



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, April 12, 2018
Board Room
6:30 p.m.**

NOTE:

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

IVCC'S MISSION STATEMENT

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

BOARD AGENDA ITEMS

January

February

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

March

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

April

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

May

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

June

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

July

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

August

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

September

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

October

Authorize Preparation of Levy
Audit Report
IVCC Foundation Update

November

Adopt Tentative Tax Levy

December

Adopt Tax Levy
Schedule of Regular Meeting Dates and Times
Semi-annual Review of Closed Session Minutes

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees Meeting
Thursday, April 12, 2018 – 6:30 p.m. – Board Room (C307)

A G E N D A

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Recognition – Matthew F. Pehoski, Student Trustee
7. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 7.1 Approval of Minutes – March 8, 2018 Board Meeting (Pages 1 – 5)
 - 7.2 Approval of Bills - \$1,308,070.82
 - 7.2.1 Education Fund - \$785,692.41
 - 7.2.2 Operations & Maintenance Fund - \$81,052.40
 - 7.2.3 Operations & Maintenance (Restricted Fund) - \$271,264.67
 - 7.2.4 Auxiliary Fund - \$28,880.32
 - 7.2.5 Restricted Fund - \$5,121.36
 - 7.2.6 Liability, Protection & Settlement Fund - \$136,059.66
 - 7.3 Treasurer’s Report (Pages 6 - 23)
 - 7.3.1 Financial Highlights (Pages 7 - 8)
 - 7.3.2 Balance Sheet (Pages 9 - 10)
 - 7.3.3 Summary of FY18 Budget by Fund (Page 11)
 - 7.3.4 Budget to Actual Comparison (Pages 12 - 18)
 - 7.3.5 Budget to Actual By Budget Officers (Page 19)
 - 7.3.6 Statement of Cash Flows (Page 20)
 - 7.3.7 Investment Status Report (Pages 21 - 22)
 - 7.3.8 Disbursements - \$5,000 or more (Page 23)
 - 7.4 Personnel - Stipends for Pay Periods Ending March 3, 2018 and March 17, 2018 (Pages 24 - 26)

- 7.5 Purchase Request – Elevator Upgrades (Pages 27 - 37)
- 7.6 Purchase Request – Unidesk Software Renewal (Pages 38– 40)
- 8. President’s Report
- 9. Bid Request – Full-Sized 4x4 Utility Vehicle (Page 41)
- 10. Bid Request – Slopes and Drainage Results (Page 42)
- 11. Bid Results – Exterior Stair Upgrades (Pages 43 - 44)
- 12. Sabbatical Request – Dr. Patricia Pence (Pages 45 - 58)
- 13. Sabbatical Request – Delores Robinson (Pages 59 - 64)
- 14. Faculty Resignation – Maddalena Davenport, Nursing Instructor (Pages 65 - 66)
- 15. Associate of Arts in Teaching (A.A.T) – Inactivation (Page 67)
- 16. Items for Information (Pages 68 - 75)
 - 16.1 Staff Appointment – Janine Full – Admin Assistant Business Services (Page 68)
 - 16.2 Staff Appointment – Angelica Fanti, IR/IT Programmer Analyst (Page 69)
 - 16.3 Faculty Excellence Award (Full-time) (Page 70)
 - 16.4 Faculty Excellence Award (Part-time) (Page 71)
 - 16.5 Change Order – Generator Repair (Page 72)
 - 16.6 SEIU Request to Bargain (Page 73)
 - 16.7 IVCC – Hall High School College Start Program (Page 74)
 - 16.8 IBHE Approval of A.A.S. Degree in Agronomy (Page 75)
- 17. Trustee Comment
- 18. Closed Session – 1) appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; (2) litigation; (3) collective negotiations; and 4) closed session minutes.
- 19. Approval of Closed Session Minutes
- 20. Other
- 21. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
March 8, 2018

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, March 8, 2018 in the Board Room (C307) at Illinois Valley Community College.

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

Members Absent: Angela M. Stevenson

Members Telephonically Present:

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Deborah Anderson, Vice President for Academic Affairs
Bonnie Campbell, Associate Vice President for Academic Affairs
Mark Grzybowski, Associate Vice President for Student Services
Leslie Hofer, Director of Human Resources
Walt Zukowski, Attorney
Robyn Schiffman, Dean of Humanities, Fine Arts, and Social Sciences
Ron Groleau, Dean of Natural Sciences and Business

MOMENT OF SILENCE

Dale J. McConville passed away on Saturday, March 3. Dale proudly served on the IVCC board for 22 years, including one-term as chair. Ms. Goetz invited all present to join her in a moment of silence in memory of Dale J. McConville.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Jared Olesen, vice president of the AFT Local 1810, addressed the Board and stated that it was the understanding of the faculty that an item would be discussed in closed session this evening that would affect the members. Mr. Olesen informed that we have made a reasonable, fair offer that

would solve the issue under consideration expeditiously and with the most minimal expense to the college of time, effort and resources; we hope that the Board of Trustees will see this as the common sense solution that it is. Mr. Olesen noted that we remain committed to the college community and our students. He concluded that we will make ourselves available at a later date, if necessary, to answer any questions that the Board may have.

CAMPUS UPDATE – FALL 2017 STUDENT DEMOGRAPHIC REPORT

Mr. Mark Grzybowski presented the Fall 2017 Student Demographic Report. He shared information on Fall tenth day enrollment by enrollment status, residence, college-bound seniors, location, gender, age group, percentage of students receiving financial assistance, number of students receiving Foundation assistance, ethnicity, education goal, and employment status. Student demographic metrics of the 2017 Fall semester remained consistent compared to those at the same point in time during recently completed fall semesters. Mr. Grzybowski reported that despite total credit hours tracking slightly behind the tenth day of Fall 2016, enrolled student headcount increased from 3,209 to 3,241 for Fall 2017. He informed that students aged 18 accounted for 19.89 percent of IVCC's enrollment as of the tenth day of the 2017 Fall semester. This figure represents a .5 decrease from tenth day Fall 2016. Despite the slight decrease, Mr. Grzybowski noted that it is plausible to conclude that strong recruitment practices at the local high schools remain effective. Incremental strides of recruiting and retaining students aged 21-50 were realized during the Fall 2017 semester with an increase of 20 students. In regards to student financials Mr. Grzybowski informed that the number of students receiving any type of financial aid climbed from 35 percent in Fall 2016 to 48 percent in Fall 2017. Those who received only Pell and MAP increased from 28 percent to 37 percent over the previous year. The IVCC Foundation awarded \$273,150 to 217 students for the Fall of 2017, representing a \$31,300 increase over 2016.

CONSENT AGENDA ITEMS

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

The following items were approved in the consent agenda:

Approval of Minutes – February 8, 2018 Board Meeting.

Approval of Bills - \$1,976,903.71

Education Fund - \$1,743,416.59; Operations & Maintenance Fund - \$71,257.07; Operations & Maintenance (Restricted Fund) - \$17,872.00; Auxiliary Fund - \$131,512.95; Restricted Fund - \$5,602.59; and Liability, Protection & Settlement Fund - \$7,242.51.

Treasurer's Report

Personnel

Approved the stipends for pay periods ending February 3, 2018 and February 17, 2018.

Request for RFP – It Security Audit

Authorized seeking proposals for an Information Security Audit.

Purchase Request

Approved the purchase of the Palo Alto Firewall Maintenance and Support in the amount of \$36,640 from Burwood Group, Inc. for a period of three years.

PRESIDENT’S REPORT

Dr. Corcoran reported that on February 13, Dr. David Kuester and many of his colleagues and students carried on a tradition that has been in place for a number of years whereby IVCC and Horizon House employees form a partnership and provide disability-awareness programs at local school districts. This year’s first performance was at Dimmick School and the response was terrific. Per Dr. Kuester, students were totally engaged in creative story-building workshops and the students loved the program. In the eyes of theatre director David Kuester the best part is watching students at all levels and staff working together to better understand the importance of quality of life for all. Dr. Corcoran thanked Dr. Kuester and his team for a job well done. Dr. Corcoran informed that this year’s Edible Car contest was held on February 28 and once again Dorene Data, Jim Gibson, Rosie Lynch and many of their colleagues made it a fun-yet-instructional event. A total of 61 students participated, 34 from five area high schools. A total of 36 cars were built (an all-time record); seven instructors (both IVCC and high school) supervised and/or built cars. He noted that the high school students had an overall great experience and enjoyed touring our facilities. Dr. Corcoran reported that the Agriculture open house on March 2 was very well done thanks to the excellent planning of Willard Mott, Ron Groleau, Reed Wilson and members of our agriculture student club. Feedback from attendees was positive and we remain very optimistic about what we think will end up being one of our premier programs at IVCC. Dr. Corcoran noted that work is underway so that by Fall semester of 2019 we will be able to launch our new cybersecurity and CMA programs. Dr. Corcoran reported that the season ended last weekend for both our women’s and men’s basketball teams. They each won the first games of their tournaments but were defeated in the second round. Both teams had great seasons, on and off the court, and we are proud of them. Dr. Corcoran thanked the Illinois Valley Labor Management Group for hosting this afternoon’s business after-hours again this year on the east campus the night before our annual career fair activity. He informed that we are expecting approximately 1,100 students to attend tomorrow’s program thanks to the fine work of Susan Monroe. Dr. Corcoran noted that we are lucky to have such a great relationship with the Building and Construction Trades Group as well as the Contractors Association. He expressed that they are wonderful supporters of the college. Dr. Corcoran informed of the annual recognition event to be held on Friday, April 13 at Grand Bear Resort. The social hour will begin at 4 p.m. followed by hors d’oeuvres from 4:30-5:30 p.m. with the awards presentations from 5:30-6:30 p.m. He noted that the provided form for the recognition event could be completed and turned in now or get back to HR or Judy Day about attending so that we can plan accordingly. Dr. Corcoran reported that this year’s academic awards ceremony will be held on April 4 in the gymnasium. He noted that Judy will be happy to email the memo to you that is before you from Mark Grzybowski so that you can easily click on the link with your RSVP.

TENURE RECOMMENDATIONS

Dr. Anderson informed that the tenure process requires faculty demonstrate exemplary teaching, contributions to the college and community, and involvement with professional organizations. Dr. Anderson noted in her recommendation that Dan Serafini’s accomplishments include consistent

work with our high school and junior high school partners to align curriculum in mathematics, the excellent delivery of the Fast Track math curriculum, and his leadership and participation in the college's planning processes over the past two years. Dr. Schiffman noted that Mr. Serafini as a veteran instructor and corporate trainer has found another calling in the college classroom. Further, IVCC is fortunate to have Dan Serafini as one of our stellar instructors. It was moved by Mr. Solon and seconded by Mr. McCracken to approve the tenure of Dan Serafini, Mathematics Instructor. Motion passed by voice vote.

Ms. Campbell noted that Heather Seghi's accomplishments include the redesign of the Dental Assisting curriculum, the modernization of equipment including the use of digital slides instead of film, and the professionalization of the student organization. Ms. Campbell offered her highest recommendation for Ms. Seghi's tenure noting that "Heather Seghi has proven herself to be a dedicated instructor who exemplifies the Core Values and Valued Practices that serve the mission of Illinois Valley Community College." It was moved by Mr. Mallery and seconded by Dr. Boyles to approve the tenure of Heather Seghi, Dental Assisting Instructor. Motion passed by voice vote.

FACULTY APPOINTMENT – KEVIN HERMES

It was moved by Mr. Solon and seconded by Ms. Olivero to approve the appointment of Kevin Hermes as Criminal Justice Instructor effective August 13, 2018 at level B-8 on the faculty salary schedule subject to terms and conditions of the 2018/2019 faculty salary schedule yet to be negotiated. The 2017/2018 level B-8 annualized level B-8 annualized salary is \$51,496. Mr. Groleau noted that Kevin Hermes brings nearly 30 years of police work experience, has college teaching experience which includes the development and teaching of online classes, and is nearing completion of his Ph.D. in criminal justice. Motion passed by voice vote. Mr. Hermes was in attendance at the Board meeting and he was congratulated on his appointment.

BID RESULTS – CAMPUS-WIDE SECURITY UPGRADES

It was moved by Mr. Solon and seconded by Mr. McCracken to accept the base bid from Total Automation Concepts, Inc., Alsip, Illinois, in the amount of \$352,985 for the Campus-wide Security Upgrades. Motion passed by voice vote.

BID RESULTS – CULTURAL CENTRE ACCESSIBILITY UPGRADES

It was moved by Dr. Boyles and seconded by Mr. Pehoski to accept the base bid and Alternate No. 2 from Vanguard Contractors, Inc., Pekin, Illinois, in the amount of \$554,700 for the Cultural Centre Accessibility Upgrades. Motion passed by voice vote.

INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF MARSEILLES

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

TRUSTEE COMMENT

Ms. Goetz reminded all present of the IVCC Wind Ensemble Concert this evening (March 8) at 7:30 p.m. in the Dr. Mary Margaret Week Cultural Centre.

CLOSED SESSION

It was moved by Mr. Mallery and seconded by Dr. Boyles to convene a closed session at 7:03 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) litigation; 3) collective negotiations; and 4) closed session minutes. Motion passed by voice vote.

After a short break, the Board entered closed session at 7:10 p.m. On a motion by Dr. Boyles and seconded by Mr. McCracken, the regular meeting resumed at 7:59 p.m. Motion passed by voice vote

APPROVAL OF CLOSED SESSION MINUTES

It was moved by Mr. Solon and seconded by Mr. Pehoski to approve and retain the Closed Session minutes of the February 8, 2018 Closed Session Meeting. Motion passed by voice vote.

OTHER

None

ADJOURNMENT

Ms. Goetz declared the meeting adjourned at 8:00 p.m.

Jane E. Goetz, Board Chair

David O. Mallery, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

MARCH 2018

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

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – March 2018

Revenues

- As of March 30, the headcount for spring semester was 3,326 which is 304 students less than at the same point in time last year. Credit hours for spring 2018 were 25,540, a decrease of 2,252 credit hours, or 8.1 percent, from this point in time one year ago. Second eight-week classes began on March 19.

Credit Hour Comparison FY2017 to FY2018

	Summer	Fall	Spring	Total
2016/2017	5,522	28,892	27,614	62,028
2017/2018	5,400	27,174	*25,540	*58,114
Difference	122	1,718	2,074	3,914
%	(2.2%)	(5.9%)	(7.5%)	(6.3%)

*estimated

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

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

Pursuant to PA 100-23, the State Finance Act (30 ILCS 105/(m) was amended to allow FY2017 unpaid bills to be carried over with the consent of the Governor and Comptroller. This allows the \$604,000 still due from our FY2017 credit hour grant likely to be paid before June 30, 2018. The remaining FY18 state funds will be paid but might not be until after December 2018.

- DeKalb County is reporting an EAV for our district of \$2,109,928, an increase of 4.7 percent; Livingston County an EAV of \$63,894,560, an increase of 4.0 percent. In both these counties farmland EAV (which is the majority of the EAV for these counties) has increased by over 4.0 percent. For all eight counties the estimated EAV has increased by less than 1.0 percent from tax year 2016.

New Tax Increment Financing Districts (TIFs) are being proposed by the cities of Oglesby, Ottawa, Peru, Sheffield, and Tonica. The Village of North Utica is asking to extend a TIF district.

Of the 17 property tax objections each asking for over \$100,000 in reduced assessed valuation in LaSalle County, the Board of Review reduced the value on 15 properties, for a total reduction of \$5,753,210. Among these properties are Eureka Savings Bank, Walmart, Etna Oil, the Peru Mall, and Petsmart ,

Expenditures

- Fund 01 – Education Fund – Academic Support – Contractual Services – includes Blackboard annual fees of \$76,384; annual maintenance fees to Burwood Group of \$19,125 and other annual software maintenance fees;
- Fund 01 – Education Fund – Institutional Support – Contractual Services – includes Ellucian annual fees of \$247,155; \$13,950 to Blackboard; \$56,350 to Burwood Group for annual software maintenance; \$17,000 to Toad Code for contracted programming services; payment to Ferrilli of \$17,500 for contracted IT services; \$7,689, to HUB International for health insurance consulting; and \$9,750 for legal services;
- Fund 01 – Education Fund – Institutional Support – Capital – includes \$28,452 to iFactory for website design; \$51,500 to OmniUpdate for the new content management system for the website; and \$26,130 to Ellucian for the Student Planner Module which is paid in part from a donation by Bill and Dian Taylor;
- Fund 12 – Liability, Protection, and Settlement Fund – Institutional Support – Fixed Charges – includes annual insurance premiums for athletics (\$42,266), workers’ compensation (\$137,825), liability insurance (\$80,825) and treasurer bonds (\$19,829).

Protection, Health & Safety Projects

- Building D Air Handler/Chiller Replacement – project is 95 percent complete; punch list items still remain to be completed;
- Building G Temperature Controls – project is 99 percent complete; punch list items left to complete;
- Campus-Wide Security Camera Upgrade – preconstruction meeting was held on March 29; work will commence as soon as possible with a completion date of early August.
- Cultural Centre Accessibility Upgrades – preconstruction meeting was held on March 29; work will commence on May 21 and be completed prior to fall semester. A portion of this project is being paid with monies from the Boyle Estate.
- Exterior Stair Upgrades – bid opening on March 29; asking Board for approval.
- Building E Air Handler/Chiller Replacement – Board approved in October 2016; work is scheduled for December 2018.

Technology Projects

- Website redesign project is approximately 50 percent complete having developed a site map, an outline of the home page, a visual design, and moving on to key pages. Anticipated “go-live” date is September or October 2018.

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

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Assets and Other Debits								
Cash and cash equivalents	\$ 2,411,175	\$ (135,150)	\$ 172,532	\$ 760,479	\$ 99,877	\$ -	\$ -	\$ 3,308,913
Investments	6,919,027	11,201,391	637,585	248,000	-	-	-	19,006,003
Receivables								
Property taxes	9,202,742	2,118,426	-	-	-	-	-	11,321,168
Governmental claims	302,672	-	-	-	-	-	-	302,672
Tuition and fees	417,344	-	-	77,018	-	-	-	494,362
Due from other funds	823,649	16	-	-	298	-	-	823,963
Due to/from student groups	587,198	-	-	-	-	-	-	587,198
Bookstore inventories	-	-	-	769,117	-	-	-	769,117
Other assets	19,191	23,115	1,207	2,563	-	-	-	46,076
Fixed assets - net where applicable	-	-	-	62,113	-	60,935,285	-	60,997,398
Other debits								
Amount available in Debt Service Fund	-	-	-	-	-	-	-	-
Amount to be provided to retire debt	-	-	-	-	-	-	-	-
Other Debits	<u>\$20,682,998</u>	<u>\$13,207,798</u>	<u>\$ 811,324</u>	<u>\$ 1,919,290</u>	<u>\$ 100,175</u>	<u>\$60,935,285</u>	<u>\$ -</u>	<u>\$ 97,656,870</u>

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

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Liabilities								
Accounts payable	\$ 150,154	\$ -	\$ -	\$ 10,363	\$ 7,437	\$ -	\$ -	\$ 167,954
Accrued salaries & benefits	1,371,291	14,295	-	12,123	-	-	-	1,397,709
Post-retirement benefits & other	115,994	-	-	-	-	-	-	115,994
Unclaimed property	2,038	1,986	-	-	27	-	-	4,051
Due to other funds	197,869	541,224	-	84,870	-	-	-	823,963
Due to student groups/deposits	49,862	-	-	-	92,711	-	-	142,573
Deferred revenue								-
Property taxes	4,603,015	1,059,597	-	-	-	-	-	5,662,612
Tuition and fees	203,267	-	-	-	-	-	-	203,267
Grants	-	-	-	-	-	-	-	-
Leases Payable	-	-	-	41,182	-	-	-	-
Bonds payable	-	-	-	-	-	-	-	-
Total liabilities	6,693,490	1,617,102	-	148,538	100,175	-	-	8,559,305
Equity and Other Credits								
Investment in general fixed assets	-	-	-	-	-	60,935,285	-	60,935,285
Contributed capital	-	-	-	-	-	-	-	-
Retained earnings	-	-	-	-	-	-	-	-
Fund balance								-
Reserved for restricted purposes	-	11,590,696	-	-	-	-	-	11,590,696
Reserved for debt service	-	-	811,324	-	-	-	-	811,324
Unreserved	13,989,508	-	-	1,770,752	-	-	-	15,760,260
Total equity and other credits	13,989,508	11,590,696	811,324	1,770,752	-	60,935,285	-	89,097,565
Total Liabilities, Equity and Other Credits	\$20,682,998	\$13,207,798	\$ 811,324	\$ 1,919,290	\$ 100,175	\$60,935,285	\$ -	\$ 97,656,870

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

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Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2018 Revenues & Expenditures by Fund
 For the nine months ended March 31, 2018
 Unaudited

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Fund	Bond & Interest Fund	Working Cash Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 18,428,359	\$ 2,233,045	\$ 1,779,733	\$ 1,614	\$ 29,431	\$ 1,590,672	\$ 4,537,946	\$ 679,957	\$ 36,621	\$ 29,317,378
Actual Expenditures	(13,383,043)	(1,634,031)	(1,216,704)	-	-	(1,768,731)	(4,675,092)	(954,254)	(34,250)	(23,666,105)
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	5,050,316	599,014	563,029	1,614	29,431	(116,645)	(127,146)	(274,297)	2,371	5,727,687
Fund balances July 1, 2017	5,702,856	2,646,011	5,481,312	809,885	4,608,361	1,887,399	31,496	1,248,615	33,429	22,449,364
Fund balances March 31, 2018	<u>\$ 10,753,172</u>	<u>\$ 3,245,025</u>	<u>\$ 6,044,341</u>	<u>\$ 811,499</u>	<u>\$ 4,637,792</u>	<u>\$ 1,770,754</u>	<u>\$ (95,650)</u>	<u>\$ 974,318</u>	<u>\$ 35,800</u>	<u>\$ 28,177,051</u>

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

	Annual Budget FY2018	Actual 3/31/18	Act/Budget 75.0%	Actual 3/31/17	Act/Budget 75.0%	Annual Budget FY2017
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 8,026,700	\$ 7,953,146	99.1%	\$ 7,631,647	99.0%	\$ 7,708,916
Corporate Personal Property Replacement Tax	1,101,797	265,995	24.1%	495,109	45.1%	1,098,835
TIF Revenues	365,700	395,810	108.2%	382,245	100.3%	381,000
Total Local Government	<u>9,494,197</u>	<u>8,614,951</u>	90.7%	<u>8,509,001</u>	92.6%	<u>9,188,751</u>
State Government:						
ICCB Credit Hour Grant	920,000	1,503,237	163.4%	862,216	60.8%	1,419,017
Equalization	50,000	37,500	75.0%	-	0.0%	50,000
Career/Technical Education Formula Grant	195,000	91,561	47.0%	189,069	99.5%	190,000
Other	-	-	0.0%	-	-	-
Total State Government	<u>1,165,000</u>	<u>1,632,298</u>	140.1%	<u>1,051,285</u>	63.4%	<u>1,659,017</u>
Federal Government						
PELL Administrative Fees	7,215	330	4.6%	7,389	92.4%	8,000
Total Federal Government	<u>7,215</u>	<u>330</u>	4.6%	<u>7,389</u>	92.4%	<u>8,000</u>
Student Tuition and Fees:						
Tuition	6,882,640	7,041,076	102.3%	7,043,458	95.9%	7,344,081
Fees	906,850	844,307	93.1%	800,677	94.6%	846,132
Total Tuition and Fees	<u>7,789,490</u>	<u>7,885,383</u>	101.2%	<u>7,844,135</u>	95.8%	<u>8,190,213</u>
Other Sources:						
Public Service Revenue	282,109	145,735	51.7%	157,279	36.8%	427,800
Other	118,891	149,662	125.9%	80,035	74.7%	107,163
Total Other Sources	<u>401,000</u>	<u>295,397</u>	73.7%	<u>237,314</u>	44.4%	<u>534,963</u>
TOTAL EDUCATION FUND REVENUE	<u>\$ 18,856,902</u>	<u>\$ 18,428,359</u>	97.7%	<u>\$ 17,649,124</u>	90.1%	<u>\$ 19,580,944</u>
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	\$ 8,348,942	6,088,434	72.9%	6,407,365	72.6%	8,822,920
Employee Benefits	1,680,827	1,369,999	81.5%	1,340,729	81.0%	1,655,386
Contractual Services	188,269	53,018	28.2%	48,497	26.0%	186,403
Materials & Supplies	424,327	174,318	41.1%	202,312	45.5%	444,189
Conference & Meeting Expenses	96,840	29,839	30.8%	21,386	20.0%	107,169
Fixed Charges	197,000	151,132	76.7%	174,666	88.4%	197,500
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	15,999
Other	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 10,936,205</u>	<u>\$ 7,866,740</u>	71.9%	<u>\$ 8,194,955</u>	71.7%	<u>\$ 11,429,526</u>

Illinois Valley Community College District No. 513
Fiscal Year 2018 Budget to Actual Comparison
For the nine months ended March 31, 2018

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2018	Actual 3/31/18	Act/Budget 75.0%	Actual 3/31/17	Act/Budget 75.0%	Annual Budget FY2017
Academic Support:						
Salaries	\$ 652,484	\$ 426,096	65.3%	\$ 475,760	71.0%	\$ 669,903
Employee Benefits	154,279	107,523	69.7%	115,300	89.2%	129,256
Contractual Services	192,544	167,157	86.8%	151,805	82.4%	184,276
General Materials & Supplies	229,247	100,652	43.9%	75,913	32.7%	232,080
Conference & Meeting Expenses	8,920	3,020	33.9%	254	2.8%	9,010
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	23,700	18,225	76.9%	15,993	61.1%	26,160
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>1,261,174</u>	<u>822,673</u>	<u>65.2%</u>	<u>835,025</u>	<u>66.8%</u>	<u>1,250,685</u>
Student Services:						
Salaries	1,225,294	823,220	67.2%	900,290	72.3%	1,245,962
Employee Benefits	338,817	242,281	71.5%	264,226	80.7%	327,463
Contractual Services	8,735	4,605	52.7%	4,966	59.8%	8,300
Materials & Supplies	55,972	31,011	55.4%	30,115	48.5%	62,129
Conference & Meeting Expenses	26,260	11,380	43.3%	7,717	25.0%	30,895
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	<u>1,655,078</u>	<u>1,112,497</u>	<u>67.2%</u>	<u>1,207,314</u>	<u>72.1%</u>	<u>1,674,749</u>
Public Services/Continuing Education:						
Salaries	395,571	234,930	59.4%	278,287	54.1%	514,353
Employee Benefits	69,659	58,913	84.6%	55,201	63.9%	86,351
Contractual Services	203,900	144,441	70.8%	129,967	51.9%	250,600
Materials & Supplies	87,275	57,774	66.2%	57,173	63.3%	90,320
Conference & Meeting Expenses	17,150	7,333	42.8%	5,707	29.5%	19,375
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	510	360	70.6%	510	102.0%	500
Total Public Services/Continuing Education	<u>774,065</u>	<u>503,751</u>	<u>65.1%</u>	<u>526,845</u>	<u>54.8%</u>	<u>961,499</u>
Institutional Support:						
Salaries	1,803,308	1,215,140	67.4%	1,353,412	73.8%	1,834,609
Employee Benefits	637,253	568,729	89.2%	579,453	99.9%	580,295
Contractual Services	513,288	452,538	88.2%	470,942	86.8%	542,830
Materials & Supplies	436,870	264,272	60.5%	238,762	53.3%	447,585
Conference & Meeting Expenses	56,480	19,009	33.7%	18,334	25.0%	73,390
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	26,370	7,024	26.6%	6,847	25.9%	26,395
Capital Outlay	87,000	106,082	121.9%	-	0.0%	237,000
Other	29,400	(336)	-1.1%	(261)	-0.4%	59,200
Provision for Contingency	217,661	-	0.0%	-	0.0%	222,092
Total Institutional Support	<u>3,807,630</u>	<u>2,632,458</u>	<u>69.1%</u>	<u>2,667,489</u>	<u>66.3%</u>	<u>4,023,396</u>
Scholarships, Grants and Waivers	499,750	444,924	89.0%	401,445	81.4%	493,400
TOTAL EDUCATION FUND EXPENDITURES	<u>\$ 18,933,902</u>	<u>\$ 13,383,043</u>	<u>70.7%</u>	<u>\$ 13,833,073</u>	<u>69.7%</u>	<u>\$ 19,833,295</u>
INTERFUND TRANSFERS - NET	<u>\$ 77,000</u>	<u>\$ 5,000</u>	<u>6.5%</u>	<u>\$ 5,000</u>	<u>2.0%</u>	<u>\$ 252,352</u>

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

	Annual Budget FY2018	Actual 3/31/18	Act/Budget 75.0%	Actual 3/31/17	Act/Budget 75.0%	Annual Budget FY2017
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,236,300	\$ 1,228,103	99.3%	\$ 1,190,931	99.2%	\$ 1,200,000
Corporate Personal Property Replacement Tax	187,981	46,940	25.0%	87,372	48.9%	178,500
TIF	122,000	131,731	108.0%	127,415	100.3%	127,000
Total Local Government	<u>1,546,281</u>	<u>1,406,774</u>	91.0%	<u>1,405,718</u>	93.4%	<u>1,505,500</u>
State Government:						
ICCB Credit Hour Grant	80,000	127,367	159.2%	-	0.0%	218,833
Total State Government	<u>80,000</u>	<u>127,367</u>	159.2%	<u>-</u>	0.0%	<u>218,833</u>
Student Tuition and Fees:						
Tuition	722,820	563,516	78.0%	566,774	96.7%	585,844
Total Tuition and Fees	<u>722,820</u>	<u>563,516</u>	78.0%	<u>566,774</u>	96.7%	<u>585,844</u>
Other Sources:						
Facilities Revenue	138,941	114,596	82.5%	69,419	51.4%	135,000
Investment Revenue	10,000	19,035	190.4%	8,752	437.6%	2,000
Other	-	1,757	0.0%	58,732	-	-
Total Other Sources	<u>148,941</u>	<u>135,388</u>	90.9%	<u>136,903</u>	99.9%	<u>137,000</u>
TOTAL OPERATIONS & MAINTENANCE FUND REVENUES	<u>\$ 2,498,042</u>	<u>\$ 2,233,045</u>	89.4%	<u>\$ 2,109,395</u>	86.2%	<u>\$ 2,447,177</u>
OPERATIONS & MAINTENANCE FUND						
Operations & Maintenance of Plant:						
Salaries	\$ 923,374	\$ 621,165	67.3%	\$ 628,153	0.0%	\$ 898,774
Employee Benefits	301,674	242,845	80.5%	225,597	0.0%	256,648
Contractual Services	242,276	111,250	45.9%	97,985	0.0%	214,300
General Materials & Supplies	225,070	116,652	51.8%	205,189	0.0%	230,070
Conference & Meeting Expenses	5,675	499	8.8%	170	0.0%	5,675
Fixed Charges	64,500	80,426	124.7%	57,658	0.0%	64,500
Utilities	733,413	409,579	55.8%	539,087	0.0%	776,250
Capital Outlay	-	-	0.0%	-	0.0%	-
Provision for Contingency	-	-	0.0%	-	0.0%	-
Other	(63,000)	-	0.0%	-	0.0%	(63,000)
Total Operations & Maintenance of Plant	<u>2,432,982</u>	<u>1,582,416</u>	65.0%	<u>1,753,639</u>	0.0%	<u>2,383,217</u>
Institutional Support:						
Salaries	46,489	31,263	67.2%	33,094	0.0%	43,808
Employee Benefits	10,758	10,821	100.6%	8,811	0.0%	10,103
Contractual Services	750	2,491	332.1%	2,491	0.0%	2,500
Materials & Supplies	2,853	2,830	99.2%	1,736	0.0%	3,340
Conference & Meeting Expenses	-	-	0.0%	38	0.0%	-
Fixed Charges	4,210	4,210	100.0%	4,210	100.0%	4,210
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>65,060</u>	<u>51,615</u>	79.3%	<u>50,380</u>	0.0%	<u>63,961</u>
TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	<u>\$ 2,498,042</u>	<u>\$ 1,634,031</u>	65.4%	<u>\$ 1,804,219</u>	0.0%	<u>\$ 2,447,178</u>

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

	Annual Budget FY2018	Actual 3/31/18	Act/Budget 75.0%	Actual 3/31/17	Act/Budget 75.0%	Annual Budget FY2017
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources						
Current Taxes	\$ 1,545,381	\$ 1,403,610	90.8%	\$ 1,488,664	0.0%	\$ 1,576,454
State Government Sources	-	-	0.0%	11,850	0.0%	-
Investment Revenue	30,600	30,356	99.2%	15,704	0.0%	-
Other Revenue	-	345,767	0.0%	-	0.0%	8,500
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	\$ 1,575,981	1,779,733	112.9%	1,516,218	0.0%	1,584,954
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Operations & Maintenance						
Contractual Services	\$ -	-	0.0%	1,180	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	1,500,000	1,216,704	81.1%	1,245,905	0.0%	1,450,000
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	\$ 1,500,000	1,216,704	81.1%	1,247,085	0.0%	1,450,000
INTERFUND TRANSFERS - NET	\$ -	\$ -		\$ -		\$ -
BOND & INTEREST FUND						
Local Government Sources						
Current Taxes	\$ -	\$ -	0.0%	\$ 265,379	0.0%	\$ 265,000
Investment Revenue	3,200	1,614	50.4%	2,949	0.0%	1,400
TOTAL BOND & INTEREST FUND REVENUES	3,200	1,614	50.4%	268,328	0.0%	266,400
BOND & INTEREST FUND						
Institutional Support:						
Debt Principal Retirement	\$ -	\$ -	0.0%	265,000	0.0%	265,000
Interest on Bonds	-	-	0.0%	2,760	0.0%	3,313
Fees	-	-	0.0%	500	0.0%	500
TOTAL BOND & INTEREST EXPENDITURES	\$ -	\$ -	0.0%	\$ 268,260	99.8%	\$ 268,813
WORKING CASH FUND						
Investment Revenue	\$ 32,000	\$ 29,431	92.0%	\$ 23,545	117.7%	\$ 20,000
TOTAL WORKING CASH REVENUES	32,000	29,431	92.0%	23,545	117.7%	20,000
Transfers In (Out)		\$ -	0.0%	\$ -		\$ (20,000)

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

AUXILIARY ENTERPRISES FUND	Annual Budget FY2018	Actual 3/31/18	Act/Budget 75.0%	Actual 3/31/17	Act/Budget 75.0%	Annual Budget FY2017
Service Fees	\$ 2,268,600	\$ 1,582,629	69.8%	\$ 1,769,457	78.4%	\$ 2,257,200
Other Revenue	5,700	4,281	0.0%	7,773	0.0%	-
Investment Revenue	2,800	3,762	134.4%	3,579	210.5%	1,700
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	2,277,100	1,590,672	69.9%	1,780,809	78.8%	2,258,900

AUXILIARY ENTERPRISES FUND	Annual Budget FY2018	Actual 3/31/18	Act/Budget 75.0%	Actual 3/31/17	Act/Budget 75.0%	Annual Budget FY2017
Salaries	\$ 321,509	231,777	72.1%	221,352	69.0%	320,725
Employee Benefits	67,134	46,206	68.8%	50,578	54.3%	93,123
Contractual Services	49,922	44,307	88.8%	35,216	76.6%	46,000
Materials & Supplies	1,817,195	1,408,826	77.5%	1,400,216	75.4%	1,857,965
Conference & Meeting	25,909	18,139	70.0%	21,327	78.2%	27,255
Fixed Charges	40,075	19,412	48.4%	31,979	49.7%	64,282
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	19,832	-	0.0%	27,712	83.0%	33,391
Other	103,000	64	0.1%	1,711	1.6%	104,500
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	2,444,576	1,768,731	72.4%	1,790,091	70.3%	2,547,241

Transfer In (Out)	\$ (25,586)	\$ 61,414	-240.0%	\$ 61,414	-33.9%	\$ (180,938)
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RESTRICTED PURPOSES FUND	Annual Budget FY2018	Actual 3/31/18	Act/Budget 75.0%	Actual 3/31/17	Act/Budget 75.0%	Annual Budget FY2017
State Government Sources	\$ 292,545	\$ 172,586	0.0%	78,365	0.0%	\$ -
Federal Government Sources	4,839,519	4,309,484	89.0%	4,625,281	80.7%	5,731,194
Service Fees	-	(175)	0.0%	3,035	202.3%	1,500
Nongovernmental gifts or grants	-	51,220	0.0%	65,711	0.0%	-
Other Revenue	34,000	4,831	0.0%	1,513	2.3%	65,857
TOTAL RESTRICTED PURPOSES FUND REVENUES	\$ 5,166,064	4,537,946	87.8%	4,773,905	82.3%	5,798,551

RESTRICTED PURPOSES FUND	Annual Budget FY2018	Actual 3/31/18	Act/Budget 75.0%	Actual 3/31/17	Act/Budget 75.0%	Annual Budget FY2017
Instruction:						
Salaries	\$ 454,373	\$ 280,524	61.7%	242,046	109.5%	221,132
Employee Benefits	129,112	102,413	79.3%	86,837	139.7%	62,178
Contractual Services	25,260	18,764	74.3%	15,033	78.2%	19,235
Materials & Supplies	29,946	64,322	214.8%	22,015	96.5%	22,822
Conference & Meeting	18,660	10,714	57.4%	8,508	37.4%	22,749
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	2,500	902	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	65,096	0.0%	14,023
Other	-	-	0.0%	-	0.0%	-
Total Instruction	\$ 659,851	\$ 477,639	72.4%	\$ 439,535	121.4%	\$ 362,139

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

	<u>Annual Budget FY2018</u>	<u>Actual 3/31/18</u>	<u>Act/Budget 75.0%</u>	<u>Actual 3/31/17</u>	<u>Act/Budget 75.0%</u>	<u>Annual Budget FY2017</u>
RESTRICTED PURPOSES FUND						
Student Services						
Salaries	\$ 188,414	\$ 136,056	72.2%	144,474	73.5%	196,440
Employee Benefits	69,834	50,235	71.9%	64,198	73.2%	87,705
Contractual Services	2,500	4,317	172.7%	915	36.6%	2,500
Materials & Supplies	5,926	11,840	199.8%	802	41.6%	1,926
Conference & Meeting	7,978	4,477	56.1%	112	7.5%	1,500
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRiO Grant)	16,000	26,580	166.1%	10,800	120.0%	9,000
Total Student Services	<u>290,652</u>	<u>233,505</u>	<u>80.3%</u>	<u>221,301</u>	<u>74.0%</u>	<u>299,071</u>
Public Service						
Salaries	-	-	0.0%	35,809	67.5%	53,038
Employee Benefits	-	-	0.0%	8,502	52.1%	16,319
Contractual Services	-	-	0.0%	1,459	291.8%	500
Materials & Supplies	-	-	0.0%	537	107.4%	500
Conference & Meeting	-	-	0.0%	2,770	554.0%	500
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	198	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Public Service	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>49,275</u>	<u>69.5%</u>	<u>70,857</u>
Institutional Support						
Salaries (Federal Work Study)	\$ 80,632	\$ 79,845	99.0%	\$ 87,642	97.9%	\$ 89,554
Total Institutional Support	<u>80,632</u>	<u>79,845</u>	<u>99.0%</u>	<u>87,642</u>	<u>97.9%</u>	<u>89,554</u>
Student grants and waivers (PELL & SEOG)	<u>4,142,929</u>	<u>3,884,103</u>	<u>93.8%</u>	<u>4,121,407</u>	<u>82.7%</u>	<u>4,986,429</u>
TOTAL RESTRICTED FUND EXPENDITURES	<u>\$ 5,174,064</u>	<u>\$ 4,675,092</u>	<u>90.4%</u>	<u>\$ 4,697,859</u>	<u>80.9%</u>	<u>\$ 5,808,050</u>
Transfer In (Out)	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>100.0%</u>	<u>\$ 10,000</u>	<u>100.0%</u>	<u>\$ 10,000</u>
AUDIT FUND						
Local Government Sources	\$ 38,480	\$ 36,532	94.9%	\$ 35,426	98.1%	\$ 36,125
Investment Revenue	80	89	111.3%	72	72.0%	100
TOTAL AUDIT FUND REVENUES	<u>38,560</u>	<u>36,621</u>	<u>95.0%</u>	<u>35,498</u>	<u>98.0%</u>	<u>36,225</u>
AUDIT FUND						
Contractual Services	<u>36,500</u>	<u>34,250</u>	<u>93.8%</u>	<u>29,825</u>	<u>83.4%</u>	<u>35,750</u>
TOTAL AUDIT FUND EXPENDITURES	<u>\$ 36,500</u>	<u>\$ 34,250</u>	<u>93.8%</u>	<u>\$ 29,825</u>	<u>83.4%</u>	<u>\$ 35,750</u>

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Illinois Valley Community College District No. 513
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 For the nine months ended March 31, 2018
 Unaudited

LIABILITY, PROTECTION, & SETTLEMENT FUND

	Annual Budget FY2018	Actual 3/31/18	Act/Budget 75.0%	Actual 3/31/17	Act/Budget 75.0%	Annual Budget FY2017
Local Government Sources	\$ 751,210	\$ 673,252	89.6%	\$ 583,231	0.0%	\$ 868,950
Investment Revenue	9,500	5,540	58.3%	3,947	0.0%	10,000
Other	-	1,165	0.0%	-	0.0%	-
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES	760,710	679,957	89.4%	587,178	66.8%	878,950

LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES

Student Services						
Salaries	109,334	70,546	64.5%	-	-	-
Employee Benefits	25,832	22,278	86.2%	-	-	-
Contractual Services	-	14,765	0.0%	-	-	-
Materials & Supplies	-	561	0.0%	-	-	-
Total for Student Services	135,166	108,150	80.0%	-	-	-
Operations & Maintenance of Plant						
Contractual Services	\$ 547,700	\$ 345,427	63.1%	\$ 361,245	84.2%	\$ 429,075
Material & Supplies	175	40	22.9%	165	82.5%	200
Conference & Meeting	-	-	0.0%	-	0.0%	305
Utilities	500	275	55.0%	279	62.0%	450
Capital Outlay	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	\$ 548,375	\$ 345,742	63.0%	\$ 361,689	84.1%	\$ 430,030
Institutional Support						
Salaries	\$ 76,673	\$ 57,191	74.6%	\$ 59,621	0.0%	\$ 80,332
Employee Benefits	206,121	11,730	15.3%	13,957	0.0%	210,660
Contractual Services	30,500	59,159	194.0%	26,816	0.0%	111,950
Materials & Supplies	200	4,398	2199.0%	113	0.0%	300
Conference & Meeting	2,000	470	0.0%	1,142	0.0%	-
Fixed Charges	264,500	285,734	108.0%	252,258	73.2%	344,600
Utilities	-	-	-	-	0.0%	-
Capital Outlay	-	6,680	-	40,510	0.0%	-
Other	-	75,000	-	-	0.0%	-
Total Institutional Support	579,994	500,362	86.3%	394,417	52.7%	747,842
TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	\$ 1,263,535	\$ 954,254	75.5%	\$ 756,106	64.2%	\$ 1,177,872

ck

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

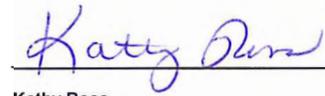
<u>Department</u>	<u>Annual Budget FY2018</u>	<u>Actual FY2018</u>	<u>Act/Budget 75.0%</u>	<u>Explanation</u>
President	\$ 351,341	\$ 260,270	74.1%	
Board of Trustees	14,750	10,715	72.6%	
Community Relations	408,609	279,549	68.4%	
Continuing Education	738,989	503,751	68.2%	
Facilities	3,932,982	2,799,120	71.2%	
Information Technologies	2,022,068	1,439,788	71.2%	
Academic Affairs	284,300	148,681	52.3%	
Academic Affairs (AVPCE)	588,332	428,478	72.8%	
Adult Education	503,875	345,455	68.6%	
Learning Resources	578,747	408,870	70.6%	
Career & Tech Education Division	1,749,190	1,160,139	66.3%	
Natural Science & Business Division	2,355,576	1,756,541	74.6%	
Humanities & Fine Arts/Social Science Division	2,004,241	1,523,094	76.0%	
Health Professions Division	2,089,921	1,441,588	69.0%	
English, Mathematics, Education Division	2,398,053	1,824,570	76.1%	
Admissions & Records	395,783	294,606	74.4%	
Counseling	607,779	377,680	62.1%	
Student Services	185,487	122,898	66.3%	
Financial Aid	4,632,717	4,252,220	91.8%	Includes all academic year 2017/2018 financial aid
Career Services	37,953	24,622	64.9%	
Athletics	284,437	210,511	74.0%	
TRiO (Student Success Grant)	290,652	233,505	80.3%	
Campus Security	548,375	344,172	62.8%	
Business Services/General Institution	979,332	772,153	78.8%	
Risk Management	715,160	501,931	70.2%	
Tuition Waivers	499,750	444,326	88.9%	Includes fall and spring waivers
Purchasing	123,801	85,339	68.9%	
Human Resources	130,935	85,224	65.1%	
Bookstore	2,018,529	1,472,882	73.0%	
Shipping & Receiving	65,060	51,615	79.3%	
Copy Center	96,234	61,812	64.2%	
Total FY17 Expenditures	<u>\$ 31,632,958</u>	<u>\$ 23,666,105</u>	74.8%	

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

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 2,028,826.65	\$ 564,563.78	\$ 301,685.31	\$ 172,531.63	\$ 500,918.09	\$ (581,506.90)	\$ 319,864.00	\$ 15,087.34	\$ (308,212.01)	\$ 1,693.12	\$ 3,015,451.01
Total Receipts	396,714.83	46,963.61	2,047.01	45.40	48,999.09	8,000.00	566.81	57.01	8,293.77	80,197.25	\$ 591,884.78
Total Cash	2,425,541.48	611,527.39	303,732.32	172,577.03	549,917.18	(573,506.90)	320,430.81	15,144.35	(299,918.24)	81,890.37	3,607,335.79
Due To/From Accts	2,389.55	-	-	-	(2,291.09)	-	-	-	(98.46)	-	0.00
Transfers/Bank CDs	807,112.31	118,298.96	-	-	243,520.86	24,800.00	-	-	-	-	1,193,732.13
Expenditures	(1,298,858.04)	(170,106.54)	(271,264.67)	-	(57,905.45)	(86,684.87)	-	-	(152,706.89)	-	(2,037,526.46)
ACCOUNT BALANCE	1,936,185.30	559,719.81	32,467.65	172,577.03	733,241.50	(635,391.77)	320,430.81	15,144.35	(452,723.59)	81,890.37	2,763,541.46
Deposits in Transit	(9,766.06)										(9,766.06)
Outstanding Checks	152,416.65										152,416.65
BANK BALANCE	2,078,835.89	559,719.81	32,467.65	172,577.03	733,241.50	(635,391.77)	320,430.81	15,144.35	(452,723.59)	81,890.37	2,906,192.05
Certificates of Deposit	-	-	2,008,080.42	500,000.00	248,000.00	-	3,388,428.74	-	1,101,155.72	-	7,245,664.88
Illinois Funds	4,947,394.78	2,092,130.56	2,195,855.78	137,758.21	-	495,486.11	915,068.56	2,354.10	45.62	-	10,786,093.72
Bldg Reserve-ILLFund			1,100,819.71								1,100,819.71
Total Investment	\$ 4,947,394.78	\$ 2,092,130.56	\$ 5,304,755.91	\$ 637,758.21	\$ 248,000.00	\$ 495,486.11	\$ 4,303,497.30	\$ 2,354.10	\$ 1,101,201.34	\$ -	\$ 19,132,578.31

LaSalle State Bank \$ 141,715.22
Midland States Bank 2,764,476.83
\$ 2,906,192.05

Respectfully submitted,


Kathy Ross
Controller

ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
March 31, 2018

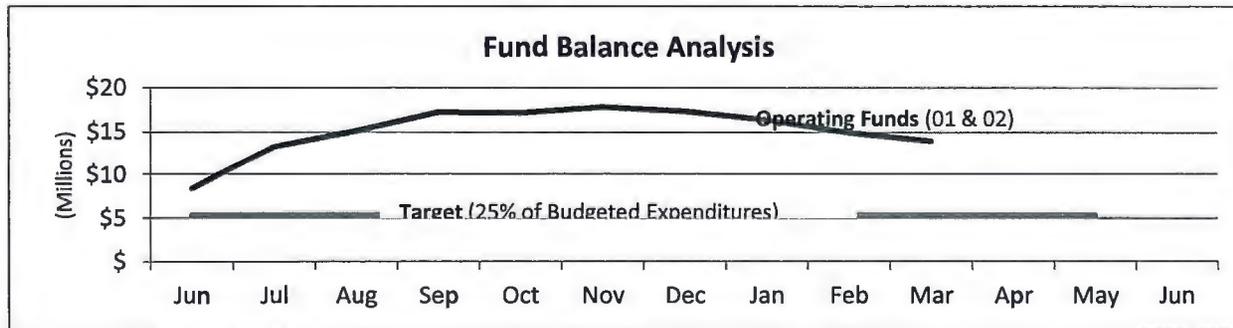
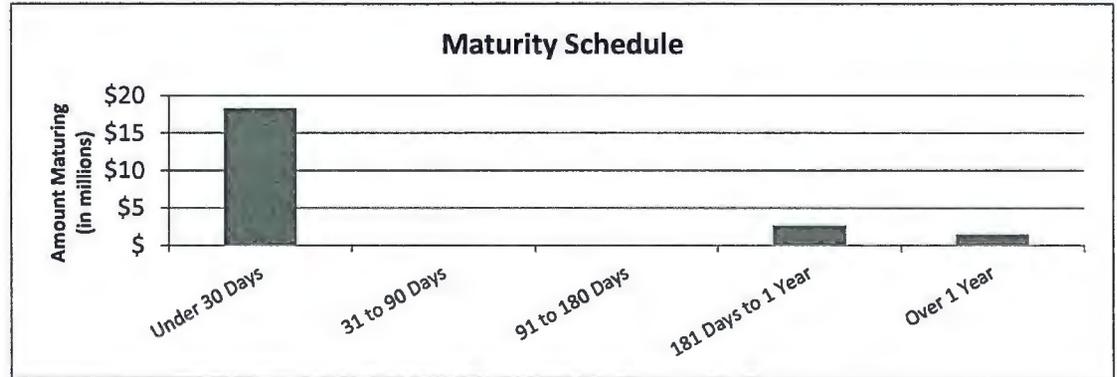
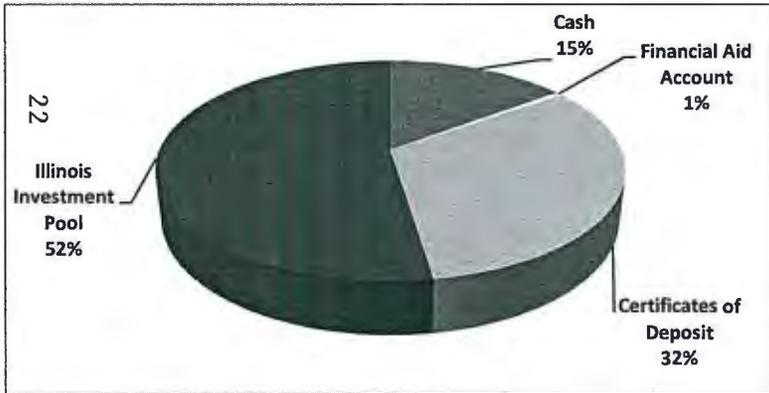
<u>DUE</u>	<u>Education</u>	<u>Oper & Maint</u>	<u>O&M Restricted</u>	<u>Bond & Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection & Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
4/2/2018			1,008,080					1,008,080	LSB	1.10%	1.10%	4810104
4/13/2018			500,000	500,000				1,000,000	CTB	1.13%	1.13%	104405
4/14/2018						1,000,000		1,000,000	MSB	1.16%	1.16%	2041036190
4/22/2018							101,156	101,156	MB	1.10%	1.10%	914161
10/24/2018							1,000,000	1,000,000	MB	1.21%	1.21%	916139
10/26/2018			500,000					500,000	MB	1.21%	1.21%	16716
10/31/2018						200,000		200,000	CB	1.45%	1.45%	ZB Bank
11/1/2018						200,000		200,000	CB	1.45%	1.45%	Goldman Sachs
11/1/2018						200,000		200,000	CB	1.45%	1.45%	Discover
11/1/2018						200,000		200,000	CB	1.45%	1.45%	Safra National
11/7/2018						200,000		200,000	CB	1.45%	1.45%	Beal Bank USA
11/7/2018						151,428		151,428	MB	1.10%	1.10%	915192
5/20/2020					248,000			248,000	MBS	2.05%	2.05%	American Express
5/3/2022						248,000		248,000	MBS	2.35%	2.35%	American Express
5/3/2022						248,000		248,000	MBS	2.35%	2.35%	Capital One
7/19/2022						247,000		247,000	MBS	2.25%	2.25%	Discover Bank
7/19/2022						247,000		247,000	MBS	2.30%	2.30%	Capital One
7/19/2022						247,000		247,000	MBS	2.30%	2.30%	Wells Fargo
Total CD	-	-	2,008,080	500,000	248,000	3,388,428	1,101,156	7,245,664				

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

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

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	14.8%	\$ 3,313,179	0.35%
Financial Aid Account	0.6%	125,299	0.35%
Certificates of Deposit	32.3%	7,245,665	1.42%
Illinois Investment Pool	52.4%	11,775,105	1.61%
Total		\$ 22,459,248	1.36%

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 10,674,285	-	-	\$ 10,674,285	48%
IL Funds -Building	1,100,820			\$ 1,100,820	5%
Midland States Bank	-	1,000,000	3,070,853	\$ 4,070,853	18%
Midland States F/A			125,299	125,299	1%
LaSalle State Bank	-	1,008,080	142,449	1,150,529	5%
Central Bank	-	1,000,000	-	1,000,000	4%
Commerce Bank	-	1,000,000	-	1,000,000	4%
Multi Bank Securities	-	1,485,000	-	1,485,000	7%
Heartland Bank	-	-	99,877	99,877	0%
Marseilles Bank	-	1,752,585	-	1,752,585	8%
	\$ 11,775,105	\$ 7,245,665	\$ 3,438,478	\$ 22,459,248	100%



Handwritten mark

\$5,000 and Over Disbursements
03/01/18 -03/31/18

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
0740974	03/07/18	0181795	G4S Secure Solutions (USA) Inc.	\$ 47,618.96	Security Services (01/01/18-02/11/18)
ACH	03/08/18		CCHC	244,526.92	Health Insurance (March)
ACH	03/08/18		Internal Revenue Service	62,374.46	Federal Payroll Taxes (03/08/18)
ACH	03/08/18		Illinois Department of Revenue	21,847.12	State Payroll Taxes (03/08/18)
ACH	03/08/18		VALIC Retirement Services	13,693.16	403(b) & 457(b) Payroll (03/08/18)
0741057	03/08/18	0082897	SURS	46,378.76	Payroll (03/03/18)
0741062	03/14/18	0001369	Ameren Illinois	6,494.93	Electricity (01/11/18-02/09/18)
0741072	03/14/18	0214499	Constellation NewEnergy, Inc.	17,778.91	Electricity (01/11/18-02/12/18)
0741077	03/14/18	0174412	Demonica Kemper Architects		Chiller/Air Handler Replacement Building "D"*, Controls Replacement Building "G"*, Cultural Centre Access Upgrade*, & Campus Wide Security Upgrade*
				125,804.67	
0741081	03/14/18	0181795	G4S Secure Solutions (USA) Inc.		Security Services (12/01/17-12/31/17 & 02/12/18- 02/18/18)
				36,996.36	
0741148	03/21/18	0214047	CenterPoint Energy Services	10,438.07	Natural Gas (01/01/18-01/31/18)
0741153	03/21/18	0209567	Delta Dental of Illinois	8,641.09	Dental Insurance (February)
0741159	03/21/18	0181795	G4S Secure Solutions (USA) Inc.	19,531.07	Security Services (02/19/18-03/11/18)
0741205	03/21/18	0185171	United Analytical Services, Inc.	15,785.00	Comprehensive Asbestos Buildings "D" & "G"
0741207	03/21/18	0054880	University of Texas At Austin	7,190.00	CCSSE 2018 Survey
ACH	03/22/18		Internal Revenue Service	60,252.26	Federal Payroll Taxes (03/22/18)
ACH	03/22/18		Illinois Department of Revenue	21,247.21	State Payroll Taxes (03/22/18)
ACH	03/22/18		VALIC Retirement Services	13,693.16	403(b) & 457(b) Payroll (03/22/18)
0741226	03/22/18	0082897	SURS	45,799.95	Payroll (03/22/18)
0741301	03/28/18	0099391	Blackboard, Inc.	10,665.23	License Support
0741314	03/28/18	0181795	G4S Secure Solutions (USA) Inc	6,236.40	Security Services (03/12/18-03/18/18)
0741316	03/28/18	0001335	Henricksen & Company, Inc.	13,041.00	Chairs
0741331	03/28/18	0099906	Mity-Lite, Inc.	7,256.24	Tables
0741349	03/28/18	0187871	The Chicago Tour Company	7,835.00	Continuing Education Trip
0741350	03/28/18	0212769	The PIPCO Companies, Ltd.	143,460.00	Chiller/Air Handler Replacement Building "D"*
ACH	03/28/18		Prudential	5,130.15	Life Insurance (April)
ACH	03/31/18		EBC	10,956.58	H.R.A., F.S.A., COBRA (March)

\$ 1,030,672.66

*Protection, Health, & Safety (PHS) Projects

Stipends For Pay Period 03/03/18

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Balzarini, Doreen J	Beginning Word 2016	02/06/18	02/27/18	03/03/18	ST	420.00	014110394151320	CEU-4028-302	Beginning Word 2016	
Biagi, Dorothy A	Tortellini Twist Cook Eat	02/26/18	02/26/18	03/03/18	ST	180.00	014110394151320	HLR-3901-302	Tortellini Twist Cook Eat	
Bias, Timothy John	PQ CORP Set-up/Grading/Testing	02/16/18	02/16/18	03/03/18	ST	431.25	014210331051320			
Boyle- Bruch, Ida Lee	Food Service Sanitation	02/13/18	02/27/18	03/03/18	ST	1,000.00	014110394151320	CEU-1503-12	Food Service Sanitation	
Crawley, Heather A	SAT Test Prep	02/24/18	02/24/18	03/03/18	ST	225.00	014110394151320			
Fowler, David Lee	Mens BBall Scoreboard 7 Games	01/09/18	02/20/18	03/03/18	ST	210.00	056430360251900			
Fowler, David Lee	Womans BBall Scoreboard 6 Games	01/16/18	02/27/18	03/03/18	ST	180.00	056430360351900			
Klieber, Tracie Marie	Yoga Unique To You	01/16/18	02/22/18	03/03/18	ST	450.00	014110394151320	HLR-6218-301	Yoga Unique To You	
Leadingham, Paul	Kroeschell/3G GMAW/Testing	01/12/18	02/16/18	03/03/18	ST	1,780.00	014210331051320			
Mammano, Pamela M	17/18 Overload	01/10/18	03/03/18	03/03/18	OV	1,088.00	011420730051340			
Pytel, Kyle Edwin	LC Driver Improvement GDL	02/24/18	02/24/18	03/03/18	ST	175.00	014110394251320	CDV-6000-312	LC Driver Improvement GDL	
Schroeder, Eric Steven	17/18 Overload	01/10/18	03/03/18	03/03/18	OV	1,728.00	011120570051340			
Timmerman, Michael L	Mens BBall Shot Clock 8 Games	01/09/18	02/20/18	03/03/18	ST	240.00	056430360251900			
Timmerman, Michael L	Womans BBall Shot Clock 7 Games	01/16/18	02/27/18	03/03/18	ST	210.00	056430360351900			
Vogelgesang, Eugene Edward	Mens BBall Scoreboard 4 Games	01/09/18	02/20/18	03/03/18	ST	120.00	056430360251900			
Vogelgesang, Eugene Edward	Womans BBall Scoreboard 5 Games	01/16/18	02/27/18	03/03/18	ST	150.00	056430360351900			
Vogl, Robert	Small Wind Generators for Home	02/24/18	02/24/18	03/03/18	ST	85.00	014110394151320	HLR-5521-02	Small Wind Generators for Home	
Whalen, Patrick Eugene	Womans BBall Announcer 8 Games	01/09/18	02/02/18	03/03/18	ST	210.00	056430360351900			
Whalen, Patrick Eugene	Mens BBall Announcer 8 Games	01/09/18	02/20/18	03/03/18	ST	240.00	056430360251900			
Total						9,122.25				

Cheryl Roelfsema
 Cheryl Roelfsema
 Vice President of Business Services and Finance

Jerry Corcoran 3/16/18
 Dr. Jerry Corcoran
 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

Stipends For Pay Period 03/17/18

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Baker, Kathryn June	Beginning Excel 2016	02/26/18	03/08/18	03/17/18	ST	\$420.00	014110394151320	CEU-4121-632	Beginning Excel 2016	
Balzarini, Doreen J	You@IVCC Website Training	11/17/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Batson-Turner, Jean	You@IVCC Website Training	11/16/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Blagi, Dorothy A	Italian Tortellaci	03/08/18	03/08/18	03/17/18	ST	\$180.00	014110394151320	HLR-3943-303	Italian Tortellaci	
Black, Mary A	You@IVCC Website Training	11/17/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Borkowsky, Frank Michael	You@IVCC Website Training	11/17/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Burch, Deborah R	You@IVCC Website Training	12/05/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Cardosi, Cynthia A	You@IVCC Website Training	02/16/18	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Cook Fesperman, Amanda Pauline	You@IVCC Website Training	11/17/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Crawley, Heather A	SAT Test Prep	03/03/18	03/03/18	03/17/18	ST	\$225.00	014110394151320	YOU-3502-603	SAT Test Prep	
Credi, Crystal Lynne	You@IVCC Website Training	12/05/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Davenport, Maddalena Lucia	Covered Clinical NUR 2211 09	02/18/18	03/03/18	03/17/18	OV	\$274.84	011420730051320			
Dellinger, Douglas Albert	Introduction to Photography	02/13/18	03/06/18	03/17/18	ST	\$455.00	014110394151320	HLR-2505-302	Introduction to Photography	
Dorwart, Kirsten Anna	You@IVCC Website Training	11/16/17	11/16/17	03/17/18	SG	\$53.00	061620995551900			
Drapa, Katherine	You@IVCC Website Training	11/17/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Dunlap, Angela Jane	You@IVCC Website Training	11/17/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Ebner-Landgraf, Tammy L	Extraordinary Duties Spring 18	01/10/18	03/17/18	03/17/18	ST	\$1,920.00	011220910051340			
Escatel, Sara	You@IVCC Website Training	11/17/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Fahning, Julie Ann	Mileage Reimbursement	02/22/18	02/28/18	03/17/18	ML	\$112.27	011120952355210			
Furlan, Patricia Louise	You@IVCC Website Training	11/16/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Goslin, Vanessa Marie	Aloha Sunset Painting Class	03/08/18	03/08/18	03/17/18	ST	\$120.00	014110394151320	HLR-1108-303	Aloha Sunset Painting Class	
Gross, Mary H	You@IVCC Website Training	11/17/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Harmon, Wendi Suzanne	You@IVCC Website Training	12/05/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Killian, Melissa J	You@IVCC Website Training	12/05/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Klieber, Tracie Marie	Strength Cardio Core	01/22/18	03/05/18	03/17/18	ST	\$360.00	014110394151320	HLR-6212-301	Strength Cardio Core	
Lee, Tracy Denise	You@IVCC Website Training	11/28/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Lesman, Emily Elizabeth	You@IVCC Website Training	11/28/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Loveland, Aseret N	You@IVCC Website Training	11/28/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			

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OK

Stipends For Pay Period 03/17/18

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Matuszewski, Kari Leigh	Beginning Jewelry Workshop	03/05/18	03/05/18	03/17/18	ST	\$120.00	014110394151320	HLR-2705-303	Beginning Jewelry Workshop	
Moore, Bernard A	SAT Test Prep	03/03/18	03/17/18	03/17/18	ST	\$340.00	014110394151320	YOU-3502-02	Sat Test Prep	
Moskalewicz, James P	You@IVCC Website Training	12/06/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Natt, Denise E	You@IVCC Website Training	11/17/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Olivero, Luke C	You@IVCC Website Training	11/17/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Prine, Renee Marie	You@IVCC Website Training	12/06/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Pytel, Kyle Edwin	LC Driver Improvement GDL	03/07/18	03/07/18	03/17/18	ST	\$175.00	014110394251320	CDV-6000-03	LC Driver Improvement GDL	
Radek, Kimberly M	You@IVCC Website Training	11/28/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Robinson, Delores R	You@IVCC Website Training	11/28/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Sarver, Gregory Stephen	LC Driver Improvement	03/07/18	03/07/18	03/17/18	ST	\$150.00	014110394251320	CDV-6000-303	LC Driver Improvement	
Sarver, Gregory Stephen	BC Driver Improvement	03/10/18	03/10/18	03/17/18	ST	\$150.00	014110394351320	CDV-7000-01	BC Driver Improvement	
Schomas, Jane Elizabeth	Wedding Reception Survival/2 Step	02/06/18	03/03/18	03/17/18	ST	\$720.00	014110394151320	HLR-5108-402	Wedding Reception Survival/2 Step	
Scoma, Diane Marie	You@IVCC Website Training	11/17/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Smith, Sara E	Food Service Sanitation	02/26/18	03/08/18	03/17/18	ST	\$600.00	014110394151320		Food Service Sanitation	
Sonnenberg, Gary Gene	You@IVCC Website Training	12/05/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Stachowiak, Karen Ann	You@IVCC Website Training	12/06/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Urban-Bollis, Jill L	You@IVCC Website Training	11/28/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Villarreal, Nora Lynn	You@IVCC Website Training	01/31/18	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Weygand, Amanda Nicole	Digital Photography Transfers	03/10/18	03/10/18	03/17/18	ST	\$120.00	014110394151320	HLR-2508-603	Digital Photography Transfers	
Whaley, Frances A	You@IVCC Website Training	11/28/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Woest, Sandra L	You@IVCC Website Training	11/17/17	03/17/18	03/17/18	SG	\$53.00	061620995551900			
Zukowski, Abigail Marie	Facebook For Business Basics	03/10/18	03/10/18	03/17/18	ST	\$150.00	014110394151320	CEX-4609-03	Facebook for Business Basics	

Total	8,288.11
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Cheryl Roelfsema
 Cheryl Roelfsema
 Vice President of Business Services and Finance

Jerry Corcoran 3/23/18
 Dr. Jerry Corcoran
 President

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

Purchase Request – Required Elevator Upgrades

The American Society of Mechanical Engineers has revised their code A17.3-3.11.3 requiring that all elevators in a facility use the same key. In preparation for our annual State of Illinois elevator inspection, the administration is recommending this mandated change be made to the eight elevators. ThyssenKrupp Elevator Corporation has quoted a cost of \$4,696.00.

The administration would also like to replace the mechanical door safety edge with electronic door edges on the five older elevators. The electronic edge will reduce the chance of a closing elevator door injuring passengers. The electronic edge senses the presence of an obstruction in the door opening and the door will reopen. ThyssenKrupp Elevator Corporation quoted a cost of \$14,798.

ThyssenKrupp Elevator Corporation, a member of the National Joint Powers Alliance (NJPA) consortium, provides IVCC with elevator maintenance services and can provide and install the modifications to our elevators.

Recommendation:

The administration recommends Board approval for the purchase and installation of repair parts to replace the existing key switch on eight elevators in the amount of \$4,696.

The administration recommends Board approval for the purchase and installation of electronic door edges in five elevators in the amount of \$14,798.00.

KPI 6: Resource Management

ThyssenKrupp Elevator Americas



ThyssenKrupp

WORK ORDER



Recommended by: Brady, Russell

Date: September 16, 2016

Location: ILLINOIS VALLEY COMMUNITY COLLEGE

Address: 815 N Orlando Smith Dr
City/State/Zip: Oglesby , IL 61348-9692

Bill To: Illinois Valley Community College

Address: 815 N Orlando Smith Dr
City/State/Zip: Oglesby , IL 61348-9692

Scope of Work:

Purchaser authorizes ThyssenKrupp Elevator Corporation to perform the following described work on the following vertical transportation equipment in the above building:

FIRE SERVICE EQUIPMENT WITH FEOK1 KEY KEYSWITCH

ThyssenKrupp Elevator will provide and install one (1) Phase I and one Phase II Barrell Style key switch per elevator to replace the existing key switch on eight (8) elevators at location referenced above. This repair will meet the requirements of A17.3-3.11.3. Firefighter's Service Keys shall be of same key on all elevators in building as noted on the last inspection.

Purchaser agrees to pay the sum of: Four Thousand Six Hundred Ninety Six Dollars (\$4,696.00) plus any applicable sales tax billed in addition to this contract price.
Price includes shipping and delivery and sales/use tax imposed on TKEC but does not include sales or gross receipts tax that may be billed in addition to the contract price. No permits or inspections by others are included in this work, unless otherwise indicated herein.

2016-2-269727 - ACIA-1647GJ7



Terms and Conditions:

ThyssenKrupp Elevator does not assume any responsibility for any part of the vertical transportation equipment other than the specific components that are described in this Work Order and then only to the extent ThyssenKrupp Elevator has performed the work described above. No work, service, examination or liability on the part of ThyssenKrupp Elevator is intended, implied or included other than the work specifically described above.

It is agreed that ThyssenKrupp Elevator does not assume possession or control of any part of the vertical transportation equipment and that such remains Purchaser's exclusively as the owner, lessor, lessee, possessor, or manager thereof.

Unless otherwise stated herein, ThyssenKrupp Elevator's performance of this Work Order is expressly contingent upon Purchaser securing permission or priority as required by all applicable governmental agencies and paying for any and all applicable permits or other similar documents.

It is agreed that ThyssenKrupp Elevator's personnel shall be given a safe place in which to work. ThyssenKrupp Elevator reserves the right to discontinue its work in the location above whenever, in its sole opinion, ThyssenKrupp Elevator believes that any aspect of the location is in any way unsafe until such time as Purchaser has demonstrated, at its sole expense, that it has appropriately remedied the unsafe condition to thyssenkrupp Elevator's satisfaction.

Unless otherwise agreed, it is understood that the work described above will be performed during regular working hours of the trades involved which are defined as Monday through Friday, [Start Time] to [Service End] (except scheduled union holidays). If overtime is mutually agreed upon, an additional charge at ThyssenKrupp Elevator's usual rates for such work shall be added to the price of this Work Order.

In consideration of ThyssenKrupp Elevator performing the work described above Purchaser, to the fullest extent permitted by law, expressly agrees to indemnify, defend, save harmless, discharge, release and forever acquit ThyssenKrupp Elevator, its employees, officers, agents, affiliates, and subsidiaries from and against any and all claims, demands, suits, and proceedings made or brought against ThyssenKrupp Elevator, its employees, officers, agents, affiliates and subsidiaries for loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death that are alleged to have been caused by Purchaser or any others in connection with the presence, use, misuse, maintenance, installation, removal, manufacture, design, operation or condition of the vertical transportation equipment that is the subject of this Work Order, or the associated areas surrounding such equipment. Purchaser's duty to indemnify does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death is determined to be caused by or resulting from the negligence of ThyssenKrupp Elevator and/or its employees. Purchaser recognizes, however, that its obligation to defend ThyssenKrupp Elevator and its employees, officers, agents, affiliates and subsidiaries under this clause is broader and distinct from its duty to indemnify and specifically includes payment of all attorney's fees, court costs, interest and any other expenses of litigation arising out of such claims or lawsuits.

ThyssenKrupp Elevator's performance of this Work Order is contingent upon Purchaser furnishing ThyssenKrupp Elevator with any necessary permission or priority required under the terms and conditions of any and all government



regulations affecting the acceptance of this Work Order or the manufacture, delivery or installation of any equipment described in this Work Order. Purchaser shall bear all cost(s) for any re-inspection of ThyssenKrupp Elevator's work due to items outside the scope of this Work Order or for any inspection arising from the work of other trades requiring the assistance of ThyssenKrupp Elevator. If any drawings, illustrations or other descriptive materials were furnished in conjunction with this Work Order, they were intended solely as approximations and to illustrate the general style and arrangement of equipment being offered and should, under no circumstances, be relied upon for their accuracy. Unless otherwise agreed, it is understood that the work described above will be performed during regular working hours of the trades involved. If overtime is mutually agreed upon, an additional charge at ThyssenKrupp Elevator's usual rates for such work shall be added to the price of this Work Order.

In consideration of ThyssenKrupp Elevator performing the services herein specified, Purchaser, to the fullest extent permitted by law, expressly agrees to indemnify, defend, save harmless, discharge, release and forever acquit ThyssenKrupp Elevator Corporation, ThyssenKrupp Elevator Manufacturing, Inc., their respective employees, officers, agents, affiliates, and subsidiaries from and against any and all claims, demands, suits, and proceedings for loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death that are alleged to have arisen out of the presence, use, misuse, maintenance, installation, removal, repair, replacement, modernization, manufacture, design, operation or condition of the equipment that is the subject matter of this Work Order or any equipment located underground, in the elevator car/cab, in the elevator machine room and/or in the hoistways of the project location. Purchaser's duty to indemnify does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death is determined to be caused by or resulting from the sole negligence of ThyssenKrupp Elevator and/or its employees. Purchaser recognizes that its obligation to ThyssenKrupp Elevator under this clause includes payment of all attorneys' fees, court costs, judgements, settlements, interest and any other expenses of litigation arising out of such claims, demands, suits or proceedings.

Purchaser further expressly agrees to name ThyssenKrupp Elevator Corporation and ThyssenKrupp Elevator Manufacturing, Inc. along with their respective officers, agents, affiliates and subsidiaries as additional insureds in Purchaser's liability and any excess (umbrella) liability insurance policy(ies). Such insurance must insure the above-referenced additional insureds for those claims and/or losses referenced in the above paragraph, and for claims and/or losses arising from the additional insureds' sole negligence or responsibility. Such insurance must specify that its coverage is primary and non-contributory. Purchaser hereby waives its right of subrogation.

By executing this Work Order, Purchaser agrees that in no event shall ThyssenKrupp Elevator be liable for any consequential, indirect, incidental, exemplary, special or liquidated damages of any type or kind under any circumstances including any loss, damage, or delay caused by acts of government, labor troubles, strikes, lockouts, fire, explosion, theft, floods, riot, civil commotion, war, malicious mischief, acts of God or any cause beyond its control. ThyssenKrupp Elevator shall automatically receive an extension of time commensurate with any delay regarding the aforementioned. Should loss of or damage to ThyssenKrupp Elevator's material, tools or work occur at the location that is the subject of this Work Order, Purchaser shall compensate ThyssenKrupp Elevator therefore, unless such loss or damage results solely from ThyssenKrupp Elevator's own acts or omissions.

Purchaser agrees that all existing equipment removed by ThyssenKrupp Elevator in the performance of the work described above shall become the exclusive property of ThyssenKrupp Elevator. ThyssenKrupp Elevator retains title to all equipment supplied by ThyssenKrupp Elevator under this Work Order and a security interest therein, (which, it is agreed, can be removed without material injury to the real property) until all payments under the terms of both this Work Order and any mutually agreed to-change orders have been made. In the event Purchaser fails to meet any of its obligations under this Work Order, Purchaser authorizes ThyssenKrupp Elevator to take immediate possession of the equipment installed under this Work Order and enter upon the premises where it is located (without legal process) and remove such



equipment or portions thereof irrespective of the manner of its attachment to the real estate or the sale, mortgage, or lease of the real estate. Pursuant to the Uniform Commercial Code, at ThyssenKrupp Elevator's request, Purchaser agrees to join with ThyssenKrupp Elevator in executing any financial or continuation statements which may be appropriate for ThyssenKrupp Elevator to file in public offices in order to perfect its security interest in such equipment.

In the event a third party is retained to enforce, construe or defend any of the terms and conditions of this Work Order or to collect any monies due hereunder, either with or without litigation, the prevailing party shall be entitled to recover all costs and reasonable attorney's fees. Purchaser agrees that this Work Order shall be construed and enforced in accordance with the laws of the state where the vertical transportation equipment that is the subject of this Work Order is located and consents to jurisdiction of the courts, both state and Federal, of that as to all matters and disputes arising out of this Work Order. Purchaser further agrees to waive trial by jury for all such matters and disputes.

The rights of ThyssenKrupp Elevator under this Work Order shall be cumulative and the failure on the part of the ThyssenKrupp Elevator to exercise any rights given hereunder shall not operate to forfeit or waive any of said rights and any extension, indulgence or change by ThyssenKrupp Elevator in the method, mode or manner of payment or any of its other rights shall not be construed as a waiver of any of its rights under this Work Order. In the event any portion of this Work Order is deemed invalid or unenforceable by a court of law, such finding shall not affect the validity or enforceability of any other portion of this Work Order. This Work Order shall be considered as having been drafted jointly by Purchaser and ThyssenKrupp Elevator and shall not be construed or interpreted against either Purchaser or ThyssenKrupp Elevator by reason of either Purchaser or ThyssenKrupp Elevator's role in drafting same.

ThyssenKrupp Elevator does not assume any responsibility for any part of the vertical transportation equipment other than the specific components that are described in this Work Order and then only to the extent ThyssenKrupp Elevator has performed the work described above. ThyssenKrupp Elevator has made no examination of, and assumes no responsibility for, any part of the elevator equipment except that necessary to do the work described above. It is agreed that possession and control of the vertical transportation equipment remains Purchaser's exclusively as the owner, lessor, lessee, possessor, or manager thereof.

ThyssenKrupp Elevator complies with provisions of Executive Orders 11246, 11375, 11758, Section 503 of the Rehabilitation Act of 1993, Vietnam Era Veteran's Readjustment Act of 1974, 38 U.S.C. 4212 and 41 CFR Chapter 60. ThyssenKrupp Elevator supports Equal Employment Opportunity and Affirmative Actions Compliance programs.



Unless otherwise stated, you agree to pay as follows: 50% upon signed acceptance and 50% upon completion.

To indicate acceptance of this work order, please sign and return one (1) original of this agreement to the address shown below. Upon receipt of your written authorization and required materials and/or supplies, we shall implement the work order.

This Work Order is submitted for acceptance within 30 days from the date executed by ThyssenKrupp Elevator Corporation.

Purchaser's acceptance of this Work Order together with the terms and conditions printed on subsequent pages hereof and which are expressly made a part of this proposal and agreed to, will constitute exclusively and entirely the agreement for the work herein described. All prior representations or agreements regarding this work, whether written or verbal, will be deemed to be merged herein, and no other changes in or additions to this agreement will be recognized unless made in writing and properly executed by both parties. This Work Order specifically contemplates work outside the scope of any maintenance contract currently in effect between the parties; any such contract shall be unaffected by this Work Order.

No agent or employee shall have the authority to waive or modify any of the terms of this agreement without the written approval of an authorized ThyssenKrupp Elevator Corporation manager.

ThyssenKrupp Elevator Corporation	Illinois Valley Community College	ThyssenKrupp Elevator Corporation Approval
By: _____ (Signature of ThyssenKrupp Elevator Representative)	By: _____ (Signature of Authorized Individual)	By: _____ (Signature of Authorized Individual)
Steve Gilles Sales Representative steve.gilles@thyssenkrupp.com +1 309 6912596 September 16, 2016 _____ (Date Submitted)	Scott Curley _____ (Print or Type Name) _____ (Print or Type Title) _____ (Date of Approval)	Dave Hirschy Branch Manager _____ (Date of Approval)

ThyssenKrupp Elevator Americas



ThyssenKrupp

WORK ORDER



Recommended by:Brady, Russell

Date: September 16, 2016

Location: ILLINOIS VALLEY COMMUNITY COLLEGE

Address: 815 N Orlando Smith Dr

City/State/Zip: Oglesby , IL 61348-9692

Bill To: Illinois Valley Community College

Address: 815 N Orlando Smith Dr

City/State/Zip: Oglesby , IL 61348-9692

Scope of Work:

Purchaser authorizes ThyssenKrupp Elevator Corporation to perform the following described work on the following vertical transportation equipment in the above building:

ELECTRONIC DOOR EDGES

FIVE (5) ELEVATORS-FC5009, FC5010,FC5011,FC5012, FC5013

We will furnish and install two new electronic door edges on the elevators at the above location to replace the existing mechanical safety edge. This electronic edge senses the presence of an obstruction in the door opening with a screen of infrared beams. If obstructions are detected in this area, the doors will reopen.

This new electronic door edge will reduce the chance of a closing elevator door injuring passengers.

Purchaser agrees to pay the sum of: Fourteen Thousand Seven Hundred Ninety Eight Dollars (\$14,798.00) plus any applicable sales tax billed in addition to this contract price.

Price includes shipping and delivery and sales/use tax imposed on TKEC but does not include sales or gross receipts tax that may be billed in addition to the contract price. No permits or inspections by others are included in this work, unless otherwise indicated herein.

2016-2-269767 - ACIA-164AT9J



Terms and Conditions:

ThyssenKrupp Elevator does not assume any responsibility for any part of the vertical transportation equipment other than the specific components that are described in this Work Order and then only to the extent ThyssenKrupp Elevator has performed the work described above. No work, service, examination or liability on the part of ThyssenKrupp Elevator is intended, implied or included other than the work specifically described above.

It is agreed that ThyssenKrupp Elevator does not assume possession or control of any part of the vertical transportation equipment and that such remains Purchaser's exclusively as the owner, lessor, lessee, possessor, or manager thereof.

Unless otherwise stated herein, ThyssenKrupp Elevator's performance of this Work Order is expressly contingent upon Purchaser securing permission or priority as required by all applicable governmental agencies and paying for any and all applicable permits or other similar documents.

It is agreed that ThyssenKrupp Elevator's personnel shall be given a safe place in which to work. ThyssenKrupp Elevator reserves the right to discontinue its work in the location above whenever, in its sole opinion, ThyssenKrupp Elevator believes that any aspect of the location is in any way unsafe until such time as Purchaser has demonstrated, at its sole expense, that it has appropriately remedied the unsafe condition to thyssenkrupp Elevator's satisfaction.

Unless otherwise agreed, it is understood that the work described above will be performed during regular working hours of the trades involved which are defined as Monday through Friday, [Start Time] to [Service End] (except scheduled union holidays). If overtime is mutually agreed upon, an additional charge at ThyssenKrupp Elevator's usual rates for such work shall be added to the price of this Work Order.

In consideration of ThyssenKrupp Elevator performing the work described above Purchaser, to the fullest extent permitted by law, expressly agrees to indemnify, defend, save harmless, discharge, release and forever acquit ThyssenKrupp Elevator, its employees, officers, agents, affiliates, and subsidiaries from and against any and all claims, demands, suits, and proceedings made or brought against ThyssenKrupp Elevator, its employees, officers, agents, affiliates and subsidiaries for loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death that are alleged to have been caused by Purchaser or any others in connection with the presence, use, misuse, maintenance, installation, removal, manufacture, design, operation or condition of the vertical transportation equipment that is the subject of this Work Order, or the associated areas surrounding such equipment. Purchaser's duty to indemnify does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death is determined to be caused by or resulting from the negligence of ThyssenKrupp Elevator and/or its employees. Purchaser recognizes, however, that its obligation to defend ThyssenKrupp Elevator and its employees, officers, agents, affiliates and subsidiaries under this clause is broader and distinct from its duty to indemnify and specifically includes payment of all attorney's fees, court costs, interest and any other expenses of litigation arising out of such claims or lawsuits.

ThyssenKrupp Elevator's performance of this Work Order is contingent upon Purchaser furnishing ThyssenKrupp Elevator with any necessary permission or priority required under the terms and conditions of any and all government



regulations affecting the acceptance of this Work Order or the manufacture, delivery or installation of any equipment described in this Work Order. Purchaser shall bear all cost(s) for any re-inspection of ThyssenKrupp Elevator's work due to items outside the scope of this Work Order or for any inspection arising from the work of other trades requiring the assistance of ThyssenKrupp Elevator. If any drawings, illustrations or other descriptive materials were furnished in conjunction with this Work Order, they were intended solely as approximations and to illustrate the general style and arrangement of equipment being offered and should, under no circumstances, be relied upon for their accuracy. Unless otherwise agreed, it is understood that the work described above will be performed during regular working hours of the trades involved. If overtime is mutually agreed upon, an additional charge at ThyssenKrupp Elevator's usual rates for such work shall be added to the price of this Work Order.

In consideration of ThyssenKrupp Elevator performing the services herein specified, Purchaser, to the fullest extent permitted by law, expressly agrees to indemnify, defend, save harmless, discharge, release and forever acquit ThyssenKrupp Elevator Corporation, ThyssenKrupp Elevator Manufacturing, Inc., their respective employees, officers, agents, affiliates, and subsidiaries from and against any and all claims, demands, suits, and proceedings for loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death that are alleged to have arisen out of the presence, use, misuse, maintenance, installation, removal, repair, replacement, modernization, manufacture, design, operation or condition of the equipment that is the subject matter of this Work Order or any equipment located underground, in the elevator car/cab, in the elevator machine room and/or in the hoistways of the project location. Purchaser's duty to indemnify does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death is determined to be caused by or resulting from the sole negligence of ThyssenKrupp Elevator and/or its employees. Purchaser recognizes that its obligation to ThyssenKrupp Elevator under this clause includes payment of all attorneys' fees, court costs, judgements, settlements, interest and any other expenses of litigation arising out of such claims, demands, suits or proceedings.

Purchaser further expressly agrees to name ThyssenKrupp Elevator Corporation and ThyssenKrupp Elevator Manufacturing, Inc. along with their respective officers, agents, affiliates and subsidiaries as additional insureds in Purchaser's liability and any excess (umbrella) liability insurance policy(ies). Such insurance must insure the above-referenced additional insureds for those claims and/or losses referenced in the above paragraph, and for claims and/or losses arising from the additional insureds' sole negligence or responsibility. Such insurance must specify that its coverage is primary and non-contributory. Purchaser hereby waives its right of subrogation.

By executing this Work Order, Purchaser agrees that in no event shall ThyssenKrupp Elevator be liable for any consequential, indirect, incidental, exemplary, special or liquidated damages of any type or kind under any circumstances including any loss, damage, or delay caused by acts of government, labor troubles, strikes, lockouts, fire, explosion, theft, floods, riot, civil commotion, war, malicious mischief, acts of God or any cause beyond its control. ThyssenKrupp Elevator shall automatically receive an extension of time commensurate with any delay regarding the aforementioned. Should loss of or damage to ThyssenKrupp Elevator's material, tools or work occur at the location that is the subject of this Work Order, Purchaser shall compensate ThyssenKrupp Elevator therefore, unless such loss or damage results solely from ThyssenKrupp Elevator's own acts or omissions.

Purchaser agrees that all existing equipment removed by ThyssenKrupp Elevator in the performance of the work described above shall become the exclusive property of ThyssenKrupp Elevator. ThyssenKrupp Elevator retains title to all equipment supplied by ThyssenKrupp Elevator under this Work Order and a security interest therein, (which, it is agreed, can be removed without material injury to the real property) until all payments under the terms of both this Work Order and any mutually agreed to-change orders have been made. In the event Purchaser fails to meet any of its obligations under this Work Order, Purchaser authorizes ThyssenKrupp Elevator to take immediate possession of the equipment installed under this Work Order and enter upon the premises where it is located (without legal process) and remove such



equipment or portions thereof irrespective of the manner of its attachment to the real estate or the sale, mortgage, or lease of the real estate. Pursuant to the Uniform Commercial Code, at ThyssenKrupp Elevator's request, Purchaser agrees to join with ThyssenKrupp Elevator in executing any financial or continuation statements which may be appropriate for ThyssenKrupp Elevator to file in public offices in order to perfect its security interest in such equipment.

In the event a third party is retained to enforce, construe or defend any of the terms and conditions of this Work Order or to collect any monies due hereunder, either with or without litigation, the prevailing party shall be entitled to recover all costs and reasonable attorney's fees. Purchaser agrees that this Work Order shall be construed and enforced in accordance with the laws of the state where the vertical transportation equipment that is the subject of this Work Order is located and consents to jurisdiction of the courts, both state and Federal, of that as to all matters and disputes arising out of this Work Order. Purchaser further agrees to waive trial by jury for all such matters and disputes.

The rights of ThyssenKrupp Elevator under this Work Order shall be cumulative and the failure on the part of the ThyssenKrupp Elevator to exercise any rights given hereunder shall not operate to forfeit or waive any of said rights and any extension, indulgence or change by ThyssenKrupp Elevator in the method, mode or manner of payment or any of its other rights shall not be construed as a waiver of any of its rights under this Work Order. In the event any portion of this Work Order is deemed invalid or unenforceable by a court of law, such finding shall not affect the validity or enforceability of any other portion of this Work Order. This Work Order shall be considered as having been drafted jointly by Purchaser and ThyssenKrupp Elevator and shall not be construed or interpreted against either Purchaser or ThyssenKrupp Elevator by reason of either Purchaser or ThyssenKrupp Elevator's role in drafting same.

ThyssenKrupp Elevator does not assume any responsibility for any part of the vertical transportation equipment other than the specific components that are described in this Work Order and then only to the extent ThyssenKrupp Elevator has performed the work described above. ThyssenKrupp Elevator has made no examination of, and assumes no responsibility for, any part of the elevator equipment except that necessary to do the work described above. It is agreed that possession and control of the vertical transportation equipment remains Purchaser's exclusively as the owner, lessor, lessee, possessor, or manager thereof.

ThyssenKrupp Elevator complies with provisions of Executive Orders 11246, 11375, 11758, Section 503 of the Rehabilitation Act of 1993, Vietnam Era Veteran's Readjustment Act of 1974, 38 U.S.C. 4212 and 41 CFR Chapter 60. ThyssenKrupp Elevator supports Equal Employment Opportunity and Affirmative Actions Compliance programs.

ThyssenKrupp Elevator Americas



Unless otherwise stated, you agree to pay as follows: 50% upon signed acceptance and 50% upon completion.

To indicate acceptance of this work order, please sign and return one (1) original of this agreement to the address shown below. Upon receipt of your written authorization and required materials and/or supplies, we shall implement the work order.

This Work Order is submitted for acceptance within 30 days from the date executed by ThyssenKrupp Elevator Corporation.

Purchaser's acceptance of this Work Order together with the terms and conditions printed on subsequent pages hereof and which are expressly made a part of this proposal and agreed to, will constitute exclusively and entirely the agreement for the work herein described. All prior representations or agreements regarding this work, whether written or verbal, will be deemed to be merged herein, and no other changes in or additions to this agreement will be recognized unless made in writing and properly executed by both parties. This Work Order specifically contemplates work outside the scope of any maintenance contract currently in effect between the parties; any such contract shall be unaffected by this Work Order.

No agent or employee shall have the authority to waive or modify any of the terms of this agreement without the written approval of an authorized ThyssenKrupp Elevator Corporation manager.

ThyssenKrupp Elevator Corporation	Illinois Valley Community College	ThyssenKrupp Elevator Corporation Approval
By: _____ (Signature of ThyssenKrupp Elevator Representative)	By: _____ (Signature of Authorized Individual)	By: _____ (Signature of Authorized Individual)
Steve Gilles Sales Representative steve.gilles@thyssenkrupp.com +1 309 6912596 September 16, 2016 _____ (Date Submitted)	Scott Curley _____ (Print or Type Name) _____ (Print or Type Title) _____ (Date of Approval)	Dave Hirschy Branch Manager _____ (Date of Approval)

2016-2-269767 - ACIA-164AT9J

Purchase Request – Citrix App Layering Maintenance and Support

The Citrix App Layering software is a product we use to manage the Virtual Desktops used by Staff and Student Employees. This software allows us to easily apply software programs and updates to these employee machines in mass without having to install on each machine individually.

This is a technology maintenance purchase that must be compatible with our existing Citrix/Unidesk system and is exempted from bidding per 110 ILCS 805/3-27(f).

Recommendation:

The administration recommends the Board authorize the purchase of the Citrix App Layering Maintenance and Support in the amount of \$13,440 from Citrix Systems, Inc. for a period of 3 years.

KPI 6: Resource Management

Citrix Systems Inc.

851 W. Cypress Creek Road - Fort Lauderdale, FL 33309

Customer: Illinois Valley Community College
 Org ID: 51295265
 815 N Orlando Smith St
 Oglesby, IL 61348-9692
 USA
 Phone:

Quote #: 15437083
 Date: March 21, 2018
 Expires: April 12, 2018
 Issued by: Citrix Systems, Inc.

Below is the quote you requested to renew the below listed Citrix Maintenance program offerings. This quote is valid for 22 days from the date of issue. To transact this quote, please access our online renewal tool located at www.citrix.com/myaccount/renew or fax this quote with a signed purchase order to your Authorized Citrix Solution Advisor.

For more information on program benefits visit www.citrix.com/support/programs/, or to review product licensing and service agreements review the Program Terms and Conditions at www.citrix.com/buy/licensing/product.html and License Agreements (EULAs) and Service Agreements at www.citrix.com/buy/licensing/agreements.html

If you do not have a current license program registration or other applicable agreement, maintenance is offered under the Easy program registration terms on www.citrix.com and your order will confirm your acceptance of those terms.

Quote Summary

Select (USD)	\$13,440.00
Amount payable (USD)	\$13,440.00

Quote Details

Select

Serial Number	Product Name	User Count	License Program	Renewal Type	Current Expiration	New Expiration	Price (USD)
	Citrix App Layering 2-3.x	100	EASY	Current	Jun 21, 2018	Jun 21, 2021	\$6,240.00

Citrix Systems Inc.

851 W. Cypress Creek Road - Fort Lauderdale, FL 33309

Customer: Illinois Valley Community College
 Org ID: 51295265
 815 N Orlando Smith St
 Oglesby, IL 61348-9692
 USA
 Phone:

Quote #: 15437083
 Date: March 21, 2018
 Expires: April 12, 2018
 Issued by: Citrix Systems, Inc.

Select

Serial Number	Product Name	User Count	License Program	Renewal Type	Current Expiration	New Expiration	Price (USD)
Unidesk51295265-980	Citrix App Layering Manual License 2-3.x						
Citrix App Layering 2-3.x		25	EASY	Current	Jun 21, 2018	Jun 21, 2021	\$1,800.00
Unidesk51295265-981	Citrix App Layering Manual License 2-3.x						
Citrix App Layering 2-3.x		75	EASY	Current	Jun 21, 2018	Jun 21, 2021	\$5,400.00
Unidesk51295265-982	Citrix App Layering Manual License 2-3.x						

Select Subtotal: (USD) \$13,440.00

Note: All purchase orders submitted for this quote must be paid within 30 days after the order is placed. Applicable tax listed on this quote is solely an estimate and may be subject to change depending on changes requested by official tax authorities. Your invoice will reflect all applicable tax due. All payments are nonrefundable. Nothing contained in any purchase order or any other document submitted by you shall in any way add to or otherwise modify these terms and conditions.

Bid Request – Full-Sized 4x4 Utility Vehicle

The administration requests authorization to seek bids for a Full-Sized 4x4 Utility Vehicle at a total estimated cost of \$14,000.

The Ag program is in need of a full-sized 4x4 Utility Vehicle. The utility vehicle will facilitate data collection (field mapping and soil sampling) and equipment simulation (guided steering and monitor set-up) in the field. The Ag Advisory Committee has recommended the integration of precision agriculture into the Ag curriculum which includes both software programs and hardware. Precision agriculture is a growing area of agriculture which requires knowledge and experience with data collection, interpretation, and formulating recommendations. A utility vehicle will allow the agriculture department to offer hands-on training and experience utilizing the most current technology in the industry to develop and reinforce essential skills.

Benefits:

- Training and experience on current and industry appropriate equipment
- Foundation platform which can be used to expand the program
- Quickly and easily pull soil samples from large fields
- Increased student safety in the field
- Equipment can be used throughout the program to enhance curriculum offering
- Increased time efficiency

This purchase will be paid for by the Ralph Scriba donation.

Recommendation:

The administration recommends Board authorization to seek bids for a Full-Sized 4x4 Utility Vehicle.

KPI 3: Support for Students

Bid Request – Slope and Road Work to Alleviate Drainage Issues

The administration requests authorization to seek bids to re-contour slopes and repair roads to alleviate drainage problems.

There are three areas on campus that require reworking in order to improve drainage:

Building D – north side of building by the dock

Gymnasium – drainage and pavement issues on the south side of the gymnasium

Area south of parking lots – repair/replacement culvert

Estimated cost, including engineering and bid document preparation is \$50,000.

Recommendation:

The administration recommends Board authorization to seek bids for slope and road work to alleviate drainage issues.

KPI 6: Resource Management

Bid Results – Exterior Stair Upgrades

Bids for the Exterior Stair Upgrades were received and publicly opened on March 29, 2018.

Vanguard Contractors, Inc., Pekin, Illinois, submitted the only bid and met all bidding requirements and specifications. Attached is a letter of recommendation from Demonica Kemper Architects. A summary of bid received is listed below.

Contractor	Base Bid	Alternate No.1
Vanguard Contractors, Inc. Pekin, IL	\$107,200	\$0

Alternate No. 1 Deduct from the Lump Sum base bid to eliminate the Liquidated Damages clause from the contract.

Recommendation:

The administration recommends Board approval to accept the base bid from Vanguard Contractors, Inc., Pekin, Illinois, in the amount of \$107,200 for the Exterior Stair Upgrades.

KPI 6: Resource Management



DEMONICA KEMPER ARCHITECTS

101 West Highland Street, Suite 200, Chicago, IL 60610 | T: 773.233.1100 | F: 773.233.1101
www.demonickemper.com

March 30, 2018

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

Re: Exterior Stair Upgrades
Letter of Recommendation to Award a Construction Contract

Dear Ms. Carboni,

Bids were received on the above referenced project at 2:00 pm on March 29, 2018. One (1) bid was received.

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

Vanguard Contractors, Inc.
PO Box 995 – 15 S. Capitol Street
Pekin, Illinois 61554

The contract amount shall include the Base Bid for a total contract amount of \$107,200.00. Work shall be substantially complete as indicated in the bidding documents.

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

Sincerely,

Dominick Demonica, AIA, LEED AP
Principal

cc: Cheryl Roelfsema, IVCC
Scott Curley, IVCC

Sabbatical Leave Request – Patricia Pence

Dr. Patricia Pence, nursing instructor, has requested a sabbatical leave for the Fall 2018 semester, in accordance with the terms outlined in the current collective bargaining agreement.

Attached is the instructor's Request for Sabbatical leave, the Sabbatical Leave Agreement, the Recommendation of the Dean, and the Recommendation of the Vice President.

Recommendation:

Approve the sabbatical leave for Dr. Patricia Pence for the Fall 2018 semester. Said leave to be governed by the conditions stipulated in the agreement between the American Federation of Teachers Local 1810 and the Board of Trustees of Illinois Valley Community College District No. 513.

KPI 3: Support for Students

KPI 4: Support for Employees



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Memorandum

To: Jerry Corcoran, Ed.D., President

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

Date: February 27, 2018

Subject: Sabbatical Request Recommendation—Dr. Pat Pence

Dr. Pence has submitted a sabbatical request for the fall 2018 semester so that she may participate in training and mentoring in active learning strategies through the Flipped Learning Global Initiative (FLGI). Dr. Pence is one of 30 educators worldwide who has been selected for this opportunity. I support her participation wholeheartedly and recommend the sabbatical leave be granted.

Dr. Pence has already been honored by FLGI. In August, 2017, she was selected as one of the Top 100 Global Leaders in Flipped Learning Community for her work in creating flipped classes in her IVCC nursing classrooms. She has also completed Level 1 Trainer Certification to train other instructors in flipped learning and active learning strategies. Currently, she is pursuing the Level 2 Certification.

IVCC promotes itself as a learner-centered institution. The principles of learner-centered teaching begin and end with an emphasis on the type of learning environments that Dr. Pence has created during her career at IVCC. Her scholarly efforts place her among leaders in the education of nurses. She has recently coauthored a textbook to bring these strategies to nursing educators all over the world.

The scope and promise of Dr. Pence's work makes this a worthy sabbatical application. Our students will benefit, our faculty will benefit, and our institution will be the better for supporting this opportunity. I recommend this sabbatical leave most highly and without reservation.

Sabbatical Leave Request

Recommendation of the Dean

Faculty Member: Patricia Pence

- A. How does the proposal address or fail to address the considerations for approval outlined in the "Application for Sabbatical Leave?"
- Contribution of the sabbatical leave to the effectiveness of the individual's ability to perform professional responsibilities. Dr. Pence will further learn how to teach other faculty members how to bring active learning to their classrooms. She will help faculty, not just in the healthcare sector, learn activities that promote student learning and help teachers acquire feedback in quick, effective bursts.
 - Value of sabbatical leave to the College/individual. At our last Faculty Inservice Day Dr. Anderson and Shane Lange gave presentations on different teaching styles and active learning was a large part of Shane's presentation. Dr. Pence has spent several year researching, implementing, and revising her approach to active learning and continues to do so. It will always be an ongoing process. She always wants to be an up-to-date source of knowledge for any college faculty member who wants to begin using active learning. Dr. Pence has known the personal satisfaction of seeing student success in the classroom when students use active learning techniques. She hopes to share this teaching style with others in the hope that other faculty members can feel that sense of achievement and satisfaction.
 - Value of sabbatical leave to the students. Students benefit from an active learning style because they take a more active role in their own learning. Rather than passively listening to lecture, they are involved in short group activities, videos, case studies and so forth that help to cement learning and keep the student engaged. Dr. Pence will learn more techniques to use in the active classroom.
 - This is rather an exciting chapter in Dr. Pence's life. To be one of 558 individuals worldwide, and then with the addition of criteria, layer after layer there are 30 people left and Dr. Pence is one of them. To be working and learning in a global arena and to be able to bring that knowledge back to the Illinois Valley is exciting!
 - Comments: Dr. Pence has worked hard to bring active learning to the nursing curriculum at IVCC. She was the first nursing instructor to do so and met with resistance from both students and faculty, but she persevered. I'm so glad that she did. Her patience is tremendous. She has waited until her peers have approached her, she has not tried to force them to do something they do not want to do. She in an excellent facilitator.

Sabbatical Leave Agreement

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

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

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

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

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

(Article VII-F of the Collective Bargaining Agreement)

Faculty Member: Patricia Renee Date: 2/26/18

Dean: Julie Hogue Date: 2/26/18

Abstract

I, Dr. Patricia Pence, am requesting a Sabbatical Leave for the fall 2018 semester. During the sabbatical leave, I will spend my time learning how to teach other faculty members to bring active learning into their classroom. Active learning promotes a student-centered classroom in which students prepare for class and then work under the guidance of the teacher to apply their learning in the classroom. Active learning helps teachers build meaningful relationships with their students and students with other students. I will be working extensively with the Flipped Learning Global Initiative organization to build my active learning skills, be coached and mentored on how to best train other faculty members on active learning, and write about my experiences. The learning and training gained during my sabbatical will be shared with fellow nurse educators and other faculty who are interested in transforming their classrooms to active learning, which will benefit the college and community.

Dr. Jerry Corcoran, President

Dr. Deborah Anderson, Vice President of Academic Affairs

Julie Hogue, Director of Nursing

IVCC Board Members

Illinois Valley Community College

815 N. Orlando Smith Rd.

Oglesby, IL 61348

February 24, 2018

Dear Dr. Corcoran, Dr. Anderson and IVCC Board Members:

I am writing to request a sabbatical leave of absence for the fall 2018 semester at Illinois Valley Community College. During my sabbatical, I would work extensively with the *Flipped Learning Global Initiative (FLGI)*, an organization that strives to bring active learning into schools around the world. Flipped Learning is a “worldwide coalition formed to support the successful adoption and implementation of flipped learning across the globe” (flglobal.org). FLGI is a group comprised of K-12 and higher education teachers, professional development staff, and instructional design and technology staff.

My current request stems from a desire to refine my skills in active learning and to write about how active learning would improve teaching and learning at IVCC and other colleges and universities worldwide. I have published several articles on teaching strategies for nursing education and coauthored a textbook that was recently published for nurse educators, *TEACH students to THINK like a nurse: TRANSFORMATIONAL strategies that will PREPARE students for PRACTICE*. I have been a manuscript reviewer for the *Nurse Educator Journal, Teaching and*

Learning in Nursing Journal, and publishers of nursing textbooks. My writing would focus on describing how educators can begin and sustain using flipped learning in face-to-face and online courses in nursing and health care professions.

Last August, I was selected by Jon Bergmann, the Flipped Learning Pioneer and Chief Academic Officer in FLGI, as one of the top 100 global leaders in flipped learning community, more specifically as one of top 40 leaders in higher education (flglobal.org). Since then I completed additional online training for Level I certification in flipped learning and certification as a Trainer for educators. I am currently working toward Level II certification.

Last December, after participating in an international search for flipped learning faculty team members among initially 558 individuals worldwide, I was selected as one of 30 International Founding Flipped Learning Associate Faculty Team Members. This is the first time that a team of educators, professional development staff, and instructional designers and technology staff will set the gold standards for flipped learning and begin training educators in schools and corporations world-wide on how to bring active learning into their classroom or professional development training.

As an International Faculty Member, there will be some travel and additional training involved. I will be mentored and coached to develop high quality presentations, keynotes, and training for college and university workshops and educational conferences. One of my responsibilities as a FLGI international member will be to lead a global standards project with other international faculty through an online discussion open to FLGI members.

Illinois Valley Community College would benefit from my sabbatical leave by the experience and knowledge gained through my research, writing, and training with the Flipped

Global International Community. During the sabbatical, I would gain skills in teaching, mentoring, and supporting faculty members on active learning, which would provide a great service to other faculty members at IVCC and their students.

My expertise and knowledge gained during my work in Flipped Learning would help fellow nurse educators plan future curriculum revisions to transform our IVCC nursing program courses into a student-centered, active learning classroom. The nurse educators at IVCC can learn from my past experiences in piloting flipped learning and how I have improved my teaching and learning practice by continually adapting to the needs of my nursing students. Ultimately, the students in our community college would benefit from an active learning classroom environment that focuses on teachers building meaningful relationships with students, and students interacting and collaborating with each other.

During my work on active learning within the FLGI organization, the nursing program will benefit through improved teaching skills to better serve the nursing students. Since 2013, I transformed my nursing courses to an active learning model. I have observed that my nursing students are better prepared for class, more engaged in class, and that they take ownership of their own learning. I believe this skill-set better prepares nursing students for life-long learning and collaboration that is essential for clinical nursing practice to provide quality care for patients in our community.

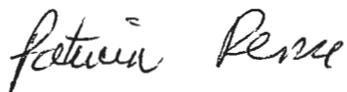
I have not taken a sabbatical leave during the 17 years I have been teaching at IVCC. I have improved my teaching and learning practice at IVCC by taking classes at IVCC, pursuing a doctorate in education at University of Phoenix, later researching problems observed in my classes, and then publishing my efforts to improve education for students at IVCC. Research and

publication are things that I pursued above my teaching responsibilities at IVCC. It was through my doctorate training in education that I realized the importance of active learning to transform education at all levels. After careful planning and implementation, I transformed my nursing courses from passive learning to active learning. I strongly believe that all the numerous hours and amount of effort to transform my nursing classes to flipped learning since 2013, has totally changed my perspective on teaching and learning. Instead of using lectures which are teacher-focused, I plan my classes to be student-centered, so that I can best help my students to be successful in class and clinical practice.

As a recent recipient of the *Stephen Charry Faculty Excellence Award*, I have demonstrated my commitment and excellence for teaching and learning at IVCC. For my sabbatical leave, I would request full pay for the fall 2018 semester.

I appreciate your time and consideration for my sabbatical leave request to pursue writing and flipped learning. It would be an honor and a privilege to share my experience and expertise in flipped learning with other educators at IVCC and around the world. Please let me know if you have any questions regarding my request. It would be my pleasure to meet with you to discuss this further. Thank you again for considering my sabbatical leave request.

Sincerely,

A handwritten signature in cursive script that reads "Patricia Pence".

Dr. Patricia Pence, Ed. D, MSN, RN

IVCC Nursing Professor

Flipped Learning

Level - I Certification

Has been achieved by

Patricia Pence

THROUGH SUCCESSFUL COMPLETION OF THE
FLIPPED LEARNING LEVEL - I CERTIFICATION PROGRAM

May 31, 2017



A handwritten signature in black ink that reads "Jon Bergmann".

JON BERGMANN
FLGLOBAL.ORG



Flipped Learning

Trainer Certification Level - I

Has been achieved by

Patricia Pence

THROUGH SUCCESSFUL COMPLETION OF THE
FLIPPED LEARNING TRAINER CERTIFICATION LEVEL - I PROGRAM
June 15, 2017



Jon Bergmann
Chief Academic Officer
Jon Bergmann
FLGLOBAL.ORG



Group 501 Growth Coaching Agreement

This Agreement is made as of the 12 day of FEB, 2018 ("Effective Date") by and between PATRICIA PENCE, and FL Worldwide LLC, aka Flipped Learning Global Initiative, having offices at 1207 N. McKinley Rd, Lake Forest, IL 60045 ("FLGI").

The purpose of the Group 501 agreement is to cultivate Global Education Leaders by providing talent development, professional coaching, and administrative support to faculty members working as independent contractors.

Both parties enter into this agreement with the expectation that the support provided will translate into greater awareness and more demand for the faculty member's expertise. It is understood that the success of this partnership will require a significant commitment of time and energy by both parties.

FLGI commits to being your talent development team, and you will commit to developing your talents. The benefit we expect to achieve with this mutual commitment is a level of synergy, where it is clear to all participants, that we are much more effective and impactful together than working alone.

FLGI agrees to:

Provide consulting and professional coaching in the areas of purpose clarification, talent identification, talent development, career planning, service valuation, positioning, branding, marketing, PR, strategic planning, and strategic partnership development.

Administrative Support - This includes: Scope of work definition, contract negotiations, contract execution, invoicing, collections and payment.

FLGI will collaborate with you to develop a personalized plan to take your work in Flipped Learning to the next level.

Independent Faculty Member agrees to:

Make the best efforts to use the consulting, coaching, and administrative support to develop your talents, achieve a greater level of education leadership, and take your Flipped Learning practice to the next level.

Faculty member further agrees to

- Proactively look for new ways to provide leadership in the Flipped Learning community
- Lead or actively participate on the leadership team of a collaborative group project with substantial implications for the Flipped Learning community
- Move projects along on the projected timetable, produce results, and get things done
- Blog at least once a month
- Actively participate in a group forum weekly
- Maintain or improve your average monthly collaboration score
- Consistently and reliably keep the commitments you have made under this agreement
- Communicate candidly, be open to feedback and assistance
- Create the time and energy to participate fully in coaching
- Collaborate with other faculty members to create synergies

Sabbatical Leave Request – Delores Robinson

Delores Robinson, English instructor, has requested a sabbatical leave for the Spring 2019 semester, in accordance with the terms outlined in the current collective bargaining agreement.

Attached is the instructor’s Request for Sabbatical leave, the Sabbatical Leave Agreement, the Recommendation of the Dean, and the Recommendation of the Vice President.

Recommendation:

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

KPI 3: Support for Students

KPI 4: Support for Employees



ILLINOIS VALLEY
COMMUNITY COLLEGE

Memorandum

To: Jerry Corcoran, Ed.D., President

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

Date: February 14, 2018

Subject: Sabbatical Recommendation—Delores Robinson

I recommend Delores Robinson be granted sabbatical leave for the Spring 2019 semester to pursue work on her doctoral dissertation. Ms. Robinson's scholarly work examines the possibilities of working-class rhetoric within academic structures and directly pertains to her instructional content area as well as to the nature of the students she serves in her classroom. Her expertise in this area will prove invaluable in her role as a community college educator.

Ms. Robinson will complete her twelfth year of full-time employment as an English instructor this year. During this time she has also pursued graduate coursework in her field and brought her studies to her students. She has developed pedagogical techniques that are inclusive of all socio-economic backgrounds. In addition, she serves on the Teaching and Learning Committee, the Strategic Leadership and Planning Council, and as a member of the Executive Board of Local 1810. She is thoughtful and articulate, making necessary contributions for the betterment of the institution.

The opportunity to pursue the completion of her graduate studies can only make Ms. Robinson an even stronger instructor and faculty member. I recommend the request for sabbatical leave be granted.

Sabbatical Leave Request

Recommendation of the Dean

Faculty Member: Delores Robinson

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

Delores Robinson's proposal addresses the considerations for approval outlined in the "Application for Sabbatical Leave." Her transcript reveals a strong academic record of graduate seminars undertaken over the past few years while working full-time as an instructor at IVCC and while also parenting. Her sabbatical leave request outlines her goal of completing her exams and beginning to draft the dissertation. This one semester time off from teaching is crucial to Delores' success as she maps the research and scholarly conversations her dissertation aims to address and as she satisfies residency requirements of her approved Doctoral studies program. Observing Delores' ENG 1002 class last semester as part of IVCC's Post-Tenure Faculty Review system, I saw first-hand how Delores uses material from her graduate program and coursework as material for her students. The students learned about CHAT (cultural-historical activity theory), which was directly taken from her graduate studies.

- B. Comments:

Delores talks openly with her students about fulfilling personal and professional goals and sets a powerful example for the many first generation students who sit in her classes. When Delores completes her PhD, she will become the third faculty member in the English program with a doctorate. This brings a level of prestige to our faculty and our community because Delores will contribute to the professionalization of Rhetoric and Composition studies at IVCC. I have every confidence that Delores will complete her proposed plan on time. I will be able to staff her sections with part-time faculty and with full-time faculty teaching overload.

Approve Return to faculty for revisions

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

Dean:  Date: 2/14/18

Illinois Valley Community College Request for Sabbatical Leave

Name: Delores Robinson

Division: Humanities, Fine Arts, and Social Sciences

Semester(s) and dates of Leave: Spring 2019 semester

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

Years of service at IVCC (include current year): 8/14/2006 through present = 11 yrs, 6 mos.

Number of semester hours of “non-traditional teaching”*: Over my nearly twelve years at IVCC, I’ve taught developmental and transfer-level classes at the Ottawa Center (extension center) along with at least one class in a blended format and several summer and online classes. Additionally, I’ve taught at least two dual-enrollment classes at Marquette.

Dates of previous sabbatical leaves, if applicable: N/A

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

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

Having completed all the face-to-face coursework required for the Ph.D. in English Studies from Illinois State University, I must now complete the intensive final stage of the dissertation during which time I will prepare reading lists for my specialization exam and subject-specific exam and also write the chapters of the dissertation. My proposed thesis is to examine the tensions and possibilities of working-class rhetoric and discourse within higher education, specifically through the lens of Chickering’s theories of student development and both Lindquist’s and also Zebroski’s studies of discourses of power within academia. Both teaching and learning are emotional endeavors and ones that require hard work on the part of both faculty and students. Thus, my dissertation will explore *labor* (particularly working class labor) in all its iterations in the community college composition classroom.

Value to the College and My Students: My sabbatical leave will be the culmination of coursework within the ISU English Department that began in 2012. During my graduate studies, I’ve made connections with ISU faculty who have, in turn, become more aware of IVCC and the hard-won accomplishments of the college’s students. These forged collegial connections have direct benefit to the college as I am more fully versed in the curriculum and programs of English Departments throughout the region, allowing me to share my insights with students considering transfer to a four-year university and also with my colleagues as we consider articulation with other English programs throughout the state. My studies

have allowed me to compare and contrast pedagogical approaches with my cohort of fellow graduate students.

As IVCC serves not only traditional students but also non-traditional, first-generation, and working class student populations, my dissertation work will allow me to reach these students in the most effective ways possible; my students will benefit directly from my specific research into the rhetorical challenges they face in higher education. A sabbatical leave will allow me the time to complete significant scholarly research which will, in turn, help me to become a better teacher. I anticipate conference presentations and articles to evolve from my research, and these will reflect well upon IVCC, as will any chapter publications that result from my dissertation.

Completing my English Studies Ph.D. will attest to my ongoing expertise in the theories and best current pedagogical practices in the field of English and rhetoric. Students will see, in me, direct evidence of the importance of setting professional and personal goals and working to achieve those goals. Earning my terminal degree in English Studies will enhance the stature of IVCC as evidence that faculty members at the college maintain professional connections within the field and have completed rigorous training in their discipline.

Value to the Individual: Achieving my goal of writing a dissertation will allow me to return to the classroom with renewed energy and dedication to my chosen field, having thoroughly investigated a rhetorical issue that I see playing out in all my classes. Completing this educational and career goal will also, of course, provide me a great sense of accomplishment and satisfaction.

My requested sabbatical leave will not be a hardship on the college as Dr. Schiffman assures me she anticipates no problems staffing my usual five-course teaching load for the single semester I will be working upon the dissertation. My colleagues in the English Department have expressed support for my professional development, as well. Because I have completed the required coursework, I now have a limited time to complete the dissertation, and thus the timing of this sabbatical leave is of the utmost importance. I am grateful for and eagerly anticipate the opportunity that this requested sabbatical leave will allow me to “experience intellectual growth, professional development, and personal renewal.”

Sabbatical Leave Agreement

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

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

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

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

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

(Article VII-F of the Collective Bargaining Agreement)

Faculty Member: Delores R. Robinson Date: 2/7/18

Dean: Boyer Date: 2/8/18

Faculty Resignation – Maddalena Davenport, Nursing Instructor

Maddalena Davenport, Nursing instructor, has submitted her resignation effective July 31, 2018. Her resignation letter is attached.

Recommendation:

Accept the resignation of Maddalena Davenport, Nursing instructor, effective July 31, 2018.

KPI 4: Support for Employees

3/27/2018

Dear Julie,

Please accept this letter as a notice of my resignation from my position as full time nursing faculty. My last day will be July 31st, 2018.

I appreciate being able to serve as full time faculty this past year. Due to many factors, it is in my best interest to not remain as full time faculty. I would appreciate the opportunity to stay on as adjunct faculty and help as needed/available.

I would be happy to help transition any courses and materials over this summer.

Sincerely,

Maddalena Davenport

Associate of Arts in Teaching (A.A.T.) – Inactivation

Earlier this year, the ICCB announced that it would be deactivating the Associate of Arts in Teaching (A.A.T.) degree in the State of Illinois. Although the degree has had no completers in the past several years, IVCC reviewed its records and sent notice of a teaching-out period to students who had selected this degree.

As no students responded by the deadline to the notice of the teach-out period, the proposal to inactivate the College's A.A.T. degree was reviewed by the Curriculum Committee at its March meeting. The proposal to inactivate the A.A.T. was approved by the Curriculum Committee.

Recommendation:

The administration recommends the Associate of Arts in Teaching (A.A.T.) degree be inactivated effective May 19, 2018.

KPI 5: District Population Served

RECOMMENDED FOR STAFF APPOINTMENT
2017-2018

GENERAL INFORMATION:

POSITION TO BE FILLED: Administrative Assistant III, Business Services

NUMBER OF APPLICANTS: 7

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Ms. Carboni, Ms. Day, Mr. Dunlap, Ms. Kreiser, Ms. Roelfsema

APPLICANT RECOMMENDED:

Janine Full

EDUCATIONAL PREPARATION:

Northern Illinois University, DeKalb, IL – undergraduate night courses, English

Illinois Valley Community College, Oglesby, IL – A.A.

Illinois State University, Normal, IL – undergraduate coursework, Social Work

EXPERIENCE:

Law Offices of Schweickert & Ganassin, LLP, Peru, IL – Legal Secretary/Paralegal

Anthony C. Raccuglia & Associates, P.C., Peru, IL – Legal Secretary

Illinois Valley Community College – Financial Aid Secretary; Humanities Department Secretary

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

1. 16 years of administrative assistant experience
2. Proficient in Microsoft Word and Excel programs
3. Familiarity with tax levies and county and state filing deadlines
4. Ranked first in assessment test scores

RECOMMENDED SALARY: \$18.00 per hour, effective April 2, 2018

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

RECOMMENDED FOR STAFF APPOINTMENT
2017-2018

GENERAL INFORMATION:

POSITION TO BE FILLED: IR/IT Programmer Analyst

NUMBER OF APPLICANTS: 5

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Ms. Credi, Mr. Dunlap, Ms. Lane, Ms. Watson

APPLICANT RECOMMENDED:

Angelica Fanti

EDUCATIONAL PREPARATION:

Bradley University, Peoria, IL – B.S. in Management Information Systems

EXPERIENCE:

USDA Agricultural Research Service, Peoria, IL – Information Technology Intern

Main Street Commons, Peoria, IL – Leasing Agent

Exelon Corporation, Morris, IL – Information Technology Intern

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

1. BS in MIS with course concentration in Cyber Security
2. Diverse experience through multiple internships in the IT field
3. Willingness to learn, very eager to succeed, team player
4. Demonstrated leadership skills during past internships
5. Organized, great attention to detail, very well spoken and personable

RECOMMENDED SALARY: \$38,301, annualized, effective April 2, 2018

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



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

March 27, 2018

Dear ICCTA Selection Committee:

Illinois Valley Community College professor Amanda Cook Fesperman was selected by colleagues this spring as the recipient of the college's coveted Stephen Charry Memorial Award for Teaching Excellence. She is a three-time nominee for the award. IVCC faculty ranked Fesperman highest for her ability to challenge, prepare and motivate students, and for her extensive involvement in campus and community activities.

It is especially noteworthy that Fesperman was nominated for the award by Lisa Chounard, an adult student who had been away from school for nearly 30 years. "Professor Fesperman encouraged me to work hard, and not be afraid of failure. She encouraged me to enter writing contests, and never once gave up on me," said Chounard who went on to win writing awards and be inducted into the academic honor society, Phi Theta Kappa. "None of these accomplishments would have been possible without her believing in me."

Over her 17-year career at IVCC, Fesperman has coordinated countless lectures, activities and programs on humanitarian and current events topics. For example, students in her Modern Africa class participate in a campus-education initiative that includes fundraising for a community-based program in Africa.

For 16 years, Fesperman has chaired IVCC's diversity committee and as such has worked to nurture diversity on campus by developing programs that celebrate multi-culturalism in our community and the world. Also of critical importance, she has worked to ensure diverse student groups have a voice on campus.

On behalf of the IVCC Board of Trustees, I enthusiastically recommend Amanda Cook Fesperman for the 2018 Illinois Community College Trustees Association's Outstanding Faculty Member Award. I believe you will see from her nomination that she demonstrates excellence in teaching and has been recognized as an innovative leader on campus and across Illinois.

Sincerely,

A handwritten signature in cursive script that reads "Jane E. Goetz".

Jane E. Goetz
Chair, Board of Trustees
Illinois Valley Community College



**ILLINOIS VALLEY
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Oglesby, IL 61348-9692
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Fax: 815-224-3033

March 27, 2018

Dear ICCTA Selection Committee:

On behalf of the Illinois Valley Community College Board of Trustees, I am pleased to recommend Christian Jauch for consideration for the Illinois Community College Trustees Association 2018 Outstanding Part-Time Faculty Member Award.

A business technology instructor, Jauch earned IVCC's 2018 Outstanding Part-Time Faculty Member Award after being nominated by two students. One of the nominations came from Nicholas Needs, President of the Student Government Association and a student in Jauch's Introduction to Business Computers course. "His never-failing positive attitude paired with the extraordinary amount of care he expresses to each of his students makes him a truly unique instructor," Needs wrote.

After a student in that class missed a number of sessions, Needs said Jauch offered the student assistance and encouragement. "It is clear, Mr. Jauch truly cares for each of his students and has and will continue to do whatever is necessary to assist them in pursuit of their goals" Needs added.

Jauch brings course material to life by sharing life experiences. "These stories, usually humorous, made learning the material enjoyable," Needs said. The top lesson he learned from Jauch, however, was the critical importance of "being on time and prepared."

For 10 years, Jauch has served IVCC and its students with distinction and demonstrated remarkable commitment to the college.

For these reasons and more, IVCC is proud to recommend Christian Jauch for statewide recognition as the ICCTA's 2018 Outstanding Part-Time Faculty Member Award.

Sincerely,

Jane E. Goetz
Chair, Board of Trustees
Illinois Valley Community College

Change Order #1 –Generator Repairs

To be in compliance with Board Policy 4.11, the administration wishes to advise the Board of Trustees of Change Order #1 for an increase of \$1,426.52 for the emergency generator repairs. The change order consists of the following changes:

Original contract sum	<u>\$7,869.25</u>
Change Order #1	
Radiator assembly unit – repairs more extensive than original quoted price.	1,426.52
New contract sum	<u>\$9,295.77</u>

KPI 6: Resource Management

Dear Dr. Jerry Corcoran and the IVCC Board of Trustees,

We would like to start by thanking you for the opportunity to serve IVCC. We are a competent and dedicated group that strives to ensure quality care and service in all types of situations we are faced with.

Our knowledge and experience in understanding the daily operations contribute to the success of IVCC and our great community.

We want you all to know that we are always working hard and doing everything possible to ensure all students, faculty and community are being cared for in the best possible way.

As we strive to do our part working for the school's benefit, we would like to discuss compensation again. As you know our agreed contract is coming to an end and we would like to propose a few changes to our current contract that can mutually benefit both of us.

Thank you again for the great opportunity and also listening to our proposal letter. We look forward to your response.

Sincerely,

IVCC Maintenance and Custodial staff and Local 138



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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Memorandum

To: Dr. Jerry Corcoran, President
From: Mark Grzybowski, Associate Vice President for Student Services
Bonnie Campbell, Associate Vice President for Academic Affairs
Date: March 26, 2018
Subject: IVCC-Hall High School College Start Program

MG
etc

Effective with the 2018 Summer semester and upon approval by the Hall High School Board of Education, IVCC and Hall High School will commence a College Start program modeled after the agreement entered with Putnam County High School in 2014. The IVCC-Hall High School College Start Program is a partnership between both institutions that will provide opportunities for academically qualified HHS seniors to enroll in college classes through IVCC as part of their high school coursework.

This program is yet another concrete example of providing postsecondary educational opportunities for those who seek it and will certainly strengthen the already effective working relationship between Hall High School and IVCC.

ILLINOIS BOARD OF HIGHER EDUCATION

1 NORTH OLD STATE CAPITOL PLAZA, SUITE 333
SPRINGFIELD, ILLINOIS 62701-1377



Bruce Rauner
Governor

Tom Cross
Oswego
Chair

March 15, 2018

Jane Hays
Champaign
Vice Chair

Dr. Jerome Corcoran
Illinois Valley Community College
815 North Orlando Smith Street
Oglesby, IL 61348

Members
Jay Bergman
Joliet

Max Coffey
Charleston

Dear President Corcoran:

Sherry Eagle
Chicago

The Illinois Board of Higher Education, at its March 13, 2018 meeting, authorized the Illinois Valley Community College to offer the following program:

Alice Marie Jacobs
Bismarck

- Associate in Applied Science in Agronomy

Cherilyn Murer
Homer Glen

Let me wish you every success with this program, which will serve the residents of the Illinois Valley Community College District #513.

Santos Rivera
Chicago

Darlene Ruscitti
Bloomington

Sincerely,

Jack Thomas
Macomb

Christine Wiseman
Palos Heights

Al Bowman, Ph.D
Executive Director

Student Members
Akya Gossitt
Chicago

Natalie Pieper
Chicago

Ex Officio Representatives
John Bambenek
Champaign

Eric Zarnikow
Buffalo Grove

Executive Director
Dr. Al Bowman

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.