



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, August 17, 2017
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

February

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

March

Tenure Recommendations
Non-tenured Faculty Contracts
President's Evaluation
Student Fall Demographic Profile
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, August 17, 2017 – 6:30 p.m. – Board Room (C307)

A G E N D A

1. Public Hearing
2. Call to Order
3. Pledge of Allegiance
4. Roll Call
5. Approval of Agenda
6. Public Comment
7. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 7.1 Approval of Minutes – July 13, 2017 Board Meeting (Pages 1-5)
 - 7.2 Approval of Bills - \$1,344,587.92
 - 7.2.1 Education Fund - \$962,706.81
 - 7.2.2 Operations & Maintenance Fund - \$63,948.08
 - 7.2.3 Operations & Maintenance (Restricted Fund) - \$152,418.52
 - 7.2.4 Auxiliary Fund - \$74,516.70
 - 7.2.5 Restricted Fund - \$6,822.39
 - 7.2.6 Liability, Protection & Settlement Fund - \$84,175.42
 - 7.3 Treasurer's Report (Pages 6-23)
 - 7.3.1 Financial Highlights (Pages 7-8)
 - 7.3.2 Balance Sheet (Pages 9-10)
 - 7.3.3 Summary of FY18 Budget by Fund (Page 11)
 - 7.3.4 Budget to Actual Comparison (Pages 12-18)
 - 7.3.5 Budget to Actual By Budget Officers (Page 19)
 - 7.3.6 Statement of Cash Flows (Page 20)
 - 7.3.7 Investment Status Report (Pages 21-22)
 - 7.3.8 Disbursements - \$5,000 or more (Page 23)

- 7.4 Personnel - Stipends for Pay Periods Ending July 8, 2017 and July 22, 2017
(Pages 24-26)
8. President's Report
9. Committee Reports
10. FY2018 Budget (Pages 27-30)
11. Faculty Resignation Date Extended – Dr. Abhijeet Bhattacharya, Economics Instructor
(Pages 31-32)
12. Insurance Renewals (Pages 33-43)
13. Items for Information (Pages 44-55)
 - 13.1 Staff Appointment – Sarah Morgensen, Shipping and Receiving Coordinator
(Page 44)
 - 13.2 Staff Resignation – Abbi Bosnich, Assistant Volleyball Coach (Page 45)
 - 13.3 Staff Resignation – Ralph Wedekind, Custodian (Page 46)
 - 13.4 Change Order #1 – Overhead Door Replacement (Page 47)
 - 13.5 Administrative Procedures (Pages 48-55)
 - 13.5.1 Board Policy 1.15 – Board Travel, Conference and Meeting Expenses
(Pages 48-50)
 - 13.5.2 Board Policy 3.4 – Business Travel, Conference and Meeting Expenses
(Pages 51-55)
14. Trustee Comment
15. Closed Session – 1) student discipline; 2) litigation; and 3) closed session minutes.
16. Approval of Closed Session Minutes
17. Other
18. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
July 13, 2017

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, July 13, 2017 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Jane E. Goetz, Chair
Everett J. Solon, Vice Chair
David O. Mallery, Secretary (entered the meeting at 6:32 p.m.)
Jay K. McCracken
Melissa M. Olivero
Amy L. Boyles
Angela M. Stevenson
Matthew F. Pehoski, Student Trustee

Members Absent:

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

MOMENT OF SILENCE

Ms. Goetz noted this morning the College received the sad news that Mark Green, husband of Dr. Deborah Anderson, had passed away. She asked that everyone please join her in a moment of silence in memory of Mark Green.

APPROVAL OF AMENDED AGENDA

It was moved by Mr. Solon and seconded by Ms. Olivero to approve the agenda as amended (deleted agenda item #22). Motion passed by voice vote.

PUBLIC COMMENT

Mr. David Mallery spoke as a resident of the district with his concerns of the recent state budget. He stated the Illinois House and Senate passed an unbalanced budget and raised income tax. ICCB immediately started notifying colleges of their individual windfalls. For IVCC it meant that it would immediately be allocated \$1.2 million in a supplemental payment for FY2017. IVCC was also notified it would see dramatic contributions and increases from the state for FY2018 and \$500,000 for MAP grants which were already paid in previous months. The Adult Education and Career Technical grants have not been calculated by ICCB. So there is more to come. Mr. Mallery stated unfortunately the reality is the new money is flowing from the common person's pocket directly to the college's pocket. He asked the Board to consider some relief for the taxpayers and

for the students. He asked the Board to reduce the additional tax by one cent of the levy. As for the students he asked that the \$6 per credit hour increase be temporarily postponed.

Mr. Steve Alvin stated Mr. Mallery's comment that the budget is unbalanced is not true. The budget is balanced. The money that is being released to community colleges is not money that is now suddenly coming out of the resident's pockets. This is from \$690 million that has been collected in taxes over the last year and has been sitting in an account that the controller did not have the authorization to release. This is money that was due IVCC. The passing of the budget gave an appropriation that allowed that money to be released. Even with this money, there is still no guarantee that IVCC will get everything that is promised for FY2017. In FY2018, IVCC is still looking at 10 percent less than it received in FY2015. The College is already down in headcount for full-time faculty by a significant number. The inability of the College to hire the faculty to maintain all the courses needed to keep enrollment is a real issue. Simply by saying that the College should return tax money is a disservice to the College.

CONSENT AGENDA ITEMS

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

The following items were approved in the consent agenda:

Approval of Minutes – May 31, 2017 Special Board Meeting and June 8, 2017 Board Meeting

Approval of Bills - \$1,182,000.96

Education Fund - \$971,299.24; Operations & Maintenance Fund - \$83,455.75; Operations & Maintenance (Restricted Fund) - \$20,009.22; Auxiliary Fund - \$32,428.16; Restricted Fund - \$20,581.53; Audit Fund - \$2,250.00; and Liability, Protection & Settlement Fund - \$51,977.06

Treasurer's Report

Personnel

Approved the stipends for pay periods ending May 27, 2017; June 10, 2017; and June 24, 2017

PRESIDENT'S REPORT

Dr. Corcoran reported there was a nice turnout on June 12 for the program that Jill Guynn and Reed Wilson put together to welcome Dr. Kim Kidwell, the new dean for the University of Illinois College of Agriculture, Consumer and Environmental Sciences. As the board saw from a copy of Dr. Corcoran's thank-you letter to Dean Kidwell, the partnership in place with Illinois Extension is something the College is very proud of and a possible model for others to consider across the state. Special thanks went to Willard Mott for his update to the group on how far the College has come in launching its new agriculture program in only one year, and to Trustees Goetz, Olivero, Boyles and McCracken for attending the program on behalf of the IVCC Board of Trustees. The LPN pinning ceremony is scheduled for Monday, July 24 at 5 p.m. in the gym since the Cultural Centre is under construction. If board members could join the administration, they were encouraged to do so. Director of Nursing Julie Hogue advised Dr. Corcoran that there will be 17 LPN graduates being pinned this year. A newspaper reporter called Dr. Corcoran late last week and asked for his thoughts on the new state budget. The term Dr. Corcoran used was "ecstatic."

Dr. Corcoran is most pleased that the budget brings stability and predictability to the picture by (1) providing supplemental funding at the close of FY2017 (including IVCC's commitment to crediting student accounts for those who were MAP-eligible); and (2) although the FY2018 appropriation is down 10 percent across the board for all of higher education, IVCC will plan accordingly based on what is known, versus being left hanging in the surreal world of the unknown, which has been the case for the last 700+ days. IVCC students, faculty, staff and board of trustees have all handled this unfortunate problem well, without anyone overreacting. Similar to what State Representative Bob Pritchard said when commenting on why he voted for the budget, Dr. Corcoran also believes this is what was needed to turn things around and help stabilize declines in student enrollment. Dr. Corcoran appreciated Cheryl Roelfsema's deft ability to guide the College the past year. The College would not be where it is without her. Ms. Goetz commended Ms. Roelfsema and Dr. Corcoran for all their work.

COMMITTEE REPORTS

None.

FY2018 TENTATIVE BUDGET

It was moved by Dr. Boyles and seconded by Mr. McCracken to adopt the Resolution approving the FY2018 Tentative Budget, as presented and authorize publication of the Notice of Public Hearing. Motion passed by voice vote with Mr. Mallery voting "nay."

STAFF APPOINTMENT – DIRECTOR OF INFORMATION TECHNOLOGY SERVICES

This agenda item was tabled.

FACULTY APPOINTMENT – MADDALENA ALFANO, NURSING INSTRUCTOR

It was moved by Mr. Solon and seconded by Dr. Boyles to appoint Maddalena Alfano as Nursing Instructor at B-6, an annualized salary of \$48,307 on the 2017/2018 faculty salary schedule, effective August 14, 2017. Motion passed by voice vote.

NAMING RIGHTS – RALPH SCRIBA CONFERENCE CENTER

It was moved by Mr. Mallery and seconded by Mr. McCracken to name the Pre-function area and rooms CTC124/125 the Ralph Scriba Conference Center. Ralph Scriba, a 1951 LPO Junior College alumnus, moved to southern California and started a business which made computer cases and airplane parts. When he retired and sold the business, his focus was on philanthropy. He has opened ten schools in foreign countries for low-income students. He discovered IVCC through a blind mailing. At his age he does not travel much, but IVCC is planning a dedication ceremony and hopes he can participate through Zoom. Motion passed by voice vote.

INTERGOVERNMENTAL AGREEMENT BETWEEN LAKE LAND COLLEGE AND ILLINOIS VALLEY COMMUNITY COLLEGE.

It was moved by Mr. Solon and seconded by Dr. Boyles to approve the intergovernmental agreement for Lake Land College to provide courses at Illinois Department of Corrections facilities located in Illinois Valley's district, as presented. Motion passed by voice vote.

INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF STREATOR

It was moved by Mr. Solon and seconded by Mr. Pehoski to approve the intergovernmental agreement with the City of Streator regarding two new TIF districts, as presented. Motion passed by voice vote with Dr. Boyles abstaining due to being employed in the TIF district.

STUDENT ATHLETIC AND CATASTROPHIC STUDENT ATHLETIC INSURANCE RENEWALS

It was moved by Ms. Olivero and seconded by Dr. Boyles to accept the recommendation of the insurance consultant to approve the renewal from Guarantee Trust Life for the student athletic insurance coverage with 1st Agency at \$35,460 and to accept the recommendation of the insurance consultant to approve the renewal from Axis Insurance for the student athletic catastrophic insurance coverage with Ramza Insurance Group at \$3,251. Motion passed by voice vote.

PROPOSAL RESULTS – ENROLLMENT DRIVER MAGAZINE

It was moved by Mr. McCracken and seconded by Dr. Boyles to authorize the administration to contract with United Graphics of Mattoon, IL, for the printing and mailing of the Enrollment Driver magazine for \$10,430. Mr. Mallery wanted to know if there were any targeted goals for tracking enrollment. Fran Brolley noted there is a unique URL attached to the magazine. The targeted age group is 20- to 40-year olds. It will be mailed by November 1 for spring registration and by March 31 for summer and fall registration. Motion passed by voice vote.

BLACKBOARD CONTRACT – FISCAL YEAR 2018

It was moved by Mr. Mallery and seconded by Mr. Pehoski to authorize the administration to pay \$76,384 to Blackboard for Fiscal Year 2018. Since this is the final year of a five-year contract with Blackboard, Mr. McCracken asked if the administration had started doing comparisons with other software. Ms. Bonnie Campbell noted that she is looking at a potential three-year contract with Blackboard. Because IVCC's headcount has dropped, the price has dropped significantly. She is hesitant to change because more and more faculty are getting involved with Blackboard. Motion passed by voice vote.

REQUEST FOR PROPOSALS – WEBSITE CONTENT MANAGEMENT SYSTEM

It was moved by Ms. Stevenson and seconded by Dr. Boyles to authorize the administration to seek proposals for a Website Content Management System. Mr. Mallery asked if this is part of what Interact was hired to teach the staff to do. Ms. Roelfsema noted this is the platform that the current website will work from. The current content management system is reaching its end of life. The administration is looking at a new product and will then incorporate ideas from Interact to make a better website. The estimated cost is \$40,000 and this amount is included in the budget. Motion passed by voice vote.

TRUSTEE COMMENT

None.

CLOSED SESSION

It was moved by Ms. Stevenson and seconded by Mr. McCracken 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) litigation and 3) 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. Boyles and seconded by Ms. Stevenson, the regular meeting resumed at 7:49 p.m. Motion passed by voice vote.

STAFF APPOINTMENT – BONNIE BENNETT-CAMPBELL, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

It was moved by Mr. Solon and seconded by Ms. Stevenson to approve the appointment of Bonnie Bennett-Campbell as Interim Vice President for Academic Affairs with additional compensation of \$400 per pay period effective June 9, 2017 until Dr. Anderson returns to work. Motion passed by voice vote.

CLOSED SESSION MINUTES

It was moved by Ms. Olivero and seconded by Mr. McCracken to approve and retain the closed session minutes of the May 30, 2017 Closed Session Minutes Committee Meeting and the June 8, 2017 Board Meeting. Motion passed by voice vote.

OTHER

None.

ADJOURNMENT

Ms. Goetz declared the meeting adjourned at 7:50 p.m.

Jane E. Goetz, Board Chair

David O. Mallery, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

JULY 2017

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

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – July 2017

Revenues

- As of August 3, the headcount for summer semester 2017 was 1,178 which is 10 students less than at the same point in time last year. Credit hours for summer 2017 were 5,268, a 3.20 percent decrease from one year ago.

As of August 3, the headcount for fall semester was 2,690 which is 165 students less than at the same point in time last year. Credit hours for fall 2017 were 26,303, a decrease of 5.62 percent from this point in time one year ago.

Final credit hours for FY17 were 1.88 percent below the final FY16 credit hours. This is the sixth consecutive year of declining enrollments.

Final credit hours for FY17

Summer 2016	Fall 2016	Spring 2017	FY17 Total	FY16 Total
5,522	28,892	27,614	62,028	63,221

- On July 6, a FY17 Supplemental Budget and a FY18 Budget were passed by the Illinois State Legislature. The supplemental budget included an additional \$1,210,688 in FY17 funding for IVCC, making the total base operating grant \$2,072,904 compared to \$2,183,805 in FY15. There was no equalization grant for FY17.

The FY18 budget includes:

Base Operating Grant	\$1,800,070
Small College Grant	38,400
Equalization Grant	50,000
Veterans Grant	87,200
Total	\$1,975,670

Monetary Award Program (MAP) grant funds of \$550,441 have been received for FY17. The FY18 state budget includes MAP at the same level of funding as FY17.

Expenditures

- Fund 01 – Education Fund – Instruction - Fixed Charges – includes annual Ottawa Center rent of \$115,500. The City of Ottawa reduced rent from \$132,000 in FY16 to \$115,500 for FY17;
- Fund 01 - Education Fund – Academic Support – Contractual Services– includes Blackboard annual fees of \$76,384;
- Fund 01 – Education Fund – Institutional Support – Contractual Services - includes Ellucian annual fees of \$247,155;

Protection, Health & Safety Projects

- Building D Air Handler/Chiller Replacement – work is scheduled for December 2017;
- Building E Air Handler/Chiller Replacement – Board approved in October 2016; work is scheduled for December 2018;
- Building G Temperature Controls – work will be coordinated with the replacement of Building D Air Handler/Chiller, although 50 percent of the work was completed this summer;
- Building J Overhead Door Replacement – complete.

Other Projects

- Cultural Centre Upgrade – at substantial completion; this project is funded with a bequest through the IVCC Foundation; Vissering Construction is the contractor.

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 July 31, 2017
 Unaudited

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Assets and Other Debits								
Cash and cash equivalents	\$ 2,454,693	\$ 1,897,529	\$ 172,096	\$ 899,338	\$ 237,607	\$ -	\$ -	\$ 5,661,263
Investments	2,886,160	9,184,874	636,580	248,000	-	-	-	12,955,614
Receivables								
Property taxes	9,202,742	2,118,426	-	-	-	-	-	11,321,168
Governmental claims	1,241,537	324,784	-	-	550,441	-	-	2,116,762
Tuition and fees	2,947,149	-	-	63,090	-	-	-	3,010,239
Due from other funds	1,577,817	16	-	-	-	-	-	1,577,833
Due to/from student groups	-	-	-	-	-	-	-	-
Bookstore inventories	-	-	-	769,117	-	-	-	769,117
Other assets	80,990	78,223	1,207	2,563	-	-	-	162,983
Fixed assets - net where applicable	-	-	-	62,113	-	60,935,285	-	60,997,398
Other debits								
Amount available in Debt Service Fund	-	-	-	-	-	-	-	-
Amount to be provided to retire debt	-	-	-	-	-	-	-	-
Other Debits	<u>\$20,391,088</u>	<u>\$13,603,852</u>	<u>\$ 809,883</u>	<u>\$ 2,044,221</u>	<u>\$ 788,048</u>	<u>\$60,935,285</u>	<u>\$ -</u>	<u>\$ 98,572,377</u>

6

uk

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 July 31, 2017

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Liabilities								
Accounts payable	\$ 731,969	\$ -	\$ -	\$ 9,878	\$ 6,864	\$ -	\$ -	\$ 748,711
Accrued salaries & benefits	1,394,378	14,295	-	12,123	-	-	-	1,420,796
Post-retirement benefits & other	115,994	-	-	-	-	-	-	115,994
Unclaimed property	2,060	2,407	-	-	45	-	-	4,512
Due to other funds	237,940	496,438	-	293,032	550,423	-	-	1,577,833
Due to student groups/deposits	-	-	-	-	230,716	-	-	230,716
Deferred revenue								-
Property taxes	4,603,015	1,059,597	-	-	-	-	-	5,662,612
Tuition and fees	-	-	-	-	-	-	-	-
Grants	-	190,587	-	-	-	-	-	190,587
Leases Payable	-	-	-	41,182	-	-	-	-
Bonds payable	-	-	-	-	-	-	-	-
Total liabilities	<u>7,085,356</u>	<u>1,763,324</u>	<u>-</u>	<u>356,215</u>	<u>788,048</u>	<u>-</u>	<u>-</u>	<u>9,992,943</u>
Equity and Other Credits								
Investment in general fixed assets	-	-	-	-	-	60,935,285	-	60,935,285
Contributed capital	-	-	-	-	-	-	-	-
Retained earnings	-	-	-	-	-	-	-	-
Fund balance								-
Reserved for restricted purposes	-	11,840,528	-	-	-	-	-	11,840,528
Reserved for debt service	-	-	809,883	-	-	-	-	809,883
Unreserved	13,305,732	-	-	1,688,006	-	-	-	14,993,738
Total equity and other credits	<u>13,305,732</u>	<u>11,840,528</u>	<u>809,883</u>	<u>1,688,006</u>	<u>-</u>	<u>60,935,285</u>	<u>-</u>	<u>88,579,434</u>
Total Liabilities, Equity and Other Credits	<u>\$20,391,088</u>	<u>\$13,603,852</u>	<u>\$ 809,883</u>	<u>\$ 2,044,221</u>	<u>\$ 788,048</u>	<u>\$60,935,285</u>	<u>\$ -</u>	<u>\$ 98,572,377</u>

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

ck

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2018 Revenues & Expenditures by Fund
 For the one month ended July 31, 2017
 Unaudited

	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	\$ 6,298,126	\$ 648,020	\$ 356,828	\$ -	\$ -	\$ 83,676	\$ 167,674	\$ 171,166	\$ 9,287	\$ 7,734,777
Actual Expenditures	(1,889,575)	(100,481)	-	-	-	(283,067)	(207,423)	(60,215)	-	(2,540,761)
Other Financing Sources (Uses)	-	-	-	-	-	-	-	-	-	-
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	4,408,551	547,539	356,828	-	-	(199,391)	(39,749)	110,951	9,287	5,194,016
Fund balances July 1, 2017	5,702,856	2,646,011	5,481,312	809,885	4,608,361	1,887,399	31,496	1,248,615	33,429	22,449,364
Fund balances July 31, 2017	<u>\$ 10,111,407</u>	<u>\$ 3,193,550</u>	<u>\$ 5,838,140</u>	<u>\$ 809,885</u>	<u>\$ 4,608,361</u>	<u>\$ 1,688,008</u>	<u>\$ (8,253)</u>	<u>\$ 1,359,566</u>	<u>\$ 42,716</u>	<u>\$ 27,643,380</u>

Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 For the one month ended July 31, 2017
 Unaudited

	Annual Budget FY2018	Actual 7/31/17	Act/Budget 8.3%	Actual 7/31/16	Act/Budget 8.3%	Annual Budget FY2017
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 8,026,700	\$ 2,027,193	25.3%	\$ 4,227,265	54.8%	\$ 7,708,916
Corporate Personal Property Replacement Tax	1,101,797	-	0.0%	-	0.0%	1,098,835
TIF Revenues	365,700	17,529	4.8%	-	0.0%	381,000
Total Local Government	<u>9,494,197</u>	<u>2,044,722</u>	21.5%	<u>4,227,265</u>	46.0%	<u>9,188,751</u>
State Government:						
ICCB Credit Hour Grant	920,000	-	0.0%	-	0.0%	1,419,017
Equalization	50,000	-	0.0%	-	0.0%	50,000
Career/Technical Education Formula Grant	195,000	-	0.0%	-	0.0%	190,000
Other	-	-	0.0%	-	-	-
Total State Government	<u>1,165,000</u>	<u>-</u>	0.0%	<u>-</u>	0.0%	<u>1,659,017</u>
Federal Government						
PELL Administrative Fees	7,215	-	0.0%	765	9.6%	8,000
Total Federal Government	<u>7,215</u>	<u>-</u>	0.0%	<u>765</u>	9.6%	<u>8,000</u>
Student Tuition and Fees:						
Tuition	6,882,640	3,776,415	54.9%	3,810,426	51.9%	7,344,081
Fees	906,850	446,802	49.3%	410,439	48.5%	846,132
Total Tuition and Fees	<u>7,789,490</u>	<u>4,223,217</u>	54.2%	<u>4,220,865</u>	51.5%	<u>8,190,213</u>
Other Sources:						
Public Service Revenue	282,109	26,716	9.5%	13,143	3.1%	427,800
Other	118,891	3,471	2.9%	(998)	-0.9%	107,163
Total Other Sources	<u>401,000</u>	<u>30,187</u>	7.5%	<u>12,145</u>	2.3%	<u>534,963</u>
TOTAL EDUCATION FUND REVENUE	<u>\$ 18,856,902</u>	<u>6,298,126</u>	33.4%	<u>8,461,040</u>	43.2%	<u>19,580,944</u>
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	\$ 8,348,942	713,616	8.5%	791,466	9.0%	8,822,920
Employee Benefits	1,680,827	105,898	6.3%	107,550	6.5%	1,655,386
Contractual Services	188,269	5,899	3.1%	6,538	3.5%	186,403
Materials & Supplies	424,327	2,666	0.6%	14,045	3.2%	444,189
Conference & Meeting Expenses	96,840	343	0.4%	281	0.3%	107,169
Fixed Charges	197,000	119,789	60.8%	139,690	70.7%	197,500
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	15,999
Other	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 10,936,205</u>	<u>\$ 948,211</u>	8.7%	<u>\$ 1,059,570</u>	9.3%	<u>\$ 11,429,566</u>

CK

Illinois Valley Community College District No. 513
Fiscal Year 2018 Budget to Actual Comparison
For the one month ended July 31, 2017

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2018	Actual 7/31/17	Act/Budget 8.3%	Actual 7/31/16	Act/Budget 8.3%	Annual Budget FY2017
Academic Support:						
Salaries	\$ 652,484	\$ 42,517	6.5%	\$ 57,882	8.6%	\$ 669,903
Employee Benefits	154,279	8,444	5.5%	7,773	6.0%	129,256
Contractual Services	192,544	98,836	51.3%	114,118	61.9%	184,276
General Materials & Supplies	229,247	40,563	17.7%	21,043	9.1%	232,080
Conference & Meeting Expenses	8,920	56	0.6%	-	0.0%	9,010
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	23,700	2,700	11.4%	1,545	5.9%	26,160
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>1,261,174</u>	<u>193,116</u>	15.3%	<u>202,361</u>	16.2%	<u>1,250,685</u>
Student Services:						
Salaries	1,225,294	89,159	7.3%	107,409	8.6%	1,245,962
Employee Benefits	338,817	19,745	5.8%	20,349	6.2%	327,463
Contractual Services	8,735	678	7.8%	2,600	31.3%	8,300
Materials & Supplies	55,972	2,014	3.6%	2,041	3.3%	62,129
Conference & Meeting Expenses	26,260	329	1.3%	163	0.5%	30,895
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	<u>1,655,078</u>	<u>111,925</u>	6.8%	<u>132,562</u>	7.9%	<u>1,674,749</u>
Public Services/Continuing Education:						
Salaries	395,571	26,476	6.7%	42,617	8.3%	514,353
Employee Benefits	69,659	3,339	4.8%	4,807	5.6%	86,351
Contractual Services	203,900	6,590	3.2%	34,846	13.9%	250,600
Materials & Supplies	87,275	4,824	5.5%	8,801	9.7%	90,320
Conference & Meeting Expenses	17,150	118	0.7%	-	0.0%	19,375
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	510	-	0.0%	-	0.0%	500
Total Public Services/Continuing Education	<u>774,065</u>	<u>41,347</u>	5.3%	<u>91,071</u>	9.5%	<u>961,499</u>
Institutional Support:						
Salaries	1,803,308	129,537	7.2%	177,361	9.7%	1,834,609
Employee Benefits	637,253	71,568	11.2%	58,402	10.1%	580,295
Contractual Services	513,288	268,225	52.3%	271,097	49.9%	542,830
Materials & Supplies	436,870	45,251	10.4%	54,330	12.1%	447,585
Conference & Meeting Expenses	56,480	84	0.1%	230	0.3%	73,390
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	26,370	775	2.9%	474	1.8%	26,395
Capital Outlay	87,000	-	0.0%	-	0.0%	237,000
Other	29,400	(88)	-0.3%	-	0.0%	59,200
Provision for Contingency	217,661	-	0.0%	-	0.0%	222,092
Total Institutional Support	<u>3,807,630</u>	<u>515,352</u>	13.5%	<u>561,894</u>	14.0%	<u>4,023,396</u>
Scholarships, Grants and Waivers	499,750	79,624	15.9%	64,481	13.1%	493,400
TOTAL EDUCATION FUND EXPENDITURES	<u>\$ 18,933,902</u>	<u>\$ 1,889,575</u>	10.0%	<u>\$ 2,111,939</u>	10.6%	<u>\$ 19,833,295</u>
INTERFUND TRANSFERS - NET	<u>\$ 77,000</u>	<u>\$ -</u>	0.0%	<u>\$ -</u>	0.0%	<u>\$ 252,352</u>

ck

Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 For the one month ended July 31, 2017
 Unaudited

	Annual Budget FY2018	Actual 7/31/17	Act/Budget 8.3%	Actual 7/31/16	Act/Budget 8.3%	Annual Budget FY2017
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,236,300	\$ 312,238	25.3%	\$ 657,835	54.8%	\$ 1,200,000
Corporate Personal Property Replacement Tax	187,981	-	0.0%	-	0.0%	178,500
TIF	122,000	5,843	4.8%	-	0.0%	127,000
Total Local Government	<u>1,546,281</u>	<u>318,081</u>	20.6%	<u>657,835</u>	43.7%	<u>1,505,500</u>
State Government:						
ICCB Credit Hour Grant	80,000	-	0.0%	-	0.0%	218,833
Total State Government	<u>80,000</u>	<u>-</u>	0.0%	<u>-</u>	0.0%	<u>218,833</u>
Student Tuition and Fees:						
Tuition	722,820	310,271	42.9%	309,917	52.9%	585,844
Total Tuition and Fees	<u>722,820</u>	<u>310,271</u>	42.9%	<u>309,917</u>	52.9%	<u>585,844</u>
Other Sources:						
Facilities Revenue	138,941	20,869	15.0%	(29,474)	-21.8%	135,000
Investment Revenue	10,000	-	0.0%	668	33.4%	2,000
Other	-	(1,201)	0.0%	-	-	-
Total Other Sources	<u>148,941</u>	<u>19,668</u>	13.2%	<u>(28,806)</u>	-21.0%	<u>137,000</u>
TOTAL OPERATIONS & MAINTENANCE FUND REVENUES	<u>\$ 2,498,042</u>	<u>\$ 648,020</u>	25.9%	<u>\$ 938,946</u>	38.4%	<u>\$ 2,447,177</u>
	#	#				
	Annual Budget FY2018	Actual 07/31/17	Act/Budget 8.3%	Actual 07/31/16	Act/Budget 8.3%	Annual Budget FY2017
OPERATIONS & MAINTENANCE FUND						
Operations & Maintenance of Plant:						
Salaries	\$ 923,374	\$ 66,322	7.2%	\$ 64,747	0.0%	\$ 898,774
Employee Benefits	301,674	18,174	6.0%	15,578	0.0%	256,648
Contractual Services	242,276	8,876	3.7%	9,063	0.0%	214,300
General Materials & Supplies	225,070	1,479	0.7%	7,046	0.0%	230,070
Conference & Meeting Expenses	5,675	-	0.0%	-	0.0%	5,675
Fixed Charges	64,500	-	0.0%	10,227	0.0%	64,500
Utilities	733,413	89	0.0%	28,271	0.0%	776,250
Capital Outlay	-	-	0.0%	-	0.0%	-
Provision for Contingency	-	-	0.0%	-	0.0%	-
Other	(63,000)	-	0.0%	-	0.0%	(63,000)
Total Operations & Maintenance of Plant	<u>2,432,982</u>	<u>94,940</u>	3.9%	<u>134,932</u>	0.0%	<u>2,383,217</u>
Institutional Support:						
Salaries	46,489	2,903	6.2%	3,922	0.0%	43,808
Employee Benefits	10,758	1,711	15.9%	661	0.0%	10,103
Contractual Services	750	-	0.0%	2,491	0.0%	2,500
Materials & Supplies	2,853	927	32.5%	265	0.0%	3,340
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	4,210	-	0.0%	-	0.0%	4,210
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>65,060</u>	<u>5,541</u>	8.5%	<u>7,339</u>	0.0%	<u>63,961</u>
TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	<u>\$ 2,498,042</u>	<u>\$ 100,481</u>	4.0%	<u>\$ 142,271</u>	0.0%	<u>\$ 2,447,178</u>

ck

Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 For the one month ended July 31, 2017
 Unaudited

	Annual Budget FY2018	Actual 7/31/17	Act/Budget 8.3%	Actual 7/31/16	Act/Budget 8.3%	Annual Budget FY2017
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources						
Current Taxes	\$ 1,545,381	\$ 356,828	23.1%	\$ 823,329	0.0%	\$ 1,576,454
State Government Sources	-	-	0.0%	-	0.0%	-
Investment Revenue	30,600	-	0.0%	1,236	0.0%	-
Other Revenue	-	-	0.0%	-	0.0%	8,500
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	\$ 1,575,981	356,828	22.6%	824,565	0.0%	1,584,954
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Operations & Maintenance						
Contractual Services	\$ -	-	0.0%	-	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	1,500,000	-	0.0%	-	0.0%	1,450,000
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	\$ 1,500,000	-	0.0%	-	0.0%	1,450,000
INTERFUND TRANSFERS - NET	\$ -	\$ -		\$ -		\$ -
BOND & INTEREST FUND						
Local Government Sources						
Current Taxes	\$ -	-	0.0%	\$ 141,860	0.0%	\$ 265,000
Investment Revenue	3,200	-	0.0%	234	0.0%	1,400
TOTAL BOND & INTEREST FUND REVENUES	3,200	-	0.0%	142,094	0.0%	266,400
BOND & INTEREST FUND						
Institutional Support:					0.0%	
Debt Principal Retirement	\$ -	-	0.0%	-	0.0%	265,000
Interest on Bonds	-	-	0.0%	-	0.0%	3,313
Fees	-	-	0.0%	-	0.0%	500
TOTAL BOND & INTEREST EXPENDITURES	\$ -	\$ -	0.0%	\$ -	0.0%	\$ 268,813
WORKING CASH FUND						
Investment Revenue	\$ 32,000	\$ -	0.0%	\$ 8,203	41.0%	\$ 20,000
TOTAL WORKING CASH REVENUES	32,000	-	0.0%	8,203	41.0%	20,000
Transfers In (Out)		\$ -	0.0%	\$ -		\$ (20,000)

ck

Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 For the one month ended July 31, 2017
 Unaudited

AUXILIARY ENTERPRISES FUND	Annual Budget FY2018	Actual 7/31/17	Act/Budget 8.3%	Actual 7/31/16	Act/Budget 8.3%	Annual Budget FY2017
Service Fees	\$ 2,268,600	\$ 83,457	3.7%	\$ 84,825	0.0%	\$ 2,257,200
Other Revenue	5,700	219	0.0%	279	0.0%	-
Investment Revenue	2,800	-	0.0%	727	0.0%	1,700
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	2,277,100	83,676	3.7%	85,831	0.0%	2,258,900

AUXILIARY ENTERPRISES FUND	Annual Budget FY2018	Actual 7/31/17	Act/Budget 8.3%	Actual 7/31/16	Act/Budget 8.3%	Annual Budget FY2017
Salaries	\$ 321,509	24,949	7.8%	28,658	0.0%	320,725
Employee Benefits	67,134	3,946	5.9%	4,096	0.0%	93,123
Contractual Services	49,922	423	0.8%	140	0.0%	46,000
Materials & Supplies	1,817,195	253,749	14.0%	128,782	0.0%	1,857,965
Conference & Meeting	25,909	-	0.0%	-	0.0%	27,255
Fixed Charges	40,075	-	0.0%	-	0.0%	64,282
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	19,832	-	0.0%	-	0.0%	33,391
Other	103,000	-	0.0%	-	0.0%	104,500
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	2,444,576	283,067	11.6%	161,676	0.0%	2,547,241

Transfer In (Out)	\$ (25,586)	-	0.0%	\$ -	0.0%	\$ (180,938)
-------------------	-------------	---	------	------	------	--------------

RESTRICTED PURPOSES FUND	Annual Budget FY2018	Actual 7/31/17	Act/Budget 8.3%	Actual 7/31/16	Act/Budget 8.3%	Annual Budget FY2017
State Government Sources	292,545	-	0.0%	-	0.0%	-
Federal Government Sources	4,839,519	167,454	3.5%	201,521	0.0%	5,731,194
Service Fees	-	-	0.0%	-	0.0%	1,500
Nongovernmental gifts or grants	-	220	0.0%	-	0.0%	-
Other Revenue	34,000	-	0.0%	10	0.0%	65,857
TOTAL RESTRICTED PURPOSES FUND REVENUES	\$ 5,166,064	167,674	3.2%	201,531	0.0%	5,798,551

RESTRICTED PURPOSES FUND	Annual Budget FY2018	Actual 7/31/17	Act/Budget 8.3%	Actual 7/31/16	Act/Budget 8.3%	Annual Budget FY2017
Instruction:						
Salaries	\$ 454,373	14,950	3.3%	15,153	0.0%	221,132
Employee Benefits	129,112	7,205	5.6%	4,892	0.0%	62,178
Contractual Services	25,260	-	0.0%	240	0.0%	19,235
Materials & Supplies	29,946	(5,021)	-16.8%	10,933	0.0%	22,822
Conference & Meeting	18,660	213	1.1%	240	0.0%	22,749
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	2,500	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	5,116	0.0%	14,023
Other	-	-	0.0%	-	0.0%	-
Total Instruction	\$ 659,851	\$ 17,347	2.6%	\$ 36,574	0.0%	\$ 362,139

ck

Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 For the one month ended July 31, 2017
 Unaudited

	Annual Budget FY2018	Actual 7/31/17	Act/Budget 8.3%	Actual 7/31/16	Act/Budget 8.3%	Annual Budget FY2017
RESTRICTED PURPOSES FUND						
Student Services						
Salaries	188,414	13,326	7.1%	13,875	0.0%	196,440
Employee Benefits	69,834	4,016	5.8%	5,301	0.0%	87,705
Contractual Services	2,500	-	0.0%	(99)	0.0%	2,500
Materials & Supplies	5,926	-	0.0%	7	0.0%	1,926
Conference & Meeting	7,978	-	0.0%	-	0.0%	1,500
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRiO Grant)	16,000	5,280	33.0%	1,800	0.0%	9,000
Total Student Services	<u>290,652</u>	<u>22,622</u>	<u>7.8%</u>	<u>20,884</u>	<u>0.0%</u>	<u>299,071</u>
Public Service						
Salaries	-	-	0.0%	10,074	0.0%	53,038
Employee Benefits	-	-	0.0%	1,802	0.0%	16,319
Contractual Services	-	-	0.0%	-	0.0%	500
Materials & Supplies	-	-	0.0%	11	0.0%	500
Conference & Meeting	-	-	0.0%	49	0.0%	500
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Public Service	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>11,936</u>	<u>0.0%</u>	<u>70,857</u>
Institutional Support						
Salaries (Federal Work Study)	\$ 80,632	\$ -	0.0%	\$ -	0.0%	\$ 89,554
Total Institutional Support	<u>80,632</u>	<u>-</u>	<u>0.0%</u>	<u>-</u>	<u>0.0%</u>	<u>89,554</u>
Student grants and waivers (PELL & SEOG)	4,142,929	167,454	4.0%	226,457	0.0%	4,986,429
TOTAL RESTRICTED FUND EXPENDITURES	<u>5,174,064</u>	<u>\$ 207,423</u>	<u>4.0%</u>	<u>\$ 274,967</u>	<u>0.0%</u>	<u>\$ 5,808,050</u>
Transfer In (Out)	<u>\$ 10,000</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ 10,000</u>
AUDIT FUND						
	Annual Budget FY2018	Actual 7/31/17	Act/Budget 8.3%	Actual 7/31/16	Act/Budget 8.3%	Annual Budget FY2017
Local Government Sources	\$ 38,480	\$ 9,287	24.1%	\$ 31,790	88.0%	\$ 36,125
Investment Revenue	80	-	0.0%	7	7.0%	100
TOTAL AUDIT FUND REVENUES	<u>38,560</u>	<u>9,287</u>	<u>24.1%</u>	<u>31,797</u>	<u>87.8%</u>	<u>36,225</u>
AUDIT FUND						
Contractual Services	36,500	-	0.0%	-	0.0%	35,750
TOTAL AUDIT FUND EXPENDITURES	<u>\$ 36,500</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ 35,750</u>

ck

Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 For the one month ended July 31, 2017
 Unaudited

	Annual Budget FY2018	Actual 7/31/17	Act/Budget 8.3%	Actual 7/31/16	Act/Budget 8.3%	Annual Budget FY2017
LIABILITY, PROTECTION, & SETTLEMENT FUND						
Local Government Sources	\$ 751,210	\$ 171,166	22.8%	\$ 320,195	0.0%	\$ 868,950
Investment Revenue	9,500	-	0.0%	91	0.0%	10,000
Other	-	-	0.0%	-	0.0%	-
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES	760,710	171,166	22.5%	320,286	36.4%	878,950
LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES						
Student Services						
Salaries	-	4,761	0.0%	-	0.0%	-
Employee Benefits	-	1,625	0.0%	-	0.0%	-
Contractual Services	-	938	0.0%	-	0.0%	-
Total for Student Services	-	7,324	0.0%	-	0.0%	-
Operations & Maintenance of Plant						
Contractual Services	\$ 547,700	\$ 2,340	0.4%	\$ 2,495	0.6%	\$ 429,075
Material & Supplies	175	-	0.0%	1	0.5%	200
Conference & Meeting	-	-	0.0%	-	0.0%	305
Utilities	500	-	0.0%	10	2.2%	450
Capital Outlay	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	\$ 548,375	\$ 2,340	0.4%	\$ 2,506	0.6%	\$ 430,030
Institutional Support						
Salaries	\$ 186,007	\$ 6,070	3.3%	\$ 8,694	0.0%	\$ 80,332
Employee Benefits	231,953	992	0.5%	4,793	0.0%	210,660
Contractual Services	30,500	398	1.3%	-	0.0%	111,950
Materials & Supplies	200	-	0.0%	-	0.0%	300
Conference & Meeting	2,000	(2,500)	0.0%	-	0.0%	-
Fixed Charges	264,500	38,911	14.7%	54,607	15.8%	344,600
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	6,680	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	715,160	50,551	7.1%	68,094	9.1%	747,842
TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	\$ 1,263,535	\$ 60,215	4.8%	\$ 70,600	6.0%	\$ 1,177,872

ck

Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 All Funds - By Budget Officer
 For the one month ended July 31, 2017
 Unaudited

<u>Department</u>	<u>Annual Budget FY2018</u>	<u>Actual FY2018</u>	<u>Act/Budget 8.3%</u>	<u>Explanation</u>
President	\$ 351,341	\$ 25,632	7.3%	
Board of Trustees	14,750	4,639	31.5%	ICCTA Dues - \$4,639
Community Relations	408,609	18,886	4.6%	
Continuing Education	738,989	41,347	5.6%	
Facilities	3,932,982	94,940	2.4%	
Information Technologies	2,022,068	454,257	22.5%	Ellucian annual maintenance fee \$247,155; Blackboard \$76,384
Academic Affairs	284,300	23,407	8.2%	
Academic Affairs (AVPCE)	588,332	135,219	23.0%	Ottawa Center annual rent - \$115,500
Adult Education	503,875	13,988	2.8%	
Learning Technologies	578,747	63,015	10.9%	
Career & Tech Education Division	1,749,190	100,092	5.7%	
Natural Science & Business Division	2,355,576	183,276	7.8%	
Humanities & Fine Arts/Social Science Division	2,004,241	171,581	8.6%	
Health Professions Division	2,089,921	179,915	8.6%	
English, Mathematics, Education Division	2,398,053	189,411	7.9%	
Admissions & Records	395,783	26,979	6.8%	
Counseling	607,779	39,684	6.5%	
Student Services	185,487	12,787	6.9%	
Financial Aid	4,632,717	197,524	4.3%	
Career Services	37,953	2,406	6.3%	
Athletics	284,437	18,369	6.5%	
TRiO (Student Success Grant)	290,652	22,623	7.8%	
Campus Security	548,375	2,340	0.4%	
Business Services/General Institution	979,332	102,684	10.5%	
Risk Management	715,160	50,551	7.1%	
Tuition Waivers	499,750	79,025	15.8%	
Purchasing	123,801	8,302	6.7%	
Human Resources	130,935	7,645	5.8%	
Bookstore	2,018,529	260,103	12.9%	
Shipping & Receiving	65,060	5,540	8.5%	
Copy Center	96,234	4,594	4.8%	
Total FY17 Expenditures	<u>\$ 31,632,958</u>	<u>\$ 2,540,761</u>	8.0%	

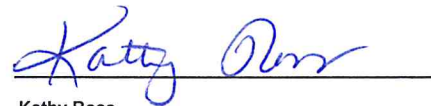
ck

Illinois Valley Community College
Statement of Cash Flows
for the Month ended July 31, 2017

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 636,259.44	\$ 275,951.36	\$ 150,221.20	\$ 172,096.49	\$ 812,489.26	\$ (119,731.35)	\$ 1,292,465.51	\$ 12,789.67	\$ (192,133.95)	\$ 15,250.02	\$ 3,055,657.65
Total Receipts	2,667,045.24	377,920.24	364,296.75	45.23	96,599.34	220.00	339.88	9,486.84	174,699.78	61,300.40	\$ 3,751,953.70
Total Cash	3,303,304.68	653,871.60	514,517.95	172,141.72	909,088.60	(119,511.35)	1,292,805.39	22,276.51	(17,434.17)	76,550.42	6,807,611.35
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	5,295.28	-	-	-	-	-	1,000.00	-	-	-	6,295.28
Expenditures	(1,457,567.78)	(153,057.88)	(152,418.52)	-	(104,160.83)	(52,605.34)	-	-	(97,623.83)	-	(2,017,434.18)
ACCOUNT BALANCE	1,851,032.18	500,813.72	362,099.43	172,141.72	804,927.77	(172,116.69)	1,293,805.39	22,276.51	(115,058.00)	76,550.42	4,796,472.45
Deposits in Transit	(174,723.36)										(174,723.36)
Outstanding Checks	149,596.15										149,596.15
BANK BALANCE	1,825,904.97	500,813.72	362,099.43	172,141.72	804,927.77	(172,116.69)	1,293,805.39	22,276.51	(115,058.00)	76,550.42	4,771,345.24
Certificates of Deposit	-	-	1,508,080.42	500,000.00	248,000.00	-	2,395,707.00	-	1,100,600.90	-	5,752,388.32
Illinois Funds	1,699,243.66	1,770,805.41	2,178,703.35	136,682.15	-	3,565.80	907,920.71	2,335.71	45.26	-	6,699,302.05
Bldg Reserve-ILLFund			1,092,123.08								1,092,123.08
Total Investment	\$ 1,699,243.66	\$ 1,770,805.41	\$ 4,778,906.85	\$ 636,682.15	\$ 248,000.00	\$ 3,565.80	\$ 3,303,627.71	\$ 2,335.71	\$ 1,100,646.16	\$ -	\$ 13,543,813.45

LaSalle State Bank	\$ 168,146.36
Centrue Bank	<u>4,603,198.88</u>
	<u>\$ 4,771,345.24</u>

Respectfully submitted,


Kathy Ross
Controller

ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
July 31, 2017

<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>
10/24/2017							1,000,000	1,000,000	MB	0.95%	0.95%	916139
11/7/2017						150,707		150,707	MB	0.95%	0.95%	915192
4/2/2018			1,008,080					1,008,080	LSB	1.10%	1.10%	4810104
4/13/2018			500,000	500,000				1,000,000	CTB	1.13%	1.13%	104405
4/14/2018						1,000,000		1,000,000	CB	1.16%	1.16%	2041036190
4/22/2018							100,601	100,601	MB	1.10%	1.10%	914161
5/20/2020					248,000			248,000	MBS	2.05%	2.05%	American Express
5/3/2022						248,000		248,000	MBS	2.35%	2.35%	American Express
5/3/2022						248,000		248,000	MBS	2.35%	2.35%	Capital One
7/19/2022						247,000		247,000	MBS	2.25%	2.25%	Bank of New York
7/19/2022						247,000		247,000	MBS	2.30%	2.30%	Capital One
7/19/2022						247,000		247,000	MBS	0.023	0.023	Wells Fargo
Total CD	-	-	1,508,080	500,000	248,000	2,387,707	1,100,601	5,744,388				

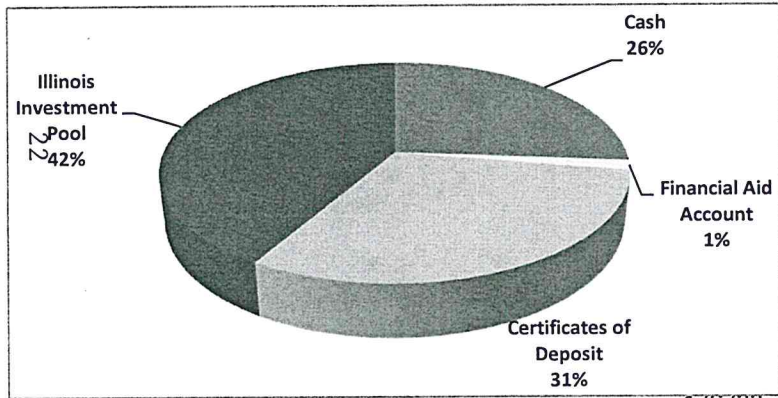
CB	Centrue Bank	MB	Marseilles Bank
HBT	Heartland Bank and Trust	MBS	Multi-Bank Securities, Inc.
FSB	First State Bank of Mendota	MSB	Midland State Bank
HNB	Hometown National Bank	NCB	North Central Bank - Ladd
LSB	LaSalle State Bank	PFS	Peru Federal Savings
CTB	Central Bank		

ck

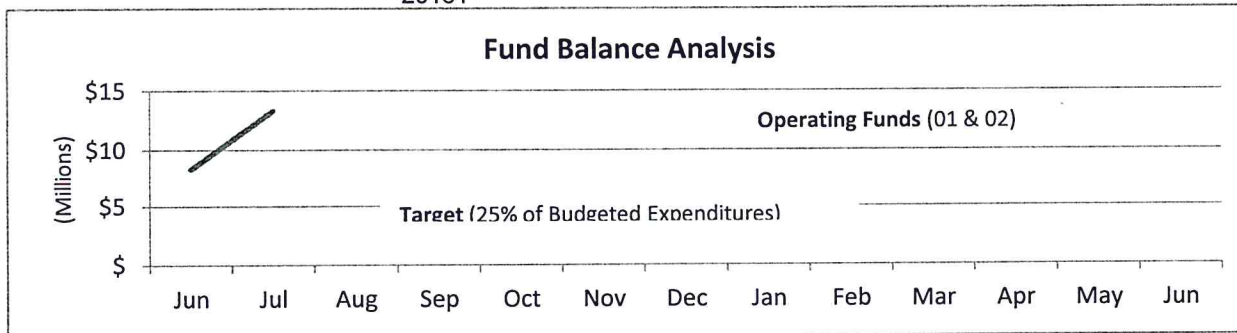
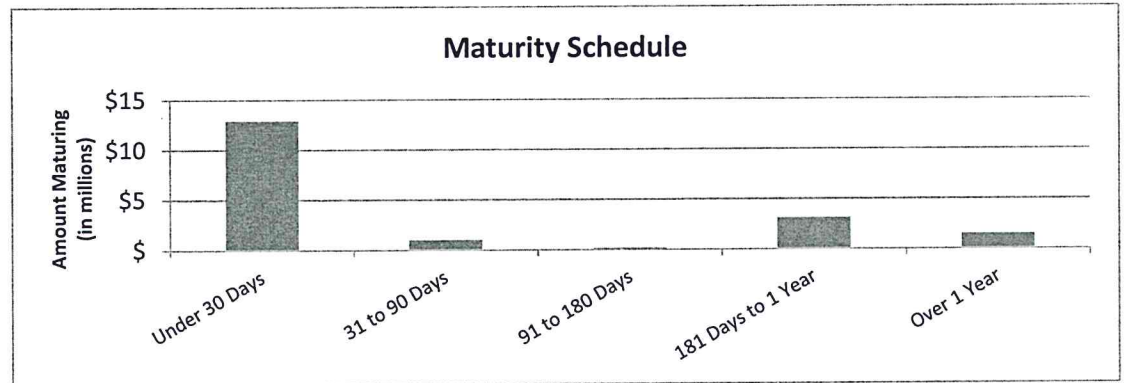
Illinois Valley Community College District No. 513
 Investment Status Report
 All Funds
 July 31, 2017

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	26.3%	\$ 4,910,208	0.35%
Financial Aid Account	1.4%	255,339	0.35%
Certificates of Deposit	30.8%	5,744,388	1.24%
Illinois Investment Pool	41.5%	7,754,667	0.88%
Total		\$ 18,664,602	0.85%

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 6,663,435	-	-	\$ 6,663,435	36%
IL Funds -Building	1,091,232			\$ 1,091,232	6%
Centrue Bank	-	1,000,000	4,536,556	\$ 5,536,556	30%
Centrue Financial Aid			255,339	255,339	1%
LaSalle State Bank	-	1,008,080	250,518	1,258,598	7%
Central Bank	-	1,000,000	-	1,000,000	5%
Multi Bank Securities	-	1,485,000	-	1,485,000	8%
Heartland Bank	-	-	123,134	123,134	1%
Marseilles Bank	-	1,251,308	-	1,251,308	7%
	\$ 7,754,667	\$ 5,744,388	\$ 5,165,547	\$ 18,664,602	100%



176733
 5381336
 20161



ck

\$5,000 and Over Disbursements
07/01/17 - 07/31/17

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
735263	07/05/17	0190646	CNE Gas Division, LLC	\$ 6,567.89	Natural Gas (May)
735290	07/05/17	0066555	United States Postal Service	6,000.00	Reimburse Postage Meter
735296	07/06/17	0210438	Petty Cash	5,000.00	Rental Book Returns
735312	07/12/17	0115159	City of Ottawa	115,500.00	Facility Rental (07/01/17-06/30/18)
735321	07/12/17	0181795	G4S Secure Solutions (USA) Inc.	33,066.63	Security Services (June)
ACH	07/12/17		CCHC	232,017.96	Health Insurance (July)
ACH	07/12/17		American Express	80,366.04	CDW Government, Inc., Elsevier Science, Pearson Education, Inc.
ACH	07/13/17		Internal Revenue Service	70,871.21	Federal Payroll Taxes (07/13/17)
ACH	07/13/17		Illinois Department of Revenue	20,257.13	State Payroll Taxes (07/13/17)
ACH	07/13/17		VALIC Retirement Services	14,406.33	403(b) & 457(b)Payroll (07/13/17)
735529	07/13/17	0082897	SURS	44,513.91	Payroll (07/13/17)
735546	07/19/17	0206429	Cleaver-Brooks Sales And Services	30,900.00	Emergency Boiler Repairs
735554	07/19/17	0174412	Demonica Kemper Architects	5,017.01	Overhead Door Replacement*
735562	07/19/17	0001276	First Agency, Inc.	35,460.00	Student Athletic Insurance
735565	07/19/17	0001582	Future Communications	6,680.00	Emergency Call Box
735599	07/19/17	0208367	Omnikron Systems, Inc.	5,000.00	Training Class Fees (Mini Course)
735610	07/19/17	0001450	Thyssenkrupp Elevator Corporation	6,706.57	Elevator Maintenance/Repair
735616	07/19/17	0096904	The Higher Learning Commission	5,559.40	Dues
735622	07/19/17	0126119	Vissering Construction Company	132,944.81	Overhead Door Replacement*, Cultural Centre Renovations
735639	07/26/17	0209567	Delta Dental of Illinois	9,279.30	Dental Insurance (06/01/17-06/31/17)
735640	07/26/17	0174412	Demonica Kemper Architects	14,456.70	Controls Building "G"*
735642	07/26/17	0212441	Educational Assessments Corporation	8,900.00	Visual Data License
ACH	07/27/17		Internal Revenue Service	71,029.99	Federal Payroll Taxes (07/27/17)
ACH	07/27/17		Illinois Department of Revenue	20,338.23	State Payroll Taxes (07/27/17)
ACH	07/27/17		VALIC Retirement Services	14,146.33	403(b) & 457(b)Payroll (07/27/17)
735707	07/27/17	0082897	SURS	45,164.38	Payroll (07/27/17)
ACH	07/31/17		Prudential	5,589.74	Life Insurance (August)
				\$ 1,045,739.56	

23

*Protection, Health, & Safety (PHS) Projects

Stipends For Pay Period 07/08/17

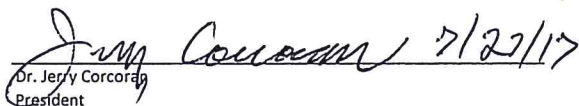
Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Ault, Richard L	Chemical Hygiene FY18	7/1/2017	6/23/2018	6/23/2018	ST	3000.00	128640090151900			
Bruessard, Tiffany M	SPH 1001 422	6/26/2017	7/17/2017	7/22/2017	SS	2025.00	011120650051320	SPH-1001-422	Fundamentals of Speech	
Cottingim, Timothy Michael	Mens Head Soccer Coach	7/1/2017	6/23/2018	6/23/2018	ST	3137.00	056430360551900			
Goode, Jason Reynolds	Head Baseball Coach	7/1/2017	6/23/2018	6/23/2018	ST	6993.00	056430360151900			
Groleau, Ronald W	Responder Coordinator FY18	7/1/2017	6/23/2018	6/23/2018	ST	3000.00	128640090151900			
Hall, Glenn Severt	Super Solvers Science Camp (AM/PM) Assistant Dina Daze	6/20/2017	6/22/2017	7/8/2017	SS	470.65	014110394151320	YOU-2301-606	Super Solvers Science Camp (AM/PM) Assistant Dina Daze	
Hall, Kristen Marie	Assistant/Science Camp (PM)	6/20/2017	6/22/2017	7/8/2017	SS	270.00	014110394151320		Assistant/Science Camp (AM/PM)	
Harding, Suzanne	Student Athletic Coordinator	7/1/2017	6/23/2018	6/23/2018	ST	1500.00	056430361451900			
Herman, Christopher W.	Head Basketball Coach	7/1/2017	6/23/2018	6/23/2018	ST	7590.00	056430360251900			
Hodgson, Laura Ann	Class Preparation / Freshman	6/25/2017	7/8/2017	7/8/2017	SS	840.22	011420730051340			
Isermann, Susan L	Sheet Metal Curriculum/Perkins	6/5/2017	6/28/2017	7/8/2017	SS	1212.50	018120080051900			
Killian, Melissa J.	3 Sessions	6/25/2017	7/8/2017	7/8/2017	SS	672.00	013230030851540			
King, Stephanie Marie	Meal Reimbursement	6/25/2017	6/25/2017	7/8/2017	MI	11.14	012120321255211			
Kromm, Samantha Jo	Assistant Womens Basketball Coach	7/1/2017	6/23/2018	6/23/2018	ST	4692.00	056430360351900			
Leonard, Bryan Donald	Additional Pay for CHM 1004 30	6/14/2017	8/9/2017	8/19/2017	SS	1048.50	011120570051320			
Lukosus, James C	Head Golf Coach	7/1/2017	6/23/2018	6/23/2018	ST	6374.00	056430360451900			
Milota, Julie Kristine	Men & Women Head Tennis Coach	7/1/2017	6/23/2018	6/23/2018	ST	3200.00	056430360851900			
Moskalewicz, James P	1 Session	6/25/2017	7/8/2017	7/8/2017	SS	224.00	013230030851540			
Newell, Leonard Steven	Assistant Mens Basketball Coach	7/1/2017	6/23/2018	6/23/2018	ST	4692.00	056430360151900			
Polte, Erin Riley	Womens Head Volleyball Coach	7/1/2017	6/23/2018	6/23/2018	ST	6526.00	056430361151900			
Prine, Renee Marie	1 Session	6/25/2017	7/8/2017	7/8/2017	SS	224.00	013230030851540			
Ptak, Thomas John	Women's Head Basketball Coach	7/1/2017	6/23/2018	6/23/2018	ST	8197.00	056430360351900			
Pytel, Kyle Edwin	LC Driver Improvement	7/1/2017	7/1/2017	7/8/2017	SS	175.00	014110394251320		LC Driver Improvement	
Sarver, Gregory Stephen	LC Driver Improvement	6/21/2017	6/21/2017	7/8/2017	SS	150.00	014110394251320	CDV-6000-316	LC Driver Improvement	
Serafini, Richard Joseph	Intern/Practical Business 2210 01	5/22/2017	6/13/2017	7/8/2017	SS	857.60	011120570051340	BUS-2210-01	Intern/Practical Business 2210 01	

24

Stipends For Pay Period 07/08/17

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Smith, Mary Helen	Fab Lab Academy	6/19/2017	6/22/2017	7/8/2017	SS	300.00	014110394151320	YOU-2116-06	Fab Lab Academy	
Smith, Tanya Allison	Suess-A-Palooza	6/19/2017	6/22/2017	7/8/2017	SS	300.00	014110394151320	YOU-1121-06	Suess-A-Palooza	
Tomasson, Cory J	Student Activities Coordinator	7/1/2017	6/23/2018	6/23/2018	ST	15000.00	018120080051900			
Tomasson, Cory J	Athletic Director	7/1/2017	6/23/2018	6/23/2018	ST	15606.00	056430361451220			
Tomasson, Cory J	Head Softball Coach	7/1/2017	6/23/2018	6/23/2018	ST	9108.00	056430360751900			
Whaley, Frances A	Meal Reimbursement	6/25/2017	6/25/2017	7/8/2017	MI	44.56	012120321255211			
Whitney, Emily Brooke	Assistant/Suess-A-Palooza	6/19/2017	6/22/2017	7/8/2017	SS	179.25	014110394151320		Assistant/Suess-A-Palooza/Dino Daze	
Young, Edward Robert	Head Womens Soccer Coach	7/1/2017	6/23/2018	6/23/2018	ST	3137.00	056430360651900			
Total						110,756.42				


 Cheryl Roelfsema
 Vice President of Business Services and Finance

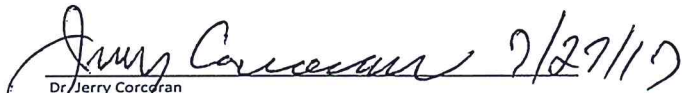

 Dr. Jerry Corcoran
 President

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

Stipends For Pay Period 07/22/17

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Bennett-Campbell, Bonnie	Interim VPAA Duties	07/10/17	07/22/17	07/22/17	SS	400.00	018120080051110			
Bennett-Campbell, Bonnie	Retro Interim VPAA	06/09/17	07/07/17	07/22/17	SS	840.00	018120080051110			
Fitzpatrick, Sara	We All Scream For Ice Cream x2	07/11/17	07/11/17	07/22/17	SS	300.00	014110394151320	YOU-4210-07	We All Scream For Ice Cream x2	
Gibson, James	Williston State PLC II Training	07/03/17	07/07/17	07/22/17	SS	1,200.00	014210331051320			
Hall, Glenn	Super Solvers Science Camp x 2	07/10/17	07/13/17	07/22/17	SS	600.00	014110394151320	YOU-2301-07	Super Solvers Science Camp x 2	
Hall, Kristen	Science Camp Assistance x 2	07/10/17	07/13/17	07/22/17	SS	360.00	014110394151320		Science Camp Assistance x 2	
Hodgson, Laura	Class Preparation	07/09/17	07/22/17	07/22/17	SS	1,476.27	011420730051340			
Killian, Melissa	21 Sessions	07/09/17	07/17/17	07/22/17	SS	672.00	013230030851540			
Makransky, Martin	Minecraft Modders/Black Rocket	07/10/17	07/13/17	07/22/17	SS	350.00	014110394151320	YOU-2120-07	Minecraft Modders/Black Rocket	
Moskalewicz, James	14 Sessions	07/09/17	07/22/17	07/22/17	SS	448.00	013230030851540			
Prine, Renee	21 Sessions	07/09/17	07/17/17	07/22/17	SS	672.00	013230030851540			
Sarver, Gregory	BC Driver Improvement	07/15/17	07/15/17	07/22/17	SS	150.00	014110394351320	CDV-7000-02	Bureau Co. Driver Improvement	
Sarver, Gregory	LC Driver Improvement	07/12/17	07/12/17	07/22/17	SS	150.00	014110394251320	CDV-6000-307	LaSalle Co Driver Improvement	
Sarver, Gregory	Personal Driver Instructor	06/28/17	07/19/17	07/22/17	SS	270.00	014110394151320	CDV-6050-06	Personal Driver Instruction	
Soldati, Morgan	We All Scream For Ice Cream x2	07/11/17	07/11/17	07/22/17	SS	66.00	014110394151320		We All Scream For Ice Cream x2	
Whitney, Emily	Minecraft Modders Assistant	07/10/17	07/13/17	07/22/17	SS	86.63	014110394151320		Minecraft Modders Assistant	
Total						8,040.90				


 Cheryl Roelfsema
 Vice President of Business Services and Finance


 Dr. Jerry Corcoran
 President

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

FY2018 Budget – Resolution to Adopt the Budget

A notice of Public Hearing was published designating August 17, 2017 at 6:30 p.m. in the Board Room (C307) on the campus of Illinois Valley Community College for a public hearing. The tentative FY2018 budget has been on display in the Business Office since July 14, 2017.

Recommendation:

The administration requests approval of the resolution to adopt the FY2018 Budget, as presented.

KPI 6: Resource Management

RESOLUTION TO ADOPT BUDGET

RESOLUTION

WHEREAS, the Board of Trustees of Illinois Valley Community College District 513, counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board have made the same conveniently available to public inspection for at least 30 days prior to final action thereon; and

WHEREAS, a Public Hearing was held as to such budget on the 17th day of August, 2017, notice of said hearing was given at least 30 days prior thereto as required by law, and all other legal requirements have been complied with;

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

SECTION 1: That the fiscal year of this School District be and the same hereby is fixed and declared to commence July 1, 2017, and to end June 30, 2018.

SECTION 2: That the following Budget, attached hereto and made a part hereof, contains an estimate of amounts available in each fund, separately, and of expenditures from each fund be and the same is hereby adopted as the Budget of Illinois Valley Community College District 513 for said fiscal year.

Upon motion by Member _____ to adopt the above resolution, seconded by Member _____, a roll call vote was taken and the Members voted as follows:

Members Voting Aye

Members Voting Nay

RESOLUTION TO ADOPT BUDGET

Page 2

The Chairperson declared the Motion duly carried this 17th day of August,
2017.

Chair, Board of Trustees

ATTEST:

Secretary, Board of Trustees

ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT 513
SCHEDULE OF BUDGETED REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES (SUMMARY)
FISCAL YEAR Ending June 30, 2018

	General Fund		Special Revenue Funds				Debt Service Fund	Proprietary Fund	Total (Memorandum Only)	
	Education Fund	Operations and Maintenance Fund	Operations and Maintenance Fund (Restricted)	Restricted Purposes Fund	Working Cash Fund	Liability, Protection, and Settlement Fund	Audit Fund	Bond and Interest Fund		Auxiliary Enterprises Fund
Budgeted Revenues	\$ 18,856,902	\$ 2,498,042	\$ 1,575,981	\$ 5,166,064	\$ 32,000	\$ 760,710	\$ 38,560	\$ 3,200	\$ 2,277,100	\$ 31,208,559
Budgeted Expenditures	(18,933,902)	(2,498,042)	(1,500,000)	(5,174,064)	-	(1,263,535)	(36,500)	-	(2,444,576)	(31,850,619)
Other Financing Sources	87,000	-	-	10,000	-	-	-	-	61,414	158,414
Other Financing Uses	(10,000)	-	-	-	-	-	-	-	(87,000)	(97,000)
Excess of Revenues and other financing sources over expenditures and other financing uses	-	-	75,981	2,000	32,000	(502,825)	2,060	3,200	(193,062)	(580,646)
Fund balances July 1, 2017 (estimated)	<u>3,700,303</u>	<u>2,506,692</u>	<u>6,003,892</u>	<u>(7,001)</u>	<u>4,605,293</u>	<u>1,546,454</u>	<u>28,888</u>	<u>941,363</u>	<u>1,958,156</u>	<u>21,284,040</u>
Fund balance June 30, 2018	<u>\$ 3,700,303</u>	<u>\$ 2,506,692</u>	<u>\$ 6,079,873</u>	<u>\$ (5,001)</u>	<u>\$ 4,637,293</u>	<u>\$ 1,043,629</u>	<u>\$ 30,948</u>	<u>\$ 944,563</u>	<u>\$ 1,765,094</u>	<u>\$ 20,703,394</u>

30

Official Budget was approved by the BOARD OF TRUSTEES:

DATE: _____

ATTEST: _____

Faculty Resignation Date Extended – Dr. Abhijeet Bhattacharya, Economics Instructor

Dr. Abhijeet Bhattacharya, Economics Instructor has submitted a request to change his resignation date from December 31, 2017 to August 10, 2018. IVCC appreciates the commitment Dr. Bhattacharya has given the institution by providing the extended opportunity and time to identify the ideal candidate as his successor. His revised resignation letter is attached.

Recommendation:

Accept with appreciation the change in resignation of Dr. Abhijeet Bhattacharya, Economics Instructor, to August 10, 2018.

KPI 4: Support for Employees



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

August 3, 2017

Dr. Jerry Corcoran

President

Illinois Valley Community College

815 North Orlando Smith Ave.

Oglesby, IL 61348

Dr. Corcoran,

After careful consideration, I have decided to change my resignation date from Dec 31st, 2017 to August 10th, 2018. This would enable me to teach for the entire academic year. IVCC would be able to attract a diversified pool of highly qualified applicants for filling up my position in fall 2018 semester. My decision to resign on August 10th, 2018 would serve in the best interests of IVCC as well as enable me to meet my family obligations. I have had a wonderful time at IVCC and the warmth and support extended to me by everyone has helped me grow both professionally and personally.

Sincerely,

Dr. Abhijeet Bhattacharya

Economics Instructor

RECEIVED

AUG - 7 2017

HUMAN RESOURCES

Insurance Renewals

All lines of insurance coverage have been reviewed by the College's insurance consultant, Bushue HR. They are recommending that the College renew all the following policies with current carriers.

- Property
- General Liability
- Commercial Auto
- Workers' Compensation
- School Board Legal Liability
- Umbrella
- Law Enforcement
- Media Liability
- Student Malpractice
- Foreign Liability

USI Insurance Services, LLC is the agent for the Workers' Compensation coverage and the carrier is Accident Insurance Company. Arthur J. Gallagher is the agent for all other lines with Hanover Insurance as the carrier.

Also attached is a summary listing the expiring and renewal premiums. Overall there was an increase of \$9,510, or 3.74 percent. The Workers' Compensation premium increased by \$2,256 due to an increase from .92 to 1.06 in our experience modification. The standard experience modification rate is 1.00. The premiums for other coverages increased 7,251, or 5.5 percent.

It is the practice to bid the College insurance every three (3) years. It was last bid in 2015; therefore, all lines of insurance will be rebid in 2018 for coverage beginning September 1, 2018.

Recommendation:

The administration recommends the Board accept the recommendation of the insurance consultant to renew all coverages with the same carriers at \$263,998.

KPI 6: Resource Management

Bushue Human Resources, Inc.

104 North 2nd St, Suite B
PO Box 89
Effingham, IL 62401

Phone: (217) 342-3046
Fax: (217) 342-5673
Email: info@bushuehr.com

*An Outsourced Risk Management Company Focusing on Human Resources,
Insurance, Background Screening and Fingerprinting*

August 10, 2017

Illinois Valley Community College
815 N. Orlando Smith Rd.
Oglesby, IL. 61348
Attention: Mrs. Cheryl Roelfsema

Dear Mrs. Roelfsema

RE: PROPERTY/CASUALTY/LIABILITY INSURANCE RENEWALS

The attached summary illustrates the expiring and renewal coverages with the current Insurance Carriers, Hanover Insurance through Arthur J. Gallagher from Itasca, IL and Accident Insurance Company (AIC) through USI Insurance Services from Terre Haute, IN.

Our attached Renewal Worksheets Forms show the expiring and renewal coverage from Hanover Insurance and AIC. The first column of each page is the expiring insurance coverage for the College. The second column is the renewal coverage as presented by the current Insurance Carrier and Agent.

Following are some changes from the expiring:

- The Blanket Limit and Statement of Values (SOV) have been reviewed with Administration, and the values have been increased to better reflect Replacement Cost Values.
- The Workers' Compensation payrolls have been decreased for the renewal, per the College's request. The 8868 Class Code (Colleges or Schools, Teachers) payroll has been decreased from \$13,635,742 to \$12,931,434 and the 9101 Class Code (All Other Employees) payroll has been decreased from \$867,026 to \$703,751.
- The Workers' Compensation Experience Modification Rating has been increased from a .92 in 2016 to a 1.06 for 2017. The standard rating is 1.00.

This renewal reflects an increase in premium attributable to the increase to the Property values, Property Claims History, and the Workers' Compensation Experience Modification Rating. The Blanket Limit has been increased from \$99,093,678 to \$102,050,964; for the renewal. The College filed two (2) Property Claims during the 2015-2016 policy term, which resulted in a total payout of \$88,190 between both claims.

The increase in the Workers' Compensation Experience Modification Rating resulted in additional premium due to the rating increase. Also, the Insurance Carrier removed the scheduled credits that were applied last year, due to the .92 rating.

Bushue Human Resources, Inc.

104 North 2nd St, Suite B
PO Box 89
Effingham, IL 62401

Phone: (217) 342-3046
Fax: (217) 342-5673
Email: info@bushuehr.com

*An Outsourced Risk Management Company Focusing on Human Resources,
Insurance, Background Screening and Fingerprinting*

The premium increase is in the amount of \$9,510; which is 3.74% above the expiring. We appreciate the opportunity to serve the College. If you have any questions, please feel free to contact our office.

Respectfully,



Travis J. Bushue
President, Bushue Human Resources, Inc.

VSS

Illinois Valley Community College - Renewal Date: 09/01/2017

Property & General Liability Renewal Form

Insurance Agency Name	Arthur J. Gallagher	
Insurance Carrier Name	Hanover Ins. Group	Hanover Ins. Group
Limit of Liability - Property - Blanket/All Risk	Current	Renewal
Blanket, All Risk	99,093,678	102,050,964
Overall Building Limit	Included	Included
College Personal Property	Included	Included
Replacement Cost/ACV	RC	RC
Deductible Per Occurrence	5,000	5,000
Coinsurance %	90%	90%
Earthquake Coverage Limit	5,000,000	5,000,000
Earthquake Coverage Deductible Per Occurrence	10,000	10,000
Rate Level Guaranteed (If yes, how long)	-	One (1) Year
Total Property Premium	\$62,372.00	\$68,933.00

Will the policy provide full coverage, up to maximum policy Limits, for Backup of Sewer/Surface Water coverage?	Yes	Yes
<i>If no, please state the Limit.</i>	-	-
Does the policy provide coverage for Flood Coverage?	Yes	Yes
<i>If yes, please state the Limit.</i>	5,000,000	5,000,000
<i>If yes, please state the Flood Coverage Deductible Per Occurrence.</i>	100,000	100,000
Does the policy provide coverage for Mine Subsidence?	Yes	Yes
<i>If yes, please state the Limit.</i>	750,000	750,000
<i>Blanket Limit, If Applicable.</i>	-	-
Does the policy provide Ordinance or Law coverage?	Yes	Yes
<i>Limit Per Coverage A.</i>	Full Blanket Limit	Full Blanket Limit
<i>Limit Per Coverage B.</i>	1,000,000	1,000,000
<i>Limit Per Coverage C.</i>	1,000,000	1,000,000
<i>Limit Per Building, If Applicable.</i>	-	-
<i>Blanket Limit, If Applicable.</i>	-	-
Does the policy have Time Element (Extra Expense) Coverage, if so please state the Limit(s)?	Yes	Yes
<i>Blanket Limit, If Applicable.</i>	4,400,000	4,400,000
<i>Per Location Limit, If Applicable.</i>	-	-
Does the policy have Business Income Coverage, if so please state the Limit(s)?	Yes	Yes
<i>Blanket Limit, If Applicable.</i>	Included	Included
<i>Per Location Limit, If Applicable.</i>	-	-

Insurance Carrier Name	Hanover Ins. Group	
Limit of Liability - General Liability	Current	Renewal
General Aggregate	2,000,000	2,000,000
Products Completed Ops.	Included	Included
Personal & Advertising Injury	1,000,000	1,000,000
Each Occurrence Limit	1,000,000	1,000,000
Fire Damage Limit	100,000	100,000
Medical Expense Limit	15,000	15,000
Deductible Per Occurrence	0	0
Employee Benefits Liability	-	-
Aggregate Limit	3,000,000	3,000,000
Occurrence Limit	1,000,000	1,000,000
Deductible Per Occurrence	1,000	1,000
Retroactive Date	4/17/2006	4/17/2006

Illinois Valley Community College - Renewal Date: 09/01/2017

Property & General Liability Renewal Form

Sexual Abuse or Molestation	-	-
Aggregate Limit	2,000,000	2,000,000
Each Loss Limit	1,000,000	1,000,000
Policy Form: Claims Made or Occurrence	Occurrence	Occurrence
Emergency Event Management	-	-
Emergency Event Communication Expense	100,000	100,000
Emergency Event Business Income and Extra Expense	100,000	100,000
Post Emergency Event Expense	-	-
Aggregate Limit	100,000	100,000
Per Person Limit	10,000	10,000
Media Liability	-	-
Aggregate Limit	Included	Included
Occurrence Limit	Included	Included
Deductible Per Occurrence	0	0
Student Medical Malpractice Liability	-	-
Aggregate Limit	Included	Included
Occurrence Limit	Included	Included
Deductible Per Occurrence	0	0
Foreign Liability	-	-
General Liability	-	-
Occurrence Limit	Included	Included
Products Completed Ops.	Included	Included
Personal & Advertising Injury	Included	Included
Auto Liability	-	-
Each Accident	Excluded	Excluded
Employers Liability (Worker's Compensation)	-	-
Bodily Injury By Accident	Excluded	Excluded
Bodily Injury By Disease Each	Excluded	Excluded
Bodily Injury By Disease Aggregate	Excluded	Excluded
Law Enforcement Liability	-	-
Aggregate Limit	1,000,000	1,000,000
Occurrence Limit	1,000,000	1,000,000
Deductible Per Occurrence	5,000	5,000
Non-Monetary Relief Defense Coverage	100,000	100,000
Retroactive Date	4/17/2006	4/17/2006
Policy Form: Claims Made or Occurrence	Claims Made	Claims Made
Total Liability Premium	\$43,445.00	\$44,319.00

Insurance Carrier Name	Hanover Ins. Group	
	Current	Renewal
Limit of Liability - Crime		
Employee Theft - Blanket Limit	100,000	100,000
Deductible Per Occurrence	5,000	5,000
Computer Fraud Coverage Limit	100,000	100,000
Deductible Per Occurrence	5,000	5,000
Money & Securities	25,000	25,000
Deductible Per Occurrence	5,000	5,000
Money Orders & Counterfeit Money	25,000	25,000
Deductible Per Occurrence	5,000	5,000
Total Crime Premium	Included	Included

Insurance Carrier Name	Hanover Ins. Group	
	Current	Renewal
Limit of Liability - Boiler & Machinery		
Per Accident	99,093,678	100,000,000
Deductible Per Occurrence	5,000	5,000
Extra Expense	Included	Included
Total Boiler & Machinery Premium	Included	Included

Illinois Valley Community College - Renewal Date: 09/01/2017
Property & General Liability Renewal Form

Insurance Carrier Name	Hanover Ins. Group	
	Current	Renewal
Limit of Liability - Inland Marine		
Audio/Visual (A/V) Equipment	100,000	100,000
Contractors Equipment Coverage	450,000	450,000
Electric Scoreboard	12,000	12,000
Deductible Per Occurrence	500	500
Band Uniforms, Choir Robes, and Similar & Related Equipment	50,000	50,000
Athletic Equipment, Uniforms, and Similar & Related Equipment	50,000	50,000
Musical Instruments and Similar & Related Equipment & Accessories	50,000	50,000
Cameras, Projection Machines, Films, and Similar & Related Equipment & Accessories	50,000	50,000
Dwellings Under Construction By Vocational Shop Classes	100,000	100,000
Deductible Per Occurrence	500	500
Total Inland Marine Premium	\$2,596	\$2,596

Premium	Hanover Ins. Group	
	Current	Renewal
Total Property Premium	62,372.00	68,933.00
Total Liability Premium	43,445.00	44,319.00
Total Crime Premium	Included	Included
Total Boiler & Machinery Premium	Included	Included
Total Inland Marine Premium	2,596.00	2,596.00
Total Premium	\$108,413.00	\$115,848.00

Does the coverages and premiums include Terrorism Risk Insurance Act (TRIA) coverage? Yes Yes

These Proposal worksheets were provided and prepared as a service to Illinois Valley Community College. These worksheets or excerpts thereof contain information that (a) is or may be LEGALLY PRIVILEGED, CONFIDENTIAL, PROPRIETARY IN NATURE, OR OTHERWISE PROTECTED BY LAW FROM DISCLOSURE, and (b) is intended only for the use of Illinois Valley Community College. You are hereby notified that using, copying, or distributing any part of these proposal worksheets is strictly prohibited. Copyright 2017 Bushue Human Resources, Inc.

Illinois Valley Community College - Renewal Date: 09/01/2017
Automobile Renewal Form

Insurance Agency Name	Arthur J. Gallagher	Arthur J. Gallagher
Insurance Carrier Name	Hanover Ins. Group	Hanover Ins. Group
Limits of Liability - Auto	Current	Renewal
Number of Vehicles	12	12
Bodily Injury and Property Damage Liability	1,000,000	1,000,000
Medical Payments	5,000	5,000
Uninsured Motorist	1,000,000	1,000,000
Underinsured Motorists	1,000,000	1,000,000
Hired Auto	1,000,000	1,000,000
Non-Owned Auto	1,000,000	1,000,000
Garage Liability	1,000,000	1,000,000
Garage Keepers Legal Liability	300,000	300,000
Deductible Per Occurrence	-	-
Comprehensive	500 Trailers / 1,000	500 Trailers / 1,000
Collision	\$1,000	\$1,000
Total Automobile Premium	\$9,144.00	\$8,749.00

Does the coverage and premium include Terrorism Risk Insurance Act (TRIA) coverage?

Yes

Yes

Will the insurance carrier grant permission to operate the buses under conditions where a charge would be made to the students?

Yes

Yes

Will the insurer provide coverage for all additional insured's, including coverage for Board of Trustee Members, Employees, and Volunteers while using their own vehicles on behalf of the College?

Yes - Excess Basis

Yes - Excess Basis

Will the insurance carrier provide coverage for rental vehicles?

Yes

Yes

Please advise if the insurance carrier provides coverage for Truck Driver Training Programs?

Yes

Yes

These Proposal worksheets were provided and prepared as a service to Illinois Valley Community College. These worksheets or excerpts thereof contain information that (a) is or may be LEGALLY PRIVILEGED, CONFIDENTIAL, PROPRIETARY IN NATURE, OR OTHERWISE PROTECTED BY LAW FROM DISCLOSURE, and (b) is intended only for the use of Illinois Valley Community College. You are hereby notified that using, copying, or distributing any part of these proposal worksheets is strictly prohibited. Copyright 2017 Bushue Human Resources, Inc.

Illinois Valley Community College - Renewal Date: 09/01/2017
Umbrella Renewal Form

Insurance Agency Name	Arthur J. Gallagher	Arthur J. Gallagher
Insurance Carrier Name	Hanover Ins. Group	Hanover Ins. Group
Limits of Liability - Umbrella	Current	Renewal
General Aggregate Limit	10,000,000	10,000,000
Self-Insured Retention (SIR)	0	0
General Liability	1,000,000	1,000,000
Employee Benefits Liability	1,000,000	1,000,000
Sexual Abuse & Molestation	1,000,000	1,000,000
Automotive Liability	1,000,000	1,000,000
Legal Liability	1,000,000	1,000,000
Employers Liability (Workers' Compensation)	Not Covered	Not Covered
Law Enforcement Liability	1,000,000	1,000,000
Media Liability	Included in General Liability	Included in General Liability
Student Medical Malpractice Liability	Included in General Liability	Included in General Liability
Foreign General Liability	Included in General Liability	Included in General Liability
Foreign Auto Liability	Not Covered	Not Covered
Foreign Employers Liability (Workers' Compensation)	Not Covered	Not Covered
Professional Liability	1,000,000	1,000,000
Total Annual Premium	\$13,575.00	\$13,789.00

Does the coverage and premium include Terrorism Risk Insurance Act (TRIA) coverage?

Yes

Yes

These Proposal worksheets were provided and prepared as a service to Illinois Valley Community College. These worksheets or excerpts thereof contain information that (a) is or may be LEGALLY PRIVILEGED, CONFIDENTIAL, PROPRIETARY IN NATURE, OR OTHERWISE PROTECTED BY LAW FROM DISCLOSURE, and (b) is intended only for the use of Illinois Valley Community College. You are hereby notified that using, copying, or distributing any part of these proposal worksheets is strictly prohibited. Copyright 2017 Bushue Human Resources, Inc.

Illinois Valley Community College - Renewal Date: 09/01/2017
Workers' Compensation Renewal Form

Insurance Agency Name	USI Insurance Services		USI Insurance Services	
Insurance Carrier Name	Accident Ins. Company		Accident Ins. Company	
Employers Liability Limits	Current		Renewal	
Bodily Injury Accident	1,000,000		1,000,000	
Bodily Injury Disease	1,000,000		1,000,000	
Bodily Injury Disease - Employee	1,000,000		1,000,000	
Codes	Estimated Payroll	Rate Per \$100	Estimated Payroll	Rate Per \$100
8868: Colleges or Schools, Teachers	\$13,635,742	0.47	\$12,931,434	0.47
7380: Drivers, Chauffeurs, and Their Helpers	\$0	10.68	\$0	10.68
9101: All Other Employees	\$867,026	5.68	\$703,751	5.68
Total Estimated Premium	\$123,356.00		\$125,612.00	

Experience Modification 0.92

Experience Modification 1.06

These Proposal worksheets were provided and prepared as a service to Illinois Valley Community College. These worksheets or excerpts thereof contain information that (a) is or may be LEGALLY PRIVILEGED, CONFIDENTIAL, PROPRIETARY IN NATURE, OR OTHERWISE PROTECTED BY LAW FROM DISCLOSURE, and (b) is intended only for the use of Illinois Valley Community College. You are hereby notified that using, copying, or distributing any part of these proposal worksheets is strictly prohibited. Copyright 2017 Bushue Human Resources, Inc.

Illinois Valley Community College - Renewal Date: 09/01/2017

Legal Liability Renewal Form

Insurance Agency Name	Arthur J. Gallagher	Arthur J. Gallagher
Insurance Carrier Name	Hanover Ins. Group	Hanover Ins. Group
Legal Liability	Current	Renewal
Aggregate Limit	1,000,000	1,000,000
Each Claim Limit	1,000,000	1,000,000
Deductible Per Occurrence	50,000	50,000
Employment Practices Liability Insurance (EPLI) Deductible Per Occurrence	50,000	50,000
Aggregate Defense Expense Amount - Non-Monetary Relief	100,000	100,000
Non-Monetary Relief Deductible Per Occurrence	50,000	50,000
Total Annual Premium	Included	Included

* All taxes, surplus line charges, fees, etc. must be included in the Annual Premium.

Does the coverage and premium include Terrorism Risk Insurance Act (TRIA) coverage?	Yes	Yes
Does a Retroactive Date apply? <i>If yes, please advise the date.</i>	Yes 4/17/2006	Yes 4/17/2006
Please indicate whether coverage is on Claims Made or Occurrence Basis.	Claims Made	Claims Made
For Claims Made policies, is Prior Acts coverage available? <i>If yes, please indicate the additional cost.</i>	Full Prior Acts - Up to the Retroactive Date Included	Full Prior Acts - Up to the Retroactive Date Included
If additional requirements must be met prior to binding please indicate.	N/A	None
Does the above proposal provides full coverage for Sexual Misconduct/Abuse/Molestation/Harassment?	Covered Under General Liability	Covered Under General Liability
Does the policy provide coverage for Defense Costs, even if not successful?	Yes	Yes
Does the policy provide coverage for IEP Hearings (Due Process, etc.)? <i>State Sub-Limit for this, if any.</i>	Yes No Sub-Limit	Yes No Sub-Limit
Does the policy provide a Consent to Settle Provision?	Yes	Yes
Are Defense Expenses within the Limit of Liability? <i>State Sub-Limit for Defense Expenses, if any.</i>	No -	No -
Please Describe any policy Sub-Limits: (Please list other Sub-Limits not included in this list below		
Limit/Sub-Limit for Special Education.	None	None
Limit/Sub-Limit Breach of Contract.	None	None
Limit/Sub-Limit Sexual Abuse/Molestation.	Covered Under General Liability	Covered Under General Liability

These Proposal worksheets were provided and prepared as a service to Illinois Valley Community College. These worksheets or excerpts thereof contain information that (a) is or may LEGALLY PRIVILEGED, CONFIDENTIAL, PROPRIETARY IN NATURE, OR OTHERWISE PROTECTED BY LAW FROM DISCLOSURE, and (b) is intended only for the use of Illinois Valley Community College. You are hereby notified that using, copying, or distributing any part of these proposal worksheets is strictly prohibited. Copyright 2017 Bushue Human Resources, Inc

**Illinois Valley Community College - Renewal Date: 09/01/2017
Totals**

Insurance Agency Name Arthur J. Gallagher / USI Insurance Services Arthur J. Gallagher / USI Insurance Services

Insurance Carrier Name	Hanover Insurance / Accident Ins. Company	
Coverage	Current	Renewal
Total Property Premium	62,372.00	68,933.00
Total Liability Premium	43,445.00	44,319.00
Total Crime Premium	Included	Included
Total Boiler & Machinery Premium	Included	Included
Total Inland Marine Premium	2,596.00	2,596.00
Commercial Auto	9,144.00	8,749.00
Umbrella	13,575.00	13,789.00
Workers' Compensation	123,356.00	125,612.00
Legal Liability	Included	Included
Total Premium	\$254,488.00	\$263,998.00
Savings		(9,510.00)
Percentage of Increase		3.74%

These Proposal worksheets were provided and prepared as a service to Illinois Valley Community College. These worksheets or excerpts thereof contain information that (a) is or may be LEGALLY PRIVILEGED, CONFIDENTIAL, PROPRIETARY IN NATURE, OR OTHERWISE PROTECTED BY LAW FROM DISCLOSURE, and (b) is intended only for the use of Illinois Valley Community College. You are hereby notified that using, copying, or distributing any part of these proposal worksheets is strictly prohibited. Copyright 2017 Bushue Human Resources, Inc.

For your review, we have prepared an illustrative summary which provides a brief outline of coverages provided. This summary is for illustrative purposes only, and does not provide a comprehensive overview of your complete policies, please refer to your complete policy for review of all endorsements, limitations, and exclusions. If you feel that any of these coverages or limits are not correct, inadequate, please let us know.

RECOMMENDED FOR STAFF APPOINTMENT
2017-2018

GENERAL INFORMATION:

POSITION TO BE FILLED: Shipping and Receiving Coordinator

NUMBER OF APPLICANTS: 25

NUMBER OF APPLICANTS INTERVIEWED: 4

APPLICANTS INTERVIEWED BY:

Ms. Beem, Ms. Catalina, Ms. Frahm, Ms. Roelfsema, Ms. Smith

APPLICANT RECOMMENDED:

Sarah E. Morgensen

EDUCATIONAL PREPARATION:

St. Bede Academy – Diploma

EXPERIENCE:

United States Postal Service, Granville, IL – Rural Carrier Associate

Advantage Logistics, Oglesby, IL – Receiving Clerk

Ace Hardware Distribution Center, Princeton, IL – Shipping/Full Case Stock Associate

United States Postal Service, LaSalle, IL – Transitional Employee

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

1. US Postal Service experience
2. Freight check-in experience
3. Good customer service skills
4. Pallet jack and forklift experience

RECOMMENDED SALARY: \$13.00 per hour, effective July 18, 2017

Ms. Leslie Hofer, SHRM-CP, PHR
Director of Human Resources

-----Original Message-----

From: Abbi Bosnich

Sent: Wednesday, July 05, 2017 12:35 PM

To: Cory Tomasson

Subject: resignation

Cory-

I apologize for not sending this email sooner, I have been out of town working.

I am resigning from the position as assistant volleyball coach. Thank you for the opportunity to lead athletes at IVCC.

Abbi Bosnich

RECEIVED

JUL 10 2017

7-10-17

Dear IVCC and the Board of Trustees,

HUMAN RESOURCES

It is with great regret that I am notifying you I am resigning from my position as custodian for personal reasons effective July 10, 2017.

Working at IVCC has given me the opportunity to meet some terrific coworkers. I will truly miss IVCC when I am no longer here.

I am very thankful for and happy with the job and my time here. I will think of my time here positively as I move on with my next adventures. I have the utmost respect for IVCC and all its members.

Please let me know what I can do to help during this transition.

Regards,



Ralph Wedekind

Change Order #1 –Overhead Door Replacement

To be in compliance with Board Policy 4.11, the administration wishes to advise the Board of Trustees of Change Order #1 for a decrease of \$80 for the Overhead Door Replacement PHS Project. The change order consists of the following changes:

Original contract sum	<u>\$60,135</u>
Change Order #1	
Eliminate four (4) radio controls for overhead doors	<u>(80)</u>
New contract sum	<u><u>\$60,055</u></u>

KPI 6: Resource Management

Illinois Valley Community College Board Policy

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

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

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

Illinois Valley Community College Administrative Procedure

Subject: Board Travel, Conference and Meeting Expenses	Effective Date: 2/25/10
	Last Reviewed: 7/13/17
Number: 1.15	Last Revised: 8/17/17

Application for Travel

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

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

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

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

Travel Expenditures

All official College travel must be supported by receipts for actual expenditures, and all expenses must be itemized for reimbursement on the travel form. Itemizing will include all

dollar expenditures, participants involved and the function or purpose of the meeting. Cash advances may be issued for anticipated costs of at least \$100. Lesser expenses will be handled on a reimbursement-by-receipt basis.

Mileage Reimbursement

Reimbursement for use of personal vehicles on College business shall be at the per mile rate approved by the Internal Revenue Service of the United States Government. *Proof of vehicle insurance (copy of insurance card) must be submitted with the application to travel form prior to travel.*

Commercial Travel

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

Lodging

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

Meals

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

No reimbursement will be made for alcoholic beverages.

Tours and Social Activities

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

PERMISSIBLE TRAVEL EXPENSES

The maximum reimbursable rates for travel are set forth as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS Standard Mileage Rate at time of reimbursement (e.g. \$0.535 / mile for 2017)
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed Air Travel
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

Maximum Reimbursable Rates for Meals	
Per Day - nonmetropolitan	\$35.00
Per Day – metropolitan (Chicago)	\$45.00

Maximum Reimbursable Rates for Lodging – 2017 rates per IRS	
Chicago and Suburban Cook County	\$222.00 / night
DuPage, Kane, Lake, McHenry and Will Counties	\$112.00 / night
All other Illinois Counties	\$112.00 / night
Outside of Illinois	\$222.00 / night or as approved by the Board

Official Functions

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

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

Illinois Valley Community College Board Policy

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

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

Illinois Valley Community College Administrative Procedure

Subject: Business Travel, Conference and Meeting Expenses	Effective Date: 10/19/10
	Last Reviewed: 07/13/17
Number: 3.4	Last Revised: 08/17/17

Application for Travel

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

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

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

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

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

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

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

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

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

YELLOW COPY - returned to traveler

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

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

Travel Expenditures

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

Mileage Reimbursement

To qualify for mileage reimbursement for use of a personal vehicle, employees must comply with the vehicle use administrative procedure. *Proof of vehicle insurance (copy of insurance card) must be submitted with the application to travel form prior to travel.*

Mileage reimbursement may be taxable if travel originates at the employee's home rather than workplace. Employees are encouraged to consult the College Controller with questions about taxable reimbursement.

Reimbursement for personal vehicle use will be at the Board approved rate. A Motor Vehicle Record (MVR) must be on file to be reimbursed for using a personal vehicle. Refer to the mileage chart for round-trip mileage calculations to various communities (at the end of this procedure).

Commercial Travel

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

Lodging

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

Meals

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

No reimbursement will be made for alcoholic beverages.

Phone Calls

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

Tours and Social Activities

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

PERMISSIBLE TRAVEL EXPENSES

The maximum reimbursable rates for travel are set forth as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS Standard Mileage Rate at time of reimbursement (e.g. \$0.535 / mile for 2017)
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed Air Travel
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

Maximum Reimbursable Rates for Meals	
Per Day - nonmetropolitan	\$35.00
Per Day – metropolitan (Chicago)	\$45.00

Maximum Reimbursable Rates for Lodging – 2017 rates per IRS	
Chicago and Suburban Cook County	\$222.00 / night
DuPage, Kane, Lake, McHenry and Will Counties	\$112.00 / night
All other Illinois Counties	\$112.00 / night
Outside of Illinois	\$222.00 / night or as approved by the Board

Office Functions

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

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

MILEAGE CHART

(Mileages shown are based on round-trips)

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

TRAVEL OBJECT CODES

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

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.