



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Thursday, May 11, 2017  
Board Room  
6:30 p.m.**

**NOTE:**

**If you are unable to attend this meeting, or if you have questions regarding the agenda, please call the President's office, 224-0402.**

## IVCC'S MISSION STATEMENT

IVCC teaches those who seek and is enriched by those who learn.

### BOARD AGENDA ITEMS

#### January

#### February

Authorize Budget Preparation  
Reduction in Force  
Tuition and Fee Review  
Three-year Financial Forecast  
ICCTA Award Nominations  
(Alumnus, Student Trustee, Ethical)

#### March

Tenure Recommendations  
Non-tenured Faculty Contracts  
President's Evaluation  
Student Fall Demographic Profile  
ICCTA Award Nominations  
(FT/PT Faculty, Student Essay,  
Business/Industry)

#### April

Board of Trustees Election (odd years)  
Organization of Board (odd years)

#### May

Budget Adjustments  
President's Contract Review  
Vice Presidents' Contract Renewals

#### June

RAMP Reports  
Prevailing Wage Resolution  
Authorization of Continued Payment for  
Standard Operating Expenses  
Semi-annual Review of Closed Session  
Minutes

#### July

Tentative Budget  
a. Resolution Approving Tentative Budget  
b. Authorization to Publish Notice of  
Public Hearing  
Athletic Insurance

#### August

Budget  
a. Public Hearing  
b. Resolution to Adopt Budget  
College Insurance

#### September

Protection, Health, and Safety Projects  
Cash Farm Lease  
Approval of College Calendar (even years)  
Employee Demographics Report

#### October

Authorize Preparation of Levy  
Audit Report

#### 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, May 11, 2017 – 6:30 p.m. – Board Room (C307)**

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Campus Update – Agriculture Program (Willard Mott and Reed Wilson)
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 – April 13, 2017 Board Meeting and April 24, 2017 Organizational Meeting (Pages 1-9)
  - 7.2 Approval of Bills - \$1,130,969.87
    - 7.2.1 Education Fund - \$876,585.68
    - 7.2.2 Operations & Maintenance Fund - \$80,799.03
    - 7.2.3 Operations & Maintenance (Restricted Fund) - \$119,085.66
    - 7.2.4 Auxiliary Fund - \$32,412.22
    - 7.2.5 Restricted Fund - \$9,710.47
    - 7.2.6 Liability, Protection & Settlement Fund - \$42,376.81
  - 7.3 Treasurer's Report (Pages 10-27)
    - 7.3.1 Financial Highlights (Pages 11-12)
    - 7.3.2 Balance Sheet (13-14)
    - 7.3.3 Summary of FY17 Budget by Fund (Page 15)
    - 7.3.4 Budget to Actual Comparison (Pages 16-22)
    - 7.3.5 Budget to Actual By Budget Officers (Page 23)
    - 7.3.6 Statement of Cash Flows (Page 24)
    - 7.3.7 Investment Status Report (Pages 25-26)
    - 7.3.8 Disbursements - \$5,000 or more (Page 27)
  - 7.4 Personnel - Stipends for Pay Periods Ending April 1, 2017; and April 15, 2017 (Pages 28-31)

- 7.5 Purchase Request – Continuing Education Training Classes for Companies (Page 32 )
- 7.6 Purchase Request – Radio, Billboard, and Television Advertising Contracts (Page 33 )
- 7.7 Purchase Request – Fuel for Truck Driver Training Program (Page 34)
- 7.8 Purchase Request – Consortia Purchases (Page 35)
- 7.9 Purchase Request – Automotive Department (Page 36)
8. President’s Report
9. Committee Reports
10. ICCTA Membership – Mike Monaghan, ICCTA Executive Director
11. Staff Appointment – Director of Human Resources
12. Staff Retirement – Diann Jabusch, Director of Information and Technology Services (Pages 37-38)
13. President’s Contract - Approve a three-year employment contract for President Dr. Jerry Corcoran from July 1, 2017 to June 30, 2020 with a salary increase of 2.0 percent for FY2018, providing for an annual salary of \$196,209 as well as benefits and other conditions presented in the contract. (<https://www.ivcc.edu/board.aspx?id=28906>) (Page 39)
14. Vice Presidents’ Contracts (Page 40)
  - 14.1 Approve the FY2018 employment contract for Cheryl E. Roelfsema, Vice President for Business Services and Finance, with a 2.0 percent increase for FY2018, resulting in an annualized salary of \$130,448 and duties, benefits, and other conditions as outlined in her contract. (<https://www.ivcc.edu/board.aspx?id=28906>)
  - 14.2 Approve the FY2018 employment contract for Dr. Deborah Anderson, Vice President for Academic Affairs, with a 2.0 percent increase for FY2017, resulting in an annualized salary of \$117,305 and duties, benefits, and other conditions as outlined in her contract. (<https://www.ivcc.edu/board.aspx?id=28906>)
15. Amendment to the Ottawa Center Agreement with the City of Ottawa (Pages 41-44)
16. Security Services Contract Extension (Page 45)
17. Purchase Request – Server and Disk Array Replacements (Page 46)
18. Purchase Request – Virtual Technology (Page 47)
19. Purchase Request – Server Room Uninterruptible Power Supply (UPS) Battery System Replacements (Page 48)
20. Proposal Request – Enrollment Driver Marketing Magazine (Page 49)
21. Food Vending Machine Services (Page 50)
22. Items for Information (Pages 51-61)
  - 22.1 Staff Resignation – Marcus Davies, User Services Assistant (part-time) (Page 51)

- 22.2 Staff Resignation – Justin Jacobson, Assistant Men’s Basketball Coach (part-time) (Page 52)
- 22.3 Staff Resignation – Meg Kowalczyk, Counselor (part-time) (Page 53)
- 22.4 Staff Resignation – Olga Horn, Adult Education Instructor (part-time) (Page 54)
- 22.5 Staff Resignation – Donald Aleksy, Instructor (part-time) (Page 55)
- 22.6 Administrative Procedure – Grant Administration (Page 56)
- 22.7 Administrative Procedure – Paid Leaves (Pages 57-58)
- 22.8 Administrative Procedure – Immigration Reform and Control Act of 1986 (I-9) (Pages 59-61)
- 25. Trustee Comment
- 26. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) litigation; and 3) closed session minutes.
- 27. Compensation for FY2018 – Employees not Affected by a Negotiated Labor Agreement
- 28. Increase in FY2018 Part-time Faculty Pay Scale
- 29. Approval of Closed Session Minutes
- 30. Other
- 31. Adjournment

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

**Minutes of Regular Meeting**  
**April 13, 2017**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, April 13, 2017 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Melissa M. Olivero, Chair  
Larry D. Huffman, Secretary  
Jane E. Goetz  
David O. Mallery  
Amy L. Sipovic  
Everett J. Solon  
Sarah J. Tipton, Student Trustee (2016-2017)  
Matthew Pehoski (2017-2018)

**Members Absent:** Michael C. Driscoll, Vice-Chair

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

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None.

**RECOGNITION**

The women's basketball players and coaches were honored for being co-champions of the Arrowhead Conference and advancing to the Region IV championship. They finished with a record of 21-10 and carried an overall 3.3 g.p.a. for the fall semester. Coach Tom Ptak noted the team is also involved in community activities and he is very proud of them. The team's assistant coaches are Sammy Kromm and Nick Bernal.

Ms. Olivero read a resolution and presented it to Sarah Tipton along with a gift on behalf of the Board of Trustees to express their sincere appreciation that she has given generously of her time, energy, and talents in her responsibilities to the college as a student trustee. Sarah thanked the

College for an amazing experience and noted it has been by far the most fulfilling position she has ever had. She said it has been a pleasure working with the Board.

Melissa Olivero was honored for serving two consecutive terms as Board Chair. She was elected to the Board of Trustees in April 2009 and served as Vice-chair from 2011-2013. She was elected Chair in May 2013. Dr. Corcoran noted that she and her husband have attended and supported many College and Foundation functions and the College owes her a debt of gratitude. He said Ms. Olivero has done a fantastic job as Board Chair and it was a real honor to work with her. Dr. Corcoran presented a plaque to Ms. Olivero for serving as Board Chair from 2013-2017.

Two officers will be leaving the board and Dr. Corcoran recognized them for their service.

Larry Huffman was appointed to the Board of Trustees in August 2009 and elected in April 2011. He served as Board Secretary for four years, Planning Committee and Closed Session Minutes Committee for two years, and chair of the Audit/Finance Committee for six years. Larry and his wife Chris have attended every major event at IVCC and have been so supportive of the College and Foundation. Dr. Corcoran wanted to let him know how much he has meant to him as a friend, colleague, and role model and wished him many more years of success. Dr. Corcoran presented him with a gift as a token of appreciation.

Michael Driscoll was not present for the meeting as he had other obligations. Dr. Driscoll was appointed in March 2009 and elected in April 2011. He has served as Board Vice-Chair for four years and took on a leadership position for the Planning Committee. He is a phenomenal person to work with. He is a reminder of the College's Core Values and taught everyone so much of how behavior has to be in step with core values. Dr. Corcoran noted he will miss him tremendously. Dr. Corcoran also has a gift for Dr. Driscoll as a token of appreciation.

### **CONSENT AGENDA ITEMS**

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

The following items were approved in the consent agenda:

Approval of Minutes – March 9, 2017 Board Meeting

Approval of Bills - \$1,233,023.64

Education Fund - \$952,866.67; Operations & Maintenance Fund - \$142,724.93; Operations & Maintenance (Restricted Fund) - \$26,166.74; Auxiliary Fund - \$63,258.56; Restricted Fund - \$5,343.13; and Liability, Protection & Settlement Fund - \$42,663.61

Treasurer's Report

Personnel

Approved the stipends for pay periods ending March 4, 2017 and March 18, 2017

## **PRESIDENT'S REPORT**

Dr. Corcoran reported IVCC's March 24 Career Expo was a great event -- 883 students from 13 schools visited with faculty, staff and representatives of the Building and Construction Trades regarding all kinds of career-training options in the Illinois Valley. The business after-hours on the east campus the night before the expo hosted by the Building Trades group and promoted by the local chambers of commerce was terrific. Feedback from the 150 attendees was very positive. Dr. Corcoran thanked everyone involved in promoting the college. Aelsa Butler and Trevor Finnan are the college's top honor students this year and Dr. Corcoran was delighted that they could attend the All-Illinois Phi Theta Kappa awards banquet in Springfield with Eric Schroeder and Dr. Corcoran on April 4. Locally, trustees and Foundation directors had a chance to visit with Aelsa and Trevor the following night in the College's gymnasium where the annual academic achievement program was held honoring nine Publow Award winners, 10 McCormack Scholars and a total of 206 students. With Jill Urban-Bollis and Promise Yong addressing the crowd, it was one of the best academic award programs that Dr. Corcoran ever remembers attending. Kudos to Mark, Linda Hawkins, and Crystal Credi on a job very well done and a special thanks to Trustees Melissa Olivero and Jane Goetz for being on hand to represent the Board of Trustees. Elections to IVCC's Student Government Association were held last week for 2017-2018 and Dr. Corcoran was pleased to report that Matt Pehoski is the new student trustee, Nick Needs is student body president, Lauren Tomasson will serve as vice-president, Parker Weber is now the treasurer, Brianna Lenger is the secretary, Brianna Lau is the sophomore representative, and Adrian Perez and Quincie Weber will represent the sophomore programming board. Dr. Corcoran thanked the students for stepping forward into these key leadership positions, and thanks as well to Sarah Tipton, Ellen Herrmann, Lexi Scarpaci, Abbey Azarskis, Christian Mendez, Gabe Braboy, Nick Needs, Dexter Baker, Hugo Perez, Lauren Tomasson and Matthew Pehoski for serving as SGA officers in academic year 2016-2017. The College received lots of positive feedback on last week's agriculture open house from students representing the nine high schools in attendance. Willard Mott's work on resurrecting the agriculture transfer program and expanding it with (1) the AAS in agricultural business management (to be acted upon tonight) and (2) soon the AAS in agronomy has been nothing short of phenomenal. Dr. Corcoran really appreciates the great support Willard has gotten from Ron Groleau, Dr. Deb Anderson, Bonnie Campbell, Reed Wilson and Fran Brolley. This has been a great team effort. Yesterday's job fair was terrific. A person behind the scenes who has quietly done a fine job on the college's behalf of orchestrating it and managing the Career Services office for Mark Grzybowski is Lisa Witalka. Thanks to Lisa and Mark, 69 employers were represented and more than 200 visitors to the campus were well served. Jeanne has updated the Board's calendars noting key upcoming events, so Dr. Corcoran encouraged Board members to keep it handy and participate whenever they can. Last month the Board accepted with regret the retirement notice of Glenna Jones, IVCC's HR director for 10 years. Glenna was unable to be present for the meeting, but Dr. Corcoran wanted to publically say that he has admired her work and appreciated everything she has done for the College in such a classy and professional way. He was sure he was speaking for others in saying that he hopes she enjoys many years of a well-deserved retirement. Dr. Corcoran thanked Fran Brolley, Donna Swiskoski, Janice Corrigan and others for the fine job they did of hosting the college's first "OneIVCC Giving Day" event. He thanked those who helped the College exceed its goal, especially first-time donors to the Foundation. Their generosity and support was deeply appreciated. As a side note, although the University of Illinois basketball program underwent a recent change at the head coach position,

which has resulted in some star recruits backing out of their previous commitments, there is no truth to the rumor that IVCC Foundation President O.J. Stoutner may soon sign on with U of I as a free-throw shooting specialist.

### **COMMITTEE REPORTS**

None.

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

It was moved by Ms. Goetz and seconded by Dr. Huffman to approve the appointment of Dr. Robyn Schiffman, Interim Dean of Humanities, Fine Arts, and Social Sciences, with additional compensation of \$400 per pay period, effective April 1, 2017 to September 30, 2017. Motion passed by voice vote.

### **APPROVAL OF THE ASSOCIATE IN APPLIED SCIENCE DEGREE: AGRICULTURAL BUSINESS MANAGEMENT**

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

### **INTER-DISTRICT COOPERATIVE AGREEMENT BETWEEN ILLINOIS VALLEY COMMUNITY COLLEGE AND JOLIET JUNIOR COMMUNITY COLLEGE**

It was moved by Mr. Solon and seconded by Dr. Huffman to authorize the administration to terminate the March 11, 2014 inter-district agreement with Joliet Junior College. Motion passed by voice vote.

### **PURCHASE REQUEST – EMERGENCY REPAIRS FOLLOWING POWER OUTAGE**

It was moved by Dr. Sipovic and seconded by Ms. Tipton to authorize the emergency repairs by Cleaver Brooks to the boilers in the amount of \$30,900. This expense will be covered by insurance after a \$5,000 deductible. Motion passed by voice vote.

### **TRUSTEE COMMENT**

Ms. Olivero welcomed the College's Student Trustee for 2017-2018, Matthew Pehoski and the College's new board member, Amy Sipovic. She also congratulated Mr. Mallery on his recent re-election to the Board.

This was Dr. Huffman's last regular board meeting and he commented about the responsibilities board members have to accurately, honestly, and completely inform their various constituencies about factors that face the College. Dr. Huffman said it was an honor to serve as a trustee and thanked his trustee peers for their service. Many times the solutions to the College's concerns and problems are not nearly as simple as they might appear for people who do not have the breadth of knowledge, data and other information the board has to base their decision. The consequences must be carefully weighed and individual trustees' opinions should be considered. In the end the Board's conclusions and decisions are to be reached in the best interest of the College as a whole. Dr. Huffman encouraged everyone to take a good look at the College's financial plan because it provides a rather worrisome outlook for the College's future from a financial standpoint. The

executive summary gives a good understanding of the challenges facing the College. Dr. Huffman fears the necessary solutions to some of these challenges could endanger the comprehensive nature of IVCC's academic programs and services. Personnel costs represent 78 percent of the total operating expenditures. Coping with serious financial challenges would almost certainly require elimination of academic programs and services and, of course, the personnel involved with them. This has happened at other colleges where employees were cut to cope with budget shortfalls. Although Dr. Huffman has high hopes for the future of IVCC, he has concerns: 1) with the dismal outlook, regardless of what the State may do, will the college be able to sustain the comprehensiveness and the high quality for which it is known; 2) will the college be able to maintain an athletic program and the 124 full-time students who participate in sports after the bookstore reserves that have been used to support the program are exhausted as projected in 2020? With the stable but slightly declining population and the expected decline in the number of high school graduates from which this College draws a substantial portion of its enrollees, and if it loses 124 full-time students if the athletic program goes away, how will the College's enrollment be impacted? It would be unfortunate to experience a sufficient enough decline to no longer qualify as an equalization district. Equalization allows the College to assess an additional tax that amounts to \$4.1 million. If that \$4.1 million goes away that would mean a dramatic budgetary impact for the College. Dr. Huffman asked the board members to support the college as well as the IVCC Foundation as they face the future challenges. He personally feels that every trustee should contribute \$500 on an annual basis to the Foundation. Dr. Huffman wished the board members well and he noted he may show up at a board meeting or two to express a constituent's opinion from time to time. He told the Board they have a good administrative staff and good faculty and staff and he has very high hopes for the College, but also real grave concerns of what the College will look like financially in the future.

Melissa Olivero thanked Dr. Huffman and told him he will be missed. She wished him well in his retirement and hoped to see him frequently at the board meetings and in public.

### **CLOSED SESSION**

It was moved by Ms. Goetz and seconded by Ms. Tipton to convene a closed session at 6:58 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) litigation; and 3) closed session minutes. Motion passed by voice vote.

After a short break, the Board entered closed session at 7:05 p.m. On a motion by Dr. Huffman and seconded by Ms. Tipton, the regular meeting resumed at 7:33 p.m. Motion passed by voice vote.

### **CLOSED SESSION MINUTES**

It was moved by Dr. Sipovic and seconded by Mr. Solon to approve and retain the closed session minutes of the March 9, 2017 Board Meeting. Motion passed by voice vote.

**OTHER**

Mr. Mallery questioned if board members will be able to be included in the trustee training. The College has not received information on the training and the costs for nonmembers. The organizational meeting of the board is scheduled for Monday, April 24 at 6:30 p.m. Dr. Huffman encouraged members of the board to attend the Sweet Charity dinner theatre.

**ADJOURNMENT**

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

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Jane E. Goetz, Board Chair

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David O. Mallery, Board Secretary

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

**Minutes of Special Meeting**  
**April 24, 2017**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a special session at 6:30 p.m. on Monday, April 24, 2017 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Melissa M. Olivero, Board Chair  
Larry D. Huffman, Secretary  
Jane E. Goetz  
David O. Mallery  
Amy L. Sipovic  
Everett J. Solon  
Matthew Pehoski, Student Trustee

**Members Absent:** Michael C. Driscoll, Vice Chair

**Members Elect:** Jay K. McCracken  
Angela M. Stevenson

**Others Physically Present:** Jerry Corcoran, President  
Cheryl Roelfsema, Vice President for Business Services and Finance  
Deborah Anderson, Vice President for Academic Affairs  
Walt Zukowski, Attorney

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

**RESOLUTION DECLARING RESULTS OF BOARD OF TRUSTEES**  
**ELECTION HELD APRIL 4, 2017**

It was moved by Mr. Solon and seconded by Dr. Huffman to approve the resolution declaring results of the April 4, 2017 election in which the candidates receiving the highest number of votes for the three six-year terms were Ms. Angela M. Stevenson, David O. Mallery, and Jay K. McCracken and were hereby elected as members of the Board of Trustees of Community College District No. 513. Motion passed by voice vote.

**ADJOURNMENT SINE DIE**

It was moved by Dr. Sipovic, seconded by Ms. Goetz, and carried unanimously that the meeting adjourn sine die at 6:33 p.m.

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 6:34 p.m. by Ms. Olivero with members Mr. Pehoski, Ms. Goetz, Mr. Mallery, Mr. McCracken, Dr. Sipovic, Mr. Solon, and Ms. Stevenson present.

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### **REORGANIZATION OF THE BOARD**

It was moved by Ms. Goetz, seconded by Mr. Pehoski, and carried unanimously that Dr. Corcoran be named Chair Pro-Tem for the purpose of reorganizing the Board. Motion passed by voice vote.

It was moved by Mr. Solon, seconded by Ms. Stevenson, and carried unanimously that Mrs. Jeanne Hayden be named Secretary Pro-Tem for the purpose of reorganizing the Board. Motion passed by voice vote.

Dr. Corcoran requested a motion to nominate a Board Chair. It was moved by Ms. Olivero and seconded by Mr. Mallery to nominate Jane Goetz for Board Chair. It was moved by Mr. Solon and seconded by Mr. McCracken to close the nominations. The motion to name Jane Goetz as Board Chair passed by voice vote.

Ms. Goetz requested a motion to nominate a Board Vice Chair. It was moved by Ms. Olivero and seconded by Dr. Sipovic to nominate Everett Solon for the Board Vice Chair. The motion to name Everett Solon as Board Vice Chair passed by voice vote.

It was moved by Ms. Olivero and seconded by Mr. McCracken to nominate David Mallery for the Board Secretary. The motion to name David Mallery as Board Secretary passed by voice vote.

### **BOARD APPOINTMENTS**

It was moved by Mr. Solon, seconded by Ms. Olivero, and carried unanimously to appoint **Walter Zukowski & Associates as its Attorney.**

It was moved by Mr. Mallery, seconded by Mr. Solon, and carried unanimously to appoint **Ms. Cheryl Roelfsema as its Treasurer.**

It was moved by Mr. Solon, seconded by Mr. McCracken, and carried unanimously to appoint **Mrs. Jeanne Hayden as Secretary to the Board.**

### **REGULAR MEETING DATES AND TIMES**

It was moved by Mr. Olivero, seconded by Dr. Sipovic, to set the **second Thursday of each month as its regular meeting day**, at 6:30 p.m. in Room C307, the Board Room, on the campus of Illinois Valley Community College, 815 N. Orlando Smith Road, Oglesby, Illinois. Motion passed by voice vote.

### **TRUSTEE APPOINTMENTS**

It was moved by Ms. Olivero, seconded by Mr. Solon, and carried unanimously to appoint **Jay McCracken as the Illinois Community College Trustees Association Representative.** It was moved by Ms. Stevenson, seconded by Mr. McCracken, and carried unanimously to appoint **Jane Goetz as the Illinois Community College Trustees Association Alternate Representative.** Motion passed by voice vote.

Appointments to Board committees:

Audit/Finance Committee

Mr. Everett Solon, Chair  
Mr. David Mallery  
Mr. Jay McCracken

Facilities Committee

Mr. David Mallery, Chair  
Mr. Melissa Olivero  
Ms. Angela Stevenson

Planning Committee

Dr. Amy Sipovic, Chair  
Mr. Everett Solon  
Ms. Angela Stevenson

Closed Session Minutes Committee

Mr. Jay McCracken, Chair  
Ms. Melissa Olivero  
Dr. Amy Sipovic

**OTHER**

A Board Retreat was scheduled for Wednesday, May 31 at 5:30 p.m. in the IVCC Board Room (C307)

**ADJOURNMENT**

Ms. Goetz declared the meeting adjourned at 6:48 p.m.

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Jane E. Goetz, Board Chair

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David O. Mallery, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

APRIL 2017

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

Kathy Ross  
Controller

## FINANCIAL HIGHLIGHTS – April 2017

### Revenues

- As of April 28, the headcount for spring semester was 3,603, which is 98 students less than at the same point in time last year. Credit hours for spring 2017 decreased by 305, or 1.12 percent, from this point in time one year ago, for a total of 27,037.

Registration for summer semester began on April 5. As of April 28, the headcount for summer semester 2017 was 1,044 and credit hours were 4,946, a 3.19 percent decrease from one year ago.

Registration for fall semester began on April 11. At this point it is too early to make any meaningful comparisons with fall 2016.

- In Springfield, the House passed a “Lifeline Budget” of \$817 million for higher education and social service providers. This bill, HB109, includes \$36 million for community colleges and \$287 million for MAP grants. The MAP funding would cover fall 2016 grants and half of spring 2017 grants. The funding source would be the Educational Assistance Fund which is independent of the general revenue fund. IVCC’s share would be an estimated \$300,000 plus MAP funds.
- For FY2017, the IVCC operating budget included \$1,877,850 for state funding. To date we have received \$1,051,285, a shortfall of \$826,565. Tuition and fees in the operating funds were budgeted at \$8,776,057 with \$8,439,218 billed so far in FY2017. As of April 30, this is a total shortfall in revenues of \$1,163,404 which will bring the College’s operating reserves to the 25 percent level. Expenditures are at the FY2017 budget level.

### Expenditures

- Employee benefits are running higher than budget due to large health insurance claims and a SURS penalty. A SURS penalty of \$32,176 was assessed on a retiree’s final earnings that exceeded a six percent annual increase. Total payments of \$163,900 were made to the Community College Insurance Cooperative for large claims in excess of our premiums from the fourth quarter of 2016. In January 2017, the College changed to the Community College Health Insurance Consortium.
- Fund 02 – Operations & Maintenance fund – Materials and Supplies – includes \$49,000 of water main break repairs in November which were covered by property and casualty insurance, \$33,675 to Daikin Applied for maintenance on the heat pumps in the CTC building, \$28,200 for custodial supplies, \$14,400 to Cargill for road salt, and \$19,750 for furniture for the Student Life Center.
- Overall, expenditures are 79 percent of the annual budget which is on target as of April 30, 2017.

### **Protection, Health & Safety Projects**

- Building B Air Handler/Chiller Replacement – project is complete
- Building D Air Handler/Chiller Replacement – work is scheduled for December 2017;
- Building E Air Handler/Chiller Replacement – Board approved in October 2016; work is scheduled for December 2018;
- Building G Temperature Controls – work will be coordinated with the replacement of Building D Air Handler/Chiller though some work can be completed this summer;
- Building J Overhead Door Replacement – construction is scheduled to start May 22; Vissering Construction is the contractor;

### **Other Projects**

- Cultural Centre Upgrade – a project funded with a bequest through the IVCC Foundation is scheduled to start in May; Vissering Construction is the contractor; pre-construction meeting was held March 15.

Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 April 30, 2017

	Governmental Fund Types			Proprietary Fund Types Enterprise	Fiduciary Fund Types Trust and Agency Funds	Account Groups			Total (Memorandum Only)
	General	Special Revenue	Debt Service			General Fixed Assets	Long-Term Debt	General Debt	
<b>Assets and Other Debits</b>									
Cash and cash equivalents	\$ 921,759	\$ 1,092,344	\$ 171,950	\$ 776,522	\$ 159,776	\$ -	\$ -	\$ -	\$ 3,122,351
Investments	4,567,840	9,723,124	636,282	481,341	-	-	-	-	15,408,587
<b>Receivables</b>									
Property taxes	8,766,376	2,113,721	266,083	-	-	-	-	-	11,146,180
Governmental claims	-	337,660	-	-	-	-	-	-	337,660
Tuition and fees	2,439,021	8,476	-	32,469	-	-	-	-	2,479,966
<b>Due from other funds</b>									
Due to/from student groups	389,560	-	-	-	-	-	-	-	389,560
Bookstore inventories	724,895	-	-	-	-	-	-	-	724,895
	-	-	-	814,524	-	-	-	-	814,524
<b>Other assets</b>									
Fixed assets - net where applicable	58,991	66,988	-	571	-	-	-	-	126,550
	-	-	-	58,886	-	62,115,706	-	-	62,174,592
<b>Other debits</b>									
Amount available in Debt Service Fund Amount to be provided to retire debt	-	-	-	-	-	-	-	-	-
<b>Other Debits</b>	<u>\$17,868,442</u>	<u>\$13,342,313</u>	<u>\$ 1,074,315</u>	<u>\$ 2,164,313</u>	<u>\$ 159,776</u>	<u>\$62,115,706</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 96,724,865</u>

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Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 April 30, 2017

	Governmental Fund Types			Proprietary Fund Types		Fiduciary Fund Types		Account Groups			Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Agency Funds	General Assets	Fixed Assets	Long-Term Debt	Total		
<b>Liabilities</b>											
Accounts payable	\$ 124,664	\$ -	\$ -	\$ 9,652	\$ 6,864	\$ -	\$ -	\$ -	\$ -	\$ -	141,180
Accrued salaries & benefits	1,389,675	16,784	-	14,753	-	-	-	-	-	-	1,421,212
Post-retirement benefits & other	63,930	-	-	-	-	-	-	-	-	-	63,930
Unclaimed property	2,060	2,407	-	-	45	-	-	-	-	-	4,512
Due to other funds	5,671	280,349	-	103,540	152,867	-	-	-	-	-	389,560
Due to student groups/deposits	-	-	-	-	-	-	-	-	-	-	152,867
Deferred revenue	-	-	-	-	-	-	-	-	-	-	-
Property taxes	4,425,842	1,059,291	133,090	-	-	-	-	-	-	-	5,618,223
Tuition and fees	2,492,208	-	-	-	-	-	-	-	-	-	2,492,208
Grants	-	-	-	-	-	-	-	-	-	-	-
Leases Payable	-	-	-	41,182	-	-	-	-	-	-	-
Bonds payable	-	-	-	-	-	-	-	-	-	-	-
Total liabilities	<u>8,504,050</u>	<u>1,358,831</u>	<u>133,090</u>	<u>169,127</u>	<u>159,776</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,324,874</u>
<b>Equity and Other Credits</b>											
Investment in general fixed assets	-	-	-	-	-	62,115,706	-	-	-	-	62,115,706
Contributed capital	-	-	-	-	-	-	-	-	-	-	-
Retained earnings	-	-	-	-	-	-	-	-	-	-	-
Fund balance	-	-	-	-	-	-	-	-	-	-	-
Reserved for restricted purposes	-	11,983,482	-	-	-	-	-	-	-	-	11,983,482
Reserved for debt service	-	-	941,225	-	-	-	-	-	-	-	941,225
Unreserved	9,364,392	-	-	1,995,186	-	-	-	-	-	-	11,359,578
Total equity and other credits	<u>9,364,392</u>	<u>11,983,482</u>	<u>941,225</u>	<u>1,995,186</u>	<u>-</u>	<u>62,115,706</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>86,399,991</u>
<b>Total Liabilities, Equity and Other Credits</b>	<u>\$17,868,442</u>	<u>\$13,342,313</u>	<u>\$ 1,074,315</u>	<u>\$ 2,164,313</u>	<u>\$ 159,776</u>	<u>\$62,115,706</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 96,724,865</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 2017 Revenues & Expenditures by Fund  
 For the ten months ended April 30, 2017

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Fund	Bond & Interest Fund	Working Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 17,711,796	\$ 2,148,204	\$ 1,524,299	\$ 268,328	\$ 30,558	\$ 1,789,909	\$ 4,822,251	\$ 592,736	\$ 35,499	\$ 28,923,580
Actual Expenditures	(15,102,321)	(1,961,743)	(1,360,932)	(268,260)	-	(1,915,601)	(5,012,949)	(822,583)	(29,825)	(26,474,214)
Other Financing Sources (Uses)	5,000	-	-	-	-	61,414	10,000	-	-	76,414
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	2,614,475	186,461	163,367	68	30,558	(64,278)	(180,698)	(229,847)	5,674	2,525,780
Fund balances July 1, 2016	4,006,154	2,557,303	5,848,982	941,157	4,573,073	2,059,498	(20,552)	1,765,543	27,382	21,758,540
Fund balances April 30, 2017	\$ 6,620,629	\$ 2,743,764	\$ 6,012,349	\$ 941,225	\$ 4,603,631	\$ 1,995,220	\$ (201,250)	\$ 1,535,696	\$ 33,056	\$ 24,284,320

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

	Annual Budget FY2017	Actual 4/30/17	Act/Budget 83.3%	Actual 4/30/16	Act/Budget 83.3%	Annual Budget FY2016
<b>EDUCATION FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 7,708,916	\$ 7,631,647	99.0%	\$ 6,728,723	98.6%	\$ 6,826,706
Corporate Personal Property Replacement Tax	1,098,835	495,109	45.1%	655,415	75.0%	873,556
TIF Revenues	381,000	382,245	100.3%	378,826	99.4%	381,000
Total Local Government	9,188,751	8,509,001	92.6%	7,762,964	96.1%	8,081,262
State Government:						
ICCB Credit Hour Grant	1,419,017	862,216	60.8%	-	0.0%	2,009,096
Equalization	50,000	-	0.0%	-	0.0%	50,000
Career/Technical Education Formula Grant	190,000	189,069	99.5%	-	0.0%	165,000
Other	-	-	0.0%	-	0.0%	-
Total State Government	1,659,017	1,051,285	63.4%	-	0.0%	2,224,096
Federal Government						
PELL Administrative Fees	8,000	7,389	92.4%	6,395	77.0%	8,300
Total Federal Government	8,000	7,389	92.4%	6,395	77.0%	8,300
Student Tuition and Fees:						
Tuition	7,344,081	7,070,998	96.3%	6,989,160	93.8%	7,451,219
Fees	846,132	801,447	94.7%	814,116	90.7%	897,300
Total Tuition and Fees	8,190,213	7,872,445	96.1%	7,803,276	93.5%	8,348,519
Other Sources:						
Public Service Revenue	427,800	168,250	39.3%	223,034	52.0%	428,950
Other	107,163	103,428	96.5%	92,106	102.2%	90,102
Total Other Sources	534,963	271,678	50.8%	315,140	60.7%	519,052
<b>TOTAL EDUCATION FUND REVENUE</b>	<b>\$ 19,580,944</b>	<b>17,711,796</b>	<b>90.5%</b>	<b>15,887,775</b>	<b>82.8%</b>	<b>19,181,229</b>
<b>EDUCATION FUND EXPENDITURES</b>						
Instruction:						
Salaries	8,822,920	6,996,218	79.3%	7,336,731	82.3%	8,915,712
Employee Benefits	1,655,386	1,479,570	89.4%	1,427,871	90.0%	1,585,859
Contractual Services	186,403	54,923	29.5%	127,456	86.3%	147,647
Materials & Supplies	444,189	224,792	50.6%	256,041	55.5%	461,421
Conference & Meeting Expenses	107,169	23,142	21.6%	45,953	49.9%	92,169
Fixed Charges	197,500	179,084	90.7%	165,338	83.7%	197,500
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	15,999	-	0.0%	-	0.0%	4,094
Other	-	-	0.0%	-	0.0%	-
Total Instruction	\$ 11,429,566	\$ 8,957,729	78.4%	\$ 9,359,390	82.1%	\$ 11,404,402

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

EDUCATION FUND EXPENDITURES (continued)

	Annual Budget FY2017	Actual 4/30/17	Act/Budget 83.3%	Actual 4/30/16	Act/Budget 83.3%	Annual Budget FY2016
Academic Support:						
Salaries	\$ 669,903	\$ 523,491	78.1%	\$ 536,163	77.4%	\$ 692,859
Employee Benefits	129,256	124,924	96.6%	120,000	82.8%	144,988
Contractual Services	184,276	151,805	82.4%	151,459	88.0%	172,207
General Materials & Supplies	232,080	78,686	33.9%	228,789	48.3%	473,885
Conference & Meeting Expenses	9,010	359	4.0%	3,749	32.8%	11,445
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	26,160	19,848	75.9%	18,497	73.0%	25,343
Capital Outlay	-	-	0.0%	42,640	54.1%	78,750
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	1,250,685	899,113	71.9%	1,101,297	68.9%	1,599,477
Student Services:						
Salaries	1,245,962	990,844	79.5%	1,034,216	84.3%	1,226,134
Employee Benefits	327,463	285,152	87.1%	263,679	81.8%	322,348
Contractual Services	8,300	5,390	64.9%	4,571	61.8%	7,400
Materials & Supplies	62,129	30,703	49.4%	42,475	78.3%	54,260
Conference & Meeting Expenses	30,895	13,463	43.6%	13,018	56.7%	22,955
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	1,674,749	1,325,552	79.1%	1,357,959	83.2%	1,633,097
Public Services/Continuing Education:						
Salaries	514,353	306,284	59.5%	329,990	72.8%	453,520
Employee Benefits	86,351	59,419	68.8%	54,714	106.6%	51,310
Contractual Services	250,600	147,965	59.0%	149,638	66.8%	224,150
Materials & Supplies	90,320	68,754	76.1%	75,483	96.3%	78,350
Conference & Meeting Expenses	19,375	6,224	32.1%	9,509	48.9%	19,465
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	500	510	0.0%	-	0.0%	750
Total Public Services/Continuing Education	951,499	589,156	61.3%	619,334	74.8%	827,545
Institutional Support:						
Salaries	1,834,609	1,481,543	80.8%	1,468,674	81.9%	1,792,349
Employee Benefits	580,295	677,726	116.8%	448,305	92.1%	486,552
Contractual Services	542,830	481,157	88.6%	546,088	87.6%	623,325
Materials & Supplies	447,585	256,444	57.3%	347,707	69.2%	502,230
Conference & Meeting Expenses	73,390	21,944	29.9%	27,800	46.2%	60,150
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	26,395	8,132	30.8%	9,512	93.0%	10,228
Capital Outlay	237,000	-	0.0%	93,727	59.6%	157,250
Other	59,200	(265)	-0.4%	(40,568)	-166.4%	24,375
Provision for Contingency	222,092	-	0.0%	-	0.0%	151,767
Total Institutional Support	4,023,396	2,926,681	72.7%	2,901,245	76.2%	3,808,226
Scholarships, Grants and Waivers	493,400	404,090	81.9%	341,567	69.9%	488,750
<b>TOTAL EDUCATION FUND EXPENDITURES</b>	<b>\$ 19,833,295</b>	<b>\$ 15,102,321</b>	<b>76.1%</b>	<b>\$ 15,680,792</b>	<b>79.4%</b>	<b>\$ 19,761,497</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ 252,352</b>	<b>\$ 5,000</b>	<b>0.0%</b>	<b>\$ 45,640</b>	<b>0.0%</b>	<b>\$ 580,268</b>

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

**OPERATIONS & MAINTENANCE FUND REVENUES**

	Annual Budget FY2017	Actual 4/30/17	Act/Budget 83.3%	Actual 4/30/16	Act/Budget 83.3%	Annual Budget FY2016
Local Government Sources:						
Current Taxes	\$ 1,200,000	\$ 1,190,931	99.2%	\$ 1,194,677	99.8%	\$ 1,197,142
Corporate Personal Property Replacement Tax	178,500	87,372	48.9%	115,661	69.7%	165,921
TIF	127,000	127,415	100.3%	126,275	99.4%	127,000
Total Local Government	1,505,500	1,405,718	93.4%	1,436,613	96.4%	1,490,063
State Government:						
ICCB Credit Hour Grant	218,833	-	0.0%	-	0.0%	174,704
Total State Government	218,833	-	0.0%	-	0.0%	174,704
Student Tuition and Fees:						
Tuition	585,844	566,773	96.7%	559,012	95.6%	610,408
Total Tuition and Fees	585,844	566,773	96.7%	559,012	95.6%	610,408
Other Sources:						
Facilities Revenue	135,000	80,454	59.6%	142,289	105.4%	125,000
Investment Revenue	2,000	8,751	437.6%	3,389	169.5%	1,500
Other	-	86,508	0.0%	1,085	-	-
Total Other Sources	137,000	175,713	128.3%	146,763	106.4%	126,500
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>	<b>\$ 2,447,177</b>	<b>\$ 2,148,204</b>	<b>87.8%</b>	<b>\$ 2,142,388</b>	<b>87.5%</b>	<b>\$ 2,401,675</b>

**OPERATIONS & MAINTENANCE FUND**

	Annual Budget FY2017	Actual 04/30/17	Act/Budget 83.3%	Actual 04/30/16	Act/Budget 83.3%	Annual Budget FY2016
Operations & Maintenance of Plant:						
Salaries	\$ 898,774	\$ 693,599	77.2%	\$ 717,710	79.8%	\$ 870,560
Employee Benefits	256,648	243,819	95.0%	215,551	83.6%	261,511
Contractual Services	214,300	110,573	51.6%	133,632	62.4%	196,000
General Materials & Supplies	230,070	229,985	100.0%	122,180	53.1%	224,070
Conference & Meeting Expenses	5,675	512	9.0%	1,796	31.6%	5,675
Fixed Charges	64,500	73,422	113.8%	61,995	96.1%	69,750
Utilities	776,250	554,939	71.5%	598,931	77.1%	649,713
Capital Outlay	-	-	0.0%	16,595	17.7%	94,000
Provision for Contingency	-	-	0.0%	-	0.0%	25,000
Other	(63,000)	-	0.0%	(63,000)	0.0%	(63,000)
Total Operations & Maintenance of Plant	2,383,217	1,906,849	80.0%	1,805,390	75.8%	2,333,279
Institutional Support:						
Salaries	43,808	36,804	84.0%	36,340	83.0%	48,149
Employee Benefits	10,103	9,522	94.2%	9,788	96.8%	10,297
Contractual Services	2,500	2,491	99.6%	2,491	99.6%	1,500
Materials & Supplies	3,340	1,829	54.8%	1,519	45.5%	3,450
Conference & Meeting Expenses	-	38	0.0%	-	0.0%	-
Fixed Charges	4,210	4,210	100.0%	4,210	100.0%	5,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	63,961	54,894	85.8%	54,348	85.0%	68,396
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>	<b>\$ 2,447,178</b>	<b>\$ 1,961,743</b>	<b>80.2%</b>	<b>\$ 1,859,738</b>	<b>76.0%</b>	<b>\$ 2,401,675</b>

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

	Annual Budget FY2017	Actual 4/30/17	Act/Budget 83.3%	Actual 4/30/16	Act/Budget 83.3%	Annual Budget FY2016
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Local Government Sources						
Current Taxes	\$ 1,576,454	\$ 1,488,664	94.4%	\$ 1,493,346	99.8%	\$ 1,496,428
Slate Government Sources	-	11,850	0.0%	-	0.0%	235,000
Investment Revenue	8,500	23,785	279.8%	7,684	215.1%	3,572
Other Revenue	-	-	0.0%	-	0.0%	-
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) REVENUES</b>	<b>\$ 1,584,954</b>	<b>1,524,299</b>	<b>96.2%</b>	<b>1,501,030</b>	<b>86.5%</b>	<b>1,735,000</b>
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Operations & Maintenance						
Contractual Services	-	1,180	0.0%	48,145	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	1,450,000	1,359,752	93.8%	2,255,356	75.8%	2,977,071
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>	<b>\$ 1,450,000</b>	<b>1,360,932</b>	<b>93.9%</b>	<b>2,303,501</b>	<b>77.4%</b>	<b>2,977,071</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>
<b>BOND &amp; INTEREST FUND</b>						
Local Government Sources						
Current Taxes	\$ 265,000	\$ 265,379	100.1%	\$ 1,263,099	99.7%	\$ 1,267,175
Investment Revenue	1,400	2,949	210.6%	1,547	154.7%	1,000
<b>TOTAL BOND &amp; INTEREST FUND REVENUES</b>	<b>266,400</b>	<b>268,328</b>	<b>100.7%</b>	<b>1,264,646</b>	<b>99.7%</b>	<b>1,268,175</b>
<b>BOND &amp; INTEREST FUND</b>						
Institutional Support:						
Debt Principal Retirement	\$ 265,000	265,000	100.0%	1,245,000	100.0%	1,245,000
Interest on Bonds	3,313	2,760	83.3%	18,875	0.0%	22,188
Fees	500	500	100.0%	500	100.0%	500
<b>TOTAL BOND &amp; INTEREST EXPENDITURES</b>	<b>\$ 268,813</b>	<b>\$ 268,260</b>	<b>99.8%</b>	<b>\$ 1,264,375</b>	<b>99.7%</b>	<b>\$ 1,267,688</b>
<b>WORKING CASH FUND</b>						
Investment Revenue	\$ 20,000	\$ 30,558	152.8%	\$ 19,191	96.0%	\$ 20,000
<b>TOTAL WORKING CASH REVENUES</b>	<b>20,000</b>	<b>30,558</b>	<b>152.8%</b>	<b>19,191</b>	<b>96.0%</b>	<b>20,000</b>
Transfers In (Out)	\$ 20,000	\$ -	0.0%	\$ -		\$ 70,000

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

	Annual Budget FY2017	Actual 4/30/17	Act/Budget 83.3%	Actual 4/30/16	Act/Budget 83.3%	Annual Budget FY2016
<b>AUXILIARY ENTERPRISES FUND</b>						
Service Fees	\$ 2,257,200	\$ 1,778,547	78.8%	\$ 1,907,277	79.9%	\$ 2,385,600
Other Revenue	-	7,783	0.0%	2,335	0.0%	-
Investment Revenue	1,700	3,579	210.5%	1,521	50.7%	3,000
<b>TOTAL AUXILIARY ENTERPRISES FUND REVENUES</b>	<b>2,258,900</b>	<b>1,789,909</b>	<b>79.2%</b>	<b>1,911,133</b>	<b>80.0%</b>	<b>2,388,600</b>
<b>AUXILIARY ENTERPRISES FUND</b>						
Salaries	\$ 320,725	244,959	76.4%	268,610	79.2%	339,239
Employee Benefits	93,123	54,528	58.6%	67,094	74.7%	89,872
Contractual Services	46,000	39,172	85.2%	36,019	85.3%	42,230
Materials & Supplies	1,857,965	1,488,202	80.1%	1,568,389	79.5%	1,973,765
Conference & Meeting	27,255	23,091	84.7%	21,015	73.9%	28,430
Fixed Charges	64,282	36,227	56.4%	52,176	115.6%	45,150
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	33,391	27,711	83.0%	-	0.0%	5,748
Other	104,500	1,711	1.6%	105,423	94.5%	111,500
<b>TOTAL AUXILIARY ENTERPRISES EXPENDITURES</b>	<b>2,547,241</b>	<b>1,915,601</b>	<b>75.2%</b>	<b>2,118,726</b>	<b>80.4%</b>	<b>2,635,934</b>
Transfer In (Out)	\$ (180,938)	\$ 61,414	0.0%	\$ 20,774	0.0%	\$ (475,336)
<b>RESTRICTED PURPOSES FUND</b>						
State Government Sources	5,731,194	4,673,627	81.5%	4,917,853	84.4%	5,826,932
Federal Government Sources	1,500	3,035	202.3%	1,430	47.7%	3,000
Service Fees	65,857	65,711	99.8%	123,825	0.0%	-
Nongovernmental gifts or grants	-	1,513	0.0%	398	0.0%	58,768
Other Revenue	5,798,551	4,822,251	83.2%	5,051,306	81.4%	6,202,670
<b>TOTAL RESTRICTED PURPOSES FUND REVENUES</b>						
<b>RESTRICTED PURPOSES FUND</b>						
Instruction:						
Salaries	\$ 221,132	277,034	125.3%	361,337	76.2%	474,258
Employee Benefits	62,178	96,576	155.3%	110,762	102.0%	108,540
Contractual Services	19,235	15,032	78.1%	23,562	93.7%	25,135
Materials & Supplies	22,822	32,642	143.0%	59,546	102.9%	57,846
Conference & Meeting	22,749	9,054	39.8%	18,604	76.4%	24,339
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	1,602	64.1%	2,500
Capital Outlay	14,023	65,096	464.2%	34,645	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Instruction	\$ 362,139	\$ 495,434	136.8%	\$ 610,058	88.1%	\$ 692,618

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

	Annual Budget FY2017	Actual 4/30/17	Act/Budget 83.3%	Actual 4/30/16	Act/Budget 83.3%	Annual Budget FY2016
<b>RESTRICTED PURPOSES FUND</b>						
Student Services						
Salaries	196,440	158,281	80.6%	159,184	83.8%	189,882
Employee Benefits	87,705	68,270	77.8%	73,501	94.9%	77,435
Contractual Services	2,500	1,352	54.1%	2,202	102.4%	2,150
Materials & Supplies	1,926	946	49.1%	2,529	120.4%	2,100
Conference & Meeting	1,500	218	14.5%	1,682	54.8%	3,071
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRIO Grant)	9,000	11,400	126.7%	6,600	41.2%	16,014
Total Student Services	<u>299,071</u>	<u>240,467</u>	<u>80.4%</u>	<u>245,698</u>	<u>84.5%</u>	<u>290,652</u>
Public Service						
Salaries	53,038	35,809	67.5%	104,465	69.7%	149,970
Employee Benefits	16,319	8,502	52.1%	24,615	61.5%	39,999
Contractual Services	500	1,459	291.8%	2,216	443.2%	500
Materials & Supplies	500	537	107.4%	383	22.1%	1,731
Conference & Meeting	500	2,770	554.0%	5,085	181.6%	2,800
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	198	0.0%	297	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Public Service	<u>70,857</u>	<u>49,275</u>	<u>69.5%</u>	<u>137,061</u>	<u>70.3%</u>	<u>195,000</u>
Institutional Support						
Salaries (Federal Work Study)	\$ 89,554	\$ 89,554	100.0%	\$ 88,364	100.0%	\$ 88,364
Total Institutional Support	<u>89,554</u>	<u>89,554</u>	<u>100.0%</u>	<u>88,364</u>	<u>100.0%</u>	<u>88,364</u>
Student grants and waivers (PELL & SEOG)	4,986,429	4,138,219	83.0%	4,310,452	86.4%	4,987,268
<b>TOTAL RESTRICTED FUND EXPENDITURES</b>	<u>\$ 5,808,050</u>	<u>\$ 5,012,949</u>	<u>86.3%</u>	<u>\$ 5,145,935</u>	<u>82.3%</u>	<u>\$ 6,253,902</u>
Transfer In (Out)	\$ 10,000	\$ 10,000	0.0%	\$ 10,000	37.8%	\$ 26,482

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

**LIABILITY, PROTECTION, & SETTLEMENT FUND**

	Annual Budget FY2017	Actual 4/30/17	Act/Budget 83.3%	Actual 4/30/16	Act/Budget 83.3%	Annual Budget FY2016
Local Government Sources	\$ 868,950	\$ 583,231	67.1%	\$ 268,542	99.4%	\$ 270,255
Investment Revenue	10,000	3,947	39.5%	12,761	255.2%	5,000
Other	-	5,558	0.0%	5,759	0.0%	-
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUES</b>	<b>878,950</b>	<b>592,736</b>	<b>67.4%</b>	<b>287,062</b>	<b>104.3%</b>	<b>275,255</b>

**LIABILITY, PROTECTION, & SETTLEMENT FUND  
EXPENDITURES**

Operations & Maintenance of Plant						
Contractual Services	\$ 429,075	\$ 403,051	93.9%	\$ 284,254	79.7%	\$ 356,550
Material & Supplies	200	164	82.0%	153	46.4%	330
Conference & Meeting	305	-	0.0%	289	57.8%	500
Utilities	450	313	69.6%	336	61.1%	550
Capital Outlay	-	-	0.0%	55,151	-	-
<b>Total for Operations &amp; Maintenance of Plant</b>	<b>\$ 430,030</b>	<b>\$ 403,528</b>	<b>93.8%</b>	<b>\$ 340,183</b>	<b>95.0%</b>	<b>\$ 357,930</b>

**Institutional Support**

Salaries	\$ 80,332	\$ 65,558	81.6%	\$ 66,801	73.8%	\$ 90,462
Employee Benefits	210,660	14,821	18.4%	9,668	4.6%	211,001
Contractual Services	111,950	27,324	24.4%	69,648	300.9%	23,150
Materials & Supplies	300	114	38.0%	154	9.9%	1,550
Conference & Meeting	-	1,411	0.0%	2,000	0.0%	-
Fixed Charges	344,600	269,317	78.2%	242,208	75.7%	319,850
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	40,510	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
<b>Total Institutional Support</b>	<b>747,842</b>	<b>419,055</b>	<b>56.0%</b>	<b>390,479</b>	<b>60.4%</b>	<b>646,013</b>

**TOTAL LIABILITY, PROTECTION, & SETTLEMENT  
FUND EXPENDITURES**

	\$ 1,177,872	\$ 822,583	69.8%	\$ 730,662	72.8%	\$ 1,003,943
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**AUDIT FUND**

Local Government Sources						
Investment Revenue	\$ 36,125	\$ 35,427	98.1%	\$ 39,012	103.5%	\$ 37,708
Other	100	72	72.0%	29	11.6%	250
<b>TOTAL AUDIT FUND REVENUES</b>	<b>36,225</b>	<b>35,499</b>	<b>98.0%</b>	<b>39,041</b>	<b>102.9%</b>	<b>37,958</b>

**AUDIT FUND**

Contractual Services	\$ 35,750	\$ 29,825	83.4%	\$ 32,475	92.8%	\$ 35,000
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<b>35,750</b>	<b>29,825</b>	<b>83.4%</b>	<b>32,475</b>	<b>92.8%</b>	<b>35,000</b>

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**Illinois Valley Community College District No. 513  
Fiscal Year 2017 Budget to Actual Comparison  
All Funds - By Budget Officer**

For the ten months ended April 30, 2017

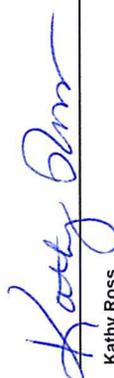
<u>Department</u>	<u>Annual Budget FY2017</u>	<u>Actual 4/30/2017</u>	<u>Act/Budget</u>	<u>Explanation</u>
President	\$ 340,432	\$ 280,310	83.3%	
Board of Trustees	3,250	1,881	57.9%	
Community Relations	399,468	323,969	81.1%	
Continuing Education	918,353	588,657	64.1%	
Facilities	3,833,216	3,301,492	86.1%	
Information Technologies	2,656,087	1,458,981	54.9%	
Academic Affairs	362,918	228,722	63.0%	
Academic Affairs (AVPCE)	593,634	576,264	97.1%	Includes SURS penalty of \$32,176
Adult Education	263,324	290,639	110.4%	Allocated grant funds exceed budgeted revenues
Learning Technologies	584,316	405,332	69.4%	
Career & Tech Education Division	1,733,397	1,313,601	75.8%	
Natural Science & Business Division	2,346,394	1,873,953	79.9%	
Humanities & Fine Arts/Social Science Division	2,194,226	1,717,973	78.3%	
Health Professions Division	2,214,425	1,699,156	76.7%	
English, Mathematics, Education Division	2,609,010	2,064,527	79.1%	
Admissions & Records	392,338	318,197	81.1%	
Counseling	656,795	535,375	81.5%	
Student Services	170,125	146,465	86.1%	
Financial Aid	5,288,862	4,548,645	86.0%	
Athletics	265,954	214,142	80.5%	
TRIO (Student Success Grant)	299,071	240,467	80.4%	
Campus Security	428,125	400,258	93.5%	
Business Services/General Institution	1,205,382	1,237,182	102.6%	Health insurance payments to cover large claims
Risk Management	602,747	422,324	70.1%	
Tuition Waivers	493,400	404,094	81.9%	
Purchasing	117,799	94,765	80.4%	
Human Resources	132,335	96,745	73.1%	
Bookstore	2,287,426	1,548,186	67.7%	
Shipping & Receiving	63,961	54,895	85.8%	
Copy Center	111,429	87,017	78.1%	
<b>Total FY17 Expenditures</b>	<b>\$ 33,568,199</b>	<b>\$ 26,474,214</b>	<b>78.9%</b>	

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

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB. PROT. & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 1,469,169.32	\$ 314,339.09	\$ 278,042.40	\$ 171,950.48	\$ 767,688.93	\$ (751,387.76)	\$ 1,280,528.79	\$ 15,014.14	\$ 167,708.81	\$ 0.02	\$ 3,713,034.22
Total Receipts	279,073.22	54,806.30	42.30	45.76	25,201.27	35.72	7,354.86	4.00	5,590.87	2,222.00	\$ 374,376.30
Total Cash	1,748,242.54	369,145.39	278,084.70	171,996.24	792,870.20	(751,352.04)	1,287,883.65	15,018.14	173,299.68	2,222.02	4,087,410.52
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	197,052.84	-	-	-	-	37,000.00	-	-	-	-	234,052.84
Expenditures	(1,393,076.04)	(138,887.32)	(119,085.66)	-	(60,013.43)	(74,227.29)	-	-	(49,177.86)	-	(1,834,467.60)
ACCOUNT BALANCE	552,219.34	230,258.07	158,999.04	171,996.24	732,856.77	(788,579.33)	1,287,883.65	15,018.14	124,121.82	2,222.02	2,486,995.76
Deposits in Transit	(17,228.95)	-	-	-	-	-	-	-	-	-	(17,228.95)
Outstanding Checks	92,847.96	-	-	-	-	-	-	-	-	-	92,847.96
BANK BALANCE	627,838.35	230,258.07	158,999.04	171,996.24	732,856.77	(788,579.33)	1,287,883.65	15,018.14	124,121.82	2,222.02	2,562,614.77
Certificates of Deposit	-	-	1,508,080.42	500,000.00	248,000.00	-	2,395,976.98	-	1,100,000.00	-	5,752,057.40
Illinois Funds	2,842,586.10	2,040,862.46	2,173,800.77	136,374.59	233,499.34	571,123.00	905,877.68	2,330.46	1,144.41	-	8,907,698.81
Bldg Reserve-ILLFund	-	-	1,089,714.81	-	-	-	-	-	-	-	1,089,714.81
Total Investment	\$ 2,842,586.10	\$ 2,040,862.46	\$ 4,771,596.00	\$ 636,374.59	\$ 481,499.34	\$ 571,123.00	\$ 3,301,854.66	\$ 2,330.46	\$ 1,101,144.41	\$ -	\$ 15,749,371.02

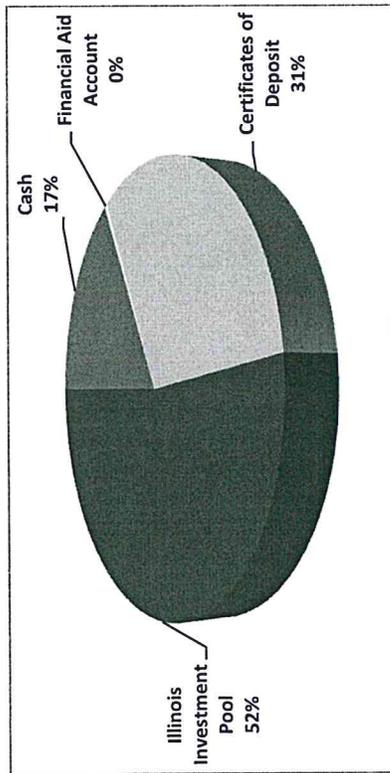
Respectfully submitted,

  
Kathy Ross  
Controller

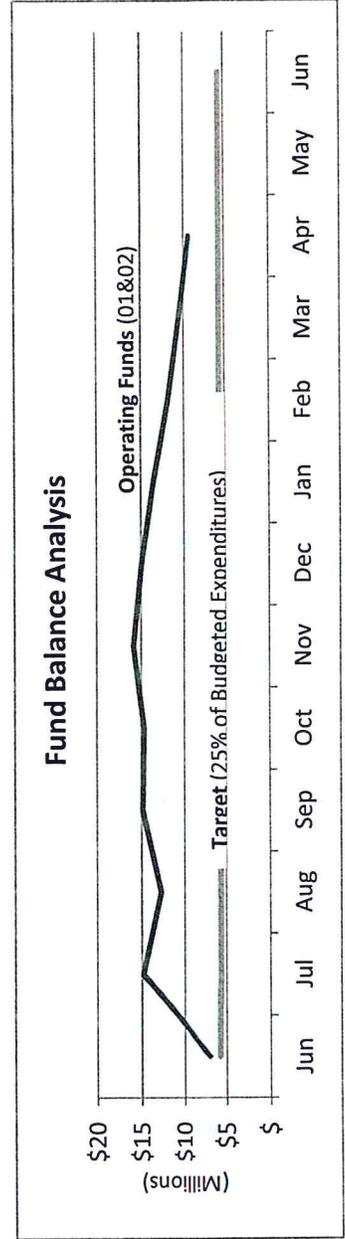
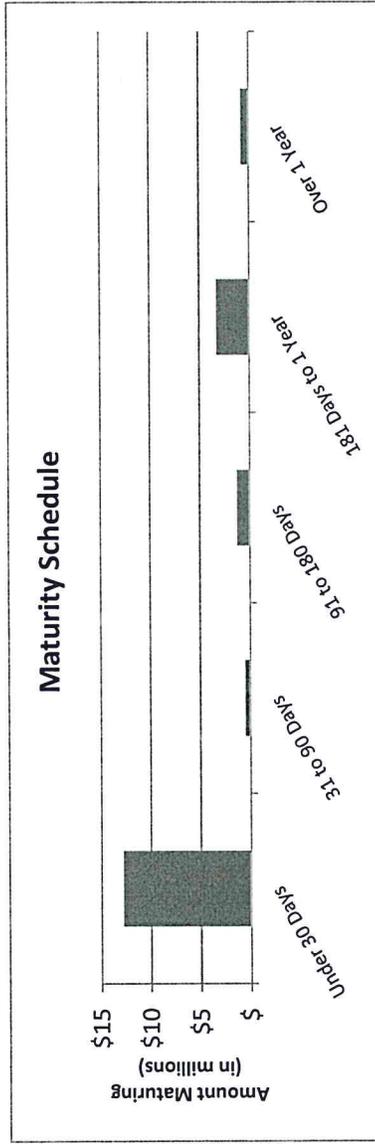
LaSalle State Bank	\$ 110,844.61
Centrue Bank	2,451,770.16
	<u>\$ 2,562,614.77</u>

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

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	16.6%	\$ 3,080,515	0.35%
Financial Aid Account	0.4%	65,511	0.35%
Certificates of Deposit	31.0%	5,752,057	1.24%
Illinois Investment Pool	52.0%	9,656,530	0.81%
<b>Total</b>		<b>\$ 18,554,613</b>	<b>0.87%</b>



Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 8,567,509	-	-	\$ 8,567,509	46%
IL Funds -Building	1,089,021	-	-	\$ 1,089,021	6%
Centrue Bank	-	1,000,000	2,806,465	\$ 3,806,465	21%
Centrue Financial Aid	-	-	65,511	65,511	0%
LaSalle State Bank	-	1,008,057	114,274	1,122,331	6%
Central Bank	-	1,000,000	-	1,000,000	5%
Multi Bank Securities	-	1,494,000	-	1,494,000	8%
Heartland Bank	-	-	159,776	159,776	1%
Marseilles Bank	-	1,250,000	-	1,250,000	7%
	<b>\$ 9,656,530</b>	<b>\$ 5,752,057</b>	<b>\$ 3,146,026</b>	<b>\$ 18,554,613</b>	<b>100%</b>



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ILLINOIS VALLEY COMMUNITY COLLEGE  
 INVESTMENT STATUS REPORT  
 April 30, 2017

<u>DUE</u>	<u>Education</u>	<u>Oper &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
7/17/2017						250,000		250,000	MBS	1.15%	1.24%	Goldman Sachs
7/18/2017						250,000		250,000	MBS	1.15%	1.24%	BMW Bank NA
7/31/2017						248,000		248,000	MBS	1.20%	1.24%	State Bank India
10/24/2017							1,000,000	1,000,000	MB	0.95%	0.95%	916139
11/7/2017						150,000		150,000	MB	0.95%	0.95%	915192
4/2/2018			1,008,080					1,008,080	LSB	1.10%	1.10%	4810104
4/13/2018			500,000	500,000				1,000,000	CTB	1.13%	1.13%	104405
4/14/2018						1,000,000		1,000,000	CB	1.16%	1.16%	2041036190
4/22/2018							100,000	100,000	MB	1.10%	1.10%	914161
5/20/2020					248,000			248,000	MBS	2.05%	2.05%	American Express
5/3/2022						248,000.00		248,000.00	MBS	2.35%	2.35%	American Express
5/3/2022						248,000.00		248,000.00	MBS	2.35%	2.35%	Capital One
<b>Total CD</b>	-	-	1,508,080	500,000	248,000	2,394,000	1,100,000	5,750,080				

CB	Centre Bank	MB	Marseilles Bank
HBT	Heartland Bank and Trust	MBS	Multi-Bank Securities, Inc.
FSB	First State Bank of Mendota	MSB	Midland State Bank
HNB	Hometown National Bank	NCB	North Central Bank - Ladd
LSB	LaSalle State Bank	PFS	Peru Federal Savings
CTB	Central Bank		

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**\$5,000 and Over Disbursements  
04/01/17 - 04/30/17**

<b>Check Number</b>	<b>Check Date</b>	<b>Vendor Number</b>	<b>Payee</b>	<b>Check Amount</b>	<b>Description</b>
ACH	04/04/17		Prudential	\$ 5,137.94	Life Insurance (April)
734129	04/05/17	0126119	Vissering Construction Company	5,238.24	Cultural Centre Renovations, Overhead Door Replacement*
ACH			Internal Revenue Service	64,162.70	Federal Payroll Taxes (04/06/17)
ACH			Illinois Department of Revenue	15,459.34	State Payroll Taxes (04/06/17)
ACH			VALIC Retirement Services	12,847.39	403(b) & 457(b) Payroll (04/06/17)
734145	04/06/17	0082897	SURS	44,575.51	Payroll (04/06/17)
734165	04/12/17	0081443	American Express	12,553.00	Elsevier, Inc.
734178	04/12/17	0108916	CCIC	65,537.40	Health Insurance-Unfunded Claims Balance
734190	04/12/17	0181795	G4S Secure Solutions (USA) Inc	35,893.90	Security Services-Main (03/01/17-03/31/17), Ottawa Center (03/20/17-04/02/17)
734200	04/12/17	0079038	IVCC Student Activity	57,275.50	Student Activity Fees
734227	04/12/17	0082897	SURS	32,176.15	6% Penalty-Isermann
734232	04/12/17	0187871	The Chicago Tour Company	5,900.00	Deposits-Continuing Education Trips
734237	04/12/17	0066555	United States Postal Service	6,000.00	Postage Meter Reimbursement
ACH	04/17/17		CCHC	239,536.86	Health Insurance (April)
734278	04/19/17	0108962	Carquest	5,090.65	Auto Shop Supplies
734303	04/19/17	0001469	John's Service & Sales Inc.	112,149.70	Building "B" Chiller/Air Handler Replacement*
734316	04/19/17	0149061	National Curriculum & Training	5,102.74	Instructional Supplies Driver Improvement
ACH	04/20/17		Internal Revenue Service	66,902.94	Federal Payroll Taxes (04/20/17)
ACH	04/20/17		Illinois Department of Revenue	16,195.19	State Payroll Taxes (04/20/17)
ACH	04/20/17		VALIC Retirement Services	14,350.39	403(b) & 457(b) Payroll (04/20/17)
734372	04/21/17	0082897	SURS	45,700.65	Payroll (04/20/17)
734386	04/26/17	0190646	CNE Gas Division, LLC	8,226.58	Natural Gas (March)
734390	04/26/17	0209567	Delta Dental of Illinois	11,530.99	Dental Insurance (03/01/17-03/31/17)
734423	04/26/17	0209536	Taylor'd Training	5,525.00	Continuing Education Course
734424	04/26/17	0001450	Thyssenkrupp Elevator Corporation	6,482.90	Elevator Maintenance/Repair
ACH	04/30/17		Employee Benefit Corporation	5,263.22	H.R.A., F.S.A., Cobra (April)
				<b>\$ 904,814.88</b>	

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

Stipends For Pay Period 04/01/17

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Ault, Richard L	Open House/Career Expo	03/14/17	03/14/17	04/01/17	SG	100.00	061320152751900			
Batson-Turner, Jean	Open House/Career Expo	03/14/17	03/24/17	04/01/17	SG	100.00	061320152751900			
Bhattacharya, Abhijeet	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
Biagi, Dorothy A.	Succarines	03/25/17	03/25/17	04/01/17	ST	210.00	014110394151320	HLR-3940-03	Succarines The Italian Cookie	
Bias, Timothy John	Open House	03/14/17	03/14/17	04/01/17	SG	50.00	061320152751900			
Black, Wesley Taylor	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
Boyle- Bruch, Ida Lee	Food Service Sanitation 03 13	03/13/17	03/21/17	04/01/17	ST	1,000.00	014110394151320	CEU-1503-03	Food Service Sanitation 8 Hour	
Bubb, Jennifer Lee	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
Carey, Lauri L	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
Cinotte, Lori Maret	Open House	03/14/17	03/14/17	04/01/17	SG	50.00	061320152751900			
Data, Dorene Marie	Open House/Career Expo	03/14/17	03/24/17	04/01/17	SG	100.00	061320152751900			
Data, Dorene Marie	Beginning Metal Art	03/18/17	03/18/17	04/01/17	ST	210.00	014110394151320	HLR-2775-03	Beginning Metal Art	
Ebner-Landgraf, Tammy L	Open House/Career Expo	03/14/17	03/24/17	04/01/17	SG	100.00	061320152751900			
Elias, Gina Rae	Open House/Career Expo	03/14/17	03/24/17	04/01/17	SG	100.00	061320152751900			
Fahning, Julie Ann	Mileage Reimbursement	03/28/17	03/28/17	04/01/17	ML	28.36	011120952355210			
Fess, Frederick E	ELT 1203 300	01/11/17	05/20/17	05/20/17	ST	2,007.50	011320410051320	ELT-1203-300	Industrial Instrumentation	
Fogle, Kyle Kurt	Career Expo	03/24/17	03/24/17	04/01/17	SG	75.00	061320152751900			
Forst, Jean	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
Freed, Timothy Daniel	Soups On	03/15/17	03/22/17	04/01/17	ST	420.00	014110394151320	HLR-3704-303	Soups on	
Gibson, James A	Open House	03/14/17	03/14/17	04/01/17	SG	50.00	061320152751900			
Goslin, Vanessa Marie	Photoshop CS6 Introduction	03/18/17	03/18/17	04/01/17	ST	210.00	014110394151320	CEX-4956-03	Photoshop CS 6 intro	
Hartford, Carmen Nichole	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
Hodgson, Laura Ann	Open House/Career Expo	03/14/17	03/14/17	04/01/17	SG	100.00	061320152751900			
Johli, Matthew E.	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
Johnson, LeeAnn	Open House/Career Expo	03/14/17	03/14/17	04/01/17	SG	100.00	061320152751900			

Stipends For Pay Period 04/01/17

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Killian, Melissa J.	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
King, Keith Robert	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
Koudelka, Arthur Edward	Open House/Career Expo	03/14/17	03/24/17	04/01/17	SG	100.00	061320152751900			
Kozell, Denise Colleen	Basic Dog Grooming	03/25/17	03/25/17	04/01/17	ST	250.00	014110394151320	HLR-5612-03	Basic Dog Grooming	
Kuester, David A	Open House/Career Expo	03/14/17	03/24/17	04/01/17	SG	100.00	061320152751900			
Lange, Shane Wilson	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
Leadingham, Paul	Open House	03/14/17	03/14/17	04/01/17	SG	50.00	061320152751900			
Lee, Tracy Denise	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
Lockwood, Kirk D	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
Lott, Heidi Rebecca	Career Expo	03/24/17	03/24/17	04/01/17	SG	150.00	061320152751900			
Mangold, Richard F	Open House/Career Expo	03/14/17	03/24/17	04/01/17	SG	100.00	061320152751900			
Matuszewski, Kari Leigh	Multi Strand Tassel Necklace	03/20/17	03/20/17	04/01/17	ST	150.00	014110394151320	HLR-2776-303	Multiple Strand Tassel Necklace	
Moskalewicz, James P	Open House/Career Expo	03/14/17	03/24/17	04/01/17	SG	100.00	061320152751900			
Mott, Willard D	Open House/Career Expo	03/14/17	03/24/17	04/01/17	SG	100.00	061320152751900			
Oldaker, Adam Gregory	Open House/Career Expo	03/14/17	03/24/17	04/01/17	SG	100.00	061320152751900			
Pecherek, Michael John	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
Phillips, Michael Alan	Open House/Career Expo	03/14/17	03/24/17	04/01/17	SG	100.00	061320152751900			
Prine, Renee Marie	Open House/Career Expo	03/14/17	03/24/17	04/01/17	SG	100.00	061320152751900			
Pytel, Kyle Edwin	LC GDL Driver Improvement	03/18/17	03/18/17	04/01/17	ST	175.00	014110394251320	CDV-6000-13	LaSalle Co Driver Improvement GDL	
Redek, Kimberly M	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
Rambo, Randy R	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
Reese, Robert C	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
Robinson, Dolores R.	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
Ruda, Anthony J	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
Sack, Jane E	Open House	03/14/17	03/14/17	04/01/17	SG	50.00	061320152751900			

OK

Stipends For Pay Period 04/01/17

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GI. No.	Section Name	Section Title	Comments
Sankovich, Michael W	Career Expo	03/24/17	03/24/17	04/03/17	SG	50.00	061320152751900			
Sarver, Gregory Stephen	LC Driver Improvement	03/22/17	03/22/17	04/03/17	ST	150.00	014110394251320	CDV-6000-313	LaSalle Co Driver Improvement	
Scheibenreif, Katherine	Open House	03/14/17	03/14/17	04/01/17	SG	50.00	061320152751900			
Schroeder, Eric Steven	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
Seghi, Heather Nicole	Open House/Career Expo	03/14/17	03/24/17	04/01/17	SG	100.00	061320152751900			
Serafini, Richard Joseph	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
Skoflanc, Francie A	Open House/Career Expo	03/14/17	03/24/17	04/01/17	SG	100.00	061320152751900			
Smith, Paul C.	Career Expo	03/24/17	03/24/17	04/01/17	SG	150.00	061320152751900			
Smith, Paul C.	MTM Recognition Training	04/01/17	04/01/17	04/01/17	ST	1,495.00	014210331051320			
Sorrentino, Jane Elizabeth	Open House	03/14/17	03/14/17	04/01/17	SG	50.00	061320152751900			
Story, Michelle M	Open House	03/14/17	03/14/17	04/01/17	SG	50.00	061320152751900			
Swett, Steven A	Career Expo	03/24/17	03/24/17	04/01/17	SG	150.00	061320152751900			
Tieman, Ryan Michael	Open House	03/14/17	03/14/17	04/01/17	SG	50.00	061320152751900			
Tonnasson, Cory J	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
Villarreal, Nora Lynn	Open House/Career Expo	03/14/17	03/24/17	04/01/17	SG	100.00	061320152751900			
Weber, Lynne Suzanne	Career Expo	03/24/17	03/24/17	04/01/17	SG	150.00	061320152751900			
Yong, Promise K.	Career Expo	03/24/17	03/24/17	04/01/17	SG	50.00	061320152751900			
Zellman, Karen Elaine	Open House	03/14/17	03/14/17	04/01/17	SG	50.00	061320152751900			
Zellmer, Donald G.	Open House/Career Expo	03/14/17	03/14/17	04/01/17	SG	200.00	061320152751900			
Total						10,630.85				

  
 Cheryl Roelsema  
 Vice President of Business Services and Finance

  
 Dr. Jeffrey Corcoran  
 President

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

Stipends For Pay Period 04/15/17

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Alsens, Vickie M	Beginning Quilting	03/04/17	04/08/17	04/15/17	ST	250.00	014110394151320	HLR-2204-603	Beginning Quilting	
Baker, Kathryn June	Intermediate Excel 2016/QuickBooks Pro	03/13/17	04/10/17	04/15/17	ST	1,260.00	014110394151320	CEU-4122-693	Intermediate Excel 2016/QuickBooks Pro	
Bubb, Jennifer Lee	AFDA Presenter	02/24/17	02/24/17	04/15/17	ST	75.00	011120080151900			
Chaiffee, Candice Sue	Aromatherapy for Health & Wellness	04/05/17	04/05/17	04/15/17	ST	700.00	014110394151320	CPD-3235-04	Aromatherapy for Health & Wellness	
Data, Dorene Marie	Advanced Metal Art	04/08/17	04/08/17	04/15/17	ST	280.00	014110394151320	HLR-2778-04	Advanced Metal Arts	
Dellinger, Douglas Albert	Beginning Photography & Dsfr	03/21/17	04/11/17	04/15/17	ST	455.00	014110394151320	HLR-2506-303	Beginning Photography & Dsfr	
Ebner-Landgraf, Tammy L	Mileage Reimbursement	03/03/17	03/31/17	04/15/17	ML	125.19	011220946155210			
Fitzpatrick, Sara Elizabeth	Sunday Brunch	04/05/17	04/05/17	04/15/17	ST	150.00	014110394151320	HLR-3802-304	Sunday Brunch	
Freed, Timothy Daniel	Sunday Brunch	04/05/17	04/05/17	04/15/17	ST	250.00	014110394151320	HLR-3802-304	Sunday Brunch	
Jenrich, Chuck	SABIC Ottawa GAP Audit	04/05/17	04/05/17	04/15/17	ST	800.00	014210331051320			
Klieber, Tracie Marie	Strength Cardio Core/Yoga Unique to You	02/28/17	04/06/17	04/15/17	ST	750.00	014110394151320	HLR-6218-302	Strength Cardio Core/Yoga Unique to You	
Kozell, Denise Colleen	Advanced Dog Grooming	04/08/17	04/08/17	04/15/17	ST	250.00	014110394151320	HLR-5613-04	Advanced Dog Grooming	
Leadingham, Paul	Kankakee College Testing	04/03/17	04/03/17	04/15/17	ST	805.00	014210331051320			
Linker-Jafremz, Cathleen M	Give Me 5 Minutes a Day/Backyard Chickens	04/08/17	04/08/17	04/15/17	ST	270.00	014110394151320	HLR-3204-04	Give Me 5 Minutes a Day/Backyard Chickens	
Niemann-Boehle, Deborah M	Vegetable Gardening Cowards/Ecothirly Living	04/08/17	04/08/17	04/15/17	ST	270.00	014110394151320	HLR-5211-04	Vegetable Gardening Cowards/Ecothirly Living	
Oldaker, Adam Gregory	Introduction Class Assessment & Research	02/01/17	04/26/17	04/29/17	ST	640.00	011120080151900	CON-1200-01	Introduction Class Assessment & Research	
Pyrel, Kyle Edwin	LC Driver Improvement	04/01/17	04/01/17	04/15/17	ST	175.00	014110394251320	CDV-6000-04	LaSalle Co Driver Improvement	
Rebholz, Matthew Richard	LC Driver Improvement	04/05/17	04/05/17	04/15/17	ST	140.00	014110394251320	CDV-6000-04	LaSalle Co Driver Improvement	
Sanver, Gregory Stephen	BC Driver Improvement	04/08/17	04/08/17	04/15/17	ST	150.00	014110394351320	CDV-7000-02	Bureau Co. Driver Improvement	
Schiffman, Robyn L.	Interim HFS Dean through 09/17	04/03/17	09/30/17	09/30/17	ST	400.00	011120650051900			
Smith, Paul C.	Flint Hills Training 2017	04/05/17	06/10/17	06/10/17	ST	4,600.00	014210331051320			
Sorrentino, Jane Elizabeth	Coordinator Pay Adjustment	04/02/17	05/20/17	05/20/17	ST	569.00	011420730051320			
Villarreal, Nora Lynn	AFDA Presenter	03/18/17	03/18/17	04/15/17	ST	75.00	011120080151900			
Vogel, Robert	Small Wind Generators for Home/Basics of Solar Energy	04/08/17	04/08/17	04/15/17	ST	200.00	014110394151320	HLR-5521-04	Small Wind Generators for Home/Basics of Solar Energy	
Total						13,639.19				

*Cheryl Roelfsema*  
 Cheryl Roelfsema  
 Vice President of Business Services and Finance

*Greg Conerman* 7/24/17  
 Greg Conerman  
 President

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

**Purchase Request – Continuing Education Training Classes for Companies**

Each year, IVCC’s Continuing Education Center offers training classes for companies in our district. The FY2018 estimated classes with instructional costs that total \$10,000 or more are listed below:

- 2B Safe, Inc. – East Moline, Illinois - **\$20,000**  
OSHA safety training classes
- Riffle, Inc. – Davenport, Iowa - **\$13,500**  
Supervisor and leadership development training classes
- Omnikron – Woodland Hills, CA - **\$192,000**  
IT and Business Solutions Training Provider

These costs are recovered through Continuing Education fees charged to clients.

**Recommendation:**

**The administration recommends Board approval to purchase OSHA safety training classes from 2B Safe, Inc. in an estimated amount of \$20,000; supervisor and leadership development training classes from Riffle, Inc, in an estimated amount of \$13,500; and IT and Business Solutions Training from Omnikron in the estimated amount of \$192,000, for Fiscal Year 2018.**

KPI 1: Student Academic Success

**Purchase Request – Radio, Billboard, and Television Advertising Contracts**

Each year, Community Relations and Marketing enters into several one-year radio, billboard, and television advertising contracts. The payments are expended monthly. The contracts for FY2018 which require Board approval are listed below:

- NRG Media – Ottawa, Illinois. - **\$9,931**  
Includes advertising on WCMY 1430 AM and JACK FM 95.3 FM.
- LaSalle County Broadcasting Corp. – Oglesby, Illinois. - **\$9,960**  
Includes radio and web advertising on 99.3 WAJK, WLPO Classic Hits 103.9 FM, 1220 AM, and 96.5 The Wolf.
- Studstill Media – Peru, Illinois. - **\$19,320**  
Includes radio and web advertising on Q 97.7/103.3, WALLS 102, and 100.9 FM Rocks!
- WZOE, Inc. – Princeton, Illinois. - **\$10,003.50**  
Includes WZOE AM 1490, Z98 FM, and WRVY FM 100.5.
- Comcast Spotlight – Chicago, Illinois. - **\$20,000.70**  
Includes advertising on 17 television network channels in the Streator/Ottawa and LaSalle/Peru zones, along with zoned expandable video impressions across Xfinity.com

**Recommendation:**

**The administration recommends Board approval to purchase annual radio, billboard, and television advertising in the amount of \$69,215.20 for Fiscal Year 2018 from NRG Media, LaSalle County Broadcasting Corp., Studstill Media, WZOE, Inc., and Comcast Spotlight.**

KPI 6: Resource Management

**Purchase Request – Fuel for Truck Driver Training Program**

The Truck Driver Training Program will expend an estimated \$50,000 in FY18 on fuel for its vehicles. There is no on-site fuel storage at our campus. Fuel is purchased at the pump, so it is not realistic to conduct a bidding process. IVCC has been using WEX Inc. for fuel cards for all College vehicles. With WEX Inc., IVCC is earning a 1.05% credit rebate on all fuel purchases made.

**Recommendation:**

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

KPI 1: Student Academic Success

KPI 6: Resource Management

**Consortia Purchases**

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

**Recommendation:**

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

- **Janitorial supplies from Interline Brands, Inc., d/b/a Supply Works, Peoria, Illinois, at an estimated annual cost of \$40,000 through the Illinois Public Higher Education Cooperative (IPHEC).**
- **Elevator maintenance services from ThyssenKrupp Elevator Corporation, Peoria, Illinois, through National Joint Powers Alliance (NJPA) at an annual cost of \$26,826.24**

KPI 6: Resource Management

**Purchase Request – Automotive Department**

Each year, IVCC's Automotive Department offers repair and maintenance services to customers and also purchases instructional supplies for the program. The FY2018 estimated costs for supplies that total \$10,000 or more are listed below:

- Carquest of Peru – Peru, Illinois - **\$40,000**
- L & L of Sterling, Inc. (Peru NAPA) – Peru, Illinois - **\$10,000**

**Recommendation:**

**The administration recommends Board approval to purchase automotive parts and supplies from Carquest of Peru in an estimated amount of \$40,000 and from L & L of Sterling, Inc in an estimated amount of \$10,000 for Fiscal Year 2018.**

KPI 1: Student Academic Success

**Staff Retirement – Diann Jabusch – Director of Information Technology Services**

Diann Jabusch, Director of Information Technology Services, has submitted her notice of retirement effective June 30, 2017. Her retirement letter is attached.

We wish Diann well in her retirement.

**Recommendation:**

**Accept with regret the retirement of Diann Jabusch, Director of Information Technology Services, effective June 30, 2017.**

KPI 4: Support for Employees

Diann S. Jabusch  
4707 Hickory Way  
Johnsburg, IL 60051  
[djabusch@gmail.com](mailto:djabusch@gmail.com)

4/14/17

Cheryl Roelfsema  
VP Business Service & Finance  
Illinois Valley Community College  
815 North Orlando Smith Rd.  
Oglesby, IL 61348

Dear Cheryl,

I am writing to inform you that I will be retiring in at the end of June. Although I have so enjoyed working with you, my colleagues and working for the college, recent changes in my family circumstances have altered our plans to relocate to this region. Based on that, continuing to live at temporary local housing is no longer a workable situation. In addition, my recent health issues have caused me to reassess my retirement plans.

My final day will be June 30, 2017. Despite having to leave earlier than I expected, I deeply appreciate the opportunity given me to work at Illinois Valley Community College. I am very grateful for all of your assistance along the way.

This was a difficult decision since I like my job and all my colleagues. I will do whatever necessary to ensure a smooth transition with projects and staffing before I move on. I would be happy to assist with the process of finding a replacement. Please let me know what I can do to help.

Once again, thank you so much for the opportunity to be a part of IVCC. Many thanks for your understanding.

Sincerely,



Diann S. Jabusch

RECEIVED

APR 17 2017

**President's Contract**

Pursuant to the Board's performance evaluation procedures, an annual evaluation for Dr. Jerry Corcoran was conducted by the Board of Trustees. As a result of the evaluation, a recommendation for Board action follows.

**Recommendation:**

**Approve a three-year employment contract for President Dr. Jerry Corcoran from July 1, 2017 to June 30, 2020 with a salary increase of 2.0 percent for FY2018, providing for an annual salary of \$196,209 as well as benefits and other conditions presented in the contract, a copy of which shall be made a part of the minutes.**

KPI 6: Resource Management

**Vice Presidents' Contracts**

Pursuant to the College's performance evaluation procedures, an annual evaluation for Ms. Cheryl Roelfsema and Dr. Deborah Anderson was conducted by their supervisor, Dr. Jerry Corcoran. As a result of the evaluations, they have been recommended to receive 100 percent of the allowable salary increase, 2.0 percent for Fiscal Year 2018, and a recommendation for Board action follows.

**Recommendation:**

**Approve the FY18 employment contract for Cheryl E. Roelfsema, Vice President for Business Services and Finance, with a 2.0 percent increase for FY2018, resulting in an annualized salary of \$130,448 and duties, benefits, and other conditions as outlined in her contract, a copy of which shall be made a part of this motion.**

**Approve the FY18 employment contract for Dr. Deborah Anderson, as Vice President for Academic Affairs, with a 2.0 percent increase for FY2018, resulting in an annualized salary of \$117,305 and duties, benefits, and other conditions as outlined in her contract, a copy of which shall be made a part of this motion.**

KPI 4: Support for Employees

**Ottawa Center Lease Agreement Addendum**

Illinois Valley Community College and the City of Ottawa have an established lease agreement for the Ottawa Center, which began in 2015.

The City of Ottawa, as indicated in the letter from Mayor Eschbach that follows, would like to continue to assist IVCC with its budgetary concerns by:

- Reducing the annual rent as follows:
  - Year three - from \$13.00 to \$10.50 per square foot
  - Years four and five - from \$14.00 to \$10.50 per square foot
- Participating in ongoing IVCC efforts to market enrollment at the Ottawa Center to potential students.

**Recommendation:**

**The administration recommends Board approval of the “Addendum to the Lease Agreement Between the City of Ottawa and Illinois Valley Community College.”**

KPI 1: Student Academic Success

KPI 5: District Population Served

KPI 6: Resource Management

City Commissioners  
Daniel F. Aussem  
Public Property

Thomas G. Ganiere  
Public Health & Safety

Wayne A. Eichelkraut, Jr.  
Accounts & Finance

James J. Less  
Streets & Public Improvements

# CITY OF OTTAWA

ROBERT M. ESCHBACH  
MAYOR

301 W. MADISON STREET, OTTAWA, ILLINOIS 61350



The Cantlin Law Firm  
Corporation Counsel

Donald J. Harris  
City Treasurer

David A. Noble  
City Engineer

Shelly L. Munks  
City Clerk

Phone: 815-433-0161  
Fax: 815-433-2270  
www.cityofottawa.org

January 17, 2017

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

For more than six years, the City of Ottawa has been privileged to host the Illinois Valley Community College (IVCC) Ottawa Center in its downtown. We very much appreciate the willingness of the IVCC Board of Trustees to partner with us.

The presence of the Ottawa Center has meant more post-secondary educational opportunities for the students of Ottawa and the surrounding communities plus the ready availability of more invaluable educational services for a growing number of adults.

Clearly, we believe the residents of Ottawa are receiving the educational services envisioned when the City made the decisions to invest more than two million dollars in the Ottawa Center over the course of the past six years. This investment included the purchase of the building, a complete interior demolition, the rebuilding of the interior per IVCC specifications, a new energy efficient roof and HVAC system plus a new computer lab.

I appreciate the willingness of you and Vice President Cheryl Roelfsema to make two visits to Ottawa in recent months to frankly discuss with us both the difficult state of IVCC finances as well as the unfortunate decline in IVCC enrollment at both the main campus and the Ottawa Center.

It is my understanding that due primarily to a significant lack of State of Illinois funding, the IVCC budget concerns continue or perhaps even are worsening. With this in mind, the City of Ottawa would like to assist as follows:

- Eliminate the 8.3 % increase (to \$13 per square foot) in the amount of Ottawa Center rent included in the current contract set to occur on July 1, 2017 plus the 7.7% increase (to \$14 per square foot) scheduled for the final two years of the contract. This will mean a savings to IVCC of \$55,000 over the remaining three year life of the current contract.
- Provide IVCC with a twelve percent decrease in the amount of rent now being paid for the remainder of the current contract. This will mean a savings of \$47,550 to IVCC over the remaining three year life of the current contract.

Dr. Jerry Corcoran  
January 17, 2017  
Page Two

- Taken together, the rent freeze and the rent discount will provide IVCC with a total savings of \$102,550 over the final three years of the current leasing agreement.
- In addition, the City of Ottawa would consider participating in the ongoing IVCC efforts to market enrollment at the Ottawa Center to potential students. While we will certainly cooperate with the IVCC marketing staff, we have been impressed by the recent new IVCC initiative of focusing on video advertising run before each movie shown at the Roxy Theater during the month of December. Perhaps it makes sense to not only continue this effort at the Roxy but also expand it to the new movie theater in Streator.

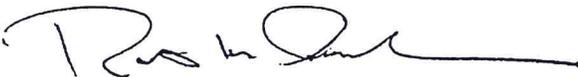
Please let me know if the steps I have suggested to assist IVCC meet its budgetary concerns would be helpful. I will be happy to discuss them with you and Ms. Roelfsema at any time. Once our discussions have been completed, I will ask the Ottawa City Attorney to provide an amended contract for consideration by the IVCC Board of Trustees and the Ottawa City Council.

Again, let me emphasize just how proud and pleased the City of Ottawa has been to have the Ottawa Center located in downtown Ottawa as a wonderful source of extra educational opportunity.

We are very appreciative of the positive relationship which Ottawa has with Illinois Valley Community College on many levels and hope it will continue for many years to come.

Please do not hesitate to contact me (815/481-5010) at any time.

Very truly yours,



Robert M. Eschbach  
Mayor

cc: Ms. Cheryl Roelfsema

**ADDENDUM TO THE LEASE AGREEMENT BETWEEN CITY OF OTTAWA AND  
ILLINOIS VALLEY COMMUNITY COLLEGE**

THIS ADDENDUM is attached to and made a part of the Lease Agreement between the City of Ottawa and Illinois Valley Community College dated January 6, 2015, for Illinois Valley Community College to lease the premises located at 321 W. Main Street, Ottawa Illinois, entered into by and between CITY OF OTTAWA, hereinafter referred to as “Lessor” and ILLINOIS VALLEY COMMUNITY COLLEGE, hereinafter referred to as “Lessee”.

It is agreed by and between the parties as follows:

1. Paragraph 3 will be modified to remove the increase of rent to Thirteen Dollars (\$13.00) per square foot for the third year of the agreement and the increase to Fourteen Dollars (\$14.00) per square foot of leased space for the final two years of the agreement.
2. That paragraph 3 will be modified to state that beginning July 1, 2017, Lessee agrees to pay the sum of Ten Dollars and Fifty Cents (\$10.50) per square foot of leased space for the remaining three years of the lease agreement. The rent shall continue to be paid on the first day of each month.
3. All other terms and conditions in the Lease remain valid and enforceable.

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

City of Ottawa:

Illinois Valley Community College:

\_\_\_\_\_  
Robert M. Eschbach, Mayor

\_\_\_\_\_  
Dr. Jerry Corcoran, President

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**Security Services Contract Extension**

G4S Secure Solutions has provided security services for the College since August 8, 2011. The original agreement expired on June 30, 2014 and was extended to June 30, 2017. G4S Secure Solutions has provided excellent service helping IVCC maintain a safe campus. All feedback has been positive. This type of service involves contracting with persons with a high degree of professional skill and thus is exempt from the State of Illinois bidding process. Therefore, the administration would recommend extending this professional service contract for another three years.

Section 19 of the original agreement provides that both parties have a 90-day “No Fault” cancellation period in which the agreement may be cancelled by written notice from either party.

The proposed amendment to the agreement includes two percent annual increases starting July 1, 2017.

**Recommendation:**

**The administration recommends Board approval to extend the security services contract with G4S Secure Solutions for another three-year period, ending June 30, 2020.**

KPI 6: Resource Management

**Purchase Request - Server and Disk Array Replacements**

The administration recommends purchasing two VmWare Cluster Servers (network servers) and one disk array (network storage) for the amount of \$33,695 from Dell – Round Rock, TX. These are lifecycle replacements for several aging systems (5-7 years old). Information Technology needs to replace older equipment on a 5-6 year lifecycle in order to provide service reliability, replace obsolete technology and to expand the capabilities of the network in order to meet the needs of the college. These physical servers and disk array are used to host a wide array of virtual servers.

Consistent with past practice, this purchase will be paid from the Education Fund, as listed in the IT Strategic Plan presented to the Audit/Finance Committee on July 5, 2016.

**Recommendation:**

**The administration recommends the Board authorize the purchase of two network servers and one storage area network device (SAN) from Dell – Round Rock, TX for the total cost of \$33,695.**

KPI 6: Resource Management

**Purchase Request - Virtual Technology**

The college continues to expand the use of virtual technology in the data center and also at the desktop.

The administration recommends the following:

- Purchase 200 additional View licenses w/support and maintenance for use in the student labs for the amount of \$36,131.
- Renew the annual maintenance and support for our current licenses (server and desktop) for the amount of \$21,112.
- Upgrade 200 existing licenses to match our standard and also renew the annual maintenance and support for the amount of \$8,401.

Consistent with past practice, this purchase will be paid from the Education Fund, as listed in the IT Strategic Plan presented to the Audit/Finance Committee on July 5, 2016.

**Recommendation:**

**The administration recommends the Board authorize the purchase of VMWare licenses, support, and maintenance for the amount of \$65,644 from CDWG - Vernon Hills, Illinois.**

KPI 6: Resource Management

**Purchase Request - Server Room Uninterrupted Power Supply (UPS) Battery System Replacements**

The administration requests authorization to purchase eight Uninterrupted Power Supply (UPS) Battery System Replacements in the amount of \$28,551.03 from CDW-G – Vernon Hills, IL, a vendor in the Illinois Public Higher Education Cooperative (IPHEC) and the National IPA Technology Solutions Education consortium.

These eight UPS's will be used in the server room. The older UPS's from the server room will have their batteries replaced and used to replace older UPS's in the wiring closets. This is a lifecycle replacement. Information Technology needs to replace older equipment on a five to six year lifecycle in order to provide service reliability and replace obsolete technology. The new UPS Battery System has smart software that helps manage the system, proactively sending out status information and managing the run-time of the servers.

Consistent with past practice, this purchase will be paid from the Education Fund, as listed in the IT Strategic Plan presented to the Audit/Finance Committee on July 5, 2016.

**Recommendation:**

**The administration recommends the Board authorize the purchase of eight Eaton UPS - 3000 Watt - 3000 VA and Intelligent Power Manager Software Silver for the amount of \$28,551.03 from CDWG -- Vernon Hills, Illinois, through the IPHEC and National IPA Technology Solutions Education consortium.**

KPI 6: Resource Management

**Request for Proposal – Enrollment Driver Marketing Magazine**

Based on feedback from the Enrollment Task Force, the administration requests authorization to seek proposals for an “Enrollment Driver” marketing magazine to be mailed in early July and early November 2017 to spur fall and spring enrollment.

The 16-page magazine will be designed to whet appetites to come in, call, or apply and follows the American Association of Community College’s best practice of selling pathways to success. In addition, it will replicate a best practice already in place at Elgin Community College.

The publication will be mailed to potential new credit students and their influencers and will also be distributed to 3,000 workers at district manufacturers offering tuition reimbursement.

Each publication will have a unique URL to direct prospects to a landing page. The microsite will allow us to expand on limited information in the magazine and track the effectiveness of the piece through Google Analytics.

Content will include asking readers what their career dreams are and outline IVCC’s ability to fulfill those dreams through unlimited transfer possibilities, 19 applied degrees, and 32 certificate programs. In addition, it will promote opportunities to engage in campus life, ways to finance college, the amount you will save by choosing IVCC, academic support services, and steps to enrollment. Testimonials from students in diverse disciplines such as computer networking, dental assisting, and laboratory science will be highlighted as well as the “They Say ... We Say ...” theme developed by marketing consultant Interact Communications.

Community college students are known for making last minute decisions. The Enrollment Driver will be one more tool, along with radio, television, and social media, to push those students in IVCC’s direction. (Last year, 193 students enrolled for fall between July 1 and Oct. 15.)

The cost of publishing and mailing the Enrollment Driver to approximately 40,000 district residents twice a year is estimated at between \$35,000 and \$40,000 and will not result in an increase in the college’s marketing budget from FY17. Additional savings will be realized through a five percent reduction in radio advertising and by eliminating mass printing of course schedules.

**Recommendation:**

**The administration recommends Board authorization to seek proposals for an Enrollment Driver magazine at an estimated cost between \$35,000 - \$40,000.**

KPI 6: Resource Management

**Food Vending Machine Services**

The food vending machine services contract with Tri-City Vending & Foodservice expired on June 30, 2013 and has been renewed for one (1) year increments for the last four (4) years. The original agreement includes the option to renew the contract for additional years at the same commission rate.

The administration is requesting Board approval to extend the existing lease with Tri-City Vending & Foodservice for the food vending machine services for one (1) additional year. Feedback from students and staff verify that the current machines are operating efficiently and the selections in the machines are meeting the needs of the College.

**Recommendation:**

**The administration recommends Board approval to extend the existing contract with Tri-City Vending & Foodservice for one (1) additional year to June 30, 2018.**

KPI 6: Resource Management

Marcus Davies  
213 S. Bloomington St.  
Apt. #4  
Streator, IL 61364

April 4, 2017

Glenna Jones, Director  
Human Resources  
Illinois Valley Community College  
815 N. Orlando Smith Ave.  
Oglesby, IL 61348

Dear Ms. Jones,

I am writing to announce my resignation from IVCC. My last day at IVCC will be Thursday, April 13<sup>th</sup>.

I have greatly enjoyed working at IVCC and it was not an easy decision to leave. I am grateful to IVCC for all of the opportunities I have had here. I wish my department and the College continued success.

Sincerely,

  
Marcus Davies

RECEIVED

APR 4 - 2017

HUMAN RESOURCES

This letter is to inform you that I am resigning from my position as the assistant men's basketball coach. I enjoyed my time while at IVCC and feel grateful for the knowledge and friendships that I have gained. A few years ago you took a chance and hired me to be part of your staff, I came into the Community College as an enthusiastic young coach and it was a dream come true for me. That dream came true thanks to you! I've wanted to be a coach since my last high school game when I was 17 years old. I have spent almost every waking moment since summer 2014, when you hired me, doing everything I can to make the school proud of our program. I have tried my best to have an impact on the young men who came through the doors every day and put in the work to be a part of our program.

I am resigning from my current position as assistant coach from Illinois Valley Community College because I do not think I can pursue my position here to my fullest potential. I think the limitations and external factors have been too big of a distraction to continue a successful program. I do not think it is fair to anyone if I stayed just to be a "stipend" coach. I could never just show up and perform a task without putting duties in that go above and beyond the job description.

I will miss working with you very much as you have provided me with many opportunities to both learn and contribute. The appreciation that I have for IVCC is immeasurable. I have been blessed to work with the finest administration and student body. Your mentoring and support have been invaluable to my progress. I will also miss many of my coworkers and take many positive memories with me to my future.

I offer best wishes for a positive future. Please call on me if there is anything I can do to help ease the transition for the new coach. Again, I am excited about new opportunities, but sad to leave. You are wonderful and I will always be grateful.

Sincerely,



Justin Jacobson

Assistant Men's Basketball Coach

2014-2017

RECEIVED

APR 5 - 2017

HUMAN RESOURCES

Meg Kowalczyk  
1428 Rock Street  
Peru, IL 61354

April 20, 2017

Mr. Mark Grzybowski  
Associate Vice-President for Student Services  
Illinois Valley Community College  
815 N. Orlando Smith Avenue  
Oglesby, IL 61348

Dear Mark:

I am writing to announce my resignation from Illinois Valley Community College, effective May 10, 2017.

This was not an easy decision to make as my work as a counselor at IVCC has been very rewarding. I've enjoyed working with you and the Counseling staff but am looking forward to spending more time with my family and traveling.

Thank you for the opportunity to work at IVCC and I wish you all the best.

Sincerely,

Meg Kowalczyk  
Counselor

RECEIVED

APR 24 2017

HUMAN RESOURCES

April 18, 2017

Illinois Valley Community College  
Mrs. Sara Escatel  
Director  
Adult Education Department

Dear Sara,

Please accept this letter as my official resignation from my position as citizenship instructor at IVCC. My last day of employment will be May 9<sup>th</sup>. After much contemplation, my husband and I decided to move to Wisconsin to be closer to his family.

It has been a wonderful experience working with you and all the staff members of IVCC. I have thoroughly enjoyed my time here and am honored to have had the chance to touch the lives of so many students. It has been such a pleasure to learn from them as it has been to teach them. Thank you so very much for the support received during these years. I will miss my students and everybody I worked with. This is a great place to be and I wish you and your staff all the best in the upcoming school year.

Please let me know if you need any additional information. I look forward to staying in touch with you. You can email me anytime at [jimandolga@yahoo.com](mailto:jimandolga@yahoo.com) or call me at 715-220-4797.

Sincerely,

  
Olga Horn

RECEIVED

APR 21 2017

HUMAN RESOURCES

April 28, 2017

Ron Groleau  
Dean, Natural Science & Business  
Illinois Valley Community College  
Oglesby Il, 61348

Ron,

This is my letter of resignation from my Adjunct Instructor position with Illinois Valley Community College. This will take place at the end of the Spring 2017 semester. This was a difficult decision. However, the opportunity to relocate at Lake Carroll full time aligned with our family goals.

It has been a privilege to be part of IVCC for the past 17 years. The College has provided me more than I could ever give back. IVCC is a great environment and an important part of my life. If I can ever be of assistance in the future, never hesitate to contact me.

Thank you again for your personal support and guidance.

Donald J. Aleksy  
136 Nellie Circle  
Oglesby, IL 61348  
815-488-5147  
[Don@Truevisioninc.com](mailto:Don@Truevisioninc.com)

## Grant Administration

IVCC receives significant grants from governments and organizations to support its programs and activities. Often, grants have requirements that apply to operations, compliance, sub-recipient monitoring, and reporting. Typically, there are negative consequences for failing to meet these requirements, such as returning funds to the grantor. Likewise, a grant may result in a program that continues, or an asset that must be maintained or institutionalized, well beyond the expiration of the grant.

The Government Finance Officers Association recommends a centralized grant oversight committee to analyze grants before they are applied for, accepted, renewed, or continued, to determine whether acceptance, renewal, or continuation would be appropriate. The grant oversight committee should be interdisciplinary and permanent. Representatives should include the Vice President for Business Services and Finance or the Controller, the appropriate associate vice president depending on whether the grant is for academics or student services, the Director of Facilities, and the Director of Information and Technology.

A department that is seeking a new grant, or renewing an existing grant, shall notify the Grant Oversight Committee of its intent by submitting a copy of the grant and a statement on how the grant is consistent with IVCC's mission and strategic priorities to the committee.

If a department is seeking resources to supplement the grant, such as a cash or in-kind match or supporting services, a cost/benefit analysis must be submitted to the Grant Oversight Committee prior to the grant application, acceptance, or renewal. This analysis will include costs that IVCC may incur at the expiration/termination of the grant and costs that IVCC may incur due to requirements for IVCC to continue certain activities/programs after the grant expires.

The Grant Oversight Committee will analyze all grant applications, statements, and cost/benefit analysis before a decision to apply, accept, or renew a grant is made. The committee will:

1. Determine that proper resources (e.g., financial, human resource, information technology, facilities, etc.) will be available to support the grant.
2. Evaluate the potential for IVCC to incur personnel costs after the term of the grant.
3. Evaluate the potential for IVCC to incur operating and maintenance costs for assets after the expiration of the grant.

If the grant application is accepted by the committee, the committee will:

1. Assign oversight responsibility for any new or renewed programs or activities that result from the grant, including responsibility for the financial reporting required by the grant.
2. Determine how the grant will be monitored, including the monitoring of any sub-recipients that may receive pass-through grants.

## PAID LEAVES

### Bereavement Leave

When death occurs in the immediate family/step family, (i.e., spouse/partner, parent, parent of current spouse/partner, child, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, and legal guardians), a full-time employee, on request, may be excused for three days leave without loss of pay. Medical leave may be used, if appropriate, to supplement bereavement leave or where bereavement leave is not applicable.

The Child Bereavement Leave Act became effective July 29, 2016, and it provides up to two weeks (10 working days) of unpaid leave to an eligible employee in the event of the death of an employee's child. A child is defined broadly to include step, foster and adopted children. Employees are required to provide employers with at least 48 hours advance notice of their intention to take bereavement leave, unless doing so would be unreasonable or impracticable. Bereavement leave can be used to attend the funeral or other service of the child, make arrangements necessitated by the death of the child, or simply to grieve over the death of the child. An eligible employee is defined as eligible to take leave under the federal Family and Medical Leave Act (FMLA). An employee who has used all of his or her allotted 12 weeks of FMLA leave may not take an additional 10 days of leave under the Act for reasons related to the death of a child. Bereavement leave under this Act must be completed within 60 days after the date on which the employee receives notice of the death of the child. IVCC retains the right to request reasonable documentation such as a death certificate, a published obituary, or written verification of death, burial, or memorial services. In the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period. Employees may substitute earned paid leave in the form of vacation, personal, or sick leave for this bereavement period.

### Sick Leave

Full-time employees of the College ~~may take~~ *are granted* up to 96 hours (twelve days) of paid leave per *fiscal* year due to illness or injury. Full-time employees are permitted to accumulate any unused hours from year to year with no limit. These hours may not be converted to compensation when the employee terminates employment, but they ensure continued compensation for a period of time in the event of an extended illness or injury.

The Employee Sick Leave Act was signed into law and takes effect January 1, 2017. The law allows a full-time employee to use sick leave benefits for absences due to an illness, injury, or medical appointment of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent, on the same terms upon which the full-time employee is able to use sick leave benefits for his/her own illness or injury. IVCC retains the right to limit the use of personal sick leave benefits under this law to 12 days in a fiscal year.

Frequent or lengthy absence due to illness or injury places a burden on work units and the College, which may require the College to terminate ~~your~~ employment and hire a replacement. Generally, an employee will be permitted to return to the same or an equivalent position after absences of no more than 12 weeks in a 12-month period. If the employee is absent for longer periods, continued employment may depend on a number of factors, including but not limited to the frequency and length of absences, anticipated return date, the burden imposed on the College by the absences and the availability of a position for which the employee is qualified.

In the event of an illness or injury, the employee may be required to provide medical documentation verifying the need for leave and of the ability to return to work with or without restrictions. In the event an employee seeks leave for reasons related to child-birth, documentation verifying the need for leave will generally not be required if the leave does not extend beyond six weeks.

When an employee has exhausted all paid leave and FMLA, the employee may request an unpaid leave of absence according to Board Policy 3.22. Medical insurance benefits will continue under all paid and FMLA approved absences as long as the employee makes advance payment of the employee's share of the premiums. When an employee is on an unpaid leave of absence medical insurance benefits will end unless the employee makes advance payment of the full premium (employer and employee contribution).

Illinois Valley Community College Administrative Procedure			
Subject:	<b>Immigration Reform and Control Act of 1986</b>	Effective Date:	04/13/17
		Last Reviewed:	04/13/17
Number:	<b>3.20</b>	Last Revised:	04/13/17

### I-9 and E-Verify Administrative Procedure

The Payroll and Benefits Coordinator will serve as Illinois Valley Community College's I-9 and E-Verify Coordinator. The Director of Human Resources and the Controller will also have access to the E-Verify system and will serve as back-up to the Payroll and Benefits Coordinator. It is the policy of Illinois Valley Community College that all new hires will be entered into the E-Verify system after the completion of the I-9 form. The use of the E-Verify system to selectively screen applicants is strictly prohibited.

Illinois Valley Community College will require all responsible individuals to complete training BEFORE they will be allowed to complete Section II on behalf of the College. They will also be required to complete any refresher training offered. The Payroll and Benefits Coordinator will keep records of training session attendance.

Illinois Valley Community College has decided the following positions will be allowed to be part of the responsible individual pool as long as training has been completed:

- 1) Payroll & Benefits Coordinator
- 2) Controller
- 3) Director of Human Resources
- 4) Admin. Assistant, Financial Aid
- 5) Director of Financial Aid
- 6) Director of Continuing Education and Business Services
- 7) Program Managers, Continuing Education
- 8) Deans
- 9) Division Admin. Assistants

All responsible individuals will understand and comply with the following:

- a) It is acceptable to give the new hire the Form I-9 List of Acceptable Documents. However, it is strictly prohibited to ask for specific or different documents from the employee.
- b) It is their responsibility to verify the employee has completed Section 1, signed and dated the form. It is not their responsibility to prepare or translate Section 1 for the employee.
- c) It is their responsibility to view original documents that are on the List of Acceptable Documents presented by the employee to determine the documents appear genuine and relate to the employee named. If so, the

responsible individual will complete Section 2, make copies (not color) of the documents, sign and date the form.

- d) Section 2 will be completed on the first day of employment and turned into the Payroll & Benefits Coordinator to complete the E-Verify within 3 business days of the employee's first day of employment.
- e) If upon reviewing the original documents, the responsible individual does not believe the documents appear genuine or do not relate to the employee, the responsible individual will ask another responsible individual to review the documents as well. If both responsible individuals do not believe the documents appear genuine, Human Resources will be contacted for further guidance.
- f) If an employee does not present documents to a responsible individual within the allotted time, Human Resources will be contacted for further guidance on termination procedures.
- g) For a remote employee, Human Resources will facilitate the I-9 process through a cooperative agreement. Illinois Valley Community College defines a remote employee as someone that lives more than 100 miles from campus and/or will be an online instructor.

The Payroll and Benefits Coordinator, serving as the I-9 and E-Verify Coordinator, shall be responsible for the following:

- a) Complete the E-Verify within 3 business days as stated above.
  - a. If after the E-Verify check is performed, the Payroll and Benefits Coordinator receives the message that employment is authorized. I-9 is filed complete.
  - b. If after the E-Verify check is performed, the Payroll and Benefits Coordinator receives an error message regarding the documents and cannot resolve the issue, the responsible individual will be contacted for assistance.
  - c. If after the E-Verify check is performed, the Payroll and Benefits Coordinator receives a 'case incomplete', a review of the case for the next steps will be completed. If the employee needs to be contacted for a potential non confirmation, the Director of Human Resources will contact the employee.
  - d. If after the E-Verify check is performed, the Payroll and Benefits Coordinator receives a final Non-confirmation and the employee will need to be terminated, the Director of Human Resources will contact the employee and supervisor.
- b) Perform an annual internal audit on completed I-9 forms to catch errors and correct the forms with the employee.
- c) Complete a new I-9 form when an employee legally changes their name.
- d) Inform Controller of any responsible individuals that are not complying with the above mentioned rules. It will be up to the discretion of the Controller

whether additional training is required or the individual is removed from the responsible individual list.

- e) File all current I-9 forms in the Payroll Office. The forms are filed by hire date with possible destruction dates written on the top of page one. Illinois Valley Community College chooses to require new I-9 forms for all terminated employees that are re-hired.
- f) Inform Controller and VP of Business Services and Finance immediately upon receiving a Notice of Inspection by Immigration and Customs Enforcement.

Current List of I-9 Responsible Individuals that have completed the I-9 training and are able to complete Section II on behalf of Illinois Valley Community College:

- 1) Jeannie Franklin, Payroll & Benefits Coordinator
- 2) Kathy Ross, Controller
- 3) Glenna Jones, Director of Human Resources
- 4) Kim Herout, Admin. Assistant, Financial Aid
- 5) Patty Williamson, Director of Financial Aid
- 6) Jennifer Scheri, Director of Continuing Education and Business Services
- 7) Kim Koehler, Program Manager, Continuing Education
- 8) Jennifer Sowers, Program Manager, Continuing Education
- 9) Ron Groleau, Dean
- 10) Sandy Beard, Admin. Assistant
- 11) Polly Ragazincky, Admin. Assistant
- 12) Marlene Merkel, Admin. Assistant
- 13) Robyn Schiffman, Dean
- 14) Theresa Carranco, Admin. Assistant
- 15) Brian Holloway, Dean

# ILLINOIS VALLEY COMMUNITY COLLEGE

## College Core Values

**Responsibility   Caring   Honesty   Fairness   Respect**

## Vision Statement

Leading our community in learning, working and growing.

## Mission Statement

IVCC teaches those who seek and is enriched by those who learn.

## The Purposes of IVCC are:

- \* The successful completion of courses and degrees required for effective transfer to baccalaureate degree programs.
- \* Occupational/technical courses, certificates and degrees leading directly to successful employment or transfer into baccalaureate degree programs.
- \* Courses and academic support services designed to prepare students to succeed in college-level coursework.
- \* Continuing education courses and community activities that encourage lifelong learning and contribute to the growth and enrichment of students in our community.
- \* Student support services to assist in developing personal, social, academic and career goals.
- \* Academic and student support programs designed to supplement and enhance teaching and learning.

## Principles of Work

Illinois Valley Community College is a system of programs, services and people – the entire system committed to continuous improvement. Nothing stays the same; everything is in a constant process of discovery, creating, and accomplishment. The people of IVCC daily strive to improve the organization's work systems and processes toward higher levels of satisfaction, achievement, and excellence among students and other stakeholders.

## College Goals

1. Assist all students in identifying and achieving their educational and career goals.
2. Promote the value of higher education.
3. Grow and nurture college resources needed to provide quality programs and services.
4. Promote understanding of diverse cultures and beliefs.
5. Demonstrate IVCC's core values through an inclusive and collaborative environment.