



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, November 10, 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, November 10, 2016 – 6:30 p.m. – Board Room (C307)

A G E N D A

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Student Recognition – IVCC Women’s Tennis Team
7. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 7.1 Approval of Minutes – October 11, 2016 Audit/Finance Committee Meeting and October 13, 2016 Board Meeting (Pages 1-9)
 - 7.2 Approval of Bills - \$635,887.07
 - 7.2.1 Education Fund - \$399,621.75
 - 7.2.2 Operations & Maintenance Fund - \$110,544.92
 - 7.2.3 Operations & Maintenance (Restricted Fund) - \$2,198.72
 - 7.2.4 Auxiliary Fund - \$49,917.50
 - 7.2.5 Restricted Fund - \$2,272.64
 - 7.2.6 Audit Fund - \$9,600.00
 - 7.2.7 Liability Protection & Settlement Fund - \$61,514.14
 - 7.2.8 Grants, Loans & Scholarships - \$217.40
 - 7.3 Treasurer’s Report (Pages 10-27)
 - 7.3.1 Financial Highlights (Pages 11-12)
 - 7.3.2 Balance Sheet (Pages 13-14)
 - 7.3.3 Summary of FY17 Budget by Fund (Page 15)
 - 7.3.4 Budget to Actual Comparison (Pages 16-22)
 - 7.3.5 Budget to Actual By Budget Officers (Page 23)
 - 7.3.6 Statement of Cash Flows (Page 24)
 - 7.3.7 Investment Status Report (Pages 25-26)
 - 7.3.8 Disbursements - \$5,000 or more (Page 27)

- 7.4 Personnel - Stipends for Pay Periods Ending October 1, 2016 and October 15, 2016
(Pages 28-30)
8. President's Report
9. Committee Reports
10. 2016 Tentative Tax Levy (Pages 31-33)
11. Faculty Resignation – Samantha Whiteaker, Nursing Instructor (Pages 34-35)
12. Faculty Appointment – Dr. Jean Forst, Reading and Writing Instructor (Pages 36-37)
13. Items for Information (Pages 38-43)
 - 13.1 Angela Dunlap, Campus and Community Tutoring Coordinator (Pages 38-40)
 - 13.2 Tenure Recommendation – Tracy Lee, English Instructor (Page 41)
 - 13.3 Illinois Valley Center for Independent Living – Thank You (Pages 42-43)
14. Trustee Comment
15. Closed Session - 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) litigation; 3) collective negotiations; and 4) closed session minutes.
16. Approval of Closed Session Minutes
17. Other
18. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Audit/Finance Committee Meeting
October 11, 2016

The Audit/Finance Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5:30 p.m. on Tuesday, October 11, 2016 in the Board Room (C307) at Illinois Valley Community College.

Committee Members Larry D. Huffman, Chair

Physically Present: Jane Goetz
Everett J. Solon

Other Board members

Physically Present:

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Deborah Anderson, Vice President for Academic Affairs
Kathy Ross, Controller
Glenna Jones, Director of Human Resources
Diann Jabusch, Director of Information Technology

The meeting was called to order at 5:30 p.m. by Dr. Huffman.

FY2016 AUDIT

A draft of the comprehensive annual financial report for fiscal year ending June 30, 2016, was reviewed by Mr. Dick Wells of Wipfli, LLP of Sterling. The auditors' opinion is "unmodified" meaning the audit is "clean." The combined balance sheet noted a net loss of \$2.9 million. A major portion of the loss is due to the lack of state funding and many community colleges throughout the state are struggling with this. Dr. Corcoran noted there are not many community colleges that are debt free like IVCC. He believes the College has done a very good job of managing its assets by a team that works well together and is working with Interact to face the challenges the College is facing. Ms. Sara McKenna reviewed two letters – Communication with Those Charged with Governance and the Business Advice Letter. The auditing firm identified certain deficiencies in internal control that were considered to be significant deficiencies. The fixed asset subledger and the general ledger do not agree. It was recommended that the College continue to look into the difference and reconcile on a routine basis. The second significant deficiency was two prior year encumbrances (totaling \$2,464) in the Career and Technical Education Program Improvement Grant that were not paid before August 31. The Grant Administration Standards state that grant funds shall be expended or obligated prior to June 30, and shall be received and paid for prior to August 31. Failure to comply with the Standards may result in improper payment being returned to the Illinois Community College Board. The Business Advice Letter included two constructive suggestions to be considered as part of the ongoing process of modifying and improving the College's practices and procedures. During the audit it

LDH MMO LDH

was discovered there was no formal policy as to how to pay salaried employees over the year. The recommendation was to establish a policy that documents whether salaried employees are paid behind, current, or in advance. The other constructive suggestion was to review collateral levels throughout the year to make sure sufficient collateral is being held in the College's name to cover its deposits. The audit will be submitted to the Illinois Community College Board.

Mr. Wells and Ms. McKenna left the meeting at 6:02 p.m.

2016 TAX LEVY

It is the College's custom and practice to adopt a tentative tax levy in November and finalize it in December. The proposed tax levy was presented to the Board to make sure they were comfortable in the direction the administration is proceeding. In order to capture all of the revenue available in property taxes, the administration is recommending an \$11.6 million tax levy for 2016, up less than five percent over the 2015 tax levy of \$11 million. ICCB has approved an increase in IVCC's additional tax rate from 12.63 to 12.97. This tax levy supplements the educational fund. An increase in equalized assessed valuation is unlikely. The overall suggested tax rate will drop by approximately .91 cents. There was consensus among the Committee to proceed as presented.

OTHER

Cash Farm Lease Renewal – the administration was approached by Mr. Chris Kolodziej to consider lowering the rent due to low commodity prices. The administration's recommended rate to lower the rent is still higher than the second highest bid. The lease has no out clause and it was suggested to consider less than a four-year contract in the future. There was consensus among the Committee to proceed as presented.

Update on Adult Ed students using the Ottawa Center – a memo from Sara Escatel, Director of Adult Education, was presented to the Committee on the overview of Adult Education classes at the Ottawa Center this fall. The enrollment has increased dramatically over the last two years.

An update on number of dual credit students eligible for free/reduced lunch benefits was distributed. Jerry reported the figures from the dual credit pilot program reaching out to the students on free and reduced lunch programs - 80 students enrolled in dual credit courses, 105 classes, 323 credit hours, and 13 high schools with a total cost of assistance received from free and reduced lunch students - \$28,246 (\$353 per student).

Health Insurance – the College has belonged to the Community College Insurance Consortium (CCIC) since July 2003. In 2016 premiums increased by more than 15 percent and will again in 2017. A final figure on the increase in premiums is expected tomorrow from CCIC. An alternate option for IVCC would be to switch to Community College Health Consortium (CCHC) where premiums would increase by 10 percent in 2017. CCHC has more than twice the member headcount than CCIC to spread risk and better stop-loss carrier rates, but CCHC is a three-year commitment. If the College has a year of large claims, premiums could be higher to re-establish the reserves.

ADJOURNMENT

Dr. Huffman declared the meeting adjourned at 6:23 p.m.

Larry D. Huffman
Audit/Finance Committee Chair

Melissa M. Olivero, Board Chair

Larry D. Huffman, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
October 13, 2016

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, October 13, 2016 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Melissa M. Olivero, Chair
Michael C. Driscoll, Vice Chair
Laurie A. Bonucci
Larry D. Huffman, Secretary
Jane E. Goetz
Everett J. Solon
Sarah J. Tipton, Student Trustee

Members Absent: David O. Mallery

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

APPROVAL OF AMENDED AGENDA

It was moved by Dr. Driscoll and seconded by Dr. Huffman to approve the amended agenda, as presented. Action Item 15 was changed to read – “Emergency Action – Request Permission to Join Community College Health Consortium (CCHC).” Motion passed by voice vote.

PUBLIC COMMENT

None.

CAMPUS UPDATE – EMPLOYEE DEMOGRAPHICS REPORT

Glenna Jones, Director of Human Resources, presented IVCC’s demographics for fiscal year 2016 along with fiscal years 2014 and 2015. She compared the percentages for each racial/ethnic group with IVCC’s district population, IVCC students, and IVCC employees. In fiscal year 2016, new hires were White/non-Hispanic and predominantly female. The top five recruiting sources were IVCC website (38.1%); No Response (17.5%); Other (14.3%); Local Newspapers (11.0%); and Friend/Relative (7.3%). The “Other” category had comments such as Internet, CCJobnet, or Illinois Job Network, among others. IVCC’s exposure for potential retirees based on spring 2016 data for full-time faculty – 50 out of 81 employees who have 10+ years of service and are age 45

or older and employees with 15 years of service and age 55 or above – 4 administrators, 19 faculty, and 21 support staff. New information this year is a review of the highest degree attained by employees: 40 percent of the support staff have a bachelor's or above; 18.5 percent of the faculty have a doctorate; and 75 percent of the administration has an earned a master's or above.

CONSENT AGENDA

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

The following items were approved in the consent agenda:

Approval of Minutes – September 8, 2016 Board Meeting and September 28, 2016 Facilities Committee meeting

Approval of Bills - \$2,465,997.68

Education Fund - \$1,751,743.44; Operations & Maintenance Fund - \$199,475.30; Operations & Maintenance (Restricted Fund) - \$188,831.72; Auxiliary Fund - \$211,572.41; Restricted Fund - \$54,099.73; Audit Fund - \$14,000.00; and Liability, Protection & Settlement Fund - \$46,275.08

Personnel

Approved the stipends for pay periods ending September 3, 2016 and September 17, 2016

Bid Results – Simulaids SMART STAT Basic Patient Simulator

Accepted the bid from Global Technologies as the lowest, most responsible bid for a Simulaids SMART STAT Basic Patient Simulator in the amount of \$9,791.

PRESIDENT'S REPORT

Dr. Corcoran reported Dean Bonnie Campbell recently received the good news that initial accreditation for the College's Paramedic program is now in place through September of 2021. As a reminder, Phase 3 of the College's major construction project not only included the new student center and cyber café, but also major improvements to the emergency medical services lab – a program that has great potential for enrollment growth, particularly because of the College's partnership with the Area Career Center. Dr. Anderson, her leadership team and the faculty worked closely with Chris Dvorak and the LaSalle County Regional Office of Education staff on last Friday's Development Day program. With the focus being College and Career Readiness, more than 300 educators across the district collaborated on a wide variety of subjects such as placement practices in English and math, fine arts articulation, flipped classrooms, dual credit, technology expectations, Common Core and assessment. Feedback on the overall program, particularly the breakout session arrangements coordinated by Adam Oldaker, Mike Phillips and Dan Serafini, was positive. On the same day, Mark Grzybowski and his Student Services team continued the tradition of hosting a large number of counselors from 18 high schools in the district for our annual Counselors Connections development day program. Discussion topics included assisting undocumented students; a brush up on admission, financial aid, and scholarship-application processes; personnel updates; the rebirth of the College's agriculture program; a report from the Assessment Task Force; and a snapshot of student life at IVCC. Dr. Corcoran thanked Fran Brolley, Donna Swiskoski and Janice Corrigan for coordinating the 21st Century Scholars

program on September 15 where 23 of the most promising second-year students were recognized for their outstanding academic credentials and community-engagement activities. The Society includes 33 individuals and families that annually invest \$500 in the College's finest students and hear about their accomplishments. In a similar way, Fran and his team did a wonderful job of orchestrating the annual Foundation Scholarship Recognition event two weeks later for 317 attendees (including 99 students) so that donors and those who have benefited because of their generosity could meet face-to-face – a relationship that, as the College's friends Bill and Dian Taylor have reminded the administration, often lasts a lifetime. Last week over 140 individuals participated in the College's health screening program through Interactive Health Solutions (IHS), thanks to Glenna Jones and Paula Hallock. This is a great benefit to IVCC for a number of reasons and no doubt why IHS has on more than one occasion recognized IVCC as being one of the healthiest employers in the country. IVCC has begun an arrangement with NIU whereby one of their Admissions representatives will be on campus in IVCC's Counseling Center one day per month to help students move seamlessly from IVCC to NIU. The arrangement is a win-win because students take care of scheduling their own appointments and it's not a drain on the College's resources. IVCC just promotes the partnership. According to Mark, Crystal Credi must be doing a great job of promoting it because there is a full slate of folks taking advantage of the opportunity. Included in this month's board packet is a report from ISU regarding how well IVCC's transfer students do after enrolling at ISU – a point the administration was pleased to emphasize to Senator Jason Barickman (ISU graduate) when he visited with SGA members, faculty and staff on October 4. The next hall of fame induction ceremony is scheduled for Friday, November 18 with a social hour beginning at 6 p.m. and the program at 7 p.m. in the Cultural Centre. Board members were encouraged to mark their calendars for this event. Dr. Corcoran reported there has been some discussion over the past two years about the possibility of community colleges someday being granted permission to offer a limited number of baccalaureate degrees in career fields, provided there was an unmet need in the district. The Council of Presidents issued a white paper on this subject in 2014 which has now been slimmed down to only focus on the Bachelor of Science in Nursing. This may come up at ICCTA meetings in the next few months and Dr. Corcoran wanted board members to be conversant on the subject. Thus, no action is being recommended at this time; tonight's handout is simply for information.

COMMITTEE REPORTS

In the absence of Mr. Mallery, Dr. Huffman and Ms. Bonucci reported on the Facilities Committee meeting. Three Protection, Health, and Safety (PHS) projects were presented at the meeting – 1) Building E Chiller/Air Handler Replacement; 2) Building G HVAC Controls; and 3) Building J Overhead Door Replacement. Dr. Huffman noted descriptions of the three projects are included in the board book. A recent bequest for approximately \$400,000 will be dedicated to the upgrades in the Cultural Centre. Dominick Demonica, IVCC's architect, is very much aware of the sound system recently installed and will work with the sound system company so that whatever upgrades are made in the Cultural Centre will not diminish the quality of the sound system. Ms. Bonucci would like to begin to investigate the possibility of private fundraising efforts for the restoration of the barn located on the IVCC campus. The cost is estimated between \$65,000 and \$91,000. Before proceeding with fundraising she wants to explore possible uses of the barn. Could the barn be a part of the new agriculture program? She would like to bring Willard Mott, agriculture program coordinator and instructor, into the discussion. There is fundraising through the Foundation for scholarships and how does this fit into the picture? Where does the cost outweigh

the benefits and could private funds be used in other areas? She will continue to investigate and report back to the Board.

Dr. Huffman reported on the Audit/Finance Committee meeting. The results of the audit was “unqualified” meaning “clean.” He referred to Page 69 of the Audit – Combined Schedule of Revenues, Expenditures and Changes in Fund Balances for the whole College. A further breakdown is on Page 70. On Page 72 of the Audit is a combined schedule of the General Fund – Funds 1 and 2, Education and Operations and Maintenance Operational. As a result of the State of Illinois failing to meet its financial obligations, IVCC ended the year with a deficit of not quite \$1 million. The State’s portion should have been approximately \$1.7 million. Dr. Huffman believes the administration and staff did a good job of managing the budget. The Business Advice Letter from the auditors, Wipfli LLP, is just suggestions – 1) The College should adopt a policy on how salaried employees are paid – behind, current, or in advance. 2) One bank did not pledge sufficient collateral to cover a deposit of \$1,100. This was an oversight and it was recommended to check on this throughout the year. Another report from the auditors is Communication with those Charged with Governance, previously called the Management Letter. Two deficiencies were identified – 1) the fixed subledger is not in total agreement with the general ledger – a difference of \$278,000 out of \$80 million in assets. The administration is addressing this issue and will continue until the two reconcile. 2) Under the Program Improvement Grant, equipment in the amount of \$2,464 was purchased but not paid for prior to August 31 following the end of the fiscal year. This was not in compliance with the Grant Administration Standards but will be watched carefully next year. Dr. Huffman noted this was a tough year for IVCC and all of the Illinois community colleges, but IVCC should be proud of being debt free as very few colleges are and it is a very nice position to be in.

RESOLUTION AUTHORIZING PREPARATION OF THE 2016 TAX LEVY

It was moved by Mr. Solon and seconded by Dr. Driscoll to authorize Dr. Jerry Corcoran to begin preparing the 2016 tax levy. Motion passed by voice vote.

PROTECTION, HEALTH, AND SAFETY PROJECTS FOR TAX YEAR 2016

It was moved by Dr. Huffman and seconded by Ms. Goetz to approve the three Protection, Health, and Safety projects (Building E Chiller/Air Handler Replacement, Building G HVAC Controls, and Building J Overhead Door Replacement) as presented for a combined total cost of \$1,411,797, and authorize submission of the appropriate resolutions for each to the Illinois Community College Board. Motion passed by voice vote.

FACULTY RESIGNATION – DR. REBECCA DONNA, CRIMINAL JUSTICE INSTRUCTOR AND PROGRAM COORDINATOR

It was moved by Ms. Goetz and seconded by Ms. Tipton to accept with regret the resignation of Dr. Rebecca Donna, Criminal Justice Instructor and Program Coordinator effective December 31, 2016. Dr. Corcoran expressed his appreciation of all that Dr. Donna has done for the College. The motion indicates her resignation, but she told Dr. Corcoran her intent is to retire. Dr. Donna has provided 25 years of quality service to the College. Motion passed by voice vote.

CASH FARM #8842 LEASE RENEWAL – 2016 AND 2017

It was moved by Dr. Huffman and seconded by Mr. Solon to revise the lease with Chris Kolodziej to \$350 per acre on 66 acres and \$300 per acre for the remaining 83 acres for an annual lease payment of \$48,000 for 2016. Motion passed by voice vote. It was moved by Dr. Huffman and seconded by Ms. Goetz to revise the lease with Mr. Kolodziej to \$300 per acre for 149 acres for an annual lease payment of \$44,700 for 2017. This agenda item was discussed at the Audit/Finance Committee meeting. The Committee recognized that commodity prices have fallen and the recommended revised lease is a reasonable amount. When the College entered into the agreement, Mr. Kolodziej was by far the highest bidder. If Mr. Kolodziej thinks he can still afford to farm the land at the recommended price, Dr. Huffman believes it is reasonable. Motion passed by voice vote.

STUDENT SUPPORT SERVICES – PROJECT SUCCESS – LOCAL MATCH

It was moved by Ms. Goetz and seconded by Ms. Bonucci to approve the annual \$10,000 transfer from the Education Fund (Fund 01) to Restricted Funds (Fund 06) for the Student Support Services grant for FY2017. Motion passed by voice vote.

EMERGENCY ACTION – REQUEST PERMISSION TO JOIN COMMUNITY COLLEGE HEALTH CONSORTIUM (CCHC)

It was moved by Ms. Goetz and seconded by Dr. Huffman to authorize the administration to join the Community College Health Consortium as of January 1, 2017, and provide the required 60-day notice of IVCC's intent to terminate association with the Community College Insurance Cooperative as of January 1, 2017, contingent upon compliance with applicable State of Illinois Laws. This was discussed at the Audit/Finance Committee meeting as an item of consideration. IVCC will be entering into a consortium with more than twice the member headcount to spread the risk. IVCC would only share in claims between \$100,000 and \$225,000. Currently, the pooling point is \$30,000. Dr. Corcoran noted the insurance committee has met, checked references, and looked at what was best for all the employees. Motion passed by voice vote.

TRUSTEE COMMENT

Ms. Olivero reported former IVCC student, Kaitlin Raineri, received a district Women in Business award at the Zonta fall conference. She was nominated by Kim Radek and several faculty members.

CLOSED SESSION

It was moved by Dr. Driscoll and seconded by Mr. Solon to convene a closed session at 7:09 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) litigation; 3) collective negotiations; and 4) closed session minutes. Motion passed by voice vote.

After a short break, the Board entered closed session at 7:15 p.m. On a motion by Dr. Driscoll and seconded by Ms. Goetz, the regular meeting resumed at 8:10 p.m. Motion passed by voice vote.

CLOSED SESSION MINUTES

It was moved by Dr. Driscoll and seconded by Mr. Solon to approve and retain the closed session minutes of the September 8, 2016 Closed Session Meeting. Motion passed by voice vote.

OTHER

None.

ADJOURNMENT

Ms. Olivero declared the meeting adjourned at 8:11 p.m.

Melissa M. Olivero, Board Chair

Larry D. Huffman, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

OCTOBER 2016

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

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – October 2016

Revenues

- As of October 28, the headcount for fall semester was 3,456, which is 135 students less than at the same point in time last year. Credit hours for fall 2016 decreased by 318, or 1.09 percent, from this point in time one year ago, for a total of 28,840. Second eight-week classes began October 14.

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

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

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

The largest increase in one-year headcount was John A. Logan, with an increase of 23.7 percent. Logan also had the largest decrease in headcount for the five-year period, 40.5 percent. Shawnee had the largest decrease for the one-year period, a decline of 27.9 percent. College of DuPage had the highest increase in the five-year period, 2.8 percent.

John A. Logan also had the highest one-year increase in FTE at 9.2 percent. Shawnee had the largest one-year decrease at 19.7 percent. College of DuPage had a decrease in FTE of 1.7 percent for the five-year period and South Suburban had the largest decrease in FTE for the five-year period at 36.9 percent.

Online enrollments increased statewide. Headcount increased by 4.2 percent for the past year and increased .7 percent since 2012. FTE remained level for the past year and decreased by 1.1 percent since 2012. For IVCC, online headcount remained level for the past year and declined by 14.0 percent since 2012. IVCC online FTE declined by 1.7 percent over the past year, and declined by 9.2 percent since 2012.

- There has been no update on State financial support except for Adult Education. The FY2017 Adult Education funding has been finalized with an allocation of \$455,145 which is \$44,473 higher than FY2016.

Expenditures

Fund 01 – Education Fund – Instruction – Fixed Charges – includes \$132,000 Ottawa Center annual lease payment and \$11,160 Truck Driver Training Program equipment leases;

Fund 01 – Education Fund – Academic Support – Contractual – includes Blackboard annual fee of \$75,600 and \$54,200 in other software maintenance renewal fees;

Fund 01 – Education Fund – Institutional Support – Contractual – includes legal fees of \$42,300, a payment of \$36,350 to Interact Communications for marketing consultation, and Ellucian (administrative software) annual maintenance fee of \$236,000;

Fund 06 – Restricted Fund – Capital – includes a 3-D printer paid for with capital campaign funds and dental assisting program equipment paid with Carl Perkins grant funds;

Fund 12 – Liability, Protection & Settlement Fund – Fixed Costs – includes \$42,650 for athletic insurance; \$34,100 general insurance premium billings; and workers' compensation premiums of \$121,720.

Protection, Health & Safety Projects:

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

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

	Governmental Fund Types			Proprietary Fund Types		Fiduciary Fund Types		Account Groups			Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Agency Funds	General Fixed Assets	General Long-Term Debt				
Assets and Other Debits											
Cash and cash equivalents	\$ 6,692,926	\$ 2,424,924	\$ 413,846	\$ 670,854	\$ 223,686					\$	10,426,236
Investments	3,997,182	9,473,970	634,782	480,785							14,586,719
Receivables											
Property taxes	8,769,100	2,113,721	266,083	-	-						11,148,904
Governmental claims	-	337,660	-	-	-						337,660
Tuition and fees	327,872	8,476	-	135,515	-						471,863
Due from other funds	289,823	34,497	16,556	-	-						340,876
Due to/from student groups	439,163	-	-	-	113						439,276
Bookstore inventories	-	-	-	814,524	-						814,524
Other assets	33,269	66,988	-	571	-						100,828
Fixed assets - net where applicable	-	-	-	58,886	-	62,115,706	-	-	-		62,174,592
Other debits											
Amount available in Debt Service Fund	-	-	-	-	-	-	-	-	-	-	-
Amount to be provided to retire debt	-	-	-	-	-	-	-	-	-	-	-
Other Debits	\$20,549,335	\$14,460,236	\$ 1,331,267	\$ 2,161,135	\$ 223,799	\$62,115,706	\$ 265,000	\$ 265,000	\$ 101,106,478	\$	265,000

OK

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

	Governmental Fund Types		Proprietary Fund Types		Fiduciary Fund Types		Account Groups			Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General	Fixed Assets	Long-Term Debt	General	
Liabilities										
Accounts payable	\$ 367,331	\$ -	\$ 552	\$ 9,780	\$ 8,326	\$ -	\$ -	\$ -	\$ -	\$ 385,989
Accrued salaries & benefits	904,484	16,784	-	14,753	-	-	-	-	-	936,021
Post-retirement benefits & other	63,930	-	-	-	-	-	-	-	-	63,930
Unclaimed property	2,060	2,434	-	-	17	-	-	-	-	4,511
Due to other funds	121,614	149,355	-	69,907	-	-	-	-	-	340,876
Due to student groups/deposits	2,980	-	-	-	215,456	-	-	-	-	218,436
Deferred revenue										-
Property taxes	4,425,842	1,059,291	133,090	-	-	-	-	-	-	5,618,223
Tuition and fees	-	-	-	-	-	-	-	-	-	-
Grants	-	57,356	-	-	-	-	-	-	-	57,356
Leases Payable	-	-	-	56,989	-	-	-	-	-	-
Bonds payable	-	-	-	-	-	-	-	265,000	-	265,000
Total liabilities	5,888,241	1,285,220	133,642	151,429	223,799	-	-	265,000	-	7,947,331
Equity and Other Credits										
Investment in general fixed assets						62,115,706				62,115,706
Contributed capital										-
Retained earnings										-
Fund balance										-
Reserved for restricted purposes		13,175,016								13,175,016
Reserved for debt service			1,197,625							1,197,625
Unreserved	14,661,094	-	-	2,009,706	-					16,670,800
Total equity and other credits	14,661,094	13,175,016	1,197,625	2,009,706	-	62,115,706	-	-	-	93,159,147
Total Liabilities, Equity and Other Credits	\$20,549,335	\$14,460,236	\$ 1,331,267	\$ 2,161,135	\$ 223,799	\$62,115,706	\$ 265,000	\$ -	\$ -	\$ 101,106,478

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

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Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2017 Revenues & Expenditures by Fund
 For the four months ended October 31, 2016

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Fund	Bond & Interest Fund	Working Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 13,349,100	\$ 1,590,182	\$ 1,438,667	\$ 256,467	\$ 9,798	\$ 1,004,011	\$ 2,295,412	\$ 561,874	\$ 34,138	\$ 20,539,649
Actual Expenditures	(6,066,583)	(765,057)	(397,275)	-	-	(1,053,804)	(2,507,382)	(440,003)	(24,700)	(11,254,804)
Other Financing Sources (Uses)	(10,000)	-	-	-	-	-	10,000	-	-	-
Excess (deficit) of Revenues and other financing expenditures over other financing uses	7,272,517	825,125	1,041,392	256,467	9,798	(49,793)	(201,970)	121,871	9,438	9,284,845
Fund balances July 1, 2016	4,006,154	2,557,303	5,848,982	941,157	4,573,073	2,059,498	(20,552)	1,765,543	27,382	21,758,540
Fund balances October 31, 2016	\$ 11,278,671	\$ 3,382,428	\$ 6,890,374	\$ 1,197,624	\$ 4,582,871	\$ 2,009,705	\$ (222,522)	\$ 1,887,414	\$ 36,820	\$ 31,043,385

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Illinois Valley Community College District No. 513
 Fiscal Year 2017 Budget to Actual Comparison
 For the four months ended October 31, 2016

	Annual Budget FY2017	Actual 10/31/16	Act/Budget 33.3%	Actual 10/31/15	Act/Budget 33.3%	Annual Budget FY2016
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 7,708,916	\$ 7,347,796	95.3%	\$ 6,458,234	94.6%	\$ 6,826,706
Corporate Personal Property Replacement Tax	1,098,835	185,033	16.8%	204,757	23.4%	873,556
TIF Revenues	381,000	238,479	62.6%	222,636	58.4%	381,000
Total Local Government	9,188,751	7,771,308	84.6%	6,885,627	85.2%	8,081,262
State Government:						
ICCB Credit Hour Grant	1,419,017	862,216	60.8%	-	0.0%	2,009,096
Equalization	50,000	-	0.0%	-	0.0%	50,000
Career/Technical Education Formula Grant	190,000	-	0.0%	-	0.0%	165,000
Other	-	-	0.0%	-	0.0%	-
Total State Government	1,659,017	862,216	52.0%	-	0.0%	2,224,096
Federal Government						
PELL Administrative Fees	8,000	1,105	13.8%	345	4.2%	8,300
Total Federal Government	8,000	1,105	13.8%	345	4.2%	8,300
Student Tuition and Fees:						
Tuition	7,344,081	4,160,088	56.6%	4,081,031	54.8%	7,451,219
Fees	846,132	453,480	53.6%	474,429	52.9%	897,300
Total Tuition and Fees	8,190,213	4,613,568	56.3%	4,555,460	54.6%	8,348,519
Other Sources:						
Public Service Revenue	427,800	81,200	19.0%	115,622	27.0%	428,950
Other	107,163	19,703	18.4%	36,708	40.7%	90,102
Total Other Sources	534,963	100,903	18.9%	152,330	29.3%	519,052
TOTAL EDUCATION FUND REVENUE	\$ 19,580,944	13,349,100	68.2%	11,593,762	60.4%	19,181,229
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	8,822,920	2,694,243	30.5%	2,947,668	33.1%	8,915,712
Employee Benefits	1,655,386	434,913	26.3%	451,467	28.5%	1,585,859
Contractual Services	186,403	19,889	10.7%	40,895	21.7%	147,647
Materials & Supplies	444,189	92,300	20.8%	98,703	21.4%	461,421
Conference & Meeting Expenses	107,169	4,811	4.5%	16,773	18.2%	92,169
Fixed Charges	197,500	151,866	76.9%	133,753	67.7%	197,500
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	15,999	-	0.0%	-	0.0%	4,094
Other	-	-	0.0%	-	0.0%	-
Total Instruction	11,429,566	3,398,022	29.7%	3,689,259	32.3%	11,404,402

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Illinois Valley Community College District No. 513
 Fiscal Year 2017 Budget to Actual Comparison
 For the four months ended October 31, 2016

EDUCATION FUND EXPENDITURES (continued)

	Annual Budget FY2017	Actual 10/31/16	Act/Budget 33.3%	Actual 10/31/15	Act/Budget 33.3%	Annual Budget FY2016
Academic Support:						
Salaries	\$ 669,903	\$ 208,620	31.1%	\$ 231,425	33.4%	\$ 692,859
Employee Benefits	129,256	32,488	25.1%	45,291	31.2%	144,988
Contractual Services	184,276	144,525	78.4%	124,373	72.2%	172,207
General Materials & Supplies	232,080	43,302	18.7%	45,283	9.6%	473,885
Conference & Meeting Expenses	9,010	254	2.8%	1,750	15.3%	11,445
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	26,160	7,518	28.7%	8,867	35.0%	25,343
Capital Outlay	-	-	0.0%	31,890	40.5%	78,750
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	1,250,685	436,707	34.9%	488,879	30.6%	1,599,477
Student Services:						
Salaries	1,245,962	406,335	32.6%	444,078	36.2%	1,226,134
Employee Benefits	327,463	87,542	26.7%	84,187	26.1%	322,348
Contractual Services	8,300	4,084	49.2%	3,073	41.5%	7,400
Materials & Supplies	62,129	13,667	22.0%	13,042	24.0%	54,260
Conference & Meeting Expenses	30,895	3,359	10.9%	4,068	17.7%	22,955
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	1,674,749	514,987	30.8%	548,448	33.6%	1,633,097
Public Services/Continuing Education:						
Salaries	514,353	138,603	26.9%	174,122	38.4%	453,520
Employee Benefits	86,351	18,724	21.7%	21,991	42.9%	51,310
Contractual Services	250,600	71,004	28.3%	74,583	33.3%	224,150
Materials & Supplies	90,320	26,960	29.8%	32,551	41.5%	78,350
Conference & Meeting Expenses	19,375	2,339	12.1%	3,350	17.2%	19,465
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	500	-	0.0%	-	0.0%	750
Total Public Services/Continuing Education	961,499	257,630	26.8%	306,597	37.0%	827,545
Institutional Support:						
Salaries	1,834,609	607,098	33.1%	594,417	33.2%	1,792,349
Employee Benefits	580,295	158,942	27.4%	146,737	30.2%	486,552
Contractual Services	542,830	375,728	69.2%	338,968	54.4%	623,325
Materials & Supplies	447,585	114,946	25.7%	157,050	31.3%	502,230
Conference & Meeting Expenses	73,390	7,006	9.5%	12,889	21.4%	60,150
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	26,395	3,012	11.4%	3,504	34.3%	10,228
Capital Outlay	237,000	-	0.0%	40,941	26.0%	157,250
Other	59,200	(225)	-0.4%	(481)	-2.0%	24,375
Provision for Contingency	222,092	-	0.0%	-	0.0%	151,767
Total Institutional Support	4,023,396	1,266,507	31.5%	1,294,025	34.0%	3,808,226
Scholarships, Grants and Waivers	493,400	192,730	39.1%	166,480	34.1%	488,750
TOTAL EDUCATION FUND EXPENDITURES	\$ 19,833,295	\$ 6,066,583	30.6% 0 \$	6,493,688	32.9%	\$ 19,761,497
INTERFUND TRANSFERS - NET	\$ 252,352	\$ (10,000)	0.0%	(10,000)	0.0%	\$ 580,268

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Illinois Valley Community College District No. 513
 Fiscal Year 2017 Budget to Actual Comparison
 For the four months ended October 31, 2016

	Annual Budget FY2017	Actual 10/31/16	Act/Budget 33.3%	Actual 10/31/15	Act/Budget 33.3%	Annual Budget FY2016
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,200,000	\$ 1,146,599	95.5%	\$ 1,146,724	95.8%	\$ 1,197,142
Corporate Personal Property Replacement Tax	178,500	32,653	18.3%	36,134	21.8%	165,921
TIF	127,000	79,493	62.6%	74,212	58.4%	127,000
Total Local Government	1,505,500	1,258,745	83.6%	1,257,070	84.4%	1,490,063
State Government:						
ICCB Credit Hour Grant	218,833	-	0.0%	-	0.0%	174,704
Total State Government	218,833	-	0.0%	-	0.0%	174,704
Student Tuition and Fees:						
Tuition	585,844	334,716	57.1%	330,393	54.1%	610,408
Total Tuition and Fees	585,844	334,716	57.1%	330,393	54.1%	610,408
Other Sources:						
Facilities Revenue	135,000	(6,704)	-5.0%	32,456	26.0%	125,000
Investment Revenue	2,000	2,967	148.4%	629	41.9%	1,500
Other	-	458	0.0%	182	-	-
Total Other Sources	137,000	(3,279)	-2.4%	33,267	26.3%	126,500
TOTAL OPERATIONS & MAINTENANCE FUND REVENUES	\$ 2,447,177	\$ 1,590,182	65.0%	\$ 1,620,730	67.5%	\$ 2,401,675
OPERATIONS & MAINTENANCE FUND						
Operations & Maintenance of Plant:						
Salaries	\$ 898,774	\$ 258,133	28.7%	\$ 288,875	33.2%	\$ 870,560
Employee Benefits	256,648	63,034	24.6%	64,539	24.7%	261,511
Contractual Services	214,300	64,313	30.0%	72,456	37.0%	196,000
General Materials & Supplies	230,070	58,415	25.4%	44,490	19.9%	224,070
Conference & Meeting Expenses	5,675	-	0.0%	-	0.0%	5,675
Fixed Charges	64,500	41,916	65.0%	942	1.4%	69,750
Utilities	776,250	254,625	32.8%	268,786	41.4%	649,713
Capital Outlay	-	-	0.0%	-	0.0%	94,000
Provision for Contingency	-	-	0.0%	9,846	0.0%	25,000
Other	(63,000)	-	0.0%	-	0.0%	(63,000)
Total Operations & Maintenance of Plant	2,383,217	740,436	31.1%	749,934	32.1%	2,333,279
Institutional Support:						
Salaries	43,808	14,097	32.2%	14,622	30.4%	48,149
Employee Benefits	10,103	2,569	25.4%	3,268	31.7%	10,297
Contractual Services	2,500	2,491	99.6%	2,491	166.1%	1,500
Materials & Supplies	3,340	1,254	37.5%	699	20.3%	3,450
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	4,210	4,210	100.0%	4,210	84.2%	5,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	63,961	24,621	38.5%	25,290	37.0%	68,396
TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	\$ 2,447,178	\$ 765,057	31.3%	\$ 775,224	32.3%	\$ 2,401,675

Illinois Valley Community College District No. 513
 Fiscal Year 2017 Budget to Actual Comparison
 For the four months ended October 31, 2016

	Annual Budget FY2017	Actual 10/31/16	Act/Budget 33.3%	Actual 10/31/15	Act/Budget 33.3%	Annual Budget FY2016
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources						
Current Taxes	\$ 1,576,454	\$ 1,433,249	90.9%	\$ 1,433,405	95.8%	\$ 1,496,428
Slate Government Sources	-	-	0.0%	-	0.0%	235,000
Investment Revenue	8,500	5,418	63.7%	2,043	57.2%	3,572
Other Revenue	-	-	0.0%	-	0.0%	-
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	\$ 1,584,954	1,438,667	90.8%	1,435,448	82.7%	1,735,000
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Operations & Maintenance						
Contractual Services	-	-	-	-	0.0%	-
Fixed Charges	-	-	-	-	0.0%	-
Capital Outlay	1,450,000	397,275	27.4%	595,967	20.0%	2,977,071
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	\$ 1,450,000	397,275	27.4%	595,967	20.0%	2,977,071
INTERFUND TRANSFERS - NET	\$ -	-	-	-	-	\$ -
BOND & INTEREST FUND						
Local Government Sources						
Current Taxes	\$ 265,000	\$ 255,410	96.4%	\$ 1,212,391	95.7%	\$ 1,267,175
Investment Revenue	1,400	1,057	75.5%	591	59.1%	1,000
TOTAL BOND & INTEREST FUND REVENUES	266,400	256,467	96.3%	1,212,982	95.6%	1,268,175
BOND & INTEREST FUND						
Institutional Support:						
Debt Principal Retirement	\$ 265,000	-	0.0%	-	0.0%	1,245,000
Interest on Bonds	3,313	-	0.0%	-	0.0%	22,188
Fees	500	-	0.0%	-	0.0%	500
TOTAL BOND & INTEREST EXPENDITURES	\$ 268,813	-	0.0%	-	0.0%	\$ 1,267,688
WORKING CASH FUND						
Investment Revenue	\$ 20,000	\$ 9,798	49.0%	\$ 7,406	37.0%	\$ 20,000
TOTAL WORKING CASH REVENUES	20,000	9,798	49.0%	7,406	37.0%	20,000
Transfers In (Out)	\$ 20,000	\$ -	0.0%	\$ -	0.0%	\$ 70,000

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Illinois Valley Community College District No. 513
 Fiscal Year 2017 Budget to Actual Comparison
 For the four months ended October 31, 2016

	Annual Budget FY2017	Actual 10/31/16	Act/Budget 33.3%	Actual 10/31/15	Act/Budget 33.3%	Annual Budget FY2016
AUXILIARY ENTERPRISES FUND						
Service Fees	\$ 2,257,200	\$ 1,001,325	44.4%	\$ 1,041,156	43.6%	\$ 2,385,600
Other Revenue	-	1,649	0.0%	20	0.0%	-
Investment Revenue	1,700	1,037	61.0%	565	18.8%	3,000
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	2,258,900	1,004,011	44.4%	1,041,741	43.6%	2,388,600
AUXILIARY ENTERPRISES FUND						
Salaries	\$ 320,725	102,228	31.9%	106,365	31.4%	339,239
Employee Benefits	93,123	16,167	17.4%	25,195	28.0%	89,872
Contractual Services	46,000	17,305	37.6%	14,327	33.9%	42,230
Materials & Supplies	1,857,965	865,150	46.6%	1,011,251	51.2%	1,973,765
Conference & Meeting	27,255	12,310	45.2%	11,993	42.2%	28,430
Fixed Charges	64,282	12,831	20.0%	13,659	30.3%	45,150
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	33,391	27,711	83.0%	-	0.0%	5,748
Other	104,500	102	0.1%	-	0.0%	111,500
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	2,547,241	1,053,804	41.4%	1,182,790	44.9%	2,635,934
Transfer In (Out)	\$ (180,938)	\$ -	0.0%	\$ -	0.0%	\$ (475,336)

	Annual Budget FY2017	Actual 10/31/16	Act/Budget 33.3%	Actual 10/31/15	Act/Budget 33.3%	Annual Budget FY2016
RESTRICTED PURPOSES FUND						
State Government Sources	-	-	0.0%	386,880	123.2%	\$ 313,970
Federal Government Sources	5,731,194	2,259,012	39.4%	2,993,797	51.4%	5,826,932
Service Fees	1,500	2,515	167.7%	810	27.0%	3,000
Nongovernmental gifts or grants	65,857	33,711	51.2%	336,888	0.0%	-
Other Revenue	-	174	0.0%	163	0.0%	58,768
TOTAL RESTRICTED PURPOSES FUND REVENUES	5,798,551	2,295,412	39.6%	3,718,538	60.0%	6,202,670
RESTRICTED PURPOSES FUND						
Instruction:						
Salaries	\$ 221,132	83,041	37.6%	151,473	31.9%	474,258
Employee Benefits	62,178	22,001	35.4%	36,164	33.3%	108,540
Contractual Services	19,235	4,797	24.9%	3,445	13.7%	25,135
Materials & Supplies	22,822	12,074	52.9%	47,399	81.9%	57,846
Conference & Meeting	22,749	2,505	11.0%	7,172	29.5%	24,339
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	586	23.4%	2,500
Capital Outlay	14,023	55,305	394.4%	38,195	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Instruction	\$ 362,139	\$ 179,723	49.6%	\$ 284,434	41.1%	\$ 692,618

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Illinois Valley Community College District No. 513
 Fiscal Year 2017 Budget to Actual Comparison
 For the four months ended October 31, 2016

	Annual Budget FY2017	Actual 10/31/16	Act/Budget 33.3%	Actual 10/31/15	Act/Budget 33.3%	Annual Budget FY2016
RESTRICTED PURPOSES FUND						
Student Services						
Salaries	196,440	61,792	31.5%	62,999	33.2%	189,882
Employee Benefits	87,705	20,828	23.7%	25,445	32.9%	77,435
Contractual Services	2,500	616	24.6%	696	32.4%	2,150
Materials & Supplies	1,926	207	10.7%	2,012	95.8%	2,100
Conference & Meeting	1,500	112	7.5%	1,064	34.6%	3,071
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRIO Grant)	9,000	6,000	66.7%	3,000	18.7%	16,014
Total Student Services	299,071	89,555	29.9%	95,216	32.8%	290,652
Public Service						
Salaries	53,038	24,385	46.0%	37,140	24.8%	149,970
Employee Benefits	16,319	5,610	34.4%	7,994	20.0%	39,999
Contractual Services	500	348	69.6%	1,790	358.0%	500
Materials & Supplies	500	41	8.2%	32	1.8%	1,731
Conference & Meeting	500	2,625	525.0%	796	28.4%	2,800
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	99	0.0%	99	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Public Service	70,857	33,108	46.7%	47,851	24.5%	195,000
Institutional Support						
Salaries (Federal Work Study)	\$ 89,554	\$ 25,938	29.0%	\$ 37,383	42.3%	\$ 88,364
Total Institutional Support	89,554	25,938	29.0%	37,383	42.3%	88,364
Student grants and waivers (PELL & SEOG)	4,986,429	2,179,058	43.7%	3,550,515	71.2%	4,987,268
TOTAL RESTRICTED FUND EXPENDITURES	5,808,050	\$ 2,507,382	43.2%	\$ 3,920,183	62.7%	\$ 6,253,902
Transfer In (Out)		\$ 10,000	0.0%	\$ 10,000	37.8%	\$ 26,482

Illinois Valley Community College District No. 513
 Fiscal Year 2017 Budget to Actual Comparison
 For the four months ended October 31, 2016

LIABILITY, PROTECTION, & SETTLEMENT FUND

	Annual Budget FY2017	Actual 10/31/16	Act/Budget 33.3%	Actual 10/31/15	Act/Budget 33.3%	Annual Budget FY2016
Local Government Sources	\$ 868,950	\$ 561,547	64.6%	\$ 257,761	95.4%	\$ 270,255
Investment Revenue	10,000	327	3.3%	38	0.8%	5,000
Other	-	-	0.0%	-	0.0%	-
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES	878,950	561,874	63.9%	257,799	93.7%	275,255

LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES

Operations & Maintenance of Plant	\$ 429,075	\$ 161,560	37.7%	\$ 110,133	30.9%	\$ 356,550
Contractual Services	200	129	64.5%	51	15.5%	330
Material & Supplies	305	-	0.0%	210	42.0%	500
Conference & Meeting	450	111	24.7%	134	24.4%	550
Utilities	-	-	-	55,151	-	-
Capital Outlay	-	-	-	165,679	-	-
Total for Operations & Maintenance of Plant	430,030	161,800	37.6%	165,679	46.3%	357,930

Institutional Support

Salaries	\$ 80,332	\$ 26,587	33.1%	\$ 27,326	30.2%	\$ 90,462
Employee Benefits	210,660	7,013	8.7%	2,995	1.4%	211,001
Contractual Services	111,950	15,307	13.7%	18,234	78.8%	23,150
Materials & Supplies	300	114	38.0%	154	9.9%	1,550
Conference & Meeting	-	-	0.0%	2,000	0.0%	-
Fixed Charges	344,600	229,182	66.5%	247,055	77.2%	319,850
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	747,842	278,203	37.2%	297,764	46.1%	646,013

TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES

	\$ 1,177,872	\$ 440,003	37.4%	\$ 463,443	46.2%	\$ 1,003,943
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AUDIT FUND

	Annual Budget FY2017	Actual 10/31/16	Act/Budget 33.3%	Actual 10/31/15	Act/Budget 33.3%	Annual Budget FY2016
Local Government Sources	\$ 36,125	\$ 34,106	94.4%	\$ 37,454	98.3%	\$ 37,708
Investment Revenue	100	32	32.0%	4	1.6%	250
TOTAL AUDIT FUND REVENUES	36,225	34,138	94.2%	37,458	98.7%	37,958

AUDIT FUND

Contractual Services	\$ 35,750	\$ 24,700	69.1%	\$ 24,475	69.9%	\$ 35,000
TOTAL AUDIT FUND EXPENDITURES	35,750	24,700	69.1%	24,475	69.9%	35,000

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Illinois Valley Community College District No. 513
Fiscal Year 2017 Budget to Actual Comparison
All Funds - By Budget Officer
For the four months ended October 31, 2016

<u>Department</u>	<u>Annual Budget FY2017</u>	<u>Actual 10/31/2016</u>	<u>Act/Budget</u>	<u>Explanation</u>
President	\$ 340,432	\$ 107,995	33.3%	
Board of Trustees	3,250	775	23.8%	
Community Relations	399,468	145,154	36.3%	
Continuing Education	918,353	273,062	29.7%	
Facilities	3,833,216	1,171,427	30.6%	
Information Technologies	2,656,087	799,287	30.1%	
Academic Affairs	362,918	104,313	28.7%	
Academic Affairs (AVPCE)	593,634	287,754	48.5%	Includes Ottawa Center rent
Adult Education	263,324	95,274	36.2%	
Learning Technologies	584,316	176,803	30.3%	
Career & Tech Education Division	1,733,397	484,500	28.0%	
Natural Science & Business Division	2,346,394	698,695	29.8%	
Humanities & Fine Arts/Social Science Division	2,194,226	622,835	28.4%	
Health Professions Division	2,214,425	637,064	28.8%	
English, Mathematics, Education Division	2,609,010	780,118	29.9%	
Admissions & Records	392,338	119,678	30.5%	
Counseling	656,795	206,722	31.5%	
Student Services	170,125	57,439	33.8%	
Financial Aid	5,288,862	2,325,457	44.0%	Summer and fall financial aid disbursement
Athletics	265,954	90,759	34.1%	
TRIO (Student Success Grant)	299,071	89,555	29.9%	
Campus Security	428,125	159,305	37.2%	
Business Services/General Institution	1,205,382	330,117	27.4%	
Risk Management	602,747	280,698	46.6%	Annual insurance payments
Tuition Waivers	493,400	192,730	39.1%	
Purchasing	117,799	31,702	26.9%	
Human Resources	132,335	34,542	26.1%	
Bookstore	2,287,426	885,774	38.7%	
Shipping & Receiving	63,961	24,621	38.5%	
Copy Center	111,429	40,649	36.5%	
Total FY17 Expenditures	\$ 33,568,199	\$ 11,254,804	33.5%	

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

	EDUCATION	OP/MAINT	OP/MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT. & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 3,812,542.77	\$ 831,493.24	\$ 988,604.61	\$ 402,755.53	\$ 272,876.77	\$ (550,432.60)	\$ 1,268,915.16	\$ 39,471.87	\$ 490,841.34	\$ 20,150.08	\$ 7,577,218.77
Total Receipts	1,012,346.89	142,411.62	122,498.38	21,886.29	101,342.30	33,801.00	328.97	2,915.72	47,995.32	185,315.00	1,670,841.49
Total Cash	4,824,889.66	973,904.86	1,111,102.99	424,641.82	374,219.07	(516,631.60)	1,269,244.13	42,387.59	538,836.66	205,465.08	9,248,060.26
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	1,764,981.23	128,809.82	-	-	383,506.43	64,824.00	-	-	-	-	2,342,121.48
Expenditures	(1,185,717.19)	(193,819.07)	(2,198.72)	-	(77,782.85)	(73,579.36)	-	(9,600.00)	(68,220.06)	(217.40)	(1,611,134.65)
ACCOUNT BALANCE	5,404,153.70	908,895.61	1,108,904.27	424,641.82	679,942.65	(525,386.96)	1,269,244.13	32,787.59	470,616.60	205,247.68	9,979,047.09
Deposits in Transit	(7,504.27)	-	-	-	-	-	-	-	-	-	(7,504.27)
Outstanding Checks	183,081.51	-	-	-	-	-	-	-	-	-	183,081.51
BANK BALANCE	5,579,730.94	908,895.61	1,108,904.27	424,641.82	679,942.65	(525,386.96)	1,269,244.13	32,787.59	470,616.60	205,247.68	10,154,624.33
Certificates of Deposit	-	-	1,000,000.00	-	248,000.00	-	2,395,976.98	-	1,103,003.10	-	4,746,980.08
Illinois Funds	2,063,903.33	1,933,278.80	2,666,026.73	634,782.17	232,785.19	315,928.26	903,129.24	2,323.39	1,140.93	6,409.42	8,759,707.46
CDB Trust Fund CTC	-	-	-	-	-	-	-	-	-	-	-
Bldg Reserve-ILLFund	-	-	1,086,441.88	-	-	-	-	-	-	-	1,086,441.88
Total Investment	\$ 2,063,903.33	\$ 1,933,278.80	\$ 3,752,468.61	\$ 634,782.17	\$ 480,785.19	\$ 315,928.26	\$ 3,299,106.22	\$ 2,323.39	\$ 1,104,144.03	\$ 6,409.42	\$ 13,593,129.42
LaSalle State Bank	\$ 46,765.40	-	-	-	-	-	-	-	-	-	46,765.40
Centrue Bank	10,107,858.93	-	-	-	-	-	-	-	-	-	10,107,858.93
	\$ 10,154,624.33	-	-	-	-	-	-	-	-	-	10,154,624.33

Respectfully submitted,


Kathy Ross
Controller

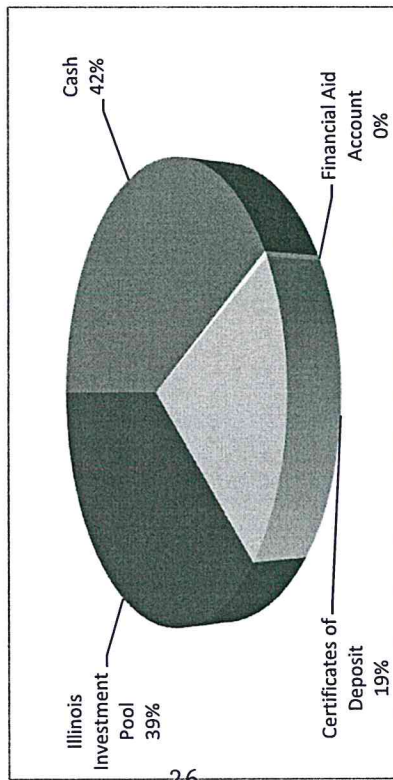
ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
October 31, 2016

<u>DUE</u>	<u>Education</u>	<u>Oper & Maint</u>	<u>O&M Restricted</u>	<u>Bond & Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection & Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
10/29/2016							1,003,003	1,003,003	MB	0.60%	0.60%	916139
11/7/2016						150,485		150,485	MB	0.65%	0.65%	915192
4/2/2017						1,000,000		1,000,000	LSB	0.39%	0.39%	
4/10/2017						248,000		248,000	MBS	0.85%	0.85%	
4/13/2017							1,000,000	1,000,000	CB	0.70%	0.70%	2131035592
4/22/2017							100,000	100,000	MB	0.60%	0.60%	914161
7/18/2017						997,492		997,492	MBS	1.24%	1.24%	RMB-02732
5/20/2020					248,000			248,000	MBS	2.05%	2.05%	
Total CD	-	-	-	-	248,000	2,395,977	2,103,003	4,746,980				

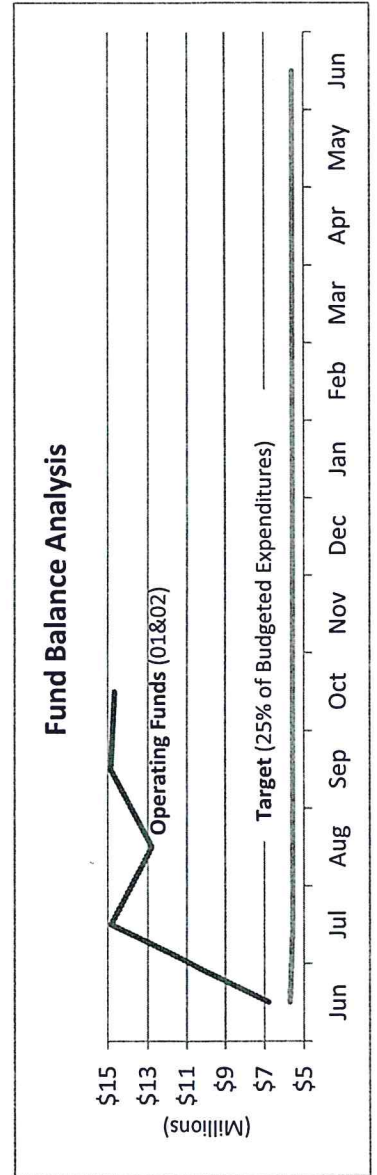
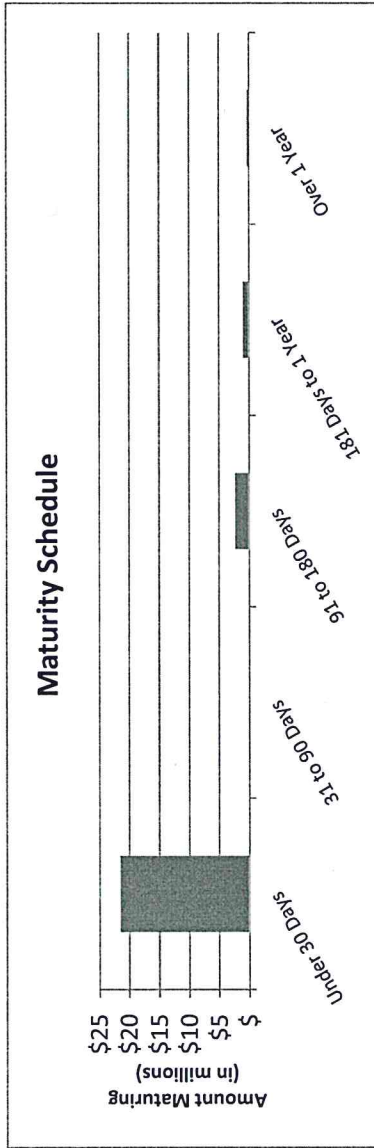
CB	Centrue Bank	MB	Marseilles Bank
HBT	Hearfland Bank and Trust	MBS	Multi-Bank Securities, Inc.
FSB	First State Bank of Mendota	MSB	Midland State Bank
HNB	Hometown National Bank	NCB	North Central Bank - Ladd
LSB	LaSalle State Bank	PFS	Peru Federal Savings

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

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	41.5%	\$ 10,417,219	0.35%
Financial Aid Account	0.4%	95,428	0.35%
Certificates of Deposit	18.9%	4,746,980	0.80%
Illinois Investment Pool	39.2%	9,846,149	0.36%
Total		\$ 25,105,776	0.44%



Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds - General	\$ 8,759,707	-	-	\$ 8,759,707	35%
IL Funds - Building	1,086,442	-	-	\$ 1,086,442	4%
Centrue Bank	-	1,000,000	10,142,673	\$ 11,142,673	44%
Centrue Financial Aid	-	-	95,428	95,428	0%
LaSalle State Bank	-	1,000,000	41,173	1,041,173	4%
First State Bank	-	-	-	-	0%
Multi Bank Securities	-	1,493,492	-	1,493,492	6%
Hearthland Bank	-	-	233,373	233,373	1%
Marseilles Bank	-	1,253,488	-	1,253,488	5%
Total	\$ 9,846,149	\$ 4,746,980	\$ 10,512,647	\$ 25,105,776	100%



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\$5,000 and Over Disbursements
10/01/16 - 10/31/16

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
730605	10/05/16	0204246	Arthur Gallagher Risk Management	\$ 32,347.00	Property Casualty Insurance
ACH	10/06/16		Internal Revenue Service	68,564.20	Federal Payroll Taxes (10/06/16)
ACH	10/06/16		Illinois Department of Revenue	16,512.62	State Payroll Taxes (10/06/16)
ACH	10/06/16		VALIC Retirement Services	16,402.72	403(b) & 457(b) Payroll (10/06/16)
730688	10/06/16	0082897	SURS	47,670.62	Payroll (10/06/16)
730691	10/06/16	0081443	American Express	44,355.94	CDW Government, Inc., Cengage Learning, Inc., McGraw Hill Publishing, Pearson Education, Inc.
730849	10/19/16	0181795	G4S Secure Solutions (USA) Inc.	35,128.08	Security Services (September)
730857	10/19/16	0079038	IVCC Student Activity	77,382.52	Student Activity Fees
730858	10/19/16	0079038	IVCC Student Activity	5,100.00	Short Term Loans Repay
730899	10/19/16	0001450	Thyssenkrupp Elevator Corporation	5,928.10	Elevator Maintenance/Repair
730906	10/19/16	0201804	Wipfli LLP	9,600.00	Financial Audit
730908	10/19/16	0001927	Walter J Zukowski & Associates	15,769.25	Legal Services
ACH	10/19/16		Internal Revenue Service	67,687.75	Federal Payroll Taxes (10/20/16)
ACH	10/19/16		Illinois Department of Revenue	16,436.54	State Payroll Taxes (10/20/16)
ACH	10/19/16		VALIC Retirement Services	15,757.72	403(b) & 457(b) Payroll (10/20/16)
730964	10/19/16	0082897	SURS	47,434.00	Payroll (10/20/16)
730969	10/26/16	0001369	Ameren Illinois	59,353.52	Electricity (09/09/16-10/10/16), Gas (09/01/16-10/01/16)
730978	10/26/16	0190646	CNE Gas Division, LLC	5,930.04	Natural Gas (September)
ACH	10/27/16		Prudential	5,177.40	Life & Disability Insurance (November)

\$ 592,538.02

Stipends For Pay Period 10/01/16

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Baltzarini, Doreen J.	Microsoft Windows One on One	09/17/16	09/17/16	10/01/16	ST	105.00	014110394151320	CEX-4411-09	How To Use Windows 10	
Booras, Pamela H.	Ethics for Massage Therapists	09/16/16	09/16/16	10/01/16	ST	150.00	014110394151320	CPD-3148-09	Ethics for Massage Therapists	
Dellinger, Douglas A.	Intro to Photography & DSLR	09/06/16	09/27/16	10/01/16	ST	455.00	014110394151320	HLR-2505-309	Intro to Photography & DSLR	
Fitzpatrick, Sara E.	30 Minute Meals II	09/13/16	09/13/16	10/01/16	ST	150.00	014110394151320	HLR-3509-309	30 Minute Meals II	
Freed, Timothy D.	Cast Iron Cookery	09/21/16	09/21/16	10/01/16	ST	230.00	014110394151320	HLR-3706-309	Cast Iron Cookery	
Gibson, James A.	Advantage Oglesby Consultant	09/01/16	09/15/16	10/01/16	ST	2,500.00	014210331051320			
Hartwig, Paul R.	Clothing Allowance	09/23/16	10/01/16	10/01/16	TF	100.00	027110471052900			
Kozell, Denise C.	Intro to Photography & DSLR	09/20/16	09/20/16	10/01/16	ST	45.00	014110394151320	HLR-5604-309	Intro to Photography & DSLR	
Leadingham, Paul	Grays Garage Inc Testing	09/16/16	09/16/16	10/01/16	ST	815.08	014210331051320			
Niemann-Boehle, Deborah M.	How to Publish What You Write	09/24/16	09/24/16	10/01/16	ST	120.00	014110394151320	HLR-5426-609	How To Publish What You Write	Time Teaching Class per Contract
Pumo, Deborah J.	1 Credit Hour Pay	08/18/16	10/01/16	10/01/16	ST	640.00	011420730051340	ALH-1002-100	Human Growth & Development	
Quincer, Mark S.	Clothing Allowance	09/26/16	10/01/16	10/01/16	TF	43.88	027110471052900			
Rebholz, Matthew R.	LC Driver Improvement #1041	09/24/16	09/24/16	10/01/16	ST	175.00	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Sanver, Gregory S.	LC Driver Improvement #1040	09/14/16	09/14/16	10/01/16	ST	150.00	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Sanver, Gregory S.	BC Driver Improvement #317	09/17/16	09/17/16	10/01/16	ST	150.00	014110394351320	CDV-7000-01	Bureau Co Driver Improvement	
Suppan, Heinz D.	Indian Creek Massacre	09/08/16	09/08/16	10/01/16	ST	100.00	014110394151320	HLR-7603-309	Indian Creek Massacre	
Suppan, Heinz D.	Radium Girls of Ottawa	09/22/16	09/22/16	10/01/16	ST	100.00	014110394151320	HLR-7604-309	Radium Girls of Ottawa	
Suppan, Heinz D.	New Parttime Orientation	10/01/16	10/01/16	10/01/16	ST	75.00	011120080151900			
Thompson, Jason	Native Survival	09/24/16	09/24/16	10/01/16	ST	175.00	014110394151320	HLR-5313-09	Native Survival	
Total						6,278.96				

Cheryl Roelfsema
 Cheryl Roelfsema
 Vice President of Business Services and Finance

Jeffrey Corcoran 10/25/16
 Jeffrey Corcoran
 President

*Eartypes
 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 10/15/16

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Balzarini, Doreen J.	CEX 4408 309 CEU 4118 309	09/13/16	10/06/16	10/15/16	ST	\$800.00	014110394151320	CEX-4408-309	Computer Basics 7 Excel 2013	Beginning
Bollelli, Joseph A.	Clothing Allowance	10/15/16	10/15/16	10/15/16	TF	\$100.00	027110471052900			
Bray, Kristal A.	ALH 1214 04 LAB AND CLINICAL	10/14/16	12/19/16	12/24/16	ST	\$1,971.00	011420730051320	ALH-1214-04	Certified Nursing Assistant	
Data, Dorene M.	Beginning Metal Art HLR 2742 309	10/01/16	10/01/16	10/15/16	ST	\$210.00	014110394151320	HLR-2775-10	Beginning Metal Art	
Dzurisin, Juliana M.	ALH 1214 606 607 lecture	10/14/16	12/19/16	12/24/16	ST	\$3,866.50	011420730051320	ALH-1214-606	Certified Nursing Assistant	
Engelman, John A.	WLD Series 22 Multi Prep	10/14/16	12/19/16	12/24/16	ST	\$2,025.00	011320410051320			
Freed, Timothy D.	New England Cuisine	10/05/16	10/05/16	10/15/16	ST	\$270.00	014110394151320	HLR-3924-310	New England Cuisine	
Gibson, James A.	Advantage DL 24 Phase II	09/16/16	10/13/16	10/15/16	ST	\$2,300.00	014210331051320			
Gonds, Michael J.	WLD Series 311 312	10/18/16	11/22/16	11/26/16	ST	\$1,334.94	011320410051320			
Gonds, Michael J.	WLD Series 312 23 24 Multi Prep	10/20/16	12/19/16	12/24/16	ST	\$4,050.00	011320410051320			
Jauch, Christian M.	CSP 1210 01	10/14/16	12/19/16	12/24/16	ST	\$910.00	011320410051320	CSP-1210-01	Basic Computer Skills Workplace	
Jenrich, Chuck	James Hardie VA DMAIC	09/13/16	09/14/16	10/15/16	ST	\$3,120.00	014210331051320			
Landgraf, Tammy L.	Mileage Reimbursement	09/01/16	09/30/16	10/15/16	ML	\$53.46	011220946155210			
Lau, Michael S.	PSY 1000 05	10/14/16	12/19/16	12/24/16	ST	\$2,274.00	011120650051320	PSY-1000-05	General Psychology	
Mahoney, James J.	WLD Series 311 312	10/11/16	10/11/16	10/15/16	ST	\$376.62	011320410051320			
Mahoney, James J.	WLD Series 321	10/14/16	12/19/16	12/24/16	ST	\$2,109.00	011320410051320	WLD-1200-321	Stick, Plate, Flat Arc Welding	
Nink, Tina M.	NUR 2201 08	10/14/16	12/19/16	12/24/16	ST	\$3,221.50	011420730051320	NUR-2201-08	Holistic Nursing II	
Rebholz, Matthew R.	LC-GDL Driver Improvement 1043	10/08/16	10/08/16	10/15/16	ST	\$175.00	014110394251320	CDV-6000-10	LaSalle Co Driver Improvement	
Sarver, Gregory S.	LC Driver Improvement #1042	09/28/16	09/28/16	10/15/16	ST	\$150.00	014110394251320	CDV-6000-319	LaSalle Co Driver Improvement	
Schuerman, Patrick	SDT 1201 300	10/14/16	12/19/16	12/24/16	ST	\$675.00	011320410051320	SDT-1201-300	Career Exploration	
Schulte, Glen W.	WLD Series 01 03	10/10/16	10/12/16	10/15/16	ST	\$421.88	011320410051320			
Schulte, Glen W.	WLD Series 21 Multi Prep	10/14/16	12/19/16	12/24/16	ST	\$2,025.00	011320410051320			
Schultz, Kim A.	ALH 1214 606 607 Lab Clinical	10/14/16	12/19/16	12/24/16	ST	\$7,297.14	011420730051320	ALH-1214-606	Certified Nursing Assistant	
Smith, Paul C.	GNT 1230 350	10/14/16	12/19/16	12/24/16	ST	\$1,757.50	011320410351320	GNT-1230-350	Manufacturing Processes	
Smith, Sara E.	Food Service Sanitation	09/26/16	10/06/16	10/15/16	ST	\$600.00	014110394151320	CEU-1503-639	Food Service Sanitation-8 Hour	
Stevenson, Keith H.	WHS 1200 02	10/08/16	11/05/16	11/12/16	ST	\$910.00	011320410351320	WHS-1200-02	Basic Forklift Operation	

Stipends For Pay Period 10/15/16

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Swett, Steven A.	ALH 1221 301 Lecture	10/14/16	12/19/16	12/24/16	ST	\$910.00	011420730051320	ALH-1221-301	Industrial First Aid	
Trench, Michael S.	GNT 1225 350	10/14/16	12/19/16	12/24/16	ST	\$1,687.50	011320410351320	GNT-1225-350	Quality & Measurement	
Vogt, Jane A.	Learn to Crochet	09/22/16	10/06/16	10/15/16	ST	\$225.00	014110394151320	HLR-2769-309	Learn To Crochet	
Volker, Richard H.	It's Decision Time	09/28/16	10/12/16	10/15/16	ST	\$157.00	014110394151320	SRS-1113-304	It's Decision Time-Medicare	
Wasmer, Susan M.	ALH 1251 01 02 Lecture Clinical	10/14/16	12/19/16	12/24/16	ST	\$2,190.00	011420730051320	ALH-1251-01	Phlebotomy Practicum	
Whaley, Frances A.	LUB 1000-100	10/14/16	12/19/16	12/24/16	ST	\$150.00	011120910051320	LUB-1000-100	Research Strategies	
Zellmer, Donald G.	THE 2005 03	08/18/16	12/19/16	12/24/16	ST	\$300.00	011120650051320	THE-2005-03	Theatre Play Production	
Total						48,623.04				

Cheryl Roelfsema
 Cheryl Roelfsema

Vice President of Business Services and Finance

Jerry Corcoran 10/27/16
 Dr. Jerry Corcoran
 President

* Earn Types
 RE=Regular, TF=Taxable Reimbursements, ST/SG=Stipend, ES=SURS Exempt
 Stipend, OV=Overload, VA=Vacation Payout, MI= Commuting Mileage

MI=Miscellaneous, SS=Summer School

2016 Tentative Tax Levy

As in past years, in order to maximize the Education Fund and Operations and Maintenance Funds revenues, the 2016 tax levy request is based on an estimated equalized assessed valuate (EAV) of \$3,162,550,000, a 4.99 percent increase from tax year 2015’s EAV. The levy request is \$11,610,597, a 2.51 percent increase from the actual tax year 2015 tax extension. This increase will not require a public notice and public hearing.

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

Fund	Tax Rate	Tax Levy
Education	.1300	\$ 4,114,400
Operations & Maintenance	.0400	1,265,900
Additional Tax	.1297	4,105,000
Social Security & Medicare	.0087	275,000
Protection, Health & Safety	.0446	1,411,797
Tort Immunity	.0127	402,000
Audit	.0012	36,500
Bonds	<u>.0000</u>	<u>0</u>
Totals	.3669	\$11,610,597

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

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

Recommendation:

The administration recommends the Board adopt the Resolution approving a Tentative Tax Levy and Tentative Certificate of Tax Levy, as presented.

KPI 5: Fiscal Responsibility/Affordability

RESOLUTION APPROVING A TENTATIVE TAX LEVY

RESOLUTION

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

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

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

APPROVED this 10th day of November, 2016.

Chairperson, Board of Trustees

ATTEST:

Secretary, Board of Trustees

TENTATIVE CERTIFICATE OF TAX LEVY

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

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

We hereby certify that we require:

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

Signed this 10th day of November, 2016

Chair of the Board of Said Community College District

Secretary of the Board of Said Community College District

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

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

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

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

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

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

Date

County Clerk and County

Faculty Resignation – Samantha Whiteaker, Nursing Instructor

Samantha Whiteaker, Nursing Instructor in the Health Professions division has submitted her resignation effective January 10, 2017. Her resignation letter is attached.

Recommendation:

Accept with regret Samantha Whiteaker's resignation effective January 10, 2017 and wish her success in her new endeavor.

KPI 6: Job Satisfaction

Samantha Whiteaker
2639 N. 3739th Road
Sheridan, IL 60551
309-258-9262

October 26th, 2016


To Whom It May Concern,

Please accept this letter as my official resignation from my position as Nursing Instructor at Illinois Valley Community College. My final day of employment will be January 10, 2017. After much thought and careful consideration, I have decided to resign from my current post, following a job offer at the University of St. Francis in Joliet, IL.

Thank you for the wonderful and rewarding experience of teaching nursing at Illinois Valley Community College. I have very much enjoyed my time here. I would also like to convey my gratitude to fellow faculty and staff, it has been a privilege to be a part of this team.

I will continue to work hard in my final days of employment to complete all of the required paperwork and duties assigned to me. I am happy to assist in making the transition as seamless as I can. Please let me if there is anything I can do, as my time winds down.

Sincerely,

A handwritten signature in cursive script that reads "Samantha Whiteaker". The signature is written in black ink and is positioned below the word "Sincerely,".

Samantha Whiteaker
MSN, RN, RNC-OB, CNE

RECEIVED

OCT 26 2016

HUMAN RESOURCES

Faculty Appointment – Dr. Jean Forst, English and Reading Instructor

The search advisory committee has selected Dr. Jean Forst as English and Reading Instructor to fill the vacancy created by the retirements of Kaushalya Jagasia, English instructor and Linda Thomas, Reading instructor. Information on this candidate is attached.

Recommendation:

The administration recommends the appointment of Dr. Jean Forst as English and Reading Instructor at G-6, an annualized salary of \$59,029 on the 2016/2017 faculty salary schedule, effective January 10, 2017.

KPI 1: Student Academic Success

RECOMMENDED FOR FACULTY APPOINTMENT
2016-2017

GENERAL INFORMATION:

POSITION TO BE FILLED: English/Reading Instructor

NUMBER OF APPLICANTS: 28

NUMBER OF APPLICANTS INTERVIEWED: 2

APPLICANTS INTERVIEWED BY:

Ms. Cinotte, Ms. Dunlap, Ms. Hardy, Ms. Lee, Mr. Lockwood, Dr. Radek,
Dr. Sack, Dr. Schiffman, Ms. Vescogni, Ms. Whaley

APPLICANT RECOMMENDED:

Dr. Jean Forst

EDUCATIONAL PREPARATION:

University of Illinois, Urbana-Champaign, IL – Ph.D. in English

University of Illinois, Urbana-Champaign, IL – M.A. in English

University of Illinois, Chicago, IL – B.A. in English

Northern Illinois University, DeKalb, IL – B.S. in Finance and Marketing

EXPERIENCE:

Illinois Valley Community College, Oglesby, IL – Adjunct Instructor, English and Writing Center Tutor

Sylvan Learning Center, Champaign and Peru, IL – Reading and English Instructor

Joliet Junior College, Joliet, IL – Adjunct Instructor, English

The English Center, Champaign, IL – Reading and ESL Instructor

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

1. 20 years' experience as an instructor of English; 5 years IVCC adjunct
2. Taught all levels of English (transfer, blended, development, dual credit)
3. Teaching demonstration exhibited a student-centered lesson and engagement with the material in deep and meaningful ways
4. Graduate of the Adjunct Faculty Development Academy (AFDA)

RECOMMENDED SALARY: G-6, \$59,029 annualized, effective January 10, 2017

Ms. Glenna Jones, SPHR
Director of Human Resources



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

Illinois State Library/Literacy Office
Gwendolyn Brook Building
300 South Second Street
Springfield, Illinois 62701

September 8, 2016

Ms. Angela Dunlap
Illinois Valley Community College
815 North Orlando Smith
Oglesby, IL 61348-9692

Dear Ms. Dunlap:

Public Act 099-0524 appropriated funding for Literacy Grants administered by the Office of the Secretary of State. It does not appropriate the entire amount requested by our office in its FY17 budget proposal to the Illinois General Assembly. At this point, we are only able to award grants totaling the same amount as last fiscal year.

The Secretary of State Literacy Grant is a competitive program in which applications are rated and ranked by the Literacy Advisory Board (LAB) using the criteria established in the Rules and Regulations (23 Ill. Adm. Code 3035.230) governing the program. The LAB ranked each grant according to the published rubric and recommended grants in priority order until the available funding was exhausted. Due to the number of applications received, the current appropriation level and the ranking of your Adult Volunteer Literacy Grant application, we are not able to award a grant to your organization at this time.

If you have any questions, please do not hesitate to contact the Literacy Office at 217-785-6921.

Sincerely,


A handwritten signature in cursive script that reads "Debra Aggert".

Debra Aggert
Associate Director
Grants/Programs/Literacy

AVL-17-009

Memo

To: Dr. Jerry Corcoran
From: Glenna Jones
Date: 11/1/2016
Re: Personnel Changes



Adult Education has not received the Secretary of State Literacy grant for FY2016 and FY2017. This directly impacts Angela Dunlap, Literacy Manager for the Adult Education Division, because her salary comes from grant monies. As a result, the College must absorb the costs of the literacy program. The College has determined that it cannot continue the Literacy Manager position beyond December 31, 2016.

The Peer Tutoring Coordinator position is a part-time open position in the English, Mathematics, and Education Division. The position has been advertised but not filled. Applicants have been scored; but no interviews have been scheduled.

Our past practice when full-time support staff positions are being eliminated is to determine if the employee has the qualifications to fill an open position. We reconfigured and merged the currently open part-time Peer Tutoring Coordinator position and the full-time Literacy Manager position into a full-time Campus and Community Tutoring Coordinator position. The employee headcount remains the same. The volunteer tutor program will continue, albeit in a modified form. The basic qualifications for the position are a bachelor's degree with teaching and tutoring experience at the high school or college level. Angela Dunlap, a 16-year employee, meets these qualifications as she is a tutor, part-time instructor in the classroom, has a master's degree, and her evaluations reflect positive performance. We recommend that Angela Dunlap be given consideration as the new full-time Campus and Community Tutoring Coordinator effective January 1, 2107.

The Peer Tutoring Coordinator and the Literacy Manager positions are both exempt level 9 Professional/Technical. For FY17, this position will be partially funded by Perkins funds, Adult Education, and the English, Mathematics, and Education (EME) Division. \$15,000 from Perkins has been allocated for the Peer Tutoring Coordinator and has not been spent this fiscal year. Each division would then be responsible for one-half of the remaining salary for FY17 plus benefits. This position will be budgeted in the future under EME Division.

Attached is a job description for the new position of Campus and Community Tutoring Coordinator.

CAMPUS AND COMMUNITY TUTORING COORDINATOR
ILLINOIS VALLEY COMMUNITY COLLEGE

Reports to: Dean of English, Mathematics, and Education

- I. POSITION SUMMARY: Provides academic, budgetary, and tutoring oversight. Tutors and supervises professional and peer tutors to promote student learning and respond to the needs of the students seeking assistance.

- II. ESSENTIAL DUTIES AND RESPONSIBILITIES:
 - A. Continually strives to achieve the College Mission, Vision, and Purpose, and model the College's Core Values.
 - B. Provides daily leadership and management of Peer Tutoring.
 - C. Tutors students.
 - D. Recruits and trains the highest quality professional and peer tutors; recruits and trains qualified volunteer tutors to match with adult literacy students in classroom settings.
 - E. Develops and maintains retention strategies to help students and volunteer tutors.
 - F. Develops and maintains marketing strategies to recruit ABE/ESL students into the literacy program through networking within the community.
 - G. Evaluates success of student/tutor matches through student/tutor evaluations, monthly tutor reports, and student assessments.
 - H. Understands diverse student learning styles.
 - I. Works collaboratively with the Writing Center Coordinator and Student Help Desk staff.
 - J. Works cooperatively with other IVCC departments and builds external partnerships with other community agencies/organizations.

- III. OTHER DUTIES AND RESPONSIBILITIES:
 - A. Serves on College Committees or Teams as needed or assigned.
 - B. Presents on study skills or other relevant topics to College or community.
 - C. Assesses the effectiveness of the tutors and the tutoring process.
 - D. Collects data and prepares end of the semester reports.
 - E. Trains student tutors.
 - F. Is an active member of the Learning Commons and Adult Education.
 - G. Is aware of current trends in tutoring and of new technology to aid learning.
 - H. Markets tutoring in the College and community.
 - I. Develops annual goals and an annual professional development plan in collaboration with the Dean.
 - J. Perform other duties as assigned by the Dean.

- IV. QUALIFICATIONS:
 - Bachelor's degree required; Master's degree preferred
 - Must have teaching and tutoring experience at the High School or College level
 - Strong interpersonal skills: ability to work cooperatively with faculty, staff, and students
 - Strong organizational, communication, and computer skills
 - Flexible schedule



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Memorandum

To: Jerry Corcoran, Ed.D., President
From: Deborah Anderson, Ph.D., Vice-President for Academic Affairs *da*
Bonnie Campbell, Associate Vice President for Academic Affairs *bc*
CC: Robyn Schiffman, Ph.D., Dean of English, Math, and Education
Date: October 27, 2016
Subject: Tracy Lee Tenure Recommendation

Typically, faculty are awarded tenure by the Board of Trustees at the February Board meeting; faculty who began full-time employment in August of 2014, will be presented for approval of tenure in March 2017. This year, we have one exception to this timeline.

Tracy Lee began her faculty employment as an English Instructor in January of 2014. She is, therefore, eligible for tenure in January, 2017. Rather than having two tenure award and celebratory events for small numbers of faculty each time, the administration prefers to award and celebrate tenure achievements as per past practice in March.

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

To confirm that Ms. Lee met all requirements prior to her eligibility date, she met with Dr. Anderson and Ms. Isermann, and Dr. Schiffman for the initial presentation of her portfolio on May 17, 2016. In addition to evaluation documents, letters of recommendation, student course feedback, professional development, community service, and examples of contributions to the institution, Ms. Lee's portfolio included artifacts from her classroom as evidence of student learning. Dr. Schiffman, Ms. Isermann and Dr. Anderson were in unanimous agreement that she met the requirements for tenure outlined in the IVCC Guidelines for Non-tenured Faculty Evaluation System.

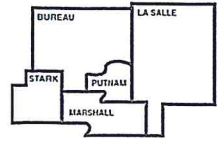
We look forward to Ms. Lee sharing her portfolio and celebrating her success with the Board of Trustees at the March 2017 meeting.



*Striving to enlighten the path
and enrich the journey
for persons with disabilities...*

ILLINOIS VALLEY CENTER FOR INDEPENDENT LIVING

18 Gunia Drive, LaSalle, Illinois 61301



October 13, 2016

Illinois Valley Community College
Attn: Facilities Office
815 N. Orlando Smith Road
Oglesby, IL 61348

To Whom It May Concern:

The Illinois Valley Center for Independent Living (IVCIL) is a nonprofit, non-residential service and advocacy organization that assists persons with disabilities in opening doors to their independence. IVCIL provides services for persons with disabilities, their families, and the community in Bureau, LaSalle, Marshall, Putnam, and Stark counties. We, as a service provider for people with disabilities, have heard news or updates from community members with disabilities, that parking lot 6 now has updated signage on the accessible parking spaces.

We want to say "thank you" to the Facilities Department and the college as a whole, for what you have done and what you are continuing to do to serve all community members with your changes in being accessible. We would like to give your department, because you are proactive with becoming accessible, a certificate of appreciation. Well done.

Sincerely,

Lesley A. Gonigam
Associate Director

Enclosed: Certificate of Appreciation





IVCIL

Certificate of Appreciation

The Illinois Valley Center for Independent Living
proudly presents this award to
Illinois Valley Community College
for the hard work, dedication, and perseverance
by providing updated accessible signage in parking lot 6.

Lesley A. Gonigam
Lesley A. Gonigam
Associate Director

Brian M. Szuda
Brian Szuda
Executive Director