



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Tuesday, September 17, 2013  
Board Room  
6:30 p.m.**

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

**IVCC'S MISSION STATEMENT**

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

**BOARD AGENDA ITEMS**

**January**

Student Fall Demographic Profile

**February**

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

**March**

Strategic Plan Update  
President's Evaluation

**April**

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

**May**

Budget Adjustments  
President's Contract Review  
Vice Presidents' Contract Renewals

**June**

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

**July**

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

**August**

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

**September**

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

**October**

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

**November**

Adopt Tentative Tax Levy

**December**

Adopt Tax Levy  
Schedule of Regular Meeting Dates and Times

## **A G E N D A**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Campus Update – Employee Demographics Report (Glenna Jones)
7. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
  - 7.1 Approval of Minutes – August 7, 2013 Planning Committee Meeting; August 19, 2013 Facilities Committee Meeting; and August 20, 2013 Board Meeting (Pages 1-14)
  - 7.2 Approval of Bills - \$2,206,307.02
    - 7.2.1 Education Fund - \$991,412.73
    - 7.2.2 Operations & Maintenance Fund - \$169,819.00
    - 7.2.3 Operations & Maintenance Fund (Restricted) - \$254,492.90
    - 7.2.4 Auxiliary Fund - \$654,161.43
    - 7.2.5 Restricted Fund - \$19,990.38
    - 7.2.6 Liability, Protection & Settlement Fund - \$116,430.58
  - 7.3 Treasurer’s Report (Pages 15-33)
    - 7.3.1 Financial Highlights (Pages 16-17)
    - 7.3.2 Balance Sheet (Pages 18-19)
    - 7.3.3 Summary of FY13 Budget by Fund (Page 20)
    - 7.3.4 Budget to Actual Comparison (Pages 21-27)
    - 7.3.5 Budget to Actual by Budget Officers (Page 28)
    - 7.3.6 Statement of Cash Flows (Page 29)
    - 7.3.7 Investment Status Report (Pages 30-31)
    - 7.3.8 Check Register - \$5,000 or more (Pages 32-33)

- 7.4 Personnel - Stipends for Pay Periods Ending August 10, 2013 and August 24, 2013 (Pages 34-42)
8. President's Report
9. Committee Reports
10. Protection, Health, and Safety Projects for Tax Year 2013 (Pages 43-61)
  - 10.1 Cultural Centre Sound System Replacement (Pages 43-53)
  - 10.2 Building A Chiller/Air Handler Replacement (Pages 54-61)
11. Intergovernmental Agreement with the City of Oglesby – Armed Security (Pages 62-66)
12. Request for Purchase – Community Technology Center Equipment (Page 67)
13. Creation of Temporary Full-time Business Specialist Position in the Small Business Development Center/Interim Person Named (Pages 68-71)
14. Letter of Continued Recognition to Illinois Community College Board (Pages 72-73)
15. Board Policies (first reading) (Pages 74-77)
  - 15.1 Board Policy 3.21 – Medical/Occupational Examinations (Page 75)
  - 15.2 Board Policy 6.3 – Drug-Free Campus (Page 76)
  - 15.3 Board Policy – Bicycles and Skateboards on Campus (Page 77)
16. Items for Information (Pages 78-79)
  - 16.1 Illinois Community College Board – Certified Production Technician Certificate (Page 78)
  - 16.2 Summer 2013 Graduation (Page 79)
17. Trustee Comment
18. Closed Session – 1) collective negotiating matters; 2) pending litigation; 3) probable litigation; and 4) closed session minutes.
19. Closed Session Minutes – August 20, 2013 Board Meeting
20. Resolutions to Approve the Appeal of Putnam County Parcel Assessments
21. Disabilities Services Position
22. Adjournment

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

**Planning Committee Meeting**  
**August 7, 2013**

The Planning Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5 p.m. on Wednesday, August 7, 2013 at the Illinois Valley Community College Ottawa Center, Ottawa, IL.

**Committee Members** Michael C. Driscoll, Committee Chair  
**Physically Present:** Jane E. Goetz

**Committee Members** David O. Mallery  
**Telephonically Present:**

**Others Physically Present:** Jerry Corcoran, President  
Cheryl Roelfsema, Vice President for Business Services and Finance  
Lori Scroggs, Vice President Learning and Student Development  
Amy Smith, Institutional Research Director  
Sue Isermann, Associate Vice President for Academic Affairs and Dean of Workforce Development  
Steve Alvin, Interim Dean of Humanities, Fine Arts, and Social Sciences

The meeting was called to order at 5 p.m. by Dr. Driscoll.

**THE INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM (IPEDS)**

IPEDS is a system of survey components that collects data from about 7,500 institutions that provide postsecondary education across the United States. IPEDS collects institution-level data on students (enrollment and graduation rates), student charges, program completions, faculty, staff, and finances. Comparison group data is included to provide a context for interpreting IVCC's statistics. IVCC chose 11 institutions to be in the custom comparison group which included: Highland Community College, Illinois Eastern Community Colleges – Olney Central College and Wabash Valley College, John A. Logan College, Kankakee Community College, Kishwaukee College, Lake Land College, Lewis and Clark Community College, McHenry County College, Richland Community College, and Sauk Valley Community College. The data provided is from academic year 2011-2012. The percent of students enrolled by race/ethnicity and percent of students who are women was reviewed. Because the summer of 2011 was the last semester Sheridan inmates were taking IVCC classes, there was a drop in some subpopulations, i.e., Male and Black/African American. The federal government has also changed the way it categorizes students and employees by race and ethnicity. The fall term full-time headcount continues to decline, while the part-time headcount has increased slightly. The unduplicated headcount and total FTE for FY2011-12 remained fairly stable. There were 45 fewer students, but those enrolled generated 63 more credit hours than in the previous year. The number of

completions has continued to increase, reaching an eight-year high in the number of Associate degrees and certificates of less than one year. IVCC reported an increase in the number of Pell grant recipients, but the Pell grant package shows a decline because the larger number of students received marginal amounts of aid. It was noted that institutional grants (financial waivers by the college) were well below the average of its peers. From a KPI standpoint, what can IVCC do to help students with grants? It was also noted the percent of all undergraduates receiving financial aid was seven percent below its peer group. Many of the students do not apply for financial aid because IVCC's tuition is low and they don't think they will qualify. It was suggested to look deeper into this issue when KPIs are discussed. Of concern is the decline in students' fall to fall retention rate. The full-time retention rate has typically been in the 66 percent to 69 percent range. Although 62 percent is still 5 percent above the median and third out of twelve peer institutions, this is still a large decline from previous reporting. The part-time retention rate ranks second in the peer group. IVCC has somewhat higher graduation rates than most of its peer institutions. This is a result of the admissions department a few years ago aggressively encouraging students to "Commit to Complete." Program coordinators were also encouraging students to stay together and graduate. Average salaries of full-time instructional staff ranked high. This could be attributed to having more senior members and more credentials and maybe the way it is being reported. All of those factors can contribute to a higher cost. KPIs will be presented and discussed with the Strategic Leadership and Planning Council and then presented to the Planning Committee. With the next IPEDS report, the results will be compared with the past reports.

### **2012 PERSONAL ASSESSMENT OF THE COLLEGE ENVIRONMENT (PACE)**

IVCC has collaborated with the National Initiative for Leadership and Institutional Effectiveness (NILIE) to conduct the PACE. The underlying thesis of the PACE model is that organizational leadership motivates four factors of institutional climate: Institutional Structure, Supervisory Relationships, Teamwork, and Student Focus. Leadership style and institutional climate, in turn, affect student success and institutional effectiveness. NILIE has identified four leadership models, arranged in order from least desirable to most desirable: Coercive, Competitive, Consultative and Collaborative. The Collaborative model yields greater productivity, job satisfaction, communication, and overall institutional effectiveness. The PACE survey was distributed to 422 IVCC staff, faculty, and administrators in October 2012. Of those, 218 (51.7%) completed the survey. A comparison of climate factors for the past three surveys was presented. IVCC's overall mean score increased in 2009 and again in 2012. The overall mean score for 2012 is 3.80 on a 5-point scale which indicates a healthy campus climate with a highly consultative management system. The climate factor that increased most was in the climate of Teamwork. IVCC's mean score in this area is significantly higher than the 2012 NILIE Norm Base mean score. Each of the 10 items under Institutional Strengths has an overall mean score that indicates a Collaborative system. Six of the top 10 mean scores relate to a focus on students, which aligns well with IVCC's Strategic Goal 1: To enable all students to identify and achieve their educational and career goals. In the area of improvement, the top two priority areas dealt with the opportunity for advancement within the institution and the ability to appropriately influence the direction of the institution. The other eight items dealt with information sharing. Administrative staff, in general, had more negative views than faculty and support staff. There are 18 personnel classified as administration, but there were 22 surveys returned from administration. A disgruntled employee could classify themselves as an administrator and this

brings a concern of the validity of this part of the survey. Respondents were given an opportunity to write comments about areas of the institution they found most favorable and least favorable. Of the 218 employees who completed the survey, 76 respondents provided written comments. There were more negative comments on institutional structure, but surveys are not perfect. There could have been someone who had a negative comment and had a legitimate concern with their supervisor. The president and vice presidents have conducted “sharing, airing, and caring” sessions where everyone is invited to ask any questions they may have and notes are taken and sent to “everyone.” Mr. Mallery suggested not discrediting any comments and he was pleased the administration had looked at this and tried to address it. He believes it will reap benefits and encouraged the president and vice presidents to keep listening. Dr. Driscoll noted three issues that have emerged from this survey. Communication is being addressed and is a theme throughout. Opportunities to be involved in decision making could also be a communication issue, but it gives people a chance to participate. The whole KPI process addresses this. Training opportunities and development will hopefully not emerge again as more money has been directed to this area. There was a question as to if funds for professional development were actually cut. Cheryl reported historically the College has never spent the budgeted amount for professional development so there was a cut in this area. This is a perception issue and needs to be communicated. It was suggested to communicate it during the sharing, airing, and caring sessions. Lori noted that the travel account also includes extension travel and with the revenue situation with the State being so uncertain, she has told the faculty to hold back on professional development. Because of this communication, faculty may have felt travel was cut. However, only 60 percent of what was budgeted for professional development (beyond travel to extension sites) was spent. When building the budget, faculty and staff are asked what type of professional development opportunities they anticipate and then there is a process in place to prioritize the travels that are requested.

## **STUDENT PROFILE**

This report was formerly known as the Student Demographic Report. There has been a change in the report with less information about the student characteristics and more about student progress. Enrollment, headcount, and credit hours have declined and resemble 2008 levels. This is cycling and the College has experienced a cycle in the past. The split in gender is similar. The racial and ethnic makeup of the student body remains the same from Fall 2011 to Fall 2012. The largest percentage of students (28 percent) comes from non-population centers (noted as “other”) with slightly over 18 percent from Ottawa, 16 percent from LaSalle-Peru, and 12 percent from Streator. The declared program of study shows 40 percent designating transfer, 27 percent designating career degrees or certificates, and 11 percent comprising adult education and 12 percent “other” (which includes those who do not declare their intent). A new change in the report is the student academic success scorecard. This is a subset of KPI measures that have to do with academic outcomes. This is set by an action project team for AQIP accreditation. Since the time KPIs were established, the data is no longer available to the College. The State has not provided data since 2005. Internal targets were set, but did not set them toward a benchmark. Fall-to-Spring persistence rates exceeded College targets in 2010, 2011, and 2012, while Fall-to-Fall met target in 2010 only. Full-time student success (earning A, B, C, or P) exceeded the target in 2010, 2011, and 2012, but part-time student success fell beneath the target all three years. Graduation rates exceeded target (30 percent) all three years for the full-time cohort of students. Program outcomes measured through state licensure examination pass rates for three

programs (RN, LPN, and THM) showed favorable results. Developmental education data will be added in two months. The Counseling Center served fewer students during the 2012 calendar year as compared to 2011. The total financial aid applications increased by five percent over the previous year. Financial aid must still prepare financial aid packets for all FAFSA students who indicate an interest in IVCC. If the student indicates interest at IVCC, ISU, and NIU, financial aid must prepare a packet even if they decide not to attend IVCC. All students who apply for waivers or apply for scholarships must complete a FAFSA form. Ninety percent of IVCC students complete a FAFSA. The Tutoring and Writing Center provides assistance to students on an open-access basis. Total utilization of the Center has grown dramatically since 2004, when the Writing Center was established. Students are encouraged to attend the Center and the students have greatly benefited from this. Headcount and credit hours do not tell the whole story. When the budget is tight and the revenues uncertain, students come to IVCC with lots of needs and then the administration comes to the Board asking for more services and personnel. The College seeks different ways to fund initiatives and does amazing things with less. Fast-track math is a new initiative where students who fall into the higher end of development take a math “boot camp” the first two weeks of class. This is a refresher course on math skills. They then take a test after two weeks and if they score at the college level, they can register for a late-start algebra class. This is the first semester this is being offered. There is also the flipped math class. The students check out a video or pod cast and then come into class to do homework with help from the instructor. This seems to be very helpful and has had good outcomes. This “flipped” math class will be repeated this year. There are plans to do something similar in the spring with English. College staff are meeting with high school faculty in English and math on “Bridging the Gap.” Each high school was represented. The math instructors met as a group with a facilitator and looked at junior, senior level classes in high school and compared them with college classes. The instructors looked at alignment and identified the gaps and discussed how to fill the gaps.

### **OTTAWA CENTER**

Lori Scroggs and Amy Smith provided information on the Ottawa Center enrollment and course-taking pattern analysis. The Ottawa Center opened in Fall 2010. The percentage of students attending classes on the main campus for Fall 2011 and Fall 2012 is balancing at about 85 percent, and the number of students at the Ottawa Center at about eight percent, with both at about seven percent. In the past students were surveyed at the Ottawa Center to find out if the students would have attended IVCC if the Ottawa Center was not open. This was discontinued because students complained regarding the frequency of the survey. It is very difficult to draw conclusions from the current data, but it does not appear that the Ottawa Center is detracting enrollments from the main campus. The Ottawa Center was developed in order to both attract new students to IVCC, and to meet the needs of students on the east side of the district with a convenient location. Mr. Mallery noted that 42 percent of the College’s headcount came from the east side of the district. Convenience was the main factor for opening the Ottawa Center with the concept of serving them better. What percentage of those students are coming from those same zip codes? Amy Smith is pulling the data that she has available for this. Mr. Mallery noted if the percentage is 43 percent then we have a deeper penetration because of the Ottawa Center. Dr. Driscoll stated it is worth looking at the data in several different ways to draw conclusions.



### **BOARD POLICIES**

There were four board policies for review: 1) Medical/Occupational Examinations; 2) Purchasing; 3) Drug-Free Campus; and 4) Bicycles and Skateboards on Campus. The Medical/Occupational Examinations policy will now include Shipping and Receiving employees. It was noted the first line of this policy indicated the Board of Trustees agrees to pay the cost of the occupational examinations. The Board asked that this sentence be revised. Because of statute changes, the purchasing policy was modified to reflect the changes. Even though the statute for formal bids increased to \$25,000, the IVCC policy remains at \$10,000. The Drug-Free Campus policy was modified to reflect changes in statutes. The Bicycles and Skateboards on Campus policy is a new policy to prohibit skateboarders in certain areas of the campus for safety reasons.

### **OTHER**

Reed Wilson reported on the North Central Area Transit (NCAT). This is public transportation system for the entire LaSalle County administered by the City of Ottawa. A partnership was formed with the Lee/Ogle Transportation System (LOTS) and was launched July 1, 2013. The transportation system is starting out slow and building gradually because the demand is greater than its resources. Dispatching is done out of the Dixon office. LOTS had wanted a bus system and the City of Ottawa, Horizon House and Illinois Valley Community Hospital have offered their buses. It is curb-to-curb on-demand service right now. NCAT is looking to put together a service contract with the College. Bureau/Putnam Area Rural Transportation (BPART) already transports students to the IVCC campus. Tickets for the transportation are available in the bookstore and students are able to purchase them through financial aid if applicable. Jaime Blotti, Director of LOTS, is working with the City of Ottawa to figure out the traffic patterns in the County.

### **ADJOURNMENT**

Dr. Driscoll declared the meeting adjourned at 6:50 p.m.

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Michael C. Driscoll, Planning Committee Chair

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Melissa M. Olivero, Board Chair

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Larry D. Huffman, Board Secretary

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

**Facilities Committee Meeting**  
**August 19, 2013**

The Facilities Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5 p.m. on Monday, August 19, 2013 in the Board Room (C307) at Illinois Valley Community College.

**Committee Members** David O. Mallery, Chair  
**Physically Present:** Melissa M. Olivero  
Laurie A. Bonucci

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

**Others Physically Present:** Jerry Corcoran, President  
Cheryl Roelfsema, Vice President for Business Services and Finance  
Lori Scroggs, Vice President for Learning and Student Development  
Gary Johnson, Director of Facilities  
Paul Basalay, Architect  
Kurt Rimmele, Architect

The meeting was called to order at 6 p.m. by Mr. Mallery.

**PROTECTION, HEALTH, AND SAFETY PROJECTS FOR TAX YEAR 2013**

A list of Potential Capital Improvement Projects was recently updated by the Operations Committee. The tax levy for PHS projects will generate approximately \$1.6 million. The first project being recommended is Building A Chiller/Air Handler Replacement. The budgeted amount for this project is \$797,907 which includes the contingency and the architect/engineering fees. If the facilities committee is comfortable with this project, it will be presented to the full board at the September board meeting and then the Illinois Community College Board must approve it. Mr. Mallery questioned the additional maintenance that went with the last chiller. Cheryl indicated that PHS funds cannot be used for maintenance contracts. It would be a separate agreement that the College would enter into with the contractor and would be an annual payment. It would only be on the Building A chiller. The second project is the Cultural Center Sound System Replacement. The budgeted amount for this project is \$691,700. When this project was looked at in 2012, the architects did not realize the Cultural Centre did not have an isolated ground. Ms. Olivero asked if this was a necessity. This is a separate electrical system that would eliminate interference with the Community Technology Center around it. The current sound system is down to one-third of its capacity. It would be a costly proposition to get the old and new equipment melted together. Architect Kurt Rimmele indicated he would do more research of what other options are available. Ms. Olivero was concerned with the College tightening its budget for other things and then spending almost three-quarters of a million dollars on a sound system. The overall plan is to upgrade the Cultural Centre at an approximate cost of

\$1.5 million. If the Board wants the state-of-the-art Cultural Centre and something to be proud of, then the College must move forward. The stage floor is being recommended to be refurbished and this is an agenda item for the August board meeting. Mr. Rimmele will do more research on the sound system.

### **PROTECTION, HEALTH, AND SAFETY PROJECT – BUILDING G WATER SYSTEM HEAT EXCHANGER REPLACEMENT**

Evidence of a minor leak was recently found at the single tank heat exchanger in Building G. Before this rises to the level of an emergency leaving Building G without hot water, it was recommended to replace the single tank heat exchanger with a multiple tank lead/lag system. There are 85 heating fixtures and this is taken into account in determining the size of the tank. If the tank went out, there would be a five-week lead time in obtaining another one. That is why the two tanks are being recommended. The committee wanted to decide on the single tank vs. the multiple tank system after the bids were received. The Request for Proposals will be written with two base bids – one for single tank and one for a multiple tank system.

### **RAMP REPORT**

In 2010 when the College was notified the Community Instructional Center Project would become a reality, another RAMP Report was prepared which included additions and renovations to the library and the fitness center. Architect Dominick Demonica met with the library staff and a drawing of renovations to the library was made. It addressed instructional and student/community resource space shortages. The existing library space is technologically and physically outdated in its efforts to offer appropriate resources to the College's students and community and technology continues to play a larger role in the library. The current needs of the library are difficult to achieve in the space and Mr. Demonica came up with several renditions and the drawing that was provided to the committee was the best scenario. It still has shortcomings. Planning space is very difficult because technology is changing all the time. It is hard to envision where technology is going. It was noted the RAMP report is just to keep the College's place on the capital list. This is the latest version, but it is a project that needs to be reviewed by all stakeholders. Feedback is needed from the Board so that the administration can update this report when it is brought back to the Board next year. The other part of this report is the fitness center. The need was identified to enlarge the fitness center to incorporate new programs, more room for free-weights, cross-fit exercise, and space for offices which was removed when the installation of an elevator took place. There is no conference area for privacy issues. The expansion would provide students with more opportunities in the health and fitness areas. The question was asked if the Board approved the Master Plan with the additional space for the fitness center. It was noted the Master Plan is just a plan. If funds become available, it is a vision for the College. Another board member believes the Master Plan gives structure to a wish list. Ms. Olivero had concerns with what the College needs vs. what the College wants. With the cost associated with the RAMP report and the \$691,000 cost of the new sound system in the Cultural Centre, the College could build an Early Childhood Education center. The Early Childhood Education center is not a priority and Ms. Olivero has accepted that. As the College prioritizes for the future, this needs to be discussed as a Board. The question was asked if the RAMP report could be split. If the Board was to make significant changes, the project could move forward but would have to be resubmitted. It was suggested to look at the bigger picture and decide what is the best use of the district's money. Ms. Olivero stated she is looking at the

bottom line and trying to justify it during these economical times. Dr. Corcoran suggested a Board Retreat be scheduled to prioritize projects.

### **CITY OF OGLESBY PROPOSAL – ARMED POLICE OFFICER ON CAMPUS**

The Board had authorized the administration to pursue a proposal from the City of Oglesby and the LaSalle County Sheriff's department for the cost of providing a police presence on campus for at least 20 hours per week. A draft of the Intergovernmental Agreement was reviewed by the board members present. The administration met with officials from Oglesby and also with LaSalle County Sheriff Tom Templeton. The dollar amount was significantly more with LaSalle County. Sheriff Templeton noted that even if LaSalle County was not selected to provide the service, LaSalle County would work with the College in having more of a presence on campus. A majority of the employees are overwhelmingly in support of a sworn officer on campus. The board members present were all in agreement with the recommendation to have police presence on campus for 20 hours per week and agreed to move forward with the recommendation to the full Board at the September board meeting.

### **SOFTBALL AND BASEBALL FIELD CONDITIONS**

The softball and baseball fields are in need of improvements. The condition of the baseball field is not acceptable. If the Board decides to continue with athletics, there has to be some minimum quality. The Board has talked about water out to the fields, but the price was overwhelming. Cory Tomasson, softball coach, suggested doing some extra fundraising and having volunteers do the work. It is important to have a licensed contractor on site with volunteers. The softball program could be an example of what the College could do in other areas. It was noted in order to keep the field in good condition; water must be extended out to the field. The absence of a bathroom is a concern, also. Tracy Morris brought forward the idea of using the Dickinson field in Oglesby for this year until improvements could be made on the baseball field. The cost of using the Dickinson field would be \$3,250 for the season. Oglesby would set up the field and the equipment would be provided by the City of Oglesby. In order for the baseball team to play on the Dickinson field, Dr. Morris needs approval from the Board and then she would need approval from the NJCAA. This process is time sensitive. The concern was that other groups use the field and if there was a conflict in schedules, IVCC would have to use its own field and still pay for the Dickinson field. Dr. Corcoran will contact Oglesby to find out if there is a conflict in schedules. Athletic facilities will be another topic for the Board Retreat.

### **OTHER**

The Cultural Centre Stage Extension is not a Protection, Health and Safety Project. The sound consultant noted that if the Board wanted this option of extending the stage another 11 ft. over the orchestra pit, there were concerns that it could change the acoustics. Therefore, if the Board wants the extension, it should be in place before the acoustic study. Ms. Olivero still had concerns with not increasing the coaches' salaries, not filling positions, and struggling with wants and needs. Mr. Steve Alvin stated at a minimum the College needs a sound system in the Cultural Centre. The College is opening a brand new building and the Cultural Centre is a part of it and it is not functional. Ms. Olivero just wanted to see a less expensive solution to the sound system problem. Mr. Rimmele will look at other options to save on the cost.

**ADJOURNMENT**

It was moved by Mr. Mallery, seconded by Ms. Bonucci, and carried unanimously to adjourn the meeting at 6:54 p.m. Motion passed by voice vote.

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David O. Mallery, Committee Chair

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Melissa M. Olivero, Board Chair

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Larry D. Huffman, Secretary

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

**Minutes of Regular Meeting**  
**August 20, 2013**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Tuesday, August 20, 2013 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Melissa M. Olivero, Chair  
Michael C. Driscoll, Vice Chair  
Larry D. Huffman, Secretary  
Laurie A. Bonucci  
Jane E. Goetz  
David O. Mallery  
Everett J. Solon

**Members Absent:** Taylor A. Gunia, Student Trustee

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

**PUBLIC HEARING**

This being the time and place published for a Public Hearing regarding the FY2014 Budget, Board Chair, Melissa Olivero, called for questions and/or comments from the audience. Since there were no questions and/or comments, Ms. Olivero called for a motion to close the Public Hearing. It was moved by Dr. Driscoll and seconded by Ms. Bonucci to close the Public Hearing. Motion passed by voice vote.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None.

**CAMPUS UPDATE – DEVELOPMENTAL EDUCATION (Marianne Dzik)**

Dean Marianne Dzik presented an overview of developmental education at IVCC. The purpose of developmental education is to give students the tools needed to succeed in college level classes. These tools are not limited to closing subject knowledge gaps but also include college readiness skills, study skills, organizational skills, and personal management skills.

Developmental education is continually monitored and assessed by the Division of English, Mathematics, and Education. With the assessment results, changes have been made or are being made to the delivery and content of courses. Flipped classrooms, supplemental instruction, fast-track programs, curriculum adjustments, and tutoring involvement are now a part of developmental education. Dr. Driscoll had questions on the breakdown of adults, high school graduates, and students with disabilities who are in developmental education. He also wanted to know what percentage of students who start in developmental education and actually go on to college level courses. Marianne did not have that information at the time, but will send it to Dr. Driscoll.

### **CONSENT AGENDA**

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

The following items were approved in the consent agenda:

Approval of Minutes - July 16, 2013 Board Meeting

Approval of the Bills - \$1,822,284.76

Education Fund - \$1,103,626.77; Operations & Maintenance Fund - \$102,621.05; Operations & Maintenance Fund (Restricted) - \$231,511.68; Auxiliary Fund - \$261,407.02; Restricted Fund - \$86,832.45; Audit Fund - \$9,000.00; and Liability, Protection and Settlement Fund - \$27,285.79

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending June 29, 2013; July 13, 2013; and July 27, 2013.

### **PRESIDENT'S REPORT**

Construction Update: All of the site work is wrapping up, planter curbs having been poured, new sidewalks are finished and the poles for lighting will be installed any day now. Substantial completion and a walk-through review of architectural, technology and mechanical/electrical/plumbing punch list items will occur August 26 and 27. All of the East Campus work is progressing nicely as well with Phase 2 substantial completion still scheduled for October 22. Portions of Parking Lot No. 7 will be closed the next two weekends (August 31, September 1, September 7 and 8) for resealing and restriping. New furniture should begin arriving in late September to be installed in October for the November 1<sup>st</sup> grand opening. Dr. Corcoran reported everything is on-track and in great shape thanks to Cheryl Roelfsema and her colleagues. Dean Marianne Dzik advised Dr. Corcoran that Judy Mika presented at the 8th International Conference on Higher Education and Disabilities in Innsbruck, Austria on July 25. "Climbing the Mountain of Success" was the title of her presentation. Dr. Corcoran congratulated Judy. Also, Diane Christianson is a member of the Early Childhood Advisory Group which has been meeting this summer. A number of ECE educators and representatives from State agencies are reviewing standards in Early Childhood Education content area, in math, science, special education, and the Common Core. The July 23<sup>rd</sup> LPN pinning ceremony was very well planned

and executed thanks to the work of Dean Bonnie Campbell and her Nursing Program colleagues. Last Friday's new student convocation and picnic were a great success thanks to Tracy Morris, Cory Tomasson and the large group of faculty and staff who coordinated the day's activities on behalf of the students.

### **COMMITTEE REPORTS**

Dr. Driscoll reported on the Planning Committee meeting held on Wednesday, August 7 at the Ottawa Center. Items reviewed and discussed were the Integrated Postsecondary Education Data System (IPEDS), the Personal Assessment of the College Environment (PACE), Student Profile, and Board Policies. Highlights from the IPEDS were IVCC continues to shine as far as the percentage of students completing degrees (approximately 10 percent above its peer group), continues to trend low in tuition, and work could be done in getting more financial aid for its students. PACE is a questionnaire completed by the faculty, administration, and staff. There is a strong spirit of teamwork and the College is above the mean as far as the students being satisfied with their experience. Areas for opportunities to improve included communication and professional development. The Student Profile indicated an increase in persistence from fall to spring going up approximately two percent each year. The number of transfer degree graduates has dropped. The Committee also reviewed four Board Policies. Mr. Mallery noted that enrollment information was provided on the Ottawa Center. He would like the administration to find the measure the College used to develop the Ottawa Center and provide the Board with an update as to whether it reached the measure the administration had hoped for. Mr. Mallery also noted there was dissatisfaction by the administration in the PACE survey. The study was not statistically valid as there were 22 responses from the administration, but only 18 are in that group. Communication was perceived as top down instead of bottom up. This group is small and if a few were disgruntled, this could skew the results. It was suggested the PACE survey would be a good topic for a Board Retreat. There was a perception of less professional development. The budget amount was reduced for professional development, but not less than what had been used in the previous year. The administration has started directing more money towards professional development.

Mr. Mallery reported on the Facilities Committee Meeting held on Monday, August 19. The two Protection, Health, and Safety projects being recommended for Tax Year 2013 were 1) replace chiller and air handler unit in Building A and 2) replace audio system in the Cultural Centre. Currently there are three speakers and two do not work. This was a priority by the Operations Committee and the administration. There was a concern regarding the amount (\$691,700). The architects are doing additional research for other options that are available. Also discussed at the Facilities Committee Meeting was the RAMP report which requests additions and renovations to the fitness center and the library. This project is number 39 on the capital waiting list. Consideration was given to splitting the two projects. A smaller project might be more palatable because of matching funds. For right now it is just a place-holder. The City of Oglesby agreement for an armed police officer was discussed. The administration had looked into an agreement with the LaSalle County Sheriff's department, but it was considerably more. LaSalle County is willing to make more of a presence on the IVCC campus. The committee supported the presence of an armed police officer on campus for 20 hours per week. Considerable discussion centered on the conditions of the softball and baseball fields. If the College wants to continue quality programs in these areas, it needs to focus on these areas. The City of Oglesby



will offer the Dickinson field for \$3,250 a year. Oglesby will maintain the field with their equipment. The College will be committed to the Dickinson field until the College's field can be restored. Fundraising will be used to cover the cost of the Dickinson field. This is a one-year fix. Dugouts in the softball field are not suitable. A plan could be to have volunteers work on the dugouts with a licensed contractor overseeing the project. Also discussed at the Facilities Committee meeting was the stage extension in the Cultural Centre. If the Board agrees to this project, it would need to be done before the acoustical study of the sound system takes place.

#### **FISCAL YEAR 2014 BUDGET**

It was moved by Dr. Huffman and seconded by Mr. Solon to adopt the FY2014 Budget, as presented.

Roll Call Vote: "Ayes" – Ms. Goetz, Dr. Huffman, Mr. Mallery, Mr. Solon, Ms. Bonucci, Dr. Driscoll, and Ms. Olivero,. "Nays" – None, motion carried.

#### **INSURANCE RENEWALS**

It was moved by Mr. Solon and seconded by Dr. Huffman to accept the recommendation of the insurance consultant to renew all coverage with the same carriers at \$334,688. It is the practice of the College to bid insurance every three years. Everything will be rebid in 2015. The reason for the large increase in the property premium is due to the addition of the Community Technology Center. The insurance consultant reviewed the proposals and the Workers' Compensation decreased with everything else being status quo. It was noted by board members the next time the insurance is bid to find out what would be more economical, bidding for one year or multiple years. Motion passed by voice vote with Mr. Mallery and Dr. Driscoll voting "nay."

#### **BID RESULTS – PROTECTION, HEALTH, AND SAFETY (PHS) PROJECTS**

It was moved by Ms. Goetz and seconded by Dr. Huffman to accept the base bid from Vissering Construction Company – Streator, IL, in the amount of \$45,990 for the PHS Project for cultural Centre Stage Upgrades (stage floor). Motion passed by voice vote.

#### **PROPOSAL RESULTS – DEGREE PLANNING/TRANSFER AND RETENTION SOFTWARE OR SOFTWARE AS A SERVICE**

It was moved by Mr. Mallery and seconded by Ms. Goetz to accept the proposal from Starfish Retention Solutions in the amount of \$7,200 for installation costs and a 36-month contract for the Degree Planning/Transfer and Retention Software or Software as a Service within the William and Dian Taylor Student Development Commons for a three-year total dollar amount of \$98,850. Dr. Morris explained that this software will benefit the students in the area of retention by allowing faculty to see when students are at risk. Faculty can track their attendance and perform personal intervention. Motion passed by voice vote.

#### **PROTECTION, HEALTH, AND SAFETY PROJECT – BUILDING G WATER SYSTEM HEAT EXCHANGER REPLACEMENT**

It was moved by Mr. Mallery and seconded by Dr. Huffman to approve the Building G Water System Heat Exchanger Replacement Protection, Health, and Safety project for a total cost of \$157,000, and authorize submission of the resolution to the Illinois Community College Board. The Request for Proposal will have the option of bidding for two base bids – one for a single

tank and one for multiple tanks with the Board having the option to select one. Motion passed by voice vote.

**PURCHASE REQUEST – CIC PHASE 1 AND 2 TECHNOLOGY PURCHASE:  
DESKTOP COMPUTERS, VDI ZERO CLIENTS, LAPTOP COMPUTERS,  
COMPUTER DISPLAYS, MULTI-TOUCH DISPLAYS, AND LASER PRINTERS**

It was moved by Dr. Driscoll and seconded by Ms. Bonucci to proceed with the purchase of the desktop computers, VDI zero clients, laptop computers, computer displays, multi-touch displays, and laser printers for the CIC Project Phase 1 and 2 in the amount of \$314,511. Motion passed by voice vote.

**TRUSTEE COMMENT**

Ms. Bonucci had a wonderful time at the IVCC Foundation golf outing. She said it was great to see the Foundation at work. Ms. Olivero would like to schedule a Board Retreat to discuss a few selected areas in four hours or less and invite Mike Monaghan, ICCTA executive director, as the facilitator.

**CLOSED SESSION**

It was moved by Dr. Huffman and seconded by Dr. Driscoll to convene a closed session at 8:26 p.m. to discuss 1) probable litigation; 2) pending litigation; and 3) closed session minutes. Motion carried by voice vote.

After a short break, the Board entered closed session at 8:35 p.m. On a motion by Ms. Goetz and seconded by Dr. Huffman, the regular meeting resumed at 9:08 p.m. Motion passed by voice vote.

**OTHER**

It was moved by Mr. Solon and seconded by Ms. Bonucci to approve and retain the closed session minutes of the July 16, 2013 meeting. Motion passed by voice vote.

**ADJOURNMENT**

Ms. Olivero declared the meeting adjourned at 9:10 p.m.

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Melissa M. Olivero, Board Chair

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Larry D. Huffman, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

AUGUST 2013

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

## FINANCIAL HIGHLIGHTS – August 2013

### Revenues

- As of September 6, the student headcount for fall semester was 3,728, which is 233 students, or 5.88 percent, less than at this same point in time last year. Credit hours were at 34,043, which is 2,193, or 6.05 percent, less than one year ago. A 5.3 percent decrease in credit hours was included in the fiscal year 2014 budget. Enrollment at the Oglesby campus decreased by 1,958 credit hours, or 6.37 percent; enrollment at the Ottawa Center decreased by 157 credit hours, or 5.49 percent; Early Entry College enrollment increased by 12 credit hours; and the IBEW (International Brotherhood of Electrical Workers) credit hours decreased by 90 from this same point in time one year ago.
- First installment distributions of 2012 real estate taxes have been received from all eight counties. The second installment of property taxes was due in LaSalle County on September 9. LaSalle County collects approximately 75 percent of the district's property taxes.
- The State of Illinois Base Operating Grant and the Equalization grant have been paid through May 2013. FY2013 adult education grant payments have been paid.

### Expenditures

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

- Fund 01 – Education Fund – Instruction – Fixed Charges – includes \$77,000 in rent for July 1 – December 31, 2013 for the Ottawa Center and \$8,852 in rental fees for the truck driver training program;
- Fund 01 – Education Fund – Institutional Support – Contractual Services – includes \$201,284 for Ellucian (formerly Datatel) annual support;
- Fund 01 – Education Fund – Institutional Support – General Materials & Supplies – Advertising campaign expenses of \$19,400; postage \$13,000; Dell computers \$12,800; computer hardware and consulting from the Burwood Group \$27,800; and computer software purchases of \$15,100;
- Fund 02 – Operations & Maintenance Fund – Operations & Maintenance – Contractual – includes \$53,967 in annual maintenance fees for the McQuay chillers;
- Fund 11 – Audit Fund – Contractual Services – includes \$9,000 payment to McGladrey LLC. McGladrey personnel have finished their onsite field work.

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

- Restroom Renovations Phase II – project is complete except for punch list items;
- Building C Boiler Room Upgrades – project is complete except for punch list items;
- Facility Door Hardware/Rekeying Upgrades – materials are ordered;
- Exterior Egress Concrete Replacement – several structures have been replaced;
- Cultural Centre Stage Upgrade – a preconstruction meeting was held on September 5.

**• Other Projects:**

- Community Instructional Center Project – Project is on schedule (substantial completion was August 28, 2013 for Phase 1; substantial completion scheduled for October 22, 2013 for Phase 2). A tentative work schedule follows:

Site work	Parking lot #7 was resealed and restriped August 31 – September 2. The landscaper is scheduled to start plantings around the CTC building September 16.
Community Technology Center	Final punch list walk through was done August 26 and 27; punch list items are to be completed by October 25.
CTC – Furniture and Equipment	Several truckloads of furniture have been delivered and are being assembled; MAG equipment is scheduled to arrive September 25; 20+ pallets of computer equipment was delivered the week of September 2.
CIC – Phase 2	East addition – finish painting and electrical trim; West addition – finish ceiling grid; electrical conduit and wiring; Site work – install exterior light poles; install oil interceptor; install fencing on north side of auto shop around dumpster pad and enclose welding tanks on north side of welding shop; topsoil is graded, seeded, and fertilized; Welding/Auto Shop – finish installing new light fixtures.

Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 August 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	\$ (727,943)	\$ 3,357,268	\$ 342,737	\$ 2,691,822	\$ 230,499			\$ 5,894,383
Investments	6,645,863	13,959,891	1,041,386	-				21,647,140
Receivables								
Property taxes	7,942,405	1,658,516	1,270,329	-				10,871,250
Governmental claims	782,772	278,760	-	-				1,061,532
Tuition and fees	2,224,240	-	-	602				2,224,842
Due from other funds	1,728,828	171,481	43,322					1,943,631
Bookstore inventories				643,513				643,513
Other assets	4,005	31,840	2,243	7,123			2,064,649	2,109,860
Fixed assets - net where applicable				20,465		54,925,765		54,946,230
Other debits								
Amount available in Debt Service Fund							1,845,351	1,845,351
Amount to be provided to retire debt								-
<b>Total Assets and Other Debits</b>	<u>\$18,600,170</u>	<u>\$19,457,756</u>	<u>\$ 2,700,017</u>	<u>\$ 3,363,525</u>	<u>\$ 230,499</u>	<u>\$54,925,765</u>	<u>\$ 3,910,000</u>	<u>\$ 103,187,732</u>

Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 August 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	\$ 13,985	\$ (54)		\$ 14,478	\$ 123			\$ 28,532
Accrued salaries & benefits	1,322,654	22,331		17,255				1,362,240
Post-retirement benefits & other	127,667							127,667
Unclaimed property	2,440	401			41			2,882
Due to other funds	102,844	810,184		1,015,135	15,468			1,943,631
Due to student groups/deposits					214,867			214,867
Deferred revenue								-
Property taxes	3,972,344	961,521	635,368					5,569,233
Tuition and fees								-
Grants								-
Bonds payable							3,910,000	3,910,000
Total liabilities	<u>5,541,934</u>	<u>1,794,383</u>	<u>635,368</u>	<u>1,046,868</u>	<u>230,499</u>	<u>-</u>	<u>3,910,000</u>	<u>13,159,052</u>
<b>Equity and Other Credits</b>								
Investment in general fixed assets						54,925,765		54,925,765
Contributed capital								-
Retained earnings								-
Fund balance								-
Reserved for grant purposes		244,020						244,020
Reserved for building purposes		8,464,032						8,464,032
Reserved for debt service			2,064,649					2,064,649
Reserved for Liab., Prot., Sett.		4,057,802						4,057,802
Unreserved	13,058,236	4,897,519		2,316,657				20,272,412
Total equity and other credits	<u>13,058,236</u>	<u>17,663,373</u>	<u>2,064,649</u>	<u>2,316,657</u>	<u>-</u>	<u>54,925,765</u>	<u>-</u>	<u>90,028,680</u>
<b>Total Liabilities, Equity and Other Credits</b>	<u>\$18,600,170</u>	<u>\$19,457,756</u>	<u>\$ 2,700,017</u>	<u>\$ 3,363,525</u>	<u>\$ 230,499</u>	<u>\$54,925,765</u>	<u>\$ 3,910,000</u>	<u>\$ 103,187,732</u>

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

Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2014 Revenues & Expenditures by Fund  
 Two Months Ended August 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	\$ 8,333,402	\$ 1,200,667	\$ 744,202	\$ 689,026	\$ -	\$ 273,536	\$ 530,122	\$ 137,843	\$ 19,174	\$ 11,927,972
Actual Expenditures	(3,748,415)	(393,205)	(254,905)	-	-	(1,012,591)	(428,954)	(134,283)	(9,000)	(5,981,353)
Other Financing Sources (Uses)	-	-	-	-	-	-	-	-	-	-
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	4,584,987	807,462	489,297	689,026	-	(739,055)	101,168	3,560	10,174	5,946,619
Fund balances July 1, 2013 (est)	4,467,754	3,014,462	8,023,444	1,369,459	4,672,920	3,164,652	(175,859)	4,072,129	28,469	28,637,430
Fund balances August 31, 2013	\$ 9,052,741	\$ 3,821,924	\$ 8,512,741	\$ 2,058,485	\$ 4,672,920	\$ 2,425,597	\$ (74,691)	\$ 4,075,689	\$ 38,643	\$ 34,584,049

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**Illinois Valley Community College District No. 513  
Fiscal Year 2014 Budget to Actual Comparison  
Two Months Ended August 31, 2013**

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	<b>Annual Budget FY2014</b>	<b>Actual 8/31/13</b>	<b>Act/Budget 16.7%</b>	<b>Actual 8/31/12</b>	<b>Act/Budget FY13</b>	<b>Annual Budget FY2013</b>
<b>EDUCATION FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 6,646,368	\$ 3,635,651	54.7%	\$ 3,849,700	58.2%	\$ 6,611,055
Corporate Personal Property Replacement Tax	798,556	20,356	2.5%	21,692	2.5%	878,840
TIF Revenues	381,000	75,160	19.7%	122,031	32.0%	381,000
<b>Total Local Government</b>	<b>7,825,924</b>	<b>3,731,167</b>	<b>47.7%</b>	<b>3,993,423</b>	<b>50.7%</b>	<b>7,870,895</b>
State Government:						
ICCB Credit Hour Grant	1,923,233	458,849	23.9%	-	0.0%	1,923,233
Equalization	50,000	47,257	94.5%	-	0.0%	133,618
Career/Technical Education Formula Grant	165,000	-	0.0%	-	0.0%	165,000
Dept of Corrections	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Total State Government</b>	<b>2,138,233</b>	<b>506,106</b>	<b>23.7%</b>	<b>-</b>	<b>0.0%</b>	<b>2,221,851</b>
Federal Government						
PELL Administrative Fees	10,000	-	0.0%	-	0.0%	10,000
ARRA Grant	-	-	-	-	-	-
<b>Total Federal Government</b>	<b>10,000</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>10,000</b>
Student Tuition and Fees:						
Tuition	6,766,042	3,561,124	52.6%	3,480,980	55.0%	6,329,675
Fees	971,730	509,568	52.4%	529,240	55.7%	950,335
<b>Total Tuition and Fees</b>	<b>7,737,772</b>	<b>4,070,692</b>	<b>52.6%</b>	<b>4,010,220</b>	<b>55.1%</b>	<b>7,280,010</b>
Other Sources:						
Investment Revenue	21,000	34	0.2%	2,127	10.6%	20,000
Public Service Revenue	421,850	22,356	5.3%	143,276	31.3%	457,450
Nongovernmental Gifts	1,048,000	-	0.0%	4,000	8.3%	48,000
Other	17,100	3,047	17.8%	608	3.6%	17,100
<b>Total Other Sources</b>	<b>1,507,950</b>	<b>25,437</b>	<b>1.7%</b>	<b>150,011</b>	<b>27.6%</b>	<b>542,550</b>
<b>TOTAL EDUCATION FUND REVENUE</b>	<b>\$ 19,219,879</b>	<b>8,333,402</b>	<b>43.4%</b>	<b>8,153,654</b>	<b>45.5%</b>	<b>17,925,306</b>
<b>EDUCATION FUND EXPENDITURES</b>						
Instruction:						
Salaries	\$ 8,492,966	1,670,763	19.7%	829,865	9.8%	8,461,066
Employee Benefits	1,535,040	296,309	19.3%	302,914	20.6%	1,471,033
Contractual Services	126,219	14,035	11.1%	8,555	6.4%	133,779
General Materials & Supplies	402,788	23,782	5.9%	31,736	8.3%	382,084
Conference & Meeting Expenses	53,514	2,207	4.1%	846	1.8%	45,992
Fixed Charges	219,700	85,894	39.1%	7,996	3.8%	208,600
Utilities	500	55	11.0%	101	10.1%	1,000
Capital Outlay	1,000,000	-	0.0%	-	0.0%	22,500
Other	-	-	-	-	-	-
<b>Total Instruction</b>	<b>\$ 11,830,727</b>	<b>\$ 2,093,045</b>	<b>17.7%</b>	<b>\$ 1,182,013</b>	<b>11.0%</b>	<b>\$ 10,726,054</b>

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**Illinois Valley Community College District No. 513  
Fiscal Year 2014 Budget to Actual Comparison  
Two Months Ended August 31, 2013**

<b>EDUCATION FUND EXPENDITURES (continued)</b>	<b>Annual Budget FY2014</b>	<b>Actual 8/31/13</b>	<b>Act/Budget 16.7%</b>	<b>Actual 8/31/12</b>	<b>Act/Budget FY13</b>	<b>Annual Budget FY2013</b>
<b>Academic Support:</b>						
Salaries	\$ 681,604	\$ 117,714	17.3%	\$ 97,896	15.9%	\$ 617,016
Employee Benefits	131,760	25,735	19.5%	22,996	21.1%	109,095
Contractual Services	165,102	15,084	9.1%	98,093	62.7%	156,464
General Materials & Supplies	304,326	49,015	16.1%	52,659	25.7%	204,882
Conference & Meeting Expenses	7,115	134	1.9%	-	0.0%	10,437
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	50,700	2,511	5.0%	5,757	10.9%	52,955
Capital Outlay	200,763	-	0.0%	-	0.0%	23,750
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>1,541,370</u>	<u>210,193</u>	<u>13.6%</u>	<u>277,401</u>	<u>23.6%</u>	<u>1,174,599</u>
<b>Student Services:</b>						
Salaries	1,177,829	224,549	19.1%	198,552	17.4%	1,141,956
Employee Benefits	290,105	56,435	19.5%	56,070	20.1%	278,952
Contractual Services	5,100	645	12.6%	450	22.0%	2,050
General Materials & Supplies	52,895	3,326	6.3%	7,006	14.6%	48,045
Conference & Meeting Expenses	15,125	270	1.8%	643	5.1%	12,700
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	<u>1,541,054</u>	<u>285,225</u>	<u>18.5%</u>	<u>262,721</u>	<u>17.7%</u>	<u>1,483,703</u>
<b>Public Services/Continuing Education:</b>						
Salaries	424,443	78,160	18.4%	81,987	19.6%	418,792
Employee Benefits	55,924	10,382	18.6%	8,249	16.7%	49,405
Contractual Services	276,800	10,317	3.7%	56,690	19.2%	296,000
General Materials & Supplies	79,175	20,099	25.4%	24,234	27.6%	87,950
Conference & Meeting Expenses	9,970	1,237	12.4%	2,021	24.1%	8,375
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	250
Total Public Services/Continuing Education	<u>846,312</u>	<u>120,195</u>	<u>14.2%</u>	<u>173,181</u>	<u>20.1%</u>	<u>860,772</u>
<b>Institutional Support:</b>						
Salaries	1,672,936	333,310	19.9%	310,586	18.4%	1,688,680
Employee Benefits	471,283	111,783	23.7%	113,117	24.5%	462,246
Contractual Services	505,516	215,270	42.6%	263,940	64.4%	409,635
General Materials & Supplies	558,267	154,665	27.7%	69,872	17.6%	397,499
Conference & Meeting Expenses	59,305	2,713	4.6%	3,516	4.9%	72,410
Fixed Charges	-	-	0.0%	-	0.0%	17,000
Utilities	19,500	837	4.3%	1,967	9.5%	20,613
Capital Outlay	310,829	78,211	25.2%	-	0.0%	362,951
Other	38,000	(672)	-1.8%	(1,095)	-2.9%	38,000
Total Institutional Support	<u>3,635,636</u>	<u>896,117</u>	<u>24.6%</u>	<u>761,903</u>	<u>22.0%</u>	<u>3,469,034</u>
Scholarships, Grants and Waivers	574,200	143,640	25.0%	139,904	22.2%	631,095
<b>TOTAL EDUCATION FUND EXPENDITURES</b>	<u>\$ 19,969,299</u>	<u>\$ 3,748,415</u>	<u>18.8%</u>	<u>\$ 2,797,123</u>	<u>15.2%</u>	<u>\$ 18,345,257</u>
<b>INTERFUND TRANSFERS - NET</b>	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ 419,951</u>

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**Illinois Valley Community College District No. 513  
Fiscal Year 2014 Budget to Actual Comparison  
Two Months Ended August 31, 2013**

<b>OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>	<b>Annual Budget FY2014</b>	<b>Actual 8/31/13</b>	<b>Act/Budget 16.7%</b>	<b>Actual 8/31/12</b>	<b>Act/Budget FY13</b>	<b>Annual Budget FY2013</b>
Local Government Sources:						
Current Taxes	\$ 1,221,821	\$ 666,061	54.5%	\$ 726,517	58.3%	\$ 1,245,606
Corporate Personal Property Replacement Tax	140,921	3,592	2.5%	3,828	2.5%	155,089
TIF	127,000	25,053	19.7%	40,677	32.0%	127,000
Total Local Government	<u>1,489,742</u>	<u>694,706</u>	<u>46.6%</u>	<u>771,022</u>	<u>50.5%</u>	<u>1,527,695</u>
State Government:						
ICCB Credit Hour Grant	339,394	80,973	23.9%	-	0.0%	339,394
Total State Government	<u>339,394</u>	<u>80,973</u>	<u>23.9%</u>	<u>-</u>	<u>0.0%</u>	<u>339,394</u>
Student Tuition and Fees:						
Tuition	551,081	417,132	75.7%	397,208	59.0%	672,792
Total Tuition and Fees	<u>551,081</u>	<u>417,132</u>	<u>75.7%</u>	<u>397,208</u>	<u>59.0%</u>	<u>672,792</u>
Other Sources:						
Facilities Revenue	124,000	7,716	6.2%	6,102	6.5%	94,000
Investment Revenue	2,000	14	0.7%	226	11.3%	2,000
Non-Governmental Gifts & Grants	-	-	0.0%	-	-	-
Other	-	126	0.0%	2,920	-	-
Total Other Sources	<u>126,000</u>	<u>7,856</u>	<u>6.2%</u>	<u>9,248</u>	<u>9.6%</u>	<u>96,000</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>	<u>\$ 2,506,217</u>	<u>\$ 1,200,667</u>	<u>47.9%</u>	<u>\$ 1,177,478</u>	<u>44.7%</u>	<u>\$ 2,635,881</u>

<b>OPERATIONS &amp; MAINTENANCE FUND</b>	<b>Annual Budget FY2014</b>	<b>Actual 08/31/13</b>	<b>Act/Budget 16.7%</b>	<b>Actual 08/31/12</b>	<b>Act/Budget FY13</b>	<b>Annual Budget FY2013</b>
Operations & Maintenance of Plant:						
Salaries	\$ 840,042	\$ 172,865	20.6%	\$ 128,927	15.2%	\$ 848,004
Employee Benefits	221,972	44,088	19.9%	40,141	17.7%	226,694
Contractual Services	222,820	71,319	32.0%	11,489	6.2%	183,900
General Materials & Supplies	250,000	28,767	11.5%	21,145	7.5%	282,500
Conference & Meeting Expenses	4,000	289	7.2%	495	12.4%	4,000
Fixed Charges	52,500	95	0.2%	88	0.2%	40,000
Utilities	794,980	44,858	5.6%	82,269	10.2%	809,410
Capital Outlay	104,000	18,376	17.7%	64,890	50.3%	129,000
Facility Charges to Other Funds	(63,000)	-	0.0%	-	0.0%	(63,000)
Provision for Contingency	-	-	0.0%	-	0.0%	100,000
Total Operations & Maintenance of Plant	<u>2,427,314</u>	<u>380,657</u>	<u>15.7%</u>	<u>349,444</u>	<u>13.6%</u>	<u>2,560,508</u>
Institutional Support:						
Salaries	49,065	8,958	18.3%	8,903	15.7%	56,881
Employee Benefits	21,738	1,890	8.7%	1,843	21.0%	8,792
Contractual Services	2,400	-	0.0%	2,395	99.8%	2,400
General Materials & Supplies	1,700	1,059	62.3%	657	19.9%	3,300
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	4,000	641	16.0%	1,014	25.4%	4,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>78,903</u>	<u>12,548</u>	<u>15.9%</u>	<u>14,812</u>	<u>19.7%</u>	<u>75,373</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>	<u>\$ 2,506,217</u>	<u>\$ 393,205</u>	<u>15.7%</u>	<u>\$ 364,256</u>	<u>13.8%</u>	<u>\$ 2,635,881</u>

Illinois Valley Community College District No. 513  
 Fiscal Year 2014 Budget to Actual Comparison  
 Two Months Ended August 31, 2013

	Annual Budget FY2014	Actual 8/31/13	Act/Budget 16.7%	Actual 8/31/12	Act/Budget FY13	Annual Budget FY2013
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Local Government Sources						
Current Taxes	\$ 1,362,330	\$ 743,741	54.6%	\$ 908,008	58.3%	\$ 1,557,008
State Government Sources	7,350,000	-	0.0%	-	0.0%	12,500,000
Investment Revenue	15,000	461	3.1%	14,691	8.2%	180,000
Other Revenue	-	-	0.0%	-	0.0%	-
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) REVENUES</b>	<b>\$ 8,727,330</b>	<b>744,202</b>	<b>8.5%</b>	<b>922,699</b>	<b>6.5%</b>	<b>14,237,008</b>
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Operations & Maintenance						
Contractual Services	\$ -	-	0.0%	-	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	8,727,330	254,905	2.9%	40,355	0.3%	14,237,008
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>	<b>\$ 8,727,330</b>	<b>254,905</b>	<b>2.9%</b>	<b>40,355</b>	<b>0.3%</b>	<b>14,237,008</b>
Other Financing Source - Bond Issuance	-	-	0.0%	-	0.0%	-
Transfer In (Out)	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -

Fiscal Year 2014 Budget to Actual Comparison

	Annual Budget FY2014	Actual 8/31/13	Act/Budget 16.7%	Actual 8/31/12	Act/Budget FY13	Annual Budget FY2013
<b>BOND &amp; INTEREST FUND</b>						
Local Government Sources						
Current Taxes	\$ 1,258,919	\$ 689,022	54.7%	\$ 730,872	57.9%	\$ 1,261,840
Investment Revenue	5,000	4	0.1%	111	5.6%	2,000
<b>TOTAL BOND &amp; INTEREST FUND REVENUES</b>	<b>1,263,919</b>	<b>689,026</b>	<b>54.5%</b>	<b>730,983</b>	<b>57.8%</b>	<b>1,263,840</b>
<b>BOND &amp; INTEREST FUND</b>						
Institutional Support:						
Debt Principal Retirement	\$ 1,185,000	-	0.0%	-	0.0%	1,261,840
Interest on Bonds	78,419	-	0.0%	-	0.0%	-
Fees	500	-	0.0%	-	0.0%	500
<b>TOTAL BOND &amp; INTEREST EXPENDITURES</b>	<b>\$ 1,263,919</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 1,262,340</b>

Fiscal Year 2014 Budget to Actual Comparison

	Annual Budget FY2014	Actual 8/31/13	Act/Budget 16.7%	Actual 8/31/12	Act/Budget FY13	Annual Budget FY2013
<b>WORKING CASH FUND</b>						
Investment Revenue	\$ 35,000	\$ -	0.0%	\$ 31	0.2%	\$ 20,000
<b>TOTAL WORKING CASH REVENUES</b>	<b>35,000</b>	<b>-</b>	<b>0.0%</b>	<b>31</b>	<b>0.2%</b>	<b>20,000</b>
Transfers In (Out)		\$ -	0.0%	\$ -	0.0%	\$ (120,000)

**Illinois Valley Community College District No. 513  
Fiscal Year 2014 Budget to Actual Comparison  
Two Months Ended August 31, 2013**

	<b>Annual Budget FY2014</b>	<b>Actual 8/31/13</b>	<b>Act/Budget 16.7%</b>	<b>Actual 8/31/12</b>	<b>Act/Budget FY13</b>	<b>Annual Budget FY2013</b>
<b>AUXILIARY ENTERPRISES FUND</b>						
Service Fees	\$ 2,472,700	\$ 273,486	11.1%	\$ 551,618	20.7%	\$ 2,666,700
Other Revenue	1,000	50	5.0%	2,024	202.4%	1,000
Investment Revenue	8,000	-	0.0%	80	1.6%	5,000
<b>TOTAL AUXILIARY ENTERPRISES FUND REVENUES</b>	<b>2,481,700</b>	<b>273,536</b>	<b>11.0%</b>	<b>553,722</b>	<b>20.7%</b>	<b>2,672,700</b>
					0.0%	
					0.0%	
					0.0%	
Salaries	\$ 339,281	61,076	18.0%	56,235	16.1%	349,348
Employee Benefits	94,629	17,567	18.6%	18,046	19.4%	93,053
Contractual Services	45,300	2,606	5.8%	9,942	19.5%	51,035
Materials & Supplies	1,998,478	926,688	46.4%	874,932	39.1%	2,240,300
Conference & Meeting	23,363	2,350	10.1%	1,910	8.8%	21,683
Fixed Charges	42,400	2,304	5.4%	1,511	2.8%	53,400
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	3,840	-	0.0%	-	0.0%	3,840
Other	111,500	-	0.0%	-	0.0%	103,000
<b>TOTAL AUXILIARY ENTERPRISES EXPENDITURES</b>	<b>2,658,791</b>	<b>1,012,591</b>	<b>38.1%</b>	<b>962,576</b>	<b>33.0%</b>	<b>2,915,659</b>
<b>Transfer In (Out)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ (265,537)</b>

**Fiscal Year 2014 Budget to Actual Comparison**

	<b>Annual Budget FY2014</b>	<b>Actual 8/31/13</b>	<b>Act/Budget 16.7%</b>	<b>Actual 8/31/12</b>	<b>Act/Budget FY13</b>	<b>Annual Budget FY2013</b>
<b>RESTRICTED PURPOSES FUND</b>						
State Government Sources	\$ 360,972	\$ 52,575	14.6%	\$ (9,374)	-2.0%	\$ 468,498
Federal Government Sources	6,743,340	477,231	7.1%	497,715	6.5%	7,701,634
Service Fees	3,000	315	10.5%	590	19.7%	3,000
Other Revenue	15,700	1	0.0%	1,010	9.2%	11,000
<b>TOTAL RESTRICTED PURPOSES FUND REVENUES</b>	<b>\$ 7,123,012</b>	<b>530,122</b>	<b>7.4%</b>	<b>489,941</b>	<b>6.0%</b>	<b>8,184,132</b>
<b>RESTRICTED PURPOSES FUND</b>						
Instruction:						
Salaries	\$ 486,019	58,154	12.0%	46,760	11.3%	415,474
Employee Benefits	115,559	18,299	15.8%	16,313	20.0%	81,388
Contractual Services	85,284	5,925	6.9%	5,300	8.6%	61,654
Materials & Supplies	144,092	11,597	8.0%	12,270	11.2%	109,812
Conference & Meeting	67,273	6,668	9.9%	7,177	9.8%	73,520
Fixed Charges	500	-	0.0%	-	0.0%	3,000
Utilities	3,500	-	0.0%	-	0.0%	2,350
Capital Outlay	212,723	-	0.0%	2,845	8.5%	33,286
Other (P-16 Grant Waivers)	-	-	0.0%	-	0.0%	9,030
<b>Total Instruction</b>	<b>\$ 1,114,950</b>	<b>\$ 100,643</b>	<b>9.0%</b>	<b>\$ 90,665</b>	<b>11.5%</b>	<b>\$ 789,514</b>

Illinois Valley Community College District No. 513  
Fiscal Year 2014 Budget to Actual Comparison  
Two Months Ended August 31, 2013

RESTRICTED PURPOSES FUND	Annual Budget FY2014	Actual 8/31/13	Act/Budget 16.7%	Actual 8/31/12	Act/Budget FY13	Annual Budget FY2013
<b>Academic Support</b>						
Salaries	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
Employee Benefits	-	-	0.0%	-	0.0%	-
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	-	1,361	0.0%	-	0.0%	-
Conference & Meeting	-	-	0.0%	-	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	160,000
Total Academic Support	<u>-</u>	<u>1,361</u>	<u>0.0%</u>	<u>-</u>	<u>0.0%</u>	<u>160,000</u>
<b>Student Services</b>						
Salaries	187,260	33,762	18.0%	33,230	16.6%	199,755
Employee Benefits	65,102	12,287	18.9%	12,293	20.1%	61,214
Contractual Services	3,320	1,378	41.5%	2,250	54.2%	4,150
Materials & Supplies	5,200	32	0.6%	294	4.1%	7,100
Conference & Meeting	4,500	347	7.7%	167	1.4%	12,209
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRIO Grant)	24,175	-	0.0%	2,920	9.1%	32,000
Total Student Services	<u>289,557</u>	<u>47,806</u>	<u>16.5%</u>	<u>51,154</u>	<u>16.2%</u>	<u>316,428</u>
<b>Public Service</b>						
Salaries	151,098	26,413	17.5%	102,263	25.2%	405,046
Employee Benefits	29,701	5,781	19.5%	26,948	32.7%	82,379
Contractual Services	500	(319)	-63.8%	16,904	11.5%	146,701
Materials & Supplies	6,330	2,089	33.0%	5,143	6.3%	81,470
Conference & Meeting	7,931	3,028	38.2%	5,283	10.8%	49,017
Fixed Charges	-	-	0.0%	1,899	9.9%	19,119
Utilities	1,000	31	3.1%	160	3.1%	5,105
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	360	0.0%	15	7.5%	200
Total Public Service	<u>196,560</u>	<u>37,383</u>	<u>19.0%</u>	<u>158,615</u>	<u>20.1%</u>	<u>789,037</u>
<b>Auxiliary Services</b>						
Materials & Supplies	-	-	-	5,561	0.0%	-
Total Auxiliary Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,561</u>	<u>0.0%</u>	<u>-</u>
<b>Institutional Support</b>						
Salaries (Federal Work Study)	\$ 91,245	\$ 8,260	9.1%	\$ 891	1.0%	\$ 91,245
Employee Benefits	-	-	0.0%	-	0.0%	-
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	-	-	0.0%	-	0.0%	-
Conference & Meeting	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>91,245</u>	<u>8,260</u>	<u>9.1%</u>	<u>891</u>	<u>1.0%</u>	<u>91,245</u>
Student grants and waivers (PELL & SEOG)	<u>5,485,000</u>	<u>233,501</u>	<u>4.3%</u>	<u>251,148</u>	<u>4.1%</u>	<u>6,088,493</u>
<b>TOTAL RESTRICTED FUND EXPENDITURES</b>	<u><u>7,177,312</u></u>	<u><u>\$ 428,954</u></u>	<u><u>6.0%</u></u>	<u><u>\$ 558,034</u></u>	<u><u>6.8%</u></u>	<u><u>\$ 8,234,717</u></u>
Transfer In (Out)	<u>-</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ 27,000</u>

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**Illinois Valley Community College District No. 513  
Fiscal Year 2014 Budget to Actual Comparison  
Two Months Ended August 31, 2013**

<b>LIABILITY, PROTECTION, &amp; SETTLEMENT FUND</b>	<b>Annual Budget FY2014</b>	<b>Actual 8/31/13</b>	<b>Act/Budget 16.7%</b>	<b>Actual 8/31/12</b>	<b>Act/Budget FY13</b>	<b>Annual Budget FY2013</b>
Local Government Sources	\$ 250,473	\$ 136,315	54.4%	\$ 159,270	58.1%	\$ 274,033
Investment Revenue	30,000	1,528	5.1%	1,837	9.2%	20,000
Other	-	-	0.0%	315	0.0%	-
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUES</b>	<b>280,473</b>	<b>137,843</b>	<b>49.1%</b>	<b>161,422</b>	<b>54.9%</b>	<b>294,033</b>

**Fiscal Year 2014 Budget to Actual Comparison**

<b>LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>	<b>Annual Budget FY2014</b>	<b>Actual 8/31/13</b>	<b>Act/Budget 16.7%</b>	<b>Actual 8/31/12</b>	<b>Act/Budget FY13</b>	<b>Annual Budget FY2013</b>
<b>Operations &amp; Maintenance of Plant</b>						
Salaries	\$ -	\$ -	0.0%	\$ 923	0.0%	\$ -
Employee Benefits	-	-	0.0%	58	0.0%	-
Contractual Services	351,500	25,622	7.3%	25,260	6.3%	401,500
Material & Supplies	100	4	4.0%	16	16.0%	100
Conference & Meeting	500	-	0.0%	-	0.0%	500
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	39	0.0%	46	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	\$ 352,100	\$ 25,665	7.3%	\$ 26,303	6.5%	\$ 402,100
<b>Institutional Support</b>						
Salaries	\$ 70,929	\$ 14,972	21.1%	\$ 12,988	19.1%	\$ 68,073
Employee Benefits	240,849	2,576	3.6%	2,669	1.1%	233,919
Contractual Services	14,500	319	2.2%	314	0.6%	55,000
Material & Supplies	2,750	573	20.8%	60	2.2%	2,750
Conference & Meeting	-	-	0.0%	-	0.0%	-
Fixed Charges	373,250	90,178	24.2%	265,598	70.2%	378,500
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	702,278	108,618	15.5%	281,629	38.1%	738,242
<b>TOTAL LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>	<b>\$ 1,054,378</b>	<b>\$ 134,283</b>	<b>12.7%</b>	<b>\$ 307,932</b>	<b>27.0%</b>	<b>\$ 1,140,342</b>

**Fiscal Year 2014 Budget to Actual Comparison**

<b>AUDIT FUND</b>	<b>Annual Budget FY2014</b>	<b>Actual 8/31/13</b>	<b>Act/Budget 16.7%</b>	<b>Actual 8/31/12</b>	<b>Act/Budget FY13</b>	<b>Annual Budget FY2013</b>
Local Government Sources	\$ 34,900	\$ 19,174	54.9%	\$ 19,945	57.8%	\$ 34,500
Investment Revenue	-	-	0.0%	2	0.0%	-
<b>TOTAL AUDIT FUND REVENUES</b>	<b>34,900</b>	<b>19,174</b>	<b>54.9%</b>	<b>19,947</b>	<b>57.8%</b>	<b>34,500</b>
<b>AUDIT FUND</b>						
Contractual Services	34,900	9,000	25.8%	20,000	58.0%	34,500
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<b>\$ 34,900</b>	<b>\$ 9,000</b>	<b>25.8%</b>	<b>\$ 20,000</b>	<b>58.0%</b>	<b>\$ 34,500</b>

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

<u>Department</u>	<u>Annual Budget FY2014</u>	<u>Actual 8/31/2013</u>	<u>Act/Budget 16.7%</u>	<u>Explanation</u>
President	\$ 308,482	\$ 60,854	19.7%	
Board of Trustees	16,900	5,681	33.6%	ICCTA Dues
Community Relations	330,793	68,553	20.7%	
Continuing Education	1,118,350	174,649	15.6%	
Facilities	10,504,644	648,390	6.2%	
Information Technologies	1,733,820	542,934	31.3%	Annual software support fees
Academic Affairs	225,423	44,729	19.8%	
Academic Affairs (AVPCE)	1,025,666	163,887	16.0%	
Adult Education	531,518	66,332	12.5%	
Learning Technologies	664,014	132,231	19.9%	
Career & Tech Education Division	1,784,514	272,757	15.3%	
Natural Science & Business Division	2,151,066	427,413	19.9%	
Humanities & Fine Arts/Social Science Division	2,074,146	429,691	20.7%	
Health Professions Division	2,042,654	379,763	18.6%	
English, Mathematics, Education Division	2,442,190	471,062	19.3%	
Admissions & Records	382,557	67,326	17.6%	
Student Development	620,080	123,204	19.9%	
Student Services	146,425	26,378	18.0%	
Financial Aid	5,923,618	306,963	5.2%	
Athletics	237,332	30,778	13.0%	
TRIO (Student Success Grant)	289,256	47,806	16.5%	
Safety Service	350,000	25,665	7.3%	
Business Services/General Institution	2,185,911	179,297	8.2%	
Risk Management	704,378	108,618	15.4%	
Tuition Waivers	634,200	143,639	22.6%	
Purchasing	111,089	21,207	19.1%	
Human Resources	130,655	20,850	16.0%	
Bookstore	2,246,100	962,441	42.8%	Fall & Spring semester book purchases
Shipping & Receiving	78,903	12,548	15.9%	
Copy Center	135,709	15,707	11.6%	
<b>Total FY14 Expenditures</b>	<b>\$ 41,130,393</b>	<b>\$ 5,981,353</b>	<b>14.5%</b>	



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

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	TOTAL
Balance on Hand	\$ 1,251,435.45	\$ 653,813.48	\$ 515,520.43	\$ 342,736.88	\$ 2,112,057.10	\$ (328,855.08)	\$ 322,919.67	\$ 729.73	\$ 96,962.55	\$ 4,967,320.21
Total Receipts	981,468.41	183,043.77	135,013.11	124,878.33	187,593.28	68,332.59	-	3,523.37	38,706.39	1,722,559.25
Total Cash	2,232,903.86	836,857.25	650,533.54	467,615.21	2,299,650.38	(260,522.49)	322,919.67	4,253.10	135,668.94	6,689,879.46
Due To/From Accts	(906,727.51)	276,874.11				449,899.53		7,476.63	172,477.24	-
Transfers/Bank CDs		-	-		-		-		2,000,000.00	2,000,000.00
Expenditures	(1,156,209.04)	(306,612.52)	(254,492.90)	-	(699,781.76)	(120,347.24)	-	-	(126,961.55)	(2,664,405.01)
ACCOUNT BALANCE	169,967.31	807,118.84	396,040.64	467,615.21	1,599,868.62	69,029.80	322,919.67	11,729.73	2,181,184.63	6,025,474.45
Deposits in Transit	(8,468.52)									(8,468.52)
Outstanding Checks	358,043.87									358,043.87
<b>BANK BALANCE</b>	<b>519,542.66</b>	<b>807,118.84</b>	<b>396,040.64</b>	<b>467,615.21</b>	<b>1,599,868.62</b>	<b>69,029.80</b>	<b>322,919.67</b>	<b>11,729.73</b>	<b>2,181,184.63</b>	<b>6,375,049.80</b>
Certificates of Deposit	400,000.00	200,000.00	1,000,000.00	500,000.00	-	-	4,350,000.00	-	1,800,000.00	8,250,000.00
Illinois Funds	4,176,946.71	1,868,873.33	1,850,816.83	541,382.24	-	325,952.98	-	15,025.94	107,131.61	8,886,129.64
CDB Trust Fund CTC			2,955,273.05							2,955,273.05
Bldg Reserve-ILLFund			1,082,903.32							1,082,903.32
<b>Total Investment</b>	<b>\$ 4,576,946.71</b>	<b>\$ 2,068,873.33</b>	<b>\$ 6,888,993.20</b>	<b>\$ 1,041,382.24</b>	<b>\$ -</b>	<b>\$ 325,952.98</b>	<b>\$ 4,350,000.00</b>	<b>\$ 15,025.94</b>	<b>\$ 1,907,131.61</b>	<b>\$ 21,174,306.01</b>

LaSalle State Bank      \$ 834,318.58  
Centrue Bank              5,540,731.22  
\$ 6,375,049.80

Respectfully submitted,  
  
Cheryl Roelfsema  
Vice President for Business Services & Finance/Treasurer

ILLINOIS VALLEY COMMUNITY COLLEGE  
 INVESTMENT STATUS REPORT  
 August 31, 2013

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<u>DUE</u>	<u>Education</u>	<u>Oper &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
9/19/2013	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
3/20/2014						1,000,000		1,000,000	FSB	0.70%	0.70%	1015080074
4/22/2014							100,000	100,000	MB	0.45%	0.45%	914161
<b>Total CD</b>	<b>400,000</b>	<b>200,000</b>	<b>1,000,000</b>	<b>500,000</b>	<b>-</b>	<b>4,350,000</b>	<b>1,800,000</b>	<b>8,250,000</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

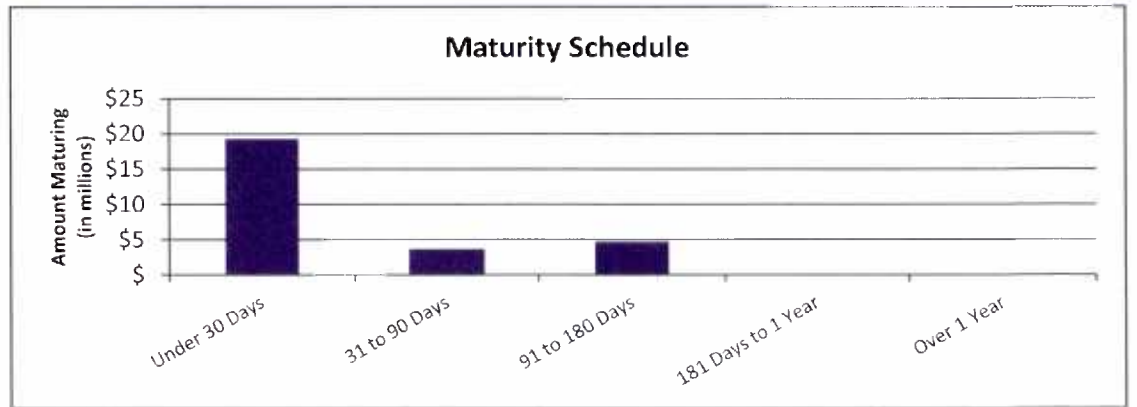
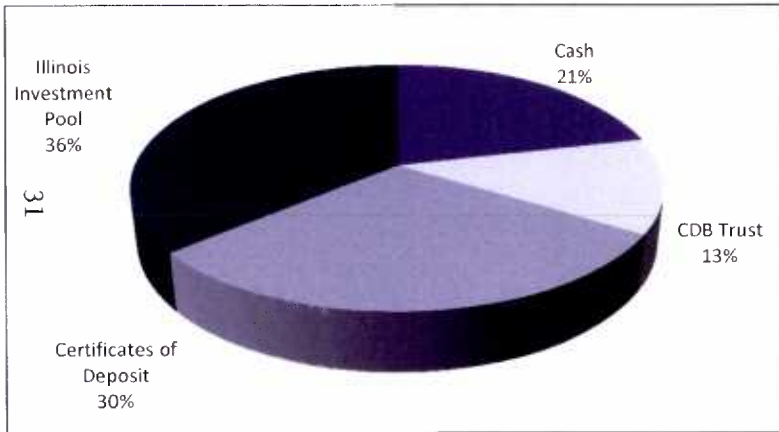
\*\* Current IL Funds interest rate: 0.015%

*cl*

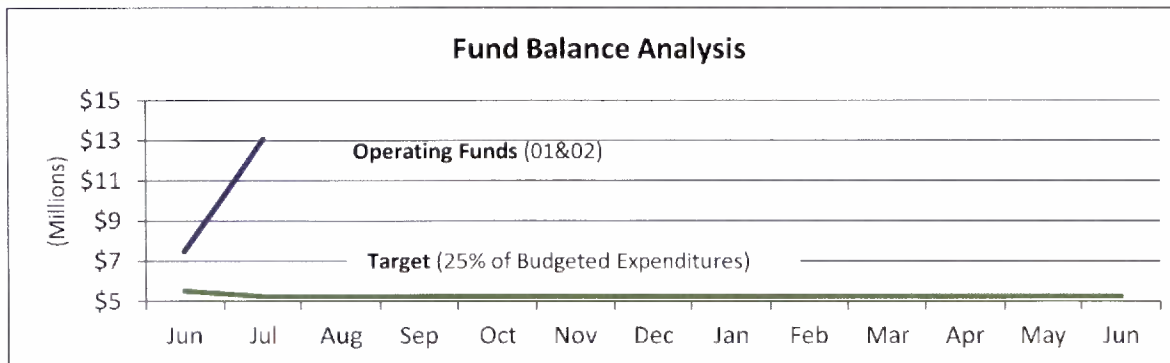
**Illinois Valley Community College District No. 513  
Investment Status Report  
All Funds  
August 31, 2013**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	21.4%	\$ 5,894,383	0.34%
CDB Trust	12.4%	3,428,057	0.25%
Certificates of Deposit	30.0%	8,250,000	0.78%
Illinois Investment Pool	36.2%	9,969,083	0.02%
<b>Total</b>	<b>100.0%</b>	<b>\$ 27,541,523</b>	<b>0.34%</b>

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds (US Bank)	\$ 9,969,083			\$ 9,969,083	36%
Centrue Bank			5,295,863	5,295,863	19%
First State Bank		8,000,000		8,000,000	29%
LaSalle State Bank			598,520	598,520	2%
Marseilles Bank		250,000		250,000	1%
Heartland Bank			3,428,057	3,428,057	12%
<b>Total</b>	<b>\$ 9,969,083</b>	<b>\$ 8,250,000</b>	<b>\$ 9,322,440</b>	<b>\$ 27,541,523</b>	<b>100%</b>



**Weighted Average Maturity of CD's** 133 Days



*ck*

**\$5,000 and Over Check Register**  
**08/01/13 - 08/31/13**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
707487	08/01/13	0000001	Illinois Valley Community College	\$ 92,335.97	Federal & State Payroll Taxes (08/01/13)
707490	08/01/13	0082897	SURS	48,038.54	Payroll (08/01/13)
707497	08/01/13	0081443	American Express	252,901.70	CDW Government, Inc., Cengage Learning Inc., Goodheart-Wilcox, McGraw Hill Publishing, Pearson Education, Inc., W.W. Norton
707507	08/01/13	0185245	El Dorado Trading Group	6,390.01	Supplies for Resale
707508	08/01/13	0109033	Elsevier Science	91,719.38	Books for Resale
707523	08/01/13	0077827	Len Trovero Construction	40,225.00	Asphalt Repairs
707528	08/01/13	0001634	MPS	11,683.00	Books for Resale
707538	08/01/13	0001039	Prestige Medical Inc.	5,060.50	Supplies for Resale
707540	08/01/13	0183070	Rittenhouse Book Distributors	16,559.04	Books for Resale
707546	08/01/13	0102932	The College Board	12,998.70	Accuplacer Testing Units
707549	08/01/13	0093131	University of Illinois	8,889.00	Renewal of I-Share Assessment and CARLI Governing Membership Fees
ACH	08/01/13		VALIC Retirement Services	13,028.71	403(b) & 457(b)Payroll (08/01/13)
32 707564	08/07/13	0066555	United States Postal Service	6,000.00	Reimburse Postage Meter
707569	08/08/13	0168777	Bob McCloskey Agency, Llc	48,544.00	Insurance: Catastrophic Student Athlete
707582	08/08/13	0001515	Ellucian, Inc.	5,237.50	Consulting and Training Fees
707599	08/08/13	0090169	McQuay Service	53,967.00	McQuay Chiller Maintenance
707603	08/08/13	0000948	Nebraska Book Co., Inc.	21,540.94	Books for Resale
707637	08/15/13	0001369	Ameren Illinois	34,545.19	Electricity (06/11/13-07/11/13), Gas (06/30/13-07/31/13)
707638	08/15/13	0081443	American Express	38,455.53	CDW Government, Inc., Cengage Learning Inc., Goodheart-Wilcox, McGraw Hill Publishing, Pearson Education, Inc.,
707648	08/15/13	0149548	Burwood Group	34,784.20	Wireless Expansion (CTC)
707666	08/15/13	0109033	Elsevier Science	11,446.00	Books for Resale
707673	08/15/13	0001112	Gear for Sports	5,820.00	Software for Resale
707682	08/15/13	0001469	John's Service & Sales Inc.	249,055.20	Building "C" Boiler Room Upgrades*
707708	08/15/13	0001060	Roaring Spring Blk Bk Co	11,391.86	Books for Resale
707727	08/15/13	0001450	Thyssenkrupp Elevator Corporation	8,721.78	Elevator Maintenance Quarterly Payment
707732	08/15/13	0093131	University of Illinois	5,933.80	Electronic Databases
707773	08/15/13	0000001	Illinois Valley Community College	83,164.11	Federal & State Payroll Taxes (08/15/13)
707776	08/15/13	0082897	SURS	43,726.70	Payroll (08/15/13)
ACH	08/16/13		VALIC Retirement Services	13,014.91	403(b) & 457(b)Payroll (08/15/13)

**\$5,000 and Over Check Register**  
**08/01/13 - 08/31/13**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
707792	08/22/13	0081443	American Express	42,696.84	CDW Government, Inc., Cengage Learning Inc., Goodheart-Wilcox, McGraw Hill Publishing, Pearson Education, Inc.,
707797	08/22/13	0149548	Burwood Group	22,480.00	Wireless Expansion (CTC)
707800	08/22/13	0089239	Castle Prin Tech	6,200.00	Fall 2013 Mini Course Schedule
707801	08/22/13	0108916	CCIC	279,083.93	Health Insurance (August)
707813	08/22/13	0181795	G4S Secure Solutions (USA) Inc	25,526.77	Security Services (July)
707855	08/22/13	0168528	TestOut Corporation	5,500.00	Books For Resale
707863	08/22/13	0001927	Walter J Zukowski & Associates	19,056.50	Legal Services
707918	08/29/13	0081443	American Express	22,964.68	Goodheart-Wilcox, McGraw Hill Publishing, Pearson Education, Inc.,
707920	08/29/13	0000868	American Technical Publishers,	5,141.45	Books for Resale
707924	08/29/13	0126547	Basalay, Cary, & Alstadt Architects	5,437.70	Building "C" Boiler Room Upgrades*, Stage Floor Project *
707927	08/29/13	0188283	BrickStreet Mutual Insurance	37,238.00	Workers Compensation Policy-Deposit
707936	08/29/13	0001111	Dell Computers	19,305.48	Computer Equipment (CTC)
707999	08/29/13	0066555	United States Postal Service	6,000.00	Postage Meter Reimbursement
708010	08/29/13	0000001	Illinois Valley Community College	89,367.44	Federal & State Payroll Taxes (08/29/13)
708011	08/29/13	0082897	SURS	47,721.61	Payroll (08/29/13)
ACH	08/30/13		VALIC Retirement Services	13,772.48	403(b) & 457(b)Payroll (08/29/13)

**\$ 1,922,671.15**

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

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Stipends For Pay Period 08/10/13

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Amor, Stephanie Yolanda	YOU 8001 8175 8173 8113	07/22/13	07/25/13	08/10/13	SS	214.50	014110394151320	YOU-8001-07	YOU 8001 8175 8173 8113	
Bubb, Jennifer Lee	Nursing Orientation	07/30/13	07/31/13	08/10/13	SS	125.64	011420730051340		Nursing Orientation	
Canale, Thomas James	Head Men's Basketball Coach	07/01/13	06/28/14	06/28/14	ST	8,456.00	056430360251900		Head Men's Basketball Coach	
Carey, Lori Ann	Clothing Allowance/Taxable	08/01/13	08/10/13	08/10/13	TF	33.50	027210472052900		Clothing Allowance/Taxable	
Contreras, Mayra Alejandra	Wild Crazy Green Grow Mosaic	07/22/13	07/25/13	08/10/13	SS	214.50	014110394151320	YOU-8001-07	Wild Crazy Green Grow Mosaic	
Crew, Barbara Ellen	Going Wild With Water	07/22/13	07/25/13	08/10/13	SS	500.00	014110394151320	YOU-8001-02	Going Wild With Water	
Frick, Wendy J	Going Wild With Water	07/22/13	07/25/13	08/10/13	SS	214.50	014110394151320	YOU-8001-02	Going Wild With Water	
Gillio, Steve Anthony	Clothing Allowance/Taxable	08/01/13	08/10/13	08/10/13	TF	48.69	027210472052900		Clothing Allowance/Taxable	
Goslin, Vanessa Marie	Claymation Animation	07/22/13	07/25/13	08/10/13	SS	500.00	014110394151320	YOU-8001-03	Claymation Animation	
Hall, Glenn Severt	Claymation Animation	07/22/13	07/25/13	08/10/13	SS	207.25	014110394151320	YOU-8001-01	Claymation Animation	
Haynes, Tricia Lynn	Summer Camps	07/22/13	07/25/13	08/10/13	SS	500.00	014110394151320	YOU-8001-06	Summer Camps	
Haywood, Mary Margaret	Upcycle Your Recycle	07/22/13	07/25/13	08/10/13	SS	214.50	014110394151320	YOU-8001-01	Upcycle Your Recycle	
Heredia, Hugo	Wild & Crazy Music	07/22/13	07/25/13	08/10/13	SS	500.00	014110394151320	YOU-8001-07	Wild & Crazy Music	
Hodgson, Laura Ann	Class Prep time	07/29/13	08/07/13	08/10/13	SS	1,764.30	011420730051340		Class Prep time	
Killian, Melissa J.	28 Sessions	08/01/13	08/10/13	08/10/13	SS	1,421.52	013230030851540		28 Sessions	
Koehler, Richard A	LC Driver Improvement #884	08/07/13	08/07/13	08/10/13	SS	150.00	014110394251320	CDV-6000-03	LC Driver Improvement #884	
Koehler, Richard A	LC Driver Improvement #883	07/27/13	07/27/13	08/10/13	SS	187.50	014110394251320	CDV-6000-03	LC Driver Improvement #883	
Lower, Nicholas	Clothing Allowance/Taxable	08/01/13	08/10/13	08/10/13	TF	94.99	027210472052900		Clothing Allowance/Taxable	
Magana, Kathleen Kay	Botany, Bones Oddities Inspriation	07/22/13	07/25/13	08/10/13	SS	214.50	014110394151320	YOU-8001-04	Botany, Bones Oddities Inspriation	
Miller, Sydney Jordyn	Recycle / Say Cheese / Mosaic	07/22/13	07/25/13	08/10/13	SS	107.25	014110394151320	YOU-8001-01	Recycle / Say Cheese / Mosaic	
Moskalewicz, James P	42 Sessions	07/28/13	08/10/13	08/10/13	SS	2,426.10	013230030851540		42 Sessions	
Mounce, Stacey Marie	Fish Tales/Green Grow/Bird/Goo	07/22/13	07/25/13	08/10/13	SS	214.50	014110394151320	YOU-8001-06	Fish Tales/Green Grow/Bird/Goo	
Mounce, Stacey Marie	JR Vehicle Eng / Using Legos	07/31/13	08/01/13	08/10/13	SS	107.25	014110394151320	YOU-2110-07	JR Vehicle Eng / Using Legos	
O'Brien, Tina Marie	Subbed for Marilyn Lange	07/17/13	08/10/13	08/10/13	SS	60.00	011520910051320		Subbed for Marilyn Lange	
O'Shea, Dennis Patrick	Clothing Allowance/Taxable	08/01/13	08/10/13	08/10/13	TF	93.98	027210472052900		Clothing Allowance/Taxable	

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Stipends For Pay Period 08/10/13

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Pakenham, Kailee Justine	YOU 8001 8119 8159 8175	07/22/13	07/25/13	08/10/13	SS	100.00	014110394151320	YOU-8001-03	YOU 8001 8119 8159 8175	
Pitsenbarger, William Charles	Clothing Allowance/Taxable	08/01/13	08/10/13	08/10/13	TF	79.96	027210472052900		Clothing Allowance/Taxable	
Prine, Renee Marie	35 Sessions	07/28/13	08/10/13	08/10/13	SS	1,925.00	013230030851540		35 Sessions	
Pumo, Deborah J	EDC 1202 Web Expressions	06/01/13	07/10/13	08/10/13	SS	150.00	011120080151900	EDC-1202-150	EDC 1202 Web Expressions	
Smith, Tanya Allison	YOU 8001 8173 8173 01 02 8174	07/22/13	07/25/13	08/10/13	SS	500.00	014110394151320	YOU-8001-01	YOU 8001 8173 8173 01 02 8174	
Sparr, Dennis E	Blast Off/ You 8001 05	07/22/13	07/25/13	08/10/13	SS	350.00	014110394151320	YOU-8001-05	Blast Off/ You 8001 05	
Sphar, Ronald E	EP Exam Prep & Test Exelon Emp	08/01/13	08/10/13	08/10/13	SS	520.00	014210331051320	CEX-5603-04	EP Exam Prep & Test Exelon Emp	
Swanson, Ashley Sue	Good Eats 8175 01 03	07/22/13	07/25/13	08/10/13	SS	100.00	014110394151320	YOU-8175-01	Good Eats 8175 01 03	
Wasmer, Susan Marie	ALH 1251 300 302	07/29/13	09/06/13	09/07/13	SS	1,920.00	011420730051320	ALH-1251-300	ALH 1251 300 302	
Wiggins, Dawn M	EDC 1202 Web Expressions	06/01/13	07/10/13	08/10/13	SS	150.00	011120080151900	CSI-1299-150	EDC 1202 Web Expressions	
TOTAL						24,365.93				

*Cheryl Roelfsema*  
 Cheryl Roelfsema  
 Vice President of Business Services and Finance

*Jerry Corcoran 9/9/13*  
 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 08/24/13

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Aleksy, Donald J	MGT 2010 01	08/19/13	12/18/13	12/28/13	ST	2,046.00	011120570051320	MGT-2010-01	Principles of Management	
Aleksy, Donald J	MGT 1230 300	08/19/13	12/18/13	12/28/13	ST	2,046.00	011220570051320	MGT-1230-300	Owning & Operating Small Bus.	
Alfano, Maddalena Lucia	ALH 1000-01	08/19/13	12/18/13	12/28/13	ST	1,890.00	011420730051320	ALH-1000-01	Introduction To Nutrition	
Alvin, Stephen R	Interim Dean	07/29/13	08/09/13	08/24/13	ST	1,952.21	011120650051110		Interim Dean	
Anderson, Jeanette K	DLA 1201 01	08/19/13	12/18/13	12/28/13	ST	2,835.00	011420730051320	DLA-1201-01	Dental Mater. & Lab Procedure	
Anderson, Michael Joseph	CSP 1203 300	08/19/13	12/18/13	12/28/13	ST	2,205.00	011320410051320	CSP-1203-300	Microsoft Office Profess I	
Andree, Christopher D	Welding Series 02	08/19/13	10/09/13	10/19/13	ST	2,047.50	011320410051320		Welding Series 02	
Baker, Kathryn June	CSP 2203 100	08/19/13	12/18/13	12/28/13	ST	2,562.00	011320410051320	CSP-2203-100	Microsoft Office Profess II	
Barr, Annette Denise	HFA 1007 300	08/19/13	12/18/13	12/28/13	ST	1,890.00	011120650051320	HFA-1007-300	S/T.Digital Photography	
Bias, Timothy John	Program Coordinator	08/18/13	12/19/13	12/28/13	ST	640.00	011320410051340		Program Coordinator	
Bias, Timothy John	INAM Grant Duties	08/19/13	08/24/13	08/24/13	ST	640.00	061320182051900		INAM Grant Duties	
Blood, Trisha Marie	MTH 1000 1003 1008	08/19/13	12/18/13	12/28/13	ST	6,300.00	011120910051320	MTH-1000-600	Math for Liberal Arts	
Bluemmer, Ronald Glenn	HIS 1000 502	08/19/13	12/18/13	12/28/13	ST	4,092.00	011120650051320	HIS-1000-502	History of Western Civiliz I	
Bokus, Michael Todd	CSD 1210 300	08/19/13	12/18/13	12/28/13	ST	2,387.00	011320410051320	CSD-1210-300	Comprehensive Access	
Borkowski, Andrew Joseph	EMS 2200 2201 CO COORD	08/19/13	12/19/13	12/28/13	ST	4,893.76	011420730051320	EMS-2200-01	Emergency Medical Responder	
Borkowski, Andrew Joseph	Program Coordinator	08/19/13	08/19/13	08/24/13	ST	100.00	061320152751900		Program Coordinator	
Bouxsein, Barbara Jean	CAD 1200 300	08/19/13	12/18/13	12/28/13	ST	2,387.00	011320410051320	CAD-1200-300	Comp Aided Draft I AutoCAD	
Brady-Crite, Stephanie Jean	ENG 800 01	08/19/13	12/18/13	12/28/13	ST	1,890.00	011520910051320	ENG-0800-01	Basic Composition I	
Bray, Kristal A	ALH 1214 02 06	08/19/13	12/18/13	12/28/13	ST	6,809.28	011420730051320	ALH-1214-02	Certified Nursing Assistant	
Bruch, Anna Marie Faletti	C18 to C19	08/18/13	08/18/13	08/24/13	ST	751.00	011420730051310		C18 to C19	
Bugelhoff, Theresa R	MTH 2001 500	08/19/13	12/18/13	12/28/13	ST	3,280.00	011120910051320	MTH-2001-500	Calculus & Analytic Geom I	
Carey, Lauri L	Program Coordinator	05/12/13	08/12/13	08/24/13	ST	1,280.00	011120570051340		Program Coordinator	
Carter, John James	CNC Series 300	08/19/13	12/18/13	12/28/13	ST	2,835.00	011320410051320		CNC Series 300	
Castaneda, Craig Alexander	BIO 1007 09 304 305 301 303	08/19/13	12/18/13	12/28/13	ST	6,396.00	011120570051320	BIO-1007-09	Anatomy & Physiology I	
Cherpeske, Roxanne Gay	THM 1200 01 300	08/21/13	12/03/13	12/14/13	ST	2,387.00	011420730051320	THM-1200-01	Intro. To Therapeutic Massage	
Christmann, Mark Henry	ELE 1200 300	08/19/13	12/18/13	12/28/13	ST	3,280.00	011320410051320	ELE-1200-300	Basic Indus. Electricity I	
Cinotte, Lori Maret	E17 TO E18	08/18/13	08/18/13	08/24/13	ST	693.00	011120650051310		E17 TO E18	
Cooper, Debra S	MTH 0906 07 MTH 0907 07	08/19/13	12/18/13	12/28/13	ST	6,129.00	011520910051320	MTH-0906-07	Basic Algebra	

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Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Corrigan, Kevin J	GEG 1005 300	08/19/13	12/18/13	12/28/13	ST	3,181.50	011120570051320	GEG-1005-300	Introduction To Astronomy	
Curtin, Walter Michael	EMS 2210 2211 2211 CO COORD	08/19/13	12/18/13	12/28/13	ST	4,643.10	011420730051320	EMS-2210-300	Paramedic I-Intro	
Deffenbaugh, Gloria Renee	ALH 1214 01 05	08/19/13	12/18/13	12/28/13	ST	6,539.40	011420730051320	ALH-1214-01	Certified Nursing Assistant	
Depaz, Veronica	ALH 1214 300 304	08/19/13	12/18/13	12/28/13	ST	6,539.40	011420730051320	ALH-1214-300	Certified Nursing Assistant	
Deters, Samantha Jo	Assistant Volleyball Coach	08/15/13	11/15/13	11/15/13	ST	2,500.00	056430361151900		Assistant Volleyball Coach	
Dittmer, Alejandro Joseph	SPH 1001 300 600	08/19/13	12/18/13	12/28/13	ST	3,780.00	011120650051320	SPH-1001-300	Fundamentals of Speech	
Donna, Rebecca S	Program Coordinator Workshop	08/19/13	08/24/13	08/24/13	ST	100.00	061320152751900		Program Coordinator Workshop	
Dunlap, Angela Jane	ENG 0900 300	08/19/13	12/18/13	12/28/13	ST	2,121.00	011520910051320	ENG-0900-300	Basic Composition II	
Dzierzynski, Amber Arlene	SPH 1001 514 1001 580	08/19/13	12/18/13	12/28/13	ST	3,780.00	011120650051320	SPH-1001-514	Fundamentals of Speech	
Dzurisin, Juliana Mae	ALH 1214 300 301 607	08/19/13	12/18/13	12/28/13	ST	7,012.64	011420730051320	ALH-1214-300	Certified Nursing Assistant	
Eccles, Kimberly A	CSN 1200 300	08/19/13	12/18/13	12/28/13	ST	2,474.50	011320410051320	CSN-1200-300	Using Internet/World Wide Web	
Ennenbach, William Ross	PSI 1000 506	08/19/13	12/18/13	12/28/13	ST	1,890.00	011120650051320	PSI-1000-506	American National Government	
Ewers, Kathryn Ciara	BIO 1001 500	08/19/13	12/18/13	12/28/13	ST	2,835.00	011120570051320	BIO-1001-500	General Biology I	
Fisher, Andrew	ENG 1001 15 502	08/19/13	12/28/13	12/28/13	ST	3,930.00	011120910051320	ENG-1001-15	English Composition I	
Forst, Jean	ENG 0900 07	08/18/13	12/18/13	12/28/13	ST	1,890.00	011520910051320	ENG-0900-07	Basic Composition II	
Forst, Jean	ENG 1001 16 02 06	08/19/13	12/18/13	12/28/13	ST	5,670.00	011120910051320	ENG-1001-16	English Composition I	
Fox, Amber Rae	ACT 1210 300	08/19/13	12/18/13	12/24/13	ST	1,890.00	011220570051320	ACT-1210-300	Fundamentals of Accounting	
Gibbs, Kathryn Ann	RED 0900 600	08/19/13	12/18/13	12/28/13	ST	2,121.00	011520910051320	RED-0900-600	Basic Reading II	
Gibson, James A	Program Coordinator	08/18/13	12/19/13	12/28/13	ST	640.00	011320410051340		Program Coordinator	
Gibson, James A	Program Coordinator Workshop	08/19/13	08/24/13	08/24/13	ST	100.00	061320152751900		Program Coordinator Workshop	
Giglio, John	ART 1000 560	08/19/13	12/18/13	12/28/13	ST	3,780.00	011120650051320	ART-1000-560	Art Survey	
Giglio, John	Mileage	08/19/13	12/18/13	12/28/13	ML	500.00	011120650055210		Mileage	
Gnidovec, Gary F	CRJ 2030 01 2050 01	08/19/13	12/18/13	12/28/13	ST	4,092.00	011120570051320	CRJ-2030-01	Evidence and Criminal Proced	
Goode, Jason Reynolds	Head Baseball	08/15/13	05/15/14	05/22/14	ST	6,059.00	056430360151900		Head Baseball	
Grebner, Barbara Eugenia	ALH 1214 306 301	08/19/13	12/18/13	12/28/13	ST	6,539.40	011420730051320	ALH-1214-301	Certified Nursing Assistant	
Groleau, Ronald W	BIO 1007 09 10 11 12	08/19/13	12/18/13	12/28/13	ST	4,242.00	011120570051320	BIO-1007-09	Anatomy & Physiology I	
Groleau, Ronald W	BIO 1200 01	08/19/13	12/18/13	12/28/13	ST	2,121.00	011220570051320	BIO-1200-01	Human Body Structure & Funct.	
Gustafson, Janelle L	ECE 2005 300	08/18/13	12/18/13	12/28/13	ST	1,890.00	011220910051320	ECE-2005-300	Students/Disabilities Schools	

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Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Gutilla, Thomas L	REA1200 350	08/19/13	12/18/13	12/28/13	ST	4,242.00	014110394151320	REA-1200-350	Real Est Broker Pre-License I	
Harding, Suzanne	Coordinator Academic Progress	08/15/13	05/15/14	05/15/14	ST	1,500.00	056430361451900		Coordinator Academic Progress	
Hardy, Tina L.	EDC 1000 350	08/18/13	12/18/13	12/28/13	ST	2,121.00	011220910051320	EDC-1000-350	Introduction To Education	
Hartwig, Paul R.	Clothing Allowance	08/19/13	08/19/13	08/24/13	TF	79.96	027110471052900		Clothing Allowance	
Harvey, Eva M	ENG 1001 10	08/19/13	12/18/13	12/28/13	ST	3,780.00	011120910051320	ENG-1001-10	English Composition I	
Harvey, Eva M	PHL 1001 600	08/19/13	12/18/13	12/28/13	ST	1,890.00	011120650051320	PHL-1001-600	Introduction To Philosophy	
Hauger, Elizabeth Lynne	MLC Princeton	08/19/13	12/18/13	12/28/13	ST	2,728.00	011520910051320		MLC Princeton	
Haynes, Tricia Lynn	ENG 9000 01 02 04 05	08/19/13	12/18/13	12/28/13	ST	7,860.00	011520910051320	ENG-0900-01	Basic Composition II	
Hinterlong, James Edward	PSI 1000 500 501	08/19/13	12/18/13	12/28/13	ST	4,242.00	011120650051320	PSI-1000-500	American National Government	
Hinterlong, James Edward	BUL 2000 01	08/19/13	12/18/13	12/28/13	ST	2,121.00	011120570051320	BUL-2000-01	The Legal Envnmnt of Business	
Hodgson, Laura Ann	Class Prep	08/12/13	08/14/13	08/24/13	ST	675.32	011420730051340		Class Prep	
Hogue, Julie Ann	Program Coordinator Workshop	08/19/13	08/24/13	08/24/13	ST	100.00	061320152751900		Program Coordinator Workshop	
Jauch, Christian Martin	CSP 1203 01 02 100	08/19/13	12/18/13	12/28/13	ST	5,567.50	011320410051320	CSP-1203-01	Microsoft Office Profess I	
Jauch, Christian Martin	Program Coordinator	08/19/13	08/19/13	08/24/13	ST	100.00	061320152751900		Program Coordinator	
Kalis, Linda Spenny	MTH 0907 601	08/19/13	12/18/13	12/28/13	ST	2,835.00	011520910051320	MTH-0907-601	Intermediate Algebra	
Karth, Timothy R	MUP 1004 300	08/19/13	12/19/13	12/28/13	ST	1,890.00	011120650051320	MUP-1004-300	Jazz Ensemble	
Kelly, Amy L	ALH 1000 101	08/19/13	12/18/13	12/28/13	ST	1,890.00	011420730051320	ALH-1000-101	Introduction To Nutrition	
Killian, Melissa J.	7 Sessions	08/11/13	08/24/13	08/24/13	ST	355.38	013230030851540		7 Sessions	
King, Keith Robert	B07 TO B08	08/18/13	08/18/13	08/24/13	ST	611.00	011120570051310		B07 TO B08	
Klobucher, Courtney Elizabeth	ART 1000 630	08/19/13	12/19/13	12/28/13	ST	1,890.00	011120650051320	ART-1000-630	Art Survey	
Koehler, Richard A	LC Driver Improvement #887	08/21/13	08/21/13	08/24/13	ST	150.00	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Koudelka, Arthur Edward	Program Coordinator	08/18/13	12/18/13	12/28/13	ST	640.00	011320410051340		Program Coordinator	
Koudelka, Arthur Edward	Program Coordinator Workshop	08/19/13	08/24/13	08/24/13	ST	100.00	061320152751900		Program Coordinator Workshop	
Kreier, Rodney John	DFT 1203 300 IMT 1205 300	08/19/13	12/18/13	12/28/13	ST	4,095.00	011320410051320	DFT-1203-300	Machine Blueprint Reading	
Kusek, Karl Kenneth	ELE-1202-300	08/19/13	12/18/13	12/28/13	ST	1,804.00	011320410051320	ELE-1202-300	Motors and Controls I	
Landgraf, Tammy Lynn	ECE 1005 01 2119 01	08/18/13	12/18/13	12/28/13	ST	3,355.44	011220910051320	ECE-1005-01	Health, Safety and Nutrition	
Lange, Marilyn Lee	MTH 0906 08 0907008	08/19/13	12/18/13	12/28/13	ST	6,129.00	011520910051320	MTH-0906-08	Basic Algebra	
Lange, Shane Wilson	Program Coordinator Workshop	08/19/13	08/24/13	08/24/13	ST	100.00	061320152751900		Program Coordinator Workshop	

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Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Leadingham, Paul	Program Coordinator	08/18/13	12/18/13	12/28/13	ST	2,560.00	011320410051340		Program Coordinator	
Leadingham, Paul	Program Coordinator Workshop	08/19/13	08/23/13	08/24/13	ST	100.00	061320152751900		Program Coordinator Workshop	
Leadingham, Paul	Welding Tests	07/01/13	07/12/13	08/24/13	ST	610.00	014210331051320		Welding Tests	
Lesman, Emily Elizabeth	MTH 0900 600 MTH Ottawa CTR	08/19/13	12/18/13	12/28/13	ST	6,129.00	011520910051320	MTH-0900-600	Pre-Algebra	
Lockwood, DawnAnne	CEU 4115 08	08/13/13	08/15/13	08/24/13	ST	300.00	014210331051320	CEU-4115-08	Excel 2010: Beginner	
Lockwood, DawnAnne	CEX 4955 08	08/07/13	08/07/13	08/24/13	ST	150.00	014210331051320	CEX-4955-08	Adobe Acrobat 11	
Loebach, Nancy Ann	MTH 0907 09	08/19/13	12/18/13	12/28/13	ST	2,835.00	011520910051320	MTH-0907-09	Intermediate Algebra	
Lukosus, James C	Head Golf Coach	08/15/13	05/15/14	05/17/14	ST	5,917.00	056430360451900		Head Golf Coach	
Lynch, Theresa Marie	ALH DIA COOR	08/19/13	12/18/13	12/28/13	ST	6,615.00	011420730051320	ALH-1209-01	Infection Control Practices	
Mahoney, James Joseph	Welding Series 301	08/19/13	10/09/13	10/09/13	ST	2,047.50	011320410051320		Welding Series 301	
Malavolti, Steven Otto	ELE 1220 300	08/19/13	10/10/13	10/19/13	ST	656.00	011320410051320	ELE-1220-300	Electrical Safety	
Malavolti, Steven Otto	WND 1200 300 1210 300	08/19/13	12/18/13	12/28/13	ST	3,772.00	011320410051320	WND-1200-300	Wind Energy Concepts	
Martin, Todd Allen	PSI 1000 01 02	08/19/13	12/18/13	12/28/13	ST	3,780.00	011120650051320	PSI-1000-01	American National Government	
Maurice, Jeanette A	RWSS LAB NIGHT	08/19/13	12/18/13	12/28/13	ST	2,121.00	011520910051320		RWSS LAB NIGHT	
Maurice, Jeanette A	ENG 1200 350	08/19/13	12/18/13	12/28/13	ST	1,414.00	011120910051320	ENG-1200-350	Grammar Skills for Workplace	
Mayberry, Carly Lizbeth	MTH 0900 01 02	08/19/13	12/18/13	12/28/13	ST	3,780.00	011520910051320	MTH-0900-01	Pre-Algebra	
McCabe-Pinn, Linda	ALH 1002 300	08/19/13	12/18/13	12/28/13	ST	2,046.00	011420730051320	ALH-1002-300	Human Growth & Development	
McCarthy, Melissa R	PSY 1000 300 500 700	08/19/13	12/18/13	12/28/13	ST	5,670.00	011120650051320	PSY-1000-300	General Psychology	
McClure, Colleen S	MLC Ottawa Center	08/19/13	12/18/13	12/28/13	ST	2,724.00	011520910051320		MLC Ottawa Center	
McKee, Larry E	MLC Nights	08/19/13	12/18/13	12/28/13	ST	4,092.00	011520910051320		MLC Nights	
Mills, Jennifer P	MUS 1000 600 630	08/19/13	12/18/13	12/28/13	ST	3,780.00	011120650051320	MUS-1000-600	Music Appreciation	
Mills, Michael Edward	EMS 2200 01 2201 300	08/19/13	12/18/13	12/28/13	ST	4,000.50	011420730051320	EMS-2200-01	Emergency Medical Responder	
Monterastelli, Cherie A	Program Coordinator Workshop	08/19/13	08/24/13	08/24/13	ST	100.00	061320152751900		Program Coordinator Workshop	
Montgomery, D Gene	MUS 1002 300	08/19/13	12/19/13	12/28/13	ST	2,121.00	011120650051320	MUP-1002-300	Wind Ensemble	
Moore, Anni	BIO 1009 300 1009 300N	08/19/13	12/18/13	12/28/13	ST	3,444.00	011120570051320	BIO-1009-300	Microbiology	
Moskalewicz, James P	21 Sessions	08/11/13	08/24/13	08/28/13	ST	1,213.05	013230030851540		21 Sessions	
Nelson, Catherine Lee	RED 0900-02	08/19/13	12/18/13	12/28/13	ST	2,046.00	011520910051320	RED-0900-02	Basic Reading II	
O'Brien, Tina Marie	MLC Streator Ottawa	08/19/13	12/18/13	12/28/13	ST	5,456.00	011520910051320		MLC Streator Ottawa	

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Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
O'Connor, Daniel J	ATO 2210 01	08/19/13	12/18/13	12/28/13	ST	5,512.00	011320410051320	ATO-2210-01	Adv Eng Perform & Driveability	
O'Fallon, David E	MUS 1000 505 509	08/19/13	12/18/13	12/28/13	ST	3,780.00	011120650051320	MUS-1000-505	Music Appreciation	
Oldaker, Adam Gregory	C05 to C06	08/18/13	08/18/13	08/24/13	ST	598.00	011120910051310		C05 to C06	
Opsal, James Allen	BIO 1007 BIOD	08/19/13	12/18/13	12/28/13	ST	5,670.00	011120570051320	BIO-1007-11	Anatomy & Physiology I	
Ortega-Horn, Olga C	CPD 1802 06	06/03/13	06/11/13	08/24/13	ST	600.00	014210331051320	CPD-1802-06	Spanish for Adm. & Teachers	
Padoan-Gallardo, Atti V	FEN 1001 01	08/19/13	12/19/13	12/28/13	ST	2,828.00	011120650051320	FEN-1001-01	Elementary French I	
Panizzi, Gerald W	LC Driver Improvement #886 885	08/10/13	08/17/13	08/24/13	ST	375.00	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Parisot, Theodore Paul	GDT 1202 01 301 2202 300	08/19/13	12/18/13	12/28/13	ST	6,615.00	011320650051320	GDT-1202-01	Photoshop I for Graphic Design	
Paul, Kristine	SDT 1201 01 1203 300	08/19/13	10/10/13	10/19/13	ST	1,260.00	011320410051320	SDT-1201-01	Career Exploration	
Perkins, Roger W.	CSN 1231 300	08/19/13	12/18/13	12/28/13	ST	2,387.00	011320410051320	CSN-1231-300	Network Administration II	
Petersen, Bonnie S	HPE 1000 300	08/19/13	09/19/13	09/21/13	ST	656.00	011120570051320	HPE-1000-300	Wellness	
Petersen, Bonnie S	HPE 1003 600	08/19/13	12/18/13	12/28/13	ST	1,312.00	011120570051320	HPE-1003-600	Personal and Community Health	
Radek, Kimberly M	F17 to F18	08/18/13	08/18/13	08/24/13	ST	654.00	011120910051310		F17 to F18	
Reeder, Brennan Trahern	Open Lab Hours	08/19/13	12/18/13	12/28/13	ST	3,307.50	011120570051320		Open Lab Hours	
Reese, Robert C	Program Coordinator Workshop	08/19/13	08/24/13	08/24/13	ST	100.00	061320152751900		Program Coordinator Workshop	
Reif, Cynthia Lou	DLA 1200 1204	08/19/13	12/18/13	12/28/13	ST	5,992.80	011420730051320	DLA-1200-01	Dental Science I	
Renn, Kristine Marie	BIO 1007 10 304 Open Lab	08/19/13	12/18/13	12/28/13	ST	4,964.40	011120570051320	BIO-1007-10	Anatomy & Physiology I	
Retoff, Dan J	ALH 1002 1030 1031	08/19/13	12/18/13	12/28/13	ST	4,949.00	011420730051320	ALH-1002-01	Human Growth & Development	
Retoff, Dan J	BIO 1007 BION 1007	08/19/13	12/19/13	12/28/13	ST	3,711.75	011120570051320	BIO-1007-301	Anatomy & Physiology I	
Reynolds, Tod E	HVC 1230 300	08/19/13	12/18/13	12/24/13	ST	2,205.00	011320410051320	HVC-1230-300	Sheet Metal Fabrication	
Robinson, Delores R.	F13 to F14	08/18/13	08/18/13	08/24/13	ST	523.00	011120910051310		F13 to F14	
Rodda, Jeanna Michele	FRS 1000 01 2040 300	08/19/13	12/18/13	12/28/13	ST	3,936.00	011120570051320	FRS-1000-01	Introduction Forensic Science	
Rossman, Teri Lynn	ENG 0900 150	08/19/13	12/18/13	12/28/13	ST	2,043.00	011520910051320	ENG-0900-150	Basic Composition II	
Sankovich, Michael W	Program Coordinator Workshop	08/19/13	08/24/13	08/24/13	ST	100.00	061320152751900		Program Coordinator Workshop	
Sarver, Gregory Stephen	BC Driver Improvement # 181	08/10/13	08/10/13	08/24/13	ST	120.00	014110394351320	CDV-6000-01	LaSalle Co Driver Improvement	
Schuerman, Patrick	GNT 1220 01	08/19/13	12/18/13	12/28/13	ST	2,205.00	011320410051320	GNT-1220-01	Intr Manu & OSHA 10-hr Safety	
Schulte, Glen Walter	WLD Series 01	08/19/13	10/09/13	10/19/13	ST	2,047.50	011320410051320		WLD Series 01	
Schultz, Kim Ann	ALH 1214 601 1214 608	08/19/13	12/18/13	12/28/13	ST	6,539.40	011420730051320	ALH-1214-601	Certified Nursing Assistant	

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Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Serafini, Daniel J	MTH 100401 1008 041009 01	08/19/13	12/18/13	12/28/13	ST	5,904.00	011120910051320	MTH-1004-01	Trigonometry	
Serafini, Richard Joseph	Program Coordinator Workshop	08/19/13	08/24/13	08/24/13	ST	100.00	061320152751900		Program Coordinator Workshop	
Sherbeyn, Julie A	Head Volleyball Coach	08/15/13	11/15/13	11/15/13	ST	8,456.00	056430361151900		Head Volleyball Coach	
Shields, Richard Maurice	ACT 1210 100	08/19/13	12/18/13	12/28/13	ST	1,965.00	011220570051320	ACT-1210-100	Fundamentals of Accounting	
Silvey, Anne Marie S.	SPH 1001 504 602	08/19/13	12/18/13	12/28/13	ST	3,780.00	011120650051320	SPH-1001-504	Fundamentals of Speech	
Skoflanc, Francie A	Program Coordinator Workshop	08/19/13	08/24/13	08/24/13	ST	100.00	061320152751900		Program Coordinator Workshop	
Smith, Mary Helen	DFT 1200 300	08/19/13	12/18/13	12/28/13	ST	2,383.50	011320410051320	DFT-1200-300	Mechanical Drafting	
Smith, Mary Helen	Meal Reimbursement	08/07/13	08/07/13	08/24/13	MI	9.52	012220322251900		Meal Reimbursement	
Smith, Paul C.	GNT 1230 01 1235 01	08/19/13	12/18/13	12/28/13	ST	3,780.00	011320410051320	GNT-1230-01	Manufacturing Processes	
Sobin, Betsy Lynn	ENG 0900 SSK 0904	08/19/13	12/18/13	12/28/13	ST	4,086.00	011520910051320	ENG-0900-06	Basic Composition II	
Sorrentino, Jane Elizabeth	THM 1226 01	08/19/13	12/18/13	12/28/13	ST	1,890.00	011420730051320	THM-1226-01	Thera Massage Bus. Prac/Eth	
Spayer, Rodney Gene	ELE 1200 01 ELT 1204 01	08/19/13	12/18/13	12/28/13	ST	6,930.00	011320410051320	ELE-1200-01	Basic Indus. Electricity I	
Spears Johnson, Chaya Riannon	ANT 1000 01 600 1002 01 1002 6	08/19/13	12/19/13	12/28/13	ST	7,560.00	011120650051320	ANT-1000-01	Introduction To Anthropology	
Sphar, Ronald E	HVC 1210 1220	08/19/13	12/18/13	12/24/13	ST	4,774.00	011320410051320	HVC-1210-300	Basic Heating	
Sramek, Katherine Lynn	CSP 1210 01	08/19/13	10/10/13	10/19/13	ST	787.50	011320410051320	CSP-1210-01	Bas Computer Skills Workplace	
Stevens, Shannon Leigh	ENG 1002 630	08/19/13	12/18/13	12/28/13	ST	1,890.00	011120910051320	ENG-1002-630	English Composition II	
Stockley, Douglas L	CSP 1203 600	08/19/13	12/18/13	12/28/13	ST	2,968.00	011320410051320	CSP-1203-600	Microsoft Office Profess I	
Stoddard, Danielle Annette	PSY 1000 572	08/19/13	12/18/13	12/28/13	ST	1,890.00	011120650051320	PSY-1000-572	General Psychology	
Stone, Donna P	SPH 1001 530	08/19/13	12/18/13	12/28/13	ST	1,890.00	011120650051320	SPH-1001-530	Fundamentals of Speech	
Story, Michelle M	Program Coordinator	08/18/13	12/18/13	12/28/13	ST	1,280.00	011320410051340		Program Coordinator	
Story, Michelle M	Program Coordinator Workshop	08/19/13	08/24/13	08/24/13	ST	100.00	061320152751900		Program Coordinator Workshop	
Strickler, Andrew Robert	MTH 0900 300	08/19/13	12/18/13	12/28/13	ST	1,890.00	011520910051320	MTH-0900-300	Pre-Algebra	
Strickler, Andrew Robert	Making Math Fun and Easy	08/05/13	08/08/13	08/24/13	ST	100.00	014110394151320	YOU-2204-08	Making Math Fun & Easy	
Swett, Steven A	SFC 1000 02	08/19/13	12/18/13	12/28/13	ST	1,696.00	011120910051320	SFC-1000-02	Strategies for College	
Swett, Steven A	MKT 2210 300	08/19/13	12/18/13	12/28/13	ST	2,544.00	011220570051320	MKT-2210-300	Principles of Advertising	
Templeton, Thomas J	CRJ 2010 01	08/19/13	12/18/13	12/28/13	ST	2,121.00	011120570051320	CRJ-2010-01	Criminal Investigation	
Torbeck, Joel A	ECN 2020 300	08/19/13	12/18/13	12/28/13	ST	2,121.00	011120570051320	ECN-2002-300	Principles of Microeconomics	
Towne, Brian J	CRJ 2050 300	08/19/13	12/18/13	12/28/13	ST	2,046.00	011120570051320	CRJ-2050-300	Issues in Criminal Justice	

T4

ck

Stipends For Pay Period 08/24/13

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Trench, Michael Shawn	GNT 1225 01	08/19/13	12/18/13	12/24/13	ST	1,575.00	011320410051320	GNT-1225-01	Quality & Measurement	
Turchi, Mary Lynn	CSP 1230 300	08/19/13	12/18/13	12/28/13	ST	1,944.25	011320410051320	CSP-1230-300	Comp Keyboarding Applications	
Turchi, Mary Lynn	SSK 0902 0903	08/19/13	12/18/13	12/28/13	ST	150.00	011520910051320	SSK-0902-100	Test Taking Techniques	
Turchi, Mary Lynn	SFC 1000 100	08/19/13	12/18/13	12/18/13	ST	1,414.00	011120910051320	SFC-1000-100	Strategies for College	
Urban-Bollis, Jill L	Program Coordinator Workshop	08/19/13	08/24/13	08/24/13	ST	100.00	061320152751900		Program Coordinator Workshop	
Vesper, Kathy Ruth	ALH 1214 601 602 606	08/19/13	12/18/13	12/28/13	ST	7,825.08	011420730051320	ALH-1214-601	Certified Nursing Assistant	
Walczynski, Mark J	HIS 1000 300	08/19/13	12/18/13	12/28/13	ST	1,890.00	011120650051320	HIS-1000-300	History of Western Civilization I	
Walczynski, Mark J	CRJ 1210 01 1210 02	08/19/13	12/18/13	12/28/13	ST	3,936.00	011220570051320	CRJ-1210-01	Policing in America	
Walker, Amie Lynn	ALH 1001 01	08/19/13	12/18/13	12/28/13	ST	1,890.00	011420730051320	ALH-1001-01	Terminology Health Field	
Wasmer, Susan Marie	ALH 1250 300 1250 01 02 Coord	08/19/13	12/18/13	12/28/13	ST	5,904.00	011420730051320	ALH-1250-300	Principle/Practice Phlebotomy	
Weber, Lynne Suzanne	ECE 1201 2208	08/19/13	12/19/13	12/28/13	ST	4,092.00	011220910051320	ECE-1201-150	Child Guidance/Child Study	
Weise, Edith Penelope	ENG 1002 03 04	08/19/13	12/18/13	12/28/13	ST	3,936.00	011120910051320	ENG-1002-03	English Composition II	
Weitl, Jamie B	ENG 0909 100	08/19/13	12/18/13	12/28/13	ST	630.00	011520910051320	ENG-0909-100	English Lab	
Whightsil, Greg Allen	ELE / ELT	08/19/13	12/18/13	12/28/13	ST	7,544.00	011320410051320	ELE-1200-02	Basic Industrial Electricity I	
Whited, Barry Gene	BUS 1010 300	08/19/13	12/18/13	12/28/13	ST	2,046.00	011120570051320	BUS-1010-300	Introduction To Business	
Woest, Sandra L	ENG 0900 03	08/19/13	12/18/13	12/28/13	ST	1,968.00	011520910051320	ENG-0900-03	Basic Composition II	
Yanek, Ray Michael	ENG 1001 630	08/19/13	12/18/13	12/28/13	ST	1,968.00	011120910051320	ENG-1001-630	English Composition I	
Zellmer, Donald G.	First Half of Semester Choir	08/19/13	08/24/13	08/24/13	ST	750.00	011120650051900		First Half of Semester Chior	
TOTAL						511,430.54				

*Cheryl Roelfsema*  
 Cheryl Roelfsema  
 Vice President of Business Services and Finance

*Jerry Corcoran 8/9/13*  
 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

**Protection, Health, and Safety Project – Cultural Centre Sound System Replacement**

The Cultural Centre was constructed in 1979 and is used for classes, theatrical productions, concerts, and assemblies.

The Cultural Centre’s sound system is antiquated and the College’s Audio/Visual Consultant, Professional Audio Designs, Inc. (PAD), is unable to find a source for new or even refurbished components/parts to repair/upgrade the current sound system. Furthermore, due to the age of the equipment, PAD has indicated that it is almost impossible to determine which specific components, for example a transducer or speaker horn, are no longer working properly.

The College would like to install an assistive listening system to the Cultural Centre’s sound system. However, the Cultural Centre’s current sound system will not allow the integration of an assistive listening system due to the outdated components of the current sound. An assistive listening system allows audio from instructors or performers to be broadcast via transmitter microphones directly to a personal receiver with headphones that is issued to a student(s) or guest(s) who is hearing impaired. The personal receiver allows the user to listen to the broadcast at their preferred volume.

The College would like to replace the Cultural Centre’s current sound system with state-of-the-art components, including the integration of an assistive listening system for use by students or guests who are hearing impaired.

Following are the cost estimates for this project:

Project costs	\$561,545
Contingency	56,155
A/E fees	28,500
Specialty Consultants	<u>45,500</u>
Total	\$691,700

**Recommendation:**

**The administration recommends Board approval for the Cultural Centre Sound System Replacement Protection, Health, and Safety project as presented for a total cost of \$691,700, and authorize submission of the resolution to the Illinois Community College Board.**

CAPITAL PROJECT APPLICATION FORM  
(One Application Form per Project)

District/College and District # 513 Illinois Valley Community College \_\_\_\_\_

Contact Person Cheryl Roelfsema \_\_\_\_\_ Phone # 815-224-0419 \_\_\_\_\_

Project Title **Cultural Centre Sound System Replacement** \_\_\_\_\_

Project Budget \$691,700.00 ( ) check here if the proposed project is to be financed with a combination of local,

State, federal, foundation gifts, etc., and disclose on funding attachment 2.

Date: August 9, 2013 \_\_\_\_\_

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

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

**Section I (submit for ALL project approval requests):**

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

**Section II:**

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

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

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

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

**Section III:**

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



## **Programmatic Justification**

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

The Cultural Centre on Campus was constructed in 1979. The space is home to theatrical productions, concerts, assemblies, and doubles as classroom space.

The Centre's sound system is original and was designed to serve the entire theater or three separate classrooms, separated by movable partitions, to allow individual instruction. The current sound system is antiquated and will not allow integration of an assistive listening system for classes or theatrical events. An assistive listening system is desired to aid students and theater patrons that are hard of hearing. The system allows audio from instructors or performers to be broadcast via transmitter microphones directly to a personal receiver with headphones issued to the student or patron. The personal receiver allows the user to listen to the broadcast at their preferred volume. Based upon current Illinois Accessibility Code, 25 assistive listening receivers should be provided with appropriate signage at designated seating.

The College would like to replace the current sound system with state-of-the-art components which would allow integration of an assistive listening system for use by classroom students or theater patrons.

## Scope of Work

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

The Scope of Work would include:

- Removal of existing sound system.
- Acoustical study of theater space.
- Installation of new three zone sound system with system monitoring in dressing rooms and shop.
- Incorporation of assisted listening devices to cover individual classrooms and theater.
- Electrical modifications to provide clean power/isolated ground to minimize sound system interference.
- Integration of equipment/cable raceways into face of stage.

## Cost Estimate

Description	Quantity	Unit Cost	Amount
Sound system removal			\$3,000.00
Acoustic study			\$6,800.00
Sound system w/assistive listening			\$330,000.00
Isolated ground system			\$112,500.00
Electrical/audio integration			\$20,000.00
Carpentry at stage			<u>\$16,000.00</u>
Sub-total			<b>\$488,300.00</b>
General Conditions / O & P @ 15%			<u>\$73,245.00</u>
Sub-Total			<b>\$561,545.00</b>
Contingency @ 10%			\$56,155.00
A/E Fees			\$27,500.00
Specialty Consultants			\$45,500.00
Reimbursable Printing Cost			\$1,000.00
<b>Total</b>			<b><u>\$691,700.00</u></b>

**Attachment #1**

**Project Budget**

Check One:

New Construction

Remodeling

Project Name

Budget Amounts

New Construction

Remodeling

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

N/A  
N/A

Total

Protection, Health, and Safety Project Name: Cultural Centre Sound System Replacement

Budget Amounts

Project Costs	\$561,545.00
Contingency	\$56,155.00
A/E Professional Fees	\$27,500.00
Specialty Consultants	\$45,500.00
Printing Cost	<u>\$1,000.00</u>

**Total** **\$691,700.00**

**Attachment #2**  
Funding Source

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

**Project Name:** Cultural Centre Sound System Replacement

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

Available fund balance  
(including excess funds from health, and safety projects)

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

Bond Proceeds  
(including protection, health, and safety bonds)

Type of bond issuance (s):

Protection, Health, and Safety Tax Levy  
(ILCS 805/3-20.3.01)

Tax rate/fiscal year: 2014

Contract for Deed  
(ILCS 805/3-36)

Term of Contract for Deed in months:

Lending Arrangement with a Financial Institution  
(ILCS 805/3-37)

Term of Lending Arrangements in months:

Lease Agreement  
(ILCS 805/3-38)

Term of Lease in months:

Capital Renewal Funding

Proposed Fiscal Year Source(s):

ADA  
Access for All Funding

Proposed Fiscal Year Source(s):

**Protection, Health, and Safety Signature/Certification Page**

Check if Applicable

Energy Conservation Certification (see attachment, if applicable)

Structural Integrity Certification (see attachment, if applicable)

Budget Certification (see attachment, always required)

X

Feasibility Study Identifying Need of the Project

Other Documentation which May Support the Justification of this Project

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

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

Approved by the Illinois Valley Community College Board of Trustees

Date: \_\_\_\_\_

Signed: \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT

**Budget and Certification**

Name and address of architect/engineer providing the estimate:

**Kurt H. Rimmele**  
**Basalay, Cary, and Alstadt Architects, Ltd.**  
**620 W. Lafayette Street**  
**Ottawa, IL 61350**

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

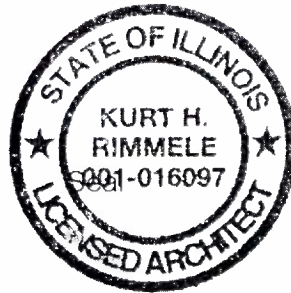
  
\_\_\_\_\_  
Architect/Engineer's Signature

August 9, 2013

\_\_\_\_\_  
Date

Illinois Registration or License Number

184.002170 (Firm)  
001.016097 (Kurt H. Rimmele)



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

## Rationale for a New Sound System in the Cultural Centre

### PHS Project FY 14

**Background:** The Cultural Centre was opened in 1978 and, until its closure for the construction of the new Peter Miller Community Technology Center, was a center of campus life and activities. As it was the only place on campus (besides the gym) where the entire IVCC community could meet, everything from plays and concerts, in-services, and graduation ceremonies were held at the Cultural Centre. Many from the local community had their only real interaction with the College by attending events there. Over the years grade school plays, student concerts, cultural events, and lectures have been put on in the Cultural Centre. In addition, the Cultural Centre has been a source of revenue for the College as it has been rented for use by groups as disparate as the LaSalle County Tea Party and bridal shows.

**Challenges:** Now that the stage floor is being replaced, the biggest challenge facing use of the Cultural Centre is a failed sound system. In the year before the Cultural Centre was closed for construction, two of the three main speakers failed. The third speaker was making noises similar to that of the other two speakers before they failed. At this point there is no guarantee that that speaker will work once the system is powered up again. Even if it does work, the physics and acoustics of the Cultural Centre make the system sub-optimal. As originally designed, the Cultural Centre was divided into three sections that could be separated by movable walls to serve as individual classrooms. Each of the three speakers was installed to project sound into a specific section. So, even if the third speaker does work, it will only cover a third of the seats.

Another challenge is the simple fact that technology has moved on. In many ways the situation the College is facing today is similar to the challenge facing movie theater owners, especially those in small towns, who are faced with the need to upgrade to digital film projection to stay in operation. When the sound system was installed in the Cultural Centre thirty five years ago, all sound systems were analog. Now analog systems are obsolete and no longer being produced. Even the availability of spare parts is extremely limited. Today sound systems are digital. This complicates the effort to simply repair our speakers. After the meeting of the Board's Facilities Committee last month, Kurt Rimmele of Basalay, Cary, & Alstadt Architects (hereafter referred to as BCA) asked their sound consultant, Professional Audio Designs (hereafter referred to as PAD) to research the possibilities of simply fixing our system or replacing the analog speakers with other analog speakers. The answer was not encouraging. Spare parts are scarce and, worse, if we could figure out which parts were broken and were able to fix them, there is no guarantee that another part would not soon fail. While there are used speakers available from private parties, none have any warranties or guarantees. According to both BCA and PAD it would be risky for the College to pursue used speakers. One example given was a private party listing two Dukane speakers that were removed from North Platte Community College in Nebraska and have been re-used for several years. The College would be the third owner with no guarantees on how long they would work. It seems that the only long-term answer is to bite the bullet and pursue a digital sound system.

When dealing with technology, nothing is simple. A replacement of the analog system with a digital system has the potential to cause another challenge. Digital equipment is much more sensitive to electronic “noise” that is caused by the use of electricity in other parts of the building. In other words, when someone runs a photocopier while the sound system is in use, it can cause interference that can create havoc with the sound system. The surrounding of the Cultural Centre with the new building will make the interference worse as there will be more items using the same electric line as the sound system.

A final challenge is the need to make all of our campus, including the Cultural Centre accessible to all who want to make use of what the College offers to the community. There is a need to install devices that will help those who have difficulty hearing so they can make full use of the Cultural Centre.

**Response:** In response to these challenges, the College asked BCA in October 2012 for an estimate on the cost of replacing the speakers with a base level sound system with a few upgrades (assisted listening devices, extensions to the dressing rooms and other places backstage, and digital recording). In January, 2013 they gave a projected cost of ~\$330,000, a figure that did not include O&P or contingency dollars.

At some point this summer (I don’t have an exact date) PAD visited the campus to determine what was needed to make the Cultural Centre’s sound system operational for the long term. The result of their study led to the cost sheet that was presented at the August Board Facilities Committee meeting. The cost, at over \$690,000, was considerably higher than the figure projected in January. However, when breaking down the numbers the reasons for the increase in the price become obvious. PAD confirms that an estimated cost of \$330,000 is about average for a fixed digital sound system tuned to the acoustics of an auditorium the size of the Cultural Centre. The O&P and contingency funds add ~25% to the costs. In addition, to solve the challenge of electrical interference, it was concluded that a separate electrical system (panels, conduits, cabling, transformers, etc) was needed for the sound system components/equipment. This added another ~\$115,000 to the cost of the project, not including O&P and contingency costs. The failure to include this separate system risks a sub-optimal sound system. The upgrades mentioned above added about ~\$24,000 to the cost of the project. By upgrading the entire system it would be covered under one warranty.

**Options:** unfortunately, there are very few alternatives to not proceeding with the sound system overhaul using Protection, Health and Safety (PHS) money as described above. These include:

- Cobbling together a system by using as much of our original equipment as possible. The challenge with this option is twofold. First, as the original equipment continues to age and wear out the costs of fixing it piecemeal may be more in the long run than simply replacing the system now. Second, the College has indicated that there are very little, if any, funds available this fiscal year for repairing the system if it is not part of a PHS project. There is also no guarantee if this could even be done!
- Purchasing or renting a portable speaker system that sits on the stage. Given the size of the auditorium, this would be a suboptimal option for theater productions. Placing speakers on the stage would be visibly unappealing. It would also probably need an isolated electrical line to

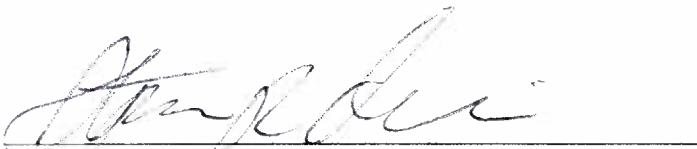


function properly. It would not be eligible for PHS money and, as mentioned in the first point, the College does not have funds available.

- Do nothing. This, of course, would be the cheapest option. But it would make the Cultural Centre unusable.

**Recommendations:** The ~\$690,000 needed to replace the Cultural Centre's sound system should come from the FY 2014 levy for Protection, Health and Safety. The PHS levy is specifically for improvements/replacements in existing buildings. This definition applies to the current situation. This money does not come from the College's general operating funds and thus allows the College to fix a major problem without diverting revenue from operations that would have an impact on the College's primary mission. It is possible that once the project begins money can be saved by reusing some of the current components, such as the wireless microphones that are less than two years old. The money saved would then be available for use in other PHS projects.

**Conclusion:** The Peter Miller Community Technology Building is a jewel in the crown of IVCC. It brings the best of 21<sup>st</sup> Century technology to our campus. It is designed to be a center point for the College, a place that brings people to campus to showcase the best that we as a College can be. The Cultural Centre needs to be a key part of this new building. Replacing the sound system is not a want, it is a necessity. The Cultural Centre cannot be used without an operating sound system. It would be a shame for the Cultural Centre to be left in the 70's while the rest of the building is in the 21<sup>st</sup> century.



Steve Alvin  
Interim Dean of Humanities, Fine Arts, and Social Sciences

**Protection, Health, and Safety Project – Building A Chiller/Air Handler Replacement**

The air-cooled chiller at Building A was last replaced in 1996. The unit is nearing the end of its 20 year expected useful life and is starting to require more maintenance. Repairs to the oil reservoir and soft starters have been required. The College is concerned that failure of the chiller will leave Building A without air-conditioning for occupant comfort. In addition, the College recently learned that the INET protocol building automation components used by the current chiller will no longer be produced after December 31, 2013. Conversion to BACNET protocol components is a priority before INET components are completely phased out.

The air handler at Building A was installed when the building was built in the early 1970s. The air handler housing has deteriorated over time. Deterioration is causing issues with fan/motor assembly performance. Unit mounts have also deteriorated over time leading to vibration issues in the system.

The College would like to replace the chiller, air handler, associated components, and controls to ensure comfort levels of students, faculty, and staff.

Following are the cost estimates for this project:

Project costs	\$653,203
Contingency	65,320
A/E fees	<u>79,384</u>
Total	\$797,907

**Recommendation:**

**The administration recommends Board approval for the Building A Chiller/Air Handler Replacement Protection, Health, and Safety project as presented for a total cost of \$797,907, and authorize submission of the resolution to the Illinois Community College Board.**

CAPITAL PROJECT APPLICATION FORM  
(One Application Form per Project)

District/College and District # 513 Illinois Valley Community College

Contact Person Cheryl Roelfsema Phone # 815-224-0419

Project Title Building "A" Chiller/Air Handler Replacement

Project Budget \$797,907.00 ( ) check here if the proposed project is to be financed with a combination of local,

State, federal, foundation gifts, etc., and disclose on funding attachment 2.

Date: August 7, 2013

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

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

**Section I (submit for ALL project approval requests):**

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

**Section II:**

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, please update your District's Site and Construction Master Plan and submit to ICCB.  
Anticipated date of completion \_\_\_\_\_
- B. Submit the new square footage allocation. (*Use Square Footage Summary Attachment*).
- C. Has the site been determined professionally to be suitable for construction purposes?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.) \_\_\_\_\_

**Section III:**

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

## **Programmatic Justification**

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

The air-cooled chiller at Building "A" was last replaced in 1996. The unit is nearing the end of its 20 year expected useful life and is starting to require more maintenance. Repairs to the oil reservoir and soft starters have been required. The College is concerned that failure of the chiller will leave Building "A" without air-conditioning for occupant comfort. In addition, the College recently learned that the INET protocol building automation components used by the current chiller will no longer be produced after December 31, 2013. Conversion to BACNET protocol components is a priority before INET components are completely phased out.

The air handler at Building "A" was installed when the building was built in the early 1970's. The air handler housing has deteriorated over time. Deterioration is causing issues with fan/motor assembly performance. Unit mounts have also deteriorated over time leading to vibration issues in the system.

The College would like to replace the chiller, air handler, associated components, and controls to ensure comfort levels of students, faculty, and staff.

### Scope of Work

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

The Scope of Work would include:

- Removal and disposal of chiller, air handler, and associated components.
- Installation of new air-cooled chiller and air handling unit including replacement of associated piping, valves, coils, water pump, expansion tank, chilled water buffer tank, mounts, and related controls.
- Replacement of remaining mechanical controls throughout Building "A" to complete transition to BACNET protocol.

### Cost Estimate

Item	Quantity	Unit Cost	Amount
Demolition Work			\$8,000.00
Chiller Work			\$250,633.00
Air Handling Unit Work			\$241,770.00
Controls Work			<u>\$67,600.00</u>
Sub-Total			<b>\$568,003.00</b>
General Conditions / O & P @ 15%			<u>\$85,200.00</u>
Sub-Total			<b>\$653,203.00</b>
Contingency @ 10%			\$65,320.00
A/E Fees			\$78,384.00
Reimbursable Printing Cost			\$1,000.00
<b>Total</b>			<b><u>\$797,907.00</u></b>

**Attachment #1**

**Project Budget**

Check One:

New Construction

Remodeling

Project Name

Budget Amounts

New Construction

Remodeling

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

N/A  
N/A

Total

58

**Protection, Health, and Safety Project Name:** Building "A" Chiller/Air Handler Replacement

Budget Amounts

Project Costs \$653,203.00  
 Contingency \$65,320.00  
 A/E Professional Fees \$78,384.00  
 Printing Cost \$1,000.00

**Total** **\$797,907.00**

**Attachment #2**  
Funding Source

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

**Project Name:** Building "A" Chiller/Air Handler Replacement

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

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

(including excess funds from  
health, and safety projects)

Bond Proceeds  
(including protection, health,  
and safety bonds)

Type of bond issuance (s):

Protection, Health, and  
Safety Tax Levy  
(ILCS 805/3-20.3.01)

Tax rate/fiscal year: 2014

Contract for Deed  
(ILCS 805/3-36)

Term of Contract for Deed in months:

Lending Arrangement with a  
Financial Institution  
(ILCS 805/3-37)

Term of Lending Arrangements in months:

Lease Agreement  
(ILCS 805/3-38)

Term of Lease in months:

Capital Renewal Funding

Proposed Fiscal Year Source(s):

ADA  
Access for All Funding

Proposed Fiscal Year Source(s):

**Protection, Health, and Safety Signature/Certification Page**

Check if Applicable

Energy Conservation Certification (see attachment, if applicable)

Structural Integrity Certification (see attachment, if applicable)

Budget Certification (see attachment, always required) X

Feasibility Study Identifying Need of the Project

Other Documentation which May Support the Justification of this Project

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

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

Approved by the Illinois Valley Community College Board of Trustees

Date: \_\_\_\_\_

Signed: \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary



**PROTECTION, HEALTH, AND SAFETY PROJECT**

**Budget and Certification**

Name and address of architect/engineer providing the estimate:

**Kurt H. Rimmele  
Basalay, Cary, and Alstadt Architects, Ltd.  
620 W. Lafayette Street  
Ottawa, IL 61350**

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

  
\_\_\_\_\_  
Architect/Engineer's Signature

August 7, 2013  
\_\_\_\_\_  
Date

Illinois Registration or License Number

184.002170 (Firm)  
001.016097 (Kurt H. Rimmele)



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

**Intergovernmental Agreement with the City of Oglesby – Armed Security**

The administration is recommending the College enter into an intergovernmental agreement with the City of Oglesby to provide armed security officers on campus 20 hours per week.

The College will pay the City of Oglesby an amount equal to one and one-half times the hourly wage of any Oglesby Police Department officer assigned to IVCC, up to a maximum of \$41.76 per hour through April 30, 2014, at which time the rate will be negotiated between the City of Oglesby and the Police Union. The College will not be responsible for payment of any benefits for the officers.

**Recommendation:**

**The administration recommends the Board approve the Intergovernmental Agreement with the City of Oglesby for Armed Security, as presented.**

## INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement ("Agreement") is made and entered into this 17th day of August, 2013 by and between Illinois Valley Community College District No. 513 ("IVCC") and the City of Oglesby, an Illinois Municipal Corporation ("CITY OF OGLESBY");

WHEREAS, IVCC and the CITY OF OGLESBY have agreed to enter into this Intergovernmental Agreement pursuant to the authority vested in each public body by Section 10, Article 7 of the Constitution of the State of Illinois which provides for intergovernmental cooperation; and

WHEREAS, the CITY OF OGLESBY has agreed to provide additional police protection to IVCC pursuant to the terms and conditions contained in this Agreement; and

WHEREAS, IVCC has agreed to reimburse the CITY OF OGLESBY for the additional police protection provided to IVCC by the CITY OF OGLESBY based upon a payment from IVCC to the CITY OF OGLESBY in an amount equal to one and one-half times the hourly wage of any Oglesby Police Department officer assigned to additional police protection at the IVCC campus, up to a maximum of \$41.76 per hour through April 30, 2014, at which time the hourly rate will be at the rate negotiated between the City of Oglesby and the Police Union. IVCC will not be responsible for payment of any benefits for the officers; and

WHEREAS, the IVCC campus is located within the corporate limits of the City of Oglesby and therefore the CITY OF OGLESBY has authority to exercise police powers at the IVCC campus; and

WHEREAS, subject to approval by the Board of Trustees of Illinois Valley Community College District No. 513 and approval by the Mayor and Commissioners of the City of Oglesby, both IVCC and the CITY OF OGLESBY desire to enter into this Intergovernmental Agreement.

NOW, THEREFORE, IVCC and the CITY OF OGLESBY agree as follows:

1. The recitals contained in the preamble to this Agreement are restated and incorporated by reference as if set out in full herein.
2. The CITY OF OGLESBY will assign a full time Oglesby police officer to provide additional police protection at the Oglesby, Illinois campus of IVCC under the terms and conditions as set forth in this Agreement. The CITY OF OGLESBY will assign a full time Oglesby police officer to duties as set forth in this Agreement to be performed exclusively at the Oglesby, Illinois campus of IVCC. IVCC reserves the right to require the City of Oglesby to remove an officer from his/her duties under this agreement in the event the College finds the Oglesby police officer's performance to be unsatisfactory.

3. The CITY OF OGLESBY will provide an Oglesby police officer to IVCC pursuant to this Agreement for five four-hour shifts per week on days and times to be determined by IVCC pursuant to advance notice to the Oglesby Police Department.

4. Not less than thirty days prior to the first day of the month when the CITY OF OGLESBY will provide additional police protection to IVCC pursuant to this Agreement, IVCC will provide the Oglesby Police Chief with a schedule of the dates and times when IVCC is requesting additional police protection pursuant to this Agreement.

5. IVCC agrees to pay the CITY OF OGLESBY for the additional police protection which the CITY OF OGLESBY will provide to IVCC pursuant to this Agreement by paying the CITY OF OGLESBY an amount equal to one and one-half times the hourly wage of any Oglesby Police Department officer assigned to additional police protection at IVCC pursuant to this Agreement, up to a maximum of \$41.76 per hour through April 30, 2014 at which time the rate will be at the rate negotiated between the City of Oglesby and Police Union. IVCC will not be responsible for payment of any benefits for the officers. The CITY OF OGLESBY shall prepare and submit a bill on a monthly basis to IVCC for the additional police protection provided to IVCC pursuant to this Agreement. IVCC shall pay any bill submitted by the CITY OF OGLESBY within thirty days of the date of the bill.

6. IVCC and its security contractor, G4S Secure Solutions, shall be entitled to have input into the nature and extent of the patrol duties of the Oglesby police officer assigned to IVCC pursuant to this Agreement, subject to the consent and approval of the Chief of Police of the CITY OF OGLESBY. Both IVCC and the CITY OF OGLESBY agree that the purpose of this Agreement is to maintain a safe environment conducive for academic learning and to provide a law enforcement presence at the dates and times to be determined by IVCC. Patrol duties would include but not be limited to: issue parking violations and assist with traffic incidents; provide dead battery assistance to students, staff, and visitors; provide escort service from the campus facility to parked vehicles as requested; respond to incidents that may arise on campus; respond to medical emergencies with basic first aid services as needed. Any daily activity or incident reports completed by the officer while on duty at IVCC will be shared with IVCC's Campus Security.

7. The police officer assigned to extra police protection at IVCC pursuant to this Agreement may be directed by IVCC, in addition to the officer's general police protection duties, to address issues related to school safety, alcohol and drug prevention, bullying and conflict resolution.

8. The Oglesby police officer assigned to IVCC pursuant to this Agreement shall, at all times, remain under the direct employment of the CITY OF OGLESBY and the supervision of the Chief of Police of the City of Oglesby. If any conflict occurs between the duties assigned to the Oglesby police officer by IVCC pursuant to this Agreement, the CITY OF OGLESBY through its Chief of Police and IVCC through its President or his or her designee shall meet and attempt to resolve any conflict.

9. In the event of an emergency occurring anywhere within the corporate limits of the CITY OF OGLESBY, the CITY OF OGLESBY reserves the right to redeploy the Oglesby police officer assigned to

IVCC pursuant to this Agreement to address any emergency occurring anywhere within the corporate limits of the City of Oglesby. If the officer assigned to IVCC pursuant to this Agreement is redeployed in accordance with the provisions contained in this paragraph, IVCC will not be responsible for reimbursing the CITY OF OGLESBY for the Oglesby police officer's time while not on the Oglesby, Illinois campus of IVCC.

10. The CITY OF OGLESBY and IVCC agree and understand that IVCC employees operate under regulations and policies regarding the handling of students in student discipline situations which may differ from the law enforcement policies adopted by the CITY OF OGLESBY, in which cases, other than when dealing with a clear and direct violation of the law, the officer assigned to IVCC by the CITY OF OGLESBY shall act strictly within the protocol established by the IVCC administration.

11. Representatives of IVCC and the CITY OF OGLESBY shall meet on not less than an annual basis to conduct a joint evaluation of the additional police protection afforded to IVCC pursuant to this Agreement.

12. This Agreement may be terminated based upon not less than sixty days written notice from either IVCC to the CITY OF OGLESBY or the CITY OF OGLESBY to IVCC. Unless otherwise terminated pursuant to the provisions contained in this paragraph, this Agreement shall be in full force and affect for twelve months after the date of the execution of this Agreement, and this Agreement shall automatically renew for additional twelve months periods of time unless terminated pursuant to the notice provisions contained in this paragraph.

13. This Agreement may be modified or amended only by the mutual agreement of IVCC and the CITY OF OGLESBY.

14. It is understood and agreed that neither IVCC nor the CITY OF OGLESBY shall be legally liable for any negligent or wrongful acts of either commission or omission, chargeable to IVCC or the CITY OF OGLESBY, unless such liability is imposed by law and this Agreement shall not be construed as either enlarging to diminishing any obligations or duty owed by either IVCC or the CITY OF OGLESBY to each other or the general public. The CITY OF OGLESBY is not undertaking to provide any additional police protection to the general public pursuant to the terms of this Agreement beyond any obligation and legal duty which Illinois law currently imposes upon members of the Oglesby Police Department and the CITY OF OGLESBY. Nothing in this Agreement shall be construed as an undertaking by the CITY OF OGLESBY to provide specific police protection to IVCC, beyond the duty which the CITY OF OGLESBY owes to the general public to provide police protection to the general public.

15. IVCC and the CITY OF OGLESBY agree to maintain generally liability and worker compensation insurance coverage to cover their respective employees in amounts reasonably sufficient to protect both IVCC and the CITY OF OGLESBY in the event of any causes of action or claims being made by any individual against IVCC or the CITY OF OGLESBY pursuant to this Agreement, with the requirement that both IVCC and the CITY OF OGLESBY shall maintain liability insurance in an amount of not less than One Million Dollars (\$1,000,000) per individual and Two Million Dollars (\$2,000,000) per

occurrence. Statutory limits for worker's compensation insurance will apply to cover the employees of IVCC and the CITY OF OGLESBY. Both IVCC and the CITY OF OGLESBY will provide to each other at least thirty days in advance notice, in writing, of any proposed cancellation or termination of the liability insurance and worker compensation insurance provided for in this paragraph.

16. If the City of Oglesby terminates the employment of an officer who happens to be providing services under this Agreement, any such officer's duties under this Agreement shall also terminate and the City of Oglesby shall arrange for another police officer to provide the services required under this Agreement.

17. No assigned officer under this Agreement shall in any way be considered an employee or agent of IVCC nor shall any such officer be entitled to employment benefits, workers' compensation, disability benefits, or other rights normally afforded to employees of the College.

ILLINOIS VALLEY COMMUNITY COLLEGE  
DISTRICT NO. 513

CITY OF OGLESBY

BY: \_\_\_\_\_  
Jerry Corcoran, President

BY: \_\_\_\_\_  
Donald Finley, Mayor

\_\_\_\_\_  
Rebecca Clinard, City Clerk

**Purchase Request – Equipment for CTC**

On February 19, 2013, the Board authorized the administration to move forward with the Requests for Purchase (RFP) for equipment and technology for the Peter Miller Community Technology Center.

We are recommending the purchase of the following items:

- Turbine Generator Control Troubleshooting Learning System in the amount of \$79,854 from Aidex Corporation. This system will connect the Amatrol Electronic Hub with the Nacelle Trainer that we currently use in the Wind Energy program.
- Mechanical Drives 1 Learning System – Full Bench, Mechanical Drives 2 Learning System, and Viscosimeter in the amount of \$20,165.50 from Aidex Corporation. These will match the systems we currently have for the Industrial Maintenance program.
- Lab Volt Solar/Wind Energy Training System in the amount of \$45,580 from Advanced Technologies Consultants, Inc. We currently have two of these systems in our Wind Energy program.
- Lab Volt EMS-8010 Renewable Energy Training Program in the amount of \$73,150 from Advanced Technologies Consultants, Inc. We currently have two of these programs in our Industrial Electricity program.

Please note that all of this equipment will be purchased from current vendors due to the need to match the existing equipment and the fact that these items are only available from the sole distributors for these vendors in the state of Illinois.

This purchase will be paid for with capital campaign funds.

**Recommendation:**

**The administration recommends Board approval to purchase the following equipment and technology for a total amount of \$218,749.50.**

<b>1. Turbine Generator Control Troubleshooting Learning System</b>	<b>\$ 79,854.00</b>
<b>2. Mechanical Drives 1 Learning System – Full Bench, Mechanical Drives 2 Learning System, and Viscosimeter</b>	<b>\$ 20,165.50</b>
<b>3. Lab Volt Solar/Wind Energy Training System</b>	<b>\$ 45,580.00</b>
<b>4. Lab Volt EMS-8010 Renewable Energy Training Program</b>	<b>\$ 73,150.00</b>

**Creation of Temporary Full-time Business Specialist Position in the Small Business Development Center/Interim Person Named**

During the last RFP cycle, the Small Business Development Center Operations Plan called for one 20-hour administrative assistant and two 20-hour business specialist positions to support the director. We have been unable to fill one of the business specialist positions after the initial hire resigned; thus more hours were assigned to the remaining part-time specialist. The administrative assistant resigned her position leaving two vacant part-time positions. The administration would like to convert all three of the part-time positions into one full-time business specialist grant-funded position on an interim basis.

Once the budget for calendar year 2014 is secure, a permanent hiring process will begin, assuming the re-organization was successful.

Gina Czubachowski, part-time business specialist, has been identified as the candidate to fill the full-time position on an interim basis pending the outcome of the re-organization and calendar year budget for 2014.

Attached are the open position form, job description, and rationale for the full-time business specialist position in the Small Business Development Center.

**Recommendation:**

**The administration recommends that a temporary full-time business specialist position be created in the Small Business Development Center contingent upon grant funds. The administration also recommends that Gina Czubachowski be named the interim full-time business specialist effective immediately.**



RECEIVED

SEP 10 2013

HUMAN RESOURCES

(Route to Human Resources for review)

### OPEN-POSITION FORM

TO: **GLENNA JONES, DIRECTOR OF HUMAN RESOURCES**

DATE: **9/5/2013**

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

PROFESSIONAL POSITION     SUPPORT STAFF     OTHER     FACILITIES STAFF

REPLACEMENT FOR: \_\_\_\_\_  
 NEW POSITION

DEPARTMENT REQUESTING APPLICANTS: **Small Business Development Center**

FULL-TIME     PART-TIME

SUGGESTED SALARY/REQUESTING DEPARTMENT: **\$35,802**

(Comments) \_\_\_\_\_

**PROFESSIONAL POSITION - Job Title:** Business Specialist

QUALIFICATIONS:     Doctorate Degree     Master's Degree  
 Bachelor's Degree     Industry experience \_\_\_\_\_  
 \_\_\_\_\_     \_\_\_\_\_

**SUPPORT STAFF - Job Title:** \_\_\_\_\_

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

Associates Degree in \_\_\_\_\_

Related Experience: \_\_\_\_\_

**FACILITIES STAFF - Job Title:**     MAINTENANCE     CUSTODIAN

QUALIFICATIONS:     \_\_\_\_\_     \_\_\_\_\_     \_\_\_\_\_  
 \_\_\_\_\_

HOURS: \_\_\_\_\_

OTHER: \_\_\_\_\_

(See Attached Job Description)

REQUESTED BY: \_\_\_\_\_ Date: 9/5/2013 WITHIN BUDGET:  Yes  No  
(Need Signature)

POSITION/DEPARTMENT: Small Business Development Center

SEARCH APPROVED:

Jamie Cahm  
**JAMIE CAHM, CONTINUING ED DIRECTOR**

Sue Isermann    Dr. Corcoran    Date    Dr. Scroggs    Date    Ms. Roelfsema    Date  
Sue Isermann 9/4/13    Jamie Corcoran 9/10/13    Dr. Scroggs 9/10/13    Christ Roelfsema 9/10/13

PLEASE RETURN TO HUMAN RESOURCES

# Memorandum

To: Jamie Gahm

From: Beverly Malooley

Date: 9/5/2013

Re: Recommendation & Rationale

Over the last 5-years, I have worked hard to preserve the integrity of the Small Business Development Center program by creating several events and programs to renew and recognize entrepreneurs and small business owner in the IVCC District. Today, this 27-year old SBDC program is the only reliable and consistent small business resource supporting start-up businesses and growth ventures in the region. As director, it is my responsibility to provide the highest level of direct client services possible. I am responsible for the allocation of every dollar as it relates to achieving program goals set forth by the grant agreement. Changes at State and Federal levels have created new and challenging dynamics for the SBDC. I have found it necessary to spend a greater amount of my time developing funding partners to meet cash match requirements. As a result, I have re-evaluated staffing needs within the Center. Based on these changes, I am recommending restructuring the current part-time positions into one full-time professional position in order to effectively pursue positive results. I'm recommending a temporary full-time position at this time so we can gauge the effectiveness of this change and to be secure in our funding for calendar year 2014.

This recommendation is based on the activity during the 2011-2013 RFP cycles. The positions created during that time included one 20-hour administrative assistant and two 20-hour business specialist positions. Shortly after a lengthy hiring process, one of the business specialists resigned. To fill the gap more hours were allocated to the other specialist. Under the Affordable Health Care Act we are limited in the number of hours our part-time staff can work; thus this is not a long term solution. And in this last quarter, the administrative assistant resigned. Based on those changes and the use of more technology to manage the program we no longer need a regular Administrative Assistant. I am recommending allocating those funds toward creating a full-time Business Specialist which will support client services and program development. It is my thinking that a permanent full-time position will reduce staff turnover eliminating lengthy and costly hiring processes. My goal is to develop a full-time professional staff member who will contribute to the further development of the only small business development service in the IVCC District.

U.S. Small Business Administration statistics show the greatest economic impact is created by small business development. In order to support the development and growth of small businesses in the region it is critical to provide consistent and professional one-on-one client counseling. This basic core deliverable is the keystone for a successful outcome. And without the proper professional staffing it is very difficult to strategically grow the program.

I will conclude by stating that there is less turn-over with full-time employees. These employees are more committed to the position and as a result dedicated to the core mission of the organization. I am extremely dedicated to this program and the mission of IVCC and our stakeholders. With a full-time business specialist I will have greater opportunity to continue to improve client services and program development. This restructuring will have an immediate impact on the overall operations of the Center and its opportunity for growth.

Secondly, I am recommending Gina Czubachowski be moved into a temporary full-time Business Specialist position to be effective immediately. This temporary position will provide an opportunity to continuity through 2013. The SBDC has several workshops and events scheduled which requires the experience that Ms. Czubachowski can continue to assist as well as providing core business services; one-on-one client counseling.

BUSINESS SPECIALIST  
ILLINOIS VALLEY COMMUNITY COLLEGE

Reports to: Director of the Illinois Small Business Development Center

I. POSITION SUMMARY: Under the general supervision of the director and according to college procedures and board policy, the business specialist provides business consulting services to nascent and in-business clients. This position is funded by a state/federal grant and is subject to renewal based on satisfactory program performance and funding availability.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Deliver resources and services of the Illinois Small Business Development Center grant as outlined and administered by Illinois Department of Commerce and Economic Opportunity
- B. Maintain Professional Business Specialist Certification
- C. Provide direct one-on-one free counseling and technical assistance to entrepreneurs, business owners, and pre-venture clients in all areas of business planning and strategies.
- D. Exercise strict client confidentiality in accordance with SBA and the Illinois Small Business Development Centers' policy
- E. Utilize DCEO, SBDC, and local resource referral network
- F. File mandatory activity and verification reports
- G. Participate in a collaborative team environment
- H. Extend scope of financial lending procedures and loan programs
- I. Contribute to the development and execution of the Center's strategic plan
- J. Available to travel regionally, statewide, and nationally.

III. OTHER DUTIES

- A. Maintain client files with appropriate documentation
- B. Perform administrative support functions
- C. Engage in the use of current technology
- D. Disseminate pertinent business related information via traditional and digital media format
- E. Advocate for small business development, expansion, job creation, and retention
- F. Stay updated in the use of computers and business related software
- G. Compile research data for clients & business plans
- H. Develop marketing plans for training programs
- I. Develop SBDC training programs and analyze impact on participants

IV. QUALIFICATIONS

- A. Bachelor's Degree in business management, finance, marketing with related experience in business planning and business strategy
- B. Illinois Entrepreneurship and Small Business Growth Association's Business Specialist Certification is required
- C. Experience as a business owner or business consultant is required
- D. Knowledge of commercial lending preferred
- E. Demonstrates a professional standard for confidentiality
- F. Experience in developing & teaching curriculum for business programs, seminars, and conferences

**Letter of Continued Recognition to ICCB**

The Illinois Community College Board (ICCB) is required by statute to “recognize” each community college. Illinois Valley Community College is scheduled for a recognition review in fiscal year 2014. The administration is currently preparing for the recognition application process. The application should include a letter from the local board of trustees requesting the ICCB to assign a status of “recognition continued” to the district.

**Recommendation:**

**Authorize the Board Chair to submit a letter requesting the ICCB assign a status of “recognition continued” to Illinois Valley Community College District #513.**



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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**Board of Trustees**

September 17, 2013

Illinois Community College Board  
401 E. Capitol Avenue  
Springfield, IL 62701-1711

RE: Application for Recognition

Please consider this letter as a request that ICCB assign a status of "recognition continued" to Illinois Valley Community College District #513.

Should you need further information or have any questions, please direct them to Dr. Jerry Corcoran at (815) 224-0404.

Sincerely,

Melissa M. Olivero  
Board Chair

**Board Policies (first reading)**

Board Policy 1.21 – Policy Formulation and Adoption requires any revisions to existing board policies or the adoption of a new policy must stand for reading at two regularly scheduled meetings of the Board. In reviewing the board policies, the administration is recommending revisions to Board Policies 3.21 – Medical/Occupational Examinations and 6.3 Drug – Free Campus. A new board policy is being recommended for Bicycles and Skateboards on Campus. The Planning Committee has reviewed the policies. No action will be taken for the first reading on each of these policies.

Illinois Valley Community College Board Policy

Subject:	<b>Medical/Occupational Examinations</b>	Effective Date:	10/19/10
		Last Reviewed:	07/01/11
Number:	<b>3.21</b>	Last Revised:	07/01/11

*It is the policy of the Board of Trustees of Community College District No. 513 ~~agrees to pay~~ that the College pays the cost of the occupational examination as required of new employees in the physical plant departments. Offers of employment are contingent upon the results of the occupational examination. The ~~Board of Trustees~~ College will also pay for the medical examinations of all full-time faculty and administrative positions.*

Physical Plant and Shipping & Receiving Employees

The Office of Human Resources sends the Medical Examination Form to the employee. Offers of employment are contingent upon the results of the occupational examination. The returned form is placed in the appropriate personnel/medical file. The invoice for the examination is given to the appropriate supervisor for processing payment.

Faculty and Administration

The Executive Assistant to the President sends the Medical Examination Form. The returned form is placed in the appropriate personnel/medical file. The invoice for the examination is given to the appropriate supervisor for processing payment.

Illinois Valley Community College Board Policy

Subject: <b>Drug-Free Work-Place Campus</b>	Effective Date: 1/17/12
Number: <b>6.3</b>	Last Reviewed: 1/17/12
	Last Revised: 1/17/12

~~It is the policy of the Board of Trustees of Illinois Valley Community College to provide, in accordance with Public Law 100-690, The Anti Drug Abuse Act of 1988, sanctions or rehabilitation programs for all workers at IVCC who engage in the unlawful manufacture, sale, distribution, possession or use of a controlled substance or alcohol on campus or the work site. Also as a condition for receiving a Pell Grant, students must certify that they will not do any of the activities mentioned. If they do and are convicted, a court could suspend financial aid (Title IV Funds). This policy is stated under the Student Code of Conduct outlined in the current college catalog.~~

*Illinois Valley Community College complies with the federal Drug-Free Workplace Act of 1988, the Drug-Free Workplace Act, 30 ILCS 580/1 et seq. and the federal Drug-Free Schools and Communities Amendments Act of 1989, 20 USC section 3171 et seq. IVCC seeks to improve the work environment, as well as the campus atmosphere, by eliminating drugs and alcohol in the workplace and on the College campus, except where liquor permits have been procured or alcohol is utilized for instructional purposes.*

*No person shall unlawfully possess, use, dispense, distribute, or manufacture any controlled substance in the workplace or in College facilities.*

*The use of alcohol within the workplace or in College facilities, including meal periods and breaks, is prohibited except when authorized by the College for approved functions.*



Illinois Valley Community College Board Policy

Subject: ***Bicycles and Skateboards on Campus***

Effective Date:

Number:

Last Reviewed:

Last Revised:

*Bicycles, skateboards, in-line skates, roller skates, and scooters are allowed on the IVCC campus within the following guidelines:*

***Walkways:*** *Bicycle, skateboard, in-line or roller skate, and scooter use is permitted as transportation on walkways, as long as users yield to pedestrians and are safe and courteous.*

***Roadway Guidelines:*** *Transportation use of bicycles, skateboards, roller and in-line skates, and scooters is permitted on roadways only as follows:*

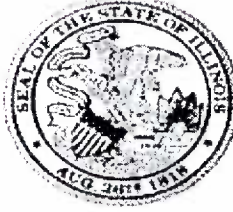
- *Daylight only (except bicycles with proper lighting and reflectors)*
- *Illinois bicycle rules of the road are followed, including stopping for stop signs*
- *Riders act safely and responsibly*

***Prohibited Areas:*** *Bicycling, skateboarding, in-line or roller skating, and non-disability scooter use is not permitted in the following areas:*

- *Inside buildings*
- *In front of entrances*
- *On railings and stairs*

***BICYCLE INFORMATION***

*Bicycle owners are responsible for keeping their bicycle(s) in safe working order and stored in bicycle racks when not in use. Bicycles are not to obstruct sidewalks, building entrances, lawns, or bushes and are not allowed inside any IVCC building at any time.*



Alexi Giannoulas  
Chairman

Karen Hunter Anderson, Ph.D.  
Executive Director

*proudly serving the*

## Illinois Community College System

August 19, 2013

Dr. Jerry Corcoran, President  
Illinois Valley Community College  
815 North Orlando Smith Avenue  
Oglesby, Illinois 61348-9691

Dear Dr. Corcoran:

On behalf of the Illinois Community College Board, I am pleased to inform you that based on a review of the College's application, staff have recommended approval for the following Certificate program:

- Certified Production Technician Certificate (16 credit hours)

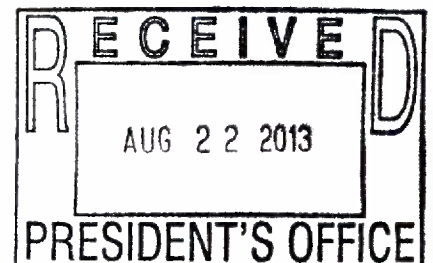
*This basic certificate program was granted approval on behalf of the Illinois Community College Board on August 16, 2013.* Because certificate programs do not require approval of the Illinois Board of Higher Education, the above listed curriculum may be implemented immediately. If you have not already done so, please submit the appropriate curriculum and related course forms for updating your college's master files at this time. Doing so will ensure the college receives the appropriate credit hour reimbursement funding.

Sincerely,

A handwritten signature in black ink, appearing to read "Karen Hunter Anderson".

Karen Hunter Anderson, Ph.D.  
Executive Director

cc: Sue Isermann, Associate Vice President for Academic Affairs - IVCC  
Tricia Broughton, ICCB



**Summer 2013 Graduation**

There were 222 graduating students earning a total of 240 degrees and certificates in the following areas:

25	Associate in Arts Degree
54	Associate in Science Degree
43	Associate in Applied Science Degree
3	Associate in General Studies Degree
1	Associate in Arts in Teaching Degree
114	Certificates of Completion

The LPN July graduates are included in the total number of certificates. There were 20 graduates who earned this certificate.

By comparison, in Summer 2012, 260 students graduated with a total of 289 degrees and certificates.

# 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.