



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, April 14, 2016
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, April 14, 2016 – 6:30 p.m. – Board Room (C307)

A G E N D A

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Recognition – Austin Burnette, Student Trustee
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 – March 8, 2016 Special Board Meeting and March 10, 2016 Board Meeting (Pages 1-6)
 - 7.2 Approval of Bills - \$1,176,916.64
 - 7.2.1 Education Fund - \$1,014,197.92
 - 7.2.2 Operations & Maintenance Fund - \$69,611.29
 - 7.2.3 Operations & Maintenance (Restricted Fund) - \$11,404.90
 - 7.2.4 Auxiliary Fund - \$30,609.43
 - 7.2.5 Restricted Fund - \$4,113.50
 - 7.2.6 Liability, Protection & Settlement Fund - \$43,912.82
 - 7.2.7 Grants, Loans, & Scholarships - \$3,066.78
 - 7.3 Treasurer's Report (Pages 7-24)
 - 7.3.1 Financial Highlights (Pages 8-9)
 - 7.3.2 Balance Sheet (Pages 10-11)
 - 7.3.3 Summary of FY16 Budget by Fund (Page 12)
 - 7.3.4 Budget to Actual Comparison (Pages 13-19)
 - 7.3.5 Budget to Actual By Budget Officers (Page 20)
 - 7.3.6 Statement of Cash Flows (Page 21)
 - 7.3.7 Investment Status Report (Pages 22-23)
 - 7.3.8 Disbursements - \$5,000 or more (Page 24)
 - 7.4 Personnel - Stipends for Pay Periods Ending March 5, 2016 and March 19, 2016 (Pages 25-30)

8. President's Report
9. Committee Reports
10. Faculty Retirement – Kaushalya G. Jagasia, English Instructor (Pages 31-32)
11. Faculty Appointment – Tammy L. Landgraf, Early Childhood Instructor and Program Coordinator (Pages 33-34)
12. Sabbatical Request – Sue Caley-Opsal (Pages 35-46)
13. Sabbatical Request – Jeffrey Spanbauer (Pages 47-54)
14. Bid Results – AV Equipment for D225 (Page 55)
15. Bid Results – Exmark Mower (Page 56)
16. Transfer of Funds – Auxiliary Enterprise Fund to Education Fund (Page 57)
17. FY2017 Board of Trustees Budget (Pages 58-59)
18. Board Policies (second reading) (Pages 60-116)
19. Ratification of Engagement Letter (Page 117)
20. Items for Information (Pages 118-126)
 - 20.1 Staff Appointment – Edward R. Young, Jr., Women's Head Soccer Coach (part-time) (Page 118)
 - 20.2 Staff Appointment – Timothy M. Cottingim, Men's Head Soccer Coach (part-time) (Page 119)
 - 20.3 Staff Retirement – Kris Renn, Biology Instructor (Part-time) (Page 120)
 - 20.4 Staff Resignation – Brittany Muller, Adult Education Instructor (part-time) (Page 121)
 - 20.5 Award for Popular Annual Financial Reporting – Government Finance Officers Association (Page 122)
 - 20.6 Approval of Engineering Technology A.A.S. Degree (Page 123)
 - 20.7 Baseball Field Dugouts (Page 124)
 - 20.8 IVCC Textbook Rental Program – Lyle Guenther (Pages 125-126)
21. Trustee Comment
22. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) litigation; 3) student discipline; 4) collective negotiations; and 5) closed session minutes.
23. Closed Session Minutes
24. Other
25. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees
Minutes of Special Meeting
March 8, 2016

The Board of Trustees of Illinois Valley Community College District No. 513 convened a special session at 7 p.m. on Tuesday, March 8, 2016 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Melissa M. Olivero, Chair
Michael C. Driscoll, Vice Chair
Jane E. Goetz
David O. Mallery
Everett J. Solon
Austin M. Burnette, Student Trustee

Members Absent: Larry D. Huffman, Secretary
Laurie A. Bonucci

Others Physically Present: Jerry Corcoran, President
Walt Zukowski, Attorney
Cheryl Roelfsema, Vice President for Business Services and Finance

Ms. Olivero called the meeting to order at 7 p.m.

CLOSED SESSION

It was moved by Dr. Driscoll and seconded by Mr. Solon to convene a closed session to discuss litigation. Motion passed by voice vote. The Board entered closed session at 7:02 p.m.

On a motion by Dr. Driscoll and seconded by Ms. Goetz, the regular meeting resumed at 7:36 p.m. Motion passed by voice vote.

OTHER

It was moved by Mr. Solon and seconded by Ms. Goetz to enter into a mutually agreeable engagement letter with Atty. Stephen E. Balogh. Motion passed by voice vote.

ADJOURNMENT

Ms. Olivero declared the meeting adjourned at 7:38 p.m.

Melissa M. Olivero, Board Chair

Larry D. Huffman, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
March 10, 2016

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, March 10, 2016 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Michael C. Driscoll, Vice Chair
Jane E. Goetz
David O. Mallery
Everett J. Solon
Austin M. Burnette, Student Trustee

Members Absent: Melissa M. Olivero, Chair
Larry D. Huffman, Secretary
Laurie A. Bonucci

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

In the absence of Ms. Olivero, Dr. Michael Driscoll call the meeting to order.

SECRETARY PRO-TEM

In the absence of Dr. Huffman, Dr. Driscoll made the motion to appoint Mr. Solon to serve as Secretary Pro-tem, seconded by Mr. Mallery. Motion passed by voice vote.

APPROVAL OF AMENDED AGENDA

It was moved by Mr. Solon and seconded by Ms. Goetz to approve the amended agenda (added Ratification of Engagement Letter), as presented. Motion passed by voice vote.

PUBLIC COMMENT

None.

CONSENT AGENDA

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

The following items were approved in the consent agenda:

Approval of Minutes – February 1, 2016 Audit/Finance Committee Meeting; February 4, 2016 Special Board Meeting; and February 11, 2016 Board Meeting

Approval of Bills - \$2,545,629.54

Education Fund - \$1,791,766.73; Operations & Maintenance Fund - \$89,381.99; Operations & Maintenance (Restricted Fund) - \$449,684.16; Auxiliary Fund - \$133,878.56; Restricted Fund - \$6,518.55; and Liability, Protection and Settlement Fund - \$74,399.55

Treasurer's Report

Personnel

Approved the stipends for pay periods ending February 6, 2016 and February 20, 2016

Purchase Request – Student Computer Upgrades

Authorized the administration to purchase 28 laptops, 111 computers, and 18 monitors from Dell, Inc., in the amount of \$100,885.

Request for Proposals – Banking Depository and Services for Operating Funds

Granted the administration permission to seek proposals for banking depository and services for the operating account.

PRESIDENT'S REPORT

Before each board member were two documents that Dr. Corcoran wanted to bring to their attention. First was a memo from Cheryl Roelfsema with an attachment that explains in layman's terms how property taxes and the tax levy impact funding at IVCC. Cheryl has begun sharing her listing of FAQs with folks across the college and will be posting it at the website soon so that everyone has access to the same information and is better prepared to answer questions from community members when asked to explain this complex subject. Second is information from the College's partners at University of Illinois Extension regarding possible cooperative field research projects involving college-owned property. The proposed use of College land for Extension-research purposes has come about as a result of the partnership with the Extension to significantly expand the College's agriculture program and better serve the needs of students and employers in the IVCC district. Jill Guynn, Daryle Wragge and Russ Higgins are the Extension representatives who will be working with Chris Kolodziej, the College's excellent farm tenant, on research projects. Dr. Corcoran is excited about what this could lead to--stay tuned for more to follow on that effort. The IV Sustainability Club's organic garden will move to the east campus so that it's more accessible to water and easier to maintain. Thus, the acre that was being used for this purpose south of parking Lots 3 and 4 will be going back into the crop rotation managed by Mr. Kolodziej. On Friday, April 1, IVCC's main campus will be the site of rapid response training for Oglesby Police. The College is closed that day for spring break. A City of La Salle Police trainer, Jim Strand, will be instructing Oglesby officers in rapid response work at the all-day session. Mr. Strand received his training from the Department of Homeland Security and has conducted similar training exercises throughout the Illinois Valley.

Although Fran Brolley has done his typical wonderful job of issuing press releases regarding Kaitlin Raineri being named as the top scoring student in Illinois as a 2016 Coca-Cola New Century Scholar out of 1,900 applications, and the local media have done a phenomenal job of covering this story. Dr. Corcoran also spotlighted Eric Schroeder and Carmen Hartford for the behind-the-scenes job they do every year as PTK faculty advisors of our Rho Omega chapter. To say that the College is thrilled for Kaitlin and her parents, Mike and Kay, would be an understatement—the College is also proud of its faculty who no doubt work hard and bring out the best in so many of the College’s multi-talented students. To the best of Dr. Corcoran’s knowledge, the College has had only two students rise to this level of recognition, Caitlin Rinker and Kaitlin Raineri. Dr. Corcoran thanked everyone for thrusting IVCC students into the national spotlight. Paula Hallock does a great job of working with Glenna Jones on coordinating the College’s annual recognition event. Next week Paula will be printing 2016 recognition event invitations for the 20th annual event. Dr. Corcoran would appreciate board members marking their calendars for Friday, April 29 at Grand Bear Resort with a 4 p.m. social hour, 4:30-5:30 hors d’oeuvres, and 5:30 awards presentation. The deadline to RSVP will be April 14, the night of the College’s next board meeting. Not only will this be special because it’s the 20th event but also because over 100 honorees will be recognized, including 16 award nominees/recipients and 16 retirees. Last Thursday, March 3, Susan Monroe and Lisa Witalka coordinated this year’s etiquette dinner for students preparing to move on to the next chapter in their lives after training at IVCC. There was a large number of employers in the area who attended and showed tremendous support for the students. Lee Ann Piano facilitated the training and did a fine job. Kudos to everyone in Mark’s Student Services division for making this program a memorable and rewarding experience for the College’s students. The College’s March 8 Open House was a big hit. Over 120 students and parents attended. Feedback was super and everyone did a great job. Dr. Corcoran commended Quintin Overocker.

COMMITTEE REPORTS

The Planning Committee will be scheduling a meeting soon. Agenda items include the IPEDS Report, Market Penetration, PACE Survey, and Board Policies.

FACULTY TENURE RECOMMENDATION – SAMANTHA D. WHITEAKER

It was moved by Mr. Solon and seconded by Ms. Goetz to approve tenure for Samantha D. Whiteaker, Nursing Instructor. Dr. Anderson noted the tenure process is designed to promote excellence in teaching. At IVCC it is a three-year process. In the course of that time the instructor is evaluated at least eleven times. Part of the documentation they provide, in addition to their teaching observations, include student course evaluations. Students evaluate their instructors at the end of each semester of every course. The instructor keeps a record of their professional development. They are expected to contribute to the institution through committee and service work. At the end of the process they present their portfolio. Bonnie Campbell introduced Samantha Whiteaker and reported that Samantha received her bachelor of science in nursing and her master’s in nursing education. She has completed her Certification in Nursing Education through the National League of Nursing. She is the only faculty member at this time who has completed her CNE, a huge kudo. Samantha always says “yes” and is open to new thoughts and ways of doing things in the classroom and in clinical studies and Ms. Campbell is very thankful for that. Samantha has a wonderful passion for nursing and teaching. Her students are thankful

for her passion and one student wishes she could have her as an instructor in every class she takes. Ms. Campbell hopes that Samantha stays at IVCC for a long time. Motion passed by voice vote.

FACULTY TENURE RECOMMENDATION – KARIE J. STECKEN

It was moved by Mr. Solon and seconded by Ms. Goetz to approve tenure for Karie J. Stecken, Nursing Instructor. Bonnie Campbell introduced Karie Stecken and reported she graduated with a bachelor in science in nursing and a master’s in nursing. Prior to IVCC Karie was employed by St. Mary’s Hospital in numerous positions such as a floor nurse, ICU, supervisor of the ICU and emergency department. Her hospital and patient care experience has been invaluable. Her current nursing practice is well respected among the faculty members. Karie cannot say “no.” Karie has taken on a lead teacher role in three courses in the last 18 months which is a lot to ask of a new faculty member. She is a team player and works diligently with the other nursing instructors to provide the best education experience for the nursing students. Students have said she is the best instructor ever and she is very knowledgeable and good in providing explanations for procedures and protocols. She makes sure everyone understands and makes her students feel confident. Motion pass by voice vote.

BID RESULTS – ASBESTOS ABATEMENT FOR THE ROOM D225 RENOVATION PROJECT

It was moved by Mr. Mallery and seconded by Mr. Solon to accept the base bid from the Luse Companies, Aurora, IL, in the amount of \$49,660 for the asbestos abatement for the Room D225 Renovation Project. Motion passed by voice vote.

BID RESULTS – BUILDING B CHILLER/AIR HANDLER REPLACEMENT

It was moved by Mr. Solon and seconded by Ms. Goetz to accept the base bid and Alternate No. 1 from John’s Service & Sales, Inc., Oglesby, Illinois, in the amount of \$842,175 for the Building B Chiller/Air Handler Replacement. Basalay, Cary & Alstadt will be the Architect for this project. Motion passed by voice vote.

2016 ICCTA OUTSTANDING FACULTY AWARD NOMINATION

It was moved by Ms. Goetz and seconded by Mr. Burnette to nominate Dr. Patricia Pence, Nursing Instructor and the 2016 recipient of IVCC’s *Stephen Charry Memorial Award for Teaching Excellence*, to represent IVCC for the Illinois Community College Trustee Association’s Outstanding Faculty Award. Motion passed by voice vote.

2016 ICCTA OUTSTANDING PART-TIME FACULTY AWARD NOMINATION

It was moved by Mr. Mallery and seconded by Ms. Goetz to nominate Ms. Andrea Kowalski, Speech Instructor, for the Illinois Community College Trustee Association’s Outstanding Part-time Faculty Award. Motion passed by voice vote.

TRUSTEE COMMENT

None.

CLOSED SESSION

It was moved by Mr. Burnette and seconded by Mr. Solon to convene a closed session at 6:55 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 p.m. On a motion by Ms. Goetz and seconded by Mr. Solon, the regular meeting resumed at 8:30 p.m. Motion passed by voice vote.

CLOSED SESSION MINUTES

It was moved by Mr. Solon and seconded by Mr. Burnette to approve and retain the closed session minutes of the February 4 and February 11, 2016 Board meetings. Motion passed by voice vote.

RATIFICATION OF ENGAGEMENT LETTER

It was moved by Ms. Goetz and seconded by Mr. Mallery to approve entering into an engagement letter, as presented, and authorize the chair to sign such letter. Motion passed by voice vote.

OTHER

A question was asked of how the College handles faculty members who in looking at their schedule for the semester give notice when they will be away for business reasons or professional development. Through the dean meetings there is consistency of how faculty should work with their supervisors. Absences go through the dean and faculty are encouraged to work ahead with additional assignments. Faculty understand that their responsibility is to cover the content of the course. In sudden absences, the dean is to be notified as soon as possible. All deans handle absences in the same way. A substitute covers the class for extended absences.

ADJOURNMENT

Dr. Driscoll declared the meeting adjourned at 8:35 p.m.

Melissa M. Olivero, Board Chair

Larry D. Huffman, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

MARCH 2016

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

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – March 2016

Revenues

- As of March 31, the headcount for spring semester is 3,752, which is 169 students less than at the same point in time last year. Credit hours for spring 2016 decreased by 1,999, or 6.55 percent, for a total of 28,502, from this point in time one year ago. Total credit hours for the FY2016 budget were level with FY2015, 67,602 credit hours. It will take an additional 2,244 credit hours to make this goal. Registration for summer semester begins April 8 and registration for fall semester begins April 13. Summer semester is considered the next fiscal year, FY2017.
- Since the State has not adopted a FY2016 budget, there have been no payments for MAP (Monetary Award Program) grants, base operating grants or equalization grants for FY2016. The College has covered these expenditures with reserve funds. Both the Illinois House and Senate are in session most of the month of April and we are optimistic that there will be some resolution on the FY2016 budget.
- The LaSalle County Board of Review decisions regarding 15 property tax appeals resulted in a reduction in equalized assessed valuation (EAV) of \$1,686,000. There were also seven property tax appeals in Bureau County asking for a reduction in value of more than \$100,000 each.
- DeKalb County is the first county to provide a Tax Computation Report for tax year 2015. DeKalb County EAV in our district increased by 4.5 percent. Farm land which is 85 percent of the EAV increased by 3.4 percent. The remaining 15 percent is made up of residential which increased by 3.7 percent and railroads which increased by 20 percent.

Expenditures

College operations are continuing as normal despite no State budget. Some of the more significant variances in expenditures for the nine months ending March 31, 2016 include the following:

Fund 01 – Education Fund – Academic Support – Contractual – library services - \$11,000; software renewals - \$61,750; Blackboard annual fee - \$75,000;

Fund 02 – Operations & Maintenance Fund – Operations & Maintenance of Plant – Fixed Charges – includes \$61,053 annual property insurance premium;

Fund 05 – Auxiliary Fund - Fixed Costs - \$17,132 for annual athletic van rental; \$31,050 for copier rental July 2015 through February 2016;

Fund 06 – Restricted Fund - Instruction – Materials & Supplies – includes \$14,703 of INAM grant expenditures and \$15,000 for the Inspire Illinois grant technology.

Protection, Health & Safety Projects:

- Building A Air Handler/Chiller Replacement – air handler and chiller are installed; continuing with controls, test and balance;
- Building B Air Handler/Chiller Replacement –a pre-construction meeting is scheduled with John’s Service and Sales on April 7, 2016;
- Building D Air Handler/Chiller Replacement – approved by ICCB with installation planned for winter 2017;
- Lecture Hall D225 Renovation – a pre-construction meeting was held with both Vanguard Contractors and Luse Companies; a meeting is scheduled for April 6 for architects and engineers and IVCC personnel to review the technology that will be installed in this room; completion is scheduled for early August 2016.

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 March 31, 2016

| | 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 | \$ 1,030,047 | \$ 1,581,508 | \$ 177,251 | \$ 738,372 | \$ 116,980 | | | \$ 3,644,158 |
| Investments | 4,218,901 | 10,101,846 | 633,447 | 480,295 | - | | | 15,434,489 |
| Receivables | | | | | | | | |
| Property taxes | 7,911,385 | 1,797,330 | 268,312 | - | - | | | 9,977,027 |
| Governmental claims | - | 73,600 | - | - | 744,797 | | | 818,397 |
| Tuition and fees | 220,290 | 476 | - | 102,047 | - | | | 322,813 |
| Due from other funds | 1,282,528 | | | | 350 | | | 1,282,878 |
| Due from student groups | | | | | - | | | - |
| Bookstore inventories | - | - | - | 1,008,000 | - | | | 1,008,000 |
| Other assets | 73,362 | 51,436 | - | - | - | | 941,708 | 1,066,506 |
| 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 | - | | - | | - | | (676,708) | (676,708) |
| Other Debits | <u>\$14,736,513</u> | <u>\$13,606,196</u> | <u>\$ 1,079,010</u> | <u>\$ 2,337,072</u> | <u>\$ 862,127</u> | <u>\$61,977,676</u> | <u>\$ 265,000</u> | <u>\$ 94,863,594</u> |

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Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 March 31, 2016

| | 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 | \$ 93,340 | \$ - | \$ 3,146 | \$ 23,952 | \$ 7,260 | | | \$ 127,698 |
| Accrued salaries & benefits | 1,171,333 | 25,328 | - | 20,198 | - | | | 1,216,859 |
| Post-retirement benefits & other | 62,839 | - | - | - | - | | | 62,839 |
| Unclaimed property | 1,620 | 2,407 | - | - | 18 | | | 4,045 |
| Due to other funds | 199,075 | 286,555 | - | 52,451 | 744,797 | | | 1,282,878 |
| Due to student groups/deposits | 55,680 | - | - | - | 110,052 | | | 165,732 |
| Deferred revenue | | | | | | | | - |
| Property taxes | 3,958,411 | 899,275 | 134,156 | - | - | | | 4,991,842 |
| Tuition and fees | 93,441 | - | - | - | - | | | 93,441 |
| Grants | - | - | - | - | - | | | - |
| Bonds payable | - | - | - | - | - | | 265,000 | 265,000 |
| Total liabilities | <u>5,635,739</u> | <u>1,213,565</u> | <u>137,302</u> | <u>96,601</u> | <u>862,127</u> | <u>-</u> | <u>265,000</u> | <u>8,210,334</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 | | 12,392,631 | | | | | | 12,392,631 |
| Reserved for building purposes | | | | | | | | - |
| Reserved for audit | | | | | | | | - |
| Reserves - working cash | | | | | | | | - |
| Reserved for debt service | | | 941,708 | | | | | 941,708 |
| Reserved for Liab.,Prot.,Settl. | | | | | | | | - |
| Unreserved | <u>9,100,774</u> | <u>-</u> | <u>-</u> | <u>2,240,471</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>11,341,245</u> |
| Total equity and other credits | <u>9,100,774</u> | <u>12,392,631</u> | <u>941,708</u> | <u>2,240,471</u> | <u>-</u> | <u>61,977,676</u> | <u>-</u> | <u>86,653,260</u> |
| Total Liabilities, Equity and Other Credits | <u>\$14,736,513</u> | <u>\$13,606,196</u> | <u>\$ 1,079,010</u> | <u>\$ 2,337,072</u> | <u>\$ 862,127</u> | <u>\$61,977,676</u> | <u>\$ 265,000</u> | <u>\$ 94,863,594</u> |

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

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2016 Revenues & Expenditures by Fund
 For the nine months ended March 31, 2016

| | 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 | \$ 15,557,501 | \$ 2,075,760 | \$ 1,499,894 | \$ 1,264,400 | \$ 18,247 | \$ 1,860,331 | \$ 5,011,428 | \$ 280,371 | \$ 39,032 | \$ 27,606,964 |
| Actual Expenditures | (14,434,897) | (1,697,378) | (2,053,401) | (1,264,375) | - | (1,991,853) | (5,301,055) | (707,704) | (32,475) | (27,483,138) |
| Other Financing Sources (Uses) | 45,640 | - | - | - | - | 20,774 | 10,000 | - | - | 76,414 |
| Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses | 1,168,244 | 378,382 | (553,507) | 25 | 18,247 | (110,748) | (279,627) | (427,333) | 6,557 | 200,240 |
| 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 March 31, 2016 | <u>\$ 6,008,130</u> | <u>\$ 3,091,711</u> | <u>\$ 5,937,917</u> | <u>\$ 1,437,917</u> | <u>\$ 4,752,215</u> | <u>\$ 2,240,371</u> | <u>\$ (290,448)</u> | <u>\$ 1,935,640</u> | <u>\$ 36,337</u> | <u>\$ 25,149,790</u> |

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**Illinois Valley Community College District No. 513
Fiscal Year 2016 Budget to Actual Comparison
For the nine months ended March 31, 2016**

| | <u>Annual Budget FY2016</u> | <u>Actual 3/31/16</u> | <u>Act/Budget 75.0%</u> | <u>Actual 3/31/15</u> | <u>Act/Budget 75.0%</u> | <u>Annual Budget FY2015</u> |
|---|---------------------------------|---------------------------|-----------------------------|---------------------------|-----------------------------|---------------------------------|
| EDUCATION FUND REVENUES | | | | | | |
| Local Government Sources: | | | | | | |
| Current Taxes | \$ 6,826,706 | \$ 6,728,723 | 98.6% | \$ 6,762,866 | 100.0% | \$ 6,762,916 |
| Corporate Personal Property Replacement Tax | 873,556 | 450,077 | 51.5% | 430,547 | 53.9% | 798,556 |
| TIF Revenues | 381,000 | 378,826 | 99.4% | 353,533 | 92.8% | 381,000 |
| Total Local Government | <u>8,081,262</u> | <u>7,557,626</u> | 93.5% | <u>7,546,946</u> | 95.0% | <u>7,942,472</u> |
| State Government: | | | | | | |
| ICCB Credit Hour Grant | 2,009,096 | - | 0.0% | 1,107,728 | 57.6% | 1,923,233 |
| Equalization | 50,000 | - | 0.0% | 25,000 | 50.0% | 50,000 |
| Career/Technical Education Formula Grant | 165,000 | - | 0.0% | 98,465 | 59.7% | 165,000 |
| Other | - | - | 0.0% | - | 0.0% | - |
| Total State Government | <u>2,224,096</u> | <u>-</u> | 0.0% | <u>1,231,193</u> | 57.6% | <u>2,138,233</u> |
| Federal Government | | | | | | |
| PELL Administrative Fees | 8,300 | 345 | 4.2% | 7,145 | 71.5% | 10,000 |
| Total Federal Government | <u>8,300</u> | <u>345</u> | 4.2% | <u>7,145</u> | 71.5% | <u>10,000</u> |
| Student Tuition and Fees: | | | | | | |
| Tuition | 7,451,219 | 6,938,322 | 93.1% | 6,876,074 | 92.9% | 7,399,631 |
| Fees | 897,300 | 810,927 | 90.4% | 859,933 | 89.0% | 966,527 |
| Total Tuition and Fees | <u>8,348,519</u> | <u>7,749,249</u> | 92.8% | <u>7,736,007</u> | 92.5% | <u>8,366,158</u> |
| Other Sources: | | | | | | |
| Public Service Revenue | 428,950 | 184,045 | 42.9% | 300,193 | 72.5% | 413,960 |
| Nongovernmental Gifts | - | - | 0.0% | - | 0.0% | 40,000 |
| Other | 90,102 | 66,236 | 73.5% | 73,699 | 67.3% | 109,472 |
| Total Other Sources | <u>519,052</u> | <u>250,281</u> | 48.2% | <u>373,892</u> | 66.4% | <u>563,432</u> |
| TOTAL EDUCATION FUND REVENUE | <u>\$ 19,181,229</u> | <u>15,557,501</u> | 81.1% | <u>16,895,183</u> | 88.8% | <u>19,020,295</u> |
| EDUCATION FUND EXPENDITURES | | | | | | |
| Instruction: | | | | | | |
| Salaries | \$ 8,915,712 | 6,716,434 | 75.3% | 6,827,840 | 76.8% | 8,893,252 |
| Employee Benefits | 1,585,859 | 1,314,491 | 82.9% | 1,405,452 | 89.6% | 1,567,960 |
| Contractual Services | 147,647 | 116,982 | 79.2% | 65,109 | 46.3% | 140,588 |
| Materials & Supplies | 461,421 | 197,208 | 42.7% | 253,939 | 57.6% | 441,166 |
| Conference & Meeting Expenses | 92,169 | 39,737 | 43.1% | 30,950 | 43.7% | 70,829 |
| Fixed Charges | 197,500 | 164,418 | 83.2% | 186,072 | 84.8% | 219,500 |
| Utilities | - | - | 0.0% | - | 0.0% | 600 |
| Capital Outlay | 4,094 | - | 0.0% | - | 0.0% | 3,245 |
| Other | - | - | 0.0% | 20 | 0.0% | - |
| Total Instruction | <u>\$ 11,404,402</u> | <u>\$ 8,549,270</u> | 75.0% | <u>\$ 8,769,382</u> | 77.4% | <u>\$ 11,337,140</u> |

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**Illinois Valley Community College District No. 513
Fiscal Year 2016 Budget to Actual Comparison
For the nine months ended March 31, 2016**

| EDUCATION FUND EXPENDITURES (continued) | Annual Budget FY2016 | Actual 3/31/16 | Act/Budget 75.0% | Actual 3/31/15 | Act/Budget 75.0% | Annual Budget FY2015 |
|---|---------------------------------|---------------------------|-----------------------------|---------------------------|-----------------------------|---------------------------------|
| Academic Support: | | | | | | |
| Salaries | \$ 692,859 | \$ 489,425 | 70.6% | \$ 487,890 | 72.5% | \$ 672,958 |
| Employee Benefits | 144,988 | 112,398 | 77.5% | 123,709 | 91.9% | 134,630 |
| Contractual Services | 172,207 | 150,378 | 87.3% | 132,294 | 79.1% | 167,246 |
| General Materials & Supplies | 473,885 | 223,121 | 47.1% | 131,368 | 53.9% | 243,898 |
| Conference & Meeting Expenses | 11,445 | 2,311 | 20.2% | 3,940 | 33.2% | 11,885 |
| Fixed Charges | - | - | 0.0% | 300 | 0.0% | - |
| Utilities | 25,343 | 18,497 | 73.0% | 17,994 | 71.2% | 25,283 |
| Capital Outlay | 78,750 | 42,640 | 54.1% | 16,595 | 1952.4% | 850 |
| Other | - | - | 0.0% | - | 0.0% | - |
| Total Academic Support | 1,599,477 | 1,038,770 | 64.9% | 914,090 | 72.7% | 1,256,750 |
| Student Services: | | | | | | |
| Salaries | 1,226,134 | 942,938 | 76.9% | 852,764 | 71.4% | 1,194,194 |
| Employee Benefits | 322,348 | 243,467 | 75.5% | 253,171 | 85.3% | 296,852 |
| Contractual Services | 7,400 | 4,144 | 56.0% | 4,565 | 73.0% | 6,250 |
| Materials & Supplies | 54,260 | 35,274 | 65.0% | 33,346 | 62.3% | 53,560 |
| Conference & Meeting Expenses | 22,955 | 10,993 | 47.9% | 9,054 | 43.8% | 20,675 |
| Fixed Charges | - | - | 0.0% | - | 0.0% | - |
| Capital Outlay | - | - | 0.0% | - | 0.0% | - |
| Other | - | - | 0.0% | - | 0.0% | - |
| Total Student Services | 1,633,097 | 1,236,816 | 75.7% | 1,152,900 | 73.4% | 1,571,531 |
| Public Services/Continuing Education: | | | | | | |
| Salaries | 453,520 | 302,867 | 0.0% | 362,711 | 81.3% | 445,953 |
| Employee Benefits | 51,310 | 51,104 | 99.6% | 57,018 | 109.8% | 51,932 |
| Contractual Services | 224,150 | 135,476 | 60.4% | 138,936 | 52.8% | 263,250 |
| Materials & Supplies | 78,350 | 67,588 | 86.3% | 60,020 | 70.6% | 85,025 |
| Conference & Meeting Expenses | 19,465 | 8,517 | 43.8% | 6,665 | 53.3% | 12,510 |
| Fixed Charges | - | - | 0.0% | - | 0.0% | - |
| Utilities | - | - | 0.0% | - | 0.0% | - |
| Capital Outlay | - | - | 0.0% | - | 0.0% | - |
| Other | - | - | 0.0% | 534 | 0.0% | - |
| Total Public Services/Continuing Education | 826,795 | 565,552 | 68.4% | 625,884 | 72.9% | 858,670 |
| Institutional Support: | | | | | | |
| Salaries | 1,792,349 | 1,334,973 | 74.5% | 1,301,364 | 77.2% | 1,686,123 |
| Employee Benefits | 486,552 | 417,028 | 85.7% | 438,098 | 86.7% | 505,137 |
| Contractual Services | 623,325 | 504,949 | 81.0% | 593,221 | 110.8% | 535,329 |
| Materials & Supplies | 502,230 | 327,381 | 65.2% | 393,577 | 81.2% | 484,584 |
| Conference & Meeting Expenses | 60,750 | 25,818 | 42.5% | 19,401 | 29.0% | 66,900 |
| Fixed Charges | - | - | 0.0% | - | 0.0% | - |
| Utilities | 9,628 | 9,313 | 96.7% | 10,867 | 96.8% | 11,228 |
| Capital Outlay | 157,250 | 93,727 | 59.6% | 386,434 | 51.4% | 751,280 |
| Other | 24,375 | (535) | -2.2% | (918) | -2.2% | 41,000 |
| Provision for Contingency | 151,767 | - | 0.0% | - | 0.0% | - |
| Total Institutional Support | 3,808,226 | 2,712,654 | 71.2% | 3,142,044 | 77.0% | 4,081,581 |
| Scholarships, Grants and Waivers | 488,750 | 331,835 | 67.9% | 370,911 | 63.0% | 588,700 |
| TOTAL EDUCATION FUND EXPENDITURES | \$ 19,760,747 | \$ 14,434,897 | 73.0% | \$ 14,975,211 | 76.0% | \$ 19,694,372 |
| INTERFUND TRANSFERS - NET | \$ 580,268 | \$ 45,640 | 0.0% | \$ 45,640 | 0.0% | \$ 751,280 |

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Illinois Valley Community College District No. 513
Fiscal Year 2016 Budget to Actual Comparison
For the nine months ended March 31, 2016

| | Annual Budget FY2016 | Actual 3/31/16 | Act/Budget 75.0% | Actual 3/31/15 | Act/Budget 75.0% | Annual Budget FY2015 |
|---|-------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| OPERATIONS & MAINTENANCE FUND REVENUES | | | | | | |
| Local Government Sources: | | | | | | |
| Current Taxes | \$ 1,197,142 | \$ 1,194,677 | 99.8% | \$ 1,206,113 | 100.0% | \$ 1,206,048 |
| Corporate Personal Property Replacement Tax | 165,921 | 79,425 | 47.9% | 75,979 | 53.9% | 140,921 |
| TIF | 127,000 | 126,275 | 99.4% | 117,844 | 92.8% | 127,000 |
| Total Local Government | 1,490,063 | 1,400,377 | 94.0% | 1,399,936 | 95.0% | 1,473,969 |
| State Government: | | | | | | |
| ICCB Credit Hour Grant | 174,704 | - | 0.0% | 195,481 | 57.6% | 339,394 |
| Total State Government | 174,704 | - | 0.0% | 195,481 | 57.6% | 339,394 |
| Student Tuition and Fees: | | | | | | |
| Tuition | 610,408 | 558,967 | 91.6% | 569,552 | 96.7% | 589,134 |
| Total Tuition and Fees | 610,408 | 558,967 | 91.6% | 569,552 | 96.7% | 589,134 |
| Other Sources: | | | | | | |
| Facilities Revenue | 125,000 | 112,647 | 90.1% | 110,803 | 96.4% | 115,000 |
| Investment Revenue | 1,500 | 2,684 | 178.9% | 1,023 | 51.2% | 2,000 |
| Other | - | 1,085 | 0.0% | 8,578 | - | - |
| Total Other Sources | 126,500 | 116,416 | 92.0% | 120,404 | 102.9% | 117,000 |
| TOTAL OPERATIONS & MAINTENANCE FUND REVENUES | \$ 2,401,675 | \$ 2,075,760 | 86.4% | \$ 2,285,373 | 90.7% | \$ 2,519,497 |
| OPERATIONS & MAINTENANCE FUND | | | | | | |
| Operations & Maintenance of Plant: | | | | | | |
| Salaries | \$ 870,560 | \$ 654,423 | 75.2% | \$ 629,692 | 73.3% | \$ 858,848 |
| Employee Benefits | 261,511 | 200,244 | 76.6% | 253,334 | 95.1% | 266,394 |
| Contractual Services | 196,000 | 125,337 | 63.9% | 221,218 | 123.9% | 178,550 |
| General Materials & Supplies | 224,070 | 109,432 | 48.8% | 123,865 | 56.7% | 218,470 |
| Conference & Meeting Expenses | 5,675 | 301 | 5.3% | 451 | 26.1% | 1,725 |
| Fixed Charges | 69,750 | 61,995 | 88.9% | 69,295 | 104.6% | 66,250 |
| Utilities | 649,713 | 548,389 | 84.4% | 436,486 | 60.0% | 726,900 |
| Capital Outlay | 94,000 | 9,846 | 10.5% | 371,015 | 59.3% | 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 | 2,333,279 | 1,646,967 | 70.6% | 2,042,356 | 70.9% | 2,880,175 |
| Institutional Support: | | | | | | |
| Salaries | 48,149 | 33,085 | 68.7% | 31,624 | 63.8% | 49,556 |
| Employee Benefits | 10,297 | 9,174 | 89.1% | 8,931 | 92.4% | 9,665 |
| Contractual Services | 1,500 | 2,491 | 166.1% | 2,491 | 166.1% | 1,500 |
| Materials & Supplies | 3,450 | 1,451 | 42.1% | 1,513 | 42.0% | 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 | 68,396 | 50,411 | 73.7% | 48,769 | 70.4% | 69,322 |
| TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES | \$ 2,401,675 | \$ 1,697,378 | 70.7% | \$ 2,091,125 | 70.9% | \$ 2,949,497 |

Illinois Valley Community College District No. 513
 Fiscal Year 2016 Budget to Actual Comparison
 For the nine months ended March 31, 2016

| | Annual Budget FY2016 | Actual 3/31/16 | Act/Budget 75.0% | Actual 3/31/15 | Act/Budget 75.0% | Annual Budget FY2015 |
|--|-------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| OPERATIONS & MAINTENANCE FUND (RESTRICTED) | | | | | | |
| Local Government Sources | | | | | | |
| Current Taxes | \$ 1,496,428 | \$ 1,493,346 | 99.8% | \$ 1,487,237 | 99.2% | \$ 1,498,515 |
| State Government Sources | 235,000 | - | 0.0% | - | 0.0% | 2,000,000 |
| Investment Revenue | 3,572 | 6,548 | 183.3% | 3,330 | 41.6% | 8,000 |
| Other Revenue | - | - | 0.0% | - | 0.0% | - |
| TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES | \$ 1,735,000 | 1,499,894 | 86.4% | 1,490,567 | 42.5% | 3,506,515 |
| OPERATIONS & MAINTENANCE FUND (RESTRICTED) | | | | | | |
| Operations & Maintenance | | | | | | |
| Contractual Services | \$ - | 152,308 | 0.0% | (41,850) | 0.0% | - |
| Fixed Charges | - | - | 0.0% | - | 0.0% | - |
| Capital Outlay | 2,977,071 | 1,901,093 | 63.9% | 621,992 | 17.8% | 3,500,000 |
| TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES | \$ 2,977,071 | 2,053,401 | 69.0% | 580,142 | 16.6% | 3,500,000 |
| INTERFUND TRANSFERS - NET | \$ - | \$ - | | \$ 270,000 | | \$ 270,000 |
| BOND & INTEREST FUND | | | | | | |
| Local Government Sources | | | | | | |
| Current Taxes | \$ 1,267,175 | \$ 1,263,099 | 99.7% | \$ 1,264,531 | 99.9% | \$ 1,266,316 |
| Investment Revenue | 1,000 | 1,301 | 130.1% | 884 | 25.3% | 3,500 |
| TOTAL BOND & INTEREST FUND REVENUES | 1,268,175 | 1,264,400 | 99.7% | 1,265,415 | 99.7% | 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 |
| | | | | | 0.0% | |
| 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 | \$ 18,247 | 91.2% | \$ 13,376 | 53.5% | \$ 25,000 |
| TOTAL WORKING CASH REVENUES | 20,000 | 18,247 | 91.2% | 13,376 | 53.5% | 25,000 |
| Transfers In (Out) | \$ (70,000) | \$ - | 0.0% | \$ - | | \$ - |

Illinois Valley Community College District No. 513
Fiscal Year 2016 Budget to Actual Comparison
For the nine months ended March 31, 2016

| | Annual Budget FY2016 | Actual 3/31/16 | Act/Budget 75.0% | Actual 3/31/15 | Act/Budget 75.0% | Annual Budget FY2015 |
|--|-------------------------|-------------------|---------------------|---------------------|---------------------|-------------------------|
| AUXILIARY ENTERPRISES FUND | | | | | | |
| Service Fees | \$ 2,385,600 | \$ 1,856,935 | 77.8% | \$ 2,040,471 | 91.6% | \$ 2,228,700 |
| Other Revenue | - | 2,272 | 0.0% | 50 | 0.0% | - |
| Investment Revenue | 3,000 | 1,124 | 37.5% | 1,808 | 40.2% | 4,500 |
| TOTAL AUXILIARY ENTERPRISES FUND REVENUES | 2,388,600 | 1,860,331 | 77.9% | 2,042,329 | 91.5% | 2,233,200 |
| AUXILIARY ENTERPRISES FUND | | | | | | |
| Salaries | \$ 339,239 | 244,304 | 72.0% | 237,882 | 70.8% | 336,026 |
| Employee Benefits | 89,872 | 63,161 | 70.3% | 74,992 | 81.2% | 92,335 |
| Contractual Services | 42,230 | 35,832 | 84.8% | 31,752 | 70.5% | 45,050 |
| Materials & Supplies | 1,973,765 | 1,516,256 | 76.8% | 1,881,281 | 95.2% | 1,975,230 |
| Conference & Meeting | 28,430 | 19,612 | 69.0% | 16,911 | 63.9% | 26,456 |
| Fixed Charges | 45,150 | 48,188 | 106.7% | 42,796 | 94.8% | 45,150 |
| Utilities | - | - | 0.0% | - | 0.0% | - |
| Capital Outlay/Depreciation | 5,748 | - | 0.0% | - | 0.0% | 3,838 |
| Other | 111,500 | 64,500 | 57.8% | 64,538 | 614.6% | 10,500 |
| TOTAL AUXILIARY ENTERPRISES EXPENDITURES | 2,635,934 | 1,991,853 | 75.6% | 2,350,152 | 92.7% | 2,534,585 |
| Transfer In (Out) | \$ (475,336) | \$ 20,774 | 0.0% | \$ 61,474 | 0.0% | \$ 338,586 |
| RESTRICTED PURPOSES FUND | | | | | | |
| Local Government Sources | \$ - | \$ - | 0.0% | \$ 4,117 | 0.0% | \$ - |
| State Government Sources | 313,970 | 7,800 | 2.5% | 1,314,207 | 336.3% | 390,814 |
| Federal Government Sources | 5,826,932 | 4,886,577 | 83.9% | 6,880,269 | 101.7% | 6,765,584 |
| Service Fees | 3,000 | 1,430 | 47.7% | 7,705 | 256.8% | 3,000 |
| Nongovernmental gifts or grants | 58,768 | 115,325 | 0.0% | 458,763 | 0.0% | 60,000 |
| Other Revenue | - | 296 | 0.0% | 225 | 0.0% | - |
| TOTAL RESTRICTED PURPOSES FUND REVENUES | \$ 6,202,670 | 5,011,428 | 80.8% | 8,661,169 | 120.0% | 7,219,398 |
| RESTRICTED PURPOSES FUND | | | | | | |
| Instruction: | | | | | | |
| Salaries | \$ 474,258 | 331,911 | 70.0% | 339,161 | 68.5% | 495,023 |
| Employee Benefits | 108,540 | 102,499 | 94.4% | 96,028 | 85.9% | 111,838 |
| Contractual Services | 25,135 | 22,845 | 90.9% | 60,409 | 79.7% | 75,830 |
| Materials & Supplies | 57,846 | 57,341 | 99.1% | 85,170 | 68.3% | 124,746 |
| Conference & Meeting | 24,339 | 16,152 | 66.4% | 19,351 | 30.6% | 63,266 |
| Fixed Charges | - | - | 0.0% | - | 0.0% | - |
| Utilities | 2,500 | 1,121 | 44.8% | 1,176 | 89.5% | 1,314 |
| Capital Outlay | - | 34,645 | 0.0% | 423,096 | 200.0% | 211,541 |
| Other | - | - | 0.0% | 300 | 0.0% | - |
| Total Instruction | \$ 692,618 | \$ 566,514 | 81.8% | \$ 1,024,691 | 94.6% | \$ 1,083,558 |

Illinois Valley Community College District No. 513
 Fiscal Year 2016 Budget to Actual Comparison
 For the nine months ended March 31, 2016

| RESTRICTED PURPOSES FUND | Annual Budget FY2016 | Actual 3/31/16 | Act/Budget 75.0% | Actual 3/31/15 | Act/Budget 75.0% | 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> | <u>0.0%</u> | <u>5,000</u> | <u>0.0%</u> | <u>-</u> |
| Student Services | | | | | | |
| Salaries | 189,882 | 144,288 | 76.0% | 140,359 | 74.8% | 187,602 |
| Employee Benefits | 77,435 | 68,413 | 88.3% | 59,508 | 86.9% | 68,484 |
| Contractual Services | 2,150 | 1,387 | 64.5% | 6,288 | 271.0% | 2,320 |
| Materials & Supplies | 2,100 | 2,371 | 112.9% | 2,065 | 38.2% | 5,400 |
| Conference & Meeting | 3,071 | 1,638 | 53.3% | 2,039 | 33.4% | 6,112 |
| Fixed Charges | - | - | 0.0% | - | 0.0% | - |
| Capital Outlay | - | - | 0.0% | - | 0.0% | - |
| Tuition Waivers (TRiO Grant) | 16,014 | 6,600 | 41.2% | 34,900 | 174.5% | 20,000 |
| Total Student Services | <u>290,652</u> | <u>224,697</u> | <u>77.3%</u> | <u>245,159</u> | <u>84.6%</u> | <u>289,918</u> |
| Public Service | | | | | | |
| Salaries | 149,970 | 93,236 | 62.2% | 125,409 | 82.2% | 152,530 |
| Employee Benefits | 39,999 | 22,805 | 57.0% | 35,263 | 101.2% | 34,845 |
| Contractual Services | 500 | 2,216 | 443.2% | 2,808 | 468.0% | 600 |
| Materials & Supplies | 1,731 | 366 | 21.1% | 3,430 | 150.8% | 2,275 |
| Conference & Meeting | 2,800 | 4,583 | 0.0% | 10,769 | 226.7% | 4,750 |
| Fixed Charges | - | - | 0.0% | - | 0.0% | - |
| Utilities | - | 198 | 0.0% | 99 | 0.0% | - |
| Capital Outlay | - | - | 0.0% | - | 0.0% | - |
| Other | - | - | 0.0% | - | 0.0% | - |
| Total Public Service | <u>195,000</u> | <u>123,404</u> | <u>63.3%</u> | <u>177,778</u> | <u>91.2%</u> | <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> | <u>0.0%</u> | <u>-</u> | <u>0.0%</u> | <u>73,600</u> |
| Institutional Support | | | | | | |
| Salaries (Federal Work Study) | \$ 88,364 | \$ 88,364 | 100.0% | \$ 84,891 | 92.6% | \$ 91,689 |
| Total Institutional Support | <u>88,364</u> | <u>88,364</u> | <u>100.0%</u> | <u>84,891</u> | <u>92.6%</u> | <u>91,689</u> |
| Student grants and waivers (PELL & SEOG) | <u>4,987,268</u> | <u>4,298,076</u> | <u>86.2%</u> | <u>7,408,778</u> | <u>134.8%</u> | <u>5,495,633</u> |
| TOTAL RESTRICTED FUND EXPENDITURES | <u><u>6,253,902</u></u> | <u><u>\$ 5,301,055</u></u> | <u><u>84.8%</u></u> | <u><u>\$ 8,946,297</u></u> | <u><u>123.7%</u></u> | <u><u>\$ 7,229,398</u></u> |
| Transfer In (Out) | <u><u>\$ 26,482</u></u> | <u><u>\$ 10,000</u></u> | <u><u>0.0%</u></u> | <u><u>\$ 29,805</u></u> | <u><u>0.0%</u></u> | <u><u>\$ (15,000)</u></u> |

Illinois Valley Community College District No. 513
Fiscal Year 2016 Budget to Actual Comparison
For the nine months ended March 31, 2016

| | Annual Budget FY2016 | Actual 3/31/16 | Act/Budget 75.0% | Actual 3/31/15 | Act/Budget 75.0% | Annual Budget FY2015 |
|--|-------------------------|-------------------|---------------------|-------------------|---------------------|-------------------------|
| LIABILITY, PROTECTION, & SETTLEMENT FUND | | | | | | |
| Local Government Sources | \$ 270,255 | \$ 268,542 | 99.4% | \$ 249,824 | 95.8% | \$ 260,808 |
| Investment Revenue | 5,000 | 6,070 | 121.4% | (4,823) | -19.3% | 25,000 |
| Other | - | 5,759 | 0.0% | - | 0.0% | - |
| TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES | 275,255 | 280,371 | 101.9% | 245,001 | 85.7% | 285,808 |
| LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES | | | | | | |
| Operations & Maintenance of Plant | | | | | | |
| Contractual Services | \$ 356,550 | \$ 281,505 | 79.0% | \$ 268,125 | 76.3% | \$ 351,500 |
| Material & Supplies | 330 | 148 | 44.8% | 458 | 183.2% | 250 |
| Conference & Meeting | 500 | 289 | 57.8% | 282 | 56.4% | 500 |
| Utilities | 550 | 302 | 0.0% | 398 | 0.0% | 500 |
| Capital Outlay | - | 55,151 | - | - | - | - |
| Total for Operations & Maintenance of Plant | \$ 357,930 | \$ 337,395 | 94.3% | \$ 269,263 | 76.3% | \$ 352,750 |
| Institutional Support | | | | | | |
| Salaries | \$ 90,462 | \$ 60,728 | 67.1% | \$ 57,499 | 78.0% | \$ 73,689 |
| Employee Benefits | 211,001 | 8,925 | 9.9% | 8,768 | 4.0% | 217,616 |
| Contractual Services | 23,150 | 56,886 | 245.7% | 11,698 | 40.3% | 29,000 |
| Materials & Supplies | 1,550 | 154 | 0.0% | 1,089 | 108.9% | 1,000 |
| Conference & Meeting | - | 2,000 | 0.0% | - | 0.0% | - |
| Fixed Charges | 319,850 | 241,616 | 75.5% | 289,995 | 80.2% | 361,500 |
| Utilities | - | - | 0.0% | - | 0.0% | - |
| Capital Outlay | - | - | 0.0% | - | 0.0% | - |
| Other | - | - | 0.0% | - | 0.0% | - |
| Total Institutional Support | 646,013 | 370,309 | 57.3% | 369,049 | 54.0% | 682,805 |
| TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES | \$ 1,003,943 | \$ 707,704 | 70.5% | \$ 638,312 | 61.6% | \$ 1,035,555 |
| AUDIT FUND | | | | | | |
| Local Government Sources | \$ 37,708 | \$ 39,012 | 103.5% | \$ 36,167 | 102.5% | \$ 35,277 |
| Investment Revenue | 250 | 20 | 0.0% | 26 | 0.0% | - |
| TOTAL AUDIT FUND REVENUES | 37,958 | 39,032 | 102.8% | 36,193 | 102.6% | 35,277 |
| AUDIT FUND | | | | | | |
| Contractual Services | 35,000 | 32,475 | 92.8% | 28,700 | 80.4% | 35,700 |
| TOTAL AUDIT FUND EXPENDITURES | \$ 35,000 | \$ 32,475 | 92.8% | \$ 28,700 | 80.4% | \$ 35,700 |

Illinois Valley Community College District No. 513
Fiscal Year 2016 Budget to Actual Comparison
All Funds - By Budget Officer
For the nine months ended March 31, 2016

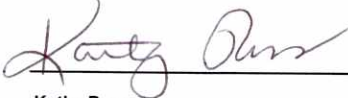
| <u>Department</u> | <u>Annual Budget FY2016</u> | <u>Actual 3/31/2016</u> | <u>Act/Budget 75.0%</u> | <u>Explanation</u> |
|--|-------------------------------------|-----------------------------|-----------------------------|---|
| President | \$ 327,955 | \$ 256,309 | 78.2% | |
| Board of Trustees | 14,450 | 13,003 | 90.0% | ICCTA Annual Dues |
| Community Relations | 471,445 | 362,833 | 77.0% | |
| Continuing Education | 999,560 | 688,639 | 68.9% | |
| Facilities | 5,285,350 | 3,700,368 | 70.0% | |
| Information Technologies | 2,250,342 | 1,561,556 | 69.4% | |
| Academic Affairs | 315,414 | 247,856 | 78.6% | |
| Academic Affairs (AVPCE) | 663,320 | 576,503 | 86.9% | Ottawa Center annual rent; TDT truck leases |
| Adult Education | 498,204 | 318,443 | 63.9% | |
| Learning Technologies | 686,110 | 491,597 | 71.6% | |
| Career & Tech Education Division | 1,757,289 | 1,183,432 | 67.3% | |
| Natural Science & Business Division | 2,356,277 | 1,742,287 | 73.9% | |
| Humanities & Fine Arts/Social Science Division | 1,975,607 | 1,681,838 | 85.1% | |
| Health Professions Division | 2,209,935 | 1,684,530 | 76.2% | |
| English, Mathematics, Education Division | 2,776,921 | 2,017,620 | 72.7% | |
| Admissions & Records | 390,144 | 289,232 | 74.1% | |
| Counseling | 644,907 | 490,289 | 76.0% | |
| Student Services | 170,125 | 118,468 | 69.6% | |
| Financial Aid | 5,449,406 | 4,669,061 | 85.7% | Includes, summer, fall and spring semesters |
| Athletics | 248,628 | 185,718 | 74.7% | |
| TRiO (Student Success Grant) | 290,652 | 224,697 | 77.3% | |
| Campus Security | 355,780 | 335,556 | 94.3% | \$55,000 final payment for DAS project |
| Business Services/General Institution | 2,257,524 | 1,956,728 | 86.7% | Annual bond payment |
| Risk Management | 638,163 | 372,148 | 58.3% | |
| Tuition Waivers | 553,750 | 331,835 | 59.9% | |
| Purchasing | 87,443 | 68,459 | 78.3% | |
| Human Resources | 128,966 | 92,632 | 71.8% | |
| Bookstore | 2,201,887 | 1,672,725 | 76.0% | |
| Shipping & Receiving | 68,396 | 50,411 | 73.7% | |
| Copy Center | 140,993 | 98,365 | 69.8% | |
| Total FY16 Expenditures | <u>\$ 36,214,943</u> | <u>\$ 27,483,138</u> | 75.9% | |

Illinois Valley Community College
Statement of Cash Flows
for the Month ended March 31, 2016

| | EDUCATION | OP/MAINT | OP / MAINT. RESTRICTED | BOND & INTEREST | AUXILIARY | RESTRICTED | WORKING CASH | AUDIT | LIAB, PROT, & SETTLEMENT | GRNTS, LNS & SCHOLARSHIPS | TOTAL |
|-------------------------|------------------------|------------------------|---------------------------|----------------------|----------------------|----------------------|------------------------|--------------------|-----------------------------|------------------------------|-------------------------|
| Balance on Hand | \$ 459,567.45 | \$ 199,402.55 | \$ 611,057.76 | \$ 177,200.04 | \$ 398,465.56 | \$ (487,379.61) | \$ 1,448,813.62 | \$ 15,241.51 | \$ (268,579.71) | \$ (50,495.03) | \$ 2,503,294.14 |
| Total Receipts | 323,784.34 | 24,674.49 | 192.49 | 90.27 | 79,670.78 | 26,412.00 | 318.80 | 4.87 | 10.92 | 57,546.48 | \$ 512,705.44 |
| Total Cash | 783,351.79 | 224,077.04 | 611,250.25 | 177,290.31 | 478,136.34 | (460,967.61) | 1,449,132.42 | 15,246.38 | (268,568.79) | 7,051.45 | 3,015,999.58 |
| Due To/From Accts | - | - | - | - | - | - | - | - | - | - | - |
| Transfers/Bank CDs | 1,650,961.35 | 287,387.13 | - | - | 311,605.59 | 55,000.00 | - | - | - | - | 2,304,954.07 |
| Expenditures | (1,834,254.34) | (156,241.08) | (11,404.90) | - | (61,391.75) | (71,680.26) | - | - | (50,732.94) | (3,066.78) | (2,188,772.05) |
| ACCOUNT BALANCE | 600,058.80 | 355,223.09 | 599,845.35 | 177,290.31 | 728,350.18 | (477,647.87) | 1,449,132.42 | 15,246.38 | (319,301.73) | 3,984.67 | 3,132,181.60 |
| Deposits in Transit | (1,837.37) | | | | | | | | | | (1,837.37) |
| Outstanding Checks | 573,374.78 | | | | | | | | | | 573,374.78 |
| BANK BALANCE | 1,171,596.21 | 355,223.09 | 599,845.35 | 177,290.31 | 728,350.18 | (477,647.87) | 1,449,132.42 | 15,246.38 | (319,301.73) | 3,984.67 | 3,703,719.01 |
| Certificates of Deposit | - | - | - | - | 248,000.00 | - | 2,395,491.76 | - | 2,100,000.00 | - | 4,743,491.76 |
| Illinois Funds | 1,956,035.03 | 2,262,866.17 | 3,406,305.40 | 633,446.78 | 232,295.47 | 100,437.86 | 901,229.32 | 2,318.51 | 1,138.53 | 117.69 | 9,496,190.76 |
| CDB Trust Fund CTC | | | 2,990.60 | | | | | | | | 2,990.60 |
| Bldg Reserve-ILLFund | | | 1,084,183.56 | | | | | | | | 1,084,183.56 |
| Total Investment | \$ 1,956,035.03 | \$ 2,262,866.17 | \$ 4,493,479.56 | \$ 633,446.78 | \$ 480,295.47 | \$ 100,437.86 | \$ 3,296,721.08 | \$ 2,318.51 | \$ 2,101,138.53 | \$ 117.69 | \$ 15,326,856.68 |

| | |
|--------------------|------------------------|
| LaSalle State Bank | \$ 107,358.52 |
| Centrue Bank | <u>3,596,360.49</u> |
| | <u>\$ 3,703,719.01</u> |

Respectfully submitted,


 Kathy Ross
 Controller

ILLINOIS VALLEY COMMUNITY COLLEGE
 INVESTMENT STATUS REPORT
 March 31, 2016

| <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 |
| 4/2/2016 | | | | | | 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 | | | | |

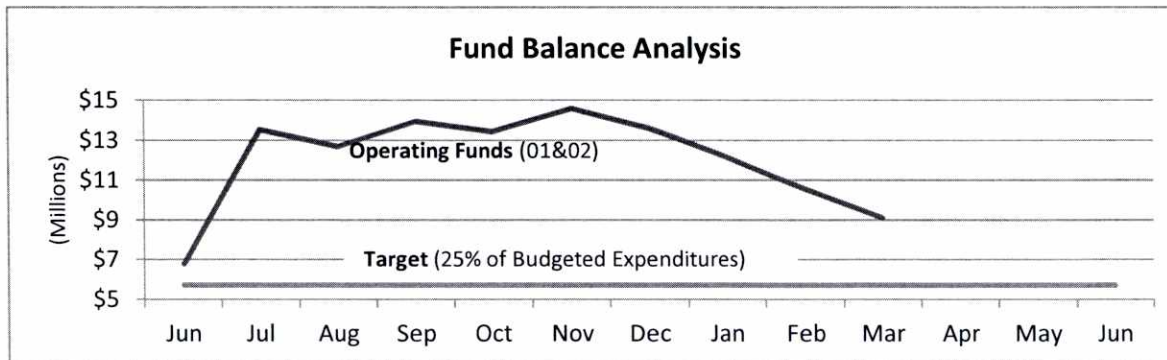
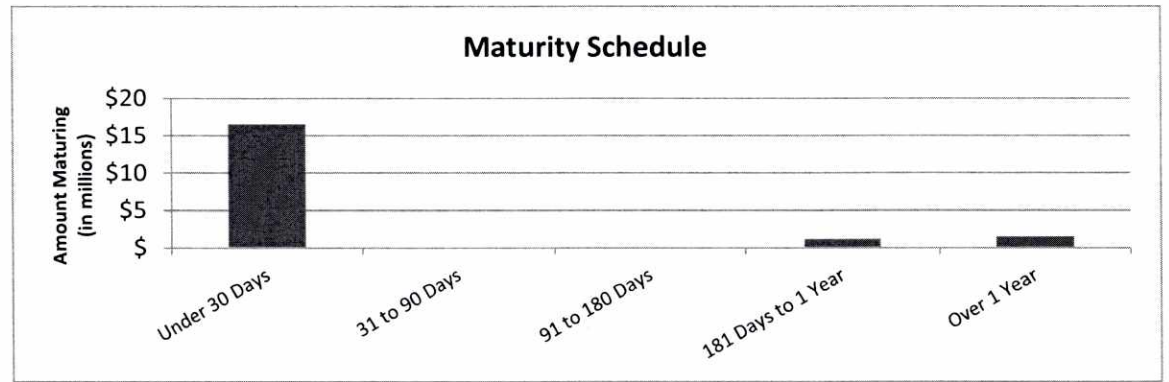
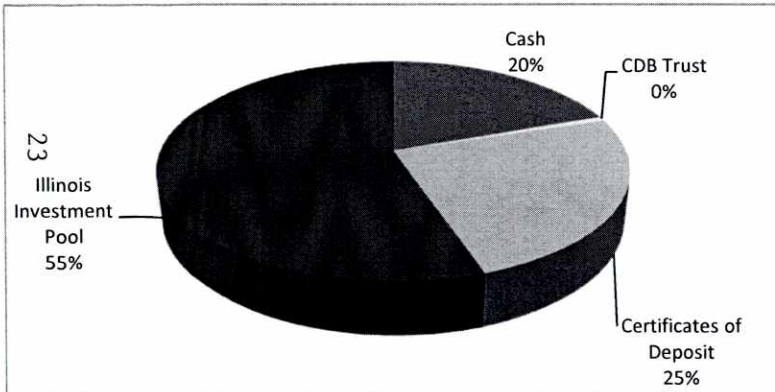
| | | | |
|-----|-----------------------------|-----|-----------------------------|
| CB | Centrue Bank | MB | Marseilles Bank |
| HBT | Heartland Bank and Trust | MBS | Multi-Bank Securities, Inc. |
| FSB | First State Bank of Mendota | MSB | Midland State Bank |
| HNB | Hometown National Bank | NCB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

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Illinois Valley Community College District No. 513
Investment Status Report
All Funds
March 31, 2016

| Instrument | Current Portfolio Distribution | Current Portfolio | Weighted Average Yield |
|--------------------------|--------------------------------|----------------------|------------------------|
| Cash | 19.6% | \$ 3,757,703 | 0.34% |
| CDB Trust | 0.6% | 110,741 | 0.10% |
| Certificates of Deposit | 24.7% | 4,743,492 | 0.70% |
| Illinois Investment Pool | 55.1% | 10,580,375 | 0.01% |
| Total | | \$ 19,192,311 | 0.29% |

| Institution | Illinois Investment Pool | Certificates of Deposit | Cash & Trusts | Total | Current Distribution |
|-----------------------|--------------------------|-------------------------|---------------------|----------------------|----------------------|
| IL Funds (US Bank) | \$ 10,580,375 | | | \$ 10,580,375 | 55% |
| Centrue Bank | | | 3,532,156 | 3,532,156 | 18% |
| North Central Bank | | 1,000,000 | | 1,000,000 | 5% |
| Heartland Trust Acct | | | 110,741 | 110,741 | 1% |
| LaSalle State Bank | | 1,000,000 | 108,567 | 1,108,567 | 6% |
| First State Bank | | | | - | 0% |
| Multi Bank Securities | | 1,493,492 | | 1,493,492 | 8% |
| Heartland Bank | | | 116,980 | 116,980 | 1% |
| Marseilles Bank | | 1,250,000 | | 1,250,000 | 7% |
| | \$ 10,580,375 | \$ 4,743,492 | \$ 3,868,444 | \$ 19,192,311 | 100% |



ck

\$5,000 and Over Disbursements

03/01/16 - 03/31/16

| Check Number | Check Date | Vendor Number | Payee | Check Amount | Description |
|--------------|------------|---------------|-------------------------------------|--------------|--|
| 726151 | 03/02/16 | 0001369 | Ameren Illinois | \$ 30,087.93 | Electricity (01/13/16-02/11/16) |
| 726160 | 03/02/16 | 0108916 | CCIC | 240,677.14 | Health Insurance (March) |
| 726166 | 03/02/16 | 0190646 | CNE Gas Division, LLC | 10,770.05 | Natural Gas (January) |
| 726197 | 03/02/16 | 0149061 | National Curriculum & Training | 5,083.80 | Instructional Supplies-Driver Improvement Program |
| 726248 | 03/04/16 | 0081443 | American Express | 13,495.68 | CDW Government, Inc., Cengage Learning Inc., Elsevier Science, McGraw Hill Publishing, Pearson Education, Inc. |
| ACH | 03/10/16 | | Internal Revenue Service | 70,695.63 | Federal Payroll Taxes (03/10/16) |
| ACH | 03/10/16 | | Illinois Department of Revenue | 17,113.97 | State Payroll Taxes (03/10/16) |
| ACH | 03/10/16 | | VALIC Retirement Services | 16,253.26 | 403(b) & 457(b)Payroll (03/10/16) |
| 726263 | 03/10/16 | 0082897 | SURS | 49,327.96 | Payroll (03/10/16) |
| 726382 | 03/16/16 | 0066555 | United States Postal Service | 6,000.00 | Postage Meter Reimbursement |
| 726598 | 03/23/16 | 0126547 | Basalay, Cary, & Alstadt Architects | 6,749.90 | Buildings "A" & "B" Chiller/Air Handler Replacement* |
| 726622 | 03/23/16 | 0181795 | G4S Secure Solutions (USA) Inc. | 31,108.52 | Security Services (February) |
| 726674 | 03/23/16 | 0001927 | Walter J Zukowski & Associates | 8,677.25 | Legal Services |
| ACH | 03/24/16 | | Internal Revenue Service | 73,555.08 | Federal Payroll Taxes (03/24/16) |
| ACH | 03/24/16 | | Illinois Department of Revenue | 17,745.11 | State Payroll Taxes (03/24/16) |
| ACH | 03/24/16 | | VALIC Retirement Services | 16,242.89 | 403(b) & 457(b)Payroll (03/24/16) |
| 726692 | 03/24/16 | 0082897 | SURS | 50,645.74 | Payroll (03/24/16) |
| 726704 | 03/30/16 | 0108916 | CCIC | 239,890.78 | Health Insurance (April) |
| 726725 | 03/30/16 | 0000001 | Illinois Valley Community College | 8,985.00 | Short Term Loan Reimbursement |
| 726734 | 03/30/16 | 0030668 | LP Area Career Center | 12,356.89 | Early Entry Classes |
| 726745 | 03/30/16 | 0001011 | NILRC | 5,542.68 | Database Subscription |
| 726747 | 03/30/16 | 0001018 | Ottawa Township High School | 14,312.69 | Early Entry Classes |
| 726756 | 03/30/16 | 0030690 | Seneca Township High School | 6,076.54 | Early Entry Classes |
| 726758 | 03/30/16 | 0034253 | Streator Township High School | 13,433.18 | Early Entry Classes |

\$ 964,827.67

*Protection, Health, & Safety (PHS) Projects

Stipends For Pay Period 03/05/16

| Name | Description | Start Date | End Date | Last Pay Date | Earn Type* | Amount | GL No. | Section Name | Section Title | Comments |
|-----------------------|---|------------|-----------|---------------|------------|----------|-----------------|--------------|--------------------------------------|---|
| Balzarini, Doreen J. | Good Will Workshop Microsoft Word and Basic Email | 2/17/2016 | 2/24/2016 | 3/5/2016 | ST | \$210.00 | 014110394151320 | | | Good Will Workshop Microsoft Word and Basic Email |
| Brolley, Vincent D. | Men/Women BB Scoreboard | 2/9/2016 | 2/9/2016 | 3/5/2016 | ST | \$60.00 | 056430360251900 | | Men/Women BB Scoreboard | |
| Bruner, Joseph W. | LC Driver Improvement #1014 | 2/24/2016 | 3/5/2016 | 3/5/2016 | ST | \$140.00 | 014110394251320 | CDV-6000-02 | LaSalle Co Driver Improvement | |
| Bubb, Anthony T. | PT Faculty Orientation | 1/14/2016 | 1/20/2016 | 3/5/2016 | ST | \$75.00 | 011120080151900 | | | |
| Bubb, Jennifer L. | NFO Presenter | 2/20/2016 | 2/20/2016 | 3/5/2016 | ST | \$75.00 | 011120080151900 | | | |
| Cinotte, Lori M. | JRN 2000 01 | 1/14/2016 | 5/21/2016 | 5/28/2016 | ST | \$70.40 | 011120650051340 | JRN-2000-01 | Journal/Communications Intern | |
| Dellinger, Douglas A. | Introduction to Photography and DSLR | 2/9/2016 | 2/9/2016 | 3/5/2016 | ST | \$341.25 | 014110394151320 | HLR-2505-302 | Introduction to Photography and DSLR | |
| Engstrom, Norman B. | Voice lessons / 12 | 1/19/2016 | 2/23/2016 | 3/5/2016 | ST | \$256.00 | 011120650051340 | MUP-2001-01 | Applied Music- Vocal | |
| Faber, Susan L. | PT Faculty Orientation | 1/14/2016 | 1/20/2016 | 3/5/2016 | ST | \$75.00 | 011120080151900 | | | |
| Forkner, Kelsey G. | PT Faculty Orientation | 1/14/2016 | 1/20/2016 | 3/5/2016 | ST | \$75.00 | 011120080151900 | | | |
| Harlow, Gary D. | PT Faculty Orientation | 1/14/2016 | 1/20/2016 | 3/5/2016 | ST | \$75.00 | 011120080151900 | | | |
| Klieber, Tracie M. | Yoga Unique To You | 1/11/2016 | 2/25/2016 | 3/5/2016 | ST | \$450.00 | 014110394151320 | HLR-6218-301 | Yoga Unique To You - Session I | |
| Kozell, Denise C. | Basic Dog Grooming | 2/11/2016 | 3/5/2016 | 3/5/2016 | ST | \$150.00 | 014110394151320 | HLR-5612-302 | Basic Dog Grooming | |
| Kuester, David A. | NFO Presenter | 2/4/2016 | 2/4/2016 | 3/5/2016 | ST | \$75.00 | 011120080151900 | | | |
| Moore, Bernard A. | ACT Test Prep AM & PM | 2/27/2016 | 3/5/2016 | 3/5/2016 | ST | \$340.00 | 014110394151320 | YOU-3501-03 | ACT Test Preparation AM & PM | |
| Nelson, Catherine L. | ACT Test Prep AM & PM | 2/20/2016 | 3/5/2016 | 3/5/2016 | ST | \$320.00 | 014110394151320 | YOU-3501-03 | ACT Test Preparation AM & PM | |
| Oldaker, Adam G. | NFO Presenter | 11/7/2015 | 11/7/2015 | 3/5/2016 | ST | \$75.00 | 011120080151900 | | | |
| Pickens, Naomi M. | PT Faculty Orientation | 1/14/2016 | 1/20/2016 | 3/5/2016 | ST | \$75.00 | 011120080151900 | | | |
| Qesse, William G. | PT Faculty Orientation | 1/14/2016 | 1/20/2016 | 3/5/2016 | ST | \$75.00 | 011120080151900 | | | |
| Reardon, Emily E. | PT Faculty Orientation | 1/14/2016 | 2/20/2016 | 3/5/2016 | ST | \$75.00 | 011120080151900 | | | |
| Retoff, Dan J. | Breathing for Life | 2/10/2016 | 3/5/2016 | 3/5/2016 | ST | \$105.00 | 014110394151320 | HLR-6108-302 | Breathing for Life | |
| Sarver, Gregory S. | LC Driver Improvement #1013 | 2/20/2016 | 2/20/2016 | 3/5/2016 | ST | \$187.50 | 014110394251320 | CDV-6000-02 | LaSalle Co Driver Improvement | |
| Schafer, Jeane E. | PT Faculty Orientation | 1/14/2016 | 1/20/2016 | 3/5/2016 | ST | \$75.00 | 011120080151900 | | | |
| Tomasson, Cory J. | Men/Women BB Scoreboard | 2/18/2016 | 2/18/2016 | 3/5/2016 | ST | \$60.00 | 056430360251900 | | Men/Women BB Scoreboard | |

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Stipends For Pay Period 03/05/16

| Name | Description | Start Date | End Date | Last Pay Date | Earn Type* | Amount | GL No. | Section Name | Section Title | Comments |
|--------------------|---------------------------|------------|-----------|---------------|------------|-----------------|-----------------|--------------|---------------------------|----------|
| Tunnell, Thomas D. | Men/Women BB Scoreboard | 2/9/2016 | 2/9/2016 | 3/5/2016 | ST | \$60.00 | 056430360251900 | | Men/Women BB Scoreboard | |
| Vogl, Robert | Small Wind Generators | 2/20/2016 | 3/5/2016 | 3/5/2016 | ST | \$100.00 | 014110394151320 | HLR-5521-02 | Small Wind Generators | |
| Wolf, Miranda L. | Using The Internet Safely | 2/25/2016 | 2/25/2016 | 3/5/2016 | ST | \$105.00 | 014110394151320 | CEX-1215-302 | Using The Internet Safely | |
| Total | | | | | | 3,780.15 | | | | |

C Cheryl Roelfsema

Cheryl Roelfsema
Vice President of Business Services and Finance

J Jerry Corcoran 3/15/16

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 03/19/16

| Name | Description | Start Date | End Date | Last Pay Date | Earn Type* | Amount | GL No. | Section Name | Section Title | Comments |
|---------------------|-------------------------------------|------------|----------|---------------|------------|------------|-----------------|--------------|-------------------------------|----------|
| Abel, Kimberly | NUR 1210 08 11 Schedule Coordinator | 03/14/16 | 05/21/16 | 05/28/16 | ST | \$892.00 | 011420730051320 | | | |
| Alfano, Maddalena | Nur 1211 10 Clinical | 03/14/16 | 05/21/16 | 05/28/16 | ST | \$2,813.50 | 011420730051320 | NUR-1211-10 | Holistic Nursing I | |
| Ault, Richard | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Baker, Kathryn | Beginning Excel 2013 | 02/22/16 | 03/14/16 | 03/19/16 | ST | \$420.00 | 014110394151320 | CEU-4118-632 | Beginning Excel 2013 | |
| Balzarini, Doreen | Computer Basics Windows 7 | 02/19/16 | 03/01/16 | 03/19/16 | ST | \$420.00 | 014110394151320 | CEX-4408-302 | Computer Basics - Windows 7 | |
| Batson-Turner, Jean | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Bias, Timothy | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Black, Mary | Bridging the Gap Meeting | 02/18/16 | 02/18/16 | 03/19/16 | ST | \$100.00 | 011120910051900 | | | |
| Blaydes, Christine | ALH 1214 604 | 03/14/16 | 05/21/16 | 05/28/16 | ST | \$3,321.60 | 011420730051340 | ALH-1214-604 | Certified Nursing Assistant | |
| Bray, Kristal | ALH 1214 06 Lab / Clinicals | 03/14/16 | 05/21/16 | 03/19/16 | ST | \$3,575.91 | 011420730051320 | ALH-1214-06 | Certified Nursing Assistant | |
| Bruner, Joseph | LC Driver Improvement #1015 | 03/05/16 | 03/05/16 | 03/19/16 | ST | \$175.00 | 014110394251320 | CDV-6000-02 | LaSalle Co Driver Improvement | |
| Bubb, Jennifer | Bridging the Gap Meeting | 02/18/16 | 02/18/16 | 03/19/16 | ST | \$100.00 | 011120910051900 | | | |
| Calvetti, Valery | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Chaffee, Candice | Reclaim Your Health | 03/02/16 | 03/02/16 | 03/19/16 | ST | \$700.00 | 014110394151320 | CPD-3233-03 | Reclaim Your Health | |
| Christianson, Diane | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Cinotte, Lori | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Data, Dorene | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Data, Dorene | Allegion Princeton AutoCAD | 02/13/16 | 03/05/16 | 03/19/16 | ST | \$1,320.00 | 014210331051320 | CEU-5014-02 | Autocad | |
| Donna, Rebecca | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Elias, Gina | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Engelman, John | WLD Series 22 Multi-Prep | 03/14/16 | 05/21/16 | 05/28/16 | ST | \$1,986.00 | 011320410051320 | | | |
| Engstrom, Norman | 4 Voice Lessons | 01/25/16 | 03/11/16 | 03/19/16 | ST | \$128.00 | 011120650051340 | MUP-2001-01 | Applied Music- Vocal | |
| Finklea, Kathleen | Mileage Reimbursement | 02/25/16 | 03/03/16 | 03/19/16 | ML | \$75.60 | 011120910055210 | | | |
| Foemmel, Mary | ALH 1214 605 Lab / Clinicals | 03/14/16 | 05/21/16 | 05/28/16 | ST | \$3,716.04 | 011420730051320 | ALH-1214-605 | Certified Nursing Assistant | |

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Stipends For Pay Period 03/19/16

| Name | Description | Start Date | End Date | Last Pay Date | Earn Type* | Amount | GL No. | Section Name | Section Title | Comments |
|--------------------|--------------------------------|------------|----------|---------------|------------|------------|-----------------|--------------|---------------------------------|----------|
| Gibson, James | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Gibson, James | ELT 2209 01 Additional Student | 01/14/16 | 05/21/16 | 05/28/16 | ST | \$211.20 | 011320410051340 | | | |
| Gustafson, Janelle | Title IX Training | 02/24/16 | 02/24/16 | 03/19/16 | ST | \$96.60 | 011220910051320 | | | |
| Hartford, Carmen | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Hodgson, Laura | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Hogue, Julie | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Jakubek, Kathleen | ALH 1214 08 Lab / Clinicals | 03/14/16 | 05/21/16 | 05/28/16 | ST | \$3,575.91 | 011420730051320 | ALH-1214-08 | Certified Nursing Assistant | |
| Jauch, Christian | CSP 1210 01 | 03/14/16 | 05/21/16 | 03/19/16 | ST | \$892.50 | 011320410051320 | CSP-1210-01 | Basic Computer Skills Workplace | |
| Johll, Matthew | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Killian, Melissa | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Knoblauch, Heather | NUR 2212 05 Clinical | 03/14/16 | 05/21/16 | 05/28/16 | ST | \$2,813.50 | 011420730051320 | NUR-2212-05 | Holistic Nursing IV | |
| Koudelka, Arthur | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Koudelka, Arthur | ATO 2210 01 Partial | 11/02/15 | 12/16/15 | 03/19/16 | ST | \$556.80 | 011320410051340 | | | |
| Kowalski, Dena | ALH 1250 301 Lecture | 03/14/16 | 05/21/16 | 05/28/16 | ST | \$1,986.00 | 011420730051320 | ALH-1250-301 | Principle/Practice Phlebotomy | |
| Kozell, Denise | Pet First Aid and CPR | 03/03/16 | 03/03/16 | 03/19/16 | ST | \$260.00 | 014110394151320 | HLR-5606-303 | Pet First Aid & CPR | |
| Kuester, David | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Lange, Shane | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Lange, Shane | ATO 2210 01 partial | 11/02/15 | 12/16/15 | 03/19/16 | ST | \$1,996.80 | 011320410051340 | | | |
| Leadingham, Paul | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Leadingham, Paul | WLD Series 21 23 24 2250 01 | 01/14/16 | 03/19/16 | 03/19/16 | OV | \$6,163.20 | 011320410051340 | WLD-2250-01 | Welding Internship | |
| Lesman, Emily | Bridging the Gap Meeting | 02/18/16 | 02/18/16 | 03/19/16 | ST | \$100.00 | 011120910051900 | | | |
| Lockwood, Kirk | Bridging the Gap Mtg/Presenter | 02/18/16 | 02/18/16 | 03/19/16 | ST | \$375.00 | 011120910051900 | | | |
| Mahoney, James | WLD Series 321 Multi-Prep | 03/14/16 | 05/21/16 | 05/28/16 | ST | \$1,986.00 | 011320410051320 | | | |
| Matuszewski, Kari | Basic Jewelry 101 | 03/07/16 | 03/07/16 | 03/19/16 | ST | \$150.00 | 014110394151320 | HLR-2705-303 | Basic Jewelry 101 | |

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Stipends For Pay Period 03/19/16

| Name | Description | Start Date | End Date | Last Pay Date | Earn Type* | Amount | GL No. | Section Name | Section Title | Comments |
|-------------------------|---------------------------------|------------|----------|---------------|------------|------------|-----------------|--------------|--------------------------------------|----------|
| Monterastelli, Cherie | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Niemann-Boehle, Deborah | How To Publish What You Write | 03/02/16 | 03/02/16 | 03/19/16 | ST | \$120.00 | 014110394151320 | HLR-5426-303 | How To Publish What You Write | |
| Oldaker, Adam | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Paul, Kristine | SDT 1201 01 1203 300 | 03/14/16 | 05/21/16 | 05/28/16 | ST | \$739.00 | 011320410051320 | SDT-1201-01 | Career Exploration | |
| Petersen, Bonnie | HPE 1000 02 | 03/14/16 | 05/21/16 | 05/28/16 | ST | \$716.00 | 011120570051320 | HPE-1000-02 | Wellness | |
| Phillips, Michael | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Prine, Renee | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Sarver, Gregory | Mileage Reimbursement | 01/09/16 | 03/05/16 | 03/19/16 | ST | \$81.00 | 014110394355212 | | | |
| Sarver, Gregory | BC Driver Improvement #311 | 03/05/16 | 03/05/16 | 03/19/16 | ST | \$150.00 | 014110394351320 | CDV-7000-02 | Bureau Co. Driver Improvement | |
| Sarver, Gregory | LC Driver Improvement #1016 | 03/09/16 | 03/09/16 | 03/19/16 | ST | \$150.00 | 014110394251320 | | | |
| Schiffman, Robyn | Bridging the Gap Meeting | 02/18/16 | 02/18/16 | 03/19/16 | ST | \$50.00 | 011120910051900 | | | |
| Schuerman, Patrick | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Schultz, Kim | ALH 1214 604 605 Lecture | 03/14/16 | 05/21/16 | 05/28/16 | ST | \$3,789.50 | 011420730051320 | ALH-1214-605 | Certified Nursing Assistant | |
| Seeger, Andrew | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Serafini, Daniel | Bridging the Gap Facilitator | 02/18/16 | 02/18/16 | 03/19/16 | ST | \$500.00 | 011120910051900 | | | |
| Serafini, Richard | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Skoflanc, Francie | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Smith, Paul | GNT 1235 01 | 03/14/16 | 05/21/16 | 05/28/16 | ST | \$1,722.50 | 011320410351320 | GNT-1235-01 | Introduction Manufacture Maintenance | |
| Smith, Sara | Food Service Sanitation | 02/23/16 | 03/03/16 | 03/19/16 | ST | \$600.00 | 014110394151320 | CEU-1503-632 | Food Service Sanitation | |
| Sondgeroth, Anthony | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Stevenson, Keith | WHS 1200 01 | 03/19/16 | 04/23/16 | 04/30/16 | ST | \$892.50 | 011320410351320 | WHS-1200-01 | Basic Forklift Operation | |
| Story, Michelle | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Thomas, Linda | Bridging the Gap Meeting | 02/18/16 | 02/18/16 | 03/19/16 | ST | \$100.00 | 011120910051900 | | | |
| Wasmer, Susan | ALH 1251 03 04 Lecture / Clinic | 03/14/16 | 05/21/16 | 03/19/16 | ST | \$2,148.00 | 011420730051320 | ALH-1251-03 | Phlebotomy Practicum | |

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Stipends For Pay Period 03/19/16

| Name | Description | Start Date | End Date | Last Pay Date | Earn Type* | Amount | GL No. | Section Name | Section Title | Comments |
|-----------------|-----------------------------|------------|----------|---------------|------------|-----------|-----------------|--------------|---------------------------------|----------|
| Whaley, Frances | Bridging Gap Meeting | 02/18/16 | 02/18/16 | 03/19/16 | ST | \$100.00 | 011120910051900 | | | |
| Wolf, Miranda | Securing Electronic Devices | 03/03/16 | 03/10/16 | 03/19/16 | ST | \$210.00 | 014110394151320 | CEX-1216-303 | Securing Your Electronic Device | |
| Yong, Promise | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Zeilman, Karen | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Zellmer, Donald | CTE Open House | 03/08/16 | 03/19/16 | 03/19/16 | ST | \$50.00 | 061320152751900 | | | |
| Total | | | | | | 54,575.66 | | | | |

Cheryl Roelfsema

Cheryl Roelfsema
Vice President of Business Services and Finance

Dr. Jerry Corcoran 4/5/16

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

Faculty Retirement – Kaushalya Jagasia, English Instructor

Kaushalya (Koshu) Jagasia, English Instructor, has submitted her request to retire effective August 1, 2016. Her retirement letter is attached.

Koshu began her employment with IVCC 25 years ago as a part-time instructor in the Humanities and Fine Arts division. She became a full-time English instructor in August 1998. Koshu was also the 2006 recipient of the Faculty Excellence Award for Teaching.

After teaching for nearly 20 years, Koshu made the decision to apply for U.S. citizenship and became a citizen on January 3, 2010.

Recommendation:

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

KPI 5: Fiscal Responsibility/Affordability

KPI 6: Job Satisfaction

President Dr. Jerome Corcoran
Illinois Valley Community College
Oglesby, IL. 61348

Dear Dr. Corcoran,

Letter of Retirement

After being part of the distinguished IVCC family for 25 years, I would like to retire from my current position of Instructor English at Illinois Valley Community College effective August 1, 2016, with my last date of employment being July 31, 2016.

I take this opportunity to express my sincere gratitude to IVCC . I thank you and the Board of Trustees for your support and an opportunity to serve Illinois Valley Community College.

I am grateful to all my colleagues, current and past, for sharing one goal and one vision of serving our students and the local community. I have had many role-models and mentors at our college. I am fortunate to have worked with persons, who are real gems, in each and every department of the college.

My best wishes to the Board, to you, and to everyone at the college for continuing to serve our leaders of tomorrow with integrity and caring. I am proud to have been a part of this amazing group of professionals at IVCC.

With Sincere Appreciation,



Kaushalya Jagasia
March 7, 2016

RECEIVED

MAR 7 - 2016

HUMAN RESOURCES

**Faculty Appointment – Ms. Tammy Landgraf, Early Childhood Education
Instructor/Program Coordinator**

The selection committee has selected Ms. Tammy Landgraf as Early Childhood Education Instructor/Program Coordinator to fill the vacancy created by the retirement of Diane Christianson. Information on this applicant is attached.

Recommendation:

The administration recommends the Board approve the appointment of Ms. Tammy Landgraf as Early Childhood Education Instructor/Program Coordinator assigned to the Division of English, Mathematics, and Education, with placement on the 2016/2017 faculty salary schedule at Step B-8, \$51,496 annualized.

KPI: 1 Student Academic Success

KPI: 5 Fiscal Responsibility/Affordability

RECOMMENDED FOR FACULTY APPOINTMENT
2016-2017

GENERAL INFORMATION:

POSITION TO BE FILLED: Early Childhood Education Instructor/
Program Coordinator

NUMBER OF APPLICANTS: 6

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Ms. Christianson, Ms. Hardy, Ms. Lee, Ms. Lockwood, Ms. Markwell,
Dr. Sack, Dr. Schiffman, Ms. Urban-Bollis, Ms. Weber

APPLICANT RECOMMENDED:

Tammy Landgraf

EDUCATIONAL PREPARATION:

Concordia University, Chicago, IL – M.A. in Early Childhood Education
Illinois State University, Normal, IL – B.S. in Education
Illinois Valley Community College, Oglesby, IL – A.A.

EXPERIENCE:

Illinois Valley Community College, Oglesby, IL – Adjunct Early Childhood Education
Illinois Central College, Peoria, IL – Quality Rating System Support Coordinator
Mendota Migrant Head Start, Mendota, IL – Disabilities Service Coordinator

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

1. Part-time instructor of Early Childhood Education at IVCC – 10 years
2. NAEYC accreditation experience
3. 2012 Recipient of IVCC's Outstanding Part-time Faculty Award
4. Illinois Professional Educator's License and Level 6 Gateways Credential
5. Very good, student centered teaching demonstration

RECOMMENDED SALARY: B-8, \$51,496 annualized

Ms. Glenna Jones, SPHR
Director of Human Resources

Sabbatical Leave Request – Sue Caley Opsal

Sue Caley Opsal, anatomy/physiology instructor, has requested a sabbatical leave for the 2016-2017 academic year, in accordance with the terms outlined in the current collective bargaining agreement.

Attached please find the instructor's Request for Sabbatical Leave, a copy of the Sabbatical Leave Agreement, the Recommendation of the Dean, and the Recommendation of the Vice President.

Recommendation:

Approve the sabbatical leave for Sue Caley Opsal for 2016-2017 academic year. Said leave to be governed by the conditions stipulated in the agreement between the American Federation of Teachers Local 1810 and the Board of Trustees of Illinois Valley Community College District No. 513.

KPI 5: Fiscal Responsibility/Affordability

KPI 7: Professional Development Opportunities for all Employee Groups

Illinois Valley Community College Request for Sabbatical Leave

Name: Sue Caley Opsal

Division: Natural Sciences and Business

Semester(s) and dates of Leave: Fall 2016 and Spring 2017

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

Years of service at IVCC (include current year): 20 years

Number of semester hours of “non-traditional teaching”:* 12 years of teaching night classes; summer school for several years; two semesters of one seminar of anatomy and physiology online; two semesters of blended ALH 1000, one semester of online ALH 1002

Dates of previous sabbatical leaves, if applicable: Not applicable (this is my first request)

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

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

This application is a request for Sabbatical Leave for **FY17**, to include both fall 2016 and spring 2017 semesters, in order to continue my work towards a PhD in Education from Walden University. Within the Department of Education, I have chosen the specialization Community College Leadership, which Walden developed with the help of Dr. Terry O’Banion of the League for Innovation in the Community College. All degrees earned through Walden University must have a social change emphasis, which makes this University unique. The Walden Education curriculum addresses the numerous challenges currently facing community colleges, including the impending retirements of thousands of community college administrators,

faculty, and staff. Political pressures, funding issues, declining enrollments, student debt, changes in technology and delivery of courses, and other problems continue to plague institutions. There are multiple benefits to IVCC if I obtain my PhD in Education. These credentials will allow me to: (1) develop an *expertise in community college leadership*, and bring new ideas to our institution as we face the numerous challenges of the twenty-first century; (2) take on additional *leadership roles within IVCC* (AQIP, assessment, curricular initiatives, etc.) in order to improve areas directly related to academics within our institution (3) position myself for *service on state and federal committees/organizations*, such as the National Science Foundation, as they relate to community college education; (4) *add to my credentials* which will improve my chances for securing additional grants for the college through the National Science Foundation and other granting agencies, so that I may continue my work with area students in science, technology, engineering, and math; (5) model for the community and my students that I am a faculty member who values education by being a *life-long learner*; and (6) *reinvigorate my commitment to teaching* by allowing me to pursue a professional development opportunity of my own, and complete a significant goal in my personal educational journey. Each of these is a benefit to the college's reputation because they demonstrate our commitment to learning and professional development, and support for IVCC faculty through sabbatical leave.

I have taught full-time at IVCC for 20 years and this is my first request for sabbatical. As the sabbatical leave guidelines suggest, faculty who accumulate 30 semester hours of non-traditional teaching will be credited with one year toward

sabbatical leave. Since 1995, I have regularly taught evening lectures and labs, summer lectures, seminars and labs, and one semester of blended Anatomy and Physiology seminar in BIO 1007 and BIO 1008. Additionally, I currently teach blended Introduction to Nutrition (ALH 1000) and online Human Growth and Development (ALH 1002).

I have also procured numerous grants for the college that totaled close to \$500,000, most of which were from the National Science Foundation. In working on our NSF initiatives, I made contacts with several area superintendents, principals, teachers, parents, and kids of middle school and high school age. This opportunity allows the community to see IVCC in action, and puts us in a positive light, making students more likely to attend our institution. I also procured a \$200,000 grant from the Office of Violence Against Women, and a \$20,000 software grant for anatomy and physiology.

Details of the work to be completed during the leave:

I began the Walden PhD program in December 2012 and have completed most of the coursework required for the degree. I plan to use the sabbatical to: (1) secure my dissertation committee members, (2) obtain IRB approval for my dissertation research, (3) begin to plan, design, and conduct the dissertation research required for the PhD, (4) continue to work on papers required in four theory-based courses, and (5) attend residency number three (four total are required). Securing dissertation committee members is much more difficult to do at a distance. The Institutional Review Board process at Walden is rigorous and lengthy. The four papers will total around 100 pages per paper, and the residencies

are all out of state, requiring a week of full attendance for credit. It is my hope that I will come close to completing the requirements for the PhD by the end of the sabbatical term, but I cannot absolutely guarantee that I will complete all of the requirements in the allotted time frame.

Value of the leave to the applicant:

It has been a long-time goal of mine to obtain my PhD. When I was hired by IVCC in 1995, I had turned down two offers to obtain my PhD in biology. I started my family soon after, and the PhD goal was put by the wayside. I feel like it is “now or never.” I have been watching the evolution of Walden University for the past twenty years, and I was drawn to their social change theme. When I received the University’s top financial award, the Presidential Scholarship, I took it as a sign that I was meant to do this. PhD candidates must complete the degree requirements in six years or less. I am now about to start my fourth year, and it is time to plan for the dissertation.

I have a Masters in Biology, and my science background serves me well for PhD work because I have completed research in the past. I have completed a thesis for my masters, and I have published numerous papers on teaching and learning, and on the STEM initiatives I worked on through the National Science Foundation grants obtained while at IVCC. Walden course work emphasizes research, and my knowledge and skills have grown since I began the program. I have given seminars on research techniques and basic statistical methods in the past, and upon completion of the Walden program, I plan to continue to offers seminars on these

topics to individuals, non-profits, or administrators and faculty at institutions needing assistance with these processes to procure future grant funds.

Because of the rigor of this program, and the attention to detail that necessitates designing research and writing a dissertation, a sabbatical will allow me to immerse myself in the research, and become an expert in my selected specialty: community college leadership. I will learn about theories of leadership and study issues important to the mission of the community college. I am still researching potential dissertation topics, but my dissertation will likely be about some aspect of community college leadership and faculty roles.

Value of the leave to the Students:

In the world today, it has never been more important to embrace change. I have always been someone who likes change, and who likes a challenge. Students in my anatomy and physiology classes do not get the exact same class experience that students in the previous year received because each year, my courses include new research, new ideas, and the content of the human body is related to contemporary problems and solutions scientists all over the world are studying. After twenty years of teaching, a sabbatical will allow me to focus on my own professional growth, which is a win-win, for me and for my students. Not only will it assist me in my long-time goal to complete my PhD, but it will also reinvigorate my teaching and allow me to come back with new ideas, and with a renewed devotion and energy to my profession. Finally, it will allow me to hone my skills in research methods and design, which is a passion of mine.

Some of my students are aware that I am working towards a PhD, and they often ask me if I will finish this semester. It is usually the more outgoing students who frequent my office regularly, and take on leadership roles within the classroom. They also indicate they would like to attend my graduation. Clearly my students see the value in my pursuit of another degree.

From 2005 to 2011, I was actively involved with two National Science Foundation Grants awarded to IVCC. Some of my colleagues in the sciences and technology areas at IVCC have expressed an interest in obtaining another NSF grant. Completing my PhD will give me additional credentials that will aid in the application process. I have led middle school initiatives in which IVCC partnered with local middle school students, faculty, and administrators. In addition to showing potential future students what IVCC has to offer, strong partnerships between our institution and local school districts were forged. At the same time, IVCC students were given opportunities to perform research, and gain a better understanding of the scientific method. The activities we engaged students with no doubt greatly enhanced their ability to obtain scholarships, or transfer to other schools for their various majors, most of which were health professions majors. One student, Caitlin Rinker who did an Honors project with our middle school students received the Coca Cola Scholarship, and was deemed one of the top 20 community college students in the nation in 2011. Her work on the NSF research was outstanding, and these experiences and opportunities are something I would like to continue to provide to our students when I return from my sabbatical.

Value of the leave to the College/Impact on professional stature of the applicant:

Gaining a PhD in Education with a focus on Community College Leadership will open new opportunities, not only within my own institution, but also at the state and federal level. It is a desire of mine to network with peers and administrators at other institutions in the future on initiatives related to my areas of interest: STEM, technology, leadership, assessment, and accreditation. With the numerous challenges facing smaller institutions like IVCC, it is critical that we have conversations with our peer institutions, and other institutions that are successful with new and innovative programs and initiatives. I anticipate earning my PhD will open more doors for me for future collaboration with outside entities, whether it be on grants with outside institutions, assessment, or accreditation, these partnerships will shine a positive light on IVCC. Additionally, having the PhD credentials may make it easier to obtain grant funding, which will also reflect positively on IVCC.

Because my program focuses on the community college, I am committing myself to that path in my professional development. The community college leadership specialization will provide me with the ability to work on important academic initiatives within IVCC, especially those related to accreditation.

Summary of benefits of leave to all:

With this sabbatical leave, students will gain an instructor with a higher level of knowledge, and a renewed commitment to teaching and learning in the community college. The new ideas, both theoretical and practical, will guide my teaching, and also position me as an expert in the community of teachers and

leaders within higher education. It will bring me a renewed sense of my own mission to serve the students of the district using the knowledge I have gained after immersing myself in issues surrounding community colleges and higher education. IVCC is a degree-granting institution that will exemplify support for faculty efforts to grow and gain valuable credentials that will reflect positively on the college and the community in which we serve.

Sabbatical Leave Agreement

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

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

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

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

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

(Article VII-F of the Collective Bargaining Agreement)

Faculty Member: Susan M. Coley Oml Date: 11/18/15
Dean: Ron O'Leary Date: 11/19/15

Sabbatical Leave Request

Recommendation of the Dean

Faculty Member: Sue Caley Opsal

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

The proposal successfully addresses the six major considerations for approval. The value to the college and IVCC Anatomy and Physiology students is evident in the request.

- B. Comments:

Sue Caley Opsal is a valued member of the IVCC faculty in the Natural Sciences and Business division. She has always been a forward thinker in terms of change and improvement of existing teaching techniques and assessment as well as existing college practices. As an example, Sue was the original technology support person for faculty and has played an active role in the successful procurement and implementation of Natural Science Foundation grants at IVCC.

The strength in this request is the potential of the broad range of benefits that Sue will bring to the college. These include classroom teaching, potential leadership roles within the college coupled with new ideas, service on state and federal committees/organizations, and continued involvement with NSF and other grant opportunities. I enthusiastically support this request.

Approve Return to faculty for revisions

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

Dean:  Date: 4/6/16

Sabbatical Leave Request

Recommendation of the President or his/her designee

Faculty Member: Sue Caley-Opsal

A. Comments:

Sue Caley-Opsal has submitted a sabbatical request for the 2016-2017 academic year in order to pursue completing her doctoral degree. She is pursuing a doctorate in Educational Leadership in Community Colleges through Walden University. During the next year, she will complete part of her residency requirement and begin the process of completing her dissertation. Ms. Caley-Opsal's research should contribute to her growth as a member of our faculty leadership.

Ron Groleau, Dean of Sciences and Business endorses Ms. Caley-Opsal's request, noting, "Obtaining her Ph.D. will enhance her ability to move forward effectively in her future pursuits, many of which will be direct benefit to our students." I concur with Dean Groleau's endorsement, and I recommend Ms. Caley-Opsal's sabbatical request be approved."

B. Recommend Does not Recommend

C. Rationale

Ms. Caley-Opsal will be on half-pay during the course of her sabbatical. Her courses will be covered by the adjunct pool, creating an overall savings in instructional costs to the college during the course of the sabbatical year. Based on current wages expectations, the college should expend approximately \$7,000.00 less to cover the cost of instruction for Ms. Caley-Opsal's course load.

President (or his/her designee) Deborah L. Anderson Date: 4-6-16

Sabbatical Leave Request – Jeffrey Spanbauer

Jeffrey Spanbauer, history instructor, has requested a sabbatical leave for the fall 2016 semester, in accordance with the terms outlined in the current collective bargaining agreement.

Attached please find the instructor's Request for Sabbatical Leave, a copy of the Sabbatical Leave Agreement, the Recommendation of the Dean, and the Recommendation of the Vice President.


Recommendation:

Approve the sabbatical leave for Jeffrey Spanbauer for fall semester 2016. Said leave to be governed by the conditions stipulated in the agreement between the American Federation of Teachers Local 1810 and the Board of Trustees of Illinois Valley Community College District No. 513.

KPI 5: Fiscal Responsibility/Affordability

KPI 7: Professional Development Opportunities for all Employee Groups

MEMO

To: Dr. Deborah Anderson, VPAA
From: Dr. Brian Holloway, Dean, HFAS 
Date: September 21, 2015
Re: Sabbatical Request from Mr. Spanbauer

Please find attached a sabbatical request from Mr. Spanbauer, who is in pursuit of a second master's degree in Anthropology with a sub-specialty in Archaeology.

Both in our talks and in this document, Mr. Spanbauer has provided compelling reasons for earning the degree and for the opportunity it provides IVCC to stabilize its popular anthropology offerings, currently taught by adjuncts.

In that regard it is especially important to note that this semester we are running three seated sections of Anthropology that were put in jeopardy by an adjunct's sudden resignation at the beginning of the term, plus two online sections taught by an out-of-state instructor. The ability of that teacher to continue with us long-term may well depend on an interpretation of the regulations in her state of residency.

During the proposed sabbatical period, we should have sufficient coverage of the needed History sections; Mr. Spanbauer has said he would be open to teaching an online section if needed.

I endorse Mr. Spanbauer's sabbatical proposal and feel it will help IVCC and Mr. Spanbauer at this point in his career.

Thank you for considering this document.

Sincerely,


Brian Holloway

Illinois Valley Community College

Request for Sabbatical Leave

Name: Jeffrey A. Spanbauer Division: HFASS

Semester(s) and dates of Leave: Fall Semester 2016

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

Years of service at IVCC (include current year): 7

Number of semester hours of "non-traditional teaching":* 45+ (I routinely teach online and at off-campus sites/E2 classes every semester, plus summer online courses)

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

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

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

During the course of sabbatical, the plan of action is to complete coursework, continue research, and begin thesis work for an additional Master's of Arts degree in Anthropology, with a subfield focus in Historical Archaeology. This will represent the culmination of three previous semesters' work prior to employment at IVCC and an additional three semesters of coursework while teaching full-time at IVCC. Completion of this thesis will require several trips to Springfield, St. Louis, and other locations in order to visit archaeological sites, museum collections, and repositories of data which are extremely necessary to finish my examination of my proposed study; as well as finishing my drafts and submitting my final thesis. My proposed thesis is to examine the technology and science of gunflints of historic military and civilian Midwest sites to compare chronology between French, Spanish, British, and indigenous sources, both in terms of what was used, as well as what was supplied and traded at these locations over a century of occupation on these contemporary sites.

Value of Sabbatical Leave to the College, Individual, and Students: Any potential publications of articles or books, or public and conference presentations that may come from my thesis would obviously reflect positively upon the college. The completion of this degree could allow the possibility of additional courses in archaeology, electives in the social science curriculum, but also aid the college in filling vacant anthropology classes already within the course schedule. A full-time anthropology position has not been filled, leaving these courses taught by adjuncts. Expanding upon this, my completion of this program would allow the consistency of anthropology courses through the utilization of a full-time faculty member, credentialed to teach in-state and online, to teach high demand courses both in face to face courses and online classes, strengthening enrollment and academic integrity simultaneously. Additionally, the connections of IVCC to universities that offer field schools over the summers, both domestically and internationally, could expose IVCC students to a wider, more diverse student population, help them to network with professionals in different fields, and reveal other cultures, histories, and nations through their experiences. It would strengthen the Humanities, Fine Arts, & Social Sciences division as no one from that division has taken this opportunity for a number of years. While I will not be gaining a Ph.D., the college will be gaining an instructor with two M.A. degrees, and the ability to integrate the knowledge from each throughout the coursework in both subject areas. This will have no impact on my placement on the salary schedule, as I have already advanced as far as possible. Similarly, there are few opportunities for professional development, short of conferences, and this represents a much more valid and contributory experience at this stage in my career.

Impact on Teaching and Learning: Beyond adding to course information and materials, the sabbatical would provide networking beyond the history classroom. Demonstrating strong research and writing skills, both inside and outside of the college classroom, will serve as a great example for our student body. Having faculty with diverse interests and backgrounds, who have these grounded upon strong life experiences only further

demonstrates a commitment to lifelong learning and enhances the teaching and learning process. It also reinforces the mission of IVCC.

Impact of proposed leave on the Professional stature of the applicant: This leave will allow me to achieve a personal and professional goal that I had begun before I had even begun working at IVCC. It would permit me to continue to learn and grow as an individual and as a professional. Publications and presentations will increase my stature as a professional academic and educator. I believe this will increase my stature as a professional with the student body as well. If I can demonstrate that I am a student AND an instructor I will show that I practice what I preach, have viable field experiences, resulting in a growth of my credibility and ability to relate with our students.

Urgency of need for the sabbatical leave, if applicable: As of the fall of 2015, I am taking two required courses. I am required, to maintain currency in this program, to take a minimum of six semester hours in the spring and fall semesters of 2016, with thesis hours spread between the fall 2016/spring 2017 semesters. I must have my thesis submitted and accepted by the end of the summer term, 2017, as I had begun this degree earlier, and was allowed re-entry and credit for past work under a probationary status. I have a very limited window for completion as a result. (See attached document- Spanbauer J his 152 ext apr)

Length of time since last sabbatical, if applicable: N/A

Sabbatical Leave Agreement

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

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

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

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

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

(Article VII-F of the Collective Bargaining Agreement)

Faculty Member:  Date: 9-18-15

Dean:  Date: 9-18-15

Sabbatical Leave Request

Recommendation of the Dean

Faculty Member: Jeff Spanbauer

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

The proposed sabbatical addresses the following elements:

-The course of action will increase the individual's effectiveness as he will be credentialed in two teaching areas

-Value to IVCC and to Mr. Spanbauer accrues because Mr. Spanbauer gains flexibility in meeting load, the college gains stability in scheduling and content delivery, and the college can better deploy adjuncts, saving expense

-The students will benefit from Mr. Spanbauer's cross-disciplinary insights conveyed through his teaching; uniting history and anthropology, Mr. Spanbauer's work looks at early settlement issues relating to the Illinois Valley

-Mr. Spanbauer's professional credentialing will be enhanced with a second master's degree and he will be able to utilize the coursework begun in that field some time ago

-More than ever, as our enrollment shifts, both the college and Mr. Spanbauer need to deploy resources differently in response

-Mr. Spanbauer has not had a sabbatical before.

- B. Comments:

Aside from the ongoing academic development of Mr. Spanbauer, there are benefits to IVCC accruing from his earning the degree.

One benefit is the opportunity it provides IVCC to stabilize its popular Anthropology offerings, currently taught by adjuncts. In that regard it is especially important to note that this past fall semester we ran three seated sections of Anthropology that were put in jeopardy by an adjunct's sudden resignation at the beginning of the term, plus two online sections taught by an out-of-state instructor who is becoming increasingly uncommunicative about teaching intentions. This spring, we are running one Ottawa, one online, and one main campus section, but we are barely scratching the surface of our online potential. The ability of our current online teacher to continue with us long-term might depend on consistency in North Carolina's future interpretation of regulations, but even if it does not, there is an excellent chance that this teacher may not continue to teach for us; she customarily delays confirming her schedule while deciding and does so near the last moment. Mr. Spanbauer is already versed in online teaching and, with an Anthropology credential, could

step up to the task, eliminate the uncertainty, and provide better curricular control. The adjunct faculty member currently teaching the other two sections this spring semester is also credentialed in sociology and philosophy and there would be plenty for him to do.

Another issue is the stabilization of load in the History department. Faced with changes in external curriculum requirements, and with some dual credit History courses taught by credentialed high school teachers snagging some potential students, the department has experienced a diminishing and unstable enrollment within a volatile context. Were one of its members able to teach in a high-demand, additional area, we would have the necessary flexibility to ensure appropriate but not excessive coverage of subjects.

During the proposed sabbatical period, we should have sufficient coverage of the needed History sections. Mr. Spanbauer has said he would be open to teaching an online section during that time if needed, but our own analysis of past tenth-day numbers in History indicates that several low-enrollment courses could be removed from the different offerings. If the number of sections reduced during the sabbatical equals the full-time load of Mr. Spanbauer, then there is no further monetary outlay needed on IVCC's part during the sabbatical.

Furthermore, unless enrollments dramatically alter, there will be no need to revive those redundant courses past the time of Mr. Spanbauer's sabbatical. Instead, we can continue with a leaner set of History offerings as Mr. Spanbauer's load shifts to Anthropology. Though we cannot guarantee that five history classes will always be subtracted from the fall and spring schedules, it is certain that three can be.

Approve Return to faculty for revisions

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

Dean: *Brian Holloway* Date: 4-6-16

Sabbatical Leave Request

Recommendation of the President or his/her designee

Faculty Member: Jeffery Spanbauer

A. Comments:

Jeffrey Spanbauer has submitted a request for sabbatical for the fall 2016 semester. He intends to complete a master's degree in anthropology at Illinois State University during this time. While his subfield will be historical archaeology, he will be qualified to teach anthropology courses as part of his assigned teaching load upon completion of the degree. This will benefit the institution insofar as our current staffing in this area relies completely on adjunct instructors. Additionally, Mr. Spanbauer will have qualifications to teach in two fields of study: history and anthropology. This additional qualification should stabilize Mr. Spanbauer's teaching load and the teaching loads across the history discipline.

Brian Holloway, Dean of Humanities, Fine Arts, and Social Sciences, endorses Mr. Spanbauer's request in his memo dated September 21, 2015. Dr. Holloway notes, "...Mr. Spanbauer has provided compelling reasons for earning the degree and for the opportunity it provides IVCC to stabilize its popular anthropology offerings..." I concur with Dr. Holloway's endorsement, and I recommend Mr. Spanbauer's sabbatical request be approved.

B. Recommend Does not Recommend

C. Rationale

Fewer sections of history will be offered during the fall 2016 semester, and these courses will be taught by our available adjunct pool. This will allow the institution to meet student demand on campus, at the Ottawa Center, and with our dual credit partners during Mr. Spanbauer's absence. Additionally, fewer sections of history will continue to be offered upon Mr. Spanbauer's return, eliminating the need to run under-enrolled sections in order for the history instructors to make their required instructional course loads. Furthermore, the open faculty line in anthropology would no longer be necessary. Because Mr. Spanbauer will not move on the salary schedule as a result of obtaining this second master's degree, additional savings to the college are forthcoming. As a result of Mr. Spanbauer being qualified in two disciplines, the ability to reduce the number of sections offered in history, and the elimination of the need for a full-time anthropology instructor, the college should save approximately \$15,000 annually.

President (or his/her designee) Deborah L. Anderson Date: 4-6-16

Bid Results – Audio Visual Equipment for Lecture Hall D225

Bids for audio visual equipment for lecture hall D225 were received and publicly opened on March 17, 2016. The estimated cost for this equipment was \$24,200. Perlmutter Purchasing Power of San Diego, CA submitted the lowest, most responsible bid in the amount of \$14,230. The following is a summary of the bids received.

| Bidder | NEC NP-PA622U Projector Qty 3 | NEC NP14ZL Lens Qty 3 | Crown CDi 2000 Amplifier Qty 1 | TOTAL |
|--|-------------------------------|-----------------------|--------------------------------|--------------------|
| Perlmutter Purchasing Power San Diego, CA | \$8,910.00 | \$4,620.00 | \$700.00 | \$14,230.00 |
| Dekroyft & Metz Inc. Peoria, IL | \$8,910.00 | \$5,640.00 | \$625.00 | \$15,175.00 |
| VSA, Inc. Buffalo Grove, IL | \$9,531.00 | \$4,941.00 | \$722.00 | \$15,194.00 |
| MNJ Technologies Direct Inc. Buffalo Grove, IL | \$9,495.00 | \$4,911.00 | \$798.00 | \$15,204.00 |
| Woodgate Sales LLC Long Branch, NJ | \$10,197.00 | \$4,947.00 | \$1,099.00 | \$16,243.00 |
| Business Services Longboat Key, FL | \$9,719.94 | \$5,039.94 | \$1,529.98 | \$16,289.86 |
| Howard Technology Solutions Laurel, MS | \$10,410.00 | \$5,076.00 | \$866.00 | \$16,352.00 |
| Conference Technologies, Inc. East Peoria, IL | \$10,621.29 | \$5,010.63 | \$773.94 | \$16,405.86 |
| BIP66 Inc. Ingleside, IL | \$11,160.00 | \$5,127.00 | \$1,441.00 | \$17,728.00 |
| Innovative A/V Systems, LLC Lombard, IL | \$12,077.04 | \$5,524.20 | \$974.89 | \$18,576.13 |

Recommendation:

The administration recommends the Board accept the bid of \$14,230 from Perlmutter Purchasing Power, San Diego, CA for audio visual equipment for lecture hall D225.

KPI 5: Fiscal Responsibility/Affordability

Bid Results – Exmark Lazer X Mower

Bids for an Exmark Lazer X Mower, with a trade-in of one (1) Exmark Mower currently owned by the College, were received and publicly opened on March 29, 2016. Smith's Sales & Service was the only bidder and the results are shown below. The last bid in 2014 only had two bidders, Smith's Service & Sales and Martin Sullivan, Inc.

| Bidder | Exmark Lazer X Mower – Model: LZX940EKC60600 | Light Kit (Installed) | Total Price (Before Trade In) | Trade In | Total Net Cost to College (Total Less Trade In) |
|--|---|----------------------------------|--|-----------------|--|
| Smith's Sales & Service Peru, IL | \$11,039.00 | \$239.00 | \$11,278.00 | \$4,529.00 | \$6,749.00 |

Recommendation:

The administration recommends the Board accept the bid from Smith's Sales & Services as the lowest, most responsible bid for an Exmark Lazer X Mower in the amount of \$6,749.

KPI 5: Fiscal Responsibility/Affordability

Request for Board Approval on Transfer of Funds for Classroom Technology Improvements

The Learning Technologies Department made the following purchases for classroom technology upgrades from student technology fee reserves:

| | |
|--|------------------------|
| Utology Corp – AV or IP installation | \$2,000 |
| B&H Photo – Document cameras, blue ray player | 3,256 |
| Tequipment.net – Boxlight lamps | 5,844 |
| Conference Technologies – Stereo audio cable, mixer, encoder | <u>7,766</u> |
| Total | <u>\$18,866</u> |

Recommendation:

The administration recommends Board approval to transfer \$18,866 from the Auxiliary Enterprise Fund to the Education Fund for Classroom Technology Improvements.

KPI 5: Fiscal Responsibility/Affordability

FY2017 Board of Trustees Budget

On behalf of the Board of Trustees, Melissa M. Olivero has reviewed the tentative FY2017 Board of Trustees budget and is recommending Board approval.

Recommendation:

Approve the tentative FY2017 Board of Trustees Budget, as presented.

KPI 5: Fiscal Responsibility/Affordability

Officer Board of Trustees-Jeanne Hayden
 ObjC (All)

| Fund | Department | Obj & Desc | GL Number | Values | | | | |
|--------------------|----------------------|-------------------------------|--------------------|-------------|-------------|-------------|-------------|-------------|
| | | | | 2017 Budget | 2016 Budget | FY15 Actual | FY14 Actual | FY13 Actual |
| 01 | 100910 - Board | 53200 - Consultants | 01-85-100910-53200 | - | - | - | - | - |
| | | 54110 - Office supplies | 01-85-100910-54110 | 150 | 350 | 23 | 336 | 576 |
| | | 54200 - Printing | 01-85-100910-54200 | 1,200 | 1,000 | 1,122 | 749 | 783 |
| | | 54600 - Publications and dues | 01-85-100910-54600 | 11,334 | 11,200 | 11,220 | 11,108 | 11,022 |
| | | 55110 - Catering | 01-85-100910-55110 | 400 | 400 | 400 | 187 | 327 |
| | | 55111 - Conference fees-Admin | 01-85-100910-55111 | 300 | 300 | 70 | 315 | 695 |
| | | 55211 - Travel IS-Admin | 01-85-100910-55211 | 1,200 | 1,200 | 873 | 1,545 | 2,882 |
| | | 55311 - Travel OOS-Admin | 01-85-100910-55311 | - | - | - | - | - |
| | 100910 - Board Total | | | 14,584 | 14,450 | 13,708 | 14,239 | 16,285 |
| Grand Total | | | | 14,584 | 14,450 | 13,708 | 14,239 | 16,285 |

Board Policies (second 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. The following policies are being presented for the second reading. The period between the first presentation and the actual adoption allows for a period of comment and consideration before the policy is finally adopted. Board policies were presented for the first reading at the December 10, 2015 board meeting and a second reading at the January 14, 2016 board meeting. The agenda item was tabled to address concerns of a board member. The policies were presented with a few changes to the Board Planning Committee on Monday, April 4, 2016. Revisions from the first reading are identified in dark red.

- 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
Credit Hour
- 6.16 **Bicycles, Skateboards and Hoverboards on Campus**

Recommendation:

Approve the changes to the Board Policies as presented and approve the new Board Policy – Credit Hour as presented.

KPI 1: Student Academic Success

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 | Effective Date: 10/19/10 |
| Number: 3.1 | 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 5 – 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 Faculty | Effective Date: | 10/19/10 |
| | | 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 candidates 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~~ **their** 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 ~~presented~~ **ationed** 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~~ their 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~~ationed~~ 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](#)

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| 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.

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|--|--|-----------------|----------|
| 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

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|----------|-----------------------------------|-----------------|---------|
| 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 – Permission Request Form for External Fundraising

*This form must be completed, signed, reviewed and approved before
the requesting group may engage in any fundraising efforts external to the College.*

Door-to-door fundraising is prohibited.

Name of Requesting Group _____

Check One: Student Club/Organization Athletic Team Class Project Department/Division Other _____

Name of IVCC Group Advisor/Coach/Instructor/Employee _____

Contact Telephone # _____ Contact Email _____

Describe below what is being asked to donate* and its purpose, include dates of solicitation.** (attach separate sheet, if needed) *monetary, tangible items, sponsorships, etc. **travel (explain), equipment/supplies, supporting a non-profit entity, etc.

List all names of individuals who will directly be involved in the solicitation (attach separate sheet, if needed)

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Who will be contacted? (Check all that apply)

*A list must be provided of names and cities of businesses

Friends & family Local Businesses* Out of District Businesses* Other* _____

Type of contact (Check all that apply)

Attach copies of documents to be used for Mailings, Telephone Script, and/or Electronic Message

Mailing Telephone Electronic methods (i.e., email, social media, IVCC campus TV and marquee)

- I certify the information on this form and all attachments are correct to the best of my knowledge.
- I agree to notify the IVCC Community Relations & Development Office if any fundraising plans change and/or businesses/individuals not listed on this form are considered for solicitation.
- If a business/individual indicates they do not wish to be contacted in the future, this information will be forwarded to the IVCC Community Relations & Development Office.

Signature of Requestor Date _____

Reviewed by: Supervisor of Requesting Employee Date _____
 Associate VP for Student Services Date _____
 College President Date _____

IVCC Foundation Office:
 Approved Denied Date _____

Fran Brolley, Director of Community Relations & Development

Please keep a copy of this signed form your records as proof of IVCC authorization
A copy will remain on file in the IVCC Community Relations & Development Office.

Revised Feb. 2016

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

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|---|--------------------------|
| Subject: Use of Campus and Network Computing Resources | Effective Date: 10/19/10 |
| Number: 5.4 | Last Reviewed: 10/19/10 |
| | 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 **ertain** 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

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|----------|--|-----------------|----------|
| 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~~ in open lab areas 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 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; and 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 Board 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,~~ Business Services and Finance, 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~~ Business Services and Finance (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 and 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/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 |
| Last Revised: | 08/21/12 |
| Number: | 5.4 (d) |

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 ~~and/or appropriate Vice President or Associate Vice President~~. The ~~Vice President~~ Director of Human Resources 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.defstraining.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~~ Interstate 39 exit (Exit 79A) south to Exit 54. ~~Cross the Illinois River.~~ Turn ~~left~~ right onto Richard Moyle Highway (~~the first stop light after crossing the river~~). Turn ~~left~~ right at the next stoplight onto Orlando Smith Road. Proceed north ¼ mile. The College is on the left.
- From the North: Take ~~US 251~~ Interstate 39 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~~ Take ~~south on~~ Interstate 39 south to Exit 54. ~~Go~~ Turn right onto Richard Moyle Highway. Turn right onto 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) onto Richard Moyle Highway. Turn right onto 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 Lots 1 and 7 will be open to anyone after 4 p.m., but rules regarding disabled ADA parking and low emission 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. |
| Monday – Thursday | 7:00 a.m. – 10:00 p.m. |
| Friday | 7:00 a.m. – 4:30 p.m. |
| Saturday | 8:00 a.m. – 12:00 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 a.m.
(Entry to the building is denied after 8:30 p.m.)
Friday 7:30 a.m. – 4:30 p.m.~~

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

Classification of Users/Priority of Use

College Sponsored

The event is initiated and sponsored by a College department as part of College business, by a registered student organization, or by a faculty/staff member serving in a professional capacity (such as a member of a professional organization that is educational in nature and directly related to the mission of the College).

Non-College Sponsored

If the event is non-college sponsored, ~~decisions~~ **reservations** are made on a first-come, first-served basis. Requests will be reviewed on a case-by-case basis to determine whether it is in conformance with the College policy. Decisions to permit a private, for-profit event are at the sole discretion of the College.

Not for Profit: The user is a not-for-profit organization, as defined by the Internal Revenue Code, external to the College. Event expenses are not paid through an **College IVCC** account.

For Profit: The user is a for-profit organization external to the College. Event expenses are not paid through an **College IVCC** account.

Facilities will not be rented for events that are a duplication of **College IVCC** programs and/or services.

Partnership Status

Partnership status may be given to an organization whose mission, vision, and practices closely reflect IVCC's mission, vision, and valued practices. Once given partnership status, that status will continue from year to year unless the organization's mission, vision, and practices change to conflict with those of IVCC. Partners will be invoiced for **utility and/or** support services, **but will not be charged for facility use unless the event is large in scope.**

Priority of Use

Following are general priority guidelines established by the College for use in scheduling College facilities. The guidelines apply in general to all College facilities.

1st Priority: College Sponsored Uses

2nd Priority: Non-College Sponsored Uses: Not for profit and for profit uses on first-come, first-served basis

How to Reserve Space

Rooms are available on a first-come, first-served basis, following the priority of uses set forth above. A Space Reservation Request must be completed to confirm reservation of the facility. Reservations are not considered final until an approved copy of the Space Reservation Request is returned to the applicant. The College reserves the right to determine and/or limit space assignments for scheduled events.

Deposit

The College may require a 50% deposit 45 days prior to the event, or upon booking, whichever is first. The deposit will be returned if notice of the event cancellation is received seven calendar days in advance of the event. Failure to leave facilities in good condition may result in the loss of deposit and/or miscellaneous additional charges.

Cancellation/No Show

The organization must contact the College regarding cancellation at least seven calendar days in advance. If a cancellation is not received and the group is a “no show,” the organization will be assessed the full fee for the facility. The organization/sponsor may also be assessed charges for labor, requested equipment, or other costs incurred by the College for the cancelled event.

Billing

After the completion of the event, the College will provide the User with an invoice for the balance of rental fees based on the then-current schedule of fees and any additional charges including, without limitation, additional technical, custodial, maintenance, or security costs resulting from the event, reasonably incurred by the College. Payment is due within thirty days of invoice or as otherwise required under the Prompt Payment Act, 50 ILCS 505/1.

Support Service Fees

Fees are based on regular business hours (Monday-Friday 8:00 a.m. – 4:30 p.m.). Support services are available during these hours. Events scheduled beyond these hours may incur additional staffing and security costs. ~~Building hours are subject to change.~~ Costs for additional services are charged on a per hour basis with a minimum of four hours. Support service fees are subject to change without notice.

Events that are held on campus during times when the College is officially closed, such as Fridays during summer semester, and food is being catered, a minimum four-hour custodial service fee will be charged.

Guidelines for Use of Space

Only the portion of the facility contracted for may be used. The College reserves the right to relocate events to comparable space when necessary. Events with signed contracts or letters of agreement entered into between the College and the event sponsor will be honored. However, the College, in its sole discretion, may terminate a contract or letter of agreement at any time it determines an event scheduled is not in the best interests of the College and its mission.

Previous use of IVCC facilities ~~by the user~~ shall have resulted in no damage having been done to either the facilities or the reputation of the College and all previous charges shall have been paid in a timely fashion.

The placement of signs, decorations, and structures require prior written approval from the Business Services office.

~~The College will require the User to provide the College with event registration information, brochures and/or other advertising materials used to promote the event at least ten days prior to the event. Advertisements in publications and placement of signs, decorations, and structures require prior written approval from the Business Services office.~~

The College may exercise the right to enter any room for the purpose of inspection, repair, or emergency.

The User is required to adhere to all College policies, regulations, and guidelines and all local, state, and federal laws. Failure to comply with these regulations may result in denial of future use of College facilities and services or the termination of the event in progress, if deemed necessary. The College may permit exceptions to these guidelines and may develop additional guidelines as ~~necessary~~ appropriate.

Areas of Access

No one shall enter any portion of the College property prohibited by sign or notice.

No one, except as authorized by the College, shall enter any part of the College property that is in an unfinished state or under construction.

No one shall enter any building or area of College property when it is closed to the public. No one shall enter any building or area in the College which is reserved or scheduled for a specific group or activity, unless such person is invited by the individual, group, or agency responsible for such activity and, if applicable, such person has paid all appropriate admission fees.

Smoking/Tobacco Use

~~Smoking is~~ The use of tobacco products 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.

Food Service

All food or beverages served at meetings or events on campus must be arranged by the User. Use of the College food service vendors is required, unless a written notice of denial of service is received from the food service vendor. Expenses will be billed directly to the User. The College reserves the right to not approve external vendors, in its sole discretion.

~~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.

Parking and Vehicle Usage

No person shall drive or operate any vehicle on College property negligently, recklessly, or without due caution, or in a manner that endangers any person or property.

No person shall park any vehicle or allow any vehicle to remain parked in any area of College property beyond the normal closing hour of College property, except when a different closing hour has been designated by the College for that area or unless permission has first been obtained from the College.

No person shall park or place any vehicle on College property so as to obstruct or interfere with traffic or travel or endanger the public safety.

Indemnity and Damages

The User shall assume full responsibility for the conduct of all participants attending the User's event. As such, the User is liable for all damages resulting from participant utilization of the facilities and equipment provided by the College. The User will reimburse the College for all damages to facilities and equipment resulting from the use of those facilities and equipment by the User and/or its participants. This shall include any 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.

The College retains the right to control the management of the facility and enforce all necessary and proper rules for the safe operation of the facility.

Emergency procedures and evacuation routes are posted in all rooms. ~~Evacuation routes are posted in the hallways.~~ Procedures and routes should be reviewed prior to the event.

Admission/Merchandise Sales

~~Admission charges and~~ Sale of merchandise or services requires prior approval by the Business Office and may be subject to a commission of gross sales. ~~The sale of media related to the event is allowed for all non-College events, subject to U.S. copyright laws and guidelines.~~ merchandise is limited to books and CDs related to the event. Registration with Illinois Department of Revenue is required.

Restricted Uses

In addition to the general prohibition against violating College policies and procedures, or local, state, and federal laws, the College will strictly enforce prohibition of the following activities:

- Public Indecency. No person on College property shall commit an act of public indecency as defined in Illinois law, 720 ILCS 5/11-9.
- Disorderly Conduct. No person on College property shall commit disorderly conduct as defined in Illinois law, 720 ILCS 5/26-1.

- Gambling. No person on College property shall gamble as defined in Illinois law, 720 ILCS 5/21-1, et seq.
- Controlled Substances. No persons on College property shall violate the "Illinois Controlled Substance Act," 720 ILCS 570/100, et seq.
- Bodily Harm. No person on College property shall inflict bodily harm as defined in Illinois law, 720 ILCS 5/12-1, et seq.

Interpretation

These guidelines are in addition to and supplemental to all applicable state, federal, and local laws and ordinances including, without limitation, "The Public Community College Act" (110 ILCS 5/3-1, et seq.). The meaning of any terms, phrase, or word not otherwise defined in this policy shall be construed and interpreted to mean the same as said term, phrase, or word is otherwise defined, construed, or interpreted in such applicable local, state, and/or federal law or ordinance.

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, 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 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~~ donation.

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~~ donation.

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 Coreoran,~~
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 **and low emission vehicles** 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



Interstate 80



Illinois Valley Community College Board Policy

| | | | |
|----------|---|-----------------|---------|
| Subject: | Sexual Misconduct, Sexual and Other Harassment | Effective Date: | 1/17/12 |
| | | Last Reviewed: | 1/17/12 |
| Number: | 6.13 | Last Revised: | 1/17/12 |

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.~~ Additionally, this policy will also apply to misconduct that occurs off-campus inasmuch as it materially and substantially interferes with the college's operational and educational programs or the safety and welfare of the college community. Finally, 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/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 |
| | | Last Reviewed: | 1/17/12 |
| Number: | 6.13 | 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 **either**:

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:

- Harassment is generally defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons.
- 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.
- Complaints of harassment of any type will be investigated thoroughly and appropriate action taken to end the harassment, protect the reporting party, and discipline as necessary, up to and including termination of employment.

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 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 identified in 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). A breach of this policy may result in discipline, up to and including termination of employment.

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 support 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: Bicycles, Skateboards and Hoverboards on Campus | Effective Date: 10/15/13 |
| Number: 6.16 | Last Reviewed: 10/15/13 |
| | Last Revised: 10/15/13 |

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

Walkways: ~~Transportation~~ Use of bicycles, skateboards, in-line or roller skates, and scooters is permitted as transportation on walkways, as long as users yield to pedestrians and are safe and courteous.

Roadway Guidelines: Transportation use of bicycles, skateboards, in-line or roller skates, and scooters is permitted on roadways ~~only as follows:~~ during daylight only (except bicycles with proper lighting and reflectors). Illinois bicycle rules of the road ~~must be~~ are followed, including stopping for stop signs. Riders ~~must~~ act safely and responsibly.

Prohibited Areas: Transportation use of bicycles, skateboards, in-line ~~skates,~~ or roller skates, and non-disability scooters is not permitted in the following areas:

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

BICYCLE INFORMATION

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

HOVERBOARDS

Possession of hoverboards is prohibited on the IVCC campus.

Disciplinary action for the violation of this policy by students can include a fine -and confiscation of the hoverboard. Disciplinary action of this policy by employees will be up to and including dismissal from employment.

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).

Ratification of Engagement Letter

The administration recommends the Board reaffirm the action taken last month to approve entering into an engagement letter with Atty. Stephen E. Balogh.

Recommendation:

Approve entering into a mutually agreeable engagement letter with Atty. Stephen E. Balogh.

KPI: Fiscal Responsibility/Affordability

RECOMMENDED FOR STAFF APPOINTMENT
2016-2017

GENERAL INFORMATION:

POSITION TO BE FILLED: Head Women's Soccer Coach

NUMBER OF APPLICANTS: 2

NUMBER OF APPLICANTS INTERVIEWED: 1

APPLICANTS INTERVIEWED BY:

Mr. Grzybowski, Ms. Harding, Mr. Reese, Mr. Tomasson

APPLICANT RECOMMENDED:

Edward R. Young, Jr.

EDUCATIONAL PREPARATION:

University of Illinois, Springfield, IL – pursuing degree in Legal Studies
Illinois Valley Community College, Oglesby, IL – A.A. in Criminal Justice

EXPERIENCE:

Head Coach Girl's Soccer, Princeton High School, Princeton, IL – 15 years
Youth Minister, First Baptist Church, Princeton, IL – 3 years
Child Care Provider, Covenant Children's Home, Princeton, IL – 2 years

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

1. Experience as head girl's soccer coach at the high school level
2. Strong working relationship with area high school soccer coaches
3. Values in alignment with IVCC's standards and core values

RECOMMENDED SALARY: \$3,075 (Stipend)

Ms. Glenna Jones, SPHR
Director of Human Resources

RECOMMENDED FOR STAFF APPOINTMENT
2016-2017

GENERAL INFORMATION:

POSITION TO BE FILLED: Head Men's Soccer Coach

NUMBER OF APPLICANTS: 4

NUMBER OF APPLICANTS INTERVIEWED: 2

APPLICANTS INTERVIEWED BY:

Mr. Grzybowski, Ms. Harding, Mr. Reese, Mr. Tomasson

APPLICANT RECOMMENDED:

Timothy M. Cottingim

EDUCATIONAL PREPARATION:

Patten University, Oakland, CA – pursuing online B.A. in Psychology
Illinois Valley Community College, Oglesby, IL – A.A.

EXPERIENCE:

Owner and CEO, Aurora Borealis Soccer Club, Aurora, IL – 6 months
Assistant Men's Soccer Coach, Waubensee Community College, Sugar Grove, IL – 1 year
Head Boy's Soccer Coach Earlville-Leland High School, Earlville, IL – 2.5 years
Sin City Devils FC, Earlville-Leland (offseason developmental teams) – 2 years
E-L U14 Indoor teams; Raider Soccer Camp; Phoenix FC Soccer Club – 2 years each

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

1. Experienced soccer coach for high school, youth, and community college sports
2. Recruiting experience within the IVCC district
3. Strong working relationship with area high school soccer coaches
4. Values in alignment with IVCC's standards and core values

RECOMMENDED SALARY: \$3,075 (Stipend)

Ms. Glenna Jones, SPHR
Director of Human Resources

To Whom It May Concern,

Due to health issues, and on the advice of my doctors, this notice is to inform you that I will be retiring from my part-time position as a biology instructor at IVCC. This will be effective at the end of the Spring semester, 5/21/16.

Sincerely,

A handwritten signature in cursive script that reads "Kris Renn".

Kris Renn

RECEIVED

MAR 7 - 2016

HUMAN RESOURCES

Wednesday, March 2, 2016

Dear Sara Escatel,

I regret to inform you that I resign as an ELA teacher via IVCC effective May 6, 2016.

I have truly enjoyed my experience working as an ELA teacher. My co-teacher Vita Covarrobias has been extremely helpful and kind.

I wish I could continue working as an ELA teacher, but I currently have a full-time job. I have found it difficult to balance both jobs. This is the true reason why I must resign.

I will continue to work hard through May 6, 2016.

Thank you so much for this experience.

Sincerely,

A handwritten signature in cursive script that reads "Brittany Muller". The signature is written in black ink and includes a long horizontal flourish at the end.

Brittany Muller

RECEIVED

MAR 9 - 2016

HUMAN RESOURCES



Government Finance Officers Association

Award for
Outstanding
Achievement in
Popular Annual
Financial Reporting

Presented to

Illinois Valley Community College

For its Annual
Financial Report
for the Fiscal Year Ended

June 30, 2015

Executive Director/CEO

Lazaro Lopez, Ed.D.
Chairman



Karen Hunter Anderson, Ph.D.
Executive Director

March 21, 2016

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

Dear Dr. Corcoran:

This is notification that the college's request for approval to offer the following degree program was approved by the Illinois Community College Board on January 22, 2016 and by the Illinois Board of Higher Education on March 1, 2016:

- Engineering Technology A.A.S. degree (64 credit hours)

If the college has not already done so, please submit the curriculum and related course forms now. This will ensure the college receives the appropriate credit hour reimbursement funding.

Sincerely,

A handwritten signature in cursive script, appearing to read "Karen Hunter Anderson".

Karen Hunter Anderson, Ph.D.
Executive Director

cc: Deborah Anderson, Vice President of Academic Affairs – Illinois Valley Community College
Tricia Broughton, ICCB

ILLINOIS COMMUNITY COLLEGE BOARD

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



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Memorandum

To: Jerry Corcoran
From: Cheryl Roelfsema *CR*
Date: March 14, 2016
Subject: Baseball Field Dugouts

In September 2013, our insurance carrier, Wright Specialty Insurance, conducted an inspection of our outdoor athletic facilities. They had several suggestions for improvements due to liability issues but one that has again come to the forefront is the visitor's dugout. The Wright Specialty Insurance comment from September 2013 was:

“Visitor Dugout – property damage prevention – this dugout is sinking backwards into the ground causing structural separation of the roof and floor. It is recommended that this dugout should be rebuilt.”

Former board of trustee chair, Dennis Thompson, repaired the roof a few years ago and that remains in good condition but the block walls continue to sink. The Facilities Department, the Associate Vice President for Student Services, and the Athletic Director are all in agreement that this dugout should be removed before there is further deterioration. A discussion of this at the March 9 Operations Committee resulted in the same consensus.

The College's baseball team has been using the field in Oglesby and just entered into a three-year agreement with the City of Oglesby to continue playing there. So at least for the next three years there will be no activities on the baseball field.

The Facilities Department is asking for approval to remove the dugout.

March 15, 2016

Hi Dr. Coreoran.

Alice and I spend January through March in Ft. Myers, Florida each year. We read this article in the News-Press paper today. The article points out just one of the many ways IVEE helps keep the cost of higher education down for the students. It is nice to see IVEE getting recognition for its cost-cutting programs in a paper far away from the ILLINOIS VALLEY. WAY TO GO!

Respectfully,

Tyle Swenther



News from the North

Connecting you to your other hometown

Students save \$1.1 million by renting their textbooks

KEVIN SOLARI
(LASALLE) NEWS-TRIBUNE

LASALLE, Ill. - High textbook costs are a common complaint among college students, but Illinois Valley Community College has a program in place to alleviate some of that burden.

The Textbook Rental Option Program began in the 2007 fall semester, bookstore manager Lauren Sandberg-Catalina said, and it grows every year.

The program allows students to rent certain textbooks for the semester rather than having to purchase the books and sell them back based on market value.

Students are charged \$48 to rent no matter the book and, if the books are returned in good condition, receive \$20 back.

It's proven a popular program, Sandberg-Catalina said.

"It's unusual for a student not to end up with at least one rental book in a semester, unless they are in a specialized program," she said. Nearly 3,000 textbooks were rented out this past fall semester.

The program grows every semester, she said. A total of 55 titles were in the rental program during the fall 2015 semester, including four new additions. Those additions alone saved students more than \$29,000 through renting instead of purchasing, according to rental program records.

In total, the program saved students almost \$190,000 during the fall 2015 semester and over \$1.1 million since 2012.

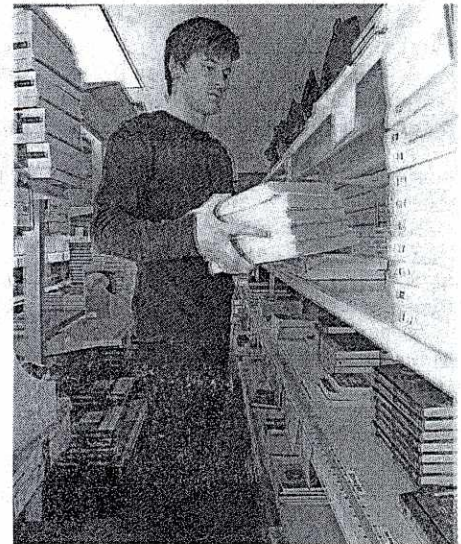
Sandberg-Catalina, who has worked at the IVCC bookstore for 18 years, said when she started, book prices would go up a dollar or two between semesters.

"Now they're going up \$25 in-between," she said.

The Bureau of Labor Statistics tracks the cost of everything — even textbooks. Since 2006, the price of college textbooks has gone up 85 percent, according to BLS statistics — well above the rate of inflation. At that rate, a textbook costing \$150 in 2006 would cost over \$275 in 2015.

"We look at things differently," Sandberg-Catalina said about designing the program. True to the community college's mission, it is about making education affordable.

At IVCC, the program uses a formula to determine what books it can include in the program and be affordable for both



SCOTT ANDERSON / NEWSTRIBUNE VIA AP

High textbook prices are a common complaint among college students, but Illinois Valley Community College in Oglesby, Ill., has a textbook rental program in place to alleviate some of that burden.

students and the bookstore, Sandberg-Catalina said.

"We found there is a \$168 floor," she said. "Any book below that we can make money back renting the book out in six semesters."

But that doesn't mean only books costing less than \$170 are in the program. The most expensive book in the rental program is an organic chemistry text that retails for \$314.

The more expensive books, or less frequently rented, are paid for by the other texts. So while the organic chemistry text, rented by 23 students in fall 2015, might not pay for itself, a literature book costing about \$120 rented to nearly 300 more than makes up the gap.

The program works because of faculty buy-in as well. Professors need to use the same edition of a book for years for the economics to work out in the bookstore's favor.

"Usually instructors are happy to do that," Sandberg-Catalina said.

The bookstore also offers a book buy-back program for books that aren't rented, but it is done with an outside vendor, she said. The prices on books are based on the market value for them at that moment.

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.