



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, November 9, 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
IVCC Foundation Update

November

Adopt Tentative Tax Levy

December

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

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees Meeting
Thursday, November 9, 2017 – 6:30 p.m. – Board Room (C307)

A G E N D A

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Campus Update – IVCC Foundation (Fran Brolley)
7. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 7.1 Approval of Minutes – October 3, 2017 Facilities Committee Meeting; October 12, 2017 Board Meeting; and October 16, 2017 Audit/Finance Committee Meeting (Pages 1-9)
 - 7.2 Approval of Bills - \$1,209,310.30
 - 7.2.1 Education Fund - \$868,881.64
 - 7.2.2 Operations & Maintenance Fund - \$95,770.67
 - 7.2.3 Auxiliary Fund - \$54,833.96
 - 7.2.4 Restricted Fund - \$17,259.29
 - 7.2.5 Audit Fund - \$9,025.00
 - 7.2.6 Liability, Protection & Settlement Fund - \$163,539.74
 - 7.3 Treasurer's Report (Pages 10-27)
 - 7.3.1 Financial Highlights (Pages 11-12)
 - 7.3.2 Balance Sheet (Pages 13-14)
 - 7.3.3 Summary of FY18 Budget by Fund (Page 15)
 - 7.3.4 Budget to Actual Comparison (Pages 16-22)
 - 7.3.5 Budget to Actual By Budget Officers (Page 23)
 - 7.3.6 Statement of Cash Flows (Page 24)
 - 7.3.7 Investment Status Report (Pages 25-26)
 - 7.3.8 Disbursements - \$5,000 or more (Page 27)
 - 7.4 Personnel - Stipends for Pay Periods Ending September 30, 2017 and October 14, 2017 (Pages 28-30)

- 7.5 Career and Technical Education Dual Credit/Articulated Credit Agreements with Indian Valley Vocational Center (IVVC) (Pages 31-37)
8. President's Report
9. Committee Reports
10. 2017 Tentative Tax Levy (Pages 38-40)
11. Faculty Resignation – Jody Lowe, Nursing Instructor (Pages 41-43)
12. Request to Purchase – Asbestos Building Inspection Services (Page 44)
13. Request to Extend the Blackboard Contract (Pages 45-46)
14. Items for Information (Pages 47-57)
 - 14.1 Tenure Recommendation – Heather Seghi, Dental Assisting Instructor/Program Coordinator (Page 47)
 - 14.2 Staff Appointment – Crystal Credi, Administrative Assistant II, Student Services (Page 48)
 - 14.3 Staff Appointment – Jennifer Sowers, Business Training Center Specialist (Page 49)
 - 14.4 Staff Retirement – William Pitsenbarger, Custodian (Page 50)
 - 14.5 Academic Division Reorganization (Page 51)
 - 14.6 Bookstore E-books (Page 52)
 - 14.7 Statement of Final Completion – Cultural Centre Renovations (Page 53)
 - 14.8 Statement of Final Completion – Building J Overhead Door Replacement (Page 54)
 - 14.9 Jacobs Library – Recognition for 5 Years of Service as a Funding Information Network Partner (Page 55)
 - 14.10 NIU Partnership Update (Page 56)
 - 14.11 Student Services Update (Page 57)
15. Trustee Comment
16. Other
17. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Facilities Committee Meeting
October 3, 2017

The Facilities Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 6:30 p.m. on Tuesday, October 3, 2017 in the Board Room (C307) at Illinois Valley Community College.

Committee Members Melissa M. Olivero
Physically Present: Angela M. Stevenson

Committee Members David O. Mallery, Chair
Absent:

Other Board Members Jane E. Goetz
Present:

Others Physically Present: Jerry Corcoran, President
 Cheryl Roelfsema, Vice President for Business Services and Finance
 Deborah Anderson, Vice President for Academic Affairs
 Mark Grzybowski, Associate Vice President for Student Services
 Fran Brolley, Director of Community Relations and Development
 Scott Curley, Director of Facilities
 Dominick Demonica, Demonica/Kemper Architects

The meeting was called to order at 6:30 p.m.

PROTECTION, HEALTH, AND SAFETY PROJECTS FOR TAX YEAR 2017

Three Protection, Health, and Safety (PHS) projects were chosen in preparation for the tax year 2017 levy. The first project, Exterior Stair Upgrades, will replace concrete steps and railings at three entryways that lead from the courtyard level to the lower level and replace the railings on two other entryways in the courtyard. The stairs have deteriorated and the rebar is exposed. The handrails for these stairs are constructed of wood and have been deteriorating, causing a safety concern. The gripping surface for the railings does not meet ADA requirements. There are two level-change stairs within the courtyard that have deteriorating rails and do not meet ADA requirements. The budgeted amount for this project is \$234,429. The second project, Campus-wide Security Upgrades, will replace analog cameras with digital, replace cabling with category 6 wiring, and add 35 cameras. The current 141 analog cameras were installed approximately 17 years ago across campus. There are a number of gaps in public places. By adding 35 cameras, it will provide full security around campus by capturing everyone coming in and going out. The cabling to the servers uses soft wire which is not very reliable and needs to be upgraded to category 6. A few of the system DVRs are relatively recent, but the majority are older technology with some units being 8-9 years old. This equipment is obsolete and replacement of the system is required. The estimated budget for this project is \$1,442,996. The third project, Cultural Centre

Accessibility Upgrades, will remove the non-functioning partitions, replace the seating and construct two ramps that will allow access to the stage without using the existing lift which has not been dependable. Removing the partitions will result in two wide aisles. The new seats will be shifted over into these wide aisles and provide extra room on the side aisles where ramps will be created to accommodate accessibility from the rear aisle to the stage level. Portable steps to the stage will be replaced with permanent steps. With this renovation the seating in the Cultural Centre will decrease from 612 to 588. Approximate cost for the reclining seats with tablet arms is \$536 per seat. The budgeted amount for this project is \$867,556. This project will be paid with \$257,000 from the Boyle bequest and the remainder from excess PHS projects. The committee was in agreement to present the PHS projects to the whole board.

BARN DEMOLITION

Last September the Board's Facilities Committee discussed reroofing and painting the barn at a cost of \$66,000 - \$84,000. It was suggested to fundraise for these repairs but that did not go anywhere. Another option was demolition of the barn at an estimated cost of \$30,000 plus asbestos testing and removal, if necessary. The agriculture department has no use for the barn at the moment. Mr. Demonica noted that the used reclaimed barn wood is precious and he would reach out to those who use or sell reclaimed barn wood. Dr. Corcoran wanted a clear contractual agreement to take the barn down in a certain amount of time.

MASTER PLAN

The last Facilities Master Plan was completed in September 2011 prior to the construction of the Community Technology Center, Building J, Maintenance Facility, and demolition of the temporary buildings. Maps need to be updated to reflect these changes, as well as adding any anticipated changes. Mr. Demonica noted most recent master plans revolve around renovations, using current space and resources most effectively. The committee was in agreement to move forward on a specific plan with a cost estimate.

OTHER

None.

ADJOURNMENT

The meeting adjourned at 6:55 p.m.

David O. Mallery, Committee Chair

Jane E. Goetz, Board Chair

David O. Mallery, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
October 12, 2017

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, October 12, 2017 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Jane E. Goetz, Chair
Jay K. McCracken
Melissa M. Olivero
Angela M. Stevenson
Matthew F. Pehoski, Student Trustee

Members Absent: Amy L. Boyles
Everett J. Solon, Vice Chair

Members

Telephonically Present: David O. Mallery, Secretary (entered telephonically at 6:47 p.m.)

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

APPOINTMENT OF SECRETARY PRO-TEM

Ms. Goetz appointed Ms. Angela Stevenson as secretary pro-tem in the absence of Mr. David Mallery.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None.

EMPLOYEE DEMOGRAPHICS REPORT (Leslie Hofer)

Leslie Hofer, Director of Human Resources, presented IVCC's demographics for fiscal year 2017. The percentages for each racial/ethnic group were compared between the IVCC population in Putnam, LaSalle, and Bureau Counties, IVCC students, and IVCC employees. In fiscal year 2017 new hires were White, Non-Hispanic and predominantly female. The top five recruitment sources from Applitrack data are IVCC website (41.3%); no response provided (16.2%); other (18.4%);

local newspapers (13.9%) and employee/friend (10.2%). Fifty percent of the turnover in fiscal year 2017 was due to retirements. IVCC's exposure for potential retirees has been evaluated during the past three years. Based on December 2016 data of the full-time faculty who are eligible to retire, 14 of them are 62 or over; there are two administrators and 10 support staff who also meet the criteria.

Mr. McCracken requested the number of full-time employees that have announced their retirement during the 2017 calendar year. Ms. Goetz requested a breakdown of the reasons for the "Other" 30 percent of full-time turnover.

CONSENT AGENDA ITEMS

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

The following items were approved in the consent agenda:

Approval of Minutes – September 5, 2017 Special Board Meeting; September 14, 2017 Board Meeting; and September 25, 2017 Special Board Meeting.

Approval of Bills - \$2,235,492.20

Education Fund - \$1,687,540.72; Operations & Maintenance Fund - \$143,144.74; Operations & Maintenance (Restricted Fund) - \$64,104.82; Auxiliary Fund - \$221,737.60; Restricted Fund - \$12,173.44; Audit Fund - \$8,225.00; Liability, Protection & Settlement Fund - \$97,065.88; and Grants, Loans, and Scholarships Fund - \$1,500.00.

Treasurer's Report

Personnel

Approved the stipends for pay periods ending September 2, 2017 and September 16, 2017.

Purchase Request – Nebraska Book Company, Inc.

Authorized the renewal of Nebraska Book Company's software maintenance agreement for the bookstore's POS and inventory software in the amount of \$11,496.

PRESIDENT'S REPORT

Dr. Corcoran reported the results were in from the Student Government Association freshmen elections and congratulations went to Xavier Braboy as the winner followed by Lauren Giordano and Nico Martinez as freshmen programming board representatives. Dr. Corcoran thanked all three for stepping forward and agreeing to serve in these key leadership positions. Saturday, September 30 marked the 3rd annual IVCC Athletics Trivia Night fundraiser. A total of \$9,720 was raised. Of all the people who worked hard to put the program together, including Cory Tomasson, Sue Harding, the coaches and athletes, special thanks went to Trustees Boyles and Olivero for their participation; in fact, Dr. Amy Boyles' team won the event, then proceeded to generously donate their winnings back to the program. Another Student Services activity that Dr. Corcoran thought the Board would want to hear about is the fact that 20 high school counselors representing 11

district high schools attended the College's annual Counselor Connection program on Thursday, October 5. This is always a popular and very worthwhile event. Mark Grzybowski, Bonnie Campbell, Renee Prine, Crystal Credi, Quintin Overocker, Aseret Loveland and the College's academic program coordinators were commended for their fine work. The 21st annual scholarship recognition program held on September 28 was fabulous. Approximately 400 people attended, including some first-time donors who walked away very impressed with the quality of IVCC's students, programs and services. Dr. Corcoran said there is nothing quite like watching the magic that takes place when students and their benefactors meet for the first time, and connections are made that will last a lifetime. Fran Brolley, Donna Swiskoski and Janice Corrigan do amazing work when it comes to organizing and delivering first-class events. Feedback from employees on the College's October 6 Development Day agenda was very positive. Dr. Corcoran thanked the Professional Development Committee, which includes Andrew Seeger, Aseret Loveland, Carmen Hartford, Cynthia Cardosi, Robyn Schiffman, Dawn Lockwood, Erin Templeton, Jessica Beem, Lorri Fooockle, Mary Smith, and committee chair, Leslie Hofer, on a job well done. The Results Companies, a large call-center employer in Streator, held a graduation ceremony in the Dr. Mary Margaret Weeg Cultural Centre last Saturday afternoon to recognize 63 employees who recently completed a one-year training session that focuses on superior customer service and sales. Graduates receive a credential of value because of their hard work, and they position themselves favorably for moving up to possible leadership positions within the company. This program has been launched locally because of a new partnership between Results University and IVCC's Continuing Education department. Dr. Corcoran thanked Jennifer Scheri, Jennifer Sowers, Bonnie Campbell and their Continuing Education colleagues for making this happen. On July 13, the Board of Trustees approved the naming of the Pre-Function Area and CTC 124/125 the Ralph Scriba Conference Center. A special program honoring Mr. Scriba will take place on Monday, October 23 at 5:30 p.m. Mr. Scriba and a few of his loved ones will join us from the West Coast via Zoom Technology. Dr. Corcoran encouraged everyone to attend the event if their schedule will allow. The event is being hosted by the IVCC Foundation Board of Directors. Recognition displays honoring both Mr. Scriba and Dr. Mary Margaret Weeg were installed yesterday. Last week Dr. Corcoran attended the electrical apprenticeship graduation in Joliet and recognized people who were instrumental in initiating this program. He erred by not mentioning IVCC's electrical program coordinator, Jim Gibson. There were 11 graduates and 40 more have enrolled in the apprenticeship program.

COMMITTEE REPORTS

Ms. Olivero reported the Facilities Committee met recently and discussed three PHS projects – security camera upgrades, exterior stair upgrades, and the Cultural Centre accessibility upgrades. The current analog security cameras were installed many years ago and are obsolete. The project will upgrade the current cameras to digital and add 35 digital cameras to cover the blind spots and provide full security around the campus. The cabling will also be upgraded. The exterior stair upgrades will replace concrete steps which are disintegrating and replace hand railings that do not meet ADA standards. This project is a safety issue and an ADA compliance issue. The Cultural Centre accessibility upgrades will replace the cumbersome process of getting a wheelchair on stage. Ramps will be built for wheelchairs to have direct access to the stage. There will be a wheelchair accessible seating area with room for a guest by each. Seating in the Cultural Centre will be replaced, but reduced from 612 to 588. Funds from the Boyle bequest and excess funds

from PHS projects will be used for the Cultural Centre upgrades. Another item discussed was the demolition of the IVCC barn. The cost to maintain or repair the barn is estimated up to \$80,000. Demolition of the barn would cost approximately \$30,000. Fundraising had been discussed previously, but no one has come forward. The agriculture department does not have use for the barn at this time. IVCC's architect, Dominick Demonica, is looking into someone who would like to salvage the wood from the barn. Mr. McCracken asked if removable seats are being used in the Cultural Centre as he just found out that the Attorney General's office has ruled some of the removable seats are not ADA compliant.

RESOLUTION AUTHORIZING PREPARATION OF THE 2017 TAX LEVY

It was moved by Ms. Olivero and seconded by Ms. Stevenson to authorize Dr. Jerry Corcoran to begin preparing the 2017 tax levy. Motion passed by voice vote.

PROTECTION, HEALTH, AND SAFETY PROJECTS FOR TAX YEAR 2017

It was moved by Ms. Stevenson and seconded by Mr. Pehoski to approve three Protection, Health, and Safety projects, as presented, for a combined total cost of \$2,544,981, and authorize the administration to include \$1,677,425 in the tax year 2017 levy. The three projects are Campus-Wide Security Upgrades, Exterior Stair Upgrades, and Cultural Centre Accessibility Upgrades. Motion passed by voice vote.

BID RESULTS – CASH FARM LEASE

It was moved by Mr. McCracken and seconded by Ms. Stevenson to accept the bid in the amount of \$308.25 per acre from Luke Holly, Granville, Illinois. Dr. Corcoran noted how appreciative the College is on the fine work provided by the previous farm tenant, Chris Kolodziej. Mr. Kolodziej was a tremendous partner to work with for the past four years and was extremely supportive of the College's agriculture program and worked collaboratively on research plots with the University of Illinois Extension. Mr. McCracken knows Mr. Holly personally and said he is a fine gentleman and will be wonderful to work with, also. Motion passed by voice vote.

EARLY CHILDHOOD EDUCATION CERTIFICATES

It was moved by Ms. Olivero and seconded by Ms. Stevenson to approve the ECE Infant/Toddler Gateways Credential Level 2 Certificate and the ECE Infant/Toddler Gateways Credential Level 3 Certificate, as presented. Motion passed by voice vote.

PROPOSAL RESULTS – WEBSITE CONTENT MANAGEMENT SYSTEM

It was moved by Mr. McCracken and seconded by Mr. Pehoski to accept the proposal from iFactory for Website Content Management System in the amount of \$108,500 to be paid from Auxiliary Enterprise Fund reserves. Motion passed by voice vote.

HIGH DEDUCTIBLE HEALTH PLAN/HEALTH SAVINGS ACCOUNTS

It was moved by Ms. Olivero and seconded by Mr. McCracken to authorize a contribution to employee Health Savings Plans as stated above for employees electing the High Deductible Health Plan beginning January 1, 2018 and to authorize a contribution to employee Health Reimbursement Accounts as stated above for employees electing the High Deductible Health Plan beginning January 1, 2018. Motion passed by voice vote.

STUDENT SUPPORT SERVICES – PROJECT SUCCESS – LOCAL MATCH

It was moved by Ms. Olivero and seconded by Ms. Stevenson to approve the annual \$10,000 transfer from the Education Fund (Fund 01) to Restricted Funds (Fund 06) for the Student Support Services grant for FY2018. Motion passed by voice vote.

BOARD TRAVEL

It was moved by Ms. Stevenson and seconded by Ms. Olivero to approve reimbursement of expenses incurred in the amount of \$64.20 for mileage reimbursement to Jay McCracken and \$100 to ICCTA for the lunch and seminar.

Roll Call Vote: “Ayes” – Mr. McCracken, Ms. Stevenson, Ms. Olivero, Mr. Mallery, and Ms. Goetz. “Nay” – None. Motion carried.

TRUSTEE COMMENT

Ms. Goetz attended the Agriculture Program Open House and learned a lot about the program. She noted it was well organized. She also attended the scholarship reception and thanked Fran Brolley and his staff. Mr. Mallery thanked Ms. Olivero on a very thorough report of the Facilities Committee meeting.

CLOSED SESSION

It was moved by Ms. Stevenson and seconded by Mr. McCracken to convene a closed session at 7:08 p.m. to discuss closed session minutes. Motion passed by voice vote.

Mr. Mallery left the meeting telephonically at 7:10 p.m.

After a short break, the Board entered closed session at 7:10 p.m. On a motion by Mr. Pehoski and seconded by Ms. Stevenson, the regular meeting resumed at 7:12 p.m. Motion passed by voice vote.

CLOSED SESSION MINUTES

It was moved by Ms. Olivero and seconded by Mr. McCracken to approve and retain the closed session minutes of the September 14, 2017 and September 25, 2017 Board meetings. Motion passed by voice vote.

OTHER

None.

ADJOURNMENT

Ms. Goetz declared the meeting adjourned at 7:13 p.m.

Jane E. Goetz, Board Chair

David O. Mallery, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Audit/Finance Committee Meeting
October 16, 2017

The Audit/Finance Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 6:30 p.m. on Monday, October 16, 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

Other Board members

Physically Present:

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

The meeting was called to order at 6:30 p.m. by Mr. Solon.

FY2017 AUDIT

The comprehensive annual financial report for fiscal year ending June 30, 2017, was reviewed by Ms. Sara McKenna and Mr. Dick Wells of Wipfli, LLP of Sterling. The auditors' opinion is "unmodified" meaning the audit is "clean." The College's financial data continues to be strong despite the poor financial condition of the State of Illinois and the lack of State funding for Illinois community colleges. The combined balance sheet noted total assets of \$18,201,480 in the General Fund. There were no audit adjustments. IVCC's accounting office implemented a monthly review of collateral pledged by the banks; however, one bank's market value fell short by \$23,557. The auditors provided recommendations for access controls and infrastructure for the Information Technology department. Their recommendations have been discussed by administration and plans were in progress to address them.

Ms. McKenna and Mr. Wells left the meeting at 7:03 p.m.

2017 TAX LEVY

It is the College's custom and practice to adopt a tentative tax levy in November and finalize it in December. A proposed tax levy was presented to the committee. In order to capture all of the revenue available in property taxes, the administration is recommending an \$11,891,375 tax levy for 2017. This is less than a five percent increase and a public hearing would not be necessary.

The 2016 tax rate was 36.64 and the suggested 2017 tax rate is 36.43. ICCB decreased IVCC's additional tax rate from 12.97 to 12.62. The additional tax rate is based on the average state tax operating rate which is 29.62. IVCC's levy is 17 cents with the difference being 12.62. Last year the allowed rate was 12.97, but the College only levied 12.92. For tax year 2017, it is likely there will be a slight increase in EAV. The value of Exelon's LaSalle Generating Station will remain at \$430 million. Marquis Energy's Hennepin plant will add approximately \$18 million in EAV and preliminary numbers from LaSalle County show a two percent increase in EAV. The proposed tentative tax levy will be presented at the November board meeting.

DUAL CREDIT PILOT INITIATIVES

A summary of the two Dual Credit pilot initiatives was presented. During the 2016-2017 school year, 123 students qualified for Free and Reduced Lunch benefits. Data shows that 45 percent, or 56, of the students are either enrolled at IVCC for the Fall 17 semester or are still in high school enrolled in IVCC dual credit/enrollment coursework. For the 30 Credit Hours for Reduced Tuition initiative, three students earned at least 30 college credits in high school and were eligible for reduced tuition for the 2017-2018 academic year. One of the three students opted to enroll and is currently at IVCC enrolled in 14 credit hours. Dr. Corcoran distributed a report of the tuition waivers given to each high school for the 2016-2017 academic year. The total cost to the College for tuition waivers for 123 students was \$59,553.45. Mr. Solon would like to see how many of these students attend IVCC and continue on to receive a bachelor's degree. Mr. McCracken thanked the administration for the work they have done to offer students a chance for a college education. This is a huge help to the district and to the students to attend college.

ADJOURNMENT

Mr. Solon declared the meeting adjourned at 7:21 p.m.

Everett J. Solon
Audit/Finance Committee Chair

Jane E. Goetz, Board Chair

David O. Mallery, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

OCTOBER 2017

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

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – October 2017

Revenues

- As of October 27, the headcount for fall semester was 3,357 which is 99 students less than at the same point in time last year. Credit hours for fall 2017 were 27,510, a decrease of 1,252 credit hours, or 4.35 percent, from this point in time one year ago. Second eight-week classes began October 10. Spring semester registration begins November 7.

The decline in enrollments continues to be a statewide issue. According to the Illinois Community College Board (ICCB) statewide fall 2017 10th day full-time equivalents (FTE) dropped by 3.7 percent from fall 2016. Headcount dropped by 3.5 percent. For IVCC 10th day fall FTE declined by 3.8 percent and 10th day fall headcount increased by 1.1 percent.

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

	Headcount 1-year Change	FTE 1-year Change	Headcount 5-year Change	FTE 5-Year Change
Statewide Average	(3.5%)	(3.7%)	(16.5%)	(16.9%)
IVCC	1.1%	(3.8%)	(12.5%)	(16.0%)
State Highest	11.1%	4.5%	(.4%)	(2.3%)
State Lowest	(17.5%)	(16.4%)	(45.0%)	(38.6%)

The largest increase in one-year headcount was South Suburban, with an increase of 11.1 percent but their five-year headcount was down 21.0 percent. Every community college district had negative headcount for the five-year period with Heartland having the lowest change at a decrease of .4 percent. Heartland also had the lowest decrease in FTE for the five-year period at 2.3 percent. McHenry had the highest growth in one-year FTE at 4.5% and Rock Valley with the lowest at a decrease of 16.4 percent. The lowest in one-year headcount was Shawnee with a decrease of 17.5 percent. John A. Logan had the lowest five-year headcount with a decrease of 45.0 percent. The lowest five-year FTE was Kaskaskia with a decrease of 38.6 percent.

- On July 6, a FY17 Supplemental Budget and a FY18 Budget were passed by the Illinois State Legislature. The supplemental budget included an additional \$1,210,688 in FY17 funding for IVCC. None of the additional FY17 funding has been received. Cash receipts from the State for FY18 include:

Base Operating Grant	\$761,457
Equalization Grant	16,667
MAP & Veterans Grants	140,661

- Preliminary equalized assessed valuation (EAV) numbers from LaSalle County show an increase in EAV of 2.17 percent for tax year 2017. The tax abatement for the Marquis Energy facility in Putnam County ended December 31, 2016. This will add approximately \$18 million in EAV for tax year 2017. The maximum for the additional (or equity tax) was reduced from .1292 in 2016 to .1262 in 2017.

Expenditures

- Fund 01 – Education Fund – Instruction – Fixed Charges – includes annual Ottawa Center rent of \$115,500 and Truck Driver Training semi and trailer rent of \$16,400.
- Fund 01 – Education Fund – Academic Support – Contractual Services – includes Blackboard annual fees of \$76,384 and other annual software maintenance fees;
- Fund 01 – Education Fund – Institutional Support – Contractual Services – includes Ellucian annual fees of \$247,155 and other annual software maintenance fees; payment to Ferrilli of \$12,250 for contracted IT services;
- Fund 05 – Auxiliary Enterprise Fund – Materials & Supplies – includes textbooks and supplies for resale for both fall and spring semesters;
- Fund 12 – Liability, Protection, and Settlement Fund – Institutional Support – Fixed Charges – includes annual insurance premiums for athletics (\$42,266), workers' compensation (\$145,964), liability insurance (\$81,025) and treasurer bonds (\$19,829).

Protection, Health & Safety Projects

- Building D Air Handler/Chiller Replacement – work is scheduled for December 2017;
- Building E Air Handler/Chiller Replacement – Board approved in October 2016; work is scheduled for December 2018;
- Building G Temperature Controls – work will be coordinated with the replacement of Building D Air Handler/Chiller, although 50 percent of the work was completed this summer;
- Campus-Wide Security Camera Upgrade – Board approved on October 12, 2017;
- Exterior Stair Upgrades – Board approved on October 12, 2017;
- Cultural Centre Accessibility Upgrades – Board approved on October 12, 2017, to proceed with the project using protection, health and safety funds and funds from the Boyle bequest.

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

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Assets and Other Debits								
Cash and cash equivalents	\$ 7,022,458	\$ 2,454,828	\$ 172,244	\$ 712,656	\$ 465,626	\$ -	\$ -	\$ 10,827,812
Investments	4,488,175	9,513,789	636,924	248,000	-	-	-	14,886,888
Receivables								
Property taxes	9,202,742	2,118,426	-	-	-	-	-	11,321,168
Governmental claims	1,210,688	-	-	-	421,097	-	-	1,631,785
Tuition and fees	251,032	-	-	120,651	-	-	-	371,683
Due from other funds	1,324,279	-	-	-	900	-	-	1,325,179
Due to/from student groups	44,955	-	-	-	-	-	-	44,955
Bookstore inventories	-	-	-	769,117	-	-	-	769,117
Other assets	23,970	23,115	1,207	2,563	-	-	-	50,855
Fixed assets - net where applicable	-	-	-	62,113	-	60,935,285	-	60,997,398
Other debits								
Amount available in Debt Service Fund	-	-	-	-	-	-	-	-
Amount to be provided to retire debt	-	-	-	-	-	-	-	-
Other Debits	<u>\$23,568,299</u>	<u>\$14,110,158</u>	<u>\$ 810,375</u>	<u>\$ 1,915,100</u>	<u>\$ 887,623</u>	<u>\$60,935,285</u>	<u>\$ -</u>	<u>\$ 102,226,840</u>

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

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Liabilities								
Accounts payable	\$ 108,757	\$ -	\$ -	\$ 10,053	\$ 7,864	\$ -	\$ -	\$ 126,674
Accrued salaries & benefits	1,337,862	14,295	-	12,123	-	-	-	1,364,280
Post-retirement benefits & other	115,994	-	-	-	-	-	-	115,994
Unclaimed property	1,999	1,986	-	-	45	-	-	4,030
Due to other funds	224,882	399,282	-	72,561	628,454	-	-	1,325,179
Due to student groups/deposits	-	-	-	-	251,260	-	-	251,260
Deferred revenue								-
Property taxes	4,603,015	1,059,597	-	-	-	-	-	5,662,612
Tuition and fees	-	-	-	-	-	-	-	-
Grants	-	190,587	-	-	-	-	-	190,587
Leases Payable	-	-	-	41,182	-	-	-	-
Bonds payable	-	-	-	-	-	-	-	-
Total liabilities	<u>6,392,509</u>	<u>1,665,747</u>	<u>-</u>	<u>135,919</u>	<u>887,623</u>	<u>-</u>	<u>-</u>	<u>9,081,798</u>
Equity and Other Credits								
Investment in general fixed assets	-	-	-	-	-	60,935,285	-	60,935,285
Contributed capital	-	-	-	-	-	-	-	-
Retained earnings	-	-	-	-	-	-	-	-
Fund balance								-
Reserved for restricted purposes	-	12,444,411	-	-	-	-	-	12,444,411
Reserved for debt service	-	-	810,375	-	-	-	-	810,375
Unreserved	17,175,790	-	-	1,779,181	-	-	-	18,954,971
Total equity and other credits	<u>17,175,790</u>	<u>12,444,411</u>	<u>810,375</u>	<u>1,779,181</u>	<u>-</u>	<u>60,935,285</u>	<u>-</u>	<u>93,145,042</u>
Total Liabilities, Equity and Other Credits	<u>\$23,568,299</u>	<u>\$14,110,158</u>	<u>\$ 810,375</u>	<u>\$ 1,915,100</u>	<u>\$ 887,623</u>	<u>\$60,935,285</u>	<u>\$ -</u>	<u>\$ 102,226,840</u>

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

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

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Fund	Bond & Interest Fund	Working Cash Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 13,535,419	\$ 1,731,630	\$ 1,364,606	\$ 492	\$ 8,724	\$ 913,337	\$ 2,284,921	\$ 650,317	\$ 35,319	\$ 20,524,765
Actual Expenditures	(5,781,489)	(648,635)	(235,277)	-	-	(1,021,551)	(2,456,738)	(603,422)	(17,250)	(10,764,362)
Other Financing Sources (Uses)	(10,000)	-	-	-	-	-	10,000	-	-	-
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	7,743,930	1,082,995	1,129,329	492	8,724	(108,214)	(161,817)	46,895	18,069	9,760,403
Fund balances July 1, 2017	5,702,856	2,646,011	5,481,312	809,885	4,608,361	1,887,399	31,496	1,248,615	33,429	22,449,364
Fund balances October 31, 2017	<u>\$ 13,446,786</u>	<u>\$ 3,729,006</u>	<u>\$ 6,610,641</u>	<u>\$ 810,377</u>	<u>\$ 4,617,085</u>	<u>\$ 1,779,185</u>	<u>\$ (130,321)</u>	<u>\$ 1,295,510</u>	<u>\$ 51,498</u>	<u>\$ 32,209,767</u>

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Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 For the four months ended October 31, 2017
 Unaudited

	Annual Budget FY2018	Actual 10/31/17	Act/Budget 33.3%	Actual 10/31/16	Act/Budget 33.3%	Annual Budget FY2017
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 8,026,700	\$ 7,681,454	95.7%	\$ 7,347,796	95.3%	\$ 7,708,916
Corporate Personal Property Replacement Tax	1,101,797	127,398	11.6%	185,033	16.8%	1,098,835
TIF Revenues	365,700	263,046	71.9%	238,479	62.6%	381,000
Total Local Government	<u>9,494,197</u>	<u>8,071,898</u>	85.0%	<u>7,771,308</u>	84.6%	<u>9,188,751</u>
State Government:						
ICCB Credit Hour Grant	920,000	700,550	76.1%	862,216	60.8%	1,419,017
Equalization	50,000	16,667	33.3%	-	0.0%	50,000
Career/Technical Education Formula Grant	195,000	-	0.0%	-	0.0%	190,000
Other	-	-	0.0%	-	0.0%	-
Total State Government	<u>1,165,000</u>	<u>717,217</u>	61.6%	<u>862,216</u>	52.0%	<u>1,659,017</u>
Federal Government						
PELL Administrative Fees	7,215	330	4.6%	1,105	13.8%	8,000
Total Federal Government	<u>7,215</u>	<u>330</u>	4.6%	<u>1,105</u>	13.8%	<u>8,000</u>
Student Tuition and Fees:						
Tuition	6,882,640	4,157,607	60.4%	4,168,757	56.8%	7,344,081
Fees	906,850	489,353	54.0%	454,161	53.7%	846,132
Total Tuition and Fees	<u>7,789,490</u>	<u>4,646,960</u>	59.7%	<u>4,622,918</u>	56.4%	<u>8,190,213</u>
Other Sources:						
Public Service Revenue	282,109	66,978	23.7%	83,270	19.5%	427,800
Other	118,891	32,036	26.9%	21,144	19.7%	107,163
Total Other Sources	<u>401,000</u>	<u>99,014</u>	24.7%	<u>104,414</u>	19.5%	<u>534,963</u>
TOTAL EDUCATION FUND REVENUE	<u>\$ 18,856,902</u>	<u>13,535,419</u>	71.8%	<u>13,361,961</u>	68.2%	<u>19,580,944</u>
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	\$ 8,348,942	2,537,274	30.4%	2,694,243	30.5%	8,822,920
Employee Benefits	1,680,827	439,123	26.1%	434,913	26.3%	1,655,386
Contractual Services	188,269	20,231	10.7%	19,889	10.7%	186,403
Materials & Supplies	424,327	73,096	17.2%	97,523	22.0%	444,189
Conference & Meeting Expenses	96,840	6,959	7.2%	4,812	4.5%	107,169
Fixed Charges	197,000	132,035	67.0%	151,866	76.9%	197,500
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	15,999
Other	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 10,936,205</u>	<u>\$ 3,208,718</u>	29.3%	<u>\$ 3,403,246</u>	29.8%	<u>\$ 11,429,566</u>

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Illinois Valley Community College District No. 513
Fiscal Year 2018 Budget to Actual Comparison
For the four months ended October 31, 2017

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2018	Actual 10/31/17	Act/Budget 33.3%	Actual 10/31/16	Act/Budget 33.3%	Annual Budget FY2017
Academic Support:						
Salaries	\$ 652,484	\$ 171,294	26.3%	\$ 208,620	31.1%	\$ 669,903
Employee Benefits	154,279	33,749	21.9%	32,488	25.1%	129,256
Contractual Services	192,544	154,913	80.5%	144,525	78.4%	184,276
General Materials & Supplies	229,247	69,536	30.3%	43,363	18.7%	232,080
Conference & Meeting Expenses	8,920	1,360	15.2%	254	2.8%	9,010
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	23,700	8,775	37.0%	7,518	28.7%	26,160
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>1,261,174</u>	<u>439,627</u>	<u>34.9%</u>	<u>436,768</u>	<u>34.9%</u>	<u>1,250,685</u>
Student Services:						
Salaries	1,225,294	363,905	29.7%	406,335	32.6%	1,245,962
Employee Benefits	338,817	77,604	22.9%	87,542	26.7%	327,463
Contractual Services	8,735	2,180	25.0%	4,101	49.4%	8,300
Materials & Supplies	55,972	16,349	29.2%	16,282	26.2%	62,129
Conference & Meeting Expenses	26,260	3,957	15.1%	3,359	10.9%	30,895
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	<u>1,655,078</u>	<u>463,995</u>	<u>28.0%</u>	<u>517,619</u>	<u>30.9%</u>	<u>1,674,749</u>
Public Services/Continuing Education:						
Salaries	395,571	97,725	24.7%	138,603	26.9%	514,353
Employee Benefits	69,659	13,737	19.7%	18,724	21.7%	86,351
Contractual Services	203,900	66,993	32.9%	71,004	28.3%	250,600
Materials & Supplies	87,275	27,545	31.6%	28,344	31.4%	90,320
Conference & Meeting Expenses	17,150	1,838	10.7%	2,339	12.1%	19,375
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	510	360	0.0%	-	0.0%	500
Total Public Services/Continuing Education	<u>774,065</u>	<u>208,198</u>	<u>26.9%</u>	<u>259,014</u>	<u>26.9%</u>	<u>961,499</u>
Institutional Support:						
Salaries	1,803,308	504,062	28.0%	607,098	33.1%	1,834,609
Employee Benefits	637,253	234,852	36.9%	158,942	27.4%	580,295
Contractual Services	513,288	353,771	68.9%	375,818	69.2%	542,830
Materials & Supplies	436,870	122,592	28.1%	124,440	27.8%	447,585
Conference & Meeting Expenses	56,480	6,918	12.2%	7,006	9.5%	73,390
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	26,370	3,200	12.1%	3,202	12.1%	26,395
Capital Outlay	87,000	-	0.0%	-	0.0%	237,000
Other	29,400	(138)	-0.5%	(225)	-0.4%	59,200
Provision for Contingency	217,661	-	0.0%	-	0.0%	222,092
Total Institutional Support	<u>3,807,630</u>	<u>1,225,257</u>	<u>32.2%</u>	<u>1,276,281</u>	<u>31.7%</u>	<u>4,023,396</u>
Scholarships, Grants and Waivers	499,750	235,694	47.2%	192,730	39.1%	493,400
TOTAL EDUCATION FUND EXPENDITURES	<u>\$ 18,933,902</u>	<u>\$ 5,781,489</u>	<u>30.5%</u>	<u>\$ 6,085,658</u>	<u>30.7%</u>	<u>\$ 19,833,295</u>
INTERFUND TRANSFERS - NET	<u>\$ 77,000</u>	<u>\$ (10,000)</u>	<u>0.0%</u>	<u>\$ (10,000)</u>	<u>0.0%</u>	<u>\$ 252,352</u>

Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 For the four months ended October 31, 2017
 Unaudited

	Annual Budget FY2018	Actual 10/31/17	Act/Budget 33.3%	Actual 10/31/16	Act/Budget 33.3%	Annual Budget FY2017
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,236,300	\$ 1,186,246	96.0%	\$ 1,146,599	95.5%	\$ 1,200,000
Corporate Personal Property Replacement Tax	187,981	22,482	12.0%	32,653	18.3%	178,500
TIF	122,000	87,476	71.7%	79,493	62.6%	127,000
Total Local Government	1,546,281	1,296,204	83.8%	1,258,745	83.6%	1,505,500
State Government:						
ICCB Credit Hour Grant	80,000	60,907	76.1%	-	0.0%	218,833
Total State Government	80,000	60,907	76.1%	-	0.0%	218,833
Student Tuition and Fees:						
Tuition	722,820	334,375	46.3%	335,341	57.2%	585,844
Total Tuition and Fees	722,820	334,375	46.3%	335,341	57.2%	585,844
Other Sources:						
Facilities Revenue	138,941	34,940	25.1%	(6,704)	-5.0%	135,000
Investment Revenue	10,000	5,133	51.3%	3,201	160.1%	2,000
Other	-	71	0.0%	459	-	-
Total Other Sources	148,941	40,144	27.0%	(3,044)	-2.2%	137,000
TOTAL OPERATIONS & MAINTENANCE FUND REVENUES	\$ 2,498,042	\$ 1,731,630	69.3%	\$ 1,591,042	65.0%	\$ 2,447,177
	#	#				
	Annual Budget FY2018	Actual 10/31/17	Act/Budget 33.3%	Actual 10/31/16	Act/Budget 33.3%	Annual Budget FY2017
OPERATIONS & MAINTENANCE FUND						
Operations & Maintenance of Plant:						
Salaries	\$ 923,374	\$ 250,040	27.1%	\$ 258,133	0.0%	\$ 898,774
Employee Benefits	301,674	69,316	23.0%	63,041	0.0%	256,648
Contractual Services	242,276	68,471	28.3%	64,313	0.0%	214,300
General Materials & Supplies	225,070	29,701	13.2%	58,764	0.0%	230,070
Conference & Meeting Expenses	5,675	30	0.5%	-	0.0%	5,675
Fixed Charges	64,500	79,799	123.7%	41,916	0.0%	64,500
Utilities	733,413	125,254	17.1%	254,757	0.0%	776,250
Capital Outlay	-	-	0.0%	-	0.0%	-
Provision for Contingency	-	-	0.0%	-	0.0%	-
Other	(63,000)	-	0.0%	-	0.0%	(63,000)
Total Operations & Maintenance of Plant	2,432,982	622,611	25.6%	740,924	0.0%	2,383,217
Institutional Support:						
Salaries	46,489	13,044	28.1%	14,097	0.0%	43,808
Employee Benefits	10,758	4,246	39.5%	2,569	0.0%	10,103
Contractual Services	750	2,491	332.1%	2,491	0.0%	2,500
Materials & Supplies	2,853	2,033	71.3%	1,255	0.0%	3,340
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	4,210	4,210	100.0%	4,210	100.0%	4,210
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	65,060	26,024	40.0%	24,622	0.0%	63,961
TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	\$ 2,498,042	\$ 648,635	26.0%	\$ 765,546	0.0%	\$ 2,447,178

Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 For the four months ended October 31, 2017
 Unaudited

	Annual Budget FY2018	Actual 10/31/17	Act/Budget 33.3%	Actual 10/31/16	Act/Budget 33.3%	Annual Budget FY2017
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources						
Current Taxes	\$ 1,545,381	\$ 1,355,773	87.7%	\$ 1,433,249	0.0%	\$ 1,576,454
State Government Sources	-	-	0.0%	-	0.0%	-
Investment Revenue	30,600	8,833	28.9%	5,705	0.0%	-
Other Revenue	-	-	0.0%	-	0.0%	8,500
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	\$ 1,575,981	1,364,606	86.6%	1,438,954	0.0%	1,584,954
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Operations & Maintenance						
Contractual Services	\$ -	-	0.0%	-	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	1,500,000	235,277	15.7%	397,275	0.0%	1,450,000
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	\$ 1,500,000	235,277	15.7%	397,275	0.0%	1,450,000
INTERFUND TRANSFERS - NET	\$ -	\$ -		\$ -		\$ -
BOND & INTEREST FUND						
Local Government Sources						
Current Taxes	\$ -	\$ -	0.0%	\$ 255,410	0.0%	\$ 265,000
Investment Revenue	3,200	492	15.4%	1,167	0.0%	1,400
TOTAL BOND & INTEREST FUND REVENUES	3,200	492	15.4%	256,577	0.0%	266,400
BOND & INTEREST FUND						
Institutional Support:					0.0%	
Debt Principal Retirement	\$ -	-	0.0%	-	0.0%	265,000
Interest on Bonds	-	-	0.0%	-	0.0%	3,313
Fees	-	-	0.0%	-	0.0%	500
TOTAL BOND & INTEREST EXPENDITURES	\$ -	\$ -	0.0%	\$ -	0.0%	\$ 268,813
WORKING CASH FUND						
Investment Revenue	\$ 32,000	\$ 8,724	27.3%	\$ 10,127	50.6%	\$ 20,000
TOTAL WORKING CASH REVENUES	32,000	8,724	27.3%	10,127	50.6%	20,000
Transfers In (Out)		\$ -	0.0%	\$ -		\$ (20,000)

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Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 For the four months ended October 31, 2017
 Unaudited

AUXILIARY ENTERPRISES FUND	Annual Budget FY2018	Actual 10/31/17	Act/Budget 33.3%	Actual 10/31/16	Act/Budget 33.3%	Annual Budget FY2017
Service Fees	\$ 2,268,600	\$ 911,258	40.2%	\$ 1,021,974	0.0%	\$ 2,257,200
Other Revenue	5,700	1,683	0.0%	1,648	0.0%	-
Investment Revenue	2,800	396	14.1%	1,209	0.0%	1,700
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	2,277,100	913,337	40.1%	1,024,831	0.0%	2,258,900

AUXILIARY ENTERPRISES FUND	Annual Budget FY2018	Actual 10/31/17	Act/Budget 33.3%	Actual 10/31/16	Act/Budget 33.3%	Annual Budget FY2017
Salaries	\$ 321,509	97,995	30.5%	102,228	0.0%	320,725
Employee Benefits	67,134	16,029	23.9%	16,167	0.0%	93,123
Contractual Services	49,922	24,488	49.1%	17,605	0.0%	46,000
Materials & Supplies	1,817,195	865,195	47.6%	868,313	0.0%	1,857,965
Conference & Meeting	25,909	9,653	37.3%	12,504	0.0%	27,255
Fixed Charges	40,075	8,127	20.3%	18,301	0.0%	64,282
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	19,832	-	0.0%	27,711	0.0%	33,391
Other	103,000	64	0.1%	102	0.0%	104,500
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	2,444,576	1,021,551	41.8%	1,062,931	0.0%	2,547,241

Transfer In (Out)	\$ (25,586)	\$ -	0.0%	\$ -	0.0%	\$ (180,938)
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RESTRICTED PURPOSES FUND	Annual Budget FY2018	Actual 10/31/17	Act/Budget 33.3%	Actual 10/31/16	Act/Budget 33.3%	Annual Budget FY2017
State Government Sources	292,545	-	0.0%	57,357	0.0%	-
Federal Government Sources	4,839,519	2,273,082	47.0%	2,256,809	0.0%	5,731,194
Service Fees	-	-	0.0%	2,605	0.0%	1,500
Nongovernmental gifts or grants	-	10,220	0.0%	33,711	0.0%	-
Other Revenue	34,000	1,619	0.0%	288	0.0%	65,857
TOTAL RESTRICTED PURPOSES FUND REVENUES	\$ 5,166,064	2,284,921	44.2%	2,350,770	0.0%	5,798,551

RESTRICTED PURPOSES FUND	Annual Budget FY2018	Actual 10/31/17	Act/Budget 33.3%	Actual 10/31/16	Act/Budget 33.3%	Annual Budget FY2017
Instruction:						
Salaries	\$ 454,373	97,466	21.5%	83,041	0.0%	221,132
Employee Benefits	129,112	29,689	23.0%	22,001	0.0%	62,178
Contractual Services	25,260	2,103	8.3%	4,797	0.0%	19,235
Materials & Supplies	29,946	15,117	50.5%	12,360	0.0%	22,822
Conference & Meeting	18,660	5,749	30.8%	2,758	0.0%	22,749
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	2,500	463	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	55,305	0.0%	14,023
Other	-	-	0.0%	-	0.0%	-
Total Instruction	\$ 659,851	\$ 150,587	22.8%	\$ 180,262	0.0%	\$ 362,139

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Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 For the four months ended October 31, 2017
 Unaudited

	Annual Budget FY2018	Actual 10/31/17	Act/Budget 33.3%	Actual 10/31/16	Act/Budget 33.3%	Annual Budget FY2017
RESTRICTED PURPOSES FUND						
Student Services						
Salaries	188,414	56,847	30.2%	61,792	0.0%	196,440
Employee Benefits	69,834	16,782	24.0%	20,828	0.0%	87,705
Contractual Services	2,500	4,539	181.6%	616	0.0%	2,500
Materials & Supplies	5,926	10,681	180.2%	271	0.0%	1,926
Conference & Meeting	7,978	1,823	22.9%	112	0.0%	1,500
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRiO Grant)	16,000	14,380	89.9%	6,000	0.0%	9,000
Total Student Services	<u>290,652</u>	<u>105,052</u>	36.1%	<u>89,619</u>	0.0%	<u>299,071</u>
Public Service						
Salaries	-	-	0.0%	24,385	0.0%	53,038
Employee Benefits	-	-	0.0%	5,610	0.0%	16,319
Contractual Services	-	-	0.0%	348	0.0%	500
Materials & Supplies	-	-	0.0%	51	0.0%	500
Conference & Meeting	-	-	0.0%	2,626	0.0%	500
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	99	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Public Service	<u>-</u>	<u>-</u>	0.0%	<u>33,119</u>	0.0%	<u>70,857</u>
Institutional Support						
Salaries (Federal Work Study)	\$ 80,632	\$ 20,134	25.0%	\$ 25,938	0.0%	\$ 89,554
Total Institutional Support	<u>80,632</u>	<u>20,134</u>	25.0%	<u>25,938</u>	0.0%	<u>89,554</u>
Student grants and waivers (PELL & SEOG)	<u>4,142,929</u>	<u>2,180,965</u>	52.6%	<u>2,179,058</u>	0.0%	<u>4,986,429</u>
TOTAL RESTRICTED FUND EXPENDITURES	<u>5,174,064</u>	<u>\$ 2,456,738</u>	47.5%	<u>\$ 2,418,377</u>	0.0%	<u>\$ 5,808,050</u>
Transfer In (Out)	<u>\$ 10,000</u>	<u>\$ 10,000</u>	100.0%	<u>\$ 10,000</u>	0.0%	<u>\$ 10,000</u>
AUDIT FUND						
Local Government Sources	\$ 38,480	\$ 35,286	91.7%	\$ 34,106	94.4%	\$ 36,125
Investment Revenue	80	33	41.3%	40	40.0%	100
TOTAL AUDIT FUND REVENUES	<u>38,560</u>	<u>35,319</u>	91.6%	<u>34,146</u>	94.3%	<u>36,225</u>
AUDIT FUND						
Contractual Services	36,500	17,250	47.3%	29,075	81.3%	35,750
TOTAL AUDIT FUND EXPENDITURES	<u>\$ 36,500</u>	<u>\$ 17,250</u>	47.3%	<u>\$ 29,075</u>	81.3%	<u>\$ 35,750</u>

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Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 For the four months ended October 31, 2017
 Unaudited

LIABILITY, PROTECTION, & SETTLEMENT FUND	Annual Budget FY2018	Actual 10/31/17	Act/Budget 33.3%	Actual 10/31/16	Act/Budget 33.3%	Annual Budget FY2017
Local Government Sources	\$ 751,210	\$ 650,317	86.6%	\$ 561,547	0.0%	\$ 868,950
Investment Revenue	9,500	-	0.0%	449	0.0%	10,000
Other	-	-	0.0%	-	0.0%	-
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES	760,710	650,317	85.5%	561,996	63.9%	878,950
LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES						
Student Services						
Salaries	109,334	27,346	25.0%	-	-	-
Employee Benefits	25,832	7,036	27.2%	-	-	-
Contractual Services	-	9,015	0.0%	-	-	-
Materials & Supplies	-	208	0.0%	-	-	-
Total for Student Services	135,166	43,605	32.3%	-	-	-
Operations & Maintenance of Plant						
Contractual Services	\$ 547,700	\$ 130,670	23.9%	\$ 167,441	39.0%	\$ 429,075
Material & Supplies	175	22	12.6%	137	68.5%	200
Conference & Meeting	-	-	0.0%	-	0.0%	305
Utilities	500	103	20.6%	111	24.7%	450
Capital Outlay	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	\$ 548,375	\$ 130,795	23.9%	\$ 167,689	39.0%	\$ 430,030
Institutional Support						
Salaries	\$ 76,673	\$ 24,097	31.4%	\$ 26,587	0.0%	\$ 80,332
Employee Benefits	206,121	3,788	4.9%	7,013	0.0%	210,660
Contractual Services	30,500	27,494	90.1%	15,307	0.0%	111,950
Materials & Supplies	200	-	0.0%	114	0.0%	300
Conference & Meeting	2,000	470	0.0%	-	0.0%	-
Fixed Charges	264,500	291,493	110.2%	229,182	66.5%	344,600
Utilities	-	-	-	-	0.0%	-
Capital Outlay	-	6,680	-	-	0.0%	-
Other	-	75,000	-	-	0.0%	-
Total Institutional Support	579,994	429,022	74.0%	278,203	37.2%	747,842
TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	\$ 1,263,535	\$ 603,422	47.8%	\$ 445,892	37.9%	\$ 1,177,872

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

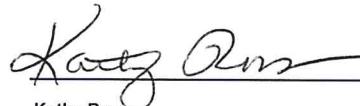
<u>Department</u>	<u>Annual Budget FY2018</u>	<u>Actual FY2018</u>	<u>Act/Budget 33.3%</u>	<u>Explanation</u>
President	\$ 351,341	\$ 106,488	30.3%	
Board of Trustees	14,750	5,284	35.8%	
Community Relations	408,609	104,996	25.7%	
Continuing Education	738,989	208,198	28.2%	
Facilities	3,932,982	857,889	21.8%	
Information Technologies	2,022,068	768,494	38.0%	
Academic Affairs	284,300	70,032	24.6%	
Academic Affairs (AVPCE)	588,332	235,497	40.0%	Ottawa Center annual rent - \$115,500
Adult Education	503,875	98,177	19.5%	
Learning Technologies	578,747	193,696	33.5%	
Career & Tech Education Division	1,749,190	428,218	24.5%	
Natural Science & Business Division	2,355,576	691,226	29.3%	
Humanities & Fine Arts/Social Science Division	2,004,241	597,915	29.8%	
Health Professions Division	2,089,921	611,005	29.2%	
English, Mathematics, Education Division	2,398,053	745,002	31.1%	
Admissions & Records	395,783	118,171	29.9%	
Counseling	607,779	170,595	28.1%	
Student Services	185,487	47,353	25.5%	
Financial Aid	4,632,717	2,318,052	50.0%	Financial aid for fall semester
Career Services	37,953	10,242	27.0%	
Athletics	284,437	87,967	30.9%	
TRiO (Student Success Grant)	290,652	105,052	36.1%	
Campus Security	548,375	130,010	23.7%	
Business Services/General Institution	979,332	366,766	37.5%	
Risk Management	715,160	429,804	60.1%	Annual insurance premiums
Tuition Waivers	499,750	235,095	47.0%	Waivers for fall semester
Purchasing	123,801	33,504	27.1%	
Human Resources	130,935	33,656	25.7%	
Bookstore	2,018,529	906,611	44.9%	Textbook purchases for fall and spring
Shipping & Receiving	65,060	26,025	40.0%	
Copy Center	96,234	23,342	24.3%	
Total FY17 Expenditures	<u><u>\$ 31,632,958</u></u>	<u><u>\$ 10,764,362</u></u>	34.0%	

Illinois Valley Community College
Statement of Cash Flows
for the Month ended October 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	\$ 4,246,905.13	\$ 997,513.67	\$ 1,012,027.66	\$ 172,243.82	\$ 335,927.53	\$ (232,819.16)	\$ 1,305,420.74	\$ 37,096.65	\$ (2,194.54)	\$ 36,775.55	\$ 7,908,897.05
Total Receipts	1,079,910.44	165,656.45	106,849.89	-	90,708.15	11,100.00	-	2,781.21	51,257.77	218,795.20	\$ 1,727,059.11
Total Cash	5,326,815.57	1,163,170.12	1,118,877.55	172,243.82	426,635.68	(221,719.16)	1,305,420.74	39,877.86	49,063.23	255,570.75	9,635,956.16
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	1,740,286.94	143,087.97	(500,000.00)	-	361,352.75	420.89	(1,000,000.00)	-	-	-	745,148.55
Expenditures	(1,368,053.22)	(178,941.57)	-	-	(80,920.99)	(87,548.03)	-	(9,025.00)	(181,269.74)	-	(1,905,758.55)
ACCOUNT BALANCE	5,699,049.29	1,127,316.52	618,877.55	172,243.82	707,067.44	(308,846.30)	305,420.74	30,852.86	(132,206.51)	255,570.75	8,475,346.16
Deposits in Transit	(119.07)										(119.07)
Outstanding Checks	160,258.42										160,258.42
BANK BALANCE	5,859,188.64	1,127,316.52	618,877.55	172,243.82	707,067.44	(308,846.30)	305,420.74	30,852.86	(132,206.51)	255,570.75	8,635,485.51
Certificates of Deposit	-	-	2,008,080.42	500,000.00	248,000.00	-	3,387,707.00	-	1,100,600.90	-	7,244,388.32
Illinois Funds	2,630,830.12	1,857,345.04	2,182,558.51	136,924.01	-	328,930.83	909,527.26	2,339.85	45.34	-	8,048,500.96
Bldg Reserve-ILLFund			1,093,999.18								1,093,999.18
Total Investment	\$ 2,630,830.12	\$ 1,857,345.04	\$ 5,284,638.11	\$ 636,924.01	\$ 248,000.00	\$ 328,930.83	\$ 4,297,234.26	\$ 2,339.85	\$ 1,100,646.24	\$ -	\$ 16,386,888.46

LaSalle State Bank	\$ 154,741.92
Midland States Bank	<u>8,480,743.59</u>
	<u>\$ 8,635,485.51</u>

Respectfully submitted,


 Kathy Ross
 Controller

ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
October 31, 2017

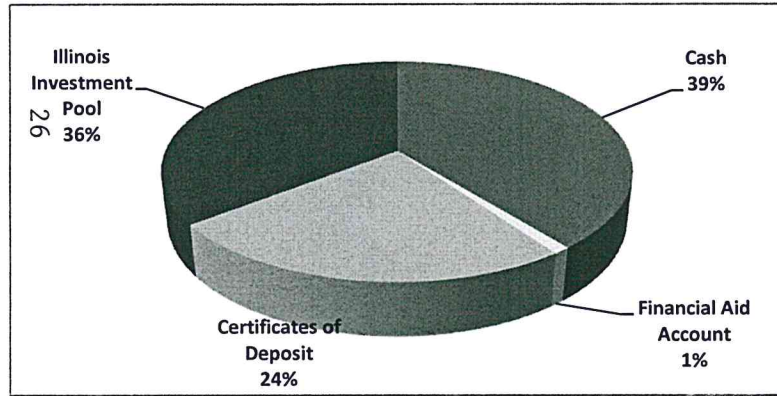
<u>DUE</u>	<u>Education</u>	<u>Oper & Maint</u>	<u>O&M Restricted</u>	<u>Bond & Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection & Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
11/7/2017						150,707		150,707	MB	0.95%	0.95%	915192
4/2/2018			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	MSB	1.16%	1.16%	2041036190
4/22/2018							100,601	100,601	MB	1.10%	1.10%	914161
10/24/2018							1,000,000	1,000,000	MB	1.21%	1.21%	916139
10/26/2018			500,000					500,000	MB	1.21%	1.21%	16716
5/20/2020					248,000			248,000	MBS	2.05%	2.05%	American Express
5/3/2022						248,000		248,000	MBS	2.35%	2.35%	American Express
5/3/2022						248,000		248,000	MBS	2.35%	2.35%	Capital One
7/19/2022						247,000		247,000	MBS	2.25%	2.25%	Bank of New York
7/19/2022						247,000		247,000	MBS	2.30%	2.30%	Capital One
7/19/2022						247,000		247,000	MBS	2.30%	2.30%	Wells Fargo
Total CD	-	-	2,008,080	500,000	248,000	2,387,707	1,100,601	6,244,388				

CTB Central Bank
 LSB LaSalle State Bank
 MB Marseilles Bank
 MBS Multi-Bank Securities, Inc.
 MSB Midland States Bank

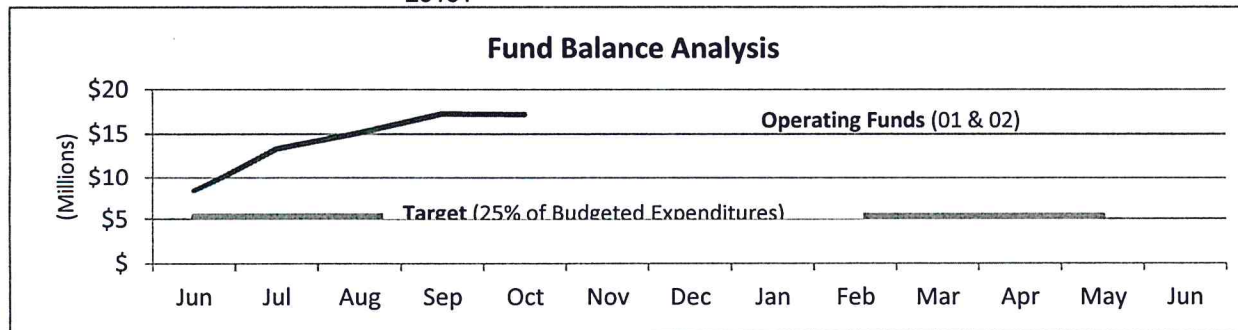
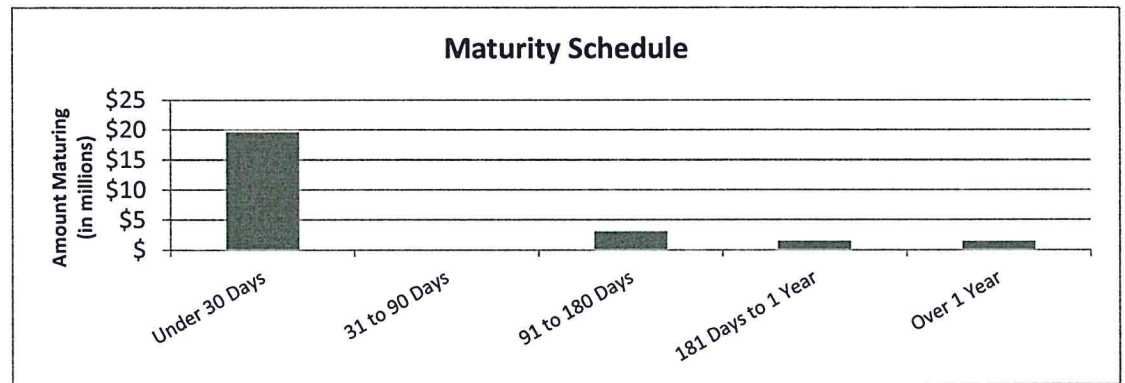
Illinois Valley Community College District No. 513
Investment Status Report
All Funds
October 31, 2017

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	39.2%	\$ 10,084,490	0.35%
Financial Aid Account	1.0%	250,118	0.35%
Certificates of Deposit	24.3%	6,244,388	1.09%
Illinois Investment Pool	35.5%	9,142,500	1.04%
Total		\$ 25,721,496	0.78%

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 8,048,501	-	-	\$ 8,048,501	31%
IL Funds -Building	1,093,999			\$ 1,093,999	4%
Midland States Bank	-	1,000,000	9,821,006	\$ 10,821,006	42%
Midland States F/A			250,118	250,118	1%
LaSalle State Bank	-	1,008,080	146,527	1,154,607	4%
Central Bank	-	1,000,000	-	1,000,000	4%
Multi Bank Securities	-	1,485,000	-	1,485,000	6%
Heartland Bank	-	-	116,957	116,957	0%
Marseilles Bank	-	1,751,308	-	1,751,308	7%
	\$ 9,142,500	\$ 6,244,388	\$ 10,334,608	\$ 25,721,496	100%



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\$5,000 and Over Disbursements

10/01/17 - 10/31/17

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
737986	10/04/17	0199422	Daikin Applied	\$ 33,600.00	Annual Service Contract for Chillers
737990	10/04/17	0189224	Federal Appraisal & Consulting	75,000.00	Settlement
738033	10/04/17	0187871	The Chicago Tour Company	5,400.00	Deposit/Continuing Education Trip
ACH	10/05/17		Internal Revenue Service	65,724.84	Federal Payroll Taxes (10/05/17)
ACH	10/05/17		Illinois Department of Revenue	20,827.73	State Payroll Taxes (10/05/17)
ACH	10/05/17		VALIC Retirement Services	14,941.27	403(b) & 457(b) Payroll (10/05/17)
738053	10/05/17	0082897	SURS	44,541.42	Payroll (10/05/17)
738086	10/11/17	0001369	Ameren Illinois	18,131.76	Gas (08/09/17-09/08/17)
738095	10/11/17	0190646	CNE Gas Division, LLC	5,231.78	Natural Gas (August)
738108	10/11/17	0213868	Grit Digital Health, LLC	7,000.00	Licensing Fees for YOU@IVCC (Special Populations Grant)
ACH	10/11/17		American Express	47,281.94	Credit Card Purchases (September)
ACH	10/11/17		CCHC	231,237.41	Heath Insurance (October)
738193	10/18/17	0190646	CNE Gas Division, LLC	5,206.64	Natural Gas (September)
738202	10/18/17	0181795	G4S Secure Solutions (USA) Inc	71,621.81	Security Services (August and September)
738266	10/18/17	0201804	Wipfli LLP	9,025.00	Financial Audit
ACH	10/19/17		Internal Revenue Service	68,283.09	Federal Payroll Taxes (10/19/17)
ACH	10/19/17		Illinois Department of Revenue	21,358.06	State Payroll Taxes (10/19/17)
ACH	10/19/17		VALIC Retirement Services	14,959.40	403(b) & 457(b) Payroll (10/19/17)
738319	10/19/17	0082897	SURS	45,505.45	Payroll (10/19/17)
738335	10/25/17	0149548	Burwood Group	19,978.48	CISCO Phone Software/Maintenance
738345	10/25/17	0209567	Delta Dental of Illinois	8,647.33	Dental Insurance (September)
738399	10/25/17	0001450	Thyssenkrupp Elevator Corporation	6,706.57	Elevator Maintenance/Repair

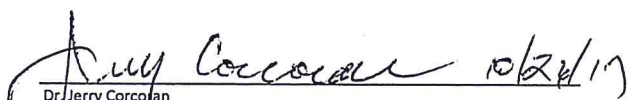
\$ 840,209.98

Stipends For Pay Period 09/30/17

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Dellinger, Douglas Albert	Introduction to Photography & DLSR	09/05/17	09/26/17	09/30/17	ST	455.00	014110394151320	HLR-2505-309	Introduction to Photography & DLSR	
Dossett, Amy M	Mileage Reimbursement	08/16/17	12/15/17	12/23/17	ML	600.00	011120650055210			
Ennenbach, William Ross	HIS 1000 504	09/06/17	12/15/17	12/23/17	ST	2,064.00	011120650051320	HIS-1000-504	History of Western Civilization I	
Fitzpatrick, Sara Elizabeth	Fiesta Mexican Inspired Meals	09/26/17	09/26/17	09/30/17	ST	150.00	014110394151320	HLR-3933-309	Fiesta Mexican Inspired Meals	
Freed, Timothy Daniel	Cooking With Beer	09/20/17	09/20/17	09/30/17	ST	180.00	014110394151320	HLR-3416-309	Cooking With Beer	
Gibson, James A	Fairmont Mineral Exams	09/22/17	09/22/17	10/03/17	ST	675.00	014210331051320			
Knoblauch, Heather Anne	Lectured as Sub for N Hamilton	09/03/17	09/16/17	09/30/17	ST	62.82	011420730051340			
Mellott, Carmen J	Mileage Reimbursement	08/16/17	12/15/17	12/23/17	ML	428.00	011120650055210			
Rebholz, Matthew Richard	LC GDL Driver Improvement	09/23/17	09/23/17	09/30/17	ST	175.00	014110394251320	CDV-6000-19	LC GDL Driver Improvement	
Retoff, Dan J	Breathing for Life	09/26/17	09/26/17	09/30/17	ST	105.00	014110394151320	HLR-6108-309	Breathing for Life	
Sarver, Gregory Stephen	BC Driver Improvement	09/16/17	09/16/17	09/30/17	ST	150.00	014110394351320	CDV-7000-01	BC Driver Improvement	
Sarver, Gregory Stephen	LC Driver Improvement	09/20/17	09/30/17	09/30/17	ST	150.00	014110394251320	CDV-6000-319	LC Driver Improvement	
Smith, Paul C.	Flint Hills	09/22/17	10/06/17	10/14/17	ST	600.00	014210331051320	CEU-5027-09	Belt Tensioning	
Sorce, Adrianna Lyn	Rustic Halloween Window Paint	09/26/17	09/26/17	09/30/17	ST	150.00	014110394151320	HLR-1115-309	Rustic Halloween Window Paint	
Sorrentino, Jane Elizabeth	Additional Program Coordinator Responsibilities	09/11/17	12/15/17	12/23/17	ST	2,151.00	011420730051320			
Total						8,095.82				

28


 Cheryl Roelkema
 Vice President of Business Services and Finance


 Dr. Jerry Corcoran
 President

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

Stipends For Pay Period 10/14/17

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Baker, Kathryn June	Word 2016-Level 1 Fast Course	09/29/17	09/29/17	10/14/17	ST	280.00	014110394151320		Word 2016-Level 1 Fast Course	
Balzarini, Doreen J	Excel 2016 Level 1 Level 2	09/12/17	10/03/17	10/14/17	ST	1,400.00	014110394151320	CEU-4121-309	Excel 2016 Level 1 / Level 2	
Boyle- Bruch, Ida Lee	Food Service Sanitation-8 Hour	10/03/17	10/10/17	10/14/17	ST	1,000.00	014110394151320	CEU-1503-10	Food Service Sanitation-8 Hour	
Bray, Kristal A	ALH 1214 04 Lab Clinical	10/10/17	12/15/17	12/23/17	ST	3,721.23	011420730051320	ALH-1214-04	Certified Nursing Assistant	
Cherpeske, Roxanne Gay	THM 1200 300 Lecture Lab	10/10/17	12/15/17	12/23/17	ST	1,391.40	011420730051320	THM-1200-300	Introduction To Therapeutic Massage	
Dzurisin, Juliana Mae	ALH 1214 606 607 608 Lecture	10/10/17	12/15/17	12/23/17	ST	3,943.50	011420730051320	ALH-1214-607	Certified Nursing Assistant	
Engelman, John Arthur	WLD Series 22 Multi-Prep	10/10/17	12/15/17	12/23/17	ST	2,064.00	011320410051320			
Freed, Timothy Daniel	Mac & Cheese Yes Please	10/04/17	10/04/17	10/14/17	ST	180.00	014110394151320	HLR-3944-310	Mac & Cheese Yes Please	
Gibson, James A	Tee Group Films Ladd	09/27/17	10/04/17	10/14/17	ST	1,400.00	014210331051320	CEU-5102-09	Logix 5000 Training	
Jauch, Christian Martin	CSP 1210 01	10/10/17	12/15/17	12/23/17	ST	927.50	011320410051320	CSP-1210-01	Basic Computer Skills Workplace	
Kirk, Janet M	ALH 1214 05 Lab Clinical	10/10/17	12/15/17	12/23/17	ST	3,570.72	011420730051320	ALH-1214-05	Certified Nursing Assistant	
Kowalski, Dena Louise	ALH 1250 301 Lecture	10/10/17	12/15/17	12/23/17	ST	2,151.00	011420730051320	ALH-1250-301	Principle/Practice Phlebotomy	
Modeen, Trisha Dee	ALH 1214 607 Lab Clinical	10/10/17	12/15/17	12/23/17	ST	3,570.72	011420730051320	ALH-1214-607	Certified Nursing Assistant	
Pecherek, Michael John	Cello Lessons	08/17/17	09/07/17	10/14/17	ST	128.00	011120650051340	MUP-2053-02	Applied Music Cello	
Pytel, Kyle Edwin	LC Driver Improvement GDL	10/07/17	10/07/17	10/14/17	ST	175.00	014110394251320		LC Driver Improvement GDL	
Quincer, Mark Stephen	Clothing Allowance	08/02/17	08/02/17	10/14/17	ST	43.88	027110471052900			
Retoff, Dan J	T'ai Chi	09/12/17	10/06/17	10/14/17	ST	218.75	014110394151320	HLR-6104-609	T'ai Chi	
Schultz, Kim Ann	ALH 1214 606 Lab Clinical	10/10/17	12/15/17	12/23/17	ST	3,721.23	011420730051320	ALH-1214-606	Certified Nursing Assistant	
Serafini, Daniel J	Strategic Planning Development	10/06/17	10/06/17	10/14/17	ST	500.00	018120080051900			
Smith, Paul C.	GNT 1235 350	10/10/17	12/15/17	12/23/17	ST	375.00	011320410351320	GNT-1235-350	Introduction Manufacture Maintenance	
Smith, Sara E	Food Service Sanitation-8 Hour	09/25/17	10/05/17	10/14/17	ST	600.00	014110394151320	CEU-1503-639	Food Service Sanitation-8 Hour	
Stevenson, Keith Howard	WHS 1200 02	10/10/17	11/18/17	11/25/17	ST	962.50	011320410351320	WHS-1200-02	Basic Forklift Operation	
Suppan, Heinz Dietrich	Radium Girls of Ottawa	09/28/17	09/28/17	10/14/17	ST	100.00	014110394151320	HLR-7604-309	Radium Girls of Ottawa	
Swett, Steven A	ALH 1221 301 Lecture	10/10/17	12/15/17	12/23/17	ST	928.00	011420730051320	ALH-1221-301	Industrial First Aid	
Trench, Michael Shawn	GNT 1225 350	10/10/17	12/15/17	12/23/17	ST	250.00	011320410351320	GNT-1225-350	Quality & Measurement	
Wasmer, Susan Marie	ALH 1251 01 02 Lecture Clinical	10/10/17	12/15/17	12/23/17	ST	2,235.00	011420730051320	ALH-1251-02	Phlebotomy Practicum	

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cf

Stipends For Pay Period 10/14/17

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Winn, Christopher Daniel	WLD Series 321 Multi Prep	10/10/17	12/15/17	12/23/17	ST	2,151.00	011320410051320			
Total						37,988.43				

Cheryl Roelfsema

Cheryl Roelfsema
Vice President of Business Services and Finance

Jerry Corcoran 10/26/17

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

Career and Technical Education Dual Credit/Articulated Credit Agreements with Indian Valley Vocational Center (IVVC)

The primary Education for Employment (EFE) regional system serving the IVCC district is EFE #190 Starved Rock Associates for Vocation & Technical Education (SRAVTE) which serves the following area career center and high schools: LaSalle-Peru Area Career Center, DePue, Hall, LaMoille, LaSalle-Peru, Mendota, Ottawa, Princeton, Putnam County, Seneca and Streator. We currently have the following Program of Study Dual Credit/Articulated Credit Agreements with SRAVTE: Computer Aided Engineering & Design, Graphic Design, Nursing, Child Care, Business/Computers/Keyboarding, Automotive Technology, Manufacturing, Electronics and Welding.

These agreements are currently referenced as Programs of Study in the Carl D. Perkins Education Act of 2006 (Perkins IV). Prior to this they were originally put forth under the Partnerships for College and Career Success (PCCS) grant guidelines that pertained to federal funding under Title II of the Carl D. Perkins Career and Technical Education Act of 2006. Prior to FY 2009, these funds were distributed as the Illinois Tech Prep Consortium Grant.

Indian Valley Vocational Center participates under the Valley Education for Employment System (VALEES), EFE #130, based out of Waubensee Community College. VALEES serves two of our IVCC district high schools: Earlville and Serena. Indian Valley Vocational Center would like to partner with Illinois Valley Community College to offer Earlville and Serena students the opportunity for dual credit/articulated credit. The first two agreements, Nursing and Early Childhood Education, are programs of study currently offered by SRAVTE.

New individual Program of Study Dual Credit/Articulated Credit Agreements not currently offered by SRAVTE will be brought to the Board of Trustees for approval.

Recommendation:

Approve the addition of Indian Valley Vocational Center to offer Career and Technical Education as dual credit or articulated credit effective immediately.

- KPI 1: Student Academic Success
- KPI 5: District Population Served
- KPI 6: Resource Management

**ILLINOIS VALLEY COMMUNITY COLLEGE
AND
INDIAN VALLEY VOCATIONAL CENTER
Nursing Dual Credit Agreement**

This agreement is made between Illinois Valley Community College (IVCC) and Indian Valley Vocational Center (IVVC) on this 9th day of November, 2017. The purpose of this agreement is to establish a procedure to enable students at the secondary level enrolled in a Certified Nursing Assistant (CNA) program at a participating school to obtain credit at IVCC for the specified task competencies (skills) achieved at the secondary level. These competencies are approved by the secondary teachers, the post-secondary instructors, and industry representatives. This agreement helps facilitate the transition of students, who successfully complete the course(s) at a participating career center or high school, if the student is accepted into the Associate Degree Nursing Program at IVCC.

AGREEMENT CONDITIONS AND REQUIREMENTS

1. Additional schools may be added to this agreement based on a satisfactory review by the IVCC Nursing Director and the Associate Vice President for Academic Affairs. See addendum for participating schools.
2. Participating students must complete all IVCC and CNA Program admission and placement requirements. See addendum for requirements.
3. Participating students must meet all conditions for dual credit as stated in the specific dual credit agreement which covers the requested courses(s) and program as certified by the secondary teacher.
4. Dual credit high school students will be registered during the first or second semester of their program by the IVCC Dual Credit Coordinator. There will be no costs charged to the participating career center, high school or students to participate in this agreement. The participating school will provide all instruction and pay all costs associated with providing the instruction.
5. Upon completion of the core sequence specified, students receiving a grade of 'C' or better will receive credit for ALH 1001 – Terminology of the Health Field (3 Credit Hours) and/or ALH 1214 – Certified Nursing Assistant (8 Credit Hours) and the corresponding final course grade will be placed on the student's official IVCC transcript.
6. This agreement does not give preferential admission to students completing this program over other qualified applicants for an Associate's Degree in the IVCC Nursing Program. The participating student must follow the IVCC Admission policy as outlined for the Associate Degree in Nursing.
7. To ensure program integrity, the IVCC Nursing Director and/or Associate Vice President for Academic Affairs will be permitted to conduct an on-site visit to the high school classroom/lab at least once per year.

8. All Dual Credit plan documents will be on file with the Associate Vice President for Academic Affairs.
9. Each participating secondary teacher will be responsible for completing the IVCC 10th day verifications, mid-term verifications, withdrawals, and final grade verifications in a timely manner through their faculty WebAdvisor account.
10. The participating secondary instructors will meet annually with the IVCC Nursing Director to review expected learning outcomes and related competencies. Participation in this annual review will be **required** in order for secondary students to qualify for IVCC credit.
11. The Associate Vice President for Academic Affairs will be responsible for verifying the completion of the grade reports and recommending dual credit based on the stated conditions in the applicable dual credit plan. Upon approval by the Director of Admissions and Records, the articulation/dual credit document will be implemented.
12. This agreement shall commence upon the date of execution of this agreement and shall continue until such time as the agreement is terminated.
13. This agreement may be terminated in whole or in part by either party giving a full thirty (30) days notice in writing to the other party. Such notice shall be sent by certified mail, return receipt requested to the address of the respected parties listed below. However, such termination shall not take effect with regard to students already enrolled, until such time as those students have completed their respective coursework.

Authorized Signatures

 President, IVCC
 815 N. Orlando Smith Rd
 Oglesby, IL 61348

 Director, Indian Valley Vocational Center
 600 Lions Road
 Sandwich, IL 60548

 Chairperson, IVCC Board of Trustees,
 District 513

 Chair, Indian Valley Vocational Center
 EFE Region I #130

Vocational opportunities will be offered by the participants of this agreement without regard to race, color, national origin, gender or disability.

ADDENDUM

Nursing Dual Credit Agreement

Admissions and Placement Requirements

ALH 1214/Certified Nursing Assistant Placement Requirements:

Reading Requirement	
IVCC Accuplacer Reading Score	46 or higher
ACT	Reading subscore 18 or higher
SAT	390 or higher

ALH 1001/Terminology of the Health Field Placement Requirements:

None

Participating Schools

There are currently no schools that are in both the IVCC and IVVC districts that offer this program of study at their high school.

**ILLINOIS VALLEY COMMUNITY COLLEGE
AND
INDIAN VALLEY VOCATIONAL CENTER**

Early Childhood Education Dual Credit Agreement

This agreement is made between Illinois Valley Community College (IVCC) and Indian Valley Vocational Center (IVVC) on this 9th day of November, 2017. The purpose of this agreement is to establish a procedure to enable students at the secondary level enrolled in a child care program at a participating school to obtain credit at IVCC for the specified task competencies (skills) achieved at the secondary level. These competencies are approved by the secondary teachers, the postsecondary instructors, and industry representatives. This agreement will allow the smooth transition of students, who successfully complete the course at a participating career center or high school, into the two year AAS degree in Early Childhood Education at IVCC.

AGREEMENT CONDITIONS AND REQUIREMENTS

1. Additional schools may be added to this agreement based on a satisfactory review by the IVCC Early Childhood Education (ECE) Program Coordinator and the Associate Vice President for Academic Affairs. See addendum for participating schools.
2. Participating students must complete all IVCC and Early Childhood Education Program admission and placement requirements. See addendum for requirements.
3. Participating students must meet all conditions for dual credit as stated in the specific dual credit agreement which covers the requested course(s) and program as certified by the secondary teacher.
4. Dual credit high school students will be registered during the second semester of their program by the IVCC Dual Credit Coordinator. There will be no costs charged to the participating career center, high school, or students to participate in this agreement. The participating schools will provide all instruction and pay all costs associated with providing instruction.
5. Upon completion of the core sequence specified, students receiving a grade of C or better will receive credit for ECE 1203- Creative Activities (3 Credit Hours) and the corresponding final course grade will be placed on the student's official IVCC transcript.
6. To ensure program integrity, the IVCC Early Childhood Program Coordinator and/or Dean of English, Mathematics, and Education will be permitted to conduct an on-site visit to the high school classroom/lab at least once per year.
7. All Dual Credit plan documents will be on file with the Associate Vice President for Academic Affairs.

8. Each participating secondary instructor will be responsible for completing the IVCC 10th day verifications, mid-term verifications, withdrawals, and final grade verifications in a timely manner through their faculty WebAdvisor account.
9. The participating secondary teacher will meet annually with the IVCC ECE Program Coordinator to review expected outcomes and related competencies. Participation in this annual review will be **required** in order for secondary students to qualify for IVCC credit.
10. The Associate Vice President for Academic Affairs will be responsible for verifying the completion of the grade reports and recommending dual credit based on the stated conditions in the applicable dual credit plan. Upon approval by the Director of Admissions and Records, the dual credit document will be implemented.
11. This agreement shall commence upon the date of execution of this agreement and shall continue until such time as the agreement is terminated.
12. This agreement may be terminated in whole or in part by either giving a full thirty (30) days notice in writing to the other party. Such notice shall be sent by certified mail, return receipt requested to the address of the respected parties listed below. However, such termination shall not take effect with regard to students already enrolled, until such time those students have completed their respective coursework.

Authorized Signatures

 President, IVCC
 815 N. Orlando Smith Rd.
 Oglesby, IL 61348

 Director, Indian Valley Vocational Center
 600 Lions Road
 Sandwich, IL 60548

 Chairperson, IVCC Board of Trustees
 District 513

 Chair, Indian Valley Vocational Center
 Board of Control
 EFE Region I #130

Vocational opportunities will be offered by the participants of this agreement without regard to race, color, national origin, gender or disability.

ADDENDUM

Early Childhood Education Dual Credit Agreement

Admissions and Placement Requirements

ECE 1203/Creative Activities Placement Requirements:

None

Participating Schools

There are currently no schools that are in both the IVCC and IVVC districts that offer this program of study at their high school location.

2017 Tentative Tax Levy

As in past years, in order to maximize the Education and Operations and Maintenance Funds' revenues, the 2017 tax levy request is based on an estimated equalized assessed valuation (EAV) of \$3,250,080,000, a 5.15 percent increase from tax year 2016's EAV. The levy request is \$11,891,375, a 4.99 percent increase from the actual tax year 2016 tax extension. This increase will not require a public notice and public hearing.

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

Fund	Tax Rate	Tax Levy
Education	.1300	\$ 4,225,100
Operations & Maintenance	.0400	1,300,000
Additional Tax	.1262	4,101,600
Social Security & Medicare	.0062	200,000
Protection, Health & Safety	.0500	1,677,425
Tort Immunity	.0108	350,000
Audit	<u>.0011</u>	<u>37,250</u>
Totals	<u>.3643</u>	<u>\$11,891,375</u>

The Education and Operations and Maintenance levies are at the maximum rates of .13 and .04, respectively. The Additional Tax rate decreased from .1297 to .1262, as the average operating fund levies for community colleges throughout the state decreased to .2962. The Additional Tax is used exclusively for educational purposes.

The estimated tax rate is .3643, a .57 percent decrease from tax year 2016. This will result in minimal decreases for property owners if the EAV of their property has not changed.

Recommendation:

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

KPI 6: Resource Management

RESOLUTION APPROVING A TENTATIVE TAX LEVY

RESOLUTION

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

SECTION 1: That the following amounts of money, as indicated on the Tentative Certificate of Tax Levy hereto attached and made a part hereof, must be raised for the various purposes as in said Tentative Certificate of Tax Levy and that the levy for the year 2017 be allocated 50 percent for FY 2018 and 50 percent for FY 2019.

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

APPROVED this 9th day of November, 2017.

Chairperson, Board of Trustees

ATTEST:

Secretary, Board of Trustees

TENTATIVE CERTIFICATE OF TAX LEVY

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

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

We hereby certify that we require:

- the sum of \$ 4,225,100 to be levied as a tax for educational purposes(110 ILCS 805/3-1), and
- the sum of \$ 1,300,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ 4,101,600 to be levied as an additional tax for educational purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 350,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and
- the sum of \$ 200,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 37,250 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 1,677,425 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01),and
- the sum of \$ -0- to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 20 ____.

Signed this 9th day of November, 2017

Chair of the Board of Said Community College District

Secretary of the Board of Said Community College District

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

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

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

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 513 County(ies) of _____ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2017 was filed in the office of the County Clerk of this county on _____, 2017.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2017 is \$ _____.

Date

County Clerk and County

Faculty Resignation – Jody Lowe, Nursing Instructor

Jody Lowe, Nursing instructor, has submitted her resignation effective October 11, 2017. Her resignation letter is attached.

Recommendation:

Accept the resignation of Jody Lowe, Nursing instructor, effective October 11, 2017.

KPI 4: Support for Employees

October 11, 2017

To Whom It May Concern:

After much self-reflection and sadness, effective immediately, I hereby resign my faculty position as Nursing Instructor at Illinois Valley Community College.

While I would not in normal circumstances create a hardship to students, faculty, or facility by abruptly leaving a position, I believe that in the circumstances under which I have worked since January, it is in the interest of my own mental, emotional, and physical health to resign immediately, regardless of my reluctance to do so and create said hardship.

I was hired at IVCC with glowing recommendations from former supervisors, colleagues, and mentors, and this is not my first teaching position; however, I have never worked in an environment in which I have received so little support, orientation, and guidance, or one in which a toxic relationship with a peer failed to be addressed for such a long time period.

Since starting in my position in January, I have received little orientation to the job, the college, or the department in which I work. I was hired to fill a position that was abruptly vacated by the temporary leave of another instructor, and was given very little direction or orientation to the position before starting. Since that time, I have received little to no guidance, orientation, or support to do the job I was hired to do. I could not attend the New Faculty course due to teaching responsibilities in my first semester, and this course is not offered again until Spring semester, at which time I will again have teaching responsibilities that will prevent me from attending the full 9-week course. As a result, I have not received the support or information I need to be successful in teaching for IVCC.

I also have received little mentoring in the department in which I work. I had a number of meetings with my original mentor and again with the department director but still have not received the information needed to know how to perform my job functions or how to be a productive and functioning faculty member of the college, and after 10 months with the college, very little of the mentoring program currently in place was completed. After the original semester in which I was hired, I was given a course to teach the first 8 weeks of the Fall semester, with very little direction or information on how or what to teach, as well as suffered a pattern of continued harassment and condescension by another instructor; this was not addressed until the last weeks of that course. This may also have led to unfair evaluations by students, the complaints of which I was not made aware of until very late in the course. I was then given another course to teach, with little direction on how or what to teach, and was expected to create the course with another inexperienced instructor, with little guidance.

The result of this has been an incredible amount of mental and emotional stress, which has led to an erosion of self-confidence and physical manifestations of that stress which threaten the state of my physical health, mental health, family relationships, and home life. At this point, I do not see a potential for improvement of the situation or circumstances. With the erosion of my self-confidence in my ability

to educate, guide, and direct the students effectively in this course, I have decided that, for my own sake, for the students' sake, and for the sake of the College's reputation and mission, it is inadvisable to continue; as well, it is unfair to the students who rightly have high expectations for their education.

My suggestion would be to institute an orientation or mentoring program with new instructors before they are expected to be independently responsible for their faculty job functions. A program including shadowing more experienced faculty in classes that the new faculty are expected to teach, *before* they are expected to teach them, as well as pairing new instructors with experienced instructors in courses new to them, would have been infinitely helpful. Addressing faculty conflicts and student complaints with a new instructor on a more timely basis would help ensure that these do not result in toxic work environments and allow instructors to have feedback that would help improve performance. A great deal of the stress that I have encountered would have been eliminated had any of these suggestions been implemented; I have never before been hired to a position and then expected to immediately, competently perform job responsibilities and function as a member of the staff without sufficient orientation to the facility or the job. In this case, there was virtually *none*.

I was initially very excited to have been afforded the opportunity to teach for IVCC, and I am very sad to leave, especially under these circumstances. The director of nursing tried to provide some support after she was made aware of the difficulties I have outlined, and for those efforts, I am appreciative. I am sorry if, in any way, this reflects negatively on the other very competent and dedicated professionals who work in Nursing as this is not my intention. I am deeply disappointed to be leaving under these circumstances and with such abruptness, and I apologize for any inconveniences to the faculty or students that result from my resignation.

Sincerely,

Jody A. Lowe, MSN, RN

Request to Purchase – Asbestos Building Inspection Services

United Analytical Services, Inc. has submitted a proposal to provide an assessment of the condition and potential hazard for asbestos-containing building materials for the following buildings:

Building D	\$8,990
Building G	7,560
Barn (in preparation for demolition)	<u>1,120</u>
Total	<u>\$17,670</u>

It has been more than 20 years since a study of asbestos-containing building materials has been performed. During those years there have been several asbestos-abatement projects and the testing methods continue to improve making our documents out-of-date. By performing these studies, the need for an asbestos study prior to every construction project will be eliminated. A current study will also protect our employees who do repair work or installations from exposure to asbestos-containing materials.

ILSC 745 10/9-103 allows expenditures from the tort fund where the expenditure can be categorized as “. . . educational, inspectional, and supervisory services directly relating to loss prevention and loss reduction.”

Recommendation:

The administration recommends the Board accept the proposal from United Analytical Services, Inc. for asbestos building-inspection services at a cost of \$17,670 to be paid from tort liability funds.

KPI 6: Resource Management

Request to Extend the Blackboard Contract

The five-year contract with Blackboard for Learning Management System (LMS) software and hosting will expire in July 2018. Typically the contract expiration would be preceded by an evaluation of other options for the college. However, with staff changes pending in online learning, we feel it will be best to postpone any decisions, allowing the new leader to be part of the process.

Blackboard, Inc. was agreeable to recalculating our extension based on current FTE figures, resulting in savings of approximately \$48,000 over the two years of the contract extension. This expense will be budgeted in the Student Technology Fee account.

Recommendation:

The administration recommends Board approval to extend the contract with Blackboard to include FY19 at \$53,000 and FY20 at \$54,590.

- KPI 3: Support for Students
- KPI 4: Support for Employees
- KPI 6: Resource Management

Blackboard

This Blackboard Order Form ("Order Form") by and between Blackboard (as defined below) and Illinois Valley Community College ("Customer") details the terms of Customer's use of the products and services set forth below ("Product and Pricing Summary"). This Order Form shall become effective on the Effective Date. This Order Form, together with the Blackboard Master Agreement located at <http://agreements.blackboard.com/bbinc/blackboard-new-master-agreement-all-products.aspx> and incorporated by this reference, form the entire agreement between the parties in respect of the products and services set forth in the Product and Pricing Summary. Notwithstanding anything to the contrary in any purchase order or other document provided by Customer, any product or service provided by Blackboard to Customer in connection with a purchase order related to this Order Form is conditioned upon Customer's acceptance of this Order Form and the Blackboard Master Agreement. Any additional, conflicting or different terms proffered by Customer in a purchase order or otherwise shall be deemed null and void. Each of the individuals executing this Order Form represent and warrant that he or she is authorized to execute the Agreement on behalf of Customer or Blackboard, as applicable.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

A. Product and Pricing Summary

Qty	Product Name	Product or Service Description	Renewal Term 1 (USD) (7/3/2018-7/2/2019)	Renewal Term 2 (USD) (7/3/2019-7/2/2020)
1	AS-HST-STOR10GB	Blackboard Managed Hosting Storage 10GB	\$0.00	\$0.00
1	AS-HST-STOR100GB	Blackboard Managed Hosting Storage 100GB - open market	\$0.00	\$0.00
1	AS-LC-HST-HE-P	Blackboard Learning Core Package - Gold Managed Hosting (1 - 2,000 FTE) consists of: Blackboard Course Delivery Blackboard Community Engagement Blackboard Content Management Blackboard Managed Hosting for Content Management Blackboard Gold Hosting Blackboard Mobile Learn	\$53,000.00	\$54,590.00
81	AS-CD-TEST	Blackboard Course Delivery Test	\$0.00	\$0.00
1	AS-CDDEV	Blackboard Course Delivery Developer	\$0.00	\$0.00
1	AS-CM-TEST	Blackboard Community Engagement Test	\$0.00	\$0.00
1	AS-CS-TEST	Blackboard Content Management Test	\$0.00	\$0.00
Total			\$53,000.00	\$54,590.00

B. Term

1. **Renewal Term:** Unless otherwise specified in the Product or Service Description above, the Renewal Term shall be from July 3, 2018 through July 2, 2020.
2. Unless otherwise specified in the Product or Service Description above, this Order Form shall be renewed automatically for successive periods of one (1) year (each a "Renewal Term") after the expiration of the Renewal Term and any subsequent Renewal Term, unless Customer provides Blackboard, or Blackboard provides Customer, with a written notice to the contrary thirty (30) days prior to the end of the Initial Term or Renewal Term, as applicable.
3. **Effective Date:** July 3, 2018.

C. Payment Terms

1. All initial and subsequent payments shall be due Net 30. Unless otherwise specified, all dollars (\$) are United States currency.
2. **Sales Tax:** If applicable, a copy of your Sales Tax Direct Pay Certificate or your Sales Tax Exemption Certificate must be returned with this Order Form.

Customer: Illinois Valley Community College
Signature
Name (printed)
Title (printed)
Date

Blackboard Inc. ("Blackboard")
Signature
BILL JONES
Name (printed)
DEPUTY GENERAL COUNSEL
Title (printed)
Date



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Memorandum

To: Jerry Corcoran, Ed.D., President
From: Deborah Anderson, Ph.D., Vice President for Academic Affairs *da*
Bonnie Campbell, Associate Vice President for Academic Affairs and Dean
for Workforce Development *BC*
Date: November 1, 2017
Subject: Heather Seghi Tenure Recommendation

Typically, faculty are awarded tenure by the Board of Trustees at the March Board meeting; faculty who began full-time employment in August of 2015, will be presented for approval of tenure in March 2018. This year, we have one exception to this timeline.

Heather Seghi began her faculty employment as a Dental Assistant Instructor in January of 2015. She is, therefore, eligible for tenure in January 2018. Rather than having two tenure award and celebratory events for small numbers of faculty each time, the administration prefers to award and celebrate tenure achievements as per past practice in March.

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

To confirm that Ms. Seghi met all requirements prior to her eligibility date, she met with Dr. Anderson and Ms. Campbell for the initial presentation of her portfolio on October 26, 2017. In addition to evaluation documents, letters of recommendation, student course feedback, professional development, community service, and examples of contributions to the institution, Ms. Seghi's portfolio included artifacts from her classroom as evidence of student learning. Ms. Campbell and Dr. Anderson were in unanimous agreement that she met the requirements for tenure outlined in the IVCC Guidelines for Non-tenured Faculty Evaluation System.

We look forward to Ms. Seghi sharing her portfolio and celebrating her success with the Board of Trustees at the March 2018 meeting.

RECOMMENDED FOR STAFF APPOINTMENT
2017-2018

GENERAL INFORMATION:

POSITION TO BE FILLED: Administrative Assistant II, Student Services

NUMBER OF APPLICANTS: 20

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Ms. Beard, Mr. Grzybowski, Ms. Killian, Mr. Overocker, Ms. Ross

APPLICANT RECOMMENDED:

Crystal Credi

EDUCATIONAL PREPARATION:

Illinois State University, Normal, IL – Currently enrolled to obtain a Bachelor’s Degree in
Communication

Illinois Valley Community College, Oglesby, IL – A.A. and A.S.

EXPERIENCE:

Illinois Valley Community College, Oglesby, IL – Administrative Assistant, Counseling
Center

Illinois Valley Community College, Oglesby, IL – Enrollment Services Assistant

Staples, Peru, IL – Copy Center Associate

OfficeMax, Peru, IL – Sourcing Specialist

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

1. Appropriate experience gained at IVCC in clerical and administrative support positions since 2013, thus familiar with staff, departments, processes and procedures.
2. Phenomenal interview seemingly answering every question appropriately and in great depth identifying how her skill set matched the essential functions of the position.
3. Provided practical examples of her ability to effectively collaborate and involve herself as a crucial team player with innovative ideas for improvements in Student Services.

RECOMMENDED SALARY: \$12.38 per hour, effective October 16, 2017

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

RECOMMENDED FOR STAFF APPOINTMENT
2017-2018

GENERAL INFORMATION:

POSITION TO BE FILLED: Training Specialist, Business Training Center

NUMBER OF APPLICANTS: 5

NUMBER OF APPLICANTS INTERVIEWED: 2

APPLICANTS INTERVIEWED BY:

Mr. Bias, Ms. Campbell, Ms. Jasiak, Ms. Koehler, Ms. Scheri

APPLICANT RECOMMENDED:

Jennifer Sowers

EDUCATIONAL PREPARATION:

Eastern Illinois University, Charleston, IL – B.S., Business with Minor in Marketing
Illinois Valley Community College, Oglesby, IL – A.A.

EXPERIENCE:

Illinois Valley Community College, Oglesby, IL – Continuing Education Center Program
Manager for Career and Technical Programs
Illinois Valley Community College, Oglesby, IL – Enrollment Services Assistant
The Frame Shop, Oglesby, IL – Owner/ABO Certified Dispensing Optician

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

1. Eight years' experience at IVCC with four years in the continuing education center, thus familiar with staff, departments, processes, and procedures.
2. Awareness of customer needs gained from working with IVCC's external customers, as well as area partners, to identify skills gaps and fulfill training/consulting needs.
3. Sales skills experience in writing proposals, budgeting and delivering sales presentations with confidence.

RECOMMENDED SALARY: \$40,000 annualized, effective October 30, 2017

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

To Scott Casley
Director of Facilities
Illinois Valley Comm. College

10/12/2017

Dear Mr. Casley,

I'm writing you today to announce my intention to retire from my position of 2nd shift custodian.

My retirement date will be December 31, 2017.

Respectfully yours,

William C. Pitsenlager

RECEIVED

OCT 12 2017

HUMAN RESOURCES



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Memorandum

To: Jerry Corcoran, Ed.D., President

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

Date: October 23, 2017

Subject: Academic Division Reorganization

Over the past year, we have carefully examined the structure of our academic divisions. With the retirement of Emily Vescogni and the approval of the position for a Dean of Workforce Development, we have recognized an opportunity to reorganize the academic divisions. We have worked carefully with the faculty and academic support personnel, conducting listening sessions and offering opportunities for feedback. With the hiring of the two aforementioned personnel, we recommend the following changes be made beginning with the January 2018 semester.

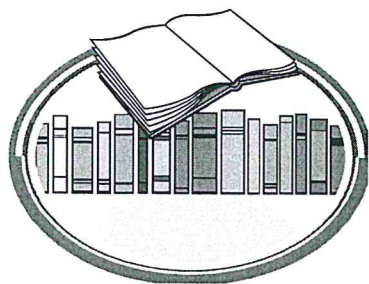
Learning Technologies will become Learning Resources, creating the opportunity for an Academic Support Center.

Departments in the Health Professions will be reassigned. The Nursing division will be comprised of Nursing, CNA, and Phlebotomy. The remaining departments, Dental Assisting, EMS, and Massage Therapy, will be assigned to the Workforce Development Division.

The English, Math, and Education division will be disbanded and reassigned as follows:

- Math will become part of the Natural Sciences and Business division, becoming a division of Business, Math, and Natural Sciences.
- English and Education will become part of the Humanities, Fine Arts and Social Sciences division.
- The academic support departments, including Disability Services, the Assessment Center, Peer Tutoring, and the Writing Center, will be reassigned to the Learning Resources Department.

Steps are underway to update the Colleague system to reflect these changes.



IVCC BOOKSTORE MEMORANDUM OCTOBER 25, 2017

To: Cheryl Roelfsema

From: Lauren Catalina

Re: Availability of eBooks for students for Spring 2018 semester

I spoke to the Academic Administrators meeting earlier this month concerning eBook availability and the Inclusive Access option for faculty beginning next semester. After the meeting, I clarified a few points as noted below.

New Faculty and Student Choices Available through the IVCC Bookstore

RedShelf eBooks:

- Beginning Spring 2018, all adopted texts available in a RedShelf eBook format will be offered as an additional choice for students in store and on the bookstore website.
- RedShelf, the company facilitating the eBooks, will be responsible for all technical assistance and product information.
- This eBook is different in *format only*. It is page for page what a student would receive if they purchased a new, used, or rental book.
- Instructors will need NO additional materials if a student chooses to purchase a RedShelf eBook for one of their courses.
- Students will be directed to an IVCC Branded website to activate their code. Blackboard is not involved in this process.

RedShelf Inclusive Access:

- Inclusive Access through RedShelf is a new instructor *option*.
- If you discuss Inclusive Access with the bookstore or with a publisher rep, RedShelf can facilitate that for your course through the bookstore.
- With Inclusive Access, students are charged a fee for the materials (similar to a lab fee) when there are charged for tuition. Once the fee is paid, students have immediate access through Blackboard.
- By law, students must be given the ability to opt out of inclusive access. RedShelf allows them to opt in and out as they choose until 10th day. Refunds after that date are treated as a special circumstance like any other late drop or withdraw.

Locally Funded Project
Statement of Final Construction Compliance

Project Title: Cultural Centre Renovations

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Demonica Kemper Architects
125 North Halsted St., Ste 301
Chicago, IL 60661

Final cost of the project:

Approved Budget \$ 396,623 Actual Cost \$ 345,767.08

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.


Architect/Engineer's Signature

10.17.17
Date

001-014348
Illinois Registration or License Number



Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

Protection, Health, and Safety Project
Statement of Final Construction Compliance

Project Title: Overhead Door Replacement

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Demonica Kemper Architects
125 North Halsted St., Ste 301
Chicago, IL 60661

Final cost of the project:

Approved Budget \$ 124,296 Actual Cost \$ 75,377.77

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.


Architect/Engineer's Signature

10.17.17
Date

001-014348
Illinois Registration or License Number



Seal

Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary



**FOUNDATION
CENTER**
Knowledge to build on.

IN RECOGNITION OF YOUR PARTNERSHIP



October 2017

Dear Frances Whaley,

Congratulations on Jacobs Library/Illinois Valley Community College's years of service as a Funding Information Network partner!

The successful growth of Foundation Center's reach and impact is the direct result of you, one of our valued network partners. Your dedication and commitment serve as an inspiration to hundreds of other partners around the globe, our very own staff, and me personally.

As you celebrate a significant accomplishment in your tenure with us, we would like to present you with this certificate to illustrate our sincere gratitude for the contribution you have made to Foundation Center's success.

Thank you for all that you do. Here's to many more years of partnership!

Sincerely,

Bradford K. Smith
President
Foundation Center



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

Memorandum

To: Dr. Jerry Corcoran, President
From: Mark Grzybowski, Associate Vice President for Student Services *MG*
Date: September 18, 2017
Subject: NIU Partnership update

On September 8, Bonnie Campbell and I conducted a conference call with Northern Illinois University's Director for Community College partnerships, Ron Smith Jr. The purpose of the call was to determine additional ways in which our institutions could strengthen our relationship.

As you know, Northern Illinois University is currently the #2 ranked transfer destination for IVCC students. Several formal initiatives are currently in place to support and advance the professional partnership between IVCC and NIU. Said initiatives include: a Guaranteed Admission Agreement, Reverse Transfer Program, a 3+1 Degree Completion Program in Manufacturing Technology, an Honors Program Articulation, and dedicated office hours for the NIU Transfer Admission Representative on our Oglesby campus.

Recently, IVCC student organizations such as Phi Theta Kappa, the Hispanic Leadership Team, and Athletics have shown an interest in taking daytrips to NIU to become familiarized with a major university campus, meet with a transfer admission representative, and tour specific colleges within the university. Ideally, the goal would be to charter vans or buses to NIU for each of the aforementioned groups on two occasions: once during the Fall semester and once more in the Spring semester.

Mr. Smith agreed that the daytrips were a fabulous way to introduce our students to NIU and provided the contact information for NIU Vice President for Enrollment Management Sol Jensen, who would be the individual responsible for coordinating said trips. Next week, we will begin those discussions with Mr. Jensen to formalize plans and schedule dates to send our student groups to NIU's DeKalb campus.

On the curricular side of things, a project we are attempting to get off the ground is an additional 3+1 program that utilizes the IVCC Graphic Design Technology AAS degree. Related to that, Mr. Smith provided us with the appropriate personnel at NIU to begin those discussions, which will also happen by the end of the month. Bonnie and I will keep you updated on this venture as it progresses.



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

Memorandum

To: Dr. Jerry Corcoran, President
From: Mark Grzybowski, Associate Vice President for Student Services MGA
Date: October 31, 2017
Subject: Student Services Updates

Dr. Corcoran – The items listed below are recent Student Services sponsored events. I would be remiss if I did not share the results with you. Like you, I am proud of our employees' teamwork, dedication, and selflessness when it comes to our students and institution.

- On October 17, IVCC held its annual College Night event. A total of 172 students attended the event, which was highlighted by IVCC's own academic departments and Student Services areas as well as 55 additional Colleges & Universities. Of the 172 attendees, IVCC generated 47 prospective student interest cards and 12 applications for Fall 2018. Recognition is necessary for Quintin Overocker, Aseret Loveland, and their team in Admissions & Records for coordinating College Night.
- Also on October 17, the IVCC Financial Aid Department and the Illinois Student Assistance Commission presented a session on navigating the financial aid process to 45 attendees. Patty Williamson and her team in Financial Aid deserve credit for organizing this always useful session.
- On Saturday October 21, the IVCC Financial Aid Department hosted a FAFSA completion event on the Main Campus. It is estimated 12 students and their family members attended and learned how to complete and file the FAFSA. Financial Aid advisors Neil Jagodzinski, Eileen Twardowski, and Lorri Fockle deserve credit for graciously offering to forgo a portion of their weekend to represent IVCC at this event.
- Finally, on Monday October 30, the IVCC Counseling Center and Office of Admissions & Records jointly hosted the College's annual On The Spot Admission event. Representatives from Aurora, Bradley, EIU, NIU, WIU, SIUC, ISU, and UIUC met with and instantly admitted 65 current IVCC students. Our students benefit from this program by being able to schedule a one on one appointment with a transfer admission counselor on our campus where they receive an instant admission decision, all while waiving the institution's application fee (with the exception of one university).

A program like this also allows students to gain acceptance to several institutions without incurring the application cost and allows them to compare institutional costs immediately after being admitted. Crystal Credi and Aseret Loveland deserve credit for coordinating this highly beneficial event.

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.