



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, April 11, 2019
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

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

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, April 11, 2019 – 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. Recognition – Joseph M. Marendia, Student Trustee
7. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 7.1 Approval of Minutes – March 14, 2019 Board Meeting (Pages 1–6)
 - 7.2 Approval of Bills - \$1,170,727.09
 - 7.2.1 Education Fund - \$774,409.66
 - 7.2.2 Operations & Maintenance Fund - \$124,436.53
 - 7.2.3 Operations & Maintenance (Restricted Fund) - \$123,902.86
 - 7.2.4 Auxiliary Fund - \$84,242.84
 - 7.2.5 Restricted Fund - \$6,239.25
 - 7.2.6 Liability, Protection & Settlement Fund - \$57,495.95
 - 7.3 Treasurer’s Report (Pages 7-24)
 - 7.3.1 Financial Highlights (Pages 8-9)
 - 7.3.2 Balance Sheet (Pages 10-11)
 - 7.3.3 Summary of FY19 Budget by Fund (Page 12)
 - 7.3.4 Budget to Actual Comparison (Pages 13-19)
 - 7.3.5 Budget to Actual By Budget Officers (Page 20)
 - 7.3.6 Statement of Cash Flows (Page 21)
 - 7.3.7 Investment Status Report (Pages 22-23)
 - 7.3.8 Disbursements - \$5,000 or more (Page 24)
 - 7.4 Personnel - Stipends for Pay Periods Ending March 2, 2019 and March 16, 2019 & Part-time Faculty and Staff Appointments March 2019 (Pages 25-28)

8. President's Report
9. Sabbatical Leave Request – Lauri Carey (Pages 29-35)
10. Faculty Retirement – Paul Leadingham, Welding Instructor (Pages 36-37)
11. Bid Results – Building C AHU/Chiller Replacement (Pages 38-39)
12. Purchase Request – PCs for E215, CTC119 and B213 (Page 40)
13. Purchase Request – Malwarebytes Anti-Malware/Anti-Virus Software (Page 41)
14. Items for Information (Pages 42-59)
 - 14.1 IVCC-LaMoille High School Career Start Program (Page 42)
 - 14.2 ICCB Approval – Cybersecurity Associate of Applied Science (Page 43)
 - 14.3 ICCTA 2019 Business/Industry Partnership Award (Page 44)
 - 14.4 Statement of Final Completion – Cultural Centre (Page 45)
 - 14.5 Statement of Final Completion – Exterior Stairs (Page 46)
 - 14.6 Economic Development Corporation of North Central Illinois Lease (Page 47)
 - 14.7 Transfer Academy (Pages 48-49)
 - 14.8 Staff Retirement – Lorri Fooockle, Financial Aid Reconciliation and Compliance Specialist (Page 50)
 - 14.9 Staff Retirement – Mike Minnick, Facilities Groundskeeper (Page 51)
 - 14.10 Staff Retirement – Jackie Carlson, Textbook Buyer (Page 52)
 - 14.11 Faculty Retirement – Gene Montgomery, Part-time Music Instructor (Page 53)
 - 14.12 Administrative Procedure – Faculty Hiring Process 3.18 (Pages 54-57)
 - 14.13 Administrative Procedure – Tuition Policies 3.29 (Pages 58-59)
15. Trustee Comment
16. Closed Session – 1) appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; and 2) closed session minutes
17. Approval of Closed Session Minutes
18. Other
19. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
March 14, 2019

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, March 14, 2019 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Jane E. Goetz, Chair
Everett J. Solon, Vice Chair
Amy L. Boyles
Jay K. McCracken
Melissa M. Olivero
Angela M. Stevenson
Matthew F. Pehoski, Student Trustee

Members Absent: David O. Mallery, Secretary

Members Telephonically Present:

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Deborah Anderson, Vice President for Academic Affairs
Mark Grzybowski, Vice President for Student Services
Robyn Schiffman, Dean of Humanities, Fine Arts, and Social Sciences
Patricia Williamson, Director of Financial Aid
Walt Zukowski, Attorney

APPOINTMENT OF SECRETARY PRO-TEM

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

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None.

CAMPUS UPDATE – FALL 2018 STUDENT DEMOGRAPHIC REPORT

Mr. Mark Grzybowski presented the Fall 2018 Student Demographic Report. He shared information on Fall tenth day enrollment by enrollment status, residence, college-bound seniors, location, gender, age group, percentage of students receiving financial assistance, number of students receiving Foundation assistance, ethnicity, education goal, and employment status.

Student demographic metrics of the 2018 Fall semester remained consistent compared to those at the same point in time during recently completed fall semesters. Mr. Grzybowski noted an interesting trend is the percentage share of total enrollment accounted for by students aged 18. These students accounted for 21.2% of IVCC's total enrollment as of the tenth day of the 2018 Fall semester. This figure represents a nearly 2% increase from tenth day Fall 2017 and is reflective of a younger student body. Mr. Grzybowski pointed out that in Fall 2010 the mean age of IVCC students was 25 years old. The mean age was 23.8 years old in the Fall of 2018. Mr. Grzybowski informed that student financials have been slightly readjusted this year to provide a more accurate snapshot of institutional data. In the past, information on this slide detailed an *awarded* amount of aid as opposed to a *received* amount of aid. In the Financial Aid world, the term awarded refers to all FAFSA filers who list IVCC as a school on their FAFSA, which inherently includes some who choose to enroll elsewhere. Mr. Grzybowski added that we found it to be more applicable to share the received aid figures, which is reflective of only those FAFSA filers who chose to enroll at IVCC. Mr. Grzybowski thanked Ms. Patricia Williamson, Director of Financial Aid for her contributions to this report.

CONSENT AGENDA ITEMS

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

The following items were approved in the consent agenda:

Approval of Minutes – February 14, 2019 Board Meeting.

Approval of Bills - \$2,655,246.74

Education Fund - \$1,875,192.96; Operations & Maintenance Fund - \$76,245.69; Operations & Maintenance (Restricted Fund) - \$575,241.80; Auxiliary Fund - \$95,878.52; Restricted Fund - \$10,249.14; Liability, Protection & Settlement Fund - \$21,278.63; and Grants, Loans & Scholarships - \$1,160.00.

Treasurer's Report

Personnel

Approved the stipends for pay periods ending February 2, 2019 and February 16, 2019 and the Part-time Faculty and Staff Appointments of February 2019.

PRESIDENT'S REPORT

Dr. Corcoran congratulated Jacob McGeorge for winning this year's Dr. Martin Luther King, Jr. writing contest, and John Delaney and Marlee Theisinger for finishing second and third with their entries. Dr. Corcoran noted that the event was held this year on February 20 and is one of many offered throughout the year by IVCC's Diversity Team, led by Amanda Cook-Fesperman. Dr. Corcoran was delighted to report that on February 28th he received great news from the Phi Theta Kappa organization that our Rho Omega Chapter of PTK was named a 2019 REACH Chapter and will receive special recognition in the form of five graduation stoles to be worn during commencement by PTK officers. The REACH Rewards program recognizes and rewards Phi

Theta Kappa chapters that excel in the area of membership development. Ninety-one percent of PTK members will complete an associate degree or transfer to a four-year college, compared to just 38 percent of students nationally. Dr. Corcoran commended Eric Schroeder and Aseret Loveland, our club's advisors, on a job well done. Dr. Corcoran was delighted to report that Jennifer Scheri, our terrific director of continuing education, just heard from Lumina Foundation that her team's submittal of a proposal to move forward with an All Learning Counts initiative has been approved and we will soon be receiving a \$10,000 planning award grant. The overarching goal of this work is to ensure that all post-secondary level learning from the military, work, and other experiences can count towards earning high-quality credentials. He noted that although there were 74 responses to the request of Lumina Adult Learner, 28 were invited to move forward and from that group we are one of four community colleges. Dr. Corcoran thanked Jennifer and her staff as well as Bonnie Campbell and Dr. Deb Anderson for their guidance and support. Dr. Corcoran informed that our annual Career Fair was held last week on campus. He added that he was attending meetings in Naperville and unable to be here, however, Susan Monroe reported that 1,038 students from 18 schools attended, there were 168 presenters, and 25 volunteers assisted in getting students to their sessions. Dr. Corcoran noted that every year this program underscores how lucky we are to work with our friends from Starved Rock Associates for Vocational and Technical Education (SRAVTE) and the partnership we have with the Building and Construction Trades and Contractors Association. He added that the Labor Management Group takes care of setting up all of the equipment on the east campus; they even held a business after-hours event with IVAC the night before to help everyone get a better feeling for what work in the trades involves. Dr. Corcoran reported that per Bonnie Campbell, "student and instructor feedback across the board was extremely positive." Dr. Corcoran informed that the ICCTA Northwest Region meeting will be held on Wednesday, April 3 with a tour beginning at 5:15 p.m., the meeting to begin at 6 p.m., a presentation by Dorene Data on MIMIC and Women in Technology fields after the meal and wrap up by 8 p.m. He noted that it looks like all colleges in the region will have someone in attendance. If you have not gotten back to Judy, please do so. Dr. Corcoran reported that our 28th annual job fair will be held on Thursday, April 11 from 11 a.m. until 2 p.m. in the gymnasium. He added that if you know of someone looking for work, please feel free to spread the word. Dr. Corcoran informed that our 23rd annual employee recognition event will be held on Thursday, April 18 at Grand Bear Lodge with a social hour beginning at 4 p.m., appetizers at 4:30 p.m. and the presentation of awards at 5:30 p.m. Please let Judy know if you can join us for this special event. Dr. Corcoran reported that Julie Hogue, our excellent director of nursing, has advised that our LPN Pinning ceremony will be held on Monday, July 22, at 5 p.m. in the Dr. Mary Margaret Weeg Cultural Centre. Please mark your calendars and join us if you can. Dr. Corcoran congratulated the LaMoille High School Board of Trustees, administration, faculty and staff for sponsoring the third annual STEAM conference on our campus on Tuesday, March 12 in the IVCC gymnasium. Dr. Corcoran informed that about 240 junior high and high school students benefitted from the half-day event. He noted that Superintendent Jay McCracken asked him to stop by for a visit and it was great watching students so engaged in active-learning hands-on projects. Dr. Corcoran added that he was only able to stay for 20 minutes but the program was well planned and executed and that it was also nice to hear Mr. Jason Marquis deliver the keynote address. Dr. Corcoran shared that it was very kind of the local labor management group to host a business after-hours at the IVCC Ottawa Center last evening and a chance for lots of people to pay tribute to Mayor Bob Eschbach for his 20 years of excellent service. Dr. Corcoran noted that it was also

fitting to have the program at the Ottawa Center because of the role that Mayor Eschbach played in launching the Center in the first place. Dr. Corcoran reported that Trustees Jane Goetz, Everett Solon and Angie Stevenson were in attendance which reminded him of the role that Everett played in facilitating the sale of the Centruel Bank property to the City in the first place. Dr. Corcoran noted that Mayor Eschbach and the City Council have been incredibly supportive of IVCC and consistent advocates for postsecondary education. Dr. Corcoran thanked Mayor Bob and Commissioners Dan Aussem, Tom Ganiere, Wayne Eichelkraut and James Less and the late Ed Whitney (an IVCC graduate) for a job well done.

TENURE RECOMMENDATIONS

Dr. Anderson informed that the tenure process requires faculty demonstrate exemplary teaching, contributions to the college and community, and involvement with professional organizations. Faculty recommended for tenure were: Tammy Landgraf, Willard Mott, Heather Knoblauch, and Dr. Andrew Seeger.

Tammy Landgraf – Early Childhood Education Instructor

Dean Schiffman noted that Ms. Landgraf “loves what she does and it shows. Ms. Landgraf represents the best kind of education that exists because she teaches to the whole student. She is warm without being too familiar and tough without being too demanding.” It was moved by Mr. Solon and seconded by Dr. Boyles to approve the tenure of Tammy Landgraf, as presented. Motion passed by voice vote. Ms. Landgraf was present with her husband Mitch to share her portfolio and celebrate her success with the Board of Trustees.

Willard Mott – Agriculture Instructor

Dr. Anderson reported that Mr. Mott’s accomplishments include the development of two Associate of Applied Science degrees in agriculture, the reinvigoration of the student agriculture club, extensive community outreach to the agriculture community, and the development of partnerships with area businesses and the University of Illinois-Extension. In addition to all of this, Mr. Mott also completed his master’s degree in Agronomy during his probationary period. It was moved by Mr. Solon and seconded by Mr. McCracken to approve the tenure of Willard Mott, as presented. Motion passed by voice vote. Mr. Mott was present with his wife Stacy to share his portfolio and celebrate his success with the Board of Trustees.

Heather Knoblauch – Nursing Instructor

Dr. Anderson noted that Ms. Knoblauch’s accomplishments include teaching a variety of courses including pharmacology, obstetrics and gynecology and administrative procedures during her first three years as an instructor. Dr. Anderson added that Ms. Knoblauch has been active with both the college and community in the areas of service making her the complete package as an instructor. It was moved by Mr. Solon and seconded by Mr. McCracken to approve the tenure of Heather Knoblauch, as presented. Motion passed by voice vote.

Dr. Andrew Seeger – World Languages Instructor

Dean Schiffman reported that Dr. Seeger's accomplishments include the acceleration of the beginning Spanish sequence into one semester with the introduction of eight-week courses of intensive language instruction. Dean Schiffman added that Dr. Seeger's students enjoy his impressive knowledge of grammar and continue to learn important lessons beyond language acquisition in his classes. Motion made by Dr. Boyles and seconded by Ms. Olivero to approve the tenure of Dr. Andrew Seeger, as presented. Motion passed by voice vote.

FACULTY RETIREMENT – JEAN BATSON-TURNER, HUMAN SERVICES INSTRUCTOR

It was moved by Ms. Stevenson and seconded by Mr. McCracken to accept with regret the retirement and last working day May 31, 2019 of Jean Batson-Turner, Human Services Instructor. Motion passed by voice vote.

ADMINISTRATOR RETIREMENT – PATRICIA WILLIAMSON, DIRECTOR OF FINANCIAL AID

It was moved by Mr. Solon and seconded by Ms. Stevenson to accept with regret the retirement of Patricia Williamson, Director of Financial Aid effective June 20, 2019. Dr. Corcoran thanked Ms. Williamson, who was present at the meeting, for her many years of excellent service to the college and wished her well in her retirement. Motion passed by voice vote.

TRUSTEE COMMENT

Mr. McCracken thanked Dr. Corcoran for visiting the STEAM conference held at IVCC on March 12. This was the third annual science, technology, engineering, arts and math conference to be held at the college and the event was sponsored by LaMoille High School and Superintendent Mr. Jay McCracken.

CLOSED SESSION

It was moved by Mr. Solon and seconded by Ms. Stevenson to convene a closed session at 7:05 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) collective negotiations; and 3) closed session minutes. Motion passed by voice vote.

After a short break, the Board entered closed session at 7:10 p.m. On a motion by Mr. McCracken and seconded by Dr. Boyles, the regular meeting resumed at 8:22 p.m. Motion passed by voice vote.

APPROVAL OF CLOSED SESSION MINUTES

It was moved by Ms. Stevenson and seconded by Mr. McCracken to approve and retain the Closed Session minutes of the February 14, 2019 Closed Session Meeting. Motion passed by voice vote.

OTHER

None

ADJOURNMENT

Ms. Goetz declared the meeting adjourned at 8:25 p.m.

Jane E. Goetz, Board Chair

David O. Mallery, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

MARCH 2019

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

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – March 2019

Revenues

- As of March 29, the headcount for spring semester was 2,936, which is 400 students less than at the same point in time last year. Credit hours were 23,248, down by 2,427, or a 9.45 percent decrease from one year ago. Traditional credit hours are down by 1,686 hours and Ottawa Center credit hours are down by 244 hours. Dual credit hours increased 3.98 percent over the same point in time one year ago. Registration for summer semester begins on April 4 and registration for fall semester begins on April 10.

Credit Hour Comparison FY2018 to FY2019

	Summer	Fall	Spring	Total
2017/2018	5,400	27,355	25,575	58,330
2018/2019	4,690	25,382	*23,500	53,572
Difference	(710)	(1,973)	(2,035)	(4,718)
%	(13.1)	(7.2)	(8.0)	(8.0)

*estimated credit hours

Budgeted credit hours for FY2019 were 58,000. Credit hours for FY2020 will be budgeted at 56,000.

- The FY19 base operating grant will be paid from the State’s education assistance fund (EAF) - eight monthly payments totaling \$729,026. Four quarterly payments totaling \$1,287,686 will be from corporate personal property replacement tax (CPPRT). As of March 31, the College has received three quarterly payments of \$291,236 each and six monthly payments of \$91,128 each.
- Real estate tax collections as of March 31 were \$11,601,971, or 99.4 percent of the \$11,670,435 levy. Preliminary reports from the county clerks estimate a 1.7 percent increase in EAV for tax year 2018. Corporate Personal Property Replacement Tax (CPPRT) receipts as of March 31 were \$359,503, or 28 percent of the budgeted \$1,255,000.
- As of March 31, tax increment financing district (TIF) receipts were \$490,832, or 99.8 percent of the budgeted \$492,000. There are 59 TIF districts in the IVCC boundaries, in six counties. There are intergovernmental agreements with 46 of the TIF districts. According to the county clerk offices, IVCC’s loss for TIF districts for tax year 2017 was \$519,659 but \$490,832 has been recovered through intergovernmental agreements.

Expenditures

- Education Fund – Public Service – Contractual Services at 105 percent of annual budget -- \$46,425 for mini course instructional programs; \$113,025 for continuing education trip contractual services; and \$59,850 for business training contractual services

- Operations & Maintenance – Plant Operations – Capital Outlay at 135 percent of annual budget -- water heater for CTC building \$6,575; welding shop additions \$5,875; three drainage projects \$74,600; and a new tractor \$24,900
- Liability, Protection, and Settlement Fund – Institutional Support – Fixed Costs at 87 percent of budget -- includes treasurer bond premiums of \$19,850, athletic insurance of \$36,650, liability insurance of \$53,553, and workers' compensation insurance of \$116,275.

Protection, Health & Safety Projects

- Building D Air Handler/Chiller Replacement – waiting on contractor to finish project
- Campus-Wide Security Camera Upgrade – training sessions for personnel are being scheduled
- Building E Air Handler/Chiller Replacement – new air handler is in place and control work is nearly complete
- Building C Air Handler/Chiller Replacement – Bid results are being presented to the Board for action.

Other Projects

- Agriculture Storage Building – Capital Development Board is working with architect on design; waiting to see if a capital bill will be part of the FY2020 state budget.

Technology Projects

- Website redesign project – end users are being trained on the new software. Anticipated “go-live” date has been moved to late-July 2019.
- Student Planner program installation is complete. Student Services will have training in May and the program will be rolled out to new students registering for spring semester 2020.
- Class and meeting room scheduling software, R25, is being upgraded to a cloud-based program. The current version is no longer supported by the software developer. Go-live date is July 2019.
- During summer and fall office and lab computers will be upgraded to Windows 10 as Windows 7 will no longer be supported after December 2019.

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 March 31, 2019
 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	\$ 2,247,785	\$ 394,119	\$ 178,818	\$ 552,271	\$ 150,433	\$ -	\$ -	\$ 3,523,426
Investments	9,014,069	9,805,437	640,392	248,000	3,910	-	-	19,711,808
Receivables								
Property taxes	9,484,466	2,181,721	-	-	-	-	-	11,666,187
Governmental claims	-	-	-	-	392,277	-	-	392,277
Tuition and fees	387,132	167,811	-	122,258	-	-	-	677,201
Due from other funds	1,098,799	-	-	-	2,777	-	-	1,101,576
Due to/from student groups	-	-	-	-	-	-	-	-
Bookstore inventories	-	-	-	537,788	-	-	-	537,788
Other assets	126,430	71,786	1,603	571	-	-	-	200,390
Deferred Outflows	-	-	-	-	-	-	216,452	216,452
Fixed assets - net where applicable	-	-	-	36,277	-	60,156,595	-	60,192,872
Other debits								
Amount available in Debt Service Fund	-	-	-	-	-	-	-	-
Amount to be provided to retire debt	-	-	-	-	-	-	12,755,691	12,755,691
Other Debits	<u>\$22,358,681</u>	<u>\$12,620,874</u>	<u>\$ 820,813</u>	<u>\$ 1,497,165</u>	<u>\$ 549,397</u>	<u>\$60,156,595</u>	<u>\$12,972,143</u>	<u>\$ 110,975,668</u>

10

ck

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 March 31, 2019

	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	\$ 1,054,286	\$ -	\$ -	\$ 12,470	\$ 7,244	\$ -	\$ -	\$ 1,074,000
Accrued salaries & benefits	434,183	19,417	-	14,498	-	-	-	468,098
Post-retirement benefits & other	128,627	-	-	-	-	-	-	128,627
Unclaimed property	955	3	-	-	27	-	-	985
Due to other funds	240,948	305,199	-	108,210	447,219	-	-	1,101,576
Due to student groups/deposits	50,812	-	-	-	94,907	-	-	145,719
Deferred revenue								-
Property taxes	4,743,959	1,091,261	-	-	-	-	-	5,835,220
Tuition and fees	156,774	-	-	3,989	-	-	-	160,763
Grants	-	-	-	-	-	-	-	-
Deferred Inflows	-	-	-	-	-	-	1,028,799	1,028,799
OPEB Long term debt	-	-	-	-	-	-	11,943,344	11,943,344
Bonds Payable	-	-	-	-	-	-	-	-
Total liabilities	6,810,544	1,415,880	-	139,167	549,397	-	12,972,143	21,887,131
Equity and Other Credits								
Investment in general fixed assets	-	-	-	-	-	60,156,595	-	60,156,595
Contributed capital	-	-	-	-	-	-	-	-
Retained earnings	-	-	-	-	-	-	-	-
Fund balance								-
Reserved for restricted purposes	-	11,204,994	-	-	-	-	-	11,204,994
Reserved for debt service	-	-	820,813	-	-	-	-	820,813
Unreserved	15,548,137	-	-	1,357,998	-	-	-	16,906,135
Total equity and other credits	15,548,137	11,204,994	820,813	1,357,998	-	60,156,595	-	89,088,537
Total Liabilities, Equity and Other Credits	\$22,358,681	\$12,620,874	\$ 820,813	\$ 1,497,165	\$ 549,397	\$60,156,595	\$12,972,143	\$ 110,975,668

11

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

cf

Illinois Valley Community College District No. 513
Summary of Fiscal Year 2019 Revenues & Expenditures by Fund
For the nine months ended March 31, 2019
March 31, 2019

	Education	Operations & Maintenance	Operations & Maintenance	Bond & Interest	Working Cash	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 18,137,496	\$ 2,339,193	\$ 1,947,246	\$ 2,425	\$ 70,672	\$ 1,437,380	\$ 4,284,467	\$ 551,453	\$ 37,545	\$ 28,807,877
Actual Expenditures	(13,891,042)	(1,908,708)	(1,407,035)	-	-	(1,575,460)	(4,502,276)	(793,429)	(34,800)	(24,112,750)
Other Financing Sources (Uses)	(10,000)	-	-	-	-	61,414	10,000	-	-	61,414
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	4,236,454	430,485	540,211	2,425	70,672	(76,666)	(207,809)	(241,976)	2,745	4,756,541
Fund balances July 1, 2018	7,971,049	2,895,148	5,738,508	818,389	4,669,681	1,434,664	45,834	553,308	33,853	24,160,434
Fund balances March 31, 2019	<u>\$ 12,207,503</u>	<u>\$ 3,325,633</u>	<u>\$ 6,278,719</u>	<u>\$ 820,814</u>	<u>\$ 4,740,353</u>	<u>\$ 1,357,998</u>	<u>\$ (161,975)</u>	<u>\$ 311,332</u>	<u>\$ 36,598</u>	<u>\$ 28,916,975</u>

ck

**Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
For the nine months ended March 31, 2019**

	<u>Annual Budget FY2019</u>	<u>Actual 3/31/19</u>	<u>Act/Budget 75.0%</u>	<u>Actual 3/31/18</u>	<u>Act/Budget 75.0%</u>	<u>Annual Budget FY2018</u>
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 8,006,010	\$ 8,161,307	101.9%	\$ 7,953,146	99.1%	\$ 8,026,700
Corporate Personal Property Replacement Tax	1,065,000	305,578	28.7%	361,033	32.8%	1,101,797
TIF Revenues	370,000	368,173	99.5%	399,820	109.3%	365,700
Total Local Government	<u>9,441,010</u>	<u>8,835,058</u>	93.6%	<u>8,713,999</u>	91.8%	<u>9,494,197</u>
State Government:						
ICCB Credit Hour Grant	1,301,458	1,256,871	96.6%	1,503,237	163.4%	920,000
Equalization	50,000	37,503	75.0%	37,500	75.0%	50,000
Career/Technical Education Formula Grant	200,000	104,680	52.3%	91,561	47.0%	195,000
Other	-	-	0.0%	-	-	-
Total State Government	<u>1,551,458</u>	<u>1,399,054</u>	90.2%	<u>1,632,298</u>	140.1%	<u>1,165,000</u>
Federal Government						
PELL Administrative Fees	7,300	295	4.0%	6,299	87.3%	7,215
Total Federal Government	<u>7,300</u>	<u>295</u>	4.0%	<u>6,299</u>	87.3%	<u>7,215</u>
Student Tuition and Fees:						
Tuition	6,925,880	6,723,235	97.1%	7,042,714	102.3%	6,882,640
Fees	862,025	824,809	95.7%	844,437	93.1%	906,850
Total Tuition and Fees	<u>7,787,905</u>	<u>7,548,044</u>	96.9%	<u>7,887,151</u>	101.3%	<u>7,789,490</u>
Other Sources:						
Public Service Revenue	287,000	206,241	71.9%	146,485	51.9%	282,109
Other	132,317	148,804	112.5%	150,141	126.3%	118,891
Total Other Sources	<u>419,317</u>	<u>355,045</u>	84.7%	<u>296,626</u>	74.0%	<u>401,000</u>
TOTAL EDUCATION FUND REVENUE	<u>\$ 19,206,990</u>	<u>\$ 18,137,496</u>	94.4%	<u>\$ 18,536,373</u>	98.3%	<u>\$ 18,856,902</u>
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	\$ 8,125,944	5,930,838	73.0%	6,088,434	72.9%	8,348,942
Employee Benefits	1,760,576	1,372,348	77.9%	1,373,116	81.7%	1,680,827
Contractual Services	121,965	77,494	63.5%	53,018	28.2%	188,269
Materials & Supplies	417,890	205,016	49.1%	178,622	42.1%	424,327
Conference & Meeting Expenses	114,256	39,779	34.8%	29,846	30.8%	96,840
Fixed Charges	190,000	155,114	81.6%	151,132	76.7%	197,000
Other	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 10,730,631</u>	<u>\$ 7,780,589</u>	72.5%	<u>\$ 7,874,168</u>	72.0%	<u>\$ 10,936,205</u>

**Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
For the nine months ended March 31, 2019**

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2019	Actual 3/31/19	Act/Budget 75.0%	Actual 3/31/18	Act/Budget 75.0%	Annual Budget FY2018
Academic Support:						
Salaries	\$ 923,210	\$ 597,408	64.7%	\$ 426,096	65.3%	\$ 652,484
Employee Benefits	138,002	120,700	87.5%	107,523	69.7%	154,279
Contractual Services	191,650	153,415	80.0%	167,157	86.8%	192,544
General Materials & Supplies	266,724	89,575	33.6%	100,776	44.0%	229,247
Conference & Meeting Expenses	11,075	6,074	54.8%	3,020	33.9%	8,920
Utilities	24,665	17,100	69.3%	18,225	76.9%	23,700
Capital Outlay	115,000	92,477	80.4%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	1,670,326	1,076,749	64.5%	822,797	65.2%	1,261,174
Student Services:						
Salaries	1,308,889	916,187	70.0%	823,220	67.2%	1,225,294
Employee Benefits	342,482	286,868	83.8%	242,325	71.5%	338,817
Contractual Services	17,428	10,721	61.5%	4,622	52.9%	8,735
Materials & Supplies	68,377	34,749	50.8%	33,348	59.6%	55,972
Conference & Meeting Expenses	33,033	12,634	38.2%	11,380	43.3%	26,260
Other	-	-	0.0%	-	0.0%	-
Total Student Services	1,770,209	1,261,159	71.2%	1,114,895	67.4%	1,655,078
Public Services/Continuing Education:						
Salaries	343,940	270,819	78.7%	234,930	59.4%	395,571
Employee Benefits	75,574	64,362	85.2%	58,913	84.6%	69,659
Contractual Services	209,000	219,519	105.0%	144,441	70.8%	203,900
Materials & Supplies	92,100	64,637	70.2%	58,443	67.0%	87,275
Conference & Meeting Expenses	19,950	10,762	53.9%	7,333	42.8%	17,150
Other	200	195	97.5%	360	70.6%	510
Total Public Services/Continuing Education	740,764	630,294	85.1%	504,420	65.2%	774,065
Institutional Support:						
Salaries	1,737,749	1,252,540	72.1%	1,215,140	67.4%	1,803,308
Employee Benefits	685,412	568,160	82.9%	569,132	89.3%	637,253
Contractual Services	609,340	463,109	76.0%	452,625	88.2%	513,288
Materials & Supplies	405,704	272,824	67.2%	269,517	61.7%	436,870
Conference & Meeting Expenses	62,755	26,193	41.7%	19,009	33.7%	56,480
Utilities	26,200	6,915	26.4%	7,024	26.6%	26,370
Capital Outlay	173,500	92,477	53.3%	106,082	121.9%	87,000
Other	9,400	2,008	21.4%	(336)	-1.1%	29,400
Provision for Contingency	289,000	-	0.0%	-	0.0%	217,661
Total Institutional Support	3,999,060	2,684,226	67.1%	2,638,193	69.3%	3,807,630
Scholarships, Grants and Waivers	546,000	458,025	83.9%	444,924	89.0%	499,750
TOTAL EDUCATION FUND EXPENDITURES	\$ 19,456,990	\$ 13,891,042	71.4%	\$ 13,399,397	70.8%	\$ 18,933,902
INTERFUND TRANSFERS - NET	\$ 250,000	\$ (10,000)	-4.0%	\$ 5,000	6.5%	\$ 77,000

ac

**Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
For the nine months ended March 31, 2019**

	<u>Annual Budget FY2019</u>	<u>Actual 3/31/19</u>	<u>Act/Budget 75.0%</u>	<u>Actual 3/31/18</u>	<u>Act/Budget 75.0%</u>	<u>Annual Budget FY2018</u>
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,243,160	\$ 1,270,993	102.2%	\$ 1,228,103	99.3%	\$ 1,236,300
Corporate Personal Property Replacement Tax	190,000	53,925	28.4%	63,711	33.9%	187,981
TIF	122,000	122,659	100.5%	133,068	109.1%	122,000
Total Local Government	<u>1,555,160</u>	<u>1,447,577</u>	93.1%	<u>1,424,882</u>	92.1%	<u>1,546,281</u>
State Government:						
ICCB Credit Hour Grant	228,542	213,072	93.2%	127,367	159.2%	80,000
Total State Government	<u>228,542</u>	<u>213,072</u>	93.2%	<u>127,367</u>	159.2%	<u>80,000</u>
Student Tuition and Fees:						
Tuition	728,480	530,381	72.8%	563,516	78.0%	722,820
Total Tuition and Fees	<u>728,480</u>	<u>530,381</u>	72.8%	<u>563,516</u>	78.0%	<u>722,820</u>
Other Sources:						
Facilities Revenue	138,941	109,554	78.8%	114,597	82.5%	138,941
Investment Revenue	16,000	36,032	225.2%	19,179	191.8%	10,000
Other	2,500	2,577	103.1%	1,757	-	-
Total Other Sources	<u>157,441</u>	<u>148,163</u>	94.1%	<u>135,533</u>	91.0%	<u>148,941</u>
TOTAL OPERATIONS & MAINTENANCE FUND REVENUES	<u>\$ 2,669,623</u>	<u>\$ 2,339,193</u>	87.6%	<u>\$ 2,251,298</u>	90.1%	<u>\$ 2,498,042</u>
OPERATIONS & MAINTENANCE FUND						
Operations & Maintenance of Plant:						
Salaries	\$ 935,842	\$ 659,238	70.4%	\$ 621,165	0.0%	\$ 923,374
Employee Benefits	316,108	257,475	81.5%	242,845	0.0%	301,674
Contractual Services	219,000	107,909	49.3%	111,250	0.0%	242,276
General Materials & Supplies	291,970	153,699	52.6%	116,676	0.0%	225,070
Conference & Meeting Expenses	5,675	170	3.0%	498	0.0%	5,675
Fixed Charges	64,500	79,280	122.9%	80,426	0.0%	64,500
Utilities	752,500	489,159	65.0%	409,111	0.0%	733,413
Capital Outlay	83,000	111,970	134.9%	-	0.0%	-
Other	(63,000)	-	0.0%	-	0.0%	(63,000)
Total Operations & Maintenance of Plant	<u>2,605,595</u>	<u>1,858,900</u>	71.3%	<u>1,581,971</u>	0.0%	<u>2,432,982</u>
Institutional Support:						
Salaries	44,278	32,375	73.1%	31,263	0.0%	46,489
Employee Benefits	11,865	9,668	81.5%	10,821	0.0%	10,758
Contractual Services	720	2,491	346.0%	2,491	0.0%	750
Materials & Supplies	2,955	1,586	53.7%	2,830	0.0%	2,853
Fixed Charges	4,210	3,688	87.6%	4,210	100.0%	4,210
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>64,028</u>	<u>49,808</u>	77.8%	<u>51,615</u>	0.0%	<u>65,060</u>
TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	<u>\$ 2,669,623</u>	<u>\$ 1,908,708</u>	71.5%	<u>\$ 1,633,586</u>	0.0%	<u>\$ 2,498,042</u>

ck

**Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
For the nine months ended March 31, 2019**

	<u>Annual Budget FY2019</u>	<u>Actual 3/31/19</u>	<u>Act/Budget 75.0%</u>	<u>Actual 3/31/18</u>	<u>Act/Budget 75.0%</u>	<u>Annual Budget FY2018</u>
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources						
Current Taxes	\$ 1,488,019	\$ 1,582,492	106.3%	\$ 1,403,610	0.0%	\$ 1,545,381
State Government Sources	-	-	0.0%	-	0.0%	-
Investment Revenue	32,500	55,774	171.6%	30,364	0.0%	30,600
Other Revenue	250,000	308,980	123.6%	345,767	0.0%	-
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	<u>\$ 1,770,519</u>	<u>1,947,246</u>	<u>110.0%</u>	<u>1,779,741</u>	<u>0.0%</u>	<u>1,575,981</u>
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Operations & Maintenance						
Contractual Services	\$ -	3,716	0.0%	-	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	3,656,726	1,403,319	0.0%	1,216,704	0.0%	1,500,000
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	<u>\$ 3,656,726</u>	<u>1,407,035</u>	<u>38.5%</u>	<u>1,216,704</u>	<u>0.0%</u>	<u>1,500,000</u>
INTERFUND TRANSFERS - NET	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>		<u>\$ -</u>
BOND & INTEREST FUND						
Local Government Sources						
Current Taxes	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
Investment Revenue	1,600	2,425	151.6%	1,658	0.0%	3,200
TOTAL BOND & INTEREST FUND REVENUES	<u>1,600</u>	<u>2,425</u>	<u>151.6%</u>	<u>1,658</u>	<u>0.0%</u>	<u>3,200</u>
BOND & INTEREST FUND						
Institutional Support:						
Debt Principal Retirement	\$ -	\$ -	0.0%	-	0.0%	-
Interest on Bonds	-	-	0.0%	-	0.0%	-
Fees	-	-	0.0%	-	0.0%	-
TOTAL BOND & INTEREST EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>
WORKING CASH FUND						
Investment Revenue	\$ 35,000	\$ 70,672	201.9%	\$ 29,515	92.2%	\$ 32,000
TOTAL WORKING CASH REVENUES	<u>35,000</u>	<u>70,672</u>	<u>201.9%</u>	<u>29,515</u>	<u>92.2%</u>	<u>32,000</u>
Transfers In (Out)	\$ -	\$ -	0.0%	\$ -		\$ -

ck

**Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
For the nine months ended March 31, 2019**

AUXILIARY ENTERPRISES FUND	Annual Budget FY2019	Actual 3/31/19	Act/Budget 75.0%	Actual 3/31/18	Act/Budget 75.0%	Annual Budget FY2018
Service Fees	\$ 1,801,765	\$ 1,428,044	79.3%	\$ 1,597,605	70.4%	\$ 2,268,600
Other Revenue	3,940	5,999	152.3%	4,281	0.0%	5,700
Investment Revenue	4,500	3,337	74.2%	3,941	140.8%	2,800
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	1,810,205	1,437,380	79.4%	1,605,827	70.5%	2,277,100
AUXILIARY ENTERPRISES FUND						
Salaries	\$ 313,439	230,557	73.6%	231,777	72.1%	321,509
Employee Benefits	70,294	49,868	70.9%	46,304	69.0%	67,134
Contractual Services	64,831	51,178	78.9%	44,307	88.8%	49,922
Materials & Supplies	1,441,412	1,191,626	82.7%	1,409,617	77.6%	1,817,195
Conference & Meeting	24,855	16,932	68.1%	18,139	70.0%	25,909
Fixed Charges	51,300	33,799	65.9%	19,412	48.4%	40,075
Capital Outlay/Depreciation	1,322	-	0.0%	-	0.0%	19,832
Other	103,000	1,500	1.5%	64	0.1%	103,000
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	2,070,453	1,575,460	76.1%	1,769,620	72.4%	2,444,576
Transfer In (Out)	\$ (198,586)	\$ 61,414	-30.9%	\$ 61,414	-240.0%	\$ (25,586)

RESTRICTED PURPOSES FUND	Annual Budget FY2019	Actual 3/31/19	Act/Budget 75.0%	Actual 3/31/18	Act/Budget 75.0%	Annual Budget FY2018
State Government Sources	\$ 280,032	\$ 83,092	29.7%	172,586	0.0%	\$ 292,545
Federal Government Sources	4,876,221	4,071,377	83.5%	4,309,484	89.0%	4,839,519
Nongovernmental gifts or grants	-	126,227	0.0%	51,220	0.0%	-
Other Revenue	88,500	3,771	4.3%	4,985	14.7%	34,000
TOTAL RESTRICTED PURPOSES FUND REVENUES	\$ 5,244,753	4,284,467	81.7%	4,538,275	87.8%	5,166,064

RESTRICTED PURPOSES FUND	Annual Budget FY2019	Actual 3/31/19	Act/Budget 75.0%	Actual 3/31/18	Act/Budget 75.0%	Annual Budget FY2018
Instruction:						
Salaries	\$ 375,521	\$ 253,845	67.6%	280,524	61.7%	454,373
Employee Benefits	144,268	94,269	65.3%	102,413	79.3%	129,112
Contractual Services	25,090	29,860	119.0%	18,764	74.3%	25,260
Materials & Supplies	110,679	73,497	66.4%	66,497	222.1%	29,946
Conference & Meeting	34,409	23,985	69.7%	11,051	59.2%	18,660
Utilities	1,250	901	72.1%	1,370	0.0%	2,500
Capital Outlay	-	77,831	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Instruction	\$ 691,217	\$ 554,188	80.2%	\$ 480,619	72.8%	\$ 659,851

cf

**Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
For the nine months ended March 31, 2019**

RESTRICTED PURPOSES FUND	Annual Budget FY2019	Actual 3/31/19	Act/Budget 75.0%	Actual 3/31/18	Act/Budget 75.0%	Annual Budget FY2018
Student Services						
Salaries	\$ 192,097	\$ 140,501	73.1%	136,056	72.2%	188,414
Employee Benefits	71,188	51,484	72.3%	50,235	71.9%	69,834
Contractual Services	3,500	5,355	153.0%	4,317	172.7%	2,500
Materials & Supplies	5,787	13,225	228.5%	11,959	201.8%	5,926
Conference & Meeting	6,500	4,993	76.8%	4,477	56.1%	7,978
Tuition Waivers (TRIO Grant)	20,000	33,600	168.0%	26,580	166.1%	16,000
Total Student Services	299,072	249,158	83.3%	233,624	80.4%	290,652
Institutional Support						
Salaries (Federal Work Study)	95,683	72,231	75.5%	79,845	99.0%	80,632
Total Institutional Support	95,683	72,231	75.5%	79,845	99.0%	80,632
Student grants and waivers (PELL & SEOG)	4,165,281	3,626,699	87.1%	3,884,103	93.8%	4,142,929
TOTAL RESTRICTED FUND EXPENDITURES	\$ 5,251,253	\$ 4,502,276	85.7%	\$ 4,444,567	85.9%	\$ 5,174,064
Transfer In (Out)	\$ 10,000	\$ 10,000	100.0%	\$ 10,000	100.0%	\$ 10,000

AUDIT FUND	Annual Budget FY2019	Actual 3/31/19	Act/Budget 75.0%	Actual 3/31/18	Act/Budget 75.0%	Annual Budget FY2018
Local Government Sources	\$ 37,928	\$ 37,435	98.7%	\$ 36,532	94.9%	\$ 38,480
Investment Revenue	80	110	137.5%	93	116.3%	80
TOTAL AUDIT FUND REVENUES	38,008	37,545	98.8%	36,625	95.0%	38,560
AUDIT FUND						
Contractual Services	37,300	34,800	93.3%	34,250	93.8%	36,500
TOTAL AUDIT FUND EXPENDITURES	\$ 37,300	\$ 34,800	93.3%	\$ 34,250	93.8%	\$ 36,500

cf

Illinois Valley Community College District No. 513
 Fiscal Year 2019 Budget to Actual Comparison
 For the nine months ended March 31, 2019

LIABILITY, PROTECTION, & SETTLEMENT FUND	Annual Budget FY2019	Actual 3/31/19	Act/Budget 75.0%	Actual 3/31/18	Act/Budget 75.0%	Annual Budget FY2018
Local Government Sources	\$ 826,509	\$ 549,745	66.5%	\$ 673,261	0.0%	\$ 751,210
Investment Revenue	6,000	1,708	28.5%	5,540	0.0%	9,500
Other	-	-	0.0%	1,165	0.0%	-
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES	\$ 832,509	\$ 551,453	66.2%	\$ 679,966	89.4%	\$ 760,710
LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES						
Student Services						
Salaries	102,355	68,454	66.9%	70,546	-	109,334
Employee Benefits	26,286	22,677	86.3%	22,278	-	25,832
Contractual Services	22,500	2,495	11.1%	14,765	-	11,000
Materials & Supplies	650	435	66.9%	566	-	-
Total for Student Services	<u>151,791</u>	<u>94,061</u>	<u>62.0%</u>	<u>108,155</u>	<u>-</u>	<u>146,166</u>
Operations & Maintenance of Plant						
Contractual Services	502,800	344,757	68.6%	345,427	63.1%	547,700
Material & Supplies	200	157	78.5%	42	24.0%	175
Utilities	450	391	86.9%	274	54.8%	500
Capital Outlay	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	<u>503,450</u>	<u>345,305</u>	<u>68.6%</u>	<u>345,743</u>	<u>63.0%</u>	<u>548,375</u>
Institutional Support						
Salaries	68,917	50,489	73.3%	57,191	0.0%	76,673
Employee Benefits	214,823	11,000	16.0%	11,730	0.0%	206,121
Contractual Services	40,500	32,764	80.9%	59,158	0.0%	19,500
Materials & Supplies	5,000	-	0.0%	4,398	0.0%	200
Conference & Meeting	500	-	0.0%	470	0.0%	2,000
Fixed Charges	297,000	259,810	87.5%	285,734	108.0%	264,500
Capital Outlay	-	-	0.0%	6,680	0.0%	-
Other	-	-	0.0%	75,000	0.0%	-
Total Institutional Support	<u>626,740</u>	<u>354,063</u>	<u>56.5%</u>	<u>500,361</u>	<u>87.9%</u>	<u>568,994</u>
TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	\$ 1,281,981	\$ 793,429	61.9%	\$ 846,104	67.0%	\$ 1,263,535

Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
All Funds - By Budget Officer
March 31, 2019
Unaudited

<u>Department</u>	<u>Annual Budget FY2019</u>	<u>Actual FY2019</u>	<u>Act/Budget 75.0%</u>	<u>Explanation</u>
President	\$ 341,407	\$ 251,782	73.7%	
Board of Trustees	14,750	14,374	97.5%	Includes annual ICCTA dues of \$11,500
Community Relations	416,182	283,005	68.0%	
Continuing Education	740,764	642,285	86.7%	Contractual services for Business Seminars and Continuing Education are running higher than budget
Facilities	6,315,321	3,318,162	52.5%	
Information Technologies	2,146,368	1,510,752	70.4%	
Academic Affairs	252,363	153,530	60.8%	
Academic Affairs (AVPCE)	644,917	471,621	73.1%	
Adult Education	447,165	356,005	79.6%	
Learning Resources	1,231,673	816,998	66.3%	
Career & Tech Education Division	2,191,125	1,474,066	67.3%	
Natural Science & Business Division	3,109,589	2,282,360	73.4%	
Humanities & Fine Arts/Social Science Division	3,318,464	2,418,685	72.9%	
Health Professions Division	1,717,616	1,302,643	75.8%	
Admissions & Records	367,560	262,268	71.4%	
Counseling	553,068	388,028	70.2%	
Student Services	250,736	195,402	77.9%	
Financial Aid	4,649,462	3,980,185	85.6%	Includes financial aid for summer, fall and spring semesters
Career Services	39,671	25,286	63.7%	
Athletics	285,212	215,341	75.5%	
TRiO (Student Success Grant)	299,072	249,159	83.3%	
Campus Security	500,150	343,736	68.7%	
Business Services/General Institution	1,074,183	783,432	72.9%	
Risk Management	630,040	355,633	56.4%	
Tuition Waivers	546,000	458,025	83.9%	
Purchasing	116,616	86,892	74.5%	
Human Resources	129,583	89,233	68.9%	
Bookstore	1,638,940	1,272,101	77.6%	
Shipping & Receiving	64,028	49,808	77.8%	
Copy Center	103,301	61,953	60.0%	
Total FY19 Expenditures	\$ 34,135,326	\$ 24,112,750	70.6%	

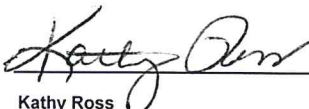
CR

Illinois Valley Community College
Statement of Cash Flows
for the Month ended March 31, 2019

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 2,122,840.89	\$ 362,866.83	\$ 249,582.32	\$ 178,818.54	\$ 350,044.89	\$ (460,427.83)	\$ 415,418.82	\$ 17,706.04	\$ 11,057.82	\$ -	\$ 3,247,908.32
Total Receipts	301,300.45	50,842.86	4,258.22	50.33	40,166.39	73,999.73	1,681.52	81.68	1,125.72	12,488.28	\$ 485,995.18
Total Cash	2,424,141.34	413,709.69	253,840.54	178,868.87	390,211.28	(386,428.10)	417,100.34	17,787.72	12,183.54	12,488.28	3,733,903.50
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	717,824.69	111,134.22	-	-	184,847.52	25,681.00	-	-	-	-	1,039,487.43
Expenditures	(1,321,557.27)	(217,733.50)	(123,902.86)	-	(111,064.54)	(73,529.53)	-	-	(70,729.34)	-	(1,918,517.04)
ACCOUNT BALANCE	1,820,408.76	307,110.41	129,937.68	178,868.87	463,994.26	(434,276.63)	417,100.34	17,787.72	(58,545.80)	12,488.28	2,854,873.89
Deposits in Transit	(6,012.16)										(6,012.16)
Outstanding Checks	189,116.08										189,116.08
BANK BALANCE	2,003,512.68	307,110.41	129,937.68	178,868.87	463,994.26	(434,276.63)	417,100.34	17,787.72	(58,545.80)	12,488.28	3,037,977.81
Certificates of Deposit	-	-	2,710,082.19	500,000.00	248,000.00	-	3,368,916.47	-	100,980.82	-	6,927,979.48
Illinois Funds	6,595,304.02	2,491,071.29	1,337,612.98	140,684.18	-	226,795.22	934,504.57	-	-	3,910.20	11,729,882.46
Bldg Reserve-ILLFund			672,936.41								672,936.41
Total Investment	\$ 6,595,304.02	\$ 2,491,071.29	\$ 4,720,631.58	\$ 640,684.18	\$ 248,000.00	\$ 226,795.22	\$ 4,303,421.04	\$ -	\$ 100,980.82	\$ 3,910.20	\$ 19,330,798.35

LaSalle State Bank	\$ 159,910.18
Midland States Bank	2,878,067.63
	<u>\$ 3,037,977.81</u>

Respectfully submitted,


 Kathy Ross
 Controller

ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
March 31, 2019

<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>
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			1,010,082					1,010,082	MB	2.00%	2.01%	16776
7/22/2019							100,981	100,981	MB	2.00%	2.01%	16783
10/26/2019			1,000,000					1,000,000	MB	2.55%	2.58%	16885
11/7/2019						151,916		151,916	MB	2.55%	2.55%	915192
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
11/7/2023						200,000		200,000	CB	3.50%	3.50%	Goldman Sachs
11/7/2023						200,000		200,000	CB	3.50%	3.50%	UBS Bank USA
11/8/2023						200,000		200,000	CB	3.55%	3.55%	Morgan Stanley Banl
11/8/2023						200,000		200,000	CB	3.55%	3.55%	Morgan Stanley
11/15/2023						200,000		200,000	CB	3.55%	3.55%	Comenity Capital
Total CD	-	-	2,710,082	500,000	248,000	3,368,916	100,981	6,927,979				

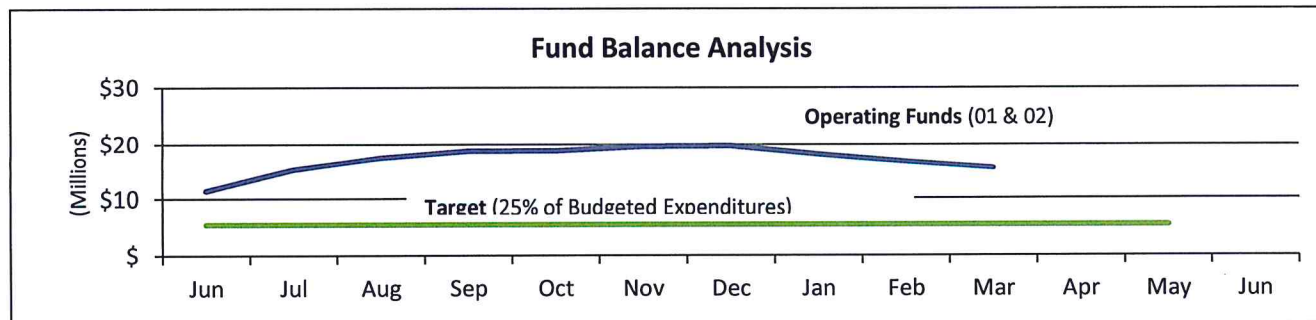
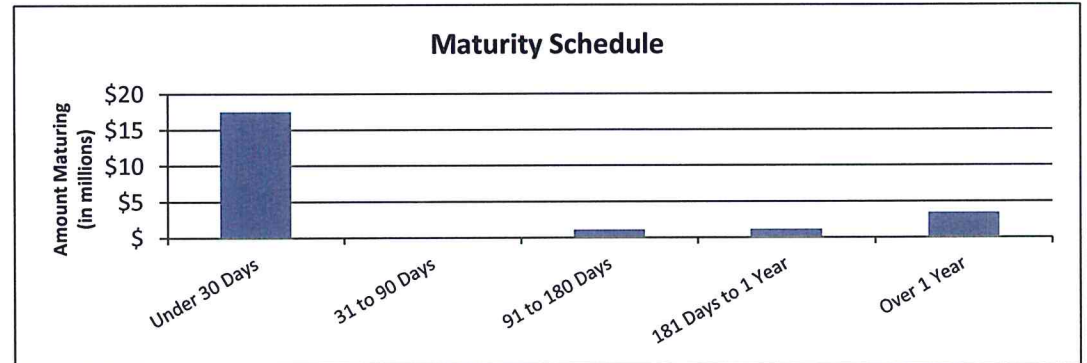
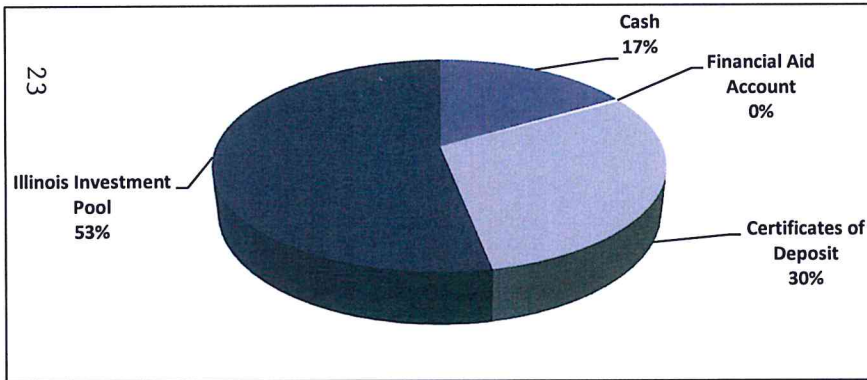
CB	Commerce Bank	LSB	LaSalle State Bank	MBS	Multi-Bank Securities, Inc.
CTB	Central Bank	MB	Marseilles Bank	MSB	Midland States Bank
HNB	Hometown National Bank				

cl

**Illinois Valley Community College District No. 513
Investment Status Report
All Funds
March 31, 2019**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	16.7%	\$ 3,880,592	0.35%
Financial Aid Account	0.4%	99,794	0.35%
Certificates of Deposit	29.8%	6,927,979	2.41%
Illinois Investment Pool	53.0%	12,323,619	2.45%
Total	100.0%	\$ 23,231,984	2.08%

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 11,652,094	-	-	\$ 11,652,094	50%
IL Funds -Building	671,525			671,525	3%
Midland States Bank	-		3,162,392	3,162,392	14%
Midland States Bank			99,794	99,794	0%
Midland States-Bldg			460,210	460,210	2%
LaSalle State Bank	-	-	164,754	164,754	1%
Central Bank	-	1,000,000	-	1,000,000	4%
Commerce Bank	-	1,000,000	-	1,000,000	4%
Hometown Bank	-	200,000	-	200,000	1%
Multi Bank Securities	-	2,465,000	-	2,465,000	11%
Heartland Bank	-	-	93,236	93,236	0%
Marseilles Bank	-	2,262,979	-	2,262,979	10%
	\$ 12,323,619	\$ 6,927,979	\$ 3,980,386	\$ 23,231,984	100%



ck

\$5,000 and Over Disbursements

03/01/19-03/31/19

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
747926	03/06/19	0214047	CenterPoint Energy Services, Inc.	\$ 9,368.09	Natural Gas-Main Campus (11/01/18-11/30/18)
747929	03/06/19	0214499	Constellation NewEnergy, Inc.	26,774.35	Electricity (01/11/19-02/09/19)
747940	03/06/19	0181795	G4S Secure Solutions (USA) Inc.	6,155.35	Security Services-Main Campus (12/24/18-12/30/18), Ottawa Campus (02/04/19-02/10/19)
747949	03/06/19	0089031	IBEW 176 JATC	5,848.00	Instructor Fees
747975	03/06/19	0209524	RedShelf, Inc.	19,595.40	Access Fees for Online Textbooks
747977	03/06/19	0185561	S & K Excavating & Trucking, Inc.	43,305.07	Barn Demolition
747982	03/06/19	0082897	SURS	7,300.39	6% Penalty-Skoflanc
	03/07/19		Internal Revenue Service	65,765.35	Federal Payroll Taxes (03/07/19)
	03/07/19		Illinois Department of Revenue	22,760.85	State Payroll Taxes (03/07/19)
	03/07/19		VALIC Retirement Services	13,471.94	403(b) & 457(b)Payroll (03/07/19)
748008	03/07/19	0082897	SURS	48,764.92	Payroll (03/07/19)
ACH	03/11/19		CCHC	257,105.01	Health Insurance (March)
748039	03/12/19	0001369	Ameren Illinois	5,014.09	Natural Gas-(10/09/18-02/11/19) East Campus
748053	03/12/19	0209567	Delta Dental of Illinois	8,965.74	Dental Insurance (February)
748063	03/12/19	0181795	G4S Secure Solutions (USA) Inc.	15,821.79	Security Services-Main Campus (12/31/18-01/06/19) & (02/11/19-02/17/19),Ottawa Campus (02/11/19-02/17/19)
24 748067	03/12/19	0001479	Goodheart-Willcox Company, Inc.	5,211.78	Books for Resale
748071	03/12/19	0103587	Holland & Sons, Inc.	26,400.47	John Deer Utility Tractor
748074	03/12/19	0157675	Illinois Valley Excavating Inc.	8,115.00	Snow Removal (January)
748094	03/12/19	0209524	RedShelf, Inc.	34,701.07	Access Fees for Online Textbooks
748150	03/20/19	0214047	CenterPoint Energy Services, Inc.	12,071.77	Natural Gas (01/01/19-01/31/19)
748162	03/20/19	0181795	G4S Secure Solutions (USA) Inc.	8,231.78	Security Services-Main & Ottawa Campus (02/18/19-02/24/19)
748171	03/20/19	0001417	Illinois Valley Community Hospital	5,137.00	Athletic Trainer & Physical-TDT
	03/21/19		Internal Revenue Service	60,794.83	Federal Payroll Taxes (03/21/19)
	03/21/19		Illinois Department of Revenue	21,559.24	State Payroll Taxes (03/21/19)
	03/21/19		VALIC Retirement Services	13,871.94	403(b) & 457(b)Payroll (03/21/19)
748233	03/21/19	0082897	SURS	46,872.38	Payroll (03/21/19)
748264	03/27/19	0174412	Demonica Kemper Architects	80,597.79	Cultural Centre Access Upgrade,* Exterior Stair Upgrades,* Building "E" AHU Replacement*, Building "C" Chiller/Air Handler Replacement*
748269	03/27/19	0181795	G4S Secure Solutions (USA) Inc.	17,778.04	Security Services-Main Campus (01/07/19-01/13/19) & (02/25/19-03/03/19), Ottawa Campus (02/25/19-03/03/19)
748292	03/27/19	0001011	NILRC	6,056.64	Electronic Database Renewals
ACH	03/28/19		Prudential	5,554.85	Life Insurance (April)
	03/31/19		EBC	5,612.87	H.R.A., F.S.A., Cobra (March)
				<u>\$ 914,583.79</u>	

*Protection, Health, & Safety (PHS) Projects

Stipends For Pay Period 03/02/19

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Ault, Richard L	Drum Lessons X 4	01/14/19	02/26/19	03/02/19	OV	\$133.00	011120650051340			
Balzarini, Doreen J	Computer Science	02/07/19	02/28/19	03/02/19	ST	\$420.00	014110394151320	CEX-4411-302		
Brolley, Vincent Depaul	18/19 Overload	08/15/18	12/14/18	03/02/19	OV	\$2,660.00	011120570051340			
Fitzpatrick, Sara Elizabeth	Return to 30 Minute Meals	02/26/19	02/26/19	03/02/19	ST	\$150.00	014110394151320			
Fowler, David Lee	Scoreboard Mens BB X 9	12/15/18	02/22/19	03/02/19	ST	\$270.00	056430360251900			
Fowler, David Lee	Scoreboard Womens BB X 9	12/15/18	02/26/19	03/02/19	ST	\$270.00	056430360351900			
Haynes, Tricia Lynn	SAT Test Prep	02/23/19	02/23/19	03/02/19	ST	\$225.00	014110394151320	YOU-3502-02	SAT Test Prep	
Jenrich, Chuck	Flint Hills Auditor Program	02/19/19	02/20/19	03/02/19	ST	\$1,025.00	014210331051320			
Klieber, Tracie Marie	Yoga Unique to You	01/14/19	02/27/19	03/02/19	ST	\$375.00	014110394151320	HLR-6218-301	Yoga Unique To You	
Kuester, David A	Directing THE 1005/2005	01/10/19	03/02/19	03/02/19	OV	\$100.00	011120650051340			
Leadingham, Paul	CANDEA CWI Inspection	12/01/18	12/22/18	03/02/19	ST	\$4,200.00	014210331051320			
Leadingham, Paul	Velasques CWI Inspection	12/14/18	12/14/18	03/02/19	ST	\$990.00	014210331051320			
Oldaker, Adam Gregory	18/19 Overload	02/06/19	03/02/19	03/02/19	OV	\$1,330.00	011120650051340			
Ossola, Jyllian	Rustic Porch Sign	02/20/19	02/27/19	03/02/19	ST	\$450.00	014110394151320	HLR-2311-12	Rustic Porch Sign	
Pytel, Kyle Edwin	LC Driver Improvement GDL	02/23/19	02/23/19	03/02/19	ST	\$175.00	014110394251320		LC Driver Improvement GDL	
Sarver, Gregory Stephen	LC Driver Improvement	02/13/19	02/13/19	03/02/19	ST	\$150.00	014110394251320	CDV-6000-302	LC Driver Improvement	
Smith, Mary Helen	MS Office 365 City of Peru	02/20/19	02/28/19	03/02/19	ST	\$800.00	014210331051320			
Stoddard, Danielle G	Emotionally In Pain	02/21/19	02/21/19	03/02/19	ST	\$350.00	014110394151320	CPD-3259-02	Emotionally in Pain	
Timmerman, Michael L	Shot Clock Mens BB Game X 9	12/15/18	02/22/19	03/02/19	ST	\$270.00	056430360251900			
Timmerman, Michael L	Shot Clock Womens BB Game X 10	12/15/18	02/26/19	03/02/19	ST	\$300.00	056430360351900			
Vogelgesang, Eugene Edward	Scoreboard Womens BB Game X 10	12/15/18	02/26/19	03/02/19	ST	\$300.00	056430360351900			
Vogelgesang, Eugene Edward	Scoreboard Mens BB Game X 9	12/15/18	02/22/19	03/02/19	ST	\$270.00	056430360251900			
Whalen, Patrick Eugene	Scoreboard Mens BB Game X 9	12/15/18	02/22/19	03/02/19	ST	\$270.00	056430360251900			
Whalen, Patrick Eugene	Announcer Womens BB Game X 11	12/15/18	02/26/19	03/02/19	ST	\$330.00	056430360351900			
Total						15,813.00				

25

ck

Stipends For Pay Period 03/02/19

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
------	-------------	------------	----------	---------------	------------	--------	--------	--------------	---------------	----------

Cheryl Roelfsema
 Cheryl Roelfsema
 Vice President of Business Services and Finance

Dr. Jerry Corcoran 3/6/19
 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 03/16/19

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Alvin, Stephen R	Study Abroad Coordinator	8/15/2018	3/16/2019	3/16/2019	ST	\$500.00	011120650051900			
Anderson, Julie Kaye	Beginning Sewing	3/12/2019	3/12/2019	3/16/2019	ST	\$85.00	014110394151320	HLR-2402-303	Beginning Sewing	
Ault, Richard L	Drum Lessons x 4	11/28/2018	12/11/2018	3/16/2019	OV	\$133.00	011120650051340	MUP-2025-01		
Balzarini, Doreen J	Beginning Word 2016	2/5/2019	2/26/2019	3/16/2019	ST	\$420.00	014110394151320	CEU-4028-302	Beginning Word 2016	
Biagi, Dorothy A	Tortellini/Tortellaci	2/5/2019	3/4/2019	3/16/2019	ST	\$360.00	014110394151320	HLR-3901-302	Tortellini/Tortellaci	
Hardy, Tina L	Mileage Reimbursement	12/4/2018	12/11/2018	3/16/2019	ML	\$69.09	012220322255211			
Haynes, Tricia Lynn	SAT Test Prep	3/2/2019	3/2/2019	3/16/2019	ST	\$225.00	014110394151320	YOU-3502-603	SAT Test Prep	
Moore, Bernard A	SAT Test Prep	3/2/2019	3/9/2019	3/16/2019	ST	\$340.00	014110394151320	YOU-3502-02	SAT Test Prep	
Moutray, Brittney Lynn	Empowering Nurses/Diabetes	3/7/2019	3/7/2019	3/16/2019	ST	\$75.00	014110394151320	CPD-3261-03	Empowering Nurses/Diabetes	
Pumo, Deborah J	NUR 2212 03	2/27/2019	2/27/2019	3/16/2019	ST	\$415.60	011420730051320	NUR-2212-03	Holistic Nursing IV	
Pytel, Kyle Edwin	LC Driver Improvement GDL	3/9/2019	3/9/2019	3/16/2019	ST	\$175.00	014110394251320	CDV-6000-03	LC Driver Improvement GDL	
Salz, Alyssa Christine	Empowering Nurses/Diabetes	3/7/2019	3/7/2019	3/16/2019	ST	\$75.00	014110394151320	CPD-3261-03	Empowering Nurses/Diabetes	
Sarver, Gregory Stephen	BC Driver Improvement	3/9/2019	3/9/2019	3/16/2019	ST	\$150.00	014110394351320	CDV-7000-02	BC Driver Improvement	
Schneider, Gregg A	LC Driver Improvement	2/27/2019	2/27/2019	3/16/2019	ST	\$140.00	014110394251320	CDV-6000-312	LC Driver Improvement	
Schomas, Jane Elizabeth	Wedding Reception Survival	2/5/2019	3/12/2019	3/16/2019	ST	\$360.00	014110394151320	HLR-5108-402	Wedding Reception Survival	
Sorce, Adrianna Lyn	Starved Rock Landscape Painting	3/11/2019	3/11/2019	3/16/2019	ST	\$150.00	014110394151320	HLR-1115-303	Starved Rock Landscape Painting	
Total						3,672.69				

Cheryl Roelfsema
 Cheryl Roelfsema
 Vice President of Business Services and Finance

Jerry Corcoran 3/25/19
 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

**Part-time Faculty/Staff Appointments
March 2019**

Employee Name	Position	Department	Hourly/Lab* Rate	Credit Hour Rate
Reardon, Emily	PT Faculty	HFSS - Speech	N/A	705.00
Young, Katharine	Academic Support Technologist	Learning Resources	15.00	N/A

28

*In lab settings, part-time faculty are paid an hourly rate rather than by credit hour.



 Cheryl Roelfsema
 Vice President for Business Services & Finance



 Dr. Jerry Corcoran
 President

WFD- Workforce Development
 NSB - Natural Science & Business
 HFSS - Humanities, Fine Arts &
 Social Sciences

Sabbatical Leave Request – Lauri Carey

Lauri Carey, biology instructor, has requested a sabbatical leave for the Fall 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, the Recommendation of the Dean, and the Recommendation of the Vice President.

Recommendation:

Approve the sabbatical leave for Lauri Carey for the Fall 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 21, 2019

Subject: Sabbatical Recommendation—Lauri Carey

I recommend Lauri Carey be granted sabbatical leave for the fall 2019 semester to pursue work to improve curriculum and instructional methods in biology. Ms. Carey intends to align the general biology courses with the research-based guidelines set forth in *Vision and Change in Undergraduate Education: A Call to Action* (2011), guidelines released by the American Association for the Advancement of Science and the National Science Foundation designed to foster improvement in undergraduate education in the sciences.

Ms. Carey has served IVCC for nineteen years as a horticulture and biology instructor. Her proposed sabbatical will culminate in the redesigned lab experience for BIO 1003 so as to infuse established Course-based Undergraduate Experiences (CUREs) into the curriculum. In preparation for this project, Ms. Carey has been working with Dr. Ellis Bell of the University of San Diego to prepare IVCC to participate in Malate Dehydrogenase Course-based Experience (MDH CURE). This activity will provide IVCC students the opportunity to interact with professional research scientists as they complete their course requirements.

Ms. Carey's proposed redesign of current curriculum and instructional methods can only benefit IVCC biology students as they pursue their studies. I recommend the request for sabbatical leave be granted.

Sabbatical Leave Request

Recommendation of the Dean

Faculty Member: Lauri Carey

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

The proposal does an excellent job of outlining Ms. Carey's experience for intellectual growth, professional development, and personnel renewal. The college and its biology students will benefit from an enhanced laboratory learning experience that will motivate their learning and prepare them well for future study at the university level. Ms. Carey will benefit from a new pedagogical approach in which collaborative partnerships are formed and used in the teaching of biology labs. A new and exciting discovery learning approach will take place.

- B. Comments:

I have carefully reviewed this proposal and am happy to enthusiastically support it. Ms. Carey and I have had discussions to ensure that the sabbatical outcomes will be in line with appropriate community college biology course learning outcomes and objectives. In addition, the biology courses will continue to align with Illinois Articulation Initiative guidelines in order to receive continued approval.

Approve Return to faculty for revisions

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

Dean:  Date: 3/21/19

Illinois Valley Community College

Request for Sabbatical Leave

Name: Lauri Carey Division: NSB

Semester(s) and dates of Leave: Fall 2019 August through December 2019

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

Years of service at IVCC (include current year): 19

Number of semester hours of "non-traditional teaching":* 0

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.*

During this sabbatical leave I plan to redesign the lab experience for students in BIO 1003 and BIO 1001. Currently, the courses rely heavily on canned lab exercises and this prevents students from a discovery process for learning. Through the use of CUREs I will incorporate new labs that allow students to experience the process of science. One of the benefits of this sabbatical is that it will allow me time to align the course changes with IAI guidelines. In addition, this sabbatical will allow me needed time to develop the assessments needed for Gen Ed goals and learning outcomes for accreditation. By reducing the breadth of content in the courses and increasing the depth of certain topics while continuing to meet the IAI guidelines the general biology courses at IVCC will be in greater alignment with *Vision and Change* which is a set of research based guidelines for improving undergraduate education in the sciences. IVCC benefits from theses change by providing students an accepted and up-to-date pedagogy for teaching science. Our students will be better prepared for future higher level courses at the university.

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: _____

Lauri Carey

Date: _____

8/27/19

Dean: _____

R. Oulem

Date: _____

3/21/19

Vision and Change in Undergraduate Biology Education: A Call to Action (2011) (visionandchange.org) is a report from the American Association for the Advancement of Science (AAAS) and the National Science Foundation (NSF) that addresses needed change to the ways that undergraduate biology courses are taught. Some of the major tenets of the report are that students should be engaged in the scientific process and that instructors should consider depth of content more important than the breadth. This report has been well accepted and is the driving force for innovations in the field because research into teaching supports this idea. The idea is that students need to experience science in order to fully understand it. Introductory biology courses are important for getting students excited about the subject. In the past, the traditional way to teach the subject is to overwhelm students with information and to use canned labs in which we already know the outcome. *Vision and Change* is encouraging instructors to go into depth with the concepts and to use lab exercises where the students are learning the answer along with the instructor.

Currently, IVCC's biology curriculum is heavily focused on breadth and the use of canned labs. While I have tried to implement some of these changes, my efforts have been limited mostly by time, time needed to co-opt other instructors, and IAI articulation requirements. Extensive work needs to be done in order to make sure these changes are in alignment with IAI for the benefit of our transfer students.

As a result of *Vision and Change*, the National Science Foundation has funded several projects that aim to fulfill these new initiatives. The projects are referred to as CUREs, Course-based Undergraduate Research Experiences, and frequently involve collaboration between institutions. CUREs provide a framework for getting real-world science into the laboratory experience of undergraduates. The projects present scientific problems in which the answer is unknown. Students work on these problems trying to find answers. As a result they gain a much deeper understanding of the scientific process.

I propose to redesign the lab experience in particular for BIO 1003 which is the biology major's first semester biology course. This course focuses on cell and molecular biology which lend themselves very nicely to research experiences. In addition, I plan to infuse portions of the CUREs into BIO 1001 which is the non-majors course. Non-majors are less likely to be excited about the subject matter and the process of finding answers to problems may encourage greater interest in biology. It may work better to replace portions of the non-majors labs because again there are IAI requirements. The challenge in incorporating CUREs into BIO 1001 are the IAI guidelines.

The lecture material throughout the general biology curriculum (BIO 1001, BIO 103, and BIO 1004) has been traditionally taught using the idea that more breadth is better than depth. I plan to modify the curriculum to allow opportunities to go into greater depth while keeping the courses in alignment with IAI. The IAI guidelines are very specific about the required lecture topics and the labs guidelines are geared towards execution of the lab exercise. For example the labs need to use the scientific method, utilize current lab techniques, quantitative measurement, and include a variety of organisms. When a canned lab is not used, more documentation is required by the IAI panel to demonstrate that we are indeed following the guidelines.

In preparation for this I have been working with Dr. Ellis Bell, Department of Chemistry & Biochemistry University of San Diego, to get IVCC ready to participate in the MDHCure, Malate Dehydrogenase Course-based Undergraduate Experience. (<https://mdh-cures-community.squarespace.com/>) This CURE examines mutations in an enzyme that is important in the citric acid cycle component of metabolism. Dr. Bell has offered to engage with our students via Skype when they develop their hypotheses. This is a great opportunity for interaction with a research scientist.

In order to meet the requirements of IAI, I envision multiple research experiences throughout the semester. I don't necessarily think that we need to be involved in multiple CUREs, but instead research opportunities should be a regular part of our curriculum and we should have much less reliance on canned laboratory exercises. Also, while restructuring lab content and reducing the breadth of information in lecture, I plan to develop the Gen Ed goals and learning outcome assessments.

The college benefits from this change by providing our students with an up-to-date approach to teaching undergraduate science courses. They will leave the college with a better understanding of how science really works. Students will be prepared for higher level courses and be ready to get involved in future research projects at the university. In addition, they will be excited about the process of science!

Instructors that teach this way also benefit from the change. Instead of always knowing the answer, the instructor is involved in the process with the students and is excited to discover new information. Many of the CUREs are set up as communities which allows for regular communication with other scientists helping to keep us informed and current in our fields. This shift in pedagogy gives me an opportunity to revitalize my teaching and provides me a way to enhance my instructional methods to improve student outcomes.

Action Item 10.

Faculty Retirement – Paul Leadingham – Welding Instructor

Paul Leadingham, Welding Instructor, hired in March 2006 and teaching for over 13 years, has submitted a notice of retirement effective June 30, 2019. His retirement letter is attached.

We thank Paul for his years of dedicated service and wish him well in retirement.

Recommendation:

Accept with regret the retirement of Paul Leadingham, Welding Instructor, effective June 30, 2019.

KPI 4: Support for Employees

March 06, 2019

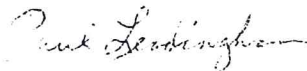
Re: Retirement

Dear Mr. Shane Lang,

Please consider this letter to be my official notification to you and the Workforce Development Division that my last day of work at Illinois Valley Community College will be June 30, 2019 as I plan to retire on June 30, 2019.

I have mixed feelings about retiring from Illinois Valley Community college, but wanted to take this opportunity to thank you for all of the opportunities that I have experienced working for Illinois Valley Community College Workforce Development Division. I have honestly enjoyed my employment as an Instructor and will miss everyone as my retirement date nears.

Sincerely,



Paul Lendingham

c: Ms. Leslie Hofer, Director of Human Resources

Bid Results – Building C AHU/Chiller Replacement

Bids for the Building C AHU/Chiller Replacement were received and publicly opened on April 2, 2019.

Dodson Plumbing, Heating & AC, Pontiac, Illinois, submitted the low bid and met all bidding requirements and specifications. Attached is a letter of recommendation from Demonica Kemper Architects. A summary of bids received is listed below.

Contractor	Base Bid	Alternate No.1
Dodson Plumbing, Heating & AC Pontiac, IL	\$1,469,000	\$15,000
The PIPCO Companies Ltd. Peoria, IL	\$1,545,000	\$5,000
John’s Service & Sales, Inc. Oglesby, IL	\$1,558,900	\$7,000
Amber Mechanical Contractors, Inc. Alsip, IL	\$1,958,000	\$5,000

Alternate No. 1 Deduct to eliminate the Liquidated Damages Clause.

Recommendation:

The administration recommends Board approval to accept the base bid from Dodson Plumbing, Heating & AC, Pontiac, Illinois in the amount of \$1,469,000 for the Building C AHU/Chiller Replacement.

KPI 6: Resource Management



DEMONICA KEMPER ARCHITECTS

125 North Halsted Street, Suite 301 Chicago, Illinois 60661 T 312.496.0000 | F 312.496.0001
www.dka-design.com

April 2, 2019

Ms. Michelle Carboni, Director of Purchasing
Illinois Valley Community College
815 N. Orlando Smith Street
Oglesby, IL 61348

Re: Building c AHU / Chiller Replacement
Letter of Recommendation to Award a Construction Contract

Dear Ms. Carboni,

Bids were received on the above referenced project at 10:00 am on April 2, 2019. Four (4) bids were received.

Upon review of the bid submittals and project scope with the low bidder, Dodson Plumbing, Heating & Air Conditioning, Inc., it is clear that they met the bidding requirements for the project and included all of the required work per the bidding documents within their bid. Additionally, we have found no evidence which would disqualify them from being awarded the contract for this work. Therefore, Demonica Kemper Architects recommends that the Board of Trustees of Illinois Valley Community College consider awarding the contract for construction to:

Dodson Plumbing, Heating & Air Conditioning, Inc.
823 N. Ladd St., P.O. Box 560
Pontiac, Illinois 61764

The contract amount shall include the Base Bid for the total contract amount of \$1,469,000.00. Work shall be substantially complete as indicated in the bidding documents.

If you have any questions regarding the bidding of this project, please do not hesitate to call. Demonica Kemper Architects looks forward to working with the college toward the successful completion of this project.

Sincerely,

Mr. Dominick Demonica, AIA, LEED AP
Principal

cc: Cheryl Roelfsema, IVCC
Scott Curley, IVCC
Dominick Demonica, DKA

Purchase Request – PCs for E215, CTC119 and B213

In order to provide the tools needed by our students for learning, lab computers must be upgraded.

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 71 replacement PCs for E215, CTC119, and B213 for \$47,831 from Dell Inc.

KPI 3: Support for Students

KPI 6: Resource Management

Purchase Request – Malwarebytes Anti-Malware/Anti-Virus Software

Malwarebytes is a Multi-Layer Anti-Virus solution with a cloud-based management console that is able to manage and protect college devices even when they leave campus. Malwarebytes has a higher success rate catching viruses and malware than the product the college is currently using at a very comparable price.

Recommendation:

The administration recommends the Board authorize the licensing of Malwarebytes Anti-Malware/Anti-Virus software in the amount of \$24,000 from CDW for a period of 3 years.

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

Memorandum

To: Dr. Jerry Corcoran, President
From: Mark Grzybowski, Vice President for Student Services *MG*
Bonnie Campbell, Associate Vice President for Academic Affairs *BC*
Date: March 20, 2019
Subject: IVCC-LaMoille High School Career Start Program

Effective with the 2019 Fall semester and upon approval by the LaMoille C.U.S.D. Board of Education, IVCC and LaMoille High School will commence a Career Start program modeled after the agreement previously entered with LHS in the Fall of 2018. The IVCC-LaMoille High School Career Start Program is a partnership between both institutions that will provide opportunities for approved LHS students to enroll in college CTE courses through IVCC as part of their high school coursework.



Lazaro Lopez, Ed.D.
Chairman

Karen Hunter Anderson, Ph.D.
Executive Director

Illinois Community College Board

March 13, 2019

Dr. Jerry Corcoran, President
Illinois Valley Community College
815 North Orlando Smith Avenue
Oglesby, Illinois 61348-9691

Dear Dr. Corcoran,

This is notification that the college's request for approval to offer the following program was approved by the Illinois Community College Board on January 18, 2019 and by the Illinois Board of Higher Education on March 5, 2019:

- Cybersecurity Associate of Applied Science (A.A.S.) degree (60 credit hours)

If the college has not already done so, please submit the curriculum and related course forms now. This will ensure the college receives the appropriate credit hour reimbursement funding. A copy of this letter will be sent to the Chief Academic Officer.

Sincerely,

Brian Durham, Ed.D.
Executive Director

Cc: Deborah Anderson, Vice President of Academic Affairs - IVCC
Tricia Broughton – ICCB



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

March 12, 2019

Illinois Community College Trustees Association
401 E. Capitol, Suite 200
Springfield, IL 62701-1711

Dear ICCTA Selection Committee:

The Illinois Valley Community College Board of Trustees recommends The Results Companies for the Illinois Community College Trustees Association 2019 Business/Industry Partnership Award.

A customer service and sales call center in Streator, Ill., Results has worked with IVCC since 2016 to provide its employees the opportunity to obtain continuing education and college credit toward a certificate in Customer Experience and Sales.

The company worked with IVCC's Continuing Education Center to create a yearlong program entitled Results University that developed employee skills through a series of four courses involving customer service, relationship management and business communications, among other highly relevant topics.

Significantly, the program enhances Results' ability to promote from within and the employees' power to advance their careers. To date, 108 employees have completed the program and another 41 are currently enrolled.

Regarding the program's impact, Results President and CEO Alec Brecker said it has helped "create a workplace where employees can develop professionally and personally in their pursuit of their life's goals. In IVCC we have found the perfect partner to help us in that mission ..."

Please accept the Illinois Valley Community College board's recommendation of Results Companies for the ICCTA's 2019 Business/Industry Partnership Award.

Sincerely,

Jane Goetz, Chair

Illinois Valley Community College Board of Trustees

Locally Funded Project
Statement of Final Construction Compliance

Project Title: Cultural Centre Accessibility Upgrade


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

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

Final cost of the project:

Approved Budget \$ 867,556 Actual Cost \$ 638,530

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



Architect/Engineer's Signature

March 13, 2019
Date

001.0143680
Illinois Registration or License Number



Seal

Approved by the Illinois Valley Community College Board of Trustees

Date 4-11-19

Signed _____, Chairperson

_____, Secretary

Locally Funded Project
Statement of Final Construction Compliance

Project Title: Exterior Stair Upgrades

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

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

Final cost of the project:

Approved Budget \$ 234,419 Actual Cost \$ 138,652

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



Architect/Engineer's Signature

March 13, 2019
Date

001.0143680
Illinois Registration or License Number



Seal

Approved by the Illinois Valley Community College Board of Trustees

Date 4-11-19

Signed _____, Chairperson

_____, Secretary



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Memorandum

To: Jerry Corcoran
From: Cheryl Roelfsema *CR*
Date: March 28, 2019
Subject: Economic Development Corporation of North Central Illinois Lease

On August 1, 2016, the College entered into a lease with the newly formed Economic Development Corporation of North Central Illinois (EDCNCI) to lease space on campus. The original three-year lease was for 711 square feet of office space consisting of rooms E323, E217, E318 and E319.

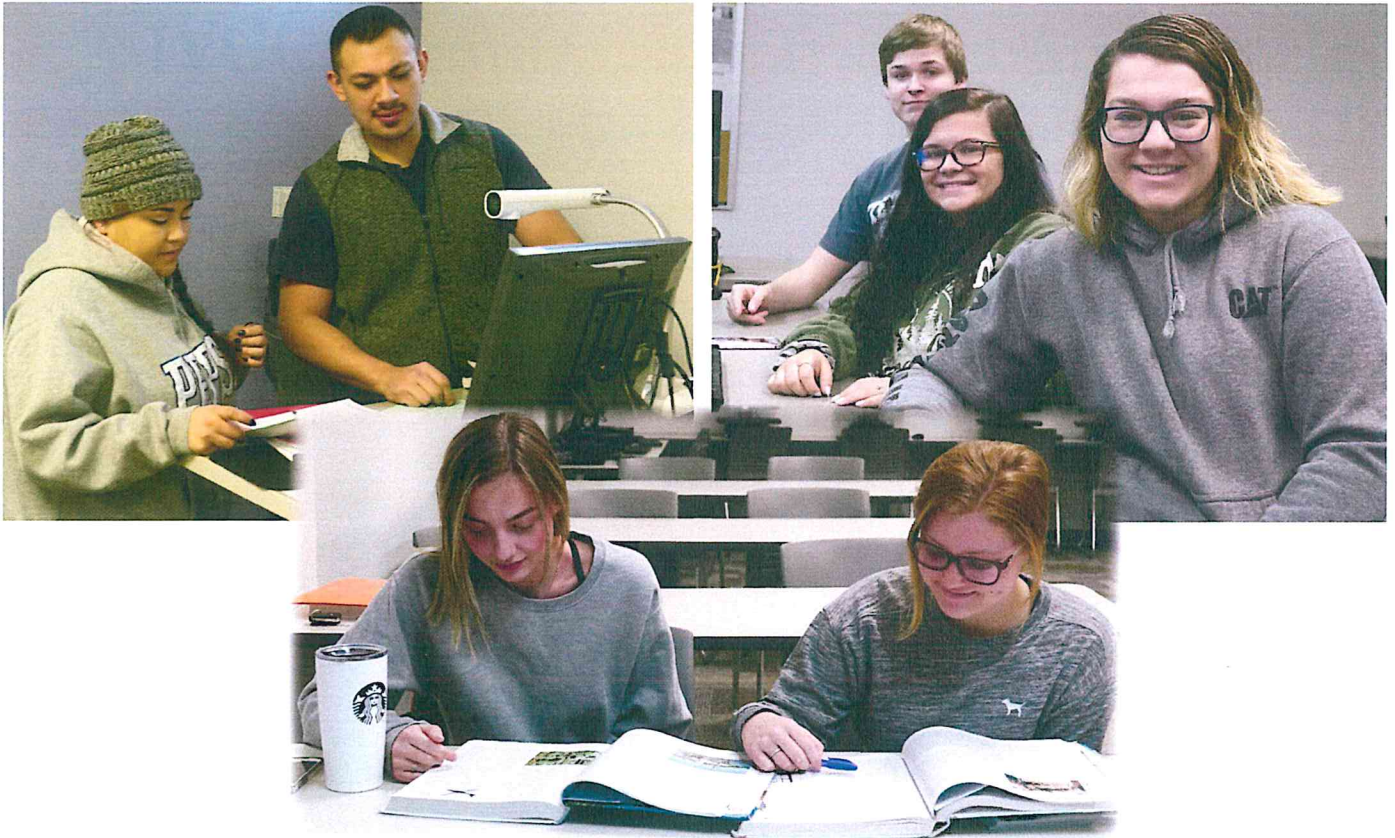
Their CEO, Ivan Baker, approached us recently about leasing a smaller area that would be more suited to their purposes. It was tentatively agreed that rooms E309, E311, and E312 consisting of 306 square feet would meet their needs. A new lease agreement is being prepared with the following changes:

- Annual rent decreases to \$4,284 per year – was \$9,954 per year; same \$14.00/sq. ft. rate
- Lease term is now May 1, 2019 through April 30, 2022 – was August 1, 2016 through July 31, 2019

The new area includes three faculty offices, two of which are vacant and the third used as an office by the American Federation of Teachers (AFT) Local 1810. The area that has been occupied by EDCNCI will be used as a faculty lounge – a long standing request by faculty members; office for AFT Local 1810; and two other offices not yet assigned. This new configuration will better suit the needs of the College, too.

If there are no objections, I will proceed with preparing the new lease agreement for signature.

IVCC Ottawa Center Transfer Academy Coming Fall 2019



Serving dual credit and adult students with the courses they need for transfer after two years.

For information, see an IVCC counselor.



321 W. Main St. • (815) 224-0800

ivcc.edu/ottawa

Liberal Arts Transfer Academy Illinois Articulation Initiative (IAI)

General Education Core Curriculum (GEGC)

OTTAWA CENTER CAMPUS

*Under 16 Approval Granted by VP for Student Services

SUMMER 2019

SFC 1000 – Strategies for College @ the Ottawa Center or waived by an appointment with a Counselor
SPH 1001 – Introduction to Speech @ the Ottawa Center or taken at the local high school as Dual Credit

FALL 2019

GEG 1001 – Weather & Climate
THE 2002 – Intro to Theatre
SPH 1001 – Intro to Speech
SFC 1000 – Strategies for College

SPRING 2020

BIO 1001 – Global Environment
HIS 2000 – United States History I **OR**
HIS 2001 – United States History II **OR**
PSI 1000 – American Nat Government
MUS 1000 – Music Appreciation

GEL 1005 – Intro to Astronomy (night class – **NEW!**)

CHM 1001 – Intro Chem – (night class at OTHS)

SUMMER 2020

(Placement testing in ENG and MTH must be completed)

FALL 2020

PSY 2001 – Child Psych
*MTH 1008 – Stats **OR** MTH 1000 Liberal Arts
*PHL 1003 – Phil of Religion **OR** PHL 1001 – Intro – **OR**
ENG 1001 – English Comp I **OR**
GEN 2000 – Women through Cultures
(Onsite/Online options at the Ottawa Center)

SPRING 2021

PHL 1002 – Ethics
SOC 1002 – Marriage and Family
HIS 2000 **OR** 2001 US History I or II
PSI 1000 – American Nat Government
ENG 1002 – English Comp II **OR**
LIT 2013 – Fiction
(Onsite/Online options @ Ottawa Center)

SUMMER 2021

Missing a class?

Option for summer classes to finish the program.

- LEAVE IVCC WITH A CORE GENERAL EDUCATION PACKAGE.

- A STUDENT CAN CONTINUE WITH IVCC & COMPLETE THEIR MAJOR REQUIREMENTS OR TRANSFER TO A UNIVERSITY WITH THE OFFICIAL NOTATION ON THEIR TRANSCRIPT THAT THEIR GENERAL EDUCATION COURSES ARE COMPLETE.

*Options listed are based on instructor availability at the Ottawa Center.

March 7, 2019

Patricia Williamson
Financial Aid Director
Illinois Valley Community College

Dear Patty,

I regretfully submit this letter of resignation effective April 19, 2019 and notification to retire from SURS effective May 1, 2019. Thank you for your leadership, friendship and making the Financial Aid Office a wonderful place to work the past several years!

Thank you,
Lorri Foockle

March 21, 2019

To Leslie Hofer

Dir. Human Resources I.V.C.C.

Retirement for Michael R. Minnick

My last official day employed by

I.V.C.C. will be April 30, 2019. I

Start retirement on May 1st 2019.

Thank You,

Michael R. Minnick

Jackie Carlson

2712 Everette Rd., Ottawa, IL 61350
309-781-4477
Carlsonj29@yahoo.com

April 1, 2019

Lauren Catalina
IVCC Bookstore Manager
815 N Orlando Smith Rd.
Oglesby, IL 61348

Dear Lauren,

It is with a great deal of sorrow that I am notifying you that my employment with IVCC must end approximately the end of June. I believe my official last day of employment will be June 28, 2019.

The reason for my resignation is that my spouse has received a job offer that advances his career significantly and provides a wonderful opportunity for our family. Therefore, although I feel like a member of the IVCC family, I will need to leave the college.

I have not only enjoyed working at IVCC bookstore and I am indebted to all of the people that I have worked with throughout the years. I will miss the students, staff and especially my coworkers who have become more than colleagues, but friends.

I am anxious to help with the smooth transition of my job and I want you to know that I am available to help train the person who will be taking over my position. Please let me know if there is anything else that I can do to help ease the transfer of my work projects—both current and future—or to help the team during the transition.

I will be available to meet with the HR department to fill out any necessary paperwork and undergo my exit interview.

While I will not be on-sight after the end of June, please feel free to call, email, or text me if you have any questions as I would be more than happy to assist you. I have provided all my contact information above.

Again, I am sorry to leave you, and the team, but I wish you all the best and promise that I'll stay in touch.

Warm regards,



Jackie Carlson

RECEIVED

APR -2 2019

HUMAN RESOURCES

March 15, 2019

To: Dr. Robyn L. Schiffman, Dean
Division of Humanities/Fine Arts/Social Sciences
Illinois Valley Community College
Oglesby, Illinois

From: Gene Montgomery
Adjunct Instructor: Wind Ensemble, Applied Woodwinds

Subject: Retirement

Dr. Schiffman:

Time has come for me to step down from my position as the IVCC Wind Ensemble instructor/conductor.

It was approximately twenty-nine or thirty years ago that I was sitting in the office of Dr. Samuel Rogal, Dean of what was then the Humanities/Fine Arts Division. We were lamenting the fact that there had been a several years hiatus of having an instrumental performing group at IVCC, and he asked me if I knew of anyone capable of re-instating the ensemble.

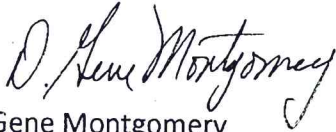
Although I was still a full-time public school instrumental and choral teacher, I quickly answered that I would be more than happy to accept the challenge.

Since that time, the IVCC Wind Ensemble has been widely respected among music educators in Illinois. Over the years we performed at various university campuses, had shared programs with other ensembles at IVCC and at other institutions, including three performances at Illinois Music Educators All-State Conferences.

The Wind Ensemble has for many years provided the Illinois Valley area with a performance resource that has benefitted high school students, IVCC students, music teachers and band directors locally and from far distances, professional performers and community members wishing to continue instrumental performance activities. In fact, we have had members return to us after receiving their music degrees, and, presently, a student attending another university choosing to continue with our ensemble in lieu of their own university program. We have a large contingency of music educators in the group who have been able to receive professional development credit to apply toward teacher recertification/certificate renewal.

It is my hope that under new leadership the Wind Ensemble will continue to strive for musical excellence and serve as an example for other such organizations.

I will begin full retirement following commencement ceremonies on May 18, 2019.


Gene Montgomery

Illinois Valley Community College Board Policy

Subject:	Hiring Process: Full-time Faculty	Effective Date:	10/19/10
		Last Reviewed:	02/25/16
Number:	3.18	Last Revised:	02/25/16

It is the policy of the Board of Trustees of Illinois Valley Community College that the President of the College present to the Board of Trustees all full-time faculty members for hire. Recommendations for full-time faculty will be made by the Vice President for Academic Affairs through the Office of Human Resources to the President. The Vice President for Academic Affairs, in consultation with the Deans and the Associate Vice President for Academic Affairs, will determine the need for new or replacement faculty positions, and establish workloads according to the following criteria:

- A. Full-time teaching personnel normally teach a thirty (30) credit hour load in an academic year per contract.
- B. Full-time teaching positions at IVCC are located within the divisions of: (1) Humanities, Fine Arts and Social Sciences; (2) Natural Sciences and Business; (3) Nursing; and (4) Workforce Development.
- C. Full-time laboratory instructors maintain a workload of 30 contact hours, plus five student conference hours per week per contract.
- D. Counselors follow the same academic calendar as faculty, and maintain a schedule of work that includes evening hours and coverage of identified peak times.
- E. Full-time faculty may be assigned to the main campus, the Ottawa Center, area extension sites, or a combination of the above.
- F. Full-time faculty may occasionally be employed through the Office of Continuing Education and Business Services Division on special grant programs to serve a specific clientele or program.
- G. Faculty are evaluated for tenure through procedures outlined in the current Faculty Handbook.

Illinois Valley Community College Administrative Procedure

Subject:	Hiring Process: Full-time Faculty	Effective Date:	10/19/10
		Last Reviewed:	03/01/19
Number:	3.18	Last Revised:	03/01/19

1. The Dean with the faculty vacancy completes the Open Faculty Position form and submits it to the Vice President for Academic Affairs for approval and signatures by the President and Vice President for Business Services. The Open Faculty Position form will be accompanied by the position description in approved format along with the rationale;
2. Application Process and items to be submitted to Human Resources.
 - a. What will be the required application materials, i.e., cover letter explaining how the candidate's credentials match the requirements for the position, resume or vita, unofficial transcripts, five current professional references, a completed application, and any additional documentation the candidate wants to submit;
 - b. Criteria for screening applications *as outlined by the Illinois Community College Board and the Higher Learning Commission* (based upon position description);
 - c. List of publications and electronic job lists in which position announcement should appear. The text and placement of any position advertisements should be approved by the Dean; and
 - d. Names of the Selection Committee members.
 - e. Timeline
3. The appropriate Dean should chair the Selection Committee. It is the Selection Committee Chair's responsibility to ensure all selection committee members have viewed the administrative hiring process procedures. The Office of Human Resources will provide any additional orientation that the Selection Committee should require.
4. The Selection Committee establishes the procedures for screening, interviewing and checking references, including documentation of the results of each step using approved forms. The Office of Human Resources will screen for minimum qualifications; only applications that meet the minimum requirements will be sent to the Selection Committee Chair.
5. *Candidate qualifications can be determined through academic credentials or a combination of academic credentials and tested experience. Tested experience may be used in combination with academic credentials to meet the requirements for a position in the event that a candidate does not meet the stated academic qualifications and/or other qualified candidates are not available.*

Tested experience shall be documented at the time of application and evaluated no later than the time of hire. Evaluations of the documentation for tested experience should be included in the candidate's file.

Documentation for tested experience can include professional certifications, continuing education, letters of reference attesting to professional years of experience in a specific area, competency-based documentation, or other relevant materials.

Professional years of experience as a qualification for tested experience should be five (5) or greater.

Instructors hired on the basis of tested experience are not eligible to teach Illinois Articulation Initiative (IAI) approved credit courses and may be required to meet minimum credentials as a basis for hire.

6. The Selection Committee scores each of the applications based on the key characteristics of the position. Selection Committee members submit their evaluation form with supporting notes to the Office of Human Resources for tallying. Human Resources recommends to the Selection Committee Chair the number of candidates who should be considered for an interview. A telephone or video conference interview may be the next step in the process after the initial scoring. Human Resource's goal is to increase the diversity in the number of candidates. To meet this objective, the pool of candidates may be enlarged and telephone or video conference interviews conducted. Board protocol requires at least three candidates be interviewed when practical; this could be through telephone, video conference interviews or on-campus interviews.
7. The Selection Committee will plan the interview activities and work with Human Resources to set the dates for the interviews. Human Resources will invite candidates for the interview and arrange accommodations and travel. In addition, Human Resources will make arrangements for interview activities and schedule time to meet with the Dean/Director, Vice President, and President. Activities include a formal interview with the Selection Committee, interviews with the President, Vice President and the Dean/Director, benefits review with the Office of Human Resources personnel, and the candidate's demonstration of teaching proficiency. Other activities may be included at the discretion of the Committee. The Dean will provide Human Resources with requirements for the teaching demonstration.
8. Official transcripts will be requested by Human Resources when an on-campus interview is scheduled. Should the official transcripts not be received at the time of the interview, Human Resources will remind the candidate during the benefits review session of the need for the official transcripts and that recommendations for employment will not go forward to the Board until received.
9. The Selection Committee will develop questions to be asked of each candidate interviewed. All candidates for a particular position will be asked the same set of core questions. Human Resources will review the questions for legality. The same members of the Selection Committee should be present at all interviews.

10. Following the final interview, the Selection Committee should identify strengths and weaknesses of each candidate based on the established criteria, and come to consensus on *the final recommendation submitted to the Selection Committee Chair*.
11. Reference checks will be conducted on the top two candidates including their current supervisor (if permission is granted) prior to extending an offer. If references are not positive on the top two candidates, the Selection Committee Chair and Human Resources will determine whether to extend the search or go further down the previously-interviewed list of applicants.
12. The Dean will provide a written recommendation of the candidate of choice to the Vice President for Academic Affairs with a copy to Human Resources. This communication should include a summary of the process with documentation attached supporting the rationale for the recommendation. Documentation should include results of the reference checks, interviews (including all activities) and the teaching demonstrations.
13. The Vice President, Dean, and Director of Human Resources will determine the appropriate salary according to the Salary Schedule developed as part of the AFT Local 1810 contract. Final approval of the salary and conditions of employment must be approved by the Vice President for Business Services and Finance.
14. Once the salary and conditions of employment have been approved by the Vice President for Business Services and Finance; the recommendation will be forwarded to the President for approval and presented to the Board of Trustees. The Board of Trustees will act upon all recommendations to hire faculty.
15. The position will be offered to the candidate by *Human Resources* contingent upon completed background check, receipt of official transcripts, and Board of Trustees approval. Human Resources will also contact the unsuccessful candidates who have interviewed along with the candidates not invited for an interview.

Faculty Open Position Form

Job Description Format for Faculty

Hiring Recommendation – Sample Format

Illinois Valley Community College Board Policy

Subject: **Tuition Policies**
Number: **3.29**

Effective Date: 10/19/10
Last Reviewed: 06/21/11
Last Revised: 06/21/11

Tuition Waiver (Employee/Spouse/Dependent - Retiree/Spouse)

Tuition for an IVCC credit course(s) will be waived for all full-time employees, their spouses, a party to a civil union and dependent children and dependent step-children of full-time employees, and retirees (all college retirees covered under SURS), spouses, a party to a civil union and dependent children and dependent step-children of retirees.

Illinois Valley Community College Administrative Procedure

Subject: **Tuition Policies**
Number: **3.29**

Effective Date: 10/19/10
Last Reviewed: 02/18/19
Last Revised: 02/18/19

Tuition Waiver (Employee/Dependent/Retiree/Spouse)

Tuition for an IVCC credit course(s) will be waived (fees must be paid) for all full-time employees, their spouses and dependent children (as defined by the IRS and are under the age of 25); and retirees (all college retirees covered under SURS), including spouses and dependent children of retirees. Dependent children of deceased employees or deceased retirees qualify for the tuition waiver, as long as the dependent children meet the IRS definition of a dependent and are under the age of 25. Spouses of deceased employees or deceased retirees qualify for the tuition waiver.

Dependents of an employee are eligible for the tuition waiver if the employee's employment began prior to the 10th day of the semester.

An employee may attend class during his or her regularly scheduled work hours only with prior approval from the supervisor. Flextime is available for employees at IVCC as long as they meet all office needs and total work hours.

Tuition for regular part-time employees, other than student workers, will be waived on the following basis:

1. Any part-time employee who regularly works 10 or more hours per week or who teaches a credit course may take one class for each semester employed. Time limit: Employee has one full year from the beginning date of the semester of employment to enroll in a course.
2. For purposes of this policy, summer term is included as a semester.

3. With the exception of Fitness Center courses, tuition waivers do not apply toward audited classes.

Fitness Center Enrollment

Tuition and fees will be waived for all full-time employees and spouses, retirees (covered under SURS) and spouses, deceased employees' spouses and deceased retirees' spouses. Employees, retirees, and their spouses will enroll in one of a twenty-sequence series of Fitness Center courses for credit, which may be taken for a letter or P/F grade. Upon successful completion of the sequence, enrollees may enroll in Fitness Center courses on an audit basis. Tuition is waived for dependent children of these groups, fees must be paid.

Part-time employees (who regularly work 10 or more hours per week or who teach a credit course) may take this course as their one tuition-free class for the semester. Tuition and fees are waived for the Fitness Center.

First Responder Classes

Tuition and fees will be waived for all full-time and part-time support staff and administrators for attending IVCC First Responder classes. This will be in addition to tuition waiver as outlined above. Employees may attend during normal work hours and will not be required to make up work hours.

Professional Development Course Enrollment

Employees may enroll free of charge in IVCC courses for professional development as approved by their supervisor.

ILLINOIS VALLEY COMMUNITY COLLEGE

College Core Values

Responsibility Caring Honesty Fairness Respect

Vision Statement

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

Mission Statement

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

Purposes of IVCC

- * 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. Raise community appreciation for post-secondary education and the opportunities it provides.
2. Provide resources and support systems that cultivate success for our students, employees, and community.
3. Serve as responsible stewards of college, community, state, and donor resources.