



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Tuesday, February 19, 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  
Bid Approval for Spring and Summer/Fall  
Schedules  
President's Contract Review  
Vice Presidents' Contract Renewals

#### **June**

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

#### **July**

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

#### **August**

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

#### **September**

Protection, Health, and Safety Projects  
Cash Farm Lease  
Program Review Report  
Approval of College Calendar (even years)  
Student Accomplishments

#### **October**

Authorize Preparation of Levy  
Audit Report  
Update Key Performance Indicators  
New Key Performance Indicators (every 3 years)  
ICCTA Award Nominations

#### **November**

Adopt Tentative Tax Levy

#### **December**

Adopt Tax Levy  
Schedule of Regular Meeting Dates and Times

**ILLINOIS VALLEY COMMUNITY COLLEGE**  
**Board of Trustees Meeting**  
**Tuesday, February 19, 2013 – 6:30 p.m. – Board Room (C307)**

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## **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 – January 9, 2013 Facilities Committee Meeting; January 15, 2013 Board Meeting; and January 28, 2013 Audit/Finance Committee Meeting (Pages 1-11)
  - 6.2 Approval of Bills - \$1,696,194.16
    - 6.2.1 Education Fund - \$1,363,379.80
    - 6.2.2 Operations & Maintenance Fund - \$68,170.31
    - 6.2.3 Operations & Maintenance (Restricted Fund) - \$11,799.71
    - 6.2.4 Auxiliary Fund - \$188,490.47
    - 6.2.5 Restricted Fund - \$35,040.68
    - 6.2.6 Liability, Protection & Settlement Fund - \$29,313.19
  - 6.3 Treasurer's Report (Pages 12-30)
    - 6.3.1 Financial Highlights (Pages 13-14)
    - 6.3.2 Balance Sheet (Pages 15-16)
    - 6.3.3 Summary of FY13 Budget by Fund (Page 17)
    - 6.3.4 Budget to Actual Comparison (Pages 18-25)
    - 6.3.5 Budget to Actual by Budget Officers (Page 26)
    - 6.3.6 Statement of Cash Flows (Page 27)
    - 6.3.7 Investment Status Report (Pages 28-29)
    - 6.3.8 Check Register - \$5,000 or more (Page 30)
  - 6.4 Personnel - Stipends for Pay Periods Ending December 29, 2012, January 12, 2013, and January 26, 2013 (Pages 31-38)
  - 6.5 Purchase Request – Welding Instructional Materials (Pages 39-40)

7. President's Report
8. Committee Reports
9. Faculty Tenure Recommendations (Pages 41-52)
  - 9.1 Keith King, Biology Instructor (Pages 41-43)
  - 9.2 Adam Oldaker, English Instructor (Pages 44-46)
  - 9.3 Jennifer Savoia, Nursing Instructor (Pages 47-49)
  - 9.4 Nora Villarreal, English Instructor (Pages 50-52)
10. Staff Appointment – Amy J. Smith, Institutional Research Director (Pages 53-54)
11. Faculty Resignation – Christine Foster, Nursing Instructor (Pages 55-56)
12. FY2014 Budget (Pages 57-60)
  - 12.1 Resolution to Designate a Fiscal Year (Page 58)
  - 12.2 Resolution to Designate a Person to Prepare a Tentative Budget (Page 59)
  - 12.3 Budget Calendar (Page 60)
13. FY2014 Board of Trustees Budget (Pages 61-62)
14. Tuition Adjustment (Page 63)
15. Course Fees/Adjustments (Pages 64-73)
16. Truck Driver Training Tuition and Course Fee Increase(Pages 74-77)
17. Student Printing Charges (Page 78)
18. Purchase Request – Print Management Upgrades (Page 79)
19. Purchase Request – Peter Miller Community Technology Center Equipment (Pages 80-85)
20. Community Technology Center Furniture and Fixture Procurement (Page 86)
21. Approval of Certified Production Technician Certificate (Pages 87-88)
22. Information Security Consultant (Page 89)
23. Associate of Applied Science in Sustainable Horticulture, Associate of Applied Science in Landscape Maintenance, and Certificate in Horticulture: Inactivation (Page 90)
24. Termination of IVCC Employees in the Dislocated Workers Center (Pages 91-92)
25. Items for Information (Pages 93-97)
  - 25.1 Staff Resignation – Kim Stahly, Community Relations and Marketing Specialist (Page 93)
  - 25.2 Renewal of Non-tenured Faculty for 2013-2014 (Page 94)
  - 25.3 Building Trades Career Day Expo (Page 95-96)
  - 25.4 Arbor Day Foundation – 2012 Tree Campus USA (Page 97)

26. Trustee Comment
27. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) pending litigation; and 3) closed session minutes.
28. Other
29. Adjournment

**ILLINOIS VALLEY COMMUNITY COLLEGE  
Board of Trustees**

**Facilities Committee Meeting  
January 9, 2013**

The Facilities Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 8:30 a.m. on Wednesday, January 9, 2013 in the Board Room (C307) at Illinois Valley Community College.

**Committee Members** David O. Mallery, Chair  
**Physically Present:** Dennis N. Thompson

**Board Members** Larry D. Huffman  
**Physically Present:**

**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  
George Cary, Architect  
Mike Alstadt, Architect  
Dan Adrian – Chamlin and Associates  
Michelle Carboni – Director of Purchasing

The meeting was called to order at 8:32 a.m. by Mr. Mallery.

**PROTECTION, HEALTH, AND SAFETY PROJECT – CULTURAL CENTRE STAGE UPGRADES**

Basalay, Cary, and Alstadt Architects provided a cost estimate and rationale to reallocate previous Protection, Health, and Safety (PHS) funds for ADA access to the music room for stage upgrades to the Cultural Centre. Mr. Mallery was concerned that the stakeholders for the music room would feel slighted. The administration reassured him that there was consensus among the stakeholders and staff that were involved in both projects that it would be suitable to use the funds for much needed repairs in the Cultural Centre since a viable solution to the issues in the music room had not been found. Mr. Mallery suggested replacing the floor in the Cultural Centre with the same type that is currently in place, not present it as a PHS project, and save on the engineering costs. Dr. Corcoran noted the application form for the PHS project was completed the way it is done for similar upgrades. The administration would like the Cultural Centre ready to be opened when the new building is opened. There was consensus among the committee members to bring this PHS project to the full Board at the January 15<sup>th</sup> Board meeting.

### **POSSIBLE FUTURE CULTURAL CENTRE ENHANCEMENTS**

A list of potential improvements to enhance the experience in the Cultural Centre was identified. The improvements included: sound system, auditorium lighting system, pre-function space lighting, stage rigging, stage extension at orchestra pit, movable partitions, and wireless access points at an estimated total cost of \$1.5 million. Mr. Thompson noted it was beneficial to have an idea of what these improvements would cost. The capital campaign might lend an interest in the Cultural Centre and if the funds are donated, the improvements could be addressed.

### **DAM RECONSTRUCTION FEASIBILITY REPORT**

IVCC requested Chamlin & Associates to prepare an opinion on the erosion in the ravines north and west of the campus. The erosion was due to storm water runoff which was no longer controlled because of a break in the dam. Four options were presented by Dan Adrian for consideration on reconstructing the dam: 1) reconstruct the dam to restore the original lake; 2) reconstruct the original dam to provide a dry bottom detention area; 3) modify the dam and partially restore the lake; and 4) modify the dam and provide a dry bottom detention area. The cost of the options ranged from \$197,000 to \$433,000. There was consensus that the options were not feasible and to look to other alternatives. It was also noted there were safety issues around the dam which could be addressed by flattening, removing, or burying the existing culverts. It was suggested that when the College moves into the next farm lease cycle to discuss installing conservation ideas and terracing to address drainage and possibly creating some habitat. The decision of the committee was to do nothing to the actual repair or construction of the dam but to check into safety issues and engage in discussion with the farmer to slow the water flow.

### **COMMUNITY TECHNOLOGY CENTER FURNITURE PROCUREMENT**

The administration solicited quotes from the two architects involved in the design of the Community Technology Center – Basalay, Cary & Alstadt (\$67,800) and Demonica Kemper (\$68,300) to assist in selecting furniture and preparing bid documents. The cost of the furniture is included in the project budget, but the cost of the services is not. Dr. Corcoran wants to make sure that the College is in a position to have all the furniture installed when the doors are open to the Community Technology Center. The administration has looked at other models that are in place at other community colleges. Some colleges used their architects for furniture selection and procurement and others used the state purchasing program. The committee members directed the administration to find a less expensive solution than the quotes given by the two architects. They were not questioning the process and didn't want to burden the College's staff to have to measure the rooms, talk to the stakeholders, and research the models available. Mr. David Mallery and Dr. Larry Huffman provided the administration with two vendors to contact. This item will be placed on the January Board meeting with an update and recommendation available that night.

### **COMMUNITY TECHNOLOGY CENTER ENTRYWAY ENHANCEMENTS**

A draft of the paver campaign was distributed to committee members. Pavers would be placed on an aggregate base in a sand bed with a deeper granule base of 13 inches of CA1 and CA6 vs. 4 inches of concrete. This will be a change order to the original project which is required by

CDB at an estimated cost of \$185,000. CDB has expedited the process of the change order to begin the work on April 1. Foundation money will be added to the College's share to cover the cost. The check would be deposited in the contributory trust that the College has for the project. The drawings will go to Sollitt Construction for review.

**ADJOURNMENT**

It was moved by Mr. Thompson, seconded by Mr. Mallery, and carried unanimously to adjourn the meeting at 9:45 a.m. Motion passed by voice vote.

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David O. Mallery, Committee Chair

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Dennis N. Thompson, Board Chair

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Larry D. Huffman, Secretary



**ILLINOIS VALLEY COMMUNITY COLLEGE**

**Board of Trustees**

**Minutes of Regular Meeting**

**January 15, 2013**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Tuesday, January 15, 2013 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Dennis N. Thompson, Chair  
Melissa M. Olivero, Vice Chair  
Larry D. Huffman, Secretary  
Michael C. Driscoll  
David O. Mallery  
Britney Burkart, Student Trustee

**Members Absent:** James A. Narczewski

**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  
Walt Zukowski, Attorney

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

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

The following items were approved in the consent agenda:

Approval of Minutes – December 18, 2012 Board Meeting

Approval of the Bills - \$1,584,098.90

Education Fund - \$926,572.20; Operations and Maintenance Fund - \$46,068.98; Operations & Maintenance (Restricted Fund) - \$60,641.14; Auxiliary Fund - \$485,757.75; Restricted Fund - \$34,136.72; and Liability, Protection and Settlement Fund - \$30,922.11

## Treasurer's Report

### Personnel

Approved the stipends for the pay periods ending December 1, 2012 and December 15, 2012

## **PRESIDENT'S REPORT**

Dr. Corcoran reported on the construction update provided by Cheryl Roelfsema and Gary Johnson: Roof coping work on the Peter Miller Community Technology Center will resume again on January 21; zinc panel installation is in progress on the east end; elevators will be delivered on January 23; and millwork will be delivered the weeks of January 21 and January 28. First floor east end HVAC ductwork and sprinkler installation is over 90 percent complete. West end metal framing and ductwork rough-in is in progress. Phase 2 East Campus work – including the new maintenance building, addition to auto and welding facility, and demolition of Building 10 – is going very well. In other news, athletic director Tommy Canale announced that the overall athletics GPA for the fall semester was a perfect 3.0 – a goal Coach Canale has been pursuing for quite some time. The men's combined GPA was 2.87 and the women's GPA was 3.14. Dr. Corcoran congratulated Tommy and Coaches Tomasson, Pinter, Lukosius, Cinotte, Milota, Herman, Schultz, and Sherbeyn on sending a very strong message to the community that at IVCC, student athletes are students first. Prior to the holiday break, a very nice holiday luncheon was enjoyed by the staff and Dr. Corcoran thanked student trustee Britney Burkart for attending and representing the trustees as well as Jane Goetz and Terry Judd, representing the Foundation board of directors, who assisted in serving the meal and thanking the staff for their dedicated service. The Ottawa's Blooming Steering Committee, which is organizing the Ottawa entry in the 2013 national America in Bloom competition, has selected as its official logo a design created by Katie Moriarity of Ottawa and a second logo for kids by Nancy Scott of Streater; both of these students are in Professor Francie Skoflanc's very popular graphic design technology program. Dr. Corcoran congratulated Katie Moriarity and Nancy Scott for the well-deserved recognition. The Board members received a story regarding the IVCC-LPO Hall of Fame program to be held at LaSalle-Peru High School's Matthiessen Auditorium beginning at 7:30 p.m. on January 26. Dr. Corcoran asked the board members if they were planning to attend to please let him know so that he can properly recognize them at the event. This year's Hall of Fame class includes retired English instructor Ed Krolak, former director of nursing Carole Caresio Haas, Caterpillar executive and IVCC alumnus Jim Blass, Carus Corporation Chairman Blouke Carus – one of the leaders of the movement to create IVCC in the mid-1960s – and the record setting 1987-88 and 1988-89 men's basketball teams.

## **COMMITTEE REPORTS**

Mr. Mallery reported the Facilities Committee met on Wednesday, January 9 and discussed the Dam Reconstruction Feasibility Report. Four dam modification options were presented which all appeared to be a substantial cost ranging from approximately \$197,000 to \$433,000. There was consensus that the four options were not feasible and to look toward other avenues, more from a farming aspect to increase the ability of the soils to absorb more of the water. There are plans to speak to the current farmer without making any major decisions. There is also a safety issue around the dam area in which there are plans to minimize this risk. The committee was presented with a list and an estimate of possible Cultural Centre improvements if resources should become available through the CTC Capital Campaign. The improvements included a

sound system, lighting, stage rigging, stage extension, and movable partitions. Mr. Mallery noted other items discussed at the Facilities Committee meeting are agenda items for tonight's meeting and he will comment on them as they are discussed.

### **PROTECTION, HEALTH, AND SAFETY PROJECT – CULTURAL CENTRE STAGE UPGRADES**

It was moved by Mr. Mallery and seconded by Dr. Huffman to approve the Protection, Health, and Safety project for the Cultural Centre Stage Upgrades as presented for a total cost of \$111,013 and authorize submission of the appropriate resolution to the Illinois Community College Board. Mr. Mallery noted that this project was a realignment of resources that was to be used on another PHS project. There was consensus among the stakeholders and staff that were involved in both projects that it would be suitable to use the funds for much needed repairs in the Cultural Centre. The recommendation from the Facilities Committee was to move forward with this project. Motion passed by voice vote.

### **COMMUNITY TECHNOLOGY CENTER FURNITURE PROCUREMENT**

It was moved by Mr. Mallery and seconded by Dr. Huffman to seek furniture and fixture procurement for the Peter Miller Community Technology Center through the State of Illinois Joint Purchasing Program. The Facilities Committee reviewed proposals from the College's architects to assist in selecting furniture and preparing bid documents to purchase furniture for the new Community Technology Center. The Committee members were concerned over the cost and directed the administration to find a less expensive solution. Another option would be to purchase the furniture and fixtures through the State of Illinois Joint Purchasing Program. The vendors would work with the stakeholder groups, the administration and architects to install it on time, and in getting the best possible price. This method will not hinder the move-in date. Motion passed by voice vote.

### **IVCC BOARD OF TRUSTEES RESIGNATION – LESLIE-ANNE ENGLEHAUPT**

It was moved by Dr. Huffman and seconded by Mr. Mallery to accept with regret the resignation of Ms. Leslie-Anne Englehaupt as a member of the IVCC Board of Trustees, effective January 8, 2013. Mr. Thompson expressed his appreciation to Ms. Englehaupt for serving on the Board and her role on the committee to make a recommendation for security services. Ms. Olivero noted that she met Leslie when they were both running for the Board of Trustees in 2009. She was immediately impressed with her intelligence and tenacity. Ms. Englehaupt is a veteran, mother, and most importantly a graduate of IVCC. Her many accomplishments were even more extraordinary because of her many challenges in life. Ms. Olivero expressed her utmost respect for Leslie. Motion passed by voice vote.

### **TRUSTEE COMMENT**

None.

### **CLOSED SESSION**

It was moved by Dr. Driscoll and seconded by Ms. Burkart to convene a closed session at 6:50 p.m. to discuss 1) pending litigation; 2) selection of a person to fill a public office; and 3) closed session minutes. Motion carried by voice vote.

After a short break, the Board entered a closed session at 6:56 p.m. On a motion by Ms. Olivero and seconded by Dr. Driscoll, the regular meeting resumed at 7:55 p.m. Motion passed by voice vote.

**CLOSED SESSION MINUTES**

It was moved by Mr. Mallery and seconded by Dr. Huffman to approve and retain the closed session minutes of the December 18, 2012 meeting. Motion passed by voice vote.

**OTHER**

Due to the elevated concern of shootings on campus, a session at the All Staff In-service on “Active Shooter on Campus” was presented by Dennis Franklin, G4S Supervisor and Tom Templeton, LaSalle County Sheriff. There were two sessions and at each session it was clear that faculty and staff would like to see armed security on campus. Dr. Corcoran asked the Board to consider the request by the faculty and staff and take a look at moving towards armed security. There was consensus among the board members to discuss the possibility of armed security. Mr. Thompson suggested continuing with the current security staff, investigating the cost of armed security, identifying the amount of time to make the transition, and investigating the option of one armed security person on every shift or all security staff armed. Dr. Corcoran will gather the information and bring it back to the Board. It was suggested that students be surveyed for their thoughts. Dr. Corcoran and Dr. Morris will meet with the Student Government Association.

**ADJOURNMENT**

It was moved by Dr. Huffman, seconded by Dr. Driscoll, and carried unanimously to adjourn the meeting at 8:20 p.m.

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Dennis N. Thompson, Board Chair

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Larry D. Huffman, Secretary

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

**Audit/Finance Committee Meeting**  
**January 28, 2013**

The Audit/Finance Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5:30 p.m. on Monday, January 28, 2013 in the Board Room (C307) at Illinois Valley Community College.

**Committee Members** Larry D. Huffman, Chair

**Physically Present:** Michael C. Driscoll  
Melissa M. Olivero

**Others Physically Present:** Jerry Corcoran, President

Cheryl Roelfsema, Vice President for Business Services and Finance  
Patrick Berry, Controller

The meeting was called to order at 5:30 p.m. by Dr. Huffman.

**FINANCIAL FORECAST FOR FY 2014-2018**

Pat Berry and Cheryl Roelfsema prepared a five-year financial forecast covering the fiscal years 2014 through 2018. Using specific factors, assumptions, and findings, the budget for FY2014 will have a deficit of \$360,000 which is equivalent to six full-time positions. The College plans to maximize revenue sources and cut back on expenditures where it can. The last resort will be to cut personnel. Due to reduced revenues from the state and modest increases in enrollments and the EAV, tuition will increase at a relatively high rate in the foreseeable future. The total tax rate is fixed at .3584 for all five years in the forecast. Dislocated Workers Center revenues and expenditures have been removed from Fund 6 in 2014 and beyond. BEST, Inc. will take over the administration of DWC and all revenues will flow through BEST. Salary increases average three percent in 2014 as they are already negotiated in the bargaining agreements. Salary increases drop to one percent in 2015 and slowly climb back up to 2.5 percent by 2018. A ten percent increase in tuition is forecasted for 2014. Even with this increase, the College is faced with a deficit. Health insurance rates increase three percent in 2014 due to the current 18-month plan year. Rates then increase six percent for all remaining years. Starting in 2015, an additional \$100,000 is added every year based on the likelihood of the College paying the employer's portion of SURS. This legislation has not passed, but the College is planning for it. The large item in 2018 is the excise tax of \$350,000 due to the Affordable Healthcare Act. The only way the College can lower this tax is by lowering the benefits of its health plan. Professional development was increased from \$150,000 to \$200,000 each year and a \$100,000 operating contingency is included each year. Utilities will increase in 2014. The College will save on the cost of gas due to the older buildings on the east campus being demolished, but electricity will increase because of the CTC. The interest from the Working Cash Fund is transferred to the Operating Funds each year. Athletics will continue to be funded by the bookstore fund balance. It is projected the fund balance will be depleted by the year 2021. The revenues in the bookstore are not as strong as they used to be due to the rental program and online purchases. In 2013, the

College eliminated the equivalent of 2.5 full-time positions and has not filled another 7 full-time positions. Dr. Driscoll did not want to compromise the educational aspect of the College and suggested alternative revenues with additional seminars and creating consortiums with local businesses. He asked if the College was maintaining the required level in the fund balances. Cheryl indicated the board policy guidelines are to establish and maintain a general fund balance of at least 25 percent of normal annual operating expenditures. The College's fund balances are running between 27 and 28 percent. Dr. Corcoran suggested taking the contingency of \$100,000 out of the budget which would lower the deficit to \$260,000.

### **TUITION ADJUSTMENT**

The administration recommended increasing tuition from \$84.38 to \$93.60 per credit hour to be effective with the summer 2013 semester. The universal fee would remain at \$7.39. The combined tuition and universal fee would be \$100.99. The increase of \$9.22 per credit hour is a 10 percent increase over the FY2013 combined tuition and universal fee of \$91.77. The state average combined tuition and universal fee is \$107.89 for fiscal year 2013. The Early Entry College (E<sup>2</sup>C) tuition rate will remain at one-half of the standard tuition rate with no universal fee. IVCC is one of the lower tuition rates. For ICCB Peer Group III, which includes IVCC, the average FY2013 tuition and fees is \$99.94. Estimates of \$2 to \$4 increases are expected for the other community colleges. For a number of years IVCC had low increases, but the last two years it has had some of the highest. Dr. Driscoll indicated that IVCC takes pride in affordability and now it is being pushed in a direction that it doesn't want to go. The administration did discuss the tuition increase with the Student Government Association (SGA) and they were understanding and supportive of the ten percent increase. Ms. Burkart indicated the students did not believe the increase was so high that it would keep students from attending. Dr. Driscoll noted the five-year forecast indicated a ten percent increase in 2014; five percent increases in 2015 through 2017 and a ten percent increase in 2018, which is due to the excise tax beginning in 2018. Dr. Huffman indicated the University of Illinois is increasing their tuition by 1.4 percent for next year. Their base is \$12,000 just for tuition and when the room and board is added they are much more expensive. Even though IVCC has to pass along this kind of increase, it is still the best buy. There was consensus to recommend the tuition increase, but both Ms. Olivero and Dr. Driscoll reluctantly agreed. Dr. Huffman noted even with the tuition increase, the budget is several hundreds of thousands away from balancing.

### **COURSE FEES/ADJUSTMENTS**

Course fees are reviewed annually by Program Coordinators and Deans using approved course fee guidelines. The board members received the current course fee guidelines along with the proposed fee changes for FY2014. The recommendation was to increase fees for 64 courses, decrease fees for 48 courses, add course fees to 4 existing courses, and add course fees for 8 new courses. The increases were made to cover the costs associated with each course. A tuition increase for the truck driver training program was also included. The last tuition increase was approved in May 2012. The recommended tuition and fees would increase the truck driver training program from \$3,207 to \$3,418. Program costs are affected by increased external factors such as fuel, wages, equipment rental, and a new \$45 fee for the National Safety Council Defensive Driving for Truck Drivers test. In comparing the tuition and fees for truck driver training with other Illinois community colleges, IVCC's tuition is one of the lowest. The

administration has applied for a grant to help subsidize the truck driver training program for students who cannot afford the program due to financial need.

**STUDENT PRINTING CHARGES**

IVCC students are not charged for printing in the labs or open areas. The Information Technology Committee studied practices of other colleges and found it is common that students are charged for printing. Charging the students will not generate revenues, but it will cover costs and help curb wasteful printing. Faculty agreed to charge the students for printing, but thought it would be disruptive in the instructional labs. Therefore, the recommendation was to charge .05 a copy for black and white printing and .25 a copy for color printing only in Jacobs Library, the Learning Commons, and the open lab at the Ottawa Center. Ms. Burkart indicated that the Student Government Association supported charging students for printing.

**PURCHASE REQUEST – PRINT MANAGEMENT UPGRADES**

The purchase request for additional equipment is needed to implement a charge-per-print system for students in open computer labs. Estimated start-up costs for the system are \$13,762.

**PETER MILLER COMMUNITY TECHNOLOGY CENTER EQUIPMENT LIST**

Mr. Reed Wilson noted the College has great expectations for the new Peter Miller Community Technology Center (CTC), but the building needs to be filled with cutting-edge equipment and done in a timely matter. The equipment needs to be delivered and installed when the building is ready to open. Cheryl Roelfsema and Sue Isermann compiled a list of the equipment in various categories and a description of each for the rationale. A general timeline and the funding of the equipment were presented. Dr. Driscoll noted the expense of the wind/renewable energy equipment and wondered if the College is covering the expense through lab fees and is the estimated enrollment large enough. Mr. Wilson responded that the space in the new CTC is allowable for the College to increase enrollments. The new equipment will attract new students because there is not enough room in the current classrooms. A lot of the equipment in the current classrooms will be moved to the CTC. Dr. Corcoran plans to be more aggressive in asking potential donors to help with the purchase of equipment. Also, reimbursement from the State is higher for these types of programs than it was before. Dr. Corcoran will be approaching companies that have benefited in the past and those that will benefit from the new programs in the CTC. Dr. Huffman has concerns with sole providers, but in this case where the College needs to match other equipment he understands. As the College goes through this process, he suggested looking at the cost of previous equipment and if the company is quoting a higher price, this needs to be pointed out to them. Harold Barnes and Emily Vescogni are putting together the technology needs of the offices. They will bring the list to the board when all the information is ready. Sue Isermann prepared a list of technology equipment needed for the student labs and classrooms.

**AFFORDABLE HEALTH CARE ACT**

IVCC is considered a large employer in regard to the Affordable Health Care Act (AHCA). There are three components to the Act: 1) Insurance – minimal essential coverage; 2) Affordable; and 3) Full-time employees. Any employee who is employed on average at least 30 hours of service per week is considered a full-time employee. There is a penalty of \$2,000 per

year, per full-time employee for failure to offer all full-time employees insurance. If just one employee averages over 30 hours and is not offered insurance, IVCC's annual penalty would be over \$500,000. The College must strictly monitor and manage work hours. Employers may use a look-back measurement period of up to 12 months when calculating average hours. If IVCC uses a 12-month look-back period, those employees averaging over 30 hours per week in 2013 must be offered insurance for all of 2014. For part-time faculty there is currently no official guidance on converting credit hours to hours of service. Until official guidance is issued, IVCC will use the formula of one credit hour = 3 hours worked per week. This limits part-time faculty to three classes per semester or 27 hours of service per week. IVCC's policy on combined hourly work and credit hour classes cannot exceed 29 hours per week. This means approximately 15 part-time employees will need to reduce combined hours. Because IVCC's current health plan's total premium per coverage level exceeds federal thresholds, it will be subject to a Cadillac tax of 40 percent starting in 2018 which will amount to an estimated \$300,000 per year. There are many unknowns to the Affordable Health Act, but the administration will stay current with forthcoming regulations. Dr. Driscoll does not feel the College has to reduce positions to pay for the excise tax. He suggested lobbying. Mr. Reed Wilson encouraged board members to write to Congress because the legislators need to know this. It was also suggested to adopt a resolution on this matter and present it to the legislators. It was noted that ICCTA was designed to help community colleges with these issues.

#### **PROCEDURES FOR BOARD POLICY 3.28**

The previous administrative procedure for Board Policy 3.28 reimbursed travel expense for candidates for faculty and administrative positions at 100 percent. As the College checked with other community colleges, IVCC was one of the few doing this. The new procedure will reimburse 50 percent of actual expenses to a maximum reimbursement of \$750. Dr. Corcoran supports this new procedure as the College is facing financial challenges. The Audit/Finance Committee was in agreement.

#### **ADJOURNMENT**

The meeting adjourned at 6:33 p.m.

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Larry D. Huffman  
Audit/Finance Committee Chair

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Dennis N. Thompson, Board Chair

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Larry D. Huffman, Board Secretary



ILLINOIS VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

JANUARY 2013

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

Patrick Berry, CPA  
Controller

## FINANCIAL HIGHLIGHTS – January 2013

### Revenues

- As of February 1, the headcount for spring semester was 3,897, which is 313 students less than at this same point in time last year. Credit hours were at 33,768 which is 2,972, or 8.1 percent, less than one year ago. A ten percent decrease in credit hours was budgeted for fiscal year 2013. The following table compares 10<sup>th</sup> day credit hours by semester for FY2012 and FY2013:

<b>Term</b>	<b>FY2012</b>	<b>FY2013</b>	<b>% Change</b>
Summer	9,900	7,147	(27.8)
Fall	40,471	36,290	(10.3)
Spring	36,567	33,733	(7.75)
<b>Total</b>	<b>86,938</b>	<b>77,170</b>	<b>(11.2)</b>

- The LaSalle County Board of Review heard the Exelon Generating Plant’s tax objection on January 31. A decision will be announced on March 8. Tax appeal hearings for three Illinois Exelon nuclear plants have been held objecting to 2012 taxes. The Grundy County Dresden plant decision was \$576,000,000, up \$70,000 from 2011; the Ogle County Byron plant decision was \$499,000,000, no change from 2011. Exelon argued that the value of the LaSalle plant was \$225,000,000; the county assessor valued the plant at \$488,250,000.
- The State of Illinois Base Operating Grant has been paid for July, August, and September. No equalization grant or adult education grant payments have been received.

### Expenditures

Some of the more significant variances in expenditures for the seven months ending January 31, 2013 include the following:

- Fund 01 – Education Fund – Instruction – Capital Outlay – includes the purchase of the Hampden Home Efficiency Auditor Training Facility approved at the July 2012 board meeting which has been reimbursed through the capital campaign;
- Fund 01 – Education Fund – Academic Support – Contractual Services – includes \$70,600 for Blackboard support, \$7,130 in fees to the University of Illinois for library services, and other software renewals;
- Fund 01 – Education Fund – Institutional Support – Contractual Services – includes \$25,245 of maintenance support and consulting for IBM equipment, \$195,900 for Ellucian (formerly Datatel) support, \$11,250 for Blackboard support, \$25,075 for the Marquis Energy Ethanol Plant appraisal, and \$115,832 in legal fees;

- Fund 02 – Operations & Maintenance – Fixed Charges – includes \$49,030 for annual property and casualty insurance;
- Fund 05 – Auxiliary Enterprises – Materials and Supplies – includes bookstore textbook and student supply purchases for entire fiscal year;
- Fund 06 – Public Service - Dislocated Workers Center funding exceeds budget for clients’ expenses such as tuition and travel due to increased funding.

**Protection, Health & Safety Projects in progress:**

- Restroom Renovations Phase II – Building A restrooms are finished; asbestos abatement started February 6 in Building B restrooms; work is progressing on the replacement of the water valves;
- Replace Door Panic Hardware – the project is nearing completion;
- Ceiling/Lighting Replacement – work was completed prior to the start of spring semester;
- Building C Boiler Room Upgrades, Facility Door Hardware/Rekeying Upgrades, and Exterior Egress Concrete Replacement – scheduled to be bid in March and April 2013.

- **Other Projects:**

- Community Instructional Center Project – (substantial completion September 15, 2013) project is on schedule. A tentative work schedule follows:

Site work	Landscaping around the CTC and relocation of the circle drive will start in the spring as weather permits.
CTC – building shell	Zinc panel installation continues as weather permits.
CTC – 1 <sup>st</sup> Floor	Metal framing was complete February 1; drywall and taping is in progress; HVAC and IU (indoor unit) ductwork is in progress.
CTC – 2 <sup>nd</sup> Floor	Drywall taping was complete February 5; painting is in progress; acoustical ceiling grid is in progress; millwork (cabinetry) is being installed.
CIC – Phase 2	Maintenance building – drywall taping has started; ceiling lights are installed; radiant heaters and furnace are being installed; East addition –Interior block wall work continues.

Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 January 31, 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	
<b>Assets and Other Debits</b>								
Cash and cash equivalents	\$ 1,623,799	\$ 1,081,877	\$ 255,901	\$ 336,822	\$ 543,525	\$ -	\$ -	\$ 3,841,924
Investments	6,355,600	16,476,343	598,953	1,200,000	-			24,630,896
Receivables								
Property taxes	7,904,725	1,877,976	1,262,083					11,044,784
Governmental claims	-	182,713			2,265			184,978
Tuition and fees	2,198,740	-		1,045				2,199,785
Due from other funds	36,188	5,175	3,704	564,348	-	-	-	609,415
Bookstore inventories				643,513				643,513
Other assets	17,695	60,876	-	8,120	-	-		86,691
Fixed assets - net where applicable				27,614		60,560,483		60,588,097
Other debits								
Amount available in Debt Service Fund							2,120,641	2,120,641
Amount to be provided to retire debt							2,879,359	2,879,359
<b>Total Assets and Other Debits</b>	<u>\$18,136,747</u>	<u>\$19,684,960</u>	<u>\$ 2,120,641</u>	<u>\$ 2,781,462</u>	<u>\$ 545,790</u>	<u>\$60,560,483</u>	<u>\$ 5,000,000</u>	<u>\$ 108,830,083</u>

Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 January 31, 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	
<b>Liabilities</b>								
Accounts payable	\$ 122,790	\$ 72,188	\$ -	\$ 5,847	\$ -	\$ -	\$ -	\$ 200,825
Accrued salaries & benefits	1,172,798	4,882	-	12,698	-	-	-	1,190,378
Post-retirement benefits & other	116,279	87,870	75,000	-	-	-	-	279,149
Unclaimed property	2,124	401	-	-	41	-	-	2,566
Due to other funds	211,007	80,709	-	-	317,699	-	-	609,415
Due to student groups/deposits	75,359	-	-	-	228,050	-	-	303,409
Deferred revenue								-
Property taxes	3,952,363	938,989	631,043					5,522,395
Tuition and fees	-	-	-					-
Grants	-	-	-					-
Bonds payable							5,000,000	5,000,000
Total liabilities	<u>5,652,720</u>	<u>1,185,039</u>	<u>706,043</u>	<u>18,545</u>	<u>545,790</u>	<u>-</u>	<u>5,000,000</u>	<u>13,108,137</u>
<b>Equity and Other Credits</b>								
Investment in general fixed assets						60,560,483		60,560,483
Contributed capital								-
Retained earnings				2,762,917				2,762,917
Fund balance								-
Reserved for grant purposes		(438,982)						(438,982)
Reserved for building purposes		9,733,340						9,733,340
Reserved for debt service			1,414,598					1,414,598
Reserved for Liab., Prot., Sett.		4,512,702						4,512,702
Unreserved	12,484,027	4,692,861						17,176,888
Total equity and other credits	<u>12,484,027</u>	<u>18,499,921</u>	<u>1,414,598</u>	<u>2,762,917</u>	<u>-</u>	<u>60,560,483</u>	<u>-</u>	<u>95,721,946</u>
<b>Total Liabilities, Equity and Other Credits</b>	<u>\$18,136,747</u>	<u>\$19,684,960</u>	<u>\$ 2,120,641</u>	<u>\$ 2,781,462</u>	<u>\$ 545,790</u>	<u>\$60,560,483</u>	<u>\$ 5,000,000</u>	<u>\$ 108,830,083</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 2013 Revenues & Expenditures by Fund  
 Seven Months Ended January 31, 2013

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Fund (Restricted)	Bond & Interest Fund	Working Cash Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 15,492,940	\$ 2,275,129	\$ 4,885,460	\$ 1,256,949	\$ 6,874	\$ 1,737,279	\$ 3,620,944	\$ 281,350	\$ 34,272	\$ 29,591,197
Actual Expenditures	(11,138,369)	(1,353,890)	(5,768,344)	(1,216,465)	-	(2,240,271)	(4,242,203)	(564,900)	(34,050)	(26,558,492)
Other Financing Sources (Uses)	(37,291)	-	-	-	-	(200)	37,291	-	-	(200)
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	4,317,280	921,239	(882,884)	40,484	6,874	(503,192)	(583,968)	(283,550)	222	3,032,505
Fund balances July 1, 2012	4,676,192	2,569,316	10,616,224	1,374,114	4,655,537	3,266,109	144,986	4,796,252	30,228	32,128,958
Fund balances January 31, 2013	<u>\$ 8,993,472</u>	<u>\$ 3,490,555</u>	<u>\$ 9,733,340</u>	<u>\$ 1,414,598</u>	<u>\$ 4,662,411</u>	<u>\$ 2,762,917</u>	<u>\$ (438,982)</u>	<u>\$ 4,512,702</u>	<u>\$ 30,450</u>	<u>\$ 35,161,463</u>

**Illinois Valley Community College District No. 513  
Fiscal Year 2013 Budget to Actual Comparison  
Seven Months Ended January 31, 2013**

	<u>Annual Budget FY2013</u>	<u>Actual 1/31/13</u>	<u>Act/Budget 58.3%</u>	<u>Actual 1/31/12</u>	<u>Act/Budget FY12</u>	<u>Annual Budget FY2012</u>
<b>EDUCATION FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 6,611,055	\$ 6,610,668	100.0%	\$ 6,599,782	98.9%	\$ 6,671,791
Corporate Personal Property Replacement Tax	878,840	349,412	39.8%	420,067	35.3%	1,190,000
TIF Revenues	381,000	287,263	75.4%	287,657	79.9%	360,000
Total Local Government	<u>7,870,895</u>	<u>7,247,343</u>	<u>92.1%</u>	<u>7,307,506</u>	<u>88.9%</u>	<u>8,221,791</u>
State Government:						
ICCB Credit Hour Grant	1,923,233	482,645	25.1%	771,714	43.7%	1,765,157
Equalization	133,618	-	0.0%	70,987	52.1%	136,345
Career/Technical Education Formula Grant	165,000	97,866	59.3%	83,276	82.4%	101,121
Dept of Corrections	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total State Government	<u>2,221,851</u>	<u>580,511</u>	<u>26.1%</u>	<u>925,977</u>	<u>46.2%</u>	<u>2,002,623</u>
Federal Government						
PELL Administrative Fees	10,000	405	4.1%	1,825	22.8%	8,000
ARRA Grant	-	-	0.0%	-	0.0%	-
Total Federal Government	<u>10,000</u>	<u>405</u>	<u>4.1%</u>	<u>1,825</u>	<u>22.8%</u>	<u>8,000</u>
Student Tuition and Fees:						
Tuition	6,329,675	6,186,792	97.7%	6,158,893	91.8%	6,706,315
Fees	950,335	952,043	100.2%	1,007,752	85.4%	1,180,439
Total Tuition and Fees	<u>7,280,010</u>	<u>7,138,835</u>	<u>98.1%</u>	<u>7,166,645</u>	<u>90.9%</u>	<u>7,886,754</u>
Other Sources:						
Investment Revenue	20,000	12,471	62.4%	18,161	45.4%	40,000
Public Service Revenue	457,450	307,939	67.3%	326,643	36.1%	904,812
Nongovernmental Gifts	48,000	171,500	357.3%	24,000	50.0%	48,000
Other	17,100	33,936	198.5%	27,607	29.7%	92,894
Total Other Sources	<u>542,550</u>	<u>525,846</u>	<u>96.9%</u>	<u>396,411</u>	<u>36.5%</u>	<u>1,085,706</u>
<b>TOTAL EDUCATION FUND REVENUE</b>	<u>17,925,306</u>	<u>15,492,940</u>	<u>86.4%</u>	<u>15,798,364</u>	<u>82.3%</u>	<u>19,204,874</u>
<b>EDUCATION FUND EXPENDITURES</b>						
Instruction:						
Salaries	8,461,066	4,973,276	58.8%	5,824,558	63.1%	9,236,909
Employee Benefits	1,471,033	996,895	67.8%	1,006,649	65.4%	1,539,288
Contractual Services	133,779	42,999	32.1%	46,899	36.6%	128,150
General Materials & Supplies	382,084	145,172	38.0%	198,302	43.3%	457,723
Conference & Meeting Expenses	45,992	13,390	29.1%	35,756	35.1%	101,811
Fixed Charges	208,600	177,922	85.3%	174,774	72.8%	240,000
Utilities	1,000	475	47.5%	507	50.7%	1,000
Capital Outlay	22,500	147,500	655.6%	-	0.0%	23,916
Other	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 10,726,054</u>	<u>\$ 6,497,629</u>	<u>60.6%</u>	<u>\$ 7,287,445</u>	<u>62.1%</u>	<u>\$ 11,728,797</u>

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**Illinois Valley Community College District No. 513  
Fiscal Year 2013 Budget to Actual Comparison  
Seven Months Ended January 31, 2013**

<b>EDUCATION FUND EXPENDITURES</b> (continued)	<b>Annual Budget FY2013</b>	<b>Actual 1/31/13</b>	<b>Act/Budget 58.3%</b>	<b>Actual 1/31/12</b>	<b>Act/Budget FY12</b>	<b>Annual Budget FY2012</b>
Academic Support:						
Salaries	\$ 617,016	\$ 356,339	57.8%	\$ 369,581	54.4%	\$ 679,854
Employee Benefits	109,095	73,792	67.6%	63,218	56.6%	111,647
Contractual Services	156,464	129,028	82.5%	130,445	85.2%	153,059
General Materials & Supplies	204,882	137,340	67.0%	212,379	66.3%	320,491
Conference & Meeting Expenses	10,437	169	1.6%	618	3.9%	15,782
Fixed Charges	-	-	0.0%	-	0.0%	4,680
Utilities	52,955	20,571	38.8%	11,191	25.4%	44,143
Capital Outlay	23,750	-	0.0%	5,745	0.0%	19,750
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>1,174,599</u>	<u>717,239</u>	<u>61.1%</u>	<u>793,177</u>	<u>58.8%</u>	<u>1,349,406</u>
Student Services:						
Salaries	1,141,956	664,988	58.2%	718,322	64.5%	1,113,536
Employee Benefits	278,952	180,833	64.8%	174,247	63.2%	275,791
Contractual Services	2,050	3,318	161.9%	2,336	33.9%	6,885
General Materials & Supplies	48,045	26,708	55.6%	30,141	51.5%	58,567
Conference & Meeting Expenses	12,700	3,310	26.1%	5,009	23.2%	21,550
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	<u>1,483,703</u>	<u>879,157</u>	<u>59.3%</u>	<u>930,055</u>	<u>63.0%</u>	<u>1,476,329</u>
Public Services/Continuing Education:						
Salaries	418,792	252,926	60.4%	217,296	62.2%	349,346
Employee Benefits	49,405	31,453	63.7%	24,734	69.2%	35,766
Contractual Services	296,000	173,017	58.5%	160,782	44.8%	358,700
General Materials & Supplies	87,950	54,269	61.7%	43,430	33.4%	130,100
Conference & Meeting Expenses	8,375	6,683	79.8%	4,413	53.2%	8,300
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	250	-	0.0%	-	0.0%	250
Total Public Services/Continuing Education	<u>860,772</u>	<u>518,348</u>	<u>60.2%</u>	<u>450,655</u>	<u>51.1%</u>	<u>882,462</u>
Institutional Support:						
Salaries	1,688,680	1,026,483	60.8%	1,150,297	60.1%	1,914,461
Employee Benefits	462,246	308,957	66.8%	331,695	67.1%	494,372
Contractual Services	409,635	439,869	107.4%	356,053	88.6%	401,651
General Materials & Supplies	397,499	217,957	54.8%	249,685	59.3%	421,070
Conference & Meeting Expenses	72,410	23,493	32.4%	30,665	40.5%	75,720
Fixed Charges	17,000	5,475	32.2%	26,406	110.0%	24,000
Utilities	20,613	7,547	36.6%	9,275	58.1%	15,956
Capital Outlay	362,951	159,406	43.9%	9,687	25.1%	38,650
Other	38,000	(3,561)	-9.4%	1,337	0.0%	-
Total Institutional Support	<u>3,469,034</u>	<u>2,185,626</u>	<u>63.0%</u>	<u>2,165,100</u>	<u>63.9%</u>	<u>3,385,880</u>
Scholarships, Grants and Waivers	631,095	340,370	53.9%	352,320	83.5%	422,000
<b>TOTAL EDUCATION FUND EXPENDITURES</b>	<u>\$ 18,345,257</u>	<u>\$ 11,138,369</u>	<u>60.7%</u>	<u>\$ 11,978,752</u>	<u>62.2%</u>	<u>\$ 19,244,874</u>
<b>INTERFUND TRANSFERS - NET</b>	<u>\$ 419,951</u>	<u>\$ (37,291)</u>	<u>-8.9%</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ 40,000</u>



Illinois Valley Community College District No. 513  
Fiscal Year 2013 Budget to Actual Comparison  
Seven Months Ended January 31, 2013

	Annual Budget FY2013	Actual 1/31/13	Act/Budget 58.3%	Actual 1/31/12	Act/Budget FY12	Annual Budget FY2012
<b>OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 1,245,606	\$ 1,247,535	100.2%	\$ 1,247,559	99.0%	\$ 1,260,330
Corporate Personal Property Replacement Tax	155,089	61,661	39.8%	74,129	35.3%	210,000
TIF	127,000	95,083	74.9%	95,886	82.0%	116,885
Total Local Government	1,527,695	1,404,279	91.9%	1,417,574	89.3%	1,587,215
State Government:						
ICCB Credit Hour Grant	339,394	85,173	25.1%	136,185	43.7%	311,498
Total State Government	339,394	85,173	25.1%	136,185	43.7%	311,498
Student Tuition and Fees:						
Tuition	672,792	705,663	104.9%	726,568	97.8%	743,178
Total Tuition and Fees	672,792	705,663	104.9%	726,568	97.8%	743,178
Other Sources:						
Facilities Revenue	94,000	75,494	80.3%	51,382	27.5%	187,000
Investment Revenue	2,000	905	45.3%	7,551	151.0%	5,000
Non-Governmental Gifts & Grants	-	-	0.0%	-	0.0%	-
Other	-	3,615	0.0%	7,872	0.0%	-
Total Other Sources	96,000	80,014	83.3%	66,805	34.8%	192,000
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>	<b>\$ 2,635,881</b>	<b>\$ 2,275,129</b>	<b>86.3%</b>	<b>\$ 2,347,132</b>	<b>82.8%</b>	<b>\$ 2,833,891</b>

	Annual Budget FY2013	Actual 01/31/13	Act/Budget 58.3%	Actual 01/31/12	Act/Budget FY12	Annual Budget FY2012
<b>OPERATIONS &amp; MAINTENANCE FUND</b>						
Operations & Maintenance of Plant:						
Salaries	\$ 848,004	\$ 485,897	57.3%	\$ 518,738	60.1%	\$ 862,900
Employee Benefits	226,694	139,032	61.3%	135,597	62.2%	218,101
Contractual Services	183,900	115,025	62.5%	117,101	63.7%	183,700
General Materials & Supplies	282,500	88,292	31.3%	115,955	46.2%	250,976
Conference & Meeting Expenses	4,000	1,027	25.7%	540	9.0%	6,000
Fixed Charges	40,000	50,032	125.1%	42,006	105.0%	40,000
Utilities	809,410	345,272	42.7%	370,015	45.2%	819,410
Capital Outlay	129,000	80,865	62.7%	9,860	5.9%	167,900
Facility Charges to Other Funds	(63,000)	-	0.0%	-	0.0%	-
Provision for Contingency	100,000	-	0.0%	-	0.0%	200,000
Total Operations & Maintenance of Plant	2,560,508	1,305,442	51.0%	1,309,812	47.6%	2,748,987
Institutional Support:						
Salaries	56,881	35,857	63.0%	33,869	60.5%	56,007
Employee Benefits	8,792	6,398	72.8%	5,712	67.2%	8,497
Contractual Services	2,400	2,395	99.8%	2,395	95.8%	2,500
General Materials & Supplies	3,300	1,070	32.4%	1,250	25.5%	4,900
Conference & Meeting Expenses	-	25	0.0%	-	0.0%	-
Fixed Charges	4,000	2,703	67.6%	2,703	20.8%	13,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	75,373	48,448	64.3%	45,929	54.1%	84,904
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>	<b>\$ 2,635,881</b>	<b>\$ 1,353,890</b>	<b>51.4%</b>	<b>\$ 1,355,741</b>	<b>47.8%</b>	<b>\$ 2,833,891</b>

**Illinois Valley Community College District No. 513  
Fiscal Year 2013 Budget to Actual Comparison  
Seven Months Ended January 31, 2013**

	<u>Annual Budget FY2013</u>	<u>Actual 1/31/13</u>	<u>Act/Budget 58.3%</u>	<u>Actual 1/31/12</u>	<u>Act/Budget FY12</u>	<u>Annual Budget FY2012</u>
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Local Government Sources						
Current Taxes	\$ 1,557,008	\$ 1,559,190	100.1%	\$ 1,559,216	101.4%	\$ 1,537,220
State Government Sources	12,500,000	3,301,302	0.0%	-	0.0%	-
Investment Revenue	180,000	24,968	13.9%	65,552	131.1%	50,000
Other Revenue	-	-	0.0%	-	0.0%	-
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) REVENUES</b>	<u>14,237,008</u>	<u>4,885,460</u>	<u>34.3%</u>	<u>1,624,768</u>	<u>102.4%</u>	<u>1,587,220</u>
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Operations & Maintenance						
Contractual Services	-	45,500	0.0%	-	0.0%	-
Fixed Charges	-	-	0.0%	27,083	0.0%	-
Capital Outlay	14,237,008	5,722,844	40.2%	825,224	12.5%	6,587,220
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>	<u>14,237,008</u>	<u>5,768,344</u>	<u>40.5%</u>	<u>852,307</u>	<u>12.9%</u>	<u>6,587,220</u>
<b>Other Financing Source - Bond Issuance</b>	-	-	0.0%	(5,000,000)	0.0%	(5,000,000)
<b>Transfer In (Out)</b>	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>

**Fiscal Year 2013 Budget to Actual Comparison**

	<u>Annual Budget FY2013</u>	<u>Actual 1/31/13</u>	<u>Act/Budget 58.3%</u>	<u>Actual 1/31/12</u>	<u>Act/Budget FY12</u>	<u>Annual Budget FY2012</u>
<b>BOND &amp; INTEREST FUND</b>						
Local Government Sources						
Current Taxes	\$ 1,261,840	\$ 1,254,903	99.5%	\$ 1,243,840	98.3%	\$ 1,265,000
Investment Revenue	2,000	2,046	102.3%	10,165	203.3%	5,000
<b>TOTAL BOND &amp; INTEREST FUND REVENUES</b>	<u>1,263,840</u>	<u>1,256,949</u>	<u>99.5%</u>	<u>1,254,005</u>	<u>98.7%</u>	<u>1,270,000</u>
<b>BOND &amp; INTEREST FUND</b>						
Institutional Support						
Debt Principal Retirement	1,261,840	1,090,000	86.4%	-	0.0%	1,265,000
Interest on Bonds	-	125,965	0.0%	-	0.0%	-
Fees	500	500	100.0%	-	0.0%	400
<b>TOTAL BOND &amp; INTEREST EXPENDITURES</b>	<u>\$ 1,262,340</u>	<u>\$ 1,216,465</u>	<u>96.4%</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ 1,265,400</u>

**Fiscal Year 2013 Budget to Actual Comparison**

	<u>Annual Budget FY2013</u>	<u>Actual 1/31/13</u>	<u>Act/Budget 58.3%</u>	<u>Actual 1/31/12</u>	<u>Act/Budget FY12</u>	<u>Annual Budget FY2012</u>
<b>WORKING CASH FUND</b>						
Investment Revenue	\$ 20,000	\$ 6,874	34.4%	\$ 27,662	69.2%	\$ 40,000
<b>TOTAL WORKING CASH REVENUES</b>	<u>20,000</u>	<u>6,874</u>	<u>34.4%</u>	<u>27,662</u>	<u>69.2%</u>	<u>40,000</u>
<b>Transfers In (Out)</b>	<u>\$ (120,000)</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ (40,000)</u>

Illinois Valley Community College District No. 513  
Fiscal Year 2013 Budget to Actual Comparison  
Seven Months Ended January 31, 2013

AUXILIARY ENTERPRISES FUND	Annual Budget FY2013	Actual 1/31/13	Act/Budget 58.3%	Actual 1/31/12	Act/Budget FY12	Annual Budget FY2012
Service Fees	\$ 2,666,700	\$ 1,734,215	65.0%	\$ 2,036,897	61.3%	\$ 3,324,756
Data Processing Rentals	-	-	0.0%	-	0.0%	-
Other Revenue	1,000	2,984	298.4%	890	0.0%	-
Investment Revenue	5,000	80	1.6%	8,339	55.6%	15,000
<b>TOTAL AUXILIARY ENTERPRISES FUND REVENUES</b>	<b>2,672,700</b>	<b>1,737,279</b>	<b>65.0%</b>	<b>2,046,126</b>	<b>61.3%</b>	<b>3,339,756</b>

AUXILIARY ENTERPRISES FUND	Annual Budget FY2013	Actual 1/31/13	Act/Budget 58.3%	Actual 1/31/12	Act/Budget FY12	Annual Budget FY2012
Salaries	349,348	210,394	60.2%	363,601	62.9%	578,459
Employee Benefits	93,053	57,531	61.8%	121,698	57.1%	213,312
Contractual Services	51,035	35,652	69.9%	36,401	92.8%	39,230
Materials & Supplies	2,240,300	1,870,153	83.5%	2,099,437	86.9%	2,415,319
Conference & Meeting	21,683	13,487	62.2%	15,623	51.7%	30,196
Fixed Charges	53,400	32,215	60.3%	23,486	52.2%	45,000
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	3,840	20,610	536.7%	2,795	48.0%	5,826
Other	103,000	229	0.2%	1,500	2.4%	63,000
<b>TOTAL AUXILIARY ENTERPRISES EXPENDITURES</b>	<b>2,915,659</b>	<b>2,240,271</b>	<b>76.8%</b>	<b>2,664,541</b>	<b>78.6%</b>	<b>3,390,342</b>
<b>Transfer In (Out)</b>	<b>\$ (265,537)</b>	<b>\$ (200)</b>	<b>0.1%</b>	<b>\$ 61,414</b>	<b>99.1%</b>	<b>\$ 62,000</b>

Fiscal Year 2013 Budget to Actual Comparison

RESTRICTED PURPOSES FUND	Annual Budget FY2013	Actual 1/31/13	Act/Budget 58.3%	Actual 1/31/12	Act/Budget FY12	Annual Budget FY2012
State Government Sources	\$ 468,498	\$ 4,927	1.1%	\$ 46,957	12.6%	\$ 371,408
Federal Government Sources	7,701,634	3,594,682	46.7%	4,116,962	61.3%	6,711,969
Service Fees	3,000	8,793	293.1%	4,645	0.0%	-
Other Revenue	11,000	12,542	114.0%	9,842	28.1%	35,000
<b>TOTAL RESTRICTED PURPOSES FUND REVENUES</b>	<b>8,184,132</b>	<b>3,620,944</b>	<b>44.2%</b>	<b>4,178,406</b>	<b>58.7%</b>	<b>7,118,377</b>

RESTRICTED PURPOSES FUND	Annual Budget FY2013	Actual 1/31/13	Act/Budget 58.3%	Actual 1/31/12	Act/Budget FY12	Annual Budget FY2012
Instruction:						
Salaries	415,474	222,776	53.6%	228,597	64.0%	357,432
Employee Benefits	81,388	57,702	70.9%	56,374	62.4%	90,287
Contractual Services	61,654	40,138	65.1%	67,553	98.8%	68,360
Materials & Supplies	109,812	68,365	62.3%	63,296	48.5%	130,453
Conference & Meeting	73,520	21,254	28.9%	23,614	57.2%	41,279
Fixed Charges	3,000	-	0.0%	1,000	44.4%	2,250
Utilities	2,350	1,150	48.9%	1,177	40.6%	2,900
Capital Outlay	33,286	15,468	46.5%	68,553	137.1%	50,000
Other (P-16 Grant Waivers)	9,030	-	0.0%	1,670	19.2%	8,679
Total Instruction	\$ 789,514	\$ 426,853	54.1%	\$ 511,834	68.1%	\$ 751,640

Illinois Valley Community College District No. 513  
Fiscal Year 2013 Budget to Actual Comparison  
Seven Months Ended January 31, 2013

RESTRICTED PURPOSES FUND	Annual Budget FY2013	Actual 1/31/13	Act/Budget 58.3%	Actual 1/31/12	Act/Budget FY12	Annual Budget FY2012
<b>Academic Support</b>						
Salaries	\$ -	\$ -	0.0%	\$ 312	0.0%	\$ -
Employee Benefits	-	-	0.0%	102	0.0%	-
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	-	-	0.0%	-	0.0%	-
Conference & Meeting	-	-	0.0%	-	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Other	160,000	(27,996)	-17.5%	-	0.0%	-
Total Academic Support	<u>160,000</u>	<u>(27,996)</u>	0.0%	<u>414</u>	0.0%	<u>-</u>
<b>Student Services</b>						
Salaries	199,755	111,625	55.9%	109,993	60.8%	180,825
Employee Benefits	61,214	39,596	64.7%	38,213	88.3%	43,259
Contractual Services	4,150	5,799	139.7%	5,623	140.6%	4,000
Materials & Supplies	7,100	5,980	84.2%	7,688	56.9%	13,500
Conference & Meeting	12,209	2,448	20.1%	5,809	22.8%	25,500
Fixed Charges	-	98	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRIO Grant)	32,000	10,720	33.5%	18,005	56.3%	32,000
Total Student Services	<u>316,428</u>	<u>176,266</u>	55.7%	<u>185,331</u>	62.0%	<u>299,084</u>
<b>Public Service</b>						
Salaries	405,046	323,141	79.8%	331,633	67.8%	488,912
Employee Benefits	82,379	70,260	85.3%	84,228	77.4%	108,782
Contractual Services	146,701	195,689	133.4%	144,315	99.4%	145,205
Materials & Supplies	81,470	71,922	88.3%	86,389	112.7%	76,683
Conference & Meeting	49,017	46,056	94.0%	68,797	136.5%	50,410
Fixed Charges	19,119	23,715	124.0%	7,272	28.3%	25,735
Utilities	5,105	3,045	59.6%	3,137	51.5%	6,088
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	200	15	7.5%	-	0.0%	178
Total Public Service	<u>789,037</u>	<u>733,843</u>	93.0%	<u>725,771</u>	80.5%	<u>901,993</u>
<b>Auxiliary Services</b>						
Salaries	-	-	0.0%	1,345	33.6%	4,000
Employee Benefits	-	-	0.0%	9	2.8%	320
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	-	5,561	0.0%	3,106	16.5%	18,844
Conference & Meeting	-	-	0.0%	-	0.0%	1,000
Other (Child Care Subsidies)	-	-	0.0%	5,921	59.2%	10,000
Total Auxiliary Services	<u>-</u>	<u>5,561</u>	-	<u>10,381</u>	0	<u>34,164</u>
<b>Operations &amp; Maintenance of Plant</b>						
Contractual Services	-	-	0.0%	-	0.0%	-
Total Operations & Maintenance	<u>\$ -</u>	<u>\$ -</u>	0.0%	<u>\$ -</u>	0.0%	<u>\$ -</u>

**Illinois Valley Community College District No. 513  
Fiscal Year 2013 Budget to Actual Comparison  
Seven Months Ended January 31, 2013**

	<u>Annual Budget FY2013</u>	<u>Actual 1/31/13</u>	<u>Act/Budget 58.3%</u>	<u>Actual 1/31/12</u>	<u>Act/Budget FY12</u>	<u>Annual Budget FY2012</u>
Institutional Support						
Salaries (Federal Work Study)	\$ 91,245	\$ 43,259	47.4%	\$ 80,107	106.1%	\$ 75,496
Employee Benefits	-	-	0.0%	-	0.0%	-
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	-	-	0.0%	-	0.0%	-
Conference & Meeting	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>91,245</u>	<u>43,259</u>	<u>47.4%</u>	<u>80,107</u>	<u>106.1%</u>	<u>75,496</u>
Student grants and waivers (PELL & SEOG)	<u>6,088,493</u>	<u>2,884,417</u>	<u>47.4%</u>	<u>3,436,812</u>	<u>67.9%</u>	<u>5,061,000</u>
<b>TOTAL RESTRICTED FUND EXPENDITURES</b>	<u>\$ 8,234,717</u>	<u>\$ 4,242,203</u>	<u>51.5%</u>	<u>\$ 4,950,650</u>	<u>69.5%</u>	<u>\$ 7,123,377</u>
Transfer In (Out)	<u>\$ 27,000</u>	<u>\$ 37,291</u>	<u>138.1%</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>

**Fiscal Year 2013 Budget to Actual Comparison**

	<u>Annual Budget FY2013</u>	<u>Actual 1/31/13</u>	<u>Act/Budget 58.3%</u>	<u>Actual 1/31/12</u>	<u>Act/Budget FY12</u>	<u>Annual Budget FY2012</u>
<b>LIABILITY, PROTECTION, &amp; SETTLEMENT FUND</b>						
Local Government Sources	\$ 274,033	\$ 273,472	99.8%	\$ 271,051	104.9%	\$ 258,368
Investment Revenue	20,000	7,563	37.8%	21,472	42.9%	50,000
Other	-	315	0.0%	-	0.0%	-
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUES</b>	<u>294,033</u>	<u>281,350</u>	<u>95.7%</u>	<u>292,523</u>	<u>94.9%</u>	<u>308,368</u>

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

Operations & Maintenance of Plant						
Salaries	-	-	0.0%	27,095	0.0%	-
Employee Benefits	-	-	0.0%	5,503	0.0%	-
Contractual Services	401,500	158,882	39.6%	133,303	33.2%	401,500
Material & Supplies	100	174	174.0%	713	713.0%	100
Conference & Meeting	500	503	100.6%	480	96.0%	500
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	283	0.0%	597	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	<u>\$ 402,100</u>	<u>\$ 159,842</u>	<u>39.8%</u>	<u>\$ 167,691</u>	<u>41.7%</u>	<u>\$ 402,100</u>

Illinois Valley Community College District No. 513  
 Fiscal Year 2013 Budget to Actual Comparison  
 Seven Months Ended January 31, 2013

LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES (continued)	Annual Budget FY2013	Actual 1/31/13	Act/Budget 58.3%	Actual 1/31/12	Act/Budget FY12	Annual Budget FY2012
Institutional Support						
Salaries	\$ 68,073	\$ 45,888	67.4%	\$ 37,044	54.2%	\$ 68,291
Employee Benefits	233,919	8,837	3.8%	11,748	4.6%	254,530
Contractual Services	55,000	16,321	29.7%	14,876	124.0%	12,000
Material & Supplies	2,750	2,394	87.1%	180	7.8%	2,300
Conference & Meeting	-	-	0.0%	-	0.0%	-
Fixed Charges	378,500	331,618	87.6%	387,555	99.2%	390,750
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>738,242</u>	<u>405,058</u>	54.9%	<u>451,403</u>	62.0%	<u>727,871</u>
<b>TOTAL LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>	<b>\$ 1,140,342</b>	<b>\$ 564,900</b>	49.5%	<b>\$ 619,094</b>	54.8%	<b>\$ 1,129,971</b>

Fiscal Year 2013 Budget to Actual Comparison

AUDIT FUND	Annual Budget FY2013	Actual 1/31/13	Act/Budget 58.3%	Actual 1/31/12	Act/Budget FY12	Annual Budget FY2012
Local Government Sources	\$ 34,500	\$ 34,267	99.3%	\$ 33,614	106.7%	\$ 31,508
Investment Revenue	-	5	0.0%	94	47.0%	200
<b>TOTAL AUDIT FUND REVENUES</b>	<u>34,500</u>	<u>34,272</u>	99.3%	<u>33,708</u>	106.3%	<u>31,708</u>
<b>AUDIT FUND</b>						
Contractual Services	<u>34,500</u>	<u>34,050</u>	98.7%	<u>32,500</u>	100.0%	<u>32,500</u>
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<b>\$ 34,500</b>	<b>\$ 34,050</b>	98.7%	<b>\$ 32,500</b>	100.0%	<b>\$ 32,500</b>

**Illinois Valley Community College District No. 513**  
**Fiscal Year 2013 Budget to Actual Comparison**  
**All Funds**  
**Seven Months Ended January 31, 2013**

<u>Department</u>	<u>Annual Budget FY2013</u>	<u>Actual 1/31/2013</u>	<u>Act/Budget 58.3%</u>	<u>Explanation</u>
President	\$ 301,234	\$ 183,350	60.9%	
Board of Trustees	21,000	12,341	58.8%	
Community Relations	332,604	176,054	52.9%	
Development Office	-	25,890	0.0%	
Continuing Education	1,098,209	713,764	65.0%	
Facilities	16,797,516	7,221,285	43.0%	
Information Technologies	1,923,871	1,131,908	58.8%	
Academic Affairs	227,778	149,681	65.7%	
Academic Affairs (AVPCE)	905,283	420,226	46.4%	
Adult Education	516,636	295,432	57.2%	
Dislocated Workers Center	597,452	570,442	95.5%	Additional funding
Learning Technologies	607,529	373,882	61.5%	
Career & Tech Education Division	1,761,722	1,055,674	59.9%	
Natural Science & Business Division	2,107,206	1,248,047	59.2%	
Humanities & Fine Arts/Social Science Division	2,168,613	1,251,078	57.7%	
Health Professions Division	1,939,030	1,081,134	55.8%	
English, Mathematics, Education Division	2,421,081	1,499,203	61.9%	
Admissions & Records	360,857	224,627	62.2%	
Student Development	639,502	368,710	57.7%	
Student Services	128,371	80,467	62.7%	
Financial Aid	6,520,976	3,127,905	48.0%	
Athletics	241,247	166,509	69.0%	
TRIO (Student Success Grant)	300,652	176,266	58.6%	
Safety Service	400,000	155,984	39.0%	
Business Services/General Institution	2,174,356	1,892,396	87.0%	Bond Payment
Risk Management	740,342	408,916	55.2%	
Tuition Waivers	631,095	340,370	53.9%	
Purchasing	108,502	64,791	59.7%	
Human Resources	121,403	66,041	54.4%	
Bookstore	2,501,943	1,952,627	78.0%	Bookstore purchases
Shipping & Receiving	75,373	48,447	64.3%	
Copy Center	134,321	75,045	55.9%	
<b>Total FY13 Expenditures</b>	<b><u>\$ 48,805,704</u></b>	<b><u>\$ 26,558,492</u></b>	<b>54.4%</b>	

**Illinois Valley Community College**  
**Statement of Cash Flows**  
**for the Month ended January 31, 2013**

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	TOTAL
Balance on Hand	\$ 2,559,580.30	\$ 948,349.74	\$ 798,699.50	\$ 254,264.19	\$ 239,014.65	\$ (520,636.84)	\$ 210,623.48	\$ 12,164.78	\$ 549,152.82	\$ 5,051,212.62
Total Receipts	380,571.17	28,211.32	3,147.43	1,636.58	328,659.40	108,744.12	-	45.50	6,643.73	857,659.25
Total Cash	2,940,151.47	976,561.06	801,846.93	255,900.77	567,674.05	(411,892.72)	210,623.48	12,210.28	555,796.55	5,908,871.87
Due To/From Accts	(15,423.43)	15,782.18	-	-	14,178.46	(14,535.92)	-	-	(1.29)	(0.00)
Transfers/Bank CDs	-	-	-	-	-	-	100,000.00	-	-	100,000.00
Expenditures	(2,097,151.83)	(198,320.38)	(11,799.71)	-	(245,430.66)	(190,366.91)	-	-	(39,656.17)	(2,782,725.66)
ACCOUNT BALANCE	827,576.21	794,022.86	790,047.22	255,900.77	336,421.85	(616,795.55)	310,623.48	12,210.28	516,139.09	3,226,146.21
Deposits in Transit	(125,113.91)									(125,113.91)
Outstanding Checks	403,557.54									403,557.54
<b>BANK BALANCE</b>	<b>1,106,019.84</b>	<b>794,022.86</b>	<b>790,047.22</b>	<b>255,900.77</b>	<b>336,421.85</b>	<b>(616,795.55)</b>	<b>310,623.48</b>	<b>12,210.28</b>	<b>516,139.09</b>	<b>3,504,589.84</b>
Certificates of Deposit	2,400,000.00	500,000.00	1,000,000.00	500,000.00	1,200,000.00	-	4,350,000.00	-	3,800,000.00	13,750,000.00
Illinois Funds	2,145,568.66	1,310,031.25	1,566,172.31	98,952.70	-	48,897.70	-	586.91	4,610.52	5,174,820.05
CDB Trust Fund CTC			4,623,377.21							4,623,377.21
Bldg Reserve-ILLFund			1,082,698.79							1,082,698.79
<b>Total Investment</b>	<b>\$ 4,545,568.66</b>	<b>\$ 1,810,031.25</b>	<b>\$ 8,272,248.31</b>	<b>\$ 598,952.70</b>	<b>\$ 1,200,000.00</b>	<b>\$ 48,897.70</b>	<b>\$ 4,350,000.00</b>	<b>\$ 586.91</b>	<b>\$ 3,804,610.52</b>	<b>\$ 24,630,896.05</b>
LaSalle State Bank	\$ 803,655.67									
Centrue Bank	2,700,934.17									
Peru Savings Bank	-									
	<u>\$ 3,504,589.84</u>									

Respectfully submitted,

*Cheryl Roelfsema*

Cheryl Roelfsema  
Vice President for Business Services & Finance/Treasurer



ILLINOIS VALLEY COMMUNITY COLLEGE  
INVESTMENT STATUS REPORT  
January 31, 2013

<u>DUE</u>	<u>Education</u>	<u>Oper &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
2/7/2013	1,000,000							1,000,000	CB	0.20%	0.20%	2041030961
3/14/2013	1,000,000							1,000,000	FSB	0.35%	0.35%	1014668698
3/21/2013						1,000,000		1,000,000	FSB	0.65%	0.65%	1013615272
4/22/2013							100,000	100,000	MB	0.80%	0.80%	914161
6/6/2013		300,000			1,200,000			1,500,000	FSB	0.75%	0.75%	1013923309
8/8/2013							2,000,000	2,000,000	FSB	0.70%	0.70%	1014179832
9/19/2013	100,000	100,000	300,000			500,000		1,000,000	FSB	0.75%	0.75%	1014349142
10/10/2013	300,000	100,000	200,000			200,000	200,000	1,000,000	FSB	0.80%	0.80%	1014434018
11/7/2013						150,000		150,000	MB	1.00%	1.00%	915192
11/29/2013						1,500,000		1,500,000	FSB	0.80%	0.80%	1014620792
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
<b>Total CD</b>	<b>2,400,000</b>	<b>500,000</b>	<b>1,000,000</b>	<b>500,000</b>	<b>1,200,000</b>	<b>4,350,000</b>	<b>3,800,000</b>	<b>13,750,000</b>				

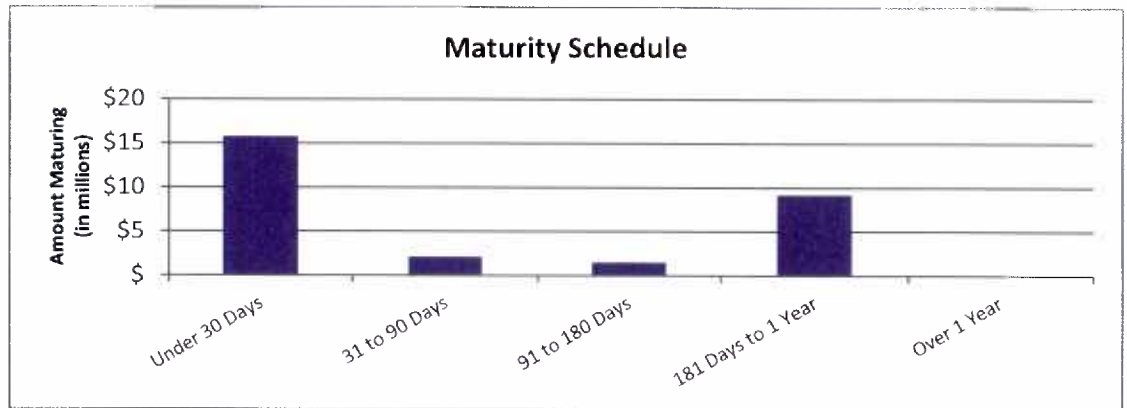
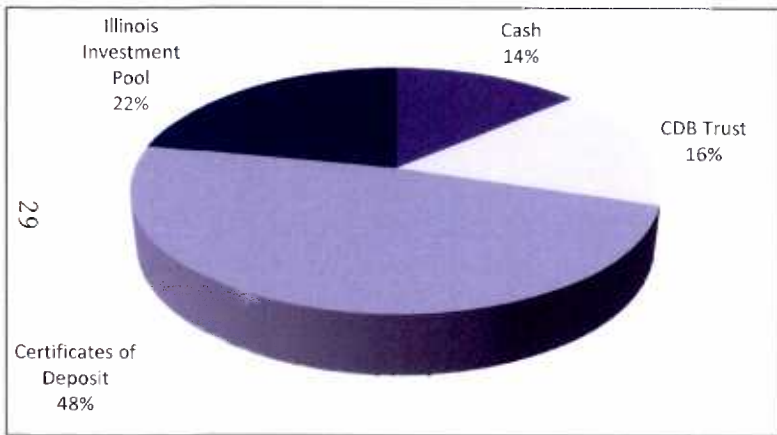
CB	Centrue Bank	LSB	LaSalle State Bank
CBNA	Commerce Bank, NA	MB	Marseilles Bank
HBT	Heartland Bank and Trust	MSB	Midland State Bank
FSB	First State Bank of Mendota	NCB	North Central Bank - Ladd
HNB	Hometown National Bank	PFS	Peru Federal Savings

\*\* Current IL Funds interest rate: 0.13%

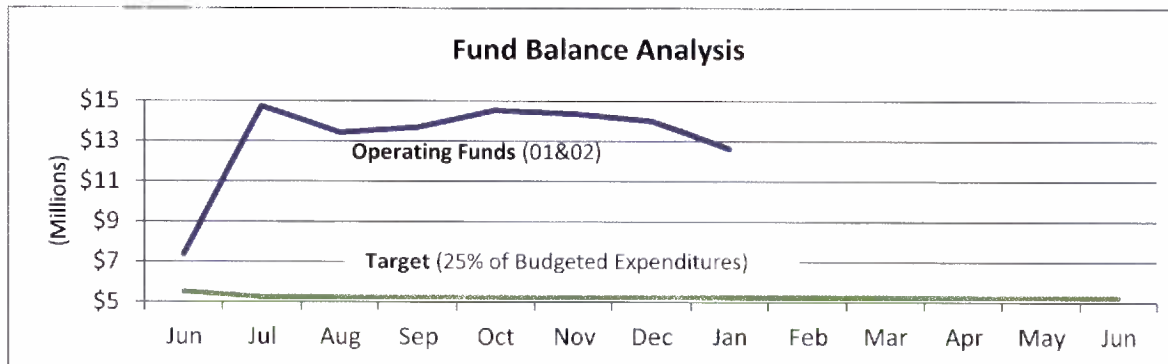
**Illinois Valley Community College District No. 513  
Investment Status Report  
All Funds  
January 31, 2013**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	13.5%	\$ 3,841,924	0.30%
CDB Trust	16.2%	4,623,377	0.25%
Certificates of Deposit	48.3%	13,750,000	0.67%
Illinois Investment Pool	22.0%	6,257,519	0.04%
<b>Total</b>	<b>100.0%</b>	<b>\$ 28,472,820</b>	<b>0.41%</b>

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds (US Bank)	\$ 6,257,519			\$ 6,257,519	22%
Centrue Bank		1,000,000	2,425,090	3,425,090	12%
First State Bank		12,500,000		12,500,000	44%
LaSalle State Bank			803,656	803,656	3%
Marseilles Bank		250,000		250,000	1%
North Central Bank				-	0%
Heartland Bank			5,236,555	5,236,555	18%
Peru Federal Savings				-	0%
<b>Total</b>	<b>\$ 6,257,519</b>	<b>\$ 13,750,000</b>	<b>\$ 8,465,301</b>	<b>\$ 28,472,820</b>	<b>100%</b>



**Weighted Average Maturity of CD's** 200 Days



\$5,000 and Over Check Register

01/01/13 - 01/31/13

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
703448	01/03/13	0001634	MPS	\$ 8,004.00	Books for Resale
703470	01/04/13	0000001	Illinois Valley Community College	84,081.01	Federal & State Payroll Taxes (01/03/13)
703477	01/04/13	0082897	SURS	46,440.58	Payroll (01/03/13)
703487	01/10/13	0081443	American Express	87,652.80	CDW Government, Inc., Cengage Learning Inc., McGraw Hill Publishing, Pearson Education, Inc., W.W. Norton & Co. Inc.
703500	01/10/13	0115159	City of Ottawa	71,500.00	Facility Rental (01/01/13-06/30/13)
703527	01/10/13	0079038	IVCC Student Activity	392,306.74	MAP Funds
703533	01/10/13	0177551	Leapfrog Technologies, Inc.	5,800.00	CourseLeaf Software Support
703559	01/10/13	0001450	Thyssenkrupp Elevator Corporation	10,268.78	Elevator Maintenance (6 Months), Cab Fans
703568	01/10/13	0066555	United States Postal Service	6,000.00	Reimburse Postage Meter
ACH	01/03/13		VALIC Retirement Services	14,154.06	403(b) & 457(b)Payroll (01/03/13)
703627	01/17/13	0101215	American Nurses Association	5,181.12	Books for Resale
703638	01/17/13	0108916	CCIC	276,773.20	Health Insurance (January)
703672	01/17/13	0041932	IVCC Tuition	6,836.00	Tuition (Dislocated Workers)
703689	01/17/13	0180447	Prudential Insurance Company	6,578.26	Life & Disability Insurance (January)
703720	01/18/13	0000001	Illinois Valley Community College	82,170.64	Federal & State Payroll Taxes (01/17/13)
703725	01/18/13	0082897	SURS	44,609.74	Payroll (01/17/13)
703786	01/24/13	0081443	American Express	17,546.56	CDW Government, Inc., Cengage Learning Inc., McGraw Hill Publishing, Pearson Education, Inc.
703800	01/24/13	0089239	Castle Prin Tech	6,750.00	Spring Continuing Education Schedule
703801	01/24/13	0132827	Chamlin Associates	20,610.00	West Ravine Erosion Control
703803	01/24/13	0169822	Constellation NewEnergy - Gas	15,206.17	Natural Gas (12/01/12-12/31/12)
703827	01/24/13	0088855	NAPA	10,429.38	Pro-Cut Brake Lathe & Accessory Kit (Carl Perkins Grant) & Auto Shop Supplies
703863	01/24/13	0066555	United States Postal Service	6,000.00	Reimburse Postage Meter
703864	01/24/13	0001927	Walter J Zukowski & Associates	15,380.45	Legal Services
ACH	01/28/13		VALIC Retirement Services	13,511.79	403(b) & 457(b)Payroll (01/17/13)
703987	01/31/13	0181795	G4S Secure Solutions (USA) Inc.	23,381.28	Security Services (December)
703991	01/31/13	0184108	German-Bliss Equipment Inc.	13,000.00	Polaris Utility Vehicle & Accessories
704072	01/31/13	0000001	Illinois Valley Community College	91,139.68	Federal & State Payroll Taxes (01/31/13)
704011	01/31/13	0128123	Labyrinth Publications	15,000.00	eLab Assessment Only
704078	01/31/13	0082897	SURS	49,509.84	Payroll (01/31/13)
704056	01/31/13	0185171	United Analytical Services, Inc.	7,578.14	Restroom Modification Phase 2*, Ceiling & Lighting Replacement*

**\$ 1,453,400.22**

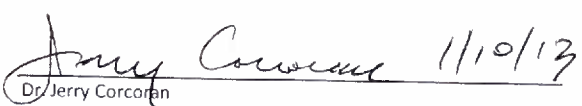
\*Protection, Health, & Safety (PHS) Projects

### Stipends For Pay Period 12/29/12

Name	Description	Start Date	End Date	Last Pay Date	Type	Amount	GL No.	Section Name	Section Title	Comments
Ault, Richard L	Percussion Lessons / 4	12/29/12	12/29/12	12/29/12	RE	\$ 128.00	11120650051340	MUP-2025-01	Applied Music: Drum Sets	
Balzarini, Doreen J	Mileage Reimbursement	11/05/12	12/29/12	12/29/12	ML	\$ 138.75	64410335055212			
Borth, Leahann M	Subbed for Kris Renn	11/01/12	12/29/12	12/29/12	ST	\$ 524.80	11220570051320		Biology 1007	
Brolley, Vincent Depaul	Mileage Reimbursement	10/10/12	12/29/12	12/29/12	ML	\$ 74.92	11120650055210			
Castaneda, Craig Alexander	Subbed for Kris Renn	11/01/12	12/29/12	12/29/12	ST	\$ 544.00	11220570051320		Biology 1007	
Engstrom, Norman Bruce	Voice Lessons / 32	10/03/12	12/29/12	12/29/12	RE	\$ 1,024.00	11120650051340	MUP-2001-01	Applied Music- Vocal	
Parizzi, Gerald W	LC Driver Improvement # 848	12/15/12	12/29/12	12/29/12	RE	\$ 187.50	14110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Spanbauer, Jeffrey A	Mileage Reimbursement	11/22/12	12/29/12	12/29/12	ML	\$ 119.89	11120650055210			
<b>TOTAL</b>						<b>\$ 2,741.86</b>				

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 Cheryl Roelfsema  
 Vice President of Business Services and Finance

  
 Dr. 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

### Stipends For Pay Period 01/12/13

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Abel, Kimberly Helen	Fundamentals of Nursing II	10/15/12	01/12/13	01/12/13	ST	\$3,792.24	11420730051320	NUR-1202-08	Fundamentals of Nursing II	
Argubright, Brian Christopher	Assistant Softball	01/10/13	05/18/13	05/18/13	ST	\$3,978.00	56430360751900			
Ault, Richard L	Percussion & Drum Lessons / 8	11/30/12	01/12/13	01/12/13	RE	\$256.00	11120650051340	MUP-2015-01	Applied Music: Drums/Orchestra	
Brandner, Morgan Brianna	Notetaker for BIO 1001	01/12/13	01/12/13	01/12/13	ST	\$64.00	11120910051800			
Click, Jonathon Alan	Notetaker for MTH 1003	01/12/13	01/12/13	01/12/13	ST	\$32.00	11120910051800			
Codo, Kim G	Guitar Lessons / 56	10/10/12	01/12/13	01/12/13	RE	\$1,811.04	11120650051320	MUP-2013-01	Applied Music: Guitar	
Czubachowski, Brandon Lee	Tuba Lessons / 4	11/29/12	01/12/13	01/12/13	RE	\$115.32	11120650051320	MUP-2044-01	Applied Music: Tuba	
Duffy, Patricia	Potluck Basket	12/08/12	01/12/13	01/12/13	RE	\$125.00	14110394151320	HLR-2156-12	Potluck Basket	
Dunn, Emily Kyung-Lee	Notetaker for MUS 1000	01/12/13	01/12/13	01/12/13	ST	\$72.00	11120910051800			
Engstrom, Norman Bruce	Voice Lessons / 28	11/30/12	01/12/13	01/12/13	RE	\$896.00	11120650051340	MUP-2001-01	Applied Music- Vocal	
Fryxell, David William	Bass Lessons / 16	10/16/12	01/12/13	01/12/13	RE	\$498.72	11120650051320	MUP-2043-01	Applied Music: Bass	
Gillio, Susan M	Flute Lessons / 16	10/16/12	01/12/13	01/12/13	RE	\$517.44	11120650051320	MUP-2062-01	Applied Music: Flute	
Jenrich, Chuck	Zip Pak Level 1 and IV	12/20/12	01/12/13	01/12/13	RE	\$750.00	14210331051320	CEU-7613-12	Written Comm. Skills II	
Jenrich, Chuck	Personal Empowerment Level 1	12/18/12	01/12/13	01/12/13	RE	\$812.50	14210331051320	CEU-8251-12	Personal Empowerment: Taking Initiative	
Killian, Melissa J.	21 Sessions	01/12/13	01/12/13	01/12/13	ST	\$1,038.90	13230030851540			
Koehler, Richard A	LC Driver Improvement / #849	12/19/12	01/12/13	01/12/13	RE	\$150.00	14110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Leadingham, Paul	AWS Certification 10/20/12	10/20/12	01/12/13	01/12/13	RE	\$250.00	14210331051320			
McBride, Melissa Kay	Scoreboard	01/12/13	01/12/13	01/12/13	ST	\$360.00	56430360251900			
Moskalewicz, James P	35 Sessions	01/12/13	01/12/13	01/12/13	ST	\$1,969.65	13230030851540			
Nelson, Katherine Linnea	Notetaker for HIS 1000	01/12/13	01/12/13	01/12/13	ST	\$48.00	11120910051800			
Panizzi, Gerald W	LC Driver Improvement / # 850	01/05/13	01/12/13	01/12/13	RE	\$187.50	14110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Pinter, Eric Neil	Scoreboard	01/12/13	01/12/13	01/12/13	ST	\$30.00	56430360351900			
Prine, Renee Marie	28 Sessions	01/12/13	01/12/13	01/12/13	ST	\$1,490.00	13230030851540			
Ruda, Anthony J	Scoreboard	01/12/13	01/12/13	01/12/13	ST	\$165.00	56430360251900			
Sack, Jane E	42 Sessions	01/12/13	01/12/13	01/12/13	ST	\$2,688.48	13230030851540			

### Stipends For Pay Period 01/12/13

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Sanchez, Maria Delores	Notetaker for PHL 1002	01/12/13	01/12/13	01/12/13	ST	\$48.00	11120910051800			
Schiffgens, Alyssa Christine	Notetaker for ENG 1001	01/12/13	01/12/13	01/12/13	ST	\$48.00	11120910051800			
Schomas, Jane Elizabeth	Dance Classes for Fall 2012	10/23/12	01/12/13	01/12/13	ST	\$1,500.00	14110394151320	HLR-5120-410	West Coast Swing Dance	
Tomasson, Cory J	Head Softball	01/10/13	05/18/13	05/18/13	ST	\$8,456.00	56430360751900			
Zellmer, Donald G.	Show Chior Coordinator 2013	01/12/13	01/12/13	01/12/13	ST	\$750.00	11120650051900			
TOTAL						\$32,899.79				

*Cheryl Roelfsema*

Cheryl Roelfsema  
Vice President of Business Services and Finance

*Jerry Corcoran 1.23.13*

Dr. 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

Stipends For Pay Period 01/26/13

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Abernathy, Jennifer P	MUS 1000 506 630	01/14/13	05/18/13	05/18/13	RE	\$3,690.00	11120650051320	MUS-1000-506	Music Appreciation	
Aleksy, Donald J	MGT 2220 300, 2220 80	01/14/13	05/18/13	05/18/13	RE	\$2,145.00	11220570051320	MGT-2220-300	Principles of Supervision	
Alvarado, Ruben Joseph	SPN 1001 630	01/14/13	05/18/13	05/18/13	RE	\$2,460.00	11120650051320	SPN-1001-630	Elementary Spanish I	
Anderson, Jeanette K	DLA 2201 01 2203 01 02 1202 01	01/14/13	05/18/13	05/18/13	RE	\$4,612.50	11420730051320	DLA-2201-01	Dental Laboratory Procedures II	
Anderson, Jeanette K	AFDA Module 1	01/14/13	01/14/13	01/26/13	ST	\$75.00	11120080151900			
Anderson, Jeffrey M.	HIS 1000 300 1001 02	01/14/13	05/18/13	05/18/13	ST	\$3,690.00	11120650051320	HIS-1000-300	History of Western Civilization I	
Anderson, Michael Joseph	AFDA Module 1	01/05/13	01/05/13	01/26/13	ST	\$75.00	11120080151900			
Anderson, Michael Joseph	CSP 1203 300	01/14/13	05/18/13	05/18/13	RE	\$2,152.50	11320410051320	CSP-1203-300	Microsoft Office Professional I	
Andree, Christopher D	WLD Series 02 Multi Preps 02	01/14/13	03/06/13	03/09/13	RE	\$1,998.75	11320410051320	WLD-1200-02	Stick, Plate, Flat Arc Welding	
Baker, Kathryn June	CSP 2203 100 2204 100	01/14/13	05/18/13	05/18/13	RE	\$5,005.00	11320410051320	CSP-2203-100	Microsoft Office Professional II	
Barr, Annette Denise	HFA 1007 300	01/14/13	05/18/13	05/18/13	RE	\$1,845.00	11120650051320	HFA-1007-300	S/T:Digital Photography	
Blood, Trisha Marie	MTH 1008 03 1008 600	01/14/13	05/18/13	05/18/13	RE	\$3,690.00	11120910051320	MTH-1008-03	General Elementary Statistics	
Bluemer, Ronald Glenn	HIS 1000 510 2001 500	01/14/13	05/18/13	05/18/13	ST	\$3,990.00	11120650051320	HIS-1000-510	History of Western Civilization I	
Boe, Colleen Elizabeth	Note taker / ATO 1270 2230 2210	12/01/12	01/26/13	01/26/13	ST	\$80.00	11120910051900			
Bokus, Michael Todd	CSP 2201 300	01/14/13	05/18/13	05/18/13	RE	\$2,161.25	11320410051320	CSP-2201-300	Help Desk/User Support	
Borkowski, Andrew Joseph	EMS 2200 01 2201 300 Coordinator	01/14/13	05/18/13	05/18/13	RE	\$4,800.00	11420730051320	EMS-2200-01	Emergency Medical Responder	
Bouxsein, Barbara Jean	CAD 1200 300 1201 300	01/14/13	05/18/13	05/18/13	RE	\$4,655.00	11320410051320	CAD-1200-300	Computer Aided Draft I AutoCAD	
Brady-Crite, Stephanie Jean	ENG 0900 03	01/14/13	05/18/13	05/18/13	RE	\$1,845.00	11520910051900	ENG-0900-03	Basic Composition II	
Bray, Kristal A	ALH 1214 01	01/14/13	03/06/13	03/09/13	RE	\$2,890.50	11420730051320	ALH-1214-01	Certified Nursing Assistant	
Brolley, Vincent Depaul	Mileage	11/16/12	12/14/12	01/26/13	ML	\$54.94	11120650055210			
Brown, Suzanne	AFDA Module 1	01/05/13	01/05/13	01/26/13	ST	\$75.00	11120080151900			
Bruner, Jill D.	MTH 1009 300	01/14/13	05/18/13	05/18/13	RE	\$1,920.00	11120910051320	MTH-1009-300	Structure of Number Systems I	
Bugelhoff, Theresa R	MTH 2002 500	01/14/13	05/18/13	05/18/13	RE	\$1,250.00	11120910051320	MTH-2002-500	Calculus & Analytic Geometry II	
Butcher, Matthew J	ENG 1002 300	01/14/13	05/18/13	05/18/13	RE	\$1,845.00	11120910051320	ENG-1002-300	English Composition II	
Cargill, Gregory D.	Industrial Wastewater Treatment	01/02/13	01/07/13	01/26/13	ST	\$1,200.00	14210331051320	CEU-5508-12	Industrial Wastewater Treatment	
Cargill, Gregory D.	Mileage	01/02/13	01/07/13	01/26/13	ML	\$339.00	14210331055212			
Carrow, Jacqueline Jean	Real Estate Broker Pre-License I	01/15/13	05/14/13	05/18/13	RE	\$3,840.00	14110394151320	REA-1200-350	Real Estate Broker Pre-License I	
Carter, John James	CNC Series 300 Multi Preps	01/14/13	05/18/13	05/18/13	RE	\$2,613.75	11320410051320	CNC-1200-300	Fundamentals of CNC Operations	
Castaneda, Craig Alexander	BIO 1008 09 301 303 1200 01	01/14/13	05/18/13	05/18/13	RE	\$6,240.00	11120570051320	BIO-1008-09	Anatomy & Physiology II	
Cherpeske, Roxanne Gay	THM 1200 01 1204 01	01/14/13	05/18/13	05/18/13	RE	\$3,158.75	11420730051320	THM-1200-01	Introduction To Therapeutic Massage	
Cooper, Debra S	MTH 0907 07 08	01/14/13	05/18/13	05/18/13	RE	\$5,985.00	11520910051900	MTH-0907-07	Intermediate Algebra	
Corrigan, Kevin J	GEG 1005 300	01/14/13	05/18/13	05/18/13	RE	\$3,105.00	11120570051320	GEG-1005-300	Introduction To Astronomy	
Curtin, Walter Michael	EMS 2213 2214 2215 2216 300 Co	01/14/13	05/18/13	05/18/13	RE	\$5,528.85	11420730051320	EMS-2213-300	Paramedic IV - Medical Emergency I	
Dellatori, Beth Ann	ENG 0900 04	01/14/13	05/18/13	05/18/13	RE	\$1,920.00	11520910051900	ENG-0900-04	Basic Composition II	

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Stipends For Pay Period 01/26/13

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Dellatori, Beth Ann	PSY 2001 350	01/14/13	05/18/13	05/18/13	RE	\$1,920.00	11120910051320	PSY-2001-350	Child Growth and Development	
Denton, Justin A	CSO 1202	01/14/13	05/18/13	05/18/13	RE	\$1,537.50	11320410051320	CSO-1202-100	Microsoft Windows	
Dittmer, Alejandro Joseph	SPH 1001 07 300 501	01/14/13	05/18/13	05/18/13	RE	\$5,535.00	11120650051320	SPH-1001-07	Fundamentals of Speech	
Dockins, Sherry Marie	HSR 1204 01	01/14/13	05/18/13	05/18/13	RE	\$1,920.00	11120650051320	HSR-1204-01	Addictive Disorders	
Dove, Christine E	SOC 1000 100 101	01/14/13	05/18/13	05/18/13	RE	\$3,690.00	11120650051320	SOC-1000-100	Introduction To Sociology	
Dzierzynski, Amber Arlene	SPH 1001 505 511	01/14/13	05/18/13	05/18/13	RE	\$3,690.00	11120650051320	SPH-1001-505	Fundamentals of Speech	
Dzurisin, Juliana Mae	ALH 1214 300 301	01/14/13	03/07/13	03/09/13	RE	\$3,382.50	11420730051320	ALH-1214-300	Certified Nursing Assistant	
Eccles, Kimberly A	CSP 1203 01 CSN 1200 302	01/14/13	05/18/13	05/18/13	RE	\$4,830.00	11320410051320	CSP-1203-101	Microsoft Office Professional I	
Ewers, Kathryn Ciara	BIO 1000 500	01/14/13	05/18/13	05/18/13	RE	\$1,845.00	11120570051320	BIO-1000-500	The Global Environment	
Fess, Frederick E	ELT 1203 300	01/14/13	05/18/13	05/18/13	RE	\$1,760.00	11320410051320	ELT-1203-300	Industrial Instrumentation	
Ficek, Rene Marie	ALH 1000 01	01/14/13	05/18/13	05/18/13	RE	\$1,845.00	11420730051320	ALH-1000-01	Introduction To Nutrition	
Fisher, Andrew	ENG 1002 11 1002 502	01/14/13	05/18/13	05/18/13	RE	\$3,840.00	11120910051320	ENG-1002-11	English Composition II	
Forst, Jean	ENG 1001 09 1002 08 10 LIT 201	01/14/13	05/18/13	05/18/13	RE	\$7,380.00	11120910051320	ENG-1001-09	English Composition I	
Fox, Amber Rae	ACT 1210 300	01/14/13	05/18/13	05/18/13	RE	\$1,845.00	11220570051320	ACT-1210-300	Fundamentals of Accounting	
Frahm, Jeannette Michelle	SFC 1000 600	01/14/13	05/18/13	05/18/13	RE	\$1,280.00	11120910051320	SFC-1000-600	Strategies for College	
Gaefcke, William Richard	CRJ 2260 01 300	01/14/13	05/18/13	05/18/13	RE	\$3,690.00	11220570051320	CRJ-2260-01	Police Community Relations	
Gibson, Robert James	AFDA Module 1	01/14/13	01/14/13	01/26/13	ST	\$75.00	11120080151900			
Gibson, Robert James	CSN 1225 300	01/14/13	05/18/13	05/18/13	RE	\$2,152.50	11320410051320	CSN-1225-300	Core Networking Technologies	
Gnidovec, Gary F	CRJ 2020 01	01/14/13	05/18/13	05/18/13	RE	\$1,995.00	11120570051320	CRJ-2020-01	Criminal Law	
Gould, Deke Caines	PHL 1002 100	01/14/13	05/18/13	05/18/13	RE	\$1,845.00	11120650051320	PHL-1002-100	Ethics	
Grebner, Barbara Eugenia	ALH 1214 301 304	01/19/13	03/06/13	03/09/13	RE	\$5,781.00	11420730051320	ALH-1214-301	Certified Nursing Assistant	
Groleau, Ronald W	BIO 1008 09 10 11 1200 02	01/14/13	05/18/13	05/18/13	ST	\$6,210.00	11120570051320	BIO-1008-09	Anatomy & Physiology II	
Hardy, Tina L.	EDC 1000 150	01/14/13	05/18/13	05/18/13	ST	\$2,070.00	11220910051320	EDC-1000-150	Introduction To Education	
Harvey, Eva M	PHL 1001 100	01/14/13	05/18/13	05/18/13	RE	\$1,845.00	11120650051320	PHL-1001-100	Introduction To Philosophy	
Hauger, Elizabeth Lynne	MLC Princeton	01/14/13	05/18/13	05/18/13	ST	\$2,660.00	11520910051900			
Haynes, Tricia Lynn	ENG 0900 01 02 0900 600	01/14/13	05/18/13	05/18/13	RE	\$5,760.00	11520910051900	ENG-0900-01	Basic Composition II	
Hinterlong, James Edward	PSI 1000 530	01/14/13	05/18/13	05/18/13	RE	\$2,070.00	11120650051320	PSI-1000-530	American National Government	
Hinterlong, James Edward	BUL 2000 01	01/14/13	05/18/13	05/18/13	RE	\$2,070.00	11120570051320	BUL-2000-01	The Legal Environment of Business	
Hulstrom, Natalie H	MUS 1000 560	01/14/13	05/18/13	05/18/13	RE	\$1,845.00	11120650051320	MUS-1000-560	Music Appreciation	
Jakupcak, Joseph M	BIO 1000 403	01/14/13	05/18/13	05/18/13	RE	\$2,070.00	11120570051320	BIO-1000-403	The Global Environment	
Jauch, Christian Martin	CSP 1203 01 2203 300	01/14/13	05/18/13	05/18/13	RE	\$4,480.00	11320410051320	CSP-1203-01	Microsoft Office Professional I	
Kalis, Linda Spenny	MTH 0907 601	01/14/13	05/18/13	05/18/13	RE	\$2,767.50	11520910051900	MTH-0907-601	Intermediate Algebra	
Karth, Timothy R	MUP 1004 300	01/14/13	05/18/13	05/18/13	RE	\$1,845.00	11120650051320	MUP-1004-300	Jazz Ensemble	
Keiser, Melissa L	ART 1000 502 1010 600	01/14/13	05/18/13	05/18/13	RE	\$3,690.00	11120650051320	ART-1000-502	Art Survey	

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Stipends For Pay Period 01/26/13

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Kelly, Amy L	ALH 1000 101 102	01/14/13	05/18/13	05/18/13	RE	\$3,690.00	11420730051320	ALH-1000-101	Introduction To Nutrition	
Klag, Jeremiah John	CSO 2200 300	01/20/13	05/18/13	05/18/13	RE	\$2,152.50	11320410051320	CSO-2200-300	UNIX Operating System	
Koehler, Richard A	LC Driver Improvement #851 852	01/16/13	01/19/13	01/26/13	RE	\$337.50	14110394251320	CDV-6000-02	LaSalle Co Driver Improvement	
Koehler, Richard A	Mileage	10/06/12	12/08/12	01/26/13	ML	\$83.25	14110394355212			
Koehler, Richard A	Mileage	01/12/13	01/12/13	01/26/13	ML	\$28.23	14110394355212			
Koehler, Richard A	BP Driver Improvement #174	01/12/11	01/12/13	01/26/13	RE	\$150.00	14110394351320	CDV-7000-02	Bureau Co. Driver Improvement	
Kowalski, Dena Louise	ALH 1000 102	01/14/13	03/07/13	03/07/13	RE	\$1,845.00	11420730051320	ALH-1251-301	Phlebotomy Practicum	
Kreier, Rodney John	IMT 1205 01 02 1206 300	01/14/13	05/18/13	05/18/13	RE	\$5,842.50	11320410051320	IMT-1205-01	Industrial Hydraulics	
Kusek, Karl Kenneth	ELE 1202 02 1206 300	01/14/13	05/18/13	05/18/13	RE	\$3,360.00	11320410051320	ELE-1202-02	Motors and Controls I	
Lamboley, Wendy Lynn	THM 1202 01	01/14/13	05/18/13	05/18/13	RE	\$3,840.00	11420730051320	THM-1202-01	Musculoskeletal System	
Lamkey, Christa Anne	ENG 1001 630	01/14/13	05/18/13	05/18/13	RE	\$1,845.00	11120910051320	ENG-1001-630	English Composition I	
Landgraf, Tammy Lynn	ECE 2219 01 Seminar	08/12/12	12/20/12	01/26/13	ST	\$50.00	11120910051320	ECE-2219-01	Practicum/Student Teaching	
Landgraf, Tammy Lynn	ECE 1203 01 1219 01 2219 01	01/14/13	05/18/13	05/18/13	RE	\$3,547.20	11220910051320	ECE-1203-01	Creative Activities	
Lange, Marilyn Lee	MTH 0906 07 0907 09	01/14/13	05/18/13	05/18/13	ST	\$5,985.00	11520910051900	MTH-0906-07	Basic Algebra	
Lau, Michael S	PSY 2006 300	01/14/13	05/18/13	05/18/13	RE	\$1,995.00	11120650051320	PSY-2006-300	Abnormal Psychology	
Leonard, Bryan Donald	CHM 1004 403	01/14/13	05/18/13	05/18/13	RE	\$3,015.00	11120570051320	CHM-1004-403	Chemistry	
Lesman, Emily Elizabeth	MTH 0900 600 MLC Ottawa	01/14/13	05/18/13	05/18/13	ST	\$5,985.00	11520910051900	MTH-0900-600	Pre-Algebra	
Lockwood, DawnAnne	EDC 1203 150	01/14/13	05/18/13	05/18/13	ST	\$2,145.00	11220910051320	EDC-1203-150	Educational Technology	
Lockwood, DawnAnne	CSG 1202 100	01/14/13	05/18/13	05/18/13	RE	\$2,145.00	11320410051320	CSG-1202-100	Photoshop	
Loebach, Nancy Ann	MTH 0906 301	01/14/13	05/18/13	05/18/13	RE	\$2,767.50	11520910051900	MTH-0906-301	Basic Algebra	
Lynch, Theresa Marie	DLA 1206 01 2201 01 2203 01 02	01/14/13	05/18/13	05/18/13	RE	\$9,225.00	11420730051320	DLA-1206-01	Dental Office Management	
Mahoney, James Joseph	WLD Series 11 Multi Prep	01/14/13	05/04/13	05/04/13	RE	\$1,998.75	11320410051320	WLD-1200-11	Stick, Plate, Flat Arc Welding	
Mahoney, James Joseph	WLD Series 301 Multi Prep	01/14/13	03/06/13	03/09/13	RE	\$1,998.75	11320410051320	WLD-1200-301	Stick, Plate, Flat Arc Welding	
Malavolti, Steven Otto	ELE 1206 01 WND 2200 300	01/19/13	05/18/13	05/18/13	RE	\$4,800.00	11320410051320	ELE-1206-01	Electrical Wiring	
Maltas, Luke Adam	CAD 1203 300	01/14/13	05/18/13	05/18/13	RE	\$1,537.50	11320410051320	CAD-1203-300	Electronics Drafting	
Mandujano, James Edward	CRJ 1030 01	01/14/13	05/18/13	05/18/13	RE	\$1,920.00	11120570051320	CRJ-1030-01	Juvenile Delinquency	
Martin, Matthew	ART 1000 504 600 1007 300	01/14/13	05/18/13	05/18/13	RE	\$5,535.00	11120650051320	ART-1000-504	Art Survey	
Maurice, Jeanette A	RWSS Lab	01/14/13	05/18/13	05/18/13	RE	\$2,070.00	11520910051900			
McCabe-Pinn, Linda	ALH 1002 300	01/14/13	05/18/13	05/18/13	RE	\$1,995.00	11420730051320	ALH-1002-300	Human Growth & Development	
McCarthy, Melissa R	PSY 1000 505 507	01/14/13	05/18/13	05/18/13	RE	\$3,690.00	11120650051320	PSY-1000-505	General Psychology	
McClure, Colleen S	MLC Ottawa	01/14/13	05/18/13	05/18/13	RE	\$2,660.00	11520910051900			
McKee, Larry E	MLC IVCC	01/14/13	05/18/13	05/18/13	RE	\$3,990.00	11520910051900			
McLain, William F	WED 2200 311	01/14/13	05/18/13	05/18/13	RE	\$2,152.50	11320410051320	WED-2200-311	Welding Blueprint Reading	
Mekeel, Ashley Marie	MUS 1000 500	01/14/13	05/18/13	05/18/13	RE	\$1,845.00	11120650051320	MUS-1000-500	Music Appreciation	

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Stipends For Pay Period 01/26/13

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Mekeel, Ashley Marie	Piano Lessons / 8	01/14/13	05/18/13	05/18/13	ST	\$230.64	11120650051320	MUP-2005-01	Applied Music: Piano	
Mekeel, Ashley Marie	AFDA Module 1	01/05/13	01/05/13	01/26/13	ST	\$75.00	11120080151900			
Mills, Michael Edward	EMS 2200 01	01/14/13	05/18/13	05/18/13	RE	\$3,690.00	11420730051320	EMS-2200-01	Emergency Medical Responder	
Montgomery, D Gene	MUP 1002 300	01/14/13	05/18/13	05/18/13	RE	\$2,070.00	11120650051320	MUP-1002-300	Wind Ensemble	
Moore, Anni	BIO 1009 300 301 1009 300	01/14/13	05/18/13	05/18/13	RE	\$4,000.00	11120570051320	BIO-1009-300	Microbiology	
Moshage, Lynda Marlene	THM 1200 01	01/14/13	03/25/13	03/25/13	RE	\$461.25	11420730051320	THM-1200-01	Introduction To Therapeutic Massage	
Nelson, Catherine Lee	ECE 2005 01	01/14/13	05/18/13	05/18/13	ST	\$1,995.00	11220910051320	ECE-2005-01	Students/Disabilities Schools	
Nickel, Paul A	IMT 1220 300	01/14/13	05/18/13	05/18/13	RE	\$2,306.25	11320410051320	IMT-1220-300	Rigging Systems	
Nickel, Paul A	WLD Series 04 Multi Prep	01/15/13	03/07/13	03/09/13	RE	\$1,998.75	11320410051320	WLD-1200-04	Stick, Plate, Flat Arc Welding	
Norlin, Marilyn Kaye	PSY 2200 300	01/14/13	05/18/13	05/18/13	RE	\$1,920.00	11120650051320	PSY-2200-300	Human Relations/World of Work	
Novak, M. Elaine	CSP 1203 100	01/14/13	05/18/13	05/18/13	RE	\$2,152.50	11320410051320	CSP-1203-100	Microsoft Office Professional I	
O'Brien, Tina Marie	MLC Streator	01/14/13	05/18/13	05/18/13	RE	\$2,560.00	11520910051900			
O'Connor, Daniel J	ATO 1220 01 02	01/14/13	05/18/13	05/18/13	RE	\$4,140.00	11320410051320	ATO-1220-01	Basic Automotive Electricity	
Olesen, Kyle R	CSN 1202 300	01/14/13	05/18/13	05/18/13	RE	\$2,152.50	11320410051320	CSN-1202-300	Web Site Development	
Opsal, James Allen	BIO 1008 11 1200 630	01/14/13	05/18/13	05/18/13	RE	\$2,767.50	11120570051320	BIO-1008-11	Anatomy & Physiology II	
Parisot, Debora	GDT 1203 408	01/14/13	05/18/13	05/18/13	RE	\$1,845.00	11320650051320	GDT-1203-408	Printing Technology	
Paul, Kristine	SDT 1203 300	01/14/13	03/07/13	03/09/13	RE	\$615.00	11320410051320	SDT-1203-300	Job Seeking Skills	
Petersen, Bonnie S	HPE 1003 600 1004 03 600	01/14/13	05/18/13	05/18/13	RE	\$3,840.00	11120570051320	HPE-1003-600	Personal and Community Health	
Phillips, Alan G	ANT 1000 01 600 SOC 1000 300	01/14/13	05/18/13	05/18/13	RE	\$5,535.00	11120650051320	ANT-1000-01	Introduction To Anthropology	
Pinter, Debra Lynn	ALH 1214 02 07	01/14/13	05/18/13	05/18/13	RE	\$5,781.00	11420730051320	ALH-1214-02	Certified Nursing Assistant	
Reeder, Brennan Trahern	Open Lab Hours	01/14/13	05/18/13	05/18/13	RE	\$1,383.75	11120570051320			
Reif, Cynthia Lou	DLA 1202 01 02 1205 01 2200 01	01/14/13	05/18/13	05/18/13	RE	\$5,985.00	11420730051320	DLA-1202-01	Supervised Dental Assistant Practicum	
Renn, Kristine Marie	BIO 1008 10 Open Lab	01/14/13	05/18/13	05/18/13	RE	\$4,274.25	11120570051320	BIO-1008-10	Anatomy & Physiology II	
Retoff, Dan J	BIO 1008 301 302 BION 1008 302	01/14/13	05/18/13	05/18/13	RE	\$5,692.50	11120570051320	BIO-1008-301	Anatomy & Physiology II	
Rodda, Jeanna Michele	FRS 2010 01	01/14/13	05/18/13	05/18/13	RE	\$1,920.00	11120570051320	FRS-2010-01	Basic Principles of Documentation & Communication	
Schultz, Kim Ann	ALH 1214 600 601 602 604 605	01/14/13	03/08/13	03/09/13	RE	\$9,163.50	11420730051320	ALH-1214-600	Certified Nursing Assistant	
Serafini, Daniel J	MTH 1004 300 1008 300	01/14/13	05/18/13	05/18/13	RE	\$3,690.00	11120910051320	MTH-1004-300	Trigonometry	
Shields, Richard Maurice	ACT 1220 600	01/14/13	05/18/13	05/18/13	RE	\$600.00	11220570051320	ACT-1220-600	Practical Income Tax Preparation	
Silvey, Anne Marie S.	SPH 1001 510 601 600	01/14/13	05/18/13	05/18/13	RE	\$5,535.00	11120650051320	SPH-1001-510	Fundamentals of Speech	
Smith, Mary Helen	DFT 1201 300	01/14/13	05/18/13	05/18/13	RE	\$2,327.50	11320410051320	DFT-1201-300	Advanced Drafting	
Smith, Paul C.	CAD 2204 300	01/14/13	05/18/13	05/18/13	RE	\$2,152.50	11320410051320	CAD-2204-300	Geometry Dimension & Tolerance	
Sobin, Betsy Lynn	RED 0900 03	01/14/13	05/18/13	05/18/13	RE	\$1,995.00	11520910051900	RED-0900-03	Basic Reading II	
Spayer, Rodney Gene	ELE 1202 01 ELT 2204 01	01/14/13	05/18/13	05/18/13	RE	\$5,381.25	11320410051320	ELE-1202-01	Motors and Controls I	

Stipends For Pay Period 01/26/13

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Spears, Chaya Riannon	ANT 1002 01	01/14/13	05/18/13	05/18/13	RE	\$1,845.00	11120650051320	ANT-1002-01	Cultural Anthropology	
Sphar, Ronald E	HVC 1240 300 2210 300	01/14/13	05/18/13	05/18/13	RE	\$4,480.00	11320410051320	HVC-1240-300	Design Installation/Serviceing	
Sramek, Katherine Lynn	CSP 1210 01 1231 300	01/14/13	05/18/13	05/18/13	RE	\$2,921.25	11320410051320	CSP-1210-01	Basic Computer Skills Workplace	
Stockley, Douglas L	CSP 1203 600	01/14/13	05/18/13	05/18/13	RE	\$2,898.00	11320410051320	CSP-1203-600	Microsoft Office Professional I	
Stoddard, Danielle Annette	PSY 1000 509	01/14/13	05/18/13	05/18/13	RE	\$1,845.00	11120650051320	PSY-1000-509	General Psychology	
Stone, Donna P	SPH 1001 520 THE 2002 600	01/14/13	05/18/13	05/18/13	RE	\$3,690.00	11120650051320	SPH-1001-520	Fundamentals of Speech	
Strickler, Andrew Robert	MTH 0900 01 02 300	01/14/13	05/18/13	05/18/13	RE	\$5,535.00	11520910051900	MTH-0900-01	Pre-Algebra	
Swett, Steven A	MKT 1220 300	01/14/13	05/18/13	05/18/13	RE	\$2,484.00	11220570051320	MKT-1220-300	Sales/Retailing	
Swett, Steven A	ALH 1221 630	01/14/13	03/07/13	03/09/13	RE	\$828.00	11420730051320	ALH-1221-630	Industrial First Aid	
Swett, Steven A	SFC 1000 02	01/14/13	05/18/13	05/18/13	RE	\$1,656.00	11120910051320	SFC-1000-02	Strategies for College	
Taylor, James Edward	IMT 1207 300	01/14/13	05/18/13	05/18/13	RE	\$1,600.00	11320410051320	IMT-1207-300	Pipefitting	
Templeton, Thomas J	CRJ 1260 01	01/14/13	05/18/13	05/18/13	RE	\$2,070.00	11220570051320	CRJ-1260-01	Administration of Justice	
Torbeck, Joel A	ECN 2003 300	01/14/13	05/18/13	05/18/13	ST	\$1,995.00	11120570051320	ECN-2003-300	Principles of Macroeconomics	
Towne, Brian J	CRJ 1260 300	01/14/13	05/18/13	05/18/13	RE	\$1,995.00	11220570051320	CRJ-1260-300	Administration of Justice	
Turchi, Mary Lynn	SSK 0902 100 0903 100	01/14/13	05/18/13	05/18/13	RE	\$640.00	11520910051900	SSK-0902-100	Test Taking Techniques	
Turchi, Mary Lynn	SFC 1000 100	01/14/13	05/18/13	05/18/13	RE	\$1,380.00	11120910051320	SFC-1000-100	Strategies for College	
Vesper, Kathy Ruth	ALH 1214 602 604 605 606	01/14/13	05/18/13	05/18/13	RE	\$7,038.00	11420730051320	ALH-1214-602	Certified Nursing Assistant	
Walczynski, Mark J	CFJ 1000 300, 2040 01	01/14/13	05/18/13	05/18/13	RE	\$3,690.00	11120570051320	CRJ-1000-300	Introduction To Criminal Justice	
Walker, Amie Lynn	ALH 1001 01	01/14/13	05/18/13	05/18/13	RE	\$1,845.00	11420730051320	ALH-1001-01	Terminology Health Field	
Wasmer, Susan Marie	ALH 1250 300 1251 01 Program Coordinator	01/14/13	05/18/13	05/18/13	RE	\$5,640.00	11420730051320	ALH-1250-300	Principle/Practice Phlebotomy	
Weitl, Jamie B	ENG 1 0909 100	01/14/13	05/18/13	05/18/13	RE	\$615.00	11520910051900	ENG-0909-100	English Lab	
Whightsil, Greg Allen	ELE 1200 01 1203 300	01/14/13	05/18/13	05/18/13	RE	\$4,960.00	11320410051320	ELE-1200-01	Basic Industrial Electricity I	
Whited, Barry Gene	BUS 1010 300, ECN 2002 300	01/14/13	05/18/13	05/18/13	RE	\$3,990.00	11120570051320	BUS-1010-300	Introduction To Business	
Yanek, Ray Michael	ENG 0900 300	01/14/13	05/18/13	05/18/13	RE	\$1,920.00	11520910051900	ENG-0900-300	Basic Composition II	
TOTAL						\$456,178.86				

*Cheryl Roelfsema*

Cheryl Roelfsema

Vice President of Business Services and Finance

*Jerry Corcoran 2/5/13*  
 Dr. 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

**Purchase Request –Welding Instructional Materials**

The administration requests authorization to purchase Welding instructional materials from the Hobart Institute of Welding Technology (HIWT). IVCC currently owns approximately twenty (20) HIWT DVDs on a variety of Welding topics. Site licenses will allow Welding students to view HIWTDVDs on any computer on IVCC's campus. The Welding Instructional materials from HIWT include site licenses, additional DVDs on other Welding topics, Instructor Guides, and other instructional materials.

The total price of the Welding instructional materials is \$14,711.30. Attached is documentation from Hobart Institute of Welding Technology stating that they are the sole source provider for these materials.

These items will be paid for with funds from the Department of Labor iNAM (Illinois Network for Advanced Manufacturing) Grant.

**Recommendation:**

**The administration recommends Board approval to purchase the Welding instructional materials from the Hobart Institute of Welding Technology in the amount of \$14,711.30.**



**HOBART INSTITUTE**  
OF WELDING TECHNOLOGY

400 Trade Square East, Troy, Ohio 45373 U.S.A.

*A 501(c)(3) not-for-profit educational organization*

## **Subject: Sole Source for Hobart Institute Curriculum Materials**

The Hobart Institute of Welding Technology (HIWT) is an incorporated, non-profit organization. Our Tax Identification Number is 31-6032186.

In addition to the welding skill courses that we teach here at the Institute, we market a full line of welding training curriculum materials, including dvd based courseware, student workbooks, technical guides and wall posters.

We are the sole source of HIWT training materials. All of our materials are protected by copyright and may not be duplicated in whole or in part.

Sincerely,

Linda Greulich  
Customer Service

*PROVIDING EXCELLENCE IN WELDING TRAINING AND EDUCATION SINCE 1930*

Supported by our Board of Directors:

ANDREW A. CUMMINGS, RICHARD CLIFTON, WILLIAM H. HOBART, PHILIP C. HOBART, ROBERT F. HOWELL, JAMES H. MURPHY, STEPHEN W. NICHOLS, GEORGE R. RHOADES, JR., ROY L. SCOTT, GARY S. SQUIRE  
Phone (800) 332-9448 | (937) 332-5000 | Fax (937) 332-5200 | [www.welding.org](http://www.welding.org)

**Faculty Tenure Recommendation – Keith King**

Dr. Lori Scroggs, Interim Vice President for Learning and Student Development, Sue Isermann, Associate Vice President for Academic Affairs, and Ron Groleau, Dean of Natural Science and Business have completed their evaluation of Keith King, Biology Instructor. Mr. King is eligible for tenure appointment. The tenure recommendation is attached.

**Recommendation:**

**The administration recommends the approval of tenure for Keith King, Biology Instructor.**

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

Mr. Keith King is being recommended for tenure in his position as a Biology instructor at Illinois Valley Community College. This tenure appointment will commence on August 15, 2013.

This recommendation is based on the following:

1. Exemplary Teaching Performance:

Keith has a student-centered approach to instruction. He understands the importance of biology related to the IVCC curriculum and the everyday lives of his students. One of Keith's strengths is his knowledge of his subject matter. This is obviously important in biological topics such as stem cells and DNA. Keith is an enthusiastic instructor with an appropriate sense and use of humor. He motivates his students to learn. Keith is a competent Smart Room user and has incorporated the Blackboard course management system into his classes. He has introduced a biotechnology lab to the biology curriculum in which students learn current DNA analysis techniques. In addition, Keith has created on-line content and quizzes which allow students to study laboratory material from their home computers. Chemistry students have also benefited from Keith's expertise. He has worked with them on a research project to identify genetically-modified organisms in food. Keith uses formal and informal assessment measures in his courses. Administrative and student evaluations of his classroom performance have been very positive. Keith has consistently used formative evaluation to improve his teaching.

2. Contributions to the College:

Keith has attended and participated in all Division meetings. He has strong work relationships with many of the IVCC faculty, staff, students, and administration. Keith has been involved in the following College activities:

- Member of the IVCC Curriculum Committee
- Served on the Anatomy and Physiology and Librarian selection committees
- Member of the IVCC Human Subjects Research and Review Board
- Member of the IVCC Rivers Testing Project
- Contributor to the writing of a STEM grant with Sue Opsal and Rosie Lynch
- Attendee of the AQIP Strategy Forum in 2012
- Participant in the IVCC 2012 Faculty Summer Institute
- Panel member, two years running, for the IVCC Darwin Day Forum

In addition, Keith has updated course outlines for BIO 1003 and BIO 1004. These courses have received Illinois Articulation approval. For the Spring 2013 semester, Keith will be team teaching the Introduction to Classroom Assessment and Research class.

3. Contributions to the Community:

Keith is a participant in the annual Walk to End Alzheimer's sponsored by the Illinois Valley Alzheimer's Volunteers. He is also active with the Putnam County Cancer Killers group. In conjunction with his wife, Stacey, Keith helped to sponsor an event by Target for the benefit of Illinois Valley Animal Rescue. Keith's family adopted their dog, Apollo, from IVAR. Keith has served as an annual science fair judge for Tonica grade school. Along with his family, Keith enjoys attending IVCC basketball and volleyball games, including "Dig Pink" nights in which the volleyball team raises money to fight breast cancer.


4. Professional Involvement:

Keith is a member of the National Association of Biology Teachers. He attended a workshop on "The Evolving Classroom in Majors Biology" at the Field Museum in Chicago. In 2012 Keith attended the 16<sup>th</sup> annual Assessment Fair at Oakton Community College. He also attended the 2011 IVCC Leadership and Core Values Retreat. Keith was a presenter at the ROE development day in 2011, discussing technology in the classroom with district high school teachers.

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

  
\_\_\_\_\_  
Dean 1/24/13  
Date

  
\_\_\_\_\_  
Associate Vice President for Academic Affairs 1/24/13  
Date

  
\_\_\_\_\_  
Interim Vice President for Learning and Student Development 1/24/13  
Date



**Faculty Tenure Recommendation – Adam Oldaker**

Dr. Lori Scroggs, Interim Vice President for Learning and Student Development, Sue Isermann, Associate Vice President for Academic Affairs, and Marianne Dzik, Dean of English, Mathematics, and Education have completed their evaluation of Adam Oldaker, English Composition Instructor. Mr. Oldaker is eligible for tenure appointment. The tenure recommendation is attached.

**Recommendation:**

**The administration recommends the approval of tenure for Adam Oldaker, English Composition Instructor.**

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

Adam Oldaker is being recommended for tenure in his position as an English instructor at Illinois Valley Community College. This tenure appointment will commence August 15, 2013.

This recommendation is based on the following:

1. Exemplary Teaching Performance:

Adam Oldaker believes in the value of learning for himself as well as for his students. Since becoming a full-time faculty member, Adam has successfully completed several graduate level classes and has attended many workshops and conferences. Knowledge gained from those experiences has been incorporated by Adam into his courses. As a result, Adam is continually assessing and improving his courses. Supplementary learning tools which both enhance the learning and make the material more relevant are integral parts of his classes. Students thoughtfully participate in class discussions and their comments reflect the critical thinking skills of analysis, synthesis and application. Assessment of student learning is conducted not only at the conclusion of class but also at the beginning and throughout the class, and Adam adjusts the class based upon the assessment results. Each day, Adam exhibits exemplary teaching in the classroom and in the Writing Center.

2. Contributions to the College:

Adam Oldaker has proven to be a most active participant in committees, teams, and student organizations. His commitment to IVCC and his students is reflected in the following listing of activities.

- Instructor for the faculty Classroom Assessment Techniques class
- Faculty co-sponsor for Sigma Kappa Delta
- Faculty sponsor for eagLITS
- Member of the Honors Program Team
- Member of the Student Success Committee
- Co-chair of Respecting Intellectual Property: The Plagiarism Project
- Attended IVCC Series on Learning workshops
- Attended IVCC's Leadership and Core Values Retreat
- Presented a module on active learning to AFDA and to the new faculty orientation class
- Presented at the Dual-Credit/Dual-Enrollment Workshop
- Mentored part-time English instructors
- Facilitated a breakout session on Faculty Development Day
- Main editor for the AQIP systems portfolio
- Participated on a search committee for a library position

3. Contributions to the Community:

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

- Participation in Career Expo
- Judge for the high school writing competition
- Judge for the Illinois Association of Teachers of English Prose Competition
- Participation in annual high school/IVCC meeting of English teachers
- Member and presenter of LaSalle ROE/IVCC Joint Professional Development Day Committee

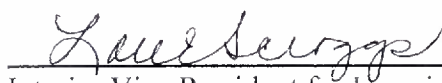
4. Professional Development:

Adam Oldaker's professional development focuses on increasing his knowledge in the areas of writing, American literature, and teaching strategies. Following is a listing of his professional organizations and activities.

- Member of the National Council of Teachers of English
- Member of the Illinois Association of Teachers of English
- Member of the Community College Humanities Association
- Member of Sigma Kappa Delta
- Member of Sigma Tau Delta
- Participant in the New Faculty Orientation class
- Participant in the NEH workshop entitled "Concord, Massachusetts: Feminists, Utopians, and Social Reform in the Age of Emerson and Thoreau"

  
\_\_\_\_\_  
Dean 1/22/13  
Date

  
\_\_\_\_\_  
Associate Vice President for Academic Affairs 1/22/13  
Date

  
\_\_\_\_\_  
Interim Vice President for Learning & Student Development 1/22/13  
Date

**Faculty Tenure Recommendation – Jennifer Savoia**

Dr. Lori Scroggs, Interim Vice President for Learning and Student Development, Sue Isermann, Associate Vice President for Academic Affairs, and Bonnie Campbell, Dean of Health Professions and Interim Director of Nursing have completed their evaluation of Jennifer Savoia, Nursing Instructor. Ms. Savoia is eligible for tenure appointment. The tenure recommendation is attached.

**Recommendation:**

**The administration recommends the approval of tenure for Jennifer Savoia, Nursing Instructor.**

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

Jennifer Savoia is being recommended for tenure in her position as a Nursing instructor at Illinois Valley Community College. This tenure appointment will commence on August 15, 2013.

This recommendation is based on the following:

1. Exemplary Teaching Performance:

Jennifer Savoia has demonstrated that she is a teacher who cares. She cares about the students in her classroom and she cares about the appropriateness of their education related to current demands and trends in the field of nursing. Jennifer challenges her students to think beyond what they see through the use of a variety of teaching strategies utilized in the formal classroom and the clinical setting, including clinical logs and evaluations, concept mapping, and use of classroom assessment tools. She creates a classroom atmosphere where students are engaged, relaxed and willing to participate. Jennifer has been instrumental in moving nursing simulations forward in the curriculum and has co-developed the new simulation for Mental Health Nursing. Her student feedback forms consistently cite Jennifer as a compassionate, caring, supportive and knowledgeable instructor who “goes above and beyond to make sure we (her students) understand the material and does a wonderful job making you feel confident in your abilities.”

2. Contribution to the College:

As a result of Jennifer Savoia’s active participation in committees and teams, she has demonstrated her commitment to not just the Nursing Department, but IVCC in general. She extends herself to assist current and past students through involvement in departmental, division and college initiatives. The following list illustrates examples of her participation:

- Active participant in weekly Nursing Faculty Meetings
- Active participant in monthly Health Professions Division Meetings
- Member Nursing Sub-Committee for Retention and Remediation
- Curricular revision of NUR 1210 Mental Health Nursing
- Member of IVCC Curriculum Committee
- Member of IVCC Theme Committee
- Participated on the search committee for the most recent Nursing Faculty position
- Assist with mentoring of new Nursing Instructor at the clinical site

3. Contributions to the Community:

Jennifer Savoia is very aware of the importance of promoting IVCC in the community. The following list illustrates examples of her contributions and participation:

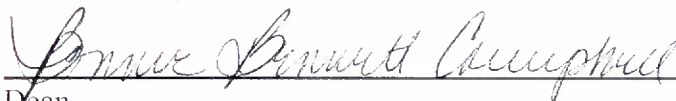
- Participation in the Annual Career Expo
- Member of the American Legion Women's Auxiliary
- Member of Morris Fire Department Ladies Auxiliary
- Involved in teaching religious education

4. Professional Involvement:

Jennifer Savoia's professional involvement focuses on increasing her knowledge in nursing education which will ultimately enhance her teaching practice, interaction with students, and evaluation of student performance in the classroom and clinical settings. Following is a listing of her professional organizations and activities:

- Member National Association of Associate Degree Nursing
- Member Illinois Association of Associate Degree Nursing
- Member National League for Nursing
- Participant in New Faculty Orientation class

Jennifer Savoia has proven herself to be a dedicated instructor who exemplifies the Core Values and Valued Practices that serve the mission of Illinois Valley Community College. Jennifer is an asset to both the institution and our community.



Dean

1-22-13

Date



Associate Vice President for Academic Affairs

1/22/13

Date



Interim Vice President for Learning & Student Development

1-22-13

Date

**Faculty Tenure Recommendation – Nora Villarreal**

Dr. Lori Scroggs, Interim Vice President for Learning and Student Development, Sue Isermann, Associate Vice President for Academic Affairs, and Marianne Dzik, Dean of English, Mathematics, and Education have completed their evaluation of Nora Villarreal, English Composition Instructor. Ms. Villarreal is eligible for tenure appointment. The tenure recommendation is attached.

**Recommendation:**

**The administration recommends the approval of tenure for Nora Villarreal, English Composition Instructor.**

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

Nora Villarreal is being recommended for tenure in her position as an English instructor at Illinois Valley Community College. This tenure appointment will commence August 15, 2013.

This recommendation is based on the following:

1. Exemplary Teaching Performance:

Nora Villarreal's writing and literature classes demonstrate three essential components of quality teaching. Instruction is challenging, relevant, organized, and current. The instructor is enthusiastic and knowledgeable about her subject, teaching strategies, learning styles, and technology. Students are totally engaged in the learning process and take responsibility for their learning by participating in active learning activities and in the sharing of ideas during class discussions. Students are called upon to reflect and to think critically. Assessment of student learning and attention to the higher order of thinking skills are evident. Her student feedback forms consistently cite her as an enthusiastic teacher who loves her subject and wants her students to succeed.

2. Contributions to the College:

Through Nora Villarreal's active participation in committees and teams, she has made significant contributions to IVCC. The following list illustrates examples of her participation.

- Honors Program Director
- Member of the Writing Across Campus initiative
- Member of Leadership and Core Values planning committee
- Facilitator for faculty inservice workshops ("10 Tech Tips for Enlivening Your Lessons")
- Presenter at the Support Staff Retreat
- Member of the Convocation Planning Committee
- Reviewer of Eng 1001 course outline
- Faculty consultant to YOUiversity

3. Contributions to the Community:

Nora Villarreal has participated in events that promote IVCC to the community. Following are examples of her contributions.

- Illinois Association of Teachers of English Writing Competition judge
- Participant in the annual Career Expo
- Participant in meetings with high school English teachers
- Member of St. Peter and St. Paul's Church




4. Professional Involvement:

Nora Villarreal's professional involvement has focused on increasing her knowledge in areas that will enhance her teaching and her interaction with her students and colleagues. Following is a listing of some of her activities.

- Member of IVCC's Professional Development Committee
- Planning Committee member for Leadership and Core Values retreat
- Participant in Mental Health First Aid training
- Participant in IVCC's Classroom Assessment Techniques class
- Participant in the New Faculty Orientation class

  
\_\_\_\_\_  
Dean 2/7/13  
Date

  
\_\_\_\_\_  
Associate Vice President for Academic Affairs 2/7/13  
Date

  
\_\_\_\_\_  
Interim Vice President for Learning & Student Development 2/7/13  
Date

**Staff Appointment – Ms. Amy J. Smith, Director of Institutional Research**

A search advisory committee has selected Ms. Amy J. Smith as the Director of Institutional Research to fill the vacancy created by the resignation of Robert Mattson. Information on this applicant is attached.

**Recommendation:**

**The administration recommends the appointment of Ms. Amy J. Smith as the Director of Institutional Research, at an annualized salary of \$47,000.**

**RECOMMENDED FOR STAFF APPOINTMENT**  
**2012-2013**

GENERAL INFORMATION:

POSITION TO BE FILLED: Director of Institutional Research

NUMBER OF APPLICANTS: 11

NUMBER OF APPLICANTS INTERVIEWED: 5

APPLICANTS INTERVIEWED BY:

Mr. Barnes, Mr. Berry, Ms. Donna, Ms. Isermann, Ms. Roelfsema

APPLICANT RECOMMENDED:

Amy J. Smith

EDUCATIONAL PREPARATION:

University of Iowa, Iowa City, IA - B.A. in General Science

Scott Community College, Bettendorf, IA – A.A. in Liberal Arts

EXPERIENCE:

Heartland Community College – Research Analyst

Illinois State University – Graduate Assistant

University of Pittsburgh – Academic Specialist

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

1. Previous experience at a community college as a research analyst
2. Demonstrated solid knowledge of school information systems
3. Familiarity with Illinois Community College Board reporting
4. Experience with relational databases

RECOMMENDED SALARY: \$47,000 annualized

Ms. Glenna Jones, SPHR  
Director of Human Resources

**Faculty Resignation – Christine Foster, Nursing Instructor**

Christine Foster, Nursing Instructor, has submitted her resignation effective upon the completion of the spring semester. Her resignation letter is attached.

Christine joined IVCC in August 2011 as a nursing instructor.

**Recommendation:**

**The administration recommends the Board accept with regret Christine Foster's resignation effective upon completion of the spring semester and wish her luck in her future endeavors.**

Bonnie Campbell RN, MSN

Dean of Health Professions

Illinois Valley Community College

February 3, 2013

Dear Bonnie,

It is with a sad heart that I am giving you this letter of resignation to be effective at the end of this term. My life has recently changed as I must adapt to the fact that my daughter and her husband and young family will soon be leaving the Midwest for Baltimore, MD for new job opportunities. Due to this fact I will be taking frequent trips out to the east coast to visit them and out of necessity I must return back to my position full-time as a nurse practitioner at the Women's Center for Health in Naperville.

You have all been very supportive over the past two years and I am very appreciative of that as well as your guidance. Thank you for the opportunity for teaching our future nurses and community college students!

Sincerely,

  
Christine Foster

RECEIVED

FEB 2 - 2013

HUMAN

RES

**Resolutions Designating the Fiscal Year and a Person to Prepare the Tentative Budget**

The administration requests Board authorization to designate a fiscal year and identify an officer of the District to prepare the tentative budget. In keeping with past practice, the recommended fiscal year would be from July 1, 2013 to June 30, 2014, and the College's President would be responsible for preparing the tentative budget. The following resolutions and budget calendar are therefore presented for Board consideration.

**Recommendation:**

**The administration recommends the Board take the following action:**

- 1. Adopt the resolution designating the fiscal year be from July 1, 2013 to June 30, 2014;**
- 2. Adopt the resolution designating Dr. Jerry Corcoran as the District's officer appointed to prepare the tentative budget; and**
- 3. Approve the budget calendar, as presented.**

RESOLUTION TO DESIGNATE A FISCAL YEAR

RESOLUTION

\_\_\_\_\_ moved, seconded by \_\_\_\_\_ that the  
fiscal year of Illinois Valley Community College, District No. 513, Counties of La Salle, Bureau,  
Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston, in the State of Illinois, be July 1, 2013  
to June 30, 2014.

ADOPTED this 19th day of February, 2013.

\_\_\_\_\_  
Chair, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

RESOLUTION TO DESIGNATE A PERSON(S) TO PREPARE  
A TENTATIVE BUDGET

RESOLUTION

BE IT RESOLVED BY the Board of Community College District No. 513, in the counties of La Salle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston, in the State of Illinois, that Dr. Jerry Corcoran be and is hereby appointed to prepare a tentative budget for said college district for the fiscal year beginning July 1, 2013 and ending June 30, 2014, which tentative budget shall be filed with the Secretary of this Board.

ADOPTED this 19th day of February, 2013.

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Chair, Board of Trustees

ATTEST:

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Secretary, Board of Trustees



ILLINOIS VALLEY COMMUNITY COLLEGE

BUDGET CALENDAR — FY2014

- February 19, 2013 - Resolution to Designate a Fiscal Year  
Budget Calendar  
Resolution to Designate a Person(s) to Prepare a Tentative Budget
  
- July 16, 2013 - Resolution to Adopt Tentative Budget  
Notice of Public Hearing
  
- July 17, 2013 - Budget Available for Public Inspection
  
- July 18, 2013 Notice of Public Hearing published
  
- August 20, 2013 - Public Hearing — 6:30 p.m.  
Resolution to Adopt Budget

**FY2014 Board of Trustees Budget**

On behalf of the Board of Trustees, Dennis N. Thompson has reviewed the tentative FY2014 Board of Trustees budget and is recommending Board approval.

**Recommendation:**

**Approve the tentative FY2014 Board of Trustees Budget, as presented.**

**Original Budget Request Report  
Fiscal Year 2014**

<b>Department</b>	<b>Obj &amp; Desc</b>	<b>GL Number</b>	<b>FY14 Request</b>	<b>FY13 Budget</b>	<b>FY12 Actual</b>	<b>FY11 Actual</b>	<b>FY10 Actual</b>	<b>FY09 Actual</b>
100910 - Board	53200 - Consultants	01-85-100910-53200		-	-	-	-	-
	54110 - Office supplies	01-85-100910-54110	500	500	310	409	477	202
	54200 - Printing	01-85-100910-54200	1,600	1,600	1,248	1,615	1,998	1,882
	54600 - Publications and dues	01-85-100910-54600	11,000	11,000	10,890	10,890	13,905	13,506
	55110 - Catering	01-85-100910-55110	500	500	167	280	353	283
	55111 - Conference fees-Admin	01-85-100910-55111	2,500	2,500	810	1,045	1,915	3,834
	55200 - Do Not Use	01-85-100910-55200		-	-	-	-	-
	55211 - Travel IS-Admin	01-85-100910-55211	3,500	3,500	2,127	865	2,534	4,049
	55311 - Travel OOS-Admin	01-85-100910-55311	1,400	1,400	-	-	2,058	6,145
100910 - Board Total			21,000	21,000	15,552	15,104	23,240	29,901

**Tuition Adjustment**

The administration recommends increasing tuition from \$84.38 to \$93.60 per credit hour to be effective with the summer 2013 semester. The universal fee would increase by \$.01 to \$7.40. The combined tuition and universal fee would be \$101.00. The increase of \$9.23 per credit hour is a 10.0 percent increase over the FY2013 combined tuition and universal fee of \$91.77.

The State average combined tuition and universal fee is \$107.89 for fiscal year 2013. For ICCB Peer Group II the average FY2013 tuition and universal fee is \$104.17; for ICCB Peer Group III, which includes IVCC, the average FY2013 tuition and universal fee is \$99.94.

This action is being recommended with the anticipation of State funding declining from the FY2013 level and lower property values which will result in a decrease in property tax levies.

IVCC State Funding History

(Base operating grant, equalization, and workforce development)

FY2009	\$3,079,570 (after mid-year reduction)
FY2010	2,863,337
FY2011	2,526,063
FY2012	2,493,122
FY2013	2,480,318

Equalized Assessed Valuation (EAV)

Tax Year	EAV
2009	\$3,198,644,044
2010	\$3,183,103,555
2011	\$3,132,796,312

**Recommendation:**

**The administration recommends Board approval to increase tuition by \$9.22, from \$84.38 to \$93.60, per credit hour and the universal fee by \$.01, beginning with the summer 2013 semester.**

**Course Fees/Adjustments**

Course fees are reviewed annually by Program Coordinators and Deans using the approved Course Fee Guidelines. A copy of the current course fee guidelines is attached, along with a copy of the proposed fee changes for FY14.

IVCC currently has 375 courses with approved course fees. The Program Coordinators and Deans recommend increasing fees for 164 courses, decreasing fees for 48 courses, and adding fees for 4 existing courses and 8 new courses. This recommendation will bring the total number of courses with approved course fees to 387.

A memo from Sue Isermann, Associate Vice President for Academic Affairs, for the Recommendation for Course Fee Changes for FY14 is also attached.


**Recommendation:**

**The administration recommends increasing fees for 164 courses, decreasing fees for 48 courses, and adding fees for 4 existing courses and 8 new courses, as presented in the attached documents.**



Date: February 6, 2013

To: Dr. Lori Scroggs  
Interim Vice President for Learning and Student Development

From: Sue Isermann   
Associate Vice President for Academic Affairs

SUBJECT: Recommendation for Course Fee Changes and New Truck Driver Training Course Tuition for FY 14

Course fees are reviewed annually by Program Coordinators and Deans using the approved Course Fee Guidelines. A copy of the current course fee guidelines are attached along with a copy of the proposed fee changes for FY14.

As per the Guidelines, courses taught in a dedicated instructional computer lab will have a technical support fee included in the final course fee. The ITS Department recalculated this fee and determined that there would be a slight reduction (\$5.70 to \$5.40) in the fee per credit hour for FY14.

All significant changes (more than a \$5 increase) have a brief rationale listed after the proposed new fee. Some courses experienced larger fee increases last year and this year due to software license renewals previously paid from grant sources being shifted to student course fees, and significant price increases in the cost of consumable metals used in the courses.

Please note that four course fee amounts have been changed from what was originally submitted to the Board Audit/Finance subcommittee. As we have been going through the development of the new proposed Certified Production Technician Certificate, we have found it necessary at this time to attach fees paid the Manufacturing Skills Standards Council for student registration, testing, and online instructional software access to the four individual core courses in that new curriculum. The fees previously only reflected instructional lab costs.

IVCC currently has 375 courses with approved course fees. This recommendation is to add or change 226 course fees: 164 increases, 48 decreases, add course fees to 4 existing courses, and add course fees for 8 new courses. This will bring the total number of courses with approved course fees to 387.

I have also attached a memo from Bruce Hartman and Elaine Novak recommending a tuition increase for the truck driver training program. The last TDT tuition increase was approved in May of 2010. In addition to the recommended tuition increase, a \$45 course fee increase is included in the attached course fee list.

# Course Fee Guidelines

## Qualifying Expenses

Course fees may be charged in order to cover costs of the following.

Per course section

1. Consumable supplies
2. Printing (handouts of less than 10 pages)
3. Program or course-specific software and licenses, other than those applications in use by the general student body, such as Microsoft Office Products
4. Lab assistants for specific programs courses
5. Expert guest speakers

Per credit hour

6. Technical support of instructional computer labs

Per student

7. Special 3<sup>rd</sup> party or certification/licensure testing
8. Extra-ordinary instructional costs, such as per hour pay for private music lessons.

Expenses covered by grants or other external sources are not to be considered.

## Calculation of Fees

$$\begin{aligned} & (\text{Expenses per course section}) / (\text{enrollments in all sections}) \\ & + (\text{Per credit hour expenses}) \times \text{credit hours} \\ & + (\text{Per student expenses}) \\ & \text{Course Fee} \end{aligned}$$

1. Estimate the dollar amount to be spent on identified qualifying expenses, per course section, through review of past expenditures and consideration of anticipated variances.
2. Annualize irregular expenditures by dividing the total expense by the useful life of the supply, service, or license.
3. Sum all expenses.
4. Divide that amount by the number of students enrolled in all sections of the course (or those consuming the resource) for the previous year or the minimum number of students per section, whichever is larger.
5. Add in technical support for classes taught in instructional computer labs. The fee is calculated by ITS annually as the cost of support per computer lab PC divided by the average annual credit hours generated in instructional labs. The calculation does not include costs covered by student technology fees. The technical support element must be multiplied by the number of credit hours in the course.
6. Add special, per student fees, such as insurance, testing and criminal background checks at the actual anticipated rate per student.

The resulting figure, rounded to the next dollar, is the course fee to be assessed. The maximum increase in a course fee will not exceed 50% in a given year.

## Review and Adjustment of Fees

Course fees should be reviewed annually by Program Coordinators and Deans.

**IVCC COURSE FEE CHANGES PROPOSED FY14**

Course	Title	Credits	2009-10 Fees	2010-11 Fees	2011-12 Fees	2012-13 Fees	Proposed FY14 Fees	Rationale for Increases over \$5
ACT 1280	QuickBooks- Pro Accounting	3.0	33	35			\$36	
AGR 1002	Introduction Agricultural Mechanics	3.0	25		38	57	\$72	Equipment & maintenance cost increases
AGR 1005	Introductory Soil Science	4.0	20		35	52	\$77	Equipment & maintenance cost increases
ALH 1214	Certified Nursing Assistant	8.0	20		100		\$105	
ALH 1250	Phlebotomy Techniques	4.0	20	10			\$15	
ART 1009	Ceramics I	3.0	35		45	55	\$60	
ATO 1220	Basic Automotive Electricity	3.0	50		79	73	\$85	Software maintenance expense
ATO 1240	Power Trans. And Manual Trans.	3.5	50		82	76	\$85	Software maintenance expense
ATO 1250	Engine Performance	3.0	50		79	73	\$85	Software maintenance expense
ATO 1260	Steering and Suspension Systems	4.5	85		88	82	\$85	Software maintenance expense
ATO 2220	Fuel Systems & Emission Controls	4.5	85		88	82	\$85	Software maintenance expense
ATO 2230	Automatic Transmissions	4.5	85		88	82	\$85	Software maintenance expense
ATO 2240	Automotive Accessories	3.0	50		79	73	\$85	Software maintenance expense
ATO 2250	Heating and Air Conditioning	4.5		60	79	73	\$85	Software maintenance expense
ATO 2260	Advanced Drivelines	3.0	50		79	73	\$85	Software maintenance expense
ATO 2270	Automotive Service	4.0	85			79	\$85	Software maintenance expense
ATO 2280	Computerized Engine Controls	3.0	50		79	73	\$85	Software maintenance expense
BIO 1001	General Biology I	4.0	28	30	31	32	\$34	
BIO 1002	General Biology II	4.0	29	30	31	32	\$34	
BIO 1003	Principles of Biology	4.0	29	30	31	32	\$34	
BIO 1007	Anatomy & Physiology I	4.0	33	35	36	37	\$40	
BIO 1008	Anatomy & Physiology II	4.0		27	28	29	\$32	
BIO 1009	Microbiology	4.0	25	27	28	29	\$32	
CAD 1200	Computer Aided Draft I AutoCAD	3.0	52	50	87	112	\$116	
CAD 1201	Comp Aided Draft II, Using AutoCAD	3.0	52	50	87	112	\$116	
CAD 1202	Civil Applications of CAD	3.0	37	35	61	91	\$116	Software maintenance expense
CAD 1203	Electronics Drafting	2.0	46	44	77	106	\$125	Software maintenance expense
CAD 1205	3-D Computer Animation Using 3D Studio Max	3.0	72	70	93	112	\$116	
CAD 1206	Descriptive Geometry and Develop Drawings	3.0	47	45	78	112	\$116	
CAD 2200	Computer Aided Design I	3.0	72	70	93	112	\$116	
CAD 2201	Computer Aided Design II	3.0	67	65	93	112	\$116	
CAD 2202	Architectural CAD	3.0	52	50	87	112	\$116	
CAD 2203	Engineering Design Concepts	3.0	37	35	58	87	\$130	Increased per student instructional supply cost
CAD 2204	Geometric Dimensioning & Tolerancing	3.0	35	33	57	85	\$116	Software maintenance expense
CAD 2208	Design Projects	4.0	65	63	93	112	\$116	
CHM 1004	Chemistry	4.0	20	22	23	24	\$26	
CHM 1006	General Chemistry I	5.0	20	22	23	24	\$26	



**IVCC COURSE FEE CHANGES PROPOSED FY14**

<b>Course</b>	<b>Title</b>	<b>Credits</b>	<b>2009-10 Fees</b>	<b>2010-11 Fees</b>	<b>2011-12 Fees</b>	<b>2012-13 Fees</b>	<b>Proposed FY14 Fees</b>	<b>Rationale for Increases over \$5</b>
CHM 1007	General Chemistry II	5.0	25	27	28	29	\$31	
CHM 2002	Organic Chemistry I	5.0	25	27	28	30	\$32	
CHM 2003	Organic Chemistry II	5.0	25	27	28	30	\$32	
CNC 1200	Fundamentals of CNC Operations	3.0	40		70	101	\$151	Increased per student instructional supply cost
CNC 1202	CNC Milling Machine Operations	3.0	40		70	101	\$151	Increased per student instructional supply cost
CNC 1204	CNC Turning Center Operations I	3.0	40		70	101	\$151	Increased per student instructional supply cost
CNC 1206	CNC Turning Machine Operations II	3.0	40		70	101	\$151	Increased per student instructional supply cost
CRJ 1000	Introduction to Criminal Justice	3.0	3	4	5	6	\$8	
CSD 1200	MS Access - SP	1.0	8		17	22	\$21	
CSD 1210	Comprehensive Access	3.0	29	27	40	37	\$55	Increased per student instructional supply cost
CSG 1202	Photoshop - SP	3.0	8		46	34	\$39	
CSG 1205	MS PowerPoint	1.0	8		17	22	\$28	
CSG 2202	Advanced Photoshop- SP	3.0	8		46	34	\$39	
CSI 1002	Intro To Business Computer Systems	3.0	29	27	40	31	\$18	
CSI 1008	Visual Basic Net Programming	3.0	37	35		33	\$18	
CSI 1011	Intro to Programming and Logic	4.0	35		41	39	\$22	
CSI 1012	Object Oriented Programming	4.0	35		41	39	\$22	
CSI 1299	Special Topics in Computers	4.0	35		41	39	\$58	Increased per student instructional supply cost
CSI 2011	Data Structures & Algorithms	4.0	35		41	39	\$22	
CSI 2205	Advanced Visual BASIC	3.0	37	35		33	\$18	
CSM 1209	Management Information Systems	3.0	27		46	43	\$64	Increased per student instructional supply cost
CSM 2240	Office Management	3.0	27		46	34	\$39	
CSN 1200	Using Internet and The World Wide Web	3.0	29	27	56	34	\$39	
CSN 1201	Web Page Development & HTML	3.0	29	27	56	34	\$39	
CSN 1202	Web Site Devel Using Front Page	3.0	32	30	56	34	\$39	
CSN 1225	Core Networking Technologies	3.0	39		40	37	\$55	Increased per student instructional supply cost
CSN 1230	Network Administration I	4.0	38	36	40	37	\$55	Increased per student instructional supply cost
CSN 1231	Network Administration II	3.0	37	35	40	37	\$55	Increased per student instructional supply cost
CSN 1233	Network Administration III	3.0	37	35	40	37	\$55	Increased per student instructional supply cost
CSN 1234	TCP/IP	3.0	32	30		37	\$55	Increased per student instructional supply cost
CSN 2250	Specialty Servers	3.0			40	37	\$55	Increased per student instructional supply cost
CSN 2260	Network Routing	3.0			40	37	\$55	Increased per student instructional supply cost
CSO 1201	DOS for Windows	2.0	28	26	26	37	\$55	Increased per student instructional supply cost
CSO 1202	MS Windows	2.0	27		40	28	\$33	Increased per student instructional supply cost
CSO 2200	UNIX Operating System	3.0	34	32	40	37	\$55	Increased per student instructional supply cost
CSO 2202	Advanced Microsoft Windows	3.0	29	27		37	\$55	Increased per student instructional supply cost
CSP 1203	Microsoft Office Professional I	3.0	29	27	56	34	\$39	

**IVCC COURSE FEE CHANGES PROPOSED FY14**

Course	Title	Credits	2009-10 Fees	2010-11 Fees	2011-12 Fees	2012-13 Fees	Proposed FY14 Fees	Rationale for Increases over \$5
CSP 1206	Computer Skills for College Success	1.0	10	8	17	22	\$27	
CSP 1210	Basic Computer Skills for the Workplace	1.0	29	27	17	22	\$27	
CSP 1230	Computer Keyboarding Applications	2.0	29	27	40	28	\$26	
CSP 1231	Adv Keyboarding/Document Formatting	3.0	29	27	56	34	\$39	
CSP 2200	PC Troubleshooting, Upgrade & Repair	3.0	37	48	40	37	\$55	Increased per student instructional supply cost
CSP 2201	Help Desk/User Support	2.0	29	27	40	37	\$55	Increased per student instructional supply cost
CSP 2203	Microsoft Office Professional II	3.0	29	27	56	34	\$39	
CSP 2204	Microsoft Office Professional III	3.0	29	27	56	34	\$38	
CSP 2210	Advanced PC Troubleshooting	2.0	36	34	40	37	\$55	Increased per student instructional supply cost
CSS 1210	Comprehensive Excel	3.0	29	27	56	34	\$32	
CSS 2200	Advanced Excel	1.0			17	22	\$21	
DFT 1200	Mechanical Drafting	3.0	5		10	15	\$20	
DFT 1201	Advanced Drafting	3.0	27		29	40	\$22	
DFT 1203	Machine Blueprint Reading	3.0			10	15	\$20	
DFT 1213	Construction Print Reading	3.0				40	\$22	
DRW 1000	Drawing I	3.0				NEW FEE	\$5	
DRW 1010	Drawing II	3.0				NEW FEE	\$5	
DRW 2000	Life Drawing	3.0				NEW FEE	\$5	
EGR 1000	Engineering Graphic I	4.0	73		93	112	\$116	
ELE 1200	Basic Industrial Electricity I	4.0	35		36		\$54	Software maintenance expense
ELE 1201	Basic Industrial Electricity II	4.0	35		36		\$54	Software maintenance expense
ELE 1202	Motors and Controls I	2.5	35		36		\$54	Software maintenance expense
ELE 1203	Motors and Controls II	2.5	30		36		\$54	Software maintenance expense
ELE 1204	Programming Logic Controllers I	3.0	25		36		\$54	Software maintenance expense
ELE 1205	Programmable Logic Controllers II	3.0	25		36		\$54	Software maintenance expense
ELE 1206	Electrical Wiring	2.0	40		36		\$53	Software maintenance expense
ELE 1220	Electrical Safety	1.0				NEW COURSE	\$48	
ELE 1230	NEC Code	2.0				NEW COURSE	\$53	
ELE 2200	Power Generation and Distribution	3.0			36		\$54	Software maintenance expense
ELT 1000	Introduction To Electronics	3.0	35		36		\$54	Software maintenance expense
ELT 1200	Beginning Industrial Electronics	2.5	35		36		\$54	Software maintenance expense
ELT 1203	Industrial Instrumentation	2.5			36		\$42	Software maintenance expense
ELT 1204	Fund.of Elect:DC/AC Theory & Circuit Analysis	5.0	35		36		\$54	Software maintenance expense
ELT 2204	Digital/Micro: Principles & Applications	5.0	35		36		\$54	Software maintenance expense
ELT 2205	Prototype Design and Fabrication	2.0	25		36		\$53	Software maintenance expense
ELT 2207	Instruments & Measurements	1.0	20		36		\$48	Software maintenance expense
ELT 2210	HMI, SCADA, & Fiber Optics Networking	3.0			36		\$54	Software maintenance expense

**IVCC COURSE FEE CHANGES PROPOSED FY14**

Course	Title	Credits	2009-10 Fees	2010-11 Fees	2011-12 Fees	2012-13 Fees	Proposed FY14 Fees	Rationale for Increases over \$5
ELT 2254	Electrical Capstone	1.0				NEW FEE	\$59	
EMS 2201	Emergency-Medical Technician- Basic	6.0	92	187	212		\$227	Price increase for clinical uniform shirt
EMS 2207	EMT - I to EMT - P Transition	9.0		269			\$307	Price increase for clinical uniform shirt
EMS 2210	Paramedic I - Intro to Paramedicine	4.0		112	255		\$270	Price increase for clinical uniform shirt
ENG 0900	Basic Composition II	3.0	29	22	18	23	\$21	
ENG 0912	Basic Composition II, Module 3	1.0	10	8	10	11	\$10	
FRS 2010	Basic Principles of Forensic Doc. and Comm.	3.0	15				\$18	
GDT 1204	Web Design for Graphic Design	3.0	20		30	35	\$40	
GDT 2214	Multimedia I	3.0	20			25	\$30	
GEG 1001	Weather & Climate	4.0	10				\$12	
GEG 1005	Introduction To Astronomy	4.0	10				\$12	
GEL 1007	Environmental Geology	4.0	8	10	11	12	\$14	
GNT 1220	Introduction to Manufacturing & Safety	4.0				NEW COURSE	\$252	\$60 Reg, \$60 Test, \$130 Online Access
GNT 1225	Quality & Measurement	2.0				NEW COURSE	\$181	\$60 Test, \$130 Online Access
GNT 1230	Manufacturing Processes	3.0				NEW COURSE	\$187	\$60 Test, \$130 Online Access
GNT 1235	Introduction to Manufacturing Maintenance	2.0				NEW COURSE	\$181	\$60 Test, \$130 Online Access
HFA 1007	Special Topics: Digital Photography	3.0				NEW COURSE	\$20	
HPE 1001	Wellness Lab	1.0	36			37	\$40	
HPE 1004	First Aid	2.0	11			38	\$40	
HPE 1020	Physical Fitness I	1.0	37	38	40		\$42	
HPE 1021	Physical Fitness II	1.0	37	38	40		\$42	
HPE 1301	Physical Fitness in The Workplace II	1.0	37	38	40		\$42	
HPE 1302	Physical Fitness Workplace III	1.0	37	38	40		\$42	
HPE 1303	Physical Fitness Workplace IV	1.0	37	38	40		\$42	
HPE 1304	Physical Fitness Workplace V	1.0	37	38	40		\$42	
HPE 1305	Physical Fitness Workplace VI	1.0	37	38	40		\$42	
HPE 1306	Physical Fitness Workplace VII	1.0	37	38	40		\$42	
HPE 1307	Physical Fitness Workplace VIII	1.0	37	38	40		\$42	
HPE 1308	Physical Fitness Workplace IX	1.0	37	38	40		\$42	
HPE 1309	Physical Fitness Workplace X	1.0				40	\$42	
HPE 1310	Physical Fitness Workplace XI	1.0				40	\$42	
HPE 2020	Physical Fitness III	1.0	37	38	40		\$42	
HPE 2021	Physical Fitness IV	1.0	37	38	40		\$42	
HVC 1210	Basic Heating	3.0	35	38		47	\$42	
HVC 1220	Basic Refrigeration	3.0	35	38		47	\$42	
HVC 1230	Sheet Metal Fabrication	3.0	35	38		47	\$42	
HVC 1240	Design, Installation, and Servicing	3.0	35	38		47	\$42	

**IVCC COURSE FEE CHANGES PROPOSED FY14**

Course	Title	Credits	2009-10 Fees	2010-11 Fees	2011-12 Fees	2012-13 Fees	Proposed FY14 Fees	Rationale for Increases over \$5
HVC 2210	Advanced Heating	3.0	25	38		47	\$42	
IMT 1200	Equipment Maintenance	3.0	40		68	51	\$61	Increased per student instructional supply cost
IMT 1205	Industrial Hydraulics	3.0	40		68	51	\$76	Increased per student instructional supply cost
IMT 1206	Industrial Pneumatics	2.0	25		68	51	\$76	Increased per student instructional supply cost
IMT 1207	Pipefitting	2.0	80			66	\$76	Increased per student instructional supply cost
IMT 1220	Rigging Systems	3.0			68	51	\$61	Increased per student instructional supply cost
MET 1202	Manufacturing Materials & Processes I	4.0	70		122	183	\$274	Increased per student instructional supply cost
MET 1203	Manufacturing Materials & Processes II	3.0	70		122	183	\$274	Increased per student instructional supply cost
MET 1204	Tooling Processes I	3.0	70		122	183	\$274	Increased per student instructional supply cost
MET 1205	Tooling Processes II	3.0	70		122	183	\$274	Increased per student instructional supply cost
MUP 2001	Applied Music- Vocal	2.0	250		275	300	\$305	
MUP 2005	Applied Music- Piano	2.0	250		275	300	\$305	
MUP 2013	Applied Music- Guitar	2.0	250		275	300	\$305	
MUP 2014	Applied Music- Trumpet	2.0	250		275	300	\$305	
MUP 2015	Applied Music - Drums/Orchestra	2.0	250		275	300	\$305	
MUP 2022	Applied Music- Oboe	2.0	250		275	300	\$305	
MUP 2023	Applied Music- Violin	2.0	250		275	300	\$305	
MUP 2024	Applied Music- Trombone	2.0	250		275	300	\$305	
MUP 2025	Applied Music- Drum Set	2.0	250		275	300	\$305	
MUP 2032	Applied Music- Clarinet	2.0	250		275	300	\$305	
MUP 2033	Applied Music- Viola	2.0	250		275	300	\$305	
MUP 2034	Applied Music- French Horn	2.0	250		275	300	\$305	
MUP 2042	Applied Music- Bassoon	2.0	250		275	300	\$305	
MUP 2043	Applied Music- Bass	2.0	250		275	300	\$305	
MUP 2044	Applied Music- Tuba	2.0	250		275	300	\$305	
MUP 2052	Applied Music- Saxophone	2.0	250		275	300	\$305	
MUP 2053	Applied Music- Cello	2.0	250		275	300	\$305	
MUP 2062	Applied Music- Flute	2.0	250		275	300	\$305	
MUP 2072	Applied Music- Piccolo	2.0	250		275	300	\$305	
PHO 2000	Introduction Photography	3.0	23		30	35	\$40	
PHY 1001	Gen Physics (Mechanical) Engineering	4.0	30	31	32	33	\$35	
PHY 2001	Gen Physics (Heat, Wave, Motion, Sound and Electricity)	4.0	30	31	32	33	\$35	
PHY 2002	Gen Physics (Electricity, Magnetism, Light) Eng.	4.0	30	31	32	33	\$35	
PHY 2003	Gen Physics (Mechanical, Heat, Wave, Motion & Sound)	5.0	30	31	32	33	\$35	
PHY 2004	Gen Physics (Electricity, Magnetism, Light, Atomic)	5.0	30	31	32	33	\$35	
TDT 1201	Truck Driving Training I	6.0	145	165		183	\$228	Drug screen \$70, Physical \$63, Permit \$50, Safety Quiz \$45
THM 1222	Capstone Seminar	2.0			NEW COURSE		\$75	NCBTMB Practice Board Exam & HESI Exit Exam

**IVCC COURSE FEE CHANGES PROPOSED FY14**

Course	Title	Credits	2009-10 Fees	2010-11 Fees	2011-12 Fees	2012-13 Fees	Proposed FY14 Fees	Rationale for Increases over \$5
WED 2200	Welding Blueprint Reading	3.0	15				\$22	Increased per student instructional supply cost
WHS 1200	Basic Forklift Operation	1.0		4	9	13	\$18	
WHS 1210	Working in the Warehousing Environment	1.5			20	19	\$23	
WHS 1220	Warehousing and Workforce Skills	1.5			15	19	\$23	
WHS 1230	Warehousing Technology skills	2.0			15	19	\$23	
WHS 1240	Representative Warehousing Skills	2.5			15	19	\$23	
WHS 1250	Warehousing and Distribution Process	2.5			15	19	\$23	
WLD 1200	Stick, Plate, Flat Arc Welding	2.0	55	95	114	115	\$109	
WLD 1201	Stick, Plate, Horizontal Arc Welding	2.0	55	95	114	115	\$109	
WLD 1202	Stick, Plate, Vertical-up Arc Welding	2.0	55	95	114	115	\$109	
WLD 1203	Stick, Plate, Vertical-down Arc Welding	2.0	55	95	114	115	\$109	
WLD 1204	Stick, Plate, Overhead Arc Welding	2.0	55	95	114	115	\$109	
WLD 1209	MIG(wire) Flat Plate Arc Welding	2.0	85	125		115	\$109	
WLD 1211	GMAW (MIG) Stainless Steel	2.0	85	135			\$129	
WLD 1212	GMAW (MIG) Non-Ferrous Alloys	2.0	85	135			\$129	
WLD 1213	GMAW (MIG) Pipe - All Positions	2.0	85	135	144	145	\$139	
WLD 1220	GTAW (TIG) Mild Steel	2.0	85	135	114	115	\$109	
WLD 1221	GTAW (TIG) Stainless Steel	1.0	85	135			\$129	
WLD 1222	GTAW (TIG) Non Ferrous Alloys	2.0	85	135			\$129	
WLD 1230	Dual Shield and Metal Core	2.0	85	125	114	115	\$109	
WLD 2200	MIG(wire) Horizontal Plate Arc Welding	2.0	85	125		115	\$109	
WLD 2203	Pipe, Stick, 2G Position	2.0	85	135	144	145	\$139	
WLD 2206	Gas Welding & Brazing, Flat & Horizontal	2.0	85	125	114	115	\$109	
WLD 2207	OAW Vertical Up, Overhead, and Steel Pipe	2.0	85	125	114	115	\$109	
WLD 2208	Cutting Torch and Plasma Arc Cutting	2.0	85	125	114	115	\$109	
WLD 2209	Fabrication	2.0	85	125	116	135	\$129	
WLD 2213	Pipe, Stick, 5G Position	2.0	85	135	144	145	\$139	
WLD 2220	GTAW (TIG) Mild Steel	2.0	85	125				
WLD 2223	Pipe, Stick, 6G Position	2.0	85	135	144	145	\$139	
WLD 2233	Pipe, Stick, TIG - Root All Positions	2.0	85	135	144	145	\$139	
WLT 1202	AWS Testing: Stick, Plate, Vertical Up Arc Welding	2.0				495	\$489	
WLT 1204	AWS Testing: Stick, Plate, Overhead Arc Welding	2.0				495	\$489	
WLT 1209	AWS Testing: MIG (wire) Flat Plate Arc Welding	2.0				415	\$409	
WLT 1230	AWS Testing: Dual Shield & Metal Core	2.0				415	\$409	
WLT 2200	AWS Testing: MIG (wire) Horizontal Plate Arc Welding	2.0				415	\$409	
WLT 2203	AWS Testing: Pipe, Stick, 2G Position	2.0				585	\$579	
WLT 2223	AWS Testing: Pipe, Stick, 6G Position	2.0				585	\$579	

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**IVCC COURSE FEE CHANGES PROPOSED FY14**

<b>Course</b>	<b>Title</b>	<b>Credits</b>	<b>2009-10 Fees</b>	<b>2010-11 Fees</b>	<b>2011-12 Fees</b>	<b>2012-13 Fees</b>	<b>Proposed FY14 Fees</b>	<b>Rationale for Increases over \$5</b>
WLT 2233	AWS Testing: Pipe, Stick, TIG-Root All Positions	2.0				585	\$579	
WND 1200	Wind Energy Concepts	3.0			43	64	\$96	Software maintenance expense
WND 1210	OSHA and Wind Turbine Safety	2.0			43	50	\$64	Software maintenance expense
WND 2200	Wind Turbine Control, Operation and Maintenance	4.0			43	64	\$96	Software maintenance expense
226	= Total number of courses with fee changes							

**Truck Driver Training Tuition and Course Fee Increase**

After reviewing program costs for the Truck Driver Training program and comparing IVCC's tuition and fees with other community colleges, a recommendation is being made to increase Truck Driver Training program tuition and fees by \$545. The current tuition and fees are \$3,418. The new tuition and fees will be \$3,963. A memo from Bruce Hartman and Elaine Novak recommending a tuition and fee increase for the Truck Driver Training program is attached.

**Recommendation:**

**The administration recommends increasing tuition and fees to \$3,963 for the Truck Driver Training program, as presented in the attached documents.**

# Memo

**To:** Lori Scroggs, Ed. D.  
Sue Isermann

**From:** Elaine Novak, Ed. D.  
Bruce Hartman

**Date:** January 22, 2013

**Re:** Proposed Truck Driver Training Tuition Increase for Summer 2013 (FY14)

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We are recommending an increase in tuition and fees for Truck Driver Training from \$3,418 to \$3,963 per student effective at the start of the summer 2013 semester. The last increase in TDT tuition was approved in May 2010.

The Truck Driver Training program was started at IVCC in April of 2000. At that time, tuition and fees were \$2,756. In the Fall of 2005, tuition and fees increased from \$2,756 to \$3,200. When the drug testing fee increased, the cost increased to \$3,207. In May of 2010, tuition was increased from \$3,207 to \$3,418. Program costs are affected by external factors and are increasing. The costs of fuel, wages, equipment rental and a new \$45 National Safety Council Defensive Driving for Truck Drivers fee have caused this latest increase and must be considered for us to offer a quality instructional program.

## FUEL

Fuel Costs have increased 22% in the last year. In October of 2011, the cost of a gallon of fuel was \$3.15. In October of 2012, fuel costs were \$4.03 a gallon. The trucks we use for training are required to use DEF in addition to diesel. DEF is diesel exhaust fluid and costs just under \$3 a gallon. The average diesel price today is expected to continue its rise.

## PROGRAM REVENUE

The truck driver training program at IVCC was implemented as a workforce development initiative for the district, as well as a revenue generating program for the college. Since the inception of the program, revenue generation has had a positive effect for the college as shown in Table 1.



Table 1 - IVCC

Fiscal Year	Net Revenue	Enrollment		Credit Hours	Capacity (6 cap/ Class)	Student Success	Completers
		Unduplicated <sub>1</sub>	Duplicated <sub>1</sub>				
2008	\$51,304	96	162	851	95.3%	162	71
2009	\$81,769	83	166	840	82.4%	166	83
2010	\$44,165	99	198	990	87.6%	198	99
2011	\$21,722	85	170	850	57.6%	170	85
2012	(\$46,611)	72	144	724	63.2%	144	70
2013 <sup>2</sup>	\$22,730	54 <sup>2</sup>	108 <sup>2</sup>	570 <sup>2</sup>	75.0% <sup>2</sup>	108 <sup>2</sup>	54 <sup>2</sup>

1 IVCC Enrollment only

2 May 21, 2012 – December 31, 2012

The proposed tuition increase of \$500 plus a \$45 course fee increase per student will result in an approximate net revenue of about \$42,500 annually (based on a projected student enrollment of 85). This increase is adequate to support increases in fuel, equipment rental and to assure the quality of the program by retaining qualified instructors.

We are confident that the requested increase in tuition allows us to remain competitive with other Illinois schools offering this program, while effectively providing for our program needs. Research of the cost of tuition for Illinois community college truck driver training programs demonstrates the following (current as of December, 2012).

Table 2 – Comparison of Illinois community colleges with IVCC:

College	Tuition/ Fees	Physical	Permit	Drug Screening	Nat'l Safety Test	FY14 Charge	Additional Costs
Olive-Harvey College	X	X	X	X		\$5,000	Nat'l Safety Test <b>\$45</b>
Joliet Junior College	X	X		X		\$4,145	Permit \$50; Nat'l Safety Test \$45. <b>+\$95</b>
Elgin Comm College	X	X		X		\$3,897	Permit \$50; Nat'l Safety Test \$45. <b>+\$95</b>
Kishwaukee College	X	X		X		\$3,700 <sup>1</sup>	Permit \$50; Nat'l Safety Test \$45. <b>+\$95</b>
College of Lake County	X					\$4,100	Physical & Drug Screen \$133; Permit \$50; Nat'l Safety Test \$45 <b>+\$228</b>
Harper College	X					\$3,999	Physical & Drug Screen \$133; Permit \$50; Nat'l Safety Test \$45 <b>+\$228</b>
Prairie State College	X					\$3,995	Physical & Drug Screen \$133; Permit \$50; Nat'l Safety Test \$45 <b>+\$228</b>
Sauk Valley Comm College	X					\$3,800	Physical & Drug Screen \$133; Permit \$50; Nat'l Safety Test \$45 <b>+\$228</b>
John Wood Comm College	X					\$3,795	Physical & Drug Screen \$133; Permit \$50; Nat'l Safety Test \$45 <b>+\$228</b>
Illinois Central College	X					\$3,750	Physical & Drug Screen \$133; Permit \$50; Nat'l Safety Test \$45 <b>+\$228</b>
Lincoln Land Comm College	X					\$3,500	Physical & Drug Screen \$133; Permit \$50; Nat'l Safety Test \$45 <b>+\$228</b>
Heartland Comm College	X					\$3,500	Physical & Drug Screen \$133; Permit \$50; Nat'l Safety Test \$45 <b>+\$228</b>
Illinois Valley Comm College	X	X	X	X	X	\$3,963	(none)

<sup>1</sup> Unknown FY14 Charge; Increased rate submitted to February 2013 Board of Trustees.

### **Student Printing Charges**

Currently, IVCC students are not charged for printing in the open computer labs and the library. The Information Technology Committee (ITC) has studied the practices of other colleges and found it is most common to charge students for printing. A sub-committee was organized to further investigate options to offset the paper and toner costs, which are an estimated \$15,000 per year. The sub-committee submitted recommendations to the ITC on November 28th and the committee approved the recommendation to charge for printing in open computer labs and the library.

The ITC, with further input from faculty members, agreed that a charge-per-print approach would help curb wasteful printing in the open lab areas; however, they felt it would be disruptive to implement such a system in the instructional labs. Therefore, it was decided that the charge-per-print should only be implemented in Jacobs Library, the Learning Commons, and the Ottawa Center open computer lab.

The ITC recommends charging \$.05 for black-and-white printing and \$.25 for color printing.

### **Recommendation:**

**The administration recommends Board approval to charge students at a rate of \$.05 for black-and-white printing and \$.25 for color printing for printing in the Jacobs Library, the Learning Commons, and the Ottawa Center open computer lab, effective May 20, 2013.**

**Purchase Request – Print Management Upgrades**

Additional equipment is needed to successfully implement a charge-per-print system for students in open computer labs and the library. The process allows a student to add value to an account, which is then debited when a student sends a job to a printer and releases it to print.

Currently, students release print jobs from a release station located next to the printer through a software program from Today’s Business Solutions (TBS). Adding money-handling features requires additional hardware. Additionally, the student-use copy machine in the library will be replaced with a scan station, integrating the systems and reducing the per-page cost of copies for students from \$.10 to \$.05.

The start-up costs for implementing the print charging system, while keeping it compatible with IVCC’s existing systems, as well as on-going renewal fees, are listed below:

Three TBS-9900 coin/bill machines	\$ 5,385
Three Papercut Pay Station software licenses	1,485
Installation	1,000
One Scan Station	4,695
Annual hardware and software maintenance	<u>1,197</u>
<b>Total startup costs</b>	<b>\$13,762</b>

This expense will be charged to the Student Technology Fee account. Estimated revenue in the first year is \$17,000, which will offset the toner and paper costs.

**Recommendation:**

**The administration recommends Board approval to purchase and install additional print management equipment from Today’s Business Solutions, Inc. in the amount of \$13,762.**

**Purchase Request - Peter Miller Community Technology Center Equipment**

The attached list of equipment to be purchased was assembled through consultation with faculty (beginning in February, 2009) and industry advisory committees – note the description of CTC equipment and use rationale. The list consists of two basic categories as follows:

- New and more advanced equipment designed to upgrade curriculum quality;
- Additional pieces of equipment already on hand. These will generally improve the quality of instruction by allowing more students access to the equipment. These items are largely identified on the list by the phrase “Needs to match existing” in the right hand column.

Also attached is a list of the computers and smart classroom equipment needed for the CTC – a total of \$500,900.

The process of purchasing this equipment needs to begin now in order to guarantee its delivery to campus when the CTC construction is officially completed in mid-September. This will ensure the equipment is installed and properly functioning in time for the beginning of the Spring 2014 semester. The approximate procurement timeline is as follows:

- January – review and approval of the equipment purchase list by the Board Audit/Finance Committee.
- February – purchase approval of the equipment by the Board of Trustees based on the recommendation of the Audit/Finance Committee.
- March – preparation and launching of the bidding process.
- April -- review/approval by the Board of Trustees of the recommended equipment bids and purchases.
- May – placement of equipment orders.

It should be noted that some equipment will be purchased through sole-source providers (due to the need to match existing equipment) while the remaining equipment will be purchased through the standard bidding process.

The intended source of funding for the new CTC training equipment and computers/smart classroom equipment is the ongoing capital campaign sponsored by the IVCC Foundation.

**Recommendation:**

**The administration recommends Board approval to move forward with the Requests for Purchase (RFP) and bids for equipment and technology for the Peter Miller Community Technology Center.**

Rooms	New Training Equipment Listed by Lab	Cost	Priority	
<b>Computer Networking</b>				
208, 209	4 Servers, 4 Routers, 2 Racks	26,000	3	Bid
<b>Industrial Electricity</b>				
113	Transformer Line Trainers	35,000	15	Needs to match existing
114	Power Distribution Trainers	50,000	16	Needs to match existing
<b>Wind/Renewable Energy</b>				
118	Generator Control for existing Amatrol Hub & Nacelle	75,000	5	Needs to match existing
118	Outdoor Turbine w/ Distribution Panel & Tower	60,000	18	Bid
118	Renewable Energy Trainers (PV, BioD, Ethanol, Fuel Cell)	125,000	17	Bid
<b>Manufacturing</b>				
111	Replace equipment currently shared w/ welding	50,000	1	Bid
111	1 Manual Mill & 1 Manual Lathe	75,000	6	Bid
<b>CAD/Drafting</b>				
119	Starch-based Rapid Prototype Machine (w/ trade-in)	45,000	11	Bid
117	6 Laptops or iPads & Storage/charger & virtual flipcharts	20,000	4	Bid
<b>Electronics</b>				
108	Amatrol PLC Trainer	70,000	7	Needs to match existing
106	Mechatronics Trainers	151,600	13	Bid
<b>Industrial Maintenance</b>				
104	Amatrol Hydraulic Troubleshooting Learning System	45,000	8	Needs to match existing
105	Amatrol Mechanical Drives 1 & 2 Training Systems	40,000	9	Needs to match existing
105	Conveyor Trainer	30,000	12	Bid
115/111	Amatrol Rigging System Trainer	14,000	10	Needs to match existing
<b>HVAC</b>				
115	New high efficiency furnace & AC units	50,000	2	Bid
115	Energy Efficient HVAC Training Systems	120,000	14	Bid

**Total of New Lab Equipment to be Purchased \$ 1,081,600**

**Equipment Donated or Already Purchased**

*CNC Machining Center (MAG-IAS donation) 300,000*

*Home Efficiency Auditor Training Facility (Capital Campaign) 147,500*

*1 Nacelle Trainer, 1 Hub Trainer (USDA Grant) 99,000*

**Total Community Technology Center Lab Equipment \$ 1,628,100**

Rooms	Computers	COST	Smart Classroom	COST	
<b>ABE/GED/ESL Center</b>					
221	Resource Lab*	12	11,300	1	18,000
215, 216	Classroom w/ 6 computers (2)*	12	11,800	2	36,000
<b>Computer Networking</b>					
208, 209	Operating System Lab (2)*	64	58,600	2	36,000
107	Troubleshooting/Soldering Lab*	30	27,500	1	18,000
<b>CNC</b>					
207	CNC/MFG Classroom*	20	18,500	1	18,000
<b>Industrial Electricity</b>					
113	Motors & Controls Lab*	10	9,500	1	18,000
114	Electrical Wiring Lab*	10	9,500	1	18,000
<b>Wind/Renewable Energy</b>					
118	Wind/Renewable Energy Lab	6	5,400		
<b>Manufacturing</b>					
111	New CNC Machining Center	1	900		
<b>CAD/Drafting</b>					
119	CAD Lab (\$1200 hi-performance PCs)*	20	24,500	1	18,000
120	Drafting Lab w/ 20 drafting machines**	20	16,000	1	18,000
214	CAD Classroom			1	18,000
<b>Electronics</b>					
108	PLCs LAB - 2 desktops + 10 laptops*	2 + 10	12,500	1	18,000
106	Electronics Lab*	22	20,300	1	18,000
<b>Industrial Maintenance</b>					
104	Hyd/Pneu Lab*	2	2,300		
105	Pipe/Mech Lab*	2	2,300		
<b>HVAC</b>					
206	HVAC/IMT Classroom			1	18,000
Computers includes 10 laptops		243	\$ 230,900	15	\$ 270,000
				<b>Total:</b>	<b>\$ 500,900</b>

SMART CLASSROOM SETUP \$ 18,000

Projector & screen, controller, smart classroom technology, projector mounts & cabling, podium, document camera, DVD/VCR combo, computer & monitor

\* Includes Printer @ \$500

Computer+Monitor @ \$900 Laptop @ \$1,500

\*\*Drafting machines @\$800

**Total Lab Equipment and Computer/Smart Classroom Equipment \$ 2,129,000**

## Description of CTC Equipment and Use

Program: **Computer Networking**

**Servers, Routers, and Racks**

This will allow the Operating Systems labs to be set up as virtual networks so that students in the Computer Networking program can access their own network which they create in class at anytime from any place via the Internet.

Program: **Industrial Electricity**

**Transformer Line Trainers and Power Distribution Trainers**

These will be used by students in multiple programs: Industrial Electricity, Electronics and Electricity, and Renewable Wind Energy. The purchase of these trainers will allow us to significantly reduce the student to trainer ratio from 10:1 to 5:1. These trainers are used to teach the basics of how transformers work and how electricity is collected and distributed for either immediate use or sent to battery storage.

Program: **Wind/Renewable Energy**

**Generator Control for existing Amatrol Hub & Nacelle**

We currently have a nacelle & hub trainer from Amatrol, but no generator control. The generator control system is the heart of a utility-scale wind turbine, converting mechanical rotation of the hub into clean, 3-phase power that synchronizes with the utility grid. To operate and maintain a wind turbine effectively, wind turbine technicians must have the special skills needed to service, operate, and troubleshoot the generator control system, which includes the generator, rectifier, generator control unit, power distribution panel, pad mounted transformer, and generator control software.

**Renewable Energy Trainers - Solar PV, Biodiesel, Ethanol, Fuel Cell**

IVCC is currently expanding our training programs into other renewable energy areas due to the growth of solar energy (first IL solar farm is being constructed 20 miles from IVCC) and ethanol & biodiesel production in our district. The solar trainer is a control system trainer which lets the student examine the electrical layout and operational features normally associated with a photovoltaic power source. Students will observe the electrical characteristics of the solar array, storage battery, AC and DC distribution, and AC and DC loading including the complete charging sequence. The Bio Diesel Demonstrator allows for experimentation with pressure, temperature, time to temperature, time, proportions, feedstock types, etc. The Ethanol Production Process System will instruct students on the process required to produce ethanol by observing and controlling the process of producing ethanol from corn, sugar, sorghum, fruits or other sources. The Fuel Cell Technology Trainer allows students to create a grid independent power supply that uses only hydrogen as its fuel by familiarizing the student with fuel cell power supply technology of generating power directly from a hydrogen reaction.

**Outdoor Turbine w/ distribution panel & tower**

Students in the Renewable Wind Energy program will receive a hands-on experience designed to provide them with a basic understanding of how wind turbines function using a small scale (1.8kW) turbine which they will actually install and monitor.



## Description of CTC Equipment and Use

**Program:** *CAD/Drafting*

**Starch-based Rapid Prototype Machine**

Students in the CAD program will be able to utilize a technology that can automatically construct physical models from their own Computer-Aided Design (CAD) data. The "three dimensional printers" allow students to quickly create tangible prototypes of their designs, rather than just two-dimensional pictures. The starch based machine will be a much more cost efficient RP machine than the polymer based RP machines.

**MIMIC Lab 6 Laptops or iPads/Storage/charger/4 virtual flipcharts**

MIMIC (Making Industry Meaning in College) is an award winning program which includes students from accounting, business, CAD, electronics, welding, and manufacturing. Students are placed into company teams where they research, design, manufacture, market, and sell small scale projects. These items will be used to equip a dedicated design and team workspace for the MIMIC program. Each student team will have a virtual planning space and a laptop available for check-out during team meetings which will be loaded with appropriate software to assist with the design, development and management of their project.

**Program:** *Electronics*

**Amatrol PLC Trainer**

Students in the electronics, industrial electricity, renewable wind energy, and industrial maintenance programs will use the programmable logic controller system to learn how to program and troubleshoot programmable controllers and how they are used in industrial, commercial, and residential applications.

**Program:** *Industrial Maintenance*

**Amatrol Hydraulic Troubleshooting Learning System**

Students in the renewable wind energy and industrial maintenance programs will learn hydraulic troubleshooting by completing a hands-on learning activities that model a real world hydraulically-powered machines, including over 40 faults that can be inserted into the system, offering a realistic troubleshooting experience for the students as the faults are inserted throughout the system, including the hydraulic, mechanical and electrical components.

**Amatrol Mechanical Drives 1 & 2 Training Systems**

Students in the renewable wind energy and industrial maintenance programs will learn the fundamentals of mechanical transmission systems used in industrial applications. Students will learn industry-relevant skills including how to operate, install, analyze performance, and design basic mechanical transmission systems using chains, v-belts, spur gears, bearings, and couplings. Students will also learn how to maintain heavy-duty mechanical transmission components and systems.

**Conveyor Trainer**

Students in the industrial maintenance program will learn industry-relevant skills related to belt conveyors which are used in almost every industry to transport material and packages from one point to another. Training will include operation, installation, alignment, maintenance, and troubleshooting.

## Description of CTC Equipment and Use

### **Amatrol Rigging System Trainer**

Students in the renewable wind energy and industrial maintenance programs will learn techniques to safely move loads of various shapes, sizes and types. Students will use a variety of lifting and moving devices to learn the proper methods of moving loads safely.

**Program: *Manufacturing***

**Replace equipment shared w/ welding** (50T Hydraulic Press, Kalamazoo Cut Off Saw, Miter Saw, Heat Treat Furnace/Oven, Hardness/Tensile Tester, Cutting/weld torch kit, MIG/TIG Welder, Screens, Portable vent, Grinder & Drill Press)

These are tools commonly used by the manufacturing program students. Manufacturing previously shared these tools with the welding program, however, the manufacturing program is being moved to a separate building, across campus and sharing will no longer be possible.

### **Manual Mill & Manual Lathe**

Students in the manufacturing and CNC programs use these to learn basic manual machining skills. Many of the existing manual mills and lathes are over 30 years old.

**Program: *HVAC***

**New high efficiency furnace & AC Units & Energy Efficient HVAC Training Systems** (Solar Heating, Solar Hydronics, Heat Pump, Geothermal, Refrigeration, Air Cond Controls)

Students in the heating, ventilation, and air conditioning program will gain hands-on experience with a wide variety of current, state-of-the-art, forced air and hydronic heating and cooling systems. The various units and trainers will provide students with experience in gas and electric furnaces, forced air heating and cooling, and circulating hot water heating and chilled water cooling.

### **Home Efficiency Auditor Training Facility**

Students in the heating, ventilation, and air conditioning program will use the Home Efficiency Auditor TESTING Facility to learn the proper techniques in performing a complete energy audit. Some of the areas covered are consistent data collection, insulation inspection, HVAC analysis, base load consumption, air leakage, energy usage, along with many more vital areas. Along with helping develop these skills the HEAT Facility also includes an intricate fault package. This fault package will create a realistic situation that will require the auditor to diagnose the problem and specify maintenance or repair.

**Program: *New Adv. Manufacturing Program Need - MECHATRONICS***

### **Mechatronics Trainers**

These trainers used by advanced industrial maintenance and advanced manufacturing students will teach systems thinking that is required to effectively operate, program, and problem solve in today's complex manufacturing environment. As local manufacturers have incorporated automation technology on the production and warehouse floors, mechatronics has become one of the fastest growing technical areas that employers are requesting. Automation technology integrates mechanical, electrical, electronic, and software systems into today's manufacturing environment.

**CTC Furniture and Fixture Procurement**

At the January 15, 2013 meeting, the Board approved the administration's recommendation to seek furniture and fixture procurement for the Peter Miller Community Technology Center through the State of Illinois Joint Purchasing Program. A committee of staff members interviewed four vendors from the Illinois Public Higher Education Cooperative (IPHEC) who offered a variety of classroom and office furniture. Krueger International (KI) was selected based on past performance and the fact that their core business is higher education. The administration will be dealing directly with the company and not through a representative. Once a list of items to purchase has been developed, it will be brought to the Board for approval. All items will be purchased through IPHEC.

**Recommendation:**

**The administration requests permission to work with Krueger International to determine Peter Miller Community Technology Center furniture and fixture needs through the Illinois Public Higher Education Cooperative.**

### **Approval of Certified Production Technician Certificate**

Jamie Gahm, Jennifer Scheri, and Sue Isermann have worked closely with members of the area Chief Manufacturing Executives (CME) group in the design of a new Certified Production Technician (CPT) Certificate. This new curriculum is a direct result of the Illinois Network for Advanced Manufacturing (iNAM) grant.

The 16-hour certificate will build students' core competencies in manufacturing production, and prepare them for entry level jobs in manufacturing and process industries. This program has the nationally-recognized certification assessments for the Manufacturing Skills Standards Council - Certified Production Technician (MSSC-CPT) credential embedded in the curriculum. Students who successfully pass all four assessments will be awarded this national industry credential.

To date, eight members of the CME group have pledged their active support by allowing the College to use their company names in the promotional materials thereby identifying them as employers interested in graduates from the program. The companies who have pledged their written support include: American Nickeloid Company, Fakas Corporation, Hart Electric, HCC, inc., Maze Nail, MBL (USA) Corporation, Transco Inc., and Vactor Manufacturing.

Jim Loveland of Maze Nail offered his assessment of the program by stating, "CPT certificate graduates will have proven their interest and ability in manufacturing by studying the quality, safety, maintenance and electro-mechanical elements essential to our industry. The curriculum presents balanced and relevant 'real-world' instruction for graduates to 'hit the ground running' upon starting a new job or seeking advancement. And, while we like to keep our local talent here in the Illinois Valley, the CPT certificate is recognized across the country for those who are interested in jobs out of the area. Maze Nail and other participating manufacturers across the USA recognize the value of a Certified Production Technician certificate and would seriously consider these graduates for hiring."

The IVCC Curriculum Committee approved the proposed certificate at its February meeting and recommends that the Board of Trustees approves the Certified Production Technician Certificate as presented in the attached curriculum guide. The CPT certificate will then be submitted for approval by the Illinois Community College Board, and by the U.S. Department of Education for student financial aid eligibility.

### **Recommendation:**

**Approve the Certified Production Technician (CPT) Certificate, as presented.**

## **Certified Production Technician Certificate**

Leads to industry recognized MSSC-CPT\* Certification

*\*Manufacturing Skills Standards Council-Certified Production Technician*

			<u>Credits</u>
GNT 1220	Introduction to Manufacturing & OSHA 10-Hour Safety		4
GNT 1225	Quality & Measurement		2
GNT 1230	Manufacturing Processes		3
GNT 1235	Introduction to Manufacturing Maintenance		2
MTH 1206	Technical Mathematics I		3
SDT 1201	Career Exploration		1
SDT 1203	Job Seeking Skills		1
<b>TOTAL CREDIT HOURS</b>			<b>16</b>

**Information Security Consultant**

In December 2013, the Board approved the issuance of a Request for Proposal for Information Security Consulting. Two proposals were received:

Secure Digital Solutions	\$63,450
Identity Theft Loss Prevention	\$7,300

The College worked with Identity Theft Loss Prevention (ITLP) four years ago and was satisfied with the level of service. At least eight other Illinois Community Colleges have used ITLP with positive results.

This expenditure will be paid using the Tort Liability Fund.

**Recommendation:**

**The administration recommends the Board approve the proposal from Identity Theft Loss Prevention for information consulting services at a cost of \$7,300.**

**Associate of Applied Science in Sustainable Horticulture, Associate of Applied Science in Landscape Maintenance, and Certificate in Horticulture: Inactivation**

The administration is recommending inactivation of the Associate of Applied Science degree in Sustainable Horticulture (formerly identified as Floriculture), the Associate of Applied Science degree in Landscape Maintenance, and the Certificate in Horticulture effective May 18, 2013. This recommendation is based upon unsustainable enrollments in the degree and certificate programs. In the eight years inclusive of FY05 through FY12, the degree programs have had 33 completers, which is an average of 1.75 per year in the Floriculture concentration, and 2.38 in the Landscape Maintenance concentration. The Certificate in Horticulture produced 17 completers during the eight-year span with a yearly average of 2.12 completers. Credit hours generated for the program overall ranged from a high of 507 in FY08, to a low of 241 in FY11. (FY12 saw a slight increase with 294.)

As a result of low enrollments, the program has experienced several years of net losses, including a -180.8% net program income for FY11 and a -148.4% net program income for FY12.

Horticulture Program Coordinator, Lauri Carey, has discussed the future of the program with her Dean, Dr. Elaine Novak. We are fortunate that Ms. Carey holds M.S. degrees in both Horticulture and in Biology and is competent to teach Biology in the Natural Science and Business division, along with transfer Agriculture or Horticulture courses. This action has been approved by the IVCC Curriculum Committee at the December 2012 meeting.

Based on the low enrollments, the dramatic net financial loss, and the recommendation of the program faculty and dean, the administration is recommending the degrees and certificate be inactivated. Any students with a substantial percentage of either AAS or Certificate course requirements completed will be allowed to complete the relevant credential during the initial two years of program inactivation period.

**Recommendation:**

**Approve the inactivation of the Associate of Applied Science in Sustainable Horticulture degree, the Associate of Applied Science in Landscape Maintenance degree, and the Certificate in Horticulture, effective May 18, 2013.**

**Termination of IVCC Employees in the Dislocated Workers Center**

As indicated in the attached letter from Pam Furlan, Executive Director, NCI Works/BEST, Inc., the agreement between BEST, Inc. and IVCC to provide services through the Dislocated Workers Center will end on June 30, 2013. IVCC has nine employees currently working in the Dislocated Workers Center. These positions have been contingent upon the agreement with BEST, Inc. and staff have been advised that the agreement with BEST, Inc., as well as their employment with IVCC, will be ending.

DWC Employees

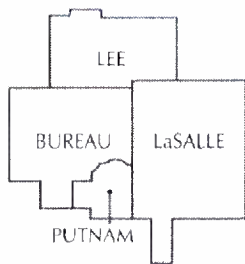
Joel Torbeck, Director  
Sally Pflibsen, Senior Case Manager  
Randy Vecchi, Fiscal Officer  
Nicole Wiltse, Intake/Placement Specialist (PT)  
Lisa Cofoid, Case Manager (PT)  
Sarah Price, Case Manager  
Jennifer Marini, Career Counselor  
Monica Near, Employment Specialist  
Mary Beth Liss, Administrative Assistant

Each of these individuals has done a fine job of representing the College while capably serving their constituents and positively impacting many lives. The Local Area Workforce Investment Board (LWIA 12) is restructuring their service area and service delivery model. IVCC employees have the option to apply for consideration for available position openings for which they are qualified under the new workforce area structure.

**Recommendation:**

**Due to the discontinuation of the agreement between NCI Works/BEST, Inc. and IVCC to serve clients through the IVCC Dislocated Worker Center, approve, with regret, the termination of Lisa Cofoid, Mary Beth Liss, Jennifer Marini, Monica Near, Sally Pflibsen, Sarah Price, Joel Torbeck, Randy Vecchi, and Nicole Wiltse, effective June 30, 2013.**





# **BEST** INC.

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## Business Employment Skills Team

*"Building A Quality Workforce"*

**ADMINISTRATION**  
3691 Cougar Drive  
Suite B  
Peru, IL 61354  
815.224.7930  
815.224.7933 Fax

**PROGRAM OFFICES**  
Old Lee County Courthouse  
112 E. Second Street  
Third Floor  
Dixon, IL 61021  
815.288.1260  
815.288.5475 Fax

**NCI WORKS**  
**ONE STOP CENTER**  
South Towne Mall  
1500 First Avenue  
Ottawa, IL 61350  
815.433.4550  
815.433.6645 Fax

3691 Cougar Drive  
Suite B  
Peru, IL 61354  
815.224.1586  
815.224.1904 Fax

225 East Backbone Road  
Princeton, IL 61356  
815.872.0255  
815.875.2116 Fax

[www.best-inc.org](http://www.best-inc.org)

TTY ~ 815.434.4716

February 11, 2013

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

Dear Dr. Corcoran:

As you know, the Chief-Elected Officials (CEOs) of Local Workforce Investment Area (LWIA) #12 recently received approval from Governor Pat Quinn to consolidate LWIA #12 with a portion of LWIA #4.

Although the reconfiguration of the workforce areas was effective immediately upon signature of the Governor, each workforce area will continue to operate its current workforce programs (e.g., WIA, Trade, etc.) as individual entities through the end of Program Year 12, i.e., June 30, 2013. Therefore, all contracts BEST, Inc. now has with IVCC will remain in effect until that time.

Now that the approval for reconfiguration has been received, there is much work ahead of us to be done. I assure you I will do my best to keep you informed of the progress we make, and fully intend to continue involving appropriate Dislocated Worker Center staff in all aspects of the transition.

As always, our excellent partnership has relied on open and honest communication, so I hope you will feel free to contact me with any questions you may have.

Sincerely,

Pam Furlan, Executive Director  
Business Employment Skills Team, Inc.

Cc: BEST, Inc. Board of Directors  
File



**Kim Stahly**  
**304 S. Second Avenue Streator, IL 61364**  
Home phone # 815.674•6590 Work phone # 224.0465 •  
Email-Kim\_Stahly@ivcc.edu

January 9, 2013

Francis R. Brolley  
Director of Community Relations and Development  
815 N. Orlando Smith Road  
Oglesby, IL 61348

Dear Mr. Brolley,

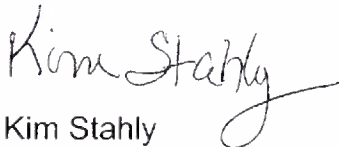
Please accept this letter as my formal notice of resignation from Community Relations and Development at Illinois Valley Community College effective January 23, 2013.

I can honestly say it has been a pleasure to have worked at IVCC for the last fourteen plus years. I have grown so much, both professionally and personally, because of my time here. I've enjoyed collaborating with many employees here at the college on numerous projects that have been both meaningful and successful and friendships made will forever be treasured.

A friend said on more than one occasion, "Our communities are so fortunate to have such a gem (meaning IVCC) in our own backyards." I wholeheartedly agree.

Thank you. It's been an honor to have the opportunity to serve our communities with you.

Sincerely,



Kim Stahly  
Marketing Specialist  
Community Relations and Development

RECEIVED

JAN - 9 2013

**Renewal of Non-Tenured Faculty for 2013/2014**

The administration is pleased to announce the following non-tenured faculty will have their contracts renewed for the academic year 2013/2014.

Mary A. Black, Laboratory Instructor in Developmental Mathematics  
Christine A. Blaydes, CNA Instructor  
Carmen N. Hartford, Biology Instructor  
Shane W. Lange, Automotive Technology Instructor/Program Coordinator  
Jared J. Olesen, Sociology Instructor  
Anthony J. Ruda, Fitness Center Instructor/Director  
Samantha D. Whiteaker, Nursing Instructor



**ILLINOIS VALLEY  
BUILDING AND CONSTRUCTION TRADES COUNCIL**

Affiliated with the  
Building and Construction Trades Department  
A. F. of L. - C.I.O.

P.O. BOX 766 • OTTAWA, IL 61350



Steven Conrad, *President*  
lvbtc@aol.com

James Conness, *Rec. Secretary*

**Affiliated Organizations**

Boilermakers L.U. 60  
Bricklayers L.U. 6  
Carpenter's Local 195  
Cement Masons L.U. 11  
Electricians L.U. 176  
Electricians L.U. 601  
Glaziers L.U. 157  
Heat and Frost Insulators L.U. 17  
Ironworkers L.U. 444  
Labor L.U. 393  
Millwrights Local 2158  
Operating Engineers L.U. 150  
Painters L.U. 465  
Pipefitters L.U. 597  
Plumbers L.U. 130  
Roofers L.U. 11  
Sheet Metal Wrks. L.U. 1  
Teamsters L.U. 722

DATE: 1/24/2013

To: Apprenticeship and Training Directors  
For the Illinois Valley Area Apprenticeships

From: Dave Argubright Carpenters Local 195

RE: Building Trades Expo  
Illinois Valley Community College  
**Friday March 8<sup>th</sup> 2013**

The Starved Rock Associates for Vocational and Technical Education, SRAVTE, has again asked the Illinois Valley Labor Management Committee and the Illinois Valley Building Trades Council to sponsor a Building Trades Career Day Expo. Those in the education field expressed amazement that this kind of demonstration for the Building Trades training programs was available.

This years expo has been scheduled for **Friday March 8<sup>th</sup> 2013** at the Illinois Valley Community College in Oglesby. Like last year the expo will be held in the automotive building that is located on the east end of the campus. This building will allow all the crafts to be located in the same building. Also we will be on a concrete floor.

Please us know how much room you will need and amount of people attending.

**Please RSVP:**

**Phone or Fax to: 815-433-1541 Fax 815-433-1593**  
**or e-mail to: dargubright@carpentersunion.org**

Thank you for your cooperation and if you have any questions please call.

**Please reserve Friday March 8<sup>th</sup> 2013 for this Career Day Expo.**

**BUILDING TRADES EXPO  
AGENDA  
Friday March 8th, 2013**

**SET UP FOR: All Building Trades Crafts.**

On **Friday March 8<sup>th</sup>** 6:30am till 9:00am in the Automotive shop building at the east end of the Illinois Valley Community College Campus.

Two tables and chairs to be provided by IVCC.

**Friday March 8th**

9:30am till 11:15--- First group of 100 students rotate thru demonstrations.

11:15am till 11:40 noon-- Lunch for Building Trades members will be provided in the Automotive Building, sponsored by the Illinois Valley Labor / Management Committee.

11:45 pm till 1:30 pm--- Second group of 100 students rotate thru demonstrations.

Building Trades Expo to start first group at 9:30am till 11:15am and second group starting at 11:45 till 1:30pm with 100 students in groups of 10 to 12 students visiting each trades hands on demonstration. Students will rotate thru each trade visiting all stations for approx 10 to 12 minutes at each station.

If you have any questions please call the Ottawa office at 815-433-1541 or my cell # at 815-666-6076 Dave Argubright

Or e-mail at: [dargubright@carpentersunion.org](mailto:dargubright@carpentersunion.org)

**There is an overhead door on the south and north side of the building.**



# Arbor Day Foundation®

211 N. 12th St. • Lincoln, NE 68508 • 888-448-7337 • [arborday.org](http://arborday.org)

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

January 28, 2013

Jerry Corcoran, President  
Illinois Valley Community College District No. 513  
815 N Orlando Smith Ave.  
Oglesby, IL 61348

Dear Tree Campus USA supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Illinois Valley Community College District No. 513 for achieving recognition as a 2012 Tree Campus USA. To obtain this distinction, Illinois Valley Community College District No. 513 met the five core standards for effective campus forest management: a tree advisory committee, a campus tree-care plan, dedicated annual expenditures for its campus tree program, an Arbor Day observance and student service-learning project. Your entire campus community should be proud of your sustained commitment to environmental stewardship.

Tree Campus USA, a national program launched in 2008 by the Arbor Day Foundation and Toyota Motor North America, Inc., honors colleges and universities and their leaders for promoting healthy trees and engaging students and staff in the spirit of conservation.

As you know, trees are a vital component of campus infrastructure and landscaping. First, properly-placed trees create a welcoming space for students, staff and alumni, providing much-needed relief from heat and a quiet place to reflect or study. Second, trees keep our air and water clean and remove harmful pollutants. Third, trees save money by reducing energy use and improving storm water management.

Again, congratulations. Your diligence in improving the environment and quality of life at Illinois Valley Community College District No. 513 contributes to a healthier planet for all of us.

Best regards,

John Rosenow  
Chief Executive

A partnership of:

 **Arbor Day Foundation**  
[arborday.org](http://arborday.org)

**TOYOTA**

# ILLINOIS VALLEY COMMUNITY COLLEGE

## College Core Values

**Responsibility   Caring   Honesty   Fairness   Respect**

## Vision Statement

Leading our community in learning, working and growing.

## Mission Statement

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

## The Purposes of IVCC are:

- \* The successful completion of courses and degrees required for effective transfer to baccalaureate degree programs.
- \* Occupational/technical courses, certificates and degrees leading directly to successful employment or transfer into baccalaureate degree programs.
- \* Courses and academic support services designed to prepare students to succeed in college-level coursework.
- \* Continuing education courses and community activities that encourage lifelong learning and contribute to the growth and enrichment of students in our community.
- \* Student support services to assist in developing personal, social, academic and career goals.
- \* Academic and student support programs designed to supplement and enhance teaching and learning.

## Principles of Work

Illinois Valley Community College is a system of programs, services and people – the entire system committed to continuous improvement. Nothing stays the same; everything is in a constant process of discovery, creating, and accomplishment. The people of IVCC daily strive to improve the organization's work systems and processes toward higher levels of satisfaction, achievement, and excellence among students and other stakeholders.

## College Goals

1. Assist all students in identifying and achieving their educational and career goals.
2. Promote the value of higher education.
3. Grow and nurture college resources needed to provide quality programs and services.
4. Promote understanding of diverse cultures and beliefs.
5. Demonstrate IVCC's core values through an inclusive and collaborative environment.