Assistant Program, and Nursing Programs, in the estimated amount of \$44,167.

PRESIDENT'S REPORT

For the 18th consecutive year, IVCC has been awarded the certificate of excellence in financial reporting by the Government Finance Officers Association. The latest award was based on the college's submittal of its comprehensive annual financial report for the fiscal year that ended on June 30, 2011. Dr. Corcoran congratulated everyone across the college who contributed to this report, especially Cheryl Roelfsema and Pat Berry for their leadership in the Business Office. As noted in the monthly financial report, the temporary fence near Building C has been relocated and the temporary entrance opened today; drilling for the geothermal wells will begin April 3 (the number of bores has been reduced from 304 to 192 and the depth has changed from 320 feet to 500 feet - per the College's architect, this will make the system even more efficient than originally planned); Building F is now closed and demolition has begun. Work on the foundations for the new building will begin March 26. Dr. Corcoran thanked Gary Johnson and Cheryl Roelfsema for doing an outstanding job of working closely with the CDB, George Sollitt Construction Company, Paul Basalay, and everyone else associated with this major construction project. The College's women's basketball team ended the season recently with a loss to Kishwaukee College. Their record was 24-8 so Coaches Cinotte and Shanyfelt and the team were commended for having another outstanding season, both on the court and in the classroom. Congratulations went to Tommy Canale and assistant coach Chris Herman for coaching the men's team to a respectable 17-15 record. It was noted that both teams were made up of approximately 75 percent in-district athletes and Dr. Corcoran stressed the fact that IVCC can recruit locally, win a lot of games, and have great local support from the IVCC community. Dean Marianne Dzik submitted quite a few highlights from her English, Math and Education division to share with everyone:

- On February 24, IVCC hosted its 27th annual High School Writing Competition, which was coordinated by Randy Rambo. Winners of the competition will be awarded IVCC Foundation scholarships.
- On February 25, the college hosted the Illinois Council of Teachers of Mathematics Region 7 High School Math Contest. Two hundred students from eight high schools participated. Cindy Schultz coordinated the event.
- TEACH (student club for future educators) hosted a Dr. Seuss Birthday Bash on March 2. Over 75 children and parents attended the party where games were played and books were read.
- Tara Ptasnik was invited to EIU along with 2 other community college English instructors to talk to English graduate students about teaching writing in a community college.

- Robert Wayne Bower, a former IVCC student and Math Learning Center tutor, visited IVCC's Math Learning Center and Cheryl Hobneck on March 9. Robert is an adjunct faculty member at Ivy Tech Community College in Indiana and the purpose of his visit was to get some ideas for starting a lab at Ivy Tech.
- Cheryl Hobneck also recently hosted a group of administrators and educators from Sauk Valley. Sauk officials are also exploring the possibility of starting a math lab and they wanted to use IVCC as a model.
- Dawn Wiggins' student math group, Indefinite Limit, celebrated Pi Day and Einstein's Birthday on March 14.
- The Early Childhood Education Program sponsored the ECE Experience on March 16 for approximately 115 area high school students from Streator, Princeton, Seneca, and the Area Career Center.

On March 15, the Illinois Valley Fine Arts Co-Op received a public and Community Service Award from the Illinois Alliance for Arts Education. Since 1998, the Co-Op has provided opportunities for K-12 students to experience a wide range of fine arts performances. Marlene Merkel, Kim Herout, Sue Gillio, and Dr. Jeff Anderson accepted the award at a ceremony at the Executive Mansion in Springfield. On February 24, Amanda Cook Fesperman coordinated the Martin Luther King Jr. writing contest on campus and the following students were recognized for their winning essays: first place winner Sophia de Jesus-Sullivan of Utica wrote "What Influences Me"; second place winner Perpetua Kah of Peru wrote "Speech With Action"; tying for third place were Fielding Lockas of Ottawa who wrote "Scapegoating" and Ginny McConnaughay of Ottawa who wrote "James Baldwin." Bev Malooley, Jamie Gahm and Jennifer Scheri have been offering a series of Midwest Manufacturers Roundtable discussions around the district which have been informative and very well attended. The next one is scheduled for April 18 at the Utica Township Community Center and the topic will be Lean Manufacturing. This week, Dr. Jeff Anderson had an essay published in *The Chronicle of Higher Education* entitled "Why community-college students need great books." Erin Salz has been selected as a 2012 Coca Cola Silver Scholar based on scores earned in the All-USA Community College Academic team competition for which more than 1,700 applications were received this year. The program is sponsored by the Coco-Cola Scholar's Foundation and the PTK Honor Society. Erin will receive a check for \$1,250 and be recognized in the April 23 issue of *USA Today*. Dr. Corcoran congratulated Erin Salz and also extended his thanks to LeeAnn Johnson and Eric Schroeder for the fine job they do of supporting IVCC's PTK honor students.

COMMITTEE REPORTS

Dr. Driscoll and Mr. Thompson reviewed the Request For Proposal for the Wind Turbine Project Consultant with Cheryl Roelfsema, Sue Isermann, and Reed Wilson. There was not enough information to move forward and questions were sent off to be answered. Mr. Thompson noted the wind turbine is an interesting addition to have as part of the facilities and a plus for the wind turbine program, but there are limits to what the College can do. Mr. Mallery was concerned that Ameresco helped with the RFP and then no one but Ameresco submitted a proposal. Until all the information is available and questions answered, the committee is not ready to bring the proposal to the Board.

Mr. Mallery attended the ICCTA Board of Representatives Meeting in Schaumburg on March 9 and 10. He noted Illinois Central College is willing to host a diversity conference on its campus in October. To encourage students, faculty, and staff to get more involved, they may hold the conference on Friday and Saturday. Under legislative updates, two rose to the top – the State University Retirement System (SURS) and insurance. Governor Quinn has talked about shifting the state's obligation for paying teacher pensions onto local school districts. ICCTA has asked legislators that any such transfer of pension obligations would need to be phased in over a period of years to reduce the burden on the taxpayers. K-12's only source would be the taxpayers. IVCC's sources would be tuition and taxpayers. Mr. Mallery suggested contacting legislators and letting them know the huge impact this would have on the College and encourage the Governor to rethink this. Mr. Mallery also noted that SB3635 and HB5248 deal with requiring the award of a contract to the lowest responsible bidder does not prevent a community college from complying with the terms and conditions of a grant, gift, or bequest that calls for the procurement of a particular good or service or the use of a particular contractor, provided that the grant, gift, or bequest provides all funding for the contract.

DISCONTINUATION OF EARLY CHILDHOOD EDUCATION CENTER

It was moved by Dr. Huffman and seconded by Dr. Driscoll to approve the discontinuation of the Early Childhood Education Center at the end of the spring 2012 semester and terminate the employment of Director/Teacher Ms. Virginia Pokryfke and temporary part-time teacher Ms. Carly DeWig, effective May 18, 2012. Mr. Narczewski was not present at the February meeting when the discontinuation of the Early Childhood Education Center was discussed. Dr. Huffman summarized the discussion. Mr. Narczewski felt very strongly about the Center and noted it is convenient for students with children to attend IVCC. The motion passed with one "nay" vote from Mr. Narczewski.

NAMING RIGHTS FOR THE STUDENT DEVELOPMENT COMMONS

It was moved by Dr. Huffman and seconded by Mr. Thompson to accept the gift of \$100,000 to the Illinois Valley Community College Foundation from William and Dian Taylor for naming the Student Development Commons the William and Dian Taylor Student Development Commons. The donation will be used for technological enhancement within the Commons. Motion passed by voice vote.

PHS PROJECT – CEILING/LIGHTING REPLACEMENT BUDGET CHANGE

It was moved by Mr. Mallery and seconded by Dr. Huffman to submit a revised budget to the Illinois Community College Board, which would include \$30,875 for asbestos removal to the ICCB for the Ceiling/Lighting Replacement Project. Mr. Mallery questioned if the fixtures were the same as the other lighting replacement projects so all of them are aligned. Mr. Gary Johnson replied yes, but the lamps might be improved. Mr. Mallery then questioned if the retrofits for lighting have been effective. Ms. Roelfsema noted the actual lighting per square foot has trended downward. The question was asked if there was a list of projects where asbestos needed to be removed. The administration knows there is asbestos in the building and when a project arises, it is taken care of. Much of the asbestos was removed in Buildings A, B, and C. Buildings D and E were not renovated because they were built after Buildings A, B, and C. There is an on-going discovery of asbestos because the asbestos code has risen to a higher level. It was suggested to

prepare a proactive list of where asbestos is located and this would prevent change orders on new projects. Motion passed by voice vote.

2012 ICCTA OUTSTANDING FACULTY AWARD NOMINATION

It was moved by Dr. Huffman and seconded by Mr. Mallery to nominate Lori Cinotte, English and Journalism instructor and the 2012 recipient of IVCC's Stephen Charry Memorial Award for Teaching Excellence, for the Illinois Community College Trustees Association's Outstanding Faculty Award. Motion passed by voice vote.

2012 ICCTA OUTSTANDING PART-TIME FACULTY AWARD NOMINATION

It was moved by Dr. Huffman and seconded by Dr. Driscoll to nominate Tammy Ebner-Landgraf, Early Childhood Education Instructor, for the Illinois Community College Trustees Association's Outstanding Part-Time Faculty Member Award. Motion passed by voice vote.

CLOSED SESSION

It was moved by Dr. Huffman and seconded by Dr. Driscoll to convene a closed session at 7:29 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) pending litigation; and 3) closed session minutes. Motion passed by voice vote.

The Board entered closed session at 7:35 p.m. On a motion by Dr. Huffman and seconded by Dr. Driscoll, the regular meeting resumed at 9:42 p.m. Motion passed by voice vote.

APPOINTMENT OF SECRETARY PRO-TEM

In the absence of Leslie Englehaupt, it was moved by Mr. Narczewski and seconded by Dr. Driscoll to appoint Dr. Huffman as secretary pro-tem. Motion passed by voice vote.

CLOSED SESSION MINUTES

It was moved by Mr. Mallery and seconded by Dr. Huffman to approve and retain the minutes of the February 21, 2012 closed session meeting. Motion passed by voice vote.

OTHER

Mr. Thompson received a letter from ICCTA providing an opportunity for IVCC to honor its outstanding and retired board members a lifetime membership for their service and contributions to the community college movement for a fee of \$1500 each. It was the consensus of the Board to decline the offer.

ADJOURNMENT

It was moved by Mr. Cockrel, seconded by Dr. Huffman, and carried unanimously to adjourn the meeting at 9:46 p.m. Motion passed by voice vote.

Dennis N. Thompson, Board Chair

Leslie-Anne Englehaupt, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Facilities Committee Meeting
April 3, 2012

The Facilities Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5 p.m. on Tuesday, April 3, 2012 in the Board Room (C307) at Illinois Valley Community College.

Committee Members David O. Mallery, Chair
Physically Present: Leslie-Anne Englehaupt
Dennis N. Thompson (entered the meeting at 5:15 p.m.)

Other Board Members Larry D. Huffman
Physically Present:

Others Physically Present: Jerry Corcoran, President
Rick Pearce, Vice President for Learning and Student Development
Cheryl Roelfsema, Vice President for Business Services and Finance
Gary Johnson, Director of Facilities
Paul Basalay, Architect

The meeting was called to order at 5 p.m. by Mr. Mallery.

CDB PROJECT #810-046-016 – COMMUNITY INSTRUCTIONAL CENTER – PHASE 2

The bid documents for Phase 2 of the Community Instructional Center Project are due to be released on April 12, 2012 with bid openings on May 10, 2012 for assigned contractors and May 17, 2012 for a general contractor. This phase of the project includes the demolition of the east campus buildings and reconstruction of parts of Buildings 5 and 10 along with a maintenance facility. Included in the bid documents are four alternate bids. There were concerns that additional space was needed for the maintenance building and the Capital Development Board is acceptable to adding it to the scope, but the money spent on the addition and the other three alternates will reduce the money available for Phase 3. The bid documents will list the alternates and the Board will approve what will be awarded. The administration recommended the following alternates in order of preference: 1) Construction of the Maintenance Building; 2) Addition to Maintenance Building; 3) Replace/pave service drive to Maintenance Building; and 4) Entry towers for additions to Welding/Auto Shop. There was consensus by the Facilities Committee to include the four alternates in the above order in the bid documents.

FY14 RAMP CAPITAL REQUEST – ADDITIONS AND RENOVATIONS TO BUILDINGS C AND G

The Community College Capital Resource Allocation Management Program (RAMP) is the official request of each college for state funding for capital improvements. The RAMP request for the Additions and Renovations to Buildings C and G was initially submitted to the Illinois Community College Board (ICCB) on June 28, 2010 and will be resubmitted for FY2014,

pending Board approval. The FY2013 total cost of the project was \$8,208,000, with the cost share of \$6,156,000 in State funds and \$2,052,000 in local funding. The inflation rate for FY2014 has not yet been released by the ICCB. There was consensus to recommend the submission of the RAMP request to the Board for approval.

BRICK WALKWAY

As part of the Community Technology Center Capital Campaign, a brick walkway was proposed as an option for donor recognition. There would be approximately 1,000 bricks available for donor names. There would be a concrete subsurface to help minimize heaving along with proper drainage. The foundation will collect the money as part of the capital campaign and the money would be used to offset any additional costs of the walkway. The minimum donation for a brick would be \$100. Mr. Mallery noted that this gives other stakeholders in the community, who are less fortunate to make a large donation for naming rights of offices and wings, an opportunity to participate in the capital campaign. There was consensus by the committee to move forward with this brick walkway project.

UNIVERSITY OF ILLINOIS EXTENSION SITE

The University of Illinois Extension programs are aimed at making life better, healthier, safer and more profitable for individuals and their communities. In recent years the Extension Service has been reorganized and a Bureau, LaSalle, Marshall and Putnam County Extension district was formed. Ms. Jill Guynn, the local Extension director, contacted IVCC seeking to lease space for its operation to reach new audiences and to partner with IVCC in educational projects. On the IVCC campus, there will be three educators (family life, development, and community and economic development) along with Ms. Guynn and a secretary. The space will include four offices and a meeting room. The Extension will maintain their other offices in Henry, Ottawa, and Princeton. The financial aid area (which will move to the new building) would be the most suitable space for the needs of the Extension. Initial discussions regarding rent were positive. The University of Illinois Extension serves approximately 60,000 constituents each year. There was consensus among the Facilities Committee to move forward with the utilization plan.

WEST RAVINE EROSION CONTROL

The Board has had recent discussions on how to proceed with the dam on the west ravine. Chamlin and Associates provided a proposal of \$22,900 for civil engineering services to investigate and analyze the integrity of the dam. In order to move forward with the dam project and do it right, the borings and the geotechnical report must be completed. There was consensus among the Facilities Committee to proceed with Chamlin and Associates' proposal as presented.

OTHER

Mr. Gary Johnson has been working with the Soil Conservation District to help with the waterways and terraces on the College's farm land. Part of the work has a 90 percent reimbursement under one program and the remaining work has a 60 percent reimbursement. The cost to the College would be a little over \$5,000. The waterways have spread out and are too wide and the terraces need to be restructured to drain correctly. Mr. Mallery asked about planting trees. The College had enrolled in this program, but was unable to plant because of the

flood system. The ground is ready and Mr. Johnson is investigating to see if the College can obtain trees from the State. There was consensus among the Facilities Committee to proceed with the waterways and terraces as soon as possible so as not to interfere with the farm tenant.

ADJOURNMENT

It was moved by Ms. Englehaupt, seconded by Mr. Thompson, and carried unanimously to adjourn the meeting at 5:33 p.m. Motion passed by voice vote.

David O. Mallery, Committee Chair

Dennis N. Thompson, Board Chair

Leslie-Anne Englehaupt, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Audit/Finance Committee Meeting
April 3, 2012

The Audit/Finance Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 6 p.m. on Tuesday, April 3, 2012 in the Board Room (C307) at Illinois Valley Community College.

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

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services
and Finance
Rick Pearce, Vice President for Learning and Student
Development
Patrick Berry, Controller

The meeting was called to order at 6 p.m. by Dr. Huffman.

REQUEST FOR PROPOSAL – AUDIT SERVICES

A summary of the proposals received for audit services was provided to the committee members prior to the meeting. McGladrey & Pullen, LLP submitted the lowest cost proposal. The firm is the sixth largest accounting and consulting firm in the United States and conducts the second highest number of Federal Single Audits. In 2011, McGladrey & Pullen, LLP also performed audits for five (5) other Illinois community colleges: Illinois Central, Kaskaskia, Sauk Valley, Joliet, and Heartland. The reference check on McGladrey & Pullen was positive. There was consensus to support the recommendation of McGladrey & Pullen, LLP by the Audit/Finance Committee members.

REQUEST FOR PROPOSAL – BANK DEPOSITORY AND SERVICES FOR OPERATING FUNDS

A summary of the proposals received for banking services was provided to the committee members prior to the meeting. Centru Bank of Princeton offered the best interest rate and the lowest fees. They have locations in Peru and Ottawa. There was consensus to support the recommendation of Centru Bank by the Audit/Finance Committee members.

BUDGET UPDATE

Cheryl Roelfsema had disappointing news for the current fiscal year on the revenue side. Property taxes will be \$100,000 under budget. LaSalle County had 25 property tax appeals resulting in a decrease in equalized assessed valuation of \$27 million. This includes the reduction in the Exelon plant of \$21 million. This results in a \$67,500 decrease in the operating funds. Property tax revenues are spread over two fiscal years - \$37,500 less in operating funds

for FY12, with the full reduction in FY13. Corporate Personal Property Replacement Tax (CPPRT) will be under budget by \$400,000. The budget amount was based on FY11 receipts. It was discovered the FY11 receipts were inflated due to one-time events. The College is now aware of a report published by the State that will help with projecting the CPPRT revenues going forward. Tuition and fees will be \$600,000 below budget. Credit hours are 6.5 percent less than FY11 and 4.5 percent below budget. Truck driver training and mini-course tuition will be \$200,000 below budget. Public service revenues will be \$200,000 below budget due to decreases in truck driver training with Sauk Valley and Waubesa, continuing education, and the IBEW contract for instruction. This information was communicated across the campus. Open meetings were well attended and resulted in great dialogue among the staff and administration. In trying to avoid a deficit for the year, the following actions have been taken: 1) implemented a hiring freeze; 2) focus on increasing course utilization. Increasing the average student count per section from 17.7 to 18.7 would save approximately \$200,000; 3) necessity-only expenditures; and 4) effectively stopped non-extension site travel; effectively stopped capital spending. On the expenditure side, legal fees will be at least \$130,000 over budget. The additional legal fees are being spent to protect future revenues of the College. It will be difficult to eliminate the deficit, but the College continues to monitor purchases and is doing everything to cut costs. Credit hours are projected by past history and institutional research. Other factors that may affect enrollments include availability of financial aid and the economy. The number of students has not decreased as much as the number of credit hours. This may be due to students receiving the Pell Grant receive the maximum amount at 12 credit hours. A number of students could take 15 or 18 hours, but at 12 hours they could get the full grant and use the remaining amount for gas and rent. It was suggested to consider giving a reduced tuition rate if the student takes additional hours beyond 12. Dr. Corcoran will explore if this is a best practice at any other community colleges. Currently, there is a \$1.4 million shortfall for FY12. Pat Berry presented an update on the FY2013 budget. Revenues for FY13 are projected to be \$1.1 million less than the FY12 budget but \$300,000 more than the FY12 actual projections. The College is budgeting a five percent decrease in credit hours which equates to \$400,000 less in revenue. The \$8.25 tuition increase will add \$700,000 in revenue. Given the revenue decline, the College must look at all positions and programs against the core mission. Contract services, materials, and travel will be cut. Other areas to be discussed for reduction include: 1) Personnel costs account for 77 percent of the operating fund expenditures. Some of the reductions must come from full- and part-time staff; 2) Institutional waivers totaled \$235,000 in FY12. These include athletics, art, journalism, music, theater, Student Government, Honors program, etc; 3) E²College waivers totaled \$215,000 in FY12. This represents a 50 percent reduction in tuition in high school students; and 4) bad debt write-offs accounted for \$77,000 in FY11. More aggressive collection efforts will be considered. Dr. Corcoran reported there has been a change in the money-purchase pension formula and the College is seeing a wave of retirements across the community college system. Three outstanding IVCC faculty at the higher end of the salary schedule have submitted their retirement notices and plan to come back to teach part-time which would help the financial situation. Mission-critical services must be looked at and this means some positions could be reduced. Dr. Corcoran commended the work of the budget council and administration working together to prepare a balanced budget. If the College needs to reduce some of its services, the administration needs to prepare for it. It was noted by Dr. Driscoll that the administration must keep in mind during these discussions that the students and quality instruction need to come first. It was suggested the administration needs to look at the number of tuition waivers. Another

update for the audit/finance committee could be presented in early June before the tentative budget is presented in July and the final adoption in August.

TUITION WAIVERS

Dr. Pearce distributed information on the number and the cost of institutional waivers over the past five academic years. For all the waivers, one full-time waiver is 32 credit hours except for the honors full waiver, which is six credit hours. Tracy Morris and Dr. Pearce met with Tommy Canale to discuss options of modifying the way the waivers are distributed and the number of credit hours allowed. The National Junior College Athletic Association mandates the maximum number of students receiving tuition waivers per sport. The athletic department can grant a full waiver or half waiver – 16 hours per semester or 8 hours per semester. Dr. Pearce proposed establishing the number of credit hours, instead of the number of waivers, per sport that the coaches could use in recruiting. This would still be within the NJCAA limit but would provide more freedom in recruiting. He proposed to decrease the number of waivers from 74 to 50 which would result in a \$50,000 savings. The athletic department would still have ample resources to recruit. He also proposed to maintain the academic waivers as is and the honors program with 14 waivers at six credit hours each. They also discussed the elimination of a couple sports. The whole athletic program is subsidized. The tennis program has no facilities and is not competitive. He would recommend eliminating both men's and women's tennis. The College would still honor waivers already given to tennis students. Dr. Driscoll would like financial information (the cost per student, per sport) to help with his decision. Patrick Berry and Tracy Morris looked at each sport as to what each cost, but some are very active in fundraising. Tommy Canale and Tracy Morris have been involved in the decision to eliminate the tennis programs. Dr. Huffman noted that when it comes time to cut the budget, the administration may have to look further at the athletic program. The Board must place education first. Dr. Pearce noted there is an Arrowhead Conference meeting on April 26 and if the Board plans to eliminate a sport, IVCC should give them notice at that meeting. As far as the coaches, they need to know before the waivers are given. Eliminating tennis represents a substantial savings in a way that will not create havoc in the athletic department. The Board could take action at the April board meeting. The audit finance committee had consensus in principal and the administration will proceed. Although Dr. Huffman is not big on student referenda, if further drastic steps were needed in athletics, he could see asking the students if they would pay a higher fee for playing athletics or asking all students if they are willing to pay more to sustain the program.

ADJOURNMENT

The meeting adjourned at 6:48 p.m.

Larry D. Huffman
Audit/Finance Committee Chair

Dennis N. Thompson, Board Chair

Leslie-Anne Englehaupt, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

MARCH 2012

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

Patrick Berry, CPA
Controller

FINANCIAL HIGHLIGHTS – March 2012

Revenues

- As of March 29, the headcount for spring semester 2012 was 4,685, which was 265 students less than at that same point in time last year, excluding Sheridan Correctional Center. Credit hours for spring 2012 were 1,938 less, or a 5.04 percent decline, for a total of 36,515. Registration for summer semester began on April 3. Below is a comparison of FY2011 credit hours (as reported to the ICCB) excluding Sheridan Correctional Center and estimated FY2012 credit hours at midterm:

Semester	FY2011	FY2012	Difference	% Inc (Dec)
Summer	10,121	8,872	(1,249)	(12.34)
Fall	42,289	40,413	(1,876)	(4.64)
Spring	38,921	37,187	(1,734)	(4.66)
Total	91,331	86,472	(4,859)	(5.32)

- In LaSalle County there were over 25 property tax appeals for a reduction of more than \$100,000 in EAV (equalized assessed valuation) per parcel for 2011. Many of these appeals prevailed and the district's EAV was reduced by \$27 million. Exelon's LaSalle Nuclear Plant EAV was reduced by \$21 million.
- The State is paying base operating grants and equalization grants from the Educational Assistance Fund giving the state the funds to pay base operating grants and equalization grants through December. Adult Education is paid from GRF (General Revenue Fund) and is also paid through December.

Expenditures

Some of the more significant variances in expenditures for the nine-month period ending March 30, 2012 include the following:

- Fund 01 – Education – Academic Support – Contractual Services – includes software renewals for Blackboard (\$65,268), Basic Computer Skills Assessment (\$22,050) and other programs;
- Fund 01 – Education – Institutional Support – Contractual Services – includes annual software maintenance renewal with Datatel for \$183,461, IBM hardware support for \$16,856, other software renewals for \$25,637, and legal fees of \$140,360;
- Fund 06 – Restricted Purposes Fund – Public Service – Salaries and Employee Benefits – personnel costs for Small Business Development and Dislocated

Workers Center are running over budget but both programs are reimbursed with grant funds;

- Fund 06 – Restricted Purposes Fund – Public Service – Contractual Services – includes tuition and fees and childcare paid for Dislocated Workers Center clients and will be reimbursed by grant funds;
- Fund 06 – Restricted Purposes Fund – Instruction – Capital Outlay – Grant equipment purchases – SBA Earmark Grant (\$123,818); USDA Rural Development Grant (\$99,000); and Perkins Grant (\$37,219);
- Fund 03 – Operations and Maintenance Fund (Restricted) – Capital Outlay:

Protection, Health & Safety Projects in progress:

- The Aluminum Feeder Wire and Branch Panel Replacement at Buildings D and E – on schedule;
- The three current PHS projects – Restroom Renovations Phase II, Replace Panic Hardware, and Ceiling/ Lighting Replacement – a 100 percent design review meeting was held on April 2 and the projects will be out for bid on April 9; bids will be due May 3. The Music Room Accessibility project is pending further review. The planned accessibility improvements would hinder the programmatic needs of the room. Alternative improvements are being considered.
- Other Projects:
 - Community Instructional Center Project Phase I – progress continues on schedule. A tentative schedule for the CTC project follows:
 - Geothermal drilling - drilling began 4/3/2012
 - Building G - millwork and ceramic tile-4/30/2012
 - CTC - foundations are being poured; water line tie-in scheduled for 4/6/2012; electric service tie-in scheduled for 4/22/2012 or 4/29/2012; steel erection will start 5/15/2012;
 - Community Instructional Center Project Phase II – Release of bid documents – 4/12/2012; Prebid Meeting -- 4/26/2012; Prime contractors bids due – 5/10/2012; General Contractor bids due – 5/17/2012.
 - Site Improvements –The CDB issued the authorization to proceed to Len Trovero Construction on April 3, 2012.

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 March 31, 2012

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Assets and Other Debits								
Cash and cash equivalents	\$ 1,814,331	\$ 704,131	\$ 54	\$ 215,173	\$ 432,285	\$ -	\$ -	\$ 3,165,974
Investments	5,062,697	18,222,957	789,639	1,200,000	-			25,275,293
Receivables								
Property taxes	8,010,043	1,901,661	1,269,682					11,181,386
Governmental claims	14,380	18,677						33,057
Tuition and fees	387,100	-		1,316				388,416
Due from other funds	94,367	194,839	825	1,270,720	-	-	-	1,560,751
Bookstore inventories				562,878				562,878
Other assets	27,482	217	-	9,655	-	-		37,354
Fixed assets - net where applicable				31,764		64,121,967		64,153,731
Other debits								
Amount available in Debt Service Fund							2,060,200	2,060,200
Amount to be provided to retire debt							4,146,011	4,146,011
Total Assets and Other Debits	<u>\$15,410,400</u>	<u>\$21,042,482</u>	<u>\$ 2,060,200</u>	<u>\$ 3,291,506</u>	<u>\$ 432,285</u>	<u>\$64,121,967</u>	<u>\$ 6,206,211</u>	<u>\$ 112,565,051</u>

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 March 31, 2012

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Liabilities								
Accounts payable	\$ 58,813	\$ 2,886	\$ -	\$ 12,549	\$ -	\$ -	\$ -	\$ 74,248
Accrued salaries & benefits	1,285,010	24,746	-	27,618	-	-	-	1,337,374
Post-retirement benefits & other	114,050	46,557	-	-	-	-	-	160,607
Unclaimed property	1,733	401	-	-	41	-	-	2,175
Due to other funds	488,881	209,086	-	4,469	858,315	-	-	1,560,751
Due to student groups/deposits	7,161	-	-	-	(426,071)	-	-	(418,910)
Deferred revenue								
Property taxes	4,006,220	951,112	635,029					5,592,361
Tuition and fees	75,575	-	-					75,575
Grants	-	-	-					-
Bonds payable							6,206,211	6,206,211
Total liabilities	<u>6,037,443</u>	<u>1,234,788</u>	<u>635,029</u>	<u>44,636</u>	<u>432,285</u>	<u>-</u>	<u>6,206,211</u>	<u>14,590,392</u>
Equity and Other Credits								
Investment in general fixed assets						64,121,967		64,121,967
Contributed capital								-
Retained earnings				3,246,870				3,246,870
Fund balance								-
Reserved for grant purposes		(555,533)						(555,533)
Reserved for building purposes		10,590,178						10,590,178
Reserved for debt service			1,425,171					1,425,171
Reserved for Liab., Prot., Settl.		5,067,367						5,067,367
Unreserved	9,372,957	4,705,682						14,078,639
Total equity and other credits	<u>9,372,957</u>	<u>19,807,694</u>	<u>1,425,171</u>	<u>3,246,870</u>	<u>-</u>	<u>64,121,967</u>	<u>-</u>	<u>97,974,659</u>
Total Liabilities, Equity and Other Credits	<u>\$15,410,400</u>	<u>\$21,042,482</u>	<u>\$ 2,060,200</u>	<u>\$ 3,291,506</u>	<u>\$ 432,285</u>	<u>\$64,121,967</u>	<u>\$ 6,206,211</u>	<u>\$ 112,565,051</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
 Nine Months Ended March 31, 2012

	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	\$ 16,165,196	\$ 2,432,264	\$ 1,646,708	\$ 1,254,124	\$ 36,938	\$ 2,612,984	\$ 7,549,451	\$ 296,053	\$ 33,720	\$ 32,027,438
Actual Expenditures	(14,739,558)	(1,674,499)	(1,110,950)	(1,265,400)	-	(2,904,415)	(8,247,320)	(673,602)	(32,500)	(30,648,244)
Other Financing Sources (Uses)	-	-	5,000,000	-	-	61,414	-	-	-	5,061,414
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	1,425,638	757,765	5,535,758	(11,276)	36,938	(230,017)	(697,869)	(377,549)	1,220	6,440,608
Fund balances July 1, 2011	5,159,998	2,029,556	5,054,420	1,436,447	4,639,293	3,476,887	142,336	5,444,916	28,231	27,412,084
Fund balances March 31, 2012	<u>\$ 6,585,636</u>	<u>\$ 2,787,321</u>	<u>\$ 10,590,178</u>	<u>\$ 1,425,171</u>	<u>\$ 4,676,231</u>	<u>\$ 3,246,870</u>	<u>\$ (555,533)</u>	<u>\$ 5,067,367</u>	<u>\$ 29,451</u>	<u>\$ 33,852,692</u>

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

	Annual Budget FY2012	Actual 3/31/12	Act/Budget 75.0%	Actual 3/31/11	Act/Budget FY11	Annual Budget FY2011
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 6,671,791	\$ 6,600,072	98.9%	\$ 6,501,869	95.9%	\$ 6,778,669
Corporate Personal Property Replacement Tax	1,190,000	457,913	38.5%	598,885	70.5%	850,000
TIF Revenues	360,000	293,435	81.5%	359,873	120.0%	300,000
Total Local Government	8,221,791	7,351,420	89.4%	7,460,627	94.1%	7,928,669
State Government:						
ICCB Credit Hour Grant	1,765,157	926,057	52.5%	1,323,867	75.0%	1,765,165
Equalization	136,345	70,987	52.1%	56,706	33.3%	170,118
Career/Technical Education Formula Grant	101,121	83,276	82.4%	84,570	70.5%	120,000
Dept of Corrections	-	-	0.0%	-	0.0%	31,513
Other	-	-	0.0%	-	0.0%	-
Total State Government	2,002,623	1,080,320	53.9%	1,465,143	70.2%	2,086,796
Federal Government						
PELL Administrative Fees	8,000	10,630	132.9%	7,785	97.3%	8,000
ARRA Grant	-	-	0.0%	-	0.0%	-
Total Federal Government	8,000	10,630	132.9%	7,785	97.3%	8,000
Student Tuition and Fees:						
Tuition	6,706,315	6,227,622	92.9%	5,774,748	97.6%	5,915,228
Fees	1,180,439	1,021,125	86.5%	1,028,566	98.1%	1,048,468
Total Tuition and Fees	7,886,754	7,248,747	91.9%	6,803,314	97.7%	6,963,696
Other Sources:						
Investment Revenue	40,000	22,634	56.6%	49,531	123.8%	40,000
Public Service Revenue	904,812	374,823	41.4%	459,138	41.8%	1,099,707
Nongovernmental Gifts	48,000	48,000	100.0%	48,000	100.0%	48,000
Other	92,894	28,622	30.8%	17,846	20.2%	88,202
Total Other Sources	1,085,706	474,079	43.7%	574,515	45.0%	1,275,909
TOTAL EDUCATION FUND REVENUE	19,204,874	16,165,196	84.2%	16,311,384	89.3%	18,263,070
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	9,236,909	7,124,029	77.1%	6,272,435	71.8%	8,740,223
Employee Benefits	1,539,288	1,260,722	81.9%	1,088,432	78.8%	1,381,825
Contractual Services	128,150	68,074	53.1%	72,771	45.9%	158,595
General Materials & Supplies	457,723	272,530	59.5%	253,093	58.7%	431,112
Conference & Meeting Expenses	101,811	42,911	42.1%	58,656	51.1%	114,743
Fixed Charges	240,000	180,288	75.1%	136,876	80.0%	171,000
Utilities	1,000	723	72.3%	591	59.1%	1,000
Capital Outlay	23,916	-	0.0%	27,950	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Instruction	\$ 11,728,797	\$ 8,949,277	76.3%	\$ 7,910,804	71.9%	\$ 10,998,498

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

EDUCATION FUND EXPENDITURES (continued)

	Annual Budget FY2012	Actual 3/31/12	Act/Budget 75.0%	Actual 3/31/11	Act/Budget FY11	Annual Budget FY2011
Academic Support:						
Salaries	\$ 679,854	\$ 466,674	68.6%	\$ 479,302	73.3%	\$ 654,144
Employee Benefits	111,647	83,152	74.5%	85,985	83.5%	102,973
Contractual Services	153,059	131,451	85.9%	116,170	85.2%	136,324
General Materials & Supplies	320,491	249,414	77.8%	273,033	69.7%	391,808
Conference & Meeting Expenses	15,782	848	5.4%	2,543	23.0%	11,035
Fixed Charges	4,680	-	0.0%	-	0.0%	4,680
Utilities	44,143	15,790	35.8%	38,303	83.0%	46,148
Capital Outlay	19,750	5,745	29.1%	25,429	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>1,349,406</u>	<u>953,074</u>	<u>70.6%</u>	<u>1,020,765</u>	<u>75.8%</u>	<u>1,347,112</u>
Student Services:						
Salaries	1,113,536	888,447	79.8%	847,730	76.6%	1,106,619
Employee Benefits	275,791	217,904	79.0%	199,254	83.0%	240,204
Contractual Services	6,885	2,473	35.9%	1,561	8.6%	18,150
General Materials & Supplies	58,567	35,679	60.9%	42,408	76.4%	55,475
Conference & Meeting Expenses	21,550	6,340	29.4%	4,904	18.4%	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>1,150,843</u>	<u>78.0%</u>	<u>1,095,857</u>	<u>75.7%</u>	<u>1,447,048</u>
Public Services/Continuing Education:						
Salaries	349,346	272,617	78.0%	260,858	72.0%	362,361
Employee Benefits	35,766	30,933	86.5%	28,218	85.1%	33,156
Contractual Services	358,700	184,200	51.4%	231,306	98.6%	234,500
General Materials & Supplies	130,100	51,120	39.3%	65,696	32.8%	200,350
Conference & Meeting Expenses	8,300	5,724	69.0%	6,592	60.7%	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>544,594</u>	<u>61.7%</u>	<u>592,670</u>	<u>70.4%</u>	<u>841,482</u>
Institutional Support:						
Salaries	1,914,461	1,445,239	75.5%	1,348,226	73.2%	1,840,630
Employee Benefits	494,372	419,744	84.9%	355,224	74.7%	475,844
Contractual Services	401,651	417,013	103.8%	327,468	87.4%	374,590
General Materials & Supplies	421,070	312,700	74.3%	307,044	63.3%	484,722
Conference & Meeting Expenses	75,720	33,603	44.4%	27,460	32.3%	84,970
Fixed Charges	24,000	33,324	138.9%	24,759	66.0%	37,500
Utilities	15,956	11,016	69.0%	14,004	90.6%	15,458
Capital Outlay	38,650	12,763	33.0%	7,626	26.8%	28,416
Other	-	1,204	0.0%	(1,900)	111.8%	(1,700)
Total Institutional Support	<u>3,385,880</u>	<u>2,686,606</u>	<u>79.3%</u>	<u>2,409,911</u>	<u>72.1%</u>	<u>3,340,430</u>
Scholarships, Grants and Waivers	422,000	455,164	107.9%	374,695	107.5%	348,500
TOTAL EDUCATION FUND EXPENDITURES	<u>\$ 19,244,874</u>	<u>\$ 14,739,558</u>	<u>76.6%</u>	<u>\$ 13,404,702</u>	<u>73.2%</u>	<u>\$ 18,323,070</u>
INTERFUND TRANSFERS - NET	<u>\$ 40,000</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ (3,226)</u>	<u>0.0%</u>	<u>\$ (340,000)</u>

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

OPERATIONS & MAINTENANCE FUND REVENUES	Annual Budget FY2012	Actual 3/31/12	Act/Budget 75.0%	Actual 3/31/11	Act/Budget FY11	Annual Budget FY2011
Local Government Sources:						
Current Taxes	\$ 1,260,330	\$ 1,247,613	99.0%	\$ 1,230,669	96.0%	\$ 1,281,479
Corporate Personal Property Replacement Tax	210,000	80,808	38.5%	105,686	70.5%	150,000
TIF	116,885	97,812	83.7%	119,958	120.0%	100,000
Total Local Government	1,587,215	1,426,233	89.9%	1,456,313	95.1%	1,531,479
State Government:						
ICCB Credit Hour Grant	311,498	163,422	52.5%	233,624	75.0%	311,498
Total State Government	311,498	163,422	52.5%	233,624	75.0%	311,498
Student Tuition and Fees:						
Tuition	743,178	725,995	97.7%	930,441	100.1%	929,274
Total Tuition and Fees	743,178	725,995	97.7%	930,441	100.1%	929,274
Other Sources:						
Facilities Revenue	187,000	98,906	52.9%	97,426	81.9%	119,000
Investment Revenue	5,000	9,836	196.7%	4,424	88.5%	5,000
Non-Governmental Gifts & Grants	-	-	0.0%	260	0.0%	-
Other	-	7,872	0.0%	15,280	0.0%	-
Total Other Sources	192,000	116,614	60.7%	117,390	94.7%	124,000
TOTAL OPERATIONS & MAINTENANCE FUND REVENUES	\$ 2,833,891	\$ 2,432,264	85.8%	\$ 2,737,768	94.5%	\$ 2,896,251

OPERATIONS & MAINTENANCE FUND	Annual Budget FY2012	Actual 03/31/12	Act/Budget 75.0%	Actual 03/31/11	Act/Budget FY11	Annual Budget FY2011
Operations & Maintenance of Plant:						
Salaries	\$ 862,900	\$ 642,551	74.5%	\$ 583,853	71.7%	\$ 813,862
Employee Benefits	218,101	166,324	76.3%	157,483	79.6%	197,843
Contractual Services	183,700	144,941	78.9%	118,581	74.3%	159,592
General Materials & Supplies	250,976	133,462	53.2%	273,371	73.4%	372,200
Conference & Meeting Expenses	6,000	720	12.0%	326	5.4%	6,000
Fixed Charges	40,000	42,176	105.4%	35,980	461.3%	7,800
Utilities	819,410	464,110	56.6%	474,943	52.6%	902,150
Capital Outlay	167,900	22,460	13.4%	135,805	86.8%	156,500
Facility Charges to Other Funds	-	-	0.0%	(63,000)	0.0%	-
Provision for Contingency	200,000	-	0.0%	-	0.0%	200,000
Total Operations & Maintenance of Plant	2,748,987	1,616,744	58.8%	1,717,342	61.0%	2,815,947
Institutional Support:						
Salaries	56,007	42,743	76.3%	39,518	73.5%	53,754
Employee Benefits	8,497	7,184	84.5%	6,799	85.5%	7,950
Contractual Services	2,500	2,395	95.8%	2,395	239.5%	1,000
General Materials & Supplies	4,900	2,054	41.9%	1,442	31.3%	4,600
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	13,000	3,379	26.0%	3,379	26.0%	13,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	84,904	57,755	68.0%	53,533	66.7%	80,304
TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	\$ 2,833,891	\$ 1,674,499	59.1%	\$ 1,770,875	61.1%	\$ 2,896,251

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

OPERATIONS & MAINTENANCE FUND (RESTRICTED)	Annual Budget FY2012	Actual 3/31/12	Act/Budget 75.0%	Actual 3/31/11	Act/Budget FY11	Annual Budget FY2011
Local Government Sources						
Current Taxes	\$ 1,537,220	\$ 1,559,284	101.4%	\$ 1,519,206	95.6%	\$ 1,589,936
State Government Sources	-	-	0.0%	5,999	0.0%	-
Investment Revenue	50,000	87,424	174.8%	36,868	67.0%	55,000
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	1,587,220	1,646,708	103.7%	1,562,073	95.0%	1,644,936
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Operations & Maintenance						
Contractual Services	-	-	0.0%	-	0.0%	-
Fixed Charges	-	27,083	0.0%	-	0.0%	-
Capital Outlay	6,587,220	1,083,867	16.5%	2,055,567	127.1%	1,617,500
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	6,587,220	1,110,950	16.9%	2,055,567	127.1%	1,617,500
Other Financing Source - Bond Issuance	5,000,000	5,000,000	100.0%	-	0.0%	-
Transfer In (Out)	\$ -	\$ -	0.0%	\$ -	0.0%	\$ 400,000

Fiscal Year 2012 Budget to Actual Comparison

BOND & INTEREST FUND	Annual Budget FY2012	Actual 3/31/12	Act/Budget 75.0%	Actual 3/31/11	Act/Budget FY11	Annual Budget FY2011
Local Government Sources						
Current Taxes	\$ 1,265,000	\$ 1,243,895	98.3%	\$ 1,216,716	96.2%	\$ 1,265,000
Investment Revenue	5,000	10,229	204.6%	8,337	166.7%	5,000
TOTAL BOND & INTEREST FUND REVENUES	1,270,000	1,254,124	98.7%	1,225,053	96.5%	1,270,000
BOND & INTEREST FUND						
Institutional Support:						
Debt Principal Retirement	1,265,000	1,265,000	100.0%	1,265,000	100.0%	1,265,000
Interest on Bonds	-	-	0.0%	-	0.0%	-
Fees	400	400	100.0%	400	100.0%	400
TOTAL BOND & INTEREST EXPENDITURES	\$ 1,265,400	\$ 1,265,400	100.0%	\$ 1,265,400	100.0%	\$ 1,265,400

Fiscal Year 2012 Budget to Actual Comparison

WORKING CASH FUND	Annual Budget FY2012	Actual 3/31/12	Act/Budget 75.0%	Actual 3/31/11	Act/Budget FY11	Annual Budget FY2011
Investment Revenue	\$ 40,000	\$ 36,938	92.3%	\$ 30,161	50.3%	\$ 60,000
TOTAL WORKING CASH REVENUES	40,000	36,938	92.3%	30,161	50.3%	60,000
Transfers In (Out)	\$ (40,000)	\$ -	0.0%	\$ -	0.0%	\$ (60,000)

Illinois Valley Community College District No. 513
Fiscal Year 2012 Budget to Actual Comparison
Nine Months Ended March 31, 2012

AUXILIARY ENTERPRISES FUND	Annual Budget FY2012	Actual 3/31/12	Act/Budget 75.0%	Actual 3/31/11	Act/Budget FY11	Annual Budget FY2011
Service Fees	\$ 3,324,756	\$ 2,602,991	78.3%	\$ 2,781,605	85.5%	\$ 3,254,475
Data Processing Rentals	-	-	0.0%	-	0.0%	1,672
Other Revenue	-	890	0.0%	1,615	0.0%	-
Investment Revenue	15,000	9,103	60.7%	12,113	121.1%	10,000
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	3,339,756	2,612,984	78.2%	2,795,333	85.6%	3,266,147
AUXILIARY ENTERPRISES FUND						
Salaries	578,459	434,329	75.1%	462,532	76.9%	601,776
Employee Benefits	213,312	139,428	65.4%	151,886	77.3%	196,490
Contractual Services	39,230	44,700	113.9%	38,408	105.9%	36,260
Materials & Supplies	2,415,319	2,230,559	92.4%	2,198,048	91.7%	2,395,922
Conference & Meeting	30,196	20,788	68.8%	26,317	115.0%	22,885
Fixed Charges	45,000	30,316	67.4%	25,583	53.3%	48,000
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	5,826	2,795	48.0%	2,700	203.8%	1,325
Other	63,000	1,500	2.4%	65,923	104.6%	63,000
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	3,390,342	2,904,415	85.7%	2,971,397	88.3%	3,365,658
Transfer In (Out)	\$ 62,000	\$ 61,414	99.1%	\$ 61,414	99.1%	\$ 62,000

Fiscal Year 2012 Budget to Actual Comparison

RESTRICTED PURPOSES FUND	Annual Budget FY2012	Actual 3/31/12	Act/Budget 75.0%	Actual 3/31/11	Act/Budget FY11	Annual Budget FY2011
State Government Sources	\$ 371,408	\$ 313,742	84.5%	\$ 501,221	53.4%	\$ 938,668
Federal Government Sources	6,711,969	7,194,950	107.2%	7,122,031	92.2%	7,721,710
Service Fees	-	5,955	0.0%	1,120	0.0%	-
Other Revenue	35,000	34,804	99.4%	6,538	130.8%	5,000
TOTAL RESTRICTED PURPOSES FUND REVENUES	7,118,377	7,549,451	106.1%	7,630,910	88.1%	8,665,378
RESTRICTED PURPOSES FUND						
Instruction:						
Salaries	357,432	331,121	92.6%	478,094	61.3%	779,528
Employee Benefits	90,287	71,422	79.1%	122,122	70.1%	174,121
Contractual Services	68,360	73,924	108.1%	108,461	85.8%	126,408
Materials & Supplies	130,453	89,253	68.4%	78,982	37.8%	208,936
Conference & Meeting	41,279	36,828	89.2%	37,954	50.3%	75,500
Fixed Charges	2,250	1,000	44.4%	-	0.0%	1,900
Utilities	2,900	1,633	56.3%	1,759	140.7%	1,250
Capital Outlay	50,000	268,997	538.0%	164,647	84.9%	194,000
Other (P-16 Grant Waivers)	8,679	1,670	19.2%	909	2.9%	31,286
Total Instruction	\$ 751,640	\$ 875,848	116.5%	\$ 992,928	62.3%	\$ 1,592,929

Illinois Valley Community College District No. 513
Fiscal Year 2012 Budget to Actual Comparison
Nine Months Ended March 31, 2012

RESTRICTED PURPOSES FUND

	Annual Budget FY2012	Actual 3/31/12	Act/Budget 75.0%	Actual 3/31/11	Act/Budget FY11	Annual Budget FY2011
Academic Support						
Salaries	\$ -	\$ 312	0.0%	\$ 56,543	62.9%	\$ 89,838
Employee Benefits	-	102	0.0%	7,932	28.6%	27,732
Contractual Services	-	-	0.0%	1,438	0.0%	-
Materials & Supplies	-	-	0.0%	4,309	96.0%	4,490
Conference & Meeting	-	-	0.0%	836	20.9%	4,000
Fixed Charges	-	-	0.0%	2,760	53.1%	5,200
Total Academic Support	-	414	0.0%	73,818	56.2%	131,260
Student Services						
Salaries	180,825	137,506	76.0%	118,663	67.6%	175,415
Employee Benefits	43,259	47,880	110.7%	32,144	78.1%	41,143
Contractual Services	4,000	6,304	157.6%	11,381	569.1%	2,000
Materials & Supplies	13,500	8,245	61.1%	14,365	95.1%	15,100
Conference & Meeting	25,500	5,954	23.3%	13,143	49.7%	26,431
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRIO Grant)	32,000	26,095	81.5%	37,004	164.5%	22,500
Total Student Services	299,084	231,984	77.6%	226,700	80.2%	282,589
Public Service						
Salaries	488,912	419,695	85.8%	378,528	76.4%	495,671
Employee Benefits	108,782	105,772	97.2%	92,720	84.1%	110,187
Contractual Services	145,205	182,709	125.8%	317,430	64.8%	489,670
Materials & Supplies	76,683	95,277	124.2%	123,647	57.7%	214,347
Conference & Meeting	50,410	86,692	172.0%	128,690	135.5%	94,994
Fixed Charges	25,735	26,338	102.3%	26,287	90.2%	29,130
Utilities	6,088	4,483	73.6%	4,178	57.2%	7,305
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	178	-	0.0%	79	0.0%	190
Total Public Service	901,993	920,966	102.1%	1,071,559	74.3%	1,441,494
Auxiliary Services						
Salaries	4,000	3,869	96.7%	575	14.4%	4,000
Employee Benefits	320	46	14.4%	10	3.1%	320
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	18,844	4,931	26.2%	798	4.1%	19,680
Conference & Meeting	1,000	94	9.4%	25	2.5%	1,000
Other (Child Care Subsidies)	10,000	5,921	59.2%	7,357	73.6%	10,000
Total Auxiliary Services	34,164	14,861	0	8,765	0	35,000
Operations & Maintenance of Plant:						
Contractual Services	-	30,000	0.0%	-	0.0%	-
Total Operations & Maintenance	\$ -	\$ 30,000		\$ -		\$ -

Illinois Valley Community College District No. 513
 Fiscal Year 2012 Budget to Actual Comparison
 Nine Months Ended March 31, 2012

	Annual Budget FY2012	Actual 3/31/12	Act/Budget 75.0%	Actual 3/31/11	Act/Budget FY11	Annual Budget FY2011
Institutional Support						
Salaries (Federal Work Study)	\$ 75,496	\$ 98,963	131.1%	\$ 76,300	101.1%	\$ 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>98,963</u>	131.1%	<u>76,300</u>	101.1%	<u>75,496</u>
Student grants and waivers (PELL & SEOG)	<u>5,061,000</u>	<u>6,074,284</u>	120.0%	<u>5,868,955</u>	114.8%	<u>5,111,610</u>
TOTAL RESTRICTED FUND EXPENDITURES	<u>\$ 7,123,377</u>	<u>\$ 8,247,320</u>	115.8%	<u>\$ 8,319,025</u>	95.9%	<u>\$ 8,670,378</u>
Transfer In (Out)	<u>\$ -</u>	<u>\$ -</u>	0.0%	<u>\$ 3,226</u>	0.0%	<u>\$ -</u>

Fiscal Year 2012 Budget to Actual Comparison

	Annual Budget FY2012	Actual 3/31/12	Act/Budget 75.0%	Actual 3/31/11	Act/Budget FY11	Annual Budget FY2011
LIABILITY, PROTECTION, & SETTLEMENT FUND						
Local Government Sources	\$ 258,368	\$ 271,063	104.9%	\$ 192,769	96.3%	\$ 200,250
Investment Revenue	50,000	24,990	50.0%	31,302	36.8%	85,000
Other	-	-	0.0%	5,638	0.0%	-
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES	<u>308,368</u>	<u>296,053</u>	96.0%	<u>229,709</u>	80.5%	<u>285,250</u>

LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES

Operations & Maintenance of Plant						
Salaries	-	28,018	0.0%	173,790	55.7%	311,885
Employee Benefits	-	5,561	0.0%	43,961	60.6%	72,561
Contractual Services	401,500	162,801	40.5%	3,316	94.7%	3,500
Material & Supplies	100	851	851.0%	7,219	0.0%	-
Conference & Meeting	500	480	96.0%	445	80.9%	550
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	699	0.0%	587	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	<u>\$ 402,100</u>	<u>\$ 198,410</u>	49.3%	<u>\$ 229,318</u>	59.0%	<u>\$ 388,496</u>

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

LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES (continued)	Annual Budget FY2012	Actual 3/31/12	Act/Budget 75.0%	Actual 3/31/11	Act/Budget FY11	Annual Budget FY2011
Institutional Support						
Salaries	\$ 68,291	\$ 47,625	69.7%	\$ 241,560	67.5%	\$ 357,629
Employee Benefits	254,530	14,133	5.6%	50,898	15.9%	319,702
Contractual Services	12,000	22,401	186.7%	24,150	146.4%	16,500
Material & Supplies	2,300	180	7.8%	244	97.6%	250
Conference & Meeting	-	-	0.0%	-	0.0%	-
Fixed Charges	390,750	390,853	100.0%	373,337	117.8%	317,000
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>727,871</u>	<u>475,192</u>	<u>65.3%</u>	<u>690,189</u>	<u>68.3%</u>	<u>1,011,081</u>
TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	\$ 1,129,971	\$ 673,602	59.6%	\$ 919,507	65.7%	\$ 1,399,577

Fiscal Year 2012 Budget to Actual Comparison

AUDIT FUND	Annual Budget FY2012	Actual 3/31/12	Act/Budget 75.0%	Actual 3/31/11	Act/Budget FY11	Annual Budget FY2011
Local Government Sources	\$ 31,508	\$ 33,616	106.7%	\$ -	0.0%	\$ 18,034
Investment Revenue	200	104	52.0%	197	98.5%	200
TOTAL AUDIT FUND REVENUES	<u>31,708</u>	<u>33,720</u>	<u>106.3%</u>	<u>197</u>	<u>1.1%</u>	<u>18,234</u>
AUDIT FUND						
Contractual Services	<u>32,500</u>	<u>32,500</u>	<u>100.0%</u>	<u>31,500</u>	<u>96.9%</u>	<u>32,500</u>
TOTAL AUDIT FUND EXPENDITURES	\$ 32,500	\$ 32,500	100.0%	\$ 31,500	96.9%	\$ 32,500

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

Nine Months Ended March 31, 2012

<u>Department</u>	<u>Annual Budget FY2012</u>	<u>Actual 3/31/2012</u>	<u>Act/Budget 75.0%</u>	<u>Explanation</u>
President	\$ 292,518	\$ 226,738	77.5%	
Board of Trustees	21,000	13,481	64.2%	
Community Relations	338,649	238,295	70.4%	
Development Office	71,194	39,021	54.8%	
Continuing Education	1,286,419	857,701	66.7%	
Facilities	9,336,207	2,727,695	29.2%	\$5,000,000 budget for CTC-none expended
Information Technologies	1,701,698	1,299,408	76.4%	
Academic Affairs	259,150	184,342	71.1%	
Academic Affairs (AVPCE)	761,164	833,474	109.5%	National Science Foundation Grant carryover
Adult Education	504,753	430,103	85.2%	
Dislocated Workers Center	653,548	720,897	110.3%	Carryover funding from FY2011
Learning Technologies	706,958	465,320	65.8%	
Career & Tech Education Division	2,445,046	1,749,230	71.5%	
Natural Science & Business Division	2,176,823	1,673,454	76.9%	
Humanities & Fine Arts/Social Science Division	2,191,115	1,707,069	77.9%	
Health Professions Division	2,080,015	1,525,424	73.3%	
English, Mathematics, Education Division	2,909,411	2,285,108	78.5%	
Admissions & Records	355,315	272,383	76.7%	
Student Development	621,026	540,604	87.1%	Salaries underbudgeted
Student Services	125,604	94,367	75.1%	
Financial Aid	5,484,630	6,409,764	116.9%	More PELL grant recipients
Athletics	250,124	221,322	88.5%	Men's basketball and volleyball running over budget
TRIO (Student Success Grant)	298,584	230,288	77.1%	
Safety Service	400,000	196,920	49.2%	
Business Services/General Institution	2,119,165	2,088,320	98.5%	Annual bond payment of \$1,265,000 paid in February
Risk Management	729,971	476,682	65.3%	
Tuition Waivers	422,000	455,164	107.9%	Tuition waivers were underbudgeted
Purchasing	112,173	73,597	65.6%	
Human Resources	179,067	131,761	73.6%	
Bookstore	2,544,746	2,314,824	91.0%	Products for resale
Shipping & Receiving	84,904	57,754	68.0%	
Copy Center	144,598	107,734	74.5%	
Total FY12 Expenditures	\$ 41,607,575	\$ 30,648,244	73.7%	

Illinois Valley Community College
Statement of Cash Flows
for the Month ended March 31, 2012

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	TOTAL
Balance on Hand	\$ 393,773.60	\$ 218,926.52	\$ 285,085.89	\$ -	\$ 262,111.74	\$ (346,550.62)	\$ 415,522.75	\$ 1,372.38	\$ 648,363.01	\$ 1,878,605.27
Total Receipts	1,329,942.26	40,558.04	10,894.98	54.42	47,909.87	161,104.85	10,708.65	5.22	1,743.04	1,602,921.33
Total Cash	1,723,715.86	259,484.56	295,980.87	54.42	310,021.61	(185,445.77)	426,231.40	1,377.60	650,106.05	3,481,526.60
Due To/From Accts	19,323.03	1,132.59	-	-	12,351.58	(32,798.59)	-	-	(8.61)	0.00
Transfers/Bank CDs	1,386,084.27	500,000.00	-	-	-	113,915.73	-	-	-	2,000,000.00
Expenditures	(1,857,260.93)	(213,684.39)	(198,775.97)	-	(114,264.11)	(503,212.15)	-	-	(26,145.04)	(2,913,342.59)
ACCOUNT BALANCE	1,271,862.23	546,932.76	97,204.90	54.42	208,109.08	(607,540.78)	426,231.40	1,377.60	623,952.40	2,568,184.01
Deposits in Transit	(200,278.36)									(200,278.36)
Outstanding Checks	563,128.23									563,128.23
BANK BALANCE	1,634,712.10	546,932.76	97,204.90	54.42	208,109.08	(607,540.78)	426,231.40	1,377.60	623,952.40	2,931,033.88
Certificates of Deposit	3,500,000.00	300,000.00	1,000,000.00	500,000.00	1,200,000.00	-	4,250,000.00	-	4,100,000.00	14,850,000.00
Illinois Funds	435,897.35	826,800.02	1,114,578.17	289,638.54	-	-	-	10,554.51	122,619.34	2,800,087.93
CDB Trust Fund CTC			6,543,377.21							6,543,377.21
Bldg Reserve-ILLFund			1,081,827.45							1,081,827.45
Total Investment	\$ 3,935,897.35	\$ 1,126,800.02	\$ 9,739,782.83	\$ 789,638.54	\$ 1,200,000.00	\$ -	\$ 4,250,000.00	\$ 10,554.51	\$ 4,222,619.34	\$ 25,275,292.59
LaSalle State Bank	\$ 43,457.81									
Peru Savings Bank	2,887,576.07									
	<u>\$ 2,931,033.88</u>									

Respectfully submitted,


 Cheryl Roelfsema

Vice President for Business Services & Finance/Treasurer

ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
March 31, 2012

<u>DUE</u>	<u>Education</u>	<u>Oper & Maint</u>	<u>O&M Restricted</u>	<u>Bond & Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection & Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
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
6/22/2012	1,000,000							1,000,000	FSB	0.50%	0.50%	25440
7/20/2012	2,000,000							2,000,000	FSB	0.95%	0.95%	1011570115
8/3/2012							2,000,000	2,000,000	FSB	0.95%	0.95%	25092
9/21/2012						500,000		500,000	FSB	0.95%	0.95%	25440
9/29/2012			500,000				500,000	1,000,000	FSB	0.95%	0.95%	25522
11/7/2012						150,000		150,000	MB	1.00%	1.00%	915192
11/23/2012						1,500,000		1,500,000	FSB	0.65%	0.65%	26001
12/14/2012	500,000		500,000				1,000,000	2,000,000	FSB	0.65%	0.65%	2041022024
12/22/2012				500,000		1,000,000	500,000	2,000,000	FSB	0.65%	0.65%	1011466946
1/30/2012						100,000		100,000	NCB	0.60%	0.60%	35803
3/21/2013						1,000,000		1,000,000	FSB	0.65%	0.65%	
Total CD	3,500,000	300,000	1,000,000	500,000	1,200,000	4,250,000	4,100,000	14,850,000				

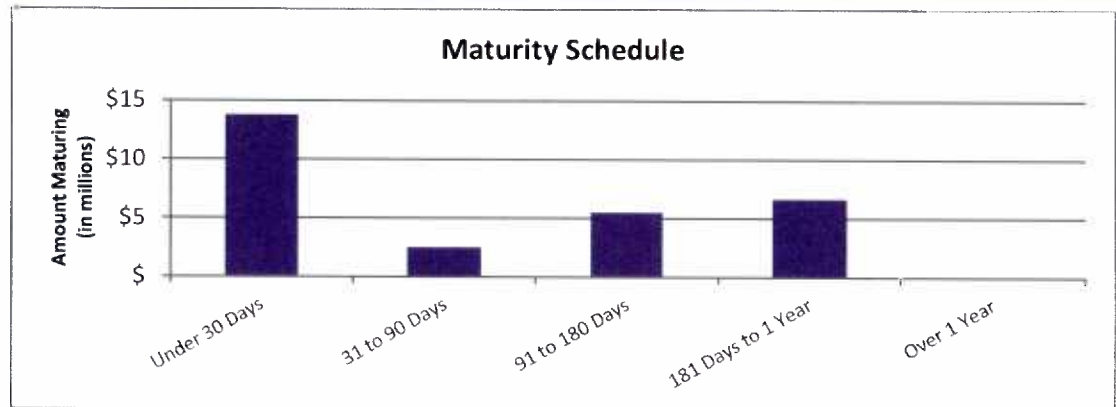
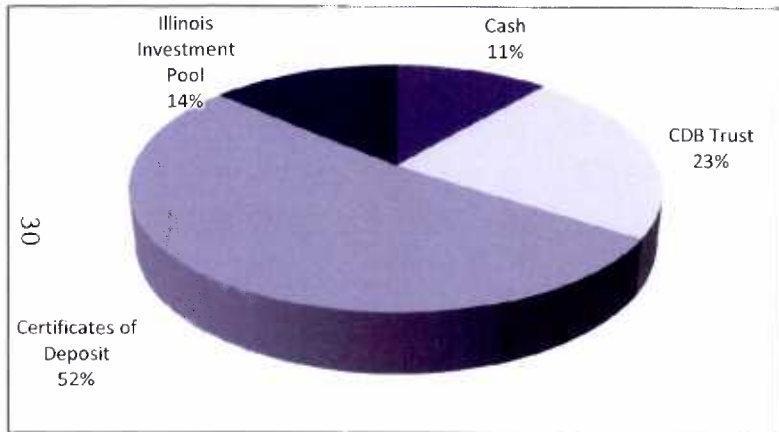
CB	Centrue Bank	LSB	LaSalle State Bank
CBNA	Commerce Bank, NA	MB	Marseilles Bank
CFNB	Citizens First National Bank	MSB	Midland State Bank
FSB	First State Bank of Mendota	NCB	North Central Bank - Ladd
HNB	Hometown National Bank	PFS	Peru Federal Savings

** Current IL Funds interest rate: 0.12%

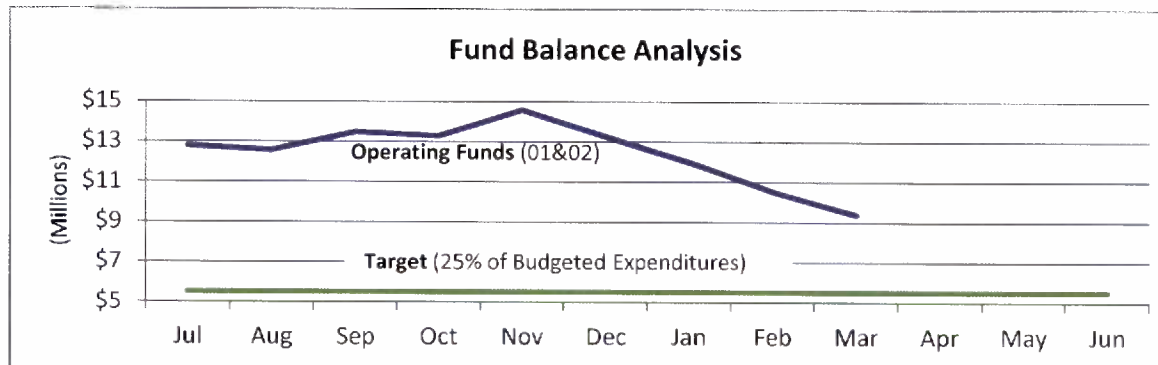
**Illinois Valley Community College District No. 513
Investment Status Report
All Funds
March 31, 2012**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	11.1%	\$ 3,165,974	3.64%
CDB Trust	23.0%	6,543,377	1.90%
Certificates of Deposit	52.2%	14,850,000	0.77%
Illinois Investment Pool	13.6%	3,881,915	0.67%
Total	100.0%	\$ 28,441,267	1.34%

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds (US Bank)	\$ 3,881,915			\$ 3,881,915	14%
Centrue Bank		-		-	0%
First State Bank		14,500,000		14,500,000	51%
LaSalle State Bank			43,458	43,458	0%
Marseilles Bank		250,000		250,000	1%
North Central Bank		100,000		100,000	0%
Citizens First National			7,138,568	7,138,568	25%
Peru Federal Savings			2,527,326	2,527,326	9%
Total	\$ 3,881,915	\$ 14,850,000	\$ 9,709,351	\$ 28,441,267	100%



Weighted Average Maturity of CD's 179 Days



\$5,000 and Over Check Register

03/01/12 - 03/31/12

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Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
522674	03/01/12	0001369	Ameren Illinois	\$ 23,026.04	Electricity (01/12/12-02/09/12)
522707	03/01/12	0184108	German-Bliss Equipment Inc.	12,600.00	Utility Vehicle
522658	03/01/12	0000001	Illinois Valley Community College	100,339.89	Federal & State Payroll Taxes (03/01/12)
522667	03/01/12	0082897	SURS	51,709.44	Payroll (03/01/12)
ACH	03/01/12		VALIC Retirement Services	17,149.55	403(b) & 457(b)Payroll (03/01/12)
522790	03/09/12	0108916	CCIC	276,263.13	Health Insurance (March)
522825	03/09/12	0079038	IVCC Student Activity	7,790.00	Scholarship Awards(Project Success)
522864	03/09/12	0001104	Sauk Valley Community College	27,876.16	Tuition (DWC)
522885	03/09/12	0096904	The Higher Learning Commission	5,900.00	AQIP Strategy Forum Base Fee
522887	03/09/12	0182943	Vernier Software & Technology	7,838.56	Chemistry Instructional Supplies
523002	03/15/12	0184871	Chubb	9,375.62	Camera Repairs -Security Video Surveillance System
522946	03/15/12	0140900	CollegeNET, Inc.	6,493.50	R25 Annual Fees
522972	03/15/12	0041932	IVCC Tuition	6,277.56	Veteran Rehabilitation Awards
523065	03/15/12	0000001	Illinois Valley Community College	104,040.07	Federal & State Payroll Taxes (03/15/12)
523074	03/15/12	0082897	SURS	52,609.96	Payroll (03/15/12)
523017	03/15/12	0066555	United States Postal Service	6,000.00	Reimburse Postage Meter
ACH	03/15/12		VALIC Retirement Services	16,010.08	403(b) & 457(b)Payroll (03/15/12)
523082	03/22/12	0185515	Ameresco, Inc.	40,000.00	Consulting: Wind Turbine Construction Feasibility Study
523086	03/22/12	0126547	Basalay, Cary, & Alstadt Architects	28,884.77	Ceiling & Lighting Replacement*, Replace Panic Door Hardware*, Restroom Modification PH2*, Modify Access/Music Room*, Feeder Wire D & E*
523184	03/22/12	0054880	CCCSE	7,545.00	Membership Fee
523099	03/22/12	0169822	Constellation NewEnergy - Gas	14,055.70	Natural Gas (02/01/12 - 02/29/12)
523137	03/22/12	0089267	JB Contracting Corporation	169,891.20	Feeder Wire D & E*
523186	03/22/12	0001927	Walter J Zukowski & Associates	16,930.50	Legal Services
523330	03/29/12	0001420	Advanced Technologies Consultants	204,974.00	Wind Energy Trainers (USDA Rural Development Grant & SBA Earmark Grant)
523351	03/29/12	0000001	Illinois Valley Community College	103,581.78	Federal & State Payroll Taxes (03/29/12)
523357	03/29/12	0082897	SURS	52,736.21	Payroll (03/29/12)
ACH	03/29/12		VALIC Retirement Services	16,254.82	403(b) & 457(b)Payroll (03/29/12)
				\$ 1,386,153.54	

*Protection, Health, & Safety (PHS) Projects

Stipends for Pay Period Ending 03/10/12

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Baker, Kathryn June	Microsoft Excel Level 1	02/10/12	03/10/12	03/10/12	ST	\$420.00	14110394151320	CEX-4115-602	Microsoft Excel 2010 [level 1]	
Blaydes, Christine Ann	ALH-1214-303	03/07/12	05/19/12	05/19/12	ST	\$3,008.00	11420730051340	ALH-1214-303	Certified Nursing Assistant	Covering for K Jakubek
Bouxsein, Gloria J	ALH 1214-302,303,304	03/07/12	05/19/12	05/19/12	RE	\$4,422.00	11420730051320	ALH-1214-302	Certified Nursing Assistant	
Bray, Kristal A	ALH 1214-06	03/07/12	05/19/12	05/19/12	RE	\$2,796.50	11420730051320	ALH-1214-06	Certified Nursing Assistant	
Burkon, Lukas	Head Men's Tennis Coach	03/01/12	05/15/12	05/19/12	ST	\$5,916.00	56430360851900			
Caley Opsal, Susan Mary	NSF Grant Activities FY12	03/10/12	03/10/12	03/10/12	ST	\$1,920.00	61320183751900			
Church, Brian D	Extension Site Coordinator	03/10/12	03/10/12	03/10/12	ST	\$300.00	11120116051900			
Cinotte, Patrick V	Head Women's Basketball Coach	03/10/12	03/10/12	03/10/12	ST	\$8,454.00	56430360351900			
Coffman, David	HLR-5110-303	03/10/12	03/10/12	03/10/12	ST	\$68.00	14110394151320	HLR-5110-303	Guitar for Busy Adults	
Deal, Constance L	Violin Lessons / 16	01/23/12	03/06/12	03/10/12	ST	\$464.96	11120650051320	MUP-2023-01	Applied Music: Violin	
Dzurisin, Juliana Mae	ALH 1214-302	03/07/12	05/19/12	05/19/12	RE	\$2,796.50	11420730051320	ALH-1214-302	Certified Nursing Assistant	
Engstrom, Norman Bruce	Voice Lessons / 28	01/12/12	03/10/12	03/10/12	ST	\$896.00	11120650051340			
Fesperman, Jeffrey Norris	GEG 1004-01	03/10/12	03/10/12	03/10/12	ST	\$960.00	11120570051340	GEG-1004-01	World Region Geography	
Freed, Timothy Daniel	HLR-3412-302	02/29/12	03/10/12	03/10/12	ST	\$105.00	14110394151320	HLR-3412-302	Fish Volume II	
Fryxell, David William	Bass Lessons / 12	01/09/12	02/02/12	02/02/12	ST	\$362.76	11120650051320	MUP-2043-01	Applied Music: Bass	
Gibson, James A	NSF Grant Activities FY12	03/10/12	03/10/12	03/10/12	ST	\$1,920.00	61320183751900			
Grebner, Barbara Eugenia	ALH 1214-304	03/07/12	05/19/12	05/19/12	RE	\$2,796.50	11420730051320	ALH-1214-304	Certified Nursing Assistant	
Hackler, Bernard A	WLD Series 22 / Multi Preps	03/10/12	05/19/12	05/19/12	ST	\$1,785.00	11320410051320	WLD-1202-22	Stick,Plate,Vert Up Arc Weld	
Hartford, Carmen Nichole	Open Lab Instructor	03/06/12	03/10/12	03/10/12	ST	\$184.45	11120570051320			
Haywood, Virjean Louise	Extension Site Coordinator	03/10/12	03/10/12	03/10/12	ST	\$300.00	11120116051900			
Jakupcak, Joseph M	Extension Site Coordinator	03/10/12	03/10/12	03/10/12	ST	\$300.00	11120116051900			
Koehler, Richard A	CDV-6000-02	03/07/12	03/10/12	03/10/12	ST	\$150.00	14110394251320	CDV-6000-02	LaSalle Co Driver Improvement	LaSalle County # 803
Koehler, Richard A	Mileage Reimbursement	02/18/12	03/10/12	03/10/12	ST	\$55.50	14110394355212			
Kowalski, Dena Louise	ALH 1250-301	03/07/12	05/19/12	05/19/12	RE	\$2,380.00	11420730051320	ALH-1250-301	Principle/Practice Phlebotmy	
Lynch, Rose Marie	NSF Grant Activities FY12	03/10/12	03/10/12	03/10/12	ST	\$1,920.00	61320183751900			
Mahoney, James Joseph	WLD Series 321 / Multi Prep	03/10/12	05/19/12	05/19/12	ST	\$1,785.00	11320410051320	WLD-1200-321	Stick, Plate, Flat Arc Welding	
McBride, Melissa Kay	Score Clock	03/10/12	03/10/12	03/10/12	ST	\$810.00	56430360351900			
Mekeel, Ashley Marie	Piano Lessons / 21	02/27/12	03/07/12	03/10/12	ST	\$585.69	11120650051320	MUP-2005-01	Applied Music: Piano	
Montgomery, D Gene	Oboe Lessons / 4	02/08/12	02/29/12	03/10/12	ST	\$125.64	11120650051320	MUP-2022-01	Applied Music: Oboe	
Needs, George Frank	SDT-1203-01	03/10/12	05/19/12	05/19/12	ST	\$595.00	11320410051320	SDT-1203-01	Job Seeking Skills	
Olesen, Jared Jeffrey	Mileage Reimbursement	02/09/12	03/10/12	03/10/12	ML	\$159.84	11120650055210			
Olesen, Jared Jeffrey	Mileage Reimbursement	02/09/12	03/10/12	03/10/12	ML	\$480.08	11120650055210			
Olesen, Jared Jeffrey	Mileage Reimbursement	02/09/12	03/10/12	03/10/12	ML	\$159.84	11120650055210			
Panizzi, Gerald W	CDV-6000-02	02/25/12	03/10/12	03/10/12	ST	\$375.00	14110394251320	CDV-6000-02	LaSalle Co Driver Improvement	#801 and #802
Parisot, Theodore Paul	Intro to Word Press	02/29/12	03/10/12	03/10/12	ST	\$150.00	11120650051900			
Perez, Dorene Marie	NSF Grant Activities FY12	03/10/12	03/10/12	03/10/12	ST	\$1,920.00	61320183751900			
Peterson, Delle Jeanne	Cello Lessons / 4	02/17/12	03/10/12	03/10/12	ST	\$111.56	11120650051320	MUP-2053-01	Applied Music: Cello	

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Stipends for Pay Period Ending 03/10/12

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Pinter, Debra Lynn	ALH 1214-07	03/07/12	05/19/12	05/19/12	RE	\$2,796.50	11420730051320	ALH-1214-07	Certified Nursing Assistant	
Pinter, Eric Neil	Score Clock	03/10/12	03/10/12	03/10/12	ST	\$120.00	56430360351900			
Prendergast, James M	Diagnostic Screening	01/17/12	03/10/12	03/10/12	ST	\$270.00	11120910051900			01/17, 01/19, 01/25, 02/01
Ray, Darlene A	HLR-5211-602	02/18/12	03/10/12	03/10/12	ST	\$60.00	14110394151320	HLR-5211-602	Garden Talk (starting Seeds in	
Ruda, Anthony J	Scoreboard	03/10/12	03/10/12	03/10/12	ST	\$450.00	56430360251900			
Schultz, Kim Ann	ALH 1214-604,605	03/07/12	05/19/12	05/19/12	RE	\$5,593.00	11420730051320	ALH-1214-604	Certified Nursing Assistant	
Smith, Mary Theresa	HLR-2763-303	03/01/12	03/10/12	03/10/12	ST	\$75.00	14110394151320	HLR-2763-303	Leather Wrap Bracelet	
Stevenson, Keith Howard	WHS-1202-300	02/14/12	03/10/12	03/10/12	ST	\$150.00	11320410051320			02/14/12- 02/23/12
Swett, Steven A	SFC 1000-03, 1000-80	03/10/12	05/19/12	05/19/12	ST	\$1,708.00	11120910051320	SFC-1000-03	Strategies for College	
Treend, Gayle A	CEU-4611-03	03/10/12	03/10/12	03/10/12	ST	\$160.00	14110394151320	CEU-4611-03	Newbie's To Facebook	
Vesper, Kathy Ruth	ALH 1214-603, 604, 605	03/07/12	05/19/12	05/19/12	RE	\$3,685.00	11420730051320	ALH-1214-603	Certified Nursing Assistant	
Vogl, Robert	Mileage Reimbursement	02/11/12	03/10/12	03/10/12	ST	\$150.96	14110394155210			
Volker, Todd D	HLR-5433-632	02/08/12	03/10/12	03/10/12	ST	\$75.00	14110394151320	HLR-5433-632	Native American, Settlers	
Wasmer, Susan Marie	ALH 1251-01	03/07/12	05/19/12	05/19/12	RE	\$1,860.00	11420730051320	ALH-1251-01	Phlebotomy Practicum	
Yanek, Ray Michael	Extension Site Coordinator	03/10/12	03/10/12	03/10/12	ST	\$300.00	11120116051900			
Total Stipends						\$69,892.28				

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Cheryl Roelfsema
 Cheryl Roelfsema
 Vice President of Business Services and Finance

Jerry Corcoran 3/16/12
 Dr. Jerry Corcoran
 President

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

Stipend Report for Pay Period Ending 03/24/12

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Andree, Christopher D	Wld Series 24	03/10/12	05/05/12	05/05/12	ST	\$1,785.00	11320410051320	WLD-1200-24	Stick, Plate, Flat Arc Welding	
Balzarini, Doreen J	CEX 1205 302 & 4021 302	02/07/12	03/24/12	03/24/12	ST	\$525.00	14110394151320	CEX-1205-302	Which Tablet Meets Your Needs	
Bartholomew, Jeffrey Alex	Drum Lessons 16	02/17/12	03/16/12	03/24/12	ST	\$446.26	11120650051320	MUP-2025-01	Applied Music: Drum Sets	
Bergsieker, David E	Meal Reimbursement	03/15/12	03/24/12	03/24/12	MI	\$13.46	11120651755212			
Brolley, Vincent Depaul	Mileage Reimbursement	02/10/12	03/24/12	03/24/12	ML	\$33.30	11120650055210			
Brolley, Vincent Depaul	Women's History Month	03/19/12	03/24/12	03/24/12	ST	\$62.50	18440184051900			Heloise: Renowned For Her Passion Unappreciated For Women in STEM: Progress and Challenges
Caley Opsal, Susan Mary	Women's History Month	03/19/12	03/24/12	03/24/12	ST	\$62.50	18440184051900			Gendered Cylons: Portrayals of Women in Science
Cook-Fesperman, Amanda	Women's History Month	03/19/12	03/24/12	03/24/12	ST	\$62.50	18440184051900			
Engstrom, Norman Bruce	Voice Lessons/ 16	01/23/12	03/21/12	03/24/12	ST	\$512.00	11120650051340	MUP-2001-01	Applied Music- Vocal	
Ferguson, Judith June	ALH 1215-600	03/13/12	04/17/12	04/21/12	RE	\$1,240.00	11420730051320	ALH-1215-600	Cert Nurs Assist Refresher	
Florentini, Jo Ellen	Garden Stepping Stone	03/05/12	03/14/12	03/24/12	ST	\$200.00	14110394151320	HLR-2742-303	Garden Stepping Stone Mosaic	
Foster, Christine M	Women's History Month	03/19/12	03/24/12	03/24/12	ST	\$62.50	18440184051900			Advanced Practice Nurses
Freed, Timothy Daniel	Taste Italy & Exploring Shri	03/12/12	03/19/12	03/24/12	ST	\$260.00	14110394151320	HLR-3904-303	Taste of Italy	
Fryxell, David William	Bass Lessons / 12	01/09/12	02/02/12	03/24/12	ST	\$362.76	11120650051320	MUP-2043-01	Applied Music: Bass	
Fryxell, David William	Bass Lessons / 12	02/07/12	03/08/12	03/24/12	ST	\$362.76	11120650051320	MUP-2043-01	Applied Music: Bass	
Gillio, Susan M	Meal Reimbursement	03/15/12	03/24/12	03/24/12	MI	\$8.96	11120650055212			
Gillio, Susan M	Flute Lessons / 40	01/10/12	03/05/12	03/24/12	ST	\$1,256.40	11120650051320	MUP-2062-01	Applied Music: Flute	
Herout, Kimberly Ruth	Meal Reimbursement	03/15/12	03/24/12	03/24/12	MI	\$8.80	11320410055211			
Jagasia, Koshu Ghanshyam	Overload	03/24/12	03/24/12	03/24/12	OV	\$1,920.00	11120910051340	ENG-1001-101	English Composition I	
Johnson, Laura Elizabeth	Hot Glass Experience	03/08/12	03/17/12	03/24/12	ST	\$210.00	14110394151320	HLR-2748-413	Hot Glass Experience	
Keiser, Melissa L	Beginner Self Portrait	03/10/12	03/17/12	03/24/12	ST	\$200.00	14110394151320	HLR-1106-03	Beg. Portrait Drawing Workshop	
Koehler, Richard A	CDV-7000-02	03/10/12	03/24/12	03/24/12	ST	\$150.00	14110394351320	CDV-7000-02	Bureau Co. Driver Improvement	#164
Koehler, Richard A	CDV-6000-02	03/14/12	03/14/12	03/24/12	ST	\$150.00	14110394251320	CDV-6000-02	LaSalle Co Driver Improvement	#804
Krasnican, Mary Ellen	Food Service Refresher	03/05/12	03/08/12	03/24/12	ST	\$125.00	14110394151320	CEU-1501-633	Food Sanitation Recert	
Leadingham, Paul	WLD 1200-21 / 23	03/10/12	05/05/12	05/05/12	ST	\$3,968.00	11320410051340	WLD-1200-21	Stick, Plate, Flat Arc Welding	
Leadingham, Paul	Welding Stainless Steel	02/10/12	02/24/12	03/24/12	ST	\$3,255.00	14210331051320	CEU-5201-02	Welding	Stainless Steel & AWS Certification
Linker-lafrenz, Cathleen M	Homestead Conference	03/17/12	03/19/12	03/24/12	ST	\$270.00	14110394151320	HLR-5527-03	Homesteading Conference	
Mahoney, James Joseph	WLD SERIES 301 MULTI PREP	03/11/12	03/24/12	03/24/12	ST	\$892.50	11320410051320	WLD-1200-301	Stick, Plate, Flat Arc Welding	
Mahoney, James Joseph	WLD Series 321 / Multi Prep	03/11/12	05/05/12	05/05/12	ST	\$1,487.50	11320410051320	WLD-1200-321	Stick, Plate, Flat Arc Welding	
Maurice, Jeanette A	Grant Activities	07/01/11	03/12/12	03/24/12	ST	\$1,000.00	61320183751900			

Stipend Report for Pay Period Ending 03/24/12

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Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
McConville, Drew Alien	Vacation Payout	03/14/12	03/24/12	03/24/12	VA	\$543.74	18710585051210			
McGinnis, Richard	Homestead Conference	03/17/12	03/24/12	03/24/12	ST	\$75.00	14110394151320	HLR-5527-03	Homesteading Conference	
Merkel, Marlene Kay	Meal Reimbursement	03/15/12	03/24/12	03/24/12	MI	\$7.51	11120650055212			
Montgomery, D Gene	Clarinet & Sax Lessons / 8	02/15/12	03/24/12	03/24/12	ST	\$251.28	11120650051320	MUP-2032-01	Applied Music: Clarinet	
Morris, Tracy Lynn	Women's History Month	03/19/12	03/24/12	03/24/12	ST	\$62.50	18440184051900			A Women's Beauty
Nelson, Catherine Lee	ACT Test Preperation	03/17/12	03/19/12	03/24/12	ST	\$160.00	14110394151320	YOU-3501-03	ACT Test Preparation	
Niemann-Boehle, Deborah	Homestead Conference	03/17/12	03/19/12	03/24/12	ST	\$270.00	14110394151320	HLR-5527-03	Homesteading Conference	
Norris, Blanche L	Mileage Reimbursement	01/12/12	03/24/12	03/24/12	ML	\$111.00	14210331055212			
Norris, Blanche L	Coaching Sessions James H	01/12/12	03/15/12	03/24/12	ST	\$500.00	14210331051320			Sean Parks
Petersen, Bonnie S	HPE 1000-03	03/10/12	05/19/12	05/19/12	ST	\$1,860.00	11120570051320	HPE-1000-03	Wellness	
Phillips, Michael Alan	Women's History Month	03/19/12	03/24/12	03/24/12	ST	\$62.50	18440184051900			Political Forum Illinois State 38th Dist Candidates
Pietrobonardo, Anna Marie	Women's History Month	03/19/12	03/24/12	03/24/12	ST	\$62.50	18440184051900			She-Speak & Related Implications
Radek, Kimberly M	Women's History Month	03/19/12	03/24/12	03/24/12	ST	\$62.50	18440184051900			Importance of Representation: Tangled
Schomas, Jane Elizabeth	HLR 5108, 5102, 5115	02/09/12	03/15/12	03/24/12	ST	\$995.00	14110394151320	HLR-5108-402	Wedding Reception Survival	Wedding Reception Survival Beginning Swing Dance
Smith, Mary Helen	Grant Activities	07/01/11	03/12/12	03/24/12	ST	\$500.00	61320183751900			
Smith, Mary Theresa	HLR 2763-633 , 2763-313	03/08/12	03/15/12	03/24/12	ST	\$150.00	14110394151320	HLR-2763-633	Leather Wrap Bracelet	
Smith, Sara E	CEU-1501-633	03/05/12	03/08/12	03/24/12	ST	\$125.00	14110394151320	CEU-1501-633	Food Sanitation Recertification	Food Service 5 Hour Refresher
Sramek, Katherine Lynn	CSP-1210-300	03/07/12	05/19/12	05/19/12	ST	\$250.00	11320410051320	CSP-1210-300	Bas Computer Skills Workplace	
Treend, Gayle A	CEU-4609-303	03/12/12	03/24/12	03/24/12	ST	\$360.00	14110394151320	CEU-4609-303	Facebook for Business Marketing	
Whaley, Phillip	Trumpet & Trombone Lessons / 9	02/07/12	03/24/12	03/24/12	ST	\$251.01	11120650051320	MUP-2014-01	Applied Music: Trumpet	

Cheryl Roelfsema

Cheryl Roelfsema
Vice President of Business Services and Finance

Jerry Conoran 4/10/12

Dr. Jerry Conoran
President

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

Bid Results – Exmark Lazer X Mower

Bids for an Exmark Lazer X Mower, with a trade-in of one (1) 2009 Exmark Mower currently owned by the College, were received and publicly opened on April 3, 2012. A summary of the bids received is shown below.

Bidder	Exmark Lazer X Mower – Model: LZX980KC606	Light Kit (Installed)	Total Price (Before Trade In)	Trade In	Total Net Cost to College (Total Less Trade In)
Martin Brothers Roanoke, IL	\$10,479.00	\$249.00	\$10,728.00	\$3,828.00	\$6,900.00
Smith’s Sales & Service Peru, IL	\$10,479.00	\$199.00	\$10,678.00	\$4,500.00	\$6,178.00

Recommendation:

The administration recommends the Board accept the bid from Smith’s Sales and Service as the lowest, most responsible bid for an Exmark Lazer X Mower in the amount of \$6,178.00.

Staff Resignation – Dr. Richard R. Pearce, Vice President for Learning and Student Development

Dr. Richard R. Pearce, Vice President for Learning and Student Development, has submitted his resignation effective May 19, 2012. His letter of resignation is attached.

Dr. Pearce has played a key role in moving the College forward over the last three years. His accomplishments include his work with faculty and staff on the design of the Community Technology Center, his contributions to the CTC Capital Campaign steering committee, the innovative Running Start program at Marquette Academy and his success in forging educational agreements with the University of Illinois, Northern Illinois University, Lincoln College and others.

Recommendation:

Accept with regret the resignation of Dr. Richard R. Pearce, Vice President for Learning and Student Development, effective May 19, 2012.

3 April 2012

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

Dear Jerry:

I am writing you to officially tender my resignation from my position as Vice President for Learning and Student Development, effective 20 May 2012.

Working with Illinois Valley Community College has been very rewarding. I could not ask for a better group of colleagues. I have grown in many ways here and will remain grateful for the opportunities provided to me by you personally and by my friends and colleagues at IVCC.

I will be accepting a position as Vice President for Learning and Student Success with Heartland Community College. While I will miss my friends here at IVCC, I am excited about the new challenge and new experiences that await me.

On a very personal note, I would like to thank you for having the confidence in me that led to you recommending my joining your team and the mentoring you've provided me over the past three years. I know that I am a far better leader today than I was on March 11, 2009, and I have you and others at IVCC to thank for that.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized initial 'R' followed by a long horizontal line extending to the right.

Dr. Rick Pearce

Cc: Glenna Jones, Director of Human Resources
Jeanne Hayden, Executive Assistant to the President

Faculty Retirement – Daniel J. O’Connor, Automotive Technology Instructor

Daniel J. O’Connor, Automotive Technology Instructor, has submitted his request to retire effective May 31, 2012. His retirement letter is attached.

Dan began his employment with IVCC as the Automotive Technology instructor in August 1981. For more than 30 years, Dan has offered his expertise to hundreds of students, turning out quality graduates in the two-year automotive technology program.

Recommendation:

Accept Dan O’Connor’s request for retirement effective May 31, 2012 and wish him a long, happy, and healthy retirement.



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

To: Dr. Elaine Novak
Dean of Career & Technical Division
From: Dan O'Connor
Re: Retirement
Date: March 15, 2012

Dr. Novak:

I want to inform you that I will be retiring on May 31, 2012, from my position as IVCC Automotive Instructor. My first day of retirement will be June 1, 2012.

IVCC has been a wonderful place to work for the last 31 years. I have really enjoyed teaching and watching my students learn their trade and succeed in the workplace.

I want to thank you for all your support to me personally in the few years we have worked together. I would also like to thank all of the administration I have worked with over the years.

Sincerely,

Daniel J. O'Connor

cc: Human Resources
Glenna Jones

Faculty Retirement – Douglas L. Stockley, Computer Instructor

Douglas L. Stockley, Computer Instructor, has submitted his request to retire effective June 15, 2012. His retirement letter is attached.

Doug began his employment with IVCC as the Agribusiness instructor in August 1979. During Doug's tenure with IVCC he has transitioned from agribusiness to computer classes, being one of the first to incorporate computers into the agriculture field. Doug has been a valuable resource for the IVCC Agronomy plots as well as for the successful operation of the college farm. Doug also served as the Interim Dean for the Career and Technical Programs division in 2008.

Doug was honored in 2011 as a nominee for the Illinois Valley Community College Stephen Charry Memorial Award for Teaching Excellence and he has received the "Teacher of the Year in Soil Conservation" award.

Recommendation:

Accept Douglas L. Stockley's request for retirement effective June 15, 2012 and wish him a long, happy, and healthy retirement.



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

April 3, 2012

Dr. Jerry Corcoran, President
Illinois Valley Community College
Oglesby, Illinois 61348

Dr. Corcoran,

The purpose of this letter is to communicate my intent to resign my position as an Illinois Valley Community College faculty member on June 15, 2012 and begin retirement in the State University Retirement System on June 16, 2012.

The college has been a huge part of my life. I attended IVCC as a student from 1973 to 1975 and returned as a member of the faculty in 1979. My instructors became my colleagues and mentors and the rest is now history.

During the past thirty-three years I have witnessed many changes at the college. Buildings and technology have been added; faculty and staff have come and gone. One of the constants has been the quality education and services that we continue to provide. I consider it a privilege and a pleasure to have been able to work at IVCC. It has been an honor to serve our students.

Sincerely,

Douglas L. Stockley

Sabbatical Leave Request – Steve Alvin

Steve Alvin, history instructor, has requested a sabbatical leave for the spring 2013 semester, in accordance with the terms outlined in the current collective bargaining agreement.

Attached please find the instructor's Request for Sabbatical Leave, a copy of the Sabbatical Leave Agreement, the Recommendation of the Dean, and the Recommendation of the Vice President.

Recommendation:

Approve the sabbatical leave for Steve Alvin for spring semester 2013. Said leave to be governed by the conditions stipulated in the agreement between the American Federation of Teachers Local 1810 and the Board of Trustees of Illinois Valley Community College District No. 513.

Illinois Valley Community College

Request for Sabbatical Leave

Name: Steve Alvin

Division: Humanities, Fine Arts and Social Science

Semester(s) and dates of Leave: Spring Semester, 2013

Type of Sabbatical: XXX Full Pay (1 Semester) _____ Half Pay (2 Semesters)

Years of service at IVCC (include current year): 14

Number of semester hours of "non-traditional teaching":* _____

Dates of previous sabbatical leaves, if applicable: N/A

*Article VII-F of the Collective Bargaining Agreement uses "summer; weekend; evenings; extension centers; and classes in compressed, on-line, and blended formats" as examples of "non-traditional" teaching".

Abstract of Sabbatical Leave Request: *In the space provided below, please write a brief summary of your sabbatical request. Include a description of how your sabbatical will benefit the college.*

I am proposing to spend spring semester 2013 as the Illinois Consortium for International Studies and Programs (ICISP) visiting professor at Canterbury Christ Church University (CCCU) in Canterbury, UK. My assignment will include co-teaching or teaching two classes and mentoring ICISP students from community colleges throughout Illinois and Wisconsin. As part of my professional responsibilities at IVCC, I have been the college's ICISP representative since 1999 and the coordinator for ICISP of the Canterbury program since 2005. As coordinator, I visit CCCU each spring for four or five days. However, it is apparent that to move the program to the next level, I need to be there for a longer period of time. In addition to the normal responsibilities of an ICISP visiting professor, I will be working with my counterparts at CCCU to revise and update the curriculum for our study abroad students, prepare new courses for submission to the ICCB to give our students more choices when they study at CCCU and to work on establishing a summer study abroad program.

This sabbatical will benefit the college in a number of ways:

- An update of the Canterbury program will give IVCC (and ICISP) students studying at CCCU more course options and more of a guarantee that the finished courses will perhaps transfer for more than just elective credit.
- The successful creation of a summer program will give IVCC (and ICISP) students more and less expensive options for a study abroad experience.
- The successful completion of the sabbatical will strengthen the ties we have with CCCU and perhaps make possible additional IVCC-CCCU collaboration, such as faculty or student exchanges.
- ICISP's Canterbury program is one of the oldest (22 years) study abroad programs aimed specifically at community college students. Having a faculty member from IVCC coordinate and improve the program will put positive light on the work we do.

**The ICISP Canterbury Christ Church University
Visiting Faculty Program**

The ICISP/CCCU Visiting Faculty Program has been in existence since the fall of 1989 and is designed to provide faculty from member institutions the opportunity to experience firsthand living, teaching and interacting with colleagues in an international setting. To date, over 70 faculty have benefited from this longstanding and successful program. While previous participants are not exempt from reapplying, please be advised that priority will be given to those applicants who have not already participated in the program.

ICISP INSTRUCTOR RESPONSIBILITIES

Instructors assigned to Canterbury Christ Church University (CCCU) will be expected to fulfill the following responsibilities:

1. Oversee and provide leadership for the ICISP program and student service needs of Illinois students in the U.K.
2. Teach classes and/or special lectures, seminars as assigned by CCCU. (Up to 90 contact hrs./semester)
3. Assist Illinois students with the adjustment to living in a different culture.
4. Assist with coordination of activities and field trips of the academic program with appropriate officers of CCCU.
5. Serve as chaperone on all field trips.
6. Perform administrative duties of the ICISP program as needed.
7. Provide advisement to students as needed.
8. Attend all Modern Britain classes and chair the related discussion groups with Illinois students.
9. Hold on-campus office hours.
10. Act as an ambassador on the behalf of ICISP within the academic department to which they are assigned and within CCCU as a whole.
11. Through the appropriate officers of CCCU, assist in solving problems which arise for Illinois personnel.
12. Provide all appropriate information and communicate regularly with the ICISP coordinator in Illinois assigned to the CCCU program.
13. Attend the student/faculty orientation prior to assignment (usually held one Saturday in November and July).
14. Assist with future faculty/student orientation sessions and faculty selection.
15. Perform other duties as may be needed by ICISP.

PLEASE BE ADVISED THAT ONE OF THE PRIMARY RESPONSIBILITIES OF AN INSTRUCTOR IS TO ASSIST THE ILLINOIS STUDENTS ATTENDING CCCU. AS SUCH, ICISP FACULTY MEMBERS ARE REQUIRED TO RESTRICT PERSONAL TRAVEL TO THOSE TIMES WHEN CLASSES ARE NOT IN SESSION. FACULTY MEMBERS SHOULD NOT COMMIT TO TEACHING ANY ON-LINE COURSES AT THEIR HOME INSTITUTION WHILE ASSIGNED TO CCCU.

Instructors assigned to teach at CCCU will be required to sign an agreement verifying that the above responsibilities are understood and agreed upon.

Compensation for ICISP Faculty:

Salary – Paid by home college

Housing – CCCU provides free of charge a three-bedroom furnished townhouse or apartment.

Airfare and transportation to Canterbury – ICISP will pay for one (1) roundtrip economy class airfare. Excess baggage fees will be the responsibility of the faculty member. ICISP will also pay up to \$100 for transportation from either Heathrow or Gatwick to Canterbury, if the faculty member arrives earlier than the group.

Extra Allowance – Optional by home college

Dear Steve,

Faculty Mentor, Spring 2013

This is to confirm that I would be delighted for you to be nominated as the ICISP faculty mentor for the spring 2013 semester. Not only is your knowledge of the programme unrivalled but you were also an exceptionally successful faculty mentor when you were in Canterbury a few years ago. On a personal level it would be a great pleasure to work with you again.

Best wishes,



Dr T K McCulloch
Chair of Canterbury Programme
Head of American Studies

Department of History and American Studies
Faculty of Arts and Humanities

Canterbury Christ Church University
North Holmes Campus Canterbury Kent CT1 1QU (UK)
Tel +44 (0)1227 767700 Fax +44 (0)1227 470442
www.canterbury.ac.uk

Professor Robin Baker CMG, Vice-Chancellor and Principal

Registered Company No. 4793659
A Company limited by guarantee
Registered Charity No. 1099136

Illinois Consortium for International Studies & Programs (ICISP)
at Heartland Community College
1500 W. Raab Rd.
Normal, IL 61761
Phone: (309) - 268 - 8664
Fax: (309) - 268 - 7980
www.icisp.org



Elizabeth Parks, M.S., Executive Chair
Kishwaukee College

Shanon Dickerson, M.A., Vice-Chair
Carl Sandburg College

Lauren Nehlsen, M.A., Membership Secretary
Elgin Community College

Pamela Sweetwood, M.S.,
ICISP/Host Institution Liaison
Heartland Community College

January 25, 2012

Steve Alvin
Illinois Valley Community College
815 North Orlando Smith Avenue
Oglesby, IL 61348-9692

Dear Steve:

It is with great pleasure that I write on behalf of the Illinois Consortium for International Studies and Programs to offer you the appointment of Visiting Professor at Canterbury Christ Church University for the Spring 2013 term. As you know, this is an important position, one that ensures the integrity of the program and security of the students, and we are pleased that you are willing to take on this important role.

I am especially pleased that you will be able to serve in this capacity because of your unique position as our program coordinator for the Canterbury program. Your having extended time on the ground in Canterbury will ensure the completion of a number of tasks that have needed attention for some time, tasking including a current alignment of their curriculum with ours in Illinois, securing more syllabi for ICCB perusal and approval, establishing a protocol for supporting students with issues related to mental illness, and working toward establishing a summer program.

ICISP will be well represented by you in Canterbury and I feel confident that the students will be in very capable hands. I wish you well as you prepare for this experience, and I thank you for your continued service to ICISP.

Sincerely,

Elizabeth Parks
Executive Chair
Illinois Consortium for International Studies and Programs

Sabbatical Leave Agreement

The interest of District 513 shall be protected by a written agreement providing that the faculty member will return to the service of the District and will render at least one year of service upon return from leave. If the faculty member wishes to receive compensation while on leave, the Board may request a bond or written agreement, as appropriate, indemnifying the Board for the total salary paid in the event the faculty member fails to return and render at least one year service in the employ of District 513 following the sabbatical leave.

Faculty members granted sabbatical leave for one semester shall be paid full salary during such leave. Faculty members granted leave for one full year shall be paid one-half salary for the year in which leave is taken. The salary shall be paid in the same manner as if the faculty member were teaching in District 513. The faculty member may accept a fellowship or grant-in-aid in accomplishment of the purpose for which the leave was granted. Time spent on sabbatical leave shall be credited toward salary increment and seniority as time spent in full-time service.

Upon completion of the sabbatical leave and within sixty (60) days of the faculty member's return to duty, he/she shall submit to the President one of the following:

If the leave was for formal study, a transcript of credit and a brief description of the program studied, including a detailed evaluation of the program with respect to its contribution to the leave;

If the leave was for travel, a written report setting forth the teacher's reaction to the travel and a statement of the benefits received.

(Article VII-F of the Collective Bargaining Agreement)

Faculty Member: _____

Date: _____

3/7/12

Dean: _____

Date: _____

J. M. AL

7 March 2012

Sabbatical Leave Request

Recommendation of the President or his/her designee

Faculty Member: Steve Alvin

A. Comments: Steve's opportunity to serve as a visiting scholar at Canterbury Christ Church University, with which we have had a long exchange relationship through the Illinois Consortium for International Studies and Programs (ICISP), provides a unique opportunity for Steve to continue to develop the close relationship between the college and the university, to develop his own teaching materials and plans, and to refresh his teaching by stepping out of his comfort zone and facing new challenges in a different environment.

B. Recommend



Does not Recommend



C. Rationale: This sabbatical request offers clear advantages by leveraging Steve's work with ICISP to improve the relationships among IVCC, ICISP and Canterbury Christ Church University, to develop new opportunities for collaboration with CCCU, to provide new opportunities for IVCC students to study abroad during shorter periods, and to foster continued quality improvement in the ICISP programs in which IVCC is involved.

President (or his/her designee) _____

Date: 3/15/2012

Request for Proposal Results - Audit Services

Board Policy requires the College to perform a RFP for audit services at least every six years.

For the last six years, Gordman, Stockman, and Waugh (GSW) was engaged to perform the annual audit of the College. The audit fees for fiscal year 2011 totaled \$32,500.

Proposals were received from four (4) firms: Clifton Larson Allen, LLP; McGladrey & Pullen, LLP; Sikich, LLP; and Wipfli, LLP. All four (4) proposals indicated that the firms have the necessary credentials and experience to perform a financial audit for the College, as required by Board Policy 4.6 - Audits. The proposed fees for the next three (3) years are displayed below.

	<u>2012</u>	<u>2013</u>	<u>2014</u>
Clifton Larson Allen, LLP	\$38,000	\$38,800	\$39,600
McGladry & Pullen, LLP	\$34,050	\$34,900	\$35,700
Sikich, LLP	\$39,600	\$40,788	\$42,012
Wipfli, LLP	\$43,000	\$44,000	\$44,990

In addition to proposing the lowest cost for audit services for the College, McGladrey & Pullen, LLP is the sixth largest accounting and consulting firm in the United States and conducts the second highest number of Federal Single Audits. In 2011, McGladrey & Pullen, LLP also performed audits for five (5) other Illinois community colleges: Illinois Central, Kaskaskia, Sauk Valley, Joliet, and Heartland. McGladrey & Pullen, LLP also proposed dedicating a highly-experienced, specialized audit team to work with the College.

Recommendation:

The administration recommends Board approval to accept the proposal of McGladrey & Pullen, LLP for audit services.

Request for Proposal Results – Banking Services

Board Policy requires that IVCC perform a RFP for banking services for the main operating account every four years.

The College has partnered with Peru Federal for banking services since July 2008. Peru Federal has been an excellent partner and the College has enjoyed a fixed 3.8 percent interest rate with no fees for the last four years. However, the banking environment has changed substantially in the last four years, as the results of this RFP illustrates.

Centrue Bank of Princeton, Hometown National Bank of LaSalle, Midland States Bank of Effingham, and Peru Federal of Peru submitted proposals. All four proposals are able to satisfy the requirements of Board Policy 4.13 – Investment Services.

The following table represents a summary of the proposals for each bank.

	Centrue	Hometown	Peru Federal	Midland
Starting interest rate	0.35%	0.25%	0.25%	0.06%
Variable index used	Federal Funds Rate +10 basis points	1-month constant treasuries	Fixed	Midland States Bank Index
Anticipated monthly earnings	\$671	\$479	\$479	\$115
Anticipated monthly fees	\$279	\$552	\$343	\$351
Net interest / (fees)	\$392	(\$73)	\$136	(\$236)
Remote Deposit	Yes	Yes	No	Yes
Positive Pay	3Q 2012	No	No	Yes
Relevant locations	Peru, Ottawa	LaSalle	Peru	Peru

Centrue Bank offers the best interest rate and the lowest fees. They will provide IVCC with remote deposit capabilities and, within six (6) months, Positive Pay. Centrue Bank has locations in both Peru and Ottawa. Therefore, Centrue Bank offers the College the most favorable arrangement.

Recommendation:

The administration recommends Board approval to accept the proposal of Centrue Bank for banking services for the College's operating account.

Property Tax Appeal Resolution

The LaSalle County Board of Review set the equalized assessed valuation (EAV) of the LaSalle Nuclear Power Station at \$504,000,000 for tax year 2011. Exelon Generation Company, LLC, owner of the LaSalle Nuclear Power Station, estimates the EAV of the plant to be \$350,000,000. An independent appraisal authorized by the taxing bodies whose tax levy is affected by the EAV of the LaSalle Nuclear Power Station, set the EAV of the plant at \$704,000,000. Whitt Law LLC has been advising the committee of 11 taxing bodies regarding the LaSalle Nuclear Power Station valuation.

It is anticipated that Exelon Generation Company, LLC will file a complaint with the Property Tax Appeal Board seeking a reduction in the assessed valuation of the plant. If this is the case, the administration recommends intervention in the proceedings with Whitt Law LLC representing the District.

In the event Exelon Generation Company, LLC does not file a complaint, the affected taxing bodies want to file a complaint asking for an increase in the assessed valuation of the plant. The administration recommends filing this complaint with representation by Whitt Law LLC.

The LaSalle County Board of Review published the valuation on March 16, 2012, and any complaint must be filed within 30 days. It only takes one taxing body to file a complaint or intervention. Seneca Grade School, Brookfield Township, and the Marseilles Fire Department are likely to have already filed.

Recommendation:

The administration recommends adoption of the following Resolution authorizing the filing of a complaint to the Property Tax Appeal Board.

ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513

**RESOLUTION AUTHORIZING APPEAL TO THE
STATE OF ILLINOIS PROPERTY TAX APPEAL BOARD**

WHEREAS, the LaSalle County Board of Review has heretofore set the assessment for the LaSalle Nuclear Power Station for the year 2011 at \$504,000,000; Permanent Index Number 29-17-202-000 at \$252,000,000 and Permanent Index Number 29-17-403-000 at \$252,000,000; and

WHEREAS, 35 ILCS 200/16-160 provides "any taxing body that has an interest in the decision of the board of review or board of appeals on an assessment made by any local assessment officer, may, (i) in counties with less than 3,000,000 inhabitants within 30 days after the date of written notice of the decision of the board of review or (ii) in assessment year 1999 and thereafter in counties with 3,000,000 or more inhabitants within 30 days after the date of the board of review notice or within 30 days after the date that the board of review transmits to the county assessor pursuant to Section 16-125 its final action on the township in which the property is located, whichever is later, appeal the decision to the Property Tax Appeal Board for review"; and

WHEREAS, Notices of Final Decision for Permanent Index Numbers 29-17-202-000 and 29-17-403-000 were issued by the LaSalle County Board of Review on March 16, 2012; and

WHEREAS, the above-captioned parcels are within the corporate boundaries of Illinois Valley Community College District No. 513 and said Community College District derives revenues therefrom; and

WHEREAS, Illinois Valley Community College District No. 513 finds and determines that it is in the District's best interests to have the above referenced assessment reviewed by the State of Illinois Property Tax Appeal Board for the year 2011.

NOW, THEREFORE, BE IT RESOLVED by Illinois Valley Community College District No. 513, LaSalle County, Illinois, as follows:

SECTION ONE: That the Preambles to this Resolution are hereby incorporated in this Section One as if fully set forth and restated herein *verbatim*.

SECTION TWO: That Illinois Valley Community College District No. 513 hereby authorizes and directs its attorneys, Whitt Law LLC, to file an appeal with the State of Illinois Property Tax Appeal Board for the said parcels for the year 2011 and authorizes Whitt Law LLC to represent the District before the State of Illinois Property Tax Appeal Board in said proceedings.

SECTION THREE: That this Resolution shall be in full force and effect forthwith upon and after its adoption.

ADOPTED this 17th day of April, 2012.

Ayes _____

Nays _____

Absent _____

BY: _____

Its President

ATTEST:

Its Secretary

STATE OF ILLINOIS)
)
COUNTY OF LASALLE) SS.

CERTIFICATION OF MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Illinois Valley Community College District No. 513, LaSalle County, Illinois (the "Board"), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 17th day of April, 2012, insofar as same relates to the adoption of a resolution entitled:

**RESOLUTION AUTHORIZING APPEAL TO THE
STATE OF ILLINOIS PROPERTY TAX APPEAL BOARD**

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that said agenda contained a separate specific item concerning the proposed adoption of said resolution, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the applicable Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 17th day of April, 2012.

Secretary

Civil Engineering Proposal – West Ravine Erosion Control

At the January 17, 2012 Facilities Committee meeting, a report from Chamlin & Associates was presented outlining two priorities for erosion control in the ravine west of the College buildings. Priority #1 was to repair the dam and four options were given:

Priority #1 – Two options (Price Range \$108,000 - \$342,765)

Repair the Dam – Option #1 (Dry Bottom Detention) Scenario #1 (\$296,030)

- Provide a new outlet structure or modify the existing principle spillway structure;
- Repair the dam and construct a new excess flow spillway;
- Install erosion protection at dam outfall pipe.

Repair the Dam – Option #1 (Dry Bottom Detention) Scenario #2 (\$108,000)

- Same as scenario #1 except soil boring information would support not removing and replacing the existing dam.

Repair the Dam – Option #2 (Restore the Lake) Scenario #1 (\$342,765)

- Tree removal, clearing and grubbing former lake area;
- Repair the existing principle spillway;
- Repair the dam and construct a new excess flow spillway;
- Install erosion protection at detention outfall pipe.

Repair the Dam – Option #2 (Restore the Lake) Scenario #2 (\$155,970)

- Same as scenario #2 except soil boring information would support not removing and replacing the existing dam.

Priority #2 - \$287,900

- Construct access road for construction and future maintenance purposes;
- Place rock ditch checks at intervals along the bottom of the ravine channel.

Two of the less expensive options include using the existing structure but the feasibility of this can only be determined by doing soil borings. It was the consensus of the committee at the January 17, 2012 meeting to move forward with soil borings.

Chamlin & Associates has submitted the following proposal for consideration which includes 1) soil borings, testing, and analysis; 2) preparing a base map of the existing lake area; 3) researching Illinois Department of Natural Resources permitting requirements; 4) performing hydrology and watershed calculations; and 5) preparing a dam feasibility report. The total cost for these services would be \$22,900.

Recommendation:

The administration recommends Board approval to accept the proposal of Chamlin & Associates to perform civil engineering services to investigate and analyze the integrity of the dam on the west ravine at a cost of \$22,900.

March 13, 2012

Cheryl Roelfsema, CPA, CMA
Vice President Business Services & Finances
Illinois Valley Community College
815 North Orlando Smith Avenue
Oglesby, Illinois 61348

Re: Professional Services Proposal
Illinois Valley Community College
West Ravine Erosion Control
Chamlin & Associates, Inc. No. 15345.00

Dear Cheryl,

Chamlin & Associates, Inc. is pleased to offer the following **Proposal** for **Professional Services** pertaining to the above referenced project.

Chamlin & Associates, Inc. offers the following **Scope of Work** as our understanding of the items necessary to complete the project:

- 1) Provide soil borings, testing, and analysis to investigate the integrity of the existing dam and to provide necessary information pertaining to dam repair or the construction of a new dam. Please note that soil boring, testing, and analysis will be performed by a Sub Consultant.
- 2) Prepare a Base Map of the existing lake area for preliminary design and hydraulic calculation purposes. The Base Map will be adequate for exhibit purposes and to illustrate preliminary design concepts.
- 3) Research Illinois Department of Natural Resources, Division of Water Resources information pertaining to dam classifications and permitting requirements.
- 4) Perform preliminary calculations pertaining to watershed characteristics and hydrology in order to provide preliminary primary and emergency outlet design. Calculations will indicate reductions in peak discharge rates to the downstream ravine to illustrate the potential reduction of erosion.
- 5) Prepare a Dam Feasibility Report. The report will include an Exhibit indicating the recommended alternate for dam repair or reconstruction and will include general information pertaining to the water shed and a summary of hydraulic calculations. The Report will also include preliminary estimates for quantities and a Preliminary Estimate of Probable Construction Cost for the recommended alternate.

PERU OFFICE:

ROGER J. CHAMLIN, P.E. • LARRY D. GOOD, P.E. • JAMES K. CLINARD, S.E., P.E. • KEVIN W. HEITZ, P.E., P.L.S.
DAN L. ADRIAN, P.E., P.L.S. • DANIEL J. DRAPER, P.E. • AARON M. FULL, P.E.

MORRIS OFFICE:

RICHARD J. SCHWEICKERT • GUY R. CHRISTENSEN, P.E. • MICHAEL W. PERRY, P.E. • ROBERT T. SCHMUDE, P.E.

Chamlin & Associates, Inc. proposes to provide the above **Scope of Work** for a **Lump Sum Fee** of **\$22,900.00**.

Additional services requested by the Client or any services beyond the Scope of Work outlined above, will be provided on an hourly basis as outlined below or a mutually agreed lump sum fee.

2011 RATE SCHEDULE


<u>Grade Classification of Employee</u>	<u>Hourly Rate</u>	<u>Grade Classification of Employee</u>	<u>Hourly Rate</u>
Principal	\$ 126.00	Inspector	\$ 73.00
Structural Engineer	\$ 126.00	Draftsman II	\$ 66.00
Sr. Project Engineer	\$ 116.00	Rodman	\$ 41.00
Project Engineer	\$ 112.00	Office Manager	\$ 64.00
Project Manager	\$ 106.00	Administrative Support Staff	\$ 40.00
Designer/Engineer II	\$ 92.00	Vehicle & Standard Survey	\$ 8.00
Engineer I	\$ 92.00	Vehicle & Total Survey Station	\$ 18.00
Chief Engineering Aide	\$ 95.00	Vehicle & GPS Survey Station	\$ 38.00
Sr. Engineering Aide	\$ 80.00	Inspection Vehicle	\$ 5.00
Engineering Aide	\$ 71.00	Mileage (per mile)	\$ 0.50
Sr. Party Chief	\$ 84.00	Computer & Plotter (CADD)	\$ 15.00
Party Chief	\$ 74.00	ATV Rental	\$ 15.00

The hourly rates itemized above shall be effective the date the parties, hereunto entering this agreement, have affixed their signatures and shall remain in effect until March 31, 2012. In the event that services extend beyond this date, the hourly rates will be adjusted yearly by addendum to the agreement to compensate for increases or decreases in the salary structure that are in effect at that time.

Thank you for the opportunity to submit this Proposal. If acceptable, please sign where indicated and return a copy of this Proposal via mail or fax so we can proceed with the Work.

Sincerely,

CHAMLIN & ASSOCIATES, INC.



Dan L. Adrian, P.E., P.L.S.

Accepted By:

Signature

Printed Name

Date

Cc: File:

Tennis Program – Recommendation to Eliminate

Illinois Valley Community College has a long history of involvement in intercollegiate athletics. Over the years, the College has fielded a number of outstanding teams and individual athletes, and has continued to provide opportunities for student athletes to realize their academic dreams. The administration remains committed to the values of leadership development, teamwork, and student-athlete achievement fostered by our intercollegiate athletic program.

However, it is important that we continually review each athletic program to assure it is continuing to foster these values. When we find that a program is unsustainable or lacking sufficient community and student interest, it is the responsibility of the administration to recommend the elimination of that program.

This is the current case with Men's and Women's Tennis at Illinois Valley Community College. The College lacks adequate tennis facilities on campus, and the cost of building adequate facilities is prohibitive. In recent years, the tennis programs have utilized local public park facilities. However, these are not suited to competitive play at the intercollegiate level.

The lack of adequate facilities has negatively impacted the ability of the teams to both recruit and prepare. As a result, our tennis teams have not been able to remain competitive. Over the last three seasons, the Men's team record has been 8-19, while the Women's team record has been 5-17. The poor records have added to the downward spiral in recruiting.

It is important that the College meet any obligations we have to student-athletes who have already signed to play for the College. If these student-athletes wish to play elsewhere, the College will provide an athletic release. If they wish to remain at IVCC, their waivers will be honored under the current athletic attendance and academic progress requirements.

Recommendation:

The administration recommends the Board of Trustees eliminate Men's Tennis and Women's Tennis programs at the end of the spring 2012 semester and terminate the employment of Head Men's Tennis Coach Lukas Burkon and Head Women's Tennis Coach Bonnie Petersen, effective May 18, 2012.

Athletic Tuition Waivers

Illinois Valley Community College has a long tradition of providing financial support to student-athletes through the use of tuition waivers. These waivers are utilized along two fronts – one as financial aid for student-athletes with unmet financial need, the other as a recruiting tool.

Under the current College guidelines, each sport is granted a specific number of waivers (each full-time-equivalent waiver represents two semesters at 16 credit hours, or 32 credit hours per academic year). These waivers are then awarded by the Vice President for Learning and Student Development at the recommendation of the head coach and Athletic Director in either full or half waivers (16 or 8 hours per semester for two semesters).

Under National Junior College Athletic Association rules, each sport has a maximum number of student-athletes who may receive a tuition waiver.

At this time, the following numbers of full-time-equivalent waivers are allowed by the College for each sport:

Baseball	15	Golf	8
Softball	15	Volleyball	12
Basketball (men)	12	Tennis (men)	6
Basketball (women)	12	Tennis (women)	6

In the spirit of Continuous Quality Improvement, the Vice President for Learning and Student Development, the Associate Vice President for Student Services, and the Athletic Director have been reviewing the number and nature of athletic tuition waivers and are recommending two changes.

First, waiver allowances per sport should be set by total credit hour, as opposed to full-time-equivalent waivers. Under this method, student-athletes could be awarded a specific number of waived hours of credit based upon their specific need and as a recruitment tool.

Second, the total number of credit hours allowed to be waived by each sport would be reduced from the totals represented by the full-time-equivalent waiver numbers above. The following credit-hour limits are being recommended by the administration:

Baseball	320	Golf	160
Softball	320	Volleyball	160
Basketball (men)	320	Tennis (men)	0
Basketball (women)	320	Tennis (Women)	0

Under NJCAA rules, the College is obligated to the type and terms of the agreement entered into with each athlete at the time of signing. Therefore, during the next two years, there will be a period of adjustment as the current waiver system is phased out while being applied to current athletic agreements and the new system is implemented for student-athletes joining the athletic programs from this point forward.

Recommendation:

The administration recommends Board approval of the assignment of athletic tuition waivers by credit hour and that the Board set the allowable credit-hour totals as outlined above, to go into effect immediately.

Glenna Jones

From: Jim Barnes
Sent: Wednesday, April 04, 2012 12:04 PM
To: Frances Whaley
Cc: Glenna Jones
Subject: Retirement

April 4, 2012

To: Frances Whaley, Head Librarian
Jacobs Library, IVCC

Frances,

Please accept this letter as a formal notice of my intent to retire from the position of library technician in Jacobs Library at the end of the current semester. My last day of employment will be May 17, 2012.

Because of personal circumstances, I need to make this choice at this time. I have enjoyed my years at the college and in the library. I will truly miss my wonderful friends and colleagues at IVCC. I wish them and IVCC nothing but the best in the future.

Sincerely yours,

James E. Barnes
Acquisitions Technician
Jacobs Library
Illinois Valley Community College
815 N. Orlando Smith Ave.
Oglesby, IL 61348
815/224-0323
James_Barnes@ivcc.edu

RECEIVED

APR 4 2012

HUMAN RESOURCES

Change Order #1 – Aluminum Feeder Wire/Branch Panel PHS Project

To be in compliance with Board Policy 4003, the administration wishes to advise the Board of Trustees of Change Order #1 for a decrease of \$17,453.15 for the Aluminum Feeder Wire/Branch Panel Replacements in Buildings D & E, a protection, health, and safety project. The change order consists of the following changes:

Original contract sum:	\$439,825.00
Reuse portions of existing conduit	(27,025.73)
Reuse six existing panels	(5,331.74)
Reuse existing conduit for feeder wire pane	(3,990.68)
Provide new panel with feeder wire	10,313.00
Relocate panel to adjacent wall in closet	1,800.00
Provide additional Lutron components	3,793.00
Modify panel arrangement	2,433.00
Provide additional breakers at circuits	<u>556.00</u>
 New contract sum:	 <u>\$422,371.85</u>



AIA®

Document G701™ – 2001

Change Order

PROJECT <i>(Name and address):</i>	CHANGE ORDER NUMBER: 001	OWNER: <input type="checkbox"/>
Aluminum Feeder Wire/Branch Panel Replacements in Buildings D & E Illinois Valley Community College District No. 513 815 N. Orlando Smith Ave. Oglesby, IL 61348	DATE: February 28, 2012	ARCHITECT: <input type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i>	ARCHITECT'S PROJECT NUMBER: 1108	CONTRACTOR: <input type="checkbox"/>
JB Contracting Corp. 2999 E. 350th Road P.O. Box 1309 LaSalle, IL 61301	CONTRACT DATE: October 19, 2011	FIELD: <input type="checkbox"/>
	CONTRACT FOR: General Construction	OTHER: <input type="checkbox"/>

THE CONTRACT IS CHANGED AS FOLLOWS:

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

1. Contractor credit for ability to re-use portions of existing conduit in lieu of installing all new conduit.
Deduct: <\$27,025.73>
2. Contractor credit for re-use of six existing panels and copper wire already in place to vending panel.
Deduct: <\$5,331.74>
3. Contractor credit for re-use of existing conduit for feeder wire to panel LVL-I.
Deduct: <\$3,990.68>
4. Provide new panel ELL/ELVJ with associated feeder wire. (Apply contingency amount built into project bid. \$14,711.00 - \$4,398.00 = \$10,313.00)
Add: \$10,313.00
5. Relocate panel ELL LVM-I to adjacent wall in electrical closet because of plumbing obstructions found inside wall.
Add: \$1,800.00
6. Provide additional Lutron lighting components to interconnect controls for Buildings A, B, D and E.
Add: \$3,793.00
7. Modify panel arrangement to allow shunt trip protection to remain in place.
Add: \$2,433.00
8. Provide additional breakers at circuits for added equipment.
Add: \$556.00

TOTAL DECREASE: \$17,453.15

The original Contract Sum was	\$ 439,825.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 439,825.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 17,453.15
The new Contract Sum including this Change Order will be	\$ 422,371.85

The Contract Time will be increased by forty-four (44) days.

The date of Substantial Completion as of the date of this Change Order therefore is April 13, 2012

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

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

Basalay, Cary & Alstadt Architects, Ltd.
ARCHITECT (Firm name)

620 W. Lafayette St.
Ottawa, IL 61350

ADDRESS

Kurt Rimmele
BY (Signature)

Kurt Rimmele
(Typed name)

February 28, 2012
DATE

JB Contracting Corp.
CONTRACTOR (Firm name)

2999 E. 350th Road, P.O. Box 1309
LaSalle, IL 61301

ADDRESS

Jim Brady
BY (Signature)

JIM BRADY
(Typed name)

MARCH 9, 2012
DATE

Illinois Valley Community College
OWNER (Firm name)

815 N. Orlando Smith Ave.
Oglesby, IL 61348

ADDRESS

Cheryl Roelfsema
BY (Signature)

Cheryl Roelfsema
(Typed name)

March 13, 2012
DATE

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.