



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, December 8, 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, December 8, 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. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 6.1 Approval of Minutes –November 10, 2016 Board Meeting (Pages 1-3)
 - 6.2 Approval of Bills - \$1,216,443.56
 - 6.2.1 Education Fund - \$629,130.62
 - 6.2.2 Operations & Maintenance Fund - \$64,836.13
 - 6.2.3 Operations & Maintenance (Restricted Fund) - \$67,359.72
 - 6.2.4 Bond & Interest Fund – \$268,812.50
 - 6.2.5 Auxiliary Fund - \$97,389.41
 - 6.2.6 Restricted Fund - \$15,296.23
 - 6.2.7 Audit Fund - \$4,375.00
 - 6.2.8 Grants, Loans, and Scholarships - \$69,243.95
 - 6.3 Treasurer’s Report (Pages 4-21)
 - 6.3.1 Financial Highlights (Pages 5-6)
 - 6.3.2 Balance Sheet (Pages 7-8)
 - 6.3.3 Summary of FY16 Budget by Fund (Page 9)
 - 6.3.4 Budget to Actual Comparison (Pages 10-16)
 - 6.3.5 Budget to Actual By Budget Officers (Page 17)
 - 6.3.6 Statement of Cash Flows (Page 18)
 - 6.3.7 Investment Status Report (Pages 19-20)
 - 6.3.8 Disbursements - \$5,000 or more (Page 21)
 - 6.4 Personnel - Stipends for Pay Periods Ending October 29, 2016 and November 12, 2016 (Pages 22-24)

7. President's Report
8. Committee Reports
9. 2016 Tax Levy (Pages 25-33)
10. Faculty Appointment – Jody Lowe, Nursing Instructor (Pages 34-35)
11. High Deductible Health Plan/Health Savings Plan (Page 36)
12. Confirm Approval of Buildings D and E Emergency Repairs (Pages 37-40)
13. Board Policies (First Reading) (Pages 41-61)
14. Schedule of Regular Meeting Dates and Times (Page 62)
15. Items for Information (Pages 63-74)
 - 15.1 Faculty Retirement – Tina Nink, Nursing Instructor (part-time) (Page 63)
 - 15.2 Staff Retirement – Ralph Wesselmann, Truck Driver Training Trainer Specialist (part-time) (Page 64)
 - 15.3 G4S Secure Solutions Change Order (Pages 65-66)
 - 15.4 General Education Goals Revised (Pages 67-68)
 - 15.5 BEST Lease (Pages 69-72)
 - 15.6 American Chemical Society – Outstanding Award (Page 73)
 - 15.7 Thank You – Bill Strong, Jr. (Page 74)
16. Trustee Comment
17. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) litigation; 3) collective negotiations; and 4) closed session minutes.
18. Other
19. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
November 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, November 10, 2016 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Michael C. Driscoll, Vice Chair
Larry D. Huffman, Secretary
Laurie A. Bonucci
Jane E. Goetz (entered the meeting at 6:43 p.m.)
David O. Mallery
Everett J. Solon
Sarah J. Tipton, Student Trustee

Members Absent: Melissa M. Olivero, Chair

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Bonnie Campbell, Associate Vice President for Academic Affairs
Mark Grzybowski, Associate Vice President for Student Services
Glenna Jones, Director of Human Resources
Walt Zukowski, Attorney

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

APPROVAL OF AMENDED AGENDA

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

PUBLIC COMMENT

None.

CAMPUS UPDATE – The women’s tennis team that finished third at the NJCAA Division III National Tournament in Peachtree, Ga., was welcomed by the Board. Coach Julie Milota’s squad included Taylor Pappas, Maria Robinson, Allison Vargo, Hannah Warwick, Savannah Weitzel, Abbey Ruppert and Ali Kutz.

CONSENT AGENDA

It was moved by Mr. Solon 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 – October 11, 2016 Audit/Finance Committee Meeting and October 13, 2016 Board Meeting

Approval of Bills - \$635,887.07

Education Fund - \$399,621.75 Operations & Maintenance Fund - \$110,544.92; Operations & Maintenance (Restricted Fund) - \$2,198.72; Auxiliary Fund - \$49,917.50; Restricted Fund - \$2,272.64; Audit Fund - \$9,600.00; Liability, Protection & Settlement Fund - \$61,514.14; and Grants, Loans & Scholarships - \$217.40

Personnel

Approved the stipends for pay periods ending October 1, 2016 and October 15, 2016

PRESIDENT'S REPORT

Dr. Corcoran reported the Discover Manufacturing Career Expo held on campus on October 27 was a great success thanks to lots of good folks representing the North Central Regional Betterment Coalition, Business Employment Skills Team, L-P High School, IVCC and the following manufacturers who opened their doors to hundreds of high school students for tours: Allegion, Black Bros., Carus Corporation, Eakas, Flint Hills, James Hardie, SABIC and Vactor Manufacturing. Larry Kiest, of LMK Technologies and LMK Pipe Renewal was the keynote speaker and did a fabulous job. Dr. Corcoran thanked Jennifer Scheri for the role she played on the planning committee in pulling everything and everyone together for a common cause, i.e., to promote careers in manufacturing in the IVCC District and the ability to train folks for these well-paying jobs. On Saturday, October 29th, the IVCC Athletics Department hosted its second annual trivia night. There were over 320 players, including students, faculty, staff, administrators, an IVCC Board Member, and community members. In addition, there were approximately 40 workers who helped make the evening a success. Country Catering also donated their time and sold out of products due to the huge attendance. The department made a profit of \$11,100 which will be utilized to support all IVCC Athletic Teams. At a time when so many colleges are eliminating programs and services, Dr. Corcoran is very proud of the way that IVCC coaches and staff have rallied in support of the College's excellent 140 student athletes. On Saturday, November 5, the College's Student Services Team offered a Jump Start program at the Ottawa Center. Twenty-three individuals attended, half were high school seniors – five of whom will graduate in December; the majority of students received assistance in completing applications for financial aid, some took placement exams and/or met with a counselor, and 56 credit hours were registered for the spring semester. Dr. Corcoran thanked everyone who gave up a Saturday to assist students on the east side of the district. The College had a great turnout at last Tuesday evening's Fall Open House. Once again, Quintin Overocker and Aseret Loveland did a fine job for Mark Grzybowski of planning a special two-hour program for students and their loved ones. Approximately 120 people attended and the feedback was terrific. Thanks to the long list of employees and excellent student ambassadors on a job well done.

COMMITTEE REPORTS

None.

2016 TENTATIVE TAX LEVY

It was moved by Dr. Huffman and seconded by Ms. Bonucci to adopt the Resolution approving a Tentative Tax Levy and Tentative Certificate of Tax Levy, as presented. Motion passed by voice vote.

FACULTY RESIGNATION – SAMANTHA WHITEAKER, NURSING INSTRUCTOR

It was moved by Mr. Solon and seconded by Ms. Tipton to accept with regret Samantha Whiteaker's resignation effective January 10, 2017 and wish her success in her new endeavor. Motion passed by voice vote.

FACULTY APPOINTMENT – DR. JEAN FORST, ENGLISH AND READING INSTRUCTOR

It was moved by Ms. Bonucci and seconded by Dr. Huffman to approve the appointment of Dr. Jean Forst, as English and Reading instructor at G-6, an annualized salary of \$59,029 on the 2016/2017 faculty salary schedule, effective January 10, 2017. Motion passed by voice vote.

TRUSTEE COMMENT

Dr. Huffman commented he had attended a recent show in the Cultural Centre presented by IVCC's theatre department and plans to return for the holiday shows in early December. He noted that the Cultural Centre is not full all of the time and yet the quality of the events merit that. He suggested the programs could benefit from more advanced publicity. He encouraged everyone to attend the upcoming holiday shows.

CLOSED SESSION

It was moved by Mr. Solon and seconded by Ms. Tipton to convene a closed session at 6:45 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) litigation; 3) collective negotiations; and 4) closed session minutes. Motion passed by voice vote.

After a short break, the Board entered closed session at 6:50 p.m. On a motion by Mr. Solon and seconded by Dr. Huffman, the regular meeting resumed at 7:35 p.m. Motion passed by voice vote.

CLOSED SESSION MINUTES

It was moved by Dr. Huffman and seconded by Mr. Solon to approve and retain the closed session minutes of the October 13, 2016 Closed Session Meeting. Motion passed by voice vote.

OTHER

None.

ADJOURNMENT

Dr. Driscoll declared the meeting adjourned at 7:36 p.m.

Melissa M. Olivero, Board Chair

Larry D. Huffman, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

NOVEMBER 2016

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

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – November 2016

Revenues

- As of November 22, the headcount for fall semester was 3,442, which is 113 students less than at the same point in time last year. Credit hours for fall 2016 increased by 258, or slightly less than one percent, from this point in time one year ago, for a total of 28,383. Traditional credit hours show a slight decrease from Fall 2015. Enrollment in the International Brotherhood of Electrical Workers (IBEW) Program has doubled since Fall 2015 and dual enrollment credit hours have increased by more than 20 percent. Fall 2016 semester ends December 19. The increased credit hours for both programs is 386.

As of November 22, the headcount for spring semester is 1,686, which is 213 students less than at the same point in time last year. Credit hours for Spring 2017 decreased by 1,666, or 8.38 percent, for a total of 18,224 from this point in time one year ago. One year ago total credit hours included 339 credit hours from dual credit students. Due to timing, the Spring 2017 total credit hours do not include any dual credit students.

The decline in enrollments continues to be a statewide issue. According to the Illinois Community College Board (ICCB) statewide fall 2016 10th day full-time equivalents (FTE) dropped by 4.1 percent from fall 2015. Headcount dropped by 3.9 percent. For IVCC 10th day fall FTE declined by .5 percent and 10th day fall headcount declined by 3.1 percent.

Seven of the 39 community college districts saw an increase in fall 10th day headcount and six districts saw an increase in fall 10th day FTE over the past year.

| | Headcount 1-year change | FTE 1-year change | Headcount 5-year change | FTE 5-year change |
|------------------------------|--|----------------------------------|--|----------------------------------|
| Statewide average | (3.9%) | (4.1%) | (15.2%) | (15.4%) |
| IVCC | (3.1%) | (.5%) | (18.7%) | (18.1%) |
| State Highest | 23.7% | 9.2% | 2.8% | (1.7%) |
| State Lowest | (27.9%) | (19.7%) | (40.5%) | (36.9%) |

- There has been no update on State financial support. In October IVCC's Adult Education allocation was finalized with an allocation of \$455,145 which is \$44,473 higher than FY2016. In November \$210,000 was received for the Career and Technical Education Grant. These are unrestricted funds for education purposes (Education Fund).

Expenditures

- Fund 01 – Education Fund – Instruction – Fixed Charges – includes \$132,000 Ottawa Center annual lease payment and \$23,650 Truck Driver Training Program equipment leases;

- Fund 01 – Education Fund – Academic Support – Contractual – includes Blackboard annual fee of \$75,600 and \$68,350 in other software maintenance renewal fees;
- Fund 01 – Education Fund – Institutional Support – Contractual – includes legal fees of \$44,150, a payment of \$36,350 to Interact Communications for marketing consultation, and Ellucian (administrative software) annual maintenance fee of \$236,000;
- Fund 06 – Restricted Fund – Instruction – Capital – includes a 3-D printer paid for with capital campaign funds and dental assisting program equipment paid for with Carl Perkins grant funds;
- Fund 12 – Liability, Protection & Settlement Fund – Institutional Support - Fixed Costs – includes \$39,100 for athletic insurance; \$68,300 general insurance premium billings; and workers’ compensation premiums of \$127,700.

Protection, Health & Safety Projects

- Building B Air Handler/Chiller Replacement – a contractor pre-construction meeting was held on site November 23; installation will start in December 2016; United Analytical Services performed the asbestos testing and determined that no asbestos removal is required for this project;
- Building D Air Handler/Chiller Replacement – approved by ICCB with installation planned for winter 2017; bid documents will be available in mid-January 2017;
- Lecture Hall D225 Renovation – punch list items are complete;
- Building E Air Handler/Chiller Replacement – Board approved in October 2016;
- Building G Temperature Controls – Board approved in October 2016; work will be coordinated with the replacement of Building D Air Handler/Chiller;
- Building J Overhead Door Replacement – Board approved in October 2016; work is scheduled to start in May 2017; bid documents will be available in mid-January;

Other Projects

- Cultural Centre Upgrade – a project funded with a bequest through the IVCC Foundation is scheduled to start in May 2017; documents for Board’s review will be available in January 2017.

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 November 30, 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 | \$ 4,851,955 | \$ 2,423,437 | \$ 430,550 | \$ 700,767 | \$ 234,312 | | | \$ 8,641,021 |
| Investments | 4,207,259 | 9,473,971 | 634,782 | 480,785 | | | | 14,796,797 |
| Receivables | | | | | | | | |
| Property taxes | 8,769,100 | 2,113,721 | 266,083 | - | - | | | 11,148,904 |
| Governmental claims | - | 337,660 | - | - | - | | | 337,660 |
| Tuition and fees | 2,292,945 | 8,476 | - | 133,567 | - | | | 2,434,988 |
| Due from other funds | 874,104 | 26 | - | - | 113 | | | 874,243 |
| Due to/from student groups | 494,974 | - | - | - | - | | | 494,974 |
| Bookstore inventories | - | - | - | 814,524 | - | | | 814,524 |
| Other assets | 33,269 | 66,988 | - | 571 | - | | | 100,828 |
| Fixed assets - net where applicable | - | - | - | 58,886 | - | 62,115,706 | - | 62,174,592 |
| Other debits | | | | | | | | |
| Amount available in Debt Service Fund | - | - | - | - | - | - | - | - |
| Amount to be provided to retire debt | - | - | - | - | - | - | - | - |
| Other Debits | <u>\$21,523,606</u> | <u>\$14,424,279</u> | <u>\$ 1,331,415</u> | <u>\$ 2,189,100</u> | <u>\$ 234,425</u> | <u>\$62,115,706</u> | <u>\$ -</u> | <u>\$ 101,818,531</u> |

7

cl

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 November 30, 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 | \$ 54,753 | \$ - | \$ 552 | \$ 9,759 | \$ 15,985 | \$ - | \$ - | \$ 81,049 |
| Accrued salaries & benefits | 1,112,259 | 16,784 | - | 14,753 | - | - | - | 1,143,796 |
| Post-retirement benefits & other | 63,930 | - | - | - | - | - | - | 63,930 |
| Unclaimed property | 2,060 | 2,434 | - | - | 18 | - | - | 4,512 |
| Due to other funds | 42,662 | 386,280 | 268,697 | 176,604 | - | - | - | 874,243 |
| Due to student groups/deposits | - | - | - | - | 218,422 | - | - | 218,422 |
| Deferred revenue | | | | | | | | - |
| Property taxes | 4,425,842 | 1,059,291 | 133,090 | - | - | - | - | 5,618,223 |
| Tuition and fees | - | - | - | - | - | - | - | - |
| Grants | - | 57,356 | - | - | - | - | - | 57,356 |
| Leases Payable | - | - | - | 56,989 | - | - | - | - |
| Bonds payable | - | - | - | - | - | - | - | - |
| Total liabilities | <u>5,701,506</u> | <u>1,522,145</u> | <u>402,339</u> | <u>258,105</u> | <u>234,425</u> | <u>-</u> | <u>-</u> | <u>8,118,520</u> |
| Equity and Other Credits | | | | | | | | |
| Investment in general fixed assets | - | - | - | - | - | 62,115,706 | - | 62,115,706 |
| Contributed capital | - | - | - | - | - | - | - | - |
| Retained earnings | - | - | - | - | - | - | - | - |
| Fund balance | | | | | | | | - |
| Reserved for restricted purposes | - | 12,902,134 | - | - | - | - | - | 12,902,134 |
| Reserved for debt service | - | - | 929,076 | - | - | - | - | 929,076 |
| Unreserved | <u>15,822,100</u> | <u>-</u> | <u>-</u> | <u>1,930,995</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>17,753,095</u> |
| Total equity and other credits | <u>15,822,100</u> | <u>12,902,134</u> | <u>929,076</u> | <u>1,930,995</u> | <u>-</u> | <u>62,115,706</u> | <u>-</u> | <u>93,700,011</u> |
| Total Liabilities, Equity and Other Credits | <u>\$21,523,606</u> | <u>\$14,424,279</u> | <u>\$ 1,331,415</u> | <u>\$ 2,189,100</u> | <u>\$ 234,425</u> | <u>\$62,115,706</u> | <u>\$ -</u> | <u>\$ 101,818,531</u> |

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

OK

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2017 Revenues & Expenditures by Fund
 For the five months ended November 30, 2016

| | Education Fund | Operations & Maintenance Fund | Operations & Maintenance Fund | Bond & Interest Fund | Working Fund | Auxiliary Enterprises Fund | Restricted Purposes Fund | Liability Protection & Settlement Fund | Audit Fund | Total (Memorandum Only) |
|---|----------------------|-------------------------------|-------------------------------|----------------------|---------------------|----------------------------|--------------------------|--|------------------|-------------------------|
| Actual Revenues | \$ 15,714,145 | \$ 1,753,983 | \$ 1,439,309 | \$ 256,732 | \$ 11,104 | \$ 1,035,256 | \$ 2,308,563 | \$ 568,118 | \$ 34,155 | \$ 23,121,365 |
| Actual Expenditures | (7,275,572) | (888,672) | (408,403) | (268,812) | - | (1,163,758) | (2,728,341) | (497,729) | (29,075) | (13,260,362) |
| Other Financing Sources (Uses) | (10,000) | - | - | - | - | - | 10,000 | - | - | - |
| Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses | 8,428,573 | 865,311 | 1,030,906 | (12,080) | 11,104 | (128,502) | (409,778) | 70,389 | 5,080 | 9,861,003 |
| Fund balances July 1, 2016 | 4,006,154 | 2,557,303 | 5,848,982 | 941,157 | 4,573,073 | 2,059,498 | (20,552) | 1,765,543 | 27,382 | 21,758,540 |
| Fund balances November 30, 2016 | <u>\$ 12,434,727</u> | <u>\$ 3,422,614</u> | <u>\$ 6,879,888</u> | <u>\$ 929,077</u> | <u>\$ 4,584,177</u> | <u>\$ 1,930,996</u> | <u>\$ (430,330)</u> | <u>\$ 1,835,932</u> | <u>\$ 32,462</u> | <u>\$ 31,619,543</u> |

**Illinois Valley Community College District No. 513
Fiscal Year 2017 Budget to Actual Comparison
For the five months ended November 30, 2016**

| | <u>Annual Budget FY2017</u> | <u>Actual 11/30/16</u> | <u>Act/Budget 41.7%</u> | <u>Actual 11/30/15</u> | <u>Act/Budget 41.7%</u> | <u>Annual Budget FY2016</u> |
|---|---------------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|---------------------------------|
| EDUCATION FUND REVENUES | | | | | | |
| Local Government Sources: | | | | | | |
| Current Taxes | \$ 7,708,916 | \$ 7,349,542 | 95.3% | \$ 6,499,819 | 95.2% | \$ 6,826,706 |
| Corporate Personal Property Replacement Tax | 1,098,835 | 185,033 | 16.8% | 204,757 | 23.4% | 873,556 |
| TIF Revenues | 381,000 | 254,074 | 66.7% | 248,222 | 65.2% | 381,000 |
| Total Local Government | <u>9,188,751</u> | <u>7,788,649</u> | 84.8% | <u>6,952,798</u> | 86.0% | <u>8,081,262</u> |
| State Government: | | | | | | |
| ICCB Credit Hour Grant | 1,419,017 | 862,216 | 60.8% | - | 0.0% | 2,009,096 |
| Equalization | 50,000 | - | 0.0% | - | 0.0% | 50,000 |
| Career/Technical Education Formula Grant | 190,000 | 210,077 | 110.6% | - | 0.0% | 165,000 |
| Other | - | - | 0.0% | - | 0.0% | - |
| Total State Government | <u>1,659,017</u> | <u>1,072,293</u> | 64.6% | <u>-</u> | 0.0% | <u>2,224,096</u> |
| Federal Government | | | | | | |
| PELL Administrative Fees | 8,000 | 1,105 | 13.8% | 345 | 4.2% | 8,300 |
| Total Federal Government | <u>8,000</u> | <u>1,105</u> | 13.8% | <u>345</u> | 4.2% | <u>8,300</u> |
| Student Tuition and Fees: | | | | | | |
| Tuition | 7,344,081 | 6,065,356 | 82.6% | 6,163,992 | 82.7% | 7,451,219 |
| Fees | 846,132 | 666,593 | 78.8% | 730,289 | 81.4% | 897,300 |
| Total Tuition and Fees | <u>8,190,213</u> | <u>6,731,949</u> | 82.2% | <u>6,894,281</u> | 82.6% | <u>8,348,519</u> |
| Other Sources: | | | | | | |
| Public Service Revenue | 427,800 | 99,005 | 23.1% | 142,190 | 33.1% | 428,950 |
| Other | 107,163 | 21,144 | 19.7% | 37,535 | 41.7% | 90,102 |
| Total Other Sources | <u>534,963</u> | <u>120,149</u> | 22.5% | <u>179,725</u> | 34.6% | <u>519,052</u> |
| TOTAL EDUCATION FUND REVENUE | <u>\$ 19,580,944</u> | <u>15,714,145</u> | 80.3% | <u>14,027,149</u> | 73.1% | <u>19,181,229</u> |
| EDUCATION FUND EXPENDITURES | | | | | | |
| Instruction: | | | | | | |
| Salaries | \$ 8,822,920 | 3,315,351 | 37.6% | 3,564,075 | 40.0% | 8,915,712 |
| Employee Benefits | 1,655,386 | 536,951 | 32.4% | 553,117 | 34.9% | 1,585,859 |
| Contractual Services | 186,403 | 22,601 | 12.1% | 26,888 | 18.2% | 147,647 |
| Materials & Supplies | 444,189 | 114,322 | 25.7% | 124,113 | 26.9% | 461,421 |
| Conference & Meeting Expenses | 107,169 | 9,008 | 8.4% | 23,370 | 25.4% | 92,169 |
| Fixed Charges | 197,500 | 155,554 | 78.8% | 157,553 | 79.8% | 197,500 |
| Utilities | - | - | 0.0% | - | 0.0% | - |
| Capital Outlay | 15,999 | - | 0.0% | - | 0.0% | 4,094 |
| Other | - | - | 0.0% | - | 0.0% | - |
| Total Instruction | <u>\$ 11,429,566</u> | <u>\$ 4,153,787</u> | 36.3% | <u>\$ 4,449,116</u> | 39.0% | <u>\$ 11,404,402</u> |

ck

**Illinois Valley Community College District No. 513
Fiscal Year 2017 Budget to Actual Comparison
For the five months ended November 30, 2016**

| EDUCATION FUND EXPENDITURES (continued) | Annual Budget FY2017 | Actual 11/30/16 | Act/Budget 41.7% | Actual 11/30/15 | Act/Budget 41.7% | Annual Budget FY2016 |
|--|-------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| Academic Support: | | | | | | |
| Salaries | \$ 669,903 | \$ 257,661 | 38.5% | \$ 281,793 | 40.7% | \$ 692,859 |
| Employee Benefits | 129,256 | 40,422 | 31.3% | 53,453 | 36.9% | 144,988 |
| Contractual Services | 184,276 | 144,748 | 78.5% | 136,566 | 79.3% | 172,207 |
| General Materials & Supplies | 232,080 | 46,523 | 20.0% | 161,981 | 34.2% | 473,885 |
| Conference & Meeting Expenses | 9,010 | 254 | 2.8% | 1,994 | 17.4% | 11,445 |
| Fixed Charges | - | - | 0.0% | - | 0.0% | - |
| Utilities | 26,160 | 8,673 | 33.2% | 10,021 | 39.5% | 25,343 |
| Capital Outlay | - | - | 0.0% | 31,890 | 40.5% | 78,750 |
| Other | - | - | 0.0% | - | 0.0% | - |
| Total Academic Support | <u>1,250,685</u> | <u>498,281</u> | 39.8% | <u>677,698</u> | 42.4% | <u>1,599,477</u> |
| Student Services: | | | | | | |
| Salaries | 1,245,962 | 495,077 | 39.7% | 536,052 | 43.7% | 1,226,134 |
| Employee Benefits | 327,463 | 107,517 | 32.8% | 102,263 | 31.7% | 322,348 |
| Contractual Services | 8,300 | 4,210 | 50.7% | 3,048 | 41.2% | 7,400 |
| Materials & Supplies | 62,129 | 17,573 | 28.3% | 21,606 | 39.8% | 54,260 |
| Conference & Meeting Expenses | 30,895 | 4,558 | 14.8% | 6,545 | 28.5% | 22,955 |
| Fixed Charges | - | - | 0.0% | - | 0.0% | - |
| Capital Outlay | - | - | 0.0% | - | 0.0% | - |
| Other | - | - | 0.0% | - | 0.0% | - |
| Total Student Services | <u>1,674,749</u> | <u>628,935</u> | 37.6% | <u>669,514</u> | 41.0% | <u>1,633,097</u> |
| Public Services/Continuing Education: | | | | | | |
| Salaries | 514,353 | 168,823 | 32.8% | 207,371 | 45.7% | 453,520 |
| Employee Benefits | 86,351 | 23,284 | 27.0% | 25,892 | 50.5% | 51,310 |
| Contractual Services | 250,600 | 91,185 | 36.4% | 102,996 | 45.9% | 224,150 |
| Materials & Supplies | 90,320 | 34,137 | 37.8% | 37,602 | 48.0% | 78,350 |
| Conference & Meeting Expenses | 19,375 | 3,478 | 18.0% | 4,949 | 25.4% | 19,465 |
| Fixed Charges | - | - | 0.0% | - | 0.0% | - |
| Utilities | - | - | 0.0% | - | 0.0% | - |
| Capital Outlay | - | - | 0.0% | - | 0.0% | - |
| Other | 500 | - | 0.0% | - | 0.0% | 750 |
| Total Public Services/Continuing Education | <u>961,499</u> | <u>320,907</u> | 33.4% | <u>378,810</u> | 45.8% | <u>827,545</u> |
| Institutional Support: | | | | | | |
| Salaries | 1,834,609 | 746,298 | 40.7% | 726,549 | 40.5% | 1,792,349 |
| Employee Benefits | 580,295 | 202,721 | 34.9% | 182,472 | 37.5% | 486,552 |
| Contractual Services | 542,830 | 378,544 | 69.7% | 363,285 | 58.3% | 623,325 |
| Materials & Supplies | 447,585 | 137,429 | 30.7% | 174,555 | 34.8% | 502,230 |
| Conference & Meeting Expenses | 73,390 | 8,478 | 11.6% | 16,809 | 27.9% | 60,150 |
| Fixed Charges | - | - | 0.0% | - | 0.0% | - |
| Utilities | 26,395 | 3,587 | 13.6% | 4,248 | 41.5% | 10,228 |
| Capital Outlay | 237,000 | - | 0.0% | 40,941 | 26.0% | 157,250 |
| Other | 59,200 | (230) | -0.4% | (490) | -2.0% | 24,375 |
| Provision for Contingency | 222,092 | - | 0.0% | - | 0.0% | 151,767 |
| Total Institutional Support | <u>4,023,396</u> | <u>1,476,827</u> | 36.7% | <u>1,508,369</u> | 39.6% | <u>3,808,226</u> |
| Scholarships, Grants and Waivers | 493,400 | 196,835 | 39.9% | 183,418 | 37.5% | 488,750 |
| TOTAL EDUCATION FUND EXPENDITURES | <u>\$ 19,833,295</u> | <u>\$ 7,275,572</u> | 36.7% | <u>\$ 7,866,925</u> | 39.8% | <u>\$ 19,761,497</u> |
| INTERFUND TRANSFERS - NET | <u>\$ 252,352</u> | <u>\$ (10,000)</u> | 0.0% | <u>\$ (10,000)</u> | 0.0% | <u>\$ 580,268</u> |

OK

**Illinois Valley Community College District No. 513
Fiscal Year 2017 Budget to Actual Comparison
For the five months ended November 30, 2016**

| | <u>Annual Budget FY2017</u> | <u>Actual 11/30/16</u> | <u>Act/Budget 41.7%</u> | <u>Actual 11/30/15</u> | <u>Act/Budget 41.7%</u> | <u>Annual Budget FY2016</u> |
|---|---------------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|---------------------------------|
| OPERATIONS & MAINTENANCE FUND REVENUES | | | | | | |
| Local Government Sources: | | | | | | |
| Current Taxes | \$ 1,200,000 | \$ 1,146,883 | 95.6% | \$ 1,154,022 | 96.4% | \$ 1,197,142 |
| Corporate Personal Property Replacement Tax | 178,500 | 32,653 | 18.3% | 36,134 | 21.8% | 165,921 |
| TIF | 127,000 | 84,691 | 66.7% | 82,740 | 65.1% | 127,000 |
| Total Local Government | <u>1,505,500</u> | <u>1,264,227</u> | 84.0% | <u>1,272,896</u> | 85.4% | <u>1,490,063</u> |
| State Government: | | | | | | |
| ICCB Credit Hour Grant | 218,833 | - | 0.0% | - | 0.0% | 174,704 |
| Total State Government | <u>218,833</u> | <u>-</u> | 0.0% | <u>-</u> | 0.0% | <u>174,704</u> |
| Student Tuition and Fees: | | | | | | |
| Tuition | 585,844 | 488,894 | 83.5% | 504,272 | 82.6% | 610,408 |
| Total Tuition and Fees | <u>585,844</u> | <u>488,894</u> | 83.5% | <u>504,272</u> | 82.6% | <u>610,408</u> |
| Other Sources: | | | | | | |
| Facilities Revenue | 135,000 | (3,186) | -2.4% | 45,081 | 36.1% | 125,000 |
| Investment Revenue | 2,000 | 3,202 | 160.1% | 750 | 50.0% | 1,500 |
| Other | - | 846 | 0.0% | 543 | - | - |
| Total Other Sources | <u>137,000</u> | <u>862</u> | 0.6% | <u>46,374</u> | 36.7% | <u>126,500</u> |
| TOTAL OPERATIONS & MAINTENANCE FUND REVENUES | <u>\$ 2,447,177</u> | <u>\$ 1,753,983</u> | 71.7% | <u>\$ 1,823,542</u> | 75.9% | <u>\$ 2,401,675</u> |
| OPERATIONS & MAINTENANCE FUND EXPENDITURES | | | | | | |
| Operations & Maintenance of Plant: | | | | | | |
| Salaries | \$ 898,774 | \$ 324,186 | 36.1% | \$ 355,239 | 40.8% | \$ 870,560 |
| Employee Benefits | 256,648 | 77,853 | 30.3% | 78,648 | 30.1% | 261,511 |
| Contractual Services | 214,300 | 73,496 | 34.3% | 81,137 | 41.4% | 196,000 |
| General Materials & Supplies | 230,070 | 79,348 | 34.5% | 59,397 | 26.5% | 224,070 |
| Conference & Meeting Expenses | 5,675 | 170 | 3.0% | 50 | 0.9% | 5,675 |
| Fixed Charges | 64,500 | 41,916 | 65.0% | 61,995 | 88.9% | 69,750 |
| Utilities | 776,250 | 262,812 | 33.9% | 293,292 | 45.1% | 649,713 |
| Capital Outlay | - | - | 0.0% | 9,846 | 10.5% | 94,000 |
| Provision for Contingency | - | - | 0.0% | - | 0.0% | 25,000 |
| Other | (63,000) | - | 0.0% | (63,000) | 0.0% | (63,000) |
| Total Operations & Maintenance of Plant | <u>2,383,217</u> | <u>859,781</u> | 36.1% | <u>876,604</u> | 37.6% | <u>2,333,279</u> |
| Institutional Support: | | | | | | |
| Salaries | 43,808 | 17,613 | 40.2% | 18,074 | 37.5% | 48,149 |
| Employee Benefits | 10,103 | 3,228 | 32.0% | 4,007 | 38.9% | 10,297 |
| Contractual Services | 2,500 | 2,491 | 99.6% | 2,491 | 166.1% | 1,500 |
| Materials & Supplies | 3,340 | 1,349 | 40.4% | 794 | 23.0% | 3,450 |
| Conference & Meeting Expenses | - | - | 0.0% | - | 0.0% | - |
| Fixed Charges | 4,210 | 4,210 | 100.0% | 4,210 | 84.2% | 5,000 |
| Capital Outlay | - | - | 0.0% | - | 0.0% | - |
| Other | - | - | 0.0% | - | 0.0% | - |
| Total Institutional Support | <u>63,961</u> | <u>28,891</u> | 45.2% | <u>29,576</u> | 43.2% | <u>68,396</u> |
| TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES | <u>\$ 2,447,178</u> | <u>\$ 888,672</u> | 36.3% | <u>\$ 906,180</u> | 37.7% | <u>\$ 2,401,675</u> |

cl

Illinois Valley Community College District No. 513
 Fiscal Year 2017 Budget to Actual Comparison
 For the five months ended November 30, 2016

| | Annual Budget FY2017 | Actual 11/30/16 | Act/Budget 41.7% | Actual 11/30/15 | Act/Budget 41.7% | Annual Budget FY2016 |
|--|-------------------------|--------------------|---------------------|---------------------|---------------------|-------------------------|
| OPERATIONS & MAINTENANCE FUND (RESTRICTED) | | | | | | |
| Local Government Sources | | | | | | |
| Current Taxes | \$ 1,576,454 | \$ 1,433,604 | 90.9% | \$ 1,442,526 | 96.4% | \$ 1,496,428 |
| State Government Sources | - | - | 0.0% | - | 0.0% | 235,000 |
| Investment Revenue | 8,500 | 5,705 | 67.1% | 2,536 | 71.0% | 3,572 |
| Other Revenue | - | - | 0.0% | - | 0.0% | - |
| TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES | \$ 1,584,954 | 1,439,309 | 90.8% | 1,445,062 | 83.3% | 1,735,000 |
| OPERATIONS & MAINTENANCE FUND (RESTRICTED) | | | | | | |
| Operations & Maintenance | | | | | | |
| Contractual Services | \$ - | - | | - | 0.0% | - |
| Fixed Charges | - | - | | - | 0.0% | - |
| Capital Outlay | 1,450,000 | 408,403 | 28.2% | 608,090 | 20.4% | 2,977,071 |
| TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES | \$ 1,450,000 | 408,403 | 28.2% | 608,090 | 20.4% | 2,977,071 |
| INTERFUND TRANSFERS - NET | \$ - | \$ - | | \$ - | | \$ - |
| BOND & INTEREST FUND | | | | | | |
| Local Government Sources | | | | | | |
| Current Taxes | \$ 265,000 | \$ 255,565 | 96.4% | \$ 1,220,106 | 96.3% | \$ 1,267,175 |
| Investment Revenue | 1,400 | 1,167 | 83.4% | 646 | 64.6% | 1,000 |
| TOTAL BOND & INTEREST FUND REVENUES | 266,400 | 256,732 | 96.4% | 1,220,752 | 96.3% | 1,268,175 |
| BOND & INTEREST FUND | | | | | | |
| Institutional Support: | | | | | | |
| Debt Principal Retirement | \$ 265,000 | 265,000 | 100.0% | 1,245,000 | 100.0% | 1,245,000 |
| Interest on Bonds | 3,313 | 3,312 | 100.0% | 18,875 | 0.0% | 22,188 |
| Fees | 500 | 500 | 100.0% | 500 | 100.0% | 500 |
| TOTAL BOND & INTEREST EXPENDITURES | \$ 268,813 | \$ 268,812 | 100.0% | \$ 1,264,375 | 99.7% | \$ 1,267,688 |
| WORKING CASH FUND | | | | | | |
| Investment Revenue | \$ 20,000 | \$ 11,104 | 55.5% | \$ 16,459 | 82.3% | \$ 20,000 |
| TOTAL WORKING CASH REVENUES | 20,000 | 11,104 | 55.5% | 16,459 | 82.3% | 20,000 |
| Transfers In (Out) | \$ 20,000 | \$ - | 0.0% | \$ - | | \$ 70,000 |

ct

**Illinois Valley Community College District No. 513
Fiscal Year 2017 Budget to Actual Comparison
For the five months ended November 30, 2016**

| AUXILIARY ENTERPRISES FUND | Annual Budget FY2017 | Actual 11/30/16 | Act/Budget 41.7% | Actual 11/30/15 | Act/Budget 41.7% | Annual Budget FY2016 |
|--|---------------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|---------------------------------|
| Service Fees | \$ 2,257,200 | \$ 1,029,456 | 45.6% | \$ 1,068,004 | 44.8% | \$ 2,385,600 |
| Other Revenue | - | 3,534 | 0.0% | 1,899 | 0.0% | - |
| Investment Revenue | 1,700 | 2,266 | 133.3% | 729 | 24.3% | 3,000 |
| TOTAL AUXILIARY ENTERPRISES FUND REVENUES | 2,258,900 | 1,035,256 | 45.8% | 1,070,632 | 44.8% | 2,388,600 |

| AUXILIARY ENTERPRISES FUND | Annual Budget FY2017 | Actual 11/30/16 | Act/Budget 41.7% | Actual 11/30/15 | Act/Budget 41.7% | Annual Budget FY2016 |
|---|---------------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|---------------------------------|
| Salaries | \$ 320,725 | 123,402 | 38.5% | 130,985 | 38.6% | 339,239 |
| Employee Benefits | 93,123 | 20,107 | 21.6% | 30,791 | 34.3% | 89,872 |
| Contractual Services | 46,000 | 19,695 | 42.8% | 19,172 | 45.4% | 42,230 |
| Materials & Supplies | 1,857,965 | 941,283 | 50.7% | 1,102,685 | 55.9% | 1,973,765 |
| Conference & Meeting | 27,255 | 13,196 | 48.4% | 13,719 | 48.3% | 28,430 |
| Fixed Charges | 64,282 | 18,153 | 28.2% | 18,071 | 40.0% | 45,150 |
| Utilities | - | - | 0.0% | - | 0.0% | - |
| Capital Outlay/Depreciation | 33,391 | 27,711 | 83.0% | - | 0.0% | 5,748 |
| Other | 104,500 | 211 | 0.2% | 63,000 | 56.5% | 111,500 |
| TOTAL AUXILIARY ENTERPRISES EXPENDITURES | 2,547,241 | 1,163,758 | 45.7% | 1,378,423 | 52.3% | 2,635,934 |

| | | | | | | |
|--------------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Transfer In (Out) | \$ (180,938) | \$ - | 0.0% | \$ - | 0.0% | \$ (475,336) |
|--------------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|

| RESTRICTED PURPOSES FUND | Annual Budget FY2017 | Actual 11/30/16 | Act/Budget 41.7% | Actual 11/30/15 | Act/Budget 41.7% | Annual Budget FY2016 |
|--|---------------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|---------------------------------|
| State Government Sources | - | - | 0.0% | 395,144 | 125.9% | \$ 313,970 |
| Federal Government Sources | 5,731,194 | 2,271,726 | 39.6% | 3,097,701 | 53.2% | 5,826,932 |
| Service Fees | 1,500 | 2,785 | 185.7% | 1,430 | 47.7% | 3,000 |
| Nongovernmental gifts or grants | 65,857 | 33,711 | 51.2% | 344,261 | 0.0% | - |
| Other Revenue | - | 341 | 0.0% | 187 | 0.0% | 58,768 |
| TOTAL RESTRICTED PURPOSES FUND REVENUES | \$ 5,798,551 | 2,308,563 | 39.8% | 3,838,723 | 61.9% | 6,202,670 |

| RESTRICTED PURPOSES FUND | Annual Budget FY2017 | Actual 11/30/16 | Act/Budget 41.7% | Actual 11/30/15 | Act/Budget 41.7% | Annual Budget FY2016 |
|---------------------------------|---------------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|---------------------------------|
| Instruction: | | | | | | |
| Salaries | \$ 221,132 | 108,820 | 49.2% | 191,190 | 40.3% | 474,258 |
| Employee Benefits | 62,178 | 28,140 | 45.3% | 46,086 | 42.5% | 108,540 |
| Contractual Services | 19,235 | 4,797 | 24.9% | 7,154 | 28.5% | 25,135 |
| Materials & Supplies | 22,822 | 12,625 | 55.3% | 47,611 | 82.3% | 57,846 |
| Conference & Meeting | 22,749 | 2,938 | 12.9% | 9,844 | 40.4% | 24,339 |
| Fixed Charges | - | - | 0.0% | - | 0.0% | - |
| Utilities | - | - | 0.0% | 585 | 23.4% | 2,500 |
| Capital Outlay | 14,023 | 65,096 | 464.2% | 38,195 | 0.0% | - |
| Other | - | - | 0.0% | - | 0.0% | - |
| Total Instruction | \$ 362,139 | \$ 222,416 | 61.4% | \$ 340,665 | 49.2% | \$ 692,618 |

ck

Illinois Valley Community College District No. 513
 Fiscal Year 2017 Budget to Actual Comparison
 For the five months ended November 30, 2016

| RESTRICTED PURPOSES FUND | Annual Budget FY2017 | Actual 11/30/16 | Act/Budget 41.7% | Actual 11/30/15 | Act/Budget 41.7% | Annual Budget FY2016 |
|---|-------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| Student Services | | | | | | |
| Salaries | 196,440 | 76,949 | 39.2% | 77,774 | 41.0% | 189,882 |
| Employee Benefits | 87,705 | 26,082 | 29.7% | 31,270 | 40.4% | 77,435 |
| Contractual Services | 2,500 | 616 | 24.6% | 696 | 32.4% | 2,150 |
| Materials & Supplies | 1,926 | 324 | 16.8% | 2,068 | 98.5% | 2,100 |
| Conference & Meeting | 1,500 | 112 | 7.5% | 1,145 | 37.3% | 3,071 |
| Fixed Charges | - | - | 0.0% | - | 0.0% | - |
| Capital Outlay | - | - | 0.0% | - | 0.0% | - |
| Tuition Waivers (TRiO Grant) | 9,000 | 6,000 | 66.7% | 3,000 | 18.7% | 16,014 |
| Total Student Services | <u>299,071</u> | <u>110,083</u> | 36.8% | <u>115,953</u> | 39.9% | <u>290,652</u> |
| Public Service | | | | | | |
| Salaries | 53,038 | 28,434 | 53.6% | 45,407 | 30.3% | 149,970 |
| Employee Benefits | 16,319 | 6,770 | 41.5% | 9,823 | 24.6% | 39,999 |
| Contractual Services | 500 | 659 | 131.8% | 1,790 | 358.0% | 500 |
| Materials & Supplies | 500 | 125 | 25.0% | 61 | 3.5% | 1,731 |
| Conference & Meeting | 500 | 2,727 | 545.4% | 961 | 34.3% | 2,800 |
| 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>70,857</u> | <u>38,913</u> | 54.9% | <u>58,141</u> | 29.8% | <u>195,000</u> |
| Institutional Support | | | | | | |
| Salaries (Federal Work Study) | \$ 89,554 | \$ 39,695 | 44.3% | \$ 52,602 | 59.5% | \$ 88,364 |
| Total Institutional Support | <u>89,554</u> | <u>39,695</u> | 44.3% | <u>52,602</u> | 59.5% | <u>88,364</u> |
| Student grants and waivers (PELL & SEOG) | <u>4,986,429</u> | <u>2,317,234</u> | 46.5% | <u>3,588,011</u> | 71.9% | <u>4,987,268</u> |
| TOTAL RESTRICTED FUND EXPENDITURES | <u>5,808,050</u> | <u>\$ 2,728,341</u> | 47.0% | <u>\$ 4,039,419</u> | 64.6% | <u>\$ 6,253,902</u> |
| Transfer In (Out) | | <u>\$ 10,000</u> | 0.0% | <u>\$ 10,000</u> | 37.8% | <u>\$ 26,482</u> |

Illinois Valley Community College District No. 513
 Fiscal Year 2017 Budget to Actual Comparison
 For the five months ended November 30, 2016

| | Annual Budget FY2017 | Actual 11/30/16 | Act/Budget 41.7% | Actual 11/30/15 | Act/Budget 41.7% | Annual Budget FY2016 |
|--|-------------------------|--------------------|---------------------|--------------------|---------------------|-------------------------|
| LIABILITY, PROTECTION, & SETTLEMENT FUND | | | | | | |
| Local Government Sources | \$ 868,950 | \$ 561,657 | 64.6% | \$ 259,393 | 96.0% | \$ 270,255 |
| Investment Revenue | 10,000 | 6,461 | 64.6% | 6,050 | 121.0% | 5,000 |
| Other | - | - | 0.0% | - | 0.0% | - |
| TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES | 878,950 | 568,118 | 64.6% | 265,443 | 96.4% | 275,255 |
| LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES | | | | | | |
| Operations & Maintenance of Plant | | | | | | |
| Contractual Services | \$ 429,075 | \$ 204,543 | 47.7% | \$ 147,242 | 41.3% | \$ 356,550 |
| Material & Supplies | 200 | 137 | 68.5% | 117 | 35.5% | 330 |
| Conference & Meeting | 305 | - | 0.0% | 289 | 57.8% | 500 |
| Utilities | 450 | 145 | 32.2% | 167 | 30.4% | 550 |
| Capital Outlay | - | - | 0.0% | 55,151 | - | - |
| Total for Operations & Maintenance of Plant | \$ 430,030 | \$ 204,825 | 47.6% | \$ 202,966 | 56.7% | \$ 357,930 |
| Institutional Support | | | | | | |
| Salaries | \$ 80,332 | \$ 32,632 | 40.6% | \$ 33,399 | 36.9% | \$ 90,462 |
| Employee Benefits | 210,660 | 7,786 | 9.7% | 3,665 | 1.7% | 211,001 |
| Contractual Services | 111,950 | 17,203 | 15.4% | 31,553 | 136.3% | 23,150 |
| Materials & Supplies | 300 | 114 | 38.0% | 154 | 9.9% | 1,550 |
| Conference & Meeting | - | - | 0.0% | 2,000 | 0.0% | - |
| Fixed Charges | 344,600 | 235,169 | 68.2% | 192,185 | 60.1% | 319,850 |
| Utilities | - | - | 0.0% | - | 0.0% | - |
| Capital Outlay | - | - | 0.0% | - | 0.0% | - |
| Other | - | - | 0.0% | - | 0.0% | - |
| Total Institutional Support | 747,842 | 292,904 | 39.2% | 262,956 | 40.7% | 646,013 |
| TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES | \$ 1,177,872 | \$ 497,729 | 42.3% | \$ 465,922 | 46.4% | \$ 1,003,943 |
| AUDIT FUND | | | | | | |
| Local Government Sources | \$ 36,125 | \$ 34,115 | 94.4% | \$ 37,705 | 100.0% | \$ 37,708 |
| Investment Revenue | 100 | 40 | 40.0% | 4 | 1.6% | 250 |
| TOTAL AUDIT FUND REVENUES | 36,225 | 34,155 | 94.3% | 37,709 | 99.3% | 37,958 |
| AUDIT FUND | | | | | | |
| Contractual Services | 35,750 | 29,075 | 81.3% | 31,975 | 91.4% | 35,000 |
| TOTAL AUDIT FUND EXPENDITURES | \$ 35,750 | \$ 29,075 | 81.3% | \$ 31,975 | 91.4% | \$ 35,000 |

**Illinois Valley Community College District No. 513
Fiscal Year 2017 Budget to Actual Comparison
All Funds - By Budget Officer
For the five months ended November 30, 2016**

| <u>Department</u> | <u>Annual Budget FY2017</u> | <u>Actual 11/30/2016</u> | <u>Act/Budget 41.7%</u> | <u>Explanation</u> |
|--|-------------------------------------|------------------------------|-----------------------------|------------------------------------|
| President | \$ 340,432 | \$ 133,237 | 39.1% | |
| Board of Trustees | 3,250 | 851 | 26.2% | |
| Community Relations | 399,468 | 168,050 | 42.1% | |
| Continuing Education | 918,353 | 339,247 | 36.9% | |
| Facilities | 3,833,216 | 1,301,896 | 34.0% | |
| Information Technologies | 2,656,087 | 887,258 | 33.4% | |
| Academic Affairs | 362,918 | 125,078 | 34.5% | |
| Academic Affairs (AVPCE) | 593,634 | 325,663 | 54.9% | Includes Ottawa Center rent |
| Adult Education | 263,324 | 121,512 | 46.1% | |
| Learning Technologies | 584,316 | 207,318 | 35.5% | |
| Career & Tech Education Division | 1,733,397 | 601,617 | 34.7% | |
| Natural Science & Business Division | 2,346,394 | 861,495 | 36.7% | |
| Humanities & Fine Arts/Social Science Division | 2,194,226 | 771,358 | 35.2% | |
| Health Professions Division | 2,214,425 | 769,682 | 34.8% | |
| English, Mathematics, Education Division | 2,609,010 | 962,510 | 36.9% | |
| Admissions & Records | 392,338 | 147,873 | 37.7% | |
| Counseling | 656,795 | 250,319 | 38.1% | |
| Student Services | 170,125 | 69,170 | 40.7% | |
| Financial Aid | 5,288,862 | 2,505,096 | 47.4% | |
| Athletics | 265,954 | 109,255 | 41.1% | |
| TRiO (Student Success Grant) | 299,071 | 110,030 | 36.8% | |
| Campus Security | 428,125 | 202,330 | 47.3% | |
| Business Services/General Institution | 1,205,382 | 670,271 | 55.6% | Includes bond payment of \$268,313 |
| Risk Management | 602,747 | 295,398 | 49.0% | |
| Tuition Waivers | 493,400 | 196,841 | 39.9% | |
| Purchasing | 117,799 | 40,027 | 34.0% | |
| Human Resources | 132,335 | 43,706 | 33.0% | |
| Bookstore | 2,287,426 | 965,584 | 42.2% | |
| Shipping & Receiving | 63,961 | 28,890 | 45.2% | |
| Copy Center | 111,429 | 48,800 | 43.8% | |
| Total FY17 Expenditures | <u>\$ 33,568,199</u> | <u>\$ 13,260,362</u> | 39.5% | |

ck

Illinois Valley Community College
Statement of Cash Flows
for the Month ended November 30, 2016

| | EDUCATION | OP/MAINT | OP / MAINT. RESTRICTED | BOND & INTEREST | AUXILIARY | RESTRICTED | WORKING CASH | AUDIT | LIAB, PROT, & SETTLEMENT | GRNTS, LNS & SCHOLARSHIPS | TOTAL |
|-------------------------|-----------------|-----------------|---------------------------|--------------------|---------------|-----------------|-----------------|--------------|-----------------------------|------------------------------|------------------|
| Balance on Hand | \$ 5,569,884.01 | \$ 911,058.82 | \$ 1,110,458.40 | \$ 430,511.38 | \$ 690,874.80 | \$ (520,004.02) | \$ 1,269,244.13 | \$ 18,792.91 | \$ 473,965.29 | \$ 24,142.37 | \$ 9,978,928.09 |
| Total Receipts | 310,390.72 | 27,251.12 | 20,125.98 | 1,567.04 | 22,340.01 | 430.00 | 976.97 | 198.48 | 9,225.18 | 4,750.00 | \$ 397,255.50 |
| Total Cash | 5,880,274.73 | 938,309.94 | 1,130,584.38 | 432,078.42 | 713,214.81 | (519,574.02) | 1,270,221.10 | 18,991.39 | 483,190.47 | 28,892.37 | 10,376,183.59 |
| Due To/From Accts | - | - | - | - | - | - | - | - | - | - | - |
| Transfers/Bank CDs | 56,352.78 | - | - | - | - | 32,000.00 | - | - | - | - | 88,352.78 |
| Expenditures | (1,396,383.90) | (149,883.31) | (67,359.72) | (268,812.50) | (123,241.65) | (86,591.30) | - | (4,375.00) | (76,061.77) | - | (2,172,709.15) |
| ACCOUNT BALANCE | 4,540,243.61 | 788,426.63 | 1,063,224.66 | 163,265.92 | 589,973.16 | (574,165.32) | 1,270,221.10 | 14,616.39 | 407,128.70 | 28,892.37 | 8,291,827.22 |
| Deposits in Transit | (3,682.55) | | | | | | | | | | (3,682.55) |
| Outstanding Checks | 454,010.39 | | | | | | | | | | 454,010.39 |
| BANK BALANCE | 4,990,571.45 | 788,426.63 | 1,063,224.66 | 163,265.92 | 589,973.16 | (574,165.32) | 1,270,221.10 | 14,616.39 | 407,128.70 | 28,892.37 | 8,742,155.06 |
| Certificates of Deposit | - | - | 1,000,000.00 | - | 248,000.00 | - | 2,395,976.98 | - | 1,100,000.00 | - | 4,743,976.98 |
| Illinois Funds | 2,273,980.33 | 1,933,278.80 | 2,666,026.73 | 634,782.17 | 232,785.19 | 315,928.26 | 903,129.24 | 2,323.39 | 1,140.93 | 6,409.42 | 8,969,784.46 |
| CDB Trust Fund CTC | | | - | | | | | | | | - |
| Bldg Reserve-ILLFund | | | 1,086,441.88 | | | | | | | | 1,086,441.88 |
| Total Investment | \$ 2,273,980.33 | \$ 1,933,278.80 | \$ 3,752,468.61 | \$ 634,782.17 | \$ 480,785.19 | \$ 315,928.26 | \$ 3,299,106.22 | \$ 2,323.39 | \$ 1,101,140.93 | \$ 6,409.42 | \$ 13,800,203.32 |

| | |
|--------------------|------------------------|
| LaSalle State Bank | \$ 117,625.01 |
| Centrue Bank | <u>8,624,530.05</u> |
| | <u>\$ 8,742,155.06</u> |

Respectfully submitted,



 Kathy Ross
 Controller

ILLINOIS VALLEY COMMUNITY COLLEGE
 INVESTMENT STATUS REPORT
 November 30, 2016

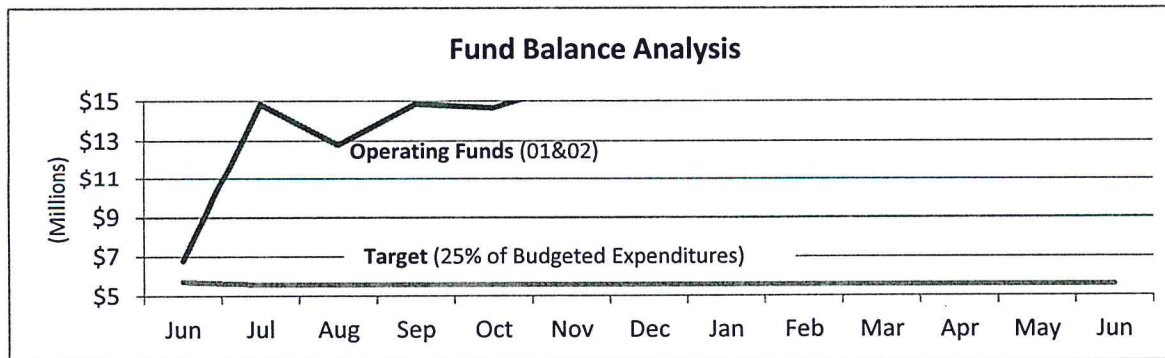
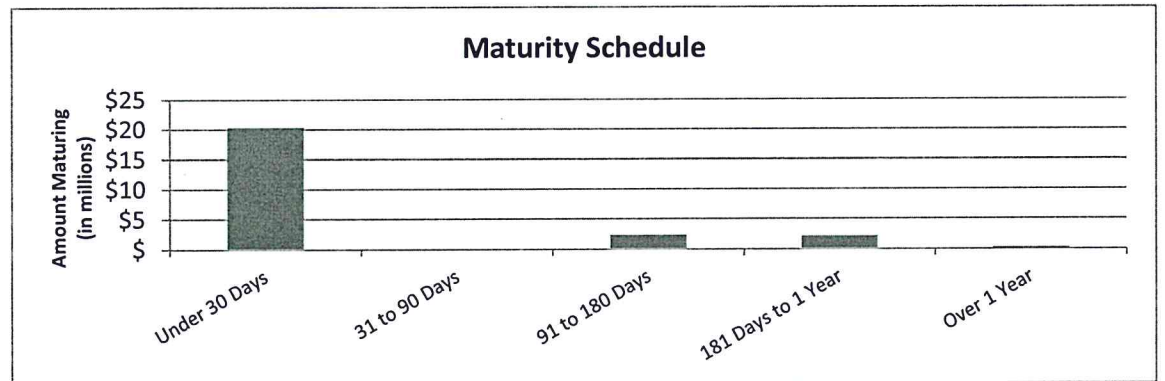
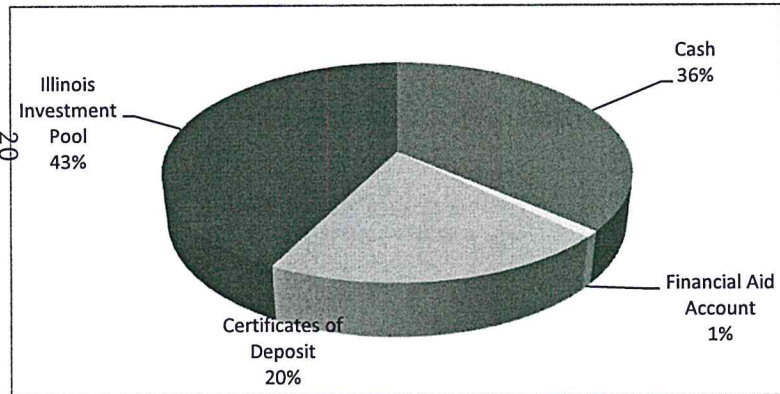
| <u>DUE</u> | <u>Education</u> | <u>Oper & Maint</u> | <u>O&M Restricted</u> | <u>Bond & Int</u> | <u>Auxiliary</u> | <u>Working Cash</u> | <u>Liability Protection & Settlement</u> | <u>Total</u> | <u>Bank</u> | <u>Rate %</u> | <u>APY %</u> | <u>Certificate Number</u> |
|-----------------|------------------|-------------------------|-------------------------------|-----------------------|------------------|-------------------------|--|--------------|-------------|-------------------|------------------|-------------------------------|
| 4/2/2017 | | | 1,000,000 | | | | | 1,000,000 | LSB | 0.39% | 0.39% | |
| 4/10/2017 | | | | | | 248,000 | | 248,000 | MBS | 0.85% | 0.85% | |
| 4/13/2017 | | | | | | 1,000,000 | | 1,000,000 | CB | 0.70% | 0.70% | 2131035592 |
| 4/22/2017 | | | | | | | 100,000 | 100,000 | MB | 0.60% | 0.60% | 914161 |
| 7/18/2017 | | | | | | 997,492 | | 997,492 | MBS | 1.24% | 1.24% | RMB-02732' |
| 5/20/2020 | | | | | 248,000 | | | 248,000 | MBS | 2.05% | 2.05% | |
| 10/24/2017 | | | | | | | 1,000,000 | 1,000,000 | MB | 0.95% | 0.95% | 916139 |
| 11/7/2017 | | | | | | 150,000 | | 150,000 | MB | 0.95% | 0.95% | 915192 |
| Total CD | - | - | 1,000,000 | - | 248,000 | 2,395,492 | 1,100,000 | 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 |

**Illinois Valley Community College District No. 513
Investment Status Report
All Funds
November 30, 2016**

| Instrument | Current Portfolio Distribution | Current Portfolio | Weighted Average Yield |
|--------------------------|--------------------------------|----------------------|------------------------|
| Cash | 36.5% | \$ 8,614,354 | 0.35% |
| Financial Aid Account | 0.9% | 208,516 | 0.35% |
| Certificates of Deposit | 20.1% | 4,743,492 | 0.88% |
| Illinois Investment Pool | 42.6% | 10,056,226 | 0.39% |
| Total | | \$ 23,622,588 | 0.47% |

| Institution | Illinois Investment Pool | Certificates of Deposit | Cash & Trusts | Total | Current Distribution |
|-----------------------|--------------------------|-------------------------|---------------------|----------------------|----------------------|
| IL Funds -General | \$ 8,969,784 | - | - | \$ 8,969,784 | 38% |
| IL Funds -Building | 1,086,442 | | | \$ 1,086,442 | 5% |
| Centrue Bank | - | 1,000,000 | 8,276,040 | \$ 9,276,040 | 39% |
| Centrue Financial Aid | | | 208,516 | 208,516 | 1% |
| LaSalle State Bank | - | 1,000,000 | 112,397 | 1,112,397 | 5% |
| First State Bank | - | - | - | - | 0% |
| Multi Bank Securities | - | 1,493,492 | - | 1,493,492 | 6% |
| Heartland Bank | - | - | 225,917 | 225,917 | 1% |
| Marseilles Bank | - | 1,250,000 | - | 1,250,000 | 5% |
| | \$ 10,056,226 | \$ 4,743,492 | \$ 8,822,870 | \$ 23,622,588 | 100% |



Handwritten mark

\$5,000 and Over Disbursements
11/01/16 - 11/30/16

| Check Number | Check Date | Vendor Number | Payee | Check Amount | Description |
|--------------|------------|---------------|----------------------------------|------------------------|---|
| 731069 | 11/02/16 | 0108916 | CCIC | \$ 237,140.30 | Health Insurance (November) |
| 731082 | 11/02/16 | 0001112 | Gear for Sports | 9,735.00 | Supplies for Resale |
| 731096 | 11/02/16 | 0001469 | John's Service & Sales Inc. | 56,232.00 | Building "B" Chiller/Air Handler Replacement* |
| 731118 | 11/02/16 | 0066555 | United States Postal Service | 6,000.00 | Postage Meter Reimbursement |
| ACH | 11/03/16 | | Internal Revenue Service | 67,598.10 | Federal Payroll Taxes (11/03/16) |
| ACH | 11/03/16 | | Illinois Department of Revenue | 16,350.74 | State Payroll Taxes (11/03/16) |
| ACH | 11/03/16 | | VALIC Retirement Services | 15,700.22 | 403(b) & 457(b)Payroll (11/03/16) |
| 731277 | 11/03/16 | 0082897 | SURS | 47,923.53 | Payroll (11/03/16) |
| 731285 | 11/09/16 | 0204246 | Arthur Gallagher Risk Management | 32,800.00 | Property Casualty Insurance |
| 731291 | 11/09/16 | 0001520 | Cengage Learning Inc. | 6,891.00 | Books for Resale |
| 731298 | 11/09/16 | 0115940 | First State Bank of Mendota | 268,812.50 | Annual Bond Payment |
| 731347 | 11/09/16 | 0187871 | The Chicago Tour Company | 8,176.00 | Continuing Education Trip |
| 731383 | 11/16/16 | 0199422 | Daikin Applied | 18,872.00 | HVAC Repairs |
| 731388 | 11/16/16 | 0181795 | G4S Secure Solutions (USA) Inc. | 34,697.85 | Security Services (October) |
| 731404 | 11/16/16 | 0042062 | Global Technologies | 9,791.00 | Simulator-EMS (Carl Perkins Grant) |
| ACH | 11/17/16 | | Internal Revenue Service | 66,530.72 | Federal Payroll Taxes (11/17/16) |
| ACH | 11/17/16 | | Illinois Department of Revenue | 16,056.26 | State Payroll Taxes (11/17/16) |
| ACH | 11/17/16 | | VALIC Retirement Services | 15,522.09 | 403(b) & 457(b)Payroll (11/17/16) |
| 731437 | 11/17/16 | 0082897 | SURS | 46,544.04 | Payroll (11/17/16) |
| 731464 | 11/21/16 | 0174412 | Demonica Kemper Architects | 8,250.00 | Overhead Door Replacement* |
| 731479 | 11/21/16 | 0153694 | IVCC Bookstore | 20,000.00 | Rental Book Refunds |
| 731518 | 11/29/16 | 0208447 | Accident Insurance Company Inc. | 5,987.00 | Workers' Comp Audit |
| 731536 | 11/29/16 | 0153694 | IVCC Bookstore | 15,000.00 | Rental Book Refunds |
| 731537 | 11/29/16 | 0153694 | IVCC Bookstore | 15,000.00 | Rental Book Refunds |
| 731539 | 11/29/16 | 0041932 | IVCC Tuition | 15,815.19 | Veteran's Rehabilitation Funds |
| ACH | 11/29/16 | | Prudential | 5,070.40 | Life and Disability Insurance |
| | | | | \$ 1,066,495.94 | |

*Protection, Health, & Safety (PHS) Projects

Stipends For Pay Period 10/29/16

| Name | Description | Start Date | End Date | Last Pay Date | Earn Type* | Amount | GL No. | Section Name | Section Title | Comments |
|----------------------|---|------------|----------|---------------|------------|--------------|-----------------|--------------|---|----------|
| Bandstra, Arnold B. | Heirloom Woodworking Coopering | 10/18/16 | 10/25/16 | 10/29/16 | ST | \$400.00 | 014110394151320 | HLR-2306-410 | Heirloom Woodworking Coopering | |
| Biagi, Dorothy A. | Italian Sauces | 10/18/16 | 10/18/16 | 10/29/16 | ST | \$180.00 | 014110394151320 | HLR-3914-310 | Italian Sauces | |
| Chaffee, Candice S. | Aromatherapy for Health & Wellness | 10/12/16 | 10/12/16 | 10/29/16 | ST | \$700.00 | 014110394151320 | CPD-3235-10 | Aromatherapy for Health & Wellness | |
| Coonan, James J. | Windsor Stool | 10/15/16 | 10/16/16 | 10/29/16 | ST | \$240.00 | 014110394151320 | HLR-2305-410 | Windsor Stool | |
| Fitzpatrick, Sara E. | Cooking with Ancient Grains | 10/11/16 | 10/11/16 | 10/29/16 | ST | \$190.00 | 014110394151320 | HLR-3516-310 | Cooking With Ancient Grains | |
| Gonda, Michael J. | WLD Series 311 312 | 10/18/16 | 11/22/16 | 11/26/16 | ST | \$1,334.94 | 011320410051320 | | | |
| Gonda, Michael J. | WLD Series 312 23 24 Multi Prep | 10/20/16 | 12/19/16 | 12/24/16 | ST | \$4,050.00 | 011320410051320 | | | |
| Johnson, D. S. | Program Coordinator | 08/18/16 | 12/19/16 | 12/24/16 | ST | \$2,025.00 | 011320410351320 | | | |
| Klieber, Tracie M. | Yoga Unique To You/Strength Core & Cardio | 09/12/16 | 10/19/16 | 10/29/16 | ST | \$810.00 | 014110394151320 | HLR-6218-309 | Yoga Unique To You/Strength Core & Cardio | |
| Kozell, Denise C. | Essential Oils/Basic Grooming | 10/11/16 | 10/15/16 | 10/29/16 | ST | \$330.00 | 014110394151320 | HLR-5616-610 | Essential Oils/Basic Grooming | |
| Kuester, David A. | THE 1005 01 Directing Stipend | 10/29/16 | 10/29/16 | 10/29/16 | ST | \$600.00 | 011120650051340 | | | |
| Matuszewski, Kari L. | Basic Jewelry HLR 2705 310 320 | 10/17/16 | 10/24/16 | 10/29/16 | ST | \$300.00 | 014110394151320 | HLR-2705-310 | Basic Jewelry HLR 2705 310 320 | |
| Merkel, Marlene K. | Potential Liability Winner September | 09/01/16 | 09/30/16 | 10/29/16 | MI | \$80.00 | 128640090151900 | | | |
| Rebholz, Matthew R. | LC Driver Improvement #1045 | 10/22/16 | 10/22/16 | 10/29/16 | ST | \$175.00 | 014110394251320 | CDV-6000-20 | LaSalle Co Driver Improvement | |
| Sarver, Gregory S. | LC Driver Improvement #1044 | 10/12/16 | 10/12/16 | 10/29/16 | ST | \$150.00 | 014110394251320 | CDV-6000-310 | LaSalle Co Driver Improvement | |
| Sarver, Gregory S. | BC Driver Improvement #318 | 10/15/16 | 10/15/16 | 10/29/16 | ST | \$150.00 | 014110394351320 | CDV-7000-01 | Bureau Co. Driver Improvement | |
| Schomas, Jane E. | Wedding Reception / Cha Cha | 09/13/16 | 10/18/16 | 10/29/16 | ST | \$720.00 | 014110394151320 | HLR-5108-409 | Wedding Reception Survival/Cha Cha | |
| Sramek, Katherine L. | Mileage Reimbursement | 05/24/16 | 10/29/16 | 10/29/16 | ST | \$64.80 | 018810595055111 | | Ellucian Conference | |
| | | | | | | Total | 12,499.74 | | | |

Cheryl Roelfsema
 Cheryl Roelfsema
 Vice President of Business Services and Finance

Jerry Corcoran 11/12/16
 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 11/12/16

| Name | Description | Start Date | End Date | Last Pay Date | Earn Type* | Amount | GL No. | Section Name | Section Title | Comments |
|-----------------------------|----------------------------------|------------|----------|---------------|------------|------------|-----------------|--------------|-------------------------------------|----------|
| Alsene, Vickie M. | Beginning Quilting | 09/24/16 | 10/29/16 | 11/12/16 | ST | \$275.00 | 014110394151320 | HLR-2204-609 | Beginning Quilting | |
| Biagi, Dorothy A. | Tortellini Twist Cook Eat | 11/02/16 | 11/02/16 | 11/12/16 | ST | \$180.00 | 014110394151320 | HLR-3901-311 | Tortellini Twist Cook Eat | |
| Bias, Timothy J. | MFG Expo | 10/27/16 | 10/27/16 | 11/12/16 | ST | \$75.00 | 061320152751900 | | MFG Expo | |
| Chaffee, Candice S. | Advanced Aromtherapy | 11/09/16 | 11/09/16 | 11/12/16 | ST | \$700.00 | 014110394151320 | CPD-3239-11 | Advanced Aromtherapy | |
| Cherpeske, Roxanne G. | THM 1200 80 Ind Study | 10/14/16 | 12/19/16 | 12/24/16 | ST | \$80.00 | 011420730051320 | THM-1200-80 | Introduction To Therapeutic Massage | |
| Dellinger, Douglas A. | Beginning Photography & DSLR | 10/11/16 | 11/01/16 | 11/12/16 | ST | \$455.00 | 014110394151320 | HLR-2506-310 | Beginning Photography & DSLR | |
| Elias, Gina R. | MFG Expo | 10/27/16 | 10/27/16 | 11/12/16 | ST | \$75.00 | 061320152751900 | | MFG Expo | |
| Gibson, James A. | MFG Expo | 10/27/16 | 10/27/16 | 11/12/16 | ST | \$75.00 | 061320152751900 | | MFG Expo | |
| Harlow, Gary D. | MFG Expo | 10/27/16 | 10/27/16 | 11/12/16 | ST | \$75.00 | 061320152751900 | | MFG Expo | |
| Hartman, Bruce C. | MFG Expo | 10/27/16 | 10/27/16 | 11/12/16 | ST | \$75.00 | 061320152751900 | | MFG Expo | |
| Jenrich, Chuck | Sabic Innovative Plastics Ottawa | 11/08/16 | 11/10/16 | 11/12/16 | ST | \$3,000.00 | 014210331051320 | | | |
| Johnson, Jeffrey P. | THM 1200 80 Independent Study | 10/14/16 | 12/19/16 | 12/24/16 | ST | \$80.00 | 011420730051320 | THM-1200-80 | IntroductionTo Therapeutic Massage | |
| Kozell, Denise C. | Advanced Dog Grooming | 10/29/16 | 10/29/16 | 11/12/16 | ST | \$250.00 | 014110394151320 | HLR-5613-10 | Advanced Dog Grooming | |
| Linker-lafrenz, Cathleen M. | The Art of Making Pie | 11/05/16 | 11/05/16 | 11/12/16 | ST | \$270.00 | 014110394151320 | HLR-3209-11 | The Art of Making Pie | |
| Minnick, Michael R. | Clothing Allowance | 10/30/16 | 11/12/16 | 11/12/16 | TF | \$89.97 | 027110471052900 | | | |
| Pytel, Kyle E. | LC GDL Driver Improvement #1047 | 11/05/16 | 11/05/16 | 11/12/16 | ST | \$175.00 | 014110394251320 | CDV-6000-11 | LaSalle Co Driver Improvement | |
| Reese, Robert C. | MFG Expo | 10/27/16 | 10/27/16 | 11/12/16 | ST | \$75.00 | 061320152751900 | | MFG Expo | |
| Retoff, Dan J. | Tai Chi Level I | 10/07/16 | 11/04/16 | 11/12/16 | ST | \$218.75 | 014110394151320 | HLR-6104-610 | Tai Chi Level I | |
| Sarver, Gregory S. | LC Driver Improvement #1046 | 10/26/16 | 10/26/16 | 11/12/16 | ST | \$150.00 | 014110394251320 | CDV-6000-320 | LaSalle Co Driver Improvement | |
| Serafini, Richard J. | MFG Expo | 10/27/16 | 10/27/16 | 11/12/16 | ST | \$75.00 | 061320152751900 | | MFG Expo | |
| Serafini, Richard J. | Meal Reimbursement | 10/28/16 | 10/28/16 | 11/12/16 | MI | \$35.00 | 011220511255212 | | Meal Reimbursement | |
| Skoflanc, Francie A. | MFG Expo | 10/27/16 | 10/27/16 | 11/12/16 | ST | \$37.50 | 061320152751900 | | MFG Expo | |
| Smith, Mary H. | MFG Expo | 10/27/16 | 10/27/16 | 11/12/16 | ST | \$75.00 | 061320152751900 | | MFG Expo | |
| Sondgeroth, Anthony L. | MFG Expo | 10/27/16 | 10/27/16 | 11/12/16 | ST | \$75.00 | 061320152751900 | | MFG Expo | |

23

Stipends For Pay Period 11/12/16

| Name | Description | Start Date | End Date | Last Pay Date | Earn Type* | Amount | GL No. | Section Name | Section Title | Comments |
|--------------------|-------------|------------|----------|---------------|------------|----------|-----------------|--------------|---------------|----------|
| Story, Michelle M. | MFG Expo | 10/27/16 | 10/27/16 | 11/12/16 | ST | \$75.00 | 061320152751900 | | MFG Expo | |
| Total | | | | | | 6,746.22 | | | | |

Cheryl Roelfsema

Cheryl Roelfsema
Vice President of Business Services and Finance

Jerry Corcoran 11/22/16

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

2016 Tax Levy

The 2016 tax levy is based on an estimated equalized assessed valuation (EAV) of \$3,162,550,000, a 4.99 percent increase from 2015. The levy request is \$11,610,597, a 2.51 percent increase from the actual tax year 2015 tax extension. This increase will not require a public notice and public hearing.

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

| Fund | Tax Rate | Tax Levy |
|-----------------------------|-----------------|---------------------|
| Education | .1300 | \$ 4,114,400 |
| Operations & Maintenance | .0400 | 1,265,900 |
| Additional Tax | .1297 | 4,105,000 |
| Social Security & Medicare | .0087 | 275,000 |
| Protection, Health & Safety | .0446 | 1,411,797 |
| Tort immunity | .0127 | 402,000 |
| Audit | .0012 | 36,500 |
| Bonds | <u>.0000</u> | <u>0.00</u> |
| Totals | .3669 | \$11,610,597 |

The Education and Operations and Maintenance levies are at the maximum rates of .13 and .04, respectively. The Additional Tax rate was increased from .1263 to .1297 as the average operating fund levies for community colleges throughout the state increased to .2997. The Additional Tax is used exclusively for educational purposes and will help offset the shortfall in state funding.

The estimated tax rate is .3669, a 2.42 percent decrease from tax year 2015, due to the final bond payment being paid in December 2016. On a \$200,000 home, this would result in approximately a \$5.00 decrease.

Recommendation:

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

KPI 5: Fiscal Responsibility/Affordability

RESOLUTION APPROVING A TAX LEVY

RESOLUTION

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

SECTION 1: That the following amounts of money, as indicated on the Certificate of Tax Levy hereto attached and made a part hereof, must be raised for the various purposes as in said Certificate of Tax Levy and that the levy for the year 2016 be allocated 50 percent for FY 2017 and 50 percent for FY 2018.

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

APPROVED this 8th day of December, 2016.

Chairperson, Board of Trustees

ATTEST:

Secretary, Board of Trustees

CERTIFICATE OF TAX LEVY

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

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

We hereby certify that we require:

- the sum of \$ 4,114,400 to be levied as a tax for educational purposes(110 ILCS 805/3-1), and
- the sum of \$ 1,265,900 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ 4,105,000 to be levied as an additional tax for educational purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 402,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and
- the sum of \$ 275,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 36,500 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 1,411,797 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01),and
- the sum of \$ -0- to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 20 ____.

Signed this 8th day of December, 2016

Chair of the Board of Said Community College District

Secretary of the Board of Said Community College District

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

Number of bond issues of said community college district which have not been paid in full 0.

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

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 513 County(ies) of _____ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2016 was filed in the office of the County Clerk of this county on _____, 2016.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2016 is \$ _____.

Date

County Clerk and County

RESOLUTION OF INTENT

RESOLUTION

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT 513, COUNTIES OF LASALLE, BUREAU, MARSHALL, LEE, PUTNAM, DEKALB, GRUNDY, AND LIVINGSTON, AND THE STATE OF ILLINOIS as follows:

SECTION 1: That it is the intent of Illinois Valley Community College District 513 to levy a tax pursuant to 110 ILCS 805/3-14.3 for an amount of money as indicated on the Certificate of Tax Levy hereto attached and made a part hereof, for the various purposes as expressed in said Statute.

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

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

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

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

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

APPROVED this 8th day of December, 2016.

Chair, Board of Trustees

ATTEST:

Secretary, Board of Trustees

NOTICE OF INTENT TO INCREASE TAX LEVY

Notice is hereby given that the Board of Trustees of Illinois Valley Community College District 513, LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston counties, and the State of Illinois, adopted on December 8, 2016, its annual tax levy including an additional tax levy of \$4,105,000 for educational purposes, as provided in Section 805/3-14.3 of Chapter 110 of the Illinois Compiled Statutes, as amended.

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

A petition may be filed with the Secretary of the Board of Trustees of Illinois Valley Community College in Building C, Room C-301, at 815 North Orlando Smith Road, Oglesby, Illinois 61348-9692, on or before 4:30 p.m., CDT, January 12, 2017, signed by not less than 9,471 registered voters of the Illinois Valley Community College District 513 requesting that an election be held on the 4th day of April, 2017, to determine whether the increased levy should be authorized. If no such petition is filed with the Secretary of the Board of Trustees on or before January 12, 2017, then the District shall be authorized to levy the additional tax. Petition forms are available at the Information Desk from December 9 through December 21, 2016; in Building H from December 22, 2016 through January 1, 2017; and at the Information Desk from January 2 through January 12, 2017.

Dated this 8th day of December, 2016

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

CERTIFICATE OF COMPLIANCE WITH THE TRUTH IN TAXATION ACT

I, the undersigned, do hereby certify that I am the Chair of the Board of Trustees of Illinois Valley Community College District 513, Counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston, and the State of Illinois; and

I do further certify that the Board of Trustees of said District at a regularly convened meeting held on the 8th day of December, 2016, adopted a motion to prepare and approve a tax levy, a true and correct copy of which is attached hereto and which was and has been available for public inspection at least twenty (20) days preceding the adoption of the aggregate tax levy of the district; and

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

That the tax levy for the District being less than 105% of the amount of taxes extended, exclusive of election costs for the District for the previous year, a hearing in compliance with the Truth in Taxation Act was not required; and

The notice and hearing requirements of 35 ILCS 200/18-70 of the Truth in Taxation Act are inapplicable; and

The notice requirement of Section 18-85 is inapplicable.

Chair, Board of Trustees
Illinois Valley Community College District 513,
Counties of LaSalle, Bureau, Marshall, Lee, Putnam,
DeKalb, Grundy and Livingston, State of Illinois

STATE OF ILLINOIS)
)
COUNTY OF _____)

PETITION

We, the undersigned, do hereby certify that we are voters of Community College District 513, counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, and the State of Illinois, and as such voters, we do hereby request that the following proposition be submitted to the voters of said Community College District: "Shall the Board of Trustees of Community College District 513, counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, and the State of Illinois, be authorized to levy an additional tax of \$4,105,000 for educational purposes, as provided in Section 805/3/3-14.3 of Chapter 110 of the Illinois Compiled Statutes, as amended; and we do hereby further request that the Secretary of said Board of Trustees of said Community College District certify said proposition to the County Clerks of the counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, State of Illinois, for submission to said voters at the election to be held on the 4th day of April, 2017.

| SIGNATURE | ADDRESS |
|-----------|-----------------|
| _____ | _____, Illinois |
| _____ | _____, Illinois |
| _____ | _____, Illinois |
| _____ | _____, Illinois |
| _____ | _____, Illinois |
| _____ | _____, Illinois |
| _____ | _____, Illinois |
| _____ | _____, Illinois |
| _____ | _____, Illinois |
| _____ | _____, Illinois |

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

Signed and sworn to before me _____, 20 ____.

Notary Public

(NOTARY SEAL)

My Commission expires: _____, 20 ____.

Lazaro Lopez, Ed.D.
Chairman



Karen Hunter Anderson, Ph.D.
Executive Director

October 3, 2016

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

Dear Dr. Corcoran,

At the September 16 meeting, the Illinois Community College Board authorized your college's eligibility for the special tax levy pursuant to 110 ILCS 805, Section 3-14.3. Please note the provisions of this section which specify that your board of trustees must adopt a resolution expressing its intent to levy the tax, thereby giving voters an opportunity to request a referendum on the proposed additional levy. The state average combined educational and operations and maintenance purposes tax rate is 29.97 cents, and Illinois Valley Community College can levy an additional 12.97 cents. The levy does not circumvent tax cap legislation.

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

Sincerely,

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

Karen Hunter Anderson, Ph.D.
Executive Director

ILLINOIS COMMUNITY COLLEGE BOARD

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

Agenda Item #15.5
September 16, 2016

BACKGROUND

The following table identifies the districts eligible for the additional levy, the amount authorized and actual tax levy, the amount of additional tax rate, and the amount of additional revenue available if they choose to exercise the authority.

The additional levy authority is subject to “backdoor” referendum. Within ten days after the adoption of a resolution expressing the district’s intent to levy all or a portion of the additional taxes, the district is required to publish notice of its intent. A petition signed by 10 percent or more of the registered voters in the district will cause the proposed increase to be placed on the ballot at the next regularly scheduled election. A 30-day period is allowed for such a petition to be received.

This special tax levy authority does not circumvent tax cap legislation. All tax cap legislation is still applicable to those districts that fall under it.

| District | Authorized Operating Tax Rates* | Actual Operating Tax Rates* | Additional Tax Rate Authority | Estimated Additional Tax Revenue |
|------------------|--|------------------------------------|--------------------------------------|---|
| Black Hawk | 19.00¢ | 19.00¢ | 10.97¢ | \$3,970,591 |
| Heartland | 22.50¢ | 22.50¢ | 7.47¢ | \$3,167,047 |
| Illinois Central | 25.00¢ | 24.83¢ | 4.97¢ | \$3,400,943 |
| Illinois Eastern | 25.00¢ | 25.00¢ | 4.97¢ | \$673,727 |
| Illinois Valley | 17.00¢ | 17.00¢ | 12.97¢ | \$3,883,293 |
| Kankakee | 18.00¢ | 17.90¢ | 11.97¢ | \$2,589,029 |
| Kaskaskia | 25.00¢ | 25.00¢ | 4.97¢ | \$736,070 |
| Lake Land | 18.00¢ | 18.00¢ | 11.97¢ | \$3,130,536 |
| Lewis and Clark | 25.00¢ | 25.00¢ | 4.97¢ | \$1,879,513 |
| Rend Lake | 25.00¢ | 23.18¢ | 4.97¢ | \$444,072 |
| Rock Valley | 27.00¢ | 26.70¢ | 2.97¢ | \$1,585,015 |
| Sandburg | 22.00¢ | 22.00¢ | 7.97¢ | \$1,292,384 |
| Sauk Valley | 27.50¢ | 27.50¢ | 2.47¢ | \$389,783 |
| Southwestern | 16.00¢ | 15.96¢ | 13.97¢ | \$9,071,935 |
| Spoon River | 25.00¢ | 25.00¢ | 4.97¢ | \$414,749 |
| John Wood | 22.50¢ | 22.50¢ | 7.47¢ | \$1,070,369 |

* Combined Ed and O&M Maximum Tax Rates

Faculty Appointment – Jody Lowe, Nursing Instructor

The search advisory committee has selected Jody Lowe as Nursing Instructor to fill the vacancy created by the resignation of Samantha Whiteaker. Information on this candidate is attached.

Recommendation:

The administration recommends the appointment of Jody Lowe as Nursing Instructor at B-6, an annualized salary of \$48,307 on the 2016/2017 faculty salary schedule, effective January 10, 2017.

KPI 4: District Population Served

RECOMMENDED FOR FACULTY APPOINTMENT
2016-2017

GENERAL INFORMATION:

POSITION TO BE FILLED: Nursing Instructor

NUMBER OF APPLICANTS: 5

NUMBER OF APPLICANTS INTERVIEWED: 4

APPLICANTS INTERVIEWED BY:

Ms. Bruch, Ms. Campbell, Dr. Francisco, Ms. Hanley,
Ms. Hodgson, Ms. Hogue

APPLICANT RECOMMENDED:

Jody Lowe

EDUCATIONAL PREPARATION:

Northern Illinois University, DeKalb, IL – M.S. in Nursing Education
Northern Illinois University, DeKalb, IL – B.S. in Nursing

EXPERIENCE:

OSF Health Care for the Rockford & I-80 Region, Ottawa, IL – Clinical Educator
Kishwaukee Community College, Malta, IL – Adjunct Instructor
Presence St. Joseph's Medical Center, Joliet, IL – Registered Nurse

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

1. Educational emphasis in nursing education
2. Clinical work experience in a multitude of areas
3. Adjunct clinical teaching experience (with pre- and post-conference)
4. Learner-focused teaching demonstration

RECOMMENDED SALARY: B-6, \$48,307 annualized, effective January 10, 2017

Ms. Glenna Jones, SPHR
Director of Human Resources

High Deductible Health Plan/ Health Savings Accounts

The labor agreements with Service Employees International Union Local #138 and American Federation of Teachers Local #1810 provide for a contribution by the College to a Health Savings Account for each employee covered by the HDHP. In 2014, 2015, and 2016, employees not covered by a labor agreement and enrolled in the HDHP for health insurance coverage also received a contribution to a Health Savings Account (HSA).

Annual contributions for the Health Savings Account per employee would be:

| | |
|-------------|---------|
| Individual | \$2,500 |
| Employee +1 | \$5,000 |
| Family | \$5,000 |

Employees with additional health insurance coverage, such as Medicare and Medicaid, do not qualify for health savings accounts. In 2015 and 2016, these employees who enrolled in the HDHP were offered a Health Reimbursement Account (HRA). This was consistent with the language in the labor agreements with Service Employees International Union Local #138 and American Federation of Teachers Local #1810.

Annual reimbursement limits for the Health Reimbursement Account per employee would be:

| | |
|-------------|---------|
| Individual | \$2,500 |
| Employee +1 | \$5,000 |
| Family | \$5,000 |

Recommendations:

- 1) The administration requests authorization to contribute to employee Health Savings Plans as stated above for employees electing the High Deductible Health Plan beginning January 1, 2017.**
- 2) The administration requests authorization to contribute to employee Health Reimbursement Accounts as stated above for employees electing the High Deductible Health Plan beginning January 1, 2017.**

KPI 6: Job Satisfaction

Confirm Approval of Buildings D and E Emergency Repairs

On November 14 at approximately 4:30 p.m. a water main in the lower level of Building E broke causing substantial damage in Buildings D and E. The force of the water caused the concrete to buckle and break. There was also damage to the sanitary sewer and storm water drainage lines. John's Service and Sales came that evening to repair the water line so water service to the two buildings could be restored. The damaged concrete in the hallway and the water-soaked drywall posed safety and health concerns. H & H Builders, Inc. began removal of the water-soaked drywall and insulation that same week.

IVCC Board Policy 4.11 provides the following:

In the case of an emergency, wherein safety and/or personal health is determined to be in danger, or property damage is imminent, or for services needed that while not a direct threat to safety or property damage, will affect the primary function of the College, the President, or a designee, shall authorize the purchase of remedial goods and services without regard to the bid/quote procedure. A written report of all facts and rationale of such emergency action shall be submitted to the Board of Trustees immediately following such action. This authority is approval by 3/4 of the Board of Trustees for purchases in excess of \$10,000.

Recommendations:

- 1. Confirm approval of emergency repairs completed by H & H Builders, Inc. in the amount of \$23,500.00.**
- 2. Confirm approval of emergency repairs completed by John's Service and Sales, Inc. in the amount of \$23,259.75.**

KPI 5: Fiscal Responsibility/Affordability

H & H Builders, Inc.
702 – 2nd Street
Mendota, IL 61342
Phone: 815-539-9623 Fax: 815-538-2539
kim.hhbldrs@gmail.com

November 21, 2016

Illinois Valley Community College
Mr. Scott Curley
815 N. Orlando Smith Drive
Oglesby, IL 61348

Remove existing vinyl base at areas where still existing.
Remove existing 5/8" drywall to 12" above finished floor. Some areas 24"
Remove existing insulation sitting in water.
Install new insulation.
Install new 5/8" type x drywall
Tape finish to match existing. Knock down texture in D109
Paint walls corner to corner.
Install new 4" vinyl base with toe to match existing.
Pricing based on footage found Friday morning.
Clean up of all debris.
Billing will be time & materials.

Estimated Labor & Materials

\$ 23,500.00



JOHN'S SERVICE AND SALES, INC.

119 West Walnut Street
Oglesby, Illinois 61348
Phone: 815-883-3637 / Fax: 815-883-7028

DATE: 11/29/2016
INVOICE # S-9998970
FOR: All Work

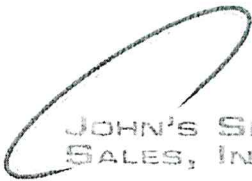
Bill To:
Illinois Valley Community College
513 North Orlando Smith Street
Oglesby, Illinois 61348
Attn: Scott Curley

Site:
Water Line Break (Night Call)
Building D and E

| DESCRIPTION | AMOUNT DUE |
|--|--------------------|
| Night call out to repair 8" ductile iron water line that broke in the corridor between D and E Buildings. Remove a section of concrete and dispose of off site. Hand excavate to the water line and repair with a 15" long stainless steel gasketed repair sleeve. Illinois Valley Excavating was called for assistance with their laborers and equipment. | |
| 11/15/16 Laborer (JM-393): 5 Hours OT @ 128.56 | 642.80 |
| 11/15/16 Laborer (SM-393): 6 Hours OT @ 128.56 | 771.36 |
| 11/15/16 Laborer (SD-393): 6 Hours OT @ 128.56 | 771.36 |
| 11/15/16 Laborer (DC-393): 6 Hours OT @ 128.56 | 771.36 |
| 11/15/16 Laborer (KC-393): 5 Hours OT @ 128.56 | 642.80 |
| 11/15/16 Plumber (LS-597): 6 Hours RT @ 116.10 (LS did not turn in OT) | 696.66 |
| 11/15/16 Plumber (MO-130 App 2): 6 Hours OT @ 104.62 | 627.72 |
| 11/16/16 Operator with Skid Steer (SD-150): 1.5 Hours @ 164.00 | 246.00 |
| 11/16/16 Teamster with Truck (SD): 1.5 Hours @ 132.00 | 198.00 |
| Equipment (jackhammers, air compressor trailer) | 397.50 |
| Utility Equipment Company - 15" Repair Clamp - full SS with gasket | 541.80 |
| TOTAL: | \$ 6,307.36 |

Make all checks payable to **John's Service and Sales, Inc.**
If you have any questions concerning this invoice, contact Nathan Senica at 815-883-3637.

THANK YOU FOR YOUR BUSINESS!



JOHN'S SERVICE AND SALES, INC.

119 West Walnut Street
Oglesby, Illinois 61348
Phone: 815-883-3637 / Fax: 815-883-7028

DATE: 11/29/2016
INVOICE # S-9998994
FOR: All Work

Bill To:
Illinois Valley Community College
513 North Orlando Smith Street
Oglesby, Illinois 61348
Attn: Scott Curley

Site:
Water Line Break Day Work
Building D and E

| DESCRIPTION | AMOUNT DUE |
|---|---------------------|
| Work completed in the corridor between Wednesday 11/23/16 and Sunday 11/27/2016. Replace the plumbing pipes that were bellied up due to the water break. Break out the remaining concrete and haul off and dispose of. Grade and pour back concrete in the space. Return to sawcut the slab on Sunday 11/27/16. | |
| Wozniak Concrete Finishing Company Invoice IVCC112916 - 34.5 Hours Finishers/Laborer on Saturday/Sunday @ 137.20 - 8 Yards of Concrete @ 123.00 (includes Saturday charge) - Rebar/Mesh/Dowels/Material (183.30) | \$ 5,900.70 |
| Illinois Valley Excavating, Inc. Invoice 33221 | \$ 8,855.95 |
| Gatza Electric (repair conduits) - they repaired for us at no cost | \$ - |
| Equipment (saw, jackhammers) | \$ 405.00 |
| 11/25/16 Plumber (LS-597): 6 Hours RT @ 116.10 | \$ 696.60 |
| 11/25/16 Plumber (TI-130): 8 Hours RT @ 116.10 | \$ 928.80 |
| Plumbing Pipe and Fittings (attached) | \$ 165.34 |
| | |
| TOTAL: | \$ 16,952.39 |

Make all checks payable to **John's Service and Sales, Inc.**
If you have any questions concerning this invoice, contact Nathan Senica at 815-883-3637.

THANK YOU FOR YOUR BUSINESS!

Board Policies (first reading)

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

Revised Board Policies

- 2.24 Required Placement Testing
- 3.7 Decision to Dismiss a Faculty Member
- 6.5 Drug-Free Work Place

New Board Policies

- Alcoholic Beverage Sales
- Fraud, Waste & Abuse
- Supplier Diversity
- Temporary Transfers from Working Cash Fund

The Planning Committee has reviewed the policies. No action will be taken on these policies at the December board meeting.

In reviewing administrative procedures, the following changes and additions have been shared with the Planning Committee. This is for information only and does not require action by the Board.

Administrative Procedure Changes w/Policy

- 1.15 Business Travel – Board
- 3.29 Tuition Policies
- 3.4 Business Travel – Employees

Administrative Procedure Changes w/o Policy

- Paid Leaves - Bereavement Leave, Sick Leave

Administrative Procedures – New

- Salary/Wage Payment Schedule

Illinois Valley Community College Board Policy

Subject: **Required Placement Testing**
Number: **2.24**

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

Placement testing and counseling appointments are required for all first-time, full-time students. Placement testing is also required for placement into all English, reading, and math courses. Transfer students may be exempt from placement tests if they can provide proof of completion of pre-requisite courses or testing. ~~ACT scores may be used in lieu of placement. Placement test scores and ACT scores are valid for a period of two years. ACT, SAT, and PARCC scores may be used in lieu of placement testing. Placement test scores, ACT scores, and SAT scores are valid for a period of two years. PARCC scores are valid for a period of five years.~~

Illinois Valley Community College Board Policy

| | | | |
|----------|--|-----------------|----------|
| Subject: | Decision to Dismiss a Tenured Faculty Member for Cause | Effective Date: | 10/19/10 |
| Number | 3.7 | Last Reviewed: | 10/19/10 |
| | | Last Revised: | xx/xx/xx |

It is the policy of the Board of Trustees of Illinois Valley Community College that the decision to dismiss a ~~tenured~~-faculty member for cause shall be made in accordance with the Illinois Public Community College Act as amended (11 ILCS 805/3B-4), ~~and~~ the current agreement between the Board of Trustees of Community College District 513 and the American Federation of Teachers Local 1810, *and other Board of Trustee Policies.*

Illinois Valley Community College Board Policy

Subject: **Drug-Free Work Place**
Number: **6.5**

Effective Date: 01/17/12
Last Reviewed: xx/xx/xx
Last Revised: xx/xx/xx

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

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

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

The consumption of alcoholic beverages or drugs is forbidden in all areas of the College unless a special permit for the consumption of alcoholic beverages on campus has been issued by the Board of Trustees. No employees, College representatives, students, or visitors are to consume or be under the influence of alcoholic beverages while on any College property. Those found in violation of this policy are subject to criminal prosecution and/or College disciplinary procedures.

The Board of Trustees is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages at the College. (See Board Policy "Alcoholic Beverage Sales #6.17) Alcoholic beverages shall not be served on campus except in accordance with the established administrative procedure. The administrative procedure allows for limited alcoholic beverage use as part of community education courses and programs, as well as events approved by the Board of Trustees. Persons in attendance at such an approved event may not be under the influence of alcohol to the degree that their behavior is disruptive to the event or to the operation of the College.

Illinois Valley Community College Board Policy

Subject: *Alcoholic Beverage Sales*
Number: 6.17

Effective Date:
Last Reviewed:
Last Revised:

Under Illinois Public Act 099-0550, alcoholic liquors may be served or sold in buildings under the control of the Board of Trustees of a community college district for events the Board of Trustees of that community college district may determine are public events and not student-related activities. The following guidelines must be strictly adhered to:

If alcohol is sold at retail, the College must have first obtained a liquor license from the local municipality where the facilities are located or the county if the facility is in an unincorporated area. After receiving the local liquor license, application must be made for a state retailers' liquor license.

- *There shall be a lease of premises agreement between the Board of Trustees and the approved entity to use the college facilities for their event;*
- *Insurance coverage to hold the college harmless must be obtained by the lessee to include any type of dram shop exposure. General liability coverage for the event must include a minimum of one million dollars (\$1,000,000) of general liability, products and completed operations, and if necessary, dram shop insurance.*
- *If applicable, caterers renting the facility are also required to sign a lease of premises agreement and carry insurance including dram shop coverage and general liability, completed operations, and product coverage, in the amount of one million dollars (\$1,000,000). If applicable, caterers will also carry workers compensation insurance with minimum employer liability of \$500,000 and auto liability of \$1,000,000.*

The College reserves the right to take any actions deemed necessary to protect the general public and the reputation of the College in the enforcement of this liquor policy.

Approved activities must meet the following conditions:

1. *Applications to serve alcoholic beverages at an event must be made to the Illinois Valley Community College Board of Trustees at least sixty (60) days prior to the event.*
2. *Alcoholic beverages served at events shall be handled by the sponsoring organization.*
3. *The anticipated attendees and the relative proportion of individuals under the age of 21 to individuals age 21 or older must be considered. The event operator must be able to prevent the sale or distribution of alcohol to individuals under the age of 21.*
4. *At any event where alcoholic beverages are served, provisions must be made for serving non-alcoholic beverages also. Open bars are not allowed.*
5. *Attendees shall be prohibited from providing their own alcohol.*
6. *The sponsoring organization shall make no public advertisement of the sale or serving of alcoholic beverages in connection with the activity.*
7. *Possession and consumption of alcoholic beverages shall be confined to the area or room scheduled for the activity and shall not be permitted in public areas. Participants shall not be permitted to carry any containers of alcoholic beverage out of the serving area.*
8. *Employees of Illinois Valley Community College must be active participants at the event. For purpose of this policy, a participant shall mean faculty, Board of Trustee member, or administrator. The event cannot be a student activity or student-related activity.*

9. *Only members of the sponsoring organization and their invited guests shall be permitted to attend the activity.*
10. *The sponsoring organization shall be held financially responsible for any damage or injury to persons or property as a result of intentional or negligent conduct on the part of the organization, its members, or guests and meet all requirements herein.*

Illinois Valley Community College reserves the right to close the activity if any person or group of persons appears to be intoxicated or otherwise uncontrollable. In addition, Illinois Valley Community College reserves the right to limit the time frame when alcohol may be served, and the volume and/or number of drinks that may be served to a group on an individual basis.

Illinois Valley Community College Board Policy

*Subject: **Fraud, Waste, and Abuse***

Effective Date:

Last Reviewed:

Number:

Last Revised:

Illinois Valley Community College (IVCC or College) has established this fraud, waste, and abuse policy to ensure that all employees clearly understand their obligations as College employees.

Honesty and integrity are important values at IVCC. The College works to earn the trust of the public, its students, and its employees. To accomplish this, all employees must perform their duties in a professional, honest, and ethical manner, avoiding situations that would be considered fraudulent, wasteful, or abusive of College assets. The College expects its employees to be reliable and trustworthy. All employees must act honestly and responsibly and exercise good ethical judgment in the performance of their duties.

Illinois Valley Community College Administrative Procedure

*Subject: **Fraud, Waste, and Abuse***

Effective Date:

Last Reviewed:

Number:

Last Revised:

Supervisors have an additional responsibility to be aware of the types of fraudulent activities, waste, and/or abuse that may occur within their department and to establish and maintain controls to prevent them.

If fraud is suspected within a department, all supervisors shall cooperate fully with College authorities and any other agencies investigating the activity. If fraud is discovered, all supervisors shall take appropriate action and implement appropriate systems to prevent recurrence.

An employee who violates this policy may be subject to disciplinary action up to, and including, termination. The discipline imposed will depend on the severity of the violation and the circumstances of the situation. If appropriate, the College will report any activity that appears to violate any local, state, or federal law to the appropriate authorities.

If the fraud, waste, or abuse involves a financial loss to the College, IVCC may seek restitution from any individuals involved in the activity.

IVCC strictly prohibits retaliation for reporting suspected fraud. Any employee who believes they have been retaliated against should report their concern to the Human Resources Office.

Any employee who directly or indirectly retaliates against another employee for reporting suspected fraud may be subject to disciplinary action.

Definitions

- 1. Abuse involves behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary business practice given the facts and circumstances. Abuse includes misuse of authority or position for personal financial interest or those of an immediate or close family member or business associate.*
- 2. Fraud is an intentional act to deceive, steal, or cheat, ordinarily for the purpose or result of causing a detriment to another and/or bringing about some benefit to oneself or others.*
- 3. Waste is an act resulting in the expenditure, consumption, mismanagement and use or squandering of institutional assets or resources to the detriment or potential detriment of the institution. Waste may also result from incurring unnecessary expenses due to inefficient or ineffective practices, systems, or controls.*

Illinois Valley Community College Board Policy

Subject: **Supplier Diversity**
Number:

Effective Date:
Last Reviewed:
Last Revised:

The College recognizes the importance of increasing the participation of businesses owned by minorities, females, and persons with disabilities in public contracts. It is the policy of the College to promote the economic development of disadvantaged business enterprises by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act ("Act"), 30 ILCS 575/0.01 et seq. and the Business Enterprise Council ("Council") for Minorities, Females, and Persons with Disabilities which serves to implement, monitor, and enforce the goals of the Act.

In support of this policy, the College makes a commitment to promote and encourage usage of minority, female, and persons with disability owned businesses to the greatest extent feasible within the bounds of financial and fiduciary prudence and to take necessary steps to remove any barriers to the full participation of such firms in the procurement and contraction opportunities afforded. The College will support administrative and staff members in attending and participating in trainings, workshops, conferences, and seminars dealing with procurement through qualified minority, female, and persons with disability owned businesses in compliance with the Act.

The College is committed to meeting the requirements of the Act. The College will establish the aspirational goals as cited by the Act and pursue good faith efforts to meet such goals. The College President shall appoint the Director of Purchasing as a liaison to the Council with all duties as set forth in the Act. The College has the responsibility to develop policies, plans, and procedures to achieve the goals to the best of its ability to be in compliance with the Act.

Illinois Valley Community College Board Policy

*Subject: **Temporary Transfers from
Working Cash Fund***

Effective Date: xx/xx/xx

Number:

Last Reviewed: xx/xx/xx

Last Revised: xx/xx/xx

Monies may be transferred from the Working Cash Fund to the Educational Fund or the Operations and Maintenance Fund only upon the authority of the Board of Trustees, which shall direct the Treasurer to make such transfers and to effect repayment of principal thereof to the Working Cash Fund, as prescribed in Section 3-33.6 of the Illinois Public Community College Act (110 ILCS 805/3-33.6).

Illinois Valley Community College Board Policy

| | |
|---|-------------------------|
| Subject: Board Travel, Conference and Meeting Expenses | Effective Date: 2/25/10 |
| Number: 1.15 | Last Reviewed: 2/25/10 |
| | Last Revised: 2/25/10 |

Illinois Valley Community College will reimburse members of the Board of Trustees and Student Trustees for official college travel. Reimbursements will be for official College events or meetings of state and national associations which conduct educational programs in the disciplines and professions associated with community college programs and operations. Further, the College will reimburse members of the Board of Trustees for attendance at routine business meetings of the Illinois Community College Trustees Association, Illinois Community College Board, the Illinois Board of Higher Education, the General Assembly and executive branch agencies which may be conducting business which may affect Illinois Valley Community College.

Members of the Board of Trustees' immediate family may accompany a Board member with no additional costs to the College.

Illinois Valley Community College Administrative Procedure

| | |
|---|--------------------------|
| Subject: Board Travel, Conference and Meeting Expenses | Effective Date: 2/25/10 |
| Number: 1.15 | Last Reviewed: 2/25/10 |
| | Last Revised: 11/xx/2016 |

Application for Travel

An application for travel form must be completed, using estimated costs, and approved in advance for all travel. Prior approval signatures should be on the appropriate lines on the left side of the form.

Travel for members of the Board of Trustees will be signed by the traveler, the Chair or Vice Chair of the Board and the Vice President for Business Services and Finance.

After the trip is complete, the same set of approval signatures should be on the appropriate lines on the right side of the form. Whenever a travel request is initiated, it must be completed whether expenses, as a result of the travel, are incurred or not.

Travel expenses for any member of the Board of Trustees must be approved by a roll-call vote during an open meeting of the Board of Trustees.

Travel Expenditures

All official College travel must be supported by receipts for actual expenditures, and all expenses must be itemized for reimbursement on the travel form. Itemizing will include all dollar expenditures, participants involved and the function or purpose of the meeting. Cash advances may

be issued for anticipated costs of at least \$100. Lesser expenses will be handled on a reimbursement-by-receipt basis.

Mileage Reimbursement

Reimbursement for use of personal vehicles on College business shall be at the per mile rate approved by the Internal Revenue Service of the United States Government. If a board member wishes to use a College vehicle, they must comply with the vehicle use policy.

Commercial Travel

Commercial travel shall be reimbursed at actual cost. All receipts for air, bus, rail or other travel must be submitted with the official College travel form in order to claim reimbursement. All travel will be at coach rates.

Lodging

Reimbursement for lodging shall cover actual room cost, *but not to exceed reasonable and customary costs*. Receipts for all lodging must be submitted with the travel form in order to claim reimbursement.

Meals

Meals will be reimbursed for only those consumed while actually traveling on College business. Itemized receipts for all meals consumed while actually traveling must be attached to the travel form in order to claim reimbursement. Meal reimbursement will be the actual cost up to a maximum of \$35 per day including gratuities for non-metropolitan areas (e.g. Springfield, IL) and a maximum of \$45 per day including gratuities for metropolitan areas (e.g. Chicago).

No reimbursement will be made for alcoholic beverages.

Tours and Social Activities

No reimbursement will be made for *tours, social activities, or entertainment*.

Official Functions

The College will support the cost of official functions which are conducted for the primary purpose of carrying out the business of the College. All expenditures for meals and other official functions must be approved in advance. Authorized expenditures are categorized as follows:

1. Official College committees and advisory groups meeting outside of normal work hours;
2. Official external committees, advisory groups and guests providing service and/or advice and counsel to the College;
3. College receptions, honors and award activities;
4. Faculty and staff development, in-service and training functions;
5. College-sponsored student functions; and
6. Official functions of the Board of Trustees.

Illinois Valley Community College Board Policy

Subject: **Tuition Policies**
Number: **3.29**

Effective Date: 10/19/10
Last Reviewed: 06/21/11
Last Revised: 06/21/11

Tuition Waiver (Employee/Spouse/Dependent - Retiree/Spouse)

Tuition for an IVCC credit course(s) will be waived for all full-time employees, their spouses, a party to a civil union and dependent children and dependent step-children of full-time employees, and retirees (all college retirees covered under SURS), spouses, a party to a civil union and dependent children and dependent step-children of retirees.

Illinois Valley Community College Administrative Procedure

Subject: **Tuition Policies**
Number: **3.29**

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

Tuition Waiver (Employee/Dependent/Retiree/Spouse)

Tuition for an IVCC credit course(s) will be waived (fees must be paid) for all full-time employees, their spouses and dependent children (as defined by the IRS *and are under the age of 25*); and retirees (all college retirees covered under SURS), including spouses and dependent children of retirees. *Dependent children of deceased employees or deceased retirees qualify for the tuition waiver, as long as the dependent children meet the IRS definition of a dependent and are under the age of 25. Spouses of deceased employees or deceased retirees qualify for the tuition waiver.*

Dependents of an employee are eligible for the tuition waiver if the employee's employment began prior to the 10th day of the semester.

An employee may attend class during his or her regularly scheduled work hours only with prior approval from the supervisor. Flextime is available for employees at IVCC as long as they meet all office needs and total work hours.

Tuition for regular part-time employees, other than student workers, will be waived on the following basis:

1. Any part-time employee who regularly works 10 or more hours per week or who teaches a credit course may take one class for each semester employed. Time limit: Employee has one full year from the beginning date of the semester of employment to enroll in a course.

2. For purposes of this policy, summer term is included as a semester.
3. With the exception of Fitness Center courses, tuition waivers do not apply toward audited classes.

Fitness Center Enrollment

Tuition and fees will be waived for all All full-time employees and spouses, retirees (covered under SURS) and spouses, deceased employees' spouses and deceased retirees' spouses —tuition and fees will be waived. Employees, retirees, and their spouses will enroll in *one of* a twenty-sequence series of Fitness Center courses for credit, which may be taken for a letter or P/F grade. Upon successful completion of the sequence, enrollees may enroll in Fitness Center courses on an audit basis. Tuition is waived for dependents *children* of these groups, fees must be paid.

Part-time employees (who regularly work 10 or more hours per week or who teach a credit course) may take this course as their one tuition-free class for the semester. Tuition and fees are waived for the Fitness Center.

Professional Development Course Enrollment

Employees may enroll free of charge in IVCC courses *for professional development* as approved by their supervisor ~~designed for their professional development.~~

Illinois Valley Community College Board Policy

| | |
|--|--------------------------|
| Subject: Business Travel, Conference and Meeting Expenses | Effective Date: 10/19/10 |
| | Last Reviewed: 10/19/10 |
| Number: 3.4 | Last Revised: 10/19/10 |

Illinois Valley Community College will reimburse college employees and students for official college travel. Reimbursements will be for official college events or meetings of state and national associations which conduct educational programs in the disciplines and professions associated with community college programs and operations. Further, the College will reimburse employees for attendance at routine business meetings of the Illinois Community College Board, the Illinois Board of Higher Education, the General Assembly and executive branch agencies which may be conducting business which may affect Illinois Valley Community College.

Illinois Valley Community College Administrative Procedure

| | |
|--|--------------------------|
| Subject: Business Travel, Conference and Meeting Expenses | Effective Date: 10/19/10 |
| | Last Reviewed: 02/25/16 |
| Number: 3.4 | Last Revised: 11/xx/2016 |

Application for Travel

An application for travel form must be completed and approved in advance for all travel. Prior approval signatures should be on the appropriate lines on the left side of the form. Approval signatures are required per the following guidelines:

Travel cost of \$500 or less – two signatures – traveler and immediate supervisor.

Travel cost of \$500 - \$1,999 – three signatures – traveler, immediate supervisor and appropriate VP or President.

Travel cost of \$2,000 or more – four signatures – traveler, immediate supervisor and two VPs or one VP and President.

After the trip is complete, the same set of approval signatures should be on the appropriate lines on the right side of the form. Whenever a travel request is initiated, it must be completed whether expenses, as a result of the travel, are incurred or not.

If the travel expenses exceed any of the maximum amounts allowed under this policy, the travel expenses must be approved by a roll-call vote during an open meeting of the Board of Trustees.

If the travel is for a conference or professional development activity, a written summary of what was gained by the experience should be delivered to the appropriate supervisor along with the request for reimbursement.

All out of state travel requests must include a rationale explaining what the employee will gain from the experience. The President's approval signature is required for out of state travel requests.

WHITE COPY - hold until travel is complete, then fill in the column "Itemized Expenses" and submit for approval. After payment is made, the white copy is filed in the accounts payable files.

YELLOW COPY - returned to traveler

PINK COPY - if an advance check is required (registration fees, airfare, cash advance) forward pink copy to the Accounting Office. Also attach documentation for the registration fees and airfare. If no advance is required, send pink copy to Accounting with appropriate signatures and keep white copy until travel is completed and forward for approvals then to the Accounting office.

Any travel forms submitted to the accounting office by Monday at 4:30 p.m. will be paid the following Thursday. Per IRS regulations, any expenses for reimbursement submitted 60 days after the expenses have been incurred will be taxable to the employee.

Travel Expenditures

All official college travel must be supported by receipts for actual expenditures, and all expenses must be itemized for reimbursement on the travel form. Itemizing will include all dollar expenditures, participants involved and the function or purpose of the meeting. Cash advances may be issued for anticipated costs of at least \$100. Lesser expenses will be handled on a reimbursement-by-receipt basis.

Mileage Reimbursement

~~The College maintains a small fleet of vehicles and encourages employees to use the college fleet for business, conference, and meeting travel.~~ In order to use the college car, or to qualify for mileage reimbursement for use of a personal vehicle, employees must comply with the vehicle use policy. Mileage reimbursement may be taxable if travel originates at the employee's home rather than workplace. Employees are encouraged to consult the College Controller with questions about taxable reimbursement.

~~Staff should begin their travel plans by reserving one of the college cars through the R25 reservation system. If a college car is not available, travel by personal vehicle is permitted with mileage reimbursement. Travel by personal car, from home or IVCC, whichever is closer, may be permitted in lieu of other types of transportation, with the permission of the appropriate supervisor.~~ Reimbursement for personal vehicle use will be at the Board approved rate. A Motor Vehicle Record (MVR) must be on file to be reimbursed for using a personal vehicle. Refer to the mileage chart for round-trip mileage calculations to various communities (at the end of this procedure).

Commercial Travel

Commercial travel shall be reimbursed at actual cost. All receipts for air, bus, rail or other travel must be submitted with the official college travel form in order to claim reimbursement. All travel will be at coach rates.

Lodging

Reimbursement for lodging shall cover actual room cost for a standard room, not to exceed the IRS per diem rates as listed at www.gsa.gov/perdiem. If a double room is used, the individual will reimburse the college for the difference between single and double room costs. Receipts for all lodging must be submitted with the travel form in order to claim reimbursement.

Meals

Meals will be reimbursed for only those consumed while actually traveling on college business. Itemized receipts for all meals consumed while actually traveling must be attached to the travel form in order to claim reimbursement. Meal reimbursement will be the actual cost up to a maximum of \$35 per day including gratuities for non-metropolitan areas (e.g. Springfield, IL) and a maximum of \$45 per day including gratuities for metropolitan areas (e.g. Chicago).

No reimbursement will be made for alcoholic beverages.

Phone Calls

Only personal phone calls of five minutes or less will be reimbursed, as long as the call is to provide notice of safe arrival, change in schedule, etc. Necessary business calls are permitted.

Tours and Social Activities

No reimbursement will be made for *tours, social activities, or entertainment*.

TRAVEL OBJECT CODES

- 55111 Admin/Staff - Conference/Meeting** (Registration Fees for Conference or Meeting)
- 55211 Admin/Staff - Travel/In State** (Mileage, Hotel, Meals, Parking, Shuttles, etc.)
- 55311 Admin/Staff - Travel/Out of State** (Mileage, Train, Airfare, Hotel, Meals, Parking, Shuttles, etc.)
- 55112 Instructional - Conference/Meeting** (Registration Fees for Conference or Meeting)
- 55210 Extension Site Mileage**
- 55212 Instructional - Travel/In State** (Mileage, Hotel, Meals, Parking, Shuttles, etc.)
- 55312 Instructional - Travel/Out of State** (Mileage, Train, Airfare, Hotel, Meals, Parking, Shuttles, etc.)

Office Functions

The College will support the cost of official functions which are conducted for the primary purpose of carrying out the business of the college. The college President and/or the appropriate Vice President shall, in advance, approve all expenditures for meals and other official functions. Authorized expenditures are categorized as follows:

1. Official college committees and advisory groups meeting outside of normal work hours
2. Official external committees, advisory groups and guests providing services and/or advice and counsel to the college
3. College receptions, honors and award activities
4. Faculty and staff development, in-service and training functions
5. College-sponsored student functions
6. Official functions of the Board of Trustees.

MILEAGE CHART

(Mileages shown are based on round-trips)

| | | | |
|--------------------|-----|----------------|-----|
| Aurora | 130 | O'Hare Airport | 200 |
| Bloomington/Normal | 120 | Ottawa | 36 |
| Carbondale | 600 | Peoria | 140 |
| Champaign | 220 | Peru | 7 |
| Chicago | 200 | Pontiac | 140 |
| DeKalb | 120 | Princeton | 56 |
| DePue | 30 | Rockford | 145 |
| Dixon | 100 | Seneca | 60 |
| Earlville | 60 | Sheridan | 72 |
| Granville | 20 | Springfield | 250 |
| Hennepin | 35 | Spring Valley | 18 |
| Joliet | 120 | Starved Rock | 12 |
| Ladd | 28 | Streator | 55 |
| Mark | 25 | Tiskilwa | 70 |
| Marseilles | 50 | Toluca | 50 |
| Mendota | 40 | Utica | 15 |
| Midway Airport | 185 | | |

Paid Leaves

Bereavement Leave

When death occurs in the immediate family/step family, (i.e., spouse/partner, parent, parent of current spouse/partner, child, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, and legal guardians), a full-time employee, on request, may be excused for three days leave without of pay. Medical leave may be used, if appropriate, to supplement bereavement leave or where bereavement leave is not applicable.

The Child Bereavement Leave Act became effective July 29, 2016, and it provides up to two weeks (10 working days) of unpaid leave to an eligible employee in the event of the death of an employee's child. A child is defined broadly to include step, foster and adopted children. Employees are required to provide employers with at least 48 hours advance notice of their intention to take bereavement leave, unless doing so would be unreasonable or impracticable. Bereavement leave can be used to attend the funeral or other service of the child, make arrangements necessitated by the death of the child, or simply to grieve over the death of the child. An eligible employee is defined as eligible to take leave under the federal Family and Medical Leave Act (FMLA). An employee who has used all of his or her allotted 12 weeks of FMLA leave may not take an additional 10 days of leave under the Act for reasons related to the death of a child. Bereavement leave under this Act must be completed within 60 days after the date on which the employee receives notice of the death of the child. IVCC retains the right to request reasonable documentation such as a death certificate, a published obituary, or written verification of death, burial, or memorial services. In the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period. Employees may substitute earned paid leave in the form of vacation, personal, or sick leave for this bereavement period.

Sick Leave

Full-time employees of the College may take up to 96 hours (twelve days) of paid leave per year due to illness or injury. Full-time employees are permitted to accumulate any unused hours from year to year with no limit. These hours may not be converted to compensation when the employee terminates employment, but they ensure continued compensation for a period of time in the event of an extended illness or injury.

The Employee Sick Leave Act was signed into law and takes effect January 1, 2017. The law allows a full-time employee to use sick leave benefits for absences due to an illness, injury, or medical appointment of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent, on the same terms upon which the full-time employee is able to use sick leave benefits for his/her own illness or injury. IVCC retains the right to limit the use of personal sick leave benefits under this law to 12 days in a fiscal year.

Frequent or lengthy absence due to illness or injury places a burden on work units and the College, which may require the College to terminate ~~your~~ employment and hire a replacement. Generally, an employee will be permitted to return to the same or an equivalent position after absences of no more than 12 weeks in a 12-month period. If the employee is absent for longer periods, continued employment may depend on a number of factors, including but not limited to the frequency and length of absences, anticipated return date, the burden imposed on the College by the absences and the availability of a position for which the employee is qualified.

In the event of an illness or injury, the employee may be required to provide medical documentation verifying the need for leave and of the ability to return to work with or without restrictions. In the event an employee seeks leave for reasons related to child-birth, documentation verifying the need for leave will generally not be required if the leave does not extend beyond six weeks.

When an employee has exhausted all paid leave and FMLA, the employee may request an unpaid leave of absence according to Board Policy 3.22. Medical insurance benefits will continue under all paid and FMLA approved absences as long as the employee makes advance payment of the employee's share of the premiums. When an employee is on an unpaid leave of absence medical insurance benefits will end unless the employee makes advance payment of the full premium (employer and employee contribution).

Salary/Wage Payment Schedules

Hourly Employees – paid bi-weekly in arrears.

Example: 80 hours worked (October 2 – October 15) paycheck issued on October 20

Salaried Staff Employees – annual salary is divided by the number of work days in the fiscal year and paid bi-weekly. Most fiscal years will have 26 pay days, however, there are years with 27 pay days.

Faculty – nine-month salary is paid over 12 months. Salary is divided between fall and spring semesters, and if necessary by the number of days worked within a semester if a faculty member begins or ends employment in mid-semester. Faculty salaries are paid over the academic year and as with staff employees there are normally 26 pay days, but occasionally an academic year will have 27 pay days.

Part-time faculty – stipend is paid bi-weekly over the length of the course taught.

Schedule of Regular Meeting Dates and Times

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

Recommendation:

The administration recommends Board approval of the following dates for 2017 and will provide public notice of this schedule. All meetings will take place at 6:30 p.m. in Room C307, the Board Room, on the campus of Illinois Valley Community College, 815 North Orlando Smith Road, Oglesby, Illinois.

Thursday, January 12, 2017

Thursday, February 9, 2017

Thursday, March 9, 2017

Thursday, April 13, 2017

Thursday, May 11, 2017

Thursday, June 8, 2017

Thursday, July 13, 2017

Thursday, August 17, 2017

Thursday, September 14, 2017

Thursday, October 12, 2017

Thursday, November 9, 2017

Thursday, December 14, 2017

KPI: Fiscal Responsibility/Affordability

November 22, 2016

To: Bonnie Campbell, Interim Director of Nursing; Dr. Corcoran, President; and the members of the IVCC Board of Trustees

In reference to my letter dated April 8th, 2016, it had been my intent at that time to continue in an adjunct faculty position until my first eligible retirement date. That intent has not changed. My adjunct faculty obligations will conclude with the close of the Fall 2016 semester and it is my intent to submit my application for retirement to SURS effective December 17, 2016, the day after my 55th birthday.

This decision has not come without great sadness. I will miss all of you and cannot express to you the great honor it has been to serve IVCC and the many nursing students who have given me the privilege of participating in their educational experience. My only consolation is that I have the greater privilege of working along side many of them in the institutions they serve, continuing to mentor them as they make decisions about their own career paths as nurses.

IVCC has an outstanding nursing program, made so by the constant dedication of the faculty, staff and the students we serve. I look forward to the time I will have to spend with family during my retirement, but I wish to express that if there would ever be a need for me to assist IVCC in serving our nursing community in the future, do not hesitate to ask.

Once again, I thank all of you for all the support you have given me during my tenure at IVCC.

Sincerely,



Tina Nink, RN, MSN
Professor of Nursing, IVCC

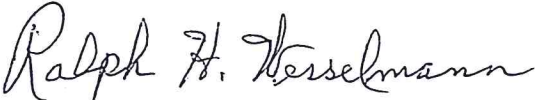
RECEIVED

NOV 22 2016

HUMAN RESOURCES

November 28, 2016

I, Ralph Wesselmann, trainer specialist at IVCC Truck Driver Training, will be retiring. Please consider this my resignation effective today, November 28, 2016.


Ralph Wesseimann

RECEIVED

NOV 28 2016

HUMAN RESOURCES



ILLINOIS VALLEY
COMMUNITY COLLEGE

Memorandum

To: Dr. Jerry Corcoran
From: Cheryl Roelfsema *CR*
Date: November 29, 2016
Subject: G4S Secure Solutions

G4S Secure Solutions (G4S) has provided security services for IVCC since August of 2011. Security coverage is 24 hours per day, seven days a week, 365 days per year. They have provided a well-trained, professional staff. G4S management has been very responsive to requests from IVCC administrators and has provided great customer service and a secure environment. Since July 2016 G4S has had two security officers at the Ottawa Center, one full-time and one part-time for a total of 60 hours per week.

With the additional responsibilities, G4S would like to create an assistant supervisor position. This would not increase the headcount but give an existing employee the title and \$1.00 per hour more in wages. The rate billed to IVCC would increase by \$1.52 per hour. The assistant supervisor would be on duty from 2:00 PM to 10:00 PM Monday through Friday. A job description has been developed by G4S with primary responsibility acting as the lead security officer on their shift. The assistant supervisor would also help with training new officers and providing refresher training for current officers.

I think this proposal will provide security leadership when the site supervisor is not on duty and will enhance the security of the College.



INTERNAL USE ONLY

Customer ID: 146383
PO Number: _____
Project Number: 0137267

CHANGE ORDER

Customer name: ("Company")

Illinois Valley Community College

Request date:

11-16-16

Effective date of the change:

1-1-17

Service Location:

Oglesby, IL

Change requested by: Cheryl Roelfsema, Associate VP of Business

Customer Name & Title

Anthony Haney, GM

G4S Name & Title

Proposed changes include:

| Add | Delete | Change | |
|-------------------------------------|--------------------------|--------------------------|-----------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pay Rate |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Bill Rate |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | One Time Bonus |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Service Address |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Billing Address |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special Service |

The proposed change is as follows:

New Category rate for Assistant CPO Supervisor is as follows:

| Title | Pay Rate | Bill Rate | Holiday Worked | Holiday Not Worked | OT Rate |
|--------------------------|----------|-----------|----------------|--------------------|---------|
| Assistant CPO Supervisor | \$14.50 | \$22.96 | \$45.92 | \$22.96 | \$34.44 |

COMPANY ACCEPTANCE OF CHANGE ORDER: The proposed changes above are acceptable and you are authorized to proceed. By signing this change order, I represent that I have the authority to approve the proposed change and to sign this document on behalf the Company.

Name: _____ Date: _____

Signature: _____ Title: _____

G4S ACCEPTANCE OF CHANGE ORDER: The above proposed changes are acceptable. By signing this change order, I represent that I have the authority to approve the proposed change and to sign this document on behalf of G4S.

Name: _____ Date: _____

Signature: _____ Title: _____



ILLINOIS VALLEY
COMMUNITY COLLEGE

Memorandum

To: Jerry Corcoran, Ed.D., President

From: Deborah Anderson, Ph.D., Vice President for Academic Affairs *da*

Date: November 28, 2016

Subject: Revised General Education Goals

During the past two years, the Assessment Committee has been reviewing and revising the general education goals, developing assessment rubrics for each goal, and administering campus-wide assessments of each goal. To date, every goal has been reviewed; some have been revised to be more relevant to the teaching that is done at IVCC. The complete list of general education goals, as revised by the Assessment Committee, approved by the Teaching and Learning Committee and the Strategic Leadership and Planning Council, and reviewed by the Board Planning Committee is below. This information is also available on the Assessment Committee's website at ivcc.edu/assessmentcommittee.

General Education

The purpose of general education at IVCC is to enhance students' abilities to think and act responsibly as citizens in a changing world.

The IVCC faculty has agreed that the goals outlined below will enable us to achieve this purpose. They will serve as guides for general education and will be addressed through IVCC's curriculum. Students will encounter teaching strategies and find learning activities designed to attain these goals embedded in courses throughout the curriculum.

1. To apply analytical and problem solving skills to personal, social, and professional issues and situations. The purpose of this goal is to help students develop competence in their ability to differentiate between fact and opinion, to determine the accuracy and completeness of information, to be able to compare and contrast information and points of view, to apply logical reasoning skills, to make reasonable judgments, and to draw logical conclusions. Students should

be able to apply these skills in both social and personal settings and use them to enhance their problem solving skills in the workplace.

2. To communicate successfully, both orally and in writing, to a variety of audiences. The purpose of this goal is to help students communicate clearly, appropriately, effectively, and creatively through both oral and written communication. These skills will be used throughout college, in the workplace, as well as in everyday life.

3. To construct a critical awareness of and appreciation for diversity. This goal seeks to foster and encourage the students' knowledge of and appreciation for their position as members of a global community by examining the cultures and their interconnectivity. Appreciation can be understood here to mean that students must have an adequate understanding and respect for difference before they can compare other cultures to their own. Aspects of given cultural groups may include but are not limited to the personal, philosophical, religious, social, economic, historical, and political.

4. To understand and use contemporary technology effectively and to understand its impact on the individual and society. The intent of this goal is to develop the ability of the students to access, understand and apply technology to their personal and professional lives, and to have an appreciation of the impact of technology on their communities.

5. To develop interpersonal capacity. The purpose of this goal is to help students develop the ability to interact effectively with others. Individuals with interpersonal capacity possess relationship building skills that are desirable in the workplace, as well as in the public sphere and their private lives.

6. To recognize what it means to act ethically and responsibly as an individual and as a member of society. The purpose of this goal is to assist students in developing an understanding of the tools necessary to form and evaluate a personal code of ethics and then to apply those tools within the context of their own lives. The faculty at IVCC aim to share a set of values with our students that will inspire them to develop a moral compass that will guide them in making ethical decisions in their personal, professional, and public lives.*

7. To recognize what it means to develop and maintain a healthy lifestyle in terms of mind, body, and spirit. This goal is intended to assist students in developing a lifelong, holistic approach to health maintenance because students thus equipped can utilize their skills and knowledge to create positive change in themselves and their communities.

8. To connect learning to life. Students apply new and existing knowledge to exhibit a long-term perspective for career planning and personal growth; thus, they display the understanding that interdisciplinary experiences promote life-long learning.

*In order for this goal to be accomplished, one must understand the difference between "values," "morals" and "ethics." "Values" are a set of enduring beliefs or attitudes about the worth of a person, object, idea or action. They are used to guide one in making decisions. Most students come to us with a set of values already in place. "Ethics" is most often defined as a systematic study of values and the principles of conduct. "Morality" is defined as the actual practice of virtue, or principles of right or wrong conduct in one's life.

REAL ESTATE LEASE AGREEMENT

THIS AGREEMENT, made and entered into this 1st day of January, 2017, by and between Illinois Valley Community College District No. 513, 815 North Orlando Smith Road, Oglesby, IL 61348 (hereinafter referred to as LANDLORD) AND Business Employment Skills Team, Inc., 815 N Orlando Smith Road, Oglesby, IL 61348 (hereinafter referred to as TENANT),

WITNESSETH:

1. PREMISES: LANDLORD does hereby lease to said TENANT the following described property, situated in the County of LaSalle:

1,485 square feet of office space in Building C (Rooms C327, C328, C329, C330, C331, C332, C333, C334, C335, C336), Illinois Valley Community College, 815 North Orlando Smith Road, Oglesby, IL 61348,

For the term of three (3) years, beginning the 1st day of January 2017 and ending the 31st day of December 2019.
2. RENT: TENANT agrees to pay rent at the rate of twenty thousand seven hundred ninety dollars (\$20,790) per year. Payments in the amount of \$1,732.50 will be due on the 1st of each month, beginning January 1, 2017 and ending December 31, 2019.
3. USE: TENANT will use the Premises for office space. TENANT may alter said use to any lawful purpose, upon the written consent of LANDLORD, which consent will not be unreasonably withheld.
4. UTILITIES: LANDLORD shall provide utilities including internet access, natural gas, electricity, water, and sewer, throughout the term of the Lease.
5. SERVICES: LANDLORD will provide janitorial services, including waste removal, pest control, and snow removal.
6. TELEPHONE SERVICE: LANDLORD will provide telephone service at a rate of \$19 per month per extension, which includes telephone hardware. If actual provider charges are greater, the TENANT will be charged the actual amount.
7. PARKING: TENANT and TENANT's clients will be allowed to park vehicles in Parking lot #7. No parking permit is required in this lot other than for the special low-emission spaces.
8. ADVERTISING: Any advertising on the premises will be at the expense of the TENANT but must first be approved by the LANDLORD.
9. IMPROVEMENTS OR ALTERATIONS: All improvements or alterations done by TENANT must first be approved by the LANDLORD.
10. ENTRY BY LANDLORD: TENANT will permit LANDLORD and LANDLORD's agents to enter the Premises, with reasonable advance written notice (except in the case of emergency), provided

such entry is made in a reasonable manner and does not unreasonably interfere with the conduct of TENANT's business.

11. INDEMNIFICATION: It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law, and this Agreement shall not be construed as seeking to either enlarge or diminish any obligation or duty owed by one party against the other or against third parties.
12. INSURANCE: LANDLORD will, at its sole cost and expense, at all times during Agreement Term, maintain in full force a policy or policies of insurance, written by one or more responsible insurance carriers, which will insure TENANT against liability for bodily injury and/or property damage occurring in or about the common facilities.

TENANT: TENANT will, at its sole cost and expense, at all times during the Agreement Term, maintain in full force a policy or policies of insurance, written by one or more responsible insurance carriers, which will insure LANDLORD against liability for bodily injury and/or property damage occurring in or about Premises. The liability under such insurance will not be less than \$1,000,000 per occurrence with \$2,000,000 aggregate coverage. TENANT will annually provide LANDLORD, on the anniversary date of TENANT's liability insurance renewal, with a certificate of insurance naming the LANDLORD and its subsidiaries, affiliates, officers, directors, and employees as additional insured on a primary and non-contributory basis as it respects liability the LANDLORD incurs as a result of the operations of the TENANT on the leased premises. The coverage includes a waiver of subrogation in favor of the LANDLORD and severability of interest. TENANT agrees to provide thirty (30) days advance written notice of cancellation.

13. REPAIRS AND MAINTENANCE: Negligent Acts or Omissions of TENANT: TENANT will pay to LANDLORD the reasonable cost of any repairs or maintenance required as a direct result of the negligent acts or omissions of TENANT, its agents, or employees.

Failure of LANDLORD to Make Repairs: If LANDLORD fails to maintain the Premises or to make the repairs within a reasonable time after written notice from TENANT, TENANT may perform such maintenance or make such repairs at its expense and demand reimbursement from LANDLORD.

DESTRUCTION: Total Destruction: If the Premises are totally destroyed by fire or other casualty, either LANDLORD or TENANT may terminate this Lease immediately by giving notice to the other party. In case of destruction during the Lease Term, rent will abate during the period and to the extent that the Premises are rendered unusable for TENANT's purposes.

PARTIAL DESTRUCTION: Notification by LANDLORD: If the Premises are partially destroyed, LANDLORD must within thirty (30) days of the destruction notify TENANT, in writing, of the time period in which restoration will be complete. Rent will abate during the period and to the extent that the Premises are rendered unusable for TENANT's purposes.

Notification by TENANT: TENANT may terminate this Lease by giving written notice within thirty (30) days after any of the following: if it is determined LANDLORD cannot restore the Premises to substantially the same condition as before destruction; if TENANT is notified that such

restoration period will be more than one hundred twenty (120) days. Rent will abate during the period and to the extent that the Premises are rendered unusable for TENANT's purposes.

ASSIGNMENT AND SUBLETTING: TENANT will not assign or sublet all or any portion of the Premises without the prior written consent of LANDLORD, which consent will not be unreasonably withheld.

14. YIELDING POSSESSION: The TENANT covenants with the LANDLORD that, at the expiration of the term of this Lease, TENANT will yield up the premises to the LANDLORD without further notice in as good condition as when the same was entered upon by the TENANT, loss by ordinary wear excepted.

15. DEFAULT BY TENANT: If any of the following events occur, each such event will constitute a material breach of this Lease, and LANDLORD may, at LANDLORD's option, exercise any or all rights available to a LANDLORD under the laws of the State of Illinois:

A default in the payment of rent when such a default continues for a period of thirty (30) days after written notice, or

TENANT fails to faithfully perform or observe any other covenant or undertaking required under this Lease and such failure continues for a period of thirty (30) days after written notice thereof.

Remedies: If this Lease terminates pursuant to a default by TENANT hereunder, LANDLORD may immediately enter upon and repossess the Premises and seek any remedies allowable under the laws of the State of Illinois, including specific performance.

16. DEFAULT BY LANDLORD: LANDLORD will be in default if LANDLORD fails to perform its obligations under this Lease within thirty (30) days after written notice by TENANT to LANDLORD specifying wherein LANDLORD has failed to perform such obligations. If the nature of LANDLORD's obligation is such that more than thirty (30) days are required for performance, then LANDLORD will not be in default if LANDLORD commences performance within such thirty (30) day period and thereafter diligently prosecutes the same to completion.

Remedies: If LANDLORD fails to cure a default within the time period set forth herein, TENANT will have the option to terminate this Lease, in addition to any other remedies allowable under the Laws of the State of Illinois, including specific performance.

17. EARLY TERMINATION: In the event of funding cuts or reductions, TENANT shall have the option to terminate this Lease by giving sixty (60) days written notice to LANDLORD of its intentions to exercise this option.

18. CARE AND MAINTENANCE: LANDLORD shall provide and pay all costs related to maintenance and janitorial services within the TENANT rental space.

19. APPLICABILITY OF LEASE: The terms, conditions, and covenants of this Lease shall apply to and be binding upon the parties of this Lease and their successors, assigns, representatives, administrators, executors, heirs, and nominees.

20. REMEDIES: The parties hereto may, in law or in equity, by suit, action, mandamus or any other proceeding, including, without limitation, specific performance, enforce or compel the performance of the terms and conditions of this lease, including the recovery of monetary damages. In the event of a judicial proceeding brought by one party to this Lease against the other party, the prevailing party in such judicial proceeding shall be entitled to reimbursement from the unsuccessful party of all costs and expenses, including reasonable attorneys' fees incurred in connection with the enforcement of this Lease and with such judicial proceeding.
21. ALTERATIONS OR AMENDMENTS TO LEASE: This written instrument provides all of the terms and conditions entered into and agreed to by the parties hereto, and there are no other further agreements between the parties other than that contained herein. Any additions, alterations, or amendments hereto shall be made in writing, signed by all parties hereto, and attached to and made a part of this Lease.
22. SEVERABILITY: The invalidity of any provision of this Lease as determined by a court of competent jurisdiction will in no way affect the validity of any other provision hereof.

LANDLORD

Illinois Valley Community College
District No. 513

By: 

Printed Name: Jerry Corcoran

Title: President

Date: November 30, 2016

TENANT

Business Employee Skills Team, Inc.

By: 

Printed Name: Kelly DeG

Title: Executive Director - Financial Operations

Date: 11/15/16

OFFICE OF THE PRESIDENT

Donna J. Nelson, Ph.D.
President-Elect, 2015
President, 2016
Immediate Past President, 2017

1155 SIXTEENTH STREET, N.W.
WASHINGTON, D.C. 20036
Phone 405-325-2288
Fax 202-872-6338
djnelson@ou.edu
twitter: @drdjnelson

November 11, 2016

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

Dear Dr. Ron Groleau:

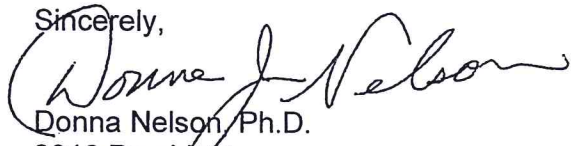
I am very pleased to inform you that the American Chemical Society (ACS) student chapter at Illinois Valley Community College has been selected to receive an Outstanding award for its activities conducted during the 2015-2016 academic year.

For the 2015-2016 academic year, over 400 chapter activity reports were submitted and The Society Committee on Education presented **46** outstanding, **93** commendable, and **145** honorable mention awards. You can find a list of the award winners in the November/December 2016 issue of *inChemistry*, the student member magazine. The award winning chapters will also be honored at the 253rd ACS National Meeting in San Francisco, CA on Sunday, April 2, 2017.

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

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

Sincerely,



Donna Nelson, Ph.D.
2016 President
American Chemical Society

cc: Dr. Matthew Johll
Dr. Promise Yong
Dr. Jerry M. Corcoran, President

NOVEMBER 20, 2016

DR. JEROME M. CORCORAN -

PERSONALLY, I GRADUATED FROM IVCC IN 1968 WHEN CLASSES WERE HELD IN L-P HIGH SCHOOL. BUT THIS FALL I DECIDED TO ENROLL IN A CLASS ON WEATHER AND CLIMATE TO HELP ME BETTER UNDERSTAND THE CONTROVERSIAL ISSUE OF GLOBAL WARMING. THE CLASS HAS BEEN GREAT AND I AM TRULY ENJOYING IT. ONE CLASS REQUIREMENT IS TO VISIT THE WRITING CENTER TO OBTAIN HELP WITH THE RESEARCH PAPER. I DIDN'T KNOW WHAT TO EXPECT BECAUSE THIS SERVICE HAS NOT ALWAYS BEEN PROVIDED. CHRISTIE WAS THE TUTOR I SAW AND SHE COULD NOT HAVE BEEN MORE HELPFUL. IT WAS AN HOUR WELL SPENT!

SINCERELY, BILL STRONG JR.

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.