



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, March 14, 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, March 14, 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. Campus Update – Fall 2018 Student Demographic Report (Mark Grzybowski)
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 – February 14, 2019 Board Meeting (Pages 1–6)
 - 7.2 Approval of Bills - \$2,655,246.74
 - 7.2.1 Education Fund - \$1,875,192.96
 - 7.2.2 Operations & Maintenance Fund - \$76,245.69
 - 7.2.3 Operations & Maintenance (Restricted Fund) - \$575,241.80
 - 7.2.4 Auxiliary Fund - \$95,878.52
 - 7.2.5 Restricted Fund - \$10,249.14
 - 7.2.6 Liability, Protection & Settlement Fund - \$21,278.63
 - 7.2.7 Grants, Loans & Scholarships - \$1,160.00
 - 7.3 Treasurer’s Report (Pages 7-24)
 - 7.3.1 Financial Highlights (Pages 8 -9)
 - 7.3.2 Balance Sheet (Pages 10-11)
 - 7.3.3 Summary of 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 February 2, 2019 and February 16, 2019 & Part-time Faculty and Staff Appointments February 2019 (Pages 25-29)

8. President's Report
9. Tenure Recommendations
 - 9.1 – Tammy Landgraf – Early Childhood Education Instructor (Pages 30-33)
 - 9.2 – Willard Mott – Agriculture Instructor (Pages 34-37)
 - 9.3 – Heather Knoblauch – Nursing Instructor (Pages 38-41)
 - 9.4 – Andrew Seeger, Ph.D. – World Languages Instructor (Pages 42-45)
10. Faculty Retirement – Jean Batson-Turner, Human Services Instructor (Pages 46-47)
11. Administrator Retirement – Patricia Williamson, Director of Financial Aid (Pages 48-49)
12. Items for Information (Pages 50-66)
 - 12.1 Renewal of Non-Tenured Faculty 2019/2020 (Page 50)
 - 12.2 Tenure Recognition – Amber Knowlton, Nursing Instructor (Pages 51-52)
 - 12.3 Staff Appointment – Kathy Hart, IR/IT Programmer Analyst (Page 53)
 - 12.4 Staff Resignation – Julie Fahning, Assessment Center Assistant (Page 54)
 - 12.5 Staff Resignation – Vita Covarrubias, ESL Instruction Aide (Page 55)
 - 12.6 Faculty Resignation – Ruben Alvarado, Part-Time Spanish Instructor (Page 56)
 - 12.7 Change Orders – Building E AHU – Chiller Replacement (Pages 57-59)
 - 12.8 Administrative Procedure – Public Communications (Pages 60-61)
 - 12.9 Distinguished Alumnus Award 2019 (Page 62)
 - 12.10 Outstanding Full-Time Faculty Award 2019 (Page 63)
 - 12.11 Outstanding Part-Time Faculty Award 2019 (Page 64)
 - 12.12 Ag Program Update – Equipment (Pages 65-66)
13. Trustee Comment
14. Closed Session – 1) appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) collective negotiations; and 3) closed session minutes.
15. Approval of Closed Session Minutes
16. Other
17. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
February 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, February 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
Melissa M. Olivero
Angela M. Stevenson
Joseph M. Marendia, Student Trustee

Members Absent: Jay K. McCracken

Members

Telephonically Present: David O. Mallery, Secretary

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Deborah Anderson, Vice President for Academic Affairs
Bonnie Campbell, Associate Vice President for Academic Affairs
Leslie Hofer, Director of Human Resources
Walt Zukowski, Attorney

APPOINTMENT OF SECRETARY PRO-TEM

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

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Cynthia Freeman, a second-year student in Human Services, addressed the Board and asked the members to reconsider inactivating the program. Ms. Freeman was accompanied by students Jennifer Brown, Patricia Dillard and Fredrick Ralrick. She noted that inactivation of the Human Services program is not only a loss to the current students but a loss for the entire Illinois Valley community. Ms. Freeman shared that the program produces individuals “who mend the broken back to wellness.” She left a written statement and a list of questions for the Board’s consideration and review.

CONSENT AGENDA ITEMS

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

The following items were approved in the consent agenda:

Approval of Minutes – January 10, 2019 Facilities Committee Meeting; January 10, 2019 Board Meeting; January 29 Closed Session Minutes Committee Meeting; and January 29, 2019 Audit Finance Committee Meeting.

Approval of Bills - \$1,680,799.25

Education Fund - \$1,320,687.93; Operations & Maintenance Fund - \$62,442.84; Operations & Maintenance (Restricted Fund) - \$74,481.97; Auxiliary Fund - \$95,411.66; Restricted Fund - \$62,368.62; Audit Fund - \$2,000.00; and Liability, Protection & Settlement Fund - \$63,406.23.

Treasurer's Report

Personnel

Approved the stipends for pay periods ending January 5, 2019 and January 19, 2019 and part-time faculty and staff appointments January 2019.

PRESIDENT'S REPORT

Dr. Corcoran reported that a few days after our January 10th board meeting, a colleague sent him a congratulatory note and link to a story that appeared online by Niche.com that had ranked IVCC No. 7 out of 48 in Illinois community colleges and No. 105 out of 868 for best community colleges in the nation based on professors, value, diversity, student life, safety and location. He pointed out that if you go to the story, you will find 180 reviews to back up that high rating. Dr. Corcoran informed that like our board chair, he read every one of them and found them to be gratifying. Dr. Corcoran commented, "Nice job by every IVCC employee who works so hard and plays an important role in helping us to carry out the college's mission." Dr. Corcoran reported that we received from the Higher Learning Commission official notice that our interim report had been reviewed and matters pertaining to our strategic plan; academic program review; use of data; and retention, persistence and completion rate met all HLC requirements and no further reports would be required. He noted that our Open Pathway assurance review is scheduled for 2020-2021 and our next affirmation of accreditation is scheduled for 2026-2027. Overall the HLC review team spoke highly of the quality of the report and he credited the leadership of Dr. Anderson on this effort. Dr. Corcoran thanked Dr. Anderson for a job well done. Dr. Corcoran reported that Dr. Anderson has been on a role lately with another project: She met recently with our high school superintendents regarding our plan to market the IVCC Ottawa Center as a Transfer Academy, and the response was very positive. Dr. Corcoran noted that in the same way it is no coincidence that wherever Trustee Jay McCracken goes these days (e.g., Putnam County, Hall and La Moille), we are seeing more high schools being receptive to releasing their students early in the afternoon so that they can enroll in college classes; thus, we want to do everything we can to incentivize all of the high schools on the east side of the IVCC district to do the same. Dr. Corcoran informed that our academic and student services staff are working together on a fall semester schedule that will

meet that objective and we are optimistic about what impact we think it will have on enrollments. Dr. Corcoran reported that Kevin Hermes, our excellent new program coordinator for criminal justice, is going to be holding a meeting of his program's advisory committee in late March, plus, he announced recently that the Illinois Valley Crime Prevention Commission will begin holding advanced law enforcement classes for Illinois Valley police officers at IVCC beginning in November. The commission's goal is to offer courses for current police officers who want to become field-training officers in their respective departments. The Commission will bring their own instructors and IVCC will supply the classroom. Dr. Corcoran noted that hopefully, this will cultivate an improved partnership with the training commission and local law enforcement personnel, and incentivize officers who are interested in furthering their education to do so at IVCC. Dr. Corcoran shared that Mark Grzybowski has reported that the annual local area hospital recruitment day was held on January 28th. The event was coordinated and administered by Lisa Witalka from the Career Services Department and Julie Hogue, Director of Nursing. This employment recruitment event introduced 53 of IVCC's soon-to-be-graduating RN students to 12 representatives from local area hospitals and produced outstanding reviews. Everyone felt that our students were professionally prepared and were enthusiastic about attending. Dr. Corcoran extended kudos to Lisa, Julie, our Nursing faculty and our students on a job well done. Dr. Corcoran reported that approximately 225 students participated in the annual IVCC Regional Academic Challenge on Friday, February 8. The competition is now sponsored by Eastern Illinois University. Students participated from 11 high schools which included Hall, La Moille, LaSalle-Peru, Marquette Academy, Midland, Mendota, Ottawa, Putnam County, St. Bede Academy, Seneca, and Streator. Dr. Corcoran noted that Ron Groleau once again served as the site coordinator with great help from Dawn Watson, Polly Ragazincky and Karen Talsky. Dr. Corcoran added that the IVCC Foundation donated IVCC sweatshirts and T-shirts as prizes for a raffle drawing. Dr. Corcoran noted that thanks to Fran Brolley, the Foundation also continues to offer scholarships to first-place finishers who attend IVCC the fall semester after graduation. He reported that Quintin Overocker, Aseret Loveland, Graceland Quesse handled the Awards Ceremony. Dr. Corcoran added that Nick Bollis did a nice job of addressing the students about his positive experience. He noted that Steve Gillio assisted with Cultural Centre set-up and take down, and Matt Boehm did his typically-fine job as sound coordinator. Dr. Corcoran commented that to quote Ron, "the work of all of these people led to a very successful day." Dr. Corcoran reported that Sara Escatel has announced that the annual Adult Education recognition event will be held on Wednesday, May 15 at 6 p.m. in the Dr. Mary Margaret Weeg Cultural Centre. He advised to mark your calendars and join us if you can. Dr. Corcoran noted that this is always a special event where we honor three groups of students: those who recently passed their high school equivalency exam; have become US citizens; and completers of the bridge to healthcare/manufacturing program. Dr. Corcoran informed that Representative Lance Yednock spent a few hours with us on Tuesday and had a great time. He noted that like those who preceded him as well as our current legislators, Mr. Yednock was very clear in his appreciation for IVCC. Dr. Corcoran added that he knew that Rep. Yednock will do a fine job of taking care of our interests. Lastly, Dr. Corcoran informed that it is IVCC's turn to host a meeting of the colleges ICCTA NW Region and we have nailed down three dates that we hope can work for our trustees and visitors from Highland, Kishwaukee and Sauk Valley colleges: Wednesday, March 20; Wednesday, April 3; and Thursday, May 2. Dr. Corcoran added that our guest presenter that evening will be Dorene Data, who just returned from conference where our MIMIC program was

nominated for national recognition; she will also talk about the trend we have seen locally where women are pursuing the field of technology for careers. Dr. Corcoran advised to stay tuned for more to follow on feedback regarding the dates of March 20, April 3, and May 2.

COMMITTEE REPORTS

The meeting minutes of the Facilities Committee, Closed Session Minutes Committee and Audit Finance Committee were included in the Board book.

RESOLUTION DESIGNATING THE FISCAL YEAR

It was moved by Ms. Olivero and seconded by Mr. Solon to adopt the resolution designating the fiscal year be from July 1, 2019 to June 30, 2020 and approve the budget calendar, as presented. Motion passed by voice vote.

COURSE FEES/ADJUSTMENTS

It was moved by Dr. Boyles and seconded by Ms. Stevenson to change 86 course fees: 62 increases, 2 new courses, 15 decreases, plus the assignment of a course fee to 7 existing courses, as presented. Motion passed by voice vote.

MASTER PLAN

It was moved by Mr. Solon and seconded by Ms. Stevenson to accept the December 2018 Master Plan, as presented. Motion passed by voice vote.

TRANSFER OF FUNDS – CDB TRANSFER

It was moved by Dr. Boyles and seconded by Ms. Stevenson to approve the transfer of \$450,000 to the Capital Development Board trust account at Midland States Bank to cover anticipated costs for Project No. 810-046-018 to continue design development. Motion passed by voice vote with Mr. Solon abstaining.

REQUEST FOR INACTIVATION – GRAPHIC DESIGN TECHNOLOGY DEGREE & CERTIFICATE

It was moved by Mr. Solon and seconded by Ms. Stevenson to inactivate the Graphic Design Technology degree and certificate and to include a one-year teach-out for students currently enrolled in the program. Motion passed by voice vote.

REQUEST FOR INACTIVATION – HUMAN SERVICES DEGREE & CERTIFICATES

It was moved by Ms. Olivero and seconded by Ms. Stevenson to inactivate the Human Services degree and certificates and to include a one-year teach-out for students already enrolled in the program. Dr. Anderson advised that the decision for inactivation was based on the administration's annual review of program viability. She noted that both the GDT and Human Services programs had previously gone through enhancement plans in an attempt to generate enrollment. Dr. Anderson added that Human Services' duplicated headcount fell from 140 in 2012 to 61 in 2018 and credit hours generated from 420 to 180. The program had 13 graduates earn the A.A.S. or a certificate in 2016 and only three students complete in 2018. Dr. Corcoran credited Jean Batson-Turner and Francie Skoflanc for their commitment to the college and students. Dr. Corcoran noted that Ms. Batson-Turner and Ms. Skoflanc have been wonderful representatives of the college

across the community in their many years of employment. He added that they are well respected professionals among their peers and have never given less than 100 percent to their students. Motion passed by voice vote.

SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES

It was moved by Dr. Boyles and seconded by Mr. Solon to approve the release of the closed session minutes from October 12, 2017, as presented. Motion passed by voice vote.

EVENT REQUESTING TO SERVE ALCOHOLIC BEVERAGES

It was moved by Mr. Solon and seconded by Ms. Stevenson to grant permission for the Illinois Native Plant Society to host its June 21-22 meeting using college facilities and serving alcoholic beverages during the specified hours. Motion passed by voice vote.

INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF STREATOR

It was moved by Mr. Solon and seconded by Ms. Stevenson to approve the intergovernmental agreement with the City of Streator, as presented. Motion passed by voice vote with Dr. Boyles abstaining.

OTTAWA DOWNTOWN TIF EXTENSION

It was moved by Ms. Stevenson and seconded by Mr. Solon to approve the intergovernmental agreement with the City of Ottawa, as presented and to authorize the administration to send letters of support to Representative Yednock and Senator Rezin. Motion passed by voice vote.

TRUSTEE COMMENT

Ms. Goetz pointed out the Student Activities budget in the information items and noted the support of 45 student organizations for 2018-2019.

CLOSED SESSION

It was moved by Ms. Stevenson and seconded by Dr. Boyles to convene a closed session at 7:07 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.

The Board immediately entered closed session at 7:07 p.m. On a motion by Ms. Stevenson and seconded by Mr. Solon the regular meeting resumed at 7:48 p.m. Motion passed by voice vote.

EMPLOYEE TERMINATION

It was moved by Dr. Boyles and seconded by Mr. Solon to terminate the employment of Colleague ID# 0120243 effective immediately. Motion passed by voice vote.

APPROVAL OF CLOSED SESSION MINUTES

It was moved by Ms. Olivero and seconded by Mr. Solon to approve and retain the closed session minutes of the January 10, 2019 Board Meeting and the Closed Session Minutes Committee Meeting of January 29, 2019. Motion passed by voice vote.

OTHER

Ms. Goetz read the following response from the Board to the AFT Local 1810 regarding a faculty request to tie overload rates to the percentage increase that is approved for part-time faculty.

As a follow-up to our review of the complaints voiced by the Federation on October 11, 2018, the Board and Administration remain convinced that the collective bargaining agreement ratified on September 13, 2018 was negotiated in good faith, followed fair and transparent discussions during the entire process, and resulted in salaries and benefits overall that are favorable when compared to peer community colleges. As Dr. Corcoran communicated to Mr. Alvin on the night of November 8, 2018, no changes will be made to the contract at this time.

There is absolutely no doubt about our commitment of making IVCC a wonderful place in which to work and where every employee is valued. Our hope is that we can now move forward together and focus our efforts on what we can do to boost enrollments and grow the local economy for the betterment of the entire district.

Ms. Goetz reminded the Board that the President's evaluation and the Board's self-assessment are due on February 27, 2019. The evaluations will be compiled for the March 14th Board meeting.

ADJOURNMENT

Ms. Goetz declared the meeting adjourned at 7:52 p.m.

Jane E. Goetz, Board Chair

David O. Mallery, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

FEBRUARY 2019

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

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – February 2019

Revenues

- As of March 1, the headcount for spring semester was 2,905, which is 310 students less than at the same point in time last year. Credit hours were 23,510, down by 1,709, or a 6.78 percent decrease from one year ago. Traditional credit hours are down by 1,552 hours and Ottawa Center credit hours are down by 210 hours. Dual credit and dual enrollment credit hours are the same as last year at this time.

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 December 31, the College has received three quarterly payments of \$291,236 each and five monthly payments of \$91,128 each.
- Real estate tax collections as of February 28 were \$11,578,312, or 99 percent of the \$11,670,435 levy. Corporate Personal Property Replacement Tax (CPPRT) receipts as of February 28 were \$359,503, 28 percent of the budgeted \$1,255,000.
- As of February 28, tax increment financing district (TIF) receipts were \$464,600, or 94 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 \$464,600 has been recovered through the intergovernmental agreements.

Expenditures

- Education Fund – Instruction – Fixed Charges – includes annual rent for the Ottawa Center at \$115,500 and tractor/trailer rental for the truck driver training program of \$35,150;
- Education Fund – Academic Support – Contractual Services – Blackboard annual contract of \$53,000; OmniUpdate (website maintenance) is \$10,500; \$12,000 to Burwood for phone and voice mail support; \$52,000 for other software support programs;

- Education Fund – Public Service – Contractual Services - \$38,500 for mini course instructional programs; \$110,575 for continuing education trip contractual services; and \$58,350 for business training contractual services;
- Liability, Protection, and Settlement Fund – Institutional Support – Fixed Costs – 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 – punch list items to be completed;
- Campus-Wide Security Camera Upgrade – training sessions for personnel are being scheduled;
- Cultural Centre Accessibility Upgrades – project is completed and in full use by College staff;
- Building E Air Handler/Chiller Replacement – new air handler is in place and control work is nearly complete;
- Building C Air Handler/Chiller Replacement – Finalizing bid documents; project will be out for bid in March.

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 – the CMS provider, OU Campus, has started to build out the actual webpages. Anticipated “go-live” date has been moved to mid-September 2019.
- Colleague servers are installed and data has been migrated. IT’s portion of the Student Planner program is complete. Student Services will now finish the implementation and the program will be rolled out to new students registering for fall of 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;
- 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
 February 28, 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	\$ 2,168,464	\$ 1,650,202	\$ 178,772	\$ 461,094	\$ 574,900	\$ -	\$ -	\$ 5,033,432
Investments	8,901,707	9,724,832	640,123	248,000	3,910	-	-	19,518,572
Receivables								
Property taxes	9,484,466	2,181,721	-	-	-	-	-	11,666,187
Governmental claims	-	-	-	-	59,304	-	-	59,304
Tuition and fees	481,449	167,811	-	97,969	-	-	-	747,229
Due from other funds	3,177,955	874,455	-	127,727	851	-	-	4,180,988
Due to/from student groups	-	-	-	-	232,489	-	-	232,489
Bookstore inventories	-	-	-	537,788	-	-	-	537,788
Other assets	125,764	71,786	1,603	571	-	-	216,452	416,176
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>\$24,339,805</u>	<u>\$14,670,807</u>	<u>\$ 820,498</u>	<u>\$ 1,509,426</u>	<u>\$ 871,454</u>	<u>\$60,156,595</u>	<u>\$12,972,143</u>	<u>\$ 115,340,728</u>

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 February 28, 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	\$ 150,626	\$ -	\$ -	\$ 12,376	\$ 9,364	\$ -	\$ -	\$ 172,366
Accrued salaries & benefits	1,491,324	19,417	-	14,498	-	-	-	1,525,239
Post-retirement benefits & other	128,627	-	-	-	-	-	-	128,627
Unclaimed property	955	3	-	-	27	-	-	985
Due to other funds	994,744	2,324,181	-	-	862,063	-	-	4,180,988
Due to student groups/deposits	50,572	-	-	-	-	-	-	50,572
Deferred revenue								-
Property taxes	4,743,959	1,091,261	-	-	-	-	-	5,835,220
Tuition and fees	1,795	-	-	-	-	-	-	1,795
Grants	-	-	-	-	-	-	-	-
OPEB Long term debt	-	-	-	-	-	-	12,972,143	-
Bonds Payable	-	-	-	-	-	-	-	-
Total liabilities	<u>7,562,602</u>	<u>3,434,862</u>	<u>-</u>	<u>26,874</u>	<u>871,454</u>	<u>-</u>	<u>12,972,143</u>	<u>24,867,935</u>
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	-	11,235,945	-	-	-	-	-	11,235,945
Reserved for debt service	-	-	820,498	-	-	-	-	820,498
Unreserved	16,777,203	-	-	1,482,552	-	-	-	18,259,755
Total equity and other credits	<u>16,777,203</u>	<u>11,235,945</u>	<u>820,498</u>	<u>1,482,552</u>	<u>-</u>	<u>60,156,595</u>	<u>-</u>	<u>90,472,793</u>
Total Liabilities, Equity and Other Credits	<u>\$24,339,805</u>	<u>\$14,670,807</u>	<u>\$ 820,498</u>	<u>\$ 1,509,426</u>	<u>\$ 871,454</u>	<u>\$60,156,595</u>	<u>\$12,972,143</u>	<u>\$ 115,340,728</u>

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

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Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2019 Revenues & Expenditures by Fund
 For the eight months ended February 28, 2019
 February 28, 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	\$ 17,901,542	\$ 2,281,755	\$ 1,939,585	\$ 2,110	\$ 67,186	\$ 1,414,002	\$ 4,082,142	\$ 550,324	\$ 37,463	\$ 28,276,109
Actual Expenditures	(12,588,234)	(1,691,806)	(1,326,437)	-	-	(1,446,537)	(4,424,425)	(706,272)	(34,800)	(22,218,511)
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	5,303,308	589,949	613,148	2,110	67,186	28,879	(332,283)	(155,948)	2,663	6,119,012
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 February 28, 2019	<u>\$ 13,274,357</u>	<u>\$ 3,485,097</u>	<u>\$ 6,351,656</u>	<u>\$ 820,499</u>	<u>\$ 4,736,867</u>	<u>\$ 1,463,543</u>	<u>\$ (286,449)</u>	<u>\$ 397,360</u>	<u>\$ 36,516</u>	<u>\$ 30,279,446</u>

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**Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
For the eight months ended February 28, 2019**

	<u>Annual Budget FY2019</u>	<u>Actual 2/28/19</u>	<u>Act/Budget 66.7%</u>	<u>Actual 2/28/18</u>	<u>Act/Budget 66.7%</u>	<u>Annual Budget FY2018</u>
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 8,006,010	\$ 8,144,687	101.7%	\$ 7,941,593	98.9%	\$ 8,026,700
Corporate Personal Property Replacement Tax	1,065,000	305,577	28.7%	265,995	24.1%	1,101,797
TIF Revenues	370,000	348,502	94.2%	395,810	108.2%	365,700
Total Local Government	<u>9,441,010</u>	<u>8,798,766</u>	93.2%	<u>8,603,398</u>	90.6%	<u>9,494,197</u>
State Government:						
ICCB Credit Hour Grant	1,301,458	1,179,412	90.6%	1,439,491	156.5%	920,000
Equalization	50,000	33,336	66.7%	33,333	66.7%	50,000
Career/Technical Education Formula Grant	200,000	104,680	52.3%	91,562	47.0%	195,000
Other	-	-	0.0%	-	-	-
Total State Government	<u>1,551,458</u>	<u>1,317,428</u>	84.9%	<u>1,564,386</u>	134.3%	<u>1,165,000</u>
Federal Government						
PELL Administrative Fees	7,300	295	4.0%	330	4.6%	7,215
Total Federal Government	<u>7,300</u>	<u>295</u>	4.0%	<u>330</u>	4.6%	<u>7,215</u>
Student Tuition and Fees:						
Tuition	6,925,880	6,651,429	96.0%	7,011,798	101.9%	6,882,640
Fees	862,025	823,240	95.5%	843,472	93.0%	906,850
Total Tuition and Fees	<u>7,787,905</u>	<u>7,474,669</u>	96.0%	<u>7,855,270</u>	100.8%	<u>7,789,490</u>
Other Sources:						
Public Service Revenue	287,000	174,642	60.9%	127,254	45.1%	282,109
Other	132,317	135,742	102.6%	84,684	71.2%	118,891
Total Other Sources	<u>419,317</u>	<u>310,384</u>	74.0%	<u>211,938</u>	52.9%	<u>401,000</u>
TOTAL EDUCATION FUND REVENUE	<u>\$ 19,206,990</u>	<u>\$ 17,901,542</u>	93.2%	<u>\$ 18,235,322</u>	96.7%	<u>\$ 18,856,902</u>
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	\$ 8,125,944	5,318,588	65.5%	5,466,731	65.5%	8,348,942
Employee Benefits	1,760,576	1,249,328	71.0%	1,259,378	74.9%	1,680,827
Contractual Services	121,965	61,790	50.7%	40,893	21.7%	188,269
Materials & Supplies	417,890	165,697	39.7%	158,757	37.4%	424,327
Conference & Meeting Expenses	114,256	29,241	25.6%	24,245	25.0%	96,840
Fixed Charges	190,000	150,700	79.3%	150,330	76.3%	197,000
Other	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 10,730,631</u>	<u>\$ 6,975,344</u>	65.0%	<u>\$ 7,100,334</u>	64.9%	<u>\$ 10,936,205</u>

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**Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
For the eight months ended February 28, 2019**

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2019	Actual 2/28/19	Act/Budget 66.7%	Actual 2/28/18	Act/Budget 66.7%	Annual Budget FY2018
Academic Support:						
Salaries	\$ 923,210	\$ 530,993	57.5%	\$ 380,879	58.4%	\$ 652,484
Employee Benefits	138,002	108,265	78.5%	98,478	63.8%	154,279
Contractual Services	191,650	151,029	78.8%	167,157	86.8%	192,544
General Materials & Supplies	266,724	78,631	29.5%	95,994	41.9%	229,247
Conference & Meeting Expenses	11,075	5,119	46.2%	2,377	26.6%	8,920
Utilities	24,665	15,975	64.8%	15,975	67.4%	23,700
Capital Outlay	115,000	92,477	80.4%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	1,670,326	982,489	58.8%	760,860	60.3%	1,261,174
Student Services:						
Salaries	1,308,889	821,053	62.7%	744,207	60.7%	1,225,294
Employee Benefits	342,482	263,041	76.8%	222,161	65.6%	338,817
Contractual Services	17,428	10,625	61.0%	4,605	52.7%	8,735
Materials & Supplies	68,377	30,707	44.9%	29,180	52.1%	55,972
Conference & Meeting Expenses	33,033	11,433	34.6%	9,215	35.1%	26,260
Other	-	-	0.0%	-	0.0%	-
Total Student Services	1,770,209	1,136,859	64.2%	1,009,368	61.0%	1,655,078
Public Services/Continuing Education:						
Salaries	343,940	238,736	69.4%	208,894	52.8%	395,571
Employee Benefits	75,574	58,974	78.0%	53,696	77.1%	69,659
Contractual Services	209,000	207,428	99.2%	125,351	61.5%	203,900
Materials & Supplies	92,100	61,428	66.7%	54,299	62.2%	87,275
Conference & Meeting Expenses	19,950	8,932	44.8%	5,527	32.2%	17,150
Other	200	194	97.0%	360	70.6%	510
Total Public Services/Continuing Education	740,764	575,692	77.7%	448,127	57.9%	774,065
Institutional Support:						
Salaries	1,737,749	1,122,192	64.6%	1,090,785	60.5%	1,803,308
Employee Benefits	685,412	531,909	77.6%	563,434	88.4%	637,253
Contractual Services	609,340	451,049	74.0%	400,581	78.0%	513,288
Materials & Supplies	405,704	259,465	64.0%	240,082	55.0%	436,870
Conference & Meeting Expenses	62,755	24,563	39.1%	17,238	30.5%	56,480
Utilities	26,200	6,363	24.3%	6,138	23.3%	26,370
Capital Outlay	173,500	92,477	53.3%	106,082	121.9%	87,000
Other	9,400	2,026	21.6%	(316)	-1.1%	29,400
Provision for Contingency	289,000	-	0.0%	-	0.0%	217,661
Total Institutional Support	3,999,060	2,490,044	62.3%	2,424,024	63.7%	3,807,630
Scholarships, Grants and Waivers	546,000	427,806	78.4%	434,904	87.0%	499,750
TOTAL EDUCATION FUND EXPENDITURES	\$ 19,456,990	\$ 12,588,234	64.7%	\$ 12,177,617	64.3%	\$ 18,933,902
INTERFUND TRANSFERS - NET	\$ 250,000	\$ (10,000)	-4.0%	\$ 5,000	6.5%	\$ 77,000

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**Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
For the eight months ended February 28, 2019**

	<u>Annual Budget FY2019</u>	<u>Actual 2/28/19</u>	<u>Act/Budget 66.7%</u>	<u>Actual 2/28/18</u>	<u>Act/Budget 66.7%</u>	<u>Annual Budget FY2018</u>
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,243,160	\$ 1,268,398	102.0%	\$ 1,226,323	99.2%	\$ 1,236,300
Corporate Personal Property Replacement Tax	190,000	53,925	28.4%	46,940	25.0%	187,981
TIF	122,000	116,102	95.2%	131,731	108.0%	122,000
Total Local Government	<u>1,555,160</u>	<u>1,438,425</u>	<u>92.5%</u>	<u>1,404,994</u>	<u>90.9%</u>	<u>1,546,281</u>
State Government:						
ICCB Credit Hour Grant	228,542	199,402	87.2%	121,824	152.3%	80,000
Total State Government	<u>228,542</u>	<u>199,402</u>	<u>87.2%</u>	<u>121,824</u>	<u>152.3%</u>	<u>80,000</u>
Student Tuition and Fees:						
Tuition	728,480	528,062	72.5%	563,462	78.0%	722,820
Total Tuition and Fees	<u>728,480</u>	<u>528,062</u>	<u>72.5%</u>	<u>563,462</u>	<u>78.0%</u>	<u>722,820</u>
Other Sources:						
Facilities Revenue	138,941	82,068	59.1%	86,094	62.0%	138,941
Investment Revenue	16,000	31,221	195.1%	16,428	164.3%	10,000
Other	2,500	2,577	103.1%	1,757	-	-
Total Other Sources	<u>157,441</u>	<u>115,866</u>	<u>73.6%</u>	<u>104,279</u>	<u>70.0%</u>	<u>148,941</u>
TOTAL OPERATIONS & MAINTENANCE FUND REVENUES	<u>\$ 2,669,623</u>	<u>\$ 2,281,755</u>	<u>85.5%</u>	<u>\$ 2,194,559</u>	<u>87.9%</u>	<u>\$ 2,498,042</u>
OPERATIONS & MAINTENANCE FUND						
Operations & Maintenance of Plant:						
Salaries	\$ 935,842	\$ 590,266	63.1%	\$ 555,593	0.0%	\$ 923,374
Employee Benefits	316,108	237,259	75.1%	223,499	0.0%	301,674
Contractual Services	219,000	97,087	44.3%	99,314	0.0%	242,276
General Materials & Supplies	291,970	141,130	48.3%	85,527	0.0%	225,070
Conference & Meeting Expenses	5,675	170	3.0%	499	0.0%	5,675
Fixed Charges	64,500	78,982	122.5%	80,301	0.0%	64,500
Utilities	752,500	414,190	55.0%	346,811	0.0%	733,413
Capital Outlay	83,000	87,070	104.9%	-	0.0%	-
Other	(63,000)	-	0.0%	-	0.0%	(63,000)
Total Operations & Maintenance of Plant	<u>2,605,595</u>	<u>1,646,154</u>	<u>63.2%</u>	<u>1,391,544</u>	<u>0.0%</u>	<u>2,432,982</u>
Institutional Support:						
Salaries	44,278	29,015	65.5%	27,882	0.0%	46,489
Employee Benefits	11,865	8,918	75.2%	10,064	0.0%	10,758
Contractual Services	720	2,491	346.0%	2,491	0.0%	750
Materials & Supplies	2,955	1,540	52.1%	2,732	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>45,652</u>	<u>71.3%</u>	<u>47,379</u>	<u>0.0%</u>	<u>65,060</u>
TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	<u>\$ 2,669,623</u>	<u>\$ 1,691,806</u>	<u>63.4%</u>	<u>\$ 1,438,923</u>	<u>0.0%</u>	<u>\$ 2,498,042</u>

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Illinois Valley Community College District No. 513
 Fiscal Year 2019 Budget to Actual Comparison
 For the eight months ended February 28, 2019

	Annual Budget FY2019	Actual 2/28/19	Act/Budget 66.7%	Actual 2/28/18	Act/Budget 66.7%	Annual Budget FY2018
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources						
Current Taxes	\$ 1,488,019	\$ 1,579,248	106.1%	\$ 1,401,576	0.0%	\$ 1,545,381
State Government Sources	-	-	0.0%	-	0.0%	-
Investment Revenue	32,500	51,357	158.0%	26,220	0.0%	30,600
Other Revenue	250,000	308,980	123.6%	345,767	0.0%	-
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	\$ 1,770,519	1,939,585	109.5%	1,773,563	0.0%	1,575,981
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	1,322,721	36.2%	1,071,244	0.0%	1,500,000
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	\$ 3,656,726	1,326,437	36.3%	1,071,244	0.0%	1,500,000
INTERFUND TRANSFERS - NET	\$ -	\$ -		\$ -		\$ -
BOND & INTEREST FUND						
Local Government Sources						
Current Taxes	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
Investment Revenue	1,600	2,110	131.9%	1,440	0.0%	3,200
TOTAL BOND & INTEREST FUND REVENUES	1,600	2,110	131.9%	1,440	0.0%	3,200
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	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
WORKING CASH FUND						
Investment Revenue	\$ 35,000	\$ 67,186	192.0%	\$ 27,800	86.9%	\$ 32,000
TOTAL WORKING CASH REVENUES	35,000	67,186	192.0%	27,800	86.9%	32,000
Transfers In (Out)	\$ -	\$ -	0.0%	\$ -		\$ -

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**Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
For the eight months ended February 28, 2019**

	<u>Annual Budget FY2019</u>	<u>Actual 2/28/19</u>	<u>Act/Budget 66.7%</u>	<u>Actual 2/28/18</u>	<u>Act/Budget 66.7%</u>	<u>Annual Budget FY2018</u>
AUXILIARY ENTERPRISES FUND						
Service Fees	\$ 1,801,765	\$ 1,405,146	78.0%	\$ 1,568,084	69.1%	\$ 2,268,600
Other Revenue	3,940	5,584	141.7%	3,325	0.0%	5,700
Investment Revenue	4,500	3,272	72.7%	3,762	134.4%	2,800
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	<u>1,810,205</u>	<u>1,414,002</u>	<u>78.1%</u>	<u>1,575,171</u>	<u>69.2%</u>	<u>2,277,100</u>
AUXILIARY ENTERPRISES FUND						
Salaries	\$ 313,439	206,151	65.8%	207,364	64.5%	321,509
Employee Benefits	70,294	45,472	64.7%	42,076	62.7%	67,134
Contractual Services	64,831	47,921	73.9%	40,687	81.5%	49,922
Materials & Supplies	1,441,412	1,099,646	76.3%	1,354,453	74.5%	1,817,195
Conference & Meeting	24,855	13,204	53.1%	14,443	55.7%	25,909
Fixed Charges	51,300	32,643	63.6%	18,514	46.2%	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	<u>2,070,453</u>	<u>1,446,537</u>	<u>69.9%</u>	<u>1,677,601</u>	<u>68.6%</u>	<u>2,444,576</u>
Transfer In (Out)	<u>\$ (198,586)</u>	<u>\$ 61,414</u>	<u>-30.9%</u>	<u>\$ 61,414</u>	<u>-240.0%</u>	<u>\$ (25,586)</u>

	<u>Annual Budget FY2019</u>	<u>Actual 2/28/19</u>	<u>Act/Budget 66.7%</u>	<u>Actual 2/28/18</u>	<u>Act/Budget 66.7%</u>	<u>Annual Budget FY2018</u>
RESTRICTED PURPOSES FUND						
State Government Sources	\$ 280,032	\$ 55,395	19.8%	172,586	0.0%	\$ 292,545
Federal Government Sources	4,876,221	3,971,106	81.4%	4,243,155	87.7%	4,839,519
Nongovernmental gifts or grants	-	52,228	0.0%	43,220	0.0%	-
Other Revenue	88,500	3,413	3.9%	4,210	12.4%	34,000
TOTAL RESTRICTED PURPOSES FUND REVENUES	<u>\$ 5,244,753</u>	<u>4,082,142</u>	<u>77.8%</u>	<u>4,463,171</u>	<u>86.4%</u>	<u>5,166,064</u>

	<u>Annual Budget FY2019</u>	<u>Actual 2/28/19</u>	<u>Act/Budget 66.7%</u>	<u>Actual 2/28/18</u>	<u>Act/Budget 66.7%</u>	<u>Annual Budget FY2018</u>
RESTRICTED PURPOSES FUND						
Instruction:						
Salaries	\$ 375,521	\$ 223,185	59.4%	244,398	53.8%	454,373
Employee Benefits	144,268	85,888	59.5%	88,003	68.2%	129,112
Contractual Services	25,090	29,860	119.0%	17,613	69.7%	25,260
Materials & Supplies	110,679	68,313	61.7%	63,100	210.7%	29,946
Conference & Meeting	34,409	23,034	66.9%	8,545	45.8%	18,660
Utilities	1,250	901	72.1%	901	0.0%	2,500
Capital Outlay	-	77,831	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 691,217</u>	<u>\$ 509,012</u>	<u>73.6%</u>	<u>\$ 422,560</u>	<u>64.0%</u>	<u>\$ 659,851</u>

**Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
For the eight months ended February 28, 2019**

	<u>Annual Budget FY2019</u>	<u>Actual 2/28/19</u>	<u>Act/Budget 66.7%</u>	<u>Actual 2/28/18</u>	<u>Act/Budget 66.7%</u>	<u>Annual Budget FY2018</u>
RESTRICTED PURPOSES FUND						
Student Services						
Salaries	\$ 192,097	\$ 125,589	65.4%	121,491	64.5%	188,414
Employee Benefits	71,188	47,137	66.2%	45,873	65.7%	69,834
Contractual Services	3,500	5,354	153.0%	4,317	172.7%	2,500
Materials & Supplies	5,787	12,995	224.6%	11,522	194.4%	5,926
Conference & Meeting	6,500	4,926	75.8%	4,042	50.7%	7,978
Tuition Waivers (TRiO Grant)	20,000	33,600	168.0%	26,580	166.1%	16,000
Total Student Services	<u>299,072</u>	<u>229,601</u>	<u>76.8%</u>	<u>213,825</u>	<u>73.6%</u>	<u>290,652</u>
Institutional Support						
Salaries (Federal Work Study)	95,683	63,240	66.1%	67,744	84.0%	80,632
Total Institutional Support	<u>95,683</u>	<u>63,240</u>	<u>66.1%</u>	<u>67,744</u>	<u>84.0%</u>	<u>80,632</u>
Student grants and waivers (PELL & SEOG)	<u>4,165,281</u>	<u>3,622,572</u>	<u>87.0%</u>	<u>3,862,274</u>	<u>93.2%</u>	<u>4,142,929</u>
TOTAL RESTRICTED FUND EXPENDITURES	<u>\$ 5,251,253</u>	<u>\$ 4,424,425</u>	<u>84.3%</u>	<u>\$ 4,352,578</u>	<u>84.1%</u>	<u>\$ 5,174,064</u>
Transfer In (Out)	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>100.0%</u>	<u>\$ 10,000</u>	<u>100.0%</u>	<u>\$ 10,000</u>

	<u>Annual Budget FY2019</u>	<u>Actual 2/28/19</u>	<u>Act/Budget 66.7%</u>	<u>Actual 2/28/18</u>	<u>Act/Budget 66.7%</u>	<u>Annual Budget FY2018</u>
AUDIT FUND						
Local Government Sources	\$ 37,928	\$ 37,358	98.5%	\$ 36,479	94.8%	\$ 38,480
Investment Revenue	80	105	131.3%	86	107.5%	80
TOTAL AUDIT FUND REVENUES	<u>38,008</u>	<u>37,463</u>	<u>98.6%</u>	<u>36,565</u>	<u>94.8%</u>	<u>38,560</u>
AUDIT FUND						
Contractual Services	37,300	34,800	93.3%	34,250	93.8%	36,500
TOTAL AUDIT FUND EXPENDITURES	<u>\$ 37,300</u>	<u>\$ 34,800</u>	<u>93.3%</u>	<u>\$ 34,250</u>	<u>93.8%</u>	<u>\$ 36,500</u>

Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
For the eight months ended February 28, 2019

LIABILITY, PROTECTION, & SETTLEMENT FUND	Annual Budget FY2019	Actual 2/28/19	Act/Budget 66.7%	Actual 2/28/18	Act/Budget 66.7%	Annual Budget FY2018
Local Government Sources	\$ 826,509	\$ 548,621	66.4%	\$ 672,285	0.0%	\$ 751,210
Investment Revenue	6,000	1,703	28.4%	5,538	0.0%	9,500
Other	-	-	0.0%	1,165	0.0%	-
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES	\$ 832,509	\$ 550,324	66.1%	\$ 678,988	89.3%	\$ 760,710
LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES						
Student Services						
Salaries	102,355	63,156	61.7%	62,515	-	109,334
Employee Benefits	26,286	20,949	79.7%	20,368	-	25,832
Contractual Services	22,500	2,495	11.1%	13,865	-	11,000
Materials & Supplies	650	365	56.2%	462	-	-
Total for Student Services	<u>151,791</u>	<u>86,965</u>	<u>57.3%</u>	<u>97,210</u>	<u>-</u>	<u>146,166</u>
Operations & Maintenance of Plant						
Contractual Services	502,800	276,908	55.1%	314,185	57.4%	547,700
Material & Supplies	200	156	78.0%	40	22.9%	175
Utilities	450	332	73.8%	240	48.0%	500
Capital Outlay	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	<u>503,450</u>	<u>277,396</u>	<u>55.1%</u>	<u>314,465</u>	<u>57.3%</u>	<u>548,375</u>
Institutional Support						
Salaries	68,917	45,175	65.5%	51,370	0.0%	76,673
Employee Benefits	214,823	10,107	14.7%	10,844	0.0%	206,121
Contractual Services	40,500	26,819	66.2%	41,851	0.0%	19,500
Materials & Supplies	5,000	-	0.0%	18	0.0%	200
Conference & Meeting	500	-	0.0%	470	0.0%	2,000
Fixed Charges	297,000	259,810	87.5%	293,050	110.8%	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>341,911</u>	<u>54.6%</u>	<u>479,283</u>	<u>84.2%</u>	<u>568,994</u>
TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	\$ 1,281,981	\$ 706,272	55.1%	\$ 793,748	62.8%	\$ 1,263,535

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**Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
All Funds - By Budget Officer
February 28, 2019
Unaudited**

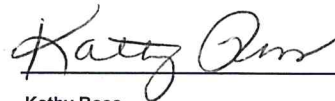
<u>Department</u>	<u>Annual Budget FY2019</u>	<u>Actual FY2019</u>	<u>Act/Budget 66.7%</u>	<u>Explanation</u>
President	\$ 341,407	\$ 226,257	66.3%	
Board of Trustees	14,750	14,029	95.1%	Includes annual ICCTA dues of \$11,550
Community Relations	416,182	256,723	61.7%	
Continuing Education	740,764	586,488	79.2%	Contractual services in Business Seminars and Continuing Education Trips are running higher than budget
Facilities	6,315,321	3,024,819	47.9%	
Information Technologies	2,146,368	1,430,488	66.6%	
Academic Affairs	252,363	139,666	55.3%	
Academic Affairs (AVPCE)	644,917	437,199	67.8%	
Adult Education	447,165	318,915	71.3%	
Learning Resources	1,231,673	731,022	59.4%	
Career & Tech Education Division	2,191,125	1,290,280	58.9%	
Natural Science & Business Division	3,109,589	2,057,424	66.2%	
Humanities & Fine Arts/Social Science Division	3,318,464	2,168,422	65.3%	
Health Professions Division	1,717,616	1,174,098	68.4%	
Admissions & Records	367,560	235,166	64.0%	
Counseling	553,068	351,750	63.6%	
Student Services	250,736	176,211	70.3%	
Financial Aid	4,649,462	3,939,744	84.7%	Includes summer, fall and spring semesters
Career Services	39,671	22,475	56.7%	
Athletics	285,212	193,906	68.0%	
TRiO (Student Success Grant)	299,072	229,602	76.8%	Tuition waivers include summer, fall and spring semesters
Campus Security	500,150	275,827	55.1%	
Business Services/General Institution	1,074,183	725,636	67.6%	
Risk Management	630,040	343,479	54.5%	
Tuition Waivers	546,000	430,267	78.8%	Tuition waivers include summer, fall and spring semesters
Purchasing	116,616	78,066	66.9%	
Human Resources	129,583	81,369	62.8%	
Bookstore	1,638,940	1,176,596	71.8%	
Shipping & Receiving	64,028	45,653	71.3%	
Copy Center	103,301	56,934	55.1%	
Total FY19 Expenditures	\$ 34,135,326	\$ 22,218,511	65.1%	

Illinois Valley Community College
Statement of Cash Flows
for the Month ended February 28, 2019

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 3,129,098.30	\$ 485,711.40	\$ 20,761.15	\$ 178,771.94	\$ 378,553.04	\$ (788,205.13)	\$ 407,965.09	\$ 15,306.50	\$ 45,572.14	\$ 69,126.10	\$ 3,942,660.53
Total Receipts	341,576.38	52,718.02	309,062.97	46.60	91,547.07	51,628.75	7,453.73	5.04	9.08	95,654.00	\$ 949,701.64
Total Cash	3,470,674.68	538,429.42	329,824.12	178,818.54	470,100.11	(736,576.38)	415,418.82	15,311.54	45,581.22	164,780.10	4,892,362.17
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	1,091,998.50	-	495,000.00	-	-	348,041.10	-	2,394.50	46.40	-	1,937,480.50
Expenditures	(2,596,439.10)	(175,539.86)	(575,241.80)	-	(127,396.51)	(71,658.33)	-	-	(34,498.75)	(1,160.00)	(3,581,934.35)
ACCOUNT BALANCE	1,966,234.08	362,889.56	249,582.32	178,818.54	342,703.60	(460,193.61)	415,418.82	17,706.04	11,128.87	163,620.10	3,247,908.32
Deposits in Transit	(111,782.52)										(111,782.52)
Outstanding Checks	263,038.24										263,038.24
BANK BALANCE	2,117,489.80	362,889.56	249,582.32	178,818.54	342,703.60	(460,193.61)	415,418.82	17,706.04	11,128.87	163,620.10	3,399,164.04
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	6,454,559.36	2,464,214.22	1,334,834.78	140,391.98	-	152,139.63	932,563.62	-	-	3,910.20	11,482,613.79
Bldg Reserve-ILLFund			671,525.42								671,525.42
Total Investment	\$ 6,454,559.36	\$ 2,464,214.22	\$ 4,716,442.39	\$ 640,391.98	\$ 248,000.00	\$ 152,139.63	\$ 4,301,480.09	\$ -	\$ 100,980.82	\$ 3,910.20	\$ 19,082,118.69

LaSalle State Bank	\$ 118,816.81
Midland States Bank	<u>3,280,347.23</u>
	<u>\$ 3,399,164.04</u>

Respectfully submitted,



Kathy Ross
Controller

ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
February 28, 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 Bank
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
CTB Central Bank
HNB Hometown National Bank

LSB LaSalle State Bank
MB Marseilles Bank

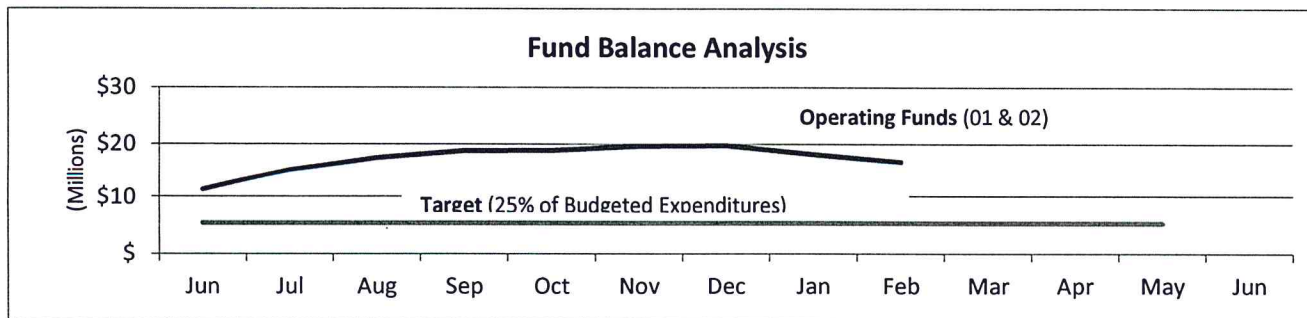
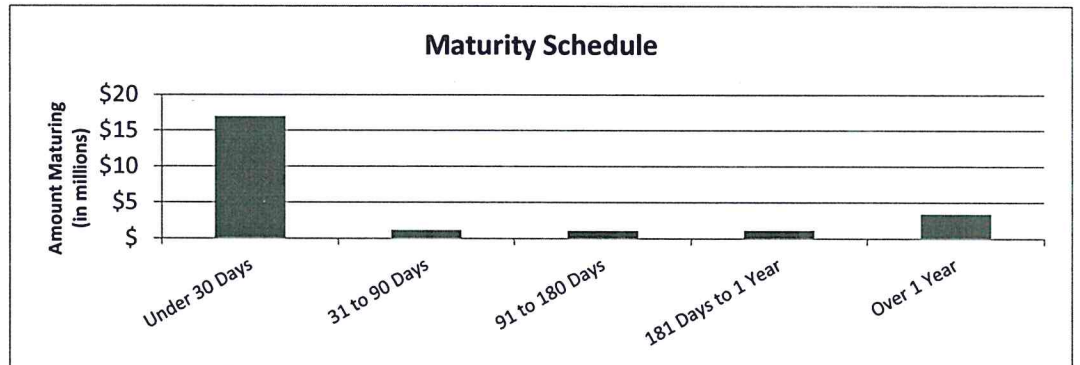
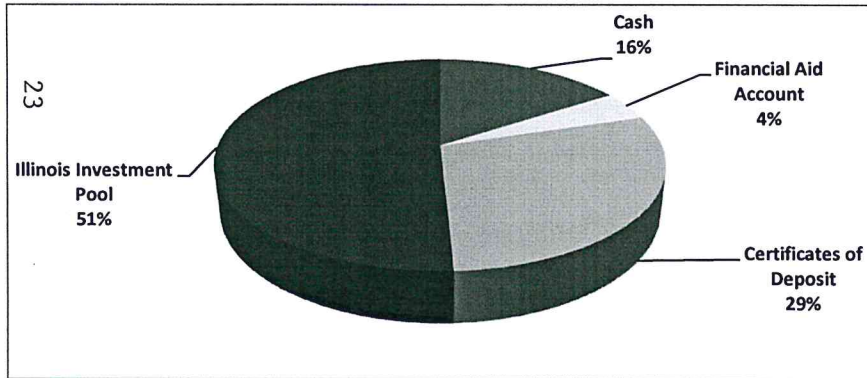
MBS Multi-Bank Securities, Inc.
MSB Midland States Bank

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Illinois Valley Community College District No. 513
Investment Status Report
All Funds
February 28, 2019

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	15.9%	\$ 3,810,192	0.35%
Financial Aid Account	4.4%	1,043,387	0.35%
Certificates of Deposit	28.9%	6,927,979	2.41%
Illinois Investment Pool	50.8%	12,154,139	2.45%
Total	100.0%	\$ 23,935,697	2.01%

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 11,482,614	-	-	\$ 11,482,614	48%
IL Funds -Building	671,525			671,525	3%
Midland States Bank	-		3,123,126	3,123,126	13%
Midland States Bank			1,043,387	1,043,387	4%
Midland States-Bldg			460,210	460,210	2%
LaSalle State Bank	-	-	124,782	124,782	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	10%
Heartland Bank	-	-	102,074	102,074	0%
Marseilles Bank	-	2,262,979	-	2,262,979	9%
	\$ 12,154,139	\$ 6,927,979	\$ 4,853,579	\$ 23,935,697	100%



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\$5,000 and Over Disbursements

02/01/19-02/28/19

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
746769	02/01/19	0215643	Total Automation Concepts, Inc.	\$ 12,133.80	Campus Wide Security Upgrades*
746781	02/01/19	0141104	iSupport Software	5,415.00	Helpdesk Software-Maintenance & Renewal
746809	02/01/19	0128401	Vanguard Contractors, Inc.	68,108.00	Cultural Centre Access Upgrade,* Exterior Stair Upgrades*
	02/04/19		Illinois Department of Revenue	19,231.00	Sales Tax
746825	02/06/19	0002577	AT&T	5,793.65	Telephone Service
746832	02/06/19	0214499	Constellation NewEnergy, Inc.	26,293.24	Electricity (12/08/18-01/11/19)
746844	02/06/19	0128916	Hagerty Steel and Aluminum	7,192.77	Welding Instructional Supplies
746852	02/06/19	0195242	K.K. Stevens Publishing Co.	7,628.34	Spring Continuing Education Schedule
ACH	02/07/19		Prudential	5,655.97	Life Insurance (February)
ACH	02/07/19		Internal Revenue Service	122,763.83	Federal Payroll Taxes (02/07/19)
ACH	02/07/19		Illinois Department of Revenue	33,202.90	State Payroll Taxes (02/07/19)
ACH	02/07/19		VALIC Retirement Services	31,922.07	403(b) & 457(b)Payroll (02/07/19)
746911	02/07/19	0082897	SURS	72,522.62	Payroll (02/07/19)
ACH	02/11/19		American Express	38,906.11	Credit Card Purchases (January)
ACH	02/11/19		CCHC	264,543.60	Health Insurance (February)
24 746921	02/13/19	0105972	Amazon.Com	8,177.87	Books for Resale
746931	02/13/19	0214047	CenterPoint Energy Services, Inc.	8,472.79	Natural Gas (12/01/18-12/31/18)
746933	02/13/19	0142736	Central Illinois Trucks, Inc.	7,328.32	Truck Tractor Lease (January & February)
746934	02/13/19	0209567	Delta Dental of Illinois	16,000.56	Dental Insurance (January)
746937	02/13/19	0130732	Dodson Plumbing, Heating and Air Conditioning	495,000.00	Building "E" AHU Replacement*
747044	02/20/19	0115159	City of Ottawa	115,500.00	Facility Rental (07/01/18-06/30/19)
747055	02/20/19	0181795	G4S Secure Solutions (USA) Inc.	7,482.03	Security Services-Main & Ottawa Campus (01/21/19-01/27/19)
ACH	02/21/19		Internal Revenue Service	65,793.77	Federal Payroll Taxes (02/21/19)
ACH	02/21/19		Illinois Department of Revenue	22,958.59	State Payroll Taxes (02/21/19)
ACH	02/21/19		VALIC Retirement Services	13,484.44	403(b) & 457(b)Payroll (02/21/19)
747118	02/21/19	0082897	SURS	49,183.37	Payroll (02/21/19)
747842	02/27/19	0001369	Ameren Illinois	5,301.25	Natural Gas (01/01/19-02/01/19)
747854	02/27/19	0181795	G4S Secure Solutions (USA) Inc.	6,846.80	Security Services-Main & Ottawa Campus (01/28/19-02/03/19)
747881	02/27/19	0014135	United Pipe & Supply	6,583.62	Water Heater
ACH	02/28/19		Prudential	5,554.85	Life Insurance (March)
ACH	02/28/19		EBC	5,497.78	H.R.A., F.S.A., Cobra (February)

\$ 1,560,478.94

*Protection, Health, & Safety (PHS) Projects

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Stipends For Pay Period 02/02/19

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Antle, Tracey Ann	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$7,301.70	011420730051340			
Ault, Richard L	18/19 Overload	08/15/18	03/16/19	03/16/19	OV	\$4,455.50	011120570051340			
Batson-Turner, Jean	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$1,263.50	011220650051340			
Bias, Timothy John	18/19 Overload	01/09/19	02/02/19	02/02/19	OV	\$11,475.55	011320410051340			
Black, Mary A	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$1,296.75	011520570051340			
Black, Wesley Taylor	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$4,389.00	011120570051340			
Blaydes, Christine Ann	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$12,887.70	011420730051340			
Bouxsein, Jessie Lynn	18/19 Overload	10/09/18	02/02/19	02/02/19	OV	\$4,502.05	011420730051340			
Brolley, Vincent Depaul	18/19 Overload	08/15/18	02/16/19	02/16/19	OV	\$3,990.00	011120570051340			
Bruch, Anna Marie Faletti	18/19 Overload	08/15/18	02/16/19	02/16/19	OV	\$16,884.35	011420730051340			
Bubb, Jennifer Lee	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$1,330.00	011520650051340			
Caley Opsal, Susan Mary	18/19 Overload	08/15/18	03/16/19	03/16/19	OV	\$2,926.00	011420730051340			
Carey, Lauri L	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$10,274.25	011120570051340			
Carter, John James	LW SCHNEIDER CNC Class	01/07/19	03/16/19	03/16/19	ST	\$2,812.50	014210331051320			
Cinotte, Lori Maret	18/19 Overload	08/15/18	03/02/19	03/02/19	OV	\$5,920.00	011120650051340			
Cook Fesperman, Amanda	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$5,985.00	011120650051340			
Data, Dorene Marie	18/19 Overload	08/15/08	02/02/19	02/02/19	OV	\$8,500.05	011320410051340			
Ebner-Landgraf, Tammy L	18/19 Overload	01/09/19	02/02/19	02/02/19	OV	\$1,430.00	011220650051340			
Elias, Gina Rae	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$6,880.00	011320410051340			
Fish, Nicholas R	18/19 Overload	01/09/19	03/02/19	03/02/19	OV	\$2,660.00	011420410051340			
Forst, Jean	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$5,985.00	011120650051340			
Fox, Amber Rae	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$2,992.50	011220570051340			
Francisco, Marjorie Lynn	18/19 Overload	10/09/18	02/02/19	02/02/19	OV	\$5,180.35	011420730051340			
Gibson, James A	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$11,693.40	011120410051340			
Guzior, Steven J	ELE 1203 01	01/26/19	03/16/19	03/16/19	ST	\$1,892.00	011320410051320	ELE-1203-01	Motors and Controls II	
Hamilton, Nora Beth	18/19 Overload	10/09/18	02/02/19	02/02/19	OV	\$7,813.75	011420730051340			

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Stipends For Pay Period 02/02/19

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Hartford, Carmen Nichole	18/19 Overload	08/15/18	03/16/19	03/16/19	OV	\$3,491.25	011120570051340			
Hodgson, Laura Ann	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$6,650.00	011420730051340			
Johll, Matthew E	18/19 Overload	01/09/19	02/02/19	02/02/19	OV	\$166.25	011120570051340			
Johnson, LeeAnn	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$399.00	011120570051340			
King, Keith Robert	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$1,928.50	011120570051340			
Klopcic, Elizabeth Ann	18/19 Overload	08/15/18	12/14/18	02/02/19	OV	\$1,995.00	011120650051340			
Knoblauch, Heather Anne	18/19 Overload	10/08/18	03/16/19	03/16/19	OV	\$6,317.50	011420730051340			
Knowlton, Amber Sue	18/19 Overload	12/14/18	02/02/19	02/02/19	OV	\$5,320.00	011420730051340			
Koudelka, Arthur Edward	18/19 Overload	08/15/18	03/16/19	03/16/19	OV	\$20,071.00	011320410051340			
Kuester, David A	18/19 Overload	08/15/18	03/16/19	03/16/19	OV	\$5,145.00	011120650051340			
Lee, Tracy Denise	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$1,330.00	011120650051340			
Lesman, Emily Elizabeth	18/19 Overload	08/18/18	02/02/19	02/02/19	OV	\$1,296.75	011520570051340			
Lockwood, Kirk D	18/19 Overload	01/09/19	02/02/19	02/02/19	OV	\$498.75	011120650051340			
Mammano, Pamela M	18/19 Overload	12/14/18	03/16/19	03/16/19	OV	\$12,548.55	011420730051340			
Mangold, Richard F	18/19 Overload	01/09/19	02/02/19	02/02/19	OV	\$7,980.00	011120650051340			
Mott, Willard D	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$6,111.10	011220570051340			
Myers, Taylor Marie	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$2,520.35	011420730051340			
Oldaker, Adam Gregory	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$4,655.00	011120650051340			
Olesen, Jared Jeffrey	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$5,320.00	011120650051340			
Padoan-Gallardo, Atti V	FEN ITL SPN Independent Study	01/09/19	05/18/19	05/18/19	ST	\$1,450.00	011120650051320	FEN-1002-01/SPN 1010 300/ITL 1010 300/FEN 2002 01	Elementary French I /Intermediate French II/Conversational Spanish/Conversational Italian	
Pecherek, Michael John	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$2,128.00	011120650051340			
Phillips, Michael Alan	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$5,453.00	011120570051340			
Pumo, Deborah J	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$18,952.50	011420730051340			
Pytel, Kyle Edwin	LC Driver Improvement GDL	01/26/19	01/26/19	02/02/19	ST	\$175.00	014110394251320	CDV-6000-11	LC Driver Improvement GDL	
Radek, Kimberly M	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$1,995.00	011120650051340			
Reese, Robert C	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$7,454.65	011220570051340			

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Stipends For Pay Period 02/02/19

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Ruda, Anthony J	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$13,965.00	011120570051340			
Sarsah, Dominic K	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$4,123.00	011120570051340			
Sarver, Gregory Stephen	LC Driver Improvement	01/16/19	01/16/19	02/02/19	ST	\$150.00	014110394251320	CDV-6000-301	LC Driver Improvement	
Schroeder, Eric Steven	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$8,977.50	011120570051340			
Schulte, Glen Walter	WLD Series 03 Multi Prep	01/15/19	03/16/19	03/16/19	ST	\$2,205.00	011320410051320			
Seeger, Andrew P	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$1,480.00	011120650051340			
Seghi, Heather Nicole	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$4,655.00	011420410051340			
Serafini, Daniel J	18/19 Overload	01/09/19	02/02/19	02/02/19	OV	\$8,379.00	011120570051340			
Serafini, Richard Joseph	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$4,788.00	011220570051340			
Story, Michelle M	18/19 Overload	08/15/18	03/16/19	03/16/19	OV	\$4,256.00	011320410051340			
Swett, Steven A	ALH 1221 300 Independent Study	01/08/19	03/16/19	03/16/19	ST	\$150.00	011420730051320	ALH-1221-300	Industrial First Aid	
Tunnell, Thomas D	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$7,049.00	011120570051340			
Urban-Bollis, Jill L	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$1,995.00	011120650051340			
Villarreal, Nora Lynn	18/19 Overload	01/09/19	02/02/19	02/02/19	OV	\$150.00	011120650051340			
Wiggins, Dawn M	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$6,384.00	011120570051340			
Yong, Promise K	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$1,463.00	011120570051340			
Zeilman, Karen Elaine	18/19 Overload	08/15/18	02/02/19	02/02/19	OV	\$15,130.00	011120650051340			
Zellmer, Donald G	THE 1005 2005 03	01/09/19	05/18/19	05/18/19	ST	\$450.00	011120650051320	THE-1005-03	Theatre Play Production	
Total						369,822.55				

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 Cheryl Roelfsema
 Vice President of Business Services and Finance


 Dr. Jerry Corcoran
 President

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

Stipends For Pay Period 02/16/19

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Boyle- Bruch, Ida	Food Service Sanitation	02/11/19	02/16/19	02/16/19	ST	\$500.00	014110394151320	CEU-1503-632	Food Service Sanitation	
Gibson, James	Electrical Testing Boyer 5 HRS	02/04/19	02/04/19	02/16/19	ST	\$500.00	014210331051320			
Haskell Free, Stephanie	Additional Pay for Current Class	01/11/19	05/18/19	05/25/19	ST	\$51.00	011120650051320			
Jakubek, Kathleen	ALH 1215 630 Lab/Clinical	02/07/19	03/02/19	03/02/19	ST	\$1,470.00	011420730051320	ALH-1215-630	Certified Nursing Assistant Instructor	
Malavolti, Steven	ELT 2209 01	01/09/19	05/18/19	05/25/19	ST	\$252.12	011320410051320	ELT-2209-01		
Nickel, Paul	IMT 1220 80	01/09/19	05/18/19	02/16/19	ST	\$150.00	011320410051320	IMT-1220-80		
Ossola, Jyllian	Rustic Outdoor Sign	02/02/19	02/02/19	02/16/19	ST	\$200.00	014110394151320	HLR-2311-02	Rustic Outdoor Sign	
Pytel, Kyle	LC Driver Improvement GDL	02/09/19	02/09/19	02/16/19	ST	\$175.00	014110394251320	CDV-6000-02	LC Driver Improvement GDL	
Reese, Robert	18/19 Overload	01/09/19	02/16/19	02/16/19	OV	\$219.45	011120570051340			
Sarver, Gregory	BC Driver Improvement	02/09/19	02/09/19	02/16/19	ST	\$150.00	014110394351320	CDV-7000-02	BC Driver Improvement	
Sarver, Gregory	Mileage Reimbursement	12/08/18	02/09/19	02/16/19	ML	\$87.00	014110394355212			
Smith, Sara	Food Service Sanitation	02/04/19	02/14/19	02/16/19	ST	\$400.00	014110394151320	CEU-1503-632	Food Service Sanitation	
Sondgeroth, Anthony	WLD 2250 01	01/09/19	05/18/19	05/25/19	ST	\$472.35	011320410051320	WLD-2250-01		
Vahle, Larry	Extra Hours Lab Tutoring	02/01/19	02/01/19	02/16/19	ST	\$34.45	011520570051320			
Total						4,661.37				

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Cheryl Roelfsema

Cheryl Roelfsema
Vice President of Business Services and Finance

Jerry Corcofan 3/5/19

Dr. Jerry Corcofan
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

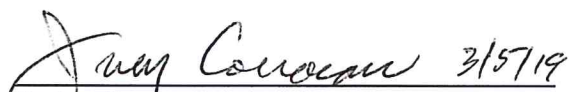
Part-time Faculty/Staff Appointments
February 2019

Employee Name	Position	Department	Hourly/Lab* Rate	Credit Hour Rate
Phillips, Matthew	PT Enrollment Services Asst.	Student Services	11.80	N/A

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


Cheryl Roelfsema
Vice President for Business Services & Finance

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


Dr. Jerry Corcoran
President

Faculty Tenure Recommendation – Tammy Landgraf, Early Childhood Education Instructor

Dr. Deborah Anderson, Vice President for Academic Affairs, Bonnie Campbell, Associate Vice President for Academic Affairs and Dr. Robyn Schiffman, Dean of Humanities, Fine Arts, and Social Sciences have completed their evaluations of Tammy Landgraf, Early Childhood Education Instructor. The tenure recommendation is attached.

Recommendation:

The administration recommends the approval of tenure for Tammy Landgraf, Early Childhood Education Instructor.

KPI 5: District Population Served



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Memorandum

To: Jerry Corcoran, Ed.D, President
From: Deborah Anderson, PhD, Vice-President for Academic Affairs *da*
Bonnie Campbell, Associate Vice-President for Academic Affairs *bc*
CC: Robyn Schiffman, Dean for Humanities, Fine Arts and Social Sciences
Date: February 15, 2019
Subject: Tammy Landgraf Tenure Recommendation

It is customary that individuals eligible for tenure present their portfolios to the Dean, Associate Vice-President, and Vice-President prior to the presentation to the Board to gain administrative approval and feedback to strengthen the portfolio and assure it accurately represents the faculty member's accomplishments.

To confirm that Ms. Landgraf met all requirements prior to her eligibility date, she met with Dr. Anderson, Associate Vice President Campbell, and Dean Schiffman for the initial presentation of her portfolio on December 10, 2018. In addition to evaluation documents, items of recognition, student course feedback, professional development, community service, and examples of contributions to the institution, Ms. Landgraf's portfolio included artifacts from her classroom as evidence of her excellent teaching.

Ms. Landgraf's accomplishments include excellent instruction in the area of Early Childhood Education, the alignment of early childhood state competencies with the IVCC curriculum, and the representation of IVCC at state and national professional development activities. Dean Schiffman noted in her recommendation that Ms. Landgraf "...loves what she does, and it shows. She 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." IVCC is fortunate to have Ms. Landgraf as one of our stellar instructors.

Dean Schiffman, Associate Vice President Campbell, and Dr. Anderson were in unanimous agreement that Ms. Landgraf meets the requirements for tenure outlined in the IVCC Guidelines for Non-tenured Faculty Evaluation System.

We look forward to Ms. Landgraf sharing her portfolio and celebrating Her success with the Board of Trustees at the March 14, 2019 meeting.

**Recommendation for Tenure
In a Teaching Position at
Illinois Valley Community College**

Tammy Landgraf is being recommended for tenure in her position as Early Childhood Instructor/Program Coordinator at Illinois Valley Community College. This tenure appointment will commence with the Fall 2019 semester.

This recommendation is based on the following:

1. Exemplary Teaching Performance

Tammy is centrally motivated by one thing: student success. As a program coordinator, she teaches most of the Early Childhood students in multiple classes and really gets to know them. She consistently ranks very highly on our Student Course Feedback forms in the categories of organization, clarity of assignments, and classroom management. I have observed 5 of Tammy's classes and guest taught 1. Her classes are full of student energy, with student collaboration and active learning. She always ties her lesson plans to the course objective and learning goals for each unit in addition to competencies. She loves what she does and it shows. She represents the best kind of educator that exists because she teaches to the whole student. She is warm without being too familiar and tough without being too demanding.

2. Contributions to the College

Because of local and national mandates, Tammy has had to redo and rewrite her curriculum almost each year. This has put her in touch with campus leaders in Assessment and in Curriculum and Instruction. She is also in constant contact with our Counselors. She has presented at Development Day; she attends in-service and Division meetings without fail. She is on the Part-Time Faculty Handbook Committee, Disability Services Advisory Council, and spends a lot of time visiting dual credit sites, cultivating those relationships, and marketing IVCC to those schools. She attends events at night, such as Explore IVCC, and facilitates high school students shadowing IVCC ECE students. In the summer of 2018 she participated in our Faculty Summer Institute.

3. Contributions to the Community

Tammy must travel to sites in the community to place and to observe her ECE students. She is everywhere at once. There are several area causes very close to her heart, such as Relay for Life and Kids Against Hunger, and she was a coordinator and chaperone on a recent Church Mission trip to Benton Harbor, MI. She is a Mendota High

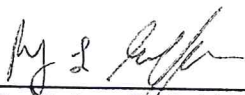
School Parent Band co-treasurer. She sits on Tri-County Opportunities Board of Directors. She participates in the LaSalle County Local Interagency Council of Early Childhood.

4. Professional Involvement

Tammy attends Higher Education Forums, is on the ECE IAI panel, and presented at the NAEYC Professional Learning Institute in Austin, TX in 2018. She has a deep network of state and national colleagues with whom she both seeks, and provides, advice. She is always aware of the latest critical conversations regarding Early Childhood Education, competency based education, and prior learning. As a result, she has put many of those efforts into practice at IVCC. She has developed and created two Gateways credentials to get students a post-secondary qualification.

Tammy is one of the most detail oriented and organized faculty members I have ever worked with in 17 years at 3 institutions of higher education. Students find in her an eager mentor and advisor. She endlessly comes up with creative assignments to showcase the various levels of student talent and ability. She's had me write with my feet, with my non-dominant hand, and make farm animal noises, all to demonstrate the various levels and challenges of communication. She is never satisfied with good enough –she challenges us all to be better, to do better (whether it is a meeting, an in-service, or an interaction with a student). She spent many years in the field teaching pre-school and is a tireless advocate for the voices of children. She trains future educators to teach in an increasingly complex, multicultural, and fast-changing world. I'm delighted to reflect on 3 years of working with Tammy. I know the next 23 will bring only good things to Early Childhood Education and to IVCC with Tammy as its Coordinator.

Recommended by:

 12/11/18

Dr. Robyn L. Schiffman Date
Dean of Humanities, Fine Arts, and Social Sciences

 12-13-18

Dr. Deborah Anderson Date
Vice President for Academic Affairs

Faculty Tenure Recommendation – Willard Mott, Agriculture Instructor

Dr. Deborah Anderson, Vice President for Academic Affairs, Bonnie Campbell, Associate Vice President for Academic Affairs and Ron Groleau, Dean of Natural Sciences and Business have completed their evaluations of Willard Mott, Agriculture Instructor. The tenure recommendation is attached.

Recommendation:

The administration recommends the approval of tenure for Willard Mott, Agriculture Instructor.

KPI 5: District Population Served



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Memorandum

To: Jerry Corcoran, Ed.D, President
From: Deborah Anderson, PhD, Vice-President for Academic Affairs *da*
Bonnie Campbell, Associate Vice-President for Academic Affairs *BC*
CC: Ron Groleau, Dean for Natural Sciences and Business
Date: February 27, 2019
Subject: Willard Mott Tenure Recommendation

It is customary that individuals eligible for tenure present their portfolios to the Dean, Associate Vice-President, and Vice-President prior to the presentation to the Board to gain administrative approval and feedback to strengthen the portfolio and assure it accurately represents the faculty member's accomplishments.

To confirm that Mr. Mott met all requirements prior to his eligibility date, he met with Dr. Anderson, Associate Vice President Campbell, and Dean Groleau for the initial presentation of his portfolio on December 12, 2018. In addition to evaluation documents, items of recognition, student course feedback, professional development, community service, and examples of contributions to the institution, Mr. Mott's portfolio included artifacts from his classroom as evidence of student learning.

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. On top of all this, Mr. Mott also completed his master's degree in Agronomy during his probationary period. Of all of his accomplishments, Dean Groleau notes, "Willard's greatest contribution has been his work involving the impressive development and resurrection of the IVCC Agriculture program."

Dean Groleau, Associate Vice President Campbell, and Dr. Anderson were in unanimous agreement that Mr. Mott meets the requirements for tenure outlined in the IVCC Guidelines for Non-tenured Faculty Evaluation System.

We look forward to Mr. Mott sharing his portfolio and celebrating his success with the Board of Trustees at the March 14, 2019 meeting.

**Recommendation for Tenure
In a Teaching Position at
Illinois Valley Community College**

Mr. Willard Mott is being recommended for tenure in his position as Agriculture Instructor/Program Coordinator at Illinois Valley Community College. This tenure appointment will commence with the Fall 2019 semester.

This recommendation is based on the following:

1. Exemplary Teaching Performance

Mr. Mott is an excellent instructor. Active learning occurs in which students routinely participate in a variety of class activities. Willard facilitates organized and well-developed lectures and class discussions focused on real world agriculture topics and applications. His knowledge of a variety of agriculture topics including soil science, agronomy, and precision agriculture is impressive. Field trips and guest speakers enhance the student experience. In addition, Willard's use of instructional technologies is excellent. He uses the Blackboard course management system and a variety of internet, software, and video resources. It was no coincidence to see Willard nominated for the Stephen Charry memorial award for Excellence in teaching in only his third year at the college.

2. Contributions to the College

Willard's greatest contribution has been his work involving the impressive development and resurrection of the IVCC Agriculture program. In addition to the transfer degree in Ag Business, Willard has developed two new A.A.S degrees in Agronomy and Agricultural Business Management. Six existing agriculture courses have been significantly revised and eleven new courses have been developed. Willard has also been involved with the hiring of five adjunct faculty. Additional contributions include the following:

- Participation in the New Student Convocation
- Participation with students in the IVCC Career Services Etiquette Dinner
- Participation in the IVCC Foundation Annual Scholarship Recognition Dinner. IVCC now awards up to \$44,000.00 in Ag scholarships!
- Coordination of IVCC Agricultural Open Houses, as well as Advisory Committee meetings
- Participation in the IVCC Student Academic Awards Ceremony, the Annual IVCC Commencement, and all Natural Science and Business Division meetings.

3. Contributions to the Community

Willard has played an integral role in developing a variety of community partnerships. These include professional relationships with the University of Illinois Extension, Farmers Edge, CNH Industrial and Mr. Luke Holly. Discussions with community partners, such as Mr. Ralph Scriba, Mr. Robert Dieken, Mrs. Barbara Davis, and Dynergy Corporation, have led to annual agriculture scholarship donations. In his first three years on campus, Willard has participated in five IVCC Agriculture Open House Events, three IVCC/University Agriculture Transfer Events, over 25 high school visits, and has attended sixteen District Agriculture Events, including Annual FFA Banquets. Willard is very active in the IVCC community.

4. Professional Involvement

Willard is a member of the Illinois Association of Community College Agriculture Instructors and attends their annual conference. He also has professional memberships in the Illinois Association of Vocational Agriculture Teachers, Illinois Association of Career and Technical Educators, and the National Association of Agricultural Educators. Willard is a member of the Illinois Articulation Committee and serves on the IAI Agriculture Panel. He is also currently serving on the Agriculture Faculty Selection Committee for the hiring of a second full-time IVCC agriculture instructor.

It is with much pleasure that I recommend Mr. Willard Mott for tenure. He has been an excellent addition to the IVCC Agriculture Program and the Division of Natural Sciences and Business.

Recommended by:



2/28/19

Mr. Ron Groleau
Dean Natural Sciences and Business

Date



2-28-19

Dr. Deborah Anderson
Vice President for Academic Affairs

Date

Faculty Tenure Recommendation – Heather Knoblauch, Nursing Instructor

Dr. Deborah Anderson, Vice President for Academic Affairs, Bonnie Campbell, Associate Vice President for Academic Affairs and Julie Hogue, Director of Nursing, have completed their evaluations of Heather Knoblauch, Nursing Instructor. The tenure recommendation is attached.

Recommendation:

The administration recommends the approval of tenure for Heather Knoblauch, Nursing Instructor.

KPI 5: District Population Served



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Memorandum

To: Jerry Corcoran, Ed.D, President
From: Deborah Anderson, PhD, Vice-President for Academic Affairs *da*
Bonnie Campbell, Associate Vice-President for Academic Affairs *bc*
CC: Julie Hogue, Director of Nursing
Date: February 15, 2019
Subject: Heather Knoblauch Tenure Recommendation

It is customary that individuals eligible for tenure present their portfolios to the Dean, Associate Vice-President, and Vice-President prior to the presentation to the Board to gain administrative approval and feedback to strengthen the portfolio and assure it accurately represents the faculty member's accomplishments.

To confirm that Ms. Knoblauch met all requirements prior to her eligibility date, she met with Dr. Anderson, Associate Vice President Campbell, and Director Hogue for the initial presentation of her portfolio on December 11, 2018. In addition to evaluation documents, items of recognition, student course feedback, professional development, community service, and examples of contributions to the institution, Ms. Knoblauch's portfolio included artifacts from her classroom as evidence of her excellent teaching.

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. As noted by her director, Ms. Julie Hogue, Ms. Knoblauch's growth as an instructor has been remarkable: "She has observed much, asked many insightful questions, and continues to evolve into her teaching role..." In addition, Ms. Knoblauch has been active with both the college and community in the areas of service making her the complete package as an instructor. As noted in her recommendation, "Heather Knoblauch has proven herself to be a dedicated and qualified nursing instructor who exemplifies the Mission, Vision, and Core Values of Illinois Valley Community College." Indeed, we are fortunate to have her as a member of our nursing faculty.

Director Hogue, Associate Vice President Campbell, and Dr. Anderson were in unanimous agreement that Ms. Knoblauch meets the requirements for tenure outlined in the IVCC Guidelines for Non-tenured Faculty Evaluation System.

We look forward to Ms. Knoblauch sharing her portfolio and celebrating Her success with the Board of Trustees at the March 14, 2019 meeting.

**Recommendation for Tenure
In a Teaching Position at
Illinois Valley Community College**

Heather Knoblauch is being recommended for tenure in her position as Nursing Instructor at Illinois Valley Community College. This tenure appointment will commence -during the spring 2019 semester.

This recommendation is based on the following:

1. Exemplary Teaching Performance:

Heather Knoblauch began her teaching experience at IVCC during the fall of 2015 as an adjunct faculty member, teaching obstetrics clinicals with groups of 8 students. The student feedback Heather received was positive with accolades given for her patience, knowledge, and teaching style. Heather was hired as a full time nursing instructor in fall of 2016. Her responsibilities at that time were working with students new to the nursing program, instructing them in the fundamentals of nursing. Heather is an IVCC graduate herself. She already possessed knowledge of how our process works. She has observed much, asked many insightful questions and continues to evolve into her teaching role here at the college. She volunteered to lecture a Management and Issues class for Second Year students and when an opportunity arose for Heather to lecture and teach clinical in Obstetrics, she wholeheartedly accepted that challenge. Heather found herself in a position of teaching material that is her expertise (OB) during the fall semester and teaching material new to her during the spring semester. She has approached both with dedication, hard work, and caring. Heather readily accepted guidance when it came to new material or teaching a medical/surgical clinical. She has grown in that role and an increase in her confidence is evident. When Heather teaches Obstetrics, whether in the classroom or clinical setting, she just glows. She just recently took on the challenge of lecturing a medical/surgical class for first year students. I anticipate that soon she will be glowing in that area as well, as she “learns the ropes” and gains confidence.

2. Contribution to the College:

As a result of Heather Knoblauch’s active participation in committees and teams, she has demonstrated her commitment to not just the Nursing Department but IVCC as well. She extends herself to assist students through involvement in departmental, division and college initiatives. The following list illustrates examples of her participation:

- Active participant in Nursing Division Meetings
- Participant in New Faculty Orientation class
- Participated as a guest speaker the following year at New Faculty Orientation class
- Active participant in weekly Nursing Faculty Meetings
- Active participant in rotating committee to review Nursing Appeals
- Presently serves on the Wellness Committee
- Has participated several times in the Explore IVCC evenings each semester, stationed in

the nursing lab to talk with prospective students and their parents and promoting the nursing labs, manikins and the Nursing Program

- Participated on committee formed for interviewing prospective nursing faculty
- Participated in Health Fair at St. Margaret's, supervising students, who were introducing health careers with children of junior high age. Heather participated in this two years in a row.

3. Contributions to the Community:

Heather recognizes the importance of promoting IVCC in the community. The following list illustrates examples of her contributions and participation:

- Active participant in annual Nursing/CNA Advisory Council
- Current in practice; employed part-time in the Obstetrics department at St. Margaret's Hospital in Spring Valley, IL.
- A member of the School Commission for Peru Catholic Grade School
- An active member of St. Valentine's Catholic Church
- Supports Cops for Cancer Charity with a multitude of activities

4. Professional Involvement:

Heather's professional involvement focuses on increasing her knowledge in nursing education and in OB nursing which will ultimately enhance her teaching practice, interaction with students, and evaluation of student performance in the classroom and clinical settings. The following is a listing of professional organizations and activities she is involved with:

- Member of the National Association of Associate Degree Nursing
- Member of the Illinois Association of Associate Degree Nursing
- Member of the National League for Nursing
- Maintains certification in Basic Life Support (BLS) and Neonatal Resuscitation Procedures (NRP)
- Is board certified as a Registered Nurse, certified in Inpatient Obstetrics ,

Heather Knoblauch has proven herself to be a dedicated and qualified nursing instructor who exemplifies the Mission, Vision, and Core Values of Illinois Valley Community College. Heather is an asset to both the institution and our community.

Julie Hogue

2/8/2019

Director of Nursing

Date

Deborah L. Anderson / Blx

3-5-19

Vice President for Academic Affairs

Date

Faculty Tenure Recommendation – Andrew Seeger, Ph.D., World Languages Instructor

Dr. Deborah Anderson, Vice President for Academic Affairs, Bonnie Campbell, Associate Vice President for Academic Affairs and Dr. Robyn Schiffman, Dean of Humanities, Fine Arts, and Social Sciences have completed their evaluations of Andrew Seeger, Ph.D., World Languages Instructor. The tenure recommendation is attached.

Recommendation:

The administration recommends the approval of tenure for Andrew Seeger, Ph.D., World Languages Instructor.

KPI 5: District Population Served



ILLINOIS VALLEY
COMMUNITY COLLEGE

Memorandum

To: Jerry Corcoran, Ed.D., President
From: Deborah Anderson, Ph.D., Vice-President for Academic Affairs *da*
Date: February 25, 2019
Subject: Dr. Andrew Seeger Tenure Recommendation

An item for information was included in the November Board Report about the status of Dr. Andrew Seeger's progress toward tenure. His tenure was effective in January, 2019.

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

To confirm that Dr. Seeger met all requirements prior to his eligibility date, he met with Dr. Anderson, Ms. Campbell, and Dr. Schiffman for the initial presentation of his portfolio on September 18, 2018. In addition to evaluation documents, letters of recommendation, student course feedback, professional development, community service, and examples of contributions to the institution, Dr. Seeger's portfolio included artifacts from his classroom as evidence of student learning.

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. As noted by Dean Schiffman, "...Dr. Seeger makes language learning, which is humbling even to the strongest of students, interactive and fun. His students enjoy his impressive knowledge of grammar and continue to learn important lessons beyond language acquisition in his classes."

Dr. Schiffman, Ms. Campbell and Dr. Anderson were in unanimous agreement that he met the requirements for tenure outlined in the IVCC Guidelines for Non-tenured Faculty Evaluation System.

**Recommendation for Tenure
In a Teaching Position at
Illinois Valley Community College**

Dr. Andrew Seeger is being recommended for tenure in his position as World Languages Instructor at Illinois Valley Community College. This tenure appointment will commence with the Spring 2019 semester.

This recommendation is based on the following:

1. Exemplary Teaching Performance

Dr. Seeger's strength is his teaching. He came to IVCC already with a number of years of teaching experience. One of his innovations can be seen in the mode of teaching second language acquisition. He shook up the traditional 16-week language course by inaugurating a first 8-week Beginning Spanish I course and second 8-week Beginning Spanish II course. A student is then able to complete a year of language study in 1 semester. Enrollment remains high and steady: clearly, students prefer this kind of schedule even though it is intense, rigorous, and requires students to attend class 4 days a week. Dr. Seeger makes language learning, which is humbling even to the strongest of students, interactive and fun. His students enjoy his impressive knowledge of grammar and continue to learn important lessons beyond language acquisition in his classes.

2. Contributions to the College

His wide experience with other cultures and communities positions him as an ambassador for global and multicultural perspectives in the classroom and at the College. He might be able to offer German in the future (if enrollment allows) and also teach in our Literature program. Dr. Seeger has been a member of the Professional Development Committee and joined the Continuity of Academic Operations planning team.

3. Contributions to the Community


Dr. Seeger hosted International movie nights for students and community members.

4. Professional Involvement

Dr. Seeger has benefited from attending several academic conferences during his employment at IVCC and I know he is looking for ways to use what he has learned in his daily teaching. He is also committed to expand his online teaching training.

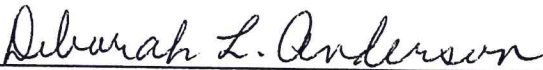
Dr. Andrew Seeger is being recommended for Tenure on the strength of this teaching. Student feedback remains consistently positive.

Recommended by:



Dr. Robyn L. Schiffman
Dean Humanities, Fine Arts, and Social Sciences

10/28/18
Date



Dr. Deborah Anderson
Vice President for Academic Affairs

10-30-18
Date

RECEIVED

OCT 31 2018

HUMAN RESOURCES

Faculty Retirement – Jean Batson-Turner – Human Services Instructor

Jean Batson-Turner, Human Services Instructor, hired in August 2002 and teaching for over 16 years, has submitted a notice of retirement effective June 1, 2019. Her retirement letter is attached.

We thank Jean for her years of dedicated service and wish her well in retirement.

Recommendation:

Accept with regret the retirement of Jean Batson-Turner, Human Services Instructor, last working day May 31, 2019.

KPI 4: Support for Employees



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

March 3, 2019

Dr. Robyn Schiffman
Dean, Humanities, Fine Arts, and Social Sciences
Illinois Valley Community College

Dear Robyn,

After learning that the IVCC Human Services Program would be terminated, I engaged in soul-searching and critical evaluation to determine the next steps for me and my family. I carefully considered several options and have decided to retire from Illinois Valley Community College, effective June 1, 2019.

I have appreciated the opportunity to develop and coordinate the Human Services Program. I have been challenged and inspired by the students who chose to serve others with courage and commitment.

Respectfully,

Jean Batson-Turner, M.A., M. Div, HS-BCP

Administrator Retirement – Patricia Williamson – Director of Financial Aid

Patricia Williamson, Director of Financial Aid, hired in September 2009 has submitted a notice of retirement effective June 30 2019. Her retirement letter is attached.

We thank Patricia for her years of dedicated service and wish her well in retirement.

Recommendation:

Accept with regret the retirement of Patricia Williamson, Director of Financial Aid effective June 30, 2019.

KPI 4: Support for Employees



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Financial Aid Office
815 N. Orlando Smith Road
Oglesby, IL 61348-9692
Telephone: 815-224-0438
Fax: 815-224-0638

Mark Grzybowski
Vice President of Student Services
Illinois Valley Community College
815 N. Orlando Smith Road
Oglesby, IL 61348

March 1, 2019

Dear Mark,

I am writing this letter today to formally announce my retirement from my position as director of financial aid, effective June 30, 2019. It has been a pleasure to work for you and IVCC for almost 10 years. After a 37 year career in financial aid, I am looking forward to pursuing some new goals; however I will miss the daily interactions with my staff and co-workers. IVCC is the most student centered institution I have worked for, which is a testament to our Board of Trustees, Dr. Corcoran and my fellow administrators. My hope of giving advanced notice is to allow adequate time for conducting a search for my replacement and a seamless transition to a new director.

Thank you again for the opportunities you and the college have provided to me. I wish you all the very best.

Sincerely,

Patty Williamson

Renewal of Non-Tenured Faculty for 2019/2020

The administration is pleased to announce the following non-tenured faculty will have their contracts renewed for the academic year 2019/2020:

Tracey Antle, Nursing Instructor
David Barnes, Economics Instructor
Jessie Bouxsein, Nursing Instructor
Nicholas Fish, Emergency Medical Services Instructor
Jean Forst, English & Reading Instructor
Amber Fox, Accounting Instructor
Kevin Hermes, Criminal Justice Instructor
Taylor Myers, Nursing Instructor

KPI 3: Support for Students

KPI 5: District Population Served

Faculty Tenure Recognition – Amber Knowlton, Nursing Instructor

Amber Knowlton’s tenure went into effect in October 2018 and was approved by the Board of Trustees at its May 2018 meeting. Because Ms. Knowlton was not on the traditional tenure timeline, she was not recognized during the March 2018 meeting as is customary. We would like to recognize Amber Knowlton’s tenure at this time.



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Memorandum

To: Jerry Corcoran, Ed.D., President
From: Deborah Anderson, Ph.D., Vice-President for Academic Affairs *da*
Date: February 25, 2019
Subject: Amber Knowlton Tenure Recommendation

An action item was included in the May 2018 Board Report about the status of Ms. Amber Knowlton's progress toward tenure. Her tenure was effective in October, 2018; consequently, she was not recognized during the Board meeting last March.

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

To confirm that Ms. Knowlton met all requirements prior to her eligibility date, she met with Dr. Anderson, Ms. Campbell, and Ms. Hogue for the initial presentation of her portfolio on April 30, 2018. In addition to evaluation documents, letters of recommendation, student course feedback, professional development, community service, and examples of contributions to the institution, Ms. Knowlton's portfolio included artifacts from her classroom as evidence of student learning.

Ms. Knowlton has grown steadily in her ability as an instructor. She sets high expectations and helps students achieve them. She is innovative in the classroom, recording her lectures so that students may access them at any time over the course of the semester, developing critical thinking tools such as journaling, and providing essential feedback during the clinical experience. Director Hogue noted in her recommendation that Ms. Knowlton "has proven herself to be a dedicated instructor who exemplifies the Mission, Vision, and Core Values of Illinois Valley Community College."

Ms. Hogue, Ms. Campbell and Dr. Anderson were in unanimous agreement that she met the requirements for tenure outlined in the IVCC Guidelines for Non-tenured Faculty Evaluation System.

RECOMMENDED FOR STAFF APPOINTMENT
2018-2019

GENERAL INFORMATION:

POSITION TO BE FILLED: IR/IT Programmer Analyst

NUMBER OF APPLICANTS: 3

NUMBER OF APPLICANTS INTERVIEWED: 2

APPLICANTS INTERVIEWED BY:

Mr. Dunlap, Ms. Lane, Mr. Overocker, Ms. Watson

APPLICANT RECOMMENDED:

Julia "Kathy" Hart

EDUCATIONAL PREPARATION:

University of Missouri, Columbia, MO – Doctorate of Education, Educational Leadership and Policy Analysis and M.A., Library Science

Northwest Missouri State University, Maryville, MO – B.S., Office Information Systems

EXPERIENCE:

Illinois Valley Community College, Oglesby, IL–Collection Development and Access Librarian
Northwest Missouri State University, B.D. Owens Library, Maryville, MO –

Director for Library Services and Operations; Assistant Director of Library Services and Co-coordinator Brick and Click Conference; Head Librarian for Access Services; Electronic Resource Management Information Librarian; Electronic Serials Specialist
Library Generalist / Course Reserve Specialist

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

1. Higher education experience, including IPEDS reporting
2. Experienced leader and team member
3. Familiar with IVCC operations and ERP
4. Organized, great attention to detail, strives for accuracy
5. Very well spoken and personable

RECOMMENDED SALARY: \$46,900 annualized, effective 3/18/19

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

February 4, 2019

IVCC Assessment Center
815 N Orlando Smith St
Oglesby, IL 61348

Dear Sarah Trager,

I want to thank you for the opportunity you gave me to work in the assessment center at IVCC. I have enjoyed my 2+ years working in the office, with the people employed here, and the students that cross our door.

This letter is to inform you that my final day will be April 25, 2019. I hope to be able to find similar work in Minnesota after I have settled in from my move. The interaction with people in an educational setting keeps my love of education alive.

With such an early notice of my leaving, I'll gladly help train the next person who gets the privilege of working here.

Sincerely,


Julie Fahning

RECEIVED

FEB -7 2019

HUMAN RESOURCES

March 5, 2019

Sara Escatel

Illinois Valley Community College

815 N. Orlando Smith Ave Oglesby, IL 61348

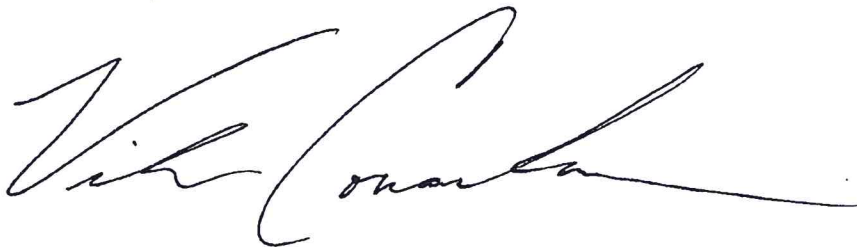
Dear Sara,

Please accept this letter as formal notification of my resignation from Illinois Valley Community College. My last day with the company will be effective immediately.

I would like to thank you for the opportunity to work at IVCC for the last five years. During this time I have enjoyed working with you and everyone in the Adult Ed department.

While I am excited by the new opportunities that I will be pursuing, I will always remember my time at IVCC with affection.

Kind regards,

A handwritten signature in black ink, appearing to read "Vita Covarrubias". The signature is fluid and cursive, with a long horizontal stroke at the end.

Vita Covarrubias

-----Original Message-----

From: Ruben Alvarado

Sent: Monday, March 04, 2019 2:16 PM

To: Robyn Schiffman <Robyn_Schiffman@ivcc.edu>; Robyn Schiffman
<Robyn_Schiffman@ivcc.edu>

Subject: Position Resignation

Dear Robyn: Please accept this email as my formal resignation from my position as Spanish Instructor. My last day at Illinois Valley Community College will be May 13, 2019. I would like to take this opportunity to thank you for the knowledge and experience I have gained while working at IVCC. I am grateful for the time I have spent on our team and the professional relationships I have built. It has been a pleasure working for you, and I hope that our paths will cross again in the future.

Sincerely,
Ruben Alvarado

Change Orders #1 and #2 –Building E AHU-Chiller Replacement

To be in compliance with Board Policy 4.11, the administration wishes to advise the Board of Trustees of change orders #1 and #2 for a total increase of \$8,882 for the Building E AHU-Chiller Replacement PHS project. The change orders consist of the following changes:

Original contract sum	\$1,098,000.00
Change Order #1	
Replace failed ductwork in tunnel	6,137.00
Change Order #2	
Add a reheat coil, piping, valving, controls	<u>2,745.00</u>
New contract sum	<u><u>\$1,106,882.00</u></u>

KPI 6: Resource Management



AIA® Document G701™ – 2017

Change Order

PROJECT: <i>(Name and address)</i> Building E AHU-Chiller Replacement Illinois Valley Community College 815 N. Orlando Smith Street Oglesby, IL 61348	CONTRACT INFORMATION: Contract For: General Construction Date: July 13, 2018	CHANGE ORDER INFORMATION: Change Order Number: 001 Date: January 3, 2019
OWNER: <i>(Name and address)</i> Illinois Valley Community College 815 N. Orlando Smith Road Oglesby, IL 61348	ARCHITECT: <i>(Name and address)</i> Demonica Kemper Architects 125 N. Halsted St., Suite 301 Chicago, IL 60661	CONTRACTOR: <i>(Name and address)</i> Dodson Plumbing, Heating & Air Conditioning, Inc. 823 N. Ladd St. P.O. Box 560 Pontiac, IL 61764

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Change Order No. 1 is for the work associated with RFP-001 (attached).


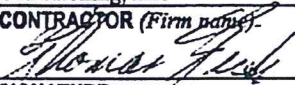

The original Contract Sum was	\$	<u>1,098,000.00</u>
The net change by previously authorized Change Orders	\$	<u>0.00</u>
The Contract Sum prior to this Change Order was	\$	<u>1,098,000.00</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>6,137.00</u>
The new Contract Sum including this Change Order will be	\$	<u>1,104,137.00</u>

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be N/A.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Demonica Kemper Architects	Dodson Plumbing, Heating & Air Conditioning, Inc.	Illinois Valley Community College
ARCHITECT <i>(Firm name)</i>	CONTRACTOR <i>(Firm name)</i>	OWNER <i>(Firm name)</i>
		
SIGNATURE	SIGNATURE	SIGNATURE
Mr. Brett Loehmann, Associate	Mr. Thomas Ficek, President	Ms. Cheryl Roelfsema, Vice President for Business Services & Finance
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
January 3, 2019	January 3, 2019	February 11, 2019
DATE	DATE	DATE



AIA Document G701™ – 2017

Change Order

PROJECT: <i>(Name and address)</i> Building E AHU-Chiller Replacement Illinois Valley Community College 815 N. Orlando Smith Street Oglesby, IL 61348	CONTRACT INFORMATION: Contract For: General Construction Date: July 13, 2018	CHANGE ORDER INFORMATION: Change Order Number: 002 Date: January 3, 2019
OWNER: <i>(Name and address)</i> Illinois Valley Community College 815 N. Orlando Smith Road Oglesby, IL 61348	ARCHITECT: <i>(Name and address)</i> Demonica Kemper Architects 125 N. Halsted St., Suite 301 Chicago, IL 60661	CONTRACTOR: <i>(Name and address)</i> Dodson Plumbing, Heating & Air Conditioning, Inc. 823 N. Ladd St. P.O. Box 560 Pontiac, IL 61764

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Change Order No. 2 is for the work associated with RFP-002 (attached).

The original Contract Sum was	\$ 1,098,000.00
The net change by previously authorized Change Orders	\$ 6,137.00
The Contract Sum prior to this Change Order was	\$ 1,104,137.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 2,745.00
The new Contract Sum including this Change Order will be	\$ 1,106,882.00

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be N/A

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Demonica Kemper Architects	Dodson Plumbing, Heating & Air Conditioning, Inc.	Illinois Valley Community College
_____ ARCHITECT (Firm name)	_____ CONTRACTOR (Firm name)	_____ OWNER (Firm name)
 _____ SIGNATURE	 _____ SIGNATURE	 _____ SIGNATURE
Mr. Brett Loehmann, Associate	Mr. Thomas Ficek, President	Ms. Cheryl Roelfsema, Vice President for Business Services & Finance
_____ PRINTED NAME AND TITLE	_____ PRINTED NAME AND TITLE	_____ PRINTED NAME AND TITLE
January 3, 2019 _____ DATE	January 3, 2019 _____ DATE	February 11, 2019 _____ DATE

Public Communications, Press Release Guidelines, and Press Release Form

IVCC Community Relations ~~and Marketing~~ Public Communications Procedure

~~In an effort~~ To respond to and communicate more ~~efficiently and~~ effectively with the community, Illinois Valley Community College has adopted the following:

IVCC ~~fosters the priority of Academic Freedom~~ supports the diversity of opinions. ~~In that regard, the~~ Faculty, staff, and administration should show respect for the autonomy of others, make a sincere effort to be accurate, and make it clear when they speak for themselves and not for the institution. (*IVCC Board Policy Manual's Academic Freedom Statement*,).

~~In many instances you will be seen as representing IVCC.~~ College employees, as private citizens, are free to express personal opinions. ~~However,~~ Be sure to make clear to the media and ~~general~~ public that ~~the personal~~ your views ~~you are expressing~~ are your own and that you are not speaking in any official capacity for IVCC. This distinction ~~is an attempt to avoid any helps eliminate public~~ confusion ~~by the general public~~ regarding a personal opinion ~~as~~ being officially sanctioned by the college, rather than simply a personal opinion.

The Office of Community Relations ~~and Marketing~~ assists the college in coordinating and responding to the media and the ~~general~~ public. The primary forums include:

- Community relations, press releases, media inquiries, and press conferences
- Political and legislative events ~~and inquiries~~
- Public ~~advertising, marketing, promotional events and campaigns~~
- ~~Educational Campaigns and Community Outreach~~
- Internal ~~information delivery, electronic postings and community calendars~~
- External ~~information delivery, paper, audio and electronic, newsletters, brochures, flyers and web postings, and promotional information~~

All requests for press releases are welcomed and respected. The Office of Community Relations ~~and Marketing~~ will determine if the request is consistent with our mission, ~~vision, and valued practices~~ and Core Values. ~~The~~ Public perception of the college will remain a priority.

Press releases, advertisement, or other community relations functions require prior approval by the Office of Community Relations ~~and Marketing~~. An exception to this procedure ~~would apply to~~ is employment and ~~bid~~ vendor advertisements.

~~It is requested that~~ All ~~inquires~~ inquiries from the media ~~should~~ be referred to the Office of Community Relations ~~and Marketing~~. The Office will ~~log the inquiry and~~ refer the party to the most appropriate department or ~~available~~ individual. ~~with the expertise most suitable to address the nature of the particular inquiry.~~ ~~In the event~~ If you are contacted directly by the media, ~~to answer a specific question in your discipline,~~ please inform the Office of Community Relations. ~~and Marketing to allow media follow up, if necessary, in order to promote the expertise of faculty and staff with outreach to the community.~~

To initiate a press release, refer to the guidelines and download the following form:

[Press Release Guidelines](#)

[Press Release Form](http://www.ivcc.edu:8080/formsIntranet/MediaRequest.aspx?ekfrm=4705) (<http://www.ivcc.edu:8080/formsIntranet/MediaRequest.aspx?ekfrm=4705>)

Procedure Posted: 11/22/2004

Modified: 2/4/19



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

February 14, 2019

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

Re: 2019 Distinguished Alumnus Award

Dear ICCTA Awards Committee:

The Illinois Valley Community College Board of Trustees is pleased to recommend 1962 graduate William E. Taylor for the Illinois Community College Trustees Association 2019 Distinguished Alumnus Award.

Bill's personal success story is an inspiration to all who hear it. He was an unmotivated high school student that blossomed at LaSalle-Peru-Oglesby Junior College, now Illinois Valley Community College. In an unconventional third year at LPO, Bill discovered his passion for accounting before continuing his education at Northern Illinois University. He would go on to become an outstanding leader in one of the largest public accounting firms in the world.

Bill is distinguished from many successful individuals by his coming back to the educational institutions he credits for his success, and investing his time and financial resources to provide the opportunity for others to succeed. Since his retirement in 2005, Bill has become one of our Foundation's preeminent supporters. His personal involvement at IVCC has inspired all of us.

William E. Taylor is an exemplary representative of our college and the Illinois community college system. His story shows the strengths of community colleges: encouraging students to explore, develop, achieve, and give back to the community.

His greatest success is not in what he has done, but in what he is doing for others.

Sincerely,

Jane Goetz
Chair

Illinois Valley Community College Board of Trustees



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

March 6, 2019

Illinois Valley Community College developmental mathematics laboratory instructor Mary Black was selected by colleagues this spring as the recipient of the college's coveted Stephen Charry Memorial Award for Teaching Excellence.

An adjunct instructor from 1999 until beginning full-time teaching in 2012, Ms. Black is IVCC's first employee to win both the part- and full-time teaching awards.

Maya Quick, the student who made the nomination, credited Black for challenging her and holding her accountable. "Mrs. Black helped me stay on track and supported me in every way possible when I got behind," Quick said.

Over her 20-year career at IVCC, Ms. Black has taught pre-algebra, basic & intermediate algebra, geometry and technical math.

Outside the classroom, she has helped feed hungry students by being a part of the team that created the micro food pantry this year. A member of multiple campus committees, she has presented on IVCC's Fast Track to College Math program at developmental symposiums.

More than math, Ms. Black assists students with critical life skills. Quick wrote in her nomination: "Mrs. Black helped me figure out how to receive a student loan, something I was frustrated and confused about. In addition, through some of our conversations, I was inspired to go out and make a greater impact in my community."

On behalf of the IVCC Board of Trustees, I enthusiastically recommend Mary Black for the 2019 Illinois Community College Trustees Association's Outstanding Faculty Member Award. As you will see from her nomination, she demonstrates excellence in teaching and student support.

Sincerely,

Jane Goetz
Chair
Illinois Valley Community College Board of Trustees



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

March 6, 2019

Dear ICCTA Selection Committee:

The Illinois Valley Community College Board of Trustees recommends Craig Castaneda for consideration for the Illinois Community College Trustees Association 2019 Outstanding Part-Time Faculty Member Award.

An Anatomy & Physiology instructor, Castaneda earned IVCC's 2019 Outstanding Part-Time Faculty Member Award after being nominated by student Candace Christmann.

Christmann said she was about to drop Castaneda's BIO 1007 course because of recent knee surgery. "He worked with me to help me stay focused and to keep going," she said.

Castaneda's full-time position as a physical therapist in a local hospital strengthens his classroom and lab instruction. "His day-to-day work experiences helps us understand how our muscles, bones and bodies work," Christmann noted.

Christmann credits Castaneda for making highly complex material clear: "He has a way of getting the lectures and labs across to us so we can understand it."

Castaneda is renowned for his upbeat, positive attitude with students. "He always has a 'can-do' attitude and uses life events to explain things to us," said Christmann.

Now in his 13th year, Castaneda has served IVCC and its students with distinction and demonstrated remarkable commitment.

For these reasons and more, the IVCC Board takes pride in recommending Craig Castaneda for the ICCTA's 2019 Outstanding Part-Time Faculty Member Award.

Sincerely,

Jane Goetz
Chair
Illinois Valley Community College Board



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Memorandum

To: Jerry Corcoran
From: Cheryl Roelfsema *CR*
Date: March 6, 2019
Subject: Ag Program Update – Equipment

On February 27 Willard Mott provided an update to the administration regarding the plan for CNH Industrial and the local CNH dealer, Stoller International Inc., to provide a new Case IH Magnum tm 340 RowTrac tractor for use in our agriculture program. Thanks to Kyle Dooley of CNH, the tractor has been ordered and will arrive on campus and be ready for use as a resource by our Agriculture program faculty and students by April 1.

Under CNH's "School Program" they will lease the tractor with the lease cost being tied to equipment hours used. We estimate the cost to the college will be approximately \$7,500. This plan is a similar arrangement that CNH has in place with Illinois State University where this piece of equipment will be used for a period one year at which time it will be turned back to the local dealership and another new tractor will be provided for the next year.

Thanks to Willard, the college's ag program faculty and students will be working with Luke Holley, IVCC's farm tenant, and University of Illinois Extension staff to enable our students to gain a second-to-none in-field experience using high-tech equipment that aligns with learning objectives embedded with precision technology coursework.


From: Willard Mott

Sent: Thursday, February 14, 2019 8:16 AM

To: Jerry Corcoran <JERRY_CORCORAN@ivcc.edu>; Ron Groleau <RON_GROLEAU@ivcc.edu>


Subject: M340

This should be what we are getting!

[PRODUCTS](#) [CONNECT WITH CASE IH](#) [FINANCE](#) [INNOVATIONS](#) [PARTS & SERVICE](#)

Magnum™ 340

The Magnum™ 340 offers exceptional operator comfort combined with a max boosted 410 power through all your tasks, comfortably and smoothly. Available in four-wheeled or with



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Magnum 340 Available Configurations

Magnum 340 RowTrac

Magnum 340

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.