



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Tuesday, December 17, 2013
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

Student Fall Demographic Profile

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

April

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

May

Budget Adjustments
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
Approval of College Calendar (even years)
Student Accomplishments
Employee Demographics Report

October

Authorize Preparation of Levy
Audit Report
Update 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. 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.
 - 6.1 Approval of Minutes – October 22, 2013 Facilities Committee Meeting; November 19, 2013 Closed Session Minutes Committee Meeting; and November 19, 2013 Board Meeting (Pages 1-9)
 - 6.2 Approval of Bills - \$2,794,882.58
 - 6.2.1 Education Fund - \$1,099,944.21
 - 6.2.2 Operations & Maintenance Fund - \$53,402.94
 - 6.2.3 Operations & Maintenance Fund (Restricted) - \$290,878.69
 - 6.2.4 Bond & Interest Fund - \$1,231,375.00
 - 6.2.5 Auxiliary Fund - \$62,083.29
 - 6.2.6 Restricted Fund - \$9,308.39
 - 6.2.7 Audit Fund - \$5,600.00
 - 6.2.8 Liability, Protection & Settlement Fund - \$42,290.06
 - 6.3 Treasurer's Report (Pages 10-27)
 - 6.3.1 Financial Highlights (Pages 11-12)
 - 6.3.2 Balance Sheet (Pages 13-14)
 - 6.3.3 Summary of FY13 Budget by Fund (Page 15)
 - 6.3.4 Budget to Actual Comparison (Pages 16-22)
 - 6.3.5 Budget to Actual by Budget Officers (Page 23)
 - 6.3.6 Statement of Cash Flows (Page 24)
 - 6.3.7 Investment Status Report (Pages 25-26)
 - 6.3.8 Check Register - \$5,000 or more (Page 27)

- 6.4 Personnel - Stipends for Pay Periods Ending November 16, 2013 and November 30, 2013 (Pages 28-29)
7. President's Report
8. Committee Reports
9. Tax Levy 2013 (Pages 30-40)
10. Staff Appointment – Dr. Brian R. Holloway, Dean of Humanities, Fine Arts and Social Sciences (Pages 41-42)
11. Additional Security Officer – Information Desk (Page 43)
12. Purchase Request – Network Firewalls, Security Subscriptions and Installation (Page 44)
13. Schedule of Regular Meeting Dates and Times (Page 45)
14. Semi-annual Review of Closed Session Minutes (Page 46)
15. Authorization for Destruction of Verbatim Recordings of Closed Session Meetings (Page 47)
16. Items for Information (Pages 48-57)
 - 16.1 Sabbatical – Amanda Cook-Fesperman (Page 48)
 - 16.2 Tenure Recommendation – Christine Blaydes (Page 49)
 - 16.3 Change Order – Cultural Centre Stage Upgrades (Page 50)
 - 16.4 Change Order – Exterior Egress Concrete Replacement (Page 51)
 - 16.5 Statements of Final Completion (Pages 52-55)
 - 16.5.1 Restroom Modifications Phase II (Page 52)
 - 16.5.2 Door Panic Hardware Replacement (Page 53)
 - 16.5.3 Classroom Ceiling/Lighting Replacement (Page 54)
 - 16.5.4 Building C Boiler Room Upgrades (Page 55)
 - 16.6 Commencement Speaker – Justice Thomas L. Kilbride (Page 56)
 - 16.7 16th Congressional District Youth Leadership Summit – U.S. Representative Adam Kinzinger (Page 57)
17. Trustee Comment
18. Closed Session – 1) closed session minutes; 2) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 3) student disciplinary cases; and 4) pending litigation.
19. Closed Session Minutes – November 19, 2013 Board Meeting
20. Other
21. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Facilities Committee Meeting
October 22, 2013

The Facilities Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 7:30 p.m. on Tuesday, October 22, 2013 in the Board Room (C307) at Illinois Valley Community College.

Committee Members David O. Mallery, Chair

Physically Present: Melissa M. Olivero
Laurie A. Bonucci

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Lori Scroggs, Interim Vice President for Learning and Student Development
Gary Johnson, Director of Facilities
Paul Basalay, Architect
Michael Alstadt, Architect
Steve Halm, Capital Development Board

The meeting was called to order at 7:30 p.m. by Mr. Mallery.

COMMUNITY INSTRUCTIONAL PROJECT – PHASE 3

A committee of College administrators and Steve Halm, Paul Basalay, and Mike Alstadt met to discuss Phase 3 of the Community Instructional Center (CIC) project. Paul reviewed what was discussed at the meeting. The committee reviewed how much money was available from Phase 1 and 2 of the CIC project along with other revenues and compared this with the original scope of Phase 3. Monies available from Phase 1 and 2 are \$273,000; the furniture and moveable equipment budget was \$1,000,000 and there is an estimated \$275,000 remaining. The College also has \$259,000 available in Capital Renewal Funds and the elevator in Building E (\$300,000) could be funded with a portion of the Protection, Health and Safety (PHS) annual tax levy. Mr. Mallery expressed concern that the College is increasing its portion of Phase 3, while lessening the Capital Development Board's (CDB) portion. The College is also allowing CDB and KJWW to charge their percentage on the portion of the project while the College is paying 100 percent. The committee reviewed the spaces for Phase 3 with program changes and scope changes. Dollar amounts were assigned to each project and then ranked in priority. The total cost of Phase 3 is estimated at \$1,139,750 (without contingencies) and only \$1,107,000 in funds available. This was close enough to include some alternate bids. In addition to the extra funds previously mentioned from Capital Renewal and PHS, IVCC would have to come up with additional funds of \$900,000 to do everything in the original scope of Phase 3. It was recommended to include one elevator in the building where other high priority projects would take place. The other two elevators were left out because they were not a high priority and not in buildings where work would be done. There was consensus among the committee members with the priority list. Paul

Basalay is hoping for more competitive bids by putting the projects together. The first step is to re-evaluate each of the areas, to update the estimates, and then come back to the Board. Steve Halm noted he would need a letter from Cheryl Roelfsema noting the projects to be included in Phase 3 and the College's total commitment. No money would be transferred now, but the College would be committed to the amount. It was moved by Ms. Bonucci and seconded by Ms. Olivero to approve the priorities of Phase 3 as listed on page 2, item 5 in the notes prepared by Basalay, Cary & Alstadt Architects of the meeting held on October 8, 2013 of with a dollar amount of \$1,139,750 plus a ten percent contingency. It was also discussed if KJWW could be replaced for Phase 3. Motion passed by voice vote.

SOFTBALL AND BASEBALL FIELDS

Due to the conditions of the softball and baseball fields, The Wright Insurance Group was asked to review the College athletic field areas for safety and liability issues. Recommendations for improvement were shared with the Facilities Committee. The condition of the baseball facilities is very unsafe and the recommendation was to use this field only for practices. Jason Goode, the new baseball coach, Tracy Morris, and Tommy Canale recommended the College enter into an agreement with the City of Oglesby to use their Dickinson House field for baseball games. Local trade groups are donating labor for the softball field to build new dugouts and Maze Lumber is supplying half of the materials, Cyclops did the posts, and Western Sand & Gravel did the concrete work. Cory Tomasson has worked closely with Gary Johnson and the field will be in good condition and the materials selected will blend in nicely with the new building and the east campus. The fencing around the field was noted as not being safe. The price tag on the fence is a little under \$10,000 and will be funded by the facilities budget. Mr. Mallery asked for the board members if they would have time to solicit donations for the fencing. It was determined that the administration would like to complete the fencing this fall. Once this is completed the focus will be on the baseball field. The plan is to continue the agreement with the City of Oglesby and use their field until funds are raised to upgrade the baseball field. There was consensus of the committee to proceed with the plan.

ADJOURNMENT

It was moved by Ms. Olivero, seconded by Ms. Bonucci, and carried unanimously to adjourn the meeting at 8:25 p.m. Motion passed by voice vote.

David O. Mallery, Committee Chair

Melissa M. Olivero, Board Chair

Larry D. Huffman, Secretary

**ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees**

**Closed Session Minutes Committee Meeting
November 19, 2013**

The Closed Session Minutes Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5:45 p.m. on Tuesday, November 19, 2013 in the Board Room - C307 at Illinois Valley Community College.

Members Present: Larry D. Huffman, Chair
Laurie A. Bonucci
Everett J. Solon

Members Absent:

The meeting was called to order at 5:45 p.m. by Dr. Huffman.

CLOSED SESSION

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

On a motion by Ms. Bonucci, seconded by Mr. Solon, and carried unanimously, the regular meeting resumed at 6:25 p.m.

ADJOURNMENT

Dr. Huffman declared the meeting adjourned at 6:25 p.m.

Larry D. Huffman, Committee Chair

Melissa M. Olivero, Board Chair

Larry D. Huffman, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE

Board of Trustees

Minutes of Regular Meeting

November 19, 2013

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on November 19, 2013 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Michael C. Driscoll, Vice Chair
Larry D. Huffman, Secretary
Laurie A. Bonucci
Jane E. Goetz
David O. Mallery
Everett J. Solon
Taylor A. Gunia, Student Trustee

Members Absent: Melissa M. Olivero, Chair

Others Physically Present: Jerry Coreoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Lori Scroggs, Vice President for Learning and Student Development
Walt Zukowski, Attorney

CALL TO ORDER

In the absence of Ms. Olivero, Dr. Driscoll called the meeting to order at 6:30 p.m.

APPROVAL OF AMENDED AGENDA

It was moved by Dr. Huffman and seconded by Ms. Goetz to approve the amended agenda with the deletion of agenda item #13. – Staff Appointment – Dean of Humanities, Fine Arts and Social Sciences. Motion passed by voice vote.

PUBLIC COMMENT

None.

CAMPUS UPDATE – IVSUSTAINABILITY AT IVCC (Jared Olesen)

Jared Olesen was very excited to talk about sustainability at IVCC. The IV Sustainability organization at the College was founded in January 2012. Activities of the organization have included campus recycling, food waste composting, and an annual Green Expo. The organization is planning to use ½ acre of farmland on the south end of the campus to grow food and bring it to market using all organic agricultural techniques and local/regional marketing. The benefits to the students include hands-on curricular experience, practical life skills and ecological knowledge, business experience in practice, and participation in a forward-looking

and entrepreneurial enterprise. Benefits to the College include higher quality education, increased competitiveness, public relations, and community partnerships. Jared's long-term vision is an Entrepreneurial Small Farm program at IVCC. There is no water near the ½ acre of farmland, but Jared plans to place rain barrels around the acreage and has contacted the Oglesby Fire Department and they have expressed their willingness to help in times of little rain.

CONSENT AGENDA

It was moved by Mr. Mallery and seconded by Mr. Solon to approve the consent agenda as presented with the removal of agenda item 7.1 – Approval of Minutes. Motion passed by voice vote.

The following items were approved in the consent agenda:

Approval of the Bills - \$2,414,008.83

Education Fund - \$1,418,389.47; Operations & Maintenance Fund - \$106,013.66; Operations & Maintenance Fund (Restricted) - \$625,336.84; Auxiliary Fund - \$46,961.48; Restricted Fund - \$35,669.26; Audit Fund - \$10,000; and Liability, Protection and Settlement Fund - \$171,638.12

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending October 5, 2013; October 19, 2013; and November 2, 2013.

Approval of Minutes

It was moved by Mr. Mallery and seconded by Dr. Huffman to approve the minutes of the October 15, 2013 Board meeting, the October 22, 2013 Audit Finance Committee meeting; and table the minutes of the October 22, 2013 Facilities Committee meeting until revisions are made. Motion passed by voice vote.

PRESIDENT'S REPORT

Dr. Corcoran reported the process of moving programs and staff to the Peter Miller Community Technology Center is progressing nicely. Admissions and Records, Financial Aid, Project Success, Counseling, and Career Services personnel are in their new locations. Continuing Education will most likely move before Thanksgiving and Adult Education shortly thereafter. Dr. Corcoran thanked the Facilities staff for their hard work on this project as well as the employees in Information Technologies and Learning Technologies for their patience and professionalism. The Cultural Centre is being prepared for its first event in quite some time as Congressman Adam Kinzinger will be hosting his 16th District Youth Leadership Conference on Friday, November 22 for approximately 150 juniors and seniors, many of whom are attending high schools in the IVCC district. The Cultural Centre's stage floor has been replaced and painted, the curtain cleaned and rehung, and a thorough cleaning of the seating area is underway. Regarding Phase 2 construction matters, asbestos abatement will resume in mid-January so that demolition of the 45-year old temporary buildings can take place in the spring of 2014. Bev Malooley and Gina Czubachowski were commended for the nice job they did of hosting this year's Breakfast of Champions program at Deer Park Country Club on October 24 where a large

number of individuals were honored for their success. Keynote speaker, Seattle Sutton, announced her plan to make a generous donation of \$10,000 in support of IVCC's nursing program. Cheryl Hobneck, Mary Black, and Trisha Blood presented at the Illinois Learning Specialists and Developmental Educators conference, which met at Moraine Valley on October 18. The title of their presentation was Fast Track to College Math where they shared information on IVCC's new program. Two of Francie Skoflanc's graphic design students have won honorable mention recognition in the Engineering Education Service Center's 2013 Poster Contest. There were 143 entries in the competition. Amy Weber and Desiree Brantner were recognized for the posters they created to inspire students to pursue degrees in Engineering, Engineering Technology or any other STEM field. Dr. Corcoran congratulated Amy and Desiree on their fine work. Dr. Corcoran also congratulated everyone who played a role in the first-ever and first-class Manufacturing Expo in the Illinois Valley on October 23. Hundreds of local high school students began their day by visiting manufacturing job sites and then attending a gathering where Dan Janka was the keynote speaker—he did a great job of encouraging students to consider training for careers in manufacturing at IVCC in the new Peter Miller Community Technology Center. Dr. Corcoran thanked the North Central Regional Betterment Coalition for leading the effort and partnering with many organizations. Dr. Corcoran hopes that this can become an annual event and that the lunch and afternoon program can be held in the future on the IVCC campus. According to Emily Vescogni and Frances Whaley, the library recently received the FY13 value statement from the Consortium of Academic and Research Libraries in Illinois and learned that for the nearly \$29,000 the College expended with the organization, it received approximately \$245,000 in services and products. Membership in the Consortium helps students become familiar with many of the same research tools they will use when they transition on to four-year institutions. Congratulations went to three IVCC freshmen for being elected to the Student Government Association – Stephanie Vera, Christian Bender and Tiernan Ebener. Cory Tomasson does a fine job of serving as faculty advisor to the group. And finally, work on the softball program dugouts is wrapping up. Fran Brolley and Coach Tomasson are planning something special in the way of recognition from the Softball Team for the donors, however, letters of appreciation have been sent to the Illinois Valley Building and Construction Trades Council (in particular Dave Argubright of Carpenters Local 195 and Steve Conrad representing the Cement Masons), Roelif Loveland of Maze Lumber, Mike Sitterly of Western Sand & Gravel Company, and Joe Piano of Cyclops Welding Company, for their generous donations of materials and labor. Kudos went to Gary Johnson, Director of Facilities, for his expert oversight on this project.

COMMITTEE REPORTS

Dr. Huffman reported the Audit/Finance Committee met and reviewed the audit from last fiscal year. The auditors' opinion is unmodified which is the highest level an institution can receive. There was one issue with the College not spending its match money in the TRIO Grant, but this did not reflect any problems in the system of controls or processes. The audit was submitted to the Illinois Community College Board before the deadline date. The High Deductible Health Plan was discussed which is on the November agenda. Discussion took place regarding the waiving of tuition and fees for part-time employees to enroll in a fitness center course. The revised administrative procedures are included in the yellow pages of the board book. The Committee also reviewed the projects for Phase 3 of the Community Instructional Center Project. Priorities were established and these were concurred by the Facilities Committee.

Mr. Mallery reported the Facilities Committee reviewed the projects for Phase 3. There are a lot of projects on the list for Phase 3, but due to a shortage of money not all projects will be addressed from the original scope. Mr. Mallery thanked the administration for working diligently to find projects the Facilities Department could do themselves. Mr. Mallery noted that the College is paying a larger portion of Phase 3 – 75/25. Mr. Basalay believes he can save the College some money by combining projects. The Facilities Committee also discussed the conditions of the softball and baseball fields. Mr. Mallery asked board members for their help in finding a sponsor for the fencing.

2013 TENTATIVE TAX LEVY

It was moved by Dr. Huffman and seconded by Mr. Solon to adopt the Resolution approving a Tentative Tax Levy and Tentative Certificate of Tax Levy, as presented. Mr. Mallery noted there are a number of people who are losing their homes because of taxes and each year the College has an opportunity to hold the line on taxes. For years the College made sure the tax rate was lower each and every year. Now the College is looking at another percentage increase. With high unemployment and a record number of people losing their homes, Mr. Mallery could not support a tax levy with an increase in the tax rate. Dr. Huffman noted the College spends its money wisely and does not waste it. The faculty, staff and administration have worked hard to keep the budget down; there is no fluff in the budget. Even with an increase in the rate, the College is extending and receiving less money in the last several years. It is a reflection of the equalized assessed valuation decreasing in the area, other than farmland. Dr. Huffman recommended passing the tax levy as presented. Ms. Goetz pointed out that when you look at the percentage increase of 3.6, it is only an increase of .0127 in the tax rate. Ms. Goetz believes the Board has a responsibility to the staff and students to continue to offer the programs that will make them successful in the area. Motion passed by voice vote with Mr. Mallery voting nay.

HIGH DEDUCTIBLE HEALTH PLAN/HEALTH SAVINGS ACCOUNTS

It was moved by Mr. Solon and seconded by Ms. Goetz to authorize the administration to establish Health Savings Plans as presented for employees electing the High Deductible Health Plan. Under the Affordable Care Act, institutions are encouraged to provide health care plans with a high deductible with lower premiums. The recommendation of contributions made by the College to the employees selecting the plan helps to offset the high deductible. Dr. Huffman believes it is something the College needs to do and he supports it. The contribution will go into a health savings plan with no tax liability as long as the money is spent on health-related expenses. Motion passed by voice vote.

FACULTY APPOINTMENT – MS. TRACY D. LEE, ENGLISH COMPOSITION AND CREATIVE WRITING INSTRUCTOR

It was moved by Dr. Huffman and seconded by Ms. Bonucci to approve the appointment of Ms. Tracy D. Lee as the English Composition and Creative Writing Instructor assigned to the Division of English, Mathematics and Education for the 2013-2014 academic year, with placement on the salary schedule at Step B-5, \$42,543. Ms. Dzik, Dean of English, Mathematics and Education stated that Ms. Lee is very enthusiastic and excited. She totally understands the community college student and believes it is the instructor's responsibility to inspire the student. She showed characteristics that the selection committee was looking for in an instructor. Motion passed by voice vote.

BID RESULTS – 2013 PHS PROJECT – BLDG. G WATER SYSTEM HEAT EXCHANGER REPLACEMENT

It was moved by Mr. Mallery and seconded by Dr. Huffman to accept the base bid from John's Service & Sales, Inc. – Oglesby, IL in the amount of \$94,279 for the PHS Project for Building G Water System Heat Exchanger Replacement. Mr. Mallery noted that a single tank system was too tall for the building and the decision was made to go with a dual tank system. The bid came in lower than the estimated cost. There was a subcontract in the amount \$12,500 for resetting the HVAC system. Mr. Mallery asked who will be overseeing this subcontractor. Mr. Basalay will be overseeing the entire project and Gary Johnson will make sure that it is functioning properly. Motion passed by voice vote.

BID RESULTS – CASH FARM LEASE

It was moved by Dr. Huffman and seconded by Mr. Solon to accept the bid in the amount of \$380 per acre from Chris Kolodziej, LaSalle, Illinois for the cash farm lease. Motion passed by voice vote.

TRUSTEE COMMENT

Dr. Huffman noted the Community Technology Center grand opening was terrific with the furniture and technology in place. The tour guides were well briefed. He was thoroughly impressed with the building. Kudos to all involved.

CLOSED SESSION

It was moved by Mr. Mallery and seconded by Dr. Huffman to convene a closed session at 7:27 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) collective negotiating matters; 3) pending litigation; 4) probable litigation; and 5) closed session minutes. Motion passed by voice vote.

After a short break, the Board entered closed session at 7:35 p.m. On a motion by Mr. Solon and seconded by Dr. Huffman, the regular meeting resumed at 9:20 p.m. Motion passed by voice vote.

CREATION OF TEMPORARY FULL-TIME DISABILITY SERVICES COORDINATOR POSITION IN THE DIVISION OF ENGLISH, MATHEMATICS, AND EDUCATION/INTERIM TO BE NAMED (DECEMBER)

It was moved by Dr. Huffman and seconded by Mr. Solon to approve the recommendation that a temporary full-time Disability Services Coordinator position be created in the Division of English, Mathematics, and Education, with an Interim to be named following creation of the position. Motion passed by voice vote.

STAFF RETIREMENT – DR. LORI E. SCROGGS, VICE PRESIDENT FOR LEARNING AND STUDENT DEVELOPMENT

It was moved by Mr. Solon and seconded by Ms. Goetz to accept with regret the retirement of Dr. Lori E. Scroggs, Vice President for Learning and Student Development, effective March 1, 2014 and wish her a long, happy, and healthy retirement. Mr. Mallery noted it was a privilege to have her on the Board. He values her as a person, friend, and colleague. Dr. Driscoll stated he would sincerely miss her. Motion carried by voice vote with Ms. Bonucci voting nay.

CLOSED SESSION MINUTES

It was moved by Ms. Goetz and seconded by Ms. Bonucci to approve and retain the closed session minutes of the October 15, 2013 meeting. Motion passed by voice vote with Dr. Huffman abstaining as he was not present for the October 15 closed session meeting.

OTHER

Dr. Corcoran gave an update on athletics. After the Board Retreat, the following actions were taken: men's and women's tennis were moved to Division III and men's baseball was moved to Division III. The waivers in Volleyball were cut to 10, half waivers and the team will remain in Division II.

ADJOURNMENT

It was moved by Mr. Mallery and seconded by Dr. Huffman to adjourn the meeting at 9:25 p.m. Motion carried by voice vote.

Melissa M. Olivero, Board Chair

Larry D. Huffman, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

NOVEMBER 2013

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

FINANCIAL HIGHLIGHTS – November 2013

Revenues

- As of November 26, the student headcount for fall semester was 4,159, which is 268 students, or 6.05 percent, less than at this same point in time last year. Credit hours were at 32,434, which is 2,035, or 5.91 percent, less than one year ago. A 5.3 percent decrease in credit hours was included in the fiscal year 2014 budget. Enrollment at the Oglesby campus decreased by 1,825 credit hours, or 6.43 percent; enrollment at the Ottawa Center decreased by 214 credit hours, or 8.40 percent; Early Entry College enrollment increased by 68 credit hours; and the IBEW (International Brotherhood of Electrical Workers) credit hours decreased by 57 from this same point in time one year ago.

As of November 26, the student headcount for spring semester which starts January 13 was 2,363, which is 401 students, or 14.51 percent, less than at this same point in time last year. Credit hours were at 24,832, which is 2,357, or 8.67 percent, less than one year ago. Spring enrollment at the Oglesby campus decreased by 1,423, 5.84 percent from this point in time last year; enrollment at the Ottawa Center decreased by 281 hours, or 13.08 percent from last year. Early Entry College enrollment has not started yet for spring semester where at this time last year enrollment was at 669 credit hours.

- So far we have received notices of six property tax objection Board of Review hearings in LaSalle County asking for reduced assessments in the amount of \$2,283,942 for tax year 2013.
- The State of Illinois Base Operating Grant has been paid through August 2013 and the annual Equalization Grant has been paid. The federal share of Adult Education grants has been paid through September 2013.

Expenditures

Some of the more significant variances in expenditures for the five months ending November 30, 2013 include the following:

- Fund 01 – Education Fund – Academic Support – Contractual Services – Annual software license fees including \$71,273 for Blackboard and \$34,400 for the purchase of the Starfish software for counseling/retention;
- Fund 01 – Education Fund – Academic Support – Materials & Supplies – includes \$166,116 for computers for classrooms in the CTC Building and Building J; and \$13,000 for Accuplacer testing;

- Fund 01 – Education Fund – Institutional Support – Contractual Services – includes \$201,284 for Ellucian (formerly Datatel) annual support and \$51,180 in legal fees; \$21,800 in consulting fees to expand and upgrade wireless access points; and \$31,715 in other software renewal fees;
- Fund 01 – Education Fund – Institutional Support – Materials & Supplies – includes \$73,585 for advertising; \$19,800 for postage; \$233,071 for computers, software, and audio visual equipment; and \$32,160 for software and software renewals;
- Fund 01 – Education Fund – Institutional Support – Capital Outlay – includes \$202,950 for instructor stations and \$78,211 for technology in the CTC Building;
- Fund 04 – Bond & Interest Fund – Institutional Support – includes annual bond payment of \$1,090,000 and semi-annual interest payment of \$45,875.

Protection, Health & Safety Projects in progress:

- Facility Door Hardware/Rekeying Upgrades – project is in progress and approximately 50 percent complete;
- Exterior Egress Concrete Replacement –work is complete;
- Cultural Centre Stage Upgrade – work is complete;
- Culture Centre Sound System – design development meeting scheduled for week of December 16;
- Building G Heat Exchanger Replacement – John’s Service and Sales was awarded the contract; work will take place over spring break in March;
- Building A Air Handler/Chiller Replacement – approved by ICCB.

Other Projects:

- Community Instructional Center Project –
 - Phase 1** – Lab equipment will be moved into the CTC Building during the semester break and be ready when classes start on January 13;
 - Phase 2** – Office furniture and lab equipment is being moved into Building J; asbestos abatement on Buildings 6, 11 and 12 will start January 13;
 - Phase 3** – submitted a scope and budget to the CDB to finish design work.

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 November 30, 2013

	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	\$ 186,014	\$ 1,209,781	\$ (878,124)	\$ 1,709,101	\$ 233,437			\$ 2,460,209
Investments	9,817,975	13,030,981	1,445,369	-	-			24,294,325
Receivables								
Property taxes	7,942,405	1,658,516	1,270,329	-	-			10,871,250
Governmental claims	782,772	278,760	-	-	-			1,061,532
Tuition and fees	2,735,933	-	-	91,459	-			2,827,392
Due from other funds	816,694	267,770	220,109	697,945				2,002,518
Bookstore inventories	-	-	-	643,513	-			643,513
Other assets	536	22,750	2,243	7,123	-		1,416,553	1,449,205
Fixed assets - net where applicable	-	-	-	20,465	-	58,497,163		58,517,628
Other debits								
Amount available in Debt Service Fund	-						2,493,447	2,493,447
Amount to be provided to retire debt								-
Total Assets and Other Debits	<u>\$22,282,329</u>	<u>\$16,468,558</u>	<u>\$ 2,059,926</u>	<u>\$ 3,169,606</u>	<u>\$ 233,437</u>	<u>\$58,497,163</u>	<u>\$ 3,910,000</u>	<u>\$ 106,621,019</u>

**Illinois Valley Community College District No. 513
Combined Balance Sheet
All Fund Types and Account Groups
November 30, 2013**

	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	\$ 167,670	\$ (54)	\$ 7,645	\$ 15,091	\$ 280			\$ 190,632
Accrued salaries & benefits	1,347,219	22,331		17,255	-			1,386,805
Post-retirement benefits & other	127,667				-			127,667
Unclaimed property	2,439	401			18			2,858
Due to other funds	1,700,087	28,861	360	45,223	227,987			2,002,518
Due to student groups/deposits					5,152			5,152
Deferred revenue								-
Property taxes	3,972,344	829,521	635,368					5,437,233
Tuition and fees	-		-					-
Grants	-	132,000	-					132,000
Bonds payable	-	-	-				3,910,000	3,910,000
Total liabilities	<u>7,317,426</u>	<u>1,013,060</u>	<u>643,373</u>	<u>77,569</u>	<u>233,437</u>	<u>-</u>	<u>3,910,000</u>	<u>13,194,865</u>
Equity and Other Credits								
Investment in general fixed assets						58,497,163		58,497,163
Contributed capital								-
Retained earnings								-
Fund balance								-
Reserved for grant purposes		39,902						39,902
Reserved for building purposes		6,943,033						6,943,033
Reserved for debt service			1,416,553					1,416,553
Reserved for Liab., Prot., Settl.		3,749,252						3,749,252
Unreserved	<u>14,964,903</u>	<u>4,723,311</u>		<u>3,092,037</u>				<u>22,780,251</u>
Total equity and other credits	<u>14,964,903</u>	<u>15,455,498</u>	<u>1,416,553</u>	<u>3,092,037</u>	<u>-</u>	<u>58,497,163</u>	<u>-</u>	<u>93,426,154</u>
Total Liabilities, Equity and Other Credits	<u>\$22,282,329</u>	<u>\$16,468,558</u>	<u>\$ 2,059,926</u>	<u>\$ 3,169,606</u>	<u>\$ 233,437</u>	<u>\$58,497,163</u>	<u>\$ 3,910,000</u>	<u>\$ 106,621,019</u>

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

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Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2014 Revenues & Expenditures by Fund
 Five Months Ended November 30, 2013
 11/30/2013

	Education	Operations & Maintenance	Operations & Maintenance Fund	Bond & Interest	Working Cash	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 14,653,771	\$ 2,148,130	\$ 3,690,612	\$ 1,204,951	\$ 2,706	\$ 1,254,414	\$ 3,175,181	\$ 241,017	\$ 33,531	\$ 26,404,313
Actual Expenditures	(8,610,284)	(932,608)	(4,722,313)	(1,231,375)	-	(1,279,503)	(3,278,130)	(546,008)	(32,900)	(20,633,121)
Other Financing Sources (Uses)	15,000					61,414	-	-	-	76,414
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	6,058,487	1,215,522	(1,031,701)	(26,424)	2,706	36,325	(102,949)	(304,991)	631	5,847,606
Fund balances July 1, 2013	4,628,258	3,012,421	7,974,011	1,442,977	4,691,403	3,055,718	142,855	4,054,245	28,571	29,030,459
Fund balances November 30, 2013	\$ 10,686,745	\$ 4,227,943	\$ 6,942,310	\$ 1,416,553	\$ 4,694,109	\$ 3,092,043	\$ 39,906	\$ 3,749,254	\$ 29,202	\$ 34,878,065

**Illinois Valley Community College District No. 513
Fiscal Year 2014 Budget to Actual Comparison
Five Months Ended November 30, 2013
11/30/2013**

	Annual Budget FY2014	Actual 11/30/13	Act/Budget 41.7%	Actual 11/30/12	Act/Budget FY13	Annual Budget FY2013
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 6,646,368	\$ 6,356,164	95.6%	\$ 6,462,193	97.7%	\$ 6,611,055
Corporate Personal Property Replacement Tax	798,556	162,181	20.3%	158,309	18.0%	878,840
TIF Revenues	381,000	266,549	70.0%	214,655	56.3%	381,000
Total Local Government	7,825,924	6,784,894	86.7%	6,835,157	86.8%	7,870,895
State Government:						
ICCB Credit Hour Grant	1,923,233	926,339	48.2%	23,796	1.2%	1,923,233
Equalization	50,000	67,177	134.4%	-	0.0%	133,618
Career/Technical Education Formula Grant	165,000	92,818	56.3%	-	0.0%	165,000
Dept of Corrections	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total State Government	2,138,233	1,086,334	50.8%	23,796	1.1%	2,221,851
Federal Government						
PELL Administrative Fees	10,000	-	0.0%	405	4.1%	10,000
ARRA Grant	-	-	-	-	-	-
Total Federal Government	10,000	-	0.0%	405	4.1%	10,000
Student Tuition and Fees:						
Tuition	6,766,042	5,828,626	86.1%	5,677,418	89.7%	6,329,675
Fees	971,730	816,359	84.0%	861,161	90.6%	950,335
Total Tuition and Fees	7,737,772	6,644,985	85.9%	6,538,579	89.8%	7,280,010
Other Sources:						
Investment Revenue	21,000	1,453	6.9%	7,605	38.0%	20,000
Public Service Revenue	421,850	123,004	29.2%	247,283	54.1%	457,450
Nongovernmental Gifts	1,048,000	-	0.0%	24,000	50.0%	48,000
Other	17,100	13,101	76.6%	13,884	81.2%	17,100
Total Other Sources	1,507,950	137,558	9.1%	292,772	54.0%	542,550
TOTAL EDUCATION FUND REVENUE	\$ 19,219,879	14,653,771	76.2%	13,690,709	76.4%	17,925,306
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	\$ 8,492,966	3,558,318	41.9%	3,499,203	41.4%	8,461,066
Employee Benefits	1,535,040	645,138	42.0%	685,367	46.6%	1,471,033
Contractual Services	126,219	31,404	24.9%	31,452	23.5%	133,779
General Materials & Supplies	402,788	134,375	33.4%	106,414	27.9%	382,084
Conference & Meeting Expenses	53,514	11,423	21.3%	9,565	20.8%	45,992
Fixed Charges	219,700	99,269	45.2%	97,436	46.7%	208,600
Utilities	500	245	49.0%	258	25.8%	1,000
Capital Outlay	1,000,000	121,496	12.1%	147,500	655.6%	22,500
Other	-	-	-	-	-	-
Total Instruction	\$ 11,830,727	\$ 4,601,668	38.9%	\$ 4,577,195	42.7%	\$ 10,726,054

**Illinois Valley Community College District No. 513
Fiscal Year 2014 Budget to Actual Comparison
Five Months Ended November 30, 2013
11/30/2013**

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2014	Actual 11/30/13	Act/Budget 41.7%	Actual 11/30/12	Act/Budget FY13	Annual Budget FY2013
Academic Support:						
Salaries	\$ 681,604	\$ 265,289	38.9%	\$ 243,298	39.4%	\$ 617,016
Employee Benefits	131,760	57,087	43.3%	50,928	46.7%	109,095
Contractual Services	165,102	143,309	86.8%	117,907	75.4%	156,464
General Materials & Supplies	304,326	261,221	85.8%	104,031	50.8%	204,882
Conference & Meeting Expenses	7,115	628	8.8%	169	1.6%	10,437
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	50,700	10,367	20.4%	13,754	26.0%	52,955
Capital Outlay	200,763	93,527	46.6%	-	0.0%	23,750
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>1,541,370</u>	<u>831,428</u>	<u>53.9%</u>	<u>530,087</u>	<u>45.1%</u>	<u>1,174,599</u>
Student Services:						
Salaries	1,177,829	495,736	42.1%	457,565	40.1%	1,141,956
Employee Benefits	290,105	124,025	42.8%	124,224	44.5%	278,952
Contractual Services	5,100	1,178	23.1%	1,173	57.2%	2,050
General Materials & Supplies	52,895	14,862	28.1%	21,467	44.7%	48,045
Conference & Meeting Expenses	15,125	4,624	30.6%	3,127	24.6%	12,700
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	<u>1,541,054</u>	<u>640,425</u>	<u>41.6%</u>	<u>607,556</u>	<u>40.9%</u>	<u>1,483,703</u>
Public Services/Continuing Education:						
Salaries	424,443	172,878	40.7%	189,467	45.2%	418,792
Employee Benefits	55,924	23,826	42.6%	23,480	47.5%	49,405
Contractual Services	276,800	78,640	28.4%	130,113	44.0%	296,000
General Materials & Supplies	79,175	26,102	33.0%	38,818	44.1%	87,950
Conference & Meeting Expenses	9,970	6,138	61.6%	4,815	57.5%	8,375
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	498	0.0%	-	0.0%	250
Total Public Services/Continuing Education	<u>846,312</u>	<u>308,082</u>	<u>36.4%</u>	<u>386,693</u>	<u>44.9%</u>	<u>860,772</u>
Institutional Support:						
Salaries	1,672,936	724,083	43.3%	701,876	41.6%	1,688,680
Employee Benefits	471,283	212,778	45.1%	215,192	46.6%	462,246
Contractual Services	505,516	324,569	64.2%	368,576	90.0%	409,635
General Materials & Supplies	558,267	448,804	80.4%	150,489	37.9%	397,499
Conference & Meeting Expenses	59,305	10,520	17.7%	12,673	17.5%	72,410
Fixed Charges	-	-	0.0%	-	0.0%	17,000
Utilities	19,500	3,668	18.8%	4,848	23.5%	20,613
Capital Outlay	310,829	281,162	90.5%	7,359	2.0%	362,951
Other	38,000	(7,137)	-18.8%	(2,570)	-6.8%	38,000
Total Institutional Support	<u>3,635,636</u>	<u>1,998,447</u>	<u>55.0%</u>	<u>1,458,443</u>	<u>42.0%</u>	<u>3,469,034</u>
Scholarships, Grants and Waivers	574,200	230,234	40.1%	257,247	40.8%	631,095
TOTAL EDUCATION FUND EXPENDITURES	<u>\$ 19,969,299</u>	<u>\$ 8,610,284</u>	<u>43.1%</u>	<u>\$ 7,817,221</u>	<u>42.6%</u>	<u>\$ 18,345,257</u>
INTERFUND TRANSFERS - NET	<u>\$ -</u>	<u>\$ 15,000</u>	<u>0.0%</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ 419,951</u>

**Illinois Valley Community College District No. 513
Fiscal Year 2014 Budget to Actual Comparison
Five Months Ended November 30, 2013
11/30/2013**

	Annual Budget FY2014	Actual 11/30/13	Act/Budget 41.7%	Actual 11/30/12	Act/Budget FY13	Annual Budget FY2013
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,221,821	\$ 1,164,512	95.3%	\$ 1,219,516	97.9%	\$ 1,245,606
Corporate Personal Property Replacement Tax	140,921	28,620	20.3%	27,937	18.0%	155,089
TIF	127,000	88,850	70.0%	70,880	55.8%	127,000
Total Local Government	<u>1,489,742</u>	<u>1,281,982</u>	86.1%	<u>1,318,333</u>	86.3%	<u>1,527,695</u>
State Government:						
ICCB Credit Hour Grant	339,394	163,472	48.2%	4,199	1.2%	339,394
Total State Government	<u>339,394</u>	<u>163,472</u>	48.2%	<u>4,199</u>	1.2%	<u>339,394</u>
Student Tuition and Fees:						
Tuition	551,081	672,837	122.1%	647,481	96.2%	672,792
Total Tuition and Fees	<u>551,081</u>	<u>672,837</u>	122.1%	<u>647,481</u>	96.2%	<u>672,792</u>
Other Sources:						
Facilities Revenue	124,000	25,624	20.7%	29,327	31.2%	94,000
Investment Revenue	2,000	898	44.9%	705	35.3%	2,000
Non-Governmental Gifts & Grants	-	-	0.0%	-	-	-
Other	-	3,317	0.0%	3,105	-	-
Total Other Sources	<u>126,000</u>	<u>29,839</u>	23.7%	<u>33,137</u>	34.5%	<u>96,000</u>
TOTAL OPERATIONS & MAINTENANCE FUND REVENUES	<u>\$ 2,506,217</u>	<u>\$ 2,148,130</u>	85.7%	<u>\$ 2,003,150</u>	76.0%	<u>\$ 2,635,881</u>

	Annual Budget FY2014	Actual 11/30/13	Act/Budget 41.7%	Actual 11/30/12	Act/Budget FY13	Annual Budget FY2013
OPERATIONS & MAINTENANCE FUND						
Operations & Maintenance of Plant:						
Salaries	\$ 840,042	\$ 368,360	43.9%	\$ 328,268	38.7%	\$ 848,004
Employee Benefits	221,972	97,028	43.7%	92,303	40.7%	226,694
Contractual Services	222,820	114,346	51.3%	92,004	50.0%	183,900
General Materials & Supplies	250,000	85,303	34.1%	56,661	20.1%	282,500
Conference & Meeting Expenses	4,000	518	13.0%	874	21.9%	4,000
Fixed Charges	52,500	481	0.9%	49,699	124.2%	40,000
Utilities	794,980	218,936	27.5%	200,051	24.7%	809,410
Capital Outlay	104,000	18,376	17.7%	67,865	52.6%	129,000
Facility Charges to Other Funds	(63,000)	-	0.0%	-	0.0%	(63,000)
Provision for Contingency	-	-	0.0%	-	0.0%	100,000
Total Operations & Maintenance of Plant	<u>2,427,314</u>	<u>903,348</u>	37.2%	<u>887,725</u>	34.7%	<u>2,560,508</u>
Institutional Support:						
Salaries	49,065	19,136	39.0%	23,703	41.7%	56,881
Employee Benefits	21,738	3,993	18.4%	4,148	47.2%	8,792
Contractual Services	2,400	-	0.0%	2,395	99.8%	2,400
General Materials & Supplies	1,700	1,280	75.3%	951	28.8%	3,300
Conference & Meeting Expenses	-	-	0.0%	25	0.0%	-
Fixed Charges	4,000	4,851	121.3%	1,690	42.3%	4,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>78,903</u>	<u>29,260</u>	37.1%	<u>32,912</u>	43.7%	<u>75,373</u>
TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	<u>\$ 2,506,217</u>	<u>\$ 932,608</u>	37.2%	<u>\$ 920,637</u>	34.9%	<u>\$ 2,635,881</u>

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Illinois Valley Community College District No. 513
 Fiscal Year 2014 Budget to Actual Comparison
 Five Months Ended November 30, 2013
 11/30/2013

	Annual Budget FY2014	Actual 11/30/13	Act/Budget 41.7%	Actual 11/30/12	Act/Budget FY13	Annual Budget FY2013
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources						
Current Taxes	\$ 1,362,330	\$ 1,300,600	95.5%	\$ 1,524,171	97.9%	\$ 1,557,008
State Government Sources	7,350,000	2,387,332	32.5%	3,301,302	26.4%	12,500,000
Investment Revenue	15,000	2,680	17.9%	20,693	11.5%	180,000
Other Revenue	-	-	0.0%	-	0.0%	-
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	\$ 8,727,330	3,690,612	42.3%	4,846,166	34.0%	14,237,008
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Operations & Maintenance						
Contractual Services	\$ -	-	0.0%	-	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	8,727,330	4,722,313	54.1%	3,713,353	26.1%	14,237,008
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	\$ 8,727,330	4,722,313	54.1%	3,713,353	26.1%	14,237,008

Fiscal Year 2014 Budget to Actual Comparison

	Annual Budget FY2014	Actual 11/30/13	Act/Budget 41.7%	Actual 11/30/12	Act/Budget FY13	Annual Budget FY2013
BOND & INTEREST FUND						
Local Government Sources						
Current Taxes	\$ 1,258,919	\$ 1,204,655	95.7%	\$ 1,226,708	97.2%	\$ 1,261,840
Investment Revenue	5,000	296	5.9%	476	23.8%	2,000
TOTAL BOND & INTEREST FUND REVENUES	1,263,919	1,204,951	95.3%	1,227,184	97.1%	1,263,840
BOND & INTEREST FUND						
Institutional Support:						
Debt Principal Retirement	\$ 1,185,000	1,185,000	100.0%	1,090,000	86.4%	1,261,840
Interest on Bonds	78,419	45,875	58.5%	125,965	0.0%	-
Fees	500	500	100.0%	500	100.0%	500
TOTAL BOND & INTEREST EXPENDITURES	\$ 1,263,919	\$ 1,231,375	97.4%	\$ 1,216,465	96.4%	\$ 1,262,340

Fiscal Year 2014 Budget to Actual Comparison

	Annual Budget FY2014	Actual 11/30/13	Act/Budget 41.7%	Actual 11/30/12	Act/Budget FY13	Annual Budget FY2013
WORKING CASH FUND						
Investment Revenue	\$ 35,000	\$ 2,706	7.7%	\$ (5,739)	-28.7%	\$ 20,000
TOTAL WORKING CASH REVENUES	35,000	2,706	7.7%	(5,739)	-28.7%	20,000
Transfers In (Out)		\$ -	0.0%	\$ -	0.0%	\$ (120,000)

**Illinois Valley Community College District No. 513
Fiscal Year 2014 Budget to Actual Comparison
Five Months Ended November 30, 2013
11/30/2013**

	Annual Budget FY2014	Actual 11/30/13	Act/Budget 41.7%	Actual 11/30/12	Act/Budget FY13	Annual Budget FY2013
AUXILIARY ENTERPRISES FUND						
Service Fees	\$ 2,472,700	\$ 1,253,185	50.7%	\$ 1,316,871	49.4%	\$ 2,666,700
Other Revenue	1,000	1,179	117.9%	2,974	297.4%	1,000
Investment Revenue	8,000	50	0.6%	80	1.6%	5,000
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	2,481,700	1,254,414	50.5%	1,319,925	49.4%	2,672,700
AUXILIARY ENTERPRISES FUND						
Salaries	\$ 339,281	139,383	41.1%	141,708	40.6%	349,348
Employee Benefits	94,629	38,801	41.0%	39,531	42.5%	93,053
Contractual Services	45,300	6,018	13.3%	28,170	55.2%	51,035
Materials & Supplies	1,998,478	1,060,236	53.1%	1,305,792	58.3%	2,240,300
Conference & Meeting	23,363	11,273	48.3%	10,855	50.1%	21,683
Fixed Charges	42,400	23,792	56.1%	7,248	13.6%	53,400
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	3,840	-	0.0%	-	0.0%	3,840
Other	111,500	-	0.0%	229	0.2%	103,000
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	2,658,791	1,279,503	48.1%	1,533,533	52.6%	2,915,659
Transfer In (Out)	\$ -	\$ 61,414	0.0%	\$ (200)	0.1%	\$ (265,537)

Fiscal Year 2014 Budget to Actual Comparison

	Annual Budget FY2014	Actual 11/30/13	Act/Budget 41.7%	Actual 11/30/12	Act/Budget FY13	Annual Budget FY2013
RESTRICTED PURPOSES FUND						
State Government Sources	\$ 360,972	\$ 88,921	24.6%	\$ (10,966)	-2.3%	\$ 468,498
Federal Government Sources	6,743,340	3,084,182	45.7%	3,435,979	44.6%	7,701,634
Service Fees	3,000	2,060	68.7%	5,043	168.1%	3,000
Other Revenue	15,700	18	0.1%	6,063	55.1%	11,000
TOTAL RESTRICTED PURPOSES FUND REVENUES	7,123,012	3,175,181	44.6%	3,436,119	42.0%	8,184,132
RESTRICTED PURPOSES FUND						
Instruction:						
Salaries	\$ 486,019	179,909	37.0%	153,152	36.9%	415,474
Employee Benefits	115,559	43,498	37.6%	38,987	47.9%	81,388
Contractual Services	85,284	18,818	22.1%	18,820	30.5%	61,654
Materials & Supplies	144,092	22,256	15.4%	51,815	47.2%	109,812
Conference & Meeting	67,273	17,030	25.3%	18,774	25.5%	73,520
Fixed Charges	500	-	0.0%	-	0.0%	3,000
Utilities	3,500	-	0.0%	589	25.1%	2,350
Capital Outlay	212,723	18,849	8.9%	5,569	16.7%	33,286
Other (P-16 Grant Waivers)	-	-	0.0%	-	0.0%	9,030
Total Instruction	\$ 1,114,950	\$ 300,360	26.9%	\$ 287,706	36.4%	\$ 789,514

Illinois Valley Community College District No. 513
 Fiscal Year 2014 Budget to Actual Comparison
 Five Months Ended November 30, 2013
 11/30/2013

RESTRICTED PURPOSES FUND	Annual Budget FY2014	Actual 11/30/13	Act/Budget 41.7%	Actual 11/30/12	Act/Budget FY13	Annual Budget FY2013
Academic Support						
Salaries	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
Employee Benefits	-	-	0.0%	-	0.0%	-
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	-	2,150	0.0%	-	0.0%	-
Conference & Meeting	-	-	0.0%	-	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	(27,996)	0.0%	160,000
Total Academic Support	-	2,150	0.0%	(27,996)	0.0%	160,000
Student Services						
Salaries	187,260	76,370	40.8%	76,457	38.3%	199,755
Employee Benefits	65,102	27,165	41.7%	27,232	44.5%	61,214
Contractual Services	3,320	2,190	66.0%	5,769	139.0%	4,150
Materials & Supplies	5,200	819	15.8%	1,772	25.0%	7,100
Conference & Meeting	4,500	595	13.2%	1,025	8.4%	12,209
Fixed Charges	-	121	0.0%	98	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRIO Grant)	24,175	11,300	46.7%	10,720	33.5%	32,000
Total Student Services	289,557	118,560	40.9%	123,073	38.9%	316,428
Public Service						
Salaries	151,098	62,883	41.6%	223,704	55.2%	405,046
Employee Benefits	29,701	14,351	48.3%	48,586	59.0%	82,379
Contractual Services	500	(319)	-63.8%	184,526	125.8%	146,701
Materials & Supplies	6,330	3,419	54.0%	68,751	84.4%	81,470
Conference & Meeting	7,931	8,095	102.1%	35,443	72.3%	49,017
Fixed Charges	-	-	0.0%	5,705	29.8%	19,119
Utilities	1,000	31	3.1%	1,779	34.8%	5,105
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	360	0.0%	15	7.5%	200
Total Public Service	196,560	88,820	45.2%	568,509	72.1%	789,037
Auxiliary Services						
Materials & Supplies	-	-		5,561	0.0%	-
Total Auxiliary Services	-	-		5,561	0.0%	-
Institutional Support						
Salaries (Federal Work Study)	\$ 91,245	\$ 44,238	48.5%	\$ 28,432	31.2%	\$ 91,245
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	91,245	44,238	48.5%	28,432	31.2%	91,245
Student grants and waivers (PELL & SEOG)	5,485,000	2,724,002	49.7%	2,885,883	47.4%	6,088,493
TOTAL RESTRICTED FUND EXPENDITURES	7,177,312	\$ 3,278,130	45.7%	\$ 3,871,168	47.0%	\$ 8,234,717
Transfer In (Out)		\$ -	0.0%	\$ -	0.0%	\$ 27,000

**Illinois Valley Community College District No. 513
Fiscal Year 2014 Budget to Actual Comparison
Five Months Ended November 30, 2013
11/30/2013**

LIABILITY, PROTECTION, & SETTLEMENT FUND	Annual Budget FY2014	Actual 11/30/13	0 41.7%	Actual 11/30/12	Act/Budget FY13	Annual Budget FY2013
Local Government Sources	\$ 250,473	\$ 238,363	95.2%	\$ 267,328	97.6%	\$ 274,033
Investment Revenue	30,000	2,654	8.8%	3,044	15.2%	20,000
Other	-	-	0.0%	315	0.0%	-
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES	280,473	241,017	85.9%	270,687	92.1%	294,033

Fiscal Year 2014 Budget to Actual Comparison

LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	Annual Budget FY2014	Actual 11/30/13	0 41.7%	Actual 11/30/12	Act/Budget FY13	Annual Budget FY2013
Operations & Maintenance of Plant						
Salaries	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
Employee Benefits	-	-	0.0%	-	0.0%	-
Contractual Services	351,500	107,001	30.4%	106,476	26.5%	401,500
Material & Supplies	100	110	110.0%	90	90.0%	100
Conference & Meeting	500	490	98.0%	503	100.6%	500
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	240	0.0%	188	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	\$ 352,100	\$ 107,841	30.6%	\$ 107,257	26.7%	\$ 402,100
Institutional Support						
Salaries	\$ 70,929	\$ 32,102	45.3%	\$ 31,345	46.0%	\$ 68,073
Employee Benefits	240,849	5,457	7.7%	6,059	2.6%	233,919
Contractual Services	14,500	6,638	45.8%	10,353	18.8%	55,000
Material & Supplies	2,750	643	23.4%	2,275	82.7%	2,750
Conference & Meeting	-	-	0.0%	-	0.0%	-
Fixed Charges	373,250	393,327	105.4%	336,710	89.0%	378,500
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	702,278	438,167	62.4%	386,742	52.4%	738,242
TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	\$ 1,054,378	\$ 546,008	51.8%	\$ 493,999	43.3%	\$ 1,140,342

Fiscal Year 2014 Budget to Actual Comparison

AUDIT FUND	Annual Budget FY2014	Actual 11/30/13	0 41.7%	Actual 11/30/12	Act/Budget FY13	Annual Budget FY2013
Local Government Sources	\$ 34,900	\$ 33,531	96.1%	\$ 33,496	97.1%	\$ 34,500
Investment Revenue	-	-	0.0%	5	0.0%	-
TOTAL AUDIT FUND REVENUES	34,900	33,531	96.1%	33,501	97.1%	34,500
AUDIT FUND						
Contractual Services	34,900	32,900	94.3%	34,050	98.7%	34,500
TOTAL AUDIT FUND EXPENDITURES	\$ 34,900	\$ 32,900	94.3%	\$ 34,050	98.7%	\$ 34,500

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Illinois Valley Community College District No. 513
Fiscal Year 2013 Budget to Actual Comparison
All Funds
11/30/2013

<u>Department</u>	<u>Annual Budget FY2014</u>	<u>Actual 11/30/2013 #</u>	<u>Act/Budget 41.7%</u>	<u>Explanation</u>
President	\$ 308,482	\$ 131,999	42.8%	
Board of Trustees	16,900	6,353	37.6%	
Community Relations	330,793	179,658	54.3%	Includes Foundation expenses to be reimbursed
Continuing Education	1,118,350	428,529	38.3%	
Facilities	10,504,644	6,198,235	59.0%	Includes completed PHS projects
Information Technologies	1,733,820	1,179,081	68.0%	Includes annual software licenses
Academic Affairs	225,423	98,466	43.7%	
Academic Affairs (AVPCE)	1,025,666	293,270	28.6%	
Adult Education	531,518	200,299	37.7%	
Learning Technologies	664,014	287,577	43.3%	
Career & Tech Education Division	1,784,514	649,830	36.4%	
Natural Science & Business Division	2,151,066	920,206	42.8%	
Humanities & Fine Arts/Social Science Division	2,074,146	881,633	42.5%	
Health Professions Division	2,042,654	817,116	40.0%	
English, Mathematics, Education Division	2,442,190	1,049,777	43.0%	
Admissions & Records	382,557	158,286	41.4%	
Student Development	620,080	273,489	44.1%	
Student Services	146,425	58,723	40.1%	
Financial Aid	5,923,618	2,909,662	49.1%	
Athletics	237,332	115,536	48.7%	
TRIO (Student Success Grant)	289,256	118,560	41.0%	
Safety Service	350,000	107,326	30.7%	
Business Services/General Institution	2,185,911	1,626,206	74.4%	Includes annual bond payment
Risk Management	704,378	438,678	62.3%	Includes annual insurance premiums
Tuition Waivers	634,200	230,234	36.3%	
Purchasing	111,089	46,407	41.8%	
Human Resources	130,655	47,368	36.3%	
Bookstore	2,246,100	1,115,975	49.7%	
Shipping & Receiving	78,903	29,260	37.1%	
Copy Center	135,709	35,382	26.1%	
Total FY14 Expenditures	\$ 41,130,393	\$ 20,633,121	50.2%	

Illinois Valley Community College
Statement of Cash Flows
for the Month ended November 30, 2013

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	TOTAL
Balance on Hand	\$ 1,146,742.61	\$ 410,296.90	\$ 110,154.83	\$ 583,389.41	\$ 1,813,525.86	\$ (482,115.89)	\$ 528,479.71	\$ (8,723.00)	\$ 904,953.97	\$ 5,006,704.40
Total Receipts	433,677.35	59,379.17	4,190.52	3,878.64	108,262.07	120.00	2,184.42	109.49	766.44	612,568.10
Total Cash	1,580,419.96	469,676.07	114,345.35	587,268.05	1,921,787.93	(481,995.89)	530,664.13	(8,613.51)	905,720.41	5,619,272.50
Due To/From Accts	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs										
Expenditures	(1,650,460.17)	(138,602.48)	(290,878.69)	(1,231,375.00)	(99,262.51)	(103,527.22)	-		(48,960.59)	(3,563,066.66)
ACCOUNT BALANCE	(70,040.21)	331,073.59	(176,533.34)	(644,106.95)	1,822,525.42	(585,523.11)	530,664.13	(8,613.51)	856,759.82	2,056,205.84
Deposits in Transit	(15,260.77)									(15,260.77)
Outstanding Checks	1,551,647.14									1,551,647.14
BANK BALANCE	1,466,346.16	331,073.59	(176,533.34)	(644,106.95)	1,822,525.42	(585,523.11)	530,664.13	(8,613.51)	856,759.82	3,592,592.21
Certificates of Deposit	-	-	500,000.00	500,000.00	-	-	2,150,000.00	-	2,600,000.00	5,750,000.00
Illinois Funds	7,443,526.89	2,374,448.03	2,287,026.28	945,369.19	-	428,816.98	-	26,231.74	187,099.17	13,692,518.28
CDB Trust Fund CTC			2,268,864.18							2,268,864.18
Bldg Reserve-ILLFund			1,082,942.20							1,082,942.20
Total Investment	\$ 7,443,526.89	\$ 2,374,448.03	\$ 6,138,832.66	\$ 1,445,369.19	\$ -	\$ 428,816.98	\$ 2,150,000.00	\$ 26,231.74	\$ 2,787,099.17	\$ 22,794,324.66

LaSalle State Bank	\$ 136,220.84
Centrue Bank	3,456,371.37
	<u>\$ 3,592,592.21</u>

Respectfully submitted,



Cheryl Roelfsema
Vice President for Business Services & Finance/Treasurer

ILLINOIS VALLEY COMMUNITY COLLEGE
 INVESTMENT STATUS REPORT
 November 30, 2013

<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>
12/12/2013			500,000				1,000,000	1,500,000	FSB	0.85%	0.85%	1014668663
12/19/2013				500,000		1,000,000	500,000	2,000,000	FSB	0.85%	0.85%	1014703493
3/20/2014						1,000,000		1,000,000	FSB	0.70%	0.70%	1015080074
4/22/2014							100,000	100,000	MB	0.45%	0.45%	914161
10/24/2014							1,000,000	1,000,000	MB	0.60%	0.60%	16139
11/7/2013						150,000		150,000	MB	0.65%	0.65%	915192
Total CD	-	-	500,000	500,000	-	2,150,000	2,600,000	5,750,000				

CB	Centruc Bank	LSB	LaSalle State Bank
CBNA	Commerce Bank, NA	MB	Marseilles Bank
HBT	Heartland Bank and Trust	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: 0.032%

\$5,000 and Over Check Register

11/01/13-11/30/13

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
710366	11/07/13	0000001	Illinois Valley Community College	\$ 92,061.00	Federal & State Payroll Taxes (11/07/13)
710368	11/07/13	0082897	SURS	48,124.11	Payroll (11/07/13)
710388	11/07/13	0108916	CCIC	275,206.72	Health Insurance (November)
710398	11/07/13	0111035	GovConnection	33,041.02	Printers
710413	11/07/13	0138734	Krueger International	103,968.50	Furniture
710430	11/07/13	0180447	Prudential Insurance Company	5,342.70	Life & Disability Insurance (November)
ACH	11/07/13		VALIC Retirement Services	14,137.46	403(b) & 457(b)Payroll (11/07/13)
710489	11/14/13	0153694	IVCC Bookstore	20,000.00	Book Rental Refunds
710496	11/14/13	0117036	Liebovich Steel & Aluminum Co.	8,973.55	Instructional Supplies
710529	11/14/13	0041932	IVCC Tuition	5,299.88	Veteran Rehabilitation Funds
710544	11/21/13	0000001	Illinois Valley Community College	89,751.33	Federal & State Payroll Taxes (11/21/13)
710546	11/21/13	0082897	SURS	47,594.53	Payroll (11/21/13)
710565	11/21/13	0001404	AmSan	5,397.99	Custodial Supplies & Building Supplies
710569	11/21/13	0126547	Basalay, Cary, & Alstadt Architects	22,749.92	Building G Heat Exchanger,* Stage Floor Project,* Facility Door Hardware*
710573	11/21/13	0149548	Burwood Group	21,300.00	Wireless Expansion (CTC)
710577	11/21/13	0108962	Carquest	5,929.78	Auto Shop Supplies
710580	11/21/13	0155694	Condensed Curriculum International	20,532.65	Continuing Education Courses
710581	11/21/13	0190646	CNE Gas Division, LLC	9,001.12	Natural Gas (10/01/13-10/31/13)
27 710588	11/21/13	0155995	Ektron, Inc.	19,666.84	Maintenance Agreement-Web Program
710591	11/21/13	0115940	First State Bank of Mendota	1,231,375.00	Annual Bond Payment
710592	11/21/13	0181795	G4S Secure Solutions (USA) Inc	28,243.32	Security Services (October)
710598	11/21/13	0001667	Grasser's Plumbing and Heating	11,914.14	Furnaces and Air Conditioners for HVAC Lab
710601	11/21/13	0193643	Haddock Education Technologies	9,643.73	Projectors
710606	11/21/13	0005039	IDES	12,749.78	Unemployment Insurance
710612	11/21/13	0079038	IVCC Student Activity	147,152.45	Student Activity Fees
710616	11/21/13	0138734	Krueger International	142,296.01	Furniture
710626	11/21/13	0187054	McGladrey LLP	5,600.00	Audit Financial Statement
710652	11/21/13	0165771	Sovereign Leasing LLC	16,472.00	Annual Van Leases
710660	11/21/13	0001420	Advanced Technologies Consultants	118,730.00	Renewable Energy Training System
710663	11/21/13	0184954	The Quality Group, Inc.	5,760.00	Consulting (Business Seminars)
710667	11/21/13	0001927	Walter J Zukowski & Associates	24,411.74	Legal Services
ACH	11/21/13		VALIC Retirement Services	13,961.76	403(b) & 457(b)Payroll (11/21/13)
710679	11/26/13	0001317	Elsevier, Inc.	15,710.50	Nursing Testing
710693	11/26/13	0138734	Krueger International	21,864.26	Furniture

\$ 2,653,963.79

*Protection, Health, & Safety (PHS) Projects

Stipends For Pay Period 11/16/13

Name	Description	Start Date	End Date	Pay Date	Term Type*	Amount	GL No.	Section Name	Section Title	Comments
Alvin, Stephen R	Interim Dean	10/21/13	11/01/13	11/16/13	ST	\$1,255.75	11120650051110			
Baltarini, Doreen J	Facebook/Introduction to Internet	11/05/13	11/16/13	11/16/13	ST	\$525.00	14110394151320	CEX-4605-311	Facebook/Introduction to Internet	
Bias, Timothy John	MAG Machine Set Up	11/01/13	11/16/13	11/16/13	ST	\$1,280.00	11320410051340			
Boyle- Bruch, Ida Lee	Applied Food Service Sanitation	10/22/13	11/06/13	11/16/13	ST	\$756.00	14110394151320	FSS-1200-301	Applied Food Service Sanitation	
Church, Brian D	Extension Site Coordinator	11/16/13	11/16/13	11/16/13	ST	\$300.00	11120116051900		Extension Site Coordinator	
Duffy, Patricia	Harvest Tote Basket	11/09/13	11/09/13	11/16/13	ST	\$150.00	14110394151320	HLR-2120-11	Harvest Tote Basket	
Engstrom, Norman Bruce	Voice Lessons / 16	10/15/13	11/14/13	11/16/13	ST	\$512.00	11120650051340	MUP-2001-01	Applied Music- Vocal	
Freed, Timothy Daniel	Greek Cuisine	11/04/13	11/04/13	11/16/13	ST	\$185.00	14110394151320	HLR-3931-311	Greek Cuisine	
Gibson, James A	Tour and Meeting / Unimim	10/25/13	10/30/13	11/16/13	ST	\$150.00	14210331051320			
Hartman, Bruce Charles	Mileage Reimbursement	11/07/13	11/07/13	11/16/13	ML	\$49.72	11320410455211			recruitment/student interviews
Jakupcak, Joseph M	Extension Site Coordinator	11/16/13	11/16/13	11/16/13	ST	\$300.00	11120116051900		Extension Site Coordinator	
Jenrich, Chuck	ITW Facilitation	11/13/13	11/13/13	11/16/13	ST	\$1,000.00	14210331051320			
Jenrich, Chuck	ZIP PAX Classes	11/05/13	11/07/13	11/16/13	ST	\$2,750.00	14210331051320	CFU-6247-11	Quality Overview	
Koehler, Richard A	LC/BC Driver Improve 899/184	11/06/13	11/06/13	11/16/13	ST	\$300.00	14110394251320	CDV-6000-02	LaSalle Co Driver Improvement	
Landgraf, Tammy Lynn	Attend ECE Dual Credit Meeting	10/30/13	10/30/13	11/16/13	ST	\$120.00	11220910051900			
Leadingham, Paul	Welding Training at MBL USA Co	09/20/13	09/27/13	11/16/13	ST	\$600.00	14210331051320			
Mekeel, Ashley Marie	Accompany Engstrom Nov 8	11/08/13	11/16/13	11/16/13	ST	\$200.00	11120650051900			
Panizzi, Gerald W	LC Driver Improvement #898	11/02/13	11/02/13	11/16/13	ST	\$187.50	14110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Smith, Paul C	Tour and Meeting / Unimim	10/25/13	10/30/13	11/16/13	ST	\$150.00	14210331051320			
Stacy, Stephanie	Pruning What, When	11/06/13	11/06/13	11/16/13	ST	\$75.00	14110394151320	HLR-5227-630	Pruning: The What, When and How	
Stevenson, Keith Howard	WHS 1202 100	11/01/13	11/14/13	11/16/13	ST	\$250.00	11320410051320	WHS-1202-300	Introduction To Warehousing	
Thompson, Jason	Native Tools	11/02/13	11/02/13	11/16/13	ST	\$125.00	14110394151320	HLR-5308-11	Native Tools	
Vogt, Jane Ann	Learn to Crochet	10/21/13	11/04/13	11/16/13	ST	\$225.00	14110394151320	HLR-5308-11	Learn to Crochet	
Yanek, Ray Michael	Extension Site Coordinator	11/16/13	11/16/13	11/16/13	ST	\$300.00	11120116051900		Extension Site Coordinator	
TOTAL						\$11,745.97				

Cheryl Roelfsema
 Cheryl Roelfsema
 Vice President of Business Services and Finance

Jerry Corcoran 11/26/13
 Jerry Corcoran
 President

*Eartypes
 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

Stipends For Pay Period 11/30/13

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Alvin, Stephen R	Interim Dean	11/04/13	11/15/13	11/30/13	ST	\$1,034.15	011120650051110			
Burns, Carey Ann	Changing Gears Necklace	11/19/13	11/19/13	11/30/13	ST	\$75.00	014110394151320	HLR-2768-311	Changing Gears Necklace	
Fiorentini, Jo Ellen	The Art of Tree Decorating	11/18/13	11/18/13	11/30/13	ST	\$75.00	014110394151320	HLR-4401-311	The Art of Tree Decorating	
Hartman, Angela	Math Meeting	09/16/13	09/16/13	11/30/13	ST	\$30.00	011520910051900			
Johnson, Laura Elizabeth	Hot Glass Experience II	11/16/13	11/16/13	11/30/13	ST	\$207.00	014110394151320	HLR-2751-411	Hot Glass Experience II	
Mika, Judyann	AFDA Presenter	10/19/13	10/19/13	11/30/13	ST	\$75.00	011120080151900			
Oldaker, Adam Gregory	AFDA Presenter	11/16/13	11/16/13	11/30/13	ST	\$75.00	011120080151900			
Panizzi, Gerald W	LC Driver Improvement #900	11/16/13	11/16/13	11/30/13	ST	\$187.50	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Robinson, Delores R.	EDC 1202 150	05/28/13	07/23/13	11/30/13	ST	\$150.00	011120080151900	EDC-1202-150	Instructor Technology	
Schroeder, Kenneth Lee	Managing Your Digital Photos	11/02/13	11/02/13	11/30/13	ST	\$187.50	014110394151320	HLR-2504-11	Managing Your Digital Photos	
Smith, Sara E	Food Service Recertification	11/18/13	11/18/13	11/30/13	ST	\$250.00	014110394151320	CEU-1501-641	Food Service Recertification	
Stacy, Stephanie	Creating a Winter Arrangement	11/16/13	11/16/13	11/30/13	ST	\$75.00	014110394151320	HLR-5218-611	Creating a Winter Arrangement	
Story, Michelle M	City of Ottawa Clerical Test	10/01/13	11/20/13	11/30/13	ST	\$275.00	014210331051320			
Thompson, Jason	Native Skills II	11/16/13	11/16/13	11/30/13	ST	\$125.00	014110394151320	HLR-5306-11	Native Skills II	
Vogt, Jane Ann	Learn To Knit: The Basics	11/07/13	11/07/13	11/30/13	ST	\$120.00	014110394151320	HLR-2712-311	Learn To Knit: The Basics	
Vogt, Jane Ann	Beaded Christmas Ornament	11/16/13	11/16/13	11/30/13	ST	\$75.00	014110394151320	HLR-4106-611	Beaded Christmas Ornament	
TOTAL						3,016.15				

Cheryl Roelfsema

Cheryl Roelfsema
Vice President of Business Services and Finance

Jerry Corcoran 12/9/13

D. Jerry Corcoran
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

2013 Tax Levy

The administration anticipates a 2.5 percent decline in assessed valuations for Tax Year 2013 for an estimated equalized assessed valuation (EAV) of \$2,980,685,675. The Illinois Community College Board (ICCB) has notified IVCC of the authority to levy .0943 as the Additional Tax (Equalization). This is a 6.8 percent increase from the .0883 tax rate in Tax Year 2012. The Education, Operations and Maintenance, Protection, Health and Safety, and Audit tax rates are limited. As per past practice, the administration will try to maximize the tax extensions for these particular levies. The Bond and Interest and Social Security fund levies are not limited and the proposed levy request is similar to prior years. It is estimated the total tax rate for 2013 will be .3663, which is 3.6 percent higher than 2012. This is due to a decrease in EAV and the higher Additional Tax rate.

The anticipated tax extensions for Tax Year 2013 are \$117,194 higher than Tax Year 2012, but \$126,714 less than Tax Year 2011.

The administration is proposing a tax levy of \$11,260,800 be submitted to the county clerks at the end of December. This amount is slightly under a five percent increase and will not require a public notice and a public hearing. The request for a higher levy than is estimated will insure that if the EAV is higher than the estimate, the levies for the Education and Operations and Maintenance funds will be at the tax-rate limit and maximize the tax revenue for these funds.

The attached worksheet shows actual assessed valuations, tax rates, and tax extensions for the last 10 years.

Recommendation:

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

Illinois Valley Community College District #513
 Schedule of Property Tax Equalized Assessed Valuations
 Last Ten Fiscal Years

<u>Levy Year</u>	<u>Residential Property</u>	<u>Commercial Property</u>	<u>Industrial Property*</u>	<u>Farm Property</u>	<u>Mineral Property*</u>	<u>Railroad Property</u>	<u>Total Equalized Assessed Valuation</u>	<u>Total Tax Rate</u>	<u>Estimated Total Extension</u>
2012	\$ 1,389,099,352	\$ 394,340,909	\$ 693,001,393	\$ 538,577,691	\$ 9,729,372	\$ 32,364,796	3,057,113,513	\$ 35.36	\$ 10,874,709
2011	1,477,601,397	401,802,370	704,932,628	515,788,889	2,252,229	30,418,799	3,132,796,312	35.23	11,036,841
2010	1,531,749,242	396,608,320	694,638,725	499,361,239	34,685,705	26,060,324	3,183,103,555	35.12	11,179,060
2009	1,588,567,835	400,966,271	685,325,088	479,203,345	21,475,553	23,105,952	3,198,644,044	34.65	11,083,078
2008	1,588,318,680	400,961,722	406,110,977	452,850,028	716,246	19,449,782	2,868,407,435	35.45	10,168,504
2007	1,519,676,401	373,913,066	394,561,413	419,693,709	603,994	16,865,933	2,725,314,516	35.92	9,789,330
2006	1,417,184,845	344,278,519	397,057,548	394,610,203	598,377	14,761,446	2,568,490,938	40.24	10,335,608
2005	1,289,386,180	326,755,341	383,520,310	389,080,533	598,077	13,500,680	2,402,841,121	44.26	10,634,975
2004	1,175,096,775	301,219,879	469,505,271	397,817,876	598,077	14,898,754	2,359,136,632	44.68	10,540,622
2003	1,174,534,469	614,162,229	141,682,226	418,761,321	598,077	15,354,981	2,365,093,303	45.49	10,758,809

*Wind turbines were classified as mineral property in 2009 and 2010. All other years are recorded as industrial property.

RESOLUTION APPROVING A TAX LEVY

RESOLUTION

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

SECTION 1: That the following amounts of money, as indicated on the Certificate of Tax Levy hereto attached and made a part hereof, must be raised for the various purposes as in said Certificate of Tax Levy and that the levy for the year 2013 be allocated 50 percent for FY 2014 and 50 percent for FY 2015.

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

APPROVED this 17th day of December, 2013.

Chairperson, Board of Trustees

ATTEST:

Secretary, Board of Trustees

CERTIFICATE OF TAX LEVY

Community College District No. 513 Counties LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy & Livingston

Community College District Name Illinois Valley Community College and State of Illinois

We hereby certify that we require:

- the sum of \$ 4,044,000 to be levied as a tax for educational purposes(110 ILCS 805/3-1), and
- the sum of \$ 1,244,200 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ 2,933,500 to be levied as an additional tax for educational purposes (110 ILCS 805/3-14.3), and
- the sum of \$ -0- to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and
- the sum of \$ 250,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 35,800 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 1,489,600 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
- the sum of \$ -0- to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 20 ____.

Signed this 17th day of December, 2013

Chair of the Board of Said Community College District

Secretary of the Board of Said Community College District

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

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

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

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 513 County(ies) of _____ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2013 was filed in the office of the County Clerk of this county on _____, 2013.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2013 is \$ _____.

Date

County Clerk and County

Illinois Community College Board



Alexi Giannoulis
Chairman

Karen Hunter Anderson, Ph.D.
Executive Director

proudly serving the

Illinois Community College System

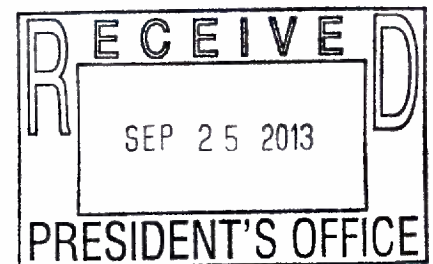
September 23, 2013

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

At its September 20, 2013 meeting, the Illinois Community College Board approved the following motion:

The Illinois Community College Board hereby certifies that the following community college districts were (1) eligible to receive equalization grants either in fiscal year 2013 or fiscal year 2014 and (2) had combined educational and operations and maintenance purposes tax rates less than 26.43 cents per \$100 of equalized assessed valuation and are, therefore, eligible to levy at a combined educational and operations and maintenance purposes rate up to and including 26.43 cents per \$100 of equalization assessed valuation in accordance with the provisions of Section 3-14.3 of the Public Community College Act:

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



This certificate pertains to all named colleges to the levy adopted and filed in the fall of 2013. Please note the provisions of Section 3-14.3 which specify that your board of trustees must adopt a resolution expressing its intent to levy such an additional tax, thereby giving district voters an opportunity to request a referendum on the proposed additional levy.

Illinois Community College Board

CERTIFICATION ON ELIGIBILITY FOR SPECIAL TAX LEVY

Section 3-14.3 of the Public Community College Act allows districts eligible for equalization grants to levy up to the combined statewide average tax rate for educational and operations and maintenance purposes if they currently are levying less than that amount. The ICCB is required to certify the eligibility of districts to levy by November 1 of each year.

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby certifies that the following community college districts were (1) eligible to receive equalization grants either in fiscal year 2013 or fiscal year 2014 and (2) had combined educational and operations and maintenance purposes tax rates less than 26.43 cents per \$100 of equalized assessed valuation and are, therefore, eligible to levy at a combined educational and operations and maintenance purposes rate up to and including 26.43 cents per \$100 of equalization assessed valuation in accordance with 110 ILCS 805/3-14.3:

Black Hawk College
Heartland Community College
Illinois Central College
IL Eastern Community Colleges
IL Valley Community College
Kankakee Community College
Kaskaskia College
Lake Land College

Lewis & Clark Community College
Moraine Valley Community College
Rend Lake College
Carl Sandburg College
Southwestern Illinois College
Spoon River College
John Wood Community College

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

Agenda Item #12.4
September 20, 2013

District	Current Combined Maximum Authorized Operating Tax Rates	Additional Tax Rate Authority	Estimated Additional Tax Revenue
Black Hawk	19.00¢	7.43¢	\$ 2,637,913
Heartland	22.50¢	3.93¢	\$ 1,634,940
Illinois Central	25.00¢	1.43¢	\$ 957,997
Illinois Eastern	25.00¢	1.43¢	\$ 184,197
Illinois Valley	17.00¢	9.43¢	\$ 2,953,906
Kankakee	18.00¢	8.43¢	\$ 1,931,842
Kaskaskia	25.00¢	1.43¢	\$ 200,840
Lake Land	18.00¢	8.43¢	\$ 2,062,660
Lewis and Clark	25.00¢	1.43¢	\$ 553,210
Moraine Valley	22.50¢	3.93¢	\$ 4,238,803
Rend Lake	25.00¢	1.43¢	\$ 110,531
Sandburg	22.00¢	4.43¢	\$ 664,791
Southwestern	16.00¢	10.43¢	\$ 7,086,532
Spoon River	25.00¢	1.43¢	\$ 112,297
John Wood	22.50¢	3.93¢	\$ 526,026
			\$ 25,856,484

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

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

RESOLUTION OF INTENT

RESOLUTION

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

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

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

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

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

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

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

APPROVED this 17th day of December, 2013.

Chair, Board of Trustees

ATTEST:

Secretary, Board of Trustees

NOTICE OF INTENT TO INCREASE TAX LEVY

Notice is hereby given that the Board of Trustees of Illinois Valley Community College District No. 513, LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston counties, State of Illinois, adopted on December 17, 2013, its annual tax levy including an additional tax levy of \$2,933,500 for educational purposes, as provided in Section 805/3-14.3 of Chapter 110 of the Illinois Compiled Statutes, as amended.

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

A petition may be filed with the Secretary of the Board of Trustees of Illinois Valley Community College in Building C, Room C-301, at 815 North Orlando Smith Road, Oglesby, Illinois 61348-9692, on or before 4:30 p.m., CDT, January 17, 2014, signed by not less than 9,166 registered voters of the Illinois Valley Community College District No. 513 requesting that an election be held on the 18th day of March, 2014, to determine whether the increased levy should be authorized. If no such petition is filed with the Secretary of the Board of Trustees on or before January 17, 2014, then the District shall be authorized to levy the additional tax. Petition forms are available in Building H – Truck Driver Training Center from December 18, 2013 through January 17, 2014 and in the President’s Office from January 2 through January 17, 2014.

Dated this 17th day of December, 2013

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

STATE OF ILLINOIS)
)
COUNTY OF _____)

PETITION

We, the undersigned, do hereby certify that we are voters of Community College District No. 513, counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, State of Illinois, and as such voters, we do hereby request that the following proposition be submitted to the voters of said Community College District: "Shall the Board of Trustees of Community College District No. 513, counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, State of Illinois, be authorized to levy an additional tax of \$2,933,500 for educational purposes, as provided in Section 805/3/3-14.3 of Chapter 110 of the Illinois Compiled Statutes, as amended; and we do hereby further request that the Secretary of said Board of Trustees of said Community College District certify said proposition to the County Clerks of the counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, State of Illinois, for submission to said voters at the election to be held on the 18th day of March, 2014 .

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

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

Signed and sworn to before me _____, 20 ____.

Notary Public

(NOTARY SEAL)

My Commission expires: _____, 20 ____.

CERTIFICATE OF COMPLIANCE WITH THE TRUTH IN TAXATION ACT

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

I do further certify that the Board of Trustees of said District at a regularly convened meeting held on the 17th day of December, 2013, adopted a motion to prepare and approve a tax levy, a true and correct copy of which is attached hereto and which was and has been available for public inspection at least twenty (20) days preceding the adoption of the aggregate tax levy of the district; and

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

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

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

The notice requirement of Section 18-85 is inapplicable.

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

Staff Appointment - Dr. Brian R. Holloway, Dean of Humanities, Fine Arts, and Social Sciences

Upon the recommendation of the search advisory committee, the Vice President for Learning and Student Development is recommending Dr. Brian R. Holloway as the Dean of Humanities, Fine Arts, and Social Sciences. Information on this applicant is attached.

Recommendation:

The administration recommends Board approval of the appointment of Dr. Brian R. Holloway to the position of Dean of Humanities, Fine Arts, and Social Sciences with an annualized salary of \$74,000, effective December 18, 2013.

RECOMMENDED FOR STAFF APPOINTMENT
2013-2014

GENERAL INFORMATION:

POSITION TO BE FILLED: Dean, Division of Humanities, Fine Arts
and Social Sciences

NUMBER OF APPLICANTS: 35

NUMBER OF APPLICANTS INTERVIEWED: 5

APPLICANTS INTERVIEWED BY:

Mr. Alvin, Mr. Brolley, Dr. Kuester , Ms. Merkel, Dr. Morris, Mr. Olesen,
Mr. Pecherek, Ms. Pietrolonardo, Ms. Prine, Dr. Scroggs, and Ms. Zeilman

APPLICANT RECOMMENDED:

Dr. Brian R. Holloway

EDUCATIONAL PREPARATION:

University of Illinois, Urbana, IL – Ph.D. in English Literature

University of Missouri, Columbia, MO – M.A. in English Literature; B.A. in English

EXPERIENCE:

Drury University, Springfield, MO – Interim Assistant Vice President of Academic Affairs for
Graduate Studies

Drury University, Springfield, MO – Dean of the College of Graduate and Continuing Studies

Mountain State University, Beckley, WV – Dean of Graduate Studies;

Dean of Graduate Independent Study and Spectrum Programs;

Associate Vice President for Arts and Sciences

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

1. Extensive administrative experience as a Dean and Associate Vice President
2. Articulated a clear and compelling vision for the division grounded in collegiality, faculty development, and community outreach
3. Analytical and thorough responses to interview questions
4. Outstanding references

RECOMMENDED SALARY: \$74,000 annualized

Ms. Glenna Jones, SPHR
Director of Human Resources

Additional Security Officer – Information Desk

The opening of the Peter Miller Community Technology Center and the reassignment of current information desk personnel have created an opening for a security position at the information desk. Prior to relocating our security office to the lower level of Building C, our security office was near the front entrance to the College and security officers provided back up for the information desk personnel. Though moving the security office to a more secure location has worked out well, occasionally staff and students suggest we have a security presence in close proximity to the front door. The CTC building has over 30 security cameras, bringing our total security cameras to over 100. Cameras at the building entrances are monitored from the security office, but a security officer with clear visibility of those approaching or entering the building would give an extra measure of security.

Our current security service, G4S Secure Solutions, can provide personnel with capabilities to act as a security officer, provide campus information to students and visitors, and perform other clerical duties. Though the contract states the College can request additional personnel on a temporary basis, this would be a regular addition to the security staff. This individual would wear what they refer to as a “soft” uniform – dress shirt, slacks, and a blazer with a small badge on the pocket stating they are G4S personnel. G4S Secure Solutions would charge \$18.10 per hour for this 40-hour per week contract position.

G4S has provided security services to the College since August 2011. The cost from August 1, 2011 to July 31, 2013 has been \$634,025 or an average of \$317,013 per year. The original estimate was \$400,000 per year.

Recommendation:

Authorize the administration to add an amendment to the contract with G4S Secure Solutions to provide a security officer for duty at the information desk at an hourly rate of \$18.10 for 40 hours per week.

Purchase Request – Network Firewalls, Security Subscriptions and Installation

The administration requests authorization to proceed with the purchase of new network firewalls with associated security subscriptions and to contract for their installation and configuration.

The use of internet resources by the college continues to increase as more faculty utilize streaming video and other Internet resources in their classes. The college has increased the available bandwidth from 35 Mb to 100 Mb in the last year, but the available bandwidth is still limiting the effective use of these resources. Once the iFiber connection to the college is completed this month, IVCC will have access to internet bandwidth beyond 100 Mb. The current network firewalls have a maximum capacity of 100 Mb and thus they need to be replaced before we can utilize the higher bandwidth.

The best, low-cost system that meets the needs of the college is the Palo Alto Networks PA-3020 Firewall and Traffic Shaper quoted to Burwood Group Inc., the College's IT consultant. Burwood Group Inc. has provided network related services to the college over the past several years. Their familiarity with IVCC and our systems allows them to minimize the cost of their services and to recommend solutions that enhance the IVCC network infrastructure.

This purchase is exempt from bidding (110 ILCS 805/3-27.1-f) and will be paid from the IT fund balance.

Hardware	
2- Palo Alto Networks PA-3020 2 Mb Firewalls	\$25,200
Annual expenses	
Threat prevention subscription for devices in HA pair, PA-3020	\$3,528
PANDB URL filtering subscription for devices in HA pair, PA-3020	\$3,528
WildFire subscription for devices in HA pair, PA-3020	\$3,528
Premium support year 1, PA-3020	\$4,256
<i>Subtotal</i>	\$14,840
Professional Services	
Installation & Configuration	\$13,500
Total	<u>\$53,540</u>

Recommendation:

The administration recommends Board approval to proceed with the purchase of the Palo Alto Networks PA-3020 Firewalls, annual licenses, and professional IT consulting services by Burwood Group Inc., in the amount of \$53,540.

Schedule of Regular Meeting Dates and Times

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

Recommendation:

The administration recommends Board approval of the following dates for 2014 and will provide public notice of this schedule. All meetings will take place at 6 p.m. in Room C307, the Board Room, on the campus of Illinois Valley Community College, 815 North Orlando Smith Road, Oglesby, Illinois.

Thursday, January 9, 2014

Thursday, February 13, 2014

Thursday, March 13, 2014

Thursday, April 10, 2014

Thursday, May 8, 2014

Thursday, June 12, 2014

Thursday, July 10, 2014

Thursday, August 14, 2014

Thursday, September 11, 2014

Thursday, October 9, 2014

Thursday, November 13, 2014

Thursday, December 11, 2014

Semi-annual Review of Closed Session Minutes

The Closed Session Minutes Committee met on Tuesday, November 19, 2013 and thoroughly reviewed all minutes lawfully closed under the Open Meetings Act.

Recommendation:

The Closed Session Minutes Committee recommends continuing to retain the minutes of closed session meetings.

Authorization for Destruction of Verbatim Recordings of Closed Session Meetings

In accordance with the Open Meetings Act, a verbatim record has been kept of all meetings of the Board of Trustees of Community College District 513 that are closed to the public since May 27, 2010. The verbatim record is in the form of an audio recording. The audio tape recording of closed sessions is not subject to Board approval, nor is it open for public inspection or subject to discovery in any proceeding other than a court action to enforce the Open Meetings Act.

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

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

Recommendation:

That the Board adopts the following resolution:

“Be it resolved that the Board of Trustees of Community College District 513, accepts for destruction the verbatim audiotapes of Closed Session Meetings from June 24, 2010; July 22, 2010; August 26, 2010; September 21, 2010; October 1, 2010; October 19, 2010; November 16, 2010; December 20, 2010; January 18, 2011; February 15, 2011; March 15, 2011; April 19, 2011; May 17, 2011; June 21, 2011; July 19, 2011; August 23, 2011; September 8, 2011; September 20, 2011; October 18, 2011; November 15, 2011; December 20, 2011; January 17, 2012; February 21, 2012; March 20, 2012; April 17, 2012; and May 15, 2012.


“Be it further resolved that the Board of Trustees of Community College District 513 authorizes the destruction of Closed Session audiotapes from June 24, 2010; July 22, 2010; August 26, 2010; September 21, 2010; October 1, 2010; October 19, 2010; November 16, 2010; December 20, 2010; January 18, 2011; February 15, 2011; March 15, 2011; April 19, 2011; May 17, 2011; June 21, 2011; July 19, 2011; August 23, 2011; September 8, 2011; September 20, 2011; October 18, 2011; November 15, 2011; December 20, 2011; January 17, 2012; February 21, 2012; March 20, 2012; April 17, 2012; and May 15, 2012 as all the criteria for destruction of these tapes under the Open Meetings Act have been met.”



ILLINOIS VALLEY
COMMUNITY COLLEGE

Memorandum

To: Dr. Jerry Corcoran
President

From: Steve Alvin, Interim Dean 
Humanities, Fine Arts, & Social Sciences

Date: December 3, 2013

Re: Amanda Cook-Fesperman's Sabbatical

In April of 2013, the Board of Trustees granted a full year sabbatical leave to Ms. Cook-Fesperman for the 2013-14 academic year. Due to unexpected events, she has had to reconsider the second half of her sabbatical. Ms. Cook-Fesperman approached me about the possibility of ending her sabbatical early and returning to campus and her normal academic responsibilities in the Spring Semester of 2014.

In conversations with her, she listed the accomplishments she achieved during the Fall, including preparing for her exams by taking three independent study courses to review the literature in American and Comparative politics. She has also done much of her remaining dissertation research by completing a literature review, gathering data on state term limits, and identifying key variables that might have affected her quantitative research. She hopes to use her work on Comparative Politics as the foundation of a new course entitled Introduction to Comparative Politics.

Dr. Scroggs and I are in agreement that it is in the best interest of Ms. Cook-Fesperman, the College, and our students to allow her to return to her normal duties at her normal rate of pay in Spring 2014. We appreciate the time and consideration that the Board gave to this issue at its November meeting, and will therefore proceed in welcoming Ms. Cook-Fesperman back to campus in January.



ILLINOIS VALLEY
COMMUNITY COLLEGE

Memorandum

To: Jerry Corcoran
President

From: Lori Scroggs *LS*
Vice President for Learning & Student Development
Sue Isermann *SI*
Associate Vice President for Academic Affairs &
Dean of Workforce Development
Bonnie Campbell *BC*
Dean of Health Professions & Interim Director of Nursing

Date: December 6, 2013

Re: Christine Blaydes' Tenure Recommendation

Typically, faculty are awarded tenure by the Board of Trustees at the February Board meeting; faculty who began full-time employment in August (Fall semester) of 2011, will be presented for approval of tenure in February 2014. There are, however, exceptions.

Christine Blaydes began her faculty employment as the Program Coordinator for the Certified Nurse Assistant (CNA) program in Spring 2011, and therefore will be eligible for tenure in January, 2014. Rather than having two tenure award and celebratory events for small numbers of faculty each time, the administration preferred to award and celebrate tenure achievements as per past practice in February.

It is customary that each individual eligible for tenure present his/her portfolio to the Dean, Associate Vice President, and Vice President prior to the presentation to the Board to gain administrative approval and feedback to strengthen the portfolio and assure that it accurately represents the faculty member's accomplishments. To confirm that Ms. Blaydes met all requirements prior to her eligibility date, she met with Dr. Scroggs, Ms. Isermann, and Ms. Campbell for the initial presentation of her portfolio on Friday, December 6, 2013. In addition to evaluation documents, letters of recommendation, student course feedback, professional development, community service, and examples of contributions to the institution, Ms. Blaydes included artifacts from her classroom and clinical work as evidence of student learning. She further included artifacts clarifying the unique nature of the Illinois Department of Public Health Certified Nursing Assistant (CNA) program and her associated duties as the program's coordinator. Ms. Campbell, Ms. Isermann, and Dr. Scroggs were in unanimous agreement that she met the requirements for tenure outlined in the IVCC Guidelines for Non-tenured Faculty Evaluation System.

We look forward to Ms. Blaydes sharing her portfolio with the Board of Trustees at the February meeting and celebrating her success.

Change Order #1 – 2013 PHS Project: Cultural Centre Stage Upgrades

To be in compliance with Board Policy 4003, the administration wishes to advise the Board of Trustees of Change Order #1 for an increase of \$2,711.00 for 2013 PHS Project: Cultural Centre Stage Upgrades. The change order consists of the following changes:

Original contract sum	\$45,990
Repair two areas of damaged plaster at existing soffits in vicinity of stage. Paint areas of repair to match surrounding surfaces for uniform appearance.	2,711
New contract sum	<u><u>\$48,701</u></u>

Change Order #1 – 2013 PHS Project: Exterior Egress Concrete Replacement

To be in compliance with Board Policy 4003, the administration wishes to advise the Board of Trustees of Change Order #1 for an increase of \$283.00 for 2013 PHS Project: Exterior Egress Concrete Replacement. The change order consists of the following changes:

Original contract sum	\$95,100
Provide alternate floor drain to accept existing piping for side discharge	283
New contract sum	<u><u>\$95,383</u></u>

Protection, Health, and Safety Project

Statement of Final Construction Compliance

Restroom Modifications – Phase II
(ICCB #513-T-2131-1011)

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

Kurt H. Rimmele
Basalay, Cary & Alstadt Architects, Ltd.
620 W. Lafayette St.
Ottawa, IL 61350

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

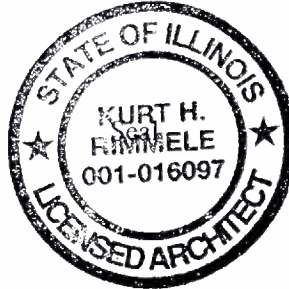
Approved Budget \$1,170,290.00 Actual Cost \$717,184.00

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


Architect/Engineer's Signature

October 10, 2013
Date

001-016097



Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson

Signed _____, Secretary

Protection, Health, and Safety Project

Statement of Final Construction Compliance

**Door Panic Hardware Replacement
(ICCB #513-T-2132-1011)**

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

Kurt H. Rimmele
Basalay, Cary & Alstadt Architects, Ltd.
620 W. Lafayette St.
Ottawa, IL 61350

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

Approved Budget \$150,212.00 Actual Cost \$107,649.00

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


Architect/Engineer's Signature

October 10, 2013
Date

001-016097



Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson

Signed _____, Secretary

Protection, Health, and Safety Project

Statement of Final Construction Compliance

**Classroom Ceiling/Lighting Replacement
(ICCB #513-T-2141-1111)**

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

Kurt H. Rimmele
Basalay, Cary & Alstadt Architects, Ltd.
620 W. Lafayette St.
Ottawa, IL 61350

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

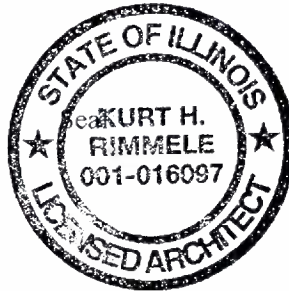
Approved Budget \$184,450.00 Actual Cost \$148,220.00

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

Kurt H. Rimmele
Architect/Engineer's Signature

October 10, 2013
Date

001-016097



Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson

Signed _____, Secretary

Protection, Health, and Safety Project

Statement of Final Construction Compliance

**Building "C" Boiler Room Upgrades
(ICCB #513-T-2198-1012)**

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

Kurt H. Rimmele
Basalay, Cary & Alstadt Architects, Ltd.
620 W. Lafayette St.
Ottawa, IL 61350

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

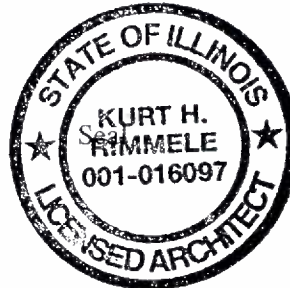
Approved Budget \$656,120.00 Actual Cost \$516,336.00

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


Architect/Engineer's Signature

October 3, 2013
Date

001-016097



Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson

Signed _____, Secretary



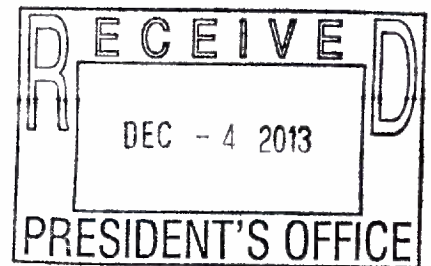
SUPREME COURT OF ILLINOIS

CHAMBERS OF
JUSTICE THOMAS L. KILBRIDE

1819 FOURTH AVENUE
ROCK ISLAND, ILLINOIS 61201
TELEPHONE (309) 794-3608
FAX (309) 794-3615

December 2, 2013

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



Dear President Corcoran:

I accept your November 26, 2013, letter of invitation for me to provide the commencement address at Illinois Valley Community College on May 17, 2014, 2:30 p.m. I look forward to speaking with you and your staff as the date approaches to work out any of the logistics. Please feel welcome to suggest any talking points or other background information about the graduating class. I would find it helpful to have some basic profile information on the size of the graduating class, average age, and any other available profile information.

I thank you for the invitation.

Respectfully,

A handwritten signature in cursive script that reads "Thomas L. Kilbride".

Thomas L. Kilbride

TLK:lc

ADAM KINZINGER
16TH DISTRICT, ILLINOIS

DEPUTY REPUBLICAN WHIP

COMMITTEE ON
ENERGY & COMMERCE

November 27, 2013

COMMITTEE ON
FOREIGN AFFAIRS

Dr. Jerry Corcoran

President

Illinois Valley Community College
815 North Orlando Smith Road
Oglesby, Illinois 61348

□ 1221 LONGWORTH HOB
WASHINGTON D.C. 20515
(202) 225-3635
FAX: (202) 225-3521

□ 628 COLUMBUS ST., STE 507
OTTAWA, IL 61350
(815) 431-9271
FAX: (815) 431-9383

Congress of the United States
House of Representatives
Washington, DC 20515-1602

Dear President Corcoran:

Thank you very much for allowing my congressional office to use Illinois Valley Community College's fabulous new Community Technology Center along with the Cultural Center for our recent 16th Congressional District Youth Leadership Summit.

Approximately 290 students and their faculty sponsors from twenty-seven high schools across north and central Illinois were able to attend. Inspirational speakers such as Major General John Borling who spent six and one half years imprisoned in Hanoi during the Vietnam War and Tom Ricketts, the owner and CEO of the Chicago Cubs, provided the students with very different types of leadership examples. The students were also able to participate in a leadership exercise which encouraged them to identify the key challenges facing their schools and communities and then consider potential solutions to these difficult problems.

The IVCC staff attended to our every need. Dawn Watson was tremendously helpful with the site arrangements. Jenna Stinson made sure the Cultural Center sound system operated flawlessly. Country Catering provided outstanding service and a delicious lunch.

Altogether, working with IVCC was a very pleasant experience for me and my staff and one which I hope we can replicate in the years to come.

Finally, let me congratulate you and the IVCC Board of Trustees and staff on conceiving and completing the Community Technology Center. While I hope to tour this new building at some point, I am grateful for the major educational and economic development opportunities it will help provide to my constituents throughout the Illinois River Valley area.

Once again, thank you for the deeply appreciated support of IVCC for the Youth Leadership Summit. Best wishes to you and your family for a wonderful Holiday Season!

Sincerely,



Adam Kinzinger
Representative in Congress

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.