



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Thursday, June 8, 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, June 8, 2017 – 6:30 p.m. – Board Room (C307)**

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## **A G E N D A**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
  - 7.1 Approval of Minutes – May 11, 2017 Board Meeting; May 23, 2017 Audit/Finance Committee Meeting; and May 30, 2017 Closed Session Minutes Committee Meeting (Pages 1-11)
  - 7.2 Approval of Bills - \$1,083,640.72
    - 7.2.1 Education Fund - \$782,787.90
    - 7.2.2 Operations & Maintenance Fund - \$119,187.91
    - 7.2.3 Operations & Maintenance (Restricted Fund) - \$3,026.00
    - 7.2.4 Auxiliary Fund - \$110,898.98
    - 7.2.5 Restricted Fund - \$8,001.12
    - 7.2.6 Liability, Protection & Settlement Fund - \$59,738.81
  - 7.3 Treasurer's Report (Pages 12-29)
    - 7.3.1 Financial Highlights (Pages 13-14)
    - 7.3.2 Balance Sheet (Pages 15-16)
    - 7.3.3 Summary of FY17 Budget by Fund (Page 17)
    - 7.3.4 Budget to Actual Comparison (Pages 18-24)
    - 7.3.5 Budget to Actual By Budget Officers (Page 25)
    - 7.3.6 Statement of Cash Flows (Page 26)
    - 7.3.7 Investment Status Report (Pages 27-28)
    - 7.3.8 Disbursements - \$5,000 or more (Page 29)
  - 7.4 Personnel - Stipends for Pay Periods Ending April 30, 2017 and May 13, 2017 (Pages 30-32)
  - 7.5 Prevailing Wage Resolution (Pages 33-36)

- 7.6 Purchase Request - Ellucian Maintenance Agreement (Page 37)
- 7.7 Daikin Applied Americas, Inc. Chiller Maintenance Contract (Page 38)
8. President's Report
9. Committee Reports
10. Staff Appointment – Christopher Dunlap, Interim Director of Information Technology Services (Page 39)
11. Faculty Appointment – Tracey Antle, Nursing Instructor (Pages 40-41)
12. Faculty Appointment – Taylor Myers, Nursing Instructor (Pages 42-43)
13. Faculty Retirement – Cherie Monterastelli, Therapeutic Massage Program Coordinator/Instructor (Pages 44-45)
14. Faculty Retirement – Linda Hanley, Nursing Instructor (Pages 46-47)
15. Faculty Retirement – Dr. Jane Sack, Counselor (Pages 48-49)
16. Staff Retirement – Emily Vescogni, Director of Learning Technologies (Pages 50-51)
17. Authorization to Continue Payment for Standard Operating Expenditures (Page 52)
18. Small Business Development Center Transfer of Funds (Page 53)
19. Midwest Energy Inc. Proposal of Electricity Purchase (Page 54)
20. Purchase Request – Secure 32 Upgrade (Page 55)
21. Board Travel (Page 56)
22. ICCTA Membership (Page 57)
23. Semi-annual Review of Closed Session Minutes (Page 58)
24. Items for Information (Pages 59-65)
  - 24.1 Staff Resignation – Ryan Ziegler, Shipping and Receiving Coordinator (Page 59)
  - 24.2 Staff Resignation – Sheri Mitchum, Audio-Visual & Computing Specialist (Page 60)
  - 24.3 Notification to Illinois Community College Board – FY2019 RAMP (Page 61)
  - 24.4 Statement of Final Completion – Building B Chiller/Air Handler (Page 62)
  - 24.5 Spring 2017 Graduation (Page 63)
  - 24.6 NILRC Letter – Thank you to Emily Vescogni (Page 64)
  - 24.7 CARLI Letter – Thank you to Frances Whaley (Page 65)
25. Trustee Comment
26. Closed Session – 1) litigation and 2) closed session minutes
27. Approval of Closed Session Minutes
28. Other
29. Adjournment

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

**Minutes of Regular Meeting**  
**May 11, 2017**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, May 11, 2017 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Jane E. Goetz, Chair  
David O. Mallery, Secretary  
Jay K. McCracken  
Amy L. Sipovic  
Angela M. Stevenson  
Matthew F. Pehoski, Student Trustee

**Members Absent:** Everett J. Solon, Vice Chair  
Melissa M. Olivero

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

**MOMENT OF SILENCE**

Attorney Louis E. Olivero, father-in-law of Trustee Melissa Olivero, passed away on April 20, 2017. Computer programmer Kristyne K. Curley, long-time IVCC employee and wife of Scott Curley, director of facilities, passed away on April 26, 2017. Ms. Goetz invited everyone to join her in a moment of silence in memory of Louis E. Olivero and Kristyne K. Curley.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None.

**CAMPUS UPDATE – AGRICULTURE PROGRAM (WILLARD MOTT AND REED WILSON)**

Willard Mott and Reed Wilson presented an update on the IVCC agriculture program. Agriculture is the largest industry in the IVCC district and 21 percent of the property tax base. A large number of high school agriculture students are continuing their education. Many IVCC district high school students are going to other community colleges being forced to travel long distances or temporarily relocating to study agriculture. This is an untapped source of new students for IVCC. The IVCC

administration consulted with the University of Illinois Extension and formed an agriculture steering committee from cross sections of the IVCC agriculture community along with a committee of high school agriculture instructors. The two committees focused on evaluating the need for an IVCC agriculture program and guided the process. The initial agriculture coursework would focus on agri-business management including precision agriculture. The committees agreed that IVCC must find the right person to lead the program and that person was Willard Mott. Willard's in-depth knowledge of high school agriculture education and FFA programs made him an ideal selection. In developing the curriculum, the top community college agriculture programs in Illinois were reviewed, six new agriculture courses were developed, three existing agriculture courses were revised, and an agriculture internship program was established. An Associate in Applied Science in Agricultural Business Management has been developed. IVCC has aggressively marketed the agricultural program through various avenues. Looking at the future of the program, the priorities are to develop and implement an AAS Degree in Agronomy for Fall 2018, start an IVCC student agriculture organization, continue relationships with the high school agriculture programs, and continue working closely with the agricultural advisory committee. Willard and Reed thanked everyone involved in bringing the agriculture program back to IVCC.

### **CONSENT AGENDA ITEMS**

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

The following items were approved in the consent agenda:

Approval of Minutes – April 13, 2017 Board Meeting and April 24, 2017 Organizational Meeting

Approval of Bills - \$1,130,969.87

Education Fund - \$876,585.68; Operations & Maintenance Fund - \$80,799.03; Operations & Maintenance (Restricted Fund) - \$119,085.66; Auxiliary Fund - \$32,412.22; Restricted Fund - \$9,710.47; and Liability, Protection & Settlement Fund - \$42,376.81

Treasurer's Report

Personnel

Approved the stipends for pay periods ending April 1, 2017 and April 15, 2017

Purchase Requests

Approved to purchase OSHA safety training classes from 2B Safe, Inc. at an estimated amount of \$20,000; supervisor and leadership development training classes from Riffle, Inc. at an estimated amount of \$13,500; and IT and Business Solutions Training from Omnikron at the estimated amount of \$192,000 for Fiscal Year 2018.

Approved to purchase annual radio, billboard, and television advertising in the amount of \$69,215.20 for Fiscal Year 2018 from NRG Media, LaSalle County Broadcasting Corp., Studstill Media, WZOE, Inc., and Comcast Spotlight.

Approved to purchase an estimated \$50,000 in fuel for the Truck Driving Training Program using WEX Inc. fuel cards.

Approved to purchase janitorial supplies from Interline Brands, Inc., d/b/a Supply Works, Peoria, Illinois, at an estimated annual cost of \$40,000 through the Illinois Public Higher Education Cooperative (IPHEC).

Approved to purchase elevator maintenance services from ThyssenKrupp Elevator Corporation, Peoria, Illinois, through National Joint Powers Alliance (NJPA) at an annual cost of \$26,826.24.

Approved to purchase automotive parts and supplies from Carquest of Peru in an estimated amount of \$40,000 and from L & L of Sterling, Inc. in an estimated amount of \$10,000 for Fiscal Year 2018.

### **PRESIDENT'S REPORT**

Dr. Corcoran reported that IVCC has been named one of the Healthiest Companies in America for 2016. This is the fourth time the college has won this award and the 2<sup>nd</sup> year in a row. Only 156 companies achieved this status in 2016. Dr. Corcoran congratulated the Wellness Committee and all who participated in the wellness programs. The public meetings held on April 27 and May 8 regarding what impact the budget-impasse situation is having on community colleges were well attended. Dr. Corcoran especially appreciated the non-partisan tone of the discussions, and everyone's interest in looking for options to solve problems versus playing the "blame game." Special thanks to Trustees Jane Goetz, Jay McCracken, Angie Stevenson, Matt Pehoski and Sarah Tipton for attending and contributing effectively to the discussion. IVCC's April 28 annual recognition event turned out just fine thanks to Paula Hallock and Glenna Jones. Approximately 170 people attended for the purpose of recognizing 90 honorees. Dr. Corcoran thanked Trustees Amy Sipovic, Jane Goetz, Jay McCracken and David Mallery for attending on behalf of the board and assisting with the program. On May 3 Honorspalooza was nothing short of outstanding thanks to the leadership and planning of Adam Oldaker who leads the program. Dr. Corcoran honestly does not know how it could be any better, but Adam always seems to find a way! Jean Batson-Turner did a nice job of honoring the Human Services program advisory committee members and students at the annual end-of-the-year gathering on May 9. Dr. Anderson and Dr. Corcoran received some very good news recently from the Higher Learning Commission's Institutional Actions Council regarding the College's reaffirmation of accreditation through 2026-2027. The time has now come for IVCC to select its pathway to accreditation. As noted in the memo from Dr. Anderson, the Open Pathway is intended for well-performing institutions that do not require substantial monitoring or contact from the HLC in order to maintain that level of performance. Dr. Anderson has done a superb job as the College's liaison with the HLC, and after bringing this matter to the attention of the Strategic Leadership and Planning Council for feedback, Dr. Corcoran supported her recommendation to choose the Open Pathway. Thus, unless the administration is told otherwise, they will respond within the required two-week window by HLC with this decision. Dr. Corcoran reported with so many activities taking place in the Peter Miller Community Technology Center, he encouraged everyone near the Cultural Centre or CTC 124/125 to take a look at the new display that Cheryl Roelfsema and Scott Curley have placed on the wall that highlights the college's LEED Gold Certification and the criteria used to achieve this extraordinary

level of recognition. The College is a high quality teaching and learning institution and the 10 displays are very instructive because they showcase the College's commitment to sustainable site development, water use reduction, energy efficient building enclosure, energy efficient building systems, sustainable building materials, maximizing lighting and views, and high regard for air quality. It is a credit to those who played a role in the building project and a source of great pride to everyone.

## **COMMITTEE REPORTS**

None.

### **ICCTA MEMBERSHIP – MIKE MONAGHAN, EXECUTIVE DIRECTOR**

Mike Monaghan noted there are 39 community college districts, 48 community colleges, 273 elected trustees, and 39 student trustees statewide. There are 40,000 employees within the community college system. The Boards govern a very large corporate structure. IVCC was established in 1924 and became a unit of local government in 1966 by the vote of the people in the district. The district was formed by a collection of high school districts. Community colleges are public bodies and must comply with the Freedom of Information Act and Open Meetings Act. The Illinois Community College Trustee Association (ICCTA) was created in 1970 to help with the Illinois Public Community College Act, navigate continuously changing law, issues of growth, maintaining enrollment with a two-fold mission in mind – 1) advocacy on the government level, and 2) trustee education. Mr. Monaghan identified benefits community colleges receive from its membership in the ICCTA: Education Assistance Funds, Corporate Personal Property Replacement Tax, annual reduction for the premium of the Treasures Bond, and invented the Protection Health and Safety tax levy for maintenance projects on buildings that are safety related. ICCTA maintains the Board's position on local control. They also provide daily news clips to keep the trustees and presidents informed on current events and critical reports. This system can also be used for community colleges to advertise open positions. There are over 3500 people throughout the country that are now on the listserv that receive information. ICCTA no longer conducts business in hotels nearly as often as they did. They have replaced the Washington, D.C. board meeting with a teleconference call. They have streamlined a couple of other meetings by dropping off a day or evening stay. Mr. Monaghan asked the IVCC Board to reconsider joining the ICCTA and enjoy the services they provide. The organization is much stronger as a whole.

### **STAFF APPOINTMENT – DIRECTOR OF HUMAN RESOURCES**

It was moved by Mr. McCracken and seconded by Dr. Sipovic to appoint Leslie Hofer as Director of Human Resources at an annualized salary of \$65,000. Motion passed by voice vote.

### **STAFF RETIREMENT – DIANN JABUSCH, DIRECTOR OF INFORMATION TECHNOLOGY SERVICES**

It was moved by Ms. Stevenson and seconded by Mr. Pehoski to accept with regret the retirement of Diann Jabusch, Director of Information Technology Services, effective June 30, 2017. Motion passed by voice vote.



### **PRESIDENT'S CONTRACT**

It was moved by Mr. Mallery and seconded by Mr. McCracken to approve a three-year employment contract for President Dr. Jerry Corcoran from July 1, 2017 to June 30, 2020 with a salary increase of 2.0 percent for FY2018, providing for an annual salary of \$196,209 as well as benefits and other conditions presented in the contract, a copy of which shall be made a part of the minutes. Motion passed by voice vote.

### **VICE PRESIDENTS' CONTRACTS**

It was moved by Ms. Stevenson and seconded by Dr. Sipovic to approve the FY2018 employment contract for Cheryl E. Roelfsema, Vice President for Business Services and Finance, with a 2.0 percent increase for FY2018, resulting in an annualized salary of \$130,448 and duties, benefits, and other conditions as outlined in her contract, a copy of which shall be made a part of the minutes. Motion passed by voice vote.

It was moved by Mr. McCracken and seconded by Ms. Stevenson to approve the FY2018 employment contract for Dr. Deborah Anderson, Vice President for Academic Affairs, with a 2.0 percent increase for FY2018, resulting in an annualized salary of \$117,305 and duties, benefits, and other conditions as outlined in her contract, a copy of which shall be made a part of the minutes. Motion passed by voice vote.

Mr. Mallery supported the recommendations for the three positions because they have done everything the Board has asked them to do during these troubled times. While the increases amount to large amounts of money, as the College moves through more troubled times, it is good to have people in place and not transitioning to another place.

Dr. Corcoran noted the administration has worked as a team and he is proud of each and every one of them. He said the team will work as hard as they can to make the Board proud of them.

### **OTTAWA CENTER LEASE AGREEMENT ADDENDUM**

It was moved by Mr. Mallery and seconded by Ms. Stevenson to approve the addendum to the lease agreement between the City of Ottawa and Illinois Valley Community College. Mr. Mallery stated this is just another example of the leadership team working with its stakeholders in recognizing and realizing the situation the College is in. The lease is not extended, but reduces the cost of over \$100,000 in a three-year period. Mr. Mallery expressed that he appreciates that the City of Ottawa is looking at it but the College must continue to assess how the Center fits into the College's mission and it makes it more palatable if we are seeing some of the goals that were set. Mr. McCracken will extend his appreciation to Mayor Eschbach. Motion passed by voice vote.

### **SECURITY SERVICES CONTRACT EXTENSION**

It was moved by Dr. Sipovic and seconded by Ms. Stevenson to approve to extend the security services contract with G4S Secure Solutions for another three-year period, ending June 30, 2020. Motion passed by voice vote.

**PURCHASE REQUEST – SERVER AND DISK ARRAY REPLACEMENTS**

It was moved by Mr. Pehoski and seconded by Mr. McCracken to authorize the purchase of two network servers and one storage area network device (SAN) from Dell – Round Rock, TX for the total cost of \$33,695. Motion passed by voice vote.

**PURCHASE REQUEST – VIRTUAL TECHNOLOGY**

It was moved by Mr. Mallery and seconded by Dr. Sipovic to authorize the purchase of VMWare licenses, support, and maintenance for the amount of \$65,644 from CDWG – Vernon Hills, Illinois. Motion passed by voice vote.

**PURCHASE REQUEST – SERVER ROOM UNINTERRUPTED POWER SUPPLY (UPS) BATTERY SYSTEM REPLACEMENTS**

It was moved by Dr. Sipovic and seconded by Mr. Pehoski to authorize the purchase of eight Eaton UPS-3000 Watt – 3000 VA and Intelligent Power Manager Software Silver for the amount of \$28,551.03 from CDWG – Vernon Hills, Illinois, through the IPHEC and National IPA Technology Solutions Education consortium. Motion passed by voice vote.

**REQUEST FOR PROPOSAL – ENROLLMENT DRIVER MARKETING MAGAZINE**

It was moved by Ms. Stevenson and seconded by Mr. McCracken to authorize the administration to seek proposals for an Enrollment Driver magazine at an estimated cost between \$35,000 and \$40,000. Mr. Mallery noted this expense will not result in an increase in the College’s marketing budget from FY2017, but the difference between radio, billboard, and television advertising contracts from last year was only \$2,000. It was explained that the money used last year for a contract with Interact Communications will be used for this enrollment driver. Motion passed by voice vote.

**FOOD VENDING MACHINE SERVICES**

It was moved by Mr. McCracken and seconded by Ms. Stevenson to approve the extension of the existing contract with Tri-City Vending and Foodservice for one (1) additional year to June 30, 2018. Motion passed by voice vote.

**TRUSTEE COMMENT**

Mr. Mallery attested that the Illinois Community College Trustees Association has done good things and he has brought back good information to the Board. The Trustees are now receiving this information at no cost. Mr. Mallery is fine with paying an extra \$60 per person for the four newly elected/appointed trustees as nonmembers instead of paying the membership fee for approximately \$11,500. Ms. Goetz indicated the Board will know more about the budget at the June meeting. The organization is very strong and she believes there is power in numbers in Springfield. She noted there will be more discussion at the next meeting. Dr. Sipovic asked if there are any other community colleges that have withdrawn from the ICCTA and the answer was just one other community college, Rock Valley College.

Ms. Goetz noted that she and Dr. Sipovic attended the woodwind ensemble and it was wonderful. She enjoys receiving the tweets and Instagram messages from the College regarding these events.

**CLOSED SESSION**

It was moved by Ms. Stevenson and seconded by Mr. McCracken to convene a closed session at 7:48 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.

Ms. Stevenson left the meeting at 7:54 p.m.

After a short break, the Board entered closed session at 7:55 p.m. On a motion by Dr. Sipovic and seconded by Mr. Pehoski, the regular meeting resumed at 8:10 p.m. Motion passed by voice vote.

**COMPENSATION FOR FY2018 – EMPLOYEES NOT AFFECTED BY A NEGOTIATED LABOR AGREEMENT**

It was moved by Mr. Mallery and seconded by Dr. Sipovic to approve a 2.0 percent general increase for all support staff and administrators not affected by a negotiated labor agreement, contingent upon acceptable performance evaluations and support from grants and outside contracts for the impacted positions in FY2018 and to also approve a special salary adjustment for one employee identified as warranting such an increase in FY2018. Motion passed by voice vote.

**INCREASE IN PART-TIME FACULTY PAY SCALE**

It was moved by Mr. Pehoski and seconded by Mr. Mallery to approve an increase in the Part-time Faculty Pay Scale by 2.0 percent effective the fall semester of FY2018. Motion passed by voice vote.

**CLOSED SESSION MINUTES**

It was moved by Mr. McCracken and seconded by Dr. Sipovic to approve and retain the closed session minutes of the April 13, 2017 Board Meeting, as revised. Motion passed by voice vote.

**OTHER**

Dr. Corcoran noted the public meetings on the budget-impasse situation were spearheaded by the faculty leadership to incentivize students to attend and comment. Dr. Corcoran commended the faculty leadership for a job well done.

**ADJOURNMENT**

Ms. Goetz declared the meeting adjourned at 8:12 p.m.

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Jane E. Goetz, Board Chair

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David O. Mallery, Secretary

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

**Audit/Finance Committee Meeting**  
**May 23, 2017**

The Audit/Finance Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5:30 p.m. on Tuesday, May 23, 2017 in the Board Room (C307) at Illinois Valley Community College.

**Committee Members**      Everett J. Solon, Chair  
**Physically Present:**      David O. Mallery  
   Jay K. McCracken

**Committee Members**  
**Absent:**

**Board Members**              Amy L. Sipovic  
**Physically Present:**        Matthew F. Pehoski, Student Trustee

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

The meeting was called to order at 5:30 p.m. by Mr. Solon.

**FY2018 TENTATIVE BUDGET**

The Committee was presented with a draft of the FY2018 Operating Funds budget. The budget numbers were still in draft stage but not likely to change before the tentative budget is presented to the Board of Trustees at the July 13, 2017 meeting. Cheryl Roelfsema reported on the revenues: 1) An increase in equalization tax levy resulted in a \$204,400 increase in tax revenues for the Education Fund. 2) Budgeted credit hours were reduced to 57,000 with a 4.8 percent increase in the tuition rate which results in a decrease in tuition revenue of \$126,800. 3) State funding is based on 50 percent of the FY2015 appropriation (FY2015 funding level - \$2.7 million; 50 percent - approximately \$1.3 million.) All purchases are closely scrutinized and only essential personnel positions will be filled at this time. Cheryl then reported on the expenditures: 1) Salaries and benefits are the majority of the budget. Salary increases range from 2.0 to 3.1 percent. There are no new personnel positions budgeted except for four positions that are essential to the operation of the College: Director of Information Technology Services, Dean of Workforce Development, Business Training Specialist, and Criminal Justice Instructor. 2) Benefits are budgeted to increase by eight percent. IVCC will receive the renewal rate in July. The College has a commitment of three years to the health insurance consortium that it joined in January 2017. The operating budget is balanced by using Information Technology Services (ITS) reserves from the Auxiliary Fund in

the amount of \$87,000 to cover ITS capital purchases. The FY2018 operating expenditures are 3.7 percent lower than the FY2017 budget. Over the past five years, 33 full-time positions have not been filled due to resignations or retirements. The personnel reductions over this time period amount to approximately \$1.5 million annually. Six positions have been reduced from full- to part-time. Only one new faculty position has been added, Dental Assisting and the Ag instructor position is offset by the retirement of Doug Stockley, former ag and computer instructor. Mr. Mallery noted on page 27 of the tentative budget that IVCC was the third highest compared to peer and similar Illinois community colleges of tax dollars per FTE and the 3<sup>rd</sup> highest of tax and state grants per FTE. He asked what the other schools are doing right or what can IVCC do better. Mr. McCracken was appreciative of what the administration has done with the budget.

### **FY2017 FINANCIAL UPDATE**

Cheryl Roelfsema reported on projections for FY2017 year end for the Operating Funds. The projected deficit is \$305,849, assuming there is no further funding from the State either for operating grants and MAP funding. Revenues are \$1,422,122 below budgeted revenues (a large amount due to state funding) and expenditures are \$1,403,007 below budgeted expenditures. The projected operating fund balance for June 30, 2017 is \$6,207,000, or 29 percent of the FY2018 expenditures. The minimum requirement per board policy is 25 percent. At this time, the cash projection for the remainder of FY2017 is positive and no borrowing from the working cash fund will be necessary. If the College did borrow from the working cash fund it is required to pay it back in one year. If it is not paid back in one year, the College would have to abolish the working cash fund and start over. Mr. McCracken congratulated the administration for a job well done.

### **INFORMATION TECHNOLOGY SERVICES STRATEGIC PLAN FY2017 – F72020**

The difference in this plan from previous plans is that it is not just built around projects that cost money. It includes initiatives that take manpower but little to no funding. Information Technology enhances student learning and helps capture information that is needed. The College budgets for it annually and makes changes when necessary so that IVCC is in the front seat when it comes to Information Technology. The Information Technology Services Strategic Plan was presented because of the impact it has on the overall budget. Community colleges are not allowed to levy for technology as K-12 schools. Mr. Mallery asked what kind of strategies the administration will take when the Auxiliary fund for Information Technology projects is drained. It was noted that virtual technology extends the life of computers for six to seven years and saves on manpower. The administration is looking for ways to make everyone more efficient and making the processes as smooth and efficient as they can.

### **MIDWEST ENERGY INC. PROPOSAL OF ELECTRICITY PURCHASE**

Gary Gauger of Midwest Energy, Inc. identified areas of potential savings for IVCC on the purchase of electricity. If IVCC were to enter into a contract with MidAmerican or Constellation Energy, the services available would be Day-Ahead Locational Marginal Price (LMP) rates for electricity and capacity coincident peak notification and transmission coincident peak notification. Gary would help the College determine the timing of the annual measurement by the utility company and identify changes IVCC can make to reduce its load during the measurement period.

Mr. Mallery left the meeting at 6:25 p.m.

### **2016-2017 ANNUAL DUAL CREDIT REPORT**

This report is for the Board's information as the College is wrapping up its first year of implementing a pilot program to boost dual credit enrollments specifically for students eligible for free and reduced lunches by offering tuition waivers. This is a three-year pilot program and the feedback from the high schools has been very favorable. Eligibility for equalization is a factor that has been discussed and maintaining credit hours is a challenge. Students who fall into the free and reduced lunch category are less likely to take dual credit courses and this pilot program may help them build confidence in attaining a degree later in time. Dual credit hours are approximately 10 percent of the College's total credit hours. The College did leave some tuition dollars on the table by offering waivers to this population of students. The administration is looking at the IVCC Foundation by offsetting the dollars lost and making up the difference through donors. Mr. McCracken believes dual credit is very important and suggested working with the Foundations of the individual high school districts in partnership with the IVCC Foundation. The 30-credit hour discount pilot program will not see results until Fall 2017. Amy Sipovic noted the pilot program may cost money upfront, but down the road it is a good investment. Mr. McCracken also would like to see the College/Running Start program promoted with other high schools in the district to increase their interest in attending IVCC.

### **OTHER**

None.

### **ADJOURNMENT**

Mr. Solon declared the meeting adjourned at 6:30 p.m.

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Everett J. Solon  
Audit/Finance Committee Chair

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Jane E. Goetz, Board Chair

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David O. Mallery, Board Secretary

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

**Closed Session Minutes Committee Meeting**  
**May 30, 2017**

The Closed Session Minutes Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 10 a.m. on Tuesday, May 30, 2017 in the Board Room - C307 at Illinois Valley Community College.

**Committee Members**     Jay K. McCracken, Chair  
**Physically Present:**     Melissa M. Olivero  
                                     Amy L. Sipovic

**Committee Members**  
**Absent:**

The meeting was called to order at 10 a.m. by Mr. McCracken.

**CLOSED SESSION**

It was moved by Ms. Olivero and seconded by Dr. Sipovic to convene a closed session at 10:01 a.m. to discuss the minutes of meetings lawfully closed under the Open Meetings Act. Motion passed by voice vote.

On a motion by Ms. Olivero, seconded by Dr. Sipvoc, and carried unanimously, the regular meeting resumed at 11:17 a.m.

**ADJOURNMENT**

It was moved by Dr. Sipovic and seconded by Ms. Olivero to adjourn the meeting. Motion passed by voice vote. Mr. McCracken declared the meeting adjourned at 11:17 a.m.

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Jay K. McCracken, Committee Chair

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Jane E. Goetz, Board Chair

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David O. Mallery, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

MAY 2017

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

Kathy Ross  
Controller



## FINANCIAL HIGHLIGHTS – May 2017

### Revenues

- As of May 19, the headcount for spring semester was 3,580, which is 101 students less than at the same point in time last year. Credit hours for spring 2017 decreased by 305, or 1.12 percent, from this point in time one year ago, for a total of 26,906.

Registration for summer semester began on April 5. As of May 26, the headcount for summer semester 2017 was 1,234 and credit hours were 5,833, a .43 percent increase from one year ago. There are three sessions for summer classes: “A” from May 22 through June 13; “OC” from June 5 through July 24; and “B” from June 14 through August 9.

Registration for fall semester began on April 11. As of May 26, the headcount for fall semester was 1,865 and credit hours were 19,034, a decrease of 4.51 percent from this point in time one year ago.

- In Springfield, the House passed a “Lifeline Budget” in April of \$817 million for higher education and social service providers. This bill, HB109, includes \$36 million for community colleges and \$287 million for MAP grants. The MAP funding would cover fall 2016 grants and half of spring 2017 grants. The Senate approved another “Grand Bargain” budget which includes community college and MAP funding, also. As of May 31, it does not seem likely there will be a compromise during this spring session.
- For FY2017, the IVCC operating budget included \$1,877,850 for state funding. To date we have received \$1,051,285, a shortfall of \$826,565. Tuition and fees in the operating funds were budgeted at \$8,776,057 with \$8,445,853 billed so far in FY2017. At this time with no additional state funding, it is projected the annual deficit for operating funds will be \$356,458. There is sufficient cash to cover payroll and expenses through June 30 when property tax receipts start to come in.

### Expenditures

- Employee benefits are running higher than budget due to large health insurance claims from the fourth quarter of calendar year 2016 and a SURS penalty.
- Fund 02 – Operations & Maintenance fund – Materials and Supplies – includes \$49,000 of water main break repairs in November which were covered by property and casualty insurance, \$33,675 to Daikin Applied for maintenance on the heat pumps in the CTC building, \$32,100 for custodial supplies, \$14,400 to Cargill for road salt, and \$19,750 for furniture for the Student Life Center.
- Overall, expenditures are 83 percent of the annual budget which is on target as of May 31, 2017.

### **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 though some work can be completed this summer;
- Building J Overhead Door Replacement – construction is scheduled to be complete by mid-June; Vissering Construction is the contractor.

### **Other Projects**

- Cultural Centre Upgrade – demolition began on May 22; 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  
 May 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	
<b>Assets and Other Debits</b>								
Cash and cash equivalents	\$ 1,047,824	\$ 960,335	\$ 171,996	\$ 772,122	\$ 154,684	\$ -	\$ -	\$ 3,106,961
Investments	4,084,566	9,749,356	636,375	481,499	-	-	-	14,951,796
Receivables								
Property taxes	8,766,376	2,113,721	266,083	-	-	-	-	11,146,180
Governmental claims	-	337,660	-	-	-	-	-	337,660
Tuition and fees	2,864,357	476	-	33,977	-	-	-	2,898,810
Due from other funds	358,166	-	-	-	-	-	-	358,166
Due to/from student groups	675,928	-	-	-	-	-	-	675,928
Bookstore inventories	-	-	-	814,524	-	-	-	814,524
Other assets	63,585	66,988	-	571	-	-	-	131,144
Fixed assets - net where applicable	-	-	-	58,886	-	62,115,706	-	62,174,592
Other debits								
Amount available in Debt Service Fund	-	-	-	-	-	-	-	-
Amount to be provided to retire debt	-	-	-	-	-	-	-	-
<b>Other Debits</b>	<u>\$17,860,802</u>	<u>\$13,228,536</u>	<u>\$ 1,074,454</u>	<u>\$ 2,161,579</u>	<u>\$ 154,684</u>	<u>\$62,115,706</u>	<u>\$ -</u>	<u>\$ 96,595,761</u>

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Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 May 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	
<b>Liabilities</b>								
Accounts payable	\$ 28,025	\$ -	\$ -	\$ 9,861	\$ 6,864	\$ -	\$ -	\$ 44,750
Accrued salaries & benefits	1,371,600	16,784	-	14,753	-	-	-	1,403,137
Post-retirement benefits & other	63,930	-	-	-	-	-	-	63,930
Unclaimed property	2,060	2,407	-	-	45	-	-	4,512
Due to other funds	69,087	129,794	-	131,295	27,990	-	-	358,166
Due to student groups/deposits	-	-	-	-	119,785	-	-	119,785
Deferred revenue								-
Property taxes	4,425,842	1,059,291	133,090	-	-	-	-	5,618,223
Tuition and fees	3,463,912	-	-	-	-	-	-	3,463,912
Grants	-	-	-	-	-	-	-	-
Leases Payable	-	-	-	41,182	-	-	-	-
Bonds payable	-	-	-	-	-	-	-	-
Total liabilities	<u>9,424,456</u>	<u>1,208,276</u>	<u>133,090</u>	<u>197,091</u>	<u>154,684</u>	<u>-</u>	<u>-</u>	<u>11,117,597</u>
<b>Equity and Other Credits</b>								
Investment in general fixed assets	-	-	-	-	-	62,115,706	-	62,115,706
Contributed capital	-	-	-	-	-	-	-	-
Retained earnings	-	-	-	-	-	-	-	-
Fund balance								-
Reserved for restricted purposes	-	12,020,260	-	-	-	-	-	12,020,260
Reserved for debt service	-	-	941,364	-	-	-	-	941,364
Unreserved	8,436,346	-	-	1,964,488	-	-	-	10,400,834
Total equity and other credits	<u>8,436,346</u>	<u>12,020,260</u>	<u>941,364</u>	<u>1,964,488</u>	<u>-</u>	<u>62,115,706</u>	<u>-</u>	<u>85,478,164</u>
<b>Total Liabilities, Equity and Other Credits</b>	<u>\$17,860,802</u>	<u>\$13,228,536</u>	<u>\$ 1,074,454</u>	<u>\$ 2,161,579</u>	<u>\$ 154,684</u>	<u>\$62,115,706</u>	<u>\$ -</u>	<u>\$ 96,595,761</u>

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

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

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Fund	Bond & Interest Fund	Working Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 18,178,485	\$ 2,234,722	\$ 1,526,511	\$ 268,467	\$ 32,222	\$ 1,830,612	\$ 4,845,994	\$ 598,108	\$ 35,504	\$ 29,550,625
Actual Expenditures	(16,382,645)	(2,072,703)	(1,363,958)	(268,260)	-	(1,986,229)	(5,045,346)	(872,709)	(29,825)	(28,021,675)
Other Financing Sources (Uses)	(84,332)	-	-	-	-	61,414	99,332	-	-	76,414
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	1,711,508	162,019	162,553	207	32,222	(94,203)	(100,020)	(274,601)	5,679	1,605,364
Fund balances July 1, 2016	4,006,154	2,557,303	5,848,982	941,157	4,573,073	2,059,498	(20,552)	1,765,543	27,382	21,758,540
Fund balances May 31, 2017	<u>\$ 5,717,662</u>	<u>\$ 2,719,322</u>	<u>\$ 6,011,535</u>	<u>\$ 941,364</u>	<u>\$ 4,605,295</u>	<u>\$ 1,965,295</u>	<u>\$ (120,572)</u>	<u>\$ 1,490,942</u>	<u>\$ 33,061</u>	<u>\$ 23,363,904</u>

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**Illinois Valley Community College District No. 513  
Fiscal Year 2017 Budget to Actual Comparison  
For the eleven months ended May 31, 2017**

	<u>Annual Budget FY2017</u>	<u>Actual 5/31/17</u>	<u>Act/Budget 91.7%</u>	<u>Actual 5/31/16</u>	<u>Act/Budget 91.7%</u>	<u>Annual Budget FY2016</u>
<b>EDUCATION FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 7,708,916	\$ 7,631,647	99.0%	\$ 6,811,608	99.8%	\$ 6,826,706
Corporate Personal Property Replacement Tax	1,098,835	931,509	84.8%	821,314	94.0%	873,556
TIF Revenues	381,000	382,245	100.3%	378,826	99.4%	381,000
Total Local Government	<u>9,188,751</u>	<u>8,945,401</u>	97.4%	<u>8,011,748</u>	99.1%	<u>8,081,262</u>
State Government:						
ICCB Credit Hour Grant	1,419,017	862,216	60.8%	561,896	28.0%	2,009,096
Equalization	50,000	-	0.0%	50,000	100.0%	50,000
Career/Technical Education Formula Grant	190,000	189,069	99.5%	-	0.0%	165,000
Other	-	-	0.0%	-	0.0%	-
Total State Government	<u>1,659,017</u>	<u>1,051,285</u>	63.4%	<u>611,896</u>	27.5%	<u>2,224,096</u>
Federal Government						
PELL Administrative Fees	8,000	7,389	92.4%	6,467	77.9%	8,300
Total Federal Government	<u>8,000</u>	<u>7,389</u>	92.4%	<u>6,467</u>	77.9%	<u>8,300</u>
Student Tuition and Fees:						
Tuition	7,344,081	7,076,468	96.4%	7,003,013	94.0%	7,451,219
Fees	846,132	802,845	94.9%	814,613	90.8%	897,300
Total Tuition and Fees	<u>8,190,213</u>	<u>7,879,313</u>	96.2%	<u>7,817,626</u>	93.6%	<u>8,348,519</u>
Other Sources:						
Public Service Revenue	427,800	189,539	44.3%	252,496	58.9%	428,950
Other	107,163	105,558	98.5%	93,619	103.9%	90,102
Total Other Sources	<u>534,963</u>	<u>295,097</u>	55.2%	<u>346,115</u>	66.7%	<u>519,052</u>
<b>TOTAL EDUCATION FUND REVENUE</b>	<u>\$ 19,580,944</u>	<u>18,178,485</u>	92.8%	<u>16,793,852</u>	87.6%	<u>19,181,229</u>
<b>EDUCATION FUND EXPENDITURES</b>						
Instruction:						
Salaries	\$ 8,822,920	7,619,741	86.4%	7,972,818	89.4%	8,915,712
Employee Benefits	1,655,386	1,593,943	96.3%	1,541,336	97.2%	1,585,859
Contractual Services	186,403	62,588	33.6%	135,243	91.6%	147,647
Materials & Supplies	444,189	264,832	59.6%	297,937	64.6%	461,421
Conference & Meeting Expenses	107,169	26,266	24.5%	49,939	54.2%	92,169
Fixed Charges	197,500	180,056	91.2%	185,310	93.8%	197,500
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	15,999	-	0.0%	-	0.0%	4,094
Other	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 11,429,566</u>	<u>\$ 9,747,426</u>	85.3%	<u>\$ 10,182,583</u>	89.3%	<u>\$ 11,404,402</u>

**Illinois Valley Community College District No. 513**  
**Fiscal Year 2017 Budget to Actual Comparison**  
**For the eleven months ended May 31, 2017**

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2017	Actual 5/31/17	Act/Budget 91.7%	Actual 5/31/16	Act/Budget 91.7%	Annual Budget FY2016
Academic Support:						
Salaries	\$ 669,903	\$ 570,918	85.2%	\$ 584,887	84.4%	\$ 692,859
Employee Benefits	129,256	134,574	104.1%	127,629	88.0%	144,988
Contractual Services	184,276	157,225	85.3%	151,459	88.0%	172,207
General Materials & Supplies	232,080	88,010	37.9%	350,852	74.0%	473,885
Conference & Meeting Expenses	9,010	359	4.0%	4,239	37.0%	11,445
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	26,160	20,973	80.2%	23,507	92.8%	25,343
Capital Outlay	-	-	0.0%	42,640	54.1%	78,750
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>1,250,685</u>	<u>972,059</u>	77.7%	<u>1,285,213</u>	80.4%	<u>1,599,477</u>
Student Services:						
Salaries	1,245,962	1,092,503	87.7%	1,131,825	92.3%	1,226,134
Employee Benefits	327,463	308,283	94.1%	283,900	88.1%	322,348
Contractual Services	8,300	5,406	65.1%	5,924	80.1%	7,400
Materials & Supplies	62,129	39,467	63.5%	49,030	90.4%	54,260
Conference & Meeting Expenses	30,895	14,437	46.7%	15,503	67.5%	22,955
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	<u>1,674,749</u>	<u>1,460,096</u>	87.2%	<u>1,486,182</u>	91.0%	<u>1,633,097</u>
Public Services/Continuing Education:						
Salaries	514,353	330,344	64.2%	355,683	78.4%	453,520
Employee Benefits	86,351	62,891	72.8%	58,341	113.7%	51,310
Contractual Services	250,600	161,771	64.6%	163,071	72.8%	224,150
Materials & Supplies	90,320	71,046	78.7%	76,884	98.1%	78,350
Conference & Meeting Expenses	19,375	6,773	35.0%	10,152	52.2%	19,465
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	500	510	0.0%	-	0.0%	750
Total Public Services/Continuing Education	<u>961,499</u>	<u>633,335</u>	65.9%	<u>664,131</u>	80.3%	<u>827,545</u>
Institutional Support:						
Salaries	1,834,609	1,611,858	87.9%	1,605,823	89.6%	1,792,349
Employee Benefits	580,295	713,434	122.9%	478,901	98.4%	486,552
Contractual Services	542,830	489,757	90.2%	555,108	89.1%	623,325
Materials & Supplies	447,585	284,981	63.7%	381,451	76.0%	502,230
Conference & Meeting Expenses	73,390	26,903	36.7%	33,297	55.4%	60,150
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	26,395	8,641	32.7%	11,512	112.6%	10,228
Capital Outlay	237,000	-	0.0%	93,727	59.6%	157,250
Other	59,200	(272)	-0.5%	(40,572)	-166.4%	24,375
Provision for Contingency	222,092	-	0.0%	-	0.0%	151,767
Total Institutional Support	<u>4,023,396</u>	<u>3,135,302</u>	77.9%	<u>3,119,247</u>	81.9%	<u>3,808,226</u>
Scholarships, Grants and Waivers	493,400	434,427	88.0%	342,288	70.0%	488,750
<b>TOTAL EDUCATION FUND EXPENDITURES</b>	<u>\$ 19,833,295</u>	<u>\$ 16,382,645</u>	82.6%	<u>\$ 17,079,644</u>	86.4%	<u>\$ 19,761,497</u>
<b>INTERFUND TRANSFERS - NET</b>	<u>\$ 252,352</u>	<u>\$ (84,332)</u>	0.0%	<u>\$ 45,640</u>	0.0%	<u>\$ 580,268</u>

*OR*

**Illinois Valley Community College District No. 513  
Fiscal Year 2017 Budget to Actual Comparison  
For the eleven months ended May 31, 2017**

	<u>Annual Budget FY2017</u>	<u>Actual 5/31/17</u>	<u>Act/Budget 91.7%</u>	<u>Actual 5/31/16</u>	<u>Act/Budget 91.7%</u>	<u>Annual Budget FY2016</u>
<b>OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 1,200,000	\$ 1,190,931	99.2%	\$ 1,194,794	99.8%	\$ 1,197,142
Corporate Personal Property Replacement Tax	178,500	164,384	92.1%	144,938	87.4%	165,921
TIF	127,000	127,415	100.3%	126,275	99.4%	127,000
Total Local Government	<u>1,505,500</u>	<u>1,482,730</u>	98.5%	<u>1,466,007</u>	98.4%	<u>1,490,063</u>
State Government:						
ICCB Credit Hour Grant	218,833	-	0.0%	-	0.0%	174,704
Total State Government	<u>218,833</u>	<u>-</u>	0.0%	<u>-</u>	0.0%	<u>174,704</u>
Student Tuition and Fees:						
Tuition	585,844	566,540	96.7%	559,077	91.6%	610,408
Total Tuition and Fees	<u>585,844</u>	<u>566,540</u>	96.7%	<u>559,077</u>	91.6%	<u>610,408</u>
Other Sources:						
Facilities Revenue	135,000	84,969	62.9%	149,996	120.0%	125,000
Investment Revenue	2,000	10,196	509.8%	3,990	266.0%	1,500
Other	-	90,287	0.0%	1,635	-	-
Total Other Sources	<u>137,000</u>	<u>185,452</u>	135.4%	<u>155,621</u>	123.0%	<u>126,500</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>	<u>\$ 2,447,177</u>	<u>\$ 2,234,722</u>	91.3%	<u>\$ 2,180,705</u>	90.8%	<u>\$ 2,401,675</u>
<b>OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>						
	<u>Annual Budget FY2017</u>	<u>Actual 05/31/17</u>	<u>Act/Budget 91.7%</u>	<u>Actual 05/31/16</u>	<u>Act/Budget 91.7%</u>	<u>Annual Budget FY2016</u>
Operations & Maintenance of Plant:						
Salaries	\$ 898,774	\$ 758,018	84.3%	\$ 780,226	89.6%	\$ 870,560
Employee Benefits	256,648	262,308	102.2%	230,840	88.3%	261,511
Contractual Services	214,300	116,118	54.2%	143,355	73.1%	196,000
General Materials & Supplies	230,070	238,600	103.7%	153,188	68.4%	224,070
Conference & Meeting Expenses	5,675	512	9.0%	1,796	31.6%	5,675
Fixed Charges	64,500	73,544	114.0%	62,214	89.2%	69,750
Utilities	776,250	563,367	72.6%	664,179	102.2%	649,713
Capital Outlay	-	-	0.0%	16,595	17.7%	94,000
Provision for Contingency	-	-	0.0%	-	0.0%	25,000
Other	(63,000)	-	0.0%	(63,000)	0.0%	(63,000)
Total Operations & Maintenance of Plant	<u>2,383,217</u>	<u>2,012,467</u>	84.4%	<u>1,989,393</u>	85.3%	<u>2,333,279</u>
Institutional Support:						
Salaries	43,808	40,754	93.0%	39,905	82.9%	48,149
Employee Benefits	10,103	10,233	101.3%	10,424	101.2%	10,297
Contractual Services	2,500	2,491	99.6%	2,491	166.1%	1,500
Materials & Supplies	3,340	2,510	75.1%	2,700	78.3%	3,450
Conference & Meeting Expenses	-	38	0.0%	-	0.0%	-
Fixed Charges	4,210	4,210	100.0%	4,211	84.2%	5,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>63,961</u>	<u>60,236</u>	94.2%	<u>59,731</u>	87.3%	<u>68,396</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>	<u>\$ 2,447,178</u>	<u>\$ 2,072,703</u>	84.7%	<u>\$ 2,049,124</u>	85.3%	<u>\$ 2,401,675</u>



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

	Annual Budget FY2017	Actual 5/31/17	Act/Budget 91.7%	Actual 5/31/16	Act/Budget 91.7%	Annual Budget FY2016
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Local Government Sources						
Current Taxes	\$ 1,576,454	\$ 1,488,664	94.4%	\$ 1,493,492	99.8%	\$ 1,496,428
State Government Sources	-	11,850	0.0%	-	0.0%	235,000
Investment Revenue	8,500	25,997	305.8%	8,722	244.2%	3,572
Other Revenue	-	-	0.0%	-	0.0%	-
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) REVENUES</b>	<b>\$ 1,584,954</b>	<b>1,526,511</b>	<b>96.3%</b>	<b>1,502,214</b>	<b>86.6%</b>	<b>1,735,000</b>
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Operations & Maintenance						
Contractual Services	\$ -	1,180	0.0%	48,145	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	1,450,000	1,362,778	94.0%	2,257,642	75.8%	2,977,071
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>	<b>\$ 1,450,000</b>	<b>1,363,958</b>	<b>94.1%</b>	<b>2,305,787</b>	<b>77.5%</b>	<b>2,977,071</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>
<b>BOND &amp; INTEREST FUND</b>						
Local Government Sources						
Current Taxes	\$ 265,000	\$ 265,379	100.1%	\$ 1,263,125	99.7%	\$ 1,267,175
Investment Revenue	1,400	3,088	220.6%	-	0.0%	1,000
<b>TOTAL BOND &amp; INTEREST FUND REVENUES</b>	<b>266,400</b>	<b>268,467</b>	<b>100.8%</b>	<b>1,263,125</b>	<b>99.6%</b>	<b>1,268,175</b>
<b>BOND &amp; INTEREST FUND</b>						
Institutional Support:						
Debt Principal Retirement	\$ 265,000	265,000	100.0%	1,245,000	100.0%	1,245,000
Interest on Bonds	3,313	2,760	83.3%	22,187	0.0%	22,188
Fees	500	500	100.0%	500	100.0%	500
<b>TOTAL BOND &amp; INTEREST EXPENDITURES</b>	<b>\$ 268,813</b>	<b>\$ 268,260</b>	<b>99.8%</b>	<b>\$ 1,267,687</b>	<b>100.0%</b>	<b>\$ 1,267,688</b>
<b>WORKING CASH FUND</b>						
Investment Revenue	\$ 20,000	\$ 32,222	161.1%	\$ 30,559	152.8%	\$ 20,000
<b>TOTAL WORKING CASH REVENUES</b>	<b>20,000</b>	<b>32,222</b>	<b>161.1%</b>	<b>30,559</b>	<b>152.8%</b>	<b>20,000</b>
Transfers In (Out)	\$ 20,000	\$ -	0.0%	\$ -		\$ 70,000

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

AUXILIARY ENTERPRISES FUND	Annual Budget FY2017	Actual 5/31/17	Act/Budget 91.7%	Actual 5/31/16	Act/Budget 91.7%	Annual Budget FY2016
Service Fees	\$ 2,257,200	\$ 1,818,904	80.6%	\$ 1,970,196	82.6%	\$ 2,385,600
Other Revenue	-	7,783	0.0%	3,340	0.0%	-
Investment Revenue	1,700	3,925	230.9%	1,633	54.4%	3,000
<b>TOTAL AUXILIARY ENTERPRISES FUND REVENUES</b>	<b>2,258,900</b>	<b>1,830,612</b>	<b>81.0%</b>	<b>1,975,169</b>	<b>82.7%</b>	<b>2,388,600</b>

AUXILIARY ENTERPRISES FUND	Annual Budget FY2017	Actual 5/31/17	Act/Budget 91.7%	Actual 5/31/16	Act/Budget 91.7%	Annual Budget FY2016
Salaries	\$ 320,725	270,984	84.5%	294,291	86.8%	339,239
Employee Benefits	93,123	58,594	62.9%	71,081	79.1%	89,872
Contractual Services	46,000	40,936	89.0%	37,183	88.0%	42,230
Materials & Supplies	1,857,965	1,521,798	81.9%	1,580,613	80.1%	1,973,765
Conference & Meeting	27,255	24,689	90.6%	28,867	101.5%	28,430
Fixed Charges	64,282	39,806	61.9%	55,595	123.1%	45,150
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	33,391	27,711	83.0%	-	0.0%	5,748
Other	104,500	1,711	1.6%	106,503	95.5%	111,500
<b>TOTAL AUXILIARY ENTERPRISES EXPENDITURES</b>	<b>2,547,241</b>	<b>1,986,229</b>	<b>78.0%</b>	<b>2,174,133</b>	<b>82.5%</b>	<b>2,635,934</b>

Transfer In (Out)	\$ (180,938)	\$ 61,414	0.0%	\$ 20,774	0.0%	\$ (475,336)
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RESTRICTED PURPOSES FUND	Annual Budget FY2017	Actual 5/31/17	Act/Budget 91.7%	Actual 5/31/16	Act/Budget 91.7%	Annual Budget FY2016
State Government Sources	-	78,365	0.0%	7,800	2.5%	\$ 313,970
Federal Government Sources	5,731,194	4,704,976	82.1%	5,015,289	86.1%	5,826,932
Service Fees	1,500	3,035	202.3%	2,430	81.0%	3,000
Nongovernmental gifts or grants	65,857	1,907	2.9%	123,825	0.0%	-
Other Revenue	-	57,711	0.0%	409	0.0%	58,768
<b>TOTAL RESTRICTED PURPOSES FUND REVENUES</b>	<b>5,798,551</b>	<b>4,845,994</b>	<b>83.6%</b>	<b>5,149,753</b>	<b>83.0%</b>	<b>6,202,670</b>

RESTRICTED PURPOSES FUND	Annual Budget FY2017	Actual 5/31/17	Act/Budget 91.7%	Actual 5/31/16	Act/Budget 91.7%	Annual Budget FY2016
Instruction:						
Salaries	\$ 221,132	292,231	132.2%	387,460	81.7%	474,258
Employee Benefits	62,178	100,622	161.8%	111,197	102.4%	108,540
Contractual Services	19,235	15,197	79.0%	25,112	99.9%	25,135
Materials & Supplies	22,822	34,533	151.3%	59,850	103.5%	57,846
Conference & Meeting	22,749	11,094	48.8%	19,747	81.1%	24,339
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	1,602	64.1%	2,500
Capital Outlay	14,023	65,096	464.2%	34,645	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Instruction	\$ 362,139	\$ 518,773	143.3%	\$ 639,613	92.3%	\$ 692,618

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

RESTRICTED PURPOSES FUND	Annual Budget FY2017	Actual 5/31/17	Act/Budget 91.7%	Actual 5/31/16	Act/Budget 91.7%	Annual Budget FY2016
<b>Student Services</b>						
Salaries	196,440	172,037	87.6%	174,126	91.7%	189,882
Employee Benefits	87,705	72,328	82.5%	78,620	101.5%	77,435
Contractual Services	2,500	1,352	54.1%	2,202	102.4%	2,150
Materials & Supplies	1,926	1,170	60.7%	2,660	126.7%	2,100
Conference & Meeting	1,500	218	14.5%	2,331	75.9%	3,071
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRiO Grant)	9,000	11,400	126.7%	6,600	41.2%	16,014
<b>Total Student Services</b>	<u>299,071</u>	<u>258,505</u>	<u>86.4%</u>	<u>266,539</u>	<u>91.7%</u>	<u>290,652</u>
<b>Public Service</b>						
Salaries	53,038	35,809	67.5%	111,356	74.3%	149,970
Employee Benefits	16,319	8,502	52.1%	26,451	66.1%	39,999
Contractual Services	500	1,459	291.8%	2,437	487.4%	500
Materials & Supplies	500	444	88.8%	526	30.4%	1,731
Conference & Meeting	500	2,770	554.0%	6,230	222.5%	2,800
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	198	0.0%	297	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
<b>Total Public Service</b>	<u>70,857</u>	<u>49,182</u>	<u>69.4%</u>	<u>147,297</u>	<u>75.5%</u>	<u>195,000</u>
<b>Institutional Support</b>						
Salaries (Federal Work Study)	\$ 89,554	\$ 89,554	100.0%	\$ 88,364	100.0%	\$ 88,364
<b>Total Institutional Support</b>	<u>89,554</u>	<u>89,554</u>	<u>100.0%</u>	<u>88,364</u>	<u>100.0%</u>	<u>88,364</u>
<b>Student grants and waivers (PELL &amp; SEOG)</b>	<u>4,986,429</u>	<u>4,129,332</u>	<u>82.8%</u>	<u>4,306,559</u>	<u>86.4%</u>	<u>4,987,268</u>
<b>TOTAL RESTRICTED FUND EXPENDITURES</b>	<u>5,808,050</u>	<u>\$ 5,045,346</u>	<u>86.9%</u>	<u>\$ 5,181,833</u>	<u>82.9%</u>	<u>\$ 6,253,902</u>
<b>Transfer In (Out)</b>	<u>\$ 10,000</u>	<u>\$ 99,332</u>	<u>0.0%</u>	<u>\$ 10,000</u>	<u>37.8%</u>	<u>\$ 26,482</u>

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

	Annual Budget FY2017	Actual 5/31/17	Act/Budget 91.7%	Actual 5/31/16	Act/Budget 91.7%	Annual Budget FY2016
<b>LIABILITY, PROTECTION, &amp; SETTLEMENT FUND</b>						
Local Government Sources	\$ 868,950	\$ 583,231	67.1%	\$ 268,599	99.4%	\$ 270,255
Investment Revenue	10,000	9,319	93.2%	14,315	286.3%	5,000
Other	-	5,558	0.0%	6,759	0.0%	-
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUES</b>	<b>878,950</b>	<b>598,108</b>	<b>68.0%</b>	<b>289,673</b>	<b>105.2%</b>	<b>275,255</b>
<b>LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>						
Operations & Maintenance of Plant						
Contractual Services	\$ 429,075	\$ 442,847	103.2%	\$ 352,066	98.7%	\$ 356,550
Material & Supplies	200	162	81.0%	155	47.0%	330
Conference & Meeting	305	-	0.0%	289	57.8%	500
Utilities	450	346	76.9%	369	67.1%	550
Capital Outlay	-	-	0.0%	55,151	-	-
Total for Operations & Maintenance of Plant	\$ 430,030	\$ 443,355	103.1%	\$ 408,030	114.0%	\$ 357,930
Institutional Support						
Salaries	\$ 80,332	\$ 72,480	90.2%	\$ 72,875	80.6%	\$ 90,462
Employee Benefits	210,660	15,663	19.5%	10,415	4.9%	211,001
Contractual Services	111,950	27,952	25.0%	86,860	375.2%	23,150
Materials & Supplies	300	417	139.0%	154	9.9%	1,550
Conference & Meeting	-	1,411	0.0%	2,000	0.0%	-
Fixed Charges	344,600	270,921	78.6%	274,573	85.8%	319,850
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	40,510	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	747,842	429,354	57.4%	446,877	69.2%	646,013
<b>TOTAL LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>	<b>1,177,872</b>	<b>872,709</b>	<b>74.1%</b>	<b>854,907</b>	<b>85.2%</b>	<b>1,003,943</b>
<b>AUDIT FUND</b>						
Local Government Sources	\$ 36,125	\$ 35,427	98.1%	\$ 39,016	103.5%	\$ 37,708
Investment Revenue	100	77	77.0%	30	12.0%	250
<b>TOTAL AUDIT FUND REVENUES</b>	<b>36,225</b>	<b>35,504</b>	<b>98.0%</b>	<b>39,046</b>	<b>102.9%</b>	<b>37,958</b>
<b>AUDIT FUND</b>						
Contractual Services	35,750	29,825	83.4%	35,000	100.0%	35,000
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<b>35,750</b>	<b>29,825</b>	<b>83.4%</b>	<b>35,000</b>	<b>100.0%</b>	<b>35,000</b>

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

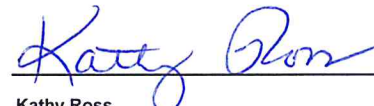
<u>Department</u>	<u>Annual Budget FY2017</u>	<u>Actual 5/31/2017</u>	<u>Act/Budget 91.7%</u>	<u>Explanation</u>
President	\$ 340,432	\$ 305,239	89.7%	
Board of Trustees	3,250	3,238	99.6%	
Community Relations	399,468	355,116	88.9%	
Continuing Education	918,353	632,734	68.9%	
Facilities	3,833,216	3,410,136	89.0%	
Information Technologies	2,656,087	1,558,552	58.7%	
Academic Affairs	362,918	245,217	67.6%	
Academic Affairs (AVPCE)	593,634	610,437	102.8%	Includes SURS penalty of \$32,176
Adult Education	263,324	321,114	121.9%	Allocated grant funds exceed budgeted revenues
Learning Technologies	584,316	436,694	74.7%	
Career & Tech Education Division	1,733,397	1,430,431	82.5%	
Natural Science & Business Division	2,346,394	2,029,546	86.5%	
Humanities & Fine Arts/Social Science Division	2,194,226	1,865,162	85.0%	
Health Professions Division	2,214,425	1,845,310	83.3%	
English, Mathematics, Education Division	2,609,010	2,251,807	86.3%	
Admissions & Records	392,338	346,256	88.3%	
Counseling	656,795	561,941	85.6%	
Student Services	170,125	195,947	115.2%	Career Services-budgeted part-time employee
Financial Aid	5,288,862	4,568,364	86.4%	
Athletics	265,954	233,204	87.7%	
TRiO (Student Success Grant)	299,071	258,506	86.4%	
Campus Security	428,125	440,085	102.8%	Increased security staff at Ottawa Center
Business Services/General Institution	1,205,382	1,293,229	107.3%	Health insurance payments to cover large claims
Risk Management	602,747	432,624	71.8%	
Tuition Waivers	493,400	434,428	88.0%	
Purchasing	117,799	102,842	87.3%	
Human Resources	132,335	109,517	82.8%	
Bookstore	2,287,426	1,589,517	69.5%	
Shipping & Receiving	63,961	60,237	94.2%	
Copy Center	111,429	94,245	84.6%	
<b>Total FY17 Expenditures</b>	<b><u>\$ 33,568,199</u></b>	<b><u>\$ 28,021,675</u></b>	<b>83.5%</b>	

**Illinois Valley Community College**  
**Statement of Cash Flows**  
**for the Month ended May 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	\$ 540,668.54	\$ 230,250.47	\$ 158,999.04	\$ 171,996.24	\$ 743,141.12	\$ (789,329.03)	\$ 1,287,883.65	\$ 15,018.14	\$ 124,117.57	\$ 250.02	\$ 2,482,995.76
Total Receipts	581,068.85	50,463.63	13,758.93	5.99	63,625.82	113,876.56	-	3.33	4,880.15	3,000.00	\$ 830,683.26
Total Cash	1,121,737.39	280,714.10	172,757.97	172,002.23	806,766.94	(675,452.47)	1,287,883.65	15,021.47	128,997.72	3,250.02	3,313,679.02
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	1,029,637.94	-	-	-	-	33,254.00	-	-	-	-	1,062,891.94
Expenditures	(1,456,629.55)	(206,810.69)	(3,026.00)	-	(139,382.33)	(43,332.33)	-	-	(67,495.85)	-	(1,916,676.75)
ACCOUNT BALANCE	694,745.78	73,903.41	169,731.97	172,002.23	667,384.61	(685,530.80)	1,287,883.65	15,021.47	61,501.87	3,250.02	2,459,894.21
Deposits in Transit	(37,054.27)										(37,054.27)
Outstanding Checks	139,746.67										139,746.67
<b>BANK BALANCE</b>	<b>797,438.18</b>	<b>73,903.41</b>	<b>169,731.97</b>	<b>172,002.23</b>	<b>667,384.61</b>	<b>(685,530.80)</b>	<b>1,287,883.65</b>	<b>15,021.47</b>	<b>61,501.87</b>	<b>3,250.02</b>	<b>2,562,586.61</b>
Certificates of Deposit	-	-	1,508,080.42	500,000.00	248,000.00	-	2,396,683.62	-	1,100,600.90	-	5,753,364.94
Illinois Funds	2,013,535.82	2,071,030.06	2,173,800.77	136,374.59	233,499.34	661,108.00	905,877.68	2,330.46	1,144.41	-	8,198,701.13
Bldg Reserve-ILLFund			1,089,714.81								1,089,714.81
<b>Total Investment</b>	<b>\$ 2,013,535.82</b>	<b>\$ 2,071,030.06</b>	<b>\$ 4,771,596.00</b>	<b>\$ 636,374.59</b>	<b>\$ 481,499.34</b>	<b>\$ 661,108.00</b>	<b>\$ 3,302,561.30</b>	<b>\$ 2,330.46</b>	<b>\$ 1,101,745.31</b>	<b>\$ -</b>	<b>\$ 15,041,780.88</b>

LaSalle State Bank	\$ 91,143.12
Centrue Bank	<u>2,471,443.49</u>
	<u>\$ 2,562,586.61</u>

Respectfully submitted,

  
 Kathy Ross  
 Controller

ILLINOIS VALLEY COMMUNITY COLLEGE  
INVESTMENT STATUS REPORT  
May 31, 2017

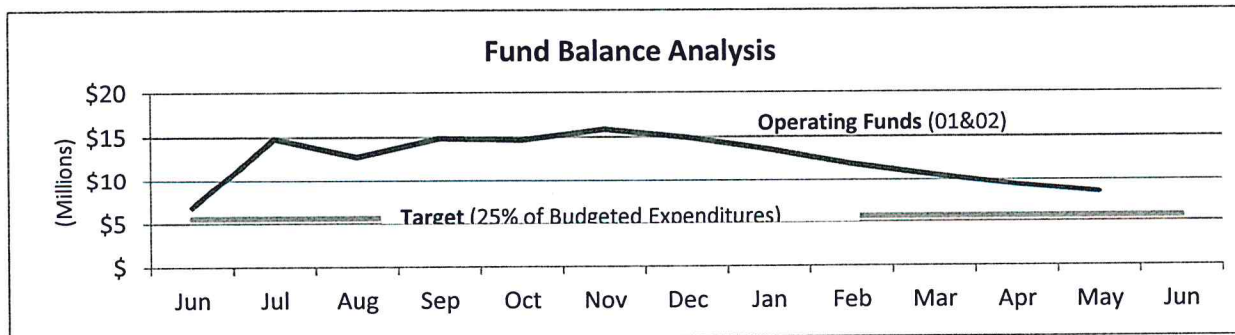
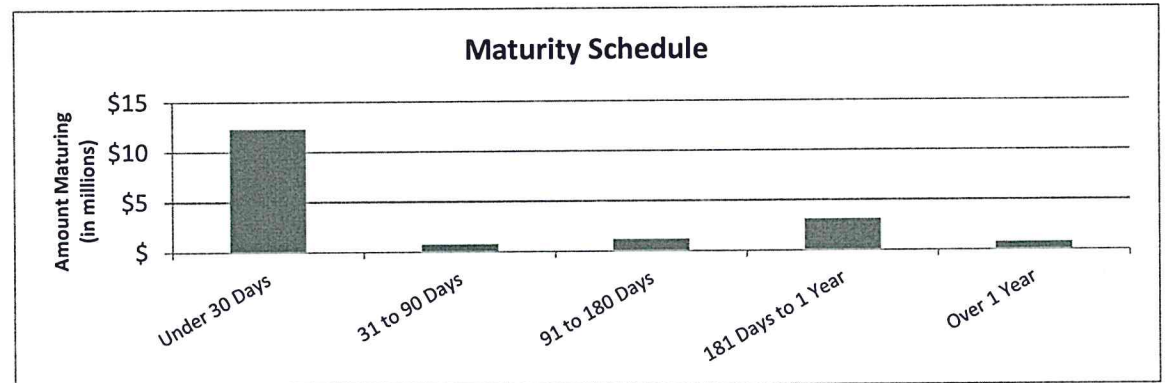
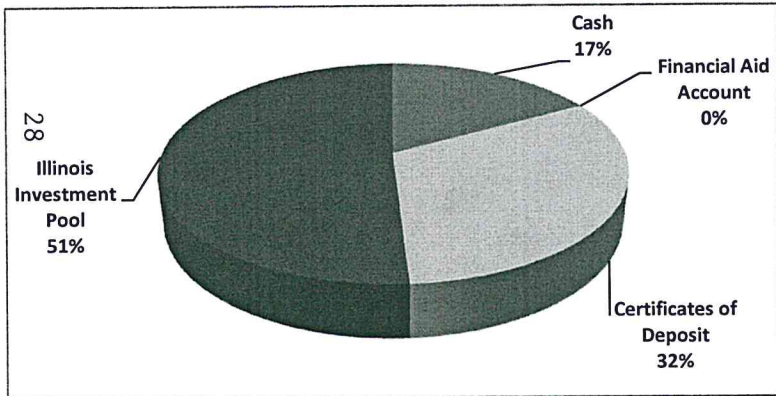
<u>DUE</u>	<u>Education</u>	<u>Oper &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
7/17/2017						250,000		250,000	MBS	1.15%	1.24%	Goldman Sachs
7/18/2017						250,000		250,000	MBS	1.15%	1.24%	BMW Bank NA
7/31/2017						248,000		248,000	MBS	1.20%	1.24%	State Bank India
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						248,000.00		248,000	MBS	2.35%	2.35%	American Express
5/3/2022						248,000.00		248,000	MBS	2.35%	2.35%	Capital One
<b>Total CD</b>	-	-	1,508,080	500,000	248,000	2,394,707	1,100,601	5,751,388				

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		

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

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	17.2%	\$ 3,108,292	0.35%
Financial Aid Account	0.1%	12,208	0.35%
Certificates of Deposit	31.8%	5,751,388	1.24%
Illinois Investment Pool	50.9%	9,198,431	0.80%
<b>Total</b>		<b>\$ 18,070,319</b>	<b>0.86%</b>

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 8,108,716	-	-	\$ 8,108,716	45%
IL Funds -Building	1,089,715			\$ 1,089,715	6%
Centrue Bank	-	1,000,000	2,885,437	\$ 3,885,437	22%
Centrue Financial Aid			12,208	12,208	0%
LaSalle State Bank	-	1,008,080	68,171	1,076,251	6%
Central Bank	-	1,000,000	-	1,000,000	6%
Multi Bank Securities	-	1,492,000	-	1,492,000	8%
Heartland Bank	-	-	154,684	154,684	1%
Marseilles Bank	-	1,251,308	-	1,251,308	7%
	<b>\$ 9,198,431</b>	<b>\$ 5,751,388</b>	<b>\$ 3,120,500</b>	<b>\$ 18,070,319</b>	<b>100%</b>



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**\$5,000 and Over Disbursements**  
**05/01/17 - 05/31/17**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
ACH	05/02/17		Prudential	5,090.91	Life Insurance (May)
734456	05/03/17	0209567	Delta Dental of Illinois	12,487.99	Dental Insurance (04/01/17-04/30/17)
734500	05/03/17	0210438	Petty Cash	15,000.00	Rental Book Refunds
734501	05/03/17	0210438	Petty Cash	15,000.00	Rental Book Refunds
734502	05/03/17	0210438	Petty Cash	12,840.00	Rental Book Refunds
ACH	05/04/17		Internal Revenue Service	68,437.35	Federal Payroll Taxes (05/04/17)
ACH	05/04/17		Illinois Department of Revenue	16,404.25	State Payroll Taxes (05/04/17)
ACH	05/04/17		VALIC Retirement Services	14,350.39	403(b) & 457(b)Payroll (05/04/17)
734540	05/04/17	0082897	SURS	46,112.17	Payroll (05/04/17)
734543	05/04/17	0081443	American Express	48,622.51	CDW Government, Inc., Cengage Learning, Inc., Elsevier Science, Goodheart-Wilcox Inc., McGraw Hill Global Education, Pearson Education, Inc.
ACH	05/08/17		CCHC	234,127.74	Health Insurance (May)
734550	05/10/17	0204246	Arthur Gallagher Risk Management	32,800.00	Property Casualty Insurance
734574	05/10/17	0020036	Lake Land Community College	30,250.00	ILCCO Credit Hours
734690	05/17/17	0102932	The College Board	7,525.00	Accuplacer Test Units
734692	05/17/17	0066555	United States Postal Service	6,000.00	Postage Meter Reimbursement
ACH	05/18/17		Internal Revenue Service	66,836.13	Federal Payroll Taxes (05/18/17)
ACH	05/18/17		Illinois Department of Revenue	16,020.59	State Payroll Taxes (05/18/17)
ACH	05/18/17		VALIC Retirement Services	14,121.83	403(b) & 457(b)Payroll (05/18/17)
734711	05/18/17	0082897	SURS	45,957.13	Payroll (05/18/17)
734736	05/24/17	0181795	G4S Secure Solutions (USA) Inc.	33,600.32	Security Services-Main (04/01/17-04/30/17), Ottawa Center (05/08/17-05/14/17)
734758	05/24/17	0000948	Nebraska Book Co., Inc.	9,748.65	Books for Resale
ACH	05/26/17		Prudential	5,099.31	Life Insurance (June)
734788	05/31/17	0001369	Ameren Illinois	72,226.76	Electricity (03/14/17-05/10/17)

**\$ 828,659.03**

**Stipends For Pay Period 04/30/17**

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Anderson, David Anthony	Photographing Wildflowers	04/22/17	04/22/17	04/29/17	ST	\$70.00	014110394151320	HLR-5203-04	Photographing Wildflowers	
Boyle- Bruch, Ida Lee	Food Service Sanitation-8 Hour	04/25/17	04/25/17	04/29/17	ST	\$500.00	014110394151320	CEU-1503-04	Food Service Sanitation-8 Hour	
Chaffee, Candice Sue	Advanced Aromatherapy	04/26/17	04/26/17	04/29/17	ST	\$700.00	014110394151320	CPD-3239-04	Advanced Aromatherapy	
Dzurisin, Juliana Mae	CNA Train the Trainer Workshop	04/07/17	04/07/17	04/29/17	ST	\$120.00	014110394151320	CPD-3527-103	CNA Train the Trainer Workshop	
Foemmel, Mary Beth	CNA Train the Trainer Workshop	04/07/17	04/07/17	04/29/17	ST	\$120.00	014110394151320	CPD-3527-103	CNA Train the Trainer Workshop	
Freed, Timothy Daniel	Asian Infusion	04/19/17	04/19/17	04/29/17	ST	\$210.00	014110394151320	HLR-3942-304	Asian Infusion	
Isermann, Susan L	AAS Ag Bus Management Perkins	04/27/17	04/29/17	04/29/17	ST	\$675.00	018120080051900			
Jenrich, Chuck	SABIC Ottawa IL	04/25/17	04/25/17	04/29/17	ST	\$800.00	014210331051320			
LaManna, Mary Beth	Define & Connect Sixth Sense	04/13/17	04/13/17	04/29/17	ST	\$250.00	014110394151320	HLR-6504-304	Define & Connect Sixth Sense	
Lafrenz, Jill L	Compost Workshop/Reduce Reuse	04/08/17	04/08/17	04/29/17	ST	\$135.00	014110394151320	HLR-5214-04	Compost Workshop/Reduce Reuse	
Matuszewski, Kari Leigh	Re-Purposed Jewelry Workshop	04/24/17	04/24/17	04/29/17	ST	\$130.00	014110394151320			
O'Flanagan, Jamie Lynn	CNA Train the Trainer Workshop	04/07/17	04/07/17	04/29/17	ST	\$120.00	014110394151320	CPD-3527-103	CNA Train the Trainer Workshop	
Pytel, Kyle Edwin	LC Driver Improvement	04/22/17	04/22/17	04/29/17	ST	\$175.00	014110394251320	CDV-6000-14	LaSalle Co Driver Improvement	
Sarver, Gregory Stephen	LC Driver Improvement	04/19/17	04/19/17	04/29/17	ST	\$150.00	014110394251320	CDV-6000-314	LaSalle Co Driver Improvement	
Schultz, Kim Ann	CNA Train the Trainer Workshop	04/07/17	04/07/17	04/29/17	ST	\$120.00	014110394151320	CPD-3527-103	CNA Train the Trainer Workshop	
Schultz, Kim Ann	CNA Train the Trainer Workshop	12/16/16	12/16/16	04/29/17	ST	\$90.00	014110394151320	CPD-3527-111	CNA Train the Trainer Workshop	
Smith, Mary Helen	MTM Recognition Excel Level 1	03/27/17	03/29/17	04/29/17	ST	\$800.00	014210331051320	CEU-4118-03	MTM Recognition Excel Level 1	
Stacy, Stephanie	Fairy Gardens For Beginners	04/23/17	04/23/17	04/29/17	ST	\$50.00	014110394151320	HLR-5241-404	Fairy Gardens For Beginners	

Total 5,215.00

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

*Jerry Corcoran 5/12/17*  
 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

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Stipends For Pay Period 05/13/17

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Cooper, Debra S	EMED Retention Project Meeting	4/5/2017	4/5/2017	5/13/2017	ST	40.00	011520910051900			
Cornwall, Mary Elizabeth	Pianist for the Choir Concert	5/5/2017	5/5/2017	5/13/2017	ST	200.00	011120650051900			
Data, Dorene Marie	MIMIC Duties	1/11/2017	5/13/2017	5/13/2017	SG	500.00	061320152751900			
Data, Dorene Marie	Design Technician Internship	1/11/2017	5/20/2017	5/27/2017	ST	211.20	011320410051340	CAD-2206-01	Design Technician Internship	
Davey, Barbara Ann	Mileage Reimbursement	5/2/2017	5/2/2017	5/13/2017	ML	17.12	011120952355210			
Ebner-Landgraf, Tammy L	Course Development 1st Time	1/11/2017	5/13/2017	5/13/2017	ST	2,560.00	011120910051340			
Fitzpatrick, Sara Elizabeth	Playing With Your Vegetables	5/9/2017	5/9/2017	5/13/2017	ST	210.00	014110394151320	HLR-3513-305	Playing With Your Vegetables	
Freed, Timothy Daniel	Sushi Thats The Way We Roll	5/3/2017	5/3/2017	5/13/2017	ST	300.00	014110394151320	HLR-3939-305	Sushi Thats The Way We Roll	
Fritz, Bradley C	Student Recital Presentation	4/1/2017	5/13/2017	5/13/2017	ST	200.00	013620663051900			
Gibbs, Kathryn Ann	EMED Retention Project Meeting	4/5/2017	5/13/2017	5/13/2017	ST	40.00	011520910051900			
Gibson, James A	Electronics Technician Internship	1/11/2017	5/20/2017	5/27/2017	ST	857.60	011320410051340	ELT-2209-01	Electronics Technician Internship	
Isermann, Susan L	AAS Agriculture Business Management Perkins	4/30/2017	5/13/2017	5/13/2017	ST	550.00	018120080051900			
Johannsen-Talsky, Karen K	Mileage Reimbursement	5/5/2017	5/5/2017	5/13/2017	ML	22.47	011120952355210			
Lange, Marilyn Lee	EMED Retention Project Meeting	4/5/2017	4/5/2017	5/13/2017	ST	40.00	011520910051900			
Oldaker, Adam Gregory	Bridging the Gap Coordinator	1/11/2017	5/13/2017	5/13/2017	ST	1,920.00	011120910051340			
Pytel, Kyle Edwin	LC Driver Improvement GDL	5/6/2017	5/6/2017	5/13/2017	ST	175.00	014110394251320	CDV-6000-05	LaSalle Co Driver Improvement GDL	
Reese, Robert C	MIMIC Duties	1/11/2017	5/13/2017	5/13/2017	SG	100.00	061320152751900			
Retoff, Dan J	T'ai Chi	4/7/2017	5/5/2017	5/13/2017	ST	218.75	014110394151320	HLR-6104-604	T'ai Chi	
Roether, Jenilyn E	Student Recital Presentation	4/1/2017	5/13/2017	5/13/2017	ST	200.00	013620663051900			
Ruda, Anthony J	HPE 1000 101	3/9/2017	5/20/2017	5/27/2017	ST	640.00	011120570051340	HPE-1000-101	Wellness	
Serafini, Richard Joseph	MIMIC Duties	1/11/2017	5/13/2017	5/13/2017	SG	500.00	061320152751900			
Skeen, Janice C	EMED Retention Project Meeting	4/5/2017	4/5/2017	5/13/2017	ST	40.00	011520910051900			
Skoflanc, Francie A	Coordinator of HS & IVCC Arts	1/11/2017	5/13/2017	5/13/2017	ST	1,500.00	011320650051900			
Skoflanc, Francie A	Independent Study Introduction To Facebook	3/9/2017	5/20/2017	5/27/2017	ST	50.00	011120650051340	GDT-1208-150	Independent Study Introduction To Facebook	
Smith, Sara E	Food Service Sanitation-8 Hour	4/24/2017	5/4/2017	5/13/2017	ST	600.00	014110394151320	CEU-1503-634	Food Service Sanitation-8 Hour	

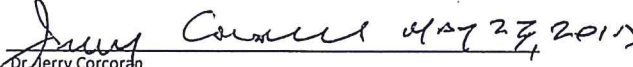
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**Stipends For Pay Period 05/13/17**

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Sorce, Adrianna Lyn	Acrylic Painting for Beginners	3/21/2017	5/9/2017	5/13/2017	ST	630.00	014110394151320	HLR-1108-303	Acrylic Painting for Beginners	
Sowers, Jennifer Lynn	Putnam County Picassos	3/20/2017	5/8/2017	5/13/2017	ST	600.00	014210331051320	YOU-1120-03	Putnam County Picassos	
Volker, Richard H	It's Decision Time Medicare	4/12/2017	5/3/2017	5/13/2017	ST	210.00	014110394151320	SRS-1113-304	It's Decision Time Medicare	
Zellmer, Donald G.	Directing Spring 17 Musical	1/11/2017	5/13/2017	5/13/2017	ST	800.00	013620620151900			
Zellmer, Donald G.	2nd Half Spring Show Choir 17	2/1/2017	5/1/2017	5/13/2017	ST	1,310.00	011120650051900			
<b>Total</b>						<b>15,242.14</b>				

  
 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

**Prevailing Wage Resolution**

As required by the Prevailing Wage Act, 820 ILCS 130/0.01, *et seq.* (the “Act”), the College is required to annually adopt a Prevailing Wage Resolution. The Act requires that prevailing wages be paid to all laborers, workers, and mechanics employed by or on behalf of the College on a public works project.

**Recommendation:**

**The administration recommends the Board adopt the Prevailing Wage Resolution for Fiscal Year 2018.**

KPI 6: Resource Management

## RESOLUTION

Whereas the State of Illinois has enacted "An Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city, or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, being Chapter 820 ILCS 130/0.01, *et seq.* (the "Act"), Illinois Compiled Statutes; and

Whereas the aforesaid Act requires that Illinois Valley Community College District No. 513 of La Salle County investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics, and other workers in the locality of La Salle County employed in performing construction of public works, for said Community College District No. 513.

Now, therefore, be it ordained by the Board of Trustees of Illinois Valley Community College District No. 513, as follows:

### SECTION 1

To the extent and as required by "An Act regulating wages of laborers, mechanics, and other workers employed in any public works by state, county, city or any public body or any political subdivision, or by anyone under contract for public works by the States, County, City or any public body or any political subdivision or by anyone under contract for public works" approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics, and other workers engaged in construction of public works coming under the jurisdiction of Illinois Valley Community College District No. 513 is hereby ascertained to be the same as the prevailing rate of wages for construction work in the La Salle County area as determined by the Department of Labor of the State of Illinois as of June 2015, a copy of that determination being attached hereto and incorporated herein by reference. The definition of any terms appearing in this resolution, which are also used in aforesaid Act, shall be the same as in said Act.

### SECTION 2

Nothing herein shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works of Illinois Valley Community College District No. 513 to the extent required by the aforesaid Act.

### SECTION 3

The Business Office of Community College District No. 513 shall publicly post or keep available for inspection by any interested party in the main office of Illinois Valley Community College District No. 513 this determination of such prevailing rate of wage.

### SECTION 4

The Business Office of Community College District No. 513 shall mail a copy of this determination to any employer, and to any association of employers, and to any person or association of employees, who have filed, or file their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

### SECTION 5

The Business Office of Illinois Valley Community College District No. 513 shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

### SECTION 6

The Business Office of Illinois Valley Community College District No. 513 shall cause a notice to be published in a newspaper of general circulation within the area that the determination of prevailing wages has been made. Said notice shall conform substantially to the notice attached hereto. Such publication shall constitute notice that this is the determination of Illinois Valley Community College and is effective.

PASSED this 8<sup>th</sup> day of June, 2017

APPROVED:

\_\_\_\_\_  
Chairperson, Board of Trustees  
District No. 513

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees  
District No. 513

CERTIFICATION

I, Dr. Jerry Corcoran, do hereby certify that I am the President of Illinois Valley Community College and that the attached is a true and correct copy of the Prevailing Wage Rates Resolution as adopted by the Board of Trustees of Illinois Valley Community College at their regular meeting held on June 8, 2017.

Dated this 8<sup>th</sup> day of June, 2017

By: \_\_\_\_\_  
President

## PUBLIC NOTICE

On June 8, 2017, the Illinois Valley Community College District No. 513 Board of Trustees adopted the Prevailing Wage Resolution as defined in 820 ILCS 130/0.01, *et seq.* (the “Act”). The College is required to adopt the resolution annually. The resolution and related documents are available for public inspection in the office of the Vice President for Business Services and Finance, Illinois Valley Community College, 815 North Orlando Smith Road, Oglesby, Illinois 61348.



**Purchase Request – Ellucian Maintenance Agreement**

The administration requests permission to renew our annual software support and licenses contract with Ellucian for Colleague Services, Student, Finance, User licenses, Development licenses, reporting, and other services, such as the Web Advisor, mobile app, and the Resource 25 interface. The renewal fee for FY2018 is \$247,812. Committing to a five-year contract will help stabilize our annual increases to not exceed five percent annually. Without a five-year agreement, the future annual increases are expected to be 6-7 percent each year. Increases over the last five years have ranged from 3.7 percent in FY2016 to seven percent in FY2017.

This is a technology purchase for maintenance service for Colleague software and is exempt from bidding per 110 ILCS 805/3-27(f).

**Recommendation:**

**The administration recommends Board authorization to enter into a five-year maintenance agreement with Ellucian for software maintenance services. The FY2018 price is \$247,812.**

KPI 6: Resource Management

**Daikin Applied Americas, Inc. Chiller Maintenance Contract**

The maintenance service contract with Daikin Applied Americas, Inc. is due to expire on June 30, 2017. The contract includes the option to renew for additional years.

Bids for the annual maintenance of six (6) McQuay Chillers were received and publicly opened on June 2, 2011. McQuay Factory Service (recently purchased by Daikin Applied Americas, Inc.), Wood Dale, Illinois had submitted the only proposal. The original bid was for six (6) chillers at \$49,900. However, two chillers have been replaced (Buildings A & B) and one is scheduled to be replaced in December (Building D). The annual cost for the remaining three chillers is \$33,600.

The administration is requesting Board approval to extend the existing contract with Daikin Applied Americas, Inc. for the annual maintenance of three (3) McQuay Chillers for one (1) additional year.

**Recommendation:**

**The administration recommends Board approval to extend the existing contract with Daikin Applied Americas, Inc. for one (1) additional year at a cost of \$33,600.**

KPI 6: Resource Management

**Staff Appointment – Christopher Dunlap, Interim Director of Information Technology Services**

With the retirement of Diann Jabusch, Director of Information Technology Services, the administration reached out to all employees for individuals who may have an interest in the interim appointment opportunity. Christopher Dunlap submitted the only letter of interest.

Mr. Dunlap has been employed at IVCC full-time since 1995. He first served as a PC Specialist and for the last 14 years has been the Associate Director of Network Systems.

Mr. Dunlap would assume all of the responsibilities of the Director of Information Technology Services as outlined in the job description at the agreed upon compensation for his assumption of additional duties.

**Recommendation:**

**The administration recommends Board approval of the appointment of Christopher Dunlap, Interim Director of Information Technology Services, with additional compensation of \$400 per pay period effective June 12 through December 31, 2017.**

KPI 6: Resource Management

**Faculty Appointment – Tracey Antle, Nursing Instructor**

The search advisory committee has selected Tracey Antle as Nursing Instructor to fill the vacancy created by the promotion of Julie Hogue to Director of Nursing. Information on this candidate is attached.

**Recommendation:**

**The administration recommends the appointment of Tracey Antle as Nursing Instructor at B-7, an annualized salary of \$49,874 on the 2017/2018 faculty salary schedule, effective August 14, 2017.**

KPI 4: Support for Employees

**RECOMMENDED FOR FACULTY APPOINTMENT**  
**2017-2018**

**GENERAL INFORMATION:**

POSITION TO BE FILLED: Nursing Instructor

NUMBER OF APPLICANTS: 9

NUMBER OF APPLICANTS INTERVIEWED: 4

APPLICANTS INTERVIEWED BY:

Ms. Bruch, Ms. Hogue, Ms. Knoblauch, Ms. Knowlton, Ms. Lowe,  
Dr. Pence

APPLICANT RECOMMENDED:

Tracey Antle

**EDUCATIONAL PREPARATION:**

Philadelphia University, Philadelphia, PA – M.S. in Midwifery

Frontier School of Midwifery and Family Nursing, Hyden, KY – Certificate in Nurse-Midwifery

St. Francis Medical Center College of Nursing, Peoria, IL – B.S.N

Illinois Valley Community College, Oglesby, IL – pre-nursing

**EXPERIENCE:**

Illinois Valley Community College, Oglesby, IL – Part-time Nursing Instructor

St. Margaret's Hospital, Spring Valley, IL – Registered Nurse

Women's Healthcare Center and Dr. B. Taparia, Peru, IL – Certified Nurse Midwife

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

1. 25 years of nursing experience
2. Excellent teaching demonstration utilizing active learning with very natural approach to delivering information; could easily relate to the audience
3. Strong patient advocate
4. Good interview, articulate

**RECOMMENDED SALARY: B-7, \$49,874 annualized**

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

**Faculty Appointment – Taylor Myers, Nursing Instructor**

The search advisory committee has selected Taylor Myers as Nursing Instructor to fill the vacancy created by the resignation of Eris Simons. Information on this candidate is attached.

**Recommendation:**

**The administration recommends the appointment of Taylor Myers as Nursing Instructor at B-4, an annualized salary of \$45,327 on the 2017/2018 faculty salary schedule, effective August 14, 2017.**

KPI 4: Support for Employees

**RECOMMENDED FOR FACULTY APPOINTMENT**  
**2017-2018**

**GENERAL INFORMATION:**

POSITION TO BE FILLED: Nursing Instructor

NUMBER OF APPLICANTS: 9

NUMBER OF APPLICANTS INTERVIEWED: 4

APPLICANTS INTERVIEWED BY:

Ms. Bruch, Ms. Hogue, Ms. Knoblauch, Ms. Knowlton, Ms. Lowe,  
Dr. Pence

APPLICANT RECOMMENDED:

Taylor Myers

**EDUCATIONAL PREPARATION:**

Western Governors University, Salt Lake City, UT – M.S.N. Education (August 2017)  
Rockford College, Rockford, IL – B.S.N

**EXPERIENCE:**

Mercy Health System, Rockford, IL – Emergency Department Registered Nurse  
Rockford Health System, Rockford, IL – Adult Medical Telemetry Registered Nurse  
Rockford Health System, Rockford, IL – Residency Registered Nurse and Student Intern

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

1. Strong desire to be a nurse educator and plans to obtain her CNE in Nursing
2. Good teaching demonstration utilizing clear, precise PowerPoint and handouts
3. Industry experience in medical/surgical field
4. Past experience mentoring new graduates and nursing students

**RECOMMENDED SALARY:** B-4, \$45,327 annualized

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

**Faculty Retirement – Cherie Monterastelli, Therapeutic Massage Program Coordinator/ Instructor**

Cherie Monterastelli, Therapeutic Massage Program Coordinator/Instructor, has submitted her notice of retirement effective July 31, 2017. Her retirement letter is attached.

Cherie has continued to grow and finesse the massage therapy program, always with professional standards and the needs of our communities in mind. She is active in a variety of state and national organizations and was instrumental in getting licensure passed in Illinois for massage therapists. From the inception of the program she has continuously exposed her students to a wide variety of clinical experiences, and while doing this, educates the students as well as the community in the benefits of therapeutic massage. Cherie is not only an excellent educator and professional, but a true ambassador for IVCC.

We wish Cherie well in her retirement.

**Recommendation:**

**Accept with regret the retirement of Cherie Monterastelli, Therapeutic Massage Program Coordinator/Instructor, effective July 31, 2017.**

KPI 4: Support for Employees



May 8, 2017

Bonnie,

I am writing to submit my intent to retire as of August 1, 2017. My last date of employment will be July 31, 2017

I want to thank you, Bonnie, for all your support and encouragement, both for the Therapeutic Massage Program and for me, over the past years. I have so enjoyed my relationship with you and with IVCC that it makes leaving very difficult for me.

I am, however, committed to continue supporting both IVCC and the Therapeutic Massage Program during my retirement.

Wishes for the best of everything for you,

Cherie Monterastelli

RECEIVED

MAY 15 2017

HUMAN RESOURCES

**Faculty Retirement – Linda Hanley, Nursing Instructor**

Linda Hanley, Nursing Instructor, has submitted her notice of retirement effective August 10, 2017. Her retirement letter is attached.

Linda has been a nurse for many years; her professional and calm manner is reflected with the patience she displays while in the classroom and in the clinical setting. Linda has a true concern for student success and this is the main focus of her teaching using technology along with innovative and engaging teaching strategies. Linda has used her clinical and instructional skills to positively impact patient outcomes by helping to educate and ensure the availability of competent health care providers in the IVCC community.

We wish Linda well in her retirement.

**Recommendation:**

**Accept with regret the retirement of Linda Hanley, Nursing Instructor, effective August 10, 2017.**

KPI 4: Support for Employees

Linda Hanley



4053 E. 1950<sup>th</sup> Road, Sheridan, IL 60551  
815-495-9252 (H) 815-228-8604 (C)  
hanleyfarms@gmail.com

May 19, 2017

Julie,

Please accept this letter as notification of my retirement from my full-time faculty position at IVCC effective the end of the summer session, 8/10/17. In the course of my 14 year tenure at IVCC I have always felt proud to be associated with such a high-quality, respected institution. Meeting the ongoing challenges, both as a nurse and an educator, has been very fulfilling, and the daily interactions with my students and colleagues have enriched my time here.

I would also like to formally thank you for your support during the first few months following Greg's death. I appreciate all the extra time and energy you put in to keep my course running so that I was able to take the time I needed to put my life back together. Your dedication to the Nursing program and our students is a sterling example of IVCC's core values at work!

Respectfully,

Linda C. Hanley MS, RN

RECEIVED

MAY 19 2017

HUMAN RESOURCES



**Faculty Retirement – Dr. Jane Sack, Counselor**

Dr. Jane Sack, Student Services Counselor, has submitted her notice of retirement effective May 31, 2017. Her retirement letter is attached.

Jane educated and counseled prospective and current students, their parents, and her co-workers for the past 20 years at a consistently exceptional level. In addition to counseling, Jane had responsibilities on the Student Behavior Intervention Team, Teaching & Learning Committee, and Curriculum Committee. This allowed her to stay active with curriculum development and be a bridge to academic affairs for her counterparts in student services.

We wish Jane well in her retirement.

**Recommendation:**

**Accept with regret the retirement of Dr. Jane Sack, Counselor, effective May 31, 2017.**

KPI 4: Support for Employees

May 19, 2017

Mr. Mark Grzybowski  
Associate Vice-President of Student Services  
Illinois Valley Community College  
815 N. Orlando Smith Avenue  
Oglesby, IL 61348

Dear Mark:

Please accept this as official notice of my intent to retire on May 31, 2017, with my last scheduled day of duties being present at Commencement ceremonies on Saturday, May 20, 2017.

It has been a wonderful career at IVCC. I wish to thank you and all of the administrators, faculty, staff and students, past and present, for the opportunity to learn and grow among the very best!

Regards,



Jane Sack, Ed.D., LPC  
Counselor

RECEIVED

MAY 22 2017

HUMAN RESOURCES

**Staff Retirement – Emily Vescogni, Director of Learning Technologies**

Emily Vescogni, Director of Learning Technologies, has submitted her notice of retirement effective January 31, 2018. Her retirement letter is attached.

Emily began her career shelving books in the library in 1990. She worked in the library for 10 years, earned her degree in library and information science, and was appointed the Director of Learning Technologies 17 years ago. As Learning Technologies Director, Emily has made significant contributions to the quality of the college's online learning program.

We wish Emily well in her retirement.

**Recommendation:**

**Accept with regret the retirement of Emily Vescogni, Director of Learning Technologies, effective January 31, 2018.**

KPI 4: Support for Employees

Emily Vescogni  
2717 6<sup>th</sup> Street  
Peru, IL 61354

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May 25, 2017

Dear Dr. Anderson:

As we have discussed, I am intending to retire on February 1, 2018. My last date of employment will be January 31, 2018.

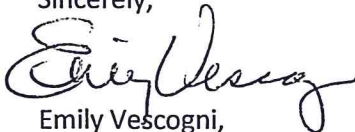
Throughout my years at IVCC, there have been so many times that I have known I was in exactly the right place. It was in our library that I learned about the distance learning options that helped me to obtain my own higher education. How fortunate was I to be able to help others in our community to also find non-traditional learning paths?

So many lives have touched my own. Our dedicated support staff constantly inspired me with their compassion and creative thinking. Often, I found myself in awe of the faculty who pressed me to think in new ways. That the college attracted many of them to uproot and move to the Illinois Valley is a great gift to our community.

In particular, I am thankful for my own employees, both present and past, who have been unwavering in their support of our departmental mission to support our students and faculty.

Thank you for working with me to plan a transition.

Sincerely,



Emily Vescogni,  
Director of Learning Technologies

**Authorization to Continue Payment for Standard Operating Expenditures**

The administration is in the process of finalizing a tentative budget that will be presented for consideration at the July 2017 Board of Trustees' meeting. Since the budget development process will continue into the next fiscal year, it has become the College's custom and practice to request authorization to continue operation of the College, beginning July 1, 2017 through budget adoption. The administration suggests that authorization include those expenditures required to maintain a normal operation, including salaries, approved contracts, utilities, routine maintenance, supplies, and regular activities.

**Recommendation:**

**The administration recommends Board authorization to continue the operation of the College by making those expenditures required for normal operations, including salaries, approved contracts, utilities, maintenance, supplies, and regular activities for the period July 1, 2017 through budget adoption.**

KPI 6: Resource Management



**Transfer of Funds**

The administration seeks authorization for the transfer of \$89,332 from the Illinois Manufacturing Extension Center fund balance to the Small Business Development Center to complete the required match for federal funds. The Small Business Development Center closed December 31, 2016. The Department of Commerce and Economic Opportunity has audited the grants and closed them out.

The Illinois Manufacturing Extension Center was closed in 2006 with an accumulated fund balance of \$193,775. These monies have been used to meet the grant match requirements for the Small Business Development Center. Prior to this requested transfer, the fund balance is \$115,900.

**Recommendation:**

**The administration recommends Board approval to transfer \$89,332 from Fund 01 (Education Fund) to Fund 06 (Restricted Purposes Fund) for the Small Business Development Center.**

KPI 6: Resource Management

**Midwest Energy Inc. Proposal of Electricity Purchase**

At the May 23 Audit/Finance Committee meeting, Gary Gauger of Midwest Energy, Inc. described in detail the services that Midwest Energy could provide to the College in purchasing electricity.

If IVCC were to enter into a contract with MidAmerican (also known as Homefield Energy) or Constellation Energy the following services and savings are available:

Day-Ahead Locational Marginal Price (LMP) Rates for Electricity – comparing the direct Ameren pricing with MidAmerican for the period March 11, 2016 – September 9, 2016, there was a savings of \$0.00103 per kWh, or \$4,261.42.

Capacity Coincident Peak Notification and Transmission Coincident Peak Notification – Midwest Energy will work with IVCC staff on peak load contribution reductions. Mr. Gauger will help us determine the timing of the annual measurement by the utility company and identify changes we can make to reduce our load during the measurement period.

**Recommendation:**

**Authorize the administration to enter into a contract with MidAmerican or Constellation Energy for the purchase of electricity on the Day-Ahead Locational Marginal Price Rates.**

KPI 6: Resource Management

**Purchase Request - Secure 32 Upgrade**

Secure 32 is the payment execution (check printing) solution the College has been using for 19 years. We received notification in 2016 the current platform that is being utilized would no longer be supported and was becoming obsolete. In addition, it no longer interfaces well with the Colleague system nor are the backup standards acceptable. It is recommended to upgrade Secure 32 to a newer edition. This upgrade will allow the College to become current and have the capabilities to execute payments securely, efficiently, and with reliable support.

This is a technology purchase that must be compatible with Windows 7 and Colleague software and is exempt from bidding per 110 ILCS 805/3-27(f).

**Recommendation:**

**The administration recommends the Board authorize the purchase of the Secure 32 Upgrade in the amount of \$16,935 from FIS AvantGard, LLC.**

KPI 6: Resource Management

**Board Travel**

Per Board Policy 1.15, an application for travel form must be completed with approval signatures for all travel. After the trip is complete, the same set of approval signatures are needed on the form. Per the Illinois Community College Act (50 ILCS 150/15), 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.

The following expenses were incurred by four members of the Board of Trustees in order to receive four hours of mandated trustee training in Bloomington, IL on Friday, June 2, 2017. Expenses for Matthew Pehoski, student trustee, for attending the Student Leadership Institute in Bloomington, IL on Thursday and Friday, June 1-2, 2017 are also listed.

David Mallery	\$304.20
Jay McCracken	\$304.20
Amy Sipovic	\$304.20
Angela Stevenson	\$304.20
Matthew Pehoski	\$436.36

**Recommendation:**

**The administration recommends approval for reimbursement of expenses incurred for mandated trustee training in the amount of \$304.20 each to David Mallery, Jay McCracken, Amy Sipovic, and Angela Stevenson and reimbursement of expenses incurred for the Student Leadership Institute in the amount of \$436.36 to Matthew Pehoski.**

KPI 6: Resource Management

**ICCTA Membership**

Michael Monaghan, executive director of the Illinois Community College Trustees Association, visited with the IVCC Board of Trustees on May 11, 2017 and talked about how IVCC can benefit from its membership in the Association. On May 12, 2017, Mr. Monaghan contacted the college president and stated that he inadvertently omitted stating that ICCTA would offer “a special one-year 20 percent reduction in the dues as a ‘re-joining’ rate.” Thus, IVCC’s dues would be reduced from \$11,334 to \$9,067. Further, IVCC Trustees planning to attend the training sessions scheduled for Friday, June 2 could also register at the member-college rate of \$240 versus the non-member rate of \$340.

**Recommendation:**

**The administration recommends rejoining the Illinois Community College Trustees Association at the one-time reduced rate of \$9,067.**

KPI 6: Resource Management

**Semi-annual Review of Closed Session Minutes**

The Closed Session Minutes Committee met on Tuesday, May 30, 2017 to discuss the minutes of meetings lawfully closed under the Open Meetings Act. The Committee's recommendation follows:

**Recommendation:**

**The Closed Session Minutes Committee recommends Board approval to release the following closed session minutes:**

<b>July 21, 1999</b>	<b>Subpoena of Records</b>
<b>August 18, 1999</b>	<b>Subpoena Dismissal</b>
<b>September 22, 1999</b>	<b>Release of September 18, 1996 Closed Session Minutes</b>
<b>May 23, 2007</b>	<b>Sheridan Faculty Grievance Appeal</b>
<b>July 25, 2007</b>	<b>Sheridan Grievance Appeals</b>
<b>August 29, 2007</b>	<b>Sheridan Grievance Appeals</b>
<b>November 28, 2007</b>	<b>Sheridan Grievance Appeals</b>
<b>March 26, 2008</b>	<b>Sheridan Grievances and Unfair Labor Practice</b>
<b>October 19, 2010</b>	<b>Faculty Negotiations</b>
<b>November 16, 2010</b>	<b>Faculty Negotiations</b>
<b>December 20, 2010</b>	<b>Faculty Negotiations</b>
<b>February 15, 20101</b>	<b>Faculty Negotiations</b>
<b>March 15, 2011</b>	<b>Faculty Negotiations</b>
<b>April 19, 2011</b>	<b>Faculty Negotiations</b>
<b>June 21, 2011</b>	<b>Faculty Negotiations</b>
<b>July 19, 2011</b>	<b>Faculty and Service Employees Negotiations</b>
<b>August 23, 2011</b>	<b>Faculty and Service Employees Negotiations</b>
<b>March 20, 2012</b>	<b>Employee Position – full to half-time</b>
<b>September 11, 2014</b>	<b>Athletic Salary Schedule</b>
<b>October 9, 2014</b>	<b>Athletic Salary Schedule</b>
<b>December 11, 2014</b>	<b>Ottawa Center Lease</b>
<b>October 8, 2015</b>	<b>Litigation – Open Meetings Act Request</b>
<b>January 12, 2017</b>	<b>Atty. General's Review of Open Meetings Allegation</b>
<b>February 9, 2017</b>	<b>Board of Trustee Letter of Resignation</b>

KPI 5: District Population Served

Ryan Matthew Ziegler  
Princeton, IL 61356

5.15.17

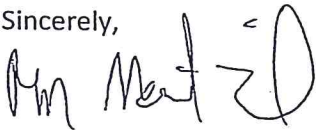
Dear Cheryl,

I'm writing this letter to officially inform you and Illinois Valley Community College that I am hereby resigning my position as Shipping & Receiving Coordinator. My last day as an employee will be Thursday, May 25. I have accepted an exciting position in the radio broadcasting field that shall utilize my personality and creative skills, such as they are.

Thank you so much for the opportunity and the positive encouragement you've provided me over the last four years. Your support of my acting and filmmaking endeavors were also super appreciated and will not be forgotten.

Let me know if there is anything I can do to help in my remaining days in terms of finding a replacement.

Sincerely,

A handwritten signature in black ink, appearing to read "Ryan Matthew Ziegler". The signature is stylized and cursive, with a large loop at the end.

Ryan Matthew Ziegler

# Sheri L Mitchum

(815) 631-2661

[sheri.mitchum@frontier.com](mailto:sheri.mitchum@frontier.com)

Tuesday, May 30, 2017

Gary Talsky  
& All Concerned  
Illinois Valley Community College  
815 N Orlando Smith Rd  
Oglesby, IL 61348

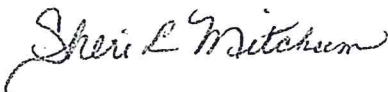
Dear Gary & All Concerned:

Please accept this as my formal resignation from my position of Audio-Visual & Computing Specialist at Illinois Valley Community College (IVCC) effective June 13, 2017. My last work day in the office will be Thursday, June, 8<sup>th</sup>. I will be taking vacation days on June 9<sup>th</sup>, 12<sup>th</sup> and 13<sup>th</sup>.

A new and exciting opportunity has come my way and I have accepted another job offer. After working for IVCC for 16 years, I am ready to pursue new challenges. I have experienced and witnessed too much tragedy in the past few years, and life is too short to not go for the gusto! I am taking charge of my life and excited to start my new adventure.

I will always treasure my time at IVCC and the friendships I have forged over the years. I will especially miss the art and music culture in the Illinois Valley area. I truly enjoyed working in Education and I greatly appreciate all of the learning opportunities the college has afforded me over the years. I wish you all good health and happiness. Who knows, maybe I'll be back some day?! This is not goodbye, it is simply farewell.

Sincerely,



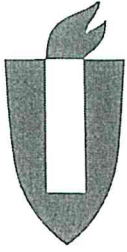
Sheri L Mitchum

Cc: Human Resources  
Cheryl Roelfsema

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MAY 30 2017





**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

June 9, 2017

Mr. Ed Smith  
Illinois Community College Board  
401 E Capital Avenue  
Springfield, IL 62701-1711

RE: RAMP Projects

Dear Ed:

The Illinois Valley Community College administration has decided not to submit any projects for RAMP funding for FY2019. As the process of updating our facilities master plan begins, IVCC's faculty, staff, students, community members, and board members will assess our facility needs and, if appropriate, the administration will submit RAMP projects at that time.

Sincerely,

Cheryl Roelfsema, CPA, CMA, CPFO  
Vice President for Business Services & Finance

**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

**Building "B" Chiller/Air Handler Replacement  
(ICCB #513-T-2321-0914)**

Name and address of Architect/Engineer providing the Statement of Final Construction Compliance:

Kurt H. Rimmele  
Basalay, Cary & Alstadt Architects, Ltd.  
620 W. Lafayette Street  
Ottawa, IL 61350

Final cost of the project: (including A/E fees and reimbursables)

Approved Budget \$1,184,412.00 Actual Cost \$958,299.00

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Kurt H. Rimmele  
Architect/Engineer's Signature

4/03/2017  
Date

001-016097



Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

Signed \_\_\_\_\_, Secretary

**Spring 2017 Graduation**

There were 467 graduating students earning a total of 574 degrees and certificates in the following areas:

55	Associate in Arts Degree
124	Associate in Science Degree
5	Associate in Engineering Science
112	Associate in Applied Science Degree
6	Associate in General Studies Degree
272	Certificates of Completion

By comparison, in Spring 2016, we graduated 467 students with a total of 542 degrees and certificates.



Network of Illinois Learning Resources  
In Community Colleges  
[www.nilrc.org](http://www.nilrc.org)

Business Office: P.O. Box 120, Blanchardville, WI 53516 · 608.523.4094

April 19, 2017

Emily Vescogni, Director of Learning Technologies  
Illinois Valley Community College  
815 N. Orlando Smith Road  
Oglesby, IL 61348

Dear Emily,

On behalf of NILRC, I would like to thank you for all of your work in making the 2017 Learning Innovations Conference such a success. Your leadership of the conference working group kept them on task and resulted in a great conference.

Your presentation "Fantasy League Approach to Inspired Learning" was informative and fun! Thank you for sharing your expertise and experiences in making the teaching and learning process better.

Sincerely,

A handwritten signature in cursive script that reads "Beth Mandrell".

Beth Mandrell, NILRC Chair  
[mandrell@rlc.edu](mailto:mandrell@rlc.edu)  
618.437.5321 x1276



CARLI

Consortium of Academic  
and Research Libraries in Illinois

100 Trade Centre Drive, Suite 303  
Champaign, Illinois 61820-7233  
(217) 244-7593 • carli.illinois.edu

May 10, 2017

Frances Whaley  
Illinois Valley Community College  
Jacobs Library  
815 North Orlando Smith Avenue  
Oglesby, IL 61348-9692

Dear Frances,

On behalf of the Consortium of Academic and Research Libraries in Illinois, and the CARLI Board of Directors, I wish to thank you for your leadership on the New Directors Planning Task Force and for your presentations at the Institute. Putting on a successful and worthwhile program depends upon individuals who are willing to share their expertise and experience with their peers. I have received many, many compliments about the program, and your participation was critical in making the event a success.

Offering informative and educational programs is an important role for CARLI, and your participation has contributed to keeping CARLI a vital part of the academic and research library community. We fully realize that preparing and participating in this program represented a commitment of time and effort, both for you personally and for your institution. CARLI gratefully acknowledges your contributions, to which please let me add my personal thanks.

Sincerely,

Anne Craig  
Senior Director

# 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.