



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, December 10, 2015
Board Room
6:30 p.m.**

NOTE:

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

IVCC'S MISSION STATEMENT

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

BOARD AGENDA ITEMS

January

Student Fall Demographic Profile

February

Authorize Budget Preparation
Reduction in Force
Non-tenured Faculty Contracts
Tuition and Fee Review
Five-year Financial Forecast
ICCTA Award Nominations
(Alumnus, Student Trustee, Ethical)

March

Tenure Recommendations
President's Evaluation
ICCTA Award Nominations
(FT/PT Faculty, Student Essay,
Business/Industry)

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
Prevailing Wage Resolution
Authorization of Continued Payment for
Standard Operating Expenses
Semi-annual Review of Closed Session Minutes

July

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

August

Budget
a. Public Hearing
b. Resolution to Adopt Budget
College Insurance

September

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

October

Authorize Preparation of Levy
Audit Report

November

Adopt Tentative Tax Levy

December

Adopt Tax Levy
Schedule of Regular Meeting Dates and Times
Semi-annual Review of Closed Session Minutes

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees Meeting
Thursday, December 10, 2015 – 6:30 p.m. – Board Room (C307)

A G E N D A

1. Public Hearing
2. Call to Order
3. Pledge of Allegiance
4. Roll Call
5. Approval of Agenda
6. Public Comment
7. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 7.1 Approval of Minutes – November 3, 2015 Planning Committee Meeting; November 12, 2015 Closed Session Minutes Committee Meeting; and November 12, 2015 Board Meeting (Pages 1-11)
 - 7.2 Approval of Bills - \$2,242,693.97
 - 7.2.1 Education Fund - \$709,515.28
 - 7.2.2 Operations & Maintenance Fund - \$106,863.63
 - 7.2.3 Operations & Maintenance (Restricted Fund) - \$8,804.36
 - 7.2.4 Bond & Interest Fund – 1,264,375.00
 - 7.2.5 Auxiliary Fund - \$57,249.55
 - 7.2.6 Restricted Fund - \$7,780.99
 - 7.2.7 Audit Fund - \$7,500.00
 - 7.2.8 Liability, Protection & Settlement Fund - \$80,605.16
 - 7.3 Treasurer's Report (Pages 12-29)
 - 7.3.1 Financial Highlights (Pages 13-14)
 - 7.3.2 Balance Sheet (Pages 15-16)
 - 7.3.3 Summary of FY16 Budget by Fund (Page 17)
 - 7.3.4 Budget to Actual Comparison (Pages 18-24)
 - 7.3.5 Budget to Actual By Budget Officers (Page 25)
 - 7.3.6 Statement of Cash Flows (Page 26)
 - 7.3.7 Investment Status Report (Pages 27-28)
 - 7.3.8 Disbursements - \$5,000 or more (Page 29)

- 7.4 Personnel - Stipends for Pay Periods Ending October 31, 2015 and November 14, 2015 (Pages 30-31)
8. President's Report
9. Committee Reports
10. 2015 Tax Levy (Pages 32-40)
11. Faculty Appointment – Dr. Andrew P. Seeger, World Languages Instructor (Pages 41-42)
12. Faculty Retirement – Diane Christianson, Early Childhood Education Program Coordinator/Instructor (Pages 43-44)
13. Interim Appointment – Director of Continuing Education and Business Services (Page 45)
14. Purchase Request – IP Phone System Hardware Upgrade (Page 46)
15. Men's and Women's Soccer (Pages 47-51)
16. Board Policies (First Reading) (Pages 52-101)
17. Schedule of Regular Meeting Dates and Times (Page 102)
18. Semi-annual Review of Closed Session Minutes (Page 103)
19. Items for Information (Pages 104-111)
 - 19.1 Tenure Recommendation – Samantha Whiteaker, Nursing Instructor (Page 104)
 - 19.2 Staff Retirement – Kathy Vesper, Part-time Instructor (Page 105)
 - 19.3 Staff Retirement – John Immel, Counselor (part-time) (Page 106)
 - 19.4 Change Order – Exterior Door Replacement (Page 107)
 - 19.5 Nora Villarreal – Awarded the Master Online Teacher Certificate (Page 108)
 - 19.6 American Chemical Society – Commendable Award (Page 109)
 - 19.7 Student Activities Budget for 2015-2016 (Pages 110-111)
20. Trustee Comment
21. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) probable litigation; 3) collective negotiations; and 4) closed session minutes.
22. Other
23. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Planning Committee Meeting
November 3, 2015

The Planning Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5:45 p.m. on Tuesday, November 3, 2015 in the Board Room-C307 at Illinois Valley Community College.

Committee Members Michael C. Driscoll, Committee Chair
Physically Present: Jane E. Goetz
Laurie A. Bonucci

Committee Members
Absent:

Board Members Present: Austin M. Burnette

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Deborah Anderson, Vice President for Academic Affairs
Mark Grzybowski, Associate Vice President for Student Services
Matt Suerth, Director of Institutional Research
Stephen Alvin, Instructor

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

ICCB PROGRAM REVIEW REPORT

Programs reviewed were the Renewable Wind Energy Technology, Nursing (RN) and Practical Nursing (LPN), Certified Nursing Assistant (CNA), and Marketing. The Wind Energy program trends will be monitored due to the drop in enrollments. Employment opportunities are still available in the district, but not at the same levels as when the program first started. Students pursuing this program have also been able to gain employment in the solar power industry and as industrial maintenance technicians. If enrollments remain low, the Program Coordinator can work with the Electronics and Electricians AAS degree program Advisory Committee to review the possibility of incorporating the renewable wind energy courses/content into the AAS degree or the College can look into the option of offering the wind energy program every other year, using a "cohort" model to maximize enrollments. This program will be evaluated again in two years to determine a plan of action. The CNA and Nursing programs are going well and the NCLEX pass rates have increased since implementing a Plan for Success program. Enrollments in Marketing have dropped, but the program continues to generate revenue. More students are choosing the AAS in Business Administration opening more avenues to jobs. Also, enrollment at IVCC has continued to drop as a whole, which is an overall trend that has filtered down to the Marketing program. The Humanities and Fine Arts Division was reviewed. This Division accounts for most

of IVCC's dual credit. There are concerns in the division that dual credit is detracting from enrollments on campus. Is the College borrowing against the future enrollments by offering these classes in the high school? Would the students have attended IVCC anyway? The administration does not have the answers to these questions, but is monitoring the trends very carefully. Vocational Skills were reviewed as the cross disciplinary area. Reductions in registered credit hours can be directly linked to specific factors over the past five years – 1) the College's overall drop in enrollment and credit hours; 2) the recalculation of the codes to align with ICCB resulted in the credit hours no longer being reported in this category; and 3) a weak economic climate. Advising and Counseling were reviewed. Counselors are preparing more detailed notes on each student so there is a past history in their file in the event the student does not see the same counselor for their next appointment. There is an improved counselor-to-student ratio and an increase in the number of students served by increasing the number of walk-in counselors available to students. With the introduction of SKYPE, students can see and speak to a counselor without having to make an appointment or travel to the campus.

NATIONAL STUDENT CLEARING HOUSE FALL 2008 COHORT

The report indicates IVCC students complete at rates higher than the National categories whether they complete here or go somewhere else. Full-time students tend to do better than part-time students. The report says a lot about the good work that IVCC is doing.

SYSTEMS APPRAISAL REPORT

The Higher Learning Commission (HLC) provides a System Appraisal Feedback Report in response to IVCC's Systems Portfolio. Reviewers noted that IVCC may not be fully committed to Continuous Quality Improvement because the data is not managed and used to make decisions. Reviewers noted a need to develop and implement practices that will allow its CQI efforts to continue despite turnover in key positions. Processes should have been in place to help the College move forward. Reviewers also noted a formal process for evaluating part-time faculty is not in place. Part-time faculty are evaluated but not with a process that is consistent for everyone. The College is effective in the Plan-Do cycle, but needs improvement with Study-Act. Before the next accreditation visit, work will be done on using assessment results in planning and improving student learning and a formal process for evaluating part-time faculty will be in place. The Accreditation Visit will take place October 17 – 19, 2016.

2015 ACTION PROJECT RESPONSE

Institutions are required by the Higher Learning Commission to have three action projects. Reviewers noted the slow progress on the Implementation of Learning Outcomes Assessment Project. They suggested an action project should concentrate on small projects that can be completed in a year. This project is scheduled to extend an additional two years. Reviewers congratulated the College on the second project, Partnership and Stakeholder Satisfaction Surveys. It was agreed to suspend the third project, Faculty Productivity and Satisfaction Survey, until such time that the College can devote the necessary resources to its completion. The recommendation is to continue with the first project and close the other two projects out once new projects are developed. The Strategy Forum recommended an action project on Managing Data and Creating a Dashboard. This project will be presented to the Strategic Leadership and Planning Council (SLPC) for approval and the second project will be determined in conjunction with the SLPC.

KEY PERFORMANCE INDICATORS UPDATE

The Key Performance Indicators (KPIs) have been reviewed and have been trimmed from nine to six to better align with the Higher Learning Commission's (HLC) AQIP strategic goals. The KPIs will benefit from the new action project – Managing Data and Creating a Dashboard.

NATIONAL COMMUNITY COLLEGE BENCHMARK PROJECT (NCCBP)

This project has been conducted annually, during the spring term at IVCC since 2007. Each school that participates has the opportunity to compare themselves with other colleges on over 150 benchmarks such as student demographics, measures of student success, faculty and staff data, etc. The report focuses on selected strengths and opportunities for the College. The NCCBP considers a strength as any metric above the 75th percentile on the national survey and opportunities for improvement as any metric below the 25th percentile. IVCC excelled in several academic measures. The area most in need of improvement is the percent of distance learning credit hours of total credit hours. IVCC is applying to become a member of the State Authorization Reciprocity Agreements (SARA) to provide distance learning to students who do not reside in Illinois. The administration is working with Interact Communications to find out if its in-district students want more online courses. The good news is that the College's strengths outweigh the opportunities for improvement by a four-to-one margin.

COMMUNITY COLLEGE SURVEY OF STUDENT ENGAGEMENT (CCSSE)

This survey was administered to approximately 517 students during the spring semester 2015. Fifty-six randomly selected courses were chosen for participation. The 517 students that completed valid surveys represent 86 percent of the targeted 600 student sample. The CCSSE survey combines results from 38 questions into five benchmark categories which contribute greatly to student success. IVCC's numbers decreased in four of the five categories. Any category with a three percent difference is significant. Three of the four had less than a three percent difference and the fourth category had a difference of -3.1. IVCC's general experience indicators increased in two of the three categories. Overall, IVCC students are happy and would recommend the College to family and friends.

BOARD POLICIES (NEW AND REVISED)

With the reauthorization of the Violence Against Women Act of 1994, the administration has taken a long look at the Board Policy – Sexual Misconduct, Sexual and Other Harassment. A draft of the policy was presented to the Board attorney for review. Other policies were presented to the Committee for their review and were encouraged to send comments back to the administration. Changes will be incorporated into the policies and then will be presented to the whole board for approval.

OTHER

None.

ADJOURNMENT

Dr. Driscoll declared the meeting adjourned at 6:59 p.m.

Michael C. Driscoll, Planning Committee Chair

Melissa M. Olivero, Board Chair

Larry D. Huffman, Board Secretary

**ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees**

**Closed Session Minutes Committee Meeting
November 12, 2015**

The Closed Session Minutes Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5:30 p.m. on Thursday, November 12, 2015 in the Board Room - C307 at Illinois Valley Community College.

Members Present: Everett J. Solon, Chair
Michael C. Driscoll
David O. Mallery (entered the meeting at 5:37 p.m.)

Others Present:

Members Absent: None.

The meeting was called to order at 5:30 p.m. by Mr. Solon.

CLOSED SESSION

It was moved by Dr. Driscoll and seconded by Mr. Solon to convene a closed session at 5:36 p.m. to discuss the minutes of meetings lawfully closed under the Open Meetings Act. Motion passed by voice vote.

On a motion by Mr. Mallery, seconded by Dr. Driscoll, and carried unanimously, the regular meeting resumed at 5:50 p.m.

ADJOURNMENT

Mr. Solon declared the meeting adjourned at 5:51 p.m.

Everett J. Solon, Committee Chair

Melissa M. Olivero, Board Chair

Larry D. Huffman, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
November 12, 2015

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, November 12, 2015 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
Austin M. Burnette, Student Trustee

Members Absent:

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Deborah Anderson, Vice President for Academic Affairs
Mark Grzybowski, Associate Vice President for Student Services
Walt Zukowski, Attorney

MOMENT OF SILENCE

Ms. Olivero led a moment of silence in memory of Joanne Jalley, Library Technical Assistant, who fought a courageous battle with cancer.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None.

STUDENT RECOGNITION

The IVCC Women's Tennis team and their coach, Julie Milota, were present and recognized for their many accomplishments – Region IV Champions, National Qualifiers, Mercer Invitational – 2nd place, NJCAA - #2 position in National Poll, 4th place finish at the NJCAA Division III National Tournament in Peachtree, GA, and Coach Julie Milota was named Region IV Coach of the Year.

Each member of the team (Bailey Bradish, Katie Wellner, Abby Ruppert, Mariah Cavanaugh, Allison Kutz, and Ashley Ainsley) was recognized for their individual accomplishments.

CONSENT AGENDA

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

The following items were approved in the consent agenda:

Approval of Minutes – September 29, 2015 Finance Committee Meeting and October 8, 2015 Board Meeting

Approval of Bills - \$1,164,909.27

Education Fund - \$863,650.32; Operations & Maintenance Fund - \$107,446.97; Operations & Maintenance (Restricted Fund) - \$8,100.00; Auxiliary Fund - \$20,035.53; Restricted Fund - \$37,151.53; Audit Fund - \$3,400.00; and Liability, Protection and Settlement Fund - \$125,124.92

Treasurer's Report

Personnel

Approved the stipends for pay periods ending October 3, 2015 and October 17, 2015

PRESIDENT'S REPORT

Dr. Corcoran reported Mike Phillips was chosen as the Illinois Community College Faculty Association's instructor of the year award recipient. In mid-October, three accreditors from the National Association of the Education of Young Children (NAEYC) were on campus to thoroughly review the early childhood education program and, although a final report will not be received by the college until the spring, it was obvious to everyone during the exit meeting that the accreditors were impressed with the fine work of Diane Christianson and her support staff of long-time, part-time faculty Tammy Landgraf and Lynne Weber. The new outdoor signage that was ordered by the Business Office staff with the support of the Facilities Committee has been installed. The College keeps moving forward with activities regarding interest in expanding agriculture-education program offerings. There have been two meetings so far for steering committee members to provide input on the direction in which the College should be headed as well as a meeting with many of the high school ag program coordinators. The full group will meet again on December 14th to assess what themes have emerged in the way of (1) strengthening the transfer program and (2) possible niche markets for the College to consider such as precision agriculture, the business of agriculture, and sustainable small-farm agriculture. Regarding transfer opportunities for ag students, Dean Jason Emmert of the University of Illinois' College of ACES will be on campus November 16 to talk about IVCC's partnership with ACES -- including ag career opportunities, available financial aid, ag student organizations, and much more. All interested in hearing more were encouraged to attend on Monday, November 16 from 6:30 – 8 p.m. in CTC 124/125. Dr. Corcoran recognized the Athletic Department for the success of their first-time-ever Eagles Trivia Night contest on October 24. Thanks to 76 community sponsors and 286 trivia participants, the event raised over \$8,500. Cory Tomasson, Mark Grzybowski, coaches and student athletes did a fine job. Cory and Mark are researching the possibility of adding soccer

as a team sport to the Athletic program. Dr. Corcoran noted that community colleges should respond to the needs of the communities they serve. To that end, 10 district high schools have soccer as a sport as do 20 Illinois community colleges. Cory has administered a survey to 140 soccer players at local high schools and over 120 have indicated an interest in playing soccer at IVCC. A few months ago the College entered into an agreement with Interact Communications on a new marketing plan so that the College could grow enrollments. Possibly adding soccer to the lineup of team sports, just like adding to agriculture-program offerings, could possibly result in more students enrolling at IVCC as their first choice for higher education. The cost would be minimal. Although a formal recommendation to add soccer is not ready to be made, Dr. Corcoran wanted everyone to hear about this project now before the administration goes any further. The Manufacturing Career Expo held on October 22 was a big success because of a lot good people. There were 370 students from 13 high schools who began their day by touring facilities like Allegion, Black Brothers, Carus Corporation, Eakas Corporation, Flint Hills Resources, James Hardie Building Products, SABIC Innovative Plastics, and Vactor Manufacturing. The students were bused to campus where they were greeted by teams of IVCC program coordinators and industry representatives who talked about various careers in manufacturing while showcasing the training equipment in the Peter Miller Community Technology Center. This was the third manufacturing career expo in the Illinois Valley and from a continuous quality improvement standpoint, it just keeps getting better every year, especially with community leaders working together for a common cause. The 2015 volunteer committee members include Matt Baker, J Burt, Sarah Krisch, Ralph Moshage, Jennifer Scheri, Hugo Heredia, Phil Taylor, Sue Isermann, Jamie Gahm, Gerilynn Smith, Mike Schmidt, Steve Seaborn, Francie Skoflanc, Conrad Spirrisson, Danielle Stoddard, Mary Stouffer, Pat Walters, Steve Wroblewski and Amy Decker.

COMMITTEE REPORTS

Dr. Larry Huffman reported the Audit/Finance Committee met on Tuesday, September 29, 2015 and the minutes are in the Board Book.

Dr. Driscoll reported the Planning Committee met on Tuesday, November 3. He thanked Deborah Anderson and Matt Suerth in preparing all the documents for the meeting. The first report was the ICCB Program Review Report. Programs reviewed were the Renewable Wind Energy Technology, Nursing (RN) and Practical Nursing (LPN), Certified Nursing Assistant (CNA), and Marketing. Wind energy enrollments have been down and the program is on a monitoring basis. Nursing and health programs are doing quite well especially with pass rates. The enrollments in the marketing program dropped but continue to generate revenue. The Humanities, Fine Arts and Social Sciences accounts for most of the dual credit hours. Vocational skills were reviewed as the cross disciplinary area. Credit hours have dropped but are consistent across the state. The National Student Clearinghouse Fall 2008 Cohort reports IVCC students have a significantly higher completion rate than the other community colleges reviewed. The Higher Learning Commission provides a Systems Appraisal Feedback Report which is a review of the College's Academic Quality Improvement Program. There were areas that needed improvement. Transitions of employees may have contributed to these areas, but Dr. Driscoll feels confident with Deborah Anderson leading the charge. The report noted several places where corrections are needed, but that is what Continuous Quality Improvement is all about. Institutions are required to have three action projects. One is proceeding slowly and the other two are favorable. The Key Performance Indicators (KPIs) have been trimmed from nine to six to better align with the AQIP goals. The

College plans to keep more metrics and manage the KPIs better. The National Community College Benchmark Project reported that IVCC excelled in several academic measure. IVCC has several areas of opportunity. The Community College Survey of Student Engagement (CCSSE) reported IVCC saw a decline in four of the five major categories with only one being significant. Changes in board policies were distributed for each member to review and give feedback to the chair of the committee.

Mr. Solon reported the Closed Session Minutes Committee met prior to the board meeting and reviewed closed session minutes lawfully closed under the Open Meetings Act.

Mr. Mallery noted he is unable to attend the ICCTA Representatives meeting being held on November 13 and 14. At the roundtable the community colleges share what they are doing to address the budget impasse. Some are rethinking their satellite centers, discussing the future of athletics by dropping their divisions to avoid offering student waivers. The ICCTA usually provides a summary of the meeting since Mr. Mallery is unable to attend.

2015 TENTATIVE TAX LEVY

It was moved by Dr. Huffman and seconded by Mr. Solon to adopt the Resolution approving a Tentative Tax Levy and Tentative Certificate of Tax Levy, as presented. Mr. Mallery found it disturbing with the plan to get as much as revenue as it can from the equalization tax so the College sets itself up for tax caps. Historically, in 2005 the equalization tax was at \$1.9 million. It took nine years to garner a \$1 million increase and now there is almost a \$1 million increase in one year. The law states that the College may levy this additional tax, but it doesn't say that it has to levy the whole amount. He asked the administration to take a couple steps back and rethink the increase and readjust the concept of getting as much as it can now to protect itself in the future. For this reason Mr. Mallery will not vote to support the tax levy. Dr. Huffman noted the IVCC budget is five percent of his total property tax bill. He has never known the Board to luxuriously spend dollars in the years he has been a Trustee. The Board has cut back and has not replaced employees who have left. The change in the special tax has significantly increased, but it is a reflection that all other community colleges have the ability to levy at higher amounts. IVCC is limited at .17 (.13 for Education Fund and .04 for Operations and Maintenance Fund). The IVCC Board reluctantly raises tuition because it has no other choice. It would have to cut programs significantly. Salaries and benefits make up 75 percent of the budget. The Board would have to let go of employees to have a substantial effect on the overall budget. With the state doing nothing and the Board not wanting to price students out of the market of higher education, Dr. Huffman did not see a \$6 increase in his property tax as asking for more than what the College needs. Motion passed by voice vote with Mr. Mallery voting "nay."

PURCHASE REQUEST – UPGRADE FOR BLACKBOARD ANALYTICS

It was moved by Dr. Driscoll and seconded by Ms. Goetz to purchase the Pyramid upgrade for the Blackboard Analytics system and installation, support and startup services from Blackboard Incorporated for \$36,395.00. Motion passed by voice vote.

PURCHASE REQUEST – IP PHONE SYSTEM/UNIFIED COMMUNICATIONS UPGRADE

It was moved by Dr. Huffman and seconded by Ms. Bonucci to contract with the Burwood Group Inc. for the hardware and software upgrade, installation, training and startup services for the Cisco IP phone system in the amount of \$65,423.00. Motion passed by voice vote.

BID RESULTS – ASBESTOS ABATEMENT FOR BLDG. A CHILLER/AIR HANDLER REPLACEMENT

It was moved by Mr. Solon and seconded by Ms. Goetz to accept the base bid from EHC Industries, Inc. – Wauconda, IL, in the amount of \$13,300, for the Asbestos Abatement for Building A Chiller/Air Handler Unit Replacement Project. Dr. Driscoll noted it would be nice to have a list of asbestos liabilities across the campus so the College could prioritize and move forward in a long-term manner. Cheryl noted it is time to conduct a study of the buildings so the College has an accurate list of where the asbestos material is located. It has been twenty years since the last study and the equipment for detecting asbestos has improved since then. Motion passed by voice vote.

REQUEST FOR PROPOSAL RESULTS – HEALTH INSURANCE

It was moved by Dr. Huffman and seconded by Ms. Goetz to continue with the current employee health insurance coverage through the Community College Insurance Cooperative. Mr. Mallery was pleased with the College's commitment to move forward with everyone on the High Deductible Health Plan. Motion passed by voice vote.

HIGH DEDUCTIBLE HEALTH PLAN/HEALTH SAVINGS ACCOUNTS

It was moved by Dr. Driscoll and seconded by Dr. Huffman to contribute to employee Health Savings Plans as presented for employees electing the High Deductible Health Plan beginning January 1, 2016 and to contribute to employee Health Reimbursement Accounts as stated above for employees electing the High Deductible Health Plan beginning January 1, 2016. Motion passed by voice vote.

TRUSTEE COMMENT

Ms. Olivero noted the KPIs on each action project in the Board Book is very helpful.

Dr. Huffman is thankful that IVCC is not financially strapped. These times are stressful for everyone. He is encouraged that the administration continues to keep looking for revenues and eventually the budget crisis will be resolved. The College has been concerned with its enrollment and adding a reasonable athletic program like soccer and reviewing the agriculture program offerings could get our enrollments going in a positive direction.

CLOSED SESSION

It was moved by Mr. Mallery and seconded by Dr. Huffman to convene a closed session at 7:10 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) probable litigation; 3) collective negotiations; and 4) closed session minutes. Motion passed by voice vote.

After a short break, the Board entered closed session at 7:15 p.m. On a motion by Dr. Huffman and seconded by Dr. Driscoll, the regular meeting resumed at 8:28 p.m. Motion passed by voice vote.

CLOSED SESSION MINUTES

It was moved by Ms. Bonucci and seconded by Mr. Burnette to approve and retain the closed session minutes of the October 8, 2015 Board meeting. Motion passed by voice vote.

OTHER

None.

ADJOURNMENT

Ms. Olivero declared the meeting adjourned at 8:28 p.m.

Melissa M. Olivero, Board Chair

Larry D. Huffman, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

NOVEMBER 2015

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

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – November 2015

Revenues

- As of November 24, the headcount for fall semester is 3,558, which is 223 students less than at the same point in time last year. Credit hours for fall 2015 decreased by 2,387, or 7.86 percent, for a total of 27,971, from this point in time one year ago. As of November 24, the headcount for Spring Semester 2016 is 1,971, which is 53 students less than at the same point in time last year. Credit hours for Spring 2016 decreased by 1,060, or 4.92 percent, for a total of 20,502, from this point in time one year ago. Total credit hours for the FY2016 budget were level with FY2015. It will take an additional 11,638 credit hours to make this goal which means spring semester credit hours need to increase 7.3 percent over Spring Semester 2015. Below is a chart comparing FY2016 credit hours to FY2015 (as reported to ICCB – hours are reported if the student attends past the midterm point of the semester):

	FY2015	FY2016	Difference	% Difference
Summer	6,020	6,166	146	2.4%
Fall	31,533	29,296	(2,237)	(7.1%)
Spring	30,049	20,502	(9,547)	(31.8%)
Total	67,602	55,964	(11,638)	(17.2%)

Registration for Spring Semester will continue through the first week of classes which start on January 18.

According to ICCB, fall semester opening headcount and FTE (full-time equivalent) for all Illinois Community Colleges declined. A decline in enrollments has occurred every year since 2011. The following chart compares opening Fall Semester enrollment for IVCC with our peer group and all Illinois Community Colleges:

	IVCC	Peer Group	Illinois Community Colleges
Headcount (2011-2015)	(24.0%)	(15.8%)	(14.9%)
Headcount (2014-2015)	(6.1%)	(7.3%)	(5.6%)
FTE (2011-2015)	(26.2%)	(17.9%)	(15.3%)
FTE (2014-2015)	(8.2%)	(4.0%)	(5.2%)

- Since the State has not adopted a FY2016 budget, there have been no payments for MAP (Monetary Assistance Program) grants, Adult Education programs, base operating grants or equalization grants for FY2016. The College has covered these expenditures with reserve funds. In the previous fiscal year as of November 30, 2014, the College had received \$1,025,800 from the State - \$328,225 for MAP

funding; \$26,211 for Adult Education, and the remainder for base operating grants.

- Preliminary reports from the LaSalle, Grundy, and Livingston county assessors show an increase in EAV (equalized assessed valuation):
 - Grundy 2.90%
 - LaSalle .60%
 - Livingston .16%

Expenditures

College operations are continuing as normal despite no State budget. Some of the more significant variances in expenditures for the five months ending November 30, 2015 include the following:

Fund 01 – Education Fund – Instruction – Fixed Charges – Ottawa Center annual rent payment of \$132,000; Truck Driver Training program truck and trailer rental of \$25,150;

Fund 01 – Education Fund – Academic Support – Contractual – library services - \$11,000; software renewals - \$47,850; Blackboard annual fee - \$75,000;

Fund 01 – Education Fund – Institutional Support – Contractual – legal services \$24,800; computer services from Burwood Group - \$70,850; Ellucian administrative software annual fees - \$220,750;

Fund 12 – Liability, Protection, and Safety – Fixed Charges – athletic insurance - \$39,400; catastrophic athletic insurance - \$3,250; treasurers' bonds - \$19,825; workers' comp insurance annual premium - \$119,750.

Protection, Health & Safety Projects:

- Building A Air Handler/Chiller Replacement – asbestos removal was completed on November 25; the replacement chiller was delivered on November 24; the plumbing contractor will begin work on December 14;
- Building E Elevator – installed and ready for use;
- Building B Air Handler/Chiller Replacement – approved by ICCB with installation planned for winter 2016; pre bid meeting February 11;
- Exterior Door Replacement – substantial completion on November 20;
- Building D Air Handler/Chiller Replacement – approved by ICCB with installation planned for winter 2017;
- Lecture Hall D225 Renovation – approved by ICCB; architects and engineers have plans at 60 percent; meeting for plan review with end users scheduled for December 8.

Community Instructional Center Project:

- Substantial completion scheduled for December 2
- Building D – working on punch list items
- Building E – working on punch list items
- Building C – working on punch list items.

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 November 30, 2015

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Assets and Other Debits								
Cash and cash equivalents	\$ (1,341,394)	\$ 2,058,292	\$ 430,124	\$ 623,575	\$ 141,791			\$ 1,912,388
Investments	9,122,778	11,178,472	1,595,154	480,123	-			22,376,527
Receivables								
Property taxes	7,911,385	1,797,330	1,261,600	-	-			10,970,315
Governmental claims	-	422,153	-	-	-			422,153
Tuition and fees	2,517,678	476	-	64,511	85			2,582,750
Due from other funds	1,996,034	2,005			2,028			2,000,067
Due from student groups					278			278
Bookstore inventories	-	-	-	1,008,000	-			1,008,000
Other assets	72,862	51,436	-	-	-		1,391,679	1,515,977
Fixed assets - net where applicable	-	-	-	8,358	-	61,977,676	-	61,986,034
Other debits								
Amount available in Debt Service Fund	-		-		-	-	-	-
Amount to be provided to retire debt	-		-		-		118,321	118,321
Other Debits	<u>\$20,279,343</u>	<u>\$15,510,164</u>	<u>\$ 3,286,878</u>	<u>\$ 2,184,567</u>	<u>\$ 144,182</u>	<u>\$61,977,676</u>	<u>\$ 1,510,000</u>	<u>\$ 104,892,810</u>

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 November 30, 2015

	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	\$ 65,186	\$ -	\$ 3,146	\$ 24,013	\$ 6,864			\$ 99,209
Accrued salaries & benefits	1,460,836	25,328	-	20,198	-			1,506,362
Post-retirement benefits & other	62,839	-	-	-	-			62,839
Unclaimed property	1,249	2,407	-	-	18			3,674
Due to other funds	16,607	612,161	1,260,818	109,180	1,301			2,000,067
Due to student groups/deposits	128,028	-	-	-	135,999			264,027
Deferred revenue								-
Property taxes	3,958,411	899,275	631,235	-	-			5,488,921
Tuition and fees	-	-	-	-	-			-
Grants	-	-	-	-	-			-
Bonds payable	-	-	-	-	-		1,510,000	1,510,000
Total liabilities	<u>5,693,156</u>	<u>1,539,171</u>	<u>1,895,199</u>	<u>153,391</u>	<u>144,182</u>	<u>-</u>	<u>1,510,000</u>	<u>10,935,099</u>
Equity and Other Credits								
Investment in general fixed assets						61,977,676		61,977,676
Contributed capital								-
Retained earnings								-
Fund balance								-
Reserved for restricted purposes		13,970,993						13,970,993
Reserved for building purposes								-
Reserved for audit								-
Reserves - working cash								-
Reserved for debt service			1,391,679					1,391,679
Reserved for Liab., Prot., Sett.								-
Unreserved	<u>14,586,187</u>	<u>-</u>	<u>-</u>	<u>2,031,176</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>16,617,363</u>
Total equity and other credits	<u>14,586,187</u>	<u>13,970,993</u>	<u>1,391,679</u>	<u>2,031,176</u>	<u>-</u>	<u>61,977,676</u>	<u>-</u>	<u>93,957,711</u>
Total Liabilities, Equity and Other Credits	<u>\$20,279,343</u>	<u>\$15,510,164</u>	<u>\$ 3,286,878</u>	<u>\$ 2,184,567</u>	<u>\$ 144,182</u>	<u>\$61,977,676</u>	<u>\$ 1,510,000</u>	<u>\$ 104,892,810</u>

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

cl

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2016 Revenues & Expenditures by Fund
 For the five months ended November 30, 2015

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Fund	Bond & Interest Fund	Working Cash Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 13,987,793	\$ 1,817,072	\$ 1,441,585	\$ 1,218,162	\$ 15,991	\$ 1,054,710	\$ 3,833,973	\$ 264,585	\$ 37,587	\$ 23,671,458
Actual Expenditures	(7,855,779)	(906,109)	(608,090)	(1,264,375)	-	(1,374,655)	(4,155,076)	(465,881)	(31,975)	(16,661,940)
Other Financing Sources (Uses)	(10,000)	-	-	-	-	-	10,000	-	-	-
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	6,122,014	910,963	833,495	(46,213)	15,991	(319,945)	(311,103)	(201,296)	5,612	7,009,518
Fund balances July 1, 2015	4,839,886	2,713,329	6,491,424	1,437,892	4,733,968	2,351,119	(10,821)	2,362,973	29,780	24,949,550
Fund balances November 30, 2015	<u>\$ 10,961,900</u>	<u>\$ 3,624,292</u>	<u>\$ 7,324,919</u>	<u>\$ 1,391,679</u>	<u>\$ 4,749,959</u>	<u>\$ 2,031,174</u>	<u>\$ (321,924)</u>	<u>\$ 2,161,677</u>	<u>\$ 35,392</u>	<u>\$ 31,959,068</u>

af

**Illinois Valley Community College District No. 513
Fiscal Year 2016 Budget to Actual Comparison
For the five months ended November 30, 2015**

	<u>Annual Budget FY2016</u>	<u>Actual 11/30/15</u>	<u>Act/Budget 41.7%</u>	<u>Actual 11/30/14</u>	<u>Act/Budget 41.7%</u>	<u>Annual Budget FY2015</u>
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 6,826,706	\$ 6,486,186	95.0%	\$ 6,558,242	97.0%	\$ 6,762,916
Corporate Personal Property Replacement Tax	873,556	204,757	23.4%	189,752	23.8%	798,556
TIF Revenues	381,000	248,222	65.2%	263,934	69.3%	381,000
Total Local Government	<u>8,081,262</u>	<u>6,939,165</u>	85.9%	<u>7,011,928</u>	88.3%	<u>7,942,472</u>
State Government:						
ICCB Credit Hour Grant	2,009,096	-	0.0%	474,740	24.7%	1,923,233
Equalization	50,000	-	0.0%	-	0.0%	50,000
Career/Technical Education Formula Grant	165,000	-	0.0%	98,466	59.7%	165,000
Other	-	-	0.0%	-	0.0%	-
Total State Government	<u>2,224,096</u>	<u>-</u>	0.0%	<u>573,206</u>	26.8%	<u>2,138,233</u>
Federal Government						
PELL Administrative Fees	8,300	345	4.2%	-	0.0%	10,000
Total Federal Government	<u>8,300</u>	<u>345</u>	4.2%	<u>-</u>	0.0%	<u>10,000</u>
Student Tuition and Fees:						
Tuition	7,451,219	6,143,315	82.4%	6,137,876	82.9%	7,399,631
Fees	897,300	725,478	80.9%	782,063	80.9%	966,527
Total Tuition and Fees	<u>8,348,519</u>	<u>6,868,793</u>	82.3%	<u>6,919,939</u>	82.7%	<u>8,366,158</u>
Other Sources:						
Public Service Revenue	428,950	142,160	33.1%	173,500	41.9%	413,960
Nongovernmental Gifts	-	-	0.0%	-	0.0%	40,000
Other	90,102	37,330	41.4%	35,238	32.2%	109,472
Total Other Sources	<u>519,052</u>	<u>179,490</u>	34.6%	<u>208,738</u>	37.0%	<u>563,432</u>
TOTAL EDUCATION FUND REVENUE	<u>\$ 19,181,229</u>	<u>13,987,793</u>	72.9%	<u>14,713,811</u>	77.4%	<u>19,020,295</u>
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	\$ 8,915,712	3,564,904	40.0%	3,719,181	41.8%	8,893,252
Employee Benefits	1,585,859	553,129	34.9%	655,560	41.8%	1,567,960
Contractual Services	147,647	26,888	18.2%	27,534	19.6%	140,588
Materials & Supplies	461,421	119,352	25.9%	132,559	30.0%	441,166
Conference & Meeting Expenses	92,169	23,370	25.4%	13,150	18.6%	70,829
Fixed Charges	197,500	157,553	79.8%	176,300	80.3%	219,500
Utilities	-	-	0.0%	-	0.0%	600
Capital Outlay	4,094	-	0.0%	-	0.0%	3,245
Other	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 11,404,402</u>	<u>\$ 4,445,196</u>	39.0%	<u>\$ 4,724,284</u>	41.7%	<u>\$ 11,337,140</u>

**Illinois Valley Community College District No. 513
Fiscal Year 2016 Budget to Actual Comparison
For the five months ended November 30, 2015**

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2016	Actual 11/30/15	Act/Budget 41.7%	Actual 11/30/14	Act/Budget 41.7%	Annual Budget FY2015
Academic Support:						
Salaries	\$ 692,859	\$ 281,793	40.7%	\$ 269,349	40.0%	\$ 672,958
Employee Benefits	144,988	53,453	36.9%	60,921	45.3%	134,630
Contractual Services	172,207	136,566	79.3%	148,752	88.9%	167,246
General Materials & Supplies	473,885	161,963	34.2%	88,691	36.4%	243,898
Conference & Meeting Expenses	11,445	1,994	17.4%	1,250	10.5%	11,885
Fixed Charges	-	-	0.0%	300	0.0%	-
Utilities	25,343	10,021	39.5%	13,367	52.9%	25,283
Capital Outlay	78,750	31,890	40.5%	16,595	1952.4%	850
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>1,599,477</u>	<u>677,680</u>	42.4%	<u>599,225</u>	47.7%	<u>1,256,750</u>
Student Services:						
Salaries	1,226,134	536,052	43.7%	480,673	40.3%	1,194,194
Employee Benefits	322,348	102,263	31.7%	123,902	41.7%	296,852
Contractual Services	7,400	3,048	41.2%	3,819	61.1%	6,250
Materials & Supplies	54,260	19,824	36.5%	16,804	31.4%	53,560
Conference & Meeting Expenses	22,955	6,545	28.5%	4,925	23.8%	20,675
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	<u>1,633,097</u>	<u>667,732</u>	40.9%	<u>630,123</u>	40.1%	<u>1,571,531</u>
Public Services/Continuing Education:						
Salaries	453,520	207,371	0.0%	223,510	50.1%	445,953
Employee Benefits	51,310	25,892	50.5%	29,409	56.6%	51,932
Contractual Services	224,150	102,996	45.9%	83,331	31.7%	263,250
Materials & Supplies	78,350	37,145	47.4%	31,164	36.7%	85,025
Conference & Meeting Expenses	19,465	4,949	25.4%	4,956	39.6%	12,510
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	339	0.0%	-
Total Public Services/Continuing Education	<u>826,795</u>	<u>378,353</u>	45.8%	<u>372,709</u>	43.4%	<u>858,670</u>
Institutional Support:						
Salaries	1,792,349	726,549	40.5%	703,702	41.7%	1,686,123
Employee Benefits	486,552	181,189	37.2%	201,530	39.9%	505,137
Contractual Services	623,325	363,193	58.3%	371,328	69.4%	535,329
Materials & Supplies	502,230	171,910	34.2%	224,225	46.3%	484,584
Conference & Meeting Expenses	60,750	16,809	27.7%	9,846	14.7%	66,900
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	9,628	4,249	44.1%	5,016	44.7%	11,228
Capital Outlay	157,250	40,940	26.0%	386,433	51.4%	751,280
Other	24,375	(490)	-2.0%	(777)	-1.9%	41,000
Provision for Contingency	151,767	-	0.0%	-	0.0%	-
Total Institutional Support	<u>3,808,226</u>	<u>1,504,349</u>	39.5%	<u>1,901,303</u>	46.6%	<u>4,081,581</u>
Scholarships, Grants and Waivers	488,750	182,469	37.3%	193,793	32.9%	588,700
TOTAL EDUCATION FUND EXPENDITURES	<u>\$ 19,760,747</u>	<u>\$ 7,855,779</u>	39.8%	<u>\$ 8,421,437</u>	42.8%	<u>\$ 19,694,372</u>
INTERFUND TRANSFERS - NET	<u>\$ 580,268</u>	<u>\$ (10,000)</u>	0.0%	<u>\$ (14,805)</u>	0.0%	<u>\$ 751,280</u>

ok

**Illinois Valley Community College District No. 513
Fiscal Year 2016 Budget to Actual Comparison
For the five months ended November 30, 2015**

	<u>Annual Budget FY2016</u>	<u>Actual 11/30/15</u>	<u>Act/Budget 41.7%</u>	<u>Actual 11/30/14</u>	<u>Act/Budget 41.7%</u>	<u>Annual Budget FY2015</u>
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,197,142	\$ 1,151,631	96.2%	\$ 1,169,619	97.0%	\$ 1,206,048
Corporate Personal Property Replacement Tax	165,921	36,134	21.8%	33,486	23.8%	140,921
TIF	127,000	82,740	65.1%	87,978	69.3%	127,000
Total Local Government	<u>1,490,063</u>	<u>1,270,505</u>	85.3%	<u>1,291,083</u>	87.6%	<u>1,473,969</u>
State Government:						
ICCB Credit Hour Grant	174,704	-	0.0%	83,778	24.7%	339,394
Total State Government	<u>174,704</u>	<u>-</u>	0.0%	<u>83,778</u>	24.7%	<u>339,394</u>
Student Tuition and Fees:						
Tuition	610,408	501,683	82.2%	514,375	87.3%	589,134
Total Tuition and Fees	<u>610,408</u>	<u>501,683</u>	82.2%	<u>514,375</u>	87.3%	<u>589,134</u>
Other Sources:						
Facilities Revenue	125,000	43,709	35.0%	32,535	28.3%	115,000
Investment Revenue	1,500	632	42.1%	652	32.6%	2,000
Other	-	543	0.0%	8,163	-	-
Total Other Sources	<u>126,500</u>	<u>44,884</u>	35.5%	<u>41,350</u>	35.3%	<u>117,000</u>
TOTAL OPERATIONS & MAINTENANCE FUND REVENUES	<u>\$ 2,401,675</u>	<u>\$ 1,817,072</u>	75.7%	<u>\$ 1,930,586</u>	76.6%	<u>\$ 2,519,497</u>

	<u>Annual Budget FY2016</u>	<u>Actual 11/30/15</u>	<u>Act/Budget 41.7%</u>	<u>Actual 11/30/14</u>	<u>Act/Budget 41.7%</u>	<u>Annual Budget FY2015</u>
OPERATIONS & MAINTENANCE FUND						
Operations & Maintenance of Plant:						
Salaries	\$ 870,560	\$ 355,239	40.8%	\$ 338,208	39.4%	\$ 858,848
Employee Benefits	261,511	78,648	30.1%	110,973	41.7%	266,394
Contractual Services	196,000	81,137	41.4%	163,027	91.3%	178,550
General Materials & Supplies	224,070	59,326	26.5%	74,169	33.9%	218,470
Conference & Meeting Expenses	5,675	50	0.9%	281	16.3%	1,725
Fixed Charges	69,750	61,995	88.9%	68,458	103.3%	66,250
Utilities	649,713	293,292	45.1%	210,936	29.0%	726,900
Capital Outlay	94,000	9,846	10.5%	-	0.0%	626,038
Provision for Contingency	25,000	-	0.0%	-	0.0%	-
Other	(63,000)	(63,000)	0.0%	(63,000)	0.0%	(63,000)
Total Operations & Maintenance of Plant	<u>2,333,279</u>	<u>876,533</u>	37.6%	<u>903,052</u>	31.4%	<u>2,880,175</u>
Institutional Support:						
Salaries	48,149	18,074	37.5%	17,213	34.7%	49,556
Employee Benefits	10,297	4,007	38.9%	4,258	44.1%	9,665
Contractual Services	1,500	2,491	166.1%	2,491	166.1%	1,500
Materials & Supplies	3,450	794	23.0%	845	23.5%	3,601
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	5,000	4,210	84.2%	4,210	84.2%	5,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>68,396</u>	<u>29,576</u>	43.2%	<u>29,017</u>	41.9%	<u>69,322</u>
TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	<u>\$ 2,401,675</u>	<u>\$ 906,109</u>	37.7%	<u>\$ 932,069</u>	31.6%	<u>\$ 2,949,497</u>

Illinois Valley Community College District No. 513
 Fiscal Year 2016 Budget to Actual Comparison
 For the five months ended November 30, 2015

	Annual Budget FY2016	Actual 11/30/15	Act/Budget 41.7%	Actual 11/30/14	Act/Budget 41.7%	Annual Budget FY2015
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources						
Current Taxes	\$ 1,496,428	\$ 1,439,538	96.2%	\$ 1,442,228	96.2%	\$ 1,498,515
State Government Sources	235,000	-	0.0%	-	0.0%	2,000,000
Investment Revenue	3,572	2,047	57.3%	1,855	23.2%	8,000
Other Revenue	-	-	0.0%	-	0.0%	-
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	\$ 1,735,000	1,441,585	83.1%	1,444,083	41.2%	3,506,515
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Operations & Maintenance						
Contractual Services	\$ -	-	0.0%	(41,850)	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	2,977,071	608,090	20.4%	478,706	13.7%	3,500,000
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	\$ 2,977,071	608,090	20.4%	436,856	12.5%	3,500,000
INTERFUND TRANSFERS - NET	\$ -	\$ -		\$ -		\$ 270,000
BOND & INTEREST FUND						
Local Government Sources						
Current Taxes	\$ 1,267,175	\$ 1,217,567	96.1%	\$ 1,226,272	96.8%	\$ 1,266,316
Investment Revenue	1,000	595	59.5%	576	16.5%	3,500
TOTAL BOND & INTEREST FUND REVENUES	1,268,175	1,218,162	96.1%	1,226,848	96.6%	1,269,816
BOND & INTEREST FUND						
Institutional Support:						
Debt Principal Retirement	\$ 1,245,000	1,245,000	100.0%	1,215,000	100.0%	1,215,000
Interest on Bonds	22,188	18,875	85.1%	32,544	0.0%	51,425
Fees	500	500	100.0%	500	100.0%	500
TOTAL BOND & INTEREST EXPENDITURES	\$ 1,267,688	\$ 1,264,375	99.7%	\$ 1,248,044	98.5%	\$ 1,266,925
WORKING CASH FUND						
Investment Revenue	\$ 20,000	\$ 15,991	80.0%	\$ 6,970	27.9%	\$ 25,000
TOTAL WORKING CASH REVENUES	20,000	15,991	80.0%	6,970	27.9%	25,000
Transfers In (Out)	\$ (70,000)	\$ -	0.0%	\$ -		\$ -

ce

**Illinois Valley Community College District No. 513
Fiscal Year 2016 Budget to Actual Comparison
For the five months ended November 30, 2015**

AUXILIARY ENTERPRISES FUND	Annual Budget FY2016	Actual 11/30/15	Act/Budget 41.7%	Actual 11/30/14	Act/Budget 41.7%	Annual Budget FY2015
Service Fees	\$ 2,385,600	\$ 1,052,609	44.1%	\$ 1,169,756	52.5%	\$ 2,228,700
Other Revenue	-	1,535	0.0%	40	0.0%	-
Investment Revenue	3,000	566	18.9%	222	4.9%	4,500
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	2,388,600	1,054,710	44.2%	1,170,018	52.4%	2,233,200

AUXILIARY ENTERPRISES FUND	Annual Budget FY2016	Actual 11/30/15	Act/Budget 41.7%	Actual 11/30/14	Act/Budget 41.7%	Annual Budget FY2015
Salaries	\$ 339,239	130,985	38.6%	125,943	37.5%	336,026
Employee Benefits	89,872	30,791	34.3%	33,200	36.0%	92,335
Contractual Services	42,230	19,172	45.4%	15,391	34.2%	45,050
Materials & Supplies	1,973,765	1,098,917	55.7%	1,239,809	62.8%	1,975,230
Conference & Meeting	28,430	13,719	48.3%	7,215	27.3%	26,456
Fixed Charges	45,150	18,071	40.0%	8,524	18.9%	45,150
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	5,748	-	0.0%	-	0.0%	3,838
Other	111,500	63,000	56.5%	63,038	60.0%	10,500
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	2,635,934	1,374,655	52.2%	1,493,120	58.9%	2,534,585

Transfer In (Out)	\$ (475,336)	\$ -	0.0%	\$ 61,414	0.0%	\$ 338,586
--------------------------	---------------------	-------------	-------------	------------------	-------------	-------------------

RESTRICTED PURPOSES FUND	Annual Budget FY2016	Actual 11/30/15	Act/Budget 41.7%	Actual 11/30/14	Act/Budget 41.7%	Annual Budget FY2015
Local Government Sources	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
State Government Sources	313,970	390,458	124.4%	439,155	112.4%	390,814
Federal Government Sources	5,826,932	3,097,701	53.2%	3,413,491	50.5%	6,765,584
Service Fees	3,000	1,390	46.3%	6,325	210.8%	3,000
Nongovernmental gifts or grants	58,768	344,261	0.0%	-	0.0%	60,000
Other Revenue	-	163	0.0%	314,197	0.0%	-
TOTAL RESTRICTED PURPOSES FUND REVENUES	\$ 6,202,670	3,833,973	61.8%	4,173,168	57.8%	7,219,398

RESTRICTED PURPOSES FUND	Annual Budget FY2016	Actual 11/30/15	Act/Budget 41.7%	Actual 11/30/14	Act/Budget 41.7%	Annual Budget FY2015
Instruction:						
Salaries	\$ 474,258	191,190	40.3%	158,000	31.9%	495,023
Employee Benefits	108,540	46,086	42.5%	39,002	34.9%	111,838
Contractual Services	25,135	7,154	28.5%	16,881	22.3%	75,830
Materials & Supplies	57,846	47,399	81.9%	61,379	49.2%	124,746
Conference & Meeting	24,339	9,844	40.4%	14,176	22.4%	63,266
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	2,500	586	23.4%	598	45.5%	1,314
Capital Outlay	-	38,195	0.0%	342,932	162.1%	211,541
Other	-	-	0.0%	-	0.0%	-
Total Instruction	\$ 692,618	\$ 340,454	49.2%	\$ 632,968	58.4%	\$ 1,083,558

Illinois Valley Community College District No. 513
Fiscal Year 2016 Budget to Actual Comparison
For the five months ended November 30, 2015

RESTRICTED PURPOSES FUND	Annual Budget FY2016	Actual 11/30/15	Act/Budget 41.7%	Actual 11/30/14	Act/Budget 41.7%	Annual Budget FY2015
Academic Support						
Salaries	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
Employee Benefits	-	-	0.0%	-	0.0%	-
Materials & Supplies	-	-	0.0%	5,000	0.0%	-
Conference & Meeting	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>-</u>	<u>-</u>	0.0%	<u>5,000</u>	0.0%	<u>-</u>
Student Services						
Salaries	189,882	77,774	41.0%	75,123	40.0%	187,602
Employee Benefits	77,435	31,270	40.4%	28,603	41.8%	68,484
Contractual Services	2,150	696	32.4%	4,868	209.8%	2,320
Materials & Supplies	2,100	2,012	95.8%	1,444	26.7%	5,400
Conference & Meeting	3,071	1,145	37.3%	911	14.9%	6,112
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRiO Grant)	16,014	3,000	18.7%	11,300	56.5%	20,000
Total Student Services	<u>290,652</u>	<u>115,897</u>	39.9%	<u>122,249</u>	42.2%	<u>289,918</u>
Public Service						
Salaries	149,970	45,407	30.3%	74,073	48.6%	152,530
Employee Benefits	39,999	9,823	24.6%	16,865	48.4%	34,845
Contractual Services	500	1,790	358.0%	2,608	434.7%	600
Materials & Supplies	1,731	32	1.8%	1,240	54.5%	2,275
Conference & Meeting	2,800	961	0.0%	8,373	176.3%	4,750
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	99	0.0%	99	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Public Service	<u>195,000</u>	<u>58,112</u>	29.8%	<u>103,258</u>	53.0%	<u>195,000</u>
Operations and Maintenance of Plant						
Contractual Services	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	73,600
Total Operations & Maintenance of Plant	<u>-</u>	<u>-</u>	0.0%	<u>-</u>	0.0%	<u>73,600</u>
Institutional Support						
Salaries (Federal Work Study)	\$ 88,364	\$ 52,602	59.5%	\$ 40,302	44.0%	\$ 91,689
Total Institutional Support	<u>88,364</u>	<u>52,602</u>	59.5%	<u>40,302</u>	44.0%	<u>91,689</u>
Student grants and waivers (PELL & SEOG)	<u>4,987,268</u>	<u>3,588,011</u>	71.9%	<u>3,954,270</u>	72.0%	<u>5,495,633</u>
TOTAL RESTRICTED FUND EXPENDITURES	<u>6,253,902</u>	<u>\$ 4,155,076</u>	66.4%	<u>\$ 4,858,047</u>	67.2%	<u>\$ 7,229,398</u>
Transfer In (Out)	<u>\$ 26,482</u>	<u>\$ 10,000</u>	0.0%	<u>\$ 29,805</u>	0.0%	<u>\$ (15,000)</u>

Illinois Valley Community College District No. 513
 Fiscal Year 2016 Budget to Actual Comparison
 For the five months ended November 30, 2015

	Annual Budget FY2016	Actual 11/30/15	Act/Budget 41.7%	Actual 11/30/14	Act/Budget 41.7%	Annual Budget FY2015
LIABILITY, PROTECTION, & SETTLEMENT FUND						
Local Government Sources	\$ 270,255	\$ 258,538	95.7%	\$ 242,274	92.9%	\$ 260,808
Investment Revenue	5,000	6,047	120.9%	(4,995)	-20.0%	25,000
Other	-	-	0.0%	-	0.0%	-
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES	<u>275,255</u>	<u>264,585</u>	96.1%	<u>237,279</u>	83.0%	<u>285,808</u>
LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES						
Operations & Maintenance of Plant						
Contractual Services	\$ 356,550	\$ 147,240	41.3%	\$ 107,341	30.5%	\$ 351,500
Material & Supplies	330	77	23.3%	370	148.0%	250
Conference & Meeting	500	289	57.8%	282	56.4%	500
Utilities	550	168	0.0%	191	0.0%	500
Capital Outlay	-	55,151				
Total for Operations & Maintenance of Plant	\$ 357,930	\$ 202,925	56.7%	\$ 108,184	30.7%	\$ 352,750
Institutional Support						
Salaries	\$ 90,462	\$ 33,399	36.9%	\$ 30,749	41.7%	\$ 73,689
Employee Benefits	211,001	3,665	4.1%	3,400	1.6%	217,616
Contractual Services	23,150	31,553	136.3%	6,066	20.9%	29,000
Materials & Supplies	1,550	154	0.0%	24	2.4%	1,000
Conference & Meeting	-	2,000	0.0%	-	0.0%	-
Fixed Charges	319,850	192,185	60.1%	287,796	79.6%	361,500
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	646,013	262,956	40.7%	328,035	48.0%	682,805
TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	<u>\$ 1,003,943</u>	<u>\$ 465,881</u>	46.4%	<u>\$ 436,219</u>	42.1%	<u>\$ 1,035,555</u>
AUDIT FUND						
Local Government Sources	\$ 37,708	\$ 37,583	99.7%	\$ 35,077	99.4%	\$ 35,277
Investment Revenue	250	4	0.0%	20	0.0%	-
TOTAL AUDIT FUND REVENUES	<u>37,958</u>	<u>37,587</u>	99.0%	<u>35,097</u>	99.5%	<u>35,277</u>
AUDIT FUND						
Contractual Services	35,000	31,975	91.4%	28,700	80.4%	35,700
TOTAL AUDIT FUND EXPENDITURES	<u>\$ 35,000</u>	<u>\$ 31,975</u>	91.4%	<u>\$ 28,700</u>	80.4%	<u>\$ 35,700</u>

**Illinois Valley Community College District No. 513
Fiscal Year 2016 Budget to Actual Comparison
All Funds - By Budget Officer
For the five months ended November 30, 2015**

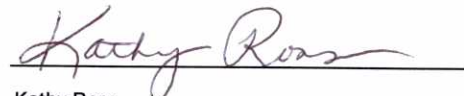
<u>Department</u>	<u>Annual Budget FY2016</u>	<u>Actual 11/30/2015</u>	<u>Act/Budget 41.7%</u>	<u>Explanation</u>
President	\$ 327,955	\$ 136,767	41.7%	
Board of Trustees	14,450	6,478	44.8%	
Community Relations	471,445	154,909	32.9%	
Continuing Education	999,560	430,991	43.1%	
Facilities	5,285,350	1,344,525	25.4%	
Information Technologies	2,250,342	1,038,468	46.1%	
Academic Affairs	315,414	137,795	43.7%	
Academic Affairs (AVPCE)	663,320	544,017	82.0%	Ottawa Center annual rent; TDT truck leases
Adult Education	498,204	174,984	35.1%	
Learning Technologies	686,110	276,774	40.3%	
Career & Tech Education Division	1,757,289	570,626	32.5%	
Natural Science & Business Division	2,356,277	905,916	38.4%	
Humanities & Fine Arts/Social Science Division	1,975,607	868,695	44.0%	
Health Professions Division	2,209,935	869,701	39.4%	
English, Mathematics, Education Division	2,776,921	1,052,922	37.9%	
Admissions & Records	390,144	150,420	38.6%	
Counseling	644,907	276,732	42.9%	
Student Services	170,125	63,352	37.2%	
Financial Aid	5,449,406	3,786,871	69.5%	Includes financial aid for summer and fall semesters
Athletics	248,628	85,994	34.6%	
TRiO (Student Success Grant)	290,652	115,897	39.9%	
Campus Security	355,780	201,849	56.7%	\$55,000 final payment for DAS project
Business Services/General Institution	2,257,524	1,641,186	72.7%	Annual bond payment
Risk Management	638,163	264,032	41.4%	Includes annual workers' comp insurance premium
Tuition Waivers	553,750	182,469	33.0%	
Purchasing	87,443	34,994	40.0%	
Human Resources	128,966	46,925	36.4%	
Bookstore	2,201,887	1,224,418	55.6%	Purchases include books for fall and spring semesters
Shipping & Receiving	68,396	29,576	43.2%	
Copy Center	140,993	43,657	31.0%	
Total FY16 Expenditures	<u>\$ 36,214,943</u>	<u>\$ 16,661,940</u>	46.0%	

Illinois Valley Community College
Statement of Cash Flows
for the Month ended November 30, 2015

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	TOTAL
Balance on Hand	\$ 779,022.13	\$ 247,004.17	\$ 1,032,955.35	\$ 430,124.24	\$ 674,758.10	\$ (512,634.88)	\$ 438,641.75	\$ (2,157.70)	\$ (152,339.48)	\$ 2,935,373.68
Total Receipts	417,409.93	39,538.83	4,524.96	3,557.28	22,479.12	7,993.31	1,009,024.13	124.82	6,757.91	1,511,410.29
Total Cash	1,196,432.06	286,543.00	1,037,480.31	433,681.52	697,237.22	(504,641.57)	1,447,665.88	(2,032.88)	(145,581.57)	4,446,783.97
Due To/From Accts	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	231,193.67	-	-	-	-	64,652.00	-	-	-	295,845.67
Expenditures	(1,467,894.58)	(191,529.12)	(8,804.36)	(1,264,375.00)	(89,124.99)	(102,246.27)	-	(7,500.00)	(87,356.50)	(3,218,830.82)
ACCOUNT BALANCE	(40,268.85)	95,013.88	1,028,675.95	(830,693.48)	608,112.23	(542,235.84)	1,447,665.88	(9,532.88)	(232,938.07)	1,523,798.82
Deposits in Transit	(63,104.17)									(63,104.17)
Outstanding Checks	1,379,044.78									1,379,044.78
BANK BALANCE	1,275,671.76	95,013.88	1,028,675.95	(830,693.48)	608,112.23	(542,235.84)	1,447,665.88	(9,532.88)	(232,938.07)	2,839,739.43
Certificates of Deposit	-	-	-	-	248,000.00	-	2,395,491.76	-	2,100,000.00	4,743,491.76
Illinois Funds	6,274,627.85	2,864,467.68	3,862,170.43	1,597,744.71	232,130.27	113,543.38	900,588.37	26,271.12	88,620.48	15,960,164.29
CDB Trust Fund CTC			230,192.33							230,192.33
Bldg Reserve-ILLFund			1,083,447.38							1,083,447.38
Total Investment	\$ 6,274,627.85	\$ 2,864,467.68	\$ 5,175,810.14	\$ 1,597,744.71	\$ 480,130.27	\$ 113,543.38	\$ 3,296,080.13	\$ 26,271.12	\$ 2,188,620.48	\$ 22,017,295.76

LaSalle State Bank	\$ 150,672.35
Centrue Bank	<u>2,689,067.08</u>
	<u>\$ 2,839,739.43</u>

Respectfully submitted,


 Kathy Ross
 Controller

ILLINOIS VALLEY COMMUNITY COLLEGE
 INVESTMENT STATUS REPORT
 November 30, 2015

<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>
3/26/2016							1,000,000	1,000,000	NCB	0.35%	0.35%	40419
3/31/2016						1,000,000		1,000,000	LSB	0.39%	0.39%	
4/22/2016							100,000	100,000	MB	0.45%	0.45%	914161
10/29/2016							1,000,000	1,000,000	MB	0.60%	0.60%	916139
11/7/2016						150,000		150,000	MB	0.65%	0.65%	915192
4/10/2017						248,000		248,000	MBS	0.85%	0.85%	
7/18/2017						996,048		997,492	MBS	1.24%	1.24%	RMB-02732
5/20/2020					248,000			248,000	MBS	2.05%	2.05%	
Total CD	-	-	-	-	248,000	2,394,048	2,100,000	4,743,492				

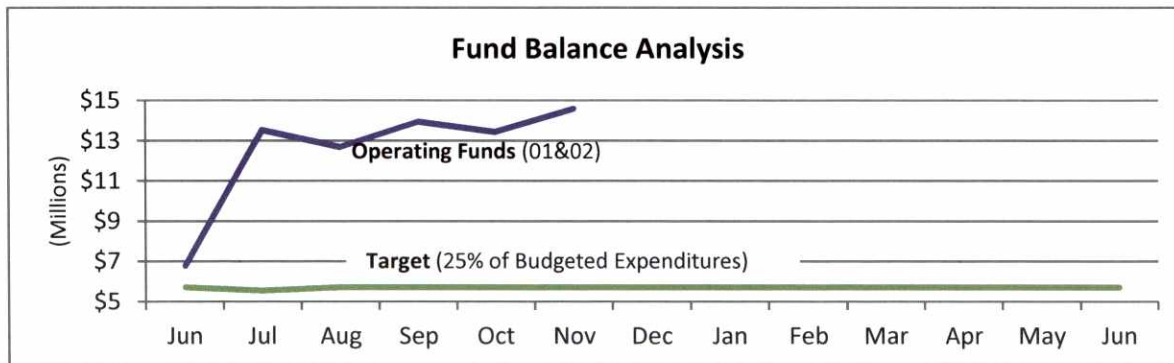
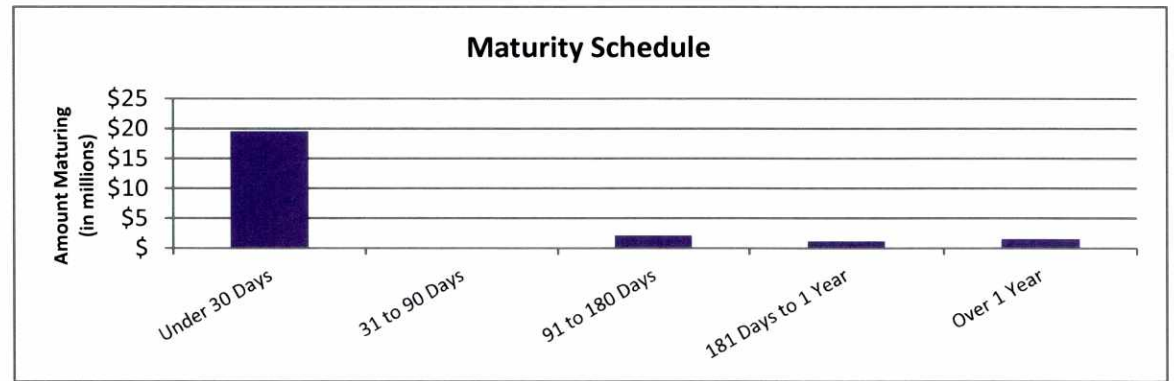
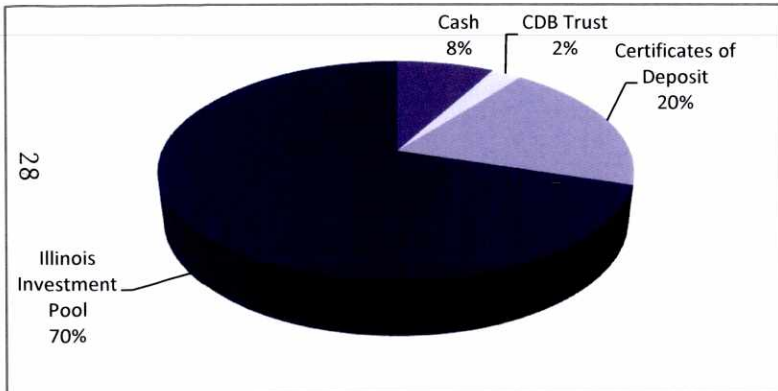
CB	Centrue Bank	MB	Marseilles Bank
HBT	Heartland Bank and Trust	MBS	Multi-Bank Securities, Inc.
FSB	First State Bank of Mendota	MSB	Midland State Bank
HNB	Hometown National Bank	NCB	North Central Bank - Ladd
LSB	LaSalle State Bank	PFS	Peru Federal Savings

CR

**Illinois Valley Community College District No. 513
Investment Status Report
All Funds
November 30, 2015**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	7.9%	\$ 1,908,736	0.34%
CDB Trust	2.5%	612,494	0.10%
Certificates of Deposit	19.5%	4,743,492	0.70%
Illinois Investment Pool	70.1%	17,020,541	0.01%
Total		\$ 24,285,263	0.29%

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds (US Bank)	\$ 17,020,541			\$ 17,020,541	70%
Centrue Bank			1,620,349	1,620,349	7%
North Central Bank		1,000,000		1,000,000	4%
Heartland Trust Acct			612,494	612,494	3%
LaSalle State Bank		1,000,000	146,566	1,146,566	5%
First State Bank				-	0%
Multi Bank Securities		1,493,492		1,493,492	6%
Heartland Bank			141,821	141,821	1%
Marseilles Bank		1,250,000		1,250,000	5%
	\$ 17,020,541	\$ 4,743,492	\$ 2,521,230	\$ 24,285,263	100%



CR

**\$5,000 and Over Disbursement
11/01/15 - 11/30/15**

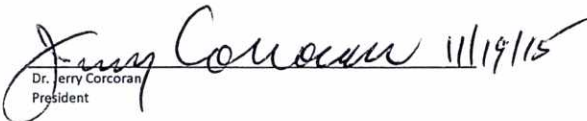
Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
723491	11/05/15	0149548	Burwood Group	\$ 48,566.14	Smartnet
723498	11/05/15	0092490	Computer Comforts Inc.	5,836.40	Instructor Stations
723499	11/05/15	0190646	CNE Gas Division, LLC	7,121.36	Natural Gas-September
723506	11/05/15	0001277	Designs & Signs	9,846.00	Outdoor Directional Signage
723534	11/05/15	0155812	Northwest Comprehensive, Inc.	8,000.00	Consulting-Health Insurance
723554	11/05/15	0182587	TruGreen Chemlawn	6,050.52	Ice Melt
723555	11/05/15	0102932	The College Board	14,350.00	Accuplacer Test Units
ACH	11/06/15		Internal Revenue Service	68,661.49	Federal Payroll Taxes (11/05/15)
ACH	11/06/15		Illinois Department of Revenue	16,863.40	State Payroll Taxes (11/05/15)
ACH	11/06/15		VALIC Retirement Services	13,834.20	403(b) & 457(b)Payroll (11/05/15)
723576	11/06/15	0082897	SURS	48,382.78	Payroll (11/05/15)
723582	11/12/15	0001369	Ameren Illinois	49,616.10	Electricity (09/10/15-10/11/15)
723587	11/12/15	0204246	Arthur Gallagher Risk Management	31,866.00	Property Casualty Insurance
723599	11/12/15	0115940	First State Bank of Mendota	1,264,375.00	Annual Bond Payment
723650	11/12/15	0117008	Spirit of Peoria	24,100.00	Road Scholar Program
723657	11/12/15	0201804	Wipfli LLP	7,500.00	Financial Audit
723796	11/18/15	0108962	Carquest	6,367.16	Auto Shop Supplies
723797	11/18/15	0108916	CCIC	230,937.60	Heath Insurance (October)
723801	11/18/15	0177547	Conference Technologies, Inc.	84,578.35	Classroom Audio Visual Technology
723810	11/18/15	0181795	G4S Secure Solutions (USA) Inc.	34,071.21	Security Services (October)
723819	11/18/15	0005039	IDES	5,831.50	Quarterly Unemployment
723845	11/18/15	0001010	Newsbank, Inc.	5,665.00	Electronic Periodical Subscription
723868	11/18/15	0204976	Snowdance Enterprises	5,115.00	Towing Services-TDT Accident
ACH	11/19/15		Internal Revenue Service	66,895.80	Federal Payroll Taxes (11/19/15)
ACH	11/19/15		Illinois Department of Revenue	16,514.08	State Payroll Taxes (11/19/15)
ACH	11/19/15		VALIC Retirement Services	13,826.45	403(b) & 457(b)Payroll (11/19/15)
723905	11/19/15	0082897	SURS	47,748.07	Payroll (11/19/15)
723924	11/24/15	0155694	Condensed Curriculum International	10,634.40	Medical Billing/Coding Classes
723925	11/24/15	0190646	CNE Gas Division, LLC	8,884.39	Natural Gas-October
723929	11/24/15	0155995	Ektron, Inc.	28,094.40	Maintenance Renewal AV Equipment
723930	11/24/15	0001317	Elsevier, Inc.	6,074.47	RN Case Study Software
723937	11/24/15	0153694	IVCC Bookstore	16,820.00	Rental Book Refunds

\$ 2,213,027.27

Stipends For Pay Period 10/31/15

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Ault, Richard L.	Percussion Lessons / 4	10/05/15	10/26/15	10/31/15	ST	128.00	011120650051340	MUP-2015-01	Applied Music Percussion	
Balzarini, Doreen J.	Introduction To Internet and Email	10/06/15	10/27/15	10/31/15	ST	420.00	014110394151320	CEX-4607-310	Introduction To Internet and Email	
Cargill, Gregory D.	Mileage Reimbursement	10/28/15	10/29/15	10/31/15	ML	264.50	014210331055211			
Cargill, Gregory D.	Emerald Materials Prep Class	10/28/15	10/29/15	10/31/15	ST	1,200.00	014210331051320	CEU-5508-10	Class K Prep Course	
Dittle, Kristina A.	Learn To Relax With Reiki	10/24/15	10/24/15	10/31/15	ST	700.00	014110394151320	HLR-6419-10	Learn To Relax With Reiki	
Fanning, Brett M.	Granville Recreation Program	06/29/15	07/03/15	07/11/15	SS	200.00	056920597351900			
Fitzpatrick, Sara E.	Keep the Flavor Lose the Fat	10/14/15	10/14/15	10/31/15	ST	170.00	014110394151320	HLR-3511-310	Keep The Flavor Lose The Fat	
Freed, Timothy D.	Olive Oil Which One and Why	10/21/15	10/21/15	10/31/15	ST	210.00	014110394151320	HLR-3507-310	Olive Oil Which One and Why	
Jenrich, Chuck	Streator Dependable Training	10/22/15	10/22/15	10/31/15	ST	500.00	014210331051320	CEU-8294-10	Communication for Leadership Success	
Klieber, Tracie M.	Strength Cardio Core Yoga	09/08/15	10/22/15	10/31/15	ST	900.00	014110394151320	HLR-6217-09	Strength Cardio Core Yoga	
Kozell, Denise C.	Basic Pet Grooming	10/13/15	10/20/15	10/31/15	ST	250.00	014110394151320	HLR-5612-310	Basic Pet Grooming	
Mangold, Richard F.	ALH 1002 600	08/18/14	12/17/14	10/31/15	ST	1,920.00	011420730051340	ALH-1002-600	Human Growth & Development	
Matuszewski, Kari L.	Re-Purposed Jewelry	10/19/15	10/19/15	10/31/15	ST	195.00	014110394151320	HLR-2749-310	Repurpose Your Jewelry	
Nadolny, Ronald R.	Flint Hills Yard Spotter	10/26/15	10/26/15	10/31/15	ST	60.00	014210331051320			
Reese, Robert C.	Meal Reimbursement	10/14/15	10/14/15	10/31/15	MI	27.81	011220511255212			
Retoff, Dan J.	Beginning Yoga	09/23/15	10/21/15	10/31/15	ST	262.50	014110394151320	HLR-6101-309	Beginning Yoga	
Sarver, Gregory S.	LC Driver Improvement 997 998	10/21/15	10/24/15	10/31/15	ST	337.50	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Scheri, Jennifer C.	Mileage Reimbursement	08/01/15	10/20/15	10/31/15	ML	96.60	014210331055211			
Schomas, Jane E.	Foxtrot & Wedding Reception	09/15/15	10/20/15	10/31/15	ST	720.00	014110394151320	HLR-5121-409	Foxtrot & Wedding Reception	
Seghi, Heather N.	Open Lab and Chair side	10/12/15	10/19/15	10/31/15	ST	518.27	011420730051340			
Sphar, Ronald E.	EXELON EPA Review	08/21/15	08/21/15	10/31/15	ST	325.00	014210331051320			
Tomasson, Cory J.	Athletic Director	10/27/15	06/16/16	06/16/16	ST	9,807.81	056430361451220			
Zellmer, Donald G.	Student Registered Late	08/17/15	12/16/15	12/31/15	ST	150.00	011120650051320	THE-1005-03	Theatre Play Production	
Total						19,362.99				


 Cheryl Roelfsema
 Vice President of Business Services and Finance


 Dr. Jerry Corcoran
 President

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

Stipends For Pay Period 11/14/15

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Balzarini, Doreen J.	Intermediate Excel 2013	10/08/15	10/29/15	11/14/15	ST	\$420.00	014110394151320	CEU-4119-310	Intermediate Excel 2013	
Booras, Pamela H.	Music Therapy/Advanced Dog Grooming	10/30/15	11/05/15	11/14/15	ST	\$270.00	014110394151320		Music Therapy/Advanced Dog Grooming	
Bruner, Joseph W.	LC Driver Improvement #1000	11/07/15	11/07/15	11/14/15	ST	\$175.00	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Engstrom, Norman B.	Voice Lessons / 4	10/01/15	11/03/15	11/14/15	ST	\$128.00	011120650051340	MUP-2001-01	Applied Music Vocal	
Frahm, Jeannette M.	SFC 1000 301	10/12/15	12/16/15	12/26/15	ST	\$1,432.00	011120910051320	SFC-1000-301	Strategies for College	
Jenrich, Chuck	Streator Dependable Supervisor	11/11/15	11/11/15	11/14/15	ST	\$500.00	014210331051320			
Koehler, Randy R.	Introduction To Home Brewing	10/28/15	10/28/15	11/14/15	ST	\$100.00	014110394151320	HLR-3938-310	Introduction To Home Brewing	
Kozell, Denise C.	Advanced Dog Grooming	10/31/15	10/31/15	11/14/15	ST	\$250.00	014110394151320	HLR-5613-20	Advanced Dog Grooming	
Lesman, Emily E.	Meal Reimbursement	10/01/15	10/30/15	11/14/15	MI	\$53.85	011520910055210			
Nadolny, Ronald R.	Flint Hills Yard Spotter Class	10/14/15	10/20/15	11/14/15	ST	\$960.00	014210331051320			
O'Shea, Dennis P.	Asbestos / Meal Reimbursement	10/29/15	10/29/15	11/14/15	MI	\$6.34	127140690755211			
Sarver, Gregory S.	LC Driver Improvement #999	11/04/15	11/04/15	11/14/15	ST	\$150.00	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Sarver, Gregory S.	BC Driver Improvement #307	11/07/15	11/07/15	11/14/15	ST	\$150.00	014110394351320	CDV-7000-01	Bureau Co. Driver Improvement	
Serafini, Daniel J.	MTH 0017 70	08/17/15	08/28/15	11/14/15	ST	\$640.00	011520910051340			
Story, Michelle M.	City of Ottawa Clerical Test	01/01/15	11/09/15	11/14/15	ST	\$62.50	014210331051320			
Vogt, Jane A.	Crochet Level 2	10/15/15	10/29/15	11/14/15	ST	\$225.00	014110394151320	HLR-2770-310	Crochet level 2	
Wiltse, Nicole C.	iPhone Tips and Tricks	10/29/15	10/29/15	11/14/15	ST	\$75.00	014110394151320	CEX-1210-310	iPhone Tips and Tricks	
Zellmer, Donald G.	2nd Half of Fall Show Choir	11/10/15	11/14/15	11/14/15	ST	\$1,310.00	011120650051900			
Total						6,907.69				

Cheryl Roelfsema

Cheryl Roelfsema
Vice President of Business Services and Finance

Jerry Corcoran 11/18/15

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

2015 Tax Levy

The 2015 tax levy is based on an estimated equalized assessed valuation (EAV) of \$3,024,327,000, a one percent increase from 2014. The levy request for corporate and special purpose property taxes is \$11,163,204, a 13.5 percent increase from tax year 2014 and will require a public hearing. The levy request for debt service is \$265,000, a decrease of \$1,001,624 from the 2014 levy request. In total the levy request is increasing \$328,026, a 3.0 percent increase from 2014.

The levy request is based on the following rates and amounts:

Fund	Tax Rate	Tax Levy
Education	.1300	\$ 3,931,600
Operations & Maintenance	.0400	1,209,700
Additional Tax	.1263	3,819,700
Social Security & Medicare	.0091	275,000
Protection, Health & Safety	.0521	1,576,454
Tort immunity	.0104	315,000
Audit	.0012	35,750
Bonds	<u>.0088</u>	<u>265,000</u>
Totals	.3779	\$11,428,204

The Education and Operations and Maintenance levies are at the maximum rates of .13 and .04, respectively. The Additional Tax rate was increased from .0981 to .1263 as the average operating fund levies for community colleges throughout the state increased to .2963. The Additional Tax is used exclusively for educational purposes and will help offset the shortfall in state funding.

Recommendation:

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

KPI 5: Fiscal Responsibility/Affordability

RESOLUTION APPROVING A TAX LEVY

RESOLUTION

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

SECTION 1: That the following amounts of money, as indicated on the Certificate of Tax Levy hereto attached and made a part hereof, must be raised for the various purposes as in said Certificate of Tax Levy and that the levy for the year 2015 be allocated 50 percent for FY 2016 and 50 percent for FY 2017.

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

APPROVED this 10th day of December, 2015.

Chairperson, Board of Trustees

ATTEST:

Secretary, Board of Trustees

CERTIFICATE OF TAX LEVY

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

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

We hereby certify that we require:

- the sum of \$ 3,931,600 to be levied as a tax for educational purposes(110 ILCS 805/3-1), and
- the sum of \$ 1,209,700 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ 3,819,700 to be levied as an additional tax for educational purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 315,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and
- the sum of \$ 275,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 35,750 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 1,576,454 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01),and
- the sum of \$ -0- to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 20 ____.

Signed this 10th day of December, 2015

Chair of the Board of Said Community College District

Secretary of the Board of Said Community College District

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

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

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

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 513 County(ies) of _____ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2015 was filed in the office of the County Clerk of this county on _____, 2015.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2015 is \$ _____.

Date

County Clerk and County

RESOLUTION OF INTENT

RESOLUTION

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

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

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

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

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

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

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

APPROVED this 10th day of December, 2015.

Chair, Board of Trustees

ATTEST:

Secretary, Board of Trustees

NOTICE OF INTENT TO INCREASE TAX LEVY

Notice is hereby given that the Board of Trustees of Illinois Valley Community College District No. 513, LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston counties, and the State of Illinois, adopted on December 10, 2015, its annual tax levy including an additional tax levy of \$3,819,700 for educational purposes, as provided in Section 805/3-14.3 of Chapter 110 of the Illinois Compiled Statutes, as amended.

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

A petition may be filed with the Secretary of the Board of Trustees of Illinois Valley Community College in Building C, Room C-301, at 815 North Orlando Smith Road, Oglesby, Illinois 61348-9692, on or before 4:30 p.m., CDT, January 13, 2016, signed by not less than 9,074 registered voters of the Illinois Valley Community College District No. 513 requesting that an election be held on the 15th day of March, 2016, to determine whether the increased levy should be authorized. If no such petition is filed with the Secretary of the Board of Trustees on or before January 13, 2016, then the District shall be authorized to levy the additional tax. Petition forms are available at the Information Desk from December 11 through December 18, 2015; in Building H from December 19, 2015 through January 3, 2016; and at the Information Desk from January 4 through January 13, 2016.

Dated this 10th day of December, 2015

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

CERTIFICATE OF COMPLIANCE WITH THE TRUTH IN TAXATION ACT

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

I do further certify that the Board of Trustees of said District at a regularly convened meeting held on the 10th day of December, 2015, adopted a motion to prepare and approve a tax levy, a true and correct copy of which is attached hereto and which was and has been available for public inspection at least twenty (20) days preceding the adoption of the aggregate tax levy of the district; and

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

That the tax levy for the District being more than 105% of the amount of taxes extended, exclusive of election costs for the District for the previous year, a hearing in compliance with the Truth in Taxation Act was required; and

The notice and hearing requirements of 35 ILCS 200/18-70 of the Truth in Taxation Act are applicable and satisfied.

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

STATE OF ILLINOIS)
)
COUNTY OF _____)

PETITION

We, the undersigned, do hereby certify that we are voters of Community College District No. 513, counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, State of Illinois, and as such voters, we do hereby request that the following proposition be submitted to the voters of said Community College District: "Shall the Board of Trustees of Community College District No. 513, counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, State of Illinois, be authorized to levy an additional tax of \$3,819,700 for educational purposes, as provided in Section 805/3/3-14.3 of Chapter 110 of the Illinois Compiled Statutes, as amended; and we do hereby further request that the Secretary of said Board of Trustees of said Community College District certify said proposition to the County Clerks of the counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, State of Illinois, for submission to said voters at the election to be held on the 15th day of March, 2016.

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

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

Signed and sworn to before me _____, 20 ____.

Notary Public

(NOTARY SEAL)

My Commission expires: _____, 20 ____.

*Lazaro Lopez, Ed.D.
Acting Chair*



*Karen Hunter Anderson, Ph.D.
Executive Director*

October 30, 2015

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

Dear Dr. Corcoran,

At the September 18, 2015 meeting, the Illinois Community College Board authorized your college's eligibility for the special tax levy pursuant to 110 ILCS 805, Section 3-14.3. Please note the provisions of this section which specify that your board of trustees must adopt a resolution expressing its intent to levy the tax; and thereby, giving voters an opportunity to request a referendum on the proposed additional levy. The state average combined educational and operations and maintenance purposes tax rate is 29.63 cents, and Illinois Valley Community College can levy an additional 12.63 cents. The levy does not circumvent tax cap legislation.

If you have any questions, please contact Ellen Andres, Chief of Staff, at 217-785-0085 or ellen.andres@illinois.gov.

Sincerely,

A handwritten signature in cursive script that reads "Karen Hunter Anderson".

Karen Hunter Anderson, PhD.
Executive Director

ILLINOIS COMMUNITY COLLEGE BOARD

401 East Capitol Avenue · Springfield, Illinois 62701 · (217)785-0123 · www.iccb.org

Agenda Item 11.5
September 18, 2015

District	Authorized Operating Tax Rates*	Additional Tax Rate Authority	Estimated Additional Tax Revenue
Black Hawk	19.00¢	10.63¢	\$ 3,818,318
Heartland	22.50¢	7.13¢	\$ 2,962,857
Illinois Central	25.00¢	4.63¢	\$ 3,115,141
Illinois Eastern	25.00¢	4.63¢	\$ 609,655
Illinois Valley	17.00¢	12.63¢	\$ 3,814,897
Kankakee	18.00¢	11.63¢	\$ 2,529,026
Kaskaskia	25.00¢	4.63¢	\$ 687,599
Lake Land	18.00¢	11.63¢	\$ 2,962,537
Lewis and Clark	25.00¢	4.63¢	\$ 1,782,387
Moraine Valley	28.23¢	1.40¢	\$ 1,304,408
Rock Valley	27.00¢	2.63¢	\$ 1,462,280
Rend Lake	25.00¢	4.63¢	\$ 392,091
Sandburg	22.00¢	7.63¢	\$ 1,196,513
Sauk Valley	27.50¢	2.13¢	\$ 333,670
Southwestern	16.00¢	13.63¢	\$ 8,788,749
Spoon River	25.00¢	4.63¢	\$ 376,409
John Wood	22.50¢	7.13¢	\$ 987,743
* Authorized combined Ed and O&M Maximum Tax Rates			\$ 37,124,280

Action Item 11.

Faculty Appointment – Dr. Andrew P. Seeger, World Languages Instructor

The selection committee has selected Dr. Andrew P. Seeger as World Languages Instructor to fill the vacancy created by the retirement of Anna Marie Pietrolonardo. Information on this applicant is attached.

Recommendation:

The administration recommends the Board approve the appointment of Dr. Andrew P. Seeger as World Languages Instructor assigned to the Division of Humanities, Fine Arts, and Social Sciences, with placement on the salary schedule at Step G-8, \$60,854 annualized.

KPI 5: Fiscal Responsibility/Affordability

RECOMMENDED FOR FACULTY APPOINTMENT
2015-2016

GENERAL INFORMATION:

POSITION TO BE FILLED: World Languages Instructor

NUMBER OF APPLICANTS: 14

NUMBER OF APPLICANTS INTERVIEWED: 6

APPLICANTS INTERVIEWED BY:

Mr. Alvarado, Ms. Cook-Fesperman, Ms. Escatel, Dr. Holloway, Ms. King,
Ms. Schiffman, Mr. Tomasson

APPLICANT RECOMMENDED:

Dr. Andrew P. Seeger

EDUCATIONAL PREPARATION:

University of Nebraska, Lincoln, NE – Ph.D., Modern Languages & Literature
University of Wisconsin, Milwaukee, WI – M.A., Foreign Languages & Literature
Concordia College, Moorhead, MN – B.A., German, Spanish, Music & Secondary
Education

EXPERIENCE:

Western Illinois University, Macomb, IL – Foreign Languages & Literature Instructor
Concordia University Wisconsin, Mequon, WI – English Instructor
Auburn University Montgomery, Montgomery, AL – International Studies Assistant
Professor

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

1. Outstanding teaching demonstration on the preterit and imperfect tenses in Spanish
2. Excellent use of technology in the teaching demonstration
3. Experience working with students both pre-college and college

RECOMMENDED SALARY: G-8, \$60,854 annualized

Ms. Glenna Jones, SPHR
Director of Human Resources

Faculty Retirement – Diane Christianson, Early Childhood Education Program Coordinator/Instructor

Diane Christianson, Early Childhood Education Program Coordinator/Instructor, has submitted her request to retire effective August 1, 2016. Her retirement letter is attached.

Diane began her employment with IVCC in August 1990 as an Early Childhood Education instructor in the former Social Science and Public Service division. In 1994, the College opened its Child Care Center under the direction of Diane. During her leadership the center became Kidz Kampus, a lab school for the Early Childhood program and achieved state licensure status by DCFS. She was the director for the next four years, in addition to her regular coordinator/instructor duties. In 2003, the position was moved into the English, Mathematics, and Education division. This past fall, under Diane's leadership, the Early Childhood Education program received reaccreditation through the National Association for the Education of Young Children (NAEYC). Diane has been instrumental in maintaining this accreditation for many years. Diane was also the 2004 recipient of the Faculty Excellence Award for Teaching.

Recommendation:

The administration recommends the Board accept Diane Christianson's request for retirement effective August 1, 2016 and wish her a long, happy, and healthy retirement.

KPI 6: Job Satisfaction



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

TO: Dr. Robyn Schiffman
Dean of English, Math and Education

FROM: Diane Christianson
Early Childhood Education Program Coordinator/Instructor

SUBJECT: Letter of Retirement

DATE: November 4, 2015

This letter is my official notification to you and Illinois Valley Community College that my last day of work will be August 1, 2016. On that day, I plan to retire.

I am excited about my impending retirement and looking forward to the next phase in my life. My 25 years of service at IVCC has been a journey that I will always remember fondly. I remember a comment made to me as I began in August 1990 by a colleague (since retired) *'I will be surprised if you hang in here for more than two years'*. At the time, I thought he was probably correct, as my husband and I had made several moves in our careers. To think that it has been 25 years is still quite unbelievable to me. I will truly miss the many outstanding colleagues at IVCC as well as the students when that retirement day comes.

Please let me know what I can do to help with the smooth transition for you and for someone who will be stepping in as the Early Childhood Education Program Coordinator. I will be happy to assist in whatever way I can.

Sincerely,

Diane Christianson

RECEIVED

NOV 4 2015

Staff Appointment – Ms. Jennifer Scheri, Interim Director of Continuing Education and Business Services

With the retirement of Jamie Gahm, the administration has reached out to all employees 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 Jamie Gahm, current Director of Continuing Education and Business Services; Gina Elias, Instructor in the Career and Technical division; Dr. Deborah Anderson, Vice President for Academic Affairs; Bonnie Jasiak, Administrative Assistant in Continuing Education department; and Ron Groleau, Dean of Natural Science and Business Services, met with each individual and discussed the role of the Interim Director and the expectations of the position. Jennifer Scheri, Business Training Specialist, has been identified as the most qualified individual to serve in this interim capacity.

Jennifer Scheri would assume all of the responsibilities of the Director of Continuing Education and Business as outlined in the job description at the agreed upon compensation for her assumption of additional duties.

Recommendation:

The administration recommends Board approval of the appointment of Jennifer Scheri as Interim Director of Continuing Education and Business Services, with additional compensation of \$400 per pay period until a new director is employed.

KPI 5: Fiscal Responsibility/Affordability

Purchase Request – IP Phone System Hardware Upgrade

In addition to the software and services approved for purchase at the November board meeting, additional upgrades must be made to the Cisco IP phone system servers and associated hardware. These upgrades will ensure that IVCC has a current, stable and supported communication and messaging environment that will allow for utilization of new collaboration features.

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

Recommendation:

The administration recommends Board approval to purchase the hardware needed to upgrade the current Cisco IP phone system from the Burwood Group Inc. for \$26,878.20.

KPI 5: Fiscal Responsibility/Affordability

Men's & Women's Soccer

In an effort to continually offer progressive extracurricular opportunities for students, provide avenues for building enrollments, and meet community needs, the College has investigated the viability of adding Men's and Women's soccer as an intercollegiate sport.

Soccer has achieved noticeable growth across our general geographic area and across the state over the past several years. Currently, it is offered at 9 local in-district high schools and 21 Illinois community colleges. Additionally, youth programs routinely realize over 500 participants annually, indicating strong community support and interest.

A memo from the Athletic Director and letters of support from two local youth organizations are attached.

Recommendation:

The administration recommends the Board approve adding Men's and Women's Soccer as intercollegiate sports without waivers at the Division III level to begin with the Fall semester of 2016.

KPI 4: District Population Served



Memorandum

To: Mark Grzybowski, Associate Vice President for Student Services

From: Cory Tomasson, Athletic Director *CT*

Date: December 3, 2015

Subject: Men's & Women's Soccer Recommendation

In an effort to meet community need and create programmatic opportunities that are appealing for potential students, it is my recommendation to add Men's and Women's Soccer as intercollegiate sports without waivers at the Division III level of competition beginning with the Fall 2016 semester.

Please consider the following rationale:

- Currently, soccer is offered at 9 in-district high schools, with an additional high school and community currently conducting a feasibility study.
- A total of 21 community colleges in Illinois currently offer soccer as an intercollegiate sport, several of which are within our general geographic area.
- Soccer would be a relatively inexpensive sport to field. Including a stipend for a Men's and Women's coach, estimated figures total to less than \$18,000 total to operate both a Men's and Women's program. Comparatively speaking, that amount is less than all other sports currently offered at IVCC with the exception of Men's and Women's Tennis and Golf.
 - Estimated costs were built by researching program needs, contacting vendors for initial pricing, and confirming accuracy with counterpart athletic directors, coaches, and local youth soccer organization administrative groups.
 - A portion of the funds raised from the IVCC Eagles Trivia Night event will be used as initial seed money for purchasing uniforms to help offset some of the startup costs.
 - Preliminary discussions to partner with a local Park & Recreation Commission for utilizing one of their soccer fields as the future home field of the IVCC soccer teams at minimal cost have taken place and will proceed in earnest pending Board approval.
- Soccer is extremely popular among youth organizations in our surrounding communities. For instance, the Illinois Valley and Princeton youth organizations each realize between 500-600 participants annually. Attached are letters of support from two individuals highly involved with soccer in their respective communities.

- Soccer is a team sport with a fairly large roster limit. Attracting student athletes and maximizing roster spots is a wonderful way to build enrollments and subsequently, increase tuition revenue (see tables below).

Number of students	Credit Hours	Tuition Revenue	
		Semester	Year
3	36	\$4,284	\$8,568
6	72	\$8,568	\$17,136
9	108	\$12,852	\$25,704
12	144	\$17,136	\$34,272
15	180	\$21,420	\$42,840
20	240	\$28,560	\$57,120

Assuming 12 Credit Hours Per Student & Current Tuition/Fee Rate (\$119)

Number of students	Credit Hours	Tuition Revenue	
		Semester	Year
3	45	\$5,355	\$10,710
6	90	\$10,710	\$21,420
9	135	\$16,065	\$32,130
12	180	\$21,420	\$42,840
15	225	\$26,775	\$53,550
20	300	\$35,700	\$71,400

Assuming 15 Credit Hours Per Student & Current Tuition/Fee Rate (\$119)

If the Board of Trustees will approve the recommendation at the December Board of Trustees meeting, we will proceed immediately to promote our new sport and recruit student athletes.

Jason A Depenbrock
3540 E 6th Rd
La Salle IL 61301

To whom it May Concern,

My name is Jason Depenbrock and I am the president of the Illinois Valley Youth Soccer League. I am writing to you today to lend my support and any resources I have to you as you begin the process of forming a college soccer program. I have been involved with the Illinois Valley Youth Soccer League since 2007, serving as its president since 2009. We have seen our league maintain its reach within the community even as numerous other sports have sprung up that appeal to our areas youth. Every fall season on any given day if you were to come to Baker Lake in Peru you will see just a few of the over 500 children that play in our league. We have teams that start at the kindergarten level and run all the way to our competitive division in 7/8 grades. Also in recent years we have seen the rise of travel teams that leave our area and travel to DeKalb to play indoor soccer during the months of November thru March. This year our area has U12, U14, U16, and an all girls HS team playing in DeKalb under the name LP United. There is also a team playing in the U19 age group that is from our local area by the name of IV Fire. These teams all have anywhere from 10-14 players per team traveling every Saturday or Sunday to continue their play. Also playing in DeKalb are several teams from Mendota, Princeton, Earlville, Somonauk and Putnam County playing. I have been a youth coach since 2007, an LP United coach since 2011, and I am also currently one of the coaches at La Salle Peru High School. I have seen first hand the rise of the game from the youth ranks thru high school and the dramatic change in the skills and abilities of all the kids playing. I believe that soccer at Illinois Valley Community College is a natural fit and would be a great transition for many of our area players. Already we have kids in our area that are leaving the area to attend small 4 year schools or 2 year community college programs to continue their soccer days. As a father of three soccer players and a coach who has seen a lot of local talent and continues to see the success of our programs I think now is the time to seriously look at the impact on the lives of area youth a community college soccer program could have for our community.

Sincerely

Jason A Depenbrock
President Illinois Valley Youth Soccer League

Dec 1, 2015

Cory Tomasson

Hello, my name is Jim Muntz and I am the Head Boys Soccer Coach at Streator High School. I have been a Head Boys Soccer Coach for 25 years with 23 years at Streator High School. I am also a 23 year member of the Streator Youth Soccer Board.

It is my understanding that Illinois Valley Community College is looking to expand their Athletics Program and offer Boys and Girls Soccer. I think that is a wonderful idea and I would back this and promote this in our community 100%. This gives a great option for a lot of student/athletes in the Illinois Valley area as well as the student/athletes in the surrounding communities. It allows them to have a chance to get a good quality education and continue their passion for the sport of soccer so close to home.

I attended IVCC after graduating from Streator High School and played on IVCC baseball team. This experience of being an student/athlete was one of the reasons why I got into the teaching and the coaching field. I have coached many soccer players in my 25 years. Some have gone onto college to play soccer and some have gone on to finish their education. Many would have loved to go to school and play soccer so close to home. The Illinois Valley area and the surrounding communities is a hotbed for soccer. There are many talented players that have left this area to go onto school and play soccer at the next level. Over the years I have had many conversations with players and well as coaches about the idea of IVCC offering a soccer program. I feel this program will be well received and will garner a lot of interest.

Our program at Streator High School has been successful throughout my 23 years here and has allowed a lot of High School student/athletes to participate in High School athletics. We have two levels at Streator High School: Varsity and Junior Varsity. Over the last 5 years we have averaged about 45 players in our program. Our Streator Youth Program has been a great feeder program for our Boys and Girls Teams at the High School. They offer co-ed soccer from 1st grade - 8th grade. Their participation numbers have remained constant for many years. They get about 450 - 500 boys and girls sign - up each fall. In the spring they will get about 75 - 100 kids playing in a travel spring league. So as you can see soccer remains constant in our community.

From a Head Coaching standpoint and a community board member I would greatly support this decision and help promote the start of a new Soccer Program at IVCC. Please feel free to contact me if you need anything to help get the process started.

Sincerely
James Muntz
Streator High School Head Boys Soccer Coach
jmuntz@streatorhs.org cell (815)257-2748

Board Policies (first reading)

Board Policy 1.21 – Policy Formulation and Adoption requires any revisions to existing board policies or the adoption of a new policy must stand for reading at two regularly scheduled meetings of the Board. In reviewing the board policies, the administration is recommending revisions to the following Board Policies:

- 2.26 Tuition and Fees
- 3.1 Classification of Employees
- 3.2 Affirmative Action
- 3.3 Background Checks
- 3.18 Hiring Process: Full-time Faculty
- 3.19 Hiring Process: Administrators and Support Staff
- 3.21 Medical/Occupational Examinations
- 4.1 Budget
- 4.2.3 Funds from Private Sources
- 4.5 College Indebtedness
- 4.6 Audits
- 4.7 Inventories
- 5.4 Use of Campus Network Computing Resources
- 5.5 Use of Facilities and Equipment
- 6.8 Naming Rights
- 6.9 Parking and Traffic Control
- 6.13 Sexual Misconduct, Sexual and Other Harassment

A new board policy – Credit Hour is being proposed. The Planning Committee has reviewed the policies. No action will be taken on these policies at the December board meeting.

Illinois Valley Community College Board Policy

Subject: **Tuition and Fees**
Number: **2.26**

Effective Date: 10/19/10
Last Reviewed: 10/19/10
Last Revised: 10/19/10

Tuition and fees for resident and nonresident students will be charged as permitted by law and as established by action of the Board of Trustees.

Fees

Three types of fees may be established by action of the Board of Trustees: by course, by credit hour, by student. Course fees may be established to support special course expenditures which are atypical and not common across all courses. Credit hour fees may be established to support activities and services which are generally available to all students and enhance the quality of their educational and college experience. Student fees may be established to support the cost of special testing designed to improve student success. The basic principle to be applied in determining per course and per student fees is that students should pay a fair share of the cost of providing instruction. Guidelines used to calculate ~~student course~~ fees are available upon request from the Office ~~of the Vice President for Learning and Student Development~~ of Academic Affairs.

Senior Citizen Tuition

By State law, legal residents of Community College District 513 who are 65 years of age or older may enroll in classes tuition free, provided classroom space exists and that tuition paying students enrolled constitute the minimum number required for the class to be taught.

Trustee Tuition Waivers

Trustee Tuition Waivers may be created by Board action and awarded to students who are involved in athletic programs, co-curricular activities, or other programs associated with ~~academic and~~ student activities.

Cooperative Agreements

Illinois Valley Community College has cooperative educational program agreements with other Illinois community colleges which will allow IVCC residents to enroll in a degree or certificate program in a vocational/technical area which is not available at IVCC. Students are able to enroll in such programs at the cooperating college's in-district tuition rate.

Partial Student Support

Requests for partial tuition support must be filed with the Office of Academic Affairs at least 30 days prior to the semester, term, or quarter for which support is being sought.

To be considered for partial tuition support, students must be enrolling in a program at another Illinois public community college not offered by Illinois Valley Community College. Enrollment in individual courses without an appropriate degree major will not qualify for partial tuition support.

All claims for partial tuition support monies filed by an institution must include enrollment verification with completed data on the name of the student, the program in which the student is enrolled, the listing of courses, and credit hour value for each course. **The student is responsible for the in-district tuition and fees and IVCC is responsible for the difference between the out-of-district tuition and the in-district tuition.** Payments will not be made in those instances where students have changed majors without Illinois Valley Community College approval.

Cooperative Education Agreements shall take precedence.

Tuition Residency Exceptions

International students who are live-in guests of the sponsor who is a legal resident of the Illinois Valley Community College district shall be charged in-district tuition and fees.

All online students will be considered in-district residents and charged tuition as in-district students.

Continuing Education Courses, Fees and Refunds

Illinois Valley Community College's mission is to offer a wide range of educational opportunities for individuals in the district. Aside from the traditional programs and classes offered, flexibility and adaptability are key elements that allow the College to be responsive to the needs and interests of individuals, businesses, and professional organizations. To fulfill this mission and for the purpose of life-long, personal, and professional growth, IVCC offers many classes, workshops, seminars, and other educational activities on a self-sustaining basis. Thus, the non-credit/credit tuition rates within Continuing Education must be a variable rate set separately for each course, depending upon the course's direct cost. This policy will allow flexibility in determining the rate for programming within the following framework:

- a. Continuing Education programs in the aggregate must be self-supporting.
- b. Tuition for each course will be determined based upon the following considerations: the participants, the cost of instruction, required materials and supplies and marketing.
- c. Credit and non-credit courses offered by the Office of Continuing Education and Business Services will not be subject to the Senior Citizen Tuition Waiver.

The Office of Continuing Education and Business Services will publish course tuition rates and refund/cancellation procedures in each Continuing Education Schedule publication.

Illinois Valley Community College Board Policy

Subject: **Classification of Employees**
Number: **3.1**

Effective Date: 10/19/10
Last Reviewed: 10/19/10
Last Revised: 10/19/10

IVCC recognizes three distinct employment designations, specifically; (1) Faculty; (2) Support Staff; and (3) Administration. Within each of these designations are categories that further distinguish the job status (full-time/part-time), job role, and job description.

Faculty include full-time teaching personnel, full-time laboratory instructors, and full-time counselors (with the exception of externally-funded advisors or counselors.) The faculty and counselors are represented by the IFT Local 1810. Part-time faculty and counselors are hired as needed based upon enrollment. Therefore, part-time faculty and counselors are not guaranteed continuous or consecutive employment each semester.

Support Staff includes a wide range of positions and associated qualification levels (Level 45 – Level 9), and may be full- or part-time and exempt or nonexempt personnel. Full-time Support Staff whose positions are not program managers or coordinators or considered confidential, managerial, or supervisory in nature are represented by the Illinois Valley Federation of Support Staff Local 6561. Full-time maintenance and custodial employees are represented by the Service Employees International Union Local 138. ~~No other employees are represented under a collective bargaining agreement.~~

Administration includes a range of positions and associated qualification levels (Level 10 – 13), and may be full- or part-time. All Administrators are exempt personnel. They are not represented by a collective bargaining agreement.

Illinois Valley Community College Board Policy

Subject: **Affirmative Action**
Number: **3.2**

Effective Date: 10/19/10
Last Reviewed: 10/19/10
Last Revised: 10/19/10

It is the policy of the Board of Trustees of Illinois Valley Community College to comply with the guidelines of Federal Executive Orders #11246 and #11375. IVCC endorses and implements a policy for equal employment opportunity for all individuals regardless of race, color, national origin, disability, age, religion, sex, sexual orientation, genetic information or any legally protected classification. Affirmative action is taken to ensure that this policy is enforced in all phases of the College operation and its maintenance.

In accordance with Federal law, IVCC attempts to comply with the policy of equal employment opportunity for all its employees. Discrimination in any area of the College is prohibited.

Responsibility for the Affirmative Action Program

In general, all College employees are responsible for the implementation of the Affirmative Action Program in terms of observing and reporting problem areas, formulation of goals and policies, and participation in activities to improve the employment opportunities of women and minority groups. The ultimate responsibility for this policy rests with the Board of Trustees, and the President of the College is charged with policy implementation. The Director of Human Resources will administer the Affirmative Action Policy and keep up-to-date records.

Implementation of the Policy

Equal employment opportunity shall be promoted in all areas of the College. Job descriptions and employment selection policies will be reviewed on a regular basis to ensure they are current and are not discriminatory in any manner.

No employee will be terminated on the basis of race, color, national origin, disability, age, religion, sex, sexual orientation, genetic information or any legally protected classification ~~unless otherwise specified by College policy.~~

The College is maintained on a non-segregated basis. Compensation and fringe benefit programs are administered without regard to race, color, national origin, disability, age, religion, sex, sexual orientation, genetic information or any legally protected classification.

The College urges that all contractors comply with Federal and State Statutes.

Illinois Valley Community College Board Policy

Subject: **Background Checks**
Number: **3.3**

Effective Date: 10/19/10
Last Reviewed: 10/19/10
Last Revised: 10/19/10

It is the policy of the Board of Trustees of Illinois Valley Community College that references and background checks are performed on all individuals being recommended by selection committees for employment. Procedures related to background checks shall be reviewed and revised according to applicable law and employment guidelines.

Illinois Valley Community College Administrative Procedure

Subject: **Background Checks**
Number: **3.3**

Effective Date: 10/19/10
Last Reviewed: 10/19/10
Last Revised: 10/19/10

The Office of Human Resources will generate the request for background checks.

The following guidelines will be used in generating background checks on new employees:

Criminal, verification of identity, and Motor Vehicle Record (MVR) checks will be conducted on all full and part-time administrators, faculty, and support staff, including coaches. All student workers will have a criminal and verification of identity check performed. An MVR will be processed on student workers in the facilities department.

The following positions will be subject to a credit history in addition to the criminal, verification of identity and MVR check:

- ~~Full-time Administration: criminal, verification of identity, Motor Vehicle Record (MVR), and credit history~~
- ~~Full-time Support Staff: criminal, verification of identity, and MVR~~
- ~~Full-time Faculty: criminal, verification of identity, and MVR~~
- ~~Part-time Support Staff: criminal, verification of identity, and MVR~~
- ~~Part-time Faculty in the areas of criminal justice and early childhood education: criminal and verification of identity~~
- ~~Coaches: criminal, verification of identity, and MVR~~
- ~~Student workers assigned to the areas of computer services and learning technologies: criminal and verification of identity~~

- Bookstore Manager
- Part-time Bookstore Assistant
- Senior Bookstore Assistant
- Textbook Buyer
- Assistant Controller/Bursar
- Accounts Receivable Specialist/Cashier
- Accounting Clerk – Payables – Cashier
- Controller
- Accounting Clerk – Payables – Fund – Payroll
- Accounting Clerk – Payables - AR
- Payroll & Benefits Coordinator
- Ottawa Center Coordinator
- Recruitment and Dual Credit/Dual Enrollment Coordinator
- Vice President, Business Services & Finance
- President

The above guidelines will also be used on current employees who are selected to fill open positions. No more than one background check will be performed on current employees changing positions unless the new position would necessitate a portion of the background check which had not previously been requested.

~~Background checks for prospective employees to work at the Sheridan Correctional Center are handled by the Illinois Department of Corrections.~~

~~Human Resources is not involved in the process of background checks for prospective employees at the Early Childhood Center and the Learning Ladder, since these programs conduct distinctive background checks, including fingerprinting, per Department of Children and Family Services (DCFS) standards~~

Before excluding a candidate from further consideration based on the results of the background investigation, the Director of HR will consult with the Vice President for Business Services and Finance and legal counsel, if warranted, to discuss the nature of the criminal conviction and relevance of the crime to the responsibilities of the position.

~~Summary of Rights and Responsibilities~~

Illinois Valley Community College Administrative Procedure

Subject: **Hiring Process: Full-time**

Effective Date: 10/19/10

Faculty

Last Reviewed: 10/19/10

Number: **3.18**

Last Revised: 10/19/10

1. The Dean with the faculty vacancy completes the Open Faculty Position Form and submits it to the Vice President for ~~Learning and Student Development~~ **Academic Affairs** for approval and signature. The Open Faculty Position form will be accompanied by the following:
 - a. Position description in approved format;
 - b. Required application materials, i.e., cover letter explaining how the candidate's credentials match the requirements for the position, resume or vita, unofficial transcripts, five current professional references, a completed application, and any additional documentation the candidate wants to submit;
 - c. Criteria for screening applications (based upon position description);
 - d. List of publications and electronic job lists in which position announcement should appear. The text and placement of any position advertisements should be approved by the Dean; and
 - e. Names of the Selection Committee members.
2. The appropriate Dean should chair the Selection Committee. It is the Selection Committee Chair's responsibility to ensure all selection committee members have viewed the administrative hiring process procedures. The Office of Human Resources will provide any additional orientation that the Selection Committee should require.
3. The Selection Committee establishes the procedures for screening, interviewing and checking references, including documentation of the results of each step using approved forms. The Office of Human Resources will screen for minimum qualifications; only applications that meet the minimum requirements will be sent to the Selection Committee Chair.
4. ~~The Selection Committee screens and notifies HR of candidates to be invited for an interview. Reference checks may occur before and/or after a telephone interview (if a telephone interview is required), but will be conducted by the Selection~~

~~Committee prior to an on-campus interview. Additional reference checks may be conducted following the on-campus interview.~~

The Selection Committee scores each of the applications based on the key characteristics of the position. Selection Committee members submit their scores to Human Resources for tallying. Human Resources recommends to the Selection Committee Chair the number of candidates who should be considered for an interview. A telephone interview may be the next step in the process after the initial scoring. Human Resource's goal is to increase the diversity in the pool of candidates. To meet this objective, the pool of candidates may be enlarged and telephone interviews conducted. Board protocol requires at least three candidates be interviewed when practical; this could be through telephone interviews or on-campus interviews.

5. The Selection Committee will plan the interview activities and set the dates for the interviews. Human Resources will invite candidates for the interview and arrange accommodations and travel. In addition, Human Resources will make arrangements for interview activities and schedule time to meet with the Dean/Director, Vice President, and President. Activities include a formal interview with the Selection Committee, interviews with the President, Vice President and the Dean/Director, benefits review with the Office of Human Resources personnel, and the candidate's demonstration of teaching proficiency. Other activities may be included at the discretion of the Committee. The Dean will provide Human Resources with requirements for the teaching demonstration.
6. ~~If official transcripts were not received with the initial application material, HR will advise the candidate(s) to have transcripts forwarded prior to the on-campus interview.~~ Official transcripts will be requested by Human Resources when an on-campus interview is scheduled. Should the official transcripts not be received at the time of the interview, Human Resources will remind the candidate during the benefits review session of the need for the official transcripts and that recommendations for employment will not go forward to the Board until received.
7. The Selection Committee ~~should~~ will develop questions to be asked of each candidate interviewed. All candidates for a particular position will be asked the same set of core questions. Human Resources will review the questions for legality. The same members of the Selection Committee should be present at all interviews.
8. Human Resources will invite candidates for the interview and arrange accommodations and travel. Human Resources will make arrangements for interview activities and schedule time to meet with the President.
9. Following the final interview, the Selection Committee should identify strengths and weaknesses of each candidate based on the established criteria, and come to consensus on the top candidate.

10. Reference checks will be conducted on the top two candidates including the current supervisor (if permission is granted) prior to extending an offer. If references are not positive on the top two candidates, the Selection Committee Chair and Human Resources will determine whether to extend the search or go further down the previously- interviewed list of applicants.
11. The Dean will provide a written recommendation of the top candidate to the Vice President for **Learning and Student Development** Academic Affairs with a copy to Human Resources. This communication should include a summary of the process with documentation attached supporting the rationale for the recommendation. Documentation should include results of the screening, reference checks, interviews (including all activities) and the teaching demonstrations.
12. The Vice President, Dean, and Director of Human Resources will determine the appropriate salary according to the Salary Schedule developed as part of the AFT Local 1810 contract. Final approval of the salary and conditions of employment must be approved by the Vice President for Business Services and Finance.
13. Once the salary and conditions of employment have been approved by the Vice President for Business Services and Finance, the recommendation will be forwarded to the President for approval and presentation to the Board of Trustees. The Board of Trustees will act upon all recommendations to hire faculty.
14. The position will be offered to the candidate by the Dean/Director, who will also contact the unsuccessful candidates who have interviewed. Human Resources will contact the candidates not invited for an interview.

Faculty Open Position Form

Job Description Format for Faculty

Hiring Recommendation – Sample Format

Illinois Valley Community College Board Policy

Subject: **Hiring Process: Administrators and Support Staff** Effective Date: 10/19/10
Last Reviewed: 10/19/10
Number: **3.19** Last Revised: 10/19/10

It is the policy of the Board of Trustees of Illinois Valley Community College to hire administrators and support staff, educated and prepared in accordance with generally accepted standards and practices for leadership and service assignments.

The Board of Trustees will act upon the President's recommendation for filling full-time administrative positions. The appointments of all full-time support staff positions will be brought to the Board of Trustees as items for information.

Illinois Valley Community College Administrative Procedure

Subject: **Hiring Process: Administrators and Support Staff** Effective Date: 10/19/10
Last Reviewed: 10/19/10
Number: **3.19 (a)** Last Revised: 10/19/10

1. The supervisor with the administrative or support staff vacancy completes the Open Position Form and submits it to his/her immediate supervisor, Vice President, and President for approval and signature. The Open Position form will be accompanied by the following:
 - a. New or updated position description in approved format;
 - b. Required application materials;
 - c. Criteria for screening applications (based upon position description);
 - d. List of publications and electronic job lists in which position announcement should appear. The text and placement of any position advertisement should be approved by the supervisor initiating the search, and;
 - e. Names of Selection Committee members.
2. The supervisor initiating the search should chair the Selection Committee. It is the Selection Committee Chair's responsibility to ensure all selection committee members have viewed the administrative hiring process procedures. The Office of Human Resources will provide any additional orientation that the Selection Committee should require.

3. The Selection Committee establishes the procedures for screening, interviewing, and checking references including documentation of the results of each step using approved forms. The Office of Human Resources will screen for minimum qualifications; only applications that meet the minimum requirements will be sent to the Selection Committee Chair.
4. ~~The Selection Committee screens and notifies HR of candidates to be invited for an interview. Reference checks may occur before and/or after a telephone interview (if a telephone interview is required), but will be conducted by the Selection Committee prior to an on-campus interview. Additional reference checks may be conducted following the on-campus interview.~~ The Selection Committee scores each of the applications based on the key characteristics of the position. Selection Committee members submit scores to Human Resources for tallying. Human Resources recommends to the Selection Committee Chair the number of candidates to be interviewed. A telephone interview may be the next step in the process after the initial scoring. The goal of Human Resources is to increase the diversity in the pool of candidates. To meet this objective, the pool of candidates may be enlarged and telephone interviews conducted. Board protocol requires at least three candidates be interviewed when practical; this could be through telephone or on-campus interviews.
5. The Selection Committee will plan the interview activities and set the dates for the interviews, Human Resources will invite candidates for the interview and arrange accommodations and travel. Human Resources will make arrangements for interview activities and schedule time to meet with the supervisor, Vice President, and President (if applicable). Activities for administrative candidates include a formal interview with the Selection Committee, interviews with the President, Vice President, and immediate supervisor, and benefits review with the Office of Human Resources personnel. Activities for support staff candidates may include the formal interview with the Selection Committee, interview with the immediate supervisor, and may or may not include interviews with the Vice President or President. Other activities may be included at the discretion of the committee.
6. If official transcripts were required but not received with the initial application material, Human Resources will advise the candidate to have transcripts forwarded prior to the on-campus interview. Should the official transcripts not be received at the time of the interview, Human Resources will remind the candidate during the benefits review session of the need for the official transcripts and that recommendations for employment will not go forward to the Board until received.
7. The Selection Committee develops questions to be asked of each candidate interviewed. All candidates for a particular the position will be asked the same set of core questions. Human Resources will review the questions for legality. The same members of the Selection Committee should be present at all interviews.

8. Human Resources will invite candidates for the interview and arrange accommodations and travel. Human Resources will make arrangements for interview activities and schedule time to meet with the ~~supervisor, Vice President, and President (if applicable)~~.
9. Following the final interview, the Selection Committee should identify strengths and weaknesses of each candidate based on the established criteria, and come to consensus on the top candidate.
10. Reference checks will be conducted on the top two candidates including the current supervisor. A positive reference from the current supervisor must be received prior to extending an offer to the candidate of choice. If references are not positive on the top two candidates, the Selection Committee chair and Human Resources will determine whether to extend the search or go further down the previously interviewed list of applicants.
11. The supervisor should provide a written recommendation of the top candidate to the appropriate Vice President with a copy to Human Resources. This communication should include a summary of the process with documentation attached supporting the rationale for the recommendation. Documentation should include results of the screening, reference checks, interviews (including all activities).
12. The Vice President, Supervisor, and Director of Human Resources will determine the appropriate salary. Final approval of the salary and conditions of employment must be approved by the Vice President for Business Services and Finance.
13. Once the salary and conditions of employment have been approved by the Vice President for Business Services and Finance, the recommendation will be forwarded to the President for approval and presentation to the Board of Trustees. The Board of Trustees will act upon all recommendations to hire administrators. Recommendations for full-time support staff positions will be included in the Board materials as items for information.
14. The position will be offered to the candidate by the Supervisor, who will also contact the unsuccessful candidates who have interviewed. Human Resources will contact the candidates not invited for an interview.

[Open Position Form](#)

[Job Description Format for Administrators and Support Staff](#)

Illinois Valley Community College Board Policy

Subject: Medical/Occupational Examinations	Effective Date: 10/19/10
	Last Reviewed: 10/15/13
Number: 3.21	Last Revised: 10/15/13

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

Illinois Valley Community College Administrative Procedure

Subject: Medical/Occupational Examinations	Effective Date: 10/19/10
	Last Reviewed: 10/15/13
Number: 3.21	Last Revised: 10/15/13

Physical Plant Facilities and Shipping & Receiving Employees

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

Faculty and Administration

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

Illinois Valley Community College Board Policy

Subject: **Budget**
Number: **4.1**

Effective Date: 4/19/11
Last Reviewed: 4/19/11
Last Revised: 4/19/11

This policy describes the general guidelines for budgeting and the budgeting process.

Contained within this policy are the College's policies governing the preparation and approval of operating and capital budgets, policies defining the role of the College Business Office and other departments, agencies, and activities which participate in the budgetary process, and policies pertaining to the implementation and control of operating and capital budgets. These policies apply to all College divisions/agencies, departments, and activities.

Budgeting Process

The following policies govern the budget-preparation process. An explanation of the role of the College's Business Office is provided, and the process by which operating activities, departments, and divisions of the College participate in the preparation of budgets is described.

Responsibility for Preparation and Approval of College Budgets

The President, through administrators, has primary responsibility for planning, coordinating, and participating in the preparation of College budgets. Schedules, minimum standards, formats, procedures, and expenditure/revenue estimation criteria are developed by the College Business Office. Participation at all levels and by persons who are responsible for specific accounts is an integral part of this process.

For purposes of this policy statement, annual operating budgets and capital budgets are encompassed by the term "College Budgets." This general policy statement is applicable to all sources of revenues.

The Board of Trustees approves the annual operating budgets of the College in accordance with State statutes. Capital budgets are also approved by the Board of Trustees.

Budget Guidelines Covering Revenue Estimation and Expenditure Criteria

The College Business Office is responsible for providing guidance pertaining to the estimation of revenues and projection of expenditures. Such guidance will come from the annual five-year financial plan presented to the Board of Trustees. Additional guidance may take the form of communication provided by the state, federal and local agencies or result from independent studies and the application of budget assumptions.

Revenues will be estimated conservatively, using an objective and analytical approach.

Balanced Budget

Every effort will be made to submit a balanced operating budget (Education and Operations & Maintenance Funds) in which revenues are greater than or equal to expenditures and one-time revenues will not be used for annualized operational expenditures.

Timetable of Budget Functions

It is the responsibility of the College Business Office to establish a schedule of budget functions which will serve to guide the budget development and implementation process for all divisions of the College. The schedule will be based on requirements and due dates established by the State, guidance from the Vice President for Business Services and Finance, and the management needs of the College. Efforts will be made to provide for participation of all divisions in the development of the timetable of budget functions.

Vice presidents, deans, directors, and department heads are authorized to establish working schedules within the general schedule established by the College Business Office.

The method of communicating the schedule of budget functions shall be consistent from year to year and will be by such media as is necessary and appropriate. The Board will ensure the preparation of a tentative budget for the College for each fiscal year and the Vice President for Business Services and Finance will make the tentative budget available for public inspection in accordance with state law, which is currently thirty (30) days prior to the Board's final action on the budget. All efforts will be made to allow the Board of Trustees time to review the tentative budget and approve the annual budget prior to the deadlines set by the State.

The College budget will be prepared in accordance with State regulations and use the same accounting principles and classifications as the financial statements.

Illinois Valley Community College Board Policy

Subject:	Funds from Private Sources	Effective Date:	4/19/11
Number:	4.2.3	Last Reviewed:	4/19/11
		Last Revised:	4/19/11

The Board encourages the College's faculty and staff to actively seek funds from private sources to be used to supplement the income received from tuition and fees, and district, state, and federal sources.

All College fund-raising efforts will be coordinated through the College's ~~Planning and Institutional Effectiveness~~ Associate Vice President for Student Services and Foundation offices to ensure maximum favorable results and to avoid duplication of contacts from the College. All College fund-raising programs must receive advanced approval as set forth by the procedure below.

The ~~College's planning and Institutional Effectiveness~~ IVCC Foundation office will be responsible for processing all gifts to the College. The Illinois Valley Community College Foundation is the main gift-receiving agency for the College.

All undesignated gifts will be placed in the unrestricted funds of the Illinois Valley Community College Foundation.

Illinois Valley Community College Administrative Procedure

Subject:	Funds from Private Sources	Effective Date:	4/19/11
Number:	4.2.3	Last Reviewed:	4/19/11
		Last Revised:	4/19/11

All individuals or groups planning an external fund-raising effort must receive advance approval by ~~the Planning and Institutional Effectiveness~~ the Associate Vice President for Student Services and the IVCC Foundation office by completing the form on the next page.



Illinois Valley Community College Request for Permission for External Fundraising

This form must be completed and reviewed before any individual or group (including student groups) may engage in any fundraising events external to the College. If this form is on file in the **Planning & Institutional Effectiveness Associate Vice President for Student Services and Foundation** office and we are contacted by police, city, or county officials, we will be able to confirm that it is an authorized IVCC initiative.

Name of Group/Department: _____

IVCC Faculty/Staff Contact: _____ **Ext** _____

Name(s) of individual(s) who will be involved:	<u>Reason for Solicitation</u> (why are you seeking funds/items?)
---	--

Who will you be contacting? Check all that apply:

- Friends & family only [Please sign & date below. No further action is needed.]
- Business & Industry [Please provide a list of all the businesses who will be contacted, how they will be contacted (in-person; phone), timeframe, and the amount of each “ask.”]
- Mailings [Please attach a copy of all documents that will be mailed and the mailing list.]
- Phone [Please provide a list of all who will be contacted and the telephone script.]
- Electronic means, e.g. email, Facebook, other [Please attach copy of solicitation message.]

Note: Neighborhood door-to-door fundraising is prohibited for safety reasons.

I confirm by my signature that all the information on this form and attachments is true to the best of my knowledge. If my/our fundraising plans change and additional individuals will be solicited, I/we will contact the **Planning & Institutional Effectiveness Associate Vice President for Student Services** and update this information. If I/we receive information from any individual indicating he/she does not wish to be contacted in the future, I/we will notify the **Planning & Institutional Effectiveness Associate Vice President for Student Services**.

Please keep a copy of this signed form with you during fundraising as proof of IVCC authorization.

Student	Date	IVCC Faculty/Staff	Date
VP for Planning & Institutional Effectiveness Room: C-202	Date	AVPSS Foundation Director President	Date
		Approve	Disapprove
		Approve	Disapprove
		Approve	Disapprove

Comments:

Illinois Valley Community College Board Policy

Subject: **College Indebtedness**
Number: **4.5**

Effective Date: 4/19/11
Last Reviewed: 4/19/11
Last Revised: 4/19/11

The securing of funds through the sale of general obligation bonds, revenue bonds, tax anticipation warrants, and other written financial instruments issued by the College shall be subject to purchasing policies established by the Board of Trustees.

Illinois Valley Community College shall seek to maintain and, if possible, improve its current general obligation bond rating to minimize borrowing costs and preserve access to credit. It is imperative that the College demonstrate to rating agencies, financial advisors, investment bankers, creditors, and taxpayers that College officials are following a prescribed financial plan.

~~Bonds will be sold on a competitive basis unless it is in the best interest of the College to conduct a negotiated sale.~~ Competitive sales are the preferred method; however ~~N~~ negotiated financing may be used where market volatility or the use of an unusual or complex financing or security structure is a concern with regard to marketability. The President will recommend to the Board of Trustees which method shall be used. This decision will be based on discussions with financial advisors, underwriters, and/or bond counsel.

Taxpayer Equity

Illinois Valley Community College's property taxpayers and citizens who benefit from projects financed by bonds should be the source of the related debt service funding. The principle of taxpayer equity should be a primary consideration in determining the type of projects selected for financing through bonds.

Uses

Bond proceeds should be limited to financing the costs of planning, design, land acquisition, buildings, permanent structures, attached fixtures or equipment, and movable pieces of equipment or other costs as permitted by law. Acceptable uses of bond proceeds can be viewed as items which can be capitalized. Non-capital furnishings and supplies will not be financed from bond proceeds. Refunding bond issues designed to restructure currently outstanding debt is an acceptable use of bond proceeds.

Illinois Valley Community College will not use short-term borrowing to finance operating needs except in the case of an extreme financial emergency beyond its control or reasonable ability to forecast. Recognizing that bond issuance costs add to the total interest costs of financing, a cost-benefit analysis will be conducted to determine that bond financing is necessary for financing a project.

Illinois Valley Community College Board Policy

Subject: **Audits**
Number: **4.6**

Effective Date: 4/19/11
Last Reviewed: 4/19/11
Last Revised: 4/19/11

A statement of the financial condition of the College shall be published annually in accordance with State law.

An annual audit will be conducted of the College's financial transactions by a certified public accountant [licensed to practice public accounting in the State of Illinois and appointed employed](#) by the Board of Trustees. At least every six years the Board will open bids to select an auditing firm. Selection will be made on costs, qualifications, and ability to serve the needs of the College. The audit will be in accordance with generally accepted auditing standards [as established](#) by statutes or laws governing community college operations in the State of Illinois.

The formal audit report will be available at:
<http://www.ivcc.edu/businessservices.aspx?id=17280>

The controller will keep the Board informed of the financial condition of the College by providing a monthly budget report. The monthly reports will include:

- Budget to actual statements for all funds
- Statement of cash flows
- Investment status report
- Check register and schedule of checks greater than \$5,000.

Illinois Valley Community College Board Policy

Subject: **Inventories**
Number: **4.7**

Effective Date: 4/19/11
Last Reviewed: 4/19/11
Last Revised: 4/19/11

The term capital asset describes “tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.” As a practical matter, not all items that technically meet this definition should be capitalized for financial reporting purposes. The policy of Illinois Valley Community College is to capitalize all assets with an initial unit cost of ~~\$2,500~~ \$5,000 or more and a life expectancy of more than one year.

An inventory of all equipment (College property that has a purchase price of ~~\$2,500~~ \$5,000 or more and a life expectancy of more than one year) shall be maintained in the Business Office.

An actual physical inventory will be performed every two years.

Non-capitalized items that require special attention because they are sensitive for one or more reasons are described as controlled capital-type items. These include:

- Items that require special attention to ensure legal compliance (items acquired through grant contracts);
- Items that require special attention to protect public safety and avoid potential liability (police weapons); and
- Items that require special attention to compensate for a heightened risk of theft. Items that are easily transportable and readily marketable or easily diverted to personal use (computer equipment) require special attention.

Control of these assets shall be at the department level. Departments are expected to account for controlled capital-type items as an integral part of the process they use to achieve their operational goals.

Control responsibility shall be assigned within each department. Departments shall assign responsibility for different groups of controlled items to one or more specific individuals. The assignments shall be documented within the department and communicated to the Business Office.

Departments shall certify each year to the Business Office that updated lists of controlled items are on file and available for inspection.

The Business Office shall periodically verify the data on controlled assets on file in each department.

Illinois Valley Community College Board Policy

Subject:	Use of Campus and Network Computing Resources	Effective Date:	10/19/10
		Last Reviewed:	10/19/10
Number:	5.4	Last Revised:	10/19/10

Illinois Valley Community College (IVCC) makes available computing and network resources for students, faculty, and staff, and community/guest users. The resources exist solely for educational purposes to carry out the legitimate business of the College, the Board of Trustees, and the IVCC Foundation. All users of Illinois Valley Community College campus and network computing resources are responsible for using these resources in an effective, ethical and lawful manner, and in accordance with IVCC Administrative Procedures (5.4 a, b, c, and d). The College's technology resources and the data entered, created, received, viewed, accessed, stored or transmitted by the College's technology resources are College property with the exception of certain student-created work stored on network drives or unless stipulated otherwise by the Intellectual Property Rights agreement between the College and IFT Local 1810 (Article VI, A) or IVCC Board Policy 4.18 Ownership of College Commissioned Works, or any applicable law. Acceptable and unacceptable uses of resources are outlined in related procedures. Users should:

- **Exercise personal responsibility for understanding limits and privilege of computing resources.**
- **Use resources legally and ethically.**
- **Understand related privacy and ownership issues.**
- **Conserve and protect resources.**

Enforcement:

Abuse of computing privileges and failure to observe this policy will result in disciplinary action. Computing privileges will be revoked and violators will be subject to the due process procedures of the College as outlined in the Student Code of Conduct, the Administrative Procedures, IVCC Employee Handbook, or the IVCC Board of Trustees Policy Manual. In case of conflict, local, state or federal laws and regulations will supersede this policy. Action taken by IVCC in accordance with this policy or related administrative procedures does not eliminate the possibility of legal action taken by the College or by others.

A copy of the Use of Campus Network and Computing Policy, as well as the accompanying Administrative Procedures will be made available to students, and will be available to all employees with a sign-off sheet acknowledging receipt and understanding.

Illinois Valley Community College Administrative Procedure

Subject:	Acceptable Usage Guidelines for Computer and Internet Resources	Effective Date:	10/19/10
		Last Reviewed:	10/19/10
		Last Revised:	10/19/10
Number:	5.4 (a)		

Computing and networked resources are available to students, College employees and community/guest users for the educational and administrative purposes of IVCC. General student access to computing and networked resources is provided through the Learning Commons (D-201), Jacobs Library, and throughout the campus via wireless access. Other computers and computer labs are restricted to students in specific programs or courses. College staff members are available to help student users and new employees gain the computer access appropriate to their course of study or type of work. IVCC works with external partners to bring technology resources to campus, and has agreed to comply with the Acceptable Use policies of these entities.

Use of the campus computing resources is a privilege and not a right, and may be suspended during an investigation of alleged misconduct, and possibly terminated when improperly used. The following guidelines must be followed by all persons who use the College computing and networked resources, whether accessing them from on or off campus.

Guidelines and Prohibited Practices

Exercise personal responsibility

1. Users are required to learn, understand, and follow the guidelines for each type of computer, lab, or other electronic resource.
2. Users must only access those computing and information technology resources and data for which they have authorization and only in the manner and to the extent authorized.
3. Installing software or connecting any device to the College's network without prior consent from the IVCC Department of Information and Technology Services (ITS) is prohibited.
4. Persons to whom an individual account is issued are responsible at all times for its proper use. Passwords are assigned to approved users and may not be shared or transferred to someone else. Passwords should be changed frequently. Users are cautioned not to leave a computer logged in and unattended in a public area or classroom.

Use resources legally and ethically

5. Users should become aware of local, state, and federal laws governing certain aspects of computer and telecommunications use. Members of the College community are expected to respect these laws, as well as to observe and respect

College rules and regulations. Users may not engage in unauthorized copying or distribution of software, graphics, text files, music or video, including peer-to-peer and file sharing (see IVCC Board Policy 4.16 Copyright). Users are prohibited from transmitting fraudulent, harassing, or obscene messages and /or other materials over the Internet or any other directly connected network on or off campus. Users must exercise respect for others who may be offended by content displayed on a computer monitor or laptop, whether college-owned or otherwise. Some content is expressly prohibited [See Administrative Procedure 5.4(d)].

6. Prohibited unethical activities include, but are not limited to attempts to obscure the origin or content of a message or document; using College resources to promote personal financial gain of self or other individuals or entities; IVCC employee use of College resources to engage in political activities; activities that might damage the reputation of the College; employee misrepresentation of personal opinion as the official position or viewpoints of the College.
7. Incidental personal use of computing and network resources by employees (e.g. redirecting email to personal account; unsubscribing to listservs or commercial messages, etc.) is acceptable.

Understand related privacy and ownership issues

8. Employees are expected to store work in network storage space. Files will be retained according to IVCC Record Retention Guidelines & Procedures.
9. All contents of files located anywhere on the computer or network equipment owned or maintained by the College may be reviewed by the College, its agents and designees at any time for the purpose of investigating possible violations of policy #5.4, or any alleged criminal violations. Users have no reasonable expectation of privacy with regard to any such search of contents of files located anywhere on the computer or network equipment owned or maintained by the College.
10. An employee may make a request to have the ITS department access, retrieve, or move his or her own files from their networked account. With the exception of faculty-owned files, this action may also be initiated by the individual's department head, provided the file is needed to carry out College business.

Conserve and protect resources

11. Game playing, use of chat rooms, social networking sites, music, video and other graphic-intensive Internet sites that are not course-related consume needed bandwidth. Their use may be limited or curtailed at peak times by ITS. Employees are prohibited from accessing such sites that are not job-related during scheduled work hours.
12. Users must not knowingly create, send or forward electronic chain letters, viruses, worms, or spam, or any other malicious software.
13. All users contribute to the protection of campus computing resources. Users are responsible for reporting any observed gaps in system or network security to the College's ITS Department.

Observed Violations and Enforcement

Observed violations of Board Policy 5.4 and/or its related administrative procedure [5.4(a), (b), (c), and (d)] should ultimately be reported to the Director of Information and Technology Services. Notification may originate from students through computer lab employees, faculty members, or administrative staff. If the case is an alleged student violation, the matter will be referred to the ~~Vice President for Learning and Student Development~~ Associate Vice President for Student Services for consideration under the provisions of the Student Code of Conduct. If the case is an alleged IVCC employee violation, the matter will be referred to ~~the Vice President for Planning and Institutional Effectiveness~~, the Director of Human Resources, or the individual's immediate supervisor per the appropriate Administrative Procedure(s).

If, in the opinion of the Director of ITS, a violation is committed that is excessive or a blatant attempt to undermine the use of the Internet or IVCC computer resources, ITS reserves the right to disregard the warning process and immediately disable the user's account. The matter will then be turned over to the ~~Vice President of Learning and Student Development~~ Associate Vice President for Student Services (student violation) or the ~~Vice President for Planning and Institutional Effectiveness~~ Director of Human Resources (employee violation) for further action.

ITS will cooperate fully, upon the advice of College legal counsel, with any local, state, or federal officials investigating an alleged crime committed by an individual who has an account on the Illinois Valley Community College computer or networking system. The College will also cooperate with regulations enumerated in the Acceptable Use Policies of the Illinois Century Network (<http://www.illinois.net/AUP.pdf>). ~~and the AT&T~~ (<http://www.corp.att.com/aup/>).

Illinois Valley Community College Administrative Procedure			
Subject:	Bandwidth Shaping & White Listing Procedures	Effective Date:	10/19/10
		Last Reviewed:	10/19/10
Number:	5.4 (b)	Last Revised:	10/19/10

IVCC is committed to student, faculty, and staff access to technology for educational, research, or community outreach purposes as top priorities. Some technology applications, such as social networking (Facebook, Twitter, ~~MySpace~~), streaming video, and other graphic-intensive, interactive sites consume high levels of bandwidth that may result in slowed or unsuccessful Internet access at peak times.

IVCC reserves the right to conserve the bandwidth of the College's access to the Internet in order to regulate technology resources, by:

1. Filtering out questionable email (SPAM) before it reaches the College;
2. Limiting or preventing high bandwidth Internet traffic to and from the College;
3. Blocking access to specific Internet sites.

Internet domains and addresses can be added to “White Lists” to insure that access to these websites or email from these addresses will not be blocked. Requests for adding domains or addresses to the White Lists, along with justification for the request, should be sent to the Help Desk at 555@ivcc.edu.

If a situation requires immediate action, the Director of Information & Technology Services will make the decision, and the Strategic Leadership and Planning Council or President’s Council will review what was blocked, filtered or limited, and take official action at its next meeting.

Illinois Valley Community College Administrative Procedure			
Subject:	Email Retention and Release Guidelines	Effective Date:	10/19/10
		Last Reviewed:	10/19/10
Number:	5.4 (c)	Last Revised:	10/19/10

IVCC email is retained on active servers indefinitely. Employees may utilize local archiving or other methods consistent with his or her work practices. Searchable content management applications are available for email retrieval for College business use, litigation, or Freedom of Information Act (FOIA) requests.

All e-mail which constitutes a public record shall be subject to this policy. Public record is defined as “all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, recorded information and all other documentary materials, regardless of physical form or characteristics, having been prepared, or having been or being used, received, possessed or under the control of any public body” [5 ILCS 140/2(c)]. College email has been construed to meet this definition.

The Freedom of Information Act, Subsection 7 (1) a-z, Exemptions, provides guidance for situations, such as email, where portions of the documentation constitute public record and other portions do not. Instances relevant to the College where email communication may not be considered a public record include:

1. Personal messages;
2. Announcements, e.g. social events;
3. Listserv messages.

If an email is not a public record, the employee responsible for the creation or receipt of the email should delete it as soon as practicable unless the email is subject to a litigation hold.

In addition, some information may be prohibited from disclosure or withheld from disclosure by the College due to state or federal law or regulations.

In an instance where a request is made to access one of the potentially exempt documents described above, the request will be reviewed and acted upon by the College President and FOIA Officer (Vice President for Business Services and Finance) based upon the requirements of the Freedom of Information Act (5 ILCS 140/1(et seq.)), the State of Illinois Local Records Act (50 ILCS 205/1 et. seq.), the State Records Act (5 ILCS 160/1 et. Seq.), IVCC Board Policies, and all other applicable state and federal statutes and regulations.

Illinois Valley Community College Administrative Procedure			
Subject:	Discovery and Reporting Child Pornography and the Illinois Abused and Neglected Child Reporting Act (ANCRA)	Effective Date:	10/19/10
		Last Reviewed:	10/19/10
Number:	5.4 (d)	Last Revised:	08/21/12

Under 325 ILCS 5/1 Abused and Neglected Child Reporting Act – Section 4.5, information technology workers and their employers are required to immediately report any child pornography images discovered on electronic and information technology equipment to local law enforcement. Compliance with this Act fulfills the concurrent obligation under Title 42 U.S. Code 13032, which offers the additional reporting option through the cyber tipline at the National Center for Missing and Exploited Children (<http://www.cybertipline.com>).

Any Information and Technology Services (ITS) staff member who discovers possible child pornography on a College computer must report the discovery immediately to the Director of Information Technology Services. The Director of ITS is responsible for notifying the proper authorities. Other employees who have knowledge of possible child pornography on an employee’s computer are required to inform ~~the Vice President of Planning and Institutional Effectiveness.~~ the Director of Human Resources. The ~~Vice President~~ Director will initiate an investigation, and if warranted, notify the proper authorities.

Any user whose computer is reported as a source of possible child pornography will have the user account immediately disabled and the matter will be turned over to the Director of ITS to secure the hard drive and/or history for further investigation.

Under 325 ILCS 5/4 Abused and Neglected Child Reporting Act (ANCRA) – Section 5.4, personnel of institutions of higher education having reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the Illinois Department of Children and Family Services.

Reports may be made to the DCFS hotline (1-800-25 ABUSE) or in person followed by a written report within 48 hours. IVCC's employee duty to report is absolute, and it rests with the individual identifying the suspected abuse or neglect. DCFS recommends that, if in doubt about whether to report, the reporter should report the suspected abuse.

Any person, who enters into employment with IVCC, on and after July 1, 1986 is mandated by virtue of that employment to report under the ANCRA, shall sign a statement to the effect that the employee has knowledge and understanding of the reporting requirements of this Act. The statement shall be signed prior to commencement of the employment. The signed statement shall be retained by IVCC in the employee's personnel file.

The link to the DCFS form is <http://www.state.il.us/DCFS/docs/cants22.pdf>.

All employees of IVCC are required to complete the DCFS on-line training at <https://www.mr.dcfstraining.org/>. This on-line training could take 60-90 minutes and must be completed prior to employment. This on-line training is also required of any volunteer camp workers or volunteer coaches.

Faculty and Staff Acknowledgment
& Statement of Agreement

I acknowledge that I have received a copy of the Illinois Valley Community College Use of Computer and Network Computing Resources Policy #5.4 and associated Administrative Procedures and that I have read and understand these documents. I further understand that I must comply with all of the provisions of the Policy and the associated Administrative Procedures in order to have access to and use College technology resources as an employee of the College.

I understand that the College's technology resources and the data entered, created, received, viewed, accessed, stored or transmitted by the College's technology resources are College property, unless stipulated otherwise by the Intellectual Property Rights agreement between the College and IFT Local 1810 (Article VI, A) or through IVCC Board Policy #4.18 Ownership of College Commissioned Works, and as otherwise provided by law. I acknowledge my understanding that the College reserves the right to access, inspect, monitor, intercept, or review any and all information transmitted via College technology resources in accordance with Policy 5.4, its associated Administrative Procedures, and in accordance with state and federal law.

I also understand that if I do not comply with all provisions of the Policy, my access to College technology resources will be revoked, and I may face further disciplinary action.

Name (please print) _____

Signature Date

Witness Signature Date

Illinois Valley Community College Board Policy

Subject:	Use of Facilities and Equipment	Effective Date:	1/17/12
Number:	5.5	Last Reviewed:	1/17/12
		Last Revised:	1/17/12

It is the policy of the Board of Trustees of Illinois Valley Community College to utilize its facilities and equipment for College purposes. Upon request, facilities may be made available for non-College related events.

The College shall maintain an administrative procedure governing the use of College facilities. The President or his/her appointed representative may deny or limit the use of College facilities or equipment, within applicable federal and state laws, to any individual or group unable, or unwilling, to comply with the administrative procedure.

IVCC does not endorse sales during non-College events. However, the sale of media related to the event is allowed for all non-College events, subject to U.S. copyright laws and guidelines.

Illinois Valley Community College Administrative Procedure

Subject:	Use of Facilities and Equipment	Effective Date:	1/17/12
Number:	5.5	Last Reviewed:	1/17/12
		Last Revised:	1/17/12

Introduction

Illinois Valley Community College has identified several locations at the Main campus and the Ottawa Center for use as community meeting spaces. These spaces are available to the community and may be used for activities consistent with the policies of the College and Board of Trustees and as further described below.

Main Campus Logistics

Directions

IVCC is located in north central Illinois about 100 miles southwest of Chicago, in the city of Oglesby, near LaSalle and Peru. To get to the college at 815 North Orlando Smith Road:

- From the West: From Interstate 80, take the US 251 exit south. Cross the Illinois River. Turn left on Richard Moyle Highway (the first stop light after crossing the river). Turn left at the next stoplight onto Orlando Smith Road. Proceed north ¼ mile. The college is on the left.

- From the North: Take US 251 south through Peru and proceed as above OR take Interstate 39 south to exit 54. Go right on Richard Moyle Highway. Turn right onto Orlando Smith Road. Proceed north ¼ mile. The college is on the left.
- From the East: From Interstate 80, exit at Interstate 39 South (Exit 79A). Go south on Interstate 39 to exit 54. Go right on Richard Moyle Highway to Orlando Smith Road. Turn right and proceed north ¼ mile. The college is on the left.
- From the South: Take Interstate 39 to exit 54. Turn left (west) on Richard Moyle Highway. At Orlando Smith Road, turn right. Proceed north ¼ mile. The college is on the left.

Parking

Parking is permitted only in the designated parking lots. Visitors are directed to Lots 1 and 7. Parking Lot 1 will be open to anyone after 4 p.m., but rules regarding ~~disabled- ADA~~ parking will still apply. ~~Disabled parking is available in the circle drive, Lot 1 and Lot 7.~~ Parking Lot 8 is reserved for ADA parking as well as designated areas in Lots 6 and 7.

Building Hours

Monday - Thursday	6:30 a.m. - 9:30 p.m. (Entry to the building is denied after 9:30 p.m.)
Friday	6:30 a.m. - 4:30 p.m.
Saturday	7:00 a.m. - 2:00 p.m.
Sunday	Closed

Summer hours might vary - call (815) 224-2720, then press option "0" for assistance.

Ottawa Center Logistics

Directions

The Ottawa Center is located at 321 W. Main Street, Ottawa. To get to the Center, take Route 23 to Main Street. Turn west onto Main Street. The Ottawa Center is on the left side of the second block.

Parking

Parking is located behind the Center.

Building Hours

Monday – Thursday	7:30 a.m. – 9:00 p.m. (Entry to the Building is denied after 8:30 p.m.)
Friday	7:30 a.m. – 4:30 p.m.

audio-visual equipment repair and/or replacement. To the extent permitted by law, the User shall indemnify and hold harmless the College, its officers, and employees against any and all claims for loss, injury, or damage, including reasonable attorney's fees and the costs of defense, to persons or property arising out of activities conducted by the User or its guests on or in College facilities. The College assumes no liability whatsoever for any property placed by the User in College facilities.

Insurance

The College requires non-College organizations to provide a certificate of insurance for \$1,000,000 per occurrence for personal injury and/or death and \$1,000,000 per occurrence for personal property damage. Illinois Valley Community College and its Board of Trustees are to be named as an additional insured. The College reserves the right to increase the coverage per occurrence for events with more than 250 participants or a type of use with heightened liability.

Evidence of insured coverage should be delivered to the College at least seven calendar days prior to the date of the scheduled event. If such evidence is not received within seven calendar days prior to the event, the event may be subject to cancellation by the Business Office.

Safety and Supervision

Attendance at any event is limited to the fixed seating of the room or the established capacity in rooms where seats are not used. Standing in the aisles and in back of seats during any program is prohibited except for those staffing the event.

Exits must remain open and accessible at all times. No required exit door may be fastened so that the door cannot be opened from inside by use of the door handle or by pressure on the crash bar. Exits serving the room must be adequately lighted at all times when the room is occupied.

All materials used as decorations must be fire resistant or flameproof. Nothing may be attached to windows, walls, drapes, posts, or furnishings without prior approval from the College. Open flames are prohibited!

Some events may require additional personnel (security, technicians, etc.) as determined by the College. Costs for additional personnel will be paid by the User and are in addition to the rental fee. The approval of the Space Reservation Request is dependent upon the availability of the supervisory personnel.

~~Alcoholic beverages are not allowed in College facilities, on College property, or at any College events.~~ The use of alcohol within the workplace or in College facilities, including meal periods and breaks, is prohibited except when authorized by the College for approved functions.

Smoking is ~~permitted only in designated smoking areas of the College.~~ prohibited inside College facilities and on all College property. Smoking is permitted in private vehicles.

Illinois Valley Community College Board Policy

Subject: **Naming Rights**
Number: **6.8**

Effective Date: 7/19/11
Last Reviewed: 7/19/11
Last Revised: 7/19/11

Illinois Valley Community College receives funding from a variety of sources, primarily tuition, local government, the State of Illinois and federal grant programs. Just as every other two- and four-year college, however, IVCC relies on private gifts to enhance its academic programs and facilities. To provide quality programs and educational opportunities for our students, the College solicits support from individuals, corporations and foundations who share the IVCC mission.

The Illinois Valley Community College Foundation receives gifts of cash, stock, land, equipment and other items of value on behalf of the College. Gifts of any size can be given as unrestricted – to be used when and where they are needed. Gifts directed toward specific needs – identified by IVCC and selected by the donor – are considered restricted.

Individuals who have contributed substantial sums or provided extraordinary service to the college will be considered for recognition. In some cases, the College may honor a donor by placing his/her name* on a room, area or building on IVCC’s campus. In all cases, the IVCC Board of Trustees will have final right of approval for the name or names designated, and the names should be consistent with the major functions of the facility.

Illinois Valley Community College Administrative Procedure

Subject: **Naming Rights**
Number: **6.8**

Effective Date: 7/19/11
Last Reviewed: 7/19/11
Last Revised: 7/19/11

When a significant gift is received in one lump sum, the College may offer a naming opportunity to the donor. In appropriate situations, the College may also elect to reserve an area for a donor completing a signed pledge. The following factors are to be considered regarding naming opportunities:

- a) The initial contribution must be one-third of the total pledge.
- b) The donor should complete the pledge agreement outlining payment dates for the balance.
- c) All pledges should be paid within three years of inception.
- d) Documentation will be completed and the name applied when the gift is paid in full.

The Board of Trustees reserves the right to rescind its offer to name a room or program when the donor's pledge goes unpaid beyond the three-year agreement. Should this occur, the board may choose another naming opportunity more appropriate for the value of the actual gift received.

Naming of a room or program follows the room or program for its useful life unless a significant renovation or repurposing is undertaken. However, at any stage in the process, the Board of Trustees has discretion to change its recommendation for naming a building, room or area without seeking approval from the person(s) making the original recommendation.

Donors shall not have any right, title or interest in said facility or program named for them.

*Named gifts may bear the donors' names, or may honor or memorialize another who is close to them; this could be a spouse or family member, a colleague, a favorite professor, a firm or other persons or organizations deserving recognition. The name applied to a gift requires the prior approval of the donor, the person being honored if living and the IVCC Board of Trustees.

Suggested Minimal Levels of Giving and Naming Opportunities

Naming of Building	\$1 million
Cultural Centre Renovation	\$250,000
Naming of wing or area	\$250,000
Labs	\$100,000-\$250,000
Conference Rooms*, Fitness Center	\$100,000
Classrooms**, lobby areas***, meeting rooms	\$50,000
Offices	\$25,000

Naming opportunities will be solicited by the College President, ~~Vice President for Planning and Institutional Effectiveness~~, Director of Development and in some instances, select IVCC Foundation Directors. These individuals are encouraged to adhere to the funding minimums defined in this addendum in their preliminary negotiations, but they are also granted the discretion, in consultation with each other and subject to final Board approval, to consider other funding arrangements that best serve the wishes of the donor and the interests of Illinois Valley Community College.

The college will recognize individuals and corporations making contributions of less than the minimum level (\$25,000) in publications, in printed programs for special events, and in some circumstances, a plaque near the area that benefited from the donor's gift.

* To accommodate 200 or more

** To accommodate 50 or more

*** Building C, Cultural Centre and Community Technology Center lobbies

Illinois Valley Community College Foundation Pledge Form

Name: _____

Company: _____

Address: _____

I hereby agree to donate \$ _____ to the Illinois Valley Community College Foundation.

My contribution will be used to _____.

I pledge a total of \$ _____ to the IVCC Foundation to be paid in a lump sum on _____.

I pledge a total of \$ _____ to the IVCC Foundation to be paid in the following increments and on the following dates:

\$ _____, 20____

\$ _____, 20____

\$ _____, 20____

Please send pledge reminders in _____ of each year.

I acknowledge that I have reviewed Illinois Valley Community College Board Policy 6.58, entitled "Naming Rights". I understand that if my gift is of a sufficient size in accordance with the aforesaid Policy, the following will be considered for recognition:

I request that the Board consider providing the aforementioned recognition in the following manner: _____

Make checks payable to:

Illinois Valley Community College Foundation
815 N. Orlando Smith Road
Oglesby, IL 61348-9692

All gifts are tax-deductible to the extent provided by law. A receipt will be issued to you for tax purposes.

The Board of Trustees reserves the right to rescind its offer to name a building, wing, room or area when the donor's pledge goes unpaid beyond the three-year agreement. Should this occur, the board may choose another naming opportunity more appropriate for the value of the actual gift received.

Naming of a building, wing, room or area follows the entity for its useful life unless a significant renovation or repurposing is undertaken. However, at any stage in the process, the Board of Trustees has discretion to change its recommendation for naming a building, room or area without seeking approval from the person(s) or corporation making the original recommendation.

Donors shall not have any right, title or interest in said facility, wing, room or area named for them.

The Foundation shall have the authority and discretion to invest the donor's gift until it is time to execute the express purpose of the gift.

Donor

Signature: _____ Date: _____

Name: _____

Title: _____ Daytime phone: _____

Thank you for helping Illinois Valley Community College in achieving its mission. Your investment in excellence is very much appreciated.

The Illinois Valley Community College Foundation accepts the \$_____ gift from _____ for naming The _____
The _____.

Specifically, the donation will be used to _____.

Illinois Valley Community College and IVCC Foundation Representatives

Signature _____ Date _____

~~Dennis N. Thompson,~~
Chair, IVCC Board of Trustees

Signature _____ Date _____

~~O.J. Stoutner,~~
IVCC Foundation President

Signature _____ Date _____

~~Dr. Jerry Corcoran,~~
IVCC President

Illinois Valley Community College Board Policy

Subject: Parking and Traffic Control	Effective Date: 1/17/12
Number: 6.9	Last Reviewed: 4/10/15
	Last Revised: 4/10/15

It is the policy of the Board of Trustees of Illinois Valley Community College that everyone will obey all posted traffic control signs and laws of the State of Illinois while on the IVCC Campus.

All IVCC employees and students will be required to have a parking pass or parking sticker.

All drivers are responsible for obeying all posted parking and traffic regulations, as well as city and state traffic ordinances and laws. Vehicles may be ticketed or towed for failure to obey these regulations, laws, and ordinances.

Parking Lot 1 is reserved for faculty, staff, and visitors.

Parking Lots 2, 3, 4, and 5 are open to everyone.

Parking Lot 6 is reserved for faculty and staff.

Parking Lot 7 is reserved for students, visitors, ~~and~~ east campus employees, and [low-emission vehicles by permit only](#).

Parking Lot 8 is reserved for ADA parking and Campus Security.

Parking Lots 1 and 7 will be open to everyone after 4 p.m. [and on days when classes are not in session](#), but rules regarding ADA parking still apply.

The following violations have special significance and will be enforced by Campus Security personnel:

- A. Parking in ADA spaces (including striped area) without the proper permit
- B. Parking in low emission spaces without the proper permit
- C. Parking in visitors' area (students, staff, and faculty)
- D. Parking in reserved areas
- E. Parking in fire lanes (yellow curb)
- F. Parking on grass/Parking off roadway
- G. Obstructing sidewalk or entrance way
- H. Obstructing another vehicle

Illinois Valley Community College Board Policy

Subject: **Sexual Misconduct, Sexual and Other Harassment** Effective Date:

Number: **6.13**

Last Reviewed:

Last Revised:

Prohibition on Sex/Gender Harassment, Discrimination, and Sexual Misconduct

Members of the Illinois Valley Community College community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination and sexual misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking.

Therefore, it is the policy of the Board of Trustees of Illinois Valley Community College to provide an educational and employment environment free from all forms of sexual misconduct, sexual and other harassment of employees, students and other individuals at any College facilities or in connection with any College activities. Additionally, retaliation for making a good faith complaint of harassment or for participating in a harassment investigation is also prohibited.

The College believes in zero tolerance for sex for sex/gender based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the reporting party and community are remedied, including serious sanctions when a responding party is found to have violated this policy.

The College uses the preponderance of the evidence (also known as "more likely than not") as the standard for proof of whether a violation occurred. Resolution proceedings, such as a Title IX investigation, are conducted to take into account the totality of evidence available, from all relevant sources.

Through this policy, it is the intent of the Board to comply with the Civil Rights Act of 1964 (Title VII), the Elementary and Secondary Schools Act of 1972 (Title IX), and the Illinois Human Rights Act. The IVCC Student Code of Conduct also prohibits harassment by students.

Illinois Valley Community College Administrative Procedure

Subject: **Sexual Misconduct, Sexual and Other Harassment** Effective Date:
1/17/12

Number: **6.13**

Last Reviewed: 1/17/12

Last Revised: 1/17/12

Definitions, Resources, and Reporting Options

Members of the Illinois Valley Community College community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination and sexual misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking.

I. Definitions and Examples of Sexual Misconduct:

Forms of sex/gender based or sexual misconduct include:

- **Sex/Gender Harassment:** Unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from an IVCC educational program or activity.
- **Non-Consensual Sexual Contact:** Any intentional sexual touching, however slight and with any object or body part, that is without consent (as defined below) and/or by force or coercion. This includes intentional contact with breasts, buttocks, groin, mouth, or genitals, as well as any other intentional bodily contact that occurs in a sexual manner.
- **Non-Consensual Sexual Intercourse:** Any sexual penetration or copulation, however slight and with any object or body part that is without consent and/or by force or coercion. Intercourse includes anal or vaginal penetration by a penis, object, tongue, or finger, and oral copulation (mouth and genital/anal contact), no matter how slight the penetration or contact.
- **Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of an individual to benefit anyone other than the person being exploited. Examples include: invading privacy, video or audio recording of sexual acts without consent, knowingly transmitting a Sexually Transmitted Infection (STI), sexually-based stalking or bullying, or exposing one's genitals.
- **Other gender-based misconduct:** Physical harm, extreme verbal abuse, or other conduct that threatens the health or safety of any person on the basis of actual, expressed, or perceived gender identity, including:

- **Discrimination:** actions that deprive others of access, benefits, or opportunities based on irrelevant criteria
- **Hazing:** acts likely to cause physical or psychological harm or social exclusion or humiliation
- **Bullying:** repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or degrade another person physically or mentally
- **Dating Violence/Domestic Violence:** violence between those in a sexual and/or comparably personal and private relationship
- **Stalking:** repetitive and/or menacing pursuit, following, harassment, or other interference with the peace and/or safety of another person or that of his or her immediate family members

What is Consent?

Consent is defined as permission to act. It may be given by words or actions, so long as those words or actions create clear, mutually understood permission to engage in (and the conditions of) sexual activity.

Consent must meet all of the following standards:

- **Active, not passive.** Silence, in and of itself, cannot be interpreted as consent. There is no requirement that an individual resist a sexual act or advance, but resistance is a clear demonstration of non-consent.
- **Given freely.** A person cannot give consent under force, threats, or unreasonable pressure (coercion). Coercion includes continued pressure after an individual has made it clear that he/she does not want to engage in the behavior.
- **Provided knowingly.** Legally valid consent to sexual activity cannot be given by:
 - A person under the legal age to consent (17 years old in Illinois), or
 - An individual who is known to be (or based on the circumstances should reasonably be known to be) mentally or physically incapacitated. An incapacitated individual is someone who cannot make rational, reasonable decisions because he or she lacks the capacity to understand the “who, what, when, where, why, or how” of a sexual interaction. This includes a person whose incapacity results from mental disability, sleep, involuntary physical restraint, unconsciousness, use of alcohol or other drugs.

- **Specific.** Permission to engage in one form of sexual activity does not imply permission for another activity. In addition, previous relationships or prior consent do not imply consent to future sexual acts. It is the responsibility of the initiator of the act to receive permission for the specific act. As a result, consent may be requested and given several times by multiple parties during a sexual encounter involving multiple acts.

(This information is adapted from the ATIXA gender-based and Sexual Misconduct Policy by the National Center for Higher Education Risk Management [NCHERM] and the Association of Title IX Administrators [ATIXA], 2011).

Title IX Coordinator & Compliance

The Title IX Coordinator for Illinois Valley Community College oversees compliance with all aspects of the sex/gender harassment, discrimination, and misconduct policy. The Title IX Coordinator reports directly to the President of IVCC and is housed in the IVCC Counseling Center, room CTC 202. Questions about this policy should be directed to the Title IX Coordinator.

Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to:

Mark Grzybowski
Title IX Coordinator
Associate Vice President for Student Services
Counseling Center
CTC 202B
815-224-0393
Mark_Grzybowski@ivcc.edu

Glenna Jones
Director, Human Resources
Main Building
C 322
815-224-0230
Glenna_Jones@ivcc.edu

Additionally, reports can be made by reporting parties and/or third parties by calling G4S Campus Security at 815-224-0314. Note that these reports may prompt a need for the College to investigate.

Individuals experiencing harassment or discrimination have the right to file a formal grievance with government authorities:

Office for Civil Rights (OCR)
U.S. Department of Health and Human Services
233 N. Michigan Ave., Suite 240
Chicago, IL 60601
Customer Response Center: 800-368-1019
Fax: 202-619-3818
TDD: 800-537-7697
ocrmail@hhs.gov

II. Definitions and Examples of Sexual Harassment:

- Unwelcome sexual advances, or
- Requests for sexual favors, or
- Sexual, sex/gender-based verbal, written, online, and/or physical conduct or
- Any conduct of a sexual nature when
 - Submission to such conduct is made, either explicitly or implicitly, as a term or condition of employment or education, or
 - Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual, or
 - Such conduct has the purpose or effect of substantially interfering with a reasonable individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

III. Definition and Examples of Other harassment:

- Conduct that has the purpose or effect of substantially interfering with a reasonable individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment when such conduct is directed at an individual because of race, national origin, disability, age, religion, sexual orientation or any legally protected classification.
- Harassment includes both physical and verbal conduct. Any conduct that actually creates a hostile environment for a reasonable person is included, as well as conduct that contributes to the creation of a hostile environment. The College will not tolerate any conduct that causes or contributes to the humiliation, embarrassment or discomfort of employees or students because of a protected status.
- Any sexual advance by a faculty member toward a student currently enrolled in one of his or her courses or by a student toward a faculty member, or any acceptance of an advance by a faculty member, may be considered sexual harassment under this policy and is prohibited. This prohibition also applies to College employees who coach, counsel, advise or otherwise supervise or instruct students and to the students with whom they work.

- Examples of harassment include:
 - A supervisor offers to give a favorable evaluation to an employee in exchange for sexual favors.
 - A faculty member threatens to give an unfavorable grade to a student if the student refuses to grant sexual favors.
 - A supervisor persistently criticizes and disparages a subordinate because of that person's gender.
 - An employee persistently directs unwelcome flirting, pressure for dates, sexual propositions or comments, or sexual touching toward a co-worker.
 - One or more students criticize, laugh at and disparage another student because of that student's disability.

IV. Prevention and Awareness

All students are informed of the policies, protocols and procedures related to campus violence prevention during New Student Counseling & Registration sessions, New Student Convocation, and annually via email.

All employees are informed of the policies, protocols, and procedures related to campus violence prevention during New Employee Orientations, all-staff in-services, and via email.

Additionally, in partnership with an external entity, IVCC provides sexual assault prevention and awareness education on an ongoing basis in order to educate students, faculty, staff and the community about the nature of sexual assault and resources available to those who have been assaulted.

V. Bystander Intervention

Bystander Intervention, as defined by the Clery Act, is "a safe and positive option that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene." (34 CFR 668.46(j)(2)(ii))

Bystanders may often play a critical role in the prevention of sexual and relationship violence. Typically speaking, a bystander is an individual who observes violence or witnesses the conditions that perpetuate violence. He or she

is not directly involved but has the choice to intervene, speak up, or do something about it.

IVCC, as a steward of the community, promotes a culture of accountability where bystanders are actively engaged in the prevention of violence without causing further harm.

If you feel yourself or someone else is in immediate danger, dial 911. If you witness or suspect instances of any type of sexual or relationship violence, please report the incident to any of the campus or community resources listed below.

VI. Risk Reduction

Risk Reduction, as defined by the Clery Act, are options that designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

With regard to relationships:

- Know your limits and communicate those limits clearly.
- Reinforce your limits with a strong voice and body language.
- Respect yourself.

General safety tips:

- Be aware of your surroundings.
- If you see someone who could be in trouble, speak up or call authorities.
- Trust your intuition and do not be afraid to stand up for yourself.
- Be especially careful when you drink alcohol or when you are in the presence of someone who has been drinking.
 - Likewise, watch your beverage at all times. Date rape drugs are tasteless, colorless, and odorless.

VII. Sanctions

Students found in violation of committing an act of sex/gender harassment, discrimination, and misconduct will be held responsible per the disciplinary sanctions per the IVCC Student Code of Conduct.

Employees found in violation of committing an act of sex/gender harassment, discrimination, and misconduct will be held responsible per appropriate measure adopted by the College in conjunction with the Office of Human Resources and the employee's respective supervisor(s).

VIII. Campus and Community Resources

As IVCC is very concerned about incidents of sex/gender based or sexual misconduct and acknowledges that each person experiences and responds in differing ways, there are a variety of formal and informal options for support. Please

review the information pertaining to your options for support, assistance, and reporting so that you can make an informed decision based on your personal needs. Your needs may change over time, so please also know that you may choose to utilize different forms of response at different times.

If you have experienced any act of sexual misconduct, our first concern is for your safety and well-being. IVCC offers some on-campus resources to assist students who may have been affected by sexual violence or sexual misconduct. Additional services are available off-campus through local communities. Individuals are encouraged to utilize any and all on-campus and community resources that may be of assistance to them.

Safety Concerns

If you are concerned about your safety while walking to class or your workplace, you may wish to utilize the campus escort service, available 24/7 by calling Campus Security at 815-224-0314.

On-Campus

If you are not sure if you would like to proceed with formal action (i.e. filing a police report or reporting it to the College), there are informal support options for you while you make that determination. Counseling Services can be a good place to start if you are not sure where to go, and the ADV/SAS can be helpful if you have already addressed some of your immediate concerns but are looking for additional support resources.

Both of these are confidential resources:

IVCC Counseling Services 815-224-0360

ADV/SAS Services 815-434-8328

Full-time employees may contact the Employee Assistance Program (EAP) for access to confidential resources.

Off-Campus/Community

The following resources are not managed by IVCC but may be helpful to you, especially in assisting you with a variety of needs that you may have beyond your campus experience.

Oglesby Police Department 815-883-8404

Illinois State Police, District 17 Headquarters 815-224-1171

Freedom House 815-872-0087

National: National Domestic Violence Hotline: 800-799-SAFE (7233)

Individuals may choose to seek action or assistance both on-campus as well as through the surrounding community. If you would like to see action occur because of a person's behavior, you may wish to report the misconduct at some level. Additional or interim remedies may also be provided concurrently and/or in lieu of an investigation or formal process. Mediation may only be used when mutually agreed upon by all involved parties and will not ordinarily be used to resolve complaints of sexual assault.

The following situations are examples of reasons why you might choose to report an incident of misconduct:

- To seek formal action against someone, such as removing them from a class or campus, or having a warning on record
- To educate the person about their behavior, through use of the campus conduct or complaint process
- To confront the individual and make your voice heard about how you feel about what happened
- To make the College aware of the behavior in case it is part of a larger pattern
- To receive assistance in changing classes or other on-campus arrangements
- To receive support in coping with a situation

Please note that misconduct exhibited by a student is subject to and may be reported through the student conduct referral process. Misconduct exhibited by employees (faculty or staff) should be reported to **the Office of Human Resources**.

IX. Reporting Confidentially

If you, as the reporting party, would like the details of an incident to be kept confidential, you may speak with a confidential employee. At IVCC, a confidential employee includes an on-campus licensed professional counselor and victim advocates on campus.

Off campus confidential employees include license professional counselors, local rape crisis counselors, domestic violence resources, local/state assistance agencies, and clergy/chaplains.

You may wish to consider this option if you:

- Would like to know about support and assistance, but are not sure if you want to pursue formal action against the individual, or

- Have questions or would like to process what happened with someone without involving police or campus disciplinary procedures
- Do not want the perpetrator to know that you are seeking help or support

NOTE: Please be aware that even confidential resources have some obligations to report, such as in situations of imminent danger and/or sexual abuse of a minor.

Responsible Employee

All College employees have a duty to report incidents they are made aware of, unless they fall under the “Confidential Reporting” section above. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator. Employees must share all details of the reports they receive. Generally, climate surveys, classroom writing assignments, human subject research, or events such as Take Back the Night speak-outs do not provide notice that must be reported to the Coordinator by employees. Remedial actions may result without formal College action.

If a reporting party does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the reporting party may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons, or violence, the College will likely be unable to honor a request for confidentiality. In cases where the reporting party requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim supports and remedies to the reporting party and the community, but will not otherwise pursue formal action.

You may wish to report an incident to a Responsible Employee if you:

- Would like formal action taken. Formal action can include things like assistance in obtaining a restraining order or order of protection, filing criminal charges, or the individual facing campus conduct or employment action if he/she is found responsible for violating college policy
- Would like the College to be aware of the situation in case it happens again

If you would like to learn more about the campus conduct process or what is involved in an investigation or formal report, please contact the Title IX Coordinator.

X. Campus No-Contact Order

A campus no-contact order is a directive issued by a campus authority that prevents contact between parties or from one party to another. Such an order may be issued

through the formal reporting process (i.e. Student Conduct or Human Resources) or under the direction of a Title IX Coordinator. This may apply to communications in-person, online, and other forms of contact, both on- and off-campus. It is important to note that this is different than a civil order, which is issued by a court. Campus no-contact orders may be issued as a sanction or outcome and may also be issued on an interim basis while an incident is under investigation or adjudication. It is important to note that the burden of proof for a campus no-contact order is often less than that required for a court issued order, and the consequences for violating it are also limited to action that can be taken by the College, such as an additional student conduct charge of failure to comply with a college official.

XI. Civil Order of Protection and No-Contact Orders

The following information has been provided by IVCC's Campus Security. If you have other questions about civil orders of protection or no contact orders, please contact Campus Security at 815-224-0314 or your local police department. To obtain one of the orders below, contact the courthouse for the area in which you live.

Civil Orders of Protection

This is a court order that is designed to stop violent and harassing behavior and to protect you and your family from the abuser. They offer civil legal protection from domestic violence to both male and female reporting parties, as well as minors. A civil order of protection can only be filed against certain persons with whom the petitioner has a special relationship: people who are married or formerly married, people who are related by blood, people who live together or formerly lived together, people who are dating or formerly dated, people who are engaged or formerly engaged, and people with disabilities who file against their caregivers. There are three types of orders: Emergency and Interim Orders of Protection provide temporary, short-term protection. A Plenary Order of Protection offers longer term protection.

- **Emergency Orders:** An emergency order can be obtained based solely on your testimony to a judge. The abuser does not need to be present. The judge must be convinced that you are in immediate danger, or experiencing emotional distress, or else the judge may not grant the order. The emergency order will last until you can have a full hearing for a plenary order, usually within 14-21 days.
- **Interim Orders:** An interim order offers you a bit more protection than an emergency order. You do not need to have a full court hearing to be granted an interim order. They are often used to protect you in between the time when your emergency order expires and your full court hearing takes place. However, your abuser or his lawyer must have made an initial appearance before the court OR the abuser must have been notified of the date of your court hearing, before you can be given an interim order. An interim order lasts up to 30 days.

- **Plenary Orders:** A plenary order of protection can be issued only after a court hearing in which you and the abuser both have a chance to tell your sides of the story. It provides the most protection and the longest-term protection. A plenary order may last up to two years, and there is no limit on the number of times an order of protection can be renewed.

No-Contact Orders

If you do not have a relationship with the offender, you may seek to obtain a “no contact order.”

- A Civil No Contact Order (CNCO) is a civil “stay away” order for rape reporting parties who do not have a relationship with the offender. Under a CNCO, the court orders the offender not to have any contact with the reporting party. A CNCO may last up to two years.
- A Stalking No Contact Order (SNCO) is a civil “stay away” order for reporting parties of stalking who do not have a relationship with the offender. Under a SNCO, the court orders the offender not to have any contact with the reporting party. A SNCO may last up to two years.

Any violation of the above orders is a criminal offense and a Class A misdemeanor (up to one year in jail) and a second offense or subsequent violation is a Class 4 felony (one to three years in jail and possible fines).

Questions

Please contact the Associate Vice President for Student Services at 815-224-0393 or the Director of Human Resources at 815-224-0230 for the most recent version of this Guide, as well as to ask questions about this document or any other questions pertaining to sexual misconduct or gender-based harassment.

Illinois Valley Community College Board Policy

Subject: **Credit Hour**

Number:

Effective Date:

Last Reviewed:

Last Revised:

It is the policy of the Board of Trustees that a credit hour represents the student work required to demonstrate achievement of defined learning outcomes to be accomplished in fifty minutes of direct instruction and two hours of out-of-class work each week for the equivalent of a fifteen week semester. Courses and academic activities where direct instruction is not the primary mode of learning, such as online and hybrid courses comprise an equivalent amount of course related work (three hours per week for fifteen weeks) in any combination of direct instruction and out-of-class activities except as follows: lab instruction, studio work, and clinical work (minimum of two hours per week for fifteen weeks) and internships/practica (up to five hours per week for fifteen weeks).

Schedule of Regular Meeting Dates and Times

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

Recommendation:

The administration recommends Board approval of the following dates for 2016 and will provide public notice of this schedule. All meetings will take place at 6:30 p.m. in Room C307, the Board Room, on the campus of Illinois Valley Community College, 815 North Orlando Smith Road, Oglesby, Illinois.

- Thursday, January 14, 2016**
- Thursday, February 11, 2016**
- Thursday, March 10, 2016**
- Thursday, April 14, 2016**
- Thursday, May 12, 2016**
- Thursday, June 9, 2016**
- Thursday, July 14, 2016**
- Thursday, August 18, 2016**
- Thursday, September 8, 2016**
- Thursday, October 13, 2016**
- Thursday, November 10, 2016**
- Thursday, December 8, 2016**

KPI: Fiscal Responsibility/Affordability

Semi-annual Review of Closed Session Minutes

The Closed Session Minutes Committee met on Thursday, November 12, 2015 to discuss the minutes of meetings lawfully closed under the Open Meetings Act. The Committee's recommendation follows:

Recommendation:

The Closed Session Minutes Committee recommends Board approval to release closed session minutes of the June 11, 2015 Closed Session Minutes Committee meeting and the June 11, 2015 (President's Contract, Vice Presidents' Contracts, Part-time Faculty Pay Scale, and Coaches Salary Schedule) Board meeting.

KPI: Fiscal Responsibility/Affordability



ILLINOIS VALLEY
COMMUNITY COLLEGE

Memorandum

To: Jerry Corcoran, Ed.D., President
From: Deborah Anderson, Ph.D., Vice-President for Academic Affairs *da*
Bonnie Campbell, Dean for Health Professions *BC*
Date: November 20, 2015
Subject: Samantha Whiteaker Tenure Recommendation

Typically, faculty are awarded tenure by the Board of Trustees at the February Board meeting; faculty who began full-time employment in August of 2013, will be presented for approval of tenure in February 2016. This year, we have one exception to this timeline.

Samantha Whiteaker began her faculty employment as a Nursing Instructor in January of 2013. She is, therefore, eligible for tenure in January, 2016. Rather than having two tenure award and celebratory events for small numbers of faculty each time, the administration prefers to award and celebrate tenure achievements as per past practice in February.

It is customary that each individual eligible for tenure present his/her portfolio to the Dean, Associate Vice President, and Vice President prior to the presentation to the Board to gain administrative approval and feedback to strengthen the portfolio and assure it accurately represents the faculty member's accomplishments.

To confirm that Ms. Whiteaker met all requirements prior to her eligibility date, she met with Dr. Anderson and Ms. Campbell for the initial presentation of her portfolio on November 16, 2015. In addition to evaluation documents, letters of recommendation, student course feedback, professional development, community service, and examples of contributions to the institution, Ms. Whiteaker's portfolio included artifacts from her classroom as evidence of student learning. Ms. Campbell and Dr. Anderson were in unanimous agreement that she met the requirements for tenure outlined in the IVCC Guidelines for Non-tenured Faculty Evaluation System.

We look forward to Ms. Whiteaker sharing her portfolio and celebrating her success with the Board of Trustees at the February 2015 meeting.

November 11, 2015

Dear Human Resources,

I will be terminating my employment at IVCC because I am retiring. Thank you for all of the years of employment. I have very much enjoyed the students and the friendships with the staff.

Sincerely,


Kathy Vesper

RECEIVED

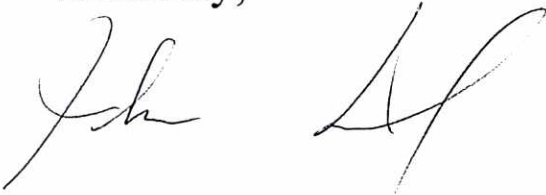
NOV 19 2015

HUMAN RESOURCES

To: Mark Grzbowski and The Illinois Valley Community
College Board of Education:

I am writing this to inform you of my retirement on March 31, 2016. I would like to take this opportunity to thank the Board, the administration, and fellow staff for their support and dedication to students and their education. I will continue to be an ambassador in the community for the college during my retirement.

Sincerely,

A handwritten signature in cursive script, appearing to read 'John Immel', written in black ink.

John Immel

RECEIVED

NOV 10 2015

HUMAN RESOURCES

Change Order #1 –PHS Project: Exterior Door Replacement

To be in compliance with Board Policy 4003, the administration wishes to advise the Board of Trustees of Change Order #1 for a decrease of \$7,500 for PHS Project: Exterior Door Replacement. The change order consists of the following changes:

Original contract sum	\$152,000
Wood door frame repair was not required during course of construction. Wood framing allowance was not used.	(7,500)
New contract sum	<u>\$144,500</u>



Illinois Online Network
Supporting Online Education Throughout the World

October 26, 2015

Nora Villarreal
235 N. 19 Rd.
Tonica, IL 61370
United States

Dear Nora ,

Congratulations! You have been awarded the Master Online Teacher Certificate from the Illinois Online Network and the University of Illinois.

In earning the certificate you have completed the following courses in the Making the Virtual Classroom a Reality (MVCR) series:

Course	Section	Grade
Instructional Design for Online Course Development	ID1452	A
Online Learning: An Overview	OO1233	A+
Practicum	PR1541	A
Student Assessment in Online Courses	SA1521	A
Technology Tools for Online Learning	TT1531	A
Universal Design Principles for Online Learning	UD1531	A+

Your completion of the Practicum, the cap stone course in the certification program, demonstrates that you have mastered the content and theory necessary to produce high quality online courses.

Your dedication in pursuit of the certificate indicates that you are committed to high standards in integrating online teaching with your institutional mission. You are an individual who is Making the Virtual Classroom a Reality for your institution!

Sincerely,

Scott B. Johnson
Program Director, Illinois Online Network



OFFICE OF THE PRESIDENT
Diane Grob Schmidt, Ph.D.
President-Elect, 2014
President, 2015
Immediate Past President, 2016

October 22, 2015

Dr. Ron Groleau
Department Chair
Illinois Valley Community College
815 N Orlando Smith Road
Oglesby, IL 61348-9692

Dear Dr. Ron Groleau:

I am very pleased to inform you that the American Chemical Society (ACS) student chapter at Illinois Valley Community College has been selected to receive a Commendable award for its activities conducted during the 2014-2015 academic year.

For the 2014-2015 academic year, over 400 chapter activity reports were submitted and The Society Committee on Education presented **55** outstanding, **99** commendable, and **160** honorable mention awards. Lists of award winning chapters will be published in *Chemical & Engineering News* and in the November/December issue of *inChemistry*, the student member magazine. The award winning chapters will also be honored at the 251st ACS National Meeting in San Diego, CA on Sunday, March 13, 2016.

Professors Matthew Johll and Richard Ault, faculty advisors of the chapter, deserve special commendation. Few faculty members are willing to make the great commitment of time and energy that a successful chapter requires. Professor Johll and Professor Ault's efforts certainly represent the best in undergraduate science education and mentoring around the country. We extend our warmest congratulations to the students and Professors Johll and Ault for setting such a fine example for other chapters and being exemplary chemistry ambassadors!

If you have any questions regarding ACS Undergraduate Programs, please contact Nicole Di Fabio, ACS Undergraduate Programs Office at 202-776-8010; or n_difabio@acs.org.

Sincerely,

A handwritten signature in black ink that reads "Diane Grob Schmidt".

Diane Grob Schmidt, Ph.D., ACS Fellow
2015 President
American Chemical Society

cc: Dr. Matthew Johll
Dr. Richard Ault
Dr. Jerry M. Corcoran, President

MEMORANDUM

TO: Mark Grzybowski
Associate Vice-President for Student Services

FROM: Cory Tomasson
Coordinator of Student Activities

RE: FY '16 Student Organization Budgets

DATE: November 12, 2015

OK *[Signature]* - 11/19/15
[Signature]
11/19/15

Attached is the proposed 2015-2016 Budget for Student Activities.

This year's budget reflects decreases for most of the Student Organizations. These one-time reductions are a result of a funding agreement related to student-related items to be placed in the new Student Life Space. As a result of this agreement, the Student Activities Department had to delay the budget process until after the Audit on these accounts was completed in order to get a more accurate financial preview for this fiscal year.

This budget has been created by the Student Government Association and approved by the Coordinator of Student Activities. We would ask for your approval of these allocations for the 2015-2016 academic year.

[Signature]
Vanessa Olin
[Signature]
[Signature]
[Signature]
Kurtis Kain
[Signature]
Cody O'Brien
Monica Leonard
Alexis Scarpi
Travis Sauer

ORGANIZATION	2014-1015 Allocations	2015-2016 Proposed Allocations	
1 IVNUA (Information Tech)	\$1,000.00	\$750.00	75.00%
2 Alpha Delta Nu (Nursing Honors)	\$250.00	\$200.00	80.00%
3 American Chemical Society	\$4,000.00	\$3,000.00	75.00%
Auto Club	\$0.00	\$250.00	#DIV/0!
4 Black Student Association	\$500.00	\$400.00	80.00%
Chess Club	\$0.00	\$250.00	#DIV/0!
5 College Democrats	\$650.00	\$500.00	76.92%
7 Disc Golf Club	\$500.00	\$375.00	75.00%
8 IVSustainability	\$3,500.00	\$3,000.00	85.71%
9 Economics Student Association	\$250.00	\$200.00	80.00%
10 Focus On Fitness	\$2,750.00	\$2,050.00	74.55%
11 Gaming Society	\$1,000.00	\$750.00	75.00%
12 Gay/Straight Alliance	\$1,000.00	\$750.00	75.00%
13 Honors Program	\$0.00	\$250.00	#DIV/0!
14 Horticulture Club	\$2,500.00	\$2,000.00	80.00%
15 Human Service Organization	\$1,250.00	\$1,000.00	80.00%
16 Human Service Honors Society	\$500.00	\$400.00	80.00%
17 Illinois Valley Leaders for Service	\$250.00	\$200.00	80.00%
18 Indefinite Limits (Math Club)	\$950.00	\$750.00	78.95%
19 International Society	\$1,500.00	\$1,200.00	80.00%
20 IVLeader	\$10,000.00	\$8,000.00	80.00%
21 Lambda Alpha Epsilon (CRJ)	\$5,000.00	\$4,000.00	80.00%
22 OSAKA Anmine Club	\$750.00	\$600.00	80.00%
23 Paintball Club	\$250.00	\$0.00	0.00%
24 Phi Theta Kappa	\$5,500.00	\$4,100.00	74.55%
25 Physics Club	\$150.00	\$0.00	0.00%
26 Psychology Club	\$750.00	\$600.00	80.00%
27 Red Cross	\$750.00	\$600.00	80.00%
28 River Currents	\$2,000.00	\$1,500.00	75.00%
29 Running Club	\$0.00	\$0.00	#DIV/0!
30 SAGE	\$500.00	\$400.00	80.00%
31 Sigma Delta Mu (Spanish)	\$100.00	\$0.00	0.00%
32 Sigma Kappa Delta (English)	\$2,000.00	\$1,600.00	80.00%
33 SPAMO	\$2,500.00	\$2,000.00	80.00%
34 Student Ambassadors	\$1,000.00	\$750.00	75.00%
35 Student Government Association	\$7,500.00	\$4,000.00	53.33%
36 Student Nurses Association	\$7,500.00	\$6,500.00	86.67%
37 Student Veteran's Association	\$500.00	\$400.00	80.00%
38 TEACH	\$1,000.00	\$750.00	75.00%
40 World Languages	\$2,550.00	\$0.00	0.00%
41 Young Republicans	\$650.00	\$500.00	76.92%
Subtotal	\$73,300.00	\$54,575.00	74.45%
Coordinator's Stipend	\$15,000.00	\$15,000.00	
Athletics	\$61,414.00	\$61,414.00	
TOTAL	\$149,714.00	\$130,989.00	

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.