



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, March 13, 2014
Board Room
6 p.m.**

NOTE:

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

IVCC'S MISSION STATEMENT

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

BOARD AGENDA ITEMS

January

Student Fall Demographic Profile

February

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

March

Strategic Plan Update
President's Evaluation

April

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

May

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

June

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

July

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

August

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

September

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

October

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

November

Adopt Tentative Tax Levy

December

Adopt Tax Levy
Schedule of Regular Meeting Dates and Times

A G E N D A

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 6.1 Approval of Minutes – February 6, 2014 Special Board Meeting; February 13, 2014 Board Meeting; and February 21, 2014 Facilities Committee Meeting (Pages 1-10)
 - 6.2 Approval of Bills - \$1,469,023.47
 - 6.2.1 Education Fund - \$1,033,727.20
 - 6.2.2 Operations & Maintenance Fund - \$166,110.97
 - 6.2.3 Operations & Maintenance Fund (Restricted) - \$18,886.76
 - 6.2.4 Auxiliary Fund - \$180,608.47
 - 6.2.5 Restricted Fund - \$16,597.10
 - 6.2.6 Liability, Protection & Settlement Fund - \$53,092.97
 - 6.3 Treasurer's Report (Pages 11-28)
 - 6.3.1 Financial Highlights (Pages 12-13)
 - 6.3.2 Balance Sheet (Pages 14-15)
 - 6.3.3 Summary of FY13 Budget by Fund (Page 16)
 - 6.3.4 Budget to Actual Comparison (Pages 17-23)
 - 6.3.5 Budget to Actual by Budget Officers (Page 24)
 - 6.3.6 Statement of Cash Flows (Page 25)
 - 6.3.7 Investment Status Report (Pages 26-27)
 - 6.3.8 Check Register - \$5,000 or more (Page 28)
 - 6.4 Personnel - Stipends for Pay Periods Ending February 8, 2014 and February 22, 2014 (Pages 29-34)
 - 6.5 Bid Results – Multi-Purpose Paper (Page 35)
 - 6.6 Purchase Request – Fuel for Truck Driver Training Program (Page 36)

7. President's Report
8. Committee Reports
9. Staff Appointment – Adam Oldaker, Interim Dean of English, Mathematics, and Education (Pages 37-38)
10. Staff Resignation – Dr. Tracy Morris, Associate Vice President for Student Services (Pages 39-40)
11. Staff Appointment – Interim Associate Vice President for Student Services (Page 41)
12. Sabbatical Leave Request – Diane Christianson, Early Childhood Education Instructor (Pages 42-49)
13. Temporary Special Assignments (Page 50)
14. Dual Credit Tuition Adjustment (Page 51)
15. Interdistrict Cooperative Agreement between Illinois Valley Community College and Heartland Community College (Pages 52-53)
16. Intergovernmental Agreement with the City of Ottawa (Pages 54-59)
17. Community Instructional Center Project – Phase 3 (Page 60)
18. Building C Lobby Renovation Capital Project Application Approval (Pages 61-68)
19. Protection, Health, and Safety Projects (Pages 69-84)
 - 19.1 Building E Accessible Elevator Installation (Pages 71-77)
 - 19.2 Abatement of Asbestos (Pages 78-84)
20. 2014 ICCTA Outstanding Full-time Faculty Award Nomination – Ms. Nora Villarreal, English Instructor (Page 85)
21. 2014 ICCTA Outstanding Part-time Faculty Award Nomination – Ms. Valery Calvetti, Counselor (Page 86)
22. Items for Information (Pages 87-89)
 - 22.1 Staff Resignation – Marla Keef, Accounting Clerk (Page 87)
 - 22.2 Staff Resignation – Kelly Obermiller, Textbook Buyer (Page 88)
 - 22.3 Staff Resignation - Danial Thompson, Truck Driver Training Specialist (Page 89)
23. Trustee Comment
24. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) collective negotiating matters; 3) probable litigation; 4) pending litigation; 5) lease of real property; and 6) closed session minutes.
25. Closed Session Minutes – February 6 and February 13, 2014 Board Meetings
26. Other
27. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees
Minutes of Special Meeting
February 6, 2014

The Board of Trustees of Illinois Valley Community College District No. 513 convened a special session at 6:15 p.m. on Thursday, February 6, 2014 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 (telephonically)
Jane E. Goetz
David O. Mallery (telephonically)
Everett J. Solon

Members Absent: Taylor A. Gunia, Student Trustee

Others Physically Present: Jerry Corcoran, President
Walt Zukowski, Attorney

Ms. Olivero called the meeting to order at 6:15 p.m.

CLOSED SESSION

It was moved by Dr. Huffman and seconded by Ms. Goetz to convene a closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. Motion passed by voice vote. The Board entered closed session at 6:20 p.m.

On a motion by Mr. Solon and seconded by Dr. Huffman, the regular meeting resumed at 7:02 p.m. Motion passed by voice vote.

ADJOURNMENT

Ms. Olivero declared the meeting adjourned at 7:02 p.m.

Melissa M. Olivero, Board Chair

Larry D. Huffman, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE

Board of Trustees

Minutes of Regular Meeting

February 13, 2014

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6 p.m. on Thursday, February 13, 2014 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
Taylor A. Gunia, Student Trustee

Members Absent:

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

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None.

CAMPUS UPDATE – UNIVERSITY OF ILLINOIS EXTENSION

Reed Wilson reported that for the last two and one half years, IVCC staff and the leadership of the University of Illinois Extension Service region have been working to develop a partnership plan. The Extension annually serves tens of thousands of citizens in the IVCC District including 6,000 youth via 4-H, after school programs, Ag in Classroom programs and more. The proposal calls for the Extension to lease 1300 square feet of the former Financial Aid office in Building C. The Extension would relocate its director, its three-person educator staff and a secretarial position to IVCC. Reed introduced Jill Guynn, Director of the U of I Extension Unit #8. She presented a PowerPoint on the mission of the Extension and the educational programming it provides to Illinois residents. Jill introduced Dr. Ryan Hobson, Extension Regional Director. He noted the University of Illinois Extension has a high level of interest in partnering with IVCC and other community colleges. Their presence in community colleges will increase. Melissa

Olivero is interested in seeing what this partnership does for IVCC students. Some of the programs overlap with IVCC's continuing education program. Jill Guynn and Jamie Gahm have met and discussed these issues and plan to work closely together and collaborate.

CONSENT AGENDA

It was moved by Dr. Driscoll 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 Bills - \$1,608,916.87

Education Fund - \$1,275,958.01; Operations & Maintenance Fund - \$78,698.14; Operations & Maintenance Fund (Restricted) - \$107,599.20; Auxiliary Fund - \$130,178.45; Restricted Fund - \$16,333.07; and Liability, Protection and Settlement Fund - \$150.00

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending January 11, 2014 and January 25, 2014.

PRESIDENT'S REPORT

Dr. Corcoran noted on August 20, 2013, Dean Marianne Dzik provided the Board with an overview of the wonderful faculty, staff and programs within her English, Math and Education division. He had four updates from Marianne that he thought the Board would find interesting and impressive. 1) IVCC had 18 students enrolled this semester in Fast Track to College Math and they all successfully completed the program. On the pre-test, scores ranged from 15.6% to 70% with the average being 43.3 percent. On the post-test, 11 students scored 90 percent or better with 83.4% being the lowest score. Dan Serafini and Trisha Blood were commended for another great job in reviewing algebra with these students. Marianne is convinced that My Math Test works and if more students had a quality review prior to the placement test, more would place into college-level math. 2) IVCC is one of several area community colleges that have been asked to take part in a research study with NIU. The goal of the study is to determine what constitutes college-level reading at each institution and will examine the current literacy practices and expectations in developmental reading courses and in introductory-level general education and occupational courses. The study will answer the question: What does it mean to be college-text-ready? 3) The Education and Early Childhood Education programs recently held an orientation meeting for 43 students. Topics such as background checks, the Test of Academic Proficiency, licensure changes, and dispositions were discussed. Jill Urban-Bollis and Diane Christianson organized and facilitated the event. 4) The Illinois Board of Higher Education announced the awarding of Early Childhood Educator Preparation Program Innovation Grants to Illinois State University and Western Illinois University. IVCC's Early Education Program is a partner in each of these grants. The purpose of the grants is to revise our education and early childhood education courses to reflect the changes in early childhood education licensure requirements so that our courses will seamlessly transfer to ISU and WIU. Dr. Corcoran reported on the Construction update from Cheryl Roelfsema. As of Monday, February 10 only two items remained from the Phase 1 punch list as well as some warranty issues. In Phase 2, asbestos removal in Buildings 6, 11 and 12 was completed on February 10. Ameren will be on

site February 17 or 18 to disconnect the natural gas lines and electrical lines from the same three buildings. Vissering Construction will cap the water lines on February 17 and actual demolition of the buildings could start as early as February 21. IVCC staff and faculty have been working with the architects on the Phase 3, fifty percent submittal for CDB. The Building G heat exchanger replacement is still on target for installation the week of March 10, spring break. The Cultural Centre sound system project plans are being finalized and should be ready to go to bid on March 20. Dr. Corcoran reported on the Academic Challenge from Ron Groleau. The annual Academic Challenge Regional competition was held on Friday, February 7. Eleven district high schools and 275 students participated for the right to advance individually and/or as a member of their team to sectional competition at Illinois Central College on March 5. The individual first place students are eligible for scholarship money from the IVCC Foundation provided they attend IVCC upon their graduation from high school. The Foundation also provided funds to award IVCC t-shirts and sweatshirts to approximately 20 lucky winners. Each student received an IVCC Viewbook promoting the college and all it has to offer. With this being Dr. Lori Scroggs's final Board meeting, Dr. Corcoran said how pleased he has been to work with her in so many ways over the last 20 years. Even the years that she worked at Bradley University, she served IVCC proudly as a member of the board of trustees. He thanked her for her service and wished her nothing but the best in the next chapter of her life.

COMMITTEE REPORTS

Dr. Huffman reported the Audit/Finance Committee met on Wednesday, January 29 at 6 p.m. in the Board Room and the minutes from the meeting were in the Board book. He noted the five-year budget had a dismal outlook due to the economy of the state.

The Facilities Committee will meet on Friday, February 21 at 1 p.m. in the Board Room.

FACULTY TENURE RECOMMENDATIONS

Dr. Lori Scroggs reviewed the tenure process. There are requirements at the state level, but IVCC's requirements are much more rigorous. New faculty members attend a faculty orientation for a semester long led by Marianne Dzik. The instructors are evaluated by the deans six times, by the vice president or associated vice president five times, by students, and self-evaluations. The instructors reflect upon their accomplishments through their portfolios. Prior to the Board meeting, the portfolios are presented to the Vice President, Associate Vice President and the appropriate dean who are given the chance to ask questions.

It was moved by Ms. Goetz and seconded by Dr. Driscoll to approve tenure for **Christine Blaydes, CNA instructor**. Bonnie Campbell, Dean of Health Professions, noted she would not know what to do without Christine Blaydes. Christine coordinates the CNA program which has 300 students every year. The program is highly regulated and Christine works closely with the Illinois Department of Public Health. Besides coordinating the program, she also teaches in the classroom and the clinicals. She keeps the program up-to-date and moves it forward. Motion passed by voice vote.

It was moved by Ms. Bonucci and seconded by Dr. Huffman to approve tenure for **Jared Olesen, Sociology instructor**. Dr. Holloway, Dean of Humanities, Fine Arts and Social Sciences, noted that Jared has a good command of work that he has done which spans many

areas of sociology. He recently completed his PhD, publishes articles, and he is an excellent teacher in the classroom. He is very engaged and his students are, also. He uses a variation of teaching styles, active learning and technology. He also has an environmental conscious with IVCC green initiatives. Motion passed by voice vote.

It was moved by Mr. Mallery and seconded by Dr. Driscoll to approve tenure for **Tony Ruda, Fitness Center instructor**. Ron Groleau, Dean of Natural Sciences and Business, noted that Tony works with thousands of students and community members. He is an online instructor and face-to-face teacher. He is a graduate of IVCC and is very appreciative in giving back by sponsoring scholarships. Professionally, he helped LTV Steel plan a fitness center at the company and has helped St. Margaret's Hospital run a summer healthy kids camp. His efforts with St. Margaret's Hospital help improve children socially, physically, and spiritually. Tony is also involved in the community. He served on the Spring Valley Park Board as past president, and a youth coach for baseball, football, and soccer. Motion passed by voice vote.

FY 2015 BUDGET

It was moved by Dr. Driscoll and seconded by Ms. Goetz to adopt the resolution designating the fiscal year be from July 1, 2014 to June 30, 2015; adopt the resolution designating Dr. Jerry Corcoran as the district's officer appointed to prepare the tentative budget; and approve the budget calendar, as presented. Motion passed by voice vote.

TUITION ADJUSTMENT

It was moved by Dr. Huffman and seconded by Mr. Solon to increase tuition by \$10.00, from \$93.60 to \$103.60 per credit hour beginning with the summer 2014 semester. Dr. Huffman noted the tuition was raised last year by the same amount but the decrease in enrollments ate up the increase. Mr. Mallery suggested maybe the increase in the tuition is the reason for the decrease in enrollment. Dr. Huffman said there is no evidence to know this for sure. Even with the proposed increase, IVCC will come closer to its peer average and \$7 to \$8 below the state average. Dr. Corcoran said the administration tries to look at other community colleges and he wants IVCC students to have every advantage. At the state average it enables IVCC to have a high quality education for students to transfer to a university and find a good job. Mr. Mallery noted that when IVCC had the lowest tuition in the state, it served the students well. He doesn't know if it is the money that makes it a good learning environment. He thinks IVCC is pricing people out of an education. Dr. Corcoran noted that the administration is finding a balance between high quality programs and a reasonable tuition rate. Taylor Gunia, student trustee, reported the administration met with the Student Government Association, and they thought the increase was not a huge burden to take on. Dr. Huffman stated he will vote for the tuition increase because he has a fiduciary right to do what is right for the College as a whole and in its best interest. The last three years the State's share has been 11-12 percent, well below the 33 percent level. Over the same period the local taxpayers are paying their fair share of 43-46 percent. Students are paying a little more than theoretically intended at 37-38.5 percent. Student tuition and fees are the only source of revenue to increase. Every single program, service, and activity will be looked at by the administration so that revenues can be reallocated. Motion passed by voice vote with Mr. Mallery voting "naye."

COURSE FEES/ADJUSTMENTS

It was moved by Dr. Driscoll and seconded by Mr. Solon to increase fees for 79 courses, decrease fees for 28 courses, and eliminate fees for one course, as presented. Motion passed by voice vote.

STAFF RETIREMENT – MARIANNE DZIK, DEAN OF ENGLISH, MATHEMATICS, AND EDUCATION

It was moved by Dr. Huffman and seconded by Ms. Goetz to accept with regret Marianne Dzik's request for retirement effective March 31, 2014, and wish her a long, happy, and healthy retirement. Marianne started her employment at IVCC 30 years ago in a part-time position in the remediation area in the writing and reading language skills lab. In 1992, she was named Coordinator of Special Needs and Remediation and then this evolved to become Special Populations and Remediation Coordinator. In 2000, she was named Division Chair Academic Enrichment and the position was later changed to Dean of English, Mathematics, and Education. She has been a wonderful resource to the College. Dr. Corcoran stated he hates to see her go, but the College has been enriched by her. Marianne noted that she thoroughly loves the College. Motion passed by voice vote.

STAFF RETIREMENT – GARY K. JOHNSON, DIRECTOR OF FACILITIES

It was moved by Dr. Huffman and seconded by Ms. Goetz to accept with regret Gary Johnson's request for retirement effective March 1, 2014, and wish him a long, happy, and healthy retirement. Gary started his career at IVCC in June 1999 as Supervisor of Facilities. In 2005, he was named Director of Facilities. In the past nine years he has overseen the most construction projects this institution has seen in the last 30 years – Truck Driver Training building, Peter Miller Community Technology Center and the renovations on the East Campus. Dr. Corcoran stated he has done a great job and he wishes him nothing but the best. Gary noted he has had an exciting journey and thanked everyone for their help and support. Motion passed by voice vote.

STAFF APPOINTMENT – SCOTT CURLEY, INTERIM DIRECTOR OF FACILITIES

It was moved by Ms. Bonucci and seconded by Mr. Solon to approve the appointment and salary adjustment for Mr. Scott Curley as Interim Director of Facilities with a \$200 per pay period salary adjustment beginning March 1, 2014 and continuing until such time as a new Director of Facilities reports to duty. Motion passed by voice vote.

UNIVERSITY OF ILLINOIS EXTENSION SERVICE AND ILLINOIS VALLEY COMMUNITY COLLEGE AGREEMENT

It was moved by Mr. Solon and seconded by Dr. Huffman to approve the University of Illinois Extension Service and Illinois Valley Community College agreement to establish the Extension's Unit #8 on the IVCC main campus to take effect on July 1, 2014 through June 30, 2017. Motion passed by voice vote.

OTTAWA I-80 NORTH TIF EXTENSION

It was moved by Dr. Huffman and seconded by Dr. Driscoll to authorize the administration to send letters of support for the proposed extension of the City of Ottawa I-80 North Tax Increment Financing district, as presented. Dr. Huffman noted it was important to the College that this agreement is going forward with the College striving to be made whole as it has been in

the past. Mr. Mallery was concerned the increment from any new developments will be passed on to the City of Ottawa. Motion passed by voice vote with Mr. Mallery voting “naye.”

TRUSTEE COMMENT

Ms. Olivero thanked Dr. Scroggs for her years of service. She was an inspiration to her when she came on board. Ms. Olivero noted that she is well liked and respected and this is hard to achieve. She will be missed. She also expressed a sad goodbye to Marianne Dzik and Gary Johnson.

Dr. Huffman reported the Audit/Finance Committee discussed the Ottawa Center agreement. The Ottawa Center is a convenience for the people on the east side of the district, but he was not sure it is a point of efficiency. He suggested exercising caution in moving forward and to look at the big picture and see how it fits with the whole college operation. Melissa asked that this be a topic for discussion with the full board in closed session as it relates to the lease of real property. Dr. Corcoran reported a break even analysis was presented to the Board in 2008 and it was decided that it would be used to determine the continuation of the Ottawa Center. The enrollment from the east side of the district has never been stronger. He will provide the metrics to the Board members.

CLOSED SESSION

It was moved by Dr. Huffman and seconded by Dr. Driscoll to convene a closed session at 7:22 p.m. to discuss 1) student disciplinary case; 2) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 3) probably litigation; 4) pending litigation; and 5) closed session minutes. Motion passed by voice vote.

After a short break, the Board entered closed session at 7:30 p.m. On a motion by Ms. Bonucci and seconded by Dr. Huffman, the regular meeting resumed at 8:20 p.m. Motion passed by voice vote.

CLOSED SESSION MINUTES

It was moved by Dr. Huffman and seconded by Ms. Goetz to approve and retain the closed session minutes of the January 9, 2014 board meeting. Motion passed by voice vote.

OTHER

None.

ADJOURNMENT

Ms. Olivero declared the meeting adjourned at 8:32 p.m.

Melissa M. Olivero, Board Chair

Larry D. Huffman, Secretary

**ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees**

**Facilities Committee Meeting
February 21, 2014**

The Facilities Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 1 p.m. on Friday, February 21, 2014 in the Board Room (C307) at Illinois Valley Community College.

Committee Members David O. Mallery, Chair
Physically Present: Laurie A. Bonucci

Committee Members Melissa M. Olivero
Absent:

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Sue Isermann, Associate Vice President for Academic Affairs
Gary Johnson, Director of Facilities
Scott Curley, Supervisor of Facilities
Paul Basalay, Architect
Dominick Demonica, Architect
Michael Alstadt, Architect
Steve Halm, Capital Development Board

The meeting was called to order at 1:05 p.m. by Mr. Mallery.

COMMUNITY INSTRUCTIONAL CENTER PROJECT – PHASE 3

It has been almost four years ago that Paul Basalay and Dominick Demonica met with the user groups on the design development of the Community Instructional Center (CIC) Project – Phase 3. They met again in the last two months with staff and faculty to review the plans. The five areas in this project are:

Student Life Space – E207 – formerly occupied by Counseling
EMS Medical Services Lab and Classroom – D101 – C, D, F, & G – formerly occupied by Electronics
CETLA – D208 – formerly occupied by Dislocated Workers Center
Library/Bursars Office – formerly occupied by the cashiers
Forensic Lab and Classroom – D101 and D109 formerly occupied by Electronics and Computer Networking

In February 2010 the estimated cost of Phase 3 was \$1,139,750. The estimated cost now, four years later, is \$1,754,172. This estimate does not include \$21,200 for audio visual wiring or \$148,353 for asbestos removal. If these costs are included, the estimated cost is \$1,923,725. President's Council reviewed the budget numbers and discussed the possibility of CETLA and

forensics being eliminated from Phase 3. Sue Isermann and Lori Scroggs met individually with faculty and academic support employees who agreed on alternative solutions for their respective areas. The administration estimated these changes would eliminate \$400,000 from the project budget for a revised budget of \$1,523,725. Relocating forensics could be included as an alternate bid in case there was a favorable bidding climate when this project is bid. Funding available for the project: \$235,000 – remaining CDB project funds; \$275,000 – remaining furniture/moveable equipment funds; \$259,000 – Capital renewal funds; \$339,000 – excess PHS funds for the elevator; \$148,353 – excess PHS funds for asbestos removal for a total of \$1,256,353. This results in a shortfall of \$267,372. The administration recommended using \$270,000 from the Operations & Maintenance fund balance to complete Phase 3. In FY2013, this fund had a surplus of \$443,106 due to reduced utility costs and unexpended contingency funds. Dominick Demonica provided a slide show of what the original Phase 3 design would look like and then pointed out the changes that will be made to cut costs. Major changes were moving CETLA to the area occupied by Adult Education. CETLA will live with the existing space as is and will occupy 2/3 of the area. Forensics will remain in its existing space, but will need water. They will swap storage space so it is close to their lab. The forensics lab in the original Phase 3 design will be used as a classroom. Mr. Mallery would like to see the students help pay for not only the furnishings of the student life space, but for the construction by the money collected for student activities and organizations. He would like this money to be used for the long list of PHS projects. Dr. Corcoran noted the College has needed student life space for years and this gives the College a tremendous opportunity for the students to experience college life more in line with what they would see at the four-year universities. Dr. Corcoran believes you assess the merit of construction by the number of students who use the facility. The cyber café is a wonderful transition from the new building into the main building. He realizes it is an extraordinary cost, but it is an extraordinary opportunity. Mr. Mallery would like the College to be more conservative in the way the \$170,000 collected in student activity fees is spent. This budget has been developed year in and year out and its use impacts the students and their experience at IVCC. Dr. Huffman noted that the College will spend more money out of its funds, but there is still the State money and this is an opportune time to use the money. Mr. Mike Phillips, president of the faculty union, noted that over the past 17 years, the College has gradually closed off the student space for office space. The only space left is the library. Student life space is important to student retention. Students are more likely to stay or return if there is space and activities that relate to students. The Student Government Association will purchase all of the furnishings for the cyber café and the student life space. Mr. Mallery stated he was in support of project, but he was just looking at the budget side. Dr. Corcoran thanked Mr. Mallery for his support. The design development of the CIC – Phase 3 with the recommended changes and the recommended use of funds will be an action item at the March board meeting. After this meeting, the Capital Development Board will need written approval of the design development.

INITIAL REVIEW OF RAMP 2016 SUBMITTAL

In 2011, the College Master Plan identified two critical needs at IVCC: 1) renovation of the Learning Resource Center (Jacobs Library) and 2) expansion of the Health Education/Wellness Center (Fitness Center). These needs were submitted to seek State construction funds. The Board would like to review these needs to see if there are other needs on campus that could be of higher priority. Prior to the next board meeting, board members will have a chance to tour these

areas and other areas of the College to help them decide on how to prioritize the needs of the College.

OTHER

In August 2011, a capital project was approved by the Board to make the Music Room (D223) more accessible to students with disabilities. This project would include reducing the number of tiers from seven to three and making tiers 1 and 3 accessible. Tier 2 would be for storage of musical instruments and would be accessible by reach from the lowest tier. After this project was submitted as a PHS project, some of the faculty did not think it was a good solution at the time. The administration contacted ICCB and used a portion of this money for another PHS project – the Cultural Centre stage floor. The faculty have now reviewed the Music Room again and would like to move forward with the original project. There was consensus among the committee members to move forward, but this project will be brought to the whole Board.

ADJOURNMENT

It was moved by Mr. Mallery, seconded by Ms. Bonucci, to adjourn the meeting at 2:30 p.m.

David O. Mallery, Committee Chair

Melissa M. Olivero, Board Chair

Larry D. Huffman, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

FEBRUARY 2014

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

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – February 2013

Revenues

- As of February 28, the student headcount for spring semester was 4,029, which is 235 students, or 5.51 percent, less than at this same point in time last year. Credit hours were at 32,088, which is 2,087, or 6.11 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 1,558 credit hours, or 5.48 percent; enrollment at the Ottawa Center decreased by 305 credit hours, or 11.70 percent; Early Entry College enrollment decreased by 232 credit hours; and the IBEW (International Brotherhood of Electrical Workers) credit hours decreased by 96 from this same point in time one year ago. The following table compares 10th day credit hours by semester for FY2013 and FY2014:

Term	FY2013	FY2014	% Change
Summer	7,147	7,055	1.35
Fall	36,290	34,022	6.25
Spring	33,696	31,245	7.27
Total	77,133	72,322	6.24

- We received notice that the LaSalle Power Station Real Property Tax Assessment Settlement Agreement was approved by Judge Joseph Hettel. The next step is for the LaSalle County Board of Review to meet and reduce the assessed valuation of the LaSalle Station to \$485 million for tax year 2013. The agreement is in place through tax year 2019 with declining assessments through 2017 and increases in 2018 and 2019. IVCC's loss for tax year 2013 is \$11,644 and \$107,484 for tax year 2014. Prior to negotiations which started in 2009, the assessed value of the LaSalle Station was \$235 million.
- The State of Illinois Base Operating Grant has been paid through December 2013 and the Equalization Grant has been paid through November 2013. The federal and state portions of Adult Education grants have been paid through December 2013.

Expenditures

Some of the more significant variances in expenditures for the eight months ending February 28, 2014 include the following:

- Fund 01 – Education Fund – Instruction – Fixed Charges – includes \$154,000 in annual rent for the Ottawa Center and \$30,982 for the Truck Driver Training truck and trailer lease;

- Fund 01 – Education Fund – Academic Support – Contractual Services – annual software license fees including \$71,273 for Blackboard and \$34,400 for the purchase of the Starfish software for counseling/retention;
- Fund 01 – Education Fund – Academic Support – Materials & Supplies – includes \$166,116 for computers and \$13,754 for projectors for classrooms in the CTC and Building J; \$23,311 for electronic resources for the library; and \$13,000 for Accuplacer testing;
- Fund 01 – Education Fund – Institutional Support – Contractual Services – includes \$212,850 for Ellucian (formerly Datatel) annual support; \$106,900 in legal fees; \$21,800 in consulting fees to expand and upgrade wireless access points; and \$31,715 in other software renewal fees;
- Fund 01 – Education Fund – Institutional Support – Materials & Supplies – includes \$109,766 for advertising; \$11,108 for ICCTA dues; \$25,900 for credit card processing fees; \$39,300 for postage; \$265,100 for computers, software, and audio visual equipment; and \$37,100 for software and software renewals;
- Fund 01 – Education Fund – Institutional Support – Capital Outlay – includes \$204,700 for instructor stations and \$136,870 for technology in the CTC, most of which will be reimbursed by the capital campaign.

Protection, Health & Safety Projects in progress:

- Facility Door Hardware/Rekeying Upgrades – project is nearly complete;
- Culture Centre Sound System – bids are due March 27;
- Building G Heat Exchanger Replacement – John’s Service and Sales was awarded the contract and work will take place the week of March 10;
- Building A Air Handler/Chiller Replacement – approved by ICCB.
- Building E Elevator – presented for Board of Trustees approval;
- Asbestos Removal – CIC Phase 3 – presented for Board of Trustees approval.

Other Projects:

- Community Instructional Center Project –
Phase 1 – General contractor is working on warranty items;
Phase 2 –Demolition of buildings 6, 11, and 12 scheduled for March 10;
Phase 3 – Seeking Board of Trustee approval to move forward.

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 February 28, 2014

	Governmental Fund Types			#	Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt		
Assets and Other Debits									
Cash and cash equivalents	\$ (4,686,700)	5,863,390	\$ (135,398)	\$ 1,847,691	\$ 1,962,647			\$	4,851,630
Investments	10,102,796	8,589,335	978,784	-					19,670,915
Receivables									
Property taxes	7,942,405	1,658,516	1,270,329	-	-				10,871,250
Governmental claims	295,412	43,928	-	-	316,487				655,827
Tuition and fees	580,536	-	-	395	-				580,931
Due from other funds	2,399,496	86,014		615,699	-				3,101,209
Bookstore inventories	-	-	-	643,513	-				643,513
Other assets	536	85	-	7,123	-		1,470,702		1,478,446
Fixed assets - net where applicable	-	-	-	20,465	-	58,497,163			58,517,628
Other debits									
Amount available in Debt Service Fund	-						2,439,298		2,439,298
Amount to be provided to retire debt									-
Total Assets and Other Debits	<u>\$16,634,481</u>	<u>\$16,241,268</u>	<u>\$ 2,113,715</u>	<u>\$ 3,134,886</u>	<u>\$ 2,279,134</u>	<u>\$58,497,163</u>	<u>\$ 3,910,000</u>	<u>\$</u>	<u>102,810,647</u>

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 February 28, 2014

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Liabilities								
Accounts payable	\$ 221,258	\$ (54)	\$ -	\$ 14,168	\$ 1,307	\$ -	\$ -	\$ 236,679
Accrued salaries & benefits	1,282,876	22,331	-	17,999	-	-	-	1,323,206
Post-retirement benefits & other	127,667	-	-	-	-	-	-	127,667
Unclaimed property	2,440	401	-	-	18	-	-	2,859
Due to other funds	302,392	521,008	-	-	2,277,809	-	-	3,101,209
Due to student groups/deposits	-	-	-	-	-	-	-	-
Deferred revenue								
Property taxes	3,972,466	829,521	635,368	-	-	-	-	5,437,355
Tuition and fees	4,365	-	-	-	-	-	-	4,365
Grants	-	132,000	-	-	-	-	-	132,000
Bonds payable	-	-	7,645	-	-	-	3,910,000	3,917,645
Total liabilities	<u>5,913,464</u>	<u>1,505,207</u>	<u>643,013</u>	<u>32,167</u>	<u>2,279,134</u>	<u>-</u>	<u>3,910,000</u>	<u>14,282,985</u>
Equity and Other Credits								
Investment in general fixed assets						58,497,163		58,497,163
Contributed capital								-
Retained earnings								-
Fund balance								-
Reserved for grant purposes		27,171						27,171
Reserved for building purposes		6,268,476						6,268,476
Reserved for debt service			1,470,702					1,470,702
Reserved for Liab.,Prot.,Settl.		3,706,930						3,706,930
Unreserved	10,721,017	4,733,484		3,102,719				18,557,220
Total equity and other credits	<u>10,721,017</u>	<u>14,736,061</u>	<u>1,470,702</u>	<u>3,102,719</u>	<u>-</u>	<u>58,497,163</u>	<u>-</u>	<u>88,527,662</u>
Total Liabilities, Equity and Other Credits	<u>\$16,634,481</u>	<u>\$16,241,268</u>	<u>\$ 2,113,715</u>	<u>\$ 3,134,886</u>	<u>\$ 2,279,134</u>	<u>\$58,497,163</u>	<u>\$ 3,910,000</u>	<u>\$ 102,810,647</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
 Eight Months Ended February 28, 2014

	Operations & Education	Operations & Maintenance Fund	Bond & Interest	Working Cash	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)	
Actual Revenues	\$ 16,107,359	\$ 2,404,905	\$ 5,375,371	\$ 1,259,098	\$ 11,435	\$ 2,116,868	\$ 5,685,900	\$ 259,074	\$ 34,976	\$ 33,254,986
Actual Expenditures	(13,838,889)	(1,648,253)	(7,081,630)	(1,231,375)	-	(2,131,276)	(5,811,580)	(606,387)	(32,900)	(32,382,290)
Other Financing Sources (Uses)	5,000				61,414	10,000	-	-		76,414
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	2,273,470	756,652	(1,706,259)	27,723	11,435	47,006	(115,680)	(347,313)	2,076	949,110
Fund balances July 1, 2013	4,628,258	3,012,421	7,974,011	1,442,977	4,691,403	3,055,718	142,855	4,054,245	28,571	29,030,459
Fund balances February 28, 2014	\$ 6,901,728	\$ 3,769,073	\$ 6,267,752	\$ 1,470,700	\$ 4,702,838	\$ 3,102,724	\$ 27,175	\$ 3,706,932	\$ 30,647	\$ 29,979,569

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**Illinois Valley Community College District No. 513
Fiscal Year 2014 Budget to Actual Comparison
Eight Months Ended February 28, 2014
2/28/2014**

	Annual Budget FY2014	Actual 2/28/14	Act/Budget 66.7%	Actual 2/28/13	Act/Budget 66.7%	Annual Budget FY2013
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 6,646,368	\$ 6,629,788	99.8%	\$ 6,610,935	100.0%	\$ 6,611,055
Corporate Personal Property Replacement Tax	798,556	389,026	48.7%	349,412	39.8%	878,840
TIF Revenues	381,000	330,502	86.7%	362,790	95.2%	381,000
Total Local Government	7,825,924	7,349,316	93.9%	7,323,137	93.0%	7,870,895
State Government:						
ICCB Credit Hour Grant	1,923,233	1,009,071	52.5%	482,645	25.1%	1,923,233
Equalization	50,000	20,833	41.7%	-	0.0%	133,618
Career/Technical Education Formula Grant	165,000	92,819	56.3%	97,866	59.3%	165,000
Other	-	-	-	-	-	-
Total State Government	2,138,233	1,122,723	52.5%	580,511	26.1%	2,221,851
Federal Government						
PELL Administrative Fees	10,000	-	0.0%	405	4.1%	10,000
ARRA Grant	-	-	-	-	-	-
Total Federal Government	10,000	-	0.0%	405	4.1%	10,000
Student Tuition and Fees:						
Tuition	6,766,042	6,429,612	95.0%	6,237,552	98.5%	6,329,675
Fees	971,730	908,153	93.5%	959,882	101.0%	950,335
Total Tuition and Fees	7,737,772	7,337,765	94.8%	7,197,434	98.9%	7,280,010
Other Sources:						
Investment Revenue	21,000	2,662	12.7%	14,031	70.2%	20,000
Public Service Revenue	421,850	184,137	43.6%	315,844	69.0%	457,450
Nongovernmental Gifts	1,048,000	77,070	7.4%	187,500	390.6%	48,000
Other	17,100	33,686	197.0%	34,174	199.8%	17,100
Total Other Sources	1,507,950	297,555	19.7%	551,549	101.7%	542,550
TOTAL EDUCATION FUND REVENUE	\$ 19,219,879	16,107,359	83.8%	15,653,036	87.3%	17,925,306
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	\$ 8,492,966	6,028,691	71.0%	5,962,224	70.5%	8,461,066
Employee Benefits	1,535,040	1,164,133	75.8%	1,129,342	76.8%	1,471,033
Contractual Services	126,219	59,321	47.0%	51,509	38.5%	133,779
General Materials & Supplies	402,788	193,377	48.0%	196,410	51.4%	382,084
Conference & Meeting Expenses	53,514	20,230	37.8%	17,475	38.0%	45,992
Fixed Charges	219,700	194,294	88.4%	182,348	87.4%	208,600
Utilities	500	448	89.6%	475	47.5%	1,000
Capital Outlay	1,000,000	230,448	23.0%	147,500	655.6%	22,500
Other	-	-	-	-	-	-
Total Instruction	\$ 11,830,727	\$ 7,890,942	66.7%	\$ 7,687,283	71.7%	\$ 10,726,054

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**Illinois Valley Community College District No. 513
Fiscal Year 2014 Budget to Actual Comparison
Eight Months Ended February 28, 2014
2/28/2014**

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2014	Actual 2/28/14	Act/Budget 66.7%	Actual 2/28/13	Act/Budget 66.7%	Annual Budget FY2013
Academic Support:						
Salaries	\$ 681,604	\$ 432,802	63.5%	\$ 404,056	65.5%	\$ 617,016
Employee Benefits	131,760	99,141	75.2%	84,711	77.6%	109,095
Contractual Services	165,102	153,378	92.9%	129,028	82.5%	156,464
General Materials & Supplies	304,326	292,571	96.1%	143,630	70.1%	204,882
Conference & Meeting Expenses	7,115	1,098	15.4%	294	2.8%	10,437
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	50,700	19,081	37.6%	23,980	45.3%	52,955
Capital Outlay	200,763	93,527	46.6%	-	0.0%	23,750
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	1,541,370	1,091,598	70.8%	785,699	66.9%	1,174,599
Student Services:						
Salaries	1,177,829	794,559	67.5%	744,720	65.2%	1,141,956
Employee Benefits	290,105	214,628	74.0%	203,210	72.8%	278,952
Contractual Services	5,100	3,251	63.7%	3,318	161.9%	2,050
General Materials & Supplies	52,895	23,084	43.6%	30,406	63.3%	48,045
Conference & Meeting Expenses	15,125	5,662	37.4%	3,780	29.8%	12,700
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	1,541,054	1,041,184	67.6%	985,434	66.4%	1,483,703
Public Services/Continuing Education:						
Salaries	424,443	275,846	65.0%	281,114	67.1%	418,792
Employee Benefits	55,924	39,865	71.3%	34,778	70.4%	49,405
Contractual Services	276,800	99,802	36.1%	186,370	63.0%	296,000
General Materials & Supplies	79,175	52,743	66.6%	55,212	62.8%	87,950
Conference & Meeting Expenses	9,970	7,864	78.9%	6,879	82.1%	8,375
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	498	0.0%	-	0.0%	250
Total Public Services/Continuing Education	846,312	476,618	56.3%	564,353	65.6%	860,772
Institutional Support:						
Salaries	1,672,936	1,189,473	71.1%	1,155,628	68.4%	1,688,680
Employee Benefits	471,283	376,501	79.9%	344,970	74.6%	462,246
Contractual Services	505,516	419,496	83.0%	474,818	115.9%	409,635
General Materials & Supplies	558,267	563,627	101.0%	240,577	60.5%	397,499
Conference & Meeting Expenses	59,305	17,897	30.2%	25,740	35.5%	72,410
Fixed Charges	-	-	0.0%	5,475	32.2%	17,000
Utilities	19,500	6,661	34.2%	8,677	42.1%	20,613
Capital Outlay	310,829	341,562	109.9%	160,226	44.1%	362,951
Other	38,000	(7,170)	-18.9%	(3,357)	-8.8%	38,000
Total Institutional Support	3,635,636	2,908,047	80.0%	2,412,754	69.6%	3,469,034
Scholarships, Grants and Waivers	574,200	430,500	75.0%	439,635	69.7%	631,095
TOTAL EDUCATION FUND EXPENDITURES	\$ 19,969,299	\$ 13,838,889	69.3%	\$ 12,875,158	70.2%	\$ 18,345,257
INTERFUND TRANSFERS - NET	\$ -	\$ 5,000	0.0%	\$ (22,291)	-5.3%	\$ 419,951

Illinois Valley Community College District No. 513
 Fiscal Year 2014 Budget to Actual Comparison
 Eight Months Ended February 28, 2014
 2/28/2014

OPERATIONS & MAINTENANCE FUND REVENUES	Annual Budget FY2014	Actual 2/28/14	Act/Budget 66.7%	Actual 2/28/13	Act/Budget 66.7%	Annual Budget FY2013
Local Government Sources:						
Current Taxes	\$ 1,221,821	\$ 1,214,644	99.4%	\$ 1,247,585	100.2%	\$ 1,245,606
Corporate Personal Property Replacement Tax	140,921	68,652	48.7%	61,661	39.8%	155,089
TIF	127,000	110,167	86.7%	120,259	94.7%	127,000
Total Local Government	<u>1,489,742</u>	<u>1,393,463</u>	93.5%	<u>1,429,505</u>	93.6%	<u>1,527,695</u>
State Government:						
ICCB Credit Hour Grant	339,394	178,071	52.5%	85,173	25.1%	339,394
Total State Government	<u>339,394</u>	<u>178,071</u>	52.5%	<u>85,173</u>	25.1%	<u>339,394</u>
Student Tuition and Fees:						
Tuition	551,081	737,891	133.9%	705,094	104.8%	672,792
Total Tuition and Fees	<u>551,081</u>	<u>737,891</u>	133.9%	<u>705,094</u>	104.8%	<u>672,792</u>
Other Sources:						
Facilities Revenue	124,000	90,714	73.2%	80,039	85.1%	94,000
Investment Revenue	2,000	1,415	70.8%	967	48.4%	2,000
Non-Governmental Gifts & Grants	-	-	0.0%	-	-	-
Other	-	3,351	0.0%	3,640	-	-
Total Other Sources	<u>126,000</u>	<u>95,480</u>	75.8%	<u>84,646</u>	88.2%	<u>96,000</u>
TOTAL OPERATIONS & MAINTENANCE FUND REVENUES	<u>\$ 2,506,217</u>	<u>\$ 2,404,905</u>	96.0%	<u>\$ 2,304,418</u>	87.4%	<u>\$ 2,635,881</u>

OPERATIONS & MAINTENANCE FUND	Annual Budget FY2014	Actual 02/28/14	Act/Budget 66.7%	Actual 02/28/13	Act/Budget 66.7%	Annual Budget FY2013
Operations & Maintenance of Plant:						
Salaries	\$ 840,042	\$ 609,860	72.6%	\$ 551,323	65.0%	\$ 848,004
Employee Benefits	221,972	164,660	74.2%	156,215	68.9%	226,694
Contractual Services	222,820	151,177	67.8%	120,401	65.5%	183,900
General Materials & Supplies	250,000	156,019	62.4%	101,495	35.9%	282,500
Conference & Meeting Expenses	4,000	708	17.7%	1,027	25.7%	4,000
Fixed Charges	52,500	63,229	120.4%	50,119	125.3%	40,000
Utilities	794,980	430,573	54.2%	371,398	45.9%	809,410
Capital Outlay	104,000	28,370	27.3%	80,865	62.7%	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>1,604,596</u>	66.1%	<u>1,432,843</u>	56.0%	<u>2,560,508</u>
Institutional Support:						
Salaries	49,065	30,639	62.4%	40,820	71.8%	56,881
Employee Benefits	21,738	6,585	30.3%	7,312	83.2%	8,792
Contractual Services	2,400	-	0.0%	2,395	99.8%	2,400
General Materials & Supplies	1,700	1,582	93.1%	1,132	34.3%	3,300
Conference & Meeting Expenses	-	-	0.0%	25	0.0%	-
Fixed Charges	4,000	4,851	121.3%	3,041	76.0%	4,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>78,903</u>	<u>43,657</u>	55.3%	<u>54,725</u>	72.6%	<u>75,373</u>
TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	<u>\$ 2,506,217</u>	<u>\$ 1,648,253</u>	65.8%	<u>\$ 1,487,568</u>	56.4%	<u>\$ 2,635,881</u>

Illinois Valley Community College District No. 513
 Fiscal Year 2014 Budget to Actual Comparison
 Eight Months Ended February 28, 2014
 2/28/2014

	Annual Budget FY2014	Actual 2/28/14	Act/Budget 66.7%	Actual 2/28/13	Act/Budget 66.7%	Annual Budget FY2013
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources						
Current Taxes	\$ 1,362,330	\$ 1,356,642	99.6%	\$ 1,559,252	100.1%	\$ 1,557,008
State Government Sources	7,350,000	4,013,193	54.6%	3,301,302	26.4%	12,500,000
Investment Revenue	15,000	5,536	36.9%	25,972	14.4%	180,000
Other Revenue	-	-	0.0%	-	0.0%	-
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	\$ 8,727,330	5,375,371	61.6%	4,886,526	34.3%	14,237,008
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Operations & Maintenance						
Contractual Services	\$ -	-	0.0%	45,500	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	8,727,330	7,081,630	81.1%	5,784,241	40.6%	14,237,008
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	\$ 8,727,330	7,081,630	81.1%	5,829,741	40.9%	14,237,008

Fiscal Year 2014 Budget to Actual Comparison

	Annual Budget FY2014	Actual 2/28/14	Act/Budget 66.7%	Actual 2/28/13	Act/Budget 66.7%	Annual Budget FY2013
BOND & INTEREST FUND						
Local Government Sources						
Current Taxes	\$ 1,258,919	\$ 1,256,409	99.8%	\$ 1,254,953	99.5%	\$ 1,261,840
Investment Revenue	5,000	2,689	53.8%	2,046	102.3%	2,000
TOTAL BOND & INTEREST FUND REVENUES	1,263,919	1,259,098	99.6%	1,256,999	99.5%	1,263,840
BOND & INTEREST FUND						
Institutional Support:						
Debt Principal Retirement	\$ 1,185,000	1,185,000	100.0%	1,090,000	86.4%	1,261,840
Interest on Bonds	78,419	45,875	58.5%	125,965	0.0%	-
Fees	500	500	100.0%	500	100.0%	500
TOTAL BOND & INTEREST EXPENDITURES	\$ 1,263,919	\$ 1,231,375	97.4%	\$ 1,216,465	96.4%	\$ 1,262,340

Fiscal Year 2014 Budget to Actual Comparison

	Annual Budget FY2014	Actual 2/28/14	Act/Budget 66.7%	Actual 2/28/13	Act/Budget 66.7%	Annual Budget FY2013
WORKING CASH FUND						
Investment Revenue	\$ 35,000	\$ 11,435	32.7%	\$ 12,667	63.3%	\$ 20,000
TOTAL WORKING CASH REVENUES	35,000	11,435	32.7%	12,667	63.3%	20,000
Transfers In (Out)		\$ -	0.0%	\$ -	0.0%	\$ (120,000)

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Illinois Valley Community College District No. 513
 Fiscal Year 2014 Budget to Actual Comparison
 Eight Months Ended February 28, 2014
 2/28/2014

	Annual Budget FY2014	Actual 2/28/14	Act/Budget 66.7%	Actual 2/28/13	Act/Budget 66.7%	Annual Budget FY2013
AUXILIARY ENTERPRISES FUND						
Service Fees	\$ 2,472,700	\$ 2,113,358	85.5%	\$ 2,244,354	84.2%	\$ 2,666,700
Other Revenue	1,000	60	6.0%	3,014	301.4%	1,000
Investment Revenue	8,000	3,450	43.1%	80	1.6%	5,000
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	2,481,700	2,116,868	85.3%	2,247,448	84.1%	2,672,700
AUXILIARY ENTERPRISES FUND						
Salaries	\$ 339,281	231,173	68.1%	236,443	67.7%	349,348
Employee Benefits	94,629	65,356	69.1%	64,580	69.4%	93,053
Contractual Services	45,300	15,103	33.3%	61,552	120.6%	51,035
Materials & Supplies	1,998,478	1,777,043	88.9%	1,937,583	86.5%	2,240,300
Conference & Meeting	23,363	17,195	73.6%	13,997	64.6%	21,683
Fixed Charges	42,400	28,656	67.6%	34,171	64.0%	53,400
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	3,840	-	0.0%	-	0.0%	3,840
Other	111,500	(3,250)	-2.9%	229	0.2%	103,000
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	2,658,791	2,131,276	80.2%	2,348,555	80.5%	2,915,659
Transfer In (Out)	\$ -	\$ 61,414	0.0%	\$ 61,364	-23.1%	\$ (265,537)

Fiscal Year 2014 Budget to Actual Comparison

	Annual Budget FY2014	Actual 2/28/14	Act/Budget 66.7%	Actual 2/28/13	Act/Budget 66.7%	Annual Budget FY2013
RESTRICTED PURPOSES FUND						
State Government Sources	\$ 360,972	\$ 439,203	121.7%	\$ 144,095	30.8%	\$ 468,498
Federal Government Sources	6,743,340	5,231,638	77.6%	6,023,834	78.2%	7,701,634
Service Fees	3,000	2,265	75.5%	8,818	293.9%	3,000
Other Revenue	15,700	12,794	81.5%	24,546	223.1%	11,000
TOTAL RESTRICTED PURPOSES FUND REVENUES	\$ 7,123,012	5,685,900	79.8%	6,201,293	75.8%	8,184,132
RESTRICTED PURPOSES FUND						
Instruction:						
Salaries	\$ 486,019	292,554	60.2%	263,899	63.5%	415,474
Employee Benefits	115,559	73,683	63.8%	66,231	81.4%	81,388
Contractual Services	85,284	36,237	42.5%	40,688	66.0%	61,654
Materials & Supplies	144,092	30,869	21.4%	76,667	69.8%	109,812
Conference & Meeting	67,273	21,995	32.7%	25,616	34.8%	73,520
Fixed Charges	500	-	0.0%	-	0.0%	3,000
Utilities	3,500	-	0.0%	1,150	48.9%	2,350
Capital Outlay	212,723	18,849	8.9%	15,468	46.5%	33,286
Other (P-16 Grant Waivers)	-	-	0.0%	-	0.0%	9,030
Total Instruction	\$ 1,114,950	\$ 474,187	42.5%	\$ 489,719	62.0%	\$ 789,514

Illinois Valley Community College District No. 513
 Fiscal Year 2014 Budget to Actual Comparison
 Eight Months Ended February 28, 2014
 2/28/2014

RESTRICTED PURPOSES FUND	Annual Budget FY2014	Actual 2/28/14	Act/Budget 66.7%	Actual 2/28/13	Act/Budget 66.7%	Annual Budget FY2013
Academic Support						
Salaries	\$ -	\$ -	0.0%	-	0.0%	-
Employee Benefits	-	-	0.0%	-	0.0%	-
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	-	2,150	0.0%	-	0.0%	-
Conference & Meeting	-	-	0.0%	-	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	(27,996)	0.0%	160,000
Total Academic Support	-	2,150	0.0%	(27,996)	0.0%	160,000
Student Services						
Salaries	187,260	126,082	67.3%	125,698	62.9%	199,755
Employee Benefits	65,102	45,323	69.6%	44,536	72.8%	61,214
Contractual Services	3,320	2,190	66.0%	5,799	139.7%	4,150
Materials & Supplies	5,200	1,178	22.7%	6,034	85.0%	7,100
Conference & Meeting	4,500	1,097	24.4%	2,977	24.4%	12,209
Fixed Charges	-	121	0.0%	98	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRiO Grant)	24,175	16,100	66.6%	19,600	61.3%	32,000
Total Student Services	289,557	192,091	66.3%	204,742	64.7%	316,428
Public Service						
Salaries	151,098	102,914	68.1%	364,101	89.9%	405,046
Employee Benefits	29,701	27,124	91.3%	79,098	96.0%	82,379
Contractual Services	500	1,701	340.2%	196,250	133.8%	146,701
Materials & Supplies	6,330	8,691	137.3%	73,552	90.3%	81,470
Conference & Meeting	7,931	9,714	122.5%	52,142	106.4%	49,017
Fixed Charges	-	-	0.0%	24,091	126.0%	19,119
Utilities	1,000	31	3.1%	3,237	63.4%	5,105
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	360	0.0%	15	7.5%	200
Total Public Service	196,560	150,535	76.6%	792,486	100.4%	789,037
Auxiliary Services						
Materials & Supplies	-	-		5,561	0.0%	-
Total Auxiliary Services	-	-		5,561	0.0%	-
Institutional Support						
Salaries (Federal Work Study)	\$ 91,245	\$ 77,184	84.6%	\$ 54,972	60.2%	\$ 91,245
Total Institutional Support	91,245	77,184	84.6%	54,972	60.2%	91,245
Student grants and waivers (PELL & SEOG)	5,485,000	4,915,433	89.6%	5,278,270	86.7%	6,088,493
TOTAL RESTRICTED FUND EXPENDITURES	7,177,312	\$ 5,811,580	81.0%	\$ 6,797,754	82.5%	\$ 8,234,717
Transfer In (Out)		\$ 10,000	0.0%	\$ 37,291	0.0%	\$ 27,000

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**Illinois Valley Community College District No. 513
Fiscal Year 2014 Budget to Actual Comparison
Eight Months Ended February 28, 2014
2/28/2014**

	Annual Budget FY2014	Actual 2/28/14	Act/Budget 66.7%	Actual 2/28/13	Act/Budget 66.7%	Annual Budget FY2013
LIABILITY, PROTECTION, & SETTLEMENT FUND						
Local Government Sources	\$ 250,473	\$ 248,629	99.3%	\$ 273,483	99.8%	\$ 274,033
Investment Revenue	30,000	10,445	34.8%	7,563	37.8%	20,000
Other	-	-	0.0%	315	0.0%	-
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES	280,473	259,074	92.4%	281,361	95.7%	294,033

Fiscal Year 2014 Budget to Actual Comparison

	Annual Budget FY2014	Actual 2/28/14	Act/Budget 66.7%	Actual 2/28/13	Act/Budget 66.7%	Annual Budget FY2013
LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES						
Operations & Maintenance of Plant						
Contractual Services	\$ 351,500	\$ 191,108	54.4%	\$ 184,798	46.0%	\$ 401,500
Material & Supplies	100	128	128.0%	183	183.0%	100
Conference & Meeting	500	490	98.0%	503	100.6%	500
Utilities	-	280	0.0%	331	0.0%	-
Total for Operations & Maintenance of Plant	\$ 352,100	\$ 192,006	54.5%	\$ 185,815	46.2%	\$ 402,100
Institutional Support						
Salaries	\$ 70,929	\$ 58,531	82.5%	\$ 51,672	75.9%	\$ 68,073
Employee Benefits	240,849	10,141	4.3%	9,947	4.3%	233,919
Contractual Services	14,500	11,952	82.4%	16,452	29.9%	55,000
Material & Supplies	2,750	748	27.2%	2,394	87.1%	2,750
Conference & Meeting	-	-	0.0%	-	0.0%	-
Fixed Charges	373,250	333,009	89.2%	332,594	87.9%	378,500
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	702,278	414,381	59.0%	413,059	56.0%	738,242
TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	\$ 1,054,378	\$ 606,387	57.5%	\$ 598,874	52.5%	\$ 1,140,342

Fiscal Year 2014 Budget to Actual Comparison

	Annual Budget FY2014	Actual 2/28/14	Act/Budget 66.7%	Actual 2/28/13	Act/Budget 4169800.0%	Annual Budget FY2013
AUDIT FUND						
Local Government Sources	\$ 34,900	\$ 34,974	100.2%	\$ 34,268	99.3%	\$ 34,500
Investment Revenue	-	2	0.0%	5	0.0%	-
TOTAL AUDIT FUND REVENUES	34,900	34,976	100.2%	34,273	99.3%	34,500
AUDIT FUND						
Contractual Services	34,900	32,900	94.3%	34,050	98.7%	34,500
TOTAL AUDIT FUND EXPENDITURES	\$ 34,900	\$ 32,900	94.3%	\$ 34,050	98.7%	\$ 34,500

Illinois Valley Community College District No. 513
Fiscal Year 2013 Budget to Actual Comparison
All Funds
2/28/2014

<u>Department</u>	<u>Annual Budget FY2014</u>	<u>Actual 2/28/2014 #</u>	<u>Act/Budget 66.7%</u>	<u>Explanation</u>
President	\$ 308,482	\$ 220,203	71.4%	
Board of Trustees	16,900	12,678	75.0%	
Community Relations	330,793	289,126	87.4%	Includes payroll & benefits for Foundation to be reimbursed
Continuing Education	1,118,350	674,472	60.3%	
Facilities	10,504,644	9,393,011	89.4%	Includes completed PHS projects & CIC Phases 1 & 2 Includes annual software licenses & SQL Conversion
Information Technologies	1,733,820	1,530,788	88.3%	
Academic Affairs	225,423	164,360	72.9%	
Academic Affairs (AVPCE)	1,025,666	491,254	47.9%	
Adult Education	531,518	330,630	62.2%	
Learning Technologies	664,014	452,840	68.2%	
Career & Tech Education Division	1,784,514	1,154,162	64.7%	
Natural Science & Business Division	2,151,066	1,590,068	73.9%	
Humanities & Fine Arts/Social Science Division	2,074,146	1,483,670	71.5%	
Health Professions Division	2,042,654	1,406,896	68.9%	
English, Mathematics, Education Division	2,442,190	1,737,564	71.1%	
Admissions & Records	382,557	260,131	68.0%	
Student Development	620,080	435,234	70.2%	
Student Services	146,425	95,645	65.3%	
Financial Aid	5,923,618	5,226,161	88.2%	Includes financial aid for all three semesters
Athletics	237,332	176,463	74.4%	
TRIO (Student Success Grant)	289,256	192,091	66.4%	
Campus Security	350,000	191,491	54.7%	
Business Services/General Institution	2,185,911	1,886,235	86.3%	Includes annual bond payment
Risk Management	704,378	414,898	58.9%	
Tuition Waivers	634,200	430,501	67.9%	
Purchasing	111,089	77,727	70.0%	
Human Resources	130,655	81,963	62.7%	
Bookstore	2,246,100	1,883,013	83.8%	Includes book purchases for fall & spring semesters
Shipping & Receiving	78,903	43,655	55.3%	
Copy Center	135,709	55,360	40.8%	
Total FY14 Expenditures	\$ 41,130,393	\$ 32,382,290	78.7%	

Illinois Valley Community College
Statement of Cash Flows
for the Month ended February 28, 2014

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	TOTAL
Balance on Hand	\$ (2,038,930.46)	\$ (77,787.70)	\$ (24,972.60)	\$ (137,478.64)	\$ 1,585,815.13	\$ (720,707.55)	\$ 3,052,096.43	\$ (13,952.55)	\$ 2,302,937.10	\$ 3,927,019.16
Total Receipts	251,102.21	53,580.05	2,099.97	1,928.44	28,483.51	70,350.00	-	53.92	434.75	408,032.85
Total Cash	(1,787,828.25)	(24,207.65)	(22,872.63)	(135,550.20)	1,614,298.64	(650,357.55)	3,052,096.43	(13,898.63)	2,303,371.85	4,335,052.01
Due To/From Accts	(68,471.85)		5,099.09		59,262.38	4,110.38				(0.00)
Transfers/Bank CDs	1,250,000.00									1,250,000.00
Expenditures	(1,857,590.27)	(260,147.22)	(18,886.76)	-	(217,393.07)	(107,722.29)	-	-	(65,421.54)	(2,527,161.15)
ACCOUNT BALANCE	(2,463,890.37)	(284,354.87)	(36,660.30)	(135,550.20)	1,456,167.95	(753,969.46)	3,052,096.43	(13,898.63)	2,237,950.31	3,057,890.86
Deposits in Transit	(215,733.79)									(215,733.79)
Outstanding Checks	354,624.53									354,624.53
BANK BALANCE	(2,324,999.63)	(284,354.87)	(36,660.30)	(135,550.20)	1,456,167.95	(753,969.46)	3,052,096.43	(13,898.63)	2,237,950.31	3,196,781.60
Certificates of Deposit	-	-	-	-	-	-	1,150,000.00	-	1,100,000.00	2,250,000.00
Illinois Funds	7,029,838.67	2,472,997.68	2,323,106.99	978,746.29	-	578,695.16	-	27,159.57	193,709.03	13,604,253.39
CDB Trust Fund CTC			1,913,479.00							1,913,479.00
Bldg Reserve-ILLFund			1,082,982.00							1,082,982.00
Total Investment	\$ 7,029,838.67	\$ 2,472,997.68	\$ 5,319,567.99	\$ 978,746.29	\$ -	\$ 578,695.16	\$ 1,150,000.00	\$ 27,159.57	\$ 1,293,709.03	\$ 18,850,714.39

LaSalle State Bank \$ 38,920.84
 Centru Bank 3,157,860.76
\$ 3,196,781.60

Respectfully submitted,



Cheryl Roelfsema
 Vice President for Business Services & Finance/Treasurer

ILLINOIS VALLEY COMMUNITY COLLEGE
 INVESTMENT STATUS REPORT
 February 28, 2014

<u>DUE</u>	<u>Education</u>	<u>Oper & Maint</u>	<u>O&M Restricted</u>	<u>Bond & Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection & Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
3/20/2014						1,000,000		1,000,000	FSB	0.70%	0.70%	1015080074
4/22/2014							100,000	100,000	MB	0.45%	0.45%	914161
10/24/2014							1,000,000	1,000,000	MB	0.60%	0.60%	16139
11/7/2013						150,000		150,000	MB	0.65%	0.65%	915192
Total CD	-	-	-	-	-	1,150,000	1,100,000	2,250,000				

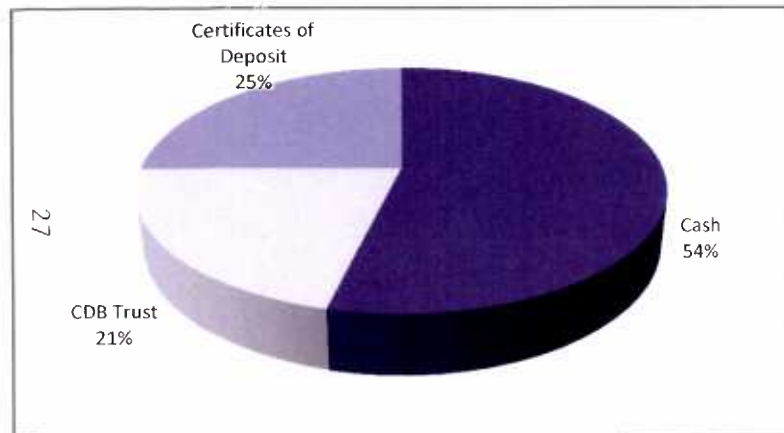
CB	Centrue Bank	LSB	LaSalle State Bank
CBNA	Commerce Bank, NA	MB	Marseilles Bank
HBT	Heartland Bank and Trust	MSB	Midland State Bank
FSB	First State Bank of Mendota	NCB	North Central Bank - Ladd
HNB	Hometown National Bank	PFS	Peru Federal Savings

** Current IL Funds interest rate: 0.017%

**Illinois Valley Community College District No. 513
Investment Status Report
All Funds
January 31, 2014**

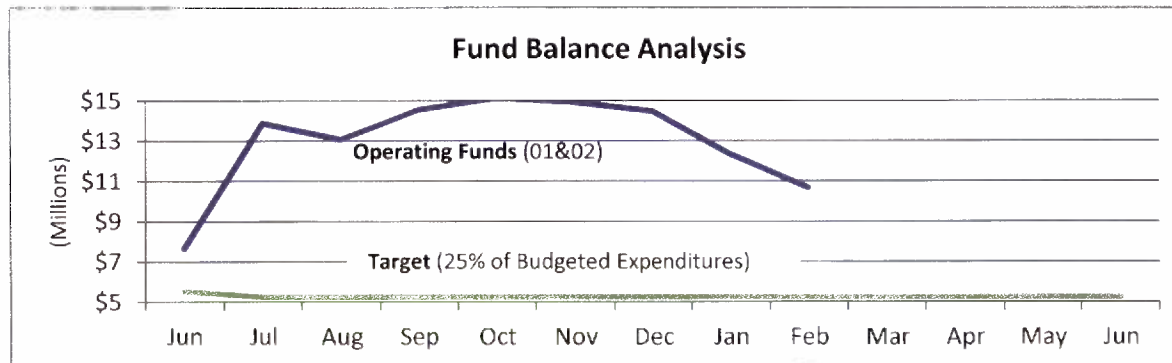
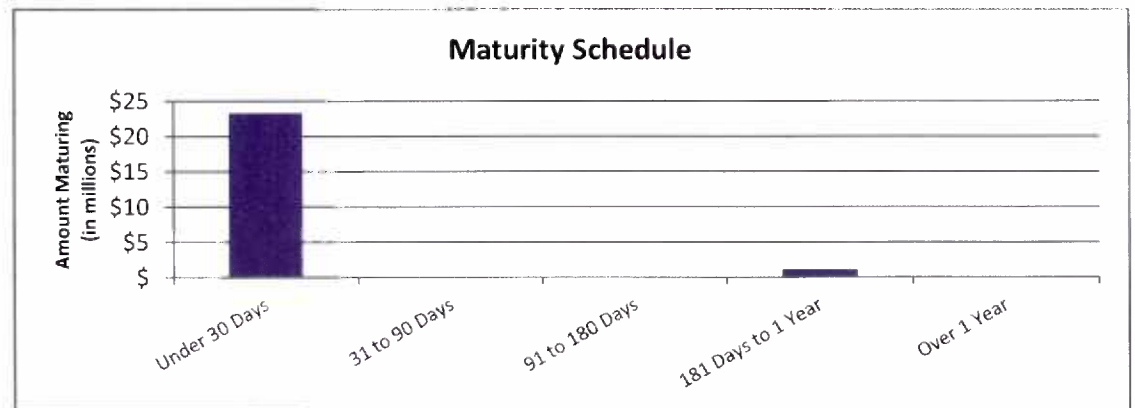
Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	19.8%	\$ 4,851,652	0.34%
CDB Trust	7.8%	1,913,479	0.25%
Certificates of Deposit	9.2%	2,250,000	
Illinois Investment Pool		15,507,435	
Total		\$ 24,522,566	

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds (US Bank)	\$ 15,507,435			\$ 15,507,435	63%
Centrue Bank			2,586,274	2,586,274	11%
First State Bank		1,000,000		1,000,000	4%
LaSalle State Bank			382,481	382,481	2%
Heartland Trust Acct			1,913,479	1,913,479	8%
Cash on Hand			2,761	2,761	0%
Heartland Bank			1,880,136	1,880,136	8%
Marseilles Bank		1,250,000		1,250,000	
	\$ 15,507,435	\$ 2,250,000	\$ 6,765,131	\$ 24,522,566	100%



Weighted Average Maturity of CD's

133 Days



cl

\$5,000 and Over Check Register
02/01/14 - 02/28/14

28

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
711600	02/07/14	0001369	Ameren Illinois	\$ 26,133.75	Electricity (12/10/14- 01/11/14)
711621	02/07/14	0149548	Burwood Group	40,420.00	Firewall Purchase and Installation
711622	02/07/14	0000811	C&H Distributors, Incorporated	5,988.28	Storage Cabinets, Shelving, & Workbench Tables for HVAC/Manufacturing
711627	02/07/14	0108916	CCIC	284,099.53	Health Insurance (February)
711630	02/07/14	0140900	CollegeNET, Inc.	5,665.50	License Fee for R25 and Schedule25-Software
711641	02/07/14	0109033	Elsevier Science	34,395.08	Books for Resale
711654	02/07/14	0181795	G4S Secure Solutions (USA) Inc.	23,274.04	Security Services (December)
711659	02/07/14	0001479	Goodheart-Willcox Company, Inc.	5,285.21	Books for Resale
711682	02/07/14	0001422	Illinois Valley Fence & Pool	9,995.00	Fence-Softball Field
711699	02/07/14	0138734	Krueger International	6,845.38	Furniture
711728	02/07/14	0180447	Prudential Insurance Company	5,342.70	Life & Disability Insurance (February)
711748	02/07/14	0081443	American Express	55,685.28	CDW Government, Inc., Cengage Learning Inc., Lyceum Books, Inc., Pearson Education, Inc.
711792	02/13/14	0194756	Low Voltage Solutions, Inc.	6,375.00	CTC Phase I Projector Wiring
711835	02/14/14	0000001	Illinois Valley Community College	167,153.35	Federal & State Payroll Taxes (02/13/14)
711837	02/14/14	0082897	SURS	79,678.42	Payroll (02/13/14)
ACH	02/14/14		VALIC Retirement Services	14,385.75	403(b) & 457(b)Payroll (02/13/14)
711851	02/20/14	0101215	American Nurses Association	5,792.78	Books for Resale
711872	02/20/14	0001515	Ellucian, Inc.	5,062.50	Consulting/Support
711876	02/20/14	0001296	Follett Higher Education Group	6,032.55	Books for Resale
711877	02/20/14	0181795	G4S Secure Solutions (USA) Inc.	29,141.15	Security Services (January)
711891	02/20/14	0190341	Indicom Electric Company, LLC	11,612.56	Reconnect CNC Lab Equipment; Connect Air Compressors
711910	02/20/14	0000948	Nebraska Book Co., Inc.	10,819.11	Books for Resale
711924	02/20/14	0001331	Springfield Electric Supply	12,463.68	Digital Signage
711937	02/20/14	0034159	Williams Crow Inc.-Aidex	20,165.50	Mechanical Drive Trainer-Industrial Maintenance
711938	02/20/14	0034159	Williams Crow Inc.-Aidex	79,854.00	Wind Turbine Trainer
711955	02/27/14	0001369	Ameren Illinois	41,463.76	Electricity (01/11/14-02/11/14), Electricity and Gas-TDT (01/14/14-02/12/14)
711960	02/27/14	0126547	Basalay, Cary, & Alstadt Architects	16,381.94	Cultural Center Sound System,* Facility Door Hardware,* Building G Heat Exchanger*
711965	02/27/14	0190646	CNE Gas Division, LLC	20,522.78	Natural Gas (01/01/14-01/31/14)
712017	02/27/14	0001927	Walter J Zukowski & Associates	19,820.00	Legal Services
712018	02/27/14	0079038	IVCC Student Activity	26,491.09	Chapter 33 Veteran Awards
712031	02/28/14	0000001	Illinois Valley Community College	100,670.73	Federal & State Payroll Taxes (02/27/14)
712033	02/28/14	0082897	SURS	52,185.66	Payroll (02/27/14)
ACH	02/28/14		VALIC Retirement Services	13,913.25	403(b) & 457(b)Payroll (02/27/14)
				\$ 1,243,115.31	

*Protection, Health, & Safety (PHS) Projects

Stipends For Pay Period 02/08/14

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Alvin, Stephen R	Study Abroad Pogrmm 13/14 Coord	02/03/14	02/22/14	02/22/14	ST	\$500.00	011120650051900			
Ault, Richard L	13/14 Overload	02/08/14	02/08/14	02/08/14	OV	\$960.00	011120570051340		13/14 Overload	
Baker, Kathryn June	CSP 2204 100	01/13/14	05/17/14	05/17/14	ST	\$2,049.60	011320410051320	CSP-2204-100	Microsoft Office Pro III	
Barr, Annette Denise	Ind Study	01/13/14	05/17/14	05/17/14	ST	\$150.00	011120650051320	HFA-1007-80	Exploring Digital Photography	
Batson-Turner, Jean	13/14 Overload	08/19/13	02/08/14	02/22/14	OV	\$6,647.20	011220650051320		13/14 Overload	
Bergsieker, David E	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$3,456.00	011120650051340		13/14 Overload	
Beyer, Jason Adam	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$300.00	011120650051340		13/14 Overload	
Bhattacharya, Abhijeet	13/14 Overload	02/08/14	02/08/14	02/08/14	OV	\$7,680.00	011120570051340		13/14 Overload	
Bias, Timothy John	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$17,884.00	011320410051340		13/14 Overload	
Black, Mary A	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$9,705.00	011520910051340		13/14 Overload	
Black, Wesley Taylor	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$1,024.00	011520910051340		13/14 Overload	
Black, Wesley Taylor	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$3,200.00	011120910051340		13/14 Overload	
Blaydes, Christine Ann	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$11,008.00	011420730051340		13/14 Overload	
Brolley, Vincent Depaul	Mileage Reimbursment	01/14/14	02/08/14	02/08/14	ML	\$167.80	011120650055210			
Brolley, Vincent Depaul	13/14 Overload	08/19/13	02/08/14	03/08/14	OV	\$1,920.00	011120650051340		13/14 Overload	
Bruch, Anna Marie Faletti	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$5,529.60	011420730051340		13/14 Overload	
Caley Opsal, Susan Mary	13/14 Overload	08/19/13	12/17/13	02/08/14	OV	\$288.00	011120570051340		13/14 Overload	
Carey, Lauri L	13/14 Overload	08/19/13	05/17/14	05/17/14	OV	\$2,963.20	011120570051340		13/14 Overload	
Carey, Lauri L	13/14 Overload	08/19/13	12/18/13	12/18/13	OV	\$1,200.00	011120570051340		13/14 Overload	
Christianson, Diane C	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$5,760.00	011220910051340		13/14 Overload	
Cinotte, Lori Maret	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$150.00	011120650051340		13/14 Overload	
Donna, Rebecca S	13/14 Overload	08/19/13	02/08/14	03/22/14	OV	\$8,544.00	011120650051340		13/14 Overload	
Eccles, Kimberly A	CSS 2200 105	01/13/14	05/17/14	05/17/14	ST	\$848.40	011320410051320	CSS-2200-105	Advanced Excel	
Elias, Gina Rae	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$9,600.00	011320410051340		13/14 Overload	
Engstrom, Norman Bruce	13/14 Overload	08/19/13	02/08/14	03/22/14	OV	\$1,730.00	011120650051340		13/14 Overload	
Fesperman, Jeffrey Norris	13/14 Overload	01/13/14	05/17/14	05/17/14	OV	\$1,920.00	011120570051340		13/14 Overload	
Francisco, Marjorie Lynn	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$8,669.60	011420730051340		13/14 Overload	
Freed, Timothy Daniel	Kitchen Culinary Training	01/28/14	01/28/14	02/08/14	ST	\$157.50	014110394151320			
Fryxell, David William	Bass Lessons / 16	09/01/13	02/08/14	02/08/14	ST	\$511.52	011120650051320			
Gibson, James A	Allegion Co PLC consulting	01/17/14	02/08/14	02/08/14	ST	\$877.50	014210331051320			
Gibson, James A	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$18,367.20	011320410051340		13/14 Overload	
Gibson, James A	PLC Allegion Company	01/30/14	02/07/14	02/08/14	ST	\$1,007.50	014210331051320		PLC Allegion Company	
Hamilton, Nora Beth	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$7,520.00	011420730051340		13/14 Overload	
Hanley, Linda Cheryl	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$6,662.40	011420730051340		13/14 Overload	
Hartford, Carmen Nichole	13/14 Overload	08/19/13	05/17/14	05/17/14	OV	\$8,192.00	011120570051340		13/14 Overload	
Hobneck, Cheryl I	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$8,600.00	011520910051340		13/14 Overload	

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Stipends For Pay Period 02/08/14

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Hodgson, Laura Ann	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$7,680.00	011420730051340		13/14 Overload	
Hogue, Julie Ann	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$5,670.40	011420730051340		13/14 Overload	
Jagasia, Koshu	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$1,280.00	011120910051340		13/14 Overload	
Jauch, Christian Martin	CSP 2222 01	01/13/14	05/17/14	05/17/14	ST	\$303.73	011320410051320	CSP-2222-01	Business Technology Internship	
Jauch, Christian Martin	Business Technology Program Co	01/13/14	05/17/14	05/17/14	ST	\$1,021.50	011320410051320			
Jenrich, Chuck	ZipPak Level I II IV	12/01/13	02/08/14	02/08/14	ST	\$2,500.00	014210331051320	CEU-8252-01	Valuing Differences	
Jenrich, Chuck	Champion Pneumatic 2 Day Class	09/17/13	01/30/14	02/08/14	ST	\$1,000.00	014210331051320	CEU-6201-09	Problem Solving	
Johll, Matthew E.	13/14 Overload	01/13/14	05/17/14	05/17/14	OV	\$160.00	011120570051340		13/14 Overload	
Johnson, LeeAnn	13/14 Overload	01/13/14	05/17/14	05/17/14	OV	\$96.00	011120570051340		13/14 Overload	
King, Keith Robert	13/14 Overload	01/13/14	05/17/14	05/17/14	OV	\$2,496.00	011120570051340		13/14 Overload	
Koehler, Richard A	LC Driver Improvement #909	01/29/14	01/29/14	02/08/14	ST	\$150.00	014110394251320			
Koehler, Richard A	Mileage Reimbursement	01/11/14	01/11/14	02/08/14	ST	\$28.00	014110394355212			
Koehler, Richard A	LC Driver Improvement #910	02/05/14	02/05/14	02/08/14	ST	\$150.00	014110394251320	CDV-7000-02	Bureau Co. Driver Improvement	
Koudelka, Arthur Edward	13/14 Overload	08/19/13	02/08/14	03/08/14	OV	\$15,232.00	011320410051340		13/14 Overload	
Kreier, Rodney John	IMT 1206 80	01/13/14	05/17/14	05/17/14	ST	\$125.00	011320410051320	IMT-1206-80	Industrial Pneumatics	
Kuester, David A	13/14 Overload	08/19/13	02/08/14	03/22/14	OV	\$2,820.00	011120650051340		13/14 Overload	
Kwiatkowski, Charles S	Overload 13/14	02/08/14	02/08/14	02/08/14	OV	\$6,784.00	011120410051340	CSI-1002-01	Intro To Bus. Computer Systems	
Lamkey, Brandon Frederick	CSN 2250 300	01/27/14	05/17/14	05/17/14	ST	\$2,205.00	011320410051320	CSN-2250-300	Speciality Servers	
Lange, Shane Wilson	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$6,400.00	011320410051340		13/14 Overload	
Leadingham, Paul	13/14 Overload	02/08/14	02/08/14	02/08/14	OV	\$1,632.00	011320410051340		13/14 Overload	
Leadingham, Paul	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$9,856.00	011320410051340		13/14 Overload	
Lesman, Emily Elizabeth	Subbed for Kris Sienza	01/21/14	01/21/14	02/08/14	ST	\$31.97	011520910051320			
Lockwood, DawnAnne	CSG 1202 100	01/13/14	05/17/14	05/17/14	ST	\$1,756.80	011320410051320	CSG-1202-100	Photoshop	
Lockwood, Kirk D	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$2,304.00	011120910051340		13/14 Overload	
Mammano, Pamela M	13/14 Overload	08/19/13	02/08/14	03/22/14	OV	\$8,768.00	011420730051340		13/14 Overload	
Mangold, Richard F	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$3,840.00	011120650051340		13/14 Overload	
Michael, James N	GER 1002 01 Ind Study	01/13/14	05/17/14	05/17/14	ST	\$480.00	011120650051320	GER-1002-01	Elementary German II	
Monterastelli, Cherie A	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$9,280.00	011420730051340		13/14 Overload	
Nett, Steve A	13/14 Overload	08/19/13	12/18/13	02/08/14	OV	\$896.00	011120570051340		13/14 Overload	
Nink, Tina M	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$4,800.00	011420730051340		13/14 Overload	
Oldaker, Adam Gregory	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$8,320.00	011120910051340		13/14 Overload	
Padoan-Gallardo, Atti V	FEN 1002 01 SPN 1010 300	01/13/14	05/17/14	05/17/14	ST	\$1,350.00	011120650051320	FEN-1002-01	Elementary French II	
Panizzi, Gerald W	LC Driver Improvement #908	01/25/14	01/25/14	02/08/14	ST	\$187.50	014110394251320	CDV-6000-02	LaSalle Co Driver Improvement	
Pecherek, Michael John	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$2,048.00	011120650051340		13/14 Overload	
Pence, Patricia Lynn	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$12,039.20	011420730051340		13/14 Overload	
Phillips, Michael Alan	13/14 Overload	08/19/13	05/17/14	05/17/14	OV	\$5,280.00	011120570051340		13/14 Overload	

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Stipends For Pay Period 02/08/14

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Pietrolonardo, Anna Marie	Business Writing Coaching	12/05/13	01/29/14	02/08/14	ST	\$937.50	014210331051320			
Pietrolonardo, Anna Marie	13/14 Overload	08/19/13	02/08/14	02/22/14	OV	\$4,940.00	011120650051340		13/14 Overload	
Pumo, Deborah J	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$6,720.00	011420730051340		13/14 Overload	
Radek, Kimberly M	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$7,830.00	011120650051340		13/14 Overload	
Radek, Kimberly M	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$150.00	011120910051340		13/14 Overload	
Rambo, Randy R	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$300.00	011120910051340		13/14 Overload	
Reese, Robert C	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$7,974.40	011120570051340		13/14 Overload	
Reese, Robert C	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$3,840.00	011220570051340		13/14 Overload	
Robinson, Delores R.	13/14 Overload	08/19/13	02/08/14	03/22/14	OV	\$5,760.00	011120910051340		13/14 Overload	
Ruda, Anthony J	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$2,560.00	011120570051340		13/14 Overload	
Sankovich, Michael W	13/14 Overload	08/19/13	12/18/13	02/08/14	OV	\$428.80	011120570051340		13/14 Overload	
Sarsah, Dominic K	13/14 Overload	01/13/14	02/08/14	02/08/14	OV	\$2,304.00	011120570051340		13/14 Overload	
Savoia, Jennifer L	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$12,403.20	011420730051340		13/14 Overload	
Schroeder, Eric Steven	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$9,120.00	011120570051340		13/14 Overload	
Schuerman, Patrick	GNT 1220 100	01/13/14	05/17/14	05/17/14	ST	\$283.50	011320410051320	GNT-1220-100	Intr Manu & OSHA 10-hr Safety	
Schultz, Cynthia L	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$1,024.00	011520910051340		13/14 Overload	
Schultz, Cynthia L	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$1,920.00	011520910051340		13/14 Overload	
Serafini, Richard Joseph	13/14 Overload	01/13/14	02/08/14	02/08/14	OV	\$3,840.00	011120570051340		13/14 Overload	
Serafini, Richard Joseph	13/14 Overload	01/13/14	02/08/14	02/08/14	OV	\$1,152.00	011220570051340		13/14 Overload	
Sherbeyn, Julie A	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$3,136.00	011120570051340		13/14 Overload	
Skoflanc, Francie A	13/14 Overload	08/19/13	02/08/14	03/22/14	OV	\$6,931.20	011320650051340		13/14 Overload	
Smith, Mary Helen	Excel Project / Consulting IVCC	07/08/13	09/18/13	02/11/14	ST	\$200.00	014210331051320			
Spanbauer, Jeffrey A	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$150.00	011120650051340		13/14 Overload	
Stecken, Karie Jo	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$5,830.40	011420730051340		13/14 Overload	
Story, Michelle M	13/14 Overload	08/19/13	02/08/14	03/22/14	OV	\$2,410.00	011320410051340		13/14 Overload	
Taylor, James Edward	IMT 1207 80	01/13/14	05/17/14	05/17/14	ST	\$125.00	011320410051320	IMT-1207-80	Pipefitting	
Thomas, Linda Ann	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$2,070.00	011520910051340		13/14 Overload	
Tunnell, Thomas D	13/14 Overload	08/19/13	02/08/14	03/08/14	OV	\$1,024.00	011520910051340		13/14 Overload	
Tunnell, Thomas D	13/14 Overload	08/19/13	02/08/14	03/08/14	OV	\$1,920.00	011120910051340		13/14 Overload	
Turchi, Mary Lynn	CSM 2240 100	01/13/14	05/17/14	05/17/14	ST	\$848.40	011320410051320	CSM-2240-100	Office Management	
Urban-Bollis, Jill L	13/14 Overload	08/18/13	02/08/14	02/08/14	OV	\$4,645.60	011220910051340		13/14 Overload	
Verucchi- Perez, Dorene	13/14 Overload	02/08/14	02/08/14	02/08/14	OV	\$1,664.00	011120410051340		13/14 Overload	
Verucchi- Perez, Dorene	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$11,874.80	011320410051340		13/14 Overload	
Villarreal, Nora Lynn	13/14 Overload	08/19/13	02/08/14	03/22/14	OV	\$3,200.00	011120910051340		13/14 Overload	
Whiteaker, Samantha D	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$160.00	011420730051340		13/14 Overload	
Wiggins, Dawn M	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$384.00	011520910051340		13/14 Overload	

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Stipends For Pay Period 02/08/14

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Yong, Promise K.	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$6,048.00	011120570051340		13/14 Overload	
Zeilman, Karen Elaine	13/14 Overload	08/19/13	02/08/14	02/08/14	OV	\$6,528.00	011120650051340		13/14 Overload	
Zellmer, Donald G.	THE 1005 03	01/13/14	05/17/14	05/17/14	ST	\$150.00	011120650051320	THE-1005-03	Theatre Play Production	
TOTAL						422,487.92				

Cheryl Roelfsema

Cheryl Roelfsema
Vice President of Business Services and Finance

Jerry Corcoran 7/31/14

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 02/22/14

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Burns, Carey Ann	Basic Bracelet & Earrings	02/18/14	02/18/14	02/22/14	ST	\$75.00	014110394151320	HLR-2761-302	Basic Bracelet & Earrings	
Carey, Lauri L	13/14 Overload	08/19/13	12/18/13	02/22/14	OV	\$1,200.00	011120570051340			
Carey, Lauri L	Phase 2 Move	12/09/13	02/07/14	02/22/14	ST	\$3,200.00	011120570051340			
Ditraglia, Vito A	CNC Lathe Training	02/03/14	02/22/14	02/22/14	ST	\$600.00	014210331051320	CEU-5075-02	CNC Lathe Training	
Donna, Rebecca S	13/14 Overload	01/10/14	02/22/14	02/22/14	OV	\$2,560.00	011120650051340			
Ellis, Susan Marie	Beginning Cake Decorating	02/04/14	02/04/14	02/22/14	ST	\$270.00	014110394151320	HLR-3301-302	Beginning Cake Decorating	
Engstrom, Norman Bruce	Vocal Lessons / 24	01/15/14	02/18/14	02/22/14	ST	\$768.00	011120650051340	MUP-2001-01	Applied Music- Vocal	
Forst, Jean	ENG Developmental Meeting	01/31/14	01/31/14	02/22/14	ST	\$30.00	011520910051900			
Freed, Timothy Daniel	Cajun Cuisine	02/19/14	02/19/14	02/22/14	ST	\$155.00	014110394151320	HLR-3925-302	Cajun Cuisine	
Gibson, James A	LCN Classes	02/11/14	02/21/14	02/22/14	ST	\$1,592.50	014210331051320			
Haynes, Tricia Lynn	Redesign & ENG Meetings	01/29/14	02/12/14	02/22/14	ST	\$90.00	011520910051900			
Jenrich, Chuck	ZIP PAK Level III IV	02/18/14	02/18/14	02/22/14	ST	\$3,000.00	014210331051320	CEU-8254-02	Communicating & Listening	
Johnson, Laura Elizabeth	Hot Glass Experience I	02/08/14	02/08/14	02/22/14	ST	\$120.00	014110394151320	HLR-2748-402	Hot Glass Experience I	
Koehler, Richard A	LC Driver Improvement #913	02/19/14	02/19/14	02/22/14	ST	\$150.00	014110394251320	CDV-6000-02	LaSalle Co Driver Improvement	
Mangold, Richard F	Human Growth and Development	01/13/14	02/22/14	02/22/14	ST	\$1,920.00	011420730051340	ALH-1002-600	Human Growth & Development	
Neubauer, Michael P	Dynamic Supervision Class	01/08/14	02/12/14	02/22/14	ST	\$2,400.00	014210331051320	CEU-8006-01	Dynamic Supervision	
Panizzi, Gerald W	LC Driver Improvement #911 912	02/08/14	02/15/14	02/22/14	ST	\$375.00	014110394251320	CDV-6000-02	LaSalle Co Driver Improvement	
Perkins, Rebecca W	Redesign Meeting	02/12/14	02/22/14	02/22/14	ST	\$30.00	011520910051900			
Robinson, Delores R.	2014 Overload	02/09/14	02/22/14	02/22/14	OV	\$960.00	011120910051340			
Sherbeyn, Julie A	Open Lab Hours	08/19/13	12/18/13	02/22/14	ST	\$320.00	011120570051340			
Smith, Sara E	Food Service Sanitation	01/23/14	02/10/14	02/22/14	ST	\$848.40	014110394151320	FSS-1200-630	Appl. Food Service Sanitation	
Sobin, Betsy Lynn	Redesign and ENG Meetings	01/29/14	02/12/14	02/22/14	ST	\$90.00	011520910051900			
Stevenson, Keith Howard	Warehousing Technology	02/04/14	02/27/14	02/28/14	ST	\$400.00	011320410051320	WHS-1230-300	Warehousing Technology Skills	
Watson, Robb Corey	MLC Streator/Ottawa	02/18/14	02/22/14	02/22/14	ST	\$276.76	011520910051320			
Weise, Edith Penelope	ENG Meeting	01/31/14	02/22/14	02/22/14	ST	\$30.00	011520910051900			

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Stipends For Pay Period 02/22/14

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Woest, Sandra L	ENG Meeting	01/31/14	02/22/14	02/22/14	ST	\$30.00	011520910051900			
Zellmer, Donald G.	2nd Half of Spring 14 Play	02/22/14	02/22/14	02/22/14	ST	\$800.00	011120621651900			
TOTAL						22,290.66				

Cheryl Roelfsema

Cheryl Roelfsema
Vice President of Business Services and Finance

Jerry Corcoran 3/31/14

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

Bid Results – Multi-Purpose Paper

Bids for multi-purpose paper were received and publicly opened on February 18, 2014. This paper is for campus-wide use in copy machines, fax machines, and printers. The paper was required to be certified by either the Forest Stewardship Council or the Rainforest Alliance. The following is a summary of bids received.

Bidder	880 Cartons 20lb 8-1/2"x 11" WHITE	68Cartons 20 lb. 8-1/2" x 11" VARIOUS COLORS	10 Cartons 90 lb. 8-1/2" x 11" INDEX WHITE	TOTAL
Midland Paper Wheeling, IL	\$ 20,759.20	\$ 2,278.00	\$ 340.00	\$ 23,377.20
Contract Paper Group (Option1) Uniontown, OH	\$ 27,324.00	\$ 2,359.60	\$ 435.00	\$ 30,118.60
Contract Paper Group (Option2) Uniontown, OH	\$ 21,076.00	\$ 2,359.60	\$ 435.00	\$ 23,870.60
Unisource Worldwide, Inc. Addison, IL	\$ 21,542.40	\$ 2,346.00	\$ 395.00	\$ 24,283.40

Recommendation:

The administration recommends the Board accept the bid of \$23,377.20 from Midland Paper for multi-purpose paper.

Purchase Request – Fuel for Truck Driver Training Program

The Truck Driver Training Program will spend an estimated \$53,000 annually on fuel for its vehicles. There is no on-site fuel storage on campus for the tractors used in this program. Fuel is purchased at the pump, so it is not realistic to conduct a bidding process. There are only two vendors in close proximity that can easily accommodate our vehicles.

Recommendation:

The administration recommends Board approval to spend an estimated \$53,000 for fuel for the Truck Driving Training Program from Sapp Bros., Peru, Illinois and Flying J, LaSalle, Illinois.

Staff Appointment – Adam Oldaker, Interim Dean of English, Mathematics, and Education

The retirement of Marianne Dzik as Dean of the English, Mathematics, and Education division has created an interim opportunity in the Division. Sue Isermann, Interim Vice President for Learning and Student Development, discussed the opportunity of serving as Interim Dean until a new dean is employed with faculty. Adam Oldaker, a full-time English faculty member, has expressed a willingness to serve in this interim capacity.


Adam Oldaker would assume all of the dean's responsibilities, as outlined in the dean's position description, which do not compromise his employment status as a full-time faculty member. In addition to the agreed upon compensation for his assumption of additional duties, he would also be compensated for days worked that would not normally be designated as instructional days for full-time faculty.

Recommendation:

The administration recommends Board approval of the appointment of Adam Oldaker as Interim Dean of the English, Mathematics, and Education division, with compensation as noted in the March 4, 2014 memorandum from Sue Isermann.



Memorandum

To: Jerry Corcoran, President
From: Sue Isermann, Interim VP for Learning & Student Development 
Date: March 4, 2014
Re: Interim Dean of English, Mathematics, and Education

I am recommending the appointment of Adam Oldaker, faculty member in English, to serve as Interim Dean of English, Mathematics, and Education, until a replacement for Marianne Dzik can be hired. Mr. Oldaker is a well-respected member of the faculty and during his appointment will assist in the selection of and transition to a new dean.

Period	Responsibilities	Compensation
April 1 – Spring 2014 Semester	Dean responsibilities as outlined in position description	Continue with regular teaching load with the expectation to be in the Division Office or in the faculty office at the Ottawa Center a minimum of 15 hours per week with flexibility to meet Division needs. Additional 10 percent of salary, calculated on a daily (8 hour) basis for any non-instructional hours worked up to a maximum of 20 hours per week.
Summer Session 2014	Dean responsibilities as outlined in position description	Additional 10 percent of salary calculated on a daily (8-10 hour) basis for up to a maximum of 40 hours per week for any non-instructional days worked
Fall Semester 2014 (If necessary)	Dean responsibilities as outlined in position description	Reduce regular teaching load by 6-9 credit hours (TBA*) with expectation to be in the Division Office 13-22 hours per week (TBA*) with flexibility to meet Division needs
Fall Semester 2014 Non-instructional days	Dean responsibilities as outlined in position description	Additional 10 percent of salary, calculated on a daily (8 hour) basis for any non-instructional hours worked up to a maximum of 27 hours

* Adam Oldaker and Sue Isermann agree to develop a mutually-agreed upon schedule for Mr. Oldaker's classes and his hours as interim dean, based upon the Fall 2014 English course schedule if the Interim appointment extends into the Fall 2014 semester.

Mr. Oldaker will assume all of the dean's responsibilities that do not compromise his employment status as a member of the full-time faculty. He will retain and accrue seniority status and will return, at the close of this assignment, to his full-time faculty status.

Staff Resignation – Dr. Tracy Morris, Associate Vice President for Student Services

Dr. Tracy Morris, Associate Vice President for Student Services, has submitted her notice of resignation effective March 28, 2014. Her resignation letter is attached.

Recommendation:

The administration recommends the Board accept with regret the resignation of Dr. Tracy Morris, Associate Vice President for Student Services, effective March 28, 2014.

February 24, 2014

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

Dear Dr. Corcoran:

I am submitting this letter to officially tender my resignation from the position of Associate Vice President for Student Services, effective March 28, 2014.

This decision has been a difficult one, as I have truly enjoyed the experiences that I have had during my time here. Starting as a student and advancing through three different positions in Student Services, I have been fortunate to work with so many dedicated individuals and have learned from all of them. Dr. Bob Marshall was the first person to encourage me to pursue my doctoral degree, with the ultimate goal of becoming the Vice President for Student Services.

It is with that goal in sight that I will be accepting the position of Vice President for Student Services at Illinois Central College. This position will provide me with an opportunity to advance my career in a larger college with a strong commitment to student success, professional development, and strategic planning. I will work with Sue Isermann to be sure that my critical tasks are complete before my departure and that the future events such as Commencement are able to continue on with no interruption to the students.

I do want to thank IVCC and especially the dedicated people in Student Services for making my experience here such a rewarding one. I am thankful for the opportunity to learn from some tremendous leaders and will always have great respect for IVCC.

Sincerely,



Dr. Tracy Morris

Cc: Glenna Jones, Director of Human Resources

RECEIVED

FEB 24 2014

REC'D

Staff Appointment – Interim Associate Vice President for Student Services

With the resignation of Dr. Tracy Morris, Associate Vice President for Student Services, the administration has reached out to the Student Services division for individuals who may have an interest in the interim opportunity. Interested employees submitted a letter of interest to Human Resources. A committee consisting of Patty Williamson, Director of Financial Aid, Glenna Jones, Director of Human Resources, and Dr. Corcoran met with each individual and discussed the role of the AVP and the expectations of the position. Mark Grzybowski, Director of Admissions and Records, has been identified as the most appropriate individual to serve in this interim capacity.

Mark Grzybowski would assume all of the Associate Vice President's responsibilities as outlined in the job description at the agreed upon compensation for his assumption of additional duties.

Recommendation:

The administration recommends Board approval of the appointment of Mark Grzybowski, Interim Associate Vice President for Student Services, with additional compensation of \$350 per pay period until a new Associate Vice President is employed.

Sabbatical Leave Request – Diane Christianson

Diane Christianson, Program Coordinator and Early Childhood Education Instructor, has requested a sabbatical leave for the 2014 fall semester at full-pay, in accordance with the terms outlined in the current collective bargaining agreement.

Attached please find the Request for Sabbatical Leave, a copy of the Sabbatical Leave Agreement, the Recommendation of the Dean, and the Recommendation of the Interim Vice President for Academic Affairs.

Recommendation:

Approve the sabbatical leave for Diane Christianson for the 2014 fall semester. Said leave to be governed by the conditions stipulated in the agreement between the American Federation of Teachers Local 1810 and the Board of Trustees of Illinois Valley Community College District No. 513.

Illinois Valley Community College

Request for Sabbatical Leave

Name: Diane Christianson Division: English, Mathematics, and Education

Semester(s) and dates of Leave: Fall 2014

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

Years of service at IVCC (include current year): 23

Number of semester hours of "non-traditional teaching":* 8+ semesters

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

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

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

I request a sabbatical for fall semester 2014. The purpose of the sabbatical is to acquire national accreditation status for the IVCC Early Childhood Education program and collaborate with ISU and WIU on program/course articulation through the *Early Childhood Educator Preparation Program Innovation Grant (IBHE)* that was awarded in January

Potential Benefits of Accreditation for Institutions, for Degree Programs, and for the ECE Field:

- Sends a message about the critical importance of the early childhood associate degree within a comprehensive professional development system.
- Supports and enhances state-level efforts to create higher quality early childhood professional development systems that are responsive to unique state and local needs within a framework of national standards of excellence.
- Fills a quality assurance gap, since NCATE accredits teacher education units at the baccalaureate and graduate levels but not at the associate degree level.
- Enhances program quality, community relationships, commitment to access and equity, and other desirable elements of early childhood associate degree programs.
- Demonstrates that the program is aligned with shared national, professional standards.
- Eases the development of articulation agreements with 4-year universities.
- Attracts potentially more students and produces candidates who may be especially attractive to employers because of the quality of their preparation.
- Provides an effective tool for program assessment within higher education institutions.
- Supports institutional efforts related to student-centered practices, learning communities, appreciative inquiry, data-driven decision making, and use of candidate assessment data and outcomes-measures as part of ongoing program evaluation.

http://www.naeyc.org/ecada/files/ecada/file/Accreditation%20Handbook%202011_Web%20Version_3_2012.pdf#page=9

Through the proposal, I will have the opportunity to take the Early Childhood Education program to a level of highest educational quality in order to better serve prospective and current students. The proposed sabbatical leave for fall 2014 consists of the following:

1. Gain national accreditation status through the *National Association for the Education of Young Children's Early Childhood Associate Degree Accreditation* process. The program is currently in the self-study process and the time supported by the sabbatical would allow completion of the

work involved with the intent of the validation visit to take place in the spring 2015. I anticipate the following to take place:

- a. An extended review and study of the standards and requirements. Review of the current ECE program design with possible redesign to assure implementation of the professional preparation standards that will meet blueprint designed by NAEYC's professional development system.
- b. Schedule meetings with adjunct faculty to work on implementation of the NAEYC standards, key assessments and data collection as well as provide professional development as needed to meet the criteria of national accreditation.
- c. Schedule meetings with ECE students to engage them in the accreditation process and gain knowledge on national accreditation as well as the process.
- d. Schedule meetings with ECE Advisory Council on the process, as well as strengthening their understanding of national accreditation.
- e. Work with community partners (schools, centers, and agencies) for high-quality field experiences for our students that meet the NAEYC standards.
- f. Work with an assessment team (adjunct faculty, administration, assessment personnel, CETLA personnel, etc.) to create a data system that will contribute to ongoing data collection.

Along with the approval of this sabbatical, I do request that the college approve the ongoing financial costs of NAEYC ECE program accreditation. They consist of the following and are based on the 2012 Fee Schedule:

- Accreditation Review Fee: \$1530.00
- NAEYC Site Visit Cost: \$3000-\$5000 (varies according to the reviewers' home airports, college location and arrangements for local transportation, lodging and meals. A typical visit requires 3 reviewers for 4 days (3 nights).
- Annual Fee: \$1530.00
- Attendance at the annual NAEYC Professional Preparation Conference: \$2000.00-\$2500.00 (this is highly recommended to stay updated on NAEYC standards and professional development)

2. The ECE program will partner with two Illinois universities (Illinois State University and Western Illinois University) through the Illinois Board of Higher Education (IBHE) *Early Childhood Educator Preparation Program Innovation Grant* to streamline the articulation efforts for our students. This is a one year grant period with initial steps beginning spring 2014. The sabbatical allows time for the final implementation of partnership projects to take place, inclusive of:

- a. Review and possible redesign of coursework to meet university requirements.
- b. Implement the NAEYC standards, Illinois Professional Teaching Standards (IPTS), Council of Exceptional Child (CEC)/Division of Exceptional Child (DEC) standards, Illinois Gateways standards, English Language Learner (ELL) standards, Math standards, Science standards, Social Studies standards and Social-Emotional standards into courses that are articulated for credit by the universities.
- c. Meet with university department chairs and professors on the follow-through processes of the grant submission.
- d. Meet with adjunct faculty to engage them in the process and course redesign with inclusion of standards, key assessments and data collection.
- e. Communicate with counselors on the articulation efforts.
- f. Advise ECE students on degree preparation and transfer.
- g. Work on marketing strategies to provide the IVCC community with the ECE articulation and partnerships.

The benefits for the college in awarding this sabbatical will be a state-of-the-art early childhood education program that engages the faculty, students and community in high-quality teaching and learning about children birth – age 8. It will also provide national and state recognition to further the ongoing articulation efforts for our ECE transfer students.

Sabbatical Leave Agreement

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

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

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

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

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

(Article VII-F of the Collective Bargaining Agreement)

Faculty Member: *Ryan Christian* Date: *7/27/14*

Dean: *Marcus Elzer* Date: *8/27/14*

Sabbatical Leave Request

Recommendation of the Dean

Faculty Member: Diane Christianson

- A. How does the proposal address or fail to address the considerations for approval outlined in the "Application for Sabbatical Leave?"

Diane Christianson's sabbatical proposal will impact teaching and learning and will be of value to IVCC. Diane plans to work on two time-consuming activities: gain national accreditation for IVCC's Early Childhood Education program and work with Illinois State University and Western Illinois University to review and redesign coursework to ensure a seamless transition for Early Childhood Education students.

The national accreditation being sought for the ECE program is through NAEYC (National Association for the Education of Young Children) which is a national leader for high-quality education for young children, and receiving this accreditation will mean IVCC's program meets high national standards of quality. Only 156 institutions in the United States which award associate degrees have received NAEYC accreditation, so this will bring distinction to the College. NAEYC accreditation comes with a price tag. Sue Isermann has agreed to use Perkins funds to cover the accreditation review fee and the NAEYC site visit expenses which will substantially reduce the cost of the total fee. The second part of Diane's sabbatical will focus on the articulation of ECE and EDC courses to ISU and to WIU to ensure their transferability. Licensure is undergoing changes in Illinois, and as a result, universities are redesigning their education programs which have had a profound effect on IVCC's courses and their transferability. Diane will lead a team to review these courses, redesign them adding the appropriate standards and content, and articulate them. This work is especially important as the status of the AAT degree is uncertain, and that degree is one that has been sought by ECE students intending to transfer to universities. IVCC needs to be certain our education students experience a seamless transfer.

- B. Comments:

I approve Diane Christianson's request for a sabbatical for the fall 2014 semester. This will be Diane's first sabbatical. Her classes will be covered by part-time instructors. As previously mentioned, part of the costs associated with the accreditation process will be covered through the Perkins grant. The remainder will be included for consideration in the ECE budget for fiscal year 2014-2015. There will be no cost to IVCC for the review and redesign of the ECE/EDC courses as IVCC is a partner in grants received by ISU and WIU.

Approve Return to faculty for revisions

Denied. Faculty member may forward to the President for further review.

Dean: Manasse D. 3rd Date: 2/27/14

Sabbatical Leave Request

Recommendation of the President or his/her designee

Faculty Member: Diane Christianson

A. Comments:

Diane has presented a thorough proposal for acquiring national accreditation status for IVCC's Early Childhood Education Program through the National Association for the Education of Young Children (NAEYC). While there is cost associated with obtaining any national accreditation, this onetime cost will be built into the budget for the FY15 ICCB Perkins Grant proposal. This is a great opportunity to combine the two initiatives of curriculum alignment for improved transferability and obtaining the national accreditation into one comprehensive project. This proposal is very timely given the current uncertainty of the continued acceptance of the AAT in Early Childhood Education for transfer by the 4-year state universities.

B. Recommend Does not Recommend

C. Rationale

Diane's requested sabbatical leave clearly articulates value to College and to our students.

Aligning the Early Childhood Education curriculum to meet the NAEYC accreditation standards will have a positive impact on teaching and learning.

The sabbatical proposal incorporates a substantial curriculum revision and alignment process in partnership with Illinois State University and Western Illinois University that will lead to easier articulation and transfer for our students.

President (or his/her designee)  Date: 3/4/14

Temporary Special Assignments

Sue Isermann, Associate V.P. of Academic Affairs and Dean of Workforce Development has assumed the role of interim V.P. of Learning & Student Development effective March 1, 2014. In order for Ms. Isermann to effectively handle the responsibilities of the interim position, some of her current responsibilities and duties will need to be temporarily assigned to other staff.

Responsibilities and duties of the Perkins Grant Coordinator, PTR Grant, and iNam Grant will be the responsibility of Danielle Stoddard, Dual Credit/Dual Enrollment Coordinator. Steve Alvin, Professor of History will provide leadership of the IVCC Curriculum process. Dr. Rose Marie Lynch, retired IVCC English professor, has been identified to assume the responsibilities of directing and overseeing IVCC's AQIP accreditation.

Recommendation:

The administration recommends temporarily re-assigning responsibilities during the period that Ms. Isermann is the interim V.P. for Learning & Student Development as follows:

Danielle Stoddard – Grant Coordinator (\$2,500) effective 3/1/14 to 9/1/14; assuming responsibility for the Perkins Grant, PTR Grant and the iNam Grant.

Steve Alvin – Leadership of the IVCC Curriculum Process (One hour of Overload); responsible for the Curriculum Process including chair and coordinating the monthly Curriculum Committee meeting, preparing documentation for ICCB, and working with faculty, Deans, Adult Education, and Continuing Education on new courses and program proposals.

Dr. Rose Marie Lynch – AQIP accreditation (\$50 per hour for less than 29 hours per week); responsible for directing and overseeing the entire AQIP accreditation process.

Dual Credit Tuition Adjustment

The administration recommends increasing tuition for dual credit high school students from 50 percent of the standard tuition rate to 60 percent of the standard tuition rate. For fiscal year 2015, the tuition rate would be \$62.16 per credit hour, an increase of \$15.36 from fiscal year 2014. This would start with the summer 2014 semester.

Dual credit high school students do not pay universal fees, which are \$7.40 per credit hour.

Recommendation:

The administration recommends Board approval to increase tuition for dual credit high school students to 60 percent of the standard tuition rate, effective with the summer 2014 semester.

Interdistrict Cooperative Agreement between Illinois Valley Community College and Heartland Community College

Since July 1990, the entire state has been included within community college district boundaries. As high schools have combined and reorganized their borders, instances have arisen where a high school has two different community college districts within their high school district. As a way to provide equal opportunity and access, IVCC previously developed Interdistrict Cooperative Agreements with Illinois Central College and Sauk Valley Community College. This is also beneficial for those students who take dual credit with one school to have the opportunity to continue their education with that school, even if their official address is in the other community college district.

Such agreements currently address the needs of students in the Bureau Valley, Henry-Senachwine, Fieldcrest and Midland school districts. Over the past 10 years with these agreements, we have not seen any overall population declines within these split-district schools, rather enrollment percentages for each of the schools have increased.

Therefore, the administration recommends IVCC enter into a similar Interdistrict Cooperative Agreement with Heartland Community College in order to serve the students in the edges of the Fieldcrest and Woodland school districts.

Recommendation:

Approve the Interdistrict Cooperative Agreement between Illinois Valley Community College and Heartland Community College, as presented.

INTERDISTRICT COOPERATIVE AGREEMENT

BETWEEN

ILLINOIS VALLEY COMMUNITY COLLEGE

AND

HEARTLAND COMMUNITY COLLEGE

WHEREAS, the legal boundaries of certain unit and high school districts extend into both the Heartland Community College District #540 and Illinois Valley Community College District #513, and

WHEREAS, it is desirable to provide students of these districts with the option of attending either community college at in-district tuition rate charges.

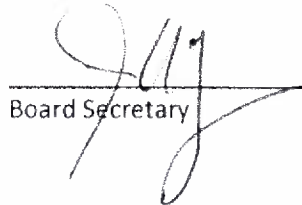
NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Trustees of Heartland Community College District #540 and Illinois Valley Community College District #513 that students living in the unit and high school districts located in both community college districts may attend either community college and pay in-district tuition rates.

Either Heartland Community College or Illinois Valley Community College can terminate this Agreement with a 90-day notice; otherwise, the Agreement will be continuing.

This motion, having received a majority affirmative vote of a quorum of Trustee members present, is hereby declared **PASSED** and **APPROVED**.

HEARTLAND COMMUNITY COLLEGE


Board Chair


Board Secretary

Feb 18, 2019
Date

ILLINOIS VALLEY COMMUNITY COLLEGE

Board Chair

Board Secretary

Date

Intergovernmental Agreement with the City of Ottawa

A new intergovernmental agreement between the City of Ottawa and Illinois Valley Community College District No. 513, due to the extension of the I-80 North TIF District, has been negotiated. The original intergovernmental agreement was signed in 1993 with the City of Ottawa paying the College any lost property tax revenues due to the formation of the TIF district. The TIF district has been successful except for a few properties. In order to develop those properties, the City of Ottawa would like to extend the TIF district for an additional 13 years. However, the new intergovernmental agreement provides for the tax increment on the developed properties to be declared a surplus and the property tax funds distributed by the LaSalle County Clerk. Any tax increment from the remaining undeveloped properties would be paid to the College by the City of Ottawa, as provided for in the original agreement. As a result of this intergovernmental agreement, the College will receive revenues equivalent to property tax revenues if the TIF district did not exist.

Recommendation:

The administration recommends Board approval of the intergovernmental agreement with the City of Ottawa, as presented.

OTTAWA I-80 NORTH TIF DISTRICT INTERGOVERNMENTAL AGREEMENT

by and between

THE CITY OF OTTAWA, ILLINOIS
and

ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT 513

This Intergovernmental Agreement by and between the City of Ottawa, an Illinois Municipal Corporation, and Illinois Valley Community College District 513, an Illinois Community College District, is entered into pursuant to the 1970 Illinois Constitution and Illinois Revised Statutes.

In consideration of their mutual promises, the Parties hereto agree as follows:

1. The City of Ottawa ("City") is an Illinois Municipal Corporation organized under the Constitution and Statutes of the State of Illinois.
2. The Illinois Valley Community College District 513 ("Community College District") is an Illinois Community College District organized under the Statutes of the State of Illinois.
3. The 1970 Illinois Constitution, Article VII, Section 10, and the Illinois Compiled Statutes, as amended, Ch. 5 Section 220/1 et seq. provide legal authority for intergovernmental privileges and authority to be enjoyed jointly by counties and municipalities as well as other public bodies politic.
4. The Tax Increment Allocation Redevelopment Act ("TIF Act"), Illinois Compiled Statutes, as amended, Ch. 65 Section 5/11-74.4-1 et seq. authorizes a municipality to enter into all contracts necessary or incidental to the implementation and furtherance of its redevelopment plan and project.
5. On December 29, 1993, the City approved a Redevelopment Plan and Projects, designated a Redevelopment Project Area and adopted Tax Increment Financing pursuant to the TIF Act for the Ottawa I-80 North TIF District ("TIF District") which is an area located in the Community College District and which impacts the growth of the Community College District's tax base.
6. On December 20, 1993, the City approved an Intergovernmental Agreement with the Community College District for the Ottawa I-80 North TIF District to reimburse the Community College District for capital costs.
7. Pursuant to Section 11-74.4-3(n)(J)(3) of the TIF Act, the City is seeking an extension of the term of the TIF District from twenty-three (23) years to thirty-five (35) years.
8. This Intergovernmental Agreement is contingent in its entirety upon the Legislature's passage and the Governor's approval of a Bill to extend the life of the Ottawa I-80

North TIF District for an additional twelve (12) years beyond its current scheduled termination in tax year 2016 payable 2017.

9. The City has determined that it wishes to reduce some of the negative impact on the real estate tax base of the Community College District caused by the creation and extension of the TIF District.
10. The City wishes to exercise its authority under Section 5/11-74.4-7 of the TIF Act to declare, on an annual basis, a certain amount of the incremental property tax revenues as surplus funds (as defined in the TIF Act), to be returned to the County Collector of LaSalle County for distribution to all taxing districts as described in *Section I(B)(1)* below, including the Community College, from the Special Tax Allocation Fund established for the Ottawa I-80 North TIF District. Any surplus payments provided for hereunder are not payments in lieu of taxes as defined in the TIF Act.
11. In consideration of the City's pledge to reimburse the Community College District as described herein, the Community College District agrees that it shall provide a written letter and/or resolution of support that is acceptable to City and further take no action, directly or indirectly, to object to the City's initiative to secure an extension of the term of the I-80 North TIF district for an additional twelve year period.
12. The Parties declare that this Agreement is adopted pursuant to the 1970 Illinois Constitution, Article VII, Section 10 and Chapter 65 Section 5/11-74.4-4(b) of the TIF Act and other applicable statutes and will become effective on January 1, 2017. As of January 1, 2017, the existing Intergovernmental Agreement between the parties will be terminated without further action and this Agreement shall be in full force and effect.

NOW, THEREFORE, the Parties agree as follows:

I. REIMBURSEMENT

A. TAX INCREMENT

The Parties agree that the LaSalle County Clerk will provide to the Parties the actual annual gross real estate tax increment generated within the TIF District and within the boundaries of the Community College District and report such increment to the Parties.

B. REIMBURSEMENT CALCULATION

1. Surplus Funds:

- a. In exchange for the Community College District's support, the City agrees that commencing with tax year 2017 payable 2018, the City will declare as "Surplus Funds" and set aside annually for the life of the TIF extension **one hundred percent (100%)** of the gross real estate tax increment deposited into the Ottawa I-80 North Special Tax Allocation Fund for all parcels within the TIF District that are currently developed with a fully completed and assessed building value or fully completed and assessed parking lot value as of 12/31/2013 (the "Developed Parcels"). The Community College District shall then receive from the LaSalle County Collector, pursuant to Section 11-74.4-7 of

the TIF Act, its pro-rata share of the total amount of declared “surplus funds” as part of the annual distribution to the respective taxing districts in the same manner and proportion as the most recent distribution by the LaSalle County Collector to the affected districts of real property taxes from real property in the TIF District Redevelopment Project Area. The Community College District shall use such funds received under paragraph 1 for any purposes as allowed by law.

- b. Any parcels that are vacant as of 12/31/2013 shall be exempt from the Surplus declaration (the “Vacant Parcels”). For all purposes of this Agreement, the term “vacant” shall mean any parcel that does not have a building or parking lot constructed thereon as of 12/31/13.
- c. The Parties agree that all new annual real estate tax increment that is generated due to increased assessments resulting from new construction, expansions, rehabilitation/renovation projects (“new development”), pursuant to a Redevelopment Agreement approved by the City after 1/1/2014, shall be exempt from the Surplus declaration.
- d. The parcels described in (b) and (c) above are defined as “Exempt Parcels”.

2. **Payment to Community College District for Reimbursement of Capital Costs:**

- a. Commencing in tax year 2017 payable 2018 and each year thereafter, the City agrees to annually reimburse to the Community College District as follows from the new real estate tax increment generated by the Exempt Parcels. The Community College District shall use this reimbursed sum for the expenditures of capital costs as authorized by law.
- b. As a result of the information provided annually by the State Department of Education and the LaSalle County Clerk, the parties will compute the actual real estate tax loss, if any, realized by the Community College District. In the event that either or both of these offices fail to provide the information requested, the parties will use their own best efforts to obtain the necessary information.

An example of this computation follows:

- 1. The Community College District will provide its operating tax rate: 0.35379 %
- 2. The County Clerk will certify the real estate tax equalized assessed valuation increment within the TIF District over the base year and within the Community College District’s boundaries for all Exempt Parcels: \$ 100,000
- 3. Item #1 times Item #2 = \$ 354

- c. The City will pay the sum described above to the Community College District from the Special Tax Allocation Fund as an impact fee to be used for capital costs, pursuant to current Section 4-3(q)(7) of the TIF Act, and the Community College District shall provide the City with a list of such expenditures annually.

C. REIMBURSEMENT TIMING

The City shall pay the sum determined above to the Community College District in two installments, such being made within sixty (60) days of the City's receipt from the County of the second installment and the final installment, respectively, of real estate tax increment generated as a preference and in the same proportions as actually received by the City provided that the Community College District has filed with the City a list of eligible project costs equal to or exceeding the calculated sum to be paid to the Community College District to the extent funds received are for capital costs under Section 1(B)(2).

II. GENERAL

Binding Effect:

This Agreement shall be binding on the Parties and their respective successors--including successors in office.

Governing Law:

This Agreement is governed by and shall be construed in accordance with the laws of the State of Illinois.

Term:

This Agreement shall become effective on January 1, 2017. As of January 1, 2017, the existing Intergovernmental Agreement between the parties will be terminated without further action and this Agreement shall be in full force and effect. The obligation of the Parties hereto shall continue for the duration of the TIF District but only if the TIF District is legislatively extended. The TIF District shall terminate upon completion of all redevelopment projects or thirty-five (35) years from the creation of the TIF District, if legislatively extended, whichever occurs first. Whether the TIF District exists for the entire thirty-five (35) years or terminates earlier upon completion of all redevelopment projects, the City will pay in the following year thereafter, the sums due to the Community College District for the prior year or years. The City shall terminate the District upon completion of payment of costs paid for any bond debt service, private redevelopment agreement obligations, and any public redevelopment and other eligible project costs.

Amendments, Waivers, Modifications:

No amendment, waiver or modification of any term or condition of this Agreement shall be binding or effective for any purpose unless expressed in writing and adopted by each of the Parties as required by law.

Waiver of All Rights to Contest TIF District:

The Community College District by its execution and approval of this Agreement hereby waives forever any and all right to directly or indirectly set aside, modify or contest in any manner the establishment, administration or legislative extension of the Ottawa I-80 North TIF District including the Redevelopment Project Area, Plan and Projects. Nothing contained herein is to be construed to give the Community College District any right to participate in the administration of the TIF District or Plan or Projects.

Enlargement of the TIF District:

The City agrees that it will notify the Community College District of any proposed enlargement of the TIF District at least 60 days prior to the adoption of ordinances changing the District boundaries.

Amending the TIF District:

The City will not otherwise amend the TIF Plan except after providing written notice to the Community College District and holding such public hearings as required by statute.

Real Estate Tax Increment Information:

- (1) The Administrators of the TIF Plan and City agree to provide the Community College District with information developed to establish the initial equalized assessed valuation of the TIF District and the calculations for successive years' computation of the real estate tax increment for the TIF District as a whole and, if possible, for the Community College District alone.
- (2) The City agrees that its Administrators shall provide the Community College District with a copy of the TIF Annual Report when it is presented to the City Council. Such Report shall set forth: (a) the balance in the Special Tax Allocation Fund ("Fund") at the beginning of the year; (b) all amounts deposited in the Fund by source; (c) all expenditures from the Fund by categories; and (d) the balance in the Fund at the end of the year by source.

Complete Agreement:

This Agreement expresses the complete and final understanding of the Parties with respect to the subject matter. Any existing agreements in conflict herewith are hereby repealed.

Authority to Execute:

The undersigned represent that they have the authority of their respective governing authorities to execute this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on this _____ day of _____, 2014.

**ILLINOIS VALLEY COMMUNITY
COLLEGE DISTRICT 513**

CITY OF OTTAWA,
an Illinois Municipal Corporation

By: _____
Chairman

By: _____
Mayor

Attest: _____
Secretary

Attest: _____
City Clerk

Community Instructional Center Project – Phase 3

As discussed with the Facilities Committee on February 21, 2014, the four areas included in the plans for Phase 3 of the Community Instructional Center Project are:

- Student Life Space – E207 – formerly occupied by Counseling
- Emergency Medical Services (EMS) lab and classroom – D101-C,D,F & G - formerly occupied by Electronics
- CETLA – D208 – formerly occupied by Dislocated Workers Center
- Library/Bursars office – formerly occupied by the cashiers
- Forensic lab and classroom – D101 and D109 formerly occupied by Electronics and Computer Networking

In February 2010 the estimated cost of Phase 3 was \$1,139,750. The estimated cost now, four years later, is \$1,754,172. This estimate does not include \$21,200 for audio visual wiring or \$134,250 for asbestos removal. If these costs are included, the estimated cost is \$1,909,622. After discussions with staff and faculty, it was determined that CETLA and Forensics could be eliminated from the project resulting in a revised budget of \$1,509,622. Relocating Forensics could be included as an alternate bid in case there was a favorable bidding climate when this project is bid.

Funding available for the project:

Remaining CDB project funds	\$ 235,000
Remaining furniture/moveable equipment funds	275,000
Capital renewal funds	<u>259,000</u>
Subtotal	769,000
Excess PHS Funds – Elevator	339,000 (eliminated A/E fees)
Excess PHS Funds – Asbestos removal	<u>134,250</u>
Total	<u>\$1,242,250</u>
Shortfall	\$267,372

Recommendation:

The administration recommends using \$270,000 from the Operations & Maintenance fund balance to complete Phase 3. In FY2013 this fund had a surplus of \$443,106 due to reduced utility costs and unexpended contingency funds. The fund balance in the Operations and Maintenance fund would still be above the 25 percent of annual expenditures that is required by our board policy.

Building C Lobby Renovation Capital Project Application Approval

The administration is asking for approval of the capital project application for renovation of the Building C lobby into a student life space. The renovations will include an upgrade to lighting, additional electrical and data wiring to accommodate students' technology needs as well as updated wall and floor finishes. The application does not include any furnishings which will be provided using student trust and agency funds.

The funding for this project is the FY2011 Capital Renewal Fund appropriation of \$259,400.

Recommendation:

The administration recommends Board approval of the capital project application for the Building C lobby renovation, as presented.

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 "C" Lobby Remodeling

Project Budget \$ (259,000.00) 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: March 6, 2014

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

- Locally Funded New Construction--complete/submit Sections I, II, and II.
- 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*)

Building "C" Lobby Remodeling

Programmatic Justification

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

Building "C" on campus was constructed in the early 1970s. The Lobby, Room C200, area was the first space entered after coming through the main entry doors. Room C200 served as an entry lobby and space to display art, event information and areas for short term booths manned by outside organizations. With the construction of CDB 810-046-016 Phase 1, a new main entry and lobby was created. These functions have moved to the new CIC building.

The College's master plan has Lobby C200 being converted to a Cyber Café and the College had intended this to be part of Phase 3 of CDB 810-046-016. However there will be insufficient funds to complete this work in Phase 3. The College would like to use Capital Renewal Funds to be able to include this work along with the other remaining work in Phase 3. By doing this work in conjunction with the other work it will be less expensive construction (accomplish more for less cost), be accomplished at the same time as the other work and take advantage of the CDB services.

When CDB 810-046-016 programming took place, one of the most important areas identified as not being adequate was Student Life Spaces. Most of the Student Life Space had been converted to other uses over the course of time to provide program space. The Master Plan identified a number of these spaces as still the best areas for Student Life Space. CDB 810-046-016 project will remodel rooms E201 through E207 back into Student Life Space. The Cyber Café would provide remodeling of approximately 3100 square feet and provide computer access and wireless internet along with different types of seating areas to allow the students to gather in small groups or alone to organize their day, get a cup of coffee, and check email. This type of space is not provided in any other area of the campus. The College is trying to create spaces on campus that the students would enjoy using and therefore remain on campus. The College wants to provide this space at the same time as the other Student Life Space improvements to provide the variety of Student Life Space needs identified in the Master Plan and programming of the CDB 810-046-016 project. This project will benefit all of the students who attend Illinois Valley Community College.

Scope of Work

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

The Scope of Work would include:

- Remodel Lobby C200, approximately 3100 sf. Into Cyber Café.
- Provide computer and technology wiring.
- Provide wireless internet access.
- Upgrade lighting and lighting controls.
- Replace carpet and finishes.
- Construct new wall between library and Lobby C200

Cost Estimate

Description	Quantity	Unit Cost	Amount
Demolition			\$6,000.00
Architectural			\$88,000.00
Mechanical			\$43,900.00
Plumbing			\$0.00
Electrical			<u>\$62,100.00</u>
Sub-Total			\$200,000.00
General Conditions / O & P			<u>\$34,000.00</u>
Sub-Total			\$234,000.00
Contingency @ 10%			\$23,400.00
A/E Fees (included in CDB 810-046-016)			\$0.00
Reimbursable Printing Cost			\$1,600.00
Total			<u>\$259,000.00</u>

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

65

Project Name: Building "C" Lobby Remodeling

Budget Amounts

Project Costs	\$234,000.00
Contingency	\$23,400.00
A/E Professional Fees	\$0.00
Printing Cost	<u>\$1,600.00</u>

Total	<u>\$259,000.00</u>
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Building "C" Lobby Remodeling

Attachment #2
Funding Source

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

Project Name: Building "C" Lobby Remodeling

Check the source(s) of funds:

Available fund balance (including excess funds from health, and safety projects)	Fund name (s):
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:
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	X Proposed Fiscal Year Source(s): 2011
ADA Access for All Funding	Proposed Fiscal Year Source(s):

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 Capital Renewal 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 using Capital Renewal Funds 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 use of students, faculty, and visitors.

Approved by the Illinois Valley Community College Board of Trustees

Date: _____

Signed: _____, Chairperson

_____, Secretary

Capital Renewal Project

Budget and Certification

Name and address of architect/engineer providing the estimate:

Paul Basalay
Basalay, Cary, and Alstadt Architects, Ltd.
620 W. Lafayette Street
Ottawa, IL 61350

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



Architect/Engineer's Signature

March 6, 2014

Date

Illinois Registration or License Number

184.002170 (Firm)
001.008714 (Paul R Basalay)

Seal



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

Protection, Health, and Safety Projects

The administration recommends using excess Protection, Health, and Safety funds for two projects that will be completed in conjunction with the Community Instructional Center Phase 3 (CDB Project #810-046-016).

Building E Accessible Elevator Installation

The College would like to install a new elevator in Building E which will give those with disabilities the same accessibility to Building E as is available to other persons. With the current elevator situation, if a disabled person on the main level of Building E wants to go to a class on the upper or lower level of Building E, they must go to an accessible elevator located in either Building B or D, go to the correct floor and then travel back to Building E. The existing elevator will remain and be used as a general purpose (non-accessible) work elevator.

Following are the cost estimates for this project:

Project costs	\$307,857
Contingency	30,785
A/E fees	<u>32,000</u>
Total	\$370,642

Abatement of Asbestos

The College will be remodeling sections of Buildings D and E in Community Instructional Center Phase 3 (CDB Project #810-046-016) to change the function of the spaces. Rooms E201 through E207 will become student life spaces; rooms D101A through D101G will become an Emergency Medical Services Lab, a Forensic Lab, and two additional classrooms. E107 and the third floor corridor of Building E will be remodeled to add the elevator described above. The College had the materials tested to determine if asbestos is present and the extent of abatement necessary. Testing indicates the presence of asbestos in the areas of remodeling and it will be necessary to abate the asbestos in order to allow the remodeling work to proceed.

Following are the cost estimate for this project:

Project Costs	\$93,200
Contingency	9,320
A/E Fees	<u>31,730</u>
Total	\$134,250

Both projects are being submitted with A/E fees included. However, if these projects are completed in conjunction with CDB Project #810-046-016, the A/E fees for the elevator installation will be covered by the project funds.

Recommendation:

- 1. The administration recommends Board approval for the Building E Accessible Elevator Installation Protection, Health, and Safety project as presented for a total cost of \$370,642, and authorize submission of the resolution to the Illinois Community College Board.**
- 2. The administration recommends Board approval for the Abatement of Asbestos Protection, Health, and Safety project as presented for a total cost of \$134,250, 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 E Accessible Elevator Installation** _____

Project Budget \$370,642.00 () 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: March 3, 2014

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*)

Building E Accessible Elevator Installation

Programmatic Justification

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

Building E on campus was constructed in the mid-1970s. It consists of a lower level, main level, and upper level with one intermediate level. The levels are connected by an original hydraulic elevator that is very small in car size and is not handicapped accessible.

The College had Basalay, Cary, & Alstadt Architects, Ltd. perform an accessibility survey to determine which floors and areas of the buildings are not accessible in the most basic sense. The survey identified the need to add two new accessible elevators (one in Building A and one in Building E) and replace one existing elevator with an accessible size one (in Building C) in order to make almost all areas accessible.

The College would like to install one of the two new elevators at this time to coincide with other work that will be done in Building E under the CDB Project 810-046-016 Phase 3 work. This will make all levels of Building E accessible to the handicapped to the same extent that it is available to other students. With the current elevator situation, if a handicapped student on the main level of Building E wants to go to a class on the upper or lower level of Building E, they must go to an accessible elevator located in either Building B or D, go to the correct floor, and then travel back to Building E.

The existing Building E elevator will remain and be used as a general purpose (non-accessible) work elevator.

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 concrete floor material and walls to accommodate elevator.
- Removal/relocation of electrical, plumbing and HVAC in conflict with elevator location.
- Installation of a hydraulic accessible elevator, shaft walls, floor infill, finishes.
- Installation of plumbing sump pit, pump and piping.
- Installation of wiring for the elevator and controls.
- Abatement of asbestos related to the area of demolition will be addressed in a separate PHS.

Cost Estimate

Description	Quantity	Unit Cost	Amount
Structural demolition and rebuilding			\$70,000.00
Architectural & elevator			\$167,857.00
Mechanical			\$4,000.00
Plumbing			\$7,000.00
Electrical			\$19,000.00
Sub-Total			\$267,857.00
General Conditions / O & P			\$40,000.00
Sub-Total			\$307,857.00
Contingency @ 10%			\$30,785.00
A/E Fees			\$30,000.00
Reimbursable Printing Cost			\$2,000.00
Total			\$370,642.00

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: Building E Accessible Elevator Installation

Budget Amounts

Project Costs	\$ 307,857.00
Contingency	\$ 30,785.00
A/E Professional Fees	\$ 30,000.00
Printing Cost	\$ 2,000.00

Total	<u>\$ 370,642.00</u>
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Building E Accessible Elevator Installation

Attachment #2
Funding Source

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

Project Name: Building E Accessible Elevator Installation

Check the source(s) of funds:

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

(including excess funds from health, and safety projects)

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

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

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

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

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

Capital Renewal Funding Proposed Fiscal Year Source(s):

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

Protection, Health, and Safety Signature/Certification Page

Check if Applicable

Energy Conservation Certification (see attachment, if applicable)

Structural Integrity Certification (see attachment, if applicable)

Budget Certification (see attachment, always required) X

Feasibility Study Identifying Need of the Project

Other Documentation which May Support the Justification
of this Project

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

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

Approved by the Illinois Valley Community College Board of Trustees

Date: _____

Signed: _____, Chairperson

_____, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

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

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



Architect/Engineer's Signature

March 3, 2014

Date

Illinois Registration or License Number

184.002170 (Firm)
001.008714 (Paul R Basalay)

Seal



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

CAPITAL PROJECT APPLICATION FORM
(One Application Form per Project)

District/College and District # 513 Illinois Valley Community College

Contact Person Cheryl Roelfsema Phone # 815-224-0419

Project Title Abatement of Asbestos

Project Budget \$134,250.00 () 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: March 3, 2014

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*)

Abatement of Asbestos

Programmatic Justification

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

The College will be remodeling sections of Buildings D and E in the CDB Project No. 810-046-016 Phase 3 to change the function of the spaces. Rooms E201 through E207 will become student life spaces. Rooms D101A through D101G will become an Emergency Medical Services Lab, a Forensic Lab, and two additional classrooms. E107 and third floor corridor of E will be remodeled to add an additional elevator for accessibility (the additional elevator is a separate PHS project). The College has had the materials tested to determine if asbestos is present and the extent of abatement necessary. Testing indicates the presence of asbestos in the areas of remodeling. It will be necessary to abate asbestos in the following rooms in order to allow the remodeling work to proceed:

Rooms D101A through D101G.

Room E107 and third floor hallway in conjunction with proposed new elevator.

Rooms E201 through E207.

The College would like to abate the asbestos as a PHS project for the protection of students and staff.

Other spaces will also be remodeled but abatements will not be required.

Work will include the removal of asbestos containing materials from the areas of construction listed above.

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 asbestos containing materials.
- On site APM/ASP services.
- PLM Bulk Samples
- PCM Air samples.
- Printing of bid documents.

Cost Estimate

Description	Quantity	Unit Cost	Amount
Abatement in rooms E201 through E207			\$43,200.00
Abatement in room E107			\$4,500.00
Abatement in third floor corridor of E			\$4,500.00
Abatement of rooms D101A through D101G			<u>\$34,000.00</u>
Sub-Total			\$86,200.00
General Conditions			<u>\$7,000.00</u>
Sub-Total			\$93,200.00
Contingency @ 10%			\$9,320.00
A/E Fees (Basic services)			\$9,782.00
Construction APM/ASP services			\$16,848.00
Reimbursable PLM/PCM Sample testing			\$4,100.00
Reimbursable Printing Cost			\$1,000.00
Total			<u>\$134,250.00</u>

Abatement of Asbestos

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: Abatement of Asbestos

Budget Amounts

Project Costs	\$ 93,200.00
Contingency	\$ 9,320.00
A/E Professional Fees	\$ 9,782.00
Printing Cost	\$ 1,000.00
Reimbursable testing and const monitor	\$ 20,948.00
Total	\$ 134,250.00

Abatement of Asbestos

Attachment #2
Funding Source

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

Project Name: Abatement of Asbestos

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

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

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

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

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

Capital Renewal Funding Proposed Fiscal Year Source(s):

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

Abatement of Asbestos

Protection, Health, and Safety Signature/Certification Page

Check if Applicable

Energy Conservation Certification (see attachment, if applicable)

Structural Integrity Certification (see attachment, if applicable)

Budget Certification (see attachment, always required) X

Feasibility Study Identifying Need of the Project

Other Documentation which May Support the Justification
of this Project

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

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

Approved by the Illinois Valley Community College Board of Trustees

Date: _____

Signed: _____, Chairperson

_____, Secretary

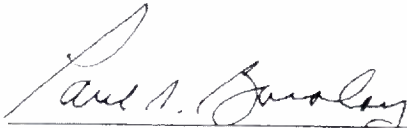
PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

Paul Basalay
Basalay, Cary, and Alstadt Architects, Ltd.
620 W. Lafayette Street
Ottawa, IL 61350

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



Architect/Engineer's Signature

March 3, 2014

Date

Illinois Registration or License Number

184.002170 (Firm)
001.008714 (Paul R Basalay)

Seal



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

Abatement of Asbestos

2014 ICCTA Outstanding Faculty Award Nomination – Nora Villarreal

Nora Villarreal, English instructor and Writing Center Coordinator, was selected by the faculty as the 2014 award recipient of IVCC’s Stephen Charry Memorial Award for Teaching Excellence. The award recipient is determined by receiving nominations from students, faculty, and counselors, along with Project Success counselors and academic and student services administrators, as well as the President. Six nominations were received and scored by the faculty members. Faculty members were asked to score the nominee as the kind of person who...

1. Challenges students to pursue goals
2. Improves students’ skills for employment and/or success in academic endeavors
3. Motivates students to be an active and concerned citizen of the community
4. Is engaged on campus and/or in the community

Ms. Villarreal was nominated by a student – Ali Braboy. Ms. Braboy stated in her nomination “Professor Nora Villarreal is constantly telling her students to go after what they want in life. Through the Honors Project class, Nora taught me a lot about working with a large group to get a desired outcome achieved, which in the past was never really a strong characteristic of mine. Honors Project was a class made to get students taking the course to pick a topic they are passionate about that will allow them to connect with the Illinois Valley Community. Nora and Adam Oldaker taught the class together, and I feel like it was one of the most eye-opening experiences. I got to experience working in a big group, which can be very challenging, on one goal, and I got the chance to talk with local administration and faculty about the Fine Arts programs of elementary schools.”

Ms. Villarreal is in her 5th year of teaching at IVCC and had previously taught at Northern Illinois University, LaSalle-Peru High school, and Peru Washington Junior High. Ms. Villarreal earned an Associate of Arts Degree from IVCC; Bachelor of Arts Degree from Illinois State University (English education major, Spanish endorsement); and a Master of Arts Degree from Northern Illinois University (English, specializing in literature and film).

Ms. Villarreal has been very active at IVCC coordinating the Writing Center and serving on committees such as Convocation, Writing Across Campus, Diversity, judge for various writing contests (MLK Jr., IATE prose, etc.) and the Director of the Honors program. In the past, she has served on the Professional Development Committee, Leadership and Core Values retreat subcommittee, Professional Development Tracking Initiative Pilot Program member, and was a High School Writing Competition proctor.

Recommendation:

The administration takes great pride in recommending the Board of Trustees nominate Nora Villarreal, English instructor and Writing Center Coordinator and the 2014 recipient of IVCC’s *Stephen Charry Memorial Award for Teaching Excellence*, to represent IVCC for the Illinois Community College Trustee Association’s Outstanding Faculty Award.

2014 ICCTA Outstanding Part-time Faculty Member Award Nomination – Valery Calvetti

The Administration recommends the Board of Trustees nominate Valery Calvetti, Part-time Counselor, for the Illinois Community College Trustees Association 2014 ICCTA Outstanding Part-time Faculty Member Award. The Administration received suggestions from the academic divisions and evaluated these suggestions based upon the criteria set forth by the ICCTA. Ms. Calvetti was suggested to the Administration by Dr. Tracy Morris, Associate Vice President for Student Services, and Ms. Sue Isermann, Interim Vice President Learning & Student Development, with the support of the Deans Council.

Valery Calvetti demonstrates her excellence in teaching through her counseling activities at our Ottawa Center. Valery works with students to educate them on what they need to know to navigate the college experience and provides support to instructors and students alike. Valery has been a critical part of the development of the New Student Counseling and Registration programs at IVCC, as well as the Experience IVCC events that were recently developed. Her background in Education to Careers, Community Relations and Marketing and as a classroom instructor has helped to bring different strategies to each program to maximize their efficiency; all of which have promoted IVCC, and especially the Ottawa Center, in our community.

Valery has been a tireless advocate for the students at the Ottawa Center. Valery has worked closely with the Site Administrator and Academic Administration to develop a schedule that meets the needs of the Ottawa Center students, as well as being flexible to be on the main campus when needed. She is always enthusiastic in her interactions with students and makes students feel at home. She works flexible hours to meet student needs and is willing to accommodate student needs.

Recommendation:

The Administration takes great pride in recommending the Board of Trustees nominate Valery Calvetti, Part-time Counselor, for the Illinois Community College Trustee Association's Outstanding Part-time Faculty Member Award.

Feb. 11, 2014

To whom it may concern,

I, Marla Keef, regret to inform you that as of today, Feb. 11, 2014, I am no longer able to work for your facility.

Thank you,

A handwritten signature in black ink, appearing to read 'Marla Keef', with a stylized flourish at the end.

Marla Keef

FEB 19 2014

February 5, 2014

Ms. Lauren Sandberg
Bookstore Manager
Illinois Valley Community College
815 N. Orlando Smith Rd.
Oglesby, IL 61348

Dear Ms. Sandberg,

I am writing to formally notify you that I am resigning from my position as Text Buyer with Illinois Valley Community College. My last day of employment will be Thursday, February 27, 2014.

I appreciate the opportunities I have been given at IVCC and your professional guidance and support. You and my position have helped me grow both personally and professionally and I will take my experiences here with me as I pursue a new career. I wish you and the college continued success in the future.

Sincerely,



Kelly Obermiller

FEB 27 2014

To Bruce Hartman

I Daniel Thompson resign I my
position as training specialist effective on
2-28-2014 at 4:30 pm. Thanks very
much to Bruce and all my co workers
at truck drive training.

Yours
Daniel Thompson,

FEB 23 2014

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.