



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Thursday, January 11, 2018  
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, January 11, 2018 – 6:30 p.m. – Board Room (C307)**

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
  - 6.1 Approval of Minutes – December 14, 2017 Board Meeting (Pages 1-6)
  - 6.2 Approval of Bills - \$1,200,121.73
    - 6.2.1 Education Fund - \$784,138.78
    - 6.2.2 Operations & Maintenance Fund - \$111,986.24
    - 6.2.3 Operations & Maintenance (Restricted Fund) - \$40,230.00
    - 6.2.4 Auxiliary Fund - \$212,321.01
    - 6.2.5 Restricted Fund - \$32,058.78
    - 6.2.6 Liability, Protection & Settlement Fund - \$19,386.92
  - 6.3 Treasurer's Report (Pages 7 - 24)
    - 6.3.1 Financial Highlights (Pages 8 -9)
    - 6.3.2 Balance Sheet (Pages 10 - 11)
    - 6.3.3 Summary of FY18 Budget by Fund (Page 12)
    - 6.3.4 Budget to Actual Comparison (Pages 13 -19)
    - 6.3.5 Budget to Actual By Budget Officers (Page 20)
    - 6.3.6 Statement of Cash Flows (Page 21)
    - 6.3.7 Investment Status Report (Pages 22 - 23)
    - 6.3.8 Disbursements - \$5,000 or more (Page 24)
  - 6.4 Personnel - Stipends for Pay Periods Ending December 9, 2017 and December 23, 2017 (Pages 25 - 27)
7. President's Reports

8. Committee Reports
9. Purchase Request – Colleague Student Planning Module (Page 28)
10. Board Polices (Second Reading) (Pages 29 - 42)
  - 10.1 3.1 – Classification of Employees (Page 30)
  - 10.2 3.19 – Hiring Process: Administrators and Support Staff (Pages 31 - 34)
  - 10.3 Alternative Credit (Pages 35 - 39)
  - 10.4 Illinois Articulation Initiative (Pages 40 - 41)
  - 10.5 Use of Unmanned Aerial Vehicles (UAVs) or Drones (Page 42)
11. Items for Information (Pages 43 - 58)
  - 11.1 Staff Appointment – Amy Woods, Financial Aid Advisor (Page 43)
  - 11.2 Fraud, Waste and Abuse – Board Policy 3.33 (Page 44 – 45)
  - 11.3 Moving Expense Reimbursement for Faculty and Administrators – Board Policy 3.23 (Page 46)
  - 11.4 Sexual Harassment – Board Policy 6.13 (Page 47 - 57)
  - 11.5 YOU@IVCC (Page 58)
12. Trustee Comment
13. Closed Session – 1) litigation; 2) collective negotiations; 3) closed session minutes
14. Approval of Closed Session Minutes
15. Other
16. Adjournment



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

**Minutes of Regular Meeting**  
**December 14, 2017**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, December 14, 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  
Amy L. Boyles  
Jay K. McCracken  
Melissa M. Olivero  
Matthew F. Pehoski, Student Trustee

**Members Absent:** Angela M. Stevenson

**Members Telephonically Present:**

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

**APPROVAL OF AMENDED AGENDA**

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

**PUBLIC COMMENT**

None.

**CONSENT AGENDA ITEMS**

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

The following items were approved in the consent agenda:

Approval of Minutes – November 9, 2017 Board Meeting; November 14, 2017 Planning Committee Meeting; and November 28, 2017 Closed Session Minutes Committee Meeting.

Approval of Bills - \$1,170,614.89

Education Fund - \$929,729.94; Operations & Maintenance Fund - \$63,410.25; Auxiliary Fund - \$103,446.62; Restricted Fund - \$7,706.80; Audit Fund - \$17,000.00; and Liability, Protection & Settlement Fund - \$49,321.28.

Treasurer's Report

Personnel

Approved the stipends for pay periods ending October 28, 2017; November 11, 2017; and November 25, 2017.

Bid Results

Approved the bid of \$23,472.90 from Midland Paper for multi-purpose paper.

Purchase Request

Authorized the renewal of the 23 ccSpringboard Software licenses from Anaca Technologies, Ltd. in the amount of \$11,385 for 2018.

## **PRESIDENT'S REPORT**

Dr. Corcoran reported that over 150 prospective students plus many of their family members attended the Fall Open House held on November 15. Program evaluation forms indicated that it was time well spent, and attendees were impressed with our knowledgeable and accommodating staff. The Retirees Reception hosted by our Foundation on November 16 had a nice turnout. One of our retirees, former librarian Evelyn Moyle, passed last week. Evelyn gave 27 years of her life to IVCC, eight as head librarian. She was inducted into the IVCC-LPO Hall of Fame in 2012. Dr. Corcoran noted that Ed Anderson, IVCC's Director of Learning Resources when Ms. Moyle retired in 1997, credited her with "bringing the library into the 21<sup>st</sup> Century by leading the effort to get the library automated and online, giving IVCC students' access to materials in libraries across the state." Turnout at the November 29<sup>th</sup> Support Staff craft fair was tremendous. Our support Staff raised \$1,165 for the Foundation's Student Emergency Living Funds. Dr. Corcoran thanked all who volunteered, bought tickets and supported the vendors. Dr. Corcoran thanked Dr. Boyles for representing the Board of Trustees at our therapeutic massage graduation ceremony on December 5. Seven students received certificates and another five earned AAS degrees. The "Honorspalooza" on December 6 featured Honors Program capstone project presentations by dozens of students including Trustee Matt Pehoski's team. Dr. Corcoran commended Adam Oldaker on a fabulous job over the years as the Honors Program coordinator. Dr. Corcoran congratulated Willard Mott who arranged to have the Section 7 FFA Agronomy and Dairy Foods contest on the IVCC campus on December 6. More than 100 students participated in event; in the words of Mr. Mott, "many of the section agriculture instructors and FFA advisors had not been on campus in a while, especially since the Community Technology Center was built and new wings



were added to J Building. They were extremely impressed with our campus and very supportive of the agriculture program.” Dr. Corcoran thanked the Theatre Department for the annual holiday revue “Jingle all the Way” held in the Dr. Mary Margaret Weeg Cultural Centre this past weekend. The program, featuring IVCC’s Show Choir, was directed and choreographed by Don Grant Zellmer. Dr. Larry Huffman, former IVCC president and board member, has agreed to deliver the May 19, 2018 commencement address to our graduates. Dr. Corcoran announced that Ralph Scriba has pledged \$50,000 in 2018 to assist in launching a Certified Medical Assistant program at IVCC. Dr. Corcoran noted that our goal is to add CMA to our already impressive list of health career options, and Ralph Scriba’s support ensures that the program will have the resources it needs to succeed. Specifically, the Scriba donation will be used to purchase the necessary equipment, software and licensing to ensure proper accreditation in advance of the program launch. Scriba, a native of Troy Grove, was honored October 23 with the naming of the Ralph Scriba Conference Center in the Peter Miller Community Technology Center for his previous \$250,000 in donations to IVCC. Thanks were extended to Fran Brolley, the Foundation, and Ralph Scriba for his generous donation. Dr. Corcoran pointed out that the Annual Financial Report prepared by Cheryl Roelfsema’s Business Office was distributed to each member of the Board of Trustees. Other items distributed were (1) IVCC Quick Facts; (2) the agriculture program’s one-year review; (3) a flyer highlighting our new AAS program in agronomy; and (4) IVCC’s new enrollment-driver publication.

#### **COMMITTEE REPORTS**

Dr. Boyles noted that the Planning Committee was a productive meeting and included an update on the academic plan, strategic planning, and Board policies. Dr. Boyles thanked Dr. Deborah Anderson, Cheryl Roelfsema, Mark Grzybowski, Leslie Hofer, and Matt Suerth for their preparation of reports and input at the meeting. The Planning Committee meeting notes are in the board book.

A meeting of the Audit/Finance Committee needs to be set the week of January 22, 2018. It was agreed to discuss possible meeting dates and times after the Board meeting.

#### **2017 TENTATIVE TAX LEVY**

It was moved by Mr. Solon and seconded by Mr. McCracken to adopt the Tax Levy Resolution, Certificate of Tax Levy, Resolution of Intent, Notice of Intent to Increase Tax Levy, and Certificate of Compliance with the Truth and Taxation Act, as presented. Motion passed by voice vote. Mr. Mallery expressed his support for the tax levy and commented that it should provide some tax relief to property owners.

#### **STAFF APPOINTMENT – SHANE LANGE**

It was moved by Dr. Boyles and seconded by Mr. Mallery to approve the appointment of Shane Lange as Dean, Division of Workforce Development, at an annual salary of \$71,500, effective December 18, 2017. Motion passed by voice vote. Mr. Lange was in attendance and was congratulated on his appointment.

**STAFF APPOINTMENT – DR. PATRICE HESS**

It was moved by Mr. McCracken and seconded by Mr. Solon to approve the appointment of Dr. Patrice Hess as Director of Learning Resources at an annualized salary of \$74,000, effective January 2, 2018. Motion passed by voice vote.

**BOARD APPOINTMENT**

It was moved by Ms. Olivero and seconded by Mr. Pehoski to approve the appointment of Ms. Judy Day as Secretary of the Board. Motion passed by voice vote.

**BID RESULTS – TWO (2) 15-PASSENGER SHUTTLE BUSES**

It was moved by Dr. Boyles and seconded by Mr. McCracken to accept the bid from Southern Bus & Mobility, Inc. to lease two (2) 2018 Ford E350 Turtle Top Van Terra XLT buses for 36 months, at an annual lease payment of \$9,498.53 per bus. Motion passed by voice vote.

**APPROVAL OF THE ASSOCIATE IN APPLIED SCIENCE DEGREE: AGRONOMY**

It was moved by Mr. Solon and seconded by Mr. Pehoski to approve the Associate of Applied Science degree in Agronomy, as presented. Motion passed by voice vote.

**TAXING BODIES INTERGOVERNMENTAL AGREEMENT – EXELON GENERATING PLANT**

It was moved by Mr. Solon and seconded by Dr. Boyles to authorize the President or his designee to sign the Intergovernmental Agreement for Joint Action in Regard to Certain Real Estate Valuation Proceedings, as presented. Motion passed by voice vote.

**SCHEDULE OF REGULAR MEETING DATES AND TIMES**

It was moved by Mr. Mallery and seconded by Mr. McCracken to approve the following dates for 2018 and to provide public notice of this schedule. All meetings will take place at 6:30 p.m. in Room C307, the Board Room, on the campus of Illinois Valley Community College, 815 North Orlando Smith Road, Oglesby, IL. Motion passed by voice vote.

Thursday, January 11, 2018  
Thursday, February 8, 2018  
Thursday, March 8, 2018  
Thursday, April 12, 2018  
Thursday, May 10, 2018  
Thursday, June 14, 2018

Thursday, July 12, 2018  
Thursday, August 16, 2018  
Thursday, September 13, 2018  
Thursday, October 11, 2018  
Thursday, November 8, 2018  
Thursday, December 13, 2018

**SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES**

It was moved by Ms. Olivero and seconded by Mr. McCracken to release the following closed session minutes: January 15, 2015 – Reduction in Force. Motion passed by voice vote.



## **AUTHORIZATION FOR DESTRUCTION OF VERBATIM RECORDINGS OF CLOSED SESSION MEETINGS**

Motion made by Mr. McCracken and seconded by Dr. Boyles to accept and authorize the destruction of verbatim audiotapes of the Board of Trustees Closed Session meetings as presented and as all the criteria for destruction of these tapes under the Open Meetings Act have been met. Motion passed by voice vote.

## **BOARD POLICIES (First Reading)**

Revisions to the following Board Policies were recommended:

- 3.1 Classification of Employees
- 3.19 Hiring Process: Administrators and Support Staff

The following new Board Policies were proposed:

- Alternative Credit
- Illinois Articulation Initiative
- Use of Unmanned Aerial Vehicles (UAVs) or Drones

## **TRUSTEE COMMENT**

Board Chair Jane Goetz recognized retiring Executive Assistant to the President Jeanne Hayden for 34 years of exemplary service. Goetz said that Hayden served five presidents and interim presidents and 55 trustees during her tenure. Hayden, working her last of more than 300 board meetings, was credited for her “unerring exactitude and reliability in managing records” and for being respected across the college for her “competence, work ethic and professionalism.” Ms. Hayden was given a standing ovation from all present. Ms. Hayden thanked the Board members for their numerous hours of dedicated and volunteer service to the college.

## **CLOSED SESSION**

It was moved by Mr. Solon and seconded by Mr. Pehoski to convene a closed session at 6:57 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) litigation; 3) collective negotiations; 4) closed session minutes. Motion passed by voice vote.

After a short break, the Board entered closed session at 7:05 p.m. On a motion by Ms. Olivero and seconded by Mr. Solon, the regular meeting resumed at 7:43 p.m. Motion passed by voice vote

## **APPROVAL OF CLOSED SESSION MINUTES**

It was moved by Dr. Boyles and seconded by Mr. McCracken to approve and retain the Closed Session minutes of the October 12, 2017 Closed Session Meeting and the Closed Session Minutes Committee Meeting of November 28, 2017. Motion passed by voice vote.

## **OTHER**

None



**ADJOURNMENT**

Ms. Goetz declared the meeting adjourned at 7:45 p.m.

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Jane E. Goetz, Board Chair

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David O. Mallery, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

DECEMBER 2017

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

Kathy Ross  
Controller

## FINANCIAL HIGHLIGHTS – December 2017

### Revenues

- As of December 19, the headcount for fall semester was 3,302 which is 102 students less than at the same point in time last year. Credit hours for fall 2017 were 26,522, a decrease of 1,304 credit hours, or 4.69 percent, from this point in time one year ago.

Spring semester registration began November 7. The headcount for spring semester as of December 19 was 2,569, which is 283 students less than at the same point in time last year. Credit hours for spring 2018 were 23,635, a decrease of 2,058, or 8.01 percent, from this point in time one year ago.

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

- On July 6, a FY17 Supplemental Budget and a FY18 Budget were passed by the Illinois State Legislature. The supplemental budget included an additional \$1,210,688 in FY17 funding for IVCC and a total of \$1,800,000 for the FY18 basic operating grant. In December we received \$604,000, or approximately 50 percent, of the additional FY17 funding, and \$553,000 of the FY18 base operating grant. FY18 Base operating grant monies received are now at \$1,384,337; well over the \$1,000,000 that was budgeted.

The ICCB anticipates the unexpended appropriations from FY17 will be extended beyond the December 31, 2017 lapse period deadline. Pursuant to PA 100-23, the State Finance Act (30 ILCS 105/(m) was amended to allow upon written agreement between the Governor and Comptroller the deadline for FY17 payments to be extended. With this extension, staff from the Office of Comptroller indicated they will be able to process all remaining FY17 appropriations for community colleges without involving the Court of Claims.

- 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.

Pursuant to the intergovernmental agreement among the taxing bodies, discussions regarding the extension of the agreement with Exelon are starting.

So far we have received three property objections each asking for over \$100,000 in reduced assessed valuation. These properties are OSF Saint Elizabeth Medical Center, the Peru Mall and Ottawa Friendship House.

## **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 \$22,200;
- Fund 01 – Education Fund – Academic Support – Contractual Services – includes Blackboard annual fees of \$76,384; annual maintenance fees to Burwood Group of \$19,125 and \$63,500 for other annual software maintenance fees;
- Fund 01 – Education Fund – Institutional Support – Contractual Services – includes Ellucian annual fees of \$247,155; \$15,000 to Burwood Group for annual software maintenance; other annual software maintenance fees; and payment to Ferrilli of \$12,250 for contracted IT services;
- 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 – project is on schedule for air handler replacement to be complete before spring semester classes begin;
- Building E Air Handler/Chiller Replacement – Board approved in October 2016; work is scheduled for December 2018;
- Building G Temperature Controls – project is on schedule with new controls in place;
- Campus-Wide Security Camera Upgrade – construction documents will be available on February 5 with a due date of February 27, 2018;
- Exterior Stair Upgrades – construction documents will be available on March 12 with a due date of April 3, 2018;
- Cultural Centre Accessibility Upgrades – construction documents will be available on February 5 with a due date of February 27, 2018. A portion of this project is being paid with monies from the Boyle Estate.

## **Technology Projects**

- Website redesign project is underway with some preliminary design work starting. Anticipate “go-live” date is September or October 2018.

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

10

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
<b>Assets and Other Debits</b>								
Cash and cash equivalents	\$ 5,587,682	\$ 849,891	\$ 172,370	\$ 672,908	\$ 277,139	\$ -	\$ -	\$ 7,559,990
Investments	4,573,920	11,070,170	637,170	248,000	350,942	-	-	16,880,202
Receivables								
Property taxes	9,202,742	2,118,426	-	-	-	-	-	11,321,168
Governmental claims	1,210,688	-	-	-	89,326	-	-	1,300,014
Tuition and fees	2,231,657	-	-	52,137	-	-	-	2,283,794
Due from other funds	548,179	-	-	-	10	-	-	548,189
Due to/from student groups	439,082	-	-	-	-	-	-	439,082
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	-	-	-	-	-	-	-	-
<b>Other Debits</b>	<u>\$23,817,920</u>	<u>\$14,061,602</u>	<u>\$ 810,747</u>	<u>\$ 1,806,838</u>	<u>\$ 717,417</u>	<u>\$60,935,285</u>	<u>\$ -</u>	<u>\$ 102,149,809</u>

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

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
<b>Liabilities</b>								
Accounts payable	\$ 116,738	\$ -	\$ -	\$ 10,034	\$ 6,864	\$ -	\$ -	\$ 133,636
Accrued salaries & benefits	1,426,774	14,295	-	12,123	-	-	-	1,453,192
Post-retirement benefits & other	115,994	-	-	-	-	-	-	115,994
Unclaimed property	2,033	1,986	-	-	27	-	-	4,046
Due to other funds	148,362	162,663	-	236,229	935	-	-	548,189
Due to student groups/deposits	47,810	-	-	-	709,591	-	-	757,401
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>6,460,726</u>	<u>1,429,128</u>	<u>-</u>	<u>299,568</u>	<u>717,417</u>	<u>-</u>	<u>-</u>	<u>8,906,839</u>
<b>Equity and Other Credits</b>								
Investment in general fixed assets	-	-	-	-	-	60,935,285	-	60,935,285
Contributed capital	-	-	-	-	-	-	-	-
Retained earnings	-	-	-	-	-	-	-	-
Fund balance								-
Reserved for restricted purposes	-	12,632,474	-	-	-	-	-	12,632,474
Reserved for debt service	-	-	810,747	-	-	-	-	810,747
Unreserved	<u>17,357,194</u>	<u>-</u>	<u>-</u>	<u>1,507,270</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>18,864,464</u>
Total equity and other credits	<u>17,357,194</u>	<u>12,632,474</u>	<u>810,747</u>	<u>1,507,270</u>	<u>-</u>	<u>60,935,285</u>	<u>-</u>	<u>93,242,970</u>
<b>Total Liabilities, Equity and Other Credits</b>	<u>\$23,817,920</u>	<u>\$14,061,602</u>	<u>\$ 810,747</u>	<u>\$ 1,806,838</u>	<u>\$ 717,417</u>	<u>\$60,935,285</u>	<u>\$ -</u>	<u>\$ 102,149,809</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 six months ended December 31, 2017  
 Unaudited

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Fund	Bond & Interest Fund	Working Cash Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 16,816,402	\$ 2,037,537	\$ 1,758,322	\$ 864	\$ 18,128	\$ 992,603	\$ 2,419,294	\$ 676,755	\$ 36,423	\$ 24,756,328
Actual Expenditures	(8,822,050)	(1,013,560)	(275,507)	-	-	(1,372,729)	(2,669,421)	(710,483)	(34,250)	(14,898,000)
Other Financing Sources (Uses)	(10,000)	-	-	-	-	-	10,000	-	-	-
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	7,984,352	1,023,977	1,482,815	864	18,128	(380,126)	(240,127)	(33,728)	2,173	9,858,328
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 December 31, 2017	<u>\$ 13,687,208</u>	<u>\$ 3,669,988</u>	<u>\$ 6,964,127</u>	<u>\$ 810,749</u>	<u>\$ 4,626,489</u>	<u>\$ 1,507,273</u>	<u>\$ (208,631)</u>	<u>\$ 1,214,887</u>	<u>\$ 35,602</u>	<u>\$ 32,307,692</u>

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

	Annual Budget FY2018	Actual 12/31/17	Act/Budget 50.0%	Actual 12/31/16	Act/Budget 50.0%	Annual Budget FY2017
<b>EDUCATION FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 8,026,700	\$ 7,915,227	98.6%	\$ 7,622,230	98.9%	\$ 7,708,916
Corporate Personal Property Replacement Tax	1,101,797	127,398	11.6%	228,683	20.8%	1,098,835
TIF Revenues	365,700	272,811	74.6%	259,247	68.0%	381,000
Total Local Government	<u>9,494,197</u>	<u>8,315,436</u>	87.6%	<u>8,110,160</u>	88.3%	<u>9,188,751</u>
State Government:						
ICCB Credit Hour Grant	920,000	764,296	83.1%	862,216	60.8%	1,419,017
Equalization	50,000	25,000	50.0%	-	0.0%	50,000
Career/Technical Education Formula Grant	195,000	-	0.0%	189,069	99.5%	190,000
Other	-	-	0.0%	-	-	-
Total State Government	<u>1,165,000</u>	<u>789,296</u>	67.8%	<u>1,051,285</u>	63.4%	<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	6,754,570	98.1%	6,750,479	91.9%	7,344,081
Fees	906,850	820,255	90.5%	760,907	89.9%	846,132
Total Tuition and Fees	<u>7,789,490</u>	<u>7,574,825</u>	97.2%	<u>7,511,386</u>	91.7%	<u>8,190,213</u>
Other Sources:						
Public Service Revenue	282,109	91,574	32.5%	109,916	25.7%	427,800
Other	118,891	44,941	37.8%	45,605	42.6%	107,163
Total Other Sources	<u>401,000</u>	<u>136,515</u>	34.0%	<u>155,521</u>	29.1%	<u>534,963</u>
<b>TOTAL EDUCATION FUND REVENUE</b>	<u>\$ 18,856,902</u>	<u>16,816,402</u>	89.2%	<u>16,829,457</u>	85.9%	<u>19,580,944</u>
<b>EDUCATION FUND EXPENDITURES</b>						
Instruction:						
Salaries	\$ 8,348,942	4,008,496	48.0%	4,263,147	48.3%	8,822,920
Employee Benefits	1,680,827	720,347	42.9%	692,942	41.9%	1,655,386
Contractual Services	188,269	33,492	17.8%	28,893	15.5%	186,403
Materials & Supplies	424,327	104,704	24.7%	137,805	31.0%	444,189
Conference & Meeting Expenses	96,840	20,535	21.2%	14,060	13.1%	107,169
Fixed Charges	197,000	137,982	70.0%	158,050	80.0%	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>\$ 5,025,556</u>	46.0%	<u>\$ 5,294,897</u>	46.3%	<u>\$ 11,429,566</u>

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

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2018	Actual 12/31/17	Act/Budget 50.0%	Actual 12/31/16	Act/Budget 50.0%	Annual Budget FY2017
<b>Academic Support:</b>						
Salaries	\$ 652,484	\$ 284,033	43.5%	\$ 334,557	49.9%	\$ 669,903
Employee Benefits	154,279	54,912	35.6%	53,422	41.3%	129,256
Contractual Services	192,544	159,080	82.6%	145,954	79.2%	184,276
General Materials & Supplies	229,247	84,540	36.9%	52,174	22.5%	232,080
Conference & Meeting Expenses	8,920	1,472	16.5%	254	2.8%	9,010
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	23,700	11,025	46.5%	10,983	42.0%	26,160
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
<b>Total Academic Support</b>	<u>1,261,174</u>	<u>595,062</u>	<u>47.2%</u>	<u>597,344</u>	<u>47.8%</u>	<u>1,250,685</u>
<b>Student Services:</b>						
Salaries	1,225,294	572,940	46.8%	626,576	50.3%	1,245,962
Employee Benefits	338,817	124,077	36.6%	137,976	42.1%	327,463
Contractual Services	8,735	2,533	29.0%	4,465	53.8%	8,300
Materials & Supplies	55,972	22,922	41.0%	22,177	35.7%	62,129
Conference & Meeting Expenses	26,260	7,578	28.9%	5,422	17.5%	30,895
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
<b>Total Student Services</b>	<u>1,655,078</u>	<u>730,050</u>	<u>44.1%</u>	<u>796,616</u>	<u>47.6%</u>	<u>1,674,749</u>
<b>Public Services/Continuing Education:</b>						
Salaries	395,571	169,533	42.9%	204,720	39.8%	514,353
Employee Benefits	69,659	28,837	41.4%	29,634	34.3%	86,351
Contractual Services	203,900	100,129	49.1%	99,582	39.7%	250,600
Materials & Supplies	87,275	36,831	42.2%	40,452	44.8%	90,320
Conference & Meeting Expenses	17,150	3,513	20.5%	4,358	22.5%	19,375
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	510	360	0.0%	-	0.0%	500
<b>Total Public Services/Continuing Education</b>	<u>774,065</u>	<u>339,203</u>	<u>43.8%</u>	<u>378,746</u>	<u>39.4%</u>	<u>961,499</u>
<b>Institutional Support:</b>						
Salaries	1,803,308	830,866	46.1%	961,905	52.4%	1,834,609
Employee Benefits	637,253	392,939	61.7%	267,157	46.0%	580,295
Contractual Services	513,288	369,140	71.9%	420,083	77.4%	542,830
Materials & Supplies	436,870	181,575	41.6%	162,009	35.2%	447,585
Conference & Meeting Expenses	56,480	11,027	19.5%	11,154	15.2%	73,390
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	26,370	4,218	16.0%	4,543	17.2%	26,395
Capital Outlay	87,000	28,452	32.7%	-	0.0%	237,000
Other	29,400	(153)	-0.5%	(233)	-0.4%	59,200
Provision for Contingency	217,661	-	0.0%	-	0.0%	222,092
<b>Total Institutional Support</b>	<u>3,807,630</u>	<u>1,818,064</u>	<u>47.7%</u>	<u>1,826,618</u>	<u>45.4%</u>	<u>4,023,396</u>
Scholarships, Grants and Waivers	499,750	314,115	62.9%	289,204	58.6%	493,400
<b>TOTAL EDUCATION FUND EXPENDITURES</b>	<u>\$ 18,933,902</u>	<u>\$ 8,822,050</u>	<u>46.6%</u>	<u>\$ 9,183,425</u>	<u>46.3%</u>	<u>\$ 19,833,295</u>
<b>INTERFUND TRANSFERS - NET</b>	<u>\$ 77,000</u>	<u>\$ (10,000)</u>	<u>0.0%</u>	<u>\$ (10,000)</u>	<u>0.0%</u>	<u>\$ 252,352</u>

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

	Annual Budget FY2018	Actual 12/31/17	Act/Budget 50.0%	Actual 12/31/16	Act/Budget 50.0%	Annual Budget FY2017
<b>OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 1,236,300	\$ 1,222,262	98.9%	\$ 1,189,036	99.1%	\$ 1,200,000
Corporate Personal Property Replacement Tax	187,981	22,482	12.0%	40,356	22.6%	178,500
TIF	122,000	90,732	74.4%	86,416	68.0%	127,000
Total Local Government	<u>1,546,281</u>	<u>1,335,476</u>	86.4%	<u>1,315,808</u>	87.4%	<u>1,505,500</u>
State Government:						
ICCB Credit Hour Grant	80,000	66,450	83.1%	-	0.0%	218,833
Total State Government	<u>80,000</u>	<u>66,450</u>	83.1%	<u>-</u>	0.0%	<u>218,833</u>
Student Tuition and Fees:						
Tuition	722,820	552,811	76.5%	556,423	95.0%	585,844
Total Tuition and Fees	<u>722,820</u>	<u>552,811</u>	76.5%	<u>556,423</u>	95.0%	<u>585,844</u>
Other Sources:						
Facilities Revenue	138,941	72,074	51.9%	20,278	15.0%	135,000
Investment Revenue	10,000	9,613	96.1%	5,308	265.4%	2,000
Other	-	1,113	0.0%	845	-	-
Total Other Sources	<u>148,941</u>	<u>82,800</u>	55.6%	<u>26,431</u>	19.3%	<u>137,000</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>	<u>\$ 2,498,042</u>	<u>\$ 2,037,537</u>	81.6%	<u>\$ 1,898,662</u>	77.6%	<u>\$ 2,447,177</u>
<b>OPERATIONS &amp; MAINTENANCE FUND</b>						
Operations & Maintenance of Plant:						
Salaries	\$ 923,374	\$ 413,350	44.8%	\$ 425,414	0.0%	\$ 898,774
Employee Benefits	301,674	115,102	38.2%	101,491	0.0%	256,648
Contractual Services	242,276	77,900	32.2%	75,871	0.0%	214,300
General Materials & Supplies	225,070	52,082	23.1%	134,911	0.0%	230,070
Conference & Meeting Expenses	5,675	375	6.6%	170	0.0%	5,675
Fixed Charges	64,500	80,045	124.1%	41,916	0.0%	64,500
Utilities	733,413	238,541	32.5%	328,218	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>977,395</u>	40.2%	<u>1,107,991</u>	0.0%	<u>2,383,217</u>
Institutional Support:						
Salaries	46,489	21,228	45.7%	22,877	0.0%	43,808
Employee Benefits	10,758	6,060	56.3%	4,205	0.0%	10,103
Contractual Services	750	2,491	332.1%	2,491	0.0%	2,500
Materials & Supplies	2,853	2,176	76.3%	1,452	0.0%	3,340
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	4,210	4,210	100.0%	4,210	100.0%	4,210
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>65,060</u>	<u>36,165</u>	55.6%	<u>35,235</u>	0.0%	<u>63,961</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>	<u>\$ 2,498,042</u>	<u>\$ 1,013,560</u>	40.6%	<u>\$ 1,143,226</u>	0.0%	<u>\$ 2,447,178</u>



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

	Annual Budget FY2018	Actual 12/31/17	Act/Budget 50.0%	Actual 12/31/16	Act/Budget 50.0%	Annual Budget FY2017
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Local Government Sources						
Current Taxes	\$ 1,545,381	\$ 1,396,935	90.4%	\$ 1,486,296	0.0%	\$ 1,576,454
State Government Sources	-	-	0.0%	11,850	0.0%	-
Investment Revenue	30,600	15,620	51.0%	9,480	0.0%	-
Other Revenue	-	345,767	0.0%	-	0.0%	8,500
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) REVENUES</b>	<b>\$ 1,575,981</b>	<b>1,758,322</b>	<b>111.6%</b>	<b>1,507,626</b>	<b>0.0%</b>	<b>1,584,954</b>
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Operations & Maintenance						
Contractual Services	-	-	0.0%	1,180	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	1,500,000	275,507	18.4%	509,078	0.0%	1,450,000
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>	<b>\$ 1,500,000</b>	<b>275,507</b>	<b>18.4%</b>	<b>510,258</b>	<b>0.0%</b>	<b>1,450,000</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>
<b>BOND &amp; INTEREST FUND</b>						
Local Government Sources						
Current Taxes	-	-	0.0%	264,957	0.0%	265,000
Investment Revenue	3,200	864	27.0%	1,800	0.0%	1,400
<b>TOTAL BOND &amp; INTEREST FUND REVENUES</b>	<b>3,200</b>	<b>864</b>	<b>27.0%</b>	<b>266,757</b>	<b>0.0%</b>	<b>266,400</b>
<b>BOND &amp; INTEREST FUND</b>						
Institutional Support:						
Debt Principal Retirement	-	-	0.0%	265,000	0.0%	265,000
Interest on Bonds	-	-	0.0%	2,760	0.0%	3,313
Fees	-	-	0.0%	500	0.0%	500
<b>TOTAL BOND &amp; INTEREST EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 268,260</b>	<b>99.8%</b>	<b>\$ 268,813</b>
<b>WORKING CASH FUND</b>						
Investment Revenue	\$ 32,000	\$ 18,128	56.7%	\$ 15,144	75.7%	\$ 20,000
<b>TOTAL WORKING CASH REVENUES</b>	<b>32,000</b>	<b>18,128</b>	<b>56.7%</b>	<b>15,144</b>	<b>75.7%</b>	<b>20,000</b>
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 six months ended December 31, 2017  
 Unaudited

AUXILIARY ENTERPRISES FUND	Annual Budget FY2018	Actual 12/31/17	Act/Budget 50.0%	Actual 12/31/16	Act/Budget 50.0%	Annual Budget FY2017
Service Fees	\$ 2,268,600	\$ 986,489	43.5%	\$ 1,099,989	0.0%	\$ 2,257,200
Other Revenue	5,700	2,746	0.0%	6,262	0.0%	-
Investment Revenue	2,800	3,368	120.3%	2,745	0.0%	1,700
<b>TOTAL AUXILIARY ENTERPRISES FUND REVENUES</b>	<b>2,277,100</b>	<b>992,603</b>	<b>43.6%</b>	<b>1,108,996</b>	<b>0.0%</b>	<b>2,258,900</b>

**AUXILIARY ENTERPRISES FUND**

Salaries	\$ 321,509	160,744	50.0%	156,015	0.0%	320,725
Employee Benefits	67,134	26,431	39.4%	26,132	0.0%	93,123
Contractual Services	49,922	31,414	62.9%	24,460	0.0%	46,000
Materials & Supplies	1,817,195	1,126,391	62.0%	1,124,693	0.0%	1,857,965
Conference & Meeting	25,909	11,647	45.0%	13,980	0.0%	27,255
Fixed Charges	40,075	16,038	40.0%	21,995	0.0%	64,282
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	19,832	-	0.0%	27,711	0.0%	33,391
Other	103,000	64	0.1%	211	0.0%	104,500
<b>TOTAL AUXILIARY ENTERPRISES EXPENDITURES</b>	<b>2,444,576</b>	<b>1,372,729</b>	<b>56.2%</b>	<b>1,395,197</b>	<b>0.0%</b>	<b>2,547,241</b>

Transfer In (Out)	\$ (25,586)	\$ -	0.0%	\$ -	0.0%	\$ (180,938)
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RESTRICTED PURPOSES FUND	Annual Budget FY2018	Actual 12/31/17	Act/Budget 50.0%	Actual 12/31/16	Act/Budget 50.0%	Annual Budget FY2017
State Government Sources	\$ 292,545	\$ 7,000	0.0%	78,365	0.0%	-
Federal Government Sources	4,839,519	2,374,638	49.1%	2,522,943	0.0%	5,731,194
Service Fees	-	-	0.0%	3,035	0.0%	1,500
Nongovernmental gifts or grants	-	35,220	0.0%	33,711	0.0%	-
Other Revenue	34,000	2,436	0.0%	650	0.0%	65,857
<b>TOTAL RESTRICTED PURPOSES FUND REVENUES</b>	<b>\$ 5,166,064</b>	<b>2,419,294</b>	<b>46.8%</b>	<b>2,638,704</b>	<b>0.0%</b>	<b>5,798,551</b>

**RESTRICTED PURPOSES FUND**

Instruction:

Salaries	\$ 454,373	\$ 176,859	38.9%	147,258	0.0%	221,132
Employee Benefits	129,112	49,290	38.2%	37,003	0.0%	62,178
Contractual Services	25,260	13,613	53.9%	15,032	0.0%	19,235
Materials & Supplies	29,946	47,047	157.1%	13,846	0.0%	22,822
Conference & Meeting	18,660	7,497	40.2%	4,195	0.0%	22,749
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	2,500	463	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	65,096	0.0%	14,023
Other	-	-	0.0%	-	0.0%	-
Total Instruction	\$ 659,851	\$ 294,769	44.7%	\$ 282,430	0.0%	\$ 362,139

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

	Annual Budget FY2018	Actual 12/31/17	Act/Budget 50.0%	Actual 12/31/16	Act/Budget 50.0%	Annual Budget FY2017
<b>RESTRICTED PURPOSES FUND</b>						
<b>Student Services</b>						
Salaries	\$ 188,414	\$ 92,960	49.3%	99,683	0.0%	196,440
Employee Benefits	69,834	27,212	39.0%	33,859	0.0%	87,705
Contractual Services	2,500	4,317	172.7%	616	0.0%	2,500
Materials & Supplies	5,926	11,033	186.2%	349	0.0%	1,926
Conference & Meeting	7,978	2,289	28.7%	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
<b>Total Student Services</b>	<b>290,652</b>	<b>152,191</b>	<b>52.4%</b>	<b>140,619</b>	<b>0.0%</b>	<b>299,071</b>
<b>Public Service</b>						
Salaries	-	-	0.0%	35,809	0.0%	53,038
Employee Benefits	-	-	0.0%	8,502	0.0%	16,319
Contractual Services	-	-	0.0%	1,459	0.0%	500
Materials & Supplies	-	-	0.0%	444	0.0%	500
Conference & Meeting	-	-	0.0%	2,770	0.0%	500
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	198	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
<b>Total Public Service</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>49,182</b>	<b>0.0%</b>	<b>70,857</b>
<b>Institutional Support</b>						
Salaries (Federal Work Study)	\$ 80,632	\$ 48,079	59.6%	\$ 55,862	0.0%	\$ 89,554
<b>Total Institutional Support</b>	<b>80,632</b>	<b>48,079</b>	<b>59.6%</b>	<b>55,862</b>	<b>0.0%</b>	<b>89,554</b>
Student grants and waivers (PELL & SEOG)	4,142,929	2,174,382	52.5%	2,320,042	0.0%	4,986,429
<b>TOTAL RESTRICTED FUND EXPENDITURES</b>	<b>\$ 5,174,064</b>	<b>\$ 2,669,421</b>	<b>51.6%</b>	<b>\$ 2,707,516</b>	<b>0.0%</b>	<b>\$ 5,808,050</b>
<b>Transfer In (Out)</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>100.0%</b>	<b>\$ 10,000</b>	<b>0.0%</b>	<b>\$ 10,000</b>
<b>AUDIT FUND</b>						
Local Government Sources	\$ 38,480	\$ 36,359	94.5%	\$ 35,370	97.9%	\$ 36,125
Investment Revenue	80	64	80.0%	54	54.0%	100
<b>TOTAL AUDIT FUND REVENUES</b>	<b>38,560</b>	<b>36,423</b>	<b>94.5%</b>	<b>35,424</b>	<b>97.8%</b>	<b>36,225</b>
<b>AUDIT FUND</b>						
Contractual Services	36,500	34,250	93.8%	29,825	83.4%	35,750
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<b>\$ 36,500</b>	<b>\$ 34,250</b>	<b>93.8%</b>	<b>\$ 29,825</b>	<b>83.4%</b>	<b>\$ 35,750</b>

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

LIABILITY, PROTECTION, & SETTLEMENT FUND	Annual Budget FY2018	Actual 12/31/17	Act/Budget 50.0%	Actual 12/31/16	Act/Budget 50.0%	Annual Budget FY2017
Local Government Sources	\$ 751,210	\$ 670,059	89.2%	\$ 582,302	0.0%	\$ 868,950
Investment Revenue	9,500	5,531	58.2%	3,740	0.0%	10,000
Other	-	1,165	0.0%	-	0.0%	-
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUES</b>	<b>760,710</b>	<b>676,755</b>	<b>89.0%</b>	<b>586,042</b>	<b>66.7%</b>	<b>878,950</b>
<b>LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>						
<b>Student Services</b>						
Salaries	109,334	47,134	43.1%	-	-	-
Employee Benefits	25,832	11,606	44.9%	-	-	-
Contractual Services	-	11,865	0.0%	-	-	-
Materials & Supplies	-	336	0.0%	-	-	-
Total for Student Services	135,166	70,941	52.5%	-	-	-
<b>Operations &amp; Maintenance of Plant</b>						
Contractual Services	\$ 547,700	\$ 180,337	32.9%	\$ 243,054	56.6%	\$ 429,075
Material & Supplies	175	27	15.4%	139	69.5%	200
Conference & Meeting	-	-	0.0%	-	0.0%	305
Utilities	500	171	34.2%	179	39.8%	450
Capital Outlay	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	\$ 548,375	\$ 180,535	32.9%	\$ 243,372	56.6%	\$ 430,030
<b>Institutional Support</b>						
Salaries	\$ 76,673	\$ 39,369	51.3%	\$ 41,579	0.0%	\$ 80,332
Employee Benefits	206,121	6,114	8.0%	8,899	0.0%	210,660
Contractual Services	30,500	39,959	131.0%	24,712	0.0%	111,950
Materials & Supplies	200	-	0.0%	114	0.0%	300
Conference & Meeting	2,000	470	0.0%	-	0.0%	-
Fixed Charges	264,500	291,415	110.2%	234,709	68.1%	344,600
Utilities	-	-	-	-	0.0%	-
Capital Outlay	-	6,680	-	40,510	0.0%	-
Other	-	75,000	-	-	0.0%	-
Total Institutional Support	579,994	459,007	79.1%	350,523	46.9%	747,842
<b>TOTAL LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>	<b>\$ 1,263,535</b>	<b>\$ 710,483</b>	<b>56.2%</b>	<b>\$ 593,895</b>	<b>50.4%</b>	<b>\$ 1,177,872</b>



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

<u>Department</u>	<u>Annual Budget FY2018</u>	<u>Actual FY2018</u>	<u>Act/Budget 50.0%</u>	<u>Explanation</u>
President	\$ 351,341	\$ 174,570	49.7%	
Board of Trustees	14,750	10,304	69.9%	
Community Relations	408,609	184,639	45.2%	
Continuing Education	738,989	339,203	45.9%	
Facilities	3,932,982	1,252,902	31.9%	
Information Technologies	2,022,068	989,166	48.9%	
Academic Affairs	284,300	106,287	37.4%	
Academic Affairs (AVPCE)	588,332	318,961	54.2%	Ottawa Center annual rent - \$115,500
Adult Education	503,875	203,498	40.4%	
Learning Technologies	578,747	285,074	49.3%	
Career & Tech Education Division	1,749,190	707,762	40.5%	
Natural Science & Business Division	2,355,576	1,105,368	46.9%	
Humanities & Fine Arts/Social Science Division	2,004,241	952,288	47.5%	
Health Professions Division	2,089,921	927,993	44.4%	
English, Mathematics, Education Division	2,398,053	1,188,099	49.5%	
Admissions & Records	395,783	191,071	48.3%	
Counseling	607,779	258,472	42.5%	
Student Services	185,487	73,509	39.6%	
Financial Aid	4,632,717	2,409,870	52.0%	Financial aid for fall semester
Career Services	37,953	17,268	45.5%	
Athletics	284,437	136,668	48.0%	
TRiO (Student Success Grant)	290,652	152,191	52.4%	
Campus Security	548,375	179,750	32.8%	
Business Services/General Institution	979,332	589,716	60.2%	
Risk Management	715,160	459,792	64.3%	Annual insurance premiums
Tuition Waivers	499,750	313,515	62.7%	Waivers for fall semester
Purchasing	123,801	54,406	43.9%	
Human Resources	130,935	54,317	41.5%	
Bookstore	2,018,529	1,187,666	58.8%	Textbook purchases for fall and spring
Shipping & Receiving	65,060	36,166	55.6%	
Copy Center	96,234	37,509	39.0%	
<b>Total FY17 Expenditures</b>	<b><u>\$ 31,632,958</u></b>	<b><u>\$ 14,898,000</u></b>	<b>47.1%</b>	

*Jc*

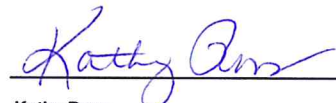


**Illinois Valley Community College**  
**Statement of Cash Flows**  
**for the Month ended December 31, 2017**

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 4,843,896.46	\$ 975,724.83	\$ 622,441.21	\$ 172,370.47	\$ 658,332.78	\$ (388,479.60)	\$ 306,593.85	\$ 13,949.12	\$ (201,348.21)	\$ 43,367.22	\$ 7,046,848.13
Total Receipts	981,460.01	128,556.72	389,044.83	52.27	40,437.68	27,597.89	6,920.38	1,128.33	22,125.64	7,698.88	\$ 1,605,022.63
Total Cash	5,825,356.47	1,104,281.55	1,011,486.04	172,422.74	698,770.46	(360,881.71)	313,514.23	15,077.45	(179,222.57)	51,066.10	8,651,870.76
Due To/From Accts	2,799.08	-	-	-	(2,799.08)	-	-	-	-	-	-
Transfers/Bank CDs	14,634.31	-	-	-	-	23,196.00	-	-	-	-	37,830.31
Expenditures	(1,282,601.86)	(201,177.43)	(40,230.00)	-	(245,715.57)	(99,258.75)	-	-	(35,321.08)	-	(1,904,304.69)
ACCOUNT BALANCE	4,560,188.00	903,104.12	971,256.04	172,422.74	450,255.81	(436,944.46)	313,514.23	15,077.45	(214,543.65)	51,066.10	6,785,396.38
Deposits in Transit	(12,234.00)										(12,234.00)
Outstanding Checks	138,396.90										138,396.90
<b>BANK BALANCE</b>	<b>4,686,350.90</b>	<b>903,104.12</b>	<b>971,256.04</b>	<b>172,422.74</b>	<b>450,255.81</b>	<b>(436,944.46)</b>	<b>313,514.23</b>	<b>15,077.45</b>	<b>(214,543.65)</b>	<b>51,066.10</b>	<b>6,911,559.28</b>
Certificates of Deposit	-	-	2,008,080.42	500,000.00	248,000.00	-	3,388,428.74	-	1,101,155.72	-	7,245,664.88
Illinois Funds	3,766,727.56	2,008,686.78	2,188,457.05	137,294.05	-	376,847.14	911,985.33	2,346.17	45.46	350,942.22	9,743,331.76
Bldg Reserve-ILLFund			1,097,079.07								1,097,079.07
<b>Total Investment</b>	<b>\$ 3,766,727.56</b>	<b>\$ 2,008,686.78</b>	<b>\$ 5,293,616.54</b>	<b>\$ 637,294.05</b>	<b>\$ 248,000.00</b>	<b>\$ 376,847.14</b>	<b>\$ 4,300,414.07</b>	<b>\$ 2,346.17</b>	<b>\$ 1,101,201.18</b>	<b>\$ 350,942.22</b>	<b>\$ 18,086,075.71</b>

LaSalle State Bank	\$ 146,648.13
Midland States Bank	<u>6,764,911.15</u>
	<u>\$ 6,911,559.28</u>

Respectfully submitted,

  
 Kathy Ross  
 Controller

ILLINOIS VALLEY COMMUNITY COLLEGE  
INVESTMENT STATUS REPORT  
December 31, 2017

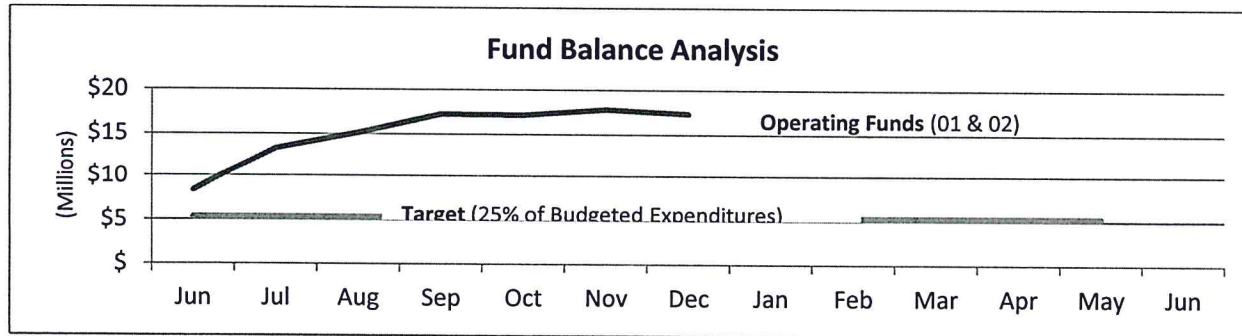
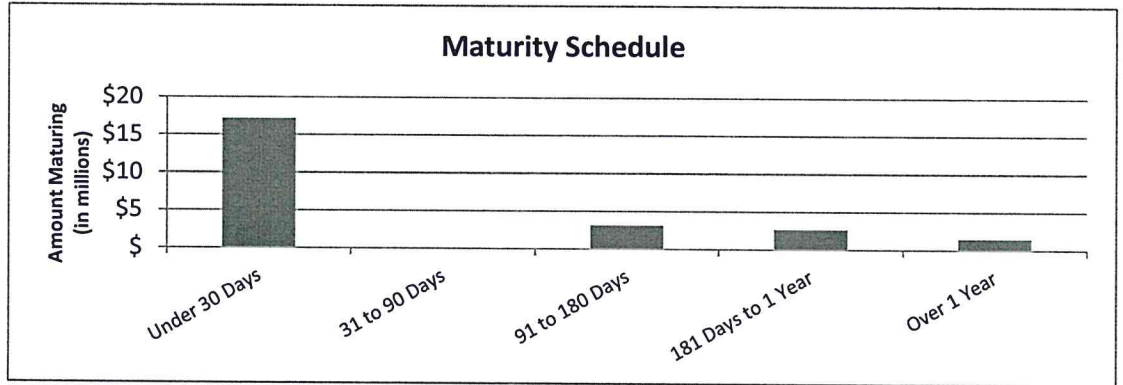
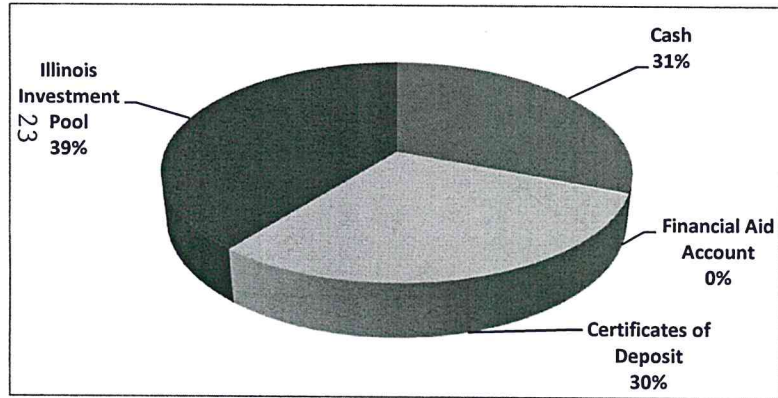
<u>DUE</u>	<u>Education</u>	<u>Oper &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
4/2/2018			1,008,080					1,008,080	LSB	1.10%	1.10%	4810104
4/13/2018			500,000	500,000				1,000,000	CTB	1.13%	1.13%	104405
4/14/2018						1,000,000		1,000,000	MSB	1.16%	1.16%	2041036190
4/22/2018							100,601	100,601	MB	1.10%	1.10%	914161
10/24/2018							1,001,277	1,001,277	MB	1.21%	1.21%	916139
10/26/2018			500,000					500,000	MB	1.21%	1.21%	16716
10/31/2018						200,000		200,000	CB	1.45%	1.45%	ZB Bank
11/1/2018						200,000		200,000	CB	1.45%	1.45%	Goldman Sachs
11/1/2018						200,000		200,000	CB	1.45%	1.45%	Discover
11/1/2018						200,000		200,000	CB	1.45%	1.45%	Safra National
11/7/2018						200,000		200,000	CB	1.45%	1.45%	Beal Bank USA
11/7/2018						150,707		150,707	MB	1.10%	1.10%	915192
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
<b>Total CD</b>	-	-	2,008,080	500,000	248,000	3,387,707	1,101,878	7,245,665				

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

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

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	30.8%	\$ 7,517,206	0.35%
Financial Aid Account	0.2%	39,533	0.35%
Certificates of Deposit	29.7%	7,245,665	1.42%
Illinois Investment Pool	39.4%	9,634,537	1.17%
<b>Total</b>		<b>\$ 24,436,941</b>	<b>0.99%</b>

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 8,538,564	-	-	\$ 8,538,564	35%
IL Funds -Building	1,095,973			\$ 1,095,973	4%
Midland States Bank	-	1,000,000	7,164,324	\$ 8,164,324	33%
Midland States F/A			39,533	39,533	0%
LaSalle State Bank	-	1,008,080	129,053	1,137,133	5%
Central Bank	-	1,000,000	-	1,000,000	4%
Commerce Bank	-	1,000,000	-	1,000,000	4%
Multi Bank Securities	-	1,485,000	-	1,485,000	6%
Heartland Bank	-	-	223,829	223,829	1%
Marseilles Bank	-	1,752,585	-	1,752,585	7%
	<b>\$ 9,634,537</b>	<b>\$ 7,245,665</b>	<b>\$ 7,556,739</b>	<b>\$ 24,436,941</b>	<b>100%</b>



*OK*



**\$5,000 and Over Disbursements**

**12/01/17 - 12/31/17**

<b>Check Number</b>	<b>Check Date</b>	<b>Vendor Number</b>	<b>Payee</b>	<b>Check Amount</b>	<b>Description</b>
739081	12/01/17	0082897	SURS	\$ 43,873.99	Payroll (11/30/17)
739117	12/06/17	0001417	Illinois Valley Community Hospital	5,110.00	Athletic Trainer & Random Drug Screen TDT
739119	12/06/17	0177551	Leapfrog Technologies, Inc.	5,800.00	Annual Software Support
ACH	12/11/17		American Express	114,473.86	Credit Card Purchases (November)
739163	12/13/17	0105972	Amazon.Com	6,266.66	Books for Resale
739164	12/13/17	0001369	Ameren Illinois	15,010.79	Electricity (10/09/17-11/08/17)
739170	12/13/17	0108916	CCIC	37,628.90	Unfunded Claims Balance
739175	12/13/17	0109033	Elsevier Science	45,865.87	Books for Resale
739177	12/13/17	0001296	Follett Higher Education Grp	5,712.85	Books for Resale
739210	12/13/17	0082897	SURS	15,198.19	Payroll (12/13/17)
739216	12/13/17	0212769	The PIPCO Companies, Ltd.	40,230.00	Chiller/Air Handler Replacement Building "D"*, Controls Replacement Building "G"*
ACH	12/14/17		Internal Revenue Service	70,428.04	Federal Payroll Taxes (12/13/17)
ACH	12/14/17		Illinois Department of Revenue	21,979.45	State Payroll Taxes (12/13/17)
24 ACH	12/14/17		VALIC Retirement Services	12,464.40	403(b) & 457(b) Payroll (12/13/17)
739237	12/14/17	0082897	SURS	45,306.62	Payroll (12/13/17)
ACH	12/19/17		CCHC	238,495.70	Health Insurance (December)
739254	12/19/17	0147539	Anaca Technologies Ltd.	11,385.00	Springboard Subscription Renewal (Carl Perkins Grant)
739260	12/19/17	0147977	Bushue Human Resources, Inc.	5,282.00	Insurance Consulting & Background Screenings
739266	12/19/17	0214499	Constellation NewEnergy, Inc.	76,093.35	Electricity (08/09/17-11/08/17)
739270	12/19/17	0209567	Delta Dental of Illinois	8,342.82	Dental Insurance (November)
739301	12/19/17	0199805	Marco, Inc.	7,140.58	Copier Usage
739314	12/19/17	0000948	Nebraska Book Co., Inc.	15,171.52	Books for Resale
739357	12/19/17	0126991	United Graphics, LLC	5,215.00	Spring 2018 Enrollment Driver
739384	12/28/17	0082897	SURS	44,393.67	Payroll (12/28/17)
ACH	12/28/17		Internal Revenue Service	65,937.81	Federal Payroll Taxes (12/28/17)
ACH	12/28/17		Illinois Department of Revenue	20,603.64	State Payroll Taxes (12/28/17)
ACH	12/28/17		VALIC Retirement Services	12,464.40	403(b) & 457(b) Payroll (12/28/17)

**\$ 995,875.11**

\*Protection, Health, & Safety (PHS) Projects



**Stipends For Pay Period 12/09/17**

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Balzarini, Doreen J	How To Use Windows 10	11/07/17	11/28/17	12/09/17	ST	\$420.00	014110394151320	CEX-4411-311	How To Use Windows 10	
Beem, Jessica Anne	Putnam County Art Classes	11/13/17	12/18/17	12/18/17	ST	\$500.00	014210331051320			
Biagi, Dorothy A.	Classic Italian Sauces	12/04/17	12/04/17	12/09/17	ST	\$200.00	014110394151320	HLR-3914-312	Classic Italian Sauces	
Bias, Timothy John	Manufacturing Expo	10/26/17	10/26/17	12/09/17	SG	\$75.00	061320152751900			
Boyle- Bruch, Ida Lee	Food Service Sanitation 8 Hour	12/05/17	12/05/17	12/09/17	ST	\$500.00	014110394151320	CEU-1503-12	Food Service Sanitation 8 Hour	
Data, Dorene Marie	Manufacturing Expo	10/26/17	10/26/17	12/09/17	SG	\$75.00	061320152751900			
Ebner-Landgraf, Tammy L	Prep Time ECE 1027 2207 350	11/21/17	12/05/17	12/09/17	ST	\$64.00	011220910051340			
Ebner-Landgraf, Tammy L	Mileage Reimbursement	11/27/17	11/29/17	12/09/17	ML	\$57.25	011220946155210			
Elias, Gina Rae	Manufacturing Expo	10/26/17	10/26/17	12/09/17	SG	\$75.00	061320152751900			
Fowler, David Lee	Mens BB Scoreboard 5 Games	11/07/17	12/09/17	12/09/17	ST	\$150.00	056430360251900			
Fowler, David Lee	Womens BB Scoreboard 7 Games	11/07/17	12/09/17	12/09/17	ST	\$210.00	056430360351900			
Fritz, Bradley C	Fall 2017 Recital	09/11/17	12/04/17	12/09/17	ST	\$200.00	013620620051900			
Hardy, Tina L.	Mileage Reimbursement	11/21/17	11/21/17	12/09/17	ML	\$77.04	011120910055210			
Hartman, Bruce Charles	Manufacturing Expo	10/26/17	10/26/17	12/09/17	SG	\$75.00	061320152751900			
Heredia, Hugo	Manufacturing Expo	10/26/17	10/26/17	12/09/17	SG	\$75.00	061320152751900			
Hogue, Julie Ann	Retro Pay for Spring Courses	01/11/17	05/20/17	12/09/17	ST	\$892.50	011420730051320			
Jenrich, Chuck	SABIC FMEA / BURNS Transition	11/13/17	12/04/17	12/09/17	ST	\$2,250.00	014210331051320			
Leadingham, Paul	Manufacturing Expo	10/26/17	10/26/17	12/09/17	SG	\$75.00	061320152751900			
Nauman, Josh T	Mens Basketball Coach	09/01/17	06/23/18	06/23/18	ST	\$4,692.00	056430360251900			
Pytel, Kyle Edwin	LC Driver Improvement GDL x2	12/02/17	12/02/17	12/09/17	ST	\$350.00	014110394251320	CDV-6000-21	LC Driver Improvement GDL x2	
Reese, Robert C	Manufacturing Expo	10/26/17	10/26/17	12/09/17	SG	\$75.00	061320152751900			
Retoff, Dan J	Beginning Yoga Level I	11/08/17	11/29/17	12/09/17	ST	\$131.25	014110394151320	HLR-6101-321	Beginning Yoga Level I	
Roether, Jenilyn E	Fall 2017 Recital	09/11/17	12/04/17	12/09/17	ST	\$200.00	013620620051900			
Sarver, Gregory Stephen	LC Driver Improvement x 2	11/08/17	11/29/17	12/09/17	ST	\$300.00	014110394251320	CDV-6000-311	LC Driver Improvement x 2	
Serafini, Richard Joseph	Manufacturing Expo	10/26/17	10/26/17	12/09/17	SG	\$75.00	061320152751900			

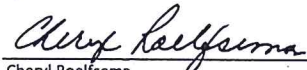
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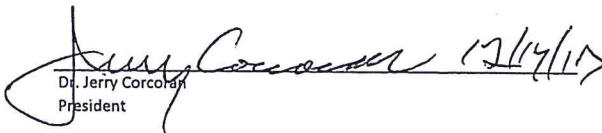
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**Stipends For Pay Period 12/09/17**

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Smith, Paul C.	Flint Hills Session 4	11/01/17	11/30/17	12/09/17	ST	\$3,680.00	014210331051320			
Smith, Paul C.	Flint Hills Development & Training	12/02/17	12/13/17	12/23/17	ST	\$2,350.00	014210331051320			
Sorce, Adrianna Lyn	Holiday Snowman Painted Window	11/28/17	11/28/17	12/09/17	ST	\$150.00	014110394151320	HLR-1115-311	Holiday Snowman Painted Window	
Story, Michelle M	Manufacturing Expo	10/26/17	10/26/17	12/09/17	SG	\$75.00	061320152751900			
Timmerman, Michael L.	Mens BB Scoreboard 5 Games	11/07/17	12/09/17	12/09/17	ST	\$150.00	056430360251900			
Timmerman, Michael L.	Womens BB Scoreboard 7 Games	11/07/17	12/09/17	12/09/17	ST	\$210.00	056430360351900			
Vogelgesang, Eugene Edward	Mens BB Scoreboard 4 Games	11/07/17	12/09/17	12/09/17	ST	\$120.00	056430360251900			
Vogelgesang, Eugene Edward	Womens BB Scoreboard 7 Games	11/07/17	12/09/17	12/09/17	ST	\$210.00	056430360351900			
Whalen, Patrick Eugene	Mens BB Scoreboard 5 Games	11/07/17	12/09/17	12/09/17	ST	\$150.00	056430360251900			
Whalen, Patrick Eugene	Womens BB Scoreboard 8 Games	11/07/17	12/09/17	12/09/17	ST	\$240.00	056430360351900			
Whightsil, Greg Allen	Manufacturing Expo	10/27/17	10/27/17	12/09/17	SG	\$75.00	061320152751900			
Zellmer, Donald G.	2nd Half of Fall Show Choir	09/11/17	12/04/17	12/09/17	ST	\$1,310.00	011120650051900			
<b>Total</b>						<b>20,514.04</b>				

26

  
 Cheryl Roelfsema  
 Vice President of Business Services and Finance

  
 Dr. Jerry Corcoran  
 President

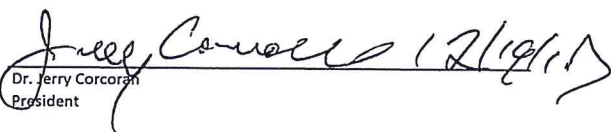
\* Earntypes  
 RE=Regular, TF=Taxable Reimbursements, ST/SG=Stipend, ES=SURS Exempt  
 Stipend, OV=Overload, VA=Vacation Payout, ML= Commuting Mileage  
 MI=Miscellaneous, SS=Summer School

Stipends For Pay Period 12/23/17

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments	
Biagi, Dorothy A	Italian Sauces	12/12/17	12/12/17	12/23/17	ST	\$180.00	014110394151320	HLR-3914-322	Italian Sauces		
Dellinger, Douglas Albert	Intermediate Photography and Lighting	11/21/17	12/12/17	12/23/17	ST	\$455.00	014110394151320	HLR-2507-311	Intermediate Photography and Lighting		
Freed, Timothy Daniel	Alaskan Eats	12/06/17	12/06/17	12/23/17	ST	\$180.00	014110394151320	HLR-3921-312	Alaskan Eats		
Klieber, Tracie Marie	Yoga & Strength Cardio	10/23/17	12/12/17	12/23/17	ST	\$945.00	014110394151320	HLR-6218-310	Yoga & Strength Cardio		
Lange, Shane Wilson	Overload Payout	08/16/17	12/15/17	12/23/17	OV	\$2,368.00	011320410051340	ATO-2210-01	Advanced Engine Performance & Driveability		
Loveland, Aseret N	College 101 Workshop Facilitator	12/12/17	12/12/17	12/23/17	ST	\$150.00	011120910051900				
Monroe, Susan Marie	College 101 Workshop Participant	12/12/17	12/12/17	12/23/17	ST	\$75.00	011120910051900				
Moriarity, Brittney Lee	Assistant Womens BB Coach	10/18/17	06/23/18	06/23/18	ST	\$3,609.24	056430360351900				
Overocker, Quintin M	College 101 Workshop Facilitator	12/12/17	12/12/17	12/12/17	ST	\$150.00	011120910051900				
Pecherek, Michael John	Cello Lessons	11/09/17	12/07/17	12/23/17	ST	\$128.00	011120650051340	MUP-2053-02	Cello Lessons		
Reese, Robert C	MIMIC Surveys	08/16/17	12/15/17	12/23/17	ST	\$750.00	061320183051900				
Retoff, Dan J	Tai Chi	11/03/17	12/15/17	12/23/17	ST	\$218.75	014110394151320	HLR-6104-611	Tai Chi		
Sarver, Gregory Stephen	LC Driver Improvement	12/06/17	12/06/17	12/23/17	ST	\$150.00	014110394251320	CDV-6000-312	LC Driver Improvement		
Sarver, Gregory Stephen	BC Driver Improvement	12/09/17	12/09/17	12/23/17	ST	\$150.00	014110394351320	CDV-7000-01	BC Driver Improvement		
Schomas, Jane Elizabeth	Various Dance Classes	10/26/17	12/14/17	12/23/17	ST	\$1,680.00	014110394151320	HLR-5123-410	Beginners 2 Swing Beginners Swing Advanced Swing Two Step		
Sorce, Adrianna L	Holiday Snowman Painted Window	12/07/17	12/07/17	12/23/17	ST	\$150.00	014110394151320	HLR-1115-312	Holiday Snowman Paint Window		
Trager, Sarah K	College 101 Workshop Participant	12/12/17	12/12/17	12/12/17	ST	\$75.00	011120910051900				
Williamson, Patricia A	College 101 Workshop Participant	12/12/17	12/12/17	12/12/17	ST	\$75.00	011120910051900				
Total						11,488.99					

27

  
 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



**Purchase Request – Colleague Student Planning Module**

Colleague Student Planning is a set of web-based, self-service academic planning tools that help students and advisors see what courses and requirements students need to fulfill to stay on track and graduate on time. This module will refine the student advisory and registration processes, and eventually replace our current Webadvisor product for online student registration.

Ellucian has not announced an end-of-life date for Webadvisor yet, but they have indicated their plan to replace it with Student Planning in the future, so implementing this now will give us a head start on the process.

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

The purchase price of \$41,057 will be covered as follows:

Donation from William & Dian Taylor	\$12,500
FY18 IT Budget Cost Reductions	28,500
(Communications Management \$12,500 and Checking Processing System Upgrade \$16,000)	

Our IT Director, Chris Dunlap, was instrumental in negotiating a 35 percent (\$21,832) discount from Ellucian for this purchase.

**Recommendation:**

**The administration recommends the Board authorize the purchase of the Colleague Student Planning module and implementation services in the amount of \$41,057 from Ellucian Company L.P.**

**KPI 3: Support for Students**



**Board Policies (second reading)**

Board Policy 1.21 – Policy Formulation and Adoption requires any revisions to existing board policies or the adoption of a new policy must stand for reading at two regularly scheduled meetings of the Board. Board policies were presented for the first reading at the December 14, 2017 board meeting. The following policies are being presented for the second reading. The period between the first presentation and the actual adoption allows for a period of comment and consideration before the policy is finally adopted. The Planning Committee reviewed the policies at a meeting on November 14, 2017.

Revised Board Policies

- 3.1 Classification of Employees
- 3.19 Hiring Process: Administrators and Support Staff

New Board Policies

- Alternative Credit
- Illinois Articulation Initiative
- Use of Unmanned Aerial Vehicles (UAVs) or Drones

**Recommendation:**

**Approve the changes to the Board Policies and approve the new Board Policies, as presented.**

- KPI 1: Student Academic Success
- KPI 4: Support for Employees

Illinois Valley Community College Board Policy

Subject: **Classification of Employees**  
Number: **3.1**

Effective Date: 10/19/10  
Last Reviewed: 04/14/16  
Last Revised: 04/14/16

IVCC recognizes three distinct employment designations, specifically: (1) Faculty; (2) Support Staff; and (3) Administration. Within each of these designations are categories that further distinguish the job status (full-time/part-time), job role, and job description.

Faculty include full-time teaching personnel, full-time laboratory instructors, and full-time counselors (with the exception of externally-funded advisors or counselors.) The faculty and counselors are represented by the IFT Local 1810. Part-time faculty and counselors are hired as needed based upon enrollment. Therefore, part-time faculty and counselors are not guaranteed continuous or consecutive employment each semester.

Support Staff includes a wide range of positions and associated qualification levels (Level 5 – Level 9), and may be full- or part-time and exempt or nonexempt personnel. ~~Full-time Support Staff whose positions are not program managers or coordinators or considered confidential, managerial, or supervisory in nature are represented by the Illinois Valley Federation of Support Staff Local 6561.~~ Full-time maintenance and custodial employees are represented by the Service Employees International Union Local 138.

Administration includes a range of positions and associated qualification levels (Levels 10 – 13), and may be full- or part-time. All Administrators are exempt personnel. They are not represented by a collective bargaining agreement.

Illinois Valley Community College Board Policy

Subject: <b>Hiring Process: Administrators and Support Staff</b>	Effective Date: 10/19/10
	Last Reviewed: 04/14/16
Number: <b>3.19</b>	Last Revised: 04/14/16

It is the policy of the Board of Trustees of Illinois Valley Community College to hire administrators and support staff, educated and prepared in accordance with generally accepted standards and practices for leadership and service assignments.

The Board of Trustees will act upon the President's recommendation for filling full-time administrative positions. The appointments of all full-time support staff positions will be brought to the Board of Trustees as items for information.

*If a full-time position is being eliminated, the employee may be appointed to an open position, if qualified for that position.*

Illinois Valley Community College Administrative Procedure

Subject: <b>Hiring Process: Administrators and Support Staff</b>	Effective Date: 10/19/10
	Last Reviewed: 04/14/16
Number: <b>3.19 (a)</b>	Last Revised: 04/14/16

1. The supervisor with the administrative or support staff vacancy completes the Open Position Form and submits it to his/her immediate supervisor, Vice President, and President for approval and signature. The Open Position form will be accompanied by the following:
  - a. New or updated position description in approved format;
  - b. Required application materials;
  - c. Criteria for screening applications (based upon position description);
  - d. List of publications and electronic job lists in which position announcement should appear. The text and placement of any position advertisement should be approved by the supervisor initiating the search, and;
  - e. Names of Selection Committee members.
2. The supervisor initiating the search should chair the Selection Committee. It is the Selection Committee chair's responsibility to ensure all selection committee members have viewed the administrative hiring process procedures. The Office of Human Resources will provide any additional orientation that the Selection Committee should require.



3. The Selection Committee establishes the procedures for screening, interviewing, and checking references including documentation of the results of each step using approved forms. The Office of Human Resources will screen for minimum qualifications; only applications that meet the minimum requirements will be sent to the Selection Committee Chair.
4. The Selection Committee scores each of the applications based on the key characteristics of the position. Selection Committee members submit scores to Human Resources for tallying. Human Resources recommends to the Selection Committee chair the number of candidates to be interviewed. A telephone interview may be the next step in the process after the initial scoring. The goal of Human Resources is to increase the diversity in the pool of candidates. To meet this objective, the pool of candidates may be enlarged and telephone interviews conducted. Board protocol requires at least three candidates be interviewed when practical; this could be through telephone or con-campus interviews.
5. The Selection Committee will plan the interview activities and set the dates for the interviews. Human Resources will invite candidates for the interview and arrange accommodations and travel. Human Resources will make arrangements for interview activities and schedule time to meet with the supervisor, Vice President, and President (if applicable). Activities for administrative candidates include a formal interview with the Selection Committee, interviews with the President, Vice President, and immediate supervisor, and benefits review with Human Resources Office personnel. Activities for support staff candidates may include the formal interview with the Selection Committee, interview with the immediate supervisor, and may or may not include interviews with the Vice President or President. Other activities may be included at the discretion of the committee.
6. If official transcripts were required but not received with the initial application material, Human Resources will advise the candidate to have transcripts forwarded prior to the on-campus interview. Should the official transcripts not be received at the time of the interview, Human Resources will remind the candidate during the benefits review session of the need for the official transcripts and that recommendations for employment will not go forward to the Board until received.
7. The Selection Committee develops questions to be asked of each candidate interviewed. All candidates for the position will be asked the same set of core questions. Human Resources will review the questions for legality. The same members of the Selection Committee should be present at all interviews.
8. Human Resources will invite candidates for the interview and arrange accommodations and travel. Human Resources will make arrangements for interview activities and schedule time to meet with the President.



9. Following the final interview, the Selection Committee should identify strengths and weaknesses of each candidate based on the established criteria, and come to consensus on the top candidate.
10. Reference checks will be conducted on the top two candidates including their current supervisor. A positive reference from the current supervisor must be received prior to extending an offer to the candidate of choice. If references are not positive on the top two candidates, the Selection Committee chair and Human Resources will determine whether to extend the search or go further down the previously interviewed list of applicants.
11. The supervisor should provide a written recommendation of the top candidate to the appropriate Vice President with a copy to Human Resources. This communication should include a summary of the process with documentation attached supporting the rationale for the recommendation. Documentation should include results of the screening, reference checks, interviews (including all activities).
12. The Vice President, Supervisor, and Director of Human Resources will determine the appropriate salary. Final approval of the salary and conditions of employment must be approved by the Vice President for Business Services and Finance.
13. Once the salary and conditions of employment have been approved by the Vice President for Business Services and Finance, the recommendation will be forwarded to the President for approval and presented to the Board of Trustees. The Board of Trustees will act upon all recommendations to hire administrators. Recommendations for full-time support staff positions will be included in the Board materials as items for information.
14. The position will be offered to the candidate by the Supervisor, who will also contact the unsuccessful candidates who have interviewed. Human Resources will contact the candidates not invited for an interview.

Illinois Valley Community College Administrative		
Subject:	<b>Interim Hiring Process: Administration and Support</b>	Effective Date: 10/09/14 Last Reviewed: 05/12/16 Last Revised: 05/12/16
Number:	<b>3.19</b>	

1. The supervisor with the administrative or support staff vacancy submits to President's Council the need to fill a vacancy on an interim basis. The supervisor receives approval from President's Council to seek letters of interest.

2. Once approval is received, the supervisor will send to the Office of Human Resources the updated job description and Human Resources will send an email to Community Relations for distribution to "Everyone" announcing the interim opportunity. The email will instruct employees who are interested to respond with a letter of interest by a specific date.
3. The supervisor initiating the search should appoint at least two other employees to sit on the informal selection committee, led by the supervisor.
4. The committee will create five to seven questions for the interview process.
5. All interim candidates will be invited to an interview with the committee.
6. The committee will receive copies of letters of interest.
7. Following the final interview, the committee will identify strengths and weaknesses of each candidate based on the job description, come to consensus on the top candidate and make a formal recommendation to the Office of Human Resources.
8. The Director of Human Resources will work with the supervisor to determine an appropriate stipend or salary for the selected candidate. The Office of Human Resources will forward the formal recommendation to the next level supervisor, appropriate Vice Presidents and the President for final approval. Final approval of the salary and conditions of employment must be approved by the Vice President for Business Services and Finance.
9. The Board of Trustees will act upon all recommendations to hire administrators. Recommendations for full-time support staff positions will be included in the Board agenda as items for information.
10. The interim position will be offered to the candidate by the supervisor, who will also contact the unsuccessful candidates who have interviewed.
11. Part-time employees who accept full-time interim positions will not be eligible for full-time benefits during this interim assignment.
12. Part-time hourly employees who are currently in a regular part-time position and express an interest in an additional regular part-time hourly position on an interim basis will be able to assume the responsibilities of both positions, up to 40 hours per week, but would not be eligible for full-time benefits during this interim assignment. Part-time employees who fill the position on an interim basis and are not the successful candidate for the regular full-time position will resume their part-time position duties and hours. The part-time employee's hours in the full-time position will not be counted against the total hours allowed for part-time employees.
13. Full-time hourly employees who are currently employed in a regular full-time position and assume interim responsibilities of a full-time exempt level position (salaried) will have their primary position changed to the interim position and receive a salary appropriate for the position and level.
14. Full-time hourly employees who assume additional duties of another full-time hourly position on a temporary basis will have their hourly pay adjusted as appropriate for the position level and additional responsibilities.



Illinois Valley Community College Board Policy

Subject: **Alternative Credit**  
Number:

Effective Date:  
Last Reviewed:  
Last Revised:

It is the policy of the Board of Trustees to award alternative credit to students documenting college-level learning in any combination of the methods listed below. Students may be awarded credit for up to a maximum of 75% of the credits for a degree and/or certificate based upon any combination of methods listed below. When applicable, individual credit limits are noted within each method's subsection in the accompanying Administrative Procedure.

- Advanced Placement (AP)
- College Level Examination Program (CLEP)
- Military Prior Learning Assessment (MPLA) and Defense Activity for Non-Traditional Education/DSST Credit by Exam (DANTES/DSST/DD-214)
- International Baccalaureate (IB)
- High School Equivalency/General Education Development (HSE/GED) Test results
- Prior Learning Portfolio Assessment (PLA), National College Credit Recommendation Service (NCCRS) Transcript
- Professional Development, Training Evaluation, or competency-based equivalency reviews (e.g., C.E.U.'s, Police Training Academy, etc.)
- IVCC Proficiency Examination results

Illinois Valley Community College Administrative Procedure

Subject: **Alternative Credit**  
Number:

Effective Date:  
Last Reviewed:  
Last Revised:

**Advanced Placement (AP)**

Students will be awarded credit for scores of 3, 4, and 5 on the Educational Testing Services Advanced Placement Examinations. Credit will be awarded for those examinations which correspond to equivalent Illinois Valley Community College courses, which can be found in the table below. Students who have taken Advanced Placement Examinations must have their official score reports submitted to the Office of Admissions and Records to receive credit.

<b>AP EXAMINATION</b>	<b>SCORE</b>	<b>IVCC COURSE</b>	<b>CREDIT GRANTED</b>
CALCULUS	3	MTH 2001	5 hrs.
STATISTICS	3	MTH 1008	3 hrs.
CHEMISTRY	3	CHM 1004	4 hrs.
BIOLOGY	3	BIO 1001	4 hrs.
ENVIROMENTAL SCIENCE	3	P9 901	3 hrs.
PHYSICS 1 AND 2	3	P1 900	3 hrs.
EUROPEAN HISTORY	3	HIS 1000 and HIS 1001	6 hrs.
WORLD HISTORY	3	H2 906 and H2 907 or S2 912N and S2 913N	6 hrs.
ART HISTORY	3	ART 1000 and ART 1010	6 hrs.
MACROECONOMICS	3	ECN 2003	3 hrs.
MICROECONOMICS	3	ECN 2002	3 hrs.
US HISTORY	3	HIS 2000 AND HIS 2001	6 hrs.
HUMAN GEOGRAPHY	3	GEG 1003	3 hrs.
US GOVERNMENT	3	PSI 1000	3 hrs.
COMPARATIVE GOVERNMENT AND POLITICS	3	S5 905	3 hrs.
PSYCHOLOGY	3	PSY 1000	3 hrs.
SPANISH LANGUAGE AND CULTURE	4 or 5 3	SPN 2002 SPN 0000	4 hrs. 3 hrs.
ENGLISH LANGUAGE/COMPOSITION*	3	ENG 1001 or ENG 0000	3 hrs.
ENGLISH LITERATURE/COMPOSITION*	3	ENG 1001 or ENG 0000	3 hrs.
ART 2D DESIGN	3	ART 1005	3 hrs.
MUSIC THEORY	3	MUS 0000	3 hrs.
COMPUTER SCIENCE	3	CSI 1011	4 hrs.
GERMAN	4 or 5 3	GER 2002 GER 0000	4 hrs. 3 hrs.

\*In the event a student receives a 3, 4, or 5 on both AP LANG/COMP and AP LIT/COMP, the student will get 6 course equivalency credits (for ENG 1001 and another elective class) but will be required to take ENG 1002.



**College Level Examination Program (CLEP)**

Students are able to earn a maximum of 12 credits through CLEP. Students will be awarded for those examinations which correspond to equivalent Illinois Valley Community College courses, which can be found in the table below.

<b>General CLEP Exams Accepted by IVCC</b>			
<b>Exam</b>	<b>Required Min. Score</b>	<b>Credit Granted</b>	<b>Equivalent Course</b>
Humanities	57	6 Hrs.	Humanities Elective
Mathematics	55	3 Hrs.	Math Elective
Natural Science	50	3 Hrs.	Geography Elective
Social Science & History	50	6 Hrs.	Sociology Elective (3) History Elective (3)

<b>Specific CLEP Course Exams Offered by IVCC</b>			
<b>Exam</b>	<b>Required Min. Score</b>	<b>Credit Granted</b>	<b>Equivalent Course</b>
American Government	50	3 Hrs.	PSI 1000
Principles of Microeconomics	52	3 Hrs.	ECN 2002
Principles of Macroeconomics	50	3 Hrs.	ECN 2003
Introductory Psychology	57	3 Hrs.	PSY 1000
Introductory Sociology	54	3 Hrs.	SOC 1000
Western Civilization I	51	3 Hrs.	HIS 1000
Western Civilization II	50	3 Hrs.	HIS 1001
College Algebra	50	3 Hrs.	MTH 1003
Biology	50	4 Hrs.	BIO 1001
Calculus	50	5 Hrs.	MTH 2001
Chemistry	50	5 Hrs.	CHM 1006
Financial Accounting	50	3 Hrs.	ACT 1010
Principles of Management	56	3 Hrs.	MGT 2010
Principles of Marketing	54	3 Hrs.	MKT 1210

**Defense Activity for Non-Traditional Education/DSST Credit (DANTES/DSST)**

Military veterans will be awarded a maximum of four hours of credit in physical education

and two hours in health for completion of basic training on a Pass/Fail basis. Note: a maximum of 12 credit hours with grades of "P" (Pass) are allowed to be accepted by IVCC.

Additional credit will be available for veterans who request an evaluation of the military training programs they have completed while in the service. The request should be made to the Director of Admissions and Records supported by evidence of program completion such as the Joint Services Transcript (JST) or DD-214.

Credit will be awarded according to the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services.

**International Baccalaureate (IB)**

Per SB 2505, IVCC will award credit to students who score a 4 or higher on the International Baccalaureate Diploma Program examination in order to satisfy degree requirements.

Similar to Advanced Placement, the International Baccalaureate (IB) Program offers a series of high school courses that are capped with examinations at the conclusion of the program. IVCC course equivalencies are currently under review.

**High School Equivalency/General Education Development (HSE/GED)**

Students who score in certain ranges within the last two years when taking subject areas for the High School Equivalency (HSE) through IVCC are eligible to use those scores for placement or for college credit. You will find IVCC's HSE placement equivalency table below.

	GED	HiSET	Course Placement
LANGUAGE ARTS	165-174		ENG 1001 (Placement)
	175-200	15 with at least a 4 on the essay	ENG 1001 (Credit) - 3 hrs
READING		15	No reading requirement
MATH	165-174		MTH 1008 (Placement)
MATH	175-200	15	MTH 1003 (Credit) - 3 hrs *recommended to still take IVCC placement exam
SOCIAL SCIENCE	175-200	15	Soc/Humanity transfer elective (Credit) - 3 hrs
SCIENCE	175-200	15	PSC 1000 (Credit) - 3 hrs

### **Prior Learning Assessment (PLA) & National College Credit Recommendation Service (NCCRS)**

Students may be eligible to earn credit for prior learning, which refers to the evaluation and assessment of a student's life learning through employment, training, and experiences outside an academic environment from which skills that comprise terminal objectives are mastered to an acceptable degree of proficiency for college credit, certification, or advanced standing toward further education or training.

Students who have demonstrated a learned competency through his or her life experiences will have the opportunity to compile a portfolio demonstrating said competency through the Council of Adult and Experiential Learning (CAEL), who will then review the portfolio and issue a transcript. Credit will then be based on the transcript received from the National College Credit Recommendation Service (NCCRS).

### **Professional Development**

Students who have completed workplace training or continuing education units may have their documentation reviewed by qualified faculty for competency-based equivalence granting of credit.

Course materials should be submitted to qualified faculty for review. Faculty will compare the outcomes of the training or CEU materials to outcomes listed in specific IVCC courses. Based upon this comparison, faculty will make a recommendation about whether the outcomes of the course have been met by the training or CEU curriculum. Assuming satisfactory performance by the requesting student in each of these outcomes, credit for courses will be granted based upon the recommendation that results from the faculty review.

### **IVCC Proficiency Examinations**

A maximum of 25% of the semester hours required to complete a certificate or a degree may be earned through proficiency examinations. Credit will be recorded as a "P" (pass) and will not be included in the grade point average.

Proficiency examination offerings are determined by the academic division. Students requesting a proficiency examination must contact the appropriate Dean.

A non-refundable exam fee is payable at the time the student makes application for a proficiency examination. If the student passes the exam, the student must then pay the regular tuition for the course to receive credit.



Illinois Valley Community College Board Policy

Subject: <b>Illinois Articulation Initiative</b>	Effective Date:
Number:	Last Reviewed:
	Last Revised:

It is the policy of the Board of Trustees that Illinois Valley Community College continuously maintains institutional status as a full participant of the Illinois Articulation Initiative (IAI).

Illinois Valley Community College Administrative Procedure

Subject: <b>Illinois Articulation Initiative</b>	Effective Date:
Number:	Last Reviewed:
	Last Revised:

So as to protect the seamless transferability of IVCC courses to other IAI participating institutions, it is imperative that IVCC commit to the course submission process and, when feasible, seek volunteers to serve on IAI review panels.

### **IAI Course Submission**

Upon notification from IAI panel(s) regarding course review and when submitting new courses for approval, the IVCC Transfer Coordinator/Institutional Course Submitter will work collaboratively with college personnel (including but not limited to the appropriate faculty member(s) and academic Dean) to collect and revise required documents in preparation of panel review. Such collaboration will ensure that collected material is complete and coherent prior to submission and promote regular curriculum review.

#### **General required course submission materials - New Course**

Representative course syllabus which will include the following:

- Course description
- Student learning outcomes
- Detailed topical outline and weekly schedule
- Methods of evaluation of student learning directly linked to course objectives and outcomes
- Grading criteria and scale
- Description of assignments, writing assignments, projects, and labs if a lab course - If the course is a lab course, panels need details such as methods and materials included in the labs and associated outcomes the student is expected to gain from a particular lab activity. A specific lab form is not required.
- All materials submitted for panel review must be recent and representative.
- If Prerequisites are required for a course, please include the institutional course number, institutional course name, and when IAI approved, IAI code.

### **General required course submission materials – Ongoing Review**

Course outline or other document that includes the following:

- Course prefix/number and title, number of credit hours and contact hours, and studio or laboratory hours, if applicable
- Catalog description including any prerequisites
- Course goals and expected student learning outcomes
- Detailed topical outline
- Method(s) of evaluating student performance, including the number, length and type of writing assignments, if applicable.
- Text(s) used and required reading lists, if applicable
- Date the syllabus and any supportive materials were prepared
- Delivery system, if nontraditional information

At the conclusion of a review, individual course review results will be shared with the IVCC Curriculum Committee on an informational basis.

### **IAI Panel Participation**

College personnel may, when feasible, also opt to participate on IAI review panels. For more information regarding panel openings, faculty members should consult with their respective academic Dean and Transfer Coordinator.

Illinois Valley Community College Board Policy

Subject: **Use of Unmanned Aerial Vehicles (UAVs) or Drones** Effective Date:  
Last Reviewed:  
Number: Last Revised:

The Board of Trustees of Illinois Valley Community College recognizes the Unmanned Aerial Vehicles (UAVs) or drones are a technology with the potential for use in multiple areas that would benefit the College and its students. Those areas include, but are not limited to, educational purposes, law enforcement, and maintenance of facilities.

The use of UAVs brings various issues including State, federal, and local legal compliance issues as well as liability issues on the part of the College.

Operation of UAVs that are not owned by the College or operated on behalf of the College on College property is not permitted without specific authorization from the Director of Facilities.

It is the policy of the College that all UAVs operated on College property shall be:

- registered as required by local, State, and federal legislation;
- registered with the College;
- appropriately insured; and
- operated safely and in compliance with all State, federal, and local legislation as well as all College policies and procedures.



**RECOMMENDED FOR STAFF APPOINTMENT**  
**2017-2018**

GENERAL INFORMATION:

POSITION TO BE FILLED: Financial Aid Advisor

NUMBER OF APPLICANTS: 15

NUMBER OF APPLICANTS INTERVIEWED: 5

APPLICANTS INTERVIEWED BY:

Ms. Brown, Ms. Foockle, Ms. Hodgson, Ms. Williamson

APPLICANT RECOMMENDED:

Amy Woods

EDUCATIONAL PREPARATION:

Illinois State University, Normal, IL – B.S., Psychology

Illinois Valley Community College, Oglesby, IL – A.A., Pre-Psychology

EXPERIENCE:

Illinois Valley Community College, Oglesby, IL – Assessment Center Assistant

LaSalle Peru Township High School, LaSalle, IL – Student Assistance Program Coordinator

Reliable Corp, Ottawa, IL – Account Executive

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

1. Earned BA degree and some graduate coursework
2. Experience with student counseling at LP
3. Knowledgeable about IVCC; Colleague experience; job shadowed in Financial Aid
4. Strong customer service background and detail oriented
5. Outstanding reference checks

RECOMMENDED SALARY: \$15.14 per hour, effective January 2, 2018

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

Illinois Valley Community College Board Policy

Subject: **Fraud, Waste, and Abuse**

Effective Date: 01/12/17

Last Reviewed: 01/12/17

Number: 3.33

Last Revised: 01/12/17

Illinois Valley Community College (IVCC or College) has established this fraud, waste, and abuse policy to ensure that all employees clearly understand their obligations as College employees.

Honesty and integrity are important values at IVCC. The College works to earn the trust of the public, its students, and its employees. To accomplish this, all employees must perform their duties in a professional, honest, and ethical manner, avoiding situations that would be considered fraudulent, wasteful, or abusive of College assets. The College expects its employees to be reliable and trustworthy. All employees must act honestly and responsibly and exercise good ethical judgment in the performance of their duties.

Illinois Valley Community College Administrative Procedure

Subject: **Fraud, Waste, and Abuse**

Effective Date: 01/12/17

Last Reviewed: 01/12/17

Number: 3.33

Last Revised: 01/12/17

Fraud, Waste, and Abuse will be defined as the following:

1. Fraud is an intentional act to deceive, steal, or cheat, ordinarily for the purpose or result of causing a detriment to another and/or bringing about some benefit to oneself or others.
2. Waste is an act resulting in the expenditure, consumption, mismanagement and use or squandering of institutional assets or resources to the detriment or potential detriment of the institution. Waste may also result from incurring unnecessary expenses due to inefficient or ineffective practices, systems, or controls.
3. Abuse involves behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary business practice given the facts and circumstances. Abuse includes misuse of authority or position for personal financial interest or those of an immediate or close family member or business associate.

All employees have a responsibility to be knowledgeable of the Fraud, Waste, and Abuse procedure. This will be accomplished by annual *ethics* training, as required by Federal and/or State regulations.

If an employee feels the policy has been violated, they may call the anonymous hotline. The hotline information is available on IVCC's webpage.

Supervisors have an additional responsibility to be aware of the types of fraudulent activities, waste, and/or abuse that may occur within their department and to establish and maintain controls to prevent them.

If fraud is suspected within a department, all supervisors shall cooperate fully with College authorities and any other agencies investigating the activity. If fraud is discovered, all supervisors shall take appropriate action and implement appropriate systems to prevent recurrence.

An employee who violates this policy may be subject to disciplinary action up to, and including, termination. The discipline imposed will depend on the severity of the violation and the circumstances of the situation. If appropriate, the College will report any activity that appears to violate any local, state, or federal law to the appropriate authorities.

If the fraud, waste, or abuse involves a financial loss to the College, IVCC may seek restitution from any individuals involved in the activity.

IVCC strictly prohibits retaliation for reporting suspected fraud. Any employee who believes they have been retaliated against should report their concern to the Human Resources Office. Any employee who directly or indirectly retaliates against another employee for reporting suspected fraud may be subject to disciplinary action.

- ~~1. Abuse involves behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary business practice given the facts and circumstances. Abuse includes misuse of authority or position for personal financial interest or those of an immediate or close family member or business associate.~~
- ~~2. Fraud is an intentional act to deceive, steal, or cheat, ordinarily for the purpose or result of causing a detriment to another and/or bringing about some benefit to oneself or others.~~
- ~~3. Waste is an act resulting in the expenditure, consumption, mismanagement and use or squandering of institutional assets or resources to the detriment or potential detriment of the institution. Waste may also result from incurring unnecessary expenses due to inefficient or ineffective practices, systems, or controls.~~



Illinois Valley Community College Board Policy

Subject:	<b>Moving Expense Reimbursement for Faculty and Administrators</b>	Effective Date:	10/19/10
		Last Reviewed:	10/19/10
Number:	<b>3.23</b>	Last Revised:	10/19/10

It is the policy of the Board of Trustees to refrain from the practice of paying relocation expenses for new faculty and administrators. In cases where it may be in the best interest of the Board to provide such assistance for new hires, the new hire shall submit a letter of application to the Director of Human Resources, which shall be shared with the President. The Board empowers the President to authorize reimbursement for eligible expenses when receipts are produced. Eligible expenses are those involved in one move of household effects only.

Illinois Valley Community College Administrative Procedure

Subject:	<b>Moving Expense Reimbursement for Faculty and Administrators</b>	Effective Date:	10/19/10
		Last Reviewed:	10/19/10
Number:	<b>3.23</b>	Last Revised:	10/19/10

If the President determines that it is in the best interest of the College to assist a new hire with expenses incurred due to moving into the District, the new hire must submit a letter of application to the Director of Human Resources explaining why their move warrants special consideration within one year of the employee's start date. *To qualify for moving expense reimbursement, the distance from the employee's former home to IVCC must be at least 50 miles more than from the employee's former home to their former place of employment.*

The Board empowers the President to provide assistance for eligible expenses for new faculty in an amount not to exceed \$500 and for new administrators not to exceed \$1,000. Eligible expenses are those involved in one move of household effects only, and receipts must be provided.

If approved, the Office of Human Resources will prepare a requisition.

Illinois Valley Community College Board Policy

Subject:	<b>Sexual Misconduct, Sexual and Other Harassment</b>	Effective Date:	1/17/12
		Last Reviewed:	4/14/16
Number:	<b>6.13</b>	Last Revised:	4/4/16

**Prohibition on Sex/Gender Harassment, Discrimination, and Sexual Misconduct**

Members of the Illinois Valley Community College community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination and sexual misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking.

Therefore, it is the policy of the Board of Trustees of Illinois Valley Community College to provide an educational and employment environment free from all forms of sexual misconduct, sexual and other harassment of employees, students and other individuals at any College facilities or in connection with any College activities. Additionally, this policy will also apply to misconduct that occurs off-campus inasmuch as it materially and substantially interferes with the college's operational and educational programs or the safety and welfare of the college community. Finally, retaliation for making a good faith complaint of harassment or for participating in a harassment investigation is also prohibited.

The College believes in zero tolerance for sex/gender based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the reporting party and community are remedied, including serious sanctions when a responding party is found to have violated this policy.

The College uses the preponderance of the evidence (also known as "more likely than not") as the standard for proof of whether a violation occurred. Resolution proceedings, such as a Title IX investigation, are conducted to take into account the totality of evidence available, from all relevant sources.

Through this policy, it is the intent of the Board to comply with the Civil Rights Act of 1964 (Title VII), the Elementary and Secondary Schools Act of 1972 (Title IX), and the Illinois Human Rights Act. The IVCC Student Code of Conduct also prohibits harassment by students.



Illinois Valley Community College Administrative Procedure

Subject: <b>Sexual Misconduct, Sexual and Other Harassment</b>	Effective Date: 1/17/12
	Last Reviewed: 4/14/16
Number: <b>6.13</b>	Last Revised: 4/4/16

### Definitions, Resources, and Reporting Options

Members of the Illinois Valley Community College community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination and sexual misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking.

#### I. **Definitions and Examples of Sexual Misconduct:**

Forms of sex/gender-based or sexual misconduct include:

- **Sex/Gender Harassment:** Unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from an IVCC educational program or activity.
- **Non-Consensual Sexual Contact:** Any intentional sexual touching, however slight and with any object or body part, that is without consent (as defined below) and/or by force or coercion.
- **Non-Consensual Sexual Intercourse:** Any sexual penetration or copulation, however slight and with any object or body part that is without consent and/or by force or coercion. Intercourse includes anal or vaginal penetration by a penis, object, tongue, or finger, and oral copulation (mouth and genital/anal contact), no matter how slight the penetration or contact.
- **Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of an individual to benefit anyone other than the person being exploited. Examples include: invading privacy, video or audio recording of sexual acts without consent, knowingly transmitting a Sexually Transmitted Infection (STI), sexually-based stalking or bullying, or exposing one's genitals.
- **Other gender-based misconduct:** Physical harm, extreme verbal abuse, or other conduct that threatens the health or safety of any person on the basis of actual, expressed, or perceived gender identity, including:
  - **Discrimination:** actions that deprive others of access, benefits, or opportunities based on irrelevant criteria
  - **Hazing:** acts likely to cause physical or psychological harm or social exclusion or humiliation
  - **Bullying:** repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or degrade another person physically or mentally
  - **Dating Violence/Domestic Violence:** violence between those in a sexual and/or comparably personal and private



- relationship
- **Stalking:** repetitive and/or menacing pursuit, following, harassment, or other interference with the peace and/or safety of another person or that of his or her immediate family members.

### **What is Consent?**

Consent is defined as permission to act. It may be given by words or actions, so long as those words or actions create clear, mutually understood permission to engage in (and the conditions of) sexual activity.

Consent must meet all of the following standards:

- **Active, not passive.** Silence, in and of itself, cannot be interpreted as consent. There is no requirement that an individual resist a sexual act or advance, but resistance is a clear demonstration of non-consent.
- **Given freely.** A person cannot give consent under force, threats, or unreasonable pressure (coercion). Coercion includes continued pressure after an individual has made it clear that he/she does not want to engage in the behavior.
- **Provided knowingly.** Legally valid consent to sexual activity cannot be given by:
  - A person under the legal age to consent (17 years old in Illinois), or
  - An individual who is known to be (or based on the circumstances should reasonably be known to be) mentally or physically incapacitated. An incapacitated individual is someone who cannot make rational, reasonable decisions because he or she lacks the capacity to understand the “who, what, when, where, why, or how” of a sexual interaction. This includes a person whose incapacity results from mental disability, sleep, involuntary physical restraint, unconsciousness, use of alcohol or other drugs.
- **Specific.** Permission to engage in one form of sexual activity does not imply permission for another activity. In addition, previous relationships or prior consent do not imply consent to future sexual acts. It is the responsibility of the initiator of the act to receive permission for the specific act. As a result, consent may be requested and given several times by multiple parties during a sexual encounter involving multiple acts.

(This information is adapted from the ATIXA gender-based and Sexual Misconduct Policy by the National Center for Higher Education Risk Management [NCHERM] and the Association of Title IX Administrators [ATIXA], 2011).

**Title IX Coordinator & Compliance**

The Title IX Coordinator for Illinois Valley Community College oversees compliance with all aspects of the sex/gender harassment, discrimination, and misconduct policy. The Title IX Coordinator reports directly to the President of IVCC and is housed in the IVCC Counseling Center, room CTC 202. Questions about this policy should be directed to the Title IX Coordinator.

Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to either:

**Mark Grzybowski**  
**Title IX Coordinator**  
**Associate Vice President for Student Services**  
**Counseling Center**  
**CTC 202B**  
**815-224-0393**  
**[Mark\\_Grzybowski@ivcc.edu](mailto:Mark_Grzybowski@ivcc.edu)**

**Leslie Hofer**  
**Director, Human Resources**  
**Main Building**  
**C 322**  
**815-224-0230**  
**[Leslie\\_Hofer@ivcc.edu](mailto:Leslie_Hofer@ivcc.edu)**

Additionally, reports can be made by reporting parties and/or third parties by calling G4S Campus Security at 815-224-0314. Note that these reports may prompt a need for the College to investigate.

Individuals experiencing harassment or discrimination have the right to file a formal grievance with government authorities:

Office for Civil Rights (OCR)  
U.S. Department of Health and  
Human Services 233 N.  
Michigan Ave., Suite 240  
Chicago, IL 60601  
Customer Response  
Center: 800-368-1019  
Fax: 202-619-3818

TDD: 800-537-7697  
[ocrmail@hhs.gov](mailto:ocrmail@hhs.gov)

## **II. Definitions and Examples of Sexual Harassment:**

- Unwelcome sexual advances, or
- Requests for sexual favors, or
- Sexual, sex/gender-based verbal, written, online, and/or physical conduct or
- Any conduct of a sexual nature when
  - Submission to such conduct is made, either explicitly or implicitly, as a term or condition of employment or education, or
  - Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual, or
  - Such conduct has the purpose or effect of substantially interfering with a reasonable individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

## **III. Definitions and Examples of Other Sexual Harassment:**

- Harassment is generally defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons.
- Conduct that has the purpose or effect of substantially interfering with a reasonable individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment when such conduct is directed at an individual because of race, national origin, disability, age, religion, sexual orientation or any legally protected classification.
- Harassment includes both physical and verbal conduct. Any conduct that actually creates a hostile environment for a reasonable person is included, as well as conduct that contributes to the creation of a hostile environment. The College will not tolerate any conduct that causes or contributes to the humiliation, embarrassment or discomfort of employees or students because of a protected status.
- Any sexual advance by a faculty member toward a student currently enrolled in one of his or her courses or by a student toward a faculty member, or any acceptance of an advance by a faculty member, may be considered sexual harassment under this policy and is prohibited. This prohibition also applies to College employees who coach, counsel, advise or otherwise supervise or instruct students and to the students with whom they work.
  - Examples of harassment include:
  - A supervisor offers to give a favorable evaluation to an employee in exchange for sexual favors.
  - A faculty member threatens to give an unfavorable grade to a student if



- the student refuses to grant sexual favors.
  - A supervisor persistently criticizes and disparages a subordinate because of that person's gender.
  - An employee persistently directs unwelcome flirting, pressure for dates, sexual propositions or comments, or sexual touching toward a co-worker.
  - One or more students criticize, laugh at and disparage another student because of that student's disability.
- Complaints of harassment of any type will be investigated thoroughly and appropriate action taken to end the harassment, protect the reporting party, and discipline as necessary, up to and including termination of employment.

#### **IV. Prevention and Awareness**

All students are informed of the policies, protocols and procedures related to campus violence prevention during New Student Counseling & Registration sessions, New Student Convocation, and annually via email.

All employees are informed of the policies, protocols, and procedures related to campus violence prevention during New Employee Orientations, all-staff in-services, and via email.

Additionally, in partnership with an external entity, IVCC provides sexual assault prevention and awareness education on an ongoing basis in order to educate students, faculty, staff and the community about the nature of sexual assault and resources available to those who have been assaulted.

#### **V. Bystander Intervention**

Bystander Intervention, as defined by the Clery Act, is "a safe and positive option that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene." (34 CFR 668.46(j)(2)(ii))

Bystanders may often play a critical role in the prevention of sexual and relationship violence. Typically speaking, a bystander is an individual who observes violence or witnesses the conditions that perpetuate violence. He or she is not directly involved but has the choice to intervene, speak up, or do something about it.

IVCC, as a steward of the community, promotes a culture of accountability where bystanders are actively engaged in the prevention of violence without causing further harm.

If you feel yourself or someone else is in immediate danger, dial 911. If you witness or suspect instances of any type of sexual or relationship violence, please report the incident

to any of the campus or community resources listed under VIII. Campus and Community Resources.

## **VI. Risk Reduction**

Risk Reduction, as defined by the Clery Act, are options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

With regard to relationships:

- Know your limits and communicate those limits clearly.
- Reinforce your limits with a strong voice and body language.
- Respect yourself.

General safety tips:

- Be aware of your surroundings.
- If you see someone who could be in trouble, speak up or call authorities.
- Trust your intuition and do not be afraid to stand up for yourself.
- Be especially careful when you drink alcohol or when you are in the presence of someone who has been drinking.
- Likewise, watch your beverage at all times. Date rape drugs are tasteless, colorless, and odorless.

## **VII. Sanctions**

Students found in violation of committing an act of sex/gender harassment, discrimination, and misconduct will be held responsible per the disciplinary sanctions identified in the IVCC Student Code of Conduct.

Employees found in violation of committing an act of sex/gender harassment, discrimination, and misconduct will be held responsible per appropriate measure adopted by the College in conjunction with the Office of Human Resources and the employee's respective supervisor(s). A breach of this policy may result in discipline, up to and including termination of employment.

*Every member of the college community is prohibited from making an intentionally false accusation of an incident of harassment. A breach of this policy may result in discipline, up to and including termination of employment.*

## **VIII. Campus and Community Resources**

As IVCC is very concerned about incidents of sex/gender based or sexual misconduct and acknowledges that each person experiences and responds in differing ways, there are a variety of formal and informal options for support. Please review the information pertaining to your options for support, assistance, and reporting so that you can make an informed decision based on your personal needs. Your needs may change over time, so please also know that you may choose to utilize different forms of response at different times.



If you have experienced any act of sexual misconduct, our first concern is for your safety and well-being. IVCC offers some on-campus resources to assist students who may have been affected by sexual violence or sexual misconduct. Additional services are available off-campus through local communities. Individuals are encouraged to utilize any and all on-campus and community resources that may be of assistance to them.

### **Safety Concerns**

If you are concerned about your safety while walking to class or your workplace, you may wish to utilize the campus escort service, available 24/7 by calling Campus Security at 815-224-0314.

### **On-Campus**

If you are not sure if you would like to proceed with formal action (i.e. filing a police report or reporting it to the College), there are informal support options for you while you make that determination. Counseling Services can be a good place to start if you are not sure where to go, and the ADV/SAS can be helpful if you have already addressed some of your immediate concerns but are looking for additional support resources. Both of these are confidential resources:

IVCC Counseling Services 815-224-0360

ADV/SAS Services 815-434-8328

Full-time employees may contact the Employee Assistance program (EAP) for access to confidential resources.

### **Off-Campus/Community**

The following resources are not managed by IVCC but may be helpful to you, especially in assisting you with a variety of needs that you may have beyond your campus experience.

Oglesby Police Department 815-883-8404

Illinois State Police, District 17

Headquarters 815-224-1171

Freedom House 815-872-0087

National: National Domestic Violence Hotline: 800-799-SAFE (7233)

Individuals may choose to seek action or assistance both on-campus as well as through the surrounding community. If you would like to see action occur because of a person's behavior, you may wish to report the misconduct at some level. Additional or interim remedies may also be provided concurrently and/or in lieu of an investigation or formal process. Mediation may only be used when mutually agreed upon by all involved parties and will not ordinarily be used to resolve complaints of sexual assault.

The following situations are examples of reasons why you might choose to report an incident of misconduct:



- To seek formal action against someone, such as removing them from a class or campus, or having a warning on record
- To educate the person about their behavior, through use of the campus conduct or complaint process
- To confront the individual and make your voice heard about how you feel about what happened
- To make the College aware of the behavior in case it is part of a larger pattern
- To receive assistance in changing classes or other on-campus arrangements
- To receive support in coping with a situation

Please note that misconduct exhibited by a student is subject to and may be reported through the student conduct referral process. Misconduct exhibited by employees (faculty or staff) should be reported to the Office of Human Resources.

### **IX. Reporting Confidentially**

If you, as the reporting party, would like the details of an incident to be kept confidential, you may speak with a confidential employee. At IVCC, a confidential employee includes an on-campus licensed professional counselor and victim advocates on campus.

Off campus confidential employees include license professional counselors, local rape crisis counselors, domestic violence resources, local/state assistance agencies, and clergy/chaplains.

- You may wish to consider this option if you:
- Would like to know about support and assistance, but are not sure if you want to pursue formal action against the individual, or
- Have questions or would like to process what happened with someone without involving police or campus disciplinary procedures
- Do not want the perpetrator to know that you are seeking help or support

NOTE: Please be aware that even confidential resources have some obligations to report, such as in situations of imminent danger and/or sexual abuse of a minor.

### **Responsible Employee**

All College employees have a duty to report incidents they are made aware of, unless they fall under the “Confidential Reporting” section above. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator. Employees must share all details of the reports they receive. Generally, climate surveys, classroom writing assignments, human subject research, or events such as Take Back the Night speak-outs do not provide notice that must be reported to the Coordinator by employees. Remedial actions may result without formal College action.

If a reporting party does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the reporting party may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons, or violence, the College will likely be unable to honor a request for confidentiality. In cases where the reporting party requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim support and remedies to the reporting party and the community, but will not otherwise pursue formal action.

You may wish to report an incident to a Responsible Employee if you:

- Would like formal action taken. Formal action can include things like assistance in obtaining a restraining order or order of protection, filing criminal charges, or the individual facing campus conduct or employment action if he/she is found responsible for violating college policy
- Would like the College to be aware of the situation in case it happens again

If you would like to learn more about the campus conduct process or what is involved in an investigation or formal report, please contact the Title IX Coordinator.

### **X. Campus No-Contact Order**

A campus no-contact order is a directive issued by a campus authority that prevents contact between parties or from one party to another. Such an order may be issued through the formal reporting process (i.e. Student Conduct or Human Resources) or under the direction of a Title IX Coordinator. This may apply to communications in-person, online, and other forms of contact, both on- and off-campus. It is important to note that this is different than a civil order, which is issued by a court. Campus no-contact orders may be issued as a sanction or outcome and may also be issued on an interim basis while an incident is under investigation or adjudication. It is important to note that the burden of proof for a campus no-contact order is often less than that required for a court issued order, and the consequences for violating it are also limited to action that can be taken by the College, such as an additional student conduct charge of failure to comply with a college official.

### **XI. Civil Order of Protection and No-Contact Orders**

The following information has been provided by IVCC's Campus Security. If you have other questions about civil orders of protection or no contact orders, please contact Campus Security at 815-224-0314 or your local police department. To obtain one of the orders below, contact the courthouse for the area in which you live.

#### **Civil Orders of Protection**

This is a court order that is designed to stop violent and harassing behavior and to protect you and your family from the abuser. They offer civil legal protection from domestic violence to both male and female reporting parties, as well as minors. A civil order of protection can only be filed against certain persons with whom the petitioner



has a special relationship: people who are married or formerly married, people who are related by blood, people who live together or formerly lived together, people who are dating or formerly dated, people who are engaged or formerly engaged, and people with disabilities who file against their caregivers. There are three types of orders: Emergency and Interim Orders of Protection provide temporary, short-term protection. A Plenary Order of Protection offers longer term protection.

- **Emergency Orders:** An emergency order can be obtained based solely on your testimony to a judge. The abuser does not need to be present. The judge must be convinced that you are in immediate danger, or experiencing emotional distress, or else the judge may not grant the order. The emergency order will last until you can have a full hearing for a plenary order, usually within 14-21 days.
- **Interim Orders:** An interim order offers you a bit more protection than an emergency order. You do not need to have a full court hearing to be granted an interim order. They are often used to protect you in between the time when your emergency order expires and your full court hearing takes place. However, your abuser or his lawyer must have made an initial appearance before the court OR the abuser must have been notified of the date of your court hearing, before you can be given an interim order. An interim order lasts up to 30 days.
- **Plenary Orders:** A plenary order of protection can be issued only after a court hearing in which you and the abuser both have a chance to tell your sides of the story. It provides the most protection and the longest-term protection. A plenary order may last up to two years, and there is no limit on the number of times an order of protection can be renewed.

### **No-Contact Orders**

If you do not have a relationship with the offender, you may seek to obtain a “no contact order.”

- A Civil No Contact Order (CNCO) is a civil “stay away” order for rape reporting parties who do not have a relationship with the offender. Under a CNCO, the court orders the offender not to have any contact with the reporting party. A CNCO may last up to two years.
- A Stalking No Contact Order (SNCO) is a civil “stay away” order for reporting parties of stalking who do not have a relationship with the offender. Under a SNCO, the court orders the offender not to have any contact with the reporting party. A SNCO may last up to two years.

Any violation of the above orders is a criminal offense and a Class A misdemeanor (up to one year in jail) and a second offense or subsequent violation is a Class 4 felony (one to three years in jail and possible fines).

### **Questions**

Please contact the Associate Vice President for Student Services at 815-224-0393 or the Director of Human Resources at 815-224-0230 for the most recent version of this Guide, as well as to ask questions about this document or any other questions pertaining to sexual misconduct or gender-based harassment.



From: Tina Hardy, Disability Services Coordinator  
Sent: 12/12/17  
To: IVCC Board of Trustees  
Subject: YOU@IVCC

Dear Board Members,

I am writing today to share our excitement for a new tool - that I believe will prove to be an extraordinary asset for the students, faculty, and staff of IVCC. The tool, YOU@IVCC, is designed to help students manage stress, set goals, promote happiness and well-being, and connect to campus resources to Thrive, Succeed and Matter.

A couple of years ago, Grit Digital Health, LLC began to develop a program that would deliver mental health information and assistance for college students online. With the help of student focus groups and research teams, the team created YOU, a portal designed to help students explore their strengths and areas for growth throughout the different stages of the college experience. YOU@IVCC fosters student success in three domains: Succeed (academics/career); Thrive (physical/mental health); and Matter (purpose/community/social connections). The portal serves up relevant information and campus resources, and the content becomes personalized when a student completes brief assessments, fills out a profile, or search for something specific. There also is a built-in function for students to set goals and check them off as they go.

I am pleased to announce the official launch of **YOU@IVCC** ([you.ivcc.edu](http://you.ivcc.edu)). Anyone with an IVCC email address can get on, register, and begin using the assessments (short, personalized Reality Check quizzes) and resources ranging from videos to connection with subject-matter experts. There is also a feature included in the portal and search function that directs students in distress to campus resources.

Throughout the development of YOU, there had been a priority to protect student privacy while also providing a tool that is dynamic enough that students will find a reason to use it. A student's e-mail is encrypted when accessing YOU@IVCC. There is no way of tracking individual use or responses, creating an environment in which students can feel safe to be honest and explore sensitive topics. The portal has gone through ongoing content review and concept testing.

I want to encourage everyone to get on and check out **YOU@IVCC** ([you.ivcc.edu](http://you.ivcc.edu)). While the tool is tailored to students, I believe it can be a valuable resource for our faculty and staff as they work with the student community.

# 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.