



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Thursday, January 14, 2016  
Board Room  
6:30 p.m.**

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

## **IVCC'S MISSION STATEMENT**

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

### **BOARD AGENDA ITEMS**

#### **January**

Student Fall Demographic Profile

#### **February**

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

#### **March**

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

#### **April**

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

#### **May**

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

#### **June**

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

#### **July**

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

#### **August**

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

#### **September**

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

#### **October**

Authorize Preparation of Levy  
Audit Report

#### **November**

Adopt Tentative Tax Levy

#### **December**

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

**ILLINOIS VALLEY COMMUNITY COLLEGE**  
**Board of Trustees Meeting**  
**Thursday, January 14, 2016 – 6:30 p.m. – Board Room (C307)**

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## **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 – December 10, 2015 Board Meeting (Pages 1-5)
  - 6.2 Approval of Bills - \$1,233,655.18
    - 6.2.1 Education Fund - \$700,550.69
    - 6.2.2 Operations & Maintenance Fund - \$65,201.96
    - 6.2.3 Operations & Maintenance (Restricted Fund) - \$199,143.94
    - 6.2.4 Auxiliary Fund - \$221,089.79
    - 6.2.5 Restricted Fund - \$7,688.17
    - 6.2.6 Audit Fund - \$500.00
    - 6.2.7 Liability, Protection & Settlement Fund - \$39,480.63
  - 6.3 Treasurer's Report (Pages 6-23)
    - 6.3.1 Financial Highlights (Pages 7-8)
    - 6.3.2 Balance Sheet (Pages 9-10)
    - 6.3.3 Summary of FY16 Budget by Fund (Page 11)
    - 6.3.4 Budget to Actual Comparison (Pages 12-18)
    - 6.3.5 Budget to Actual By Budget Officers (Page 19)
    - 6.3.6 Statement of Cash Flows (Page 20)
    - 6.3.7 Investment Status Report (Pages 21-22)
    - 6.3.8 Disbursements - \$5,000 or more (Page 23)
  - 6.4 Personnel - Stipends for Pay Periods Ending November 28, 2015 and December 12, 2015, and December 26, 2015 (Pages 24-26)
7. President's Report
8. Committee Reports

9. Proposal Results – Truck Driver Training Tractor and Trailer Lease (Page 27)
10. Elimination of Financial Support for the Illinois Small Business Development Center (Page 28)
11. Transfer of Funds for Classroom Technology Improvements (Page 29)
12. Board Policies (Second Reading)(Pages 30-79)
13. Items for Information (Pages 80-84)
  - 13.1 Staff Appointment – IR/IT Programmer Analyst (full-time)(Page 80)
  - 13.2 Staff Retirement – Cathi Nelson, Peer Tutor Coordinator (Part-time)(Page 81)
  - 13.3 Staff Resignation – Marian Dzwonnik, EME Division (part-time)(Page 82)
  - 13.4 Staff Resignation – Jill Patterson, Senior Bookstore Assistant (Page 83)
  - 13.5 Fall 2015 Graduation (Page 84)
14. Trustee Comment
15. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) probable litigation; 3) collective negotiations; and 4) closed session minutes.
16. Employee Discipline – Possible Faculty Suspension
17. Other
18. Adjournment

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

**Minutes of Regular Meeting**  
**December 10, 2015**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, December 10, 2015 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  
David O. Mallery  
Everett J. Solon (entered the meeting at 6:40 p.m.)  
Austin M. Burnette, Student Trustee (entered the meeting at 6:40 p.m.)

**Members Absent:** Melissa M. Olivero, Chair

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

In the absence of Board Chair, Melissa Olivero, Dr. Driscoll called the meeting to order at 6:30 p.m.

**PUBLIC HEARING**

This being the time and place published for a Public Hearing regarding the FY2015 Tax Levy, Dr. Driscoll called for questions and/or comments from the audience. Since there were no questions and/or comments, Dr. Driscoll called for a motion to close the Public Hearing. It was moved by Dr. Huffman and seconded by Ms. Bonucci to close the Public Hearing. Motion passed by voice vote.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None.

## **CONSENT AGENDA**

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

The following items were approved in the consent agenda:

Approval of Minutes – November 3, 2015 Planning Committee Meeting; November 12, 2015 Closed Session Minutes Committee Meeting; and November 12, 2015 Board Meeting

Approval of Bills - \$2,242,693.97

Education Fund - \$709,515.28; Operations & Maintenance Fund - \$106,863.63; Operations & Maintenance (Restricted Fund) - \$8,804.36; Bond & Interest Fund - \$1,264,375.00; Auxiliary Fund - \$57,249.55; Restricted Fund - \$7,780.99; Audit Fund - \$7,500; and Liability, Protection and Settlement Fund - \$80,605.16

Treasurer's Report

Personnel

Approved the stipends for pay periods ending October 31, 2015 and November 14, 2015

## **PRESIDENT'S REPORT**

Dr. Corcoran reported the work that is wrapping up in the cyber café and student center is drawing quite a bit of attention. The substantial completion phase has passed and is nearing final acceptance on December 21. A grand opening of all areas impacted by Phase 3 of the major construction project is being planned for Tuesday, January 19<sup>th</sup> at 11 a.m. Those areas include student-life space plus labs for EMS and forensics programs--located in the lower level of Building D--and some new all-purpose classrooms nearby. Dr. Corcoran congratulated everyone who played a role in designing and supporting these areas. The students will be very impressed when they arrive for the first day of spring semester classes on January 14. Since the Board's next regularly scheduled meeting is also set for January 14, Dr. Corcoran encouraged board members who would like a tour to arrive 45 minutes early for a very informal walk-through. The November 20<sup>th</sup> IVCC Foundation Hall of Fame induction ceremony honoring Ray Brolley, Ralph Scriba, and Buckacre was a great success. Approximately 400 attended – Donna Swiskoski, Janice Corrigan, Rosie Lynch, Vince and Fran Brolley provided a wonderful program. Dr. Corcoran thanked Jane Goetz for attending and representing the Board. Mr. Scriba and his son, Jim, visited earlier in the day and they were incredibly impressed with the College's fine work and commitment to providing first-class facilities to match its top-notch faculty and staff. The fall 2015 Honorspalooza held on December 2<sup>nd</sup> was outstanding. Adam Oldaker and Nora Villarreal do a wonderful job every year of leading the Honors Program and guiding students while preparing to showcase their capstone projects. As Dr. Corcoran had discussed at a previous meeting of the Audit/Finance Committee, several members of the faculty have begun working on sabbatical leave request proposals with their deans that will have Fiscal Year 2017 implications. As is always the case, there is a need to evaluate each in terms of benefits to the College, our students and the faculty member. Cost to the institution is definitely a factor. The deadline for submitting requests is March 15. At the Illinois Manufacturers' Association annual luncheon which Dr. Corcoran attended last week (IVCC was one of only six community colleges to receive a \$25,000 award from the IMA Foundation), he had

the chance to hear Governor Rauner speak who made it sound like it very well could be four more months before a state budget is approved. This kind of uncertainty means so much of what the College would like to do is on hold for now; however, one of the sabbatical requests he has seen looks promising and could result in the college saving money, so we're hopeful that by the time the Board meets in April, the administration will know more about both the Fiscal Years 16 and 17 budgets and be in a solid position to recommend approval of at least one sabbatical request. The work done by Interact Communications to help build enrollments has been well received by staff and those leading the enrollment task force (i.e., Fran Brolley and Mark Grzybowski) are guiding the development of immediate and long-term outreach plans. Details will be provided in the spring as part of a campus update for the Board. The agriculture program development steering committee will be meeting next week to hear about themes that emerged while visiting with various stakeholder groups. Everyone appears to be eager and optimistic about breathing new life into the ag transfer program and uncovering niche markets for certificates and AAS degrees. This will also be a campus update. Also under the heading of strategies for rebuilding enrollments, the senior administration plans to discuss with the board's audit/finance committee the possibility of offering an incentive to high-performing high school graduates who have also completed a substantial number of college credits the opportunity to enroll immediately at IVCC and earn their associate's degree on a full-time basis for free. Dr. Corcoran is proud of the Running Start program that started at Marquette Academy years ago which has led to nine high school graduates earning their diploma and associate degrees simultaneously; three more will graduate in the spring with college degrees and eight are enrolled as juniors. However, in order to take this program to scale the College might need to modify it and offer waivers for qualified students with a solid g.p.a. This might be the ticket for boosting the number of people earning college credentials in IVCC's district. Although there is no recommendation for tonight, Dr. Corcoran is looking forward to discussing this with the Audit/Finance Committee in February. Dr. Corcoran reported last night's massage therapy graduation ceremony was a very classy event. Nine graduates were in attendance as were their loved ones. Cherie Monterastelli and her colleagues in Dean Bonnie Campbell's Health Professions Division were commended for a job well done.

## **COMMITTEE REPORTS**

None.

## **2015 TAX LEVY**

It was moved by Dr. Huffman and seconded by Ms. Goetz to 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.

Student Advisory Vote: "Aye" – Mr. Burnette. Roll Call Vote: "Ayes" – Mr. Solon, Ms. Bonucci, Ms. Goetz, Dr. Huffman, and Dr. Driscoll. "Naye" – Mr. Mallery. Motion carried.

## **FACULTY APPOINTMENT – DR. ANDREW P. SEEGER, WORLD LANGUAGES INSTRUCTOR**

It was moved by Dr. Huffman and seconded by Ms. Bonucci to approve the appointment of Dr. Andrew P. Seeger as World Languages Instructor assigned to the Division of Humanities, Fine Arts, and Social Sciences, with placement on the salary schedule at Step G-8, \$60,854 annualized, effective January 13, 2016. Motion passed by voice vote.

**FACULTY RETIREMENT – DIANE CHRISTIANSON, EARLY CHILDHOOD EDUCATION PROGRAM COORDINATOR/INSTRUCTOR**

It was moved by Mr. Solon and seconded by Ms. Bonucci to accept with regret Diane Christianson's request for retirement effective August 1, 2016 and wish her a long, happy, and healthy retirement. It was noted Diane is a very valuable employee. She has done an incredible job and will be missed. The Board wished her well. Motion passed by voice vote.

**STAFF APPOINTMENT – MS. JENNIFER SCHERI, INTERIM DIRECTOR OF CONTINUING EDUCATION AND BUSINESS SERVICES**

It was moved by Dr. Huffman and seconded by Ms. Goetz to approve the appointment of Jennifer Scheri as Interim Director of Continuing Education and Business Services, with additional compensation of \$400 per pay period until a new director is employed, effective December 28, 2015. Dr. Corcoran noted that Ms. Scheri will do a great job. Motion passed by voice vote.

**PURCHASE REQUEST – IP PHONE SYSTEM HARDWARE UPGRADE**

It was moved by Dr. Huffman and seconded by Ms. Goetz to approve the purchase of the hardware needed to upgrade the current Cisco IP phone system from the Burwood Group, Inc., for \$26,878.20. Motion passed by voice vote.

**MEN'S & WOMEN'S SOCCER**

It was moved by Ms. Goetz and seconded by Mr. Burnette to approve adding Men's and Women's Soccer as intercollegiate sports without waivers at the Division III level to begin with the Fall semester of 2016. Dr. Corcoran expressed his appreciation of the work done by Cory Tomasson and Mark Grzybowski. Mr. Mallery voted against adding soccer. Motion passed by voice vote.

**BOARD POLICIES (FIRST READING)**

In reviewing board policies, the administration recommended revisions to a number of policies including a new board policy. In accordance with Board Policy 1.21 - Policy Formulation and Adoption, any revisions to existing board policies or the adoption of a new policy must stand for reading at two regularly scheduled meetings of the Board. The revisions were presented to the Board Planning Committee and Board members were asked to submit their comments to the administration prior to voting in January. No action was taken on these policies at this meeting.

**SCHEDULE OF REGULAR MEETING DATES AND TIMES**

It was moved by Mr. Mallery and seconded by Mr. Solon to approve the following dates for 2016 and 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. Motion passed by voice vote.

Thursday, January 14, 2016  
Thursday, February 11, 2016  
Thursday, March 10, 2016  
Thursday, April 14, 2016  
Thursday, May 12, 2016  
Thursday, June 9, 2016

Thursday, July 14, 2016  
Thursday, August 18, 2016  
Thursday, September 8, 2016  
Thursday, October 13, 2016  
Thursday, November 10, 2016  
Thursday, December 8, 2016



**SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES**

It was moved by Ms. Bonucci and seconded by Dr. Huffman to release closed session minutes of the June 11, 2015 Closed Session Minutes Committee meeting and the June 11, 2015 (President’s Contract, Vice President’s Contracts, Part-time Faculty Pay Scale, and Coaches Salary Schedule) Board meeting. Motion passed by voice vote.

**TRUSTEE COMMENT**

Under Items for Information, Mr. John Immel submitted his letter of retirement. Dr. Huffman noted that Mr. Immel has been associated with the College for 42 years. He was a high school counselor and consistently referred students to IVCC. All of his children attended IVCC. He also does radio ads for the College. Dr. Huffman pointed out that he exemplifies many who work part-time for the College, do fine work, and are deserving of our recognition.

**CLOSED SESSION**

It was moved by Dr. Huffman and seconded by Ms. Goetz to convene a closed session at 6:55 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) probable litigation; 3) collective negotiations; and 4) closed session minutes. Motion passed by voice vote.

After a short break, the Board entered closed session at 6:58 p.m. On a motion by Dr. Huffman and seconded by Ms. Goetz, the regular meeting resumed at 8:31 p.m. Motion passed by voice vote.

**CLOSED SESSION MINUTES**

It was moved by Ms. Bonucci and seconded by Ms. Goetz to approve and retain the closed session minutes of the November 12, 2015 Closed Session Minutes Committee and the November 12, 2015 Board meeting. Motion passed by voice vote.

**OTHER**

None.

**ADJOURNMENT**

Dr. Driscoll declared the meeting adjourned at 8:32 p.m.

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Melissa M. Olivero, Board Chair

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Larry D. Huffman, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT  
DECEMBER 2015

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

Kathy Ross  
Controller

## FINANCIAL HIGHLIGHTS – December 2015

### Revenues

- As of December 18, the headcount for fall semester is 3,529, which is 245 students less than at the same point in time last year. Credit hours for fall 2015 decreased by 2,388, or 7.89 percent, for a total of 27,862, from this point in time one year ago. As of January 4, the headcount for Spring Semester 2016 is 2,732, which is 91 students more than at the same point in time last year. Credit hours for Spring 2016 decreased by 1,049, or 3.95 percent, for a total of 25,503, from this point in time one year ago. Spring semester classes start January 14. Students can still register for classes up until the second class period. Total credit hours for the FY2016 budget were level with FY2015. It will take an additional 6,637 credit hours to make this goal which means spring semester credit hours need to increase 7.3 percent over Spring Semester 2015. Below is a chart comparing FY2016 credit hours to FY2015:

	<b>FY2015</b>	<b>FY2016</b>	<b>Difference</b>	<b>% Difference</b>
Summer*	6,020	6,166	146	2.4%
Fall*	31,533	29,296	(2,237)	(7.1%)
Spring**	30,049	25,503	(4,546)	(15.1%)
Total	67,602	60,965	(6,637)	(9.82%)

\*As reported to ICCB – students attended past midterm point of the semester

\*\*Current statistics as of December 18

According to ICCB, a decline in enrollments has occurred every year since 2011. For all Illinois community colleges, headcount has decreased 14.9 percent from 2011 to 2015. Full-time equivalents (FTE) has also declined by 15.3 percent for all Illinois community colleges from 2011 to 2015. IVCC and our peer institutions have seen greater declines than the state average for headcount and FTE for 2011 through 2015 as well as headcount when comparing 2014 to 2015 but the decline in FTE was not as great as the state average when comparing 2014 to 2015.

- Since the State has not adopted a FY2016 budget, there have been no payments for MAP (Monetary Award Program) grants, base operating grants or equalization grants for FY2016. The College has covered these expenditures with reserve funds. In the previous fiscal year as of December 31, 2014, the College had received \$1,060,455 from the State - \$329,850 for MAP funding; \$65,288 for Adult Education, and the remainder for base operating grants. The Illinois General Assembly is back in session on January 11. The Governor’s Budget Address is scheduled for February 17. The primary election is scheduled for March 15.
- LaSalle County Board of Review property tax appeal hearings start on January 14. There are five hearings scheduled for January 14 asking for a total of \$1,457,000 in reduced assessments. These hearings include O’Neal Metals asking for a reduction of \$530,000 and Farm & Fleet asking for a reduction of \$466,000.

## **Expenditures**

College operations are continuing as normal despite no State budget. Some of the more significant variances in expenditures for the six months ending December 31, 2015 include the following:

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

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

Fund 01 – Education Fund – Institutional Support – Contractual – legal services \$34,575; computer services from Burwood Group - \$70,850; Ellucian administrative software annual fees - \$220,750;

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

Fund 06 – Restricted Fund – Instruction – Materials & Supplies – includes NAEYC dues of \$6,500, INAM grant purchases of \$19,700, and Inspire Illinois grant purchases of \$15,000;

Fund 12 – Liability, Protection & Settlement Fund – Institutional Support – Contractual Services – includes annual insurance consulting fee of \$4,950, tort-related legal expenses of \$4,800, Spring All-Staff presenter fee of \$8,000; \$10,325 in expenses connected with the June 2015 Truck Driver Training accident; and \$8,000 for training software for Title IX compliance.

## **Protection, Health & Safety Projects:**

- Building A Air Handler/Chiller Replacement – air handler and chiller are installed with initial startup scheduled for January 11;
- Building E Elevator – installed and ready for use;
- Building B Air Handler/Chiller Replacement – out for bid on January 25; pre bid meeting February 11; installation planned for winter 2016;
- Exterior Door Replacement – working on punch-list items;
- Building D Air Handler/Chiller Replacement – approved by ICCB with installation planned for winter 2017;
- Lecture Hall D225 Renovation – pre bid meeting January 20; bids due January 28; completion scheduled for early August.

## **Community Instructional Center Project:**

- Final completion on December 21 for all contractors except the general contractor, Vissering Construction – working on punch-list items. Spring 2016 classes will be held in the labs and classrooms and the student-life centers will be ready for occupancy by January 14.

Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 December 31, 2015

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
<b>Assets and Other Debits</b>								
Cash and cash equivalents	\$ (444,757)	\$ 2,107,631	\$ 169,307	\$ 530,433	\$ 242,613			\$ 2,605,227
Investments	8,619,569	11,092,784	633,052	480,151	-			20,825,556
Receivables								
Property taxes	7,911,385	1,797,330	1,261,600	-	-			10,970,315
Governmental claims	-	426,839	-	-	-			426,839
Tuition and fees	2,062,365	476	-	56,886	85			2,119,812
Due from other funds	1,161,109		5,895					1,167,004
Due from student groups								-
Bookstore inventories	-	-	-	1,008,000	-			1,008,000
Other assets	72,862	51,436	-	-	-		1,435,473	1,559,771
Fixed assets - net where applicable	-	-	-	8,358	-	61,977,676	-	61,986,034
Other debits								
Amount available in Debt Service Fund	-		-		-			-
Amount to be provided to retire debt	-		-		-		(1,170,473)	(1,170,473)
<b>Other Debits</b>	<u>\$19,382,533</u>	<u>\$15,476,496</u>	<u>\$ 2,069,854</u>	<u>\$ 2,083,828</u>	<u>\$ 242,698</u>	<u>\$61,977,676</u>	<u>\$ 265,000</u>	<u>\$ 101,498,085</u>

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Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 December 31, 2015

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
<b>Liabilities</b>								
Accounts payable	\$ 13,123	\$ -	\$ 3,146	\$ 23,905	\$ 7,004			\$ 47,178
Accrued salaries & benefits	1,550,690	25,328	-	20,198	-			1,596,216
Post-retirement benefits & other	62,839	-	-	-	-			62,839
Unclaimed property	1,249	2,407	-	-	18			3,674
Due to other funds	133,279	787,707	-	245,367	651			1,167,004
Due to student groups/deposits	56,915	-	-	-	235,025			291,940
Deferred revenue								-
Property taxes	3,958,411	899,275	631,235	-	-			5,488,921
Tuition and fees	-	-	-	-	-			-
Grants	-	-	-	-	-			-
Bonds payable	-	-	-	-	-		265,000	265,000
Total liabilities	<u>5,776,506</u>	<u>1,714,717</u>	<u>634,381</u>	<u>289,470</u>	<u>242,698</u>	<u>-</u>	<u>265,000</u>	<u>8,922,772</u>
<b>Equity and Other Credits</b>								
Investment in general fixed assets						61,977,676		61,977,676
Contributed capital								-
Retained earnings								-
Fund balance								-
Reserved for restricted purposes		13,761,779						13,761,779
Reserved for building purposes								-
Reserved for audit								-
Reserves - working cash								-
Reserved for debt service			1,435,473					1,435,473
Reserved for Liab., Prot., Sett.								-
Unreserved	<u>13,606,027</u>	<u>-</u>	<u>-</u>	<u>1,794,358</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>15,400,385</u>
Total equity and other credits	<u>13,606,027</u>	<u>13,761,779</u>	<u>1,435,473</u>	<u>1,794,358</u>	<u>-</u>	<u>61,977,676</u>	<u>-</u>	<u>92,575,313</u>
<b>Total Liabilities, Equity and Other Credits</b>	<u>\$19,382,533</u>	<u>\$15,476,496</u>	<u>\$ 2,069,854</u>	<u>\$ 2,083,828</u>	<u>\$ 242,698</u>	<u>\$61,977,676</u>	<u>\$ 265,000</u>	<u>\$ 101,498,085</u>

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

Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2016 Revenues & Expenditures by Fund  
 For the six months ended December 31, 2015

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Fund	Bond & Interest Fund	Working Cash Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 14,783,809	\$ 1,943,996	\$ 1,494,157	\$ 1,261,955	\$ 16,541	\$ 1,113,474	\$ 4,329,760	\$ 274,200	\$ 38,962	\$ 25,256,854
Actual Expenditures	(9,619,995)	(1,085,345)	(803,915)	(1,264,375)	-	(1,595,316)	(4,314,566)	(515,275)	(32,475)	(19,231,262)
Other Financing Sources (Uses)	30,640	-	-	-	-	(40,640)	10,000	-	-	-
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	5,194,454	858,651	690,242	(2,420)	16,541	(522,482)	25,194	(241,075)	6,487	6,025,592
Fund balances July 1, 2015	4,839,886	2,713,329	6,491,424	1,437,892	4,733,968	2,351,119	(10,821)	2,362,973	29,780	24,949,550
Fund balances December 31, 2015	<u>\$ 10,034,340</u>	<u>\$ 3,571,980</u>	<u>\$ 7,181,666</u>	<u>\$ 1,435,472</u>	<u>\$ 4,750,509</u>	<u>\$ 1,828,637</u>	<u>\$ 14,373</u>	<u>\$ 2,121,898</u>	<u>\$ 36,267</u>	<u>\$ 30,975,142</u>

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**Illinois Valley Community College District No. 513  
Fiscal Year 2016 Budget to Actual Comparison  
For the six months ended December 31, 2015**

	<u>Annual Budget FY2016</u>	<u>Actual 12/31/15</u>	<u>Act/Budget 50.0%</u>	<u>Actual 12/31/14</u>	<u>Act/Budget 50.0%</u>	<u>Annual Budget FY2015</u>
<b>EDUCATION FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 6,826,706	\$ 6,718,643	98.4%	\$ 6,749,820	99.8%	\$ 6,762,916
Corporate Personal Property Replacement Tax	873,556	248,854	28.5%	235,315	29.5%	798,556
TIF Revenues	381,000	265,706	69.7%	269,580	70.8%	381,000
Total Local Government	<u>8,081,262</u>	<u>7,233,203</u>	89.5%	<u>7,254,715</u>	91.3%	<u>7,942,472</u>
State Government:						
ICCB Credit Hour Grant	2,009,096	-	0.0%	474,740	24.7%	1,923,233
Equalization	50,000	-	0.0%	8,333	16.7%	50,000
Career/Technical Education Formula Grant	165,000	-	0.0%	98,466	59.7%	165,000
Other	-	-	0.0%	-	0.0%	-
Total State Government	<u>2,224,096</u>	<u>-</u>	0.0%	<u>581,539</u>	27.2%	<u>2,138,233</u>
Federal Government						
PELL Administrative Fees	8,300	345	4.2%	-	0.0%	10,000
Total Federal Government	<u>8,300</u>	<u>345</u>	4.2%	<u>-</u>	0.0%	<u>10,000</u>
Student Tuition and Fees:						
Tuition	7,451,219	6,589,462	88.4%	6,562,130	88.7%	7,399,631
Fees	897,300	769,875	85.8%	825,891	85.4%	966,527
Total Tuition and Fees	<u>8,348,519</u>	<u>7,359,337</u>	88.2%	<u>7,388,021</u>	88.3%	<u>8,366,158</u>
Other Sources:						
Public Service Revenue	428,950	152,336	35.5%	207,770	50.2%	413,960
Nongovernmental Gifts	-	-	0.0%	-	0.0%	40,000
Other	90,102	38,588	42.8%	35,303	32.2%	109,472
Total Other Sources	<u>519,052</u>	<u>190,924</u>	36.8%	<u>243,073</u>	43.1%	<u>563,432</u>
<b>TOTAL EDUCATION FUND REVENUE</b>	<u>\$ 19,181,229</u>	<u>14,783,809</u>	77.1%	<u>15,467,348</u>	81.3%	<u>19,020,295</u>
<b>EDUCATION FUND EXPENDITURES</b>						
Instruction:						
Salaries	\$ 8,915,712	4,479,981	50.2%	4,332,112	48.7%	8,893,252
Employee Benefits	1,585,859	660,315	41.6%	770,787	49.2%	1,567,960
Contractual Services	147,647	35,902	24.3%	33,430	23.8%	140,588
Materials & Supplies	461,421	133,312	28.9%	153,793	34.9%	441,166
Conference & Meeting Expenses	92,169	28,157	30.5%	16,158	22.8%	70,829
Fixed Charges	197,500	158,210	80.1%	180,726	82.3%	219,500
Utilities	-	-	0.0%	-	0.0%	600
Capital Outlay	4,094	-	0.0%	-	0.0%	3,245
Other	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 11,404,402</u>	<u>\$ 5,495,877</u>	48.2%	<u>\$ 5,487,006</u>	48.4%	<u>\$ 11,337,140</u>

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**Illinois Valley Community College District No. 513  
Fiscal Year 2016 Budget to Actual Comparison  
For the six months ended December 31, 2015**

<b>EDUCATION FUND EXPENDITURES (continued)</b>	<b>Annual Budget FY2016</b>	<b>Actual 12/31/15</b>	<b>Act/Budget 50.0%</b>	<b>Actual 12/31/14</b>	<b>Act/Budget 50.0%</b>	<b>Annual Budget FY2015</b>
<b>Academic Support:</b>						
Salaries	\$ 692,859	\$ 354,335	51.1%	\$ 317,764	47.2%	\$ 672,958
Employee Benefits	144,988	61,859	42.7%	71,698	53.3%	134,630
Contractual Services	172,207	136,482	79.3%	119,205	71.3%	167,246
General Materials & Supplies	473,885	181,635	38.3%	93,061	38.2%	243,898
Conference & Meeting Expenses	11,445	2,010	17.6%	1,250	10.5%	11,885
Fixed Charges	-	-	0.0%	300	0.0%	-
Utilities	25,343	11,177	44.1%	14,523	57.4%	25,283
Capital Outlay	78,750	31,890	40.5%	16,595	1952.4%	850
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>1,599,477</u>	<u>779,388</u>	<u>48.7%</u>	<u>634,396</u>	<u>50.5%</u>	<u>1,256,750</u>
<b>Student Services:</b>						
Salaries	1,226,134	668,400	54.5%	567,712	47.5%	1,194,194
Employee Benefits	322,348	121,146	37.6%	146,440	49.3%	296,852
Contractual Services	7,400	3,745	50.6%	4,149	66.4%	6,250
Materials & Supplies	54,260	20,934	38.6%	24,567	45.9%	53,560
Conference & Meeting Expenses	22,955	8,136	35.4%	6,615	32.0%	20,675
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	<u>1,633,097</u>	<u>822,361</u>	<u>50.4%</u>	<u>749,483</u>	<u>47.7%</u>	<u>1,571,531</u>
<b>Public Services/Continuing Education:</b>						
Salaries	453,520	245,438	0.0%	257,151	57.7%	445,953
Employee Benefits	51,310	29,618	57.7%	34,301	66.0%	51,932
Contractual Services	224,150	112,767	50.3%	88,213	33.5%	263,250
Materials & Supplies	78,350	43,300	55.3%	36,529	43.0%	85,025
Conference & Meeting Expenses	19,465	5,109	26.2%	5,042	40.3%	12,510
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	339	0.0%	-
Total Public Services/Continuing Education	<u>826,795</u>	<u>436,232</u>	<u>52.8%</u>	<u>421,575</u>	<u>49.1%</u>	<u>858,670</u>
<b>Institutional Support:</b>						
Salaries	1,792,349	923,078	51.5%	836,536	49.6%	1,686,123
Employee Benefits	486,552	216,279	44.5%	241,679	47.8%	505,137
Contractual Services	623,325	377,016	60.5%	423,319	79.1%	535,329
Materials & Supplies	502,230	276,218	55.0%	246,899	51.0%	484,584
Conference & Meeting Expenses	60,750	18,467	30.4%	10,714	16.0%	66,900
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	9,628	4,832	50.2%	5,577	49.7%	11,228
Capital Outlay	157,250	40,940	26.0%	386,434	51.4%	751,280
Other	24,375	(492)	-2.0%	(835)	-2.0%	41,000
Provision for Contingency	151,767	-	0.0%	-	0.0%	-
Total Institutional Support	<u>3,808,226</u>	<u>1,856,338</u>	<u>48.7%</u>	<u>2,150,323</u>	<u>52.7%</u>	<u>4,081,581</u>
Scholarships, Grants and Waivers	488,750	229,799	47.0%	253,106	43.0%	588,700
<b>TOTAL EDUCATION FUND EXPENDITURES</b>	<u>\$ 19,760,747</u>	<u>\$ 9,619,995</u>	<u>48.7%</u>	<u>\$ 9,695,889</u>	<u>49.2%</u>	<u>\$ 19,694,372</u>
<b>INTERFUND TRANSFERS - NET</b>	<u>\$ 580,268</u>	<u>\$ 30,640</u>	<u>0.0%</u>	<u>\$ (14,805)</u>	<u>0.0%</u>	<u>\$ 751,280</u>

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**Illinois Valley Community College District No. 513  
Fiscal Year 2016 Budget to Actual Comparison  
For the six months ended December 31, 2015**

	<u>Annual Budget FY2016</u>	<u>Actual 12/31/15</u>	<u>Act/Budget 50.0%</u>	<u>Actual 12/31/14</u>	<u>Act/Budget 50.0%</u>	<u>Annual Budget FY2015</u>
<b>OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 1,197,142	\$ 1,192,910	99.6%	\$ 1,203,786	99.8%	\$ 1,206,048
Corporate Personal Property Replacement Tax	165,921	43,915	26.5%	41,526	29.5%	140,921
TIF	127,000	88,569	69.7%	89,860	70.8%	127,000
Total Local Government	<u>1,490,063</u>	<u>1,325,394</u>	<u>88.9%</u>	<u>1,335,172</u>	<u>90.6%</u>	<u>1,473,969</u>
State Government:						
ICCB Credit Hour Grant	174,704	-	0.0%	83,778	24.7%	339,394
Total State Government	<u>174,704</u>	<u>-</u>	<u>0.0%</u>	<u>83,778</u>	<u>24.7%</u>	<u>339,394</u>
Student Tuition and Fees:						
Tuition	610,408	541,830	88.8%	553,513	94.0%	589,134
Total Tuition and Fees	<u>610,408</u>	<u>541,830</u>	<u>88.8%</u>	<u>553,513</u>	<u>94.0%</u>	<u>589,134</u>
Other Sources:						
Facilities Revenue	125,000	75,165	60.1%	62,136	54.0%	115,000
Investment Revenue	1,500	1,020	68.0%	855	42.8%	2,000
Other	-	587	0.0%	8,163	-	-
Total Other Sources	<u>126,500</u>	<u>76,772</u>	<u>60.7%</u>	<u>71,154</u>	<u>60.8%</u>	<u>117,000</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>	<b>\$ 2,401,675</b>	<b>\$ 1,943,996</b>	<b>80.9%</b>	<b>\$ 2,043,617</b>	<b>81.1%</b>	<b>\$ 2,519,497</b>

	<u>Annual Budget FY2016</u>	<u>Actual 12/31/15</u>	<u>Act/Budget 50.0%</u>	<u>Actual 12/31/14</u>	<u>Act/Budget 50.0%</u>	<u>Annual Budget FY2015</u>
<b>OPERATIONS &amp; MAINTENANCE FUND</b>						
Operations & Maintenance of Plant:						
Salaries	\$ 870,560	\$ 455,265	52.3%	\$ 396,974	46.2%	\$ 858,848
Employee Benefits	261,511	94,694	36.2%	130,283	48.9%	266,394
Contractual Services	196,000	81,994	41.8%	172,608	96.7%	178,550
General Materials & Supplies	224,070	64,969	29.0%	81,556	37.3%	218,470
Conference & Meeting Expenses	5,675	50	0.9%	281	16.3%	1,725
Fixed Charges	69,750	61,994	88.9%	68,458	103.3%	66,250
Utilities	649,713	343,966	52.9%	261,138	35.9%	726,900
Capital Outlay	94,000	9,846	10.5%	-	0.0%	626,038
Provision for Contingency	25,000	-	0.0%	-	0.0%	-
Other	(63,000)	(63,000)	0.0%	(63,000)	0.0%	(63,000)
Total Operations & Maintenance of Plant	<u>2,333,279</u>	<u>1,049,778</u>	<u>45.0%</u>	<u>1,048,298</u>	<u>36.4%</u>	<u>2,880,175</u>
Institutional Support:						
Salaries	48,149	22,867	47.5%	20,766	41.9%	49,556
Employee Benefits	10,297	4,757	46.2%	6,739	69.7%	9,665
Contractual Services	1,500	2,491	166.1%	2,491	166.1%	1,500
Materials & Supplies	3,450	1,242	36.0%	901	25.0%	3,601
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	5,000	4,210	84.2%	4,210	84.2%	5,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>68,396</u>	<u>35,567</u>	<u>52.0%</u>	<u>35,107</u>	<u>50.6%</u>	<u>69,322</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>	<b>\$ 2,401,675</b>	<b>\$ 1,085,345</b>	<b>45.2%</b>	<b>\$ 1,083,405</b>	<b>36.7%</b>	<b>\$ 2,949,497</b>

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Illinois Valley Community College District No. 513  
 Fiscal Year 2016 Budget to Actual Comparison  
 For the six months ended December 31, 2015

	Annual Budget FY2016	Actual 12/31/15	Act/Budget 50.0%	Actual 12/31/14	Act/Budget 50.0%	Annual Budget FY2015
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Local Government Sources						
Current Taxes	\$ 1,496,428	\$ 1,491,137	99.6%	\$ 1,484,369	99.1%	\$ 1,498,515
State Government Sources	235,000	-	0.0%	-	0.0%	2,000,000
Investment Revenue	3,572	3,020	84.5%	2,383	29.8%	8,000
Other Revenue	-	-	0.0%	-	0.0%	-
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) REVENUES</b>	<b>\$ 1,735,000</b>	<b>1,494,157</b>	<b>86.1%</b>	<b>1,486,752</b>	<b>42.4%</b>	<b>3,506,515</b>
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Operations & Maintenance						
Contractual Services	\$ -	13,300	0.0%	(41,850)	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	2,977,071	790,615	26.6%	582,713	16.6%	3,500,000
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>	<b>\$ 2,977,071</b>	<b>803,915</b>	<b>27.0%</b>	<b>540,863</b>	<b>15.5%</b>	<b>3,500,000</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 270,000</b>		<b>\$ 270,000</b>
<b>BOND &amp; INTEREST FUND</b>						
Local Government Sources						
Current Taxes	\$ 1,267,175	\$ 1,261,228	99.5%	\$ 1,262,093	99.7%	\$ 1,266,316
Investment Revenue	1,000	727	72.7%	705	20.1%	3,500
<b>TOTAL BOND &amp; INTEREST FUND REVENUES</b>	<b>1,268,175</b>	<b>1,261,955</b>	<b>99.5%</b>	<b>1,262,798</b>	<b>99.4%</b>	<b>1,269,816</b>
<b>BOND &amp; INTEREST FUND</b>						
Institutional Support:						
Debt Principal Retirement	\$ 1,245,000	1,245,000	100.0%	1,215,000	100.0%	1,215,000
Interest on Bonds	22,188	18,875	85.1%	32,544	0.0%	51,425
Fees	500	500	100.0%	500	100.0%	500
<b>TOTAL BOND &amp; INTEREST EXPENDITURES</b>	<b>\$ 1,267,688</b>	<b>\$ 1,264,375</b>	<b>99.7%</b>	<b>\$ 1,248,044</b>	<b>98.5%</b>	<b>\$ 1,266,925</b>
<b>WORKING CASH FUND</b>						
Investment Revenue	\$ 20,000	\$ 16,541	82.7%	\$ 7,094	28.4%	\$ 25,000
<b>TOTAL WORKING CASH REVENUES</b>	<b>20,000</b>	<b>16,541</b>	<b>82.7%</b>	<b>7,094</b>	<b>28.4%</b>	<b>25,000</b>
Transfers In (Out)	\$ (70,000)	\$ -	0.0%	\$ -		\$ -

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Illinois Valley Community College District No. 513  
 Fiscal Year 2016 Budget to Actual Comparison  
 For the six months ended December 31, 2015

	Annual Budget FY2016	Actual 12/31/15	Act/Budget 50.0%	Actual 12/31/14	Act/Budget 50.0%	Annual Budget FY2015
AUXILIARY ENTERPRISES FUND						
Service Fees	\$ 2,385,600	\$ 1,110,825	46.6%	\$ 1,230,595	55.2%	\$ 2,228,700
Other Revenue	-	1,899	0.0%	40	0.0%	-
Investment Revenue	3,000	750	25.0%	570	12.7%	4,500
<b>TOTAL AUXILIARY ENTERPRISES FUND REVENUES</b>	<b>2,388,600</b>	<b>1,113,474</b>	<b>46.6%</b>	<b>1,231,205</b>	<b>55.1%</b>	<b>2,233,200</b>

	Annual Budget FY2016	Actual 12/31/15	Act/Budget 50.0%	Actual 12/31/14	Act/Budget 50.0%	Annual Budget FY2015
AUXILIARY ENTERPRISES FUND						
Salaries	\$ 339,239	167,839	49.5%	148,573	44.2%	336,026
Employee Benefits	89,872	36,800	40.9%	39,323	42.6%	92,335
Contractual Services	42,230	24,138	57.2%	18,676	41.5%	45,050
Materials & Supplies	1,973,765	1,267,703	64.2%	1,475,543	74.7%	1,975,230
Conference & Meeting	28,430	14,343	50.5%	8,569	32.4%	26,456
Fixed Charges	45,150	21,493	47.6%	8,524	18.9%	45,150
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	5,748	-	0.0%	-	0.0%	3,838
Other	111,500	63,000	56.5%	63,038	600.4%	10,500
<b>TOTAL AUXILIARY ENTERPRISES EXPENDITURES</b>	<b>2,635,934</b>	<b>1,595,316</b>	<b>60.5%</b>	<b>1,762,246</b>	<b>69.5%</b>	<b>2,534,585</b>

Transfer In (Out)	\$ (475,336)	\$ (40,640)	0.0%	\$ 61,414	0.0%	\$ 338,586
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	Annual Budget FY2016	Actual 12/31/15	Act/Budget 50.0%	Actual 12/31/14	Act/Budget 50.0%	Annual Budget FY2015
RESTRICTED PURPOSES FUND						
Local Government Sources	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
State Government Sources	313,970	395,144	125.9%	564,226	144.4%	390,814
Federal Government Sources	5,826,932	3,204,989	55.0%	3,760,703	55.6%	6,765,584
Service Fees	3,000	1,430	47.7%	6,865	228.8%	3,000
Nongovernmental gifts or grants	58,768	364,099	0.0%	-	0.0%	60,000
Other Revenue	-	364,098	0.0%	328,374	0.0%	-
<b>TOTAL RESTRICTED PURPOSES FUND REVENUES</b>	<b>\$ 6,202,670</b>	<b>4,329,760</b>	<b>69.8%</b>	<b>4,660,168</b>	<b>64.6%</b>	<b>7,219,398</b>

	Annual Budget FY2016	Actual 12/31/15	Act/Budget 50.0%	Actual 12/31/14	Act/Budget 50.0%	Annual Budget FY2015
RESTRICTED PURPOSES FUND						
Instruction:						
Salaries	\$ 474,258	239,124	50.4%	202,748	41.0%	495,023
Employee Benefits	108,540	56,032	51.6%	53,502	47.8%	111,838
Contractual Services	25,135	7,954	31.6%	56,080	74.0%	75,830
Materials & Supplies	57,846	48,002	83.0%	69,127	55.4%	124,746
Conference & Meeting	24,339	13,032	53.5%	14,986	23.7%	63,266
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	2,500	586	23.4%	1,176	89.5%	1,314
Capital Outlay	-	38,195	0.0%	383,014	181.1%	211,541
Other	-	-	0.0%	300	0.0%	-
Total Instruction	\$ 692,618	\$ 402,925	58.2%	\$ 780,933	72.1%	\$ 1,083,558

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Illinois Valley Community College District No. 513  
 Fiscal Year 2016 Budget to Actual Comparison  
 For the six months ended December 31, 2015

RESTRICTED PURPOSES FUND	Annual Budget FY2016	Actual 12/31/15	Act/Budget 50.0%	Actual 12/31/14	Act/Budget 50.0%	Annual Budget FY2015
Academic Support						
Salaries	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
Employee Benefits	-	-	0.0%	-	0.0%	-
Materials & Supplies	-	-	0.0%	5,000	0.0%	-
Conference & Meeting	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>5,000</u>	<u>0.0%</u>	<u>-</u>
Student Services						
Salaries	189,882	99,988	52.7%	89,620	47.8%	187,602
Employee Benefits	77,435	38,056	49.1%	33,833	49.4%	68,484
Contractual Services	2,150	696	32.4%	4,953	213.5%	2,320
Materials & Supplies	2,100	2,012	95.8%	1,468	27.2%	5,400
Conference & Meeting	3,071	1,145	37.3%	1,111	18.2%	6,112
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRIO Grant)	16,014	3,000	18.7%	11,300	56.5%	20,000
Total Student Services	<u>290,652</u>	<u>144,897</u>	<u>49.9%</u>	<u>142,285</u>	<u>49.1%</u>	<u>289,918</u>
Public Service						
Salaries	149,970	63,458	42.3%	86,100	56.4%	152,530
Employee Benefits	39,999	12,285	30.7%	19,821	56.9%	34,845
Contractual Services	500	2,067	413.4%	2,608	434.7%	600
Materials & Supplies	1,731	212	12.2%	3,511	154.3%	2,275
Conference & Meeting	2,800	3,593	0.0%	9,303	195.9%	4,750
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	198	0.0%	99	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Public Service	<u>195,000</u>	<u>81,813</u>	<u>42.0%</u>	<u>121,442</u>	<u>62.3%</u>	<u>195,000</u>
Operations and Maintenance of Plant						
Contractual Services	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	73,600
Total Operations & Maintenance of Plant	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>-</u>	<u>0.0%</u>	<u>73,600</u>
Institutional Support						
Salaries (Federal Work Study)	\$ 88,364	\$ 67,523	76.4%	\$ 49,984	54.5%	\$ 91,689
Total Institutional Support	<u>88,364</u>	<u>67,523</u>	<u>76.4%</u>	<u>49,984</u>	<u>54.5%</u>	<u>91,689</u>
Student grants and waivers (PELL & SEOG)	<u>4,987,268</u>	<u>3,617,408</u>	<u>72.5%</u>	<u>4,065,190</u>	<u>74.0%</u>	<u>5,495,633</u>
<b>TOTAL RESTRICTED FUND EXPENDITURES</b>	<u><u>6,253,902</u></u>	<u><u>\$ 4,314,566</u></u>	<u>69.0%</u>	<u><u>\$ 5,164,834</u></u>	<u>71.4%</u>	<u><u>\$ 7,229,398</u></u>
<b>Transfer In (Out)</b>	<u><u>\$ 26,482</u></u>	<u><u>\$ 10,000</u></u>	<u>0.0%</u>	<u><u>\$ 29,805</u></u>	<u>0.0%</u>	<u><u>\$ (15,000)</u></u>

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Illinois Valley Community College District No. 513  
 Fiscal Year 2016 Budget to Actual Comparison  
 For the six months ended December 31, 2015

	Annual Budget FY2016	Actual 12/31/15	Act/Budget 50.0%	Actual 12/31/14	Act/Budget 50.0%	Annual Budget FY2015
<b>LIABILITY, PROTECTION, &amp; SETTLEMENT FUND</b>						
Local Government Sources	\$ 270,255	\$ 268,143	99.2%	\$ 249,342	95.6%	\$ 260,808
Investment Revenue	5,000	6,057	121.1%	(4,924)	-19.7%	25,000
Other	-	-	0.0%	-	0.0%	-
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUES</b>	<u>275,255</u>	<u>274,200</u>	99.6%	<u>244,418</u>	85.5%	<u>285,808</u>
<b>LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>						
Operations & Maintenance of Plant						
Contractual Services	\$ 356,550	\$ 181,008	50.8%	\$ 173,365	49.3%	\$ 351,500
Material & Supplies	330	77	23.3%	433	173.2%	250
Conference & Meeting	500	289	57.8%	282	56.4%	500
Utilities	550	201	0.0%	238	0.0%	500
Capital Outlay	-	55,151		-		-
Total for Operations & Maintenance of Plant	\$ 357,930	\$ 236,726	66.1%	\$ 174,318	49.4%	\$ 352,750
Institutional Support						
Salaries	\$ 90,462	\$ 42,509	47.0%	\$ 36,693	49.8%	\$ 73,689
Employee Benefits	211,001	4,436	4.9%	4,189	1.9%	217,616
Contractual Services	23,150	37,265	161.0%	6,235	21.5%	29,000
Materials & Supplies	1,550	154	0.0%	24	2.4%	1,000
Conference & Meeting	-	2,000	0.0%	-	0.0%	-
Fixed Charges	319,850	192,185	60.1%	288,234	79.7%	361,500
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	646,013	278,549	43.1%	335,375	49.1%	682,805
<b>TOTAL LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>	<u>\$ 1,003,943</u>	<u>\$ 515,275</u>	51.3%	<u>\$ 509,693</u>	49.2%	<u>\$ 1,035,555</u>
<b>AUDIT FUND</b>						
Local Government Sources	\$ 37,708	\$ 38,956	103.3%	\$ 36,097	102.3%	\$ 35,277
Investment Revenue	250	6	0.0%	22	0.0%	-
<b>TOTAL AUDIT FUND REVENUES</b>	<u>37,958</u>	<u>38,962</u>	102.6%	<u>36,119</u>	102.4%	<u>35,277</u>
<b>AUDIT FUND</b>						
Contractual Services	35,000	32,475	92.8%	28,700	80.4%	35,700
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<u>\$ 35,000</u>	<u>\$ 32,475</u>	92.8%	<u>\$ 28,700</u>	80.4%	<u>\$ 35,700</u>

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**Illinois Valley Community College District No. 513  
Fiscal Year 2016 Budget to Actual Comparison  
All Funds - By Budget Officer  
For the six months ended December 31, 2015**

<u>Department</u>	<u>Annual Budget FY2016</u>	<u>Actual 12/31/2015</u>	<u>Act/Budget 50.0%</u>	<u>Explanation</u>
President	\$ 327,955	\$ 172,219	52.5%	
Board of Trustees	14,450	12,145	84.0%	
Community Relations	471,445	249,861	53.0%	
Continuing Education	999,560	511,034	51.1%	
Facilities	5,285,350	1,713,595	32.4%	
Information Technologies	2,250,342	1,154,566	51.3%	
Academic Affairs	315,414	169,986	53.9%	
Academic Affairs (AVPCE)	663,320	591,577	89.2%	Ottawa Center annual rent; TDT truck leases
Adult Education	498,204	214,871	43.1%	
Learning Technologies	686,110	347,278	50.6%	
Career & Tech Education Division	1,757,289	722,032	41.1%	
Natural Science & Business Division	2,356,277	1,123,995	47.7%	
Humanities & Fine Arts/Social Science Division	1,975,607	1,076,188	54.5%	
Health Professions Division	2,209,935	1,063,160	48.1%	
English, Mathematics, Education Division	2,776,921	1,317,936	47.5%	
Admissions & Records	390,144	186,866	47.9%	
Counseling	644,907	334,354	51.8%	
Student Services	170,125	78,716	46.3%	
Financial Aid	5,449,406	3,868,630	71.0%	Includes financial aid for summer and fall semesters
Athletics	248,628	108,668	43.7%	
TRiO (Student Success Grant)	290,652	144,897	49.9%	
Campus Security	355,780	235,651	66.2%	\$55,000 final payment for DAS project
Business Services/General Institution	2,257,524	1,725,317	76.4%	Annual bond payment
Risk Management	638,163	279,623	43.8%	Includes annual workers' comp insurance premium
Tuition Waivers	553,750	229,799	41.5%	
Purchasing	87,443	43,806	50.1%	
Human Resources	128,966	58,489	45.4%	
Bookstore	2,201,887	1,407,412	63.9%	Purchases include books for fall and spring semesters
Shipping & Receiving	68,396	35,568	52.0%	
Copy Center	140,993	53,023	37.6%	
<b>Total FY16 Expenditures</b>	<b><u>\$ 36,214,943</u></b>	<b><u>\$ 19,231,262</u></b>	<b>53.1%</b>	

**Illinois Valley Community College**  
**Statement of Cash Flows**  
**for the Month ended December 31, 2015**

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ (27,243.22)	\$ 96,960.88	\$ 1,028,675.95	\$ (830,693.48)	\$ 545,112.23	\$ (555,261.47)	\$ 1,447,665.88	\$ (9,532.88)	\$ (171,885.07)	\$ -	\$ 1,523,798.82
Total Receipts	883,065.94	107,020.46	7,205.37	5,942.30	63,658.16	19,837.50	387.62	210.92	1,241.13	5,211.00	\$ 1,093,780.40
Total Cash	855,822.72	203,981.34	1,035,881.32	(824,751.18)	608,770.39	(535,423.97)	1,448,053.50	(9,321.96)	(170,643.94)	5,211.00	2,617,579.22
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	626,859.52	200,000.00	-	1,000,000.00	-	100,000.00	-	25,000.00	75,000.00	-	2,026,859.52
Expenditures	(1,848,013.75)	(185,515.61)	(199,143.94)	-	(264,923.02)	(129,601.27)	-	(500.00)	(49,361.80)	-	(2,677,059.39)
ACCOUNT BALANCE	(365,331.51)	218,465.73	836,737.38	175,248.82	343,847.37	(565,025.24)	1,448,053.50	15,178.04	(145,005.74)	5,211.00	1,967,379.35
Deposits in Transit	(2,169.22)										(2,169.22)
Outstanding Checks	244,510.84										244,510.84
<b>BANK BALANCE</b>	<b>(122,989.89)</b>	<b>218,465.73</b>	<b>836,737.38</b>	<b>175,248.82</b>	<b>343,847.37</b>	<b>(565,025.24)</b>	<b>1,448,053.50</b>	<b>15,178.04</b>	<b>(145,005.74)</b>	<b>5,211.00</b>	<b>2,209,720.97</b>
Certificates of Deposit	-	-	-	-	248,000.00	-	2,395,491.76	-	2,100,000.00	-	4,743,491.76
Illinois Funds	5,913,743.12	2,705,826.04	3,904,191.21	633,051.62	232,151.50	72,920.63	900,670.75	2,317.00	21,133.60	-	14,386,005.47
CDB Trust Fund CTC			110,728.08								110,728.08
Bldg Reserve-ILLFund			1,083,546.28								1,083,546.28
<b>Total Investment</b>	<b>\$ 5,913,743.12</b>	<b>\$ 2,705,826.04</b>	<b>\$ 5,098,465.57</b>	<b>\$ 633,051.62</b>	<b>\$ 480,151.50</b>	<b>\$ 72,920.63</b>	<b>\$ 3,296,162.51</b>	<b>\$ 2,317.00</b>	<b>\$ 2,121,133.60</b>	<b>\$ -</b>	<b>\$ 20,323,771.59</b>

LaSalle State Bank	\$ 136,027.09
Centrue Bank	2,073,693.88
	<u>\$ 2,209,720.97</u>

Respectfully submitted,



Kathy Ross  
Controller



ILLINOIS VALLEY COMMUNITY COLLEGE  
 INVESTMENT STATUS REPORT  
 December 31, 2015

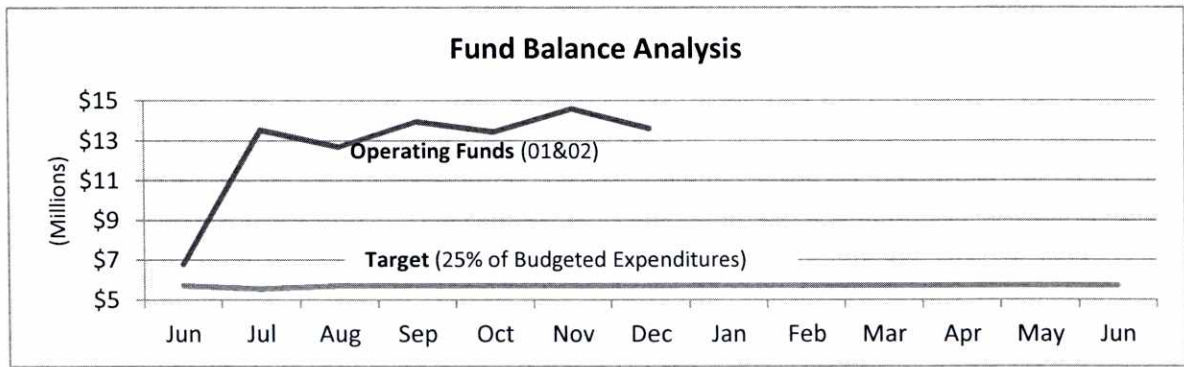
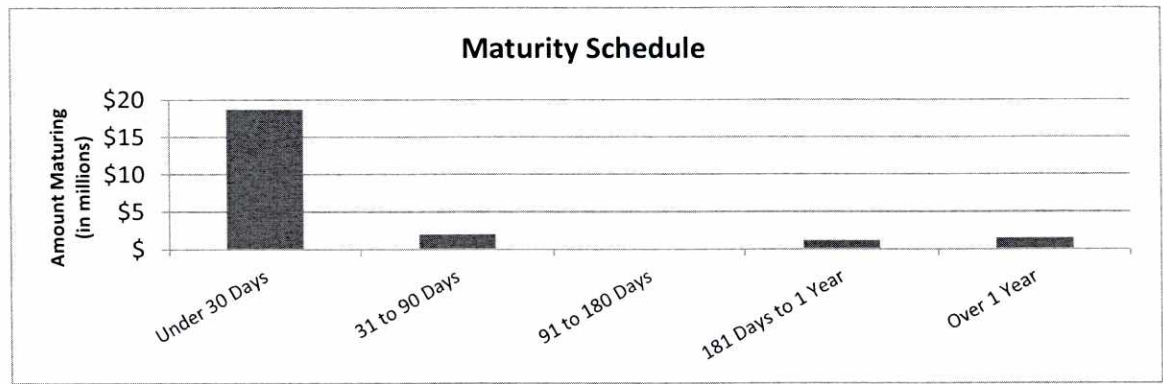
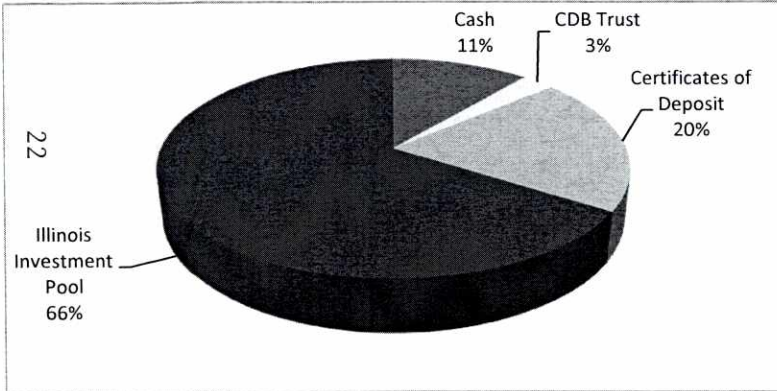
<u>DUE</u>	<u>Education</u>	<u>Oper &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
3/26/2016							1,000,000	1,000,000	NCB	0.35%	0.35%	40419
3/31/2016						1,000,000		1,000,000	LSB	0.39%	0.39%	
4/22/2016							100,000	100,000	MB	0.45%	0.45%	914161
10/29/2016							1,000,000	1,000,000	MB	0.60%	0.60%	916139
11/7/2016						150,000		150,000	MB	0.65%	0.65%	915192
4/10/2017						248,000		248,000	MBS	0.85%	0.85%	
7/18/2017						996,048		997,492	MBS	1.24%	1.24%	RMB-02732
5/20/2020					248,000			248,000	MBS	2.05%	2.05%	
<b>Total CD</b>	-	-	-	-	248,000	2,394,048	2,100,000	4,743,492				

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

**Illinois Valley Community College District No. 513  
Investment Status Report  
All Funds  
December 31, 2015**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	11.2%	\$ 2,636,164	0.34%
CDB Trust	2.6%	612,513	0.10%
Certificates of Deposit	20.2%	4,743,492	0.70%
Illinois Investment Pool	65.9%	15,469,551	0.01%
<b>Total</b>		<b>\$ 23,461,720</b>	<b>0.29%</b>

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds (US Bank)	\$ 15,469,551			\$ 15,469,551	66%
Centrue Bank			2,278,533	2,278,533	10%
North Central Bank		1,000,000		1,000,000	4%
Heartland Trust Acct			612,513	612,513	3%
LaSalle State Bank		1,000,000	136,556	1,136,556	5%
First State Bank				-	0%
Multi Bank Securities		1,493,492		1,493,492	6%
Heartland Bank			221,075	221,075	1%
Marseilles Bank		1,250,000		1,250,000	5%
	<b>\$ 15,469,551</b>	<b>\$ 4,743,492</b>	<b>\$ 3,248,677</b>	<b>\$ 23,461,720</b>	<b>100%</b>



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**\$5,000 and Over Disbursement**  
**12/01/15 - 12/31/15**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
723976	12/02/15	0108916	CCIC	\$ 223,921.56	Heath Insurance (December)
723983	12/02/15	0177547	Conference Technologies, Inc.	5,651.33	Audio Visual Items
724007	12/02/15	0153694	IVCC Bookstore	40,000.00	Rental Book Refunds
724014	12/02/15	0101216	MBS Textbook Exchange, Inc.	30,097.15	Books for Resale
724016	12/02/15	0000948	Nebraska Book Co., Inc.	12,193.68	Books for Resale
724040	12/02/15	0066555	United States Postal Service	6,000.00	Postage Meter Reimbursement
724041	12/02/15	0093131	University of Illinois	13,283.63	Electronic Databases
ACH	12/03/15		Internal Revenue Service	66,488.16	Federal Payroll Taxes (12/03/15)
ACH	12/03/15		Illinois Department of Revenue	16,374.07	State Payroll Taxes (12/03/15)
ACH	12/03/15		VALIC Retirement Services	13,818.70	403(b) & 457(b)Payroll (12/03/15)
724095	12/04/15	0082897	SURS	47,477.85	Payroll (12/03/15)
724098	12/09/15	0001369	Ameren Illinois	45,169.35	Electricity
724115	12/09/15	0130732	Dodson Plumbing, Heating and Air Conditioning	128,700.00	Building "A" Chiller/Air Handler Replacement*
724118	12/09/15	0205071	EHC Industries, Inc.	13,300.00	Asbestos Abatement/Building "A" Chiller/Air Handler Replacement*
724132	12/09/15	0204158	Interact Communications, Inc.	22,500.00	Marketing Plan
724133	12/09/15	0079038	IVCC Student Activity	82,802.70	Student Activity Fees
724163	12/10/15	0081443	American Express	59,513.79	American Red Cross, CDW Government, Inc., Cengage Learning Inc., Goodheart-Wilcox Company, Inc., McGraw Hill Publishing, Minnesota's Bookstore, Pearson Education, Inc.
ACH	12/17/15		Internal Revenue Service	70,289.44	Federal Payroll Taxes (12/17/15)
ACH	12/17/15		Illinois Department of Revenue	17,116.44	State Payroll Taxes (12/17/15)
ACH	12/17/15		VALIC Retirement Services	16,199.58	403(b) & 457(b)Payroll (12/17/15)
724183	12/17/15	0082897	SURS	49,117.75	Payroll (12/17/15)
724202	12/16/15	0126547	Basalay, Cary, & Alstadt Architects	51,357.96	Exterior Door Replacement,* Building "A" Chiller/Air Handler Replacement*
724204	12/16/15	0099391	Blackboard, Inc.	19,635.00	Pyramid Analytics Program
724209	12/16/15	0147977	Bushue Human Resources, Inc.	5,001.00	Insurance Consulting, Background Screenings
724244	12/16/15	0181795	G4S Secure Solutions (USA) Inc.	30,773.55	Security Services (November)
724253	12/16/15	0005259	ICCTA	5,667.00	2nd Half of Association Dues
724256	12/16/15	0204158	Interact Communications, Inc.	40,500.00	Marketing Plan
724289	12/16/15	0000948	Nebraska Book Co., Inc.	21,303.98	Book for Resale
724337	12/16/15	0001927	Walter J Zukowski & Associates	10,472.00	Legal Services
ACH	12/31/15		Internal Revenue Service	66,016.80	Federal Payroll Taxes (12/17/15)
ACH	12/31/15		Illinois Department of Revenue	15,924.36	State Payroll Taxes (12/17/15)
ACH	12/31/15		VALIC Retirement Services	15,274.37	403(b) & 457(b)Payroll (12/17/15)
724376	12/31/15	0082897	SURS	<u>44,667.72</u>	Payroll (12/31/15)

**\$ 1,306,608.92**

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

**Stipends For Pay Period 11/28/15**

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Baker, Kathryn J.	Quickbooks Pro 2015	09/14/15	11/16/15	11/28/15	ST	840.00	014110394151320	CEU-4711-309	Quickbooks Pro 2015	
Booras, Pamela H.	Cupping Techniques Specific	11/21/15	11/21/15	11/28/15	ST	200.00	014110394151320	CPD-3132-11	Cupping Techniques Specific	
Burns, Carey A.	Earring Party III Bohemian	11/18/15	11/18/15	11/28/15	ST	75.00	014110394151320	HLR-2762-311	Earring Party III Bohemian	
Chaffee, Candice S.	Detoxifying Your Body & Living Environment	11/18/15	11/18/15	11/28/15	ST	700.00	014110394151320	HLR-6312-11	Detoxifying Your Body & Living Environment	
Cornwall, Mary E.	Pianist for Fall 2015 Ruthless	11/08/15	11/28/15	11/28/15	ST	400.00	013620620151900			
Engstrom, Norman B.	Voice Lessons / 8	10/19/15	11/13/15	11/28/15	ST	256.00	011120650051340	MUP-2001-01	Applied Music- Vocal	
Fiorentini, Jo Ellen	The Art of Tree Decorating	11/17/15	11/17/15	11/28/15	ST	75.00	014110394151320	HLR-4401-311	The Art of Tree Decorating	
Kozell, Denise C.	Basic / Advanced Dog Grooming	11/03/15	11/14/15	11/28/15	ST	500.00	014110394151320	HLR-5612-311	Basic / Advanced Dog Grooming	
Nadolny, Ronald R.	Flint Hill Yard Spotter	11/04/15	11/13/15	11/28/15	ST	2,400.00	014210331051320	CEU-7223-11	Flint Hill Yard Spotter	
Pierog, Corinne M.	Non Profit All Day Seminar	11/19/15	11/19/15	11/28/15	ST	650.00	014110394151320	CEU-8415-11	Non Profit All Day Seminar	
Sarver, Gregory S.	LC Driver Improvement #1001	11/18/15	11/18/15	11/28/15	ST	150.00	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Smith, Sara E.	Food Service Sanitation-8 Hour	11/03/15	11/19/15	11/28/15	ST	1,200.00	014110394151320	CEU-1503-411	Food Service Sanitation-8 Hour	
Zellmer, Donald G.	Staging and Directing Ruthless	11/08/15	11/28/15	11/28/15	ST	800.00	013620620151900			
						8,246.00				

*Cheryl Roelfsema*

Cheryl Roelfsema  
Vice President of Business Services and Finance

*Jerry Corcoran 12/10/15*

Dr. Jerry Corcoran  
President

\*Earntypes

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

Stipends For Pay Period 12/12/15

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments	
Baltarini, Doreen J.	Advanced Excel	11/05/15	12/03/15	12/12/15	ST	\$420.00	014110394151320	CEU-4120-311	Advanced Excel 2013		
Black, Mary A.	MTH 1010 02	09/01/15	12/12/15	12/12/15	ST	\$64.00	011120910051340	MTH-1010-02	Structure of Number Systems II		
Black, Mary A.	Presenter for Bridging the Gap	11/05/15	11/05/15	12/12/15	ST	\$75.00	011120910051900				
Boyle- Bruch, Ida L.	Food Service Sanitation-8 Hour	11/30/15	12/03/15	12/12/15	ST	\$500.00	014110394151320	CEU-1503-21	Food Service Sanitation-8 Hour		
Brolley, Vincent D.	Scorebook Men's Game	09/01/15	12/12/15	12/12/15	ST	\$30.00	056430360251900				
Bruner, Joseph W.	LC Driver Improvement #1004	12/05/15	12/05/15	12/12/15	ST	\$175.00	014110394251320				
Bubb, Jennifer L.	Presenter for Bridging the Gap	11/05/15	11/05/15	12/12/15	ST	\$100.00	011120910051900				
Cornwall, Mary E.	Accompany N Engstrom Concert	11/21/15	12/12/15	12/12/15	ST	\$200.00	013620620151900				
Engstrom, Norman B.	Voice Lessons / 16	11/10/15	12/08/15	12/12/15	ST	\$512.00	011120650051340	MUP-2001-01	Applied Music- Vocal		
Fritz, Bradley C.	Pianist for Fall Choir 2015	12/01/15	12/08/15	12/12/15	ST	\$200.00	013620620151900				
Kozell, Denise C.	Pet First Aid & CPR	12/05/15	12/05/15	12/12/15	ST	\$260.00	014110394151320	HLR-5606-12	Pet First Aid & CPR		
Landgraf, Tammy L.	NAEYC Site Follow Up	12/04/15	12/04/15	12/12/15	ST	\$67.12	011120910051320				
Oldaker, Adam G.	Facilitated Bridging the Gap	09/15/15	11/05/15	12/12/15	ST	\$1,920.00	011120910051900				
Overocker, Quintin M.	Presenter for Bridging the Gap	11/05/15	11/05/15	12/12/15	ST	\$50.00	011120910051900				
Sarver, Gregory S.	LC Driver Improvement #1003	12/02/15	12/02/15	12/12/15	ST	\$150.00	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement		
Sarver, Gregory S.	BC Driver Improvement #308	12/05/15	12/05/15	12/12/15	ST	\$150.00	014110394351320	CDV-7000-01	Bureau Co. Driver Improvement		
Schiffman, Robyn L.	Presenter for Bridging the Gap	09/15/15	11/24/15	12/12/15	ST	\$400.00	011120910051900			Presenter for Bridging the Gap x3	
Seghi, Heather N.	Dental Lab Coverage	11/01/15	11/14/15	12/12/15	ST	\$62.82	011420730051340				
Serafini, Daniel J.	Facilitated Bridging the Gap	11/05/15	11/05/15	12/12/15	ST	\$500.00	011120910051900				
Stacy, Stephanie	Fresh Cut Wreaths	11/28/15	11/28/15	12/12/15	ST	\$75.00	014110394151320	HLR-5234-411	Fresh Cut Wreaths		
Thomas, Linda A.	Participated Bridging the Gap	11/05/15	11/05/15	12/12/15	ST	\$100.00	011120910051900				
Tunnell, Thomas D.	Scorebook 2 Men's 2 Women's	09/01/15	12/12/15	12/12/15	ST	\$120.00	056430360351900				
Urban-Bollis, Jill L.	Course Development Fee EDC 2000-100	09/01/15	12/01/15	12/12/15	OV	\$2,560.00	011220910051340	EDC-2000-100	Educational Psychology		
Villarreal, Nora L.	LIT 2005 100	09/01/15	12/12/15	12/12/15	ST	\$1,920.00	011120910051340	LIT-2005-100	Children's Literature		
Weber, Lynne S.	NAEYC Site Visit Follow Up	12/04/15	12/04/15	12/12/15	ST	\$72.00	011120910051320				
Whaley, Frances A.	Participated Bridging the Gap	11/24/15	11/24/15	12/12/15	ST	\$50.00	011120910051900				
Total						10,732.94					

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

*Dr. Jerry Corcoran 11/5/16*  
 Dr. Jerry Corcoran  
 President

\*Earn Types  
 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 12/26/15

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Sarver, Gregory S.	Mileage Reimbursement	11/07/15	12/05/15	12/26/15	ST	57.50	014110394355212			
Sarver, Gregory S.	LC Driver Improvement #1005	12/12/15	12/12/15	12/26/15	ST	187.50	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Schomas, Jane E.	Beginning Swing Dance	10/22/15	12/10/15	12/26/15	ST	420.00	014110394151320	HLR-5102-410	Beginning Swing Dance	
Schomas, Jane E.	Advanced Swing Dance	10/22/15	12/10/15	12/26/15	ST	420.00	014110394151320	HLR-5103-410	Advanced Swing Dance	
Total						1,085.00				

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

*Jerry Corcofan 1/4/16*  
 Dr. Jerry Corcofan  
 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

**Proposal Results – Truck Driver Training Tractor and Trailer Lease**

Proposals for the leasing of two (2) tractors and two (2) trailers for the Truck Driver Training Program were received and publicly opened on December 8, 2015. The initial 36-month lease agreement between CIT Group Leasing, Inc. and the College was extended for an additional 12 months last year. The existing lease is due to expire on January 31, 2016. The original three-year lease was an annual cost of \$63,192. The extension had an annual cost of \$61,092.

Current average mileage was estimated at 30,000 miles per year for each vehicle. The following proposals were received:

Vendor	Monthly Rental (2) Tractors (2) Trailers	Monthly Maint. Fee Per Mile (2) Vehicles	Tractor Model	Trailer Model	Estimated Total Cost Per Year
CIT Group Leasing, Inc.- Normal, IL	\$3,470 Tractors \$770 Trailers	14.0 cents per vehicle	2017 Volvo Model 630	2017 Hyundai	\$59,280 (Tractors & Trailers)
<b>CIT Group Leasing, Inc. – Normal, IL</b>	<b>\$3,470 Tractors</b>	<b>14.0 cents per vehicle</b>	<b>2017 Volvo Model 630</b>	<b>N/A</b>	<b>\$50,040 Tractors Only</b>
JX PacLease Rockford, IL	\$4,861.46 Tractors	9 cents per vehicle	2016 Peterbilt Model 579	N/A	\$63,737.52
<b>PAL Trailer Leasing Bolingbrook, IL</b>	<b>\$750 Trailers</b>	<b>N/A</b>	<b>N/A</b>	<b>2016 Hyundai</b>	<b>\$9,000 Trailers Only</b>

**Recommendation:**

**The administration recommends Board approval to enter into a 60-month lease with CIT Group Leasing, Inc. at \$3,470 per month plus a 14 cent per mile maintenance fee per vehicle for two (2) 2017 Volvo 630 tractors and a 60-month lease with PAL Trailer Leasing for two (2) 2016 Hyundai trailers at \$750 per month.**

KPI 5: Fiscal Responsibility/Affordability

**Elimination of Financial Support for the Illinois Small Business Development Center (IL SBDC) at the end of Calendar Year 2016**

For more than 30 years, Illinois Valley Community College and the IL SBDC have nurtured new enterprise development with credit and non-credit courses, technical assistance, and coordination of the College's services with other Illinois business assistance agencies.

The IVCC SBDC has provided one-on-one counseling and outreach training to Illinois businesses. In CY15, the College supported costs of approximately \$50,000, utilizing in-kind and cash resources.

The IVCC SBDC has received a one-year grant for calendar year 2016. The College is using the calendar year 2016 to transition the IVCC SBDC to another agency that would serve as the grantee.

**Recommendation:**

**The administration recommends Board approval to discontinue IVCC's financial responsibilities for sponsoring SBDC state grants and allow the administration to facilitate the transition of the IL SBDC to another grantee at the end of calendar year 2016.**

**Furthermore, the administration recommends Board approval to terminate the employment relationship of the Director of the SBDC, Beverly Malooley, and the Business Specialist, Gina Czubachowski, at the end of the calendar grant year, December 31, 2016.**

KPI 5: Fiscal Responsibility/Affordability



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

The purchase and installation of the classroom control and management software approved at the July 9, 2015 Board meeting is complete. The purchase was to be covered by excess student technology fees collected in previous years and held as a reserve in the Auxiliary Enterprise Fund.

Utology Corporation Purchase (Classroom Control and Management Software)	\$40,640
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**Recommendation:**

**The administration recommends Board approval to transfer \$40,640 from the Auxiliary Enterprise Fund to the Education Fund for Classroom Technology Improvements.**

KPI 5: Fiscal Responsibility/Affordability

**Board Policies (second reading)**

Board Policy 1.21 – Policy Formulation and Adoption requires any revisions to existing board policies or the adoption of a new policy must stand for reading at two regularly scheduled meetings of the Board. The following policies are being presented for the second reading. The period between the first presentation and the actual adoption allows for a period of comment and consideration before the policy is finally adopted. There were no recommendations for change to the policies.

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

**Recommendation:**

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

Illinois Valley Community College Board Policy

Subject: <b>Tuition and Fees</b>	Effective Date: 10/19/10
Number: <b>2.26</b>	Last Reviewed: 10/19/10
	Last Revised: 10/19/10

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

**Fees**

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

**Senior Citizen Tuition**

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

**Trustee Tuition Waivers**

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

**Cooperative Agreements**

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

**Partial Student Support**

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

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

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

Cooperative Education Agreements shall take precedence.

### **Tuition Residency Exceptions**

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

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

### **Continuing Education Courses, Fees and Refunds**

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

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

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

Illinois Valley Community College Board Policy

Subject: <b>Classification of Employees</b>	Effective Date: 10/19/10
Number: <b>3.1</b>	Last Reviewed: 10/19/10
	Last Revised: 10/19/10

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

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

Support Staff includes a wide range of positions and associated qualification levels (Level ~~15~~ – Level 9), and may be full- or part-time and exempt or nonexempt personnel. Full-time Support Staff whose positions are not program managers or coordinators or considered confidential, managerial, or supervisory in nature are represented by the Illinois Valley Federation of Support Staff Local 6561. Full-time maintenance and custodial employees are represented by the Service Employees International Union Local 138. ~~No other employees are represented under a collective bargaining agreement.~~

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

Illinois Valley Community College Board Policy

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

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

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

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

Responsibility for the Affirmative Action Program

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

Implementation of the Policy

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

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

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

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

Illinois Valley Community College Board Policy

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

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

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

Illinois Valley Community College Administrative Procedure

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

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

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

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

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

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

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

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

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

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

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

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

### Summary of Rights and Responsibilities



Illinois Valley Community College Administrative Procedure

Subject:	<b>Hiring Process: Full-time Faculty</b>	Effective Date:	10/19/10
		Last Reviewed:	10/19/10
Number:	<b>3.18</b>	Last Revised:	10/19/10

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

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

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

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

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

Faculty Open Position Form

Job Description Format for Faculty

Hiring Recommendation – Sample Format

Illinois Valley Community College Board Policy

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

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

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

Illinois Valley Community College Administrative Procedure

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

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

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

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

[Open Position Form](#)

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

Illinois Valley Community College Board Policy

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

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

Illinois Valley Community College Administrative Procedure

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

Physical Plant Facilities and Shipping & Receiving Employees

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

Faculty and Administrators

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

Illinois Valley Community College Board Policy

Subject: **Budget**

Effective Date: 4/19/11

Number: **4.1**

Last Reviewed: 4/19/11

Last Revised: 4/19/11

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

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

Budgeting Process

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

Responsibility for Preparation and Approval of College Budgets

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

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

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

Budget Guidelines Covering Revenue Estimation and Expenditure Criteria

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

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



### Balanced Budget

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

### Timetable of Budget Functions

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

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

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

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

Illinois Valley Community College Board Policy

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

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

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

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

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

Illinois Valley Community College Administrative Procedure

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

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



## Illinois Valley Community College Request for Permission for External Fundraising

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

**Name of Group/Department:** \_\_\_\_\_

**IVCC Faculty/Staff Contact:** \_\_\_\_\_ **Ext** \_\_\_\_\_

**Name(s) of individual(s) who will be involved:** \_\_\_\_\_ **Reason for Solicitation (why are you seeking funds/items?)** \_\_\_\_\_


**Who will you be contacting? Check all that apply:**

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

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

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

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

Student	Date	IVCC Faculty/Staff	Date
<b>VP for Planning &amp; Institutional Effectiveness</b>	Date	<b>AVPSS</b>	Date
<b>Room: C-202</b>	Date	<b>Foundation Director</b>	Date
	Date	<b>President</b>	Date

Comments:

Illinois Valley Community College Board Policy

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

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

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

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

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

Taxpayer Equity

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

Uses

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

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

## Illinois Valley Community College Board Policy

Subject: **Audits**

Number: **4.6**

Effective Date: 4/19/11

Last Reviewed: 4/19/11

Last Revised: 4/19/11

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

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

The formal audit report will be available at:

<http://www.ivcc.edu/businessservices.aspx?id=17280>

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

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

Illinois Valley Community College Board Policy

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

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

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

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

An actual physical inventory will be performed every two years.

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

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

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

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

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

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

Illinois Valley Community College Board Policy

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

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

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

Enforcement:

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

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

Illinois Valley Community College Administrative Procedure

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

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

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

Guidelines and Prohibited Practices

**Exercise personal responsibility**

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

**Use resources legally and ethically**

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



- College rules and regulations. Users may not engage in unauthorized copying or distribution of software, graphics, text files, music or video, including peer-to-peer and file sharing (see IVCC Board Policy 4.16 Copyright). Users are prohibited from transmitting fraudulent, harassing, or obscene messages and /or other materials over the Internet or any other directly connected network on or off campus. Users must exercise respect for others who may be offended by content displayed on a computer monitor or laptop, whether college-owned or otherwise. Some content is expressly prohibited [See Administrative Procedure 5.4(d)].
6. Prohibited unethical activities include, but are not limited to attempts to obscure the origin or content of a message or document; using College resources to promote personal financial gain of self or other individuals or entities; IVCC employee use of College resources to engage in political activities; activities that might damage the reputation of the College; employee misrepresentation of personal opinion as the official position or viewpoints of the College.
  7. Incidental personal use of computing and network resources by employees (e.g. redirecting email to personal account; unsubscribing to listservs or commercial messages, etc.) is acceptable.

#### **Understand related privacy and ownership issues**

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

#### **Conserve and protect resources**

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

## Observed Violations and Enforcement

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Faculty and Staff Acknowledgment  
& Statement of Agreement

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

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

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

Name (please print) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

Illinois Valley Community College Board Policy

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

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

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

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

Illinois Valley Community College Administrative Procedure

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

**Introduction**

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

**Main Campus Logistics**

Directions

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

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

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

Parking

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

Building Hours

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

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

**Ottawa Center Logistics**

Directions

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

Parking

Parking is located behind the Center.

Building Hours

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



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

#### Insurance

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

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

#### Safety and Supervision

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

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

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

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

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

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

Illinois Valley Community College Board Policy

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

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

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

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

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

Illinois Valley Community College Administrative Procedure

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

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

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

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

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

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

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

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

### **Suggested Minimal Levels of Giving and Naming Opportunities**

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

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

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

\* To accommodate 200 or more

\*\* To accommodate 50 or more

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

## Illinois Valley Community College Foundation Pledge Form

Name:

Company:

Address:

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

My contribution will be used to \_\_\_\_\_.

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

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

\$ \_\_\_\_\_, 20\_\_\_\_

\$ \_\_\_\_\_, 20\_\_\_\_

\$ \_\_\_\_\_, 20\_\_\_\_

Please send pledge reminders in \_\_\_\_\_ of each year.

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

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

Make checks payable to:

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

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

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

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

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

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

**Donor**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

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

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

Specifically, the donation will be used to \_\_\_\_\_.

**Illinois Valley Community College and IVCC Foundation Representatives**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

~~Dr. Jerry Coreoran,~~  
IVCC President

Illinois Valley Community College Board Policy

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

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

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

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

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

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

Parking Lot 6 is reserved for faculty and staff.

Parking Lot 7 is reserved for students, visitors, **and** east campus employees, and **low-emission vehicles by permit only**.

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

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

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

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

Illinois Valley Community College Board Policy

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

Number: **6.13**

Last Reviewed:

Last Revised:

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

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

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

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

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

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

Illinois Valley Community College Administrative Procedure

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

**Definitions, Resources, and Reporting Options**

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

**I. Definitions and Examples of Sexual Misconduct:**

Forms of sex/gender based or sexual misconduct include:

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



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

### **What is Consent?**

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

Consent must meet all of the following standards:

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

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

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

### **Title IX Coordinator & Compliance**

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

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

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

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

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

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

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

## **II. Definitions and Examples of Sexual Harassment:**

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

## **III. Definition and Examples of Other harassment:**

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

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

#### **IV. Prevention and Awareness**

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

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

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

#### **V. Bystander Intervention**

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

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

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

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

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

## **VI. Risk Reduction**

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

With regard to relationships:

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

General safety tips:

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

## **VII. Sanctions**

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

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

## **VIII. Campus and Community Resources**

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

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

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

### **Safety Concerns**

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

### **On-Campus**

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

Both of these are confidential resources:

IVCC Counseling Services 815-224-0360

ADV/SAS Services 815-434-8328

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

### **Off-Campus/Community**

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

**Oglesby Police Department 815-883-8404**

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

**Freedom House 815-872-0087**

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

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

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

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

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

#### **IX. Reporting Confidentially**

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

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

You may wish to consider this option if you:

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

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

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

### **Responsible Employee**

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

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

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

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

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

## **X. Campus No-Contact Order**

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



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

#### **XI. Civil Order of Protection and No-Contact Orders**

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

##### **Civil Orders of Protection**

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

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

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

### **No-Contact Orders**

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

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

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

### **Questions**

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

Illinois Valley Community College Board Policy

Subject: **Credit Hour**  
Number:

Effective Date:  
Last Reviewed:  
Last Revised:

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

**RECOMMENDED FOR STAFF APPOINTMENT**  
**2015-2016**

GENERAL INFORMATION:

POSITION TO BE FILLED: IR/IT Programmer Analyst

NUMBER OF APPLICANTS: 15

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Dr. Anderson, Mr. Barnes, Ms. Curley, Ms. Lane, Mr. Suerth

APPLICANT RECOMMENDED:

Laura Hooper

EDUCATIONAL PREPARATION:

Illinois Valley Community College – Associate’s Degree in Liberal Studies

EXPERIENCE:

NTT Data, Inc., Bloomington, IL – Senior Consultant Business Analyst  
Illinois Valley Community College – Research Specialist/Title III Grant  
Carus Chemical Company, Peru, IL – Assistant to Customer Service Manager;  
Customer Service Representative; and Assistant to MIS Department  
Open Court Publishing, Peru, IL – Financial Analyst

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

1. Previous IVCC experience as Research Specialist in the IR department.
2. Excellent computer skills, extensive use of spreadsheets and databases.
3. Experience with research-related projects and activities.
4. Possesses good analytical skills, highly organized, detail-oriented.

RECOMMENDED SALARY: \$43,500 annualized

Ms. Glenna Jones, SPHR  
Director of Human Resources

11/30/15

**Robyn Schiffman:**

**After much serious consideration, my husband and I have decided to move to the suburbs to be closer to family. We will be moving after the summer school session.**

**I appreciate all that has been done for me and all that I learned while I was at IVCC.**

**Thank you, again.**

Cathi Nelson

11/30/15

**Cathi Nelson**

RECEIVED

NOV 30 2015

HUMAN RESOURCES

Marian Dzwonnik  
246 Sunset Blvd  
Oglesby, IL 61348  
(815) 217-5717  
dzwonnikmarian@gmail.com

December 4th, 2015

Dr. Robyn Schiffman  
EMED Dean  
Illinois Valley Community College  
815 N Orlando Smith St  
Oglesby, IL 61348

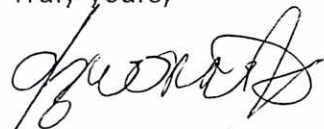
Dear Dr. Schiffman:

I am writing this letter to inform you of my decision to resign from the position of Adjunct Faculty at Illinois Valley Community College. Please consider this my formal notice as I will not be available to teach after the fall semester.

I took great joy in every moment that I spent teaching at the college. I will miss my students and coworkers. I am moving to Arizona to continue my teaching career and perhaps a doctorate at ASU.

Thank you for the opportunities and support that you have provided me throughout my tenure at IVCC. I have cherished my time here and will always be fond of the staff and individuals that afforded me this positive experience.

Truly yours,



Marian Dzwonnik  
Adjunct Faculty  
Illinois Valley Community College  
(815) 217-5717

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DEC 7 2015

HUMAN RESOURCES

January 5, 2016

Dear Lauren,

After careful consideration and much thought I am submitting my resignation as Senior Bookstore Assistant in the IVCC Bookstore. My target last day of work will be January 20, 2016.

I want to thank you for your support and encouragement while working in the Bookstore. It has been a great learning experience. I could not ask for a better group of colleagues. I have grown in many ways during my time here and I appreciate the opportunities provided for me by you and Illinois Valley Community College.

Again, it has been a pleasurable learning experience working as part of your team and I wish nothing but success for IVCC Bookstore.

Sincerely,

A handwritten signature in cursive script that reads "Jill Patterson".

Jill Patterson

RECEIVED

JAN 6 - 2016

HUMAN RESOURCES

**Fall 2015 Graduation**

There were 204 graduating students earning a total of 246 degrees and certificates in the following areas:

32	Associate in Arts Degree
44	Associate in Science Degree
28	Associate in Applied Science Degree
2	Associate in General Studies Degree
140	Certificates of Completion

By comparison, in Fall 2014, 200 students graduated with a total of 233 degrees and certificates.



# ILLINOIS VALLEY COMMUNITY COLLEGE

## College Core Values

**Responsibility   Caring   Honesty   Fairness   Respect**

## Vision Statement

Leading our community in learning, working and growing.

## Mission Statement

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

## The Purposes of IVCC are:

- \* The successful completion of courses and degrees required for effective transfer to baccalaureate degree programs.
- \* Occupational/technical courses, certificates and degrees leading directly to successful employment or transfer into baccalaureate degree programs.
- \* Courses and academic support services designed to prepare students to succeed in college-level coursework.
- \* Continuing education courses and community activities that encourage lifelong learning and contribute to the growth and enrichment of students in our community.
- \* Student support services to assist in developing personal, social, academic and career goals.
- \* Academic and student support programs designed to supplement and enhance teaching and learning.

## Principles of Work

Illinois Valley Community College is a system of programs, services and people – the entire system committed to continuous improvement. Nothing stays the same; everything is in a constant process of discovery, creating, and accomplishment. The people of IVCC daily strive to improve the organization’s work systems and processes toward higher levels of satisfaction, achievement, and excellence among students and other stakeholders.

## College Goals

1. Assist all students in identifying and achieving their educational and career goals.
2. Promote the value of higher education.
3. Grow and nurture college resources needed to provide quality programs and services.
4. Promote understanding of diverse cultures and beliefs.
5. Demonstrate IVCC’s core values through an inclusive and collaborative environment.