



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, October 12, 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, October 12, 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. Employee Demographics Report (Leslie Hofer)
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 – September 5, 2017 Special Board Meeting; September 14, 2017 Board Meeting; and September 25, 2017 Special Board Meeting (Pages 1-6)
 - 7.2 Approval of Bills - \$2,235,492.20
 - 7.2.1 Education Fund - \$1,687,540.72
 - 7.2.2 Operations & Maintenance Fund - \$143,144.74
 - 7.2.3 Operations & Maintenance (Restricted Fund) - \$64,104.82
 - 7.2.4 Auxiliary Fund - \$221,737.60
 - 7.2.5 Restricted Fund - \$12,173.44
 - 7.2.6 Audit Fund - \$8,225.00
 - 7.2.7 Liability, Protection & Settlement Fund - \$97,065.88
 - 7.2.8 Grants, Loans, and Scholarships Fund – \$1,500.00
 - 7.3 Treasurer’s Report (Pages 7-24)
 - 7.3.1 Financial Highlights (Pages 8-9)
 - 7.3.2 Balance Sheet (Pages 10-11)
 - 7.3.3 Summary of FY18 Budget by Fund (Page 12)
 - 7.3.4 Budget to Actual Comparison (Pages 13-19)
 - 7.3.5 Budget to Actual By Budget Officers (Page 20)
 - 7.3.6 Statement of Cash Flows (Page 21)
 - 7.3.7 Investment Status Report (Pages 22-23)
 - 7.3.8 Disbursements - \$5,000 or more (Page 24)

- 7.4 Personnel - Stipends for Pay Periods Ending September 2, 2017 and September 16, 2017 (Pages 25-27)
- 7.5 Purchase Request – Nebraska Book Company, Inc. (Page 28)
8. President’s Report
9. Committee Reports
10. Resolution Authorizing Preparation of 2017 Tax Levy (Pages 29-30)
11. Protection, Health, and Safety Projects for Tax Year 2017 (Pages 31-56)
 - 11.1 Campus-Wide Security Upgrades (Pages 33-39)
 - 11.2 Exterior Stair Upgrades (Pages 40-47)
 - 11.3 Cultural Centre Accessibility Upgrades (Pages 48-56)
12. Cash Farm #8842 Lease Bid Results (Page 57)
13. Early Childhood Education Certificates – Infant/Toddler Gateways Credential (Levels 2 and 3)(Page 58)
14. Proposal Results – Website Content Management System (Page 59)
15. High Deductible Health Plan/ Health Savings Accounts (Page 60)
16. Student Support Services – Project Success – Local Match (Pages 61-62)
17. Board Travel (Page 63)
18. Items for Information (Pages 64-75)
 - 18.1 Staff Appointment – James Niessner, Computing AV Specialist (Page 64)
 - 18.2 Staff Appointment – Tanya Bland, Custodian (Page 65)
 - 18.3 Staff Appointment – Steve Mazzorana, Programmer/Analyst (Page 66)
 - 18.4 Staff Resignation – Sammy Kromm, Assist. Women’s Basketball Coach (Page 67)
 - 18.5 Sabbatical Leave Report – Sue Caley Opsal (Pages 68-72)
 - 18.6 IVCC Theatre Corporate Sponsorship Opportunities (Pages 73-74)
 - 18.7 Illinois Valley Business Management Business After-Hours (Page 75)
19. Trustee Comment
20. Closed Session – 1) closed session minutes
21. Approval of Closed Session Minutes
22. Other
23. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Special Meeting
September 5, 2017

The Board of Trustees of Illinois Valley Community College District No. 513 convened a special session at 7:30 p.m. on Tuesday, September 5, 2017 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Jane E. Goetz, Chair
Everett J. Solon, Vice Chair
David O. Mallery, Secretary (entered the meeting telephonically at 7:33 p.m. and physically at 7:40 p.m.)
Jay K. McCracken
Melissa M. Olivero
Amy L. Boyles
Angela M. Stevenson
Matthew F. Pehoski, Student Trustee

Members Absent:

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Walt Zukowski, Attorney

Ms. Goetz called the meeting to order at 7:30 p.m.

CLOSED SESSION

It was moved by Ms. Stevenson and seconded by Mr. McCracken to convene a closed session at 7:33 p.m. to discuss litigation. Motion passed by voice vote.

On a motion by Ms. Olivero and seconded by Ms. Stevenson, the regular meeting resumed at 8:07 p.m. Motion passed by voice vote.

ADJOURNMENT

Ms. Goetz declared the meeting adjourned at 8:07 p.m.

Jane E. Goetz, Board Chair

David O. Mallery, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
September 14, 2017

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 7:30 p.m. on Thursday, September 14, 2017 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: David O. Mallery, Secretary
Jay K. McCracken
Melissa M. Olivero
Amy L. Boyles
Angela M. Stevenson
Matthew F. Pehoski, Student Trustee

Members Absent: Jane E. Goetz, Chair
Everett J. Solon, Vice Chair

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

In the absence of the Board Chair and Vice Chair, Dr. Jerry Corcoran called the meeting to order at 7:30 p.m.

APPOINTMENT OF CHAIR PRO-TEM

It was moved by Dr. Corcoran and seconded by Mr. McCracken to appoint David Mallery as Chair pro-tem. Motion passed by voice vote.

APPOINTMENT OF SECRETARY PRO-TEM

Mr. Mallery appointed Dr. Boyles to serve as Secretary pro-tem.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None.

CONSENT AGENDA ITEMS

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

The following items were approved in the consent agenda:

Approval of Minutes – August 17, 2017 Board Meeting

Approval of Bills - \$2,286,842.80

Education Fund - \$1,260,375.73; Operations & Maintenance Fund - \$78,759.96; Operations & Maintenance (Restricted Fund) - \$171,172.25; Auxiliary Fund - \$567,551.06; Restricted Fund - \$25,018.44; Liability, Protection & Settlement Fund - \$183,110.36; and Grants, Loans, and Scholarships Fund - \$855.00

Treasurer's Report

Personnel

Approved the stipends for pay periods ending August 5, 2017 and August 19, 2017.

Request – Copier Lease Extension

Approved to extend the existing lease with Marco, Inc. for 12 copiers for (1) one year.

Bid Results – Printing Supplies

Accepted the bid from Rasix Computer Center, Inc. for printing supplies in the amount of \$22,238.58.

Purchase Request – Cisco Smartnet Maintenance

Authorized the renewal of Cisco SmartNet Maintenance for the phone system and network hardware and software in the amount of \$19,978.48 from Burwood Group, Inc.

PRESIDENT'S REPORT

Dr. Corcoran thanked all of the board members who attended the 21st Century Scholars program on August 31. This year's class of 14 scholars--including the College's excellent trustee Matt Pehoski--is awesome. Everyone enjoyed the evening. Fran Brolley, Donna Swiskoski and Janice Corrigan were commended for a job well done. On September 6, Dr. Corcoran attended the Northern Illinois Regional P-20 Network meeting hosted by Northern Illinois University where he had the pleasure of meeting with Acting President Lisa Freeman and hearing about the great work that's being done by a number of teams with the common goal being to collaborate on ways to improve college and career readiness as part of reaching the 60 x 25 goal, i.e., 60 percent of adults holding high quality degrees and certificates by the year 2025. Dr. Corcoran thanked Dr. Deborah Anderson for her leadership. IVCC has been well represented on some action teams that are (1) looking into the expansion of early college credit programs so that every high school student across the region has the opportunity to graduate with at least nine college credits; (2) supporting high school-community college-NIU partnership teams in creating transitional math courses that will result in reduced remediation rates; (3) building grades 9-16 college and career pathways aligned to endorsement competencies in the four state priority areas of Information Technology, Health

Services, Manufacturing/Engineering, and Finance and Business Services in collaboration with regional employers, and (4) gaining Adult-Learner Friendly institution status. Special thanks went to Dr. Robyn Schiffman, Mark Grzybowski and Bonnie Campbell for the roles they have played in working with their counterparts to promote student success. Dr. Corcoran was especially impressed with Acting President Freeman and her sincere enthusiasm regarding the possibility of launching some new pilot programs with IVCC. Mark is currently working on these activities. Dr. Corcoran encouraged everyone to stay tuned for some exciting new developments that will make Bill and Dian Taylor very proud. Dr. Corcoran thanked Trustee Jay McCracken for attending last week's ICCTA meetings at Heartland Community College and representing IVCC's interests so well. The search has begun to try and find someone who is interested in carrying on the superb work that has been done for 34 years by Jeanne Hayden. Dr. Corcoran often tries to put himself in another person's position when communicating with someone and although he will miss her and never forget her when she leaves at the end of the year, Dr. Corcoran can't help but think she's probably saying to herself, "Thank God I won't have to listen to Corcoran introduce me by saying 'Jeanne's now in the process of training her fifth college president!' any longer." The fact of the matter is though, that truer words were never spoken. Dr. Corcoran will wait until the December board meeting to get teary-eyed (it goes with being Irish); for now he'll just say thanks so much for being the best coworker he could ever dream of.

COMMITTEE REPORTS

Mr. McCracken had the privilege of attending the September 8 Illinois Community College Trustees Association meeting. He attended a roundtable discussion on declining enrollments and what other community colleges are doing to address this issue. Mr. McCracken shared what IVCC is doing and found this to be a very valuable meeting. There is a lot to learn at these meetings and he certainly enjoyed it.

STAFF APPOINTMENT – CHRIS DUNLAP, DIRECTOR OF INFORMATION TECHNOLOGY SERVICES

It was moved by Dr. Boyles and seconded by Mr. Pehoski to accept the recommendation to appoint Chris Dunlap as Director of Information Technology Services at an annualized salary of \$80,000. Dr. Corcoran noted that he is very optimistic that Chris is the best person for the job and that everyone will be very proud of the results. Motion passed by voice vote.

EXTEND STAFF APPOINTMENT – DR. ROBYN SCHIFFMAN, INTERIM DEAN OF HUMANITIES, FINE ARTS, AND SOCIAL SCIENCES

It was moved by Mr. McCracken and seconded by Ms. Olivero to extend the appointment of Dr. Robyn Schiffman as Interim Dean of Humanities, Fine Arts, and Social Sciences with additional compensation of \$400 per pay period, effective October 1, 2017 through December 31, 2017. Mr. Mallery thanked Dr. Schiffman for continuing to serve as interim dean. Motion passed by voice vote.

TRUSTEE COMMENT

None.

CLOSED SESSION

It was moved by Ms. Stevenson and seconded by Dr. Boyles to convene a closed session at 7:47 p.m. to discuss litigation and closed session minutes. Motion passed by voice vote.

After a short break, the Board entered closed session at 7:50 p.m. On a motion by Dr. Boyles and seconded by Ms. Stevenson, the regular meeting resumed at 8:04 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 August 17, 2017 and September 5, 2017 Board meetings. Motion passed by voice vote.

OTHER

None.

ADJOURNMENT

Mr. Mallery declared the meeting adjourned at 8:05 p.m.

Jane E. Goetz, Board Chair

David O. Mallery, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Special Meeting
September 25, 2017

The Board of Trustees of Illinois Valley Community College District No. 513 convened a special session at 6:30 p.m. on Monday, September 25, 2017 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Jane E. Goetz, Chair
Everett J. Solon, Vice Chair
David O. Mallery, Secretary
Jay K. McCracken
Amy L. Boyles
Angela M. Stevenson

Members Absent: Melissa M. Olivero
Matthew F. Pehoski, Student Trustee

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Walt Zukowski, Attorney

Ms. Goetz called the meeting to order at 6:30 p.m.

CLOSED SESSION

It was moved by Mr. Solon and seconded by Ms. Stevenson to convene a closed session at 6:34 p.m. to discuss litigation. Motion passed by voice vote.

On a motion by Mr. Solon and seconded by Ms. Stevenson, the regular meeting resumed at 7:35 p.m. Motion passed by voice vote.

SETTLEMENT AGREEMENT REGARDING LITIGATION

It was moved by Mr. Solon and seconded by Mr. McCracken to approve the Settlement Agreement with Confidentiality and Global Releases between Federal Appraisal & Consulting, LLC and Board of Trustees of Illinois Valley Community College, as presented.

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

ADJOURNMENT

Ms. Goetz declared the meeting adjourned at 7:37 p.m.

Jane E. Goetz, Board Chair

David O. Mallery, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

SEPTEMBER 2017

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

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – September 2017

Revenues

- As of September 29, the headcount for fall semester was 3,337 which is 82 students less than at the same point in time last year. Credit hours for fall 2017 were 28,429, a decrease of 1,029 credit hours, or 3.49 percent, from this point in time one year ago. Second eight-week classes begin October 10. Spring semester registration begins November 7.
- On July 6, a FY17 Supplemental Budget and a FY18 Budget were passed by the Illinois State Legislature. The supplemental budget included an additional \$1,210,688 in FY17 funding for IVCC, making the total base operating grant \$2,072,904 compared to \$2,183,805 in FY15. There was no equalization grant for FY17. None of the additional FY17 funding has been received.

Cash receipts from the State for FY18 include:

Base Operating Grant	\$692,169
Equalization Grant	12,500
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 \$12,875.
- 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 \$10,500 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 – seeking Board approval;
- Exterior Stair Upgrades – seeking Board approval;
- Cultural Centre Accessibility Upgrades – seeking Board approval to fund with 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
 September 30, 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	\$ 5,237,622	\$ 4,289,613	\$ 172,194	\$ 565,536	\$ 596,599	\$ -	\$ -	\$ 10,861,564
Investments	4,270,823	9,510,045	636,812	248,000	-	-	-	14,665,680
Receivables								
Property taxes	9,202,742	2,118,426	-	-	-	-	-	11,321,168
Governmental claims	1,210,688	-	-	-	22,342	-	-	1,233,030
Tuition and fees	663,190	-	-	52,597	-	-	-	715,787
Due from other funds	3,389,377	16	-	194,782	1,780	-	-	3,585,955
Due to/from student groups	-	-	-	-	460,093	-	-	460,093
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>\$23,998,412</u>	<u>\$15,941,215</u>	<u>\$ 810,213</u>	<u>\$ 1,894,708</u>	<u>\$ 1,080,814</u>	<u>\$60,935,285</u>	<u>\$ -</u>	<u>\$ 104,660,647</u>

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 September 30, 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	\$ 336,019	\$ -	\$ -	\$ 9,942	\$ 9,121	\$ -	\$ -	\$ 355,082
Accrued salaries & benefits	1,346,336	14,295	-	12,123	-	-	-	1,372,754
Post-retirement benefits & other	115,994	-	-	-	-	-	-	115,994
Unclaimed property	2,073	2,407	-	-	45	-	-	4,525
Due to other funds	257,939	2,256,368	-	-	1,071,648	-	-	3,585,955
Due to student groups/deposits	78,430	-	-	-	-	-	-	78,430
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>6,739,806</u>	<u>3,523,254</u>	<u>-</u>	<u>63,247</u>	<u>1,080,814</u>	<u>-</u>	<u>-</u>	<u>11,407,121</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	-	12,417,961	-	-	-	-	-	12,417,961
Reserved for debt service	-	-	810,213	-	-	-	-	810,213
Unreserved	17,258,606	-	-	1,831,461	-	-	-	19,090,067
Total equity and other credits	<u>17,258,606</u>	<u>12,417,961</u>	<u>810,213</u>	<u>1,831,461</u>	<u>-</u>	<u>60,935,285</u>	<u>-</u>	<u>93,253,526</u>
Total Liabilities, Equity and Other Credits	<u>\$23,998,412</u>	<u>\$15,941,215</u>	<u>\$ 810,213</u>	<u>\$ 1,894,708</u>	<u>\$ 1,080,814</u>	<u>\$60,935,285</u>	<u>\$ -</u>	<u>\$ 104,660,647</u>

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

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2018 Revenues & Expenditures by Fund
 For the three months ended September 30, 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	\$ 12,438,950	\$ 1,545,349	\$ 1,254,733	\$ 329	\$ 7,117	\$ 876,623	\$ 2,123,588	\$ 599,059	\$ 32,525	\$ 18,878,273
Actual Expenditures	(4,575,362)	(498,987)	(235,277)	-	-	(932,299)	(2,261,549)	(497,221)	(8,225)	(9,008,920)
Other Financing Sources (Uses)	-	-	-	-	-	-	-	-	-	-
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	7,863,588	1,046,362	1,019,456	329	7,117	(55,676)	(137,961)	101,838	24,300	9,869,353
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 September 30, 2017	<u>\$ 13,566,444</u>	<u>\$ 3,692,373</u>	<u>\$ 6,500,768</u>	<u>\$ 810,214</u>	<u>\$ 4,615,478</u>	<u>\$ 1,831,723</u>	<u>\$ (106,465)</u>	<u>\$ 1,350,453</u>	<u>\$ 57,729</u>	<u>\$ 32,318,717</u>

ck

Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 For the three months ended September 30, 2017
 Unaudited

	Annual Budget FY2018	Actual 9/30/17	Act/Budget 25.0%	Actual 9/30/16	Act/Budget 25.0%	Annual Budget FY2017
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 8,026,700	\$ 7,081,821	88.2%	\$ 6,720,280	87.2%	\$ 7,708,916
Corporate Personal Property Replacement Tax	1,101,797	8,060	0.7%	20,995	1.9%	1,098,835
TIF Revenues	365,700	115,079	31.5%	196,913	51.7%	381,000
Total Local Government	<u>9,494,197</u>	<u>7,204,960</u>	75.9%	<u>6,938,188</u>	75.5%	<u>9,188,751</u>
State Government:						
ICCB Credit Hour Grant	920,000	636,805	69.2%	862,216	60.8%	1,419,017
Equalization	50,000	12,500	25.0%	-	0.0%	50,000
Career/Technical Education Formula Grant	195,000	-	0.0%	-	0.0%	190,000
Other	-	-	0.0%	-	-	-
Total State Government	<u>1,165,000</u>	<u>649,305</u>	55.7%	<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	4,027,572	58.5%	4,000,709	54.5%	7,344,081
Fees	906,850	481,624	53.1%	442,198	52.3%	846,132
Total Tuition and Fees	<u>7,789,490</u>	<u>4,509,196</u>	57.9%	<u>4,442,907</u>	54.2%	<u>8,190,213</u>
Other Sources:						
Public Service Revenue	282,109	64,703	22.9%	50,319	11.8%	427,800
Other	118,891	10,456	8.8%	18,925	17.7%	107,163
Total Other Sources	<u>401,000</u>	<u>75,159</u>	18.7%	<u>69,244</u>	12.9%	<u>534,963</u>
TOTAL EDUCATION FUND REVENUE	<u>\$ 18,856,902</u>	<u>12,438,950</u>	66.0%	<u>12,313,660</u>	62.9%	<u>19,580,944</u>
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	\$ 8,348,942	1,936,080	23.2%	2,065,111	23.4%	8,822,920
Employee Benefits	1,680,827	330,807	19.7%	328,352	19.8%	1,655,386
Contractual Services	188,269	15,823	8.4%	16,367	8.8%	186,403
Materials & Supplies	424,327	54,496	12.8%	72,376	16.3%	444,189
Conference & Meeting Expenses	96,840	3,842	4.0%	2,078	1.9%	107,169
Fixed Charges	197,000	128,444	65.2%	148,216	75.0%	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>\$ 2,469,492</u>	22.6%	<u>\$ 2,632,500</u>	23.0%	<u>\$ 11,429,566</u>

Illinois Valley Community College District No. 513
Fiscal Year 2018 Budget to Actual Comparison
For the three months ended September 30, 2017

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2018	Actual 9/30/17	Act/Budget 25.0%	Actual 9/30/16	Act/Budget 25.0%	Annual Budget FY2017
Academic Support:						
Salaries	\$ 652,484	\$ 127,823	19.6%	\$ 158,269	23.6%	\$ 669,903
Employee Benefits	154,279	25,360	16.4%	23,058	17.8%	129,256
Contractual Services	192,544	149,918	77.9%	144,525	78.4%	184,276
General Materials & Supplies	229,247	65,949	28.8%	38,760	16.7%	232,080
Conference & Meeting Expenses	8,920	56	0.6%	-	0.0%	9,010
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	23,700	4,950	20.9%	3,855	14.7%	26,160
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>1,261,174</u>	<u>374,056</u>	29.7%	<u>368,467</u>	29.5%	<u>1,250,685</u>
Student Services:						
Salaries	1,225,294	278,371	22.7%	315,107	25.3%	1,245,962
Employee Benefits	338,817	59,014	17.4%	66,477	20.3%	327,463
Contractual Services	8,735	1,861	21.3%	3,125	37.7%	8,300
Materials & Supplies	55,972	12,391	22.1%	12,370	19.9%	62,129
Conference & Meeting Expenses	26,260	2,781	10.6%	2,636	8.5%	30,895
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	<u>1,655,078</u>	<u>354,418</u>	21.4%	<u>399,715</u>	23.9%	<u>1,674,749</u>
Public Services/Continuing Education:						
Salaries	395,571	75,295	19.0%	104,863	20.4%	514,353
Employee Benefits	69,659	10,391	14.9%	14,186	16.4%	86,351
Contractual Services	203,900	59,616	29.2%	64,776	25.8%	250,600
Materials & Supplies	87,275	23,532	27.0%	25,317	28.0%	90,320
Conference & Meeting Expenses	17,150	1,117	6.5%	2,289	11.8%	19,375
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	510	-	0.0%	-	0.0%	500
Total Public Services/Continuing Education	<u>774,065</u>	<u>169,951</u>	22.0%	<u>211,431</u>	22.0%	<u>961,499</u>
Institutional Support:						
Salaries	1,803,308	377,484	20.9%	465,655	25.4%	1,834,609
Employee Benefits	637,253	202,708	31.8%	125,697	21.7%	580,295
Contractual Services	513,288	325,029	63.3%	322,085	59.3%	542,830
Materials & Supplies	436,870	98,922	22.6%	138,793	31.0%	447,585
Conference & Meeting Expenses	56,480	4,354	7.7%	5,128	7.0%	73,390
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	26,370	1,792	6.8%	1,613	6.1%	26,395
Capital Outlay	87,000	-	0.0%	-	0.0%	237,000
Other	29,400	(119)	-0.4%	(209)	-0.4%	59,200
Provision for Contingency	217,661	-	0.0%	-	0.0%	222,092
Total Institutional Support	<u>3,807,630</u>	<u>1,010,170</u>	26.5%	<u>1,058,762</u>	26.3%	<u>4,023,396</u>
Scholarships, Grants and Waivers	499,750	197,275	39.5%	192,438	39.0%	493,400
TOTAL EDUCATION FUND EXPENDITURES	<u>\$ 18,933,902</u>	<u>\$ 4,575,362</u>	24.2%	<u>\$ 4,863,313</u>	24.5%	<u>\$ 19,833,295</u>
INTERFUND TRANSFERS - NET	<u>\$ 77,000</u>	<u>\$ -</u>	0.0%	<u>\$ -</u>	0.0%	<u>\$ 252,352</u>

Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 For the three months ended September 30, 2017
 Unaudited

	Annual Budget FY2018	Actual 9/30/17	Act/Budget 25.0%	Actual 9/30/16	Act/Budget 25.0%	Annual Budget FY2017
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,236,300	\$ 1,092,744	88.4%	\$ 1,046,636	87.2%	\$ 1,200,000
Corporate Personal Property Replacement Tax	187,981	1,422	0.8%	3,705	2.1%	178,500
TIF	122,000	38,360	31.4%	65,638	51.7%	127,000
Total Local Government	<u>1,546,281</u>	<u>1,132,526</u>	73.2%	<u>1,115,979</u>	74.1%	<u>1,505,500</u>
State Government:						
ICCB Credit Hour Grant	80,000	55,364	69.2%	-	0.0%	218,833
Total State Government	<u>80,000</u>	<u>55,364</u>	69.2%	<u>-</u>	0.0%	<u>218,833</u>
Student Tuition and Fees:						
Tuition	722,820	325,605	45.0%	323,132	55.2%	585,844
Total Tuition and Fees	<u>722,820</u>	<u>325,605</u>	45.0%	<u>323,132</u>	55.2%	<u>585,844</u>
Other Sources:						
Facilities Revenue	138,941	28,438	20.5%	(15,997)	-11.8%	135,000
Investment Revenue	10,000	3,345	33.5%	2,307	115.4%	2,000
Other	-	71	0.0%	273	-	-
Total Other Sources	<u>148,941</u>	<u>31,854</u>	21.4%	<u>(13,417)</u>	-9.8%	<u>137,000</u>
TOTAL OPERATIONS & MAINTENANCE FUND REVENUES	<u>\$ 2,498,042</u>	<u>\$ 1,545,349</u>	61.9%	<u>\$ 1,425,694</u>	58.3%	<u>\$ 2,447,177</u>
	#	#				
	Annual Budget	Actual	Act/Budget	Actual	Act/Budget	Annual Budget
	FY2018	09/30/17	25.0%	09/30/16	25.0%	FY2017
OPERATIONS & MAINTENANCE FUND						
Operations & Maintenance of Plant:						
Salaries	\$ 923,374	\$ 187,849	20.3%	\$ 193,837	0.0%	\$ 898,774
Employee Benefits	301,674	52,450	17.4%	47,489	0.0%	256,648
Contractual Services	242,276	57,886	23.9%	56,700	0.0%	214,300
General Materials & Supplies	225,070	15,818	7.0%	43,125	0.0%	230,070
Conference & Meeting Expenses	5,675	-	0.0%	-	0.0%	5,675
Fixed Charges	64,500	79,678	123.5%	26,174	0.0%	64,500
Utilities	733,413	87,695	12.0%	182,882	0.0%	776,250
Capital Outlay	-	-	0.0%	-	0.0%	-
Provision for Contingency	-	-	0.0%	-	0.0%	-
Other	(63,000)	-	0.0%	-	0.0%	(63,000)
Total Operations & Maintenance of Plant	<u>2,432,982</u>	<u>481,376</u>	19.8%	<u>550,207</u>	0.0%	<u>2,383,217</u>
Institutional Support:						
Salaries	46,489	9,664	20.8%	10,741	0.0%	43,808
Employee Benefits	10,758	3,512	32.6%	1,923	0.0%	10,103
Contractual Services	750	2,491	332.1%	2,491	0.0%	2,500
Materials & Supplies	2,853	1,944	68.1%	1,161	0.0%	3,340
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	4,210	-	0.0%	-	0.0%	4,210
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>65,060</u>	<u>17,611</u>	27.1%	<u>16,316</u>	0.0%	<u>63,961</u>
TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	<u>\$ 2,498,042</u>	<u>\$ 498,987</u>	20.0%	<u>\$ 566,523</u>	0.0%	<u>\$ 2,447,178</u>

Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 For the three months ended September 30, 2017
 Unaudited

	Annual Budget FY2018	Actual 9/30/17	Act/Budget 25.0%	Actual 9/30/16	Act/Budget 25.0%	Annual Budget FY2017
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources						
Current Taxes	\$ 1,545,381	\$ 1,248,923	80.8%	\$ 1,309,484	0.0%	\$ 1,576,454
State Government Sources	-	-	0.0%	-	0.0%	-
Investment Revenue	30,600	5,810	19.0%	4,133	0.0%	-
Other Revenue	-	-	0.0%	-	0.0%	8,500
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	\$ 1,575,981	1,254,733	79.6%	1,313,617	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%	338,845	0.0%	1,450,000
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	\$ 1,500,000	235,277	15.7%	338,845	0.0%	1,450,000
INTERFUND TRANSFERS - NET	\$ -	\$ -		\$ -		\$ -
BOND & INTEREST FUND						
Local Government Sources						
Current Taxes	-	-	0.0%	227,764	0.0%	265,000
Investment Revenue	3,200	329	10.3%	841	0.0%	1,400
TOTAL BOND & INTEREST FUND REVENUES	3,200	329	10.3%	228,605	0.0%	266,400
BOND & INTEREST FUND						
Institutional Support:						
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	\$ 7,117	22.2%	\$ 9,490	47.5%	\$ 20,000
TOTAL WORKING CASH REVENUES	32,000	7,117	22.2%	9,490	47.5%	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 three months ended September 30, 2017
 Unaudited

AUXILIARY ENTERPRISES FUND	Annual Budget FY2018	Actual 9/30/17	Act/Budget 25.0%	Actual 9/30/16	Act/Budget 25.0%	Annual Budget FY2017
Service Fees	\$ 2,268,600	\$ 876,031	38.6%		0.0%	\$ 2,257,200
Other Revenue	5,700	267	0.0%		0.0%	-
Investment Revenue	2,800	325	11.6%		0.0%	1,700
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	2,277,100	876,623	38.5%	-	0.0%	2,258,900

AUXILIARY ENTERPRISES FUND	Annual Budget FY2018	Actual 9/30/17	Act/Budget 25.0%	Actual 9/30/16	Act/Budget 25.0%	Annual Budget FY2017
Salaries	\$ 321,509	75,133	23.4%		0.0%	320,725
Employee Benefits	67,134	12,028	17.9%		0.0%	93,123
Contractual Services	49,922	10,316	20.7%		0.0%	46,000
Materials & Supplies	1,817,195	822,179	45.2%		0.0%	1,857,965
Conference & Meeting	25,909	8,711	33.6%		0.0%	27,255
Fixed Charges	40,075	3,868	9.7%		0.0%	64,282
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	19,832	-	0.0%		0.0%	33,391
Other	103,000	64	0.1%		0.0%	104,500
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	2,444,576	932,299	38.1%	-	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 9/30/17	Act/Budget 25.0%	Actual 9/30/16	Act/Budget 25.0%	Annual Budget FY2017
State Government Sources	292,545	-	0.0%	-	0.0%	-
Federal Government Sources	4,839,519	2,123,028	43.9%	2,210,078	0.0%	5,731,194
Service Fees	-	-	0.0%	2,515	0.0%	1,500
Nongovernmental gifts or grants	-	220	0.0%	-	0.0%	-
Other Revenue	34,000	340	0.0%	66	0.0%	65,857
TOTAL RESTRICTED PURPOSES FUND REVENUES	\$ 5,166,064	2,123,588	41.1%	2,212,659	0.0%	5,798,551

RESTRICTED PURPOSES FUND	Annual Budget FY2018	Actual 9/30/17	Act/Budget 25.0%	Actual 9/30/16	Act/Budget 25.0%	Annual Budget FY2017
Instruction:						
Salaries	\$ 454,373	64,971	14.3%	56,819	0.0%	221,132
Employee Benefits	129,112	22,398	17.3%	15,922	0.0%	62,178
Contractual Services	25,260	1,531	6.1%	240	0.0%	19,235
Materials & Supplies	29,946	6,192	20.7%	11,800	0.0%	22,822
Conference & Meeting	18,660	3,589	19.2%	2,014	0.0%	22,749
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	2,500	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	55,305	0.0%	14,023
Other	-	-	0.0%	-	0.0%	-
Total Instruction	\$ 659,851	\$ 98,681	15.0%	\$ 142,100	0.0%	\$ 362,139

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Illinois Valley Community College District No. 513
Fiscal Year 2018 Budget to Actual Comparison
For the three months ended September 30, 2017
Unaudited

	Annual Budget FY2018	Actual 9/30/17	Act/Budget 25.0%	Actual 9/30/16	Act/Budget 25.0%	Annual Budget FY2017
RESTRICTED PURPOSES FUND						
Student Services						
Salaries	188,414	42,252	22.4%	46,635	0.0%	196,440
Employee Benefits	69,834	12,508	17.9%	15,625	0.0%	87,705
Contractual Services	2,500	2,600	104.0%	122	0.0%	2,500
Materials & Supplies	5,926	10,475	176.8%	208	0.0%	1,926
Conference & Meeting	7,978	972	12.2%	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	290,652	83,187	28.6%	68,702	0.0%	299,071
Public Service						
Salaries	-	-	0.0%	20,336	0.0%	53,038
Employee Benefits	-	-	0.0%	4,467	0.0%	16,319
Contractual Services	-	-	0.0%	185	0.0%	500
Materials & Supplies	-	-	0.0%	16	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	-	-	0.0%	27,729	0.0%	70,857
Institutional Support						
Salaries (Federal Work Study)	\$ 80,632	\$ 8,922	11.1%	\$ 12,485	0.0%	\$ 89,554
Total Institutional Support	80,632	8,922	11.1%	12,485	0.0%	89,554
Student grants and waivers (PELL & SEOG)	4,142,929	2,070,759	50.0%	2,165,054	0.0%	4,986,429
TOTAL RESTRICTED FUND EXPENDITURES	5,174,064	\$ 2,261,549	43.7%	\$ 2,347,368	0.0%	\$ 5,808,050
Transfer In (Out)	\$ 10,000	\$ -	0.0%	\$ -	0.0%	\$ 10,000
AUDIT FUND						
Local Government Sources	\$ 38,480	\$ 32,505	84.5%	\$ 45,194	125.1%	\$ 36,125
Investment Revenue	80	20	25.0%	31	31.0%	100
TOTAL AUDIT FUND REVENUES	38,560	32,525	84.3%	45,225	124.8%	36,225
AUDIT FUND						
Contractual Services	36,500	8,225	22.5%	15,100	42.2%	35,750
TOTAL AUDIT FUND EXPENDITURES	\$ 36,500	\$ 8,225	22.5%	\$ 15,100	42.2%	\$ 35,750

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Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 For the three months ended September 30, 2017
 Unaudited

	Annual Budget FY2018	Actual 9/30/17	Act/Budget 25.0%	Actual 9/30/16	Act/Budget 25.0%	Annual Budget FY2017
LIABILITY, PROTECTION, & SETTLEMENT FUND						
Local Government Sources	\$ 751,210	\$ 599,059	79.7%	\$ 510,316	0.0%	\$ 868,950
Investment Revenue	9,500	-	0.0%	327	0.0%	10,000
Other	-	-	0.0%	-	0.0%	-
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES	<u>760,710</u>	<u>599,059</u>	78.7%	<u>510,643</u>	58.1%	<u>878,950</u>
LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES						
Student Services						
Salaries	109,334	18,556	17.0%	-	-	-
Employee Benefits	25,832	5,137	19.9%	-	-	-
Contractual Services	-	6,915	0.0%	-	-	-
Materials & Supplies	-	132	0.0%	-	-	-
Total for Student Services	<u>135,166</u>	<u>30,740</u>	22.7%	-	-	-
Operations & Maintenance of Plant						
Contractual Services	\$ 547,700	\$ 52,000	9.5%	\$ 119,487	27.8%	\$ 429,075
Material & Supplies	175	17	9.7%	129	64.5%	200
Conference & Meeting	-	-	0.0%	-	0.0%	305
Utilities	500	69	13.8%	77	17.1%	450
Capital Outlay	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	<u>\$ 548,375</u>	<u>\$ 52,086</u>	9.5%	<u>\$ 119,693</u>	27.8%	<u>\$ 430,030</u>
Institutional Support						
Salaries	\$ 76,673	\$ 17,989	23.5%	\$ 20,623	0.0%	\$ 80,332
Employee Benefits	206,121	2,855	3.7%	6,271	0.0%	210,660
Contractual Services	30,500	23,878	78.3%	11,313	0.0%	111,950
Materials & Supplies	200	-	0.0%	114	0.0%	300
Conference & Meeting	2,000	(2,500)	0.0%	-	0.0%	-
Fixed Charges	264,500	290,493	109.8%	212,124	61.6%	344,600
Utilities	-	-	-	-	0.0%	-
Capital Outlay	-	6,680	-	-	0.0%	-
Other	-	75,000	-	-	0.0%	-
Total Institutional Support	<u>579,994</u>	<u>414,395</u>	71.4%	<u>250,445</u>	33.5%	<u>747,842</u>
TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	<u>\$ 1,263,535</u>	<u>\$ 497,221</u>	39.4%	<u>\$ 370,138</u>	31.4%	<u>\$ 1,177,872</u>

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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 three months ended September 30, 2017
Unaudited

<u>Department</u>	<u>Annual Budget FY2018</u>	<u>Actual FY2018</u>	<u>Act/Budget 25.0%</u>	<u>Explanation</u>
President	\$ 351,341	\$ 80,527	22.9%	
Board of Trustees	14,750	4,937	33.5%	
Community Relations	408,609	78,544	19.2%	
Continuing Education	738,989	169,951	23.0%	
Facilities	3,932,982	716,653	18.2%	
Information Technologies	2,022,068	670,339	33.2%	
Academic Affairs	284,300	53,813	18.9%	
Academic Affairs (AVPCE)	588,332	206,842	35.2%	Ottawa Center annual rent - \$115,500
Adult Education	503,875	62,198	12.3%	
Learning Technologies	578,747	159,890	27.6%	
Career & Tech Education Division	1,749,190	318,618	18.2%	
Natural Science & Business Division	2,355,576	528,399	22.4%	
Humanities & Fine Arts/Social Science Division	2,004,241	459,016	22.9%	
Health Professions Division	2,089,921	471,488	22.6%	
English, Mathematics, Education Division	2,398,053	555,772	23.2%	
Admissions & Records	395,783	87,791	22.2%	
Counseling	607,779	130,477	21.5%	
Student Services	185,487	38,884	21.0%	
Financial Aid	4,632,717	2,168,589	46.8%	Financial aid for fall semester
Career Services	37,953	7,797	20.5%	
Athletics	284,437	67,235	23.6%	
TRiO (Student Success Grant)	290,652	83,187	28.6%	
Campus Security	548,375	51,300	9.4%	
Business Services/General Institution	979,332	295,431	30.2%	
Risk Management	715,160	415,180	58.1%	Annual insurance premiums
Tuition Waivers	499,750	196,676	39.4%	Waivers for fall semester
Purchasing	123,801	25,187	20.3%	
Human Resources	130,935	24,563	18.8%	
Bookstore	2,018,529	845,957	41.9%	Textbook purchases for fall and spring
Shipping & Receiving	65,060	17,611	27.1%	
Copy Center	96,234	16,068	16.7%	
Total FY17 Expenditures	<u>\$ 31,632,958</u>	<u>\$ 9,008,920</u>	28.5%	

Illinois Valley Community College
Statement of Cash Flows
for the Month ended September 30, 2017

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 3,543,533.50	\$ 798,593.90	\$ 625,804.39	\$ 172,193.65	\$ 556,825.69	\$ (205,678.23)	\$ 1,304,541.68	\$ 33,598.52	\$ (103,287.06)	\$ 121,620.14	\$ 6,847,746.18
Total Receipts	2,808,703.00	422,965.15	450,034.30	-	26,040.80	-	498.81	11,712.32	215,856.62	11,118.80	\$ 3,946,929.80
Total Cash	6,352,236.50	1,221,559.05	1,075,838.69	172,193.65	582,866.49	(205,678.23)	1,305,040.49	45,310.84	112,569.56	132,738.94	10,794,675.98
Due To/From Accts	2,871.60	-	-	-	(2,871.60)	-	-	-	-	-	-
Transfers/Bank CDs	1,953.96	-	-	-	-	51,290.00	-	-	-	-	53,243.96
Expenditures	(2,197,250.00)	(224,680.31)	(64,104.82)	-	(253,083.75)	(76,320.75)	-	(8,225.00)	(114,682.41)	(1,500.00)	(2,939,847.04)
ACCOUNT BALANCE	4,159,812.06	996,878.74	1,011,733.87	172,193.65	326,911.14	(230,708.98)	1,305,040.49	37,085.84	(2,112.85)	131,238.94	7,908,072.90
Deposits in Transit	(7,711.16)										(7,711.16)
Outstanding Checks	995,947.45										995,947.45
BANK BALANCE	5,148,048.35	996,878.74	1,011,733.87	172,193.65	326,911.14	(230,708.98)	1,305,040.49	37,085.84	(2,112.85)	131,238.94	8,896,309.19
Certificates of Deposit	-	-	1,508,080.42	500,000.00	248,000.00	-	2,387,707.00	-	1,100,600.90	-	5,744,388.32
Illinois Funds	2,443,579.51	1,830,742.24	2,182,558.51	136,924.01	-	328,930.83	909,527.26	2,339.85	45.34	-	7,834,647.55
Bldg Reserve-ILLFund			1,093,999.18								1,093,999.18
Total Investment	\$ 2,443,579.51	\$ 1,830,742.24	\$ 4,784,638.11	\$ 636,924.01	\$ 248,000.00	\$ 328,930.83	\$ 3,297,234.26	\$ 2,339.85	\$ 1,100,646.24	\$ -	\$ 14,673,035.05
LaSalle State Bank	\$ 115,394.05										
Midland States Bank	<u>8,780,915.14</u>										
	<u>\$ 8,896,309.19</u>										

Respectfully submitted,


 Kathy Ross
 Controller

ILLINOIS VALLEY COMMUNITY COLLEGE
 INVESTMENT STATUS REPORT
 September 30, 2017

<u>DUE</u>	<u>Education</u>	<u>Oper & Maint</u>	<u>O&M Restricted</u>	<u>Bond & Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection & Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
10/24/2017							1,000,000	1,000,000	MB	0.95%	0.95%	916139
11/7/2017						150,707		150,707	MB	0.95%	0.95%	915192
4/2/2018			1,008,080					1,008,080	LSB	1.10%	1.10%	4810104
4/13/2018			500,000	500,000				1,000,000	CTB	1.13%	1.13%	104405
4/14/2018						1,000,000		1,000,000	MSB	1.16%	1.16%	2041036190
4/22/2018							100,601	100,601	MB	1.10%	1.10%	914161
5/20/2020					248,000			248,000	MBS	2.05%	2.05%	American Express
5/3/2022						248,000		248,000	MBS	2.35%	2.35%	American Express
5/3/2022						248,000		248,000	MBS	2.35%	2.35%	Capital One
7/19/2022						247,000		247,000	MBS	2.25%	2.25%	Bank of New York
7/19/2022						247,000		247,000	MBS	2.30%	2.30%	Capital One
7/19/2022						247,000		247,000	MBS	2.30%	2.30%	Wells Fargo
Total CD	-	-	1,508,080	500,000	248,000	2,387,707	1,100,601	5,744,388				

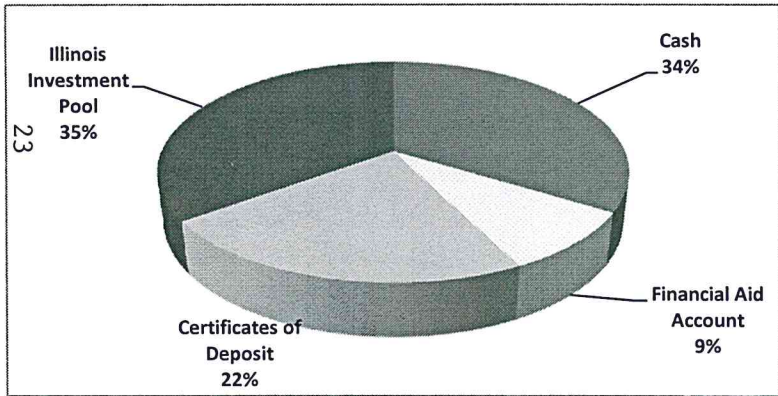
CTB Central Bank
 LSB LaSalle State Bank
 MB Marseilles Bank
 MBS Multi-Bank Securities, Inc.
 MSB Midland States Bank

ck

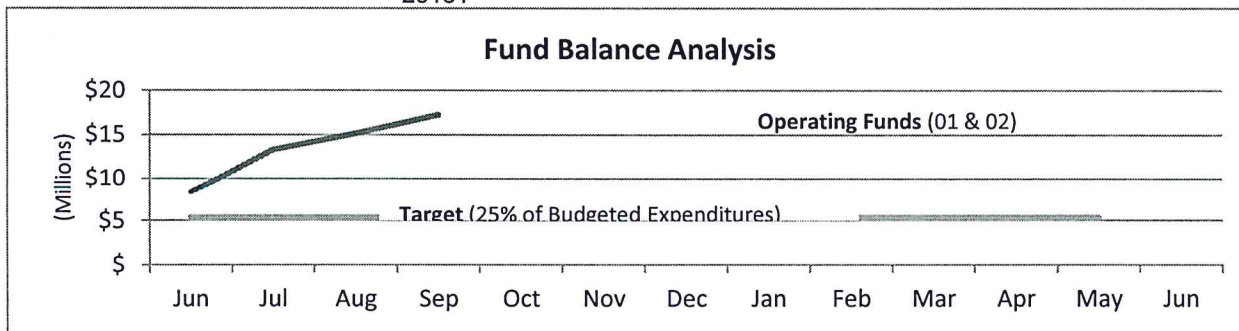
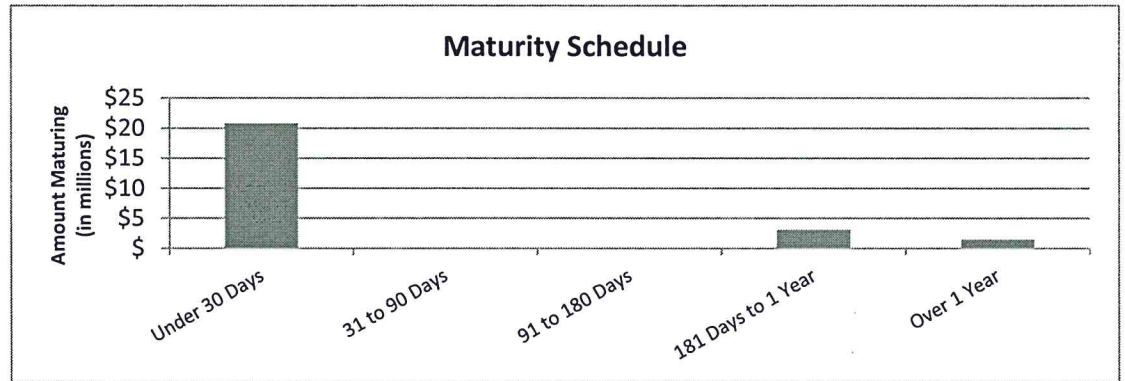
**Illinois Valley Community College District No. 513
Investment Status Report
All Funds
September 30, 2017**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	33.7%	\$ 8,601,140	0.35%
Financial Aid Account	8.8%	2,257,173	0.35%
Certificates of Deposit	22.5%	5,744,388	1.09%
Illinois Investment Pool	35.0%	8,921,292	1.04%
Total		\$ 25,523,993	0.76%

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 7,828,235	-	-	\$ 7,828,235	31%
IL Funds -Building	1,093,057			\$ 1,093,057	4%
Midland States Bank	-	1,000,000	8,367,056	\$ 9,367,056	37%
Midland States F/A			2,257,173	2,257,173	9%
LaSalle State Bank	-	1,008,080	122,154	1,130,234	4%
Central Bank	-	1,000,000	-	1,000,000	4%
Multi Bank Securities	-	1,485,000	-	1,485,000	6%
Heartland Bank	-	-	111,930	111,930	0%
Marseilles Bank	-	1,251,308	-	1,251,308	5%
	\$ 8,921,292	\$ 5,744,388	\$ 10,858,313	\$ 25,523,993	100%



176733
5381336
20161



CK

\$5,000 and Over Disbursements

09/01/17 - 09/30/17

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
736433	09/06/17	0117420	SchoolDude.com, Inc.	\$ 5,082.53	Maintenance Essentials Software
736444	09/06/17	0185171	United Analytical Services, Inc	8,215.00	Asbestos Study Building "E"
736445	09/06/17	0126119	Vissering Construction Company	64,104.82	Dr. Mary Margaret Weeg Cultural Centre Renovations
ACH	09/06/17		Illinois Department of Revenue	34,625.00	Sales Tax
ACH	09/07/17		Internal Revenue Service	68,198.78	Federal Payroll Taxes (09/07/17)
ACH	09/07/17		Illinois Department of Revenue	21,240.03	State Payroll Taxes (09/07/17)
ACH	09/07/17		VALIC Retirement Services	13,874.40	403(b) & 457(b) Payroll (09/07/17)
736480	09/08/17	0082897	SURS	45,373.17	Payroll (09/07/17)
ACH	09/11/17		American Express	102,575.80	Credit Card Purchases (August)
736486	09/13/17	0105972	Amazon.Com	7,677.70	Books for Resale
736487	09/13/17	0001369	Ameren Illinois	45,831.53	Electricity (07/11/17-08/09/17)
736490	09/13/17	0156834	Are We There Yet?, LLC	16,304.00	Continuing Education -Hats Off to the Heartland Bus Trip
736560	09/13/17	0201804	Wipfli, LLP	8,225.00	Financial Audit
ACH	09/13/17		CCHC	227,201.35	Health Insurance (September)
24 736834	09/20/17	0204246	Arthur Gallagher Risk Management	138,386.00	Insurance Premiums
736938	09/20/17	0066555	United States Postal Service	6,000.00	Postage Meter Reimbursement
ACH	09/21/17		Internal Revenue Service	65,327.01	Federal Payroll Taxes (09/21/17)
ACH	09/21/17		Illinois Department of Revenue	20,634.98	State Payroll Taxes (09/21/17)
ACH	09/21/17		VALIC Retirement Services	13,924.40	403(b) & 457(b) Payroll (09/21/17)
736960	09/21/17	0082897	SURS	44,054.06	Payroll (09/21/17)
736992	09/27/17	0209567	Delta Dental of Illinois	10,599.84	Dental Insurance (August)
ACH	09/30/17		EBC	5,469.65	H.R.A., F.S.A., COBRA (September)
				<u>5,469.65</u>	
				\$ 972,925.05	

Stipends For Pay Period 09/02/17

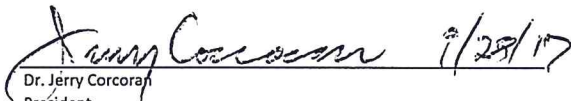
Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Bolelli, Joseph August	Clothing Allowance	08/23/17	09/02/17	09/02/17	TF	\$39.84	027110471052900			
Burke, Ryan Michael	Retro Pay	08/06/17	08/19/17	09/02/17	ST	\$8.40	011420730051320			
Cinotte, Lori Maret	Faculty Summer Institute	05/22/17	05/25/17	09/02/17	SS	\$150.00	011120080151900			
Data, Dorene Marie	Additional PC Pay for 17/SU	06/14/17	08/09/17	09/02/17	ST	\$1,280.00	011320410051340			
Fish, Nicholas R	Retro Pay	08/06/17	08/19/17	09/02/17	ST	\$1.30	011420730051320			
Forst, Jean	Faculty Summer Institute	05/22/17	05/25/17	09/02/17	SS	\$150.00	011120080151900			
Hendricks, Jaquelyne	Retro Pay	08/06/17	08/19/17	09/02/17	ST	\$5.20	011420730051320			
Henkel, Katie Jean	Retro Pay	08/06/17	08/19/17	09/02/17	ST	\$3.90	011420730051320			
Jenrich, Chuck	ISO 9001 Internal Audit Train	08/23/17	08/23/17	09/02/17	ST	\$800.00	014210331051320	CEU-6113-08	ISO 9001 Internal Audit Train	
Johnson, LeeAnn	Salary Schedule Advancement	08/06/17	08/19/17	09/02/17	ST	\$154.07	011120570051310			
Klopcic, Elizabeth Ann	Faculty Summer Institute	05/22/17	05/25/17	09/02/17	SS	\$150.00	011120080151900			
Leadingham, Paul	Additional PC Pay for 17/SU	06/14/17	08/09/17	09/02/17	ST	\$1,280.00	011320410051340			
Lee, Tracy Denise	Faculty Summer Institute	05/22/17	05/25/17	09/02/17	SS	\$150.00	011120080151900			
Malavolti, Steven Otto	ELT 1200 300	08/21/17	08/21/17	09/02/17	ST	\$128.05	011320410051320			
Mills, Michael Edward	Retro Pay	08/06/17	08/19/17	09/02/17	ST	\$4.73	011420730051320			
Ndone, James	Terminated/Pay out	09/02/17	09/02/17	09/02/17	ST	\$154.80	011120650051320			Only worked 12 of the 96 classes paid out a total of 774.00
O'Shea, Dennis Patrick	Clothing Allowance	08/28/17	09/02/17	09/02/17	TF	\$64.99	027210472052900			
Rebholz, Matthew Richard	LC Driver Improvement GDL	08/19/17	08/19/17	09/02/17	ST	\$175.00	014110394251320	CDV-6000-18	LC Driver Improvement GDL	
Sarver, Gregory Stephen	LC Driver Improvement	08/23/17	08/23/17	09/02/17	ST	\$150.00	014110394251320	CDV-6000-318	LC Driver Improvement	
Smith, Mary Helen	MBL Corp Ottawa	08/08/17	08/10/17	09/02/17	ST	\$300.00	014210331051320	CEU-4121-18	Fast Course Excel 2016 Lev 1	
Smith, Paul C.	Flint Hills Process Operations	08/02/17	08/24/17	09/02/17	ST	\$3,680.00	014210331051320			
Smith, Sara E	Food Service Sanitation	08/14/17	08/24/17	09/02/17	ST	\$600.00	014110394151320	CEU-1503-638	Food Service Sanitation-8 Hour	
Tieman, Ryan Michael	Retro Pay	08/06/17	08/19/17	09/02/17	ST	\$53.55	011420730051320			
Zellmer, Donald G.	1st Half of Fall 17 Show Choir	09/01/17	09/02/17	09/02/17	ST	\$1,310.00	011120650051900			
Gillio, Susan M	MUP 1012 01	08/16/17	12/15/17	12/23/17	ST	\$100.00	011120650051320	MUP-1012-01	Flute Ensemble	
Johnson, D. Scott	Program Coordinator	08/16/17	12/15/17	12/23/17	ST	\$2,064.00	011320410351320			

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Stipends For Pay Period 09/02/17

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Michael, James N	GER 1001 80 2001 01	08/16/17	12/15/17	12/23/17	ST	\$1,200.00	011120650051320	GER-1001-80	Elementary German I	
Padoan-Gallardo, Atti V	FEN 2001 01 ITL 1010 300	06/16/17	12/15/17	12/23/17	ST	\$550.00	011120650051320	ITL-1010-300	Conversational Italian II	
Reynolds, Gregory Edward	ELT 1200 300	08/28/17	12/15/17	12/23/17	ST	\$1,892.00	011320410051320	ELT-1200-300	Beginning Industrial Electronics	
Total						16,599.83				


 Cheryl Roelfsema
 Vice President of Business Services and Finance

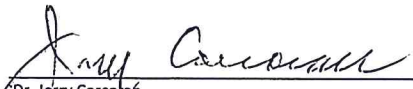

 Dr. Jerry Corcoran
 President

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

Stipends For Pay Period 09/16/17

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Arteaga, Rey Alberto	Head Soccer Coach	09/05/17	06/23/18	06/23/18	ST	2,654.40	056430360651900			
Baracani, Del Geno	Clothing Allowance	09/08/17	09/16/17	09/16/17	TF	75.57	027210472052900			
Biagi, Dorothy A.	Tortellini Twist Cook Eat	09/06/17	09/06/17	09/16/17	ST	180.00	014110394151320	HLR-3901-309	Tortellini Twist Cook Eat	
Boyle- Bruch, Ida Lee	Food Service Sanitation	09/05/17	09/07/17	09/16/17	ST	500.00	014110394151320			
Butler, Paul D	SPH 1001 504 572	09/05/17	12/15/17	12/23/17	ST	3,809.88	011120650051320	SPH 1001 504 572		Took over for Ndone, who resigned
Lee, Tracy Denise	Faculty Salary Schedule	08/16/17	09/02/17	09/16/17	ST	153.46	011120910051310			
Pecherek, Michael John	MUP 2053 02	08/17/17	09/07/17	09/16/17	ST	128.00	011120650051340	MUP-2053-02	Applied Music Cello	
Rebholz, Matthew Richard	LC Driver Improvement	09/02/17	09/02/17	09/16/17	ST	315.00	014110394251320	CDV-6000-09 CDV 6000 309	LaSalle Co Driver Improvement	
Sarver, Gregory Stephen	Mileage Reimbursement	07/15/17	09/16/17	09/16/17	ST	80.25	014110394355212			
Serafini, Daniel J	MTH 0017 70 71	08/16/17	08/29/17	09/16/17	ST	1,024.00	011520910051340	MTH-0017-70	Fast Track To College Math	
Serrano Garcia, Mariela	Assistant Volleyball Coach	08/15/17	06/23/18	06/23/18	ST	3,137.00	056430361151900			
Stone, Donna P	SPH 1001 600	09/05/17	12/15/17	12/23/17	ST	1,814.94	011120650051320			
Total						13,872.50				


 Cheryl Roelfsema
 Vice President of Business Services and Finance

 9/29/17
 Dr. Jerry Corcolani
 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

Purchase Request – Nebraska Book Company, Inc.

The College’s bookstore uses a point of sale (POS) system and inventory system supported by Nebraska Book Company, Inc. The cost of the annual software maintenance can be offset with credits earned through the purchase of books from Nebraska Book Company. With the popularity of the bookstore’s rental book program and lower enrollments, thus lower textbook sales, the credits do not offset the cost of the annual maintenance agreement this year:

Annual software maintenance cost	\$14,760
Credits	<u>(3,264)</u>
Amount Due	<u>\$11,496</u>

Recommendation:

The administration recommends the Board authorize the renewal of Nebraska Book Company’s software maintenance agreement for the bookstore’s POS and inventory software in the amount of \$11,496.

KPI 6: Resource Management

Resolution Authorizing Preparation of the 2017 Tax Levy

The administration would like Board authorization to begin preparing the 2017 tax levy. In keeping with past practice, a tentative tax levy will be presented to the November Board for approval and the levy will be finalized in December.

Recommendation:

The administration recommends that the Board authorize Dr. Jerry Corcoran to begin preparing the 2017 tax levy.

KPI 6: Resource Management

RESOLUTION TO PREPARE 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, STATE OF ILLINOIS, as follows:

SECTION 1: That Dr. Jerry Corcoran be and is hereby authorized and directed to prepare a tax levy for the calendar year 2017 to be collected in calendar year 2018.

ADOPTED this 12th day of October, 2017.

Chair, Board of Trustees

ATTEST:

Secretary, Board of Trustees

Protection, Health, and Safety Projects for Tax Year 2017

The administration has been working with the architect and the Board's Facilities Committee on developing a list of Protection, Health, and Safety (PHS) projects for the Tax Year 2017 levy. Following is a summary of the projects recommended for approval.

Campus-Wide Security Upgrades

This project will replace analog cameras with digital, replace coax cabling with category 6 wiring, and add 35 cameras.

Following are the cost estimates for this project:

Project costs	\$ 1,203,500
Contingency	120,350
A/E fees	<u>119,146</u>
Total	\$1,442,996

Exterior Stair Upgrades

This project will replace the 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.

Following are cost estimates for this project:

Project costs	\$189,606
Contingency	18,961
A/E fees	<u>25,862</u>
Total	\$234,429

Cultural Centre Accessibility Upgrades

This project 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 been undependable. This project will be paid with \$257,000 from the Boyle bequest and the remainder from excess PHS projects.

Following are cost estimates for this project:

Project costs	\$ 716,988
Contingency	71,699
A/E fees	<u>78,869</u>
Total	\$867,556

Recommendation:

The administration recommends Board approval of the 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.

KPI 6: Resource Management

CAPITAL PROJECT APPLICATION FORM
(One Application Form per Project)

District/College and District #: Illinois Valley Community College District #513
 Contact Person: Ms. Cheryl Roelfsema, VP for Business Services & Finance Phone # 815.224.0419
 Project: Campus-Wide Security Upgrades
 Project Budget: \$1,442,996 () check * here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc

and disclose on funding attachment 2

Date September 25, 2017

Application Type (check the appropriate application type and follow instruction):

- Locally Funded New Construction-complete/submit Sections I, II, and III.
- Locally Funded Remodeling-complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling-complete/submit Sections I, II, and III.
- Protection, Health, and Safety-complete/submit Section I and Attachment PHS.
- Capital Renewal Project-complete/submit Section I and the Architect Recommendation Form
- ADA Project-complete/submit Section I, Attachment ADA, and Architect Recommendation Form.

Section I (submit for ALL project approval requests)

- A. Board of Trustees action-attach a copy of the local board’s resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished *(complete the narration section and attach)*.
- C. A detailed description of the project’s programmatic justification *(complete the narration section and attach)*
- D. Board of Trustees approved budget *(use the appropriate format on Attachment #1)*
- E. Funding source *(use the appropriate format on Attachment #2)*

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes _____ No _____

If no, please update your District’s Site and Construction Master Plan and submit to the ICCB.
 Anticipated date of completion _____

- B. Submit the new square footage allocation *(use Square Footage Summary Attachment)*
- C. Has the site been determined professionally to be suitable for construction purposes?
 Yes _____ No _____

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

- A. Submit the remodeled square footage allocation *(use Square Footage Summary Attachment)*

SCOPE OF WORK

Provide an explanation of the specific work to be performed as part of this project.

The scope of the project includes the following:

All existing security cameras (approximately 141 cameras) throughout campus shall be removed and replaced with new IP POE+ powered cameras. All locations currently using coax cabling shall have this cabling removed and replaced with new category 6 data cabling back to the switches.

All camera locations currently using category 6 cabling from the camera back to the existing switch shall have the data cabling tested to determine if the cabling meets camera system requirements. If the existing cabling does not meet the camera manufacturer requirements, the cabling shall be removed and replaced with new category 6 cabling back to the switches.

In addition to the removal and replacement of the existing cameras, additional cameras (maximum of 35) will be provided for increased coverage in the following spaces:

1. Exterior cameras on the exterior of the building to monitor building entrance doors.
2. Interior cameras in the student services area.
3. Additional camera in the server room.
4. Additional cameras in the Cultural Centre.
5. Additional cameras in the Fitness Center.
6. Additional cameras in the Main Gymnasium.
7. Additional interior cameras throughout the building at entrances where interior coverage requires improvement.

New POE+ switches will need to be provided in each building in order to keep camera category 6 cabling below its 300 ft distance limit. The new switches will be provided with a fiber optic link to new camera storage servers located in the lower level of the C Building in the existing server room. Existing dark fiber will be used where available.

The system shall be provided with five years of warranty services, licensing and software updates, so that no additional maintenance or subscription fees will be charged after the system is installed for a five year period.

Estimated Project Cost:

Demolition Work	\$ 35,000.00
New Cabling and Installation Work	\$ 317,500.00
New Cameras, Head End Electronics, etc	\$ 544,000.00
Programming and Related Installation Work:	\$ 150,000.00
General Conditions/O & P @ 15%	<u>\$ 157,000.00</u>
Subtotal:	\$1,203,500.00
Contingency @ 10%	<u>\$ 120,350.00</u>
Total Construction Cost Estimate:	\$1,323,850.00
A/E Fees @ 9.00%	\$ 119,146.00
Total Estimated Project Cost:	\$1,442,996.00

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

The original security cameras and associated head end equipment were installed around 2000 and utilized the original phone system. The system is based on analog technology and is a hybrid of coax and category 6 cable wiring. The system is obsolete and will require significant upgrades in the near future for increased maintenance and replacement of components. Additionally, the system does not have the flexibility or functionality that is expected from a modern college campus camera system.

Additionally, there are many gaps of coverage throughout the campus, and additional cameras are required to eliminate these gaps.

A few of the system DVRs are relatively recent (3-4 years old), but the majority are older technology with some units being 8-9 years old. As a result of this obsolete equipment, replacement of the system is required.

Since a portion of the camera system (in the CTC, Cyber Café, Student Life Space, and Building J) is currently using category 6 wiring, these locations and wiring can be reused for the new camera units (provided it is tested and meets the manufacturer's standards). The existing coax cable used for the cameras at the remaining locations is obsolete and should be removed and replaced with new category 6 data cable for the new replacement camera units.

**Attachment #1
Project Budget**

Check One: (LOCALLY FUNDED – other than Protection, Health, and Safety – see below)

New Construction

Remodeling

Project Name: _____

Budget Amounts

	<u>New Construction</u>	<u>Remodeling</u>
Land	_____	_____
Site Development	_____	_____
Construction (including Fixed Equipment)	_____	_____
Mechanical	_____	_____
Electrical	_____	_____
General Conditions	_____	_____
Contingency	_____	_____
A/E Professional Fees	_____	_____
Total	_____	_____

Protection, Health, and Safety Project Name: Illinois Valley Community College – Campus-Wide Security Upgrades

Budget Amounts

Project Costs	<u>\$1,203,500</u>
Contingency	<u>\$ 120,350</u>
A/E Professional Fees	<u>\$ 119,146</u>
Total	<u>\$1,442,996</u>

Attachment #2 Funding Source

District/College Name: Illinois Valley Community College District #513

Project Name: Campus-Wide Security Upgrades

Check the source(s) of funds:

Available Fund Balance _____ Fund name(s): _____
(Including excess funds from
previously approved protection,
health, and safety projects)

Bond Proceeds _____ Type of bond issuance(s): _____
(Including protection, health,
and safety bonds)

Protection, Health, and _____ X Tax rate/fiscal year: 2018
Safety Tax Levy
(ILCS 805/3-20.3.01)

Contract for Deed _____ Term of Contract for Deed in months: _____
(ILCS 805/3-36)

Lending Arrangement with a _____ Term of Lending Arrangement in months: _____
Financial Institution
(ILC 805/3-37)

Lease Agreement _____ Term of Lease in months: _____
(ILCS 805/3-38)

Capital Renewal Funding _____ Proposed Fiscal Year Source(s): _____

Protection, Health, and Safety Signature/Certification Page

Check if Applicable

Energy Conservation Certification (see attachment, if applicable) _____

Structural Integrity Certification (see attachment, if applicable) _____

Budget Certification (see attachment, always required) _____ X

Feasibility Study Identifying Need of the Project _____

Other Documentation which May Support the Justification of this Project _____

We certify that we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above, and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment#2 (Funding Source).

Further, we certify the Board has approved the architect’s recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the **Illinois Valley Community College District No. 513** Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and Address of architect/engineer providing the estimate:

**Dominick Demonica, AIA, LEED AP
Demonica Kemper Architects
125 North Halsted Street, Suite 301
Chicago, IL 60661**

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my direct supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.



Architect/Engineer's Signature

September 25, 2017
Date

001-014368

Illinois Registration or License Number

Seal



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

CAPITAL PROJECT APPLICATION FORM
(One Application Form per Project)

District/College and District #: Illinois Valley Community College District #513
Contact Person: Ms. Cheryl Roelfsema, VP for Business Services & Finance Phone # 815.224.0419
Project: Exterior Stair Upgrades
Project Budget: \$234,429 () check * here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc.

and disclose on funding attachment 2

Date September 25, 2017

Application Type (check the appropriate application type and follow instruction):

- Locally Funded New Construction-complete/submit Sections I, II, and III.
- Locally Funded Remodeling-complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling-complete/submit Sections I, II, and III.
- Protection, Health, and Safety-complete/submit Section I and Attachment PHS.
- Capital Renewal Project-complete/submit Section I and the Architect Recommendation Form
- ADA Project-complete/submit Section I, Attachment ADA, and Architect Recommendation Form.

Section I (submit for ALL project approval requests)

- A. Board of Trustees action-attach a copy of the local board’s resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished *(complete the narration section and attach)*.
- C. A detailed description of the project’s programmatic justification *(complete the narration section and attach)*
- D. Board of Trustees approved budget *(use the appropriate format on Attachment #1)*
- E. Funding source *(use the appropriate format on Attachment #2)*

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes _____ No _____

If no, please update your District’s Site and Construction Master Plan and submit to the ICCB.
Anticipated date of completion _____

- B. Submit the new square footage allocation *(use Square Footage Summary Attachment)*
- C. Has the site been determined professionally to be suitable for construction purposes?
Yes _____ No _____

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

- A. Submit the remodeled square footage allocation *(use Square Footage Summary Attachment)*

SCOPE OF WORK

Provide an explanation of the specific work to be performed as part of this project.

The scope of the project includes the following:

- Remove and replace three (3) existing concrete stairs and associated steel reinforcing that lead from the courtyard level down to the Lower Level.
 - Remove portions of existing concrete walks at the top and bottom of each stair to be replaced in order to accommodate drainage requirements.
 - Adjust / replace existing yard drains at the bottom of each stair where the portions of concrete walk are being replaced.
 - Modify the tops of existing foundation walls where the stairs tie into the foundation.
 - Remove and replace existing wall-mounted railings and post-mounted railings associated with the stairs to be replaced with steel pipe railings to meet ADA requirements.
- Remove and replace existing wall-mounted and post-mounted railings with steel pipe railings to meet ADA requirements at two (2) level-change stair locations within the courtyard.

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

There are three sets of exterior concrete stairs within the courtyard space that lead from the courtyard level down to the Lower Level of the building that have deteriorated beyond repair and pose a safety concern for the college. The deterioration of the concrete has exposed the steel reinforcing, and as a result, the deterioration continues to occur. The handrails for these stairs are also constructed of wood and have begun to deteriorate. The profile of the gripping surface for these rails also does not meet ADA requirements.

Additionally, there are two level-change stairs within the courtyard that have railings that are constructed of wood and have begun to deteriorate. The profile of the gripping surface for these rails also does not meet ADA requirements.

Attachment #1 Project Budget

Check One: (LOCALLY FUNDED – other than Protection, Health, and Safety – see below)

New Construction

Remodeling

Project Name: _____

Budget Amounts

	<u>New Construction</u>	<u>Remodeling</u>
Land	_____	_____
Site Development	_____	_____
Construction (including Fixed Equipment)	_____	_____
Mechanical	_____	_____
Electrical	_____	_____
General Conditions	_____	_____
Contingency	_____	_____
A/E Professional Fees	_____	_____
Total	_____	_____

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Protection, Health, and Safety Project Name **Illinois Valley Community College – Exterior Stair Upgrades**

Budget Amounts

Project Costs	\$ 189,606
Contingency	\$ 18,961
A/E Professional Fees	\$ 25,862
Total	<u>\$ 234,429</u>

Illinois Valley Community College

Exterior Stair Upgrades
Oglesby, Illinois

Prepared by:
Demonica Kemper Architects

Preliminary Cost Estimate

September 25, 2017

Description	Quantity	Unit	Unit Price	Subtotal	Total
Selective Demolition					
Remove Existing Concrete Stairs / Walk	3	ea	\$ 15,000.00	\$45,000.00	
Remove Existing Railings	4	ea	\$ 500.00	\$2,000.00	
Selective Structure Demolition Total					\$47,000
Cast in Place Concrete					
New Concrete Stairs	3	ea	\$ 30,000.00	\$90,000.00	
Cast in Place Concrete Total					\$90,000
Handrails					
Wall Mounted Pipe Rails	90	lf	\$ 100.00	\$9,000.00	
Floor Mounted Pipe Rails	65	ea	\$ 175.00	\$11,375.00	
Handrails Total					\$20,375
Painting					
Pipe Rails	1	ls	\$ 3,000.00	\$3,000.00	
Painting Total					\$3,000
Sub-total (General Trades)					\$160,375
MEP/FP					
Replace Yard Drains	3	ls	\$ 1,500.00	\$4,500.00	
MEP Total					\$4,500
Sub-total (All Trades)					\$164,875
General Contractor's OH&P			15.00%		\$24,731
Contingency			10.00%		\$18,961
Total Construction Cost Estimate					\$208,567
A/E Fees			12.40%		\$25,862
Total Project Cost Estimate					\$234,429

Attachment #2 Funding Source

District/College Name: Illinois Valley Community College District #513

Project Name: Exterior Stair Upgrades

Check the source(s) of funds:

Available Fund Balance _____ Fund name(s): _____
(Including excess funds from
previously approved protection,
health, and safety projects)

Bond Proceeds _____ Type of bond issuance(s): _____
(Including protection, health,
and safety bonds)

Protection, Health, and _____ X Tax rate/fiscal year: 2018
Safety Tax Levy
(ILCS 805/3-20.3.01)

Contract for Deed _____ Term of Contract for Deed in months: _____
(ILCS 805/3-36)

Lending Arrangement with a _____ Term of Lending Arrangement in months: _____
Financial Institution
(ILC 805/3-37)

Lease Agreement _____ Term of Lease in months: _____
(ILCS 805/3-38)

Capital Renewal Funding _____ Proposed Fiscal Year Source(s): _____

Protection, Health, and Safety Signature/Certification Page

Check if Applicable

Energy Conservation Certification (see attachment, if applicable)	_____
Structural Integrity Certification (see attachment, if applicable)	_____
Budget Certification (see attachment, always required)	_____ <u>X</u> _____
Feasibility Study Identifying Need of the Project	_____
Other Documentation which May Support the Justification of this Project	_____

We certify that we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above, and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment#2 (Funding Source).

Further, we certify the Board has approved the architect’s recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the **Illinois Valley Community College District No. 513** Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and Address of architect/engineer providing the estimate:

**Dominick Demonica, AIA, LEED AP
Demonica Kemper Architects
125 North Halsted Street, Suite 301
Chicago, IL 60661**

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my direct supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.



Architect/Engineer's Signature

September 25, 2017
Date

001-014368
Illinois Registration or License Number

Seal



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

CAPITAL PROJECT APPLICATION FORM*(One Application Form per Project)*District/College and District #: Illinois Valley Community College District #513Contact Person: Ms. Cheryl Roelfsema, VP for Business Services & Finance Phone # 815.224.0419Project: Cultural Centre Accessibility UpgradesProject Budget: \$867,556 (*) check * here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc

and disclose on funding attachment 2

Date September 25, 2017**Application Type (check the appropriate application type and follow instruction):**

- Locally Funded New Construction-complete/submit Sections I, II, and III.
- Locally Funded Remodeling-complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling-complete/submit Sections I, II, and III.
- Protection, Health, and Safety-complete/submit Section I and Attachment PHS.
- Capital Renewal Project-complete/submit Section I and the Architect Recommendation Form
- ADA Project-complete/submit Section I, Attachment ADA, and Architect Recommendation Form.

Section I (submit for ALL project approval requests)

- A. Board of Trustees action-attach a copy of the local board's resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*).
- C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- D. Board of Trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes No

If no, please update your District's Site and Construction Master Plan and submit to the ICCB.
Anticipated date of completion _____

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
- C. Has the site been determined professionally to be suitable for construction purposes?

Yes No

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

SCOPE OF WORK

Provide an explanation of the specific work to be performed as part of this project.

The scope of the project includes the following:

- Remove the existing defunct folding partitions, ceiling tracks and pocket walls.
- Create handicap accessible ramps on each side of the house area to accommodate accessibility from the rear aisle of the house to the stage level.
- Raise doors and infill floor areas at base of new ramps to accommodate accessibility from the house area to the backstage area.
- Infill existing floor pockets at folding partition locations to create flush condition with adjacent flooring surface.
- Remove and replace existing carpeting and aisle safety lighting to accommodate revised seating configuration.
- Remove and replace existing theater seating to accommodate revised seating configuration and to accommodate accessible / companion seating locations per ADA requirements.

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

- The existing configuration of the Cultural Centre does not accommodate handicap accessibility requirements within the space.
 - There are currently no dedicated accessible / companion seating areas within the space – ADA requires a minimum of (7) dedicated spaces
 - There is currently no accessible route for spectators within the house area to access the stage level.
 - The existing floor slope within the house area does not meet the maximum 1:12 pitch for wheelchair accessibility from the rear of the house to the front of the house, even though there is an existing wheelchair lift located at the front of the stage at stage left.
- There are numerous seats throughout the house area that are damaged and do not operate properly due to ongoing wear and age.
- The existing safety lighting along the aisles does not work consistently.
- The existing folding partitions within the space do not operate and the wall pockets that they are stored within currently cut off access from the center area of the house to the side areas of the house.

**Attachment #1
Project Budget**

Check One: (LOCALLY FUNDED – other than Protection, Health, and Safety – see below)

**New Construction
Remodeling**

Project Name: _____

Budget Amounts

	<u>New Construction</u>	<u>Remodeling</u>
Land	_____	_____
Site Development	_____	_____
Construction (including Fixed Equipment)	_____	_____
Mechanical	_____	_____
Electrical	_____	_____
General Conditions	_____	_____
Contingency	_____	_____
A/E Professional Fees	_____	_____
Total	_____	_____

Protection, Health, and Safety Project Name: Illinois Valley Community College – Cultural Centre Accessibility Upgrades

Budget Amounts

Project Costs	\$ 716,988
Contingency	\$ 71,699
A/E Professional Fees	\$ 78,869
Total	<u>\$ 867,556</u>

Illinois Valley Community College

Cultural Centre - Accessibility Renovations
Oglesby, Illinois

Prepared by:
Demonica Kemper Architects

Preliminary Cost Estimate

September 25, 2017

Description	Quantity	Unit	Unit Price	Subtotal	Total
Selective Demolition					
Remove Partitions, Tracks & Handrails	1	ls	\$ 18,000.00	\$18,000.00	
Remove / Repair Gypsum Board / Plaster Soffits & Walls	1	ls	\$ 20,000.00	\$20,000.00	
Remove Existing Carpeting	1	ls	\$ 3,500.00	\$3,500.00	
Remove Existing Seating / Patch Fasteners	612	ea	\$ 75.00	\$45,900.00	
Remove Existing Wheelchair Lift	1	ea	\$ 1,500.00	\$1,500.00	
Remove Ceilings/Misc. in Backstage Areas	2	ea	\$ 4,000.00	\$8,000.00	
Selective Structure Demolition Total					\$96,900
Cast in Place Concrete					
Infill Floor at Partitions	1	ls	\$ 20,000.00	\$20,000.00	
Accessible Companion Seating Areas	6	ea	\$ 5,000.00	\$30,000.00	
Cast in Place Concrete Total					\$50,000
Rough Carpentry					
Framing at Ramps and Backstage Areas	2	ea	\$ 7,500.00	\$15,000.00	
Modify Existing Wood Grille System	2	ea	\$ 4,000.00	\$8,000.00	
Rough Carpentry Total					\$23,000
Interior Architectural Woodwork					
Wood Wall Treatment at Ramps	240	sf	\$ 35.00	\$8,400.00	
Wood Base	300	lf	\$ 20.00	\$6,000.00	
Miscellaneous Trim	1	ls	\$ 2,500.00	\$2,500.00	
Interior Architectural Woodwork Total					\$16,900
Handrails					
Wall Mounted SS Rails	80	lf	\$ 100.00	\$8,000.00	
Floor Mounted SS Rails	80	ea	\$ 175.00	\$14,000.00	
Handrails Total					\$22,000
Joint Sealants & Expansion Control					
Caulking and Sealant	1	ls	\$ 500.00	\$500.00	
Joint Sealants & Expansion Control Total					\$500
Doors / Frames / Hardware					
Interior Door / Frame / Hardware	4	ea	\$ 2,800.00	\$11,200.00	
Doors / Frames / Hardware Total					\$11,200
Flooring					
Carpet at Aisles	3,000	sf	\$ 6.00	\$18,000.00	
Resinous Flooring at Seating	4,800	sf	\$ 6.00	\$28,800.00	
Carpet Total					\$46,800

Description	Quantity	Unit	Unit Price	Subtotal	Total
Painting					
Interior Paint - Partitions / Soffits / Bulkheads	1	ls	\$ 7,000.00	\$7,000.00	
Painting Total					\$7,000
Theater Seating					
Fixed Seating with Tablet Arms	588	ea	\$ 536.00	\$315,168.00	
Theater Seating Total					\$315,168
Sub-total (General Trades)					\$589,468
MEP/FP					
Aisle Lighting	1	ls	\$ 18,000.00	\$18,000.00	
Backstage Modifications	2	ea	\$ 8,000.00	\$16,000.00	
MEP Total					\$34,000
Sub-total (All Trades)					\$623,468
General Contractor's OH&P			15.00%		\$93,520
Contingency			10.00%		\$71,699
Total Construction Cost Estimate					\$788,687
A/E Fees			10.00%		\$78,869
Total Project Cost Estimate					\$867,556

Attachment #2 Funding Source

District/College Name: Illinois Valley Community College District #513

Project Name: Cultural Centre Accessibility Upgrades

Check the source(s) of funds:

Available Fund Balance
(Including excess funds from
previously approved protection,
health, and safety projects)

Fund name(s): Operations & Maintenance - Restricted

Bond Proceeds
(Including protection, health,
and safety bonds)

Type of bond issuance(s): _____

Protection, Health, and
Safety Tax Levy
(ILCS 805/3-20.3.01)

Tax rate/fiscal year: _____

Contract for Deed
(ILCS 805/3-36)

Term of Contract for Deed in months: _____

Lending Arrangement with a
Financial Institution
(ILC 805/3-37)

Term of Lending Arrangement in months: _____

Lease Agreement
(ILCS 805/3-38)

Term of Lease in months: _____

Capital Renewal Funding

Proposed Fiscal Year Source(s): _____

IVCC Foundation

Boyle Estate

Protection, Health, and Safety Signature/Certification Page

Check if Applicable

Energy Conservation Certification (see attachment, if applicable) _____

Structural Integrity Certification (see attachment, if applicable) _____

Budget Certification (see attachment, always required) _____ X

Feasibility Study Identifying Need of the Project _____

Other Documentation which May Support the Justification of this Project _____

We certify that we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above, and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment#2 (Funding Source).

Further, we certify the Board has approved the architect’s recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the **Illinois Valley Community College District No. 513** Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and Address of architect/engineer providing the estimate:

**Dominick Demonica, AIA, LEED AP
Demonica Kemper Architects
125 North Halsted Street, Suite 301
Chicago, IL 60661**

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my direct supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.



Architect/Engineer's Signature

September 25, 2017
Date

001-014368
Illinois Registration or License Number

Seal



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

Bid Results – Cash Farm Lease

Bids for the cash lease of 149 acres of farmland were publicly opened on September 26, 2017. The bid announcement was published in the local newspapers and posted on the college’s website. The following is a summary of bids received.

Bidder	Price Per Acre	Annual Lease Payment
Luke Holly Granville, IL	\$308.25	\$45,929.25
Chris Kolodziej LaSalle, IL	\$305.00	\$45,445.00
Randall Michelini Ottawa, IL	\$281.00	\$41,869.00

To reserve the rights and options of the College, the lease is written for the term of one (1) year with the option to renew the lease annually but not to exceed an additional three (3) years.

Recommendation:

The administration recommends Board approval to accept the bid in the amount of \$308.25 per acre from Luke Holly, Granville, Illinois.

KPI 6: Resource Management

Early Childhood Education Certificates

Tammy Landgraf, Early Childhood Education Program Coordinator, has been working on competency based curriculum alignment in the Early Childhood Education program. Aligning our curriculum with that of four-year higher education institutions not only improves and streamlines student transferability, but creates a more credentialed workforce. As a result of this curriculum alignment our students can now, with Board of Trustee approval, receive two new state-recognized credentials which will benefit not just the student, but their employers as well.

Gateways credentials are symbols of professional achievement that validate knowledge and skills, experience, and contributions in early care and education, infants and toddlers, and/or administration. These credentials can be earned by completing an approved program at an “entitled” college or university. Gateways to Opportunity awards entitlement status to higher education institutions who align their coursework with credential requirements. Students who complete the required courses have met Gateways credential component requirements and have up to two years to apply to receive their credential(s). Eighty-six percent of all two- and four-year higher education institutions have voluntarily aligned their coursework with Gateways Credential requirements, embedding credentials into the Illinois framework.

IVCC is currently entitled for ECE Credential Levels 2-4 and Infant/Toddler Credential (ITC) Level 4. Pending approval, IVCC will add two new credentials/certificates, ITC Levels 2 and 3.

INFANT/TODDLER GATEWAYS CREDENTIAL LEVEL 2 Certificate is composed of 21 credit hours. This certificate is intended for students who are pursuing the ECE Gateways Credential Level 2 Certificate. The Infant/Toddler Level 2 Certificate is obtained by completing the ECE Gateways Credential Level 2 Certificate and successful completion of ECE 1202 Foundations and Trends for Infants/Toddler/Two Care and Education.

ECE GATEWAYS CREDENTIAL LEVEL 3 Certificate is intended for students who are pursuing the ECE Gateways Credential Level 3 Certificate. The Infant/Toddler Credential Level 3 Certificate is obtained by completing the ECE Gateways Credential Level 3 Certificate and successful completion of ECE 1202 Foundations and Trends for Infants/Toddler/Two Care and Education **and** ECE 1204 Developmentally Appropriate Practices for Infants/Toddlers/Twos.

The IVCC Curriculum Committee has approved these two new certificate programs and recommends that the Board of Trustees approve these new certificates, as well. The proposed certificates then will be submitted for approval by the Illinois Community College Board.

Recommendation:

Approve the ECE Infant/Toddler Gateways Credential Level 2 Certificate and the ECE Infant/Toddler Gateways Credential Level 3 Certificate, as presented.

KPI 1: Student Academic Success

KPI 2: Success after IVCC

KPI 3: Support for Students

Proposal Results – Website Content Management System

Proposals for the Website Content Management System were received and publicly opened on August 7, 2017. Fifteen proposals were received and three (3) companies were selected to present demonstrations via WebEx. After the demonstrations, iFactory’s (Division of RDW Group, Inc. of Boston, MA) proposal was selected as the one that most closely fit the College’s needs. The original proposal price was \$175,000. The administration scaled back on the services required at this time and a negotiated price of \$108,000 was proposed with \$57,000 for Discovery, Architecture and Design and \$51,500 for the OU Campus CMS system.

Recommendation:

The administration recommends the Board accept the proposal from iFactory for Website Content Management System in the amount of \$108,500 to be paid from Auxiliary Enterprise Fund reserves.

KPI 6: Resource Management

High Deductible Health Plan/ Health Savings Accounts

The labor agreements with Service Employees International Union Local #138 and American Federation of Teachers Local #1810 provide for a contribution by the College to a Health Savings Account for each employee covered by the HDHP. Since 2014, employees not covered by a labor agreement and enrolled in the HDHP for health insurance coverage also received a contribution to a Health Savings Account (HSA).

Annual contributions for the Health Savings Account per employee would be:

Individual Coverage	\$2,500
Employee +1 Coverage	\$5,000
Family Coverage	\$5,000

Employees with additional health insurance coverage, such as Medicare and Medicaid, do not qualify for health savings accounts. Since 2015, these employees who enrolled in the HDHP were offered a Health Reimbursement Account (HRA). This was consistent with the language in the labor agreements with Service Employees International Union Local #138 and American Federation of Teachers Local #1810.

Annual reimbursement limits for the Health Reimbursement Account per employee would be:

Individual Coverage	\$2,500
Employee +1 Coverage	\$5,000
Family Coverage	\$5,000

Recommendation:

- 1) The administration requests authorization to contribute to employee Health Savings Plans as stated above for employees electing the High Deductible Health Plan beginning January 1, 2018.**
- 2) The administration requests authorization to contribute to employee Health Reimbursement Accounts as stated above for employees electing the High Deductible Health Plan beginning January 1, 2018.**

KPI 4: Support for Employees

Student Support Services – Project Success – Local Match

As part of the grant application, the College agreed to provide a local match of \$10,000 annually for the five-year period of the grant FY2016 – FY2020 for the federal Student Support Services (TRiO) grant. One of the grant conditions requires a local match of one-third of the dollars provided for student aid (tuition waivers.)

Recommendation:

The administration recommends Board approval of the annual \$10,000 transfer from the Education Fund (Fund 01) to Restricted Funds (Fund 06) for the Student Support Services grant for FY2016.

KPI 1: Student Academic Success

INTEROFFICE MEMORANDUM

TO: CHERYL ROELFSEMA
FROM: CHRIS HERMAN
SUBJECT: FY2018 INSTITUTIONAL MATCH FOR PROJECT SUCCESS GRANT AID
DATE: SEPTEMBER 8, 2017
CC: MARK GRZYBOWSKI

Dear Cheryl,

I am submitting this memorandum to request that the college make the annual contribution of \$10,000 for the cost-share match amount to supplement federal grant aid to students in Project Success/Student Support Services.

The college has made the commitment to provide this amount annually for our current grant cycle (2015-2020). We need this matching amount in order to be eligible to award federal financial assistance to our students. The institutional commitment of \$10,000 allows us to reward some of our outstanding students and participants that also have financial need. This amount of institutional commitment has been instrumental in lessening loan burden and the cost of attendance for many of our participants. Please share with our administration and the College Board of Trustees how important these funds are to our program and students.

Thank you for your continued support of Project Success and our mission of assisting and empowering students from disadvantaged backgrounds!

Sincerely,

Chris Herman, Director
Project Success/Student Support Services
Illinois Valley Community College

Board Travel

Per Board Policy 1.15, an application for travel form must be completed with approval signatures for all travel. After the trip is complete, the same set of approval signatures are needed on the form. Per the Illinois Community College Act (50 ILCS 150/15), travel expenses for any member of the Board of Trustees must be approved by a roll-call vote during an open meeting of the Board of Trustees.

Mr. Jay McCracken represented Illinois Valley Community College at the Illinois Community College Trustees Association (ICCTA) meeting on Friday, September 8, 2017 at Heartland Community College in Normal, Illinois.

Recommendation:

The administration recommends approval for 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.

KPI 6: Resource Management

GENERAL INFORMATION:

POSITION TO BE FILLED: Computing and Audio/Visual Specialist

NUMBER OF APPLICANTS: 3

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Ms. Elias, Mr. King, Ms. Stash, Mr. Talsky, Ms. Vescogni

RECOMMENDED FOR STAFF APPOINTMENT
2017-2018

APPLICANT RECOMMENDED:

James Niessner

EDUCATIONAL PREPARATION:

Central Texas College, San Diego, CA – A.A. General Studies; A.A.S. Criminal Justice
University of Phoenix, San Diego, CA – B.S. in Management

EXPERIENCE:

Alamom Consulting, Inc., San Diego, CA – Security Expert/Client Advisor
IES Communications, Inc., San Diego, CA – Audio Visual Technician
Off Duty Officers, Inc., Vista, CA – Supervisor, Sergeant
United States Navy, Coronado, CA – Instructor/Quality Assurance/Safety Supervisor

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

1. Displayed professionalism, maturity, and all of the requisite skill sets, both technical and people related, with strong sense of service and ethics
2. Interviewed very well via Skype technology
3. Strong military background that indicated responsibility, teamwork, initiative
4. Skills related to cybersecurity, teaching, leadership, supervision, management

RECOMMENDED SALARY: \$20.43 per hour, effective September 29, 2017

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

GENERAL INFORMATION:

POSITION TO BE FILLED: Custodian, 3rd Shift

NUMBER OF APPLICANTS: 14

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Mr. Curley, Ms. Forbes, Mr. Quincer, Ms. Smith

RECOMMENDED FOR STAFF APPOINTMENT
2017-2018

APPLICANT RECOMMENDED:

Tonya Bland

EDUCATIONAL PREPARATION:

LaSalle-Peru High School, LaSalle, IL – High School Diploma

EXPERIENCE:

Illinois Valley Community College, Oglesby, IL – Custodian

Heritage Health, LaSalle, IL – Housekeeper

Target Store, Peru, IL – Cashier Comp Shopper

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

1. Experienced in the use of custodial cleaning equipment and cleaning chemicals in use at IVCC
2. Familiar with the campus and Facility Department procedures
3. Clearly has the most relevant work experience of all candidates
4. Good attendance record; positive references; interviewed well

RECOMMENDED SALARY: \$19.62 per hour

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

GENERAL INFORMATION:

POSITION TO BE FILLED: Programmer/Analyst

NUMBER OF APPLICANTS: 6

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Ms. Chapman, Mr. Dunlap, Ms. Franklin, Ms. Lane, Ms. Roelfsema

RECOMMENDED FOR STAFF APPOINTMENT
2017-2018

APPLICANT RECOMMENDED:

Steve Mazzorana

EDUCATIONAL PREPARATION:

Illinois Valley Community College – A.A. in General Studies

DeVry University, Addison, IL – B.S. in Electronic Engineering Technology

EXPERIENCE:

Northern Illinois University, DeKalb, IL – Application Support

IBM Corporation, Schaumburg, IL – Delivery Analyst & IT Specialist/Web Team Focal

Whittman-Hart Consulting, Chicago, IL – IT Consultant

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

1. Sixteen years of information technology experience
2. Two years of higher education experience at NIU
3. BS in electronic engineering from DeVry University
4. Two years of experience in SQL programming
5. Experience with database management, with interfacing databases and server administration, and with hardware inventory

RECOMMENDED SALARY: \$45,000, annualized, effective October 25, 2017

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

From: Tom Ptak
Sent: Wednesday, September 20, 2017 12:46 PM
To: Cory Tomasson
Subject: Fwd: resignation

----- Forwarded message -----

From: "Sammy Kromm"
Date: Sep 20, 2017 12:42 PM
Subject: resignation
To: "Tom Ptak"
Cc:

To whom it may concern:

The purpose of this correspondence is to document my resignation as Assistant Women's Basketball Coach for Illinois Valley Community College. On 9/16/2017, I gave a verbal statement committing to resign as the Assistant Basketball Coach to head coach Tom Ptak. Today, 9/20/2017, I am submitting a written document confirming my resignation. Thank you for the opportunity.

Respectfully,

Sammy Kromm

RECEIVED

SEP 20 2017

HUMAN RESOURCES

To: Dr. Jerry Corcoran, President; Members of the IVCC Board of Trustees

Subject: Sabbatical Leave Final Report

From: Sue Caley Opsal

Date: September 6, 2017

Sabbatical Leave Final Report

I spent the last academic year plus the summer working on requirements towards the completion of my PhD in Education through Walden University, an online institution committed to social change. I began the program in November of 2012 and completed eight consecutive quarters as the recipient of the Walden Presidential Scholarship, which is only awarded to one individual per year. As a result of taking numerous classes, attending to my duties as lead Anatomy & Physiology instructor at IVCC, and taking care of my family, I became extremely stressed and suffered the consequences related to my “overdoing” it. My PhD work had stalled; I was unable to move forward, and frankly, I needed a break to focus on just *one thing at a time*. I knew if I did not take a full year of sabbatical leave, I would not be able to complete my degree because I felt too out of touch at a distance in this distance learning program. I am very grateful to President Corcoran and the Board of Trustees for affording me this opportunity.

In my sabbatical request, I had written of the benefits to IVCC of this leave when I stated the following:

There are multiple benefits to IVCC if I obtain my PhD in Education. These credentials will allow me to: (1) develop an *expertise in community college leadership*, and bring new ideas to our institution as we face the numerous challenges of the twenty-first century; (2) take on additional *leadership roles within IVCC* (AQIP, assessment, curricular initiatives, etc.) in order to improve areas directly related to academics within our institution (3) position myself for *service on state and federal committees/organizations*, such as the National

Science Foundation, as they relate to community college education; (4) *add to my credentials* which will improve my chances for securing additional grants for the college through the National Science Foundation and other granting agencies, so that I may continue my work with area students in science, technology, engineering, and math; (5) model for the community and my students that I am a faculty member who values education by being a *life-long learner*; and (6) *reinvigorate my commitment to teaching* by allowing me to pursue a professional development opportunity of my own, and complete a significant goal in my personal educational journey. Each of these is a benefit to the college's reputation because they demonstrate our commitment to learning and professional development, and support for IVCC faculty through sabbatical leave.

I will speak to these benefits in order as I explain some modifications I made to my PhD program this past year.

Develop an Expertise in Community College Leadership

I had originally been enrolled in the KAM-only option, which allowed me to select the areas of education I wanted to study. I chose more of a biology focus, and one paper involved Bertalanffy's systems theory and brain-based learning theory. The KAM program requires students to write papers that reflect scholarly writing and dissertation study. These papers are about 100 pages in length and are the equivalent of three quarter courses at Walden. The KAM-only option has been phased out by Walden due to the high attrition rate, and I was one of the last students to sign up for this option. Like so many other students, this was not a good fit for me. Walden allowed me to substitute courses in place of two of the four KAMs, which I did. I completed two KAM papers, which equates to 24 quarter credits and also completed four of the six remaining courses for the KAM substitutions in the Spring and Summer 2017 during sabbatical. I completed the two KAMs in the fall of 2016, and they were approved in the Fall 2016 and Spring 2017 quarters.

The emphasis of the four courses I substituted included (a) change in higher education; (b) leading and managing instructional change; (c) higher education policy, governance, and implementation; and (d) educational law, policy, and governance. I took three of these courses at once in the spring and had to write three papers per week for 11 consecutive weeks. I got a taste of what my students experience in my anatomy class when I was forced to read and analyze the implications of the legal opinions of dozens of higher education lawsuits. These courses were challenging, and I also learned a tremendous amount about policy formation and implementation and higher education law, in particular. I have brought much of this knowledge back to my colleagues, especially to those in IT and instructional technology in terms of trends in lawsuits against higher education institutions as of late.

Additional Leadership Roles at IVCC

I discovered I am still interested in instructional technology and studying the impact it has on our students. I am planning to do my own classroom research using the skills and knowledge I have gained from Walden. I would like to continue to lead in the area of instructional technology and publish my work in peer-reviewed journals. This will lead to greater understanding of our students, the pros and cons of technology use with our students, and directly improve academics at our institution.

Service on State and Federal Committees Related to Higher Education

Once I have completed the PhD, I will be in a better position to pursue these types of opportunities. I have my plate quite full now, but I am eager to serve when the time comes. Currently, I have contacts with the Human Anatomy & Physiology Society (HAPS), an organization that has many leadership opportunities that I could get involved

with in the future. The President of HAPS contacted me and urged me to get involved by volunteering for the assessment committee.

Grant Procurement

In the sciences, grant organizations sometimes look more “fondly” toward applicants who have a PhD than toward those who do not. I have worked on two National Science Foundation grants, one as a Co-PI, in the past, and I am sure Rose Lynch will be “inviting” (pulling, bribing, coercing) me to apply for another! I understand there is a new approval process for applying for grants at IVCC and will follow those guidelines when the time comes.

Model Life-Long Learning

To be completely frank, the greatest benefit of my sabbatical will be to my students, both current and former. Hardly a day goes by that my former students do not ask if I have my PhD yet. They are truly interested and excited that I have taken this path for myself. I feel as if my students look at me and think “she talks the talk and walks the walk” when it comes to the importance of higher education. At a time in history where our culture seems to not always value higher education, my students’ reactions towards my journey mean a lot to me, and I hope it increases their resolve to complete their own journey. They certainly help me to renew my resolve when it comes to finishing this frustrating, interesting, difficult, and magnanimous path to the doctorate.

Reinvigorate My Commitment to Teaching

This sabbatical allowed me to hit the reset button on *myself*, clear my mind of mental baggage accumulated from past years, and determine where I am headed next. The cathartic release this sabbatical afforded me was priceless. I was very excited and

anxious to get back in the classroom. During my leave, I had contemplated many things, and it became clear that I had more to give to my students. With all the commitments that go along with work, family, and life in general, things were not at all clear to me at the time. The sabbatical did as it was supposed to do for those who are fortunate enough to do them: It allowed me to recommit to teaching, to my workplace, and most importantly, to my students.

Conclusion

In granting this sabbatical, I understand why college officials feel a need to document the benefits to the institution. After all, we are living in a world where accountability is king, particularly in government-funded institutions. As we all accept and understand why accountability is important, please let's not forget about the *people* involved. We are a people-based organization. We are here for our students, and the teaching profession is one that *gives* continuously to others so that others might reach their own goals. Teachers also need to fill up their own cups at times. I very much appreciate that President Corcoran and the Board allowed me this opportunity to re-energize myself and reaffirm my commitment to my students and IVCC. In the weeks and months ahead, my sabbatical will be a benefit to all.

To: Dr. Jerry Corcoran, President, IVCC

From: Dr. Robyn L. Schiffman, Dean, EME, Interim Dean, HFAS

Re: IVCC Corporate Sponsorship Opportunities for Theatre and Musical Productions

Date: October 3, 2017

It is an exciting time to talk about the Dr. Mary Margaret Weeg Cultural Centre. To that end, the Theatre faculty and staff would like to offer seven options for patrons to sponsor aspects of the musical and theatre productions, from media, to scenes, to lighting, to costumes. Depending on the level of commitment, sponsors have specific benefits they receive, which could include preferred seating, a “meet the cast,” free tickets (a \$20 value), and mention in printed programs.

Corporate sponsorships are common in non-for-profit community cultural spaces all across the country. It brings a level of professionalization to our venue and productions and could attract a whole new group of donors to arts and culture at IVCC. The contributions might alleviate some of the burden placed on the Divisional budget, which pays for costumes, copyright, photocopying, etc. We might offer productions over the summer. Unless directed otherwise, we plan to begin recognizing donors in the Fall of 2018. Below, please find a description of the levels of sponsorship.

THE HEADLINER (Media Sponsor)

Commitment: \$1,500.00

The HEADLINER, in return for their donation to assist the theatre with paid advertising (print, radio, flyers), receives top billing of all sponsors. This sponsor receives billing in all paid advertising (“This advertisement courtesy of Media sponsor ABC Corporation.”).

The HEADLINER also receives 20 tickets for any performance of the show to be distributed at their discretion, and is invited to the “Meet The Cast” reception following the opening performance.

The HEADLINER also receives billing in the playbills, as well as an announcement made prior to each night’s performance.

THE STAGEHAND (Scenic Sponsor)

Commitment: \$750.00

The STAGEHAND’s donation is used for the acquisition of materials needed to build the scenery for the spring musical. In return, the STAGEHAND receives billing in the playbill, and is announced nightly at each performance. Corporate sponsors will all receive mention in all radio interviews and non-paid print articles.

The STAGEHAND receives 20 tickets for any performance of the show to be distributed at their discretion, and is invited to a “Meet the Cast” reception following the opening performance.

THE SPOTLIGHTER (Lighting Sponsor)

Commitment: \$500.00

The SPOTLIGHTER’s donation is used for the continual care of the theatre lighting system, and in particular, the specialty lighting of the season’s show. In return for this donation, the SPOTLIGHTER receives billing in the playbill, and is announced nightly at each performance. Corporate sponsors will all receive mention in all radio interviews and non-paid print articles.

The SPOTLIGHTER receives 14 tickets for any performance of the show to be distributed at their discretion, and is invited to a “Meet the Cast” reception following the opening performance.

THE COSTUMER (Costume Sponsor)

Commitment: \$400.00

The COSTUMER’s donation is used to augment the costume budget for the spring musical, and acquire material and other necessities in dressing the cast. In return for this donation, the COSTUMER receives billing in the playbill, and is announced nightly at each performance. Corporate sponsors will all receive mention in all radio interviews and non-paid print articles.

The COSTUMER receives 12 tickets for any performance of the show to be distributed at their discretion, and is invited to a “Meet the Cast” reception following the opening performance.

Three Tier Sponsorships

These sponsors’ contributions are used for the many and varied needs in the production of the spring musical, such as props, specialty items, sound effects, musical accompaniment, etc. All receive billing in the playbills, and an invitation to attend the “Meet The Cast” reception following the opening performance. Tickets vary by contribution, and may be distributed at the sponsor’s discretion.

THE MARQUEE CLUB Sponsor

\$250 to \$399

(10 tickets included)

FRONT ROW CENTER Sponsor

\$150 to \$249

(6 tickets included)

STAGE DOOR Sponsor

\$75 to \$149

(2 tickets included)

Business After-Hours

The Illinois Valley Labor Management Trustees has requested to hold a Business After-Hours event in conjunction with the College's annual Career Expo on Friday, March 9, 2018. Their goal of hosting this event the evening before the Expo in order to showcase college facilities and bring more awareness to the business community regarding excellent career opportunities available in the Building Trades is well aligned with the College's mission. Unless directed otherwise, the request will be granted.

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.