



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, June 14, 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, June 14, 2018 – 6:30 p.m. – Board Room (C307)

A G E N D A

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. 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 – May 10, 2018 Board Meeting (Pages 1 – 5)
 - 6.2 Approval of Bills - \$1,136,801.41
 - 6.2.1 Education Fund - \$939,140.21
 - 6.2.2 Operations & Maintenance Fund - \$63,661.13
 - 6.2.3 Auxiliary Fund - \$61,184.96
 - 6.2.4 Restricted Fund - \$19,993.27
 - 6.2.5 Liability, Protection & Settlement Fund - \$52,321.84
 - 6.2.6 Grants, Loans & Scholarships - \$500.00
 - 6.3 Treasurer’s Report (Pages 6 - 23)
 - 6.3.1 Financial Highlights (Pages 7 - 8)
 - 6.3.2 Balance Sheet (Pages 9 - 10)
 - 6.3.3 Summary of FY18 Budget by Fund (Page 11)
 - 6.3.4 Budget to Actual Comparison (Pages 12 - 18)
 - 6.3.5 Budget to Actual By Budget Officers (Page 19)
 - 6.3.6 Statement of Cash Flows (Page 20)
 - 6.3.7 Investment Status Report (Pages 21 - 22)
 - 6.3.8 Disbursements - \$5,000 or more (Page 23)
 - 6.4 Personnel - Stipends for Pay Periods Ending April 28, 2018; May 12, 2018; and May 26, 2018 (Pages 24 - 30)

- 6.5 Prevailing Wage Resolution (Pages 31 - 34)
- 6.6 Purchase Request – R25 Scheduling Software Upgrade (Page 35)
- 6.7 Purchase Request – Replacement of Colleague Servers (Page 36)
- 6.8 Consortia Purchases FY19 (Page 37)
- 6.9 Purchase Request – Automotive Department (Page 38)
- 6.10 Purchase Request – Fuel for TDT Program FY19 (Page 39)
- 6.11 Purchase Request – Advertising Contracts FY19 (Page 40)
- 6.12 Purchase Request – RAVE Mobile Alerts Renewal (Page 41)
7. President’s Report
8. Request for Approval – Strategic Plan 2018–2023 (Pages 42 - 48)
9. Faculty Appointment – Jessie Bouxsein, Nursing Instructor (Pages 49 - 50)
10. Faculty Appointment – Amber Fox, Accounting Instructor (Pages 51 - 53)
11. Sabbatical Leave Request – James Gibson (Pages 54 - 61)
12. Proposal Results – Food Service Provider (Page 62)
13. Proposal Results – Vending Service Provider (Page 63)
14. Bid Results – Haas ST-10 Lathe (Page 64)
15. Permission to Seek Bids for Barn Demolition (Page 65)
16. Authorization to Continue Operations for Standard Operating Expenditures (Page 66)
17. Request to Extend the Blackboard Contract (Pages 67 - 69)
18. Items for Information (Pages 70 - 76)
 - 18.1 RAMP Letter (Page 70)
 - 18.2 Administrative Procedure – Part-time/Paid-time Off (Page 71)
 - 18.3 Staff Appointment – Jill Wohrley, Financial Aid Advisor (Page 72)
 - 18.4 Staff Resignation – Jim Lukosus, Golf Coach (Page 73)
 - 18.5 Staff Resignation – Edna McManus, Adult Education Instructor (Page 74)
 - 18.6 Spring 2018 Graduates (Page 75)
 - 18.7 Draft Memo of Understanding – IVCC and Chinese Sherman School (Page 76)
19. Trustee Comment

20. Closed Session – 1) the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; 2) collective negotiations and 3) closed session minutes
21. Approval of Closed Session Minutes
22. Other
23. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
May 10, 2018

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, May 10, 2018 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Jane E. Goetz, Chair
Everett J. Solon, Vice Chair (entered the meeting at 6:38 p.m.)
David O. Mallery, Secretary (entered the meeting at 6:50 p.m.)
Amy L. Boyles
Jay K. McCracken
Angela M. Stevenson
Joseph M. Marendia, Student Trustee

Members Absent: Melissa M. Olivero

Members

Telephonically Present: David O. Mallery, Secretary (entered the meeting at 6:30 p.m.; exited the meeting at 6:46 p.m.)

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
Leslie Hofer, Director of Human Resources
Walt Zukowski, Attorney

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None

CAMPUS UPDATE – STRATEGIC PLAN 2018 - 2023

Dr. Anderson reported on IVCC's draft strategic plan for 2018 through 2023. Dr. Anderson informed that this strategic plan emphasizes the college's commitments to providing quality education to its students, excellent resources and experiences to its community, and innovative contributions to its businesses. The draft strategic plan is grounded by an academic plan that reinforces the importance of excellent post-secondary education to the quality of life for the citizens of the Illinois Valley. The goals and objectives outlined in this strategic plan will inform

annual action plans that will be developed by each department. These plans will be reviewed and updated on an annual basis as a means of keeping the college reaching toward and fulfilling its goals. The strategic plan will result in new mission and vision statements as well as goals and objectives that align with key performance indicators. The new mission statement is: "Illinois Valley Community College provides a high-quality, accessible, and affordable education that inspires individuals and our community to thrive." The new vision statement is: "Illinois Valley Community College is the preferred gateway to advance individual and community success." Dr. Anderson concluded that the success of IVCC, as always, is tied to the success of our students. Our hope is that this strategic plan will continue our tradition of high-quality education in the Illinois Valley.

CONSENT AGENDA ITEMS

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

The following items were approved in the consent agenda:

Approval of Minutes – April 12, 2018 Board Meeting.

Approval of Bills - \$1,308,070.82

Education Fund - \$785,692.41; Operations & Maintenance Fund - \$81,052.40; Operations & Maintenance (Restricted Fund) - \$271,264.67; Auxiliary Fund - \$28,880.32; Restricted Fund - \$5,121.36; and Liability, Protection & Settlement Fund - \$136,059.66.

Treasurer's Report

Personnel

Approved the stipends for pay periods ending March 31, 2018 and April 14, 2018.

Bid Request

Approved to seek bids for a Haas ST-10 Lathe.

Purchase Request

Approved to purchase a Hunter Tire Changer and Tire Balancer in the amount of \$15,378.41 from Tri-State Technologies – New Lenox, Illinois.

Request for Proposals

Approved to seek proposals for a Managed Print Services solution.

PRESIDENT'S REPORT

Dr. Corcoran thanked Paula Hallock, Leslie Hofer and their employee recognition planning committee on the excellent job they did of delivering a first-class recognition event on April 13 at Grizzly Jack's. Everyone had a great time and it was nice having Trustees Jane Goetz, Dr. Amy Boyles, and Jay McCracken attend and participate in the program. Your support of our employees is appreciated. Dr. Corcoran noted that Bob Reese, Rick Serafini, Francie Skoflanc, Paul

Leadingham, and Travis McGlaughlin all played a role in helping Dorene Data organize one of the most memorable MIMIC fairs we have offered to the community in 23 years on April 18. Approximately 200 people attended and celebrated the fine work of CAD/engineering, marketing and accounting students. According to Dorene and Shane Lange, it is nice to see such a big turnout, and especially fun seeing former students and MIMIC program participants return to help others. Dr. Corcoran gave a special thanks as well to Fran Brolley, Donna Swiskoski and Janice Corrigan for hosting an excellent event in partnership with the Foundation Board of Directors on April 30 whereby we honored those who helped us exceed our \$500,000 goal for a new scholarship campaign. Dr. Corcoran pointed out that the display recognizing donors is near the main entrance to the left of the Dr. Mary Margaret Weeg Cultural Centre and it looks great. He noted that the four populations of students we zeroed in on are: (1) previous students or first-time enrollees, age 25 or above, pursuing an associate's degree in a career field; (2) transfer-bound middle-class students eligible for little or no financial aid; (3) HSE or ESL students in bridge to manufacturing or bridge to health care fields; and (4) summer students who attended the previous fall and spring semesters and have exhausted their financial aid. Our message to the community must have been heard because we exceeded our half-million dollar goal by 40 percent. Dr. Corcoran expressed appreciation for the chance to attend the Hispanic Leadership Team end-of-the-year recognition event yesterday. This is an active group of students who are very much involved in IVCC-sponsored events on campus and throughout the community. Dr. Corcoran noted that Sara Escatel, Aseret Loveland and Quintin Overocker deserve all of the credit for the great work they have done with our 17 students. Dr. Corcoran informed that next week is a big one on campus with the adult education recognition event on Tuesday, May 15 at 6 p.m. in the cultural centre, nurse pinning at 11:30 on Saturday the 19th also in the cultural centre, followed by commencement at 2:30 p.m. in the gym. Dr. Corcoran concluded with congratulations to Mike Phillips who was named a GSA Fellow in recognition of his distinguished contributions to the geosciences by The Geological Society of America on May 5. Dr. Corcoran noted that Mike will go on to inspire the next generation of geoscientists.

FACULTY APPOINTMENT – DAVID BARNES, ECONOMICS INSTRUCTOR

It was moved by Mr. Solon and seconded by Mr. McCracken to approve the appointment of David Barnes as Economics Instructor effective August 13, 2018 at Step G-1, an annualized salary of \$50,730 on the 2017/2018 faculty salary schedule, subject to terms and conditions of the 2018-2019 contract to be negotiated. Motion passed by voice vote.

APPROVAL OF CERTIFICATE: LEADERSHIP ELEVATION FRAMEWORK

It was moved by Ms. Stevenson and seconded by Dr. Boyles to approve the Certificate in Leadership Elevation Framework, as presented. The online certificate will target potential leaders already in the workforce and individuals changing careers. Motion passed by voice vote.

PRESIDENT'S CONTRACT

It was moved by Mr. Mallery and seconded by Ms. Stevenson to approve a three-year employment contract for President Dr. Jerry Corcoran from July 1, 2018 to June 20, 2021 with a salary increase of 2.0 percent for FY2019, providing for an annual salary of \$200,133 as well as benefits and other conditions presented in the contract, a copy of which shall be made a part of the minutes. Motion passed by voice vote.

VICE PRESIDENTS' CONTRACTS

It was moved by Mr. Solon and seconded by Mr. McCracken to approve the FY2019 employment contract for Cheryl E. Roelfsema, Vice President for Business Services and Finance, with a 2.0 percent increase for FY2019, resulting in an annualized salary of \$133,057 and duties, benefits, and other conditions as outlined in her contract, a copy of which shall be made a part of this motion. Motion passed by voice vote.

It was moved by Ms. Stevenson and seconded by Dr. Boyles to approve the FY2019 employment contract for Dr. Deborah Anderson, Vice President for Academic Affairs, with a 2.0 percent increase for FY2019, resulting in an annualized salary of \$119,561 and duties, benefits, and other conditions as outlined in her contract, a copy of which shall be made a part of this motion. Motion passed by voice vote.

Dr. Corcoran noted that it is an honor and privilege to work with Dr. Anderson and Ms. Roelfsema and thanked them both for their tremendous service to the college.

FACULTY RESIGNATION – DR. PATRICIA PENCE, NURSING INSTRUCTOR

It was moved by Mr. Solon and seconded by Mr. McCracken to accept the resignation of Dr. Patricia Pence, Nursing instructor, effective July 31, 2018. Motion passed by voice vote. Dr. Corcoran noted that Dr. Pence has given 18 years of excellent service to the college and we wish her well in her future endeavors.

TENURE RECOMMENDATION – AMBER KNOWLTON, NURSING INSTRUCTOR

It was moved by Dr. Boyles and seconded by Ms. Stevenson to approve the tenure for Amber Knowlton, Nursing Instructor. Dr. Anderson noted in her comments that in addition to evaluation documents, items of recognition, student course feedback, professional development, community service, and examples of contributions to the institution, Ms. Knowlton's portfolio included artifacts from her classroom as evidence of her excellent teaching. Nursing Director, Julie Hogue noted in her recommendation that Ms. Knowlton "has proven herself to be a dedicated instructor who exemplifies the Mission, Vision, and Core Values of Illinois Valley Community College." Motion passed by voice vote.

BID RESULTS – FULL-SIZED 4 x 4 UTILITY VEHICLE

It was moved by Ms. Stevenson and seconded by Mr. McCracken to accept the bid from Talty Polaris, Inc., Streator, Illinois, as the lowest, most responsible bid for a Full-Sized 4 x 4 Utility Vehicle in the amount of \$12,852.98. It was noted that this purchase will be paid by the Ralph Scriba donation. Motion passed by voice vote.

PROPOSAL RESULTS – INFORMATION SECURITY AUDIT

It was moved by Mr. Solon and seconded by Dr. Boyles to accept the proposal from Rehmann Robson, LLC for an Information Security Audit in the amount not to exceed \$14,500. Motion passed by voice vote.

INTERGOVERNMENTAL AGREEMENT WITH THE VILLAGE OF TONICA

It was moved by Dr. Boyles and seconded by Ms. Stevenson to approve the intergovernmental agreement with the Village of Tonica, as presented. Motion passed by voice vote.

INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF OGLESBY

It was moved by Mr. Solon and seconded by Mr. McCracken to approve the intergovernmental agreement with the City of Oglesby, as presented. Motion passed by voice vote.

TRUSTEE COMMENT

Ms. Goetz congratulated Fran Brolley and his staff on the publication, *IVCC Success Stories* and noted that the script is wonderful and the photos are eye-catching. Ms. Goetz informed that she attended the IVCC musical, *Disaster*, and it is a delightful production. Ms. Goetz noted that she is very proud to be a member of the IVCC Board of Trustees.

Mr. Solon noted that this is National Nurses Week and we thank members of our Nursing Department for all that they do for our nursing students and the community.

CLOSED SESSION

It was moved by Ms. Stevenson and seconded by Mr. Mallery to convene a closed session at 7:00 p.m. to discuss 1) collective negotiations and 2) closed session minutes. Motion passed by voice vote.

After a brief break, the Board entered closed session at 7:06 p.m. On a motion by Mr. Mallery and seconded by Mr. McCracken, the regular meeting resumed at 7:37 p.m. Motion passed by voice vote.

APPROVAL OF CLOSED SESSION MINUTES

It was moved by Dr. Boyles and seconded by Ms. Stevenson to approve and retain the Closed Session minutes of the April 12, 2018 Closed Session Meeting. Motion passed by voice vote.

OTHER

Dr. Corcoran informed that a photo of the Board of Trustees would be taken prior to the start of Commencement on Saturday, May 19.

ADJOURNMENT

Ms. Goetz declared the meeting adjourned at 7:40 p.m.

Jane E. Goetz, Board Chair

David O. Mallery, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

MAY 2018

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

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – May 2018

Revenues

- As of June 1, the headcount for summer semester was 1,058 which is 182 students less than at the same point in time last year. Credit hours for summer 2018 were 5,102, a decrease of 742 credit hours, or 12.7 percent, from this point in time one year ago.

Registration for fall semester 2018 began on April 11. As of June 1, the headcount was 1,736, which is 214 students less than at the same point in time last year. Credit hours were 17,341, a 12.1 percent decrease from one year ago.

Credit Hour Comparison FY2017 to FY2018

	Summer	Fall	Spring	Total
2016/2017	5,522	28,892	27,614	62,028
2017/2018	5,400	27,174	*25,414	*57,988
Difference	122	1,718	2,200	4,040
%	(2.2%)	(5.9%)	(8.0%)	(6.5%)

*estimated as of spring midterm

Budgeted credit hours for FY18 are 57,000, a number that is likely to be exceeded. Credit hours for the FY19 budget will be increased to 58,000 based on increased marketing efforts.

- The FY18 base operating grant monies received are now at \$1,630,604, well over the \$1,000,000 that was budgeted. The first half (\$101,000) of the Career Technical grant monies have been released. The Corporate Personal Property Replacement Tax (CPPRT) is estimated to be \$300,000 less than the FY18 budget of \$1,288,000.

On May 31, the State legislature passed a FY19 budget that provides a 2 percent increase for base operating, equalization, small college, and performance-based grants over the FY18 appropriated level for community colleges. The allocation of the community college budget is determined by credit hours generated, full-time equivalents, equalized assessed valuation, and costs. Until those calculations are completed by the Illinois Community College Board (ICCB) we will not know our exact allocation for FY2019.

- Total equalized assessed valuation (EAV) for the IVCC district for tax year 2017 is \$3,195,995,018, a 3.4 percent increase over tax year 2016. This increase in part is due to the College no longer participating in an enterprise zone which added \$21,404,838 to the EAV for Putnam and Bureau Counties; Marshall County Tax Increment Financing (TIF) EAV was reduced by \$6,825,598; and LaSalle County TIF EAV was reduced by \$4,201,202. This is only the third year since tax year 2009 that EAV has increased. The District EAV reached a high in tax year 2009 at \$3,198,644,044.

New Tax Increment Financing Districts (TIFs) are being proposed by the municipalities of Oglesby, Ottawa, Peru, Sheffield, and Tonica. The Village of Tonica and the City of Oglesby have offered “make whole” agreements to the College for their new TIF districts. The Village of North Utica and the City of LaSalle are asking to extend TIF districts. Both of these TIF districts have “make whole” agreements that will also be extended for 12 years. There have been no formal discussions with Ottawa, Peru, or Sheffield regarding intergovernmental agreements for the new TIF districts.

Expenditures

- Fund 01 – Education Fund – Institutional Support – Capital – includes \$28,452 to iFactory for website design; \$51,500 to OmniUpdate for the new content management system for the website; and \$26,130 to Ellucian for the Student Planner Module which is paid in part from a donation by Bill and Dian Taylor.

Other capital purchases include agriculture equipment from the Ralph Scriba donation.

- Fund 12 – Liability, Protection, and Settlement Fund – Institutional Support – Fixed Charges – includes annual insurance premiums for athletics (\$42,266), workers’ compensation (\$137,825), liability insurance (\$80,825) and treasurer bonds (\$19,829).

Protection, Health & Safety Projects

- Building D Air Handler/Chiller Replacement – waiting for punch list items to be completed;
- Campus-Wide Security Camera Upgrade – preconstruction meeting was held on March 29; work has commenced with an estimated completion date of early August;
- Cultural Centre Accessibility Upgrades – work is underway with a completion date of early August. A portion of this project is being paid with monies from the Boyle Estate.
- Exterior Stair Upgrades – work is underway;
- Building E Air Handler/Chiller Replacement – bid opening on June 12; asking for Board approval.
- Slope and road work to alleviate drainage issues – Chamlin is working on designs.

Technology Projects

- Website redesign project – design work by iFactory is almost complete; CMS provider, OU Campus, will soon start to build out the actual webpages. Anticipated “go-live” date is September or October 2018.

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 May 31, 2018
 Unaudited

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Assets and Other Debits								
Cash and cash equivalents	\$ 1,651,613	\$ 894,243	\$ 178,299	\$ 752,813	\$ 153,820	\$ -	\$ -	\$ 3,630,788
Investments	7,158,921	9,727,315	637,952	248,000		-	-	17,772,188
Receivables								
Property taxes	9,202,742	2,118,426	-	-	-	-	-	11,321,168
Governmental claims	-	-	-	-	-	-	-	-
Tuition and fees	2,639,628	-	-	58,107	-	-	-	2,697,735
Due from other funds	500,518	-	-	-	10	-	-	500,528
Due to/from student groups	141,698	-	-	-	-	-	-	141,698
Bookstore inventories	-	-	-	769,117	-	-	-	769,117
Other assets	36,351	23,115	1,207	2,563	-	-	-	63,236
Fixed assets - net where applicable	-	-	-	62,113	-	60,935,285	-	60,997,398
Other debits								
Amount available in Debt Service Fund	-	-	-	-	-	-	-	-
Amount to be provided to retire debt	-	-	-	-	-	-	-	-
Other Debits	<u>\$21,331,471</u>	<u>\$12,763,099</u>	<u>\$ 817,458</u>	<u>\$ 1,892,713</u>	<u>\$ 153,830</u>	<u>\$60,935,285</u>	<u>\$ -</u>	<u>\$ 97,893,856</u>

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Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 May 31, 2018

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Liabilities								
Accounts payable	\$ 73,177	\$ -	\$ -	\$ 10,212	\$ 6,864	\$ -	\$ -	\$ 90,253
Accrued salaries & benefits	1,556,821	14,295	-	12,123	-	-	-	1,583,239
Post-retirement benefits & other	115,994	-	-	-	-	-	-	115,994
Unclaimed property	2,038	1,986	-	-	27	-	-	4,051
Due to other funds	205,957	181,533	-	95,038	18,000	-	-	500,528
Due to student groups/deposits	21	-	-	10	128,939	-	-	128,970
Deferred revenue								
Property taxes	4,603,015	1,059,597	-	-	-	-	-	5,662,612
Tuition and fees	3,266,760	-	-	17,258	-	-	-	3,284,018
Grants	-	-	-	-	-	-	-	-
Leases Payable	-	-	-	41,182	-	-	-	-
Bonds payable	-	-	-	-	-	-	-	-
Total liabilities	<u>9,823,783</u>	<u>1,257,411</u>	<u>-</u>	<u>175,823</u>	<u>153,830</u>	<u>-</u>	<u>-</u>	<u>11,410,847</u>
Equity and Other Credits								
Investment in general fixed assets	-	-	-	-	-	60,935,285	-	60,935,285
Contributed capital	-	-	-	-	-	-	-	-
Retained earnings	-	-	-	-	-	-	-	-
Fund balance								
Reserved for restricted purposes	-	-	-	-	-	-	-	-
Reserved for debt service	-	-	817,458	-	-	-	-	817,458
Unreserved	11,507,688	11,505,688	-	1,716,890	-	-	-	24,730,266
Total equity and other credits	<u>11,507,688</u>	<u>11,505,688</u>	<u>817,458</u>	<u>1,716,890</u>	<u>-</u>	<u>60,935,285</u>	<u>-</u>	<u>86,483,009</u>
Total Liabilities, Equity and Other Credits	<u>\$21,331,471</u>	<u>\$12,763,099</u>	<u>\$ 817,458</u>	<u>\$ 1,892,713</u>	<u>\$ 153,830</u>	<u>\$60,935,285</u>	<u>\$ -</u>	<u>\$ 97,893,856</u>

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

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Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2018 Revenues & Expenditures by Fund
 For the eleven months ended May 31 2018
 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	\$ 19,234,496	\$ 2,344,962	\$ 1,812,024	\$ 7,575	\$ 43,613	\$ 1,683,355	\$ 4,843,043	\$ 688,275	\$ 36,635	\$ 30,693,978
Actual Expenditures	(16,393,188)	(2,032,446)	(1,246,829)	-	-	(1,915,274)	(4,963,004)	(1,087,032)	(34,250)	(27,672,023)
Other Financing Sources (Uses)	5,000	-	-	-	-	61,414	10,000	-	-	76,414
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	2,846,308	312,516	565,195	7,575	43,613	(170,505)	(109,961)	(398,757)	2,385	3,098,369
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 May 31, 2018	<u>\$ 8,549,164</u>	<u>\$ 2,958,527</u>	<u>\$ 6,046,507</u>	<u>\$ 817,460</u>	<u>\$ 4,651,974</u>	<u>\$ 1,716,894</u>	<u>\$ (78,465)</u>	<u>\$ 849,858</u>	<u>\$ 35,814</u>	<u>\$ 25,547,733</u>

**Illinois Valley Community College District No. 513
Fiscal Year 2018 Budget to Actual Comparison
For the eleven months ended May 31 2018
Unaudited**

	<u>Annual Budget FY2018</u>	<u>Actual 5/31/18</u>	<u>Act/Budget 91.7%</u>	<u>Actual 5/31/17</u>	<u>Act/Budget 91.7%</u>	<u>Annual Budget FY2017</u>
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 8,026,700	\$ 7,953,770	99.1%	\$ 7,632,195	99.0%	\$ 7,708,916
Corporate Personal Property Replacement Tax	1,101,797	755,537	68.6%	931,509	84.8%	1,098,835
TIF Revenues	365,700	399,820	109.3%	382,245	100.3%	381,000
Total Local Government	<u>9,494,197</u>	<u>9,109,127</u>	<u>95.9%</u>	<u>8,945,949</u>	<u>97.4%</u>	<u>9,188,751</u>
State Government:						
ICCB Credit Hour Grant	920,000	1,571,182	170.8%	862,216	60.8%	1,419,017
Equalization	50,000	41,667	83.3%	-	0.0%	50,000
Career/Technical Education Formula Grant	195,000	183,123	93.9%	189,069	99.5%	190,000
Other	-	-	0.0%	-	-	-
Total State Government	<u>1,165,000</u>	<u>1,795,972</u>	<u>154.2%</u>	<u>1,051,285</u>	<u>63.4%</u>	<u>1,659,017</u>
Federal Government						
PELL Administrative Fees	7,215	6,299	87.3%	7,389	92.4%	8,000
Total Federal Government	<u>7,215</u>	<u>6,299</u>	<u>87.3%</u>	<u>7,389</u>	<u>92.4%</u>	<u>8,000</u>
Student Tuition and Fees:						
Tuition	6,882,640	7,127,346	103.6%	7,077,095	96.4%	7,344,081
Fees	906,850	850,371	93.8%	803,305	94.9%	846,132
Total Tuition and Fees	<u>7,789,490</u>	<u>7,977,717</u>	<u>102.4%</u>	<u>7,880,400</u>	<u>96.2%</u>	<u>8,190,213</u>
Other Sources:						
Public Service Revenue	282,109	180,526	64.0%	199,134	46.5%	427,800
Other	118,891	164,855	138.7%	107,588	100.4%	107,163
Total Other Sources	<u>401,000</u>	<u>345,381</u>	<u>86.1%</u>	<u>306,722</u>	<u>57.3%</u>	<u>534,963</u>
TOTAL EDUCATION FUND REVENUE	<u>\$ 18,856,902</u>	<u>\$ 19,234,496</u>	<u>102.0%</u>	<u>\$ 18,191,745</u>	<u>92.9%</u>	<u>\$ 19,580,944</u>
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	\$ 8,348,942	7,608,032	91.1%	7,619,741	86.4%	8,822,920
Employee Benefits	1,680,827	1,650,800	98.2%	1,594,493	96.3%	1,655,386
Contractual Services	188,269	63,529	33.7%	62,840	33.7%	186,403
Materials & Supplies	424,327	232,563	54.8%	275,000	61.9%	444,189
Conference & Meeting Expenses	96,840	45,683	47.2%	26,437	24.7%	107,169
Fixed Charges	197,000	163,662	83.1%	183,596	93.0%	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>\$ 9,764,269</u>	<u>89.3%</u>	<u>\$ 9,762,107</u>	<u>85.4%</u>	<u>\$ 11,429,566</u>

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**Illinois Valley Community College District No. 513
Fiscal Year 2018 Budget to Actual Comparison
For the eleven months ended May 31 2018**

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2018	Actual 5/31/18	Act/Budget 91.7%	Actual 5/31/17	Act/Budget 91.7%	Annual Budget FY2017
Academic Support:						
Salaries	\$ 652,484	\$ 546,622	83.8%	\$ 570,918	85.2%	\$ 669,903
Employee Benefits	154,279	128,402	83.2%	134,574	104.1%	129,256
Contractual Services	192,544	171,724	89.2%	157,225	85.3%	184,276
General Materials & Supplies	229,247	128,022	55.8%	88,164	38.0%	232,080
Conference & Meeting Expenses	8,920	6,809	76.3%	359	4.0%	9,010
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	23,700	22,050	93.0%	22,098	84.5%	26,160
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	1,261,174	1,003,629	79.6%	973,338	77.8%	1,250,685
Student Services:						
Salaries	1,225,294	1,047,258	85.5%	1,092,503	87.7%	1,245,962
Employee Benefits	338,817	291,621	86.1%	308,642	94.3%	327,463
Contractual Services	8,735	6,903	79.0%	5,423	65.3%	8,300
Materials & Supplies	55,972	49,519	88.5%	41,451	66.7%	62,129
Conference & Meeting Expenses	26,260	18,163	69.2%	14,528	47.0%	30,895
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	1,655,078	1,413,464	85.4%	1,462,547	87.3%	1,674,749
Public Services/Continuing Education:						
Salaries	395,571	310,432	78.5%	330,344	64.2%	514,353
Employee Benefits	69,659	72,310	103.8%	62,891	72.8%	86,351
Contractual Services	203,900	162,325	79.6%	164,121	65.5%	250,600
Materials & Supplies	87,275	63,265	72.5%	73,882	81.8%	90,320
Conference & Meeting Expenses	17,150	8,920	52.0%	6,773	35.0%	19,375
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	510	360	70.6%	510	102.0%	500
Total Public Services/Continuing Education	774,065	617,612	79.8%	638,521	66.4%	961,499
Institutional Support:						
Salaries	1,803,308	1,542,544	85.5%	1,611,858	87.9%	1,834,609
Employee Benefits	637,253	659,469	103.5%	714,251	123.1%	580,295
Contractual Services	513,288	456,714	89.0%	492,029	90.6%	542,830
Materials & Supplies	436,870	326,763	74.8%	289,088	64.6%	447,585
Conference & Meeting Expenses	56,480	30,720	54.4%	32,474	44.2%	73,390
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	26,370	8,572	32.5%	9,149	34.7%	26,395
Capital Outlay	87,000	106,082	121.9%	-	0.0%	237,000
Other	29,400	(400)	-1.4%	(271)	-0.5%	59,200
Provision for Contingency	217,661	-	0.0%	-	0.0%	222,092
Total Institutional Support	3,807,630	3,130,464	82.2%	3,148,578	78.3%	4,023,396
Scholarships, Grants and Waivers	499,750	463,750	92.8%	434,427	88.0%	493,400
TOTAL EDUCATION FUND EXPENDITURES	\$ 18,933,902	\$ 16,393,188	86.6%	\$ 16,419,518	195.4%	\$ 8,403,729
INTERFUND TRANSFERS - NET	\$ 77,000	\$ 5,000	6.5%	\$ (84,332)	-33.4%	\$ 252,352

Illinois Valley Community College District No. 513
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 For the eleven months ended May 31 2018
 Unaudited

	Annual Budget FY2018	Actual 5/31/18	Act/Budget 91.7%	Actual 5/31/17	Act/Budget 91.7%	Annual Budget FY2017
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,236,300	\$ 1,228,200	99.3%	\$ 1,191,015	99.3%	\$ 1,200,000
Corporate Personal Property Replacement Tax	187,981	133,330	70.9%	164,384	92.1%	178,500
TIF	122,000	133,068	109.1%	127,415	100.3%	127,000
Total Local Government	<u>1,546,281</u>	<u>1,494,598</u>	96.7%	<u>1,482,814</u>	98.5%	<u>1,505,500</u>
State Government:						
ICCB Credit Hour Grant	80,000	132,910	166.1%	-	0.0%	218,833
Total State Government	<u>80,000</u>	<u>132,910</u>	166.1%	<u>-</u>	0.0%	<u>218,833</u>
Student Tuition and Fees:						
Tuition	722,820	563,476	78.0%	566,540	96.7%	585,844
Total Tuition and Fees	<u>722,820</u>	<u>563,476</u>	78.0%	<u>566,540</u>	96.7%	<u>585,844</u>
Other Sources:						
Facilities Revenue	138,941	128,909	92.8%	84,970	62.9%	135,000
Investment Revenue	10,000	22,328	223.3%	11,656	582.8%	2,000
Other	-	2,741	0.0%	91,230	-	-
Total Other Sources	<u>148,941</u>	<u>153,978</u>	103.4%	<u>187,856</u>	137.1%	<u>137,000</u>
TOTAL OPERATIONS & MAINTENANCE FUND REVENUES	<u>\$ 2,498,042</u>	<u>\$ 2,344,962</u>	93.9%	<u>\$ 2,237,210</u>	91.4%	<u>\$ 2,447,177</u>
OPERATIONS & MAINTENANCE FUND						
Operations & Maintenance of Plant:						
Salaries	\$ 923,374	\$ 790,186	85.6%	\$ 758,018	0.0%	\$ 898,774
Employee Benefits	301,674	291,320	96.6%	262,308	0.0%	256,648
Contractual Services	242,276	137,461	56.7%	116,788	0.0%	214,300
General Materials & Supplies	225,070	162,355	72.1%	238,856	0.0%	230,070
Conference & Meeting Expenses	5,675	499	8.8%	512	0.0%	5,675
Fixed Charges	64,500	80,996	125.6%	73,544	0.0%	64,500
Utilities	733,413	507,577	69.2%	642,337	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>1,970,394</u>	81.0%	<u>2,092,363</u>	0.0%	<u>2,383,217</u>
Institutional Support:						
Salaries	46,489	39,661	85.3%	40,754	0.0%	43,808
Employee Benefits	10,758	12,707	118.1%	10,233	0.0%	10,103
Contractual Services	750	2,491	332.1%	2,491	0.0%	2,500
Materials & Supplies	2,853	2,983	104.6%	2,510	0.0%	3,340
Conference & Meeting Expenses	-	-	0.0%	38	0.0%	-
Fixed Charges	4,210	4,210	100.0%	4,210	100.0%	4,210
Capital Outlay	-	-	-	-	0.0%	-
Other	-	-	-	-	0.0%	-
Total Institutional Support	<u>65,060</u>	<u>62,052</u>	95.4%	<u>60,236</u>	0.0%	<u>63,961</u>
TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	<u>\$ 2,498,042</u>	<u>\$ 2,032,446</u>	81.4%	<u>\$ 2,152,599</u>	0.0%	<u>\$ 2,447,178</u>

Illinois Valley Community College District No. 513
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 For the eleven months ended May 31 2018
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	Annual Budget FY2018	Actual 5/31/18	Act/Budget 91.7%	Actual 5/31/17	Act/Budget 91.7%	Annual Budget FY2017
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources						
Current Taxes	\$ 1,545,381	\$ 1,403,732	90.8%	\$ 1,488,762	0.0%	\$ 1,576,454
State Government Sources	-	-	0.0%	25,477	0.0%	-
Investment Revenue	30,600	62,525	204.3%	28,294	0.0%	-
Other Revenue	-	345,767	0.0%	-	0.0%	8,500
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	\$ 1,575,981	1,812,024	115.0%	1,542,533	0.0%	1,584,954
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Operations & Maintenance						
Contractual Services	\$ -	-	0.0%	4,206	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	1,500,000	1,246,829	83.1%	1,361,243	0.0%	1,450,000
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	\$ 1,500,000	1,246,829	83.1%	1,365,449	0.0%	1,450,000
INTERFUND TRANSFERS - NET	\$ -	\$ -		\$ -		\$ -
BOND & INTEREST FUND						
Local Government Sources						
Current Taxes	\$ -	\$ -	0.0%	\$ 265,379	0.0%	\$ 265,000
Investment Revenue	3,200	7,575	236.7%	3,229	0.0%	1,400
TOTAL BOND & INTEREST FUND REVENUES	3,200	7,575	236.7%	268,608	0.0%	266,400
BOND & INTEREST FUND						
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
TOTAL BOND & INTEREST EXPENDITURES	\$ -	\$ -	0.0%	\$ 268,260	99.8%	\$ 268,813
WORKING CASH FUND						
Investment Revenue	\$ 32,000	\$ 43,613	136.3%	\$ 37,033	185.2%	\$ 20,000
TOTAL WORKING CASH REVENUES	32,000	43,613	136.3%	37,033	185.2%	20,000
Transfers In (Out)		\$ -	0.0%	\$ -		\$ (20,000)

Illinois Valley Community College District No. 513
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AUXILIARY ENTERPRISES FUND	Annual Budget FY2018	Actual 5/31/18	Act/Budget 91.7%	Actual 5/31/17	Act/Budget 91.7%	Annual Budget FY2017
Service Fees	\$ 2,268,600	\$ 1,671,620	73.7%	\$ 1,863,936	82.6%	\$ 2,257,200
Other Revenue	5,700	7,662	0.0%	7,783	0.0%	-
Investment Revenue	2,800	4,073	145.5%	6,762	397.8%	1,700
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	2,277,100	1,683,355	73.9%	1,878,481	83.2%	2,258,900

AUXILIARY ENTERPRISES FUND	Annual Budget FY2018	Actual 5/31/18	Act/Budget 91.7%	Actual 5/31/17	Act/Budget 91.7%	Annual Budget FY2017
Salaries	\$ 321,509	296,273	92.2%	270,985	84.5%	320,725
Employee Benefits	67,134	56,456	84.1%	58,595	62.9%	93,123
Contractual Services	49,922	50,433	101.0%	41,254	89.7%	46,000
Materials & Supplies	1,817,195	1,467,985	80.8%	1,527,434	82.2%	1,857,965
Conference & Meeting	25,909	22,139	85.4%	24,689	90.6%	27,255
Fixed Charges	40,075	21,924	54.7%	39,805	61.9%	64,282
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	19,832	-	0.0%	27,711	83.0%	33,391
Other	103,000	64	0.1%	1,711	1.6%	104,500
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	2,444,576	1,915,274	78.3%	1,992,184	78.2%	2,547,241

Transfer In (Out)	\$ (25,586)	\$ 61,414	-240.0%	\$ 61,414	-33.9%	\$ (180,938)
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RESTRICTED PURPOSES FUND	Annual Budget FY2018	Actual 5/31/18	Act/Budget 91.7%	Actual 5/31/17	Act/Budget 91.7%	Annual Budget FY2017
State Government Sources	\$ 292,545	\$ 300,705	0.0%	78,365	0.0%	\$ -
Federal Government Sources	4,839,519	4,447,438	91.9%	4,795,575	83.7%	5,731,194
Service Fees	-	-	0.0%	3,035	202.3%	1,500
Nongovernmental gifts or grants	-	89,720	0.0%	57,711	0.0%	-
Other Revenue	34,000	5,180	0.0%	2,362	3.6%	65,857
TOTAL RESTRICTED PURPOSES FUND REVENUES	5,166,064	4,843,043	93.7%	4,937,048	85.1%	5,798,551

RESTRICTED PURPOSES FUND	Annual Budget FY2018	Actual 5/31/18	Act/Budget 91.7%	Actual 5/31/17	Act/Budget 91.7%	Annual Budget FY2017
Instruction:						
Salaries	\$ 454,373	\$ 371,729	81.8%	292,231	132.2%	221,132
Employee Benefits	129,112	129,143	100.0%	100,622	161.8%	62,178
Contractual Services	25,260	22,968	90.9%	16,447	85.5%	19,235
Materials & Supplies	29,946	71,299	238.1%	35,338	154.8%	22,822
Conference & Meeting	18,660	15,033	80.6%	11,369	50.0%	22,749
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	2,500	1,370	0.0%	-	0.0%	-
Capital Outlay	-	8,597	0.0%	65,096	0.0%	14,023
Other	-	-	0.0%	-	0.0%	-
Total Instruction	\$ 659,851	\$ 620,139	94.0%	\$ 521,103	143.9%	\$ 362,139

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	Annual Budget FY2018	Actual 5/31/18	Act/Budget 91.7%	Actual 5/31/17	Act/Budget 91.7%	Annual Budget FY2017
RESTRICTED PURPOSES FUND						
Student Services						
Salaries	\$ 188,414	\$ 172,393	91.5%	172,037	87.6%	196,440
Employee Benefits	69,834	61,180	87.6%	72,328	82.5%	87,705
Contractual Services	2,500	33,174	1327.0%	1,352	54.1%	2,500
Materials & Supplies	5,926	16,542	279.1%	1,218	63.2%	1,926
Conference & Meeting	7,978	5,792	72.6%	1,006	67.1%	1,500
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRiO Grant)	16,000	27,180	169.9%	11,400	126.7%	9,000
Total Student Services	<u>290,652</u>	<u>316,261</u>	<u>108.8%</u>	<u>259,341</u>	<u>86.7%</u>	<u>299,071</u>
Public Service						
Salaries	-	-	0.0%	35,809	67.5%	53,038
Employee Benefits	-	-	0.0%	8,502	52.1%	16,319
Contractual Services	-	-	0.0%	1,459	291.8%	500
Materials & Supplies	-	-	0.0%	444	88.8%	500
Conference & Meeting	-	-	0.0%	2,770	554.0%	500
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	198	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Public Service	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>49,182</u>	<u>69.4%</u>	<u>70,857</u>
Institutional Support						
Salaries (Federal Work Study)	\$ 80,632	\$ 82,017	101.7%	\$ 89,554	100.0%	\$ 89,554
Total Institutional Support	<u>80,632</u>	<u>82,017</u>	<u>101.7%</u>	<u>89,554</u>	<u>100.0%</u>	<u>89,554</u>
Student grants and waivers (PELL & SEOG)	<u>4,142,929</u>	<u>3,944,587</u>	<u>95.2%</u>	<u>4,129,432</u>	<u>82.8%</u>	<u>4,986,429</u>
TOTAL RESTRICTED FUND EXPENDITURES	<u>\$ 5,174,064</u>	<u>\$ 4,963,004</u>	<u>95.9%</u>	<u>\$ 4,789,271</u>	<u>82.5%</u>	<u>\$ 5,808,050</u>
Transfer In (Out)	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>100.0%</u>	<u>\$ 99,332</u>	<u>993.3%</u>	<u>\$ 10,000</u>
AUDIT FUND						
Local Government Sources	\$ 38,480	\$ 36,535	94.9%	\$ 35,429	98.1%	\$ 36,125
Investment Revenue	80	100	125.0%	83	83.0%	100
TOTAL AUDIT FUND REVENUES	<u>38,560</u>	<u>36,635</u>	<u>95.0%</u>	<u>35,512</u>	<u>98.0%</u>	<u>36,225</u>
AUDIT FUND						
Contractual Services	36,500	34,250	93.8%	29,825	83.4%	35,750
TOTAL AUDIT FUND EXPENDITURES	<u>\$ 36,500</u>	<u>\$ 34,250</u>	<u>93.8%</u>	<u>\$ 29,825</u>	<u>83.4%</u>	<u>\$ 35,750</u>

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LIABILITY, PROTECTION, & SETTLEMENT FUND	Annual Budget FY2018	Actual 5/31/18	Act/Budget 91.7%	Actual 5/31/17	Act/Budget 91.7%	Annual Budget FY2017
Local Government Sources	\$ 751,210	\$ 673,308	89.6%	\$ 583,278	0.0%	\$ 868,950
Investment Revenue	9,500	13,802	145.3%	9,348	0.0%	10,000
Other	-	1,165	0.0%	5,641	0.0%	-
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES	760,710	688,275	90.5%	598,267	68.1%	878,950
LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES						
Student Services						
Salaries	109,334	90,500	82.8%	-	-	-
Employee Benefits	25,832	26,871	104.0%	-	-	-
Contractual Services	-	17,255	0.0%	-	-	-
Materials & Supplies	-	575	0.0%	-	-	-
Total for Student Services	135,166	135,201	100.0%	-	-	-
Operations & Maintenance of Plant						
Contractual Services	\$ 547,700	\$ 431,381	78.8%	\$ 444,129	103.5%	\$ 429,075
Material & Supplies	175	46	26.3%	163	81.5%	200
Conference & Meeting	-	-	0.0%	-	0.0%	305
Utilities	500	344	68.8%	347	77.1%	450
Capital Outlay	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	\$ 548,375	\$ 431,771	78.7%	\$ 444,639	103.4%	\$ 430,030
Institutional Support						
Salaries	\$ 76,673	\$ 72,319	94.3%	\$ 72,480	0.0%	\$ 80,332
Employee Benefits	206,121	14,285	18.6%	15,663	0.0%	210,660
Contractual Services	30,500	61,132	200.4%	28,102	0.0%	111,950
Materials & Supplies	200	4,398	2199.0%	417	0.0%	300
Conference & Meeting	2,000	545	0.0%	1,411	0.0%	-
Fixed Charges	264,500	285,701	108.0%	270,921	78.6%	344,600
Utilities	-	-	-	-	0.0%	-
Capital Outlay	-	6,680	-	40,510	0.0%	-
Other	-	75,000	-	-	0.0%	-
Total Institutional Support	579,994	520,060	89.7%	429,504	57.4%	747,842
TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	\$ 1,263,535	\$ 1,087,032	86.0%	\$ 874,143	74.2%	\$ 1,177,872

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

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<u>Department</u>	<u>Annual Budget FY2018</u>	<u>Actual FY2018</u>	<u>Act/Budget 91.7%</u>	<u>Explanation</u>
President	\$ 351,341	\$ 322,757	91.9%	
Board of Trustees	14,750	11,517	78.1%	
Community Relations	408,609	365,593	89.5%	
Continuing Education	738,989	617,612	83.6%	
Facilities	3,932,982	3,217,223	81.8%	
Information Technologies	2,022,068	1,642,633	81.2%	
Academic Affairs	284,300	187,783	66.1%	
Academic Affairs (AVPCE)	588,332	517,682	88.0%	
Adult Education	503,875	435,292	86.4%	
Learning Resources	578,747	514,987	89.0%	
Career & Tech Education Division	1,749,190	1,467,351	83.9%	
Natural Science & Business Division	2,355,576	2,194,146	93.1%	
Humanities & Fine Arts/Social Science Division	2,004,241	1,892,859	94.4%	
Health Professions Division	2,089,921	1,787,933	85.6%	
English, Mathematics, Education Division	2,398,053	2,263,830	94.4%	
Admissions & Records	395,783	366,425	92.6%	
Counseling	607,779	507,653	83.5%	
Student Services	185,487	164,856	88.9%	
Financial Aid	4,632,717	4,386,470	94.7%	
Career Services	37,953	32,773	86.4%	
Athletics	284,437	254,550	89.5%	
TRiO (Student Success Grant)	290,652	288,171	99.1%	
Campus Security	548,375	430,201	78.5%	
Business Services/General Institution	979,332	907,558	92.7%	
Risk Management	715,160	520,231	72.7%	
Tuition Waivers	499,750	463,151	92.7%	
Purchasing	123,801	106,568	86.1%	
Human Resources	130,935	111,835	85.4%	
Bookstore	2,018,529	1,555,360	77.1%	
Shipping & Receiving	65,060	62,052	95.4%	
Copy Center	96,234	74,971	77.9%	
Total FY17 Expenditures	<u>\$ 31,632,958</u>	<u>\$ 27,672,023</u>	87.5%	

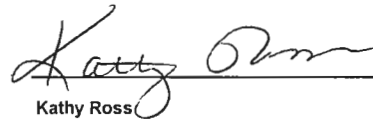
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Illinois Valley Community College
Statement of Cash Flows
for the Month ended May 31, 2018

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 1,372,953.63	\$ 400,673.30	\$ 27,255.88	\$ 178,299.10	\$ 706,546.36	\$ (177,484.51)	\$ 1,332,757.61	\$ 15,150.15	\$ (510,058.02)	\$ 7,306.83	\$ 3,353,400.33
Total Receipts	532,962.75	38,456.95	240.01	55.62	48,045.89	10,000.00	592.72	9.56	106.64	5,083.66	\$ 635,553.80
Total Cash	1,905,916.38	439,130.25	27,495.89	178,354.72	754,592.25	(167,484.51)	1,333,350.33	15,159.71	(509,951.38)	12,390.49	3,988,954.13
Due To/From Accts	216.51	(216.51)	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	964,069.92	-	-	-	-	181,100.00	(980,000.00)	-	-	436.29	165,606.21
Expenditures	(1,731,598.57)	(200,347.03)	-	-	(105,686.06)	(114,410.67)	-	-	(75,885.23)	(500.00)	(2,228,427.56)
ACCOUNT BALANCE	1,138,604.24	238,566.71	27,495.89	178,354.72	648,906.19	(100,795.18)	353,350.33	15,159.71	(585,836.61)	12,326.78	1,926,132.78
Deposits in Transit	(18,312.28)										(18,312.28)
Outstanding Checks	280,697.83										280,697.83
BANK BALANCE	1,400,989.79	238,566.71	27,495.89	178,354.72	648,906.19	(100,795.18)	353,350.33	15,159.71	(585,836.61)	12,326.78	2,188,518.33
Certificates of Deposit	-	-	2,200,000.00	500,000.00	248,000.00	-	3,368,428.74	-	1,100,000.00	-	7,416,428.74
Illinois Funds	4,929,436.95	2,240,290.49	2,001,678.57	138,160.11	-	347.22	917,738.22	2,360.96	45.75	10,677.10	10,240,735.37
Bldg Reserve-ILLFund			1,103,960.73								1,103,960.73
Total Investment	\$ 4,929,436.95	\$ 2,240,290.49	\$ 5,305,639.30	\$ 638,160.11	\$ 248,000.00	\$ 347.22	\$ 4,286,166.96	\$ 2,360.96	\$ 1,100,045.75	\$ 10,677.10	\$ 18,761,124.84

LaSalle State Bank	\$ 443,797.52
Midland States Bank	1,744,720.81
	<u>\$ 2,188,518.33</u>

Respectfully submitted,


 Kathy Ross
 Controller

ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
May 31, 2018

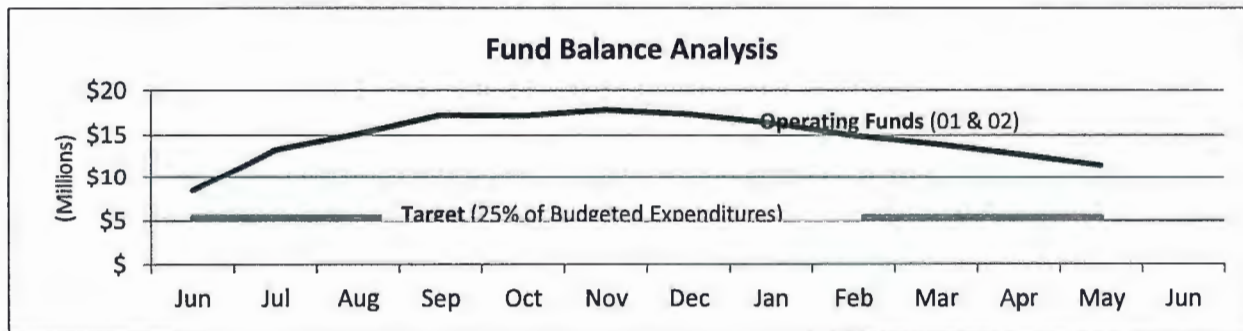
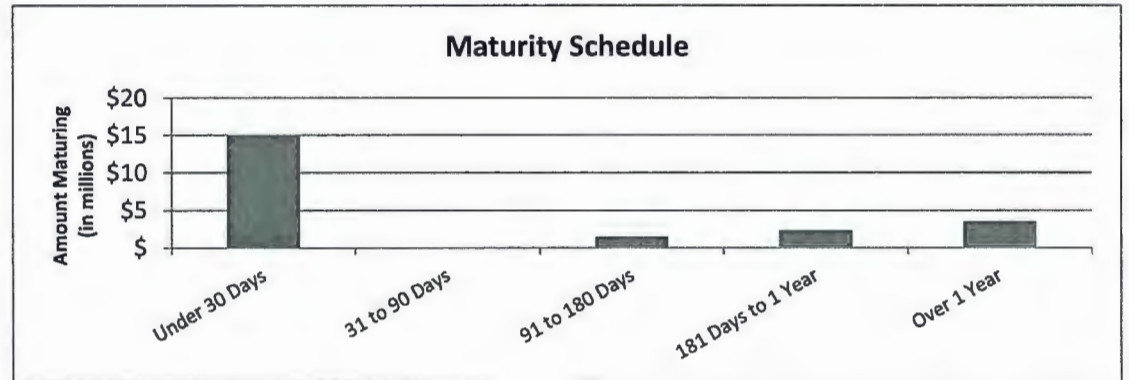
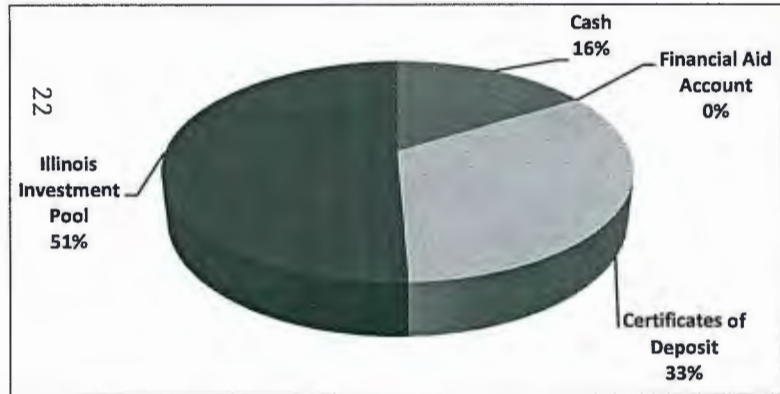
<u>DUE</u>	<u>Education</u>	<u>Oper & Maint</u>	<u>O&M Restricted</u>	<u>Bond & Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection & Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
10/24/2018							1,000,000	1,000,000	MB	1.21%	1.21%	916139
10/26/2018			500,000					500,000	MB	1.21%	1.21%	16716
10/31/2018						200,000		200,000	MBS	1.45%	1.45%	ZB Bank
11/1/2018						200,000		200,000	MBS	1.45%	1.45%	Goldman Sachs
11/1/2018						200,000		200,000	MBS	1.45%	1.45%	Discover
11/1/2018						200,000		200,000	MBS	1.45%	1.45%	Safra National
11/7/2018						200,000		200,000	MBS	1.45%	1.45%	Beal Bank USA
11/7/2018						151,428		151,428	MB	1.10%	1.10%	915192
4/13/2019			500,000	500,000				1,000,000	CTB	1.50%	1.51%	105233
4/16/2019			200,000					200,000	HNB	2.00%	2.01%	600092
7/13/2019			1,000,000					1,000,000	MB	2.00%	2.01%	16776
7/22/2019							100,000	100,000	MB	2.00%	2.01%	16783
5/4/2020						245,000		245,000	MBS	2.70%	2.70%	Morgan Stanley PVT
5/4/2020						245,000		245,000	MBS	2.75%	2.75%	CitiBank NA
5/4/2020						245,000		245,000	MBS	2.70%	2.70%	Israel Discount Bank
5/4/2020						245,000		245,000	MBS	2.75%	2.75%	Morgan Stanley NA
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%	Discover Bank
7/19/2022						247,000		247,000	MBS	2.30%	2.30%	Capital One
7/19/2022						247,000		247,000	MBS	2.30%	2.30%	Wells Fargo
Total CD	-	-	2,200,000	500,000	248,000	3,368,428	1,100,000	7,416,428				

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

**Illinois Valley Community College District No. 513
Investment Status Report
All Funds
May 31, 2018**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	16.2%	\$ 3,625,413	0.35%
Financial Aid Account	0.1%	13,280	0.35%
Certificates of Deposit	33.1%	7,416,428	1.42%
Illinois Investment Pool	50.6%	11,327,647	1.61%
Total		\$ 22,382,768	1.34%

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 10,225,323	-	-	\$ 10,225,323	46%
IL Funds -Building	1,102,324			\$ 1,102,324	5%
Midland States Bank	-	-	3,014,324	\$ 3,014,324	13%
Midland States F/A			13,280	13,280	0%
LaSalle State Bank	-	-	457,269	457,269	2%
Central Bank	-	1,000,000	-	1,000,000	4%
Hometown Bank	-	200,000	-	200,000	1%
Multi Bank Securities	-	3,465,000	-	3,465,000	15%
Heartland Bank	-	-	153,820	153,820	1%
Marseilles Bank	-	2,751,428	-	2,751,428	12%
	\$ 11,327,647	\$ 7,416,428	\$ 3,638,693	\$ 22,382,768	100%



Handwritten mark

\$5,000 and Over Disbursements**05/01/18 - 05/31/18**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
741926	05/02/18	0215718	Linco Precision, LLC	\$ 8,597.40	Ag Program-Drone & Accessories; Trimble Software (Scriba Donation)
741945	05/02/18	0210438	Petty Cash	15,000.00	Rental Book Buyback
741946	05/02/18	0210438	Petty Cash	10,000.00	Rental Book Buyback
ACH	05/03/18		Internal Revenue Service	59,051.88	Federal Payroll Taxes (05/03/18)
ACH	05/03/18		Illinois Department of Revenue	21,445.10	State Payroll Taxes (05/03/18)
ACH	05/03/18		VALIC Retirement Services	13,700.66	403(b) & 457(b) Payroll (05/03/18)
741973	05/03/18	0082897	SURS	45,684.45	Payroll (05/03/18)
ACH	05/03/18		CCHC	248,134.32	Health Insurance (May)
ACH	05/08/18		American Express	9,190.59	Credit Card Purchases (April)
741994	05/09/18	0214499	Constellation NewEnergy, Inc.	14,893.11	Electricity (03/12/18-04/11/18)
742002	05/09/18	0181795	G4S Secure Solutions (USA) Inc.	16,317.18	Security Services (02/19/18-02/25/18 & 04/23/18-04/29/18)
ACH	05/17/18		Internal Revenue Service	57,388.14	Federal Payroll Taxes (05/17/18)
ACH	05/17/18		Illinois Department of Revenue	21,116.05	State Payroll Taxes (05/17/18)
ACH	05/17/18		VALIC Retirement Services	13,700.66	403(b) & 457(b) Payroll (05/17/18)
742061	05/17/18	0082897	SURS	45,195.17	Payroll (05/17/18)
742069	05/16/18	0001369	Ameren Illinois	9,174.57	Electricity (03/12/18-04/11/18)
742084	05/16/18	0214047	CenterPoint Energy Services	6,892.54	Gas (03/01/18-03/31/18)
742094	05/16/18	0181795	G4S Secure Solutions (USA) Inc.	17,218.31	Security Services (04/16/18-05/13/18)
742128	05/16/18	0001331	Springfield Electric Supply	5,251.92	Instructional Supplies, Maintenance Services
742169	05/23/18	0212057	Citrix Systems, Inc.	13,440.00	Software Renewal
742176	05/23/18	0209567	Delta Dental of Illinois	11,126.48	Dental Insurance (April)
742221	05/23/18	0187871	The Chicago Tour Company	5,900.00	Deposit Continuing Education Trip
ACH	05/29/18		Prudential	5,090.33	Life Insurance (June)
742265	05/30/18	0181795	G4S Secure Solutions (USA) Inc.	9,423.81	Security Services (05/14/18-05/20/18)
742271	05/30/18	0001610	ICCB	16,190.00	ILCCO Credit Hours
ACH	05/31/18		Internal Revenue Service	62,458.10	Federal Payroll Taxes (05/31/18)
ACH	05/31/18		Illinois Department of Revenue	21,407.95	State Payroll Taxes (05/31/18)
ACH	05/31/18		VALIC Retirement Services	20,319.18	403(b) & 457(b) Payroll (05/31/18)
742318	05/31/18	0082897	SURS	47,677.26	Payroll (05/31/18)
ACH	05/31/18		EBC	<u>8,093.02</u>	H.R.A., F.S.A., Cobra (May)

\$ 859,078.18

Stipends For Pay Period 04/28/18

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Antle, Tracey Ann	17/18 Overload	01/10/18	04/28/18	04/28/18	OV	\$204.17	011420730051340			
Ault, Richard L	Open House/Explore IVCC	11/15/17	03/27/18	04/28/18	SG	\$50.00	061320152751900			
Batson-Turner, Jean	Open House/Explore IVCC	11/15/17	03/27/18	04/28/18	SG	\$50.00	061320152751900			
Beem, Jessica Anne	Meal Reimbursement	04/14/18	04/14/18	04/28/18	MI	\$8.00	014110394155212			
Biagi, Dorothy	Authentic Italian Meat Sauce	04/24/18	04/24/18	04/28/18	ST	\$180.00	014110394151320	HLR-3914-304	Authentic Italian Meat Sauce	
Boyle- Bruch, Ida Lee	Food Service Sanitation	04/17/18	04/19/18	04/28/18	ST	\$500.00	014110394151320			
Brolley, Vincent Depaul	Open House	11/15/17	11/15/17	04/28/18	SG	\$25.00	061320152751900			
Bruch, Anna Marie Faletti	Explore IVCC	03/27/18	03/27/18	04/28/18	SG	\$25.00	061320152751900			
Chaffee, Candice Sue	Aromatherapy Health/Advanced Wellness	04/12/18	04/12/18	04/28/18	ST	\$1,400.00	014110394151320	CPD-3235-04	Aromatherapy Health/Advanced Wellness	
Cherpeske, Roxanne Gay	Explore IVCC	03/27/18	03/27/18	04/28/18	SG	\$25.00	061320152751900			
Data, Dorene Marie	MIMIC Duties/Open House/Explore IVCC	01/10/18	04/28/18	04/28/18	SG	\$550.00	061320152751900			
Davenport, Maddalena Lucia	17/18 Overload	01/10/18	04/28/18	04/28/18	OV	\$204.17	011420730051340			
Ebner-Landgraf, Tammy L	Open House/Explore IVCC	11/15/17	03/27/18	04/28/18	SG	\$50.00	061320152751900			
Freed, Timothy Daniel	Mushrooms/Fungus	04/11/18	04/11/18	04/28/18	ST	\$280.00	014110394151320	HLR-3110-304	Mushrooms/Fungus	
Gibson, James A	Explore IVCC	03/27/18	03/27/18	04/28/18	SG	\$25.00	061320152751900			
Hartman, Bruce Charles	Open House	11/15/17	11/15/17	04/28/18	SG	\$25.00	061320152751900			
Hermes, Kevin Michael	Explore IVCC	03/27/18	03/27/18	04/28/18	SG	\$25.00	061320152751900			
Hodgson, Laura Ann	Open House/Explore IVCC	11/15/17	03/27/18	04/28/18	SG	\$50.00	061320152751900			
Jauch, Mary Elizabeth	Explore IVCC	03/27/18	03/27/18	04/28/18	SG	\$25.00	061320152751900			
Johnson, LeeAnn	Open House/Explore IVCC	11/15/17	03/27/18	04/28/18	SG	\$50.00	061320152751900			
Killian, Melissa J	Open House	11/15/17	11/15/17	04/28/18	SG	\$25.00	061320152751900			
Klieber, Tracie Marie	Strength Cardio Core	03/07/18	04/18/18	04/28/18	ST	\$360.00	014110394151320	HLR-6212-303	Strength Cardio Core	
Knoblauch, Heather Anne	Explore IVCC	03/27/18	03/27/18	04/28/18	SG	\$25.00	061320152751900			
Knoblauch, Heather Anne	Covered Exam for Lee	04/01/18	04/14/18	04/28/18	OV	\$78.53	011420730051340			
Koudelka, Arthur Edward	Open House/Explore IVCC	11/15/17	03/27/18	04/28/18	SG	\$50.00	061320152751900			
Kuester, David A	Open House/Explore IVCC	11/15/17	03/27/18	04/28/18	SG	\$50.00	061320152751900			

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Stipends For Pay Period 04/28/18

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Leadingham, Paul	PQ Corp Set-Up & Testing	02/16/18	02/16/18	04/28/18	ST	\$187.50	014210331051320			
Leadingham, Paul	Open House/Explore IVCC	11/15/17	03/27/18	04/28/18	SG	\$50.00	061320152751900			
Mandujano, James Edward	Explore IVCC	03/27/18	03/27/18	04/28/18	SG	\$25.00	061320152751900			
Mangold, Richard F	Open House/Explore IVCC	11/15/17	03/27/18	04/28/18	SG	\$50.00	061320152751900			
McGinnis, Rosemary T	Open House/Explore IVCC	11/15/17	03/27/18	04/28/18	SG	\$50.00	061320152751900			
Moskalewicz, James P	Explore IVCC	03/27/18	03/27/18	04/28/18	SG	\$25.00	061320152751900			
Mott, Willard D	Open House/Explore IVCC	11/15/17	03/27/18	04/28/18	SG	\$50.00	061320152751900			
Myers, Taylor Marie	Explore IVCC	03/27/18	03/27/18	04/28/19	SG	\$25.00	061320152751900			
Oldaker, Adam Gregory	Open House	11/15/17	11/15/17	04/28/18	SG	\$25.00	061320152751900			
Pecherek, Michael John	Open House/Explore IVCC	11/15/17	03/27/18	04/28/18	SG	\$50.00	061320152751900			
Phillips, Michael Alan	Open House/Explore IVCC	11/15/17	03/27/18	04/28/18	SG	\$50.00	061320152751900			
Prine, Renee Marie	Explore IVCC	03/27/18	03/27/18	04/28/18	SG	\$25.00	061320152751900			
Pumo, Deborah J	Explore IVCC	03/27/18	03/27/18	04/28/18	SG	\$25.00	061320152751900			
Pytel, Kyle Edwin	LC Driver Defense 2x GDL	04/11/18	04/21/18	04/28/18	ST	\$315.00	014110394251320			
Reese, Robert C	Open House/Explore IVCC	11/15/17	03/27/18	04/28/18	SG	\$50.00	061320152751900			
Sarver, Gregory Stephen	BC Driver Improvement	04/14/18	04/14/18	04/28/18	ST	\$150.00	014110394351320			
Schiffman, Robyn L	Meal Reimbursement	04/09/18	04/09/18	04/28/18	MI	\$7.23	011120650055211			
Schuerman, Patrick	Open House	11/15/17	03/27/18	04/28/18	SG	\$25.00	061320152751900			
Seeger, Andrew P	Open House/Explore IVCC	11/15/17	03/27/18	04/28/18	SG	\$50.00	061320152751900			
Seghi, Heather Nicole	Open House/Explore IVCC	11/15/17	03/27/18	04/28/18	SG	\$50.00	061320152751900			
Serafini, Daniel J	Explore IVCC	03/27/18	03/27/18	04/28/18	SG	\$25.00	061320152751900			
Serafini, Richard Joseph	MIMIC Duties/Open House/Explore IVCC	01/10/18	04/28/18	04/28/18	SG	\$550.00	061320152751900			
Skoflanc, Francie A	Coordinate Art Shows	11/01/17	04/16/18	04/28/18	ST	\$1,500.00	011320650051900			
Story, Michelle M	SABIC Testing & Grading	03/27/18	04/06/18	04/28/18	ST	\$212.50	014210331051320			
Thorson, Rodney Raymond	Can You Hear Me Now	04/16/18	04/18/18	04/28/18	ST	\$150.00	014110394151320	CEU-7617-304	Can You Hear Me Now	
Villarreal, Nora Lynn	Open House	11/15/17	11/15/17	04/28/18	SG	\$25.00	061320152751900			

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Stipends For Pay Period 04/28/18

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Weygand, Amanda Nicole	Cyanotype Printing	04/19/18	04/19/18	04/28/18	ST	\$135.00	014110394151320	HLR-2508-304	Cyanotype Printing	
Yong, Promise K	Open House/Explore IVCC	11/15/17	03/27/18	04/28/18	SG	\$50.00	061320152751900			
Zeilman, Karen Elaine	17/18 Overload	01/10/18	05/19/18	05/26/18	ST	\$250.00	011120650051340			
Zeilman, Karen Elaine	Open House	11/15/17	11/15/17	04/28/18	SG	\$25.00	061320152751900			
Zellmer, Donald G	2nd Half of Show Choir	01/10/18	04/01/18	04/28/18	ST	\$1,310.00	011120650051900			
Zukowski, Abigail Marie	Advanced Business Boosting for Facebook	04/12/18	04/12/18	04/28/18	ST	\$75.00	014110394151320	CEX-4628-04	Advanced Business Boosting for Facebook	
Total						9,932.10				

Cheryl Roelfsema

Cheryl Roelfsema
Vice President of Business Services and Finance

Jerry Corcoran 5/8/18

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 05/12/18

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Anderson, David Anthony	Photographing Wildflowers	04/28/18	04/28/18	05/12/18	ST	\$100.00	014110394151320	HLR-5203-04	Photographing Wildflowers	
Arbuckle, Dennis Wayne	Clothing Allowance	05/12/18	05/12/18	05/12/18	TF	\$100.00	027210472052900			
Baker, Kathryn June	Advanced Excel 2016 Powerpoint 2016 Level 1	04/27/18	05/04/18	05/12/18	ST	\$560.00	014110394151320	CEU-4123-604	Advanced Excel 2016 / Powerpoint 2016 Level 1	
Balzarini, Doreen J	Internet & Email	04/10/18	05/01/18	05/12/18	ST	\$150.00	014110394151320	CEX-4607-304	Internet & Email	
Boyle- Bruch, Ida Lee	Food Service Sanitation	05/08/18	05/08/18	05/12/18	ST	\$400.00	014110394151320	CEU-1503-05	Food Service Sanitation	
Cook Fesperman, Amanda	Womens History Month Presenter	03/05/18	03/05/18	05/12/18	ST	\$125.00	018440184051900			
Donna, Rebecca S	Student Internship Coordinator	03/19/18	05/19/18	05/26/18	ST	\$1,820.00	011120570051320			
Ebner-Landgraf, Tammy L	Meal Reimbursement	03/14/18	04/23/18	05/12/18	MI	\$101.38	011220946155210			
Ebner-Landgraf, Tammy L	Development Pay ECE 1203	06/01/17	01/01/18	05/12/18	OV	\$1,280.00	011220910051340			
Freed, Timothy Daniel	Lets Wok & Roll 2 Sessions	04/25/18	05/02/18	05/12/18	ST	\$500.00	014110394151320	HLR-3946-304	Lets Wok & Roll 2 Sessions	
Matuszewski, Kari Leigh	Leather Wrap Bracelet	04/30/18	04/30/18	05/12/18	ST	\$120.00	014110394151320	HLR-2763-304	Leather Wrap Bracelet	
Myers, Robert J	Drones 101 & 102	04/28/18	04/28/18	05/12/18	ST	\$300.00	014110394151320	HLR-5902-04	Drones 101 Beginning / Drones 102 Advanced	
Pytel, Kyle Edwin	LC Driver Improvement	05/05/18	05/05/18	05/12/18	ST	\$175.00	014110394251320	CDV-6000-05	LC Driver Improvement	
Radek, Kimberly M	Womens History Month Presenter	03/05/18	03/05/18	05/12/18	ST	\$125.00	018440184051900			
Retoff, Dan J	Beginning Yoga	03/21/18	04/25/18	05/12/18	ST	\$262.50	014110394151320	HLR-6101-303	Beginning Yoga	
Sarver, Gregory Stephen	LC Driver Improvement	04/25/18	04/25/18	05/12/18	ST	\$150.00	014110394251320	CDV-6000-314	LC Driver Improvement	
Stone, Donna P	Womens History Month Presenter	03/26/18	03/26/18	05/12/18	ST	\$125.00	018440184051900			
Templeton, Erin Marie	Mileage Reimbursement	04/25/18	04/25/18	05/12/18	ML	\$18.86	012220322255211			
Villarreal, Nora Lynn	Womens History Month Presenter	04/18/18	04/18/18	05/12/18	ST	\$125.00	018440184051900			
Zellmer, Donald G	Spring 18 Musical Director	03/01/18	04/30/18	05/12/18	ST	\$800.00	011120650051900		Spring 18 Musical Director	
Total						7,337.74				

Cheryl Roelfsema
 Cheryl Roelfsema
 Vice President of Business Services and Finance

Dr. Jerry Corcoran 5/17/18
 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 05/26/18

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Abel, Kimberly Helen	Alternative Scheduling	01/10/18	05/19/18	05/26/18	ST	1,856.00	01-14-207300-51320			
Ault, Richard L	Wind Ensemble Commencement 2018	05/19/18	05/19/18	05/26/18	ST	25.00	01-38-300300-51900			
Baker, Kathryn June	One on One Sessions	05/16/18	05/23/18	05/26/18	ST	380.63	01-41-103941-51320		One on One Sessions	
Batson-Turner, Jean	Program Coordinator Workshop	05/15/18	05/15/18	05/26/18	SG	150.00	06-13-201527-51900			
Bias, Timothy John	MET 2206 01	05/21/18	08/09/18	08/18/18	SS	211.20	01-13-204100-51340	MET-2206-01		
Blaydes, Christine Ann	Program Coordinator Workshop	05/15/18	05/15/18	05/26/18	SG	150.00	06-13-201527-51900			
Bouxein, Jessie L	NUR 1221 02 Clinical	05/29/18	07/23/18	08/04/18	SS	2,924.00	01-14-207300-51320			
Boyle- Bruch, Ida Lee	Food Service Sanitation	05/14/18	05/14/18	05/26/18	ST	500.00	01-41-103941-51320	CEU-1503-405	Food Service Sanitation	
Bray, Kristal A	ALH 1214-03 Lab/Clinical	06/04/18	07/31/18	08/04/18	SS	3,721.23	01-14-207300-51320			
Brolley, Vincent Depaul	PSY 1000 01	05/21/18	06/12/18	06/23/18	SS	1,920.00	01-11-206500-51340	PSY-1000-01		
Bruch, Anna Marie Faletti	Program Coordinator Workshop	05/15/18	05/15/18	05/26/18	SG	150.00	06-13-201527-51900			
Chaffee, Candice S	Advanced Aromatherapy Blending	05/10/18	05/10/18	05/26/18	ST	700.00	01-41-103941-51320	CPD 3254-05	Advanced Aromatherapy Blending	
Cherpeske, Roxanne Gay	Program Coordinator Workshop	05/15/18	05/15/18	05/26/18	SG	150.00	06-13-201527-51900			
Cherpeske, Roxanne Gay	THM Program Coordinator	06/04/18	07/24/18	08/04/18	SS	2,319.00	01-14-207300-51320			
Cornwall, Mary Elizabeth	Pianist for Choir Concert 2018	04/23/18	05/07/18	05/26/18	ST	200.00	01-11-206500-51900			
Data, Dorene Marie	Program Coordinator Workshop	05/15/18	05/15/18	05/26/18	SG	150.00	06-13-201527-51900			
Dellinger, Douglas A	Intermediate Photography & Lighting	04/24/18	05/15/18	05/26/18	ST	300.00	01-41-103941-51320	HLR-2507-304	Intermediate Photography & Lighting	
Donna, Rebecca S	CRJ 2280 01 2290 01	05/21/18	08/09/18	08/18/18	SS	5,892.80	01-11-205700-51320	CRJ-2280-01		
Dzurisin, Juliana M	ALH 1214 600 601 Lecture 600 Lab/Clinical	06/04/18	07/31/18	08/04/18	ST	7,664.73	01-14-207300-51320			
Ebner-Landgraf, Tammy L	Program Coordinator Workshop	05/15/18	05/15/18	05/26/18	SG	150.00	06-13-201527-51900			
Elias, Gina Rae	Program Coordinator Workshop	05/15/18	05/15/18	05/26/18	SG	150.00	06-13-201527-51900			
Elias, Gina Rae	CSI 1299 80	05/21/18	08/09/18	08/18/18	SS	150.00	01-13-204100-51340	CSI-1299-80		
Fogle, Kyle Kurt	HPE 1004 1008	05/21/18	06/12/18	06/23/18	SS	2,752.00	01-11-205700-51320	HPE-1004-01		
Fritz, Bradley C	Spring Recital 2018	05/02/18	05/07/18	05/26/18	ST	200.00	01-11-206500-51900			
Gibson, James A	ELT 2209 01	05/21/18	08/09/18	08/23/18	SS	1,068.80	01-13-204100-51340	ELT-2209-01		
Hardy, Tina L	Grant Administrator Duties	07/01/17	06/23/18	06/23/18	SG	500.00	06-16-209955-51900			

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Stipends For Pay Period 05/26/18

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Hodgson, Laura Ann	Program Coordinator Workshop	05/15/18	05/15/18	05/26/18	SG	150.00	06-13-201527-51900			
Killian, Melissa J	21 Sessions	05/17/18	05/21/18	05/26/18	SS	672.00	01-32-300308-51540			
Kirk, Janet M	ALH 1214 02 Lab/Clinical	05/29/18	07/23/18	08/04/18	SS	3,570.72	01-14-207300-51320			
Klieber, Tracie M	Yoga Unique To You	04/12/18	05/22/18	05/26/18	ST	450.00	01-41-103941-51320		Yoga Unique To You	
Knowlton, Amber	NUR 1220 01 1221 01 02 Lecture NUR 1221 01 Seminar/Clinical	05/29/18	07/23/18	08/04/18	SS	5,920.00	01-14-207300-51340			
Koudelka, Arthur Edward	Program Coordinator Workshop	05/15/18	05/15/18	05/26/18	SG	150.00	06-13-201527-51900			
Koudelka, Arthur Edward	ATO 2250 300	05/21/18	06/12/18	06/12/18	SS	2,304.00	01-13-204100-51340	ATO-2250-300		
Koudelka, Arthur Edward	ATO 1280 01 GNT 1201 80	05/21/18	08/09/18	08/18/18	SS	1,057.60	01-13-204100-51340	ATO-1280-01		
Kowalski, Dena Louise	ALH 1251 301 303 Lecture Clinical	05/21/18	07/19/18	07/21/18	ST	2,151.00	01-14-207300-51320	ALH-1251-301		
Kuester, David A	SPH 1001 01 THE 2002 01	05/21/18	06/12/18	06/12/18	SS	3,840.00	01-11-206500-51340	SPH-1001-01		
Leadingham, Paul	Program Coordinator Workshop	05/15/18	05/15/18	05/26/18	SG	150.00	06-13-201527-51900			
Leadingham, Paul	Fairmont Santrol Co	05/21/18	05/26/18	05/26/18	ST	680.00	01-42-103310-51320		Fairmont Santrol Co	
Leadingham, Paul	WLD Series 01 02	05/21/16	06/12/18	06/23/18	SS	3,968.00	01-13-204100-51340			
Mammano, Pamela M	ALH 1001 100 101 Online	05/21/18	07/31/18	08/04/18	SS	3,840.00	01-14-207300-51340	ALH-1001-101		
Mangold, Richard F	SOC 1000 01	05/21/18	06/12/18	06/23/18	SS	1,920.00	01-11-206500-51340	SOC-1000-01		
McGinnis, Rosemary T	Program Coordinator Workshop	05/15/18	05/15/18	05/26/18	SG	150.00	06-13-201527-51900			
McGinnis, Rosemary T	Paramedic Program Coordinator	05/21/18	07/31/18	08/04/18	SS	2,151.00	01-14-207300-51320			
Michael, James N	GER 1002 01 Additional Pay	01/10/18	05/19/18	05/26/18	ST	40.00	01-11-206500-51320			
Mills, Jennifer P	Wind Ensemble Commencement 2018	05/19/18	05/19/18	05/26/18	ST	25.00	01-38-300300-51900			
Mize, Adam	ALH 1214 601 Lab/Clinical	06/04/18	07/31/18	08/04/18	SS	3,570.72	01-14-207300-51320			
Mott, Willard D	Program Coordinator Workshop	05/15/18	05/15/18	05/26/18	SG	150.00	06-13-201527-51900			
Mott, Willard D	AGR 1213 01 1214 01	05/21/18	08/09/18	08/18/18	SS	261.20	01-11-205700-51340	AGR-1213-01		
O'Flanagan, Jamie L	ALH 1214 01 Lab/Clinical	06/04/18	07/31/18	08/04/18	SS	3,570.72	01-14-207300-51320			
Pecherek, Michael John	Wind Ensemble Commencement 2018	05/19/18	05/19/18	05/26/18	ST	25.00	01-38-300300-51900			
Pytel, Kyle E	LC Driver Improvement	05/19/18	05/19/18	05/26/18	ST	175.00	01-41-103942-51320	CDV 6000 15	LC Driver Improvement	
Prine, Renee Marie	24 Sessions	05/15/18	05/23/18	05/26/18	SS	768.00	01-32-300308-51540			

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Stipends For Pay Period 05/26/18

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Reese, Robert C	Program Coordinator Workshop	05/15/18	05/15/18	05/26/18	SG	150.00	06-13-201527-51900			
Reese, Robert C	BUS 2210 02	05/21/18	08/09/18	08/18/18	SS	640.00	01-11-205700-51340	BUS-2210-02		
Roether, Jenilyn E	Spring 2018 Recital	05/02/18	05/07/18	05/26/18	ST	200.00	01-11-206500-51900			
Ruda, Anthony J	HPE 1000 101 1003 102	05/21/18	06/12/18	06/23/18	SS	1,856.00	01-11-205700-51340	HPE-1003-102		
Sarver, Gregory S	LC Driver Improvement	05/12/18	05/12/18	05/26/18	ST	150.00	01-41-103943-51320	CDV 6000 305	LC Driver Improvement	
Sarver, Gregory S	BC Driver Improvement	05/09/18	05/09/18	05/26/18	ST	150.00	01-41-103942-51320	CDV 7000 01	BC Driver Improvement	
Schomas, Jane E	Beginning and Advanced Swing Dance	03/27/18	05/22/18	05/26/18	ST	840.00	01-41-103942-51320		Beginning and Advanced Swing Dance	
Schroeder, Eric Steven	BIO 1000 01	05/21/18	06/12/18	06/23/18	SS	1,920.00	01-11-205700-51340	BIO-1000-01		
Schuerman, Patrick	SDT 1203 300	05/21/18	06/12/18	06/23/18	SS	717.00	01-13-204100-51320	SDT-1203-300	Job Seeking Skills	
Seghi, Heather Nicole	Program Coordinator Workshop	05/15/18	05/15/18	05/26/18	SG	150.00	06-13-201527-51900			
Seghi, Heather Nicole	DLA 2202 01 Dental Program Coordinator	05/23/18	08/09/18	08/18/18	SS	5,132.80	01-14-207300-51340	DLA-2202-01		
Serafini, Richard Joseph	Program Coordinator Workshop	05/15/18	05/15/18	05/26/18	SG	150.00	06-13-201527-51900			
Serafini, Richard Joseph	BUS 2210 01	05/21/18	08/09/18	08/18/18	SS	211.20	01-11-205700-51340	BUS-2210-01		
Spanbauer, Jeffrey A	HIS 2001 100 Independent Study	05/21/18	08/09/18	08/18/18	SS	150.00	01-11-206500-51340	HIS-2001-100		
Story, Michelle M	Program Coordinator Workshop	05/15/18	05/15/18	05/26/18	SG	150.00	06-13-201527-51900			
Tieman, Ryan Michael	Paramedic Clinical Coordinator	05/21/18	07/31/18	08/04/18	SS	2,151.00	01-14-207300-51320			
Tomasson, Cory J	SPH 1001 02 03	05/21/18	06/12/18	06/23/18	SS	3,840.00	01-11-206500-51340	SPH-1001-03		
Wasmer, Susan Marie	Program Coordinator Workshop	05/15/18	05/15/18	05/26/18	SG	150.00	06-13-201527-51900			
Wasmer, Susan Marie	ALH 1250 300 Lecture/Program Coordinator	06/04/18	08/04/18	08/04/18	SS	4,470.00	01-14-207300-51320	ALH 1250 300		
Yong, Promise K	CHM 1000 01	05/21/18	06/12/18	06/23/18	SS	1,920.00	01-11-205700-51340	CHM-1000-01		
Zeilman, Karen Elaine	ART 1000 01	05/21/18	06/12/18	06/23/18	SS	1,920.00	01-11-206500-51340	ART-1000-01		
						Total	103,063.35			

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Cheryl Roelfsema

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Vice President of Business Services and Finance

Jerry Corcoran 6/4/18
Dr. Jerry Corcoran
President

*Earntypes

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

Prevailing Wage Resolution

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

Recommendation:

The administration recommends the Board adopt the Prevailing Wage Resolution for Fiscal Year 2019.

KPI 6: Resource Management

RESOLUTION

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

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

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

SECTION 1

To the extent and as required by "An Act regulating wages of laborers, mechanics, and other workers employed in any public works by state, county, city or any public body or any political subdivision, or by anyone under contract for public works" approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics, and other workers engaged in construction of public works coming under the jurisdiction of Illinois Valley Community College District No. 513 is hereby ascertained to be the same as the prevailing rate of wages for construction work in the La Salle County area as determined by the Department of Labor of the State of Illinois as of June, 2018. The definition of any terms appearing in this resolution, which are also used in aforesaid Act, shall be the same as in said Act.

SECTION 2

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

SECTION 3

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

SECTION 4

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

SECTION 5

The Business Office of Illinois Valley Community College District No. 513 shall promptly file a certified copy of this Resolution with the Department of Labor of the State of Illinois.

SECTION 6

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

PASSED this 14th day of June, 2018

APPROVED:

Chairperson, Board of Trustees
District No. 513

ATTEST:

Secretary, Board of Trustees
District No. 513

CERTIFICATION

I, Dr. Jerry Corcoran, do hereby certify that I am the President of Illinois Valley Community College and that the attached is a true and correct copy of the Prevailing Wage Rates Resolution as adopted by the Board of Trustees of Illinois Valley Community College at their regular meeting held on June 14, 2018.

Dated this 14th day of June, 2018

By: _____
President

PUBLIC NOTICE

On June 14, 2018, the Illinois Valley Community College District No. 513 Board of Trustees adopted the Prevailing Wage Resolution as defined in 820 ILCS 130/0.01, *et seq.* (the “Act”). The College is required to adopt the resolution annually. The resolution and related documents are available for public inspection in the office of the Vice President for Business Services and Finance, Illinois Valley Community College, 815 North Orlando Smith Road, Oglesby, Illinois 61348.

Purchase Request – R25 Scheduling Software Upgrade

R25 by CollegeNet is the room, class, and event scheduling software that IVCC has been using since 2006. The self-hosted version of R25 will reach end of life on December 31, 2018. Since this software requires annual renewal, we cannot continue using it beyond December 31. A team consisting of members from IT, the Business Office, Academic Affairs, Admissions/Records, and Facilities was formed to evaluate options for its replacement.

Based on recommendations received from administrators at other colleges, the committee evaluated three products: Courseleaf Section Scheduler, Astra Schedule, and 25Live. All three products are cloud hosted and exclusively offered for sale by their respective companies.

Product	Year 1 cost	Annual Renewal
Courseleaf Section Scheduler	\$30,000	\$20,000
Astra Schedule	\$40,000	\$25,000
25Live	\$38,000	\$16,000

Based on product research and demonstrations viewed by the team, we came to the consensus that the best value for the college would be to purchase 25Live by CollegeNet. 25Live provides the features for classroom, meeting, and special event scheduling we are looking for. As an added advantage, 25Live is the direct replacement for our current R25 product, so implementation time and effort by college staff is greatly reduced because we will be able to import existing room data rather than recreating.

Courseleaf Section Scheduler is mainly a class scheduling software and did not accommodate for scheduling meetings and special events. Astra Schedule had higher startup and annual renewal costs than the other products. Either product would have also required more IVCC staff time to implement.

Recommendation:

The administration recommends Board approval to purchase the 25Live software by CollegeNet at a cost of \$38,000 plus travel expenses.

KPI 6: Resource Management

Purchase Request – Replacement of Colleague Servers

The cluster of servers currently running our Ellucian Colleague administrative system is nearly six years old and is in need of replacement. The suggested replacement is a cluster of four Dell Poweredge VxRail servers with increased performance and reliability. This life cycle replacement will also give the college the increased server capacity needed to implement the Student Planner module purchased from Ellucian in January 2018.

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

Recommendation:

The administration recommends the Board authorize the purchase of the replacement Colleague servers for \$184,954.51 from Dell Inc.

KPI 6: Resource Management

Consortia Purchases

The College has joined several purchasing consortia with the State of Illinois, the Illinois Community College System, and other higher education institutions. Membership in these consortia allows IVCC to purchase items that have already been through a bidding process by the consortia.

Recommendation:

The administration recommends Board approval to purchase the following through buying consortia:

- **Janitorial supplies from Interline Brands, Inc., d/b/a Supply Works, Peoria, Illinois, at an estimated annual cost of \$40,000 through the Illinois Public Higher Education Cooperative (IPHEC).**
- **Elevator maintenance services from ThyssenKrupp Elevator Corporation, Peoria, Illinois, through National Joint Powers Alliance (NJPA) at an annual cost of \$27,707.76**

KPI 6: Resource Management

Purchase Request – Automotive Department

Each year, IVCC’s Automotive Department offers repair and maintenance services to customers and also purchases instructional supplies for the program. The FY2019 estimated costs for supplies that total \$10,000 or more are listed below:

- L & L of Sterling, Inc. (Peru NAPA) – Peru, Illinois - **\$25,000**
- Advance Auto Parts – Peru, Illinois - **\$15,000**
- O’Reilly Auto Parts – Peru, Illinois - **\$10,000**

Recommendation:

The administration recommends Board approval to purchase automotive parts and supplies from L & L of Sterling Inc. (NAPA), Advance Auto Parts, and O’Reilly Auto Parts in an estimated amount of \$50,000 for Fiscal Year 2019.

KPI 1: Student Academic Success

Purchase Request – Fuel for Truck Driver Training Program

The Truck Driver Training Program will expend an estimated \$50,000 in FY19 on fuel for its vehicles. There is no on-site fuel storage at our campus. Fuel is purchased at the pump, so it is not realistic to conduct a bidding process. IVCC has been using WEX Inc. for fuel cards for all College vehicles. With WEX Inc., IVCC is earning a 1.05% credit rebate on all fuel purchases made.

Recommendation:

The administration recommends Board approval to purchase an estimated \$50,000 in fuel for the Truck Driving Training Program using WEX Inc. fuel cards.

KPI 1: Student Academic Success

KPI 6: Resource Management

Purchase Request – Radio, Billboard, and Television Advertising Contracts

Each year, Community Relations and Marketing enters into several one-year radio, billboard, and television advertising contracts. The payments are expended monthly. The contracts for FY2019 which require Board approval are listed below:

- NRG Media – Ottawa, Illinois. - **\$9,437**
Includes advertising on WCMY 1430 AM and JACK FM 95.3 FM.
- LaSalle County Broadcasting Corp. – Oglesby, Illinois. - **\$9,451.44**
Includes radio and web advertising on 99.3 WAJK, WLPO Classic Hits 103.9 FM, 1220 AM, and 96.5 The Wolf.
- Studstill Media – Peru, Illinois. - **\$18,840**
Includes radio and web advertising on Q 97.7/103.3, WALLS 102, and 100.9 FM Rocks!
- WZOE, Inc. – Princeton, Illinois. - **\$9,504**
Includes WZOE AM 1490, Z98 FM, and WRVY FM 100.5.
- Comcast Spotlight – Chicago, Illinois. - **\$20,200**
Includes advertising on 17 television network channels in the Streator/Ottawa and LaSalle/Peru zones, along with zoned expandable video impressions across Xfinity.com
- Screenvision Media – Bloomington, Illinois. - **\$5,640**
Includes advertising on every screen on every movie every day at the AMC in Peru and Roxy Cinema in Ottawa

Recommendation:

The administration recommends Board approval to purchase annual radio, billboard, and television advertising in the amount of \$73,072.44 for Fiscal Year 2019 from NRG Media, LaSalle County Broadcasting Corp., Studstill Media, WZOE, Inc., Screenvision Media, and Comcast Spotlight.

KPI 6: Resource Management

Purchase Request – Rave Mobile Alerts Three-Year Renewal

Rave Mobile Alerts is a service used to send out mass text messages and email notifications to staff and students. This service is used to reach our population for any campus emergencies and important student reminders such as registration dates.

Recommendation:

The administration recommends the Board authorize the renewal of the Rave Mobile Alerts service for the total amount of \$11,232 to be paid in the amount of \$3,744 per year to Rave Mobile Safety for a period of three years.

KPI 6: Resource Management

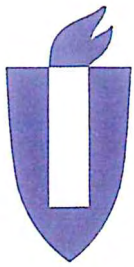
Request for Approval – Strategic Plan 2018-2023

The college's updated Strategic Plan has been approved by the Strategic Leadership and Planning Council with input from internal and external constituents. The Strategic Plan 2018-2023 was presented in a campus update by Dr. Deborah Anderson at the May 2018 Board meeting. The IVCC Strategic Plan 2018–2023 is attached.

Recommendation:

The administration recommends Board approval of the Strategic Plan 2018-2023, as presented.

- KPI 1: Student Academic Success
- KPI 2: Success after IVCC
- KPI 3: Support for Students
- KPI 4: Support for Employees
- KPI 5: District Population Served
- KPI 6: Resource Management



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

**Office of the President
Jerome M. Corcoran, EdD**

LaSalle-Peru-Oglesby Junior College, the forerunner of today's Illinois Valley Community College, was established in 1924, making it the second oldest community college in the state of Illinois. Although the name changed in 1966, it has always maintained its well-deserved reputation of being a high quality teaching and learning institution. Along with "Harvard on the Hill", it is more often referred to as the "Jewel of the Illinois Valley" where tens of thousands of individuals in our 2,000-square mile district have had their lives enriched because of its presence.

One of the many good things that came out of our preparation for the comprehensive quality review visit by a Higher Learning Commission team in 2016 was the decision to update our strategic plan by first breathing new life into our academic plan. Dr. Deborah Anderson, the college's new chief academic officer, led this effort, which began with her reaching out to the entire academic community and encouraging everyone to be a part of the process.

As the reader will see, our new academic plan reinforces our commitment to longstanding institutional priorities such as providing excellent and accessible higher education to our students; serving as the premier choice for life-long learning opportunities; contributing to the economic and workforce development of the region; and distinguishing ourselves as a center for the arts, humanities and cultural offerings.

Our academic and strategic plans will serve as roadmaps for accomplishing Board of Trustees short-term goals such as building enrollments with special emphasis on innovative high school partnerships; launching new academic programs; maintaining fiscal discipline; continuing to build upon the success of new fund-raising initiatives; exceeding accreditation expectations; and updating our succession plan.

I am proud of the work that has been done by everyone at IVCC on this effort. With Dr. Anderson leading the way, we are well positioned for the future because of her tireless advocacy on behalf of our faculty, staff and especially our students.

Thank you for taking the time to review our new strategic plan. As a continuous quality improvement institution, we welcome your feedback and appreciate your support.

Dr. Jerry Corcoran
President

Illinois Valley Community College Strategic Plan 2018-2023

Background

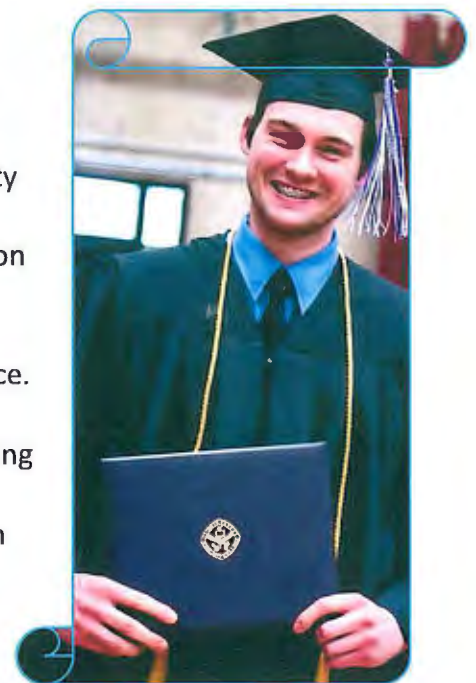
During the 2015-2016 academic year, IVCC hired Interact, Inc. to conduct an environmental scan in order to make preliminary marketing recommendations. The results of the environmental scan indicated community awareness of and perceptions about the College. This information was used when IVCC embarked on the development of its strategic plan during the 2016-2017 academic year. Strengths, Weaknesses, Opportunities and Threats (SWOT) analyses were conducted of representatives from each campus group, including Board members, faculty, staff, administrators, and students. Communicated during the spring 2017 all-staff meeting, the results of the SWOT analysis were:

- IVCC's **strength** is its people.
- IVCC's **weakness** is the morale of those people.
- IVCC's **opportunities** lay in the development of strong community partnerships.
- IVCC's greatest **threat** is the uncertainty of the levels of continued state funding.

After a review of these results, the Strategic Leadership Planning Council (SLPC) recommended that institutional planning depended upon strong academic planning for its basis. Over the course of three in-services, the faculty developed the College's academic plan. Once completed and approved by the Teaching and Learning Committee (TLC) and SLPC, the academic plan was used as the foundation for further institutional planning.

The goals of the academic plan formed the basis of discussion for institutional planning. These goals include:

- Provide high-quality instructional programs in recognized and emerging fields of study that lead to successful completion of degrees, certificates, employment, and transfer.
- Support excellence in teaching and learning through high-quality professional development, effective program review and assessment of student learning outcomes, and strategic selection and application of technological support.
- Promote student persistence, retention, and completion by integrating academic support into the overall student experience.
- Strengthen the campus culture of planning and informed decision-making by maximizing the use of research and increasing the transparency of the academic decision-making process.
- Connect the classroom to the community through collaboration and partnerships with business, industry, education, government, cultural, and service organizations.
- Model the values of diversity and inclusion in the classroom and across campus.





The academic plan places student learning at the center of the College’s vision for the future. The plan prioritizes the academic activities the College will pursue to shape its foundation of quality instruction. Such a foundation will help maintain the excellence of instruction for which the College is known, ensure students graduate with meaningful credentials, and contribute to the workforce of the Illinois Valley. As such, the academic plan reinforces the College’s commitment to the lifelong learning needs of the community. Whether a high school student completing college coursework or an employee returning to school to learn new skills, our students will take their knowledge and creativity to their homes, workplaces, and community organizations, thus affecting their families, co-workers, and fellow citizens and influencing the success of the Illinois Valley for generations.

With the completion of the academic plan, long-range institutional planning was kicked off during the fall 2017 Development Day. Faculty, administrators, and staff participated in a mission and vision workshop to provide a framework for a new mission and vision for the College. These, along with goals and objectives, were developed and refined by SLPC during the course of the academic year. A draft of the Strategic Plan was presented for feedback to the campus and community in April 2018. The plan was submitted to the Board of Trustees during its May 2018 meeting and approved by the Board of Trustees on June 14, 2018 during its regular business meeting.

Strategic Plan

Mission

Illinois Valley Community College provides a high-quality, accessible, and affordable education that inspires individuals and our community to thrive.

Vision

Illinois Valley Community College is the preferred gateway to advance individual and community success.

Core Values

Responsibility: We will follow through on our commitments and welcome constructive assessment and suggestions for improvement. We will meet performance expectations for personal and professional conduct.

Caring: We will nurture a culture of mutual appreciation; cultivate empathy and a compassionate response to others.

Honesty: We will speak and act truthfully, without hidden agendas—admitting when we make mistakes or do not know, avoiding silence when it may be misleading, identifying and working with each other to communicate and solve problems.

Fairness: We will treat students and colleagues equitably, without favoritism or prejudice, giving all the benefit of the doubt and providing opportunities for individual success.

Respect: We will consider the talents, feelings and contributions of everyone in our interactions and behaviors; practice active listening and collaborating in our daily work; base our relationships on the essential dignity of each individual; value diverse cultures, backgrounds, lifestyle and abilities; and understand that inclusion makes us stronger and able to perform at higher levels.

Goals and Objectives

Goal 1: Raise community appreciation for post-secondary education and the opportunities it provides.

- Promote IVCC’s educational opportunities so as to optimize enrollments.
- Solicit community feedback and participation in the development and enhancement of IVCC’s programs.
- Create and coordinate opportunities for community engagement in order to highlight IVCC’s contributions to the community.



Goal 2: Provide resources and support systems that cultivate success for our students, employees, and community.

- Enhance the student experience by continuously improving teaching and learning both in and out of the classroom
- Develop interventions that address students’ academic, social, emotional, and financial needs.
- Create and maintain a dynamic workplace that supports employees’ personal and professional growth.
- Develop sustainable partnerships that contribute to the economic success of the individual and the community.

Goal 3: Serve as responsible stewards of college, community, state, and donor resources.

- Leverage human resources to maximize student learning, satisfaction, and safety.
- Plan and manage fiscal resources proactively to balance revenue with expenses.
- Design, supply, and maintain an environment that is conducive to student learning and community well-being.

Evaluation

The College has key performance indicators that it uses to measure and track its progress. Each indicator is comprised of metrics with internal targets that are benchmarked locally or nationally where possible. The College’s strategic goals are mapped to the key performance indicators in the following manner:

<u>Strategic Goal</u>	<u>Key Performance Indicator(s)</u>
Goal 1: Raise community appreciation for post-secondary education and the opportunities it provides.	KPI 2 Success After IVCC KPI 5 District Population Served
Goal 2: Provide resources and support systems that cultivate success for our students, employees, and community.	KPI 1 Student Academic Success KPI 3 Support for Students KPI 4 Support for Employees
Goal 3: Serve as responsible stewards of college, community, state, and donor resources.	KPI 6 Resource Management

IVCC’s Key Performance Indicators can be viewed at <https://www.ivcc.edu/kpi/>.

Toward the Future

IVCC is committed to its responsibility as a contributing member of the Illinois Valley community. This strategic plan emphasizes the College’s commitments to providing quality education to its students, excellent resources and experiences to its community, and innovative contributions to its businesses. This strategic plan is grounded by an academic plan that reinforces the importance of excellent post-secondary education to the quality of life for the citizens of the Illinois Valley



The goals and objectives outlined in this strategic plan will inform annual action plans that will be developed by each department. These plans will be reviewed and updated on an annual basis as a means of keeping the College reaching toward and fulfilling its goals. Already, the President’s annual plan has identified its strategic initiatives for the 2019 fiscal year, including:

- Focus on enrollments in all programs with emphasis on high school relationships.
- Launch new programs: 1) Certified Medical Assistant, 2) Cybersecurity and 3) Agronomy.
- Maintain fiscal discipline and adequate reserves.
- Build upon recent success of new fundraising initiatives.

- Submit interim strategic planning report to Higher Learning Commission by November 2018.
- Update succession plan.

The success of IVCC, as always, is tied to the success of our students. Our hope is that this strategic plan will continue our tradition of high quality education in the Illinois Valley.

Faculty Appointment – Jessie Bouxsein, Nursing Instructor

The search advisory committee has selected Jessie Bouxsein as Nursing Instructor to fill the vacancy created by the resignation of Jody Lowe. Information on this candidate is attached.

Recommendation:

The administration recommends the appointment of Jessie Bouxsein as Nursing Instructor effective August 13, 2018 at Step B-7, an annualized salary of \$49,874 on the 2017/2018 faculty salary schedule, subject to terms and conditions of the 2018-2019 contract to be negotiated.

KPI 4: Support for Employees

GENERAL INFORMATION:

POSITION TO BE FILLED: Nursing Instructor

NUMBER OF APPLICANTS: 2

NUMBER OF APPLICANTS INTERVIEWED: 1

APPLICANTS INTERVIEWED BY:

Ms. Antle, Ms. Bruch, Dr. Francisco, Ms. Hogue, Ms. Knoblauch

RECOMMENDED FOR FACULTY APPOINTMENT
2018-2019

APPLICANT RECOMMENDED:

Jessie Bouxsein

EDUCATIONAL PREPARATION:

Western Governors University, Salt Lake City, UT – M.S.N. Education; B.S.N.
Illinois Valley Community College, Oglesby, IL – A.A.S., Nursing R.N.

EXPERIENCE:

OSF: Internal Travel Nurse, Ottawa, Mendota, Rockford, IL – Registered Nurse (Tier II
Clinical Resource Team)
TotalMed Staffing, Various Locations – Traveling Registered Nurse
St. Margaret’s Hospital, Spring Valley, IL – Registered Nurse; Hospice PRN
Illinois Valley Community College, Oglesby, IL – Nursing Med-Surg, OB, and
Dimensional Analysis Tutor

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

1. MSN in Education with background of primarily medical/surgical nursing
2. Educational philosophy of preparing students for the world ahead by teaching the importance of persistence, teamwork, flexibility and adaptability
3. Excellent communication skills, both verbal and written
4. Ability to take complex information and reduce to understandable/manageable data
5. Flexibility; willingness to jump in and give her all; sense of humor; and humbleness,

RECOMMENDED SALARY: B-7, \$49,874 annualized, beginning August 13, 2018

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

Faculty Appointment – Amber Fox, Accounting Instructor

The search advisory committee has selected Amber Fox as Accounting Instructor to fill the vacancy created by the retirement of Mike Sankovich. Information on this candidate is attached.

Recommendation:

The administration recommends the appointment of Amber Fox as Accounting Instructor effective August 13, 2018 at Step B-6, an annualized salary of \$48,307 on the 2017/2018 faculty salary schedule, subject to terms and conditions of the 2018-2019 contract to be negotiated.

KPI 4: Support for Employees

RECOMMENDED FOR FACULTY APPOINTMENT
2018-2019

GENERAL INFORMATION:

POSITION TO BE FILLED: Accounting Instructor

NUMBER OF APPLICANTS: 6

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Mr. Groleau, Mr. Reese, Mr. Sankovich, Mr. Serafini, Mr. Tunnell

APPLICANT RECOMMENDED:

Amber Fox

EDUCATIONAL PREPARATION:

Bradley University, Peoria, IL – M.S., Accountancy
Monmouth College, Monmouth, IL – B.A., Accounting

EXPERIENCE:

Carl Sandburg College, Galesburg, IL – Accounting Instructor
Illinois Valley Community College, Oglesby, IL – Adjunct Accounting Instructor
Black Hawk College East, Galva, IL – Adjunct Accounting Instructor
Knox College, Galesburg, IL – Adjunct Accounting Instructor
LCN Door Closers, Princeton, IL – Quality Systems Coordinator

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

1. Three years of full-time teaching experience at Carl Sandburg College performing other duties associated with student recruitment and retention. Experience in the teaching of face to face, blended, and on-line accounting courses and creator and faculty advisor for the Business and Accounting Student Society, the BASS student organization at Carl Sandburg.
2. Excellent interview with complete and thoughtful answers to questions which demonstrated her experience with teaching and program coordinator responsibilities.
3. A sound pedagogical approach used in her teaching demonstration with prepared handouts that facilitated student notetaking, a quiz to assess understanding of material presented, and a cash flow sheet to enhance understanding of the topic. Participants were actively involved by Amber throughout the presentation.

4. A strong desire and passion to teach at IVCC and genuine interest in continuing the excellent reputation of the Accounting program for transfer, associate degree, and certificate seeking students.

RECOMMENDED SALARY: B-6, \$48,307 annualized, effective August 13, 2018

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

Sabbatical Leave Request – James Gibson

James Gibson, electronics instructor has requested a sabbatical leave for the Spring 2019 semester, in accordance with the terms outlined in the current collective bargaining agreement.

Attached is the instructor's Request for Sabbatical Leave, the Sabbatical Leave Agreement, and the Recommendations of the Dean of Workforce Development and the Vice President for Academic Affairs.

Recommendation:

Approve the sabbatical leave for James Gibson for the Spring 2019 semester. Said leave to be governed by the conditions stipulated in the agreement between the American Federation of Teachers Local 1810 and the Board of Trustees of Illinois Valley Community College District No. 513

KPI 3: Support for Students

KPI 4: Support for Employees



ILLINOIS VALLEY
COMMUNITY COLLEGE

Memorandum

To: Jerry Corcoran, Ed.D., President

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

Date: March 1, 2018

Subject: Sabbatical Request Recommendation—James Gibson

James Gibson has submitted a sabbatical request for the spring 2019 semester in order to participate in education and training with Amatrol, Inc. in Germany. The opportunity is by invitation only, at the instructor's expense, and Mr. Gibson is one of those selected for such an invitation. I believe this request has merit and should be strongly considered.

Mr. Gibson will be working with industry leaders in the field of electronic controls. His cohort will consist of other selected educators across the country. The international experience will expose Mr. Gibson to the most up-to-date technology in his field as well as the mechanics of the European apprenticeship structure. This knowledge will enhance his instruction insofar as his classroom content will reflect current industry standards and technology in electronics. Furthermore, he will have the opportunity to work with industry partners to design relevant internship and apprenticeship experiences. In fact, Mr. Gibson expects to take away more from this experience than only content for his instructional practice; he anticipates he will be reenergized in his work and grow as an individual.

This request shares the support of Mr. Gibson's dean, Shane Lange, who notes, "The experience will introduce James to international best practices that directly relate to the programs that he oversees." Rudimentary planning for Mr. Gibson's extended absence includes the use of part-time instructors to teach his courses in electronics and wind renewable energies. A corps of such instructors appears to be available during the spring 2019 semester.

In the interest of our electrical program students, I recommend Mr. Gibson's sabbatical request be granted.

Sabbatical Leave Request

Recommendation of the Dean

Faculty Member: James Gibson

- A. How does the proposal address or fail to address the considerations for approval outlined in the "Application for Sabbatical Leave?"

The proposal for sabbatical leave that James has brought forward addresses multiple aspects of the teaching and learning life cycle. He has thought about the acquisition of new knowledge of content, the attainment of new best practices, and has reflected on how the experience will affect the stakeholders at Illinois Valley Community College. There is also a strategy for maintaining courses as scheduled during his absence.

The experience will introduce James to international best practices that directly relate to the programs that he oversees. Many of the local manufacturers use the current technology that will be highlighted during the experience. The attainment of this modern equipment is cost prohibitive to the college. This may be the best method of learning possible for James with this equipment and these processes.

The many stakeholders of the college and communities would be affected in numerous positive ways because of James's sabbatical experience. James has many years at the college. In education there are times when faculty passions for the learning processes become stale. This experience can be the catalyst to incite a renewal in James's passion for teaching. He will be interacting with other educators, expert practitioners, and global employers. These experiences will diversify and strengthen his understanding of his position within the educational and economic arenas.

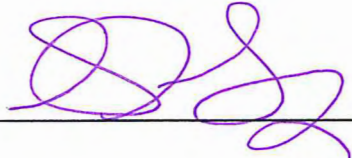
Upon James's return from Germany, there will be ample time left for reflection, discovery, and adjustment to the curriculum within the scope of his programs. There is a great deal of opportunity for growth within those programs. The community and economy are pleading for skilled employees in these areas. Using this time to develop new strategies, goals, and frameworks for supplying these needs is the next step for positioning ourselves as a division to meet our communities' needs.

- B. Comments:

I would like to see a detailed plan for staffing the courses for the spring semester as well as an outline of the reflection and development process that will occur after the completion of the trip. The outline could include areas of the programs that could benefit from adjustment and enhancement.

Approve Return to faculty for revisions

Denied. Faculty member may forward to the President for further review.

Dean:  _____ Date: 2/27/18

Illinois Valley Community College

Request for Sabbatical Leave

Name: James Alan Gibson Division: Work Force Development

Semester(s) and dates of Leave: Spring Semester 2019, January 2019 through May 2019

Type of Sabbatical: Full Pay (1 Semester) Half Pay (2 Semesters)

Years of service at IVCC (include current year): 26

Number of semester hours of "non-traditional teaching":* 6-9 hours per semester

Dates of previous sabbatical leaves, if applicable: None

*Article VII-F of the Collective Bargaining Agreement uses "summer; weekend; evenings; extension centers; and classes in compressed, on-line, and blended formats" as examples of "non-traditional" teaching".

Abstract of Sabbatical Leave Request: *In the space provided below, please write a brief summary of your sabbatical request. Include a description of how your sabbatical will benefit the college.*

Jim Gibson is planning an international trip with instructors and curriculum developers utilized by Amatrol Inc., an international equipment and training company, to receive training and experience manufacturing facilities in Germany. The plan is to experience the local manufacturing and industrial culture and Germany's industrial training best practices as utilized by the Siemens Company. Siemens AG is a German conglomerate company headquartered in Berlin and Munich with branch offices abroad. IVCC utilizes Siemens controllers and sensors in the AAS and Certificate Programs as do some local industries and the wind industry. A session at the Siemens training facility is also planned. World class trainers and curriculum developers that have worked and lived in Germany will host the tours and conduct the training.

During the three to four week tour of Germany, each destination stop would bring multiple benefits to the students, to the college, other IVCC and local HS instructors, and to Mr. Gibson. The students would benefit from the peer interaction and best practices learned from Mr. Gibson's interaction with the other world class educators while on his trip. Mr. Gibson likes to utilize new skills and techniques he acquires. The college could benefit from the publicity for having a professor experiencing and interacting with an international pool of technical educators that are among the best in the world. Other IVCC and HS instructors could benefit from Mr. Gibson sharing what was learned with instructors in the electronics and industrial tech areas as well as their students. Mr. Gibson would again benefit as a trip of this nature reignites the fire to teach. A teacher with a passion to teach, is a benefit to the students, the college, local industry, and to themselves. This

paragraph could be repeated five to ten times for each stop made on this trip but the request asks for a brief summary.

This trip is by invitation only to some of the best technical trainers and curricula developers in the western world. To be included in this invitation and the daily interaction with this group is mind blowing. I read a long time ago, and still believe today that personal growth is achieved by what we read and who we talk to. I believe the daily interactions with this group as we travel will be one of the greatest professional growth experiences of my life.

The experience of the international travel gives personal growth, insights and stories that can be used in a variety of settings. Trips of this nature have a way of touching one in ways that can't be thought of in advance. Perspectives get changed on trips like this whether the discussion is about Industrial goal setting, Shakespeare, or the application of the newest Siemens 4-20 milliamp analog device. Each of the listed benefits would be a benefit to present and future students of the IVCC electrical and renewable energy programs.

Jim is expanding his knowledge (faculty development) through experiencing new training systems, and practices, which is an obvious benefit to his teaching, his students, local industry and his college. Contacts with and being included with the finest instructors from other areas of world, conversations, networking, exchanging ideas, teaching methods, global contacts, diversity, etc., there are a multitude of positives. With this trip, Jim could strengthen the technical programs at IVCC and help bring lessons learned to sustain and grow the world class technical training at IVCC.

Working with the administration and the part time faculty, Jim's class load would be covered with quality instructors. Utilizing a combination of part time instructors and a retired program coordinator from another community college, all the experience and quality that Jim looks for in a program will continue to be met.

The only constant in the field of electronics, automation and renewable energy is change. Reflecting on the experiences, and sharing with local industry groups, and with the advisory committees, may culminate with more curriculum updates in the AAS and Certificate programs.

Microsoft Office Outlook Web Access This Folder Address Book Options Log Off

Mail

Calendar

Contacts

Deleted Items (77)

Drafts [16]

Inbox

Junk E-Mail

Sent Items

Click to view all folders

Articulation

IBEW

NAWI

PV701

Manage Folders...

Reply Reply to All Forward Move Delete Junk Close

Germany trip

Jim Steele [Jim_Steele@Amatrol.com]

You replied on 2/20/2018 3:27 PM.

Sent: Tuesday, February 20, 2018 3:18 PM

To: Jim Gibson

Jim,

I am planning a trip to Germany next year with several people by invitation. The plan is to visit some typical places in Germany and take time while we are there to visit some of Amatrol's partners, such as Siemens. The trip is voluntary and at your expense, but I will act as tour guide and help with the trip. The dates are not yet set, but it will be late spring, early summer. I hope you can find the time to join us.

Jim Steele
 VP Training and Partnership Development
 Amatrol, Inc.
 2400 Centennial Blvd
 Jeffersonville IN 47130 | USA
 t. 812-288-8285 • 800-264-8285
Transforming the Global Workforce One Life at a Time

Sabbatical Leave Agreement

The interest of District 513 shall be protected by a written agreement providing that the faculty member will return to the service of the District and will render at least one year of service upon return from leave. If the faculty member wishes to receive compensation while on leave, the Board may request a bond or written agreement, as appropriate, indemnifying the Board for the total salary paid in the event the faculty member fails to return and render at least one year service in the employ of District 513 following the sabbatical leave.

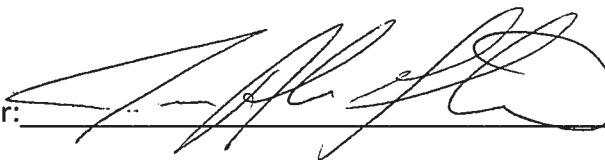
Faculty members granted sabbatical leave for one semester shall be paid full salary during such leave. Faculty members granted leave for one full year shall be paid one-half salary for the year in which leave is taken. The salary shall be paid in the same manner as if the faculty member were teaching in District 513. The faculty member may accept a fellowship or grant-in-aid in accomplishment of the purpose for which the leave was granted. Time spent on sabbatical leave shall be credited toward salary increment and seniority as time spent in full-time service.

Upon completion of the sabbatical leave and within sixty (60) days of the faculty member's return to duty, he/she shall submit to the President one of the following:

If the leave was for formal study, a transcript of credit and a brief description of the program studied, including a detailed evaluation of the program with respect to its contribution to the leave;

If the leave was for travel, a written report setting forth the teacher's reaction to the travel and a statement of the benefits received.

(Article VII-F of the Collective Bargaining Agreement)

Faculty Member:  Date: 2/8/18

Dean:  Date: 2/27/18

Proposal Results – Food Service Provider

The contract with IVCC’s current food service provider, Country Catering, expires on June 30, 2018. The College issued RFP’s and three responses were received:

Ceres Food Group
 Country Catering
 DeMilio’s Italian Deli

Criteria	Ceres Food Group	Country Catering	DeMilio’s Italian Deli
Rental Fee	\$800/month	\$800/month	\$1,000/month
Open year around	Closed in summer	Uncertain	Yes
Service in Cyber Café	Yes	Uncertain	Yes
Catering services	No	Yes	Yes
Equipment investment	Yes - \$10,000+	No	No
References	Good	Good	Excellent

A committee consisting of students, faculty, support staff, and administration reviewed the proposals and recommends that the Board accept the proposal from DeMilio’s Italian Deli. DeMilio’s was selected based on the following:

1. Highest rental fee - \$1,000/month
2. Cafeteria would be open year around
3. Provide service in Cyber Café
4. Provide catering services
5. Excellent local references
6. No equipment investment on the part of the College

Recommendation:

The administration recommends the Board accept the proposal from DeMilio’s Italian Deli to provide food service on campus.

- KPI 3: Support for Students
- KPI 4: Support for Employees

Proposal Results – Vending Service Provider

The contract with IVCC’s current vending service provider, Tri-City Vending & Foodservice, expires on June 30, 2018. The College advertised in a local paper, as well as on the college’s website for proposals for vending services on campus. Two responses were received:

Tri-City Vending & Foodservice
Compass Group USA, Inc. by and through its Canteen Division

A committee consisting of faculty, support staff, and administration reviewed the proposals and recommends that the Board accept the proposal from Tri-City Vending Foodservice. They were selected based on the following:

BIDDER	COMMISSION
Tri-City Vending Peru, IL	25-30% of gross sales
Compass Group USA, Inc. Canteen Division Bloomington, IL	15-20% of gross sales

Tri-City Vending & Foodservice has provided good service to IVCC since 2008.

Recommendation:

The administration recommends the Board accept the proposal from Tri-City Vending & Foodservice to provide vending service on campus.

KPI 6: Resource Management

Bid Results –Haas ST-10 Lathe

Bids for a Haas ST-10 Lathe were received and publicly opened on May 24, 2018. Haas Factory Outlet Chicago, Elk Grove Village, IL submitted the only bid. A summary of the bid is shown below.

Model # ST-10	\$43,995.00
Options included:	
Visual Part Programming System	\$1,995.00
Automatic Tool Presetter	\$ 4,195.00
Manual Tailstock with Hydraulic Quill	\$ 5,295.00
Bolt-On Toolholder Kit	\$1,495.00
1-Year Extended Warranty	\$6,195.00
Freight and rigging to floor: Arco Rigging	<u>\$3,200.00</u>
Sub-Total	\$66,370.00
Discounts:	
School Discount – Learning center	<u>\$ - 8,546.25</u>
Warranty School Discount: Warranty	<u>\$ - 6,195.00</u>
Grand Total	<u>\$51,628.75</u>

Recommendation:

The administration recommends the Board accept the bid from Haas Factory Outlet Chicago, Elk Grove Village, IL as the lowest, most responsible bid for a Haas ST-10 Lathe in the amount of \$51,628.75. Community Instructional Center Campaign funds will be used for this purchase.

KPI 3: Support for Students

Permission to Seek Bids for Barn Demolition

At the October 3, 2017 Board's Facilities Committee meeting, demolition of the barn was discussed and it was recommended to proceed with plans for the barn demolition. In 2016 estimated costs to re-roof and paint the barn ranged from \$66,000 - \$84,000. At the September 2016 Facilities Committee meeting a suggestion was made to fundraise for the repairs but no formal fundraising campaign was organized.

United Analytical Services performed inspections for asbestos containing material and lead paint. The barn does not contain any asbestos but the paint is lead based. Due to the lead paint the wood cannot be recycled.

The estimate for demolition is \$30,000 and \$5,920 for architectural, engineering, and testing services. This includes removal of all material and reseeding the area.

Recommendation:

The administration recommends approval to seek bids for the barn demolition at an estimated cost of \$30,000.

KPI 6: Resource Management

Authorization to Continue Payment for Standard Operating Expenditures

The administration is in the process of finalizing a tentative budget that will be presented for consideration at the July 12, 2018 Board of Trustees' meeting. Since the budget development process will continue into the next fiscal year, it has become the College's custom and practice to request authorization to continue operation of the College, beginning July 1, 2018 through budget adoption. The administration suggests that authorization include those expenditures required to maintain a normal operation, including salaries, approved contracts, utilities, routine maintenance, supplies, and regular activities.

Recommendation:

The administration recommends Board authorization to continue the operation of the College by making those expenditures required for normal operations, including salaries, approved contracts, utilities, maintenance, supplies, and regular activities for the period July 1, 2018 through budget adoption.

KPI 6: Resource Management

Request to Extend the Blackboard Contract

The five-year contract with Blackboard for Learning Management System (LMS) software and hosting will expire in July 2018. Blackboard, Inc. was agreeable to recalculating our extension based on current FTE figures. This expense will be budgeted in the Student Technology Fee account.

Recommendation:

The administration recommends Board approval to extend the contract with Blackboard to include FY19 at \$53,000; FY20 at \$54,590; and FY21 at \$56,227.70.

KPI 3: Support for Students

KPI 4: Support for Employees

KPI 6: Resource Management

Blackboard

This Blackboard Order Form ("Order Form") by and between **Blackboard Inc.** ("Blackboard") and **Illinois Valley Community College** ("Customer") details the terms of Customer's use of the products and services set forth below ("Product and Pricing Summary"). This Order Form, together with the Blackboard Master Agreement located at <http://agreements.blackboard.com/bbinc/blackboard-new-master-agreement-all-products.aspx> and incorporated by this reference, form the entire agreement between the parties in respect of the products and services set forth in the Product and Pricing Summary.

Notwithstanding anything to the contrary in any purchase order or other document provided by Customer, any product or service provided by Blackboard to Customer in connection with a purchase order related to this Order Form is conditioned upon Customer's acceptance of this Order Form and the Blackboard Master Agreement. Any additional, conflicting or different terms proffered by Customer in a purchase order or otherwise shall be deemed null and void. Each of the individuals executing this Order Form represent and warrant that he or she is authorized to execute the Agreement on behalf of Customer or Blackboard, as applicable.

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

A. Software & Services Product and Pricing Summary

Qty	Product Code	Product or Service	Initial Term Period #1	Initial Term Period #2	Initial Term Period #3
			(USD) 07/03/2018 - 07/02/2019	(USD) 07/03/2019 - 07/02/2020	(USD) 07/03/2020 - 07/02/2021
1	AS-LC-HST-HE-P	LEARNING CORE GOLD HOSTING, 1 - 2,000 FTE	\$53,000.00	\$54,590.00	\$56,227.70
1	AS-HST-GOLD	GOLD HOSTING			
1	AS-CS	CONTENT MANAGEMENT			
1	AS-CD	COURSE DELIVERY			
1	AS-CM	COMMUNITY ENGAGEMENT			
1	AS-HST-CS	CONTENT MANAGEMENT HOSTING			
1	MOB-LRN	MOBILE SOLUTIONS			
1	AS-CS-TEST	CONTENT MANAGEMENT TEST			
1	AS-CDDEV	COURSE DELIVERY DEVELOPER EDITION			
1	AS-CM-TEST	COMMUNITY ENGAGEMENT TEST			
1	AS-CD-TEST	COURSE DELIVERY TEST			
1	AS-HST-STOR10GB	HOSTING ADDITIONAL STORAGE 10GB	\$0.00	\$0.00	\$0.00

1	AS-HST-STOR100GB	HOSTING ADDITIONAL STORAGE 100GB	\$0.00	\$0.00	\$0.00
		Total	\$53,000.00	\$54,590.00	\$56,227.70

B. Terms

1. The Initial Term of this Order Form shall be as specified in the Product and Services Pricing Summary above.
2. Unless otherwise specified in the Product or Service Description above, this Order Form shall be renewed automatically for successive periods of one (1) year (each a "Renewal Term") after the expiration of the Initial Term and any subsequent Renewal Term, unless Customer provides Blackboard, or Blackboard provides Customer, with a written notice to the contrary thirty (30) days prior to the end of the Initial Term or Renewal Term, as applicable.
3. Effective Date: July 03, 2018.

C. Payment Terms

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



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

June 14, 2018

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

RE: RAMP Projects

Dear Kris:

The Illinois Valley Community College administration has decided not to submit any projects for RAMP funding for FY2020. As the process of updating our facilities master plan begins, IVCC's faculty, staff, students, community members, and board members will assess our facility needs and, if appropriate, the administration will submit RAMP projects in the future.

Sincerely,

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

Paid Time Off (PTO) and Holiday Pay for Part-time Hourly Support Staff

PAID-TIME-OFF (PTO)

Regular part-time hourly support staff employees are eligible for paid time off (PTO). PTO allows earned hours to be “banked” and used for vacation, personal leave, bereavement and sick time. Three percent (3%) of the hours worked during the previous fiscal year are available as PTO to be used in the current fiscal year (i.e. not carried over to the new fiscal year). To qualify for PTO, an employee must work a minimum of 67 hours in the previous fiscal year. The maximum PTO to be earned in a fiscal year is 45 hours. Earned PTO must be used in increments of ~~two (2) hours, when possible~~ of **one (1) hour**.

GENERAL INFORMATION:

POSITION TO BE FILLED: Financial Aid Advisor

NUMBER OF APPLICANTS: 22

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Ms. Brown, Ms. Fooockle, Ms. Williamson

RECOMMENDED FOR STAFF APPOINTMENT
2018-2019

APPLICANT RECOMMENDED:

Jill Wohrley

EDUCATIONAL PREPARATION:

Northern Illinois University, DeKalb, IL – B.A., English

EXPERIENCE:

Illinois Valley Community College, Oglesby, IL – Academic Support Technologist

Mendota District #289, Mendota, IL – Substitute Teacher

First Federal Savings Bank, Mendota, IL – Branch Manager

LaSalle News Tribune, LaSalle, IL – Business Editor

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

1. Earned BA degree and some graduate coursework
2. Experience processing loans as a bank branch manager; detail orientated
3. Comfortable with technology and has given presentations on same
4. Strong customer service background, including working with college students
5. Knowledgeable about IVCC; Colleague experience; job shadowed in Financial Aid
6. Outstanding reference checks

RECOMMENDED SALARY: \$15.38 per hour, effective June 25, 2018

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

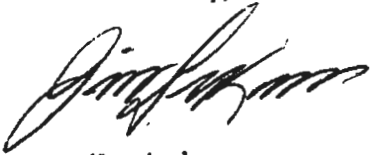
May 10, 2018

Mr. Cory Tomasson
Athletic Director
Illinois Valley Community College
Oglesby, IL 61348

Dear Cory;

This letter is to inform you that I am resigning my position as Head Golf Coach at the college. I want you to know that I truly enjoyed my ten years in this position. I will be available the next couple of weeks to get everything in order for my successor.

Sincerely,



Jim Lukosus

CT 5/16/18

OKMG 5/16/18

RECEIVED

MAY 17 2018

HUMAN RESOURCES

May 30, 2018

Dear Sara,

After much deliberation, I have decided to retire. SURS directed me to choose May 31, 2018 as my official retirement date with June 1st as my official first day of retirement.

I have enjoyed working for you. You have brought many positive changes to the Adult Education program. I will miss being a part of this wonderful service, and I wish you and the program much continued success.

Sincerely,

Edna McManus

Edna McManus

RECEIVED

MAY 30 2018

HUMAN RESOURCES

Spring 2018 Graduation:

There were 462 graduating students earning a total of 579 degrees and certificates in the following areas:

67	Associate in Arts Degree
131	Associate in Science Degree
4	Associate in Engineering Science
109	Associate in Applied Science Degree
6	Associate in General Studies Degree
262	Certificates of Completion

By comparison, in Spring 2017, we graduated 467 students with a total of 574 degrees and certificates.

DRAFT
Memorandum of Understanding
Between
Illinois Valley Community College
and
Foreign Service (China) Group Limited

Illinois Valley Community College of Oglesby, Illinois, USA (hereafter "IVCC") and Sherman School Programs in Streator, Illinois, at other institutions in the United States, and in China all in accordance with general parameters set by Foreign Service (China) Group Limited, individually and collectively parties to this Memorandum, believe that:

1. Both parties jointly set up an IVCC Teaching Center - Streator Center in Sherman School (a 50000-square-foot teaching building held by Foreign Service (China) Group Limited), which will serve both international students and local American students;
2. Mutual benefit can be derived from scholarly interaction, cultural interchange and other forms of academic collaboration;
3. The parties regard the following areas of cooperation as desirable:
 - i. Development of cooperative and integrated secondary and tertiary education programs, exchanges, instruction sessions and training;
 - ii. Opportunities for other forms of cooperation.
4. The terms of specific areas of cooperation shall be further considered and agreed upon in writing by the parties prior to the initiation of any particular activity.
5. Any specific program will be subject to mutual consent, availability of funds and approval of both parties.
6. The parties agree that this Memorandum of Understanding is not a formal legal agreement giving rise to any legal relationship, rights, duties or consequences, but only a definite expression and record of the purpose of the parties to which the parties are bound in honor only.
7. This Memorandum of Understanding will be effective when both parties have signed it and shall remain in force until terminated by either party.

Signed for Foreign Service (China) Group Limited

Signed for Illinois Valley Community College

Mr. Yang Hong

Dr. Jerry Corcoran
President

Date

Date

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.