



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, March 8, 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, March 8, 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. Campus Update – Fall 2017 Student Demographic Report (Mark Grzybowski)
7. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 7.1 Approval of Minutes – February 8, 2018 Board Meeting (Pages 1 – 5)
 - 7.2 Approval of Bills - \$1,976,903.71
 - 7.2.1 Education Fund - \$1,743,416.59
 - 7.2.2 Operations & Maintenance Fund - \$71,257.07
 - 7.2.3 Operations & Maintenance (Restricted Fund) - \$17,872.00
 - 7.2.4 Auxiliary Fund - \$131,512.95
 - 7.2.5 Restricted Fund - \$5,602.59
 - 7.2.6 Liability, Protection & Settlement Fund - \$7,242.51
 - 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 February 3, 2018 and February 17, 2018 (Pages 24 - 29)

- 7.5 Request for RFP – IT Security Audit (Pages 30 - 39)
- 7.6 Request to Purchase – Firewall Maintenance Agreement (Pages 40 – 43)
- 8. President’s Report
- 9. Tenure Recommendations
 - 9.1 – Dan Serafini – Mathematics Instructor (Pages 44 - 47)
 - 9.2 – Heather Seghi – Dental Assisting Instructor (Pages 48 - 51)
- 10. Faculty Appointment – Kevin Hermes, Criminal Justice Instructor (Pages 52 - 53)
- 11. Bid Results – Campus-wide Security Upgrades (Pages 54 - 55)
- 12. Bid Results – Cultural Centre Accessibility Upgrades (Pages 56 - 57)
- 13. Intergovernmental Agreement – Marseilles Downtown TIF District (Pages 58 - 66)
- 14. Items for Information (Pages 67 - 78)
 - 14.1 Renewal of Non-tenured Faculty for 2018/2019 (Page 67)
 - 14.2 Staff Appointment – Jamie Pratt, Grant Assistant for Adult Education (Page 68)
 - 14.3 Staff Appointment – Ryan Schenck, Network/Comp Systems Specialist (Page 69)
 - 14.4 Staff Retirement – Laura Hooper, IR/IT Programmer Analyst (Page 70)
 - 14.5 Staff Retirement – Neil Jagodzinski, Financial Aid Advisor (Page 71)
 - 14.6 Faculty Retirement – Kim Schultz, Part-Time CNA Instructor (Page 72)
 - 14.7 Request Medical Leave of Absence – Tonya Bland, Custodian (Page 73)
 - 14.8 Children on Campus – Procedure Update (Page 74)
 - 14.9 Certificate of Achievement for Excellence in Financial Reporting (Page 75)
 - 14.10 Outstanding Achievement in Popular Annual Financial Reporting (Page 76)
 - 14.11 Building Trades Career Day Expo (Page 77)
 - 14.12 Phi Theta Kappa Honor – Eric Schroeder, Chapter Advisor (Page 78)
- 15. Trustee Comment
- 16. 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.
- 17. Approval of Closed Session Minutes
- 18. Other
- 19. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
February 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, February 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 (arrived at 6:35 p.m.)
Melissa M. Olivero
Angela M. Stevenson
Matthew F. Pehoski, Student Trustee

Members Absent:

Members Telephonically Present:

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

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None.

CONSENT AGENDA

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

The following items were approved in the consent agenda:

Approval of Minutes – January 11, 2018 Board Meeting and January 26, 2018 Audit/Finance Committee Meeting

Approval of Bills - \$2,315,717.43

Education Fund - \$1,403,595.72; Operations & Maintenance Fund - \$77,437.97; Operations & Maintenance (Restricted Fund) - \$652,060.02; Auxiliary Fund - \$102,699.45; Restricted Fund - \$33,954.38; and Liability, Protection & Settlement Fund - \$45,969.89.

Treasurer's Report

Personnel

Approved the stipends for pay periods ending January 6, 2018 and January 20, 2018.

PRESIDENT'S REPORT

Dr. Corcoran reported that Julie Hogue, our excellent director of Nursing received good news on January 22 regarding our NCLEX (National Council Licensure Exam) pass rates: our ADN program rate for 2017 was 95 percent compared to the Illinois average of 86 percent and the national average of 87 percent. Our LPN program rate was 100 percent compared to the Illinois average of 86 percent and national average of 84 percent. Dr. Corcoran reported that the college has had a seat at the table during discussions that have taken place involving the City of Marseilles and several other taxing bodies that may be impacted by the establishment of a new downtown TIF district. He noted that for 16 years, our custom and practice has always been to work with others and strike a balance between doing everything we can to support economic growth in the college district, yet reminding everyone of our dependence upon the college's tax base as a vital stream of operating revenue, particularly when the state is struggling to craft a balanced budget. Dr. Corcoran thanked Cheryl Roelfsema for representing our interests at these meetings. He commented that our goal is to bring forward an intergovernmental agreement to the March board for consideration. Keep in mind that although this will be TIF District No. 5 for Marseilles, it will be our first intergovernmental agreement with the City, and for that we are most appreciative. Dr. Corcoran reported that the annual academic challenge was held on Friday, February 2 in the Dr. Mary Margaret Weeg Cultural Center with 238 students participating from 11 district high schools: Ottawa, L-P, Streator, Seneca, Mendota, Hall, St. Bede, Midland, Putnam County, Marquette and LaMoille. Teams finishing first or second, along with individuals finishing first or second within their division and testing category move on to the U of I sectional on March 19. Disciplines in which students are tested include biology, English, math, computer science, physics, engineering graphics and chemistry. Ron Groleau served once again as the program coordinator; Ron was quick to point out that things would not have worked out as well as they did were it not for Karen Talsky, Polly Ragazincky, Wes Black, Quintin Overocker, Fran Brolley, Crystal Credi, Janice Corrigan and Dawn Watson. Dr. Corcoran thanked Ron and his team on a job well done. Dr. Corcoran noted that the Agriculture Night event held on January 23 in conjunction with the men's and women's basketball games against Kishwaukee was a great experience for our ag students, faculty and staff. Dr. Corcoran thanked Trustees Jane Goetz, Jay McCracken and Dr. Amy Boyles for attending and thanked Cory Tomasson for his leadership in organizing the event. Beyond the fact that both of our teams won, it was great exposure for our new ag program and \$150 was deposited into the ag student club account from operating the concessions.

COMMITTEE REPORTS

The Audit/Finance Committee met Friday, January 26, at 3:14 p.m. in the Board Room (C307). Mr. Solon reported that it was a productive meeting, and Cheryl Roelfsema provided an informative and detailed financial report. The committee also reviewed a tuition adjustment and course fee adjustments, along with a request for financial auditing services. Mr. Solon noted that the presentation was thorough and concise.

RESOLUTION DESIGNATING THE FISCAL YEAR

It was moved by Mr. Mallery and seconded by Ms. Stevenson to adopt the resolution designating the fiscal year be from July 1, 2018 to June 30, 2019 and approve the budget calendar, as presented. Motion passed by voice vote.

TUITION ADJUSTMENT

Motion made by Mr. Solon and seconded by Dr. Boyles to increase tuition by \$3.00 from \$122.60 to \$125.60 per credit hour beginning with the summer 2018 semester. The universal fee would remain the same at \$7.40. The combined tuition and universal fee would be \$133.00. Motion passed by voice vote.

COURSE FEES/ADJUSTMENTS

It was moved by Mr. McCracken and seconded by Ms. Stevenson to change 44 course fees: 42 increases and two new courses, as presented. Motion passed by voice vote.

AUDIT SERVICES

It was moved by Mr. Solon and seconded by Mr. Pehoski to approve entering into a three-year contract with Wipfli, LLP for financial auditing services, as presented. It was noted that Wipfli LLP has been very thorough, responsive, and provided great service. Motion passed by voice vote.

PURCHASE REQUEST – FURNITURE FOR C-316, C-325, and C-326

It was moved by Dr. Boyles and seconded by Ms. Olivero to approve the purchase of 38 tables for C-316, C-325 and C-326 from Mity-Lite, Inc., through the E&I Corporate Services, in the amount of \$7,256.24 and 90 chairs for C-316 from Henricksen through the NCPA, in the amount of \$13,041, for a total of \$20,297.24, as presented. Motion passed by voice vote.

PURCHASE REQUEST – FURNITURE FOR COMMON AREAS IN BUILDING B

It was moved by Ms. Stevenson and seconded by Mr. McCracken to approve the purchase of furniture for the common areas in Building B at a cost of \$14,307.84, from KI through the IPHEC, as presented. Motion passed by voice vote.

FACULTY RETIREMENT – MICHAEL SANKOVICH – ACCOUNTING INSTRUCTOR

It was moved by Mr. Mallery and seconded by Ms. Stevenson to approve with regret the retirement of Michael Sankovich, Accounting Instructor, effective on July 31, 2018. Mr. Mallery commented that Mr. Sankovich was one of his first instructors at IVCC. Dr. Corcoran noted that Mike Sankovich has been an outstanding instructor at IVCC for over 34 years and Mr. Sankovich closed

his retirement letter saying “My sincerest thanks to you and the college for providing me the opportunity to experience this incredibly rewarding career.” Motion passed by voice vote.

FACULTY RETIREMENT – FRANCIE SKOFLANC – GRAPHIC ARTS TECHNOLOGY INSTRUCTOR

It was moved by Mr. Solon and seconded by Dr. Boyles to approve with regret the retirement of Francie Skoflanc, Graphic Arts Instructor, effective on July 31, 2018. Dr. Corcoran commented that Francie Skoflanc has been an outstanding instructor at the college since 2000. In her retirement letter Ms. Skoflanc said “Over the past few years I have had the opportunity to work with a group of excellent instructors, supportive deans and administration and have seen many of my students go on to obtain jobs and become productive citizens.” Motion passed by voice vote.

ENTREPRENEURSHIP CERTIFICATE: INACTIVATION

It was moved by Ms. Olivero and seconded by Ms. Stevenson to approve the inactivation of the Certificate in Entrepreneurship effective May 19, 2018, as presented. Motion passed by voice vote.

TRUSTEE COMMENT

Board Chair Jane Goetz and trustee Dr. Amy Boyles presented Director of Development Fran Brolley a \$1,000 check for the IVCC Foundation. The check was the result of Ms. Goetz and Dr. Boyles being on the winning team at the Illinois Valley Federation of Labor’s 2018 Trivia Night.

CLOSED SESSION

It was moved by Dr. Boyles and seconded by Ms. Stevenson to convene a closed session at 6:47 p.m. to discuss 1) collective negotiations and 2) closed session minutes. Motion passed by voice vote. After a short break, the Board entered closed session at 6:50 p.m. On a motion by Mr. Solon and seconded by Mr. McCracken the regular meeting resumed at 7:47 p.m. Motion passed by voice vote.

APPROVAL OF CLOSED SESSION MINUTES

It was moved by Ms. Stevenson and seconded by Mr. McCracken to approve and retain the minutes of the January 11, 2018 Closed Session Board Meeting. Motion passed by voice vote.

OTHER

Jane Goetz noted that the President’s Evaluation and Board’s Self-Evaluation forms were emailed to Board members this week. The completed President’s Evaluation form should be emailed to Judy Day and the Board’s Self-Assessment should be emailed to Jane Goetz. Both forms are due by Wednesday, February 21. The evaluations will be compiled and discussed at the March 8th Board meeting.

ADJOURNMENT

Ms. Goetz declared the meeting adjourned at 7:49 p.m.

Jane E. Goetz, Board Chair

David O. Mallery, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

FEBRUARY 2018

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

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – February 2018

Revenues

- As of February 23, the headcount for spring semester was 3,144 which is 449 students less than at the same point in time last year. Credit hours for spring 2018 were 25,064, a decrease of 2,950 credit hours, or 10.53 percent, from this point in time one year ago. Second eight-week classes begin 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 | *25,064 | *57,638 |
| Difference | 122 | 1,718 | 2,550 | 4,390 |
| % | (2.2%) | (5.9%) | (9.2%) | (7.1%) |

*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.

- FY18 base operating grant monies received are now at \$1,453,626; 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 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.

- Preliminary equalized assessed valuation (EAV) numbers from LaSalle County show an increase in EAV of 2.17 percent for tax year 2017. The tax abatement for the Marquis Energy facility in Putnam County ended December 31, 2016. This will add approximately \$18 million in EAV for tax year 2017.

Pursuant to the intergovernmental agreement among the taxing bodies, discussions regarding the extension of the agreement with Exelon are starting. New Tax Increment Financing Districts (TIFs) are being proposed by the cities of Marseilles, Ottawa, Peru, Sheffield, and Tonica.

We have received property tax objections each asking for over \$100,000 in reduced assessed valuation on 18 properties in LaSalle County and two in Bureau County. Among these properties are Eureka Savings Bank, Casey's Retail, Walmart, HyVee, the Peru Mall, Petsmart, Northern White Sand, and Letterkraft Printers.

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; \$19,700 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 \$8,300 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 (\$145,150), liability insurance (\$81,025) and treasurer bonds (\$19,829).

Protection, Health & Safety Projects

- Building D Air Handler/Chiller Replacement – project is 95 percent complete; graphics are finishing up on building control panels; chiller has been started up but needs chemical flush and then filled with glycol;
- Building G Temperature Controls – project is 99 percent complete; cleanup and labeling left to do;
- Campus-Wide Security Camera Upgrade – bids were due on February 27, 2018; asking the Board for approval;
- Cultural Centre Accessibility Upgrades – bids were due on February 27, 2018; asking the Board for approval. A portion of this project is being paid with monies from the Boyle Estate.
- Building E Air Handler/Chiller Replacement – Board approved in October 2016; work is scheduled for December 2018;
- Exterior Stair Upgrades – construction documents will be available on March 12 with a due date of April 3, 2018.

Technology Projects

- Website redesign project is approximately 50 percent complete having developed a site map, an outline of the home page, and now working on visual design. 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
 February 28, 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 | \$ 2,051,668 | \$ (84,602) | \$ 172,483 | \$ 626,396 | \$ 208,503 | \$ - | \$ - | \$ 2,974,448 |
| Investments | 6,332,465 | 11,150,901 | 637,445 | 248,000 | 363 | - | - | 18,369,174 |
| Receivables | | | | | | | | |
| Property taxes | 9,202,742 | 2,118,426 | - | - | - | - | - | 11,321,168 |
| Governmental claims | 605,344 | - | - | - | 87,796 | - | - | 693,140 |
| Tuition and fees | 554,223 | - | - | 52,379 | - | - | - | 606,602 |
| Due from other funds | 2,882,258 | - | - | 154,269 | 500 | - | - | 3,037,027 |
| Due to/from student groups | - | - | - | - | 655,065 | - | - | 655,065 |
| 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>\$21,647,891</u> | <u>\$13,207,840</u> | <u>\$ 811,135</u> | <u>\$ 1,914,837</u> | <u>\$ 952,227</u> | <u>\$60,935,285</u> | <u>\$ -</u> | <u>\$ 99,469,215</u> |

6

ck

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 February 28, 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 | \$ 255,245 | \$ - | \$ - | \$ 10,130 | \$ 7,530 | \$ - | \$ - | \$ 272,905 |
| Accrued salaries & benefits | 1,503,307 | 14,295 | - | 12,123 | - | - | - | 1,529,725 |
| Post-retirement benefits & other | 115,994 | - | - | - | - | - | - | 115,994 |
| Unclaimed property | 2,033 | 1,986 | - | - | 27 | - | - | 4,046 |
| Due to other funds | 137,995 | 1,954,362 | - | - | 944,670 | - | - | 3,037,027 |
| Due to student groups/deposits | 52,112 | - | - | - | - | - | - | 52,112 |
| Deferred revenue | | | | | | | | - |
| Property taxes | 4,603,015 | 1,059,597 | - | - | - | - | - | 5,662,612 |
| Tuition and fees | - | - | - | - | - | - | - | - |
| Grants | - | - | - | - | - | - | - | - |
| Leases Payable | - | - | - | 41,182 | - | - | - | - |
| Bonds payable | - | - | - | - | - | - | - | - |
| Total liabilities | <u>6,669,701</u> | <u>3,030,240</u> | <u>-</u> | <u>63,435</u> | <u>952,227</u> | <u>-</u> | <u>-</u> | <u>10,715,603</u> |
| Equity and Other Credits | | | | | | | | |
| Investment in general fixed assets | - | - | - | - | - | 60,935,285 | - | 60,935,285 |
| Contributed capital | - | - | - | - | - | - | - | - |
| Retained earnings | - | - | - | - | - | - | - | - |
| Fund balance | | | | | | | | - |
| Reserved for restricted purposes | - | 10,177,600 | - | - | - | - | - | 10,177,600 |
| Reserved for debt service | - | - | 811,135 | - | - | - | - | 811,135 |
| Unreserved | <u>14,978,190</u> | <u>-</u> | <u>-</u> | <u>1,851,402</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>16,829,592</u> |
| Total equity and other credits | <u>14,978,190</u> | <u>10,177,600</u> | <u>811,135</u> | <u>1,851,402</u> | <u>-</u> | <u>60,935,285</u> | <u>-</u> | <u>88,753,612</u> |
| Total Liabilities, Equity and Other Credits | <u>\$21,647,891</u> | <u>\$13,207,840</u> | <u>\$ 811,135</u> | <u>\$ 1,914,837</u> | <u>\$ 952,227</u> | <u>\$60,935,285</u> | <u>\$ -</u> | <u>\$ 99,469,215</u> |

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

ck

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2018 Revenues & Expenditures by Fund
 For the eight months ended February 28, 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 | \$ 18,009,788 | \$ 2,185,444 | \$ 1,770,100 | \$ 1,252 | \$ 26,780 | \$ 1,542,501 | \$ 2,735,928 | \$ 678,988 | \$ 36,558 | \$ 26,987,339 |
| Actual Expenditures | (12,141,950) | (1,428,956) | (1,071,244) | - | - | (1,639,908) | (4,560,129) | (818,344) | (34,250) | (21,694,781) |
| 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 | 5,872,838 | 756,488 | 698,856 | 1,252 | 26,780 | (35,993) | (1,814,201) | (139,356) | 2,308 | 5,368,972 |
| 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 February 28, 2018 | <u>\$ 11,575,694</u> | <u>\$ 3,402,499</u> | <u>\$ 6,180,168</u> | <u>\$ 811,137</u> | <u>\$ 4,635,141</u> | <u>\$ 1,851,406</u> | <u>\$ (1,782,705)</u> | <u>\$ 1,109,259</u> | <u>\$ 35,737</u> | <u>\$ 27,818,336</u> |

ck

Illinois Valley Community College District No. 513
Fiscal Year 2018 Budget to Actual Comparison
For the eight months ended February 28, 2018
Unaudited

| | Annual Budget FY2018 | Actual 2/28/18 | Act/Budget 66.7% | Actual 2/28/17 | Act/Budget 66.7% | Annual Budget FY2017 |
|---|---------------------------------|---------------------------|-----------------------------|---------------------------|-----------------------------|---------------------------------|
| EDUCATION FUND REVENUES | | | | | | |
| Local Government Sources: | | | | | | |
| Current Taxes | \$ 8,026,700 | \$ 7,941,593 | 98.9% | \$ 7,631,376 | 99.0% | \$ 7,708,916 |
| Corporate Personal Property Replacement Tax | 1,101,797 | 265,995 | 24.1% | 390,903 | 35.6% | 1,098,835 |
| TIF Revenues | 365,700 | 395,810 | 108.2% | 309,796 | 81.3% | 381,000 |
| Total Local Government | 9,494,197 | 8,603,398 | 90.6% | 8,332,075 | 90.7% | 9,188,751 |
| State Government: | | | | | | |
| ICCB Credit Hour Grant | 920,000 | 1,337,346 | 145.4% | 862,216 | 60.8% | 1,419,017 |
| Equalization | 50,000 | 29,166 | 58.3% | - | 0.0% | 50,000 |
| Career/Technical Education Formula Grant | 195,000 | - | 0.0% | 189,069 | 99.5% | 190,000 |
| Other | - | - | 0.0% | - | - | - |
| Total State Government | 1,165,000 | 1,366,512 | 117.3% | 1,051,285 | 63.4% | 1,659,017 |
| Federal Government | | | | | | |
| PELL Administrative Fees | 7,215 | 330 | 4.6% | 1,105 | 13.8% | 8,000 |
| Total Federal Government | 7,215 | 330 | 4.6% | 1,105 | 13.8% | 8,000 |
| Student Tuition and Fees: | | | | | | |
| Tuition | 6,882,640 | 6,992,127 | 101.6% | 6,999,583 | 95.3% | 7,344,081 |
| Fees | 906,850 | 842,318 | 92.9% | 794,484 | 93.9% | 846,132 |
| Total Tuition and Fees | 7,789,490 | 7,834,445 | 100.6% | 7,794,067 | 95.2% | 8,190,213 |
| Other Sources: | | | | | | |
| Public Service Revenue | 282,109 | 126,504 | 44.8% | 138,317 | 32.3% | 427,800 |
| Other | 118,891 | 78,599 | 66.1% | 73,014 | 68.1% | 107,163 |
| Total Other Sources | 401,000 | 205,103 | 51.1% | 211,331 | 39.5% | 534,963 |
| TOTAL EDUCATION FUND REVENUE | \$ 18,856,902 | \$ 18,009,788 | 95.5% | \$ 17,389,863 | 88.8% | \$ 19,580,944 |
| EDUCATION FUND EXPENDITURES | | | | | | |
| Instruction: | | | | | | |
| Salaries | \$ 8,348,942 | 5,466,401 | 65.5% | 5,766,477 | 65.4% | 8,822,920 |
| Employee Benefits | 1,680,827 | 1,257,131 | 74.8% | 1,229,477 | 74.3% | 1,655,386 |
| Contractual Services | 188,269 | 38,832 | 20.6% | 42,499 | 22.8% | 186,403 |
| Materials & Supplies | 424,327 | 147,037 | 34.7% | 185,492 | 41.8% | 444,189 |
| Conference & Meeting Expenses | 96,840 | 24,245 | 25.0% | 17,066 | 15.9% | 107,169 |
| Fixed Charges | 197,000 | 146,702 | 74.5% | 166,829 | 84.5% | 197,500 |
| Utilities | - | - | 0.0% | - | 0.0% | - |
| Capital Outlay | - | - | 0.0% | - | 0.0% | 15,999 |
| Other | - | - | 0.0% | - | 0.0% | - |
| Total Instruction | \$ 10,936,205 | \$ 7,080,348 | 64.7% | \$ 7,467,840 | 64.8% | \$ 11,429,566 |

ck

**Illinois Valley Community College District No. 513
Fiscal Year 2018 Budget to Actual Comparison
For the eight months ended February 28, 2018**

| EDUCATION FUND EXPENDITURES (continued) | Annual Budget FY2018 | Actual 2/28/18 | Act/Budget 66.7% | Actual 2/28/17 | Act/Budget 66.7% | Annual Budget FY2017 |
|---|---------------------------------|---------------------------|-----------------------------|---------------------------|-----------------------------|---------------------------------|
| Academic Support: | | | | | | |
| Salaries | \$ 652,484 | \$ 380,879 | 58.4% | \$ 427,941 | 63.9% | \$ 669,903 |
| Employee Benefits | 154,279 | 98,478 | 63.8% | 105,663 | 81.7% | 129,256 |
| Contractual Services | 192,544 | 167,157 | 86.8% | 145,994 | 79.2% | 184,276 |
| General Materials & Supplies | 229,247 | 94,998 | 41.4% | 65,173 | 28.1% | 232,080 |
| Conference & Meeting Expenses | 8,920 | 2,377 | 26.6% | 254 | 2.8% | 9,010 |
| Fixed Charges | - | - | 0.0% | - | 0.0% | - |
| Utilities | 23,700 | 15,975 | 67.4% | 14,838 | 56.7% | 26,160 |
| Capital Outlay | - | - | 0.0% | - | 0.0% | - |
| Other | - | - | 0.0% | - | 0.0% | - |
| Total Academic Support | 1,261,174 | 759,864 | 60.3% | 759,863 | 60.8% | 1,250,685 |
| Student Services: | | | | | | |
| Salaries | 1,225,294 | 744,207 | 60.7% | 809,889 | 65.0% | 1,245,962 |
| Employee Benefits | 338,817 | 222,081 | 65.5% | 240,471 | 73.4% | 327,463 |
| Contractual Services | 8,735 | 4,588 | 52.5% | 4,817 | 58.0% | 8,300 |
| Materials & Supplies | 55,972 | 26,677 | 47.7% | 26,702 | 43.0% | 62,129 |
| Conference & Meeting Expenses | 26,260 | 9,183 | 35.0% | 5,914 | 19.1% | 30,895 |
| Fixed Charges | - | - | 0.0% | - | 0.0% | - |
| Capital Outlay | - | - | 0.0% | - | 0.0% | - |
| Other | - | - | 0.0% | - | 0.0% | - |
| Total Student Services | 1,655,078 | 1,006,736 | 60.8% | 1,087,793 | 65.0% | 1,674,749 |
| Public Services/Continuing Education: | | | | | | |
| Salaries | 395,571 | 208,894 | 52.8% | 244,923 | 47.6% | 514,353 |
| Employee Benefits | 69,659 | 53,696 | 77.1% | 50,779 | 58.8% | 86,351 |
| Contractual Services | 203,900 | 125,351 | 61.5% | 114,145 | 45.5% | 250,600 |
| Materials & Supplies | 87,275 | 53,048 | 60.8% | 55,523 | 61.5% | 90,320 |
| Conference & Meeting Expenses | 17,150 | 5,452 | 31.8% | 4,498 | 23.2% | 19,375 |
| Fixed Charges | - | - | 0.0% | - | 0.0% | - |
| Utilities | - | - | 0.0% | - | 0.0% | - |
| Capital Outlay | - | - | 0.0% | - | 0.0% | - |
| Other | 510 | 360 | 0.0% | 510 | 102.0% | 500 |
| Total Public Services/Continuing Education | 774,065 | 446,801 | 57.7% | 470,378 | 48.9% | 961,499 |
| Institutional Support: | | | | | | |
| Salaries | 1,803,308 | 1,090,785 | 60.5% | 1,226,094 | 66.8% | 1,834,609 |
| Employee Benefits | 637,253 | 562,552 | 88.3% | 546,149 | 94.1% | 580,295 |
| Contractual Services | 513,288 | 400,495 | 78.0% | 462,837 | 85.3% | 542,830 |
| Materials & Supplies | 436,870 | 232,263 | 53.2% | 218,876 | 48.9% | 447,585 |
| Conference & Meeting Expenses | 56,480 | 16,893 | 29.9% | 16,938 | 23.1% | 73,390 |
| Fixed Charges | - | - | 0.0% | - | 0.0% | - |
| Utilities | 26,370 | 6,137 | 23.3% | 6,329 | 24.0% | 26,395 |
| Capital Outlay | 87,000 | 106,082 | 121.9% | - | 0.0% | 237,000 |
| Other | 29,400 | (316) | -1.1% | (244) | -0.4% | 59,200 |
| Provision for Contingency | 217,661 | - | 0.0% | - | 0.0% | 222,092 |
| Total Institutional Support | 3,807,630 | 2,414,891 | 63.4% | 2,476,979 | 61.6% | 4,023,396 |
| Scholarships, Grants and Waivers | 499,750 | 433,310 | 86.7% | 398,989 | 80.9% | 493,400 |
| TOTAL EDUCATION FUND EXPENDITURES | \$ 18,933,902 | \$ 12,141,950 | 64.1% | \$ 12,601,842 | 63.5% | \$ 19,833,295 |
| INTERFUND TRANSFERS - NET | \$ 77,000 | \$ 5,000 | 0.0% | \$ 5,000 | 0.0% | \$ 252,352 |

Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 For the eight months ended February 28, 2018
 Unaudited

| | Annual Budget FY2018 | Actual 2/28/18 | Act/Budget 66.7% | Actual 2/28/17 | Act/Budget 66.7% | Annual Budget FY2017 |
|---|-------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| OPERATIONS & MAINTENANCE FUND REVENUES | | | | | | |
| Local Government Sources: | | | | | | |
| Current Taxes | \$ 1,236,300 | \$ 1,226,323 | 99.2% | \$ 1,190,889 | 99.2% | \$ 1,200,000 |
| Corporate Personal Property Replacement Tax | 187,981 | 46,941 | 25.0% | 68,983 | 38.6% | 178,500 |
| TIF | 122,000 | 131,731 | 108.0% | 103,265 | 81.3% | 127,000 |
| Total Local Government | <u>1,546,281</u> | <u>1,404,995</u> | 90.9% | <u>1,363,137</u> | 90.5% | <u>1,505,500</u> |
| State Government: | | | | | | |
| ICCB Credit Hour Grant | 80,000 | 116,280 | 145.4% | - | 0.0% | 218,833 |
| Total State Government | <u>80,000</u> | <u>116,280</u> | 145.4% | <u>-</u> | 0.0% | <u>218,833</u> |
| Student Tuition and Fees: | | | | | | |
| Tuition | 722,820 | 563,295 | 77.9% | 567,138 | 96.8% | 585,844 |
| Total Tuition and Fees | <u>722,820</u> | <u>563,295</u> | 77.9% | <u>567,138</u> | 96.8% | <u>585,844</u> |
| Other Sources: | | | | | | |
| Facilities Revenue | 138,941 | 61,451 | 44.2% | 35,366 | 26.2% | 135,000 |
| Investment Revenue | 10,000 | 14,193 | 141.9% | 7,488 | 374.4% | 2,000 |
| Other | - | 25,230 | 0.0% | 49,992 | - | - |
| Total Other Sources | <u>148,941</u> | <u>100,874</u> | 67.7% | <u>92,846</u> | 67.8% | <u>137,000</u> |
| TOTAL OPERATIONS & MAINTENANCE FUND REVENUES | <u>\$ 2,498,042</u> | <u>\$ 2,185,444</u> | 87.5% | <u>\$ 2,023,121</u> | 82.7% | <u>\$ 2,447,177</u> |
| OPERATIONS & MAINTENANCE FUND | | | | | | |
| Operations & Maintenance of Plant: | | | | | | |
| Salaries | \$ 923,374 | \$ 555,593 | 60.2% | \$ 561,528 | 0.0% | \$ 898,774 |
| Employee Benefits | 301,674 | 223,499 | 74.1% | 207,385 | 0.0% | 256,648 |
| Contractual Services | 242,276 | 99,314 | 41.0% | 94,278 | 0.0% | 214,300 |
| General Materials & Supplies | 225,070 | 83,843 | 37.3% | 182,002 | 0.0% | 230,070 |
| Conference & Meeting Expenses | 5,675 | 499 | 8.8% | 170 | 0.0% | 5,675 |
| Fixed Charges | 64,500 | 80,301 | 124.5% | 57,657 | 0.0% | 64,500 |
| Utilities | 733,413 | 338,528 | 46.2% | 474,147 | 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>1,381,577</u> | 56.8% | <u>1,577,167</u> | 0.0% | <u>2,383,217</u> |
| Institutional Support: | | | | | | |
| Salaries | 46,489 | 27,882 | 60.0% | 29,599 | 0.0% | 43,808 |
| Employee Benefits | 10,758 | 10,064 | 93.5% | 8,098 | 0.0% | 10,103 |
| Contractual Services | 750 | 2,491 | 332.1% | 2,491 | 0.0% | 2,500 |
| Materials & Supplies | 2,853 | 2,732 | 95.8% | 1,645 | 0.0% | 3,340 |
| Conference & Meeting Expenses | - | - | 0.0% | - | 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>47,379</u> | 72.8% | <u>46,043</u> | 0.0% | <u>63,961</u> |
| TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES | <u>\$ 2,498,042</u> | <u>\$ 1,428,956</u> | 57.2% | <u>\$ 1,623,210</u> | 0.0% | <u>\$ 2,447,178</u> |

Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 For the eight months ended February 28, 2018
 Unaudited

| | Annual Budget FY2018 | Actual 2/28/18 | Act/Budget 66.7% | Actual 2/28/17 | Act/Budget 66.7% | Annual Budget FY2017 |
|--|-------------------------|-------------------|---------------------|-------------------|---------------------|-------------------------|
| OPERATIONS & MAINTENANCE FUND (RESTRICTED) | | | | | | |
| Local Government Sources | | | | | | |
| Current Taxes | \$ 1,545,381 | \$ 1,401,576 | 90.7% | \$ 1,488,612 | 0.0% | \$ 1,576,454 |
| State Government Sources | - | - | 0.0% | 11,850 | 0.0% | - |
| Investment Revenue | 30,600 | 22,757 | 74.4% | 13,399 | 0.0% | - |
| Other Revenue | - | 345,767 | 0.0% | - | 0.0% | 8,500 |
| TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES | \$ 1,575,981 | 1,770,100 | 112.3% | 1,513,861 | 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 | 1,071,244 | 71.4% | 1,235,155 | 0.0% | 1,450,000 |
| TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES | \$ 1,500,000 | 1,071,244 | 71.4% | 1,236,335 | 0.0% | 1,450,000 |
| INTERFUND TRANSFERS - NET | \$ - | \$ - | | \$ - | | \$ - |
| BOND & INTEREST FUND | | | | | | |
| Local Government Sources | | | | | | |
| Current Taxes | \$ - | \$ - | 0.0% | \$ 265,370 | 0.0% | \$ 265,000 |
| Investment Revenue | 3,200 | 1,252 | 39.1% | 2,527 | 0.0% | 1,400 |
| TOTAL BOND & INTEREST FUND REVENUES | 3,200 | 1,252 | 39.1% | 267,897 | 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 | \$ 26,780 | 83.7% | \$ 22,671 | 113.4% | \$ 20,000 |
| TOTAL WORKING CASH REVENUES | 32,000 | 26,780 | 83.7% | 22,671 | 113.4% | 20,000 |
| Transfers In (Out) | | \$ - | 0.0% | \$ - | | \$ (20,000) |

cl

Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 For the eight months ended February 28, 2018
 Unaudited

| AUXILIARY ENTERPRISES FUND | Annual Budget FY2018 | Actual 2/28/18 | Act/Budget 66.7% | Actual 2/28/17 | Act/Budget 66.7% | Annual Budget FY2017 |
|--|-------------------------|-------------------|---------------------|-------------------|---------------------|-------------------------|
| Service Fees | \$ 2,268,600 | \$ 1,535,558 | 67.7% | \$ 1,742,035 | 0.0% | \$ 2,257,200 |
| Other Revenue | 5,700 | 3,305 | 0.0% | 6,933 | 0.0% | - |
| Investment Revenue | 2,800 | 3,638 | 129.9% | 3,259 | 0.0% | 1,700 |
| TOTAL AUXILIARY ENTERPRISES FUND REVENUES | 2,277,100 | 1,542,501 | 67.7% | 1,752,227 | 0.0% | 2,258,900 |
| AUXILIARY ENTERPRISES FUND | | | | | | |
| Salaries | \$ 321,509 | 207,364 | 64.5% | 199,565 | 0.0% | 320,725 |
| Employee Benefits | 67,134 | 42,014 | 62.6% | 46,627 | 0.0% | 93,123 |
| Contractual Services | 49,922 | 40,267 | 80.7% | 29,953 | 0.0% | 46,000 |
| Materials & Supplies | 1,817,195 | 1,317,242 | 72.5% | 1,382,996 | 0.0% | 1,857,965 |
| Conference & Meeting | 25,909 | 14,443 | 55.7% | 17,865 | 0.0% | 27,255 |
| Fixed Charges | 40,075 | 18,514 | 46.2% | 28,355 | 0.0% | 64,282 |
| Utilities | - | - | 0.0% | - | 0.0% | - |
| Capital Outlay/Depreciation | 19,832 | - | 0.0% | 27,711 | 0.0% | 33,391 |
| Other | 103,000 | 64 | 0.1% | 1,711 | 0.0% | 104,500 |
| TOTAL AUXILIARY ENTERPRISES EXPENDITURES | 2,444,576 | 1,639,908 | 67.1% | 1,734,783 | 0.0% | 2,547,241 |
| Transfer In (Out) | \$ (25,586) | \$ 61,414 | 0.0% | \$ 61,414 | 0.0% | \$ (180,938) |

| RESTRICTED PURPOSES FUND | Annual Budget FY2018 | Actual 2/28/18 | Act/Budget 66.7% | Actual 2/28/17 | Act/Budget 66.7% | Annual Budget FY2017 |
|--|-------------------------|-------------------|---------------------|-------------------|---------------------|-------------------------|
| State Government Sources | \$ 292,545 | \$ 169,412 | 0.0% | 78,365 | 0.0% | - |
| Federal Government Sources | 4,839,519 | 2,519,469 | 52.1% | 4,456,431 | 0.0% | 5,731,194 |
| Service Fees | - | 210 | 0.0% | 3,035 | 0.0% | 1,500 |
| Nongovernmental gifts or grants | - | 43,220 | 0.0% | 65,711 | 0.0% | - |
| Other Revenue | 34,000 | 3,617 | 0.0% | 1,128 | 0.0% | 65,857 |
| TOTAL RESTRICTED PURPOSES FUND REVENUES | \$ 5,166,064 | 2,735,928 | 53.0% | 4,604,670 | 0.0% | 5,798,551 |

| RESTRICTED PURPOSES FUND | Annual Budget FY2018 | Actual 2/28/18 | Act/Budget 66.7% | Actual 2/28/17 | Act/Budget 66.7% | Annual Budget FY2017 |
|--------------------------|-------------------------|-------------------|---------------------|-------------------|---------------------|-------------------------|
| Instruction: | | | | | | |
| Salaries | \$ 454,373 | \$ 244,398 | 53.8% | 206,924 | 0.0% | 221,132 |
| Employee Benefits | 129,112 | 88,003 | 68.2% | 77,349 | 0.0% | 62,178 |
| Contractual Services | 25,260 | 17,613 | 69.7% | 15,032 | 0.0% | 19,235 |
| Materials & Supplies | 29,946 | 60,112 | 200.7% | 18,692 | 0.0% | 22,822 |
| Conference & Meeting | 18,660 | 8,433 | 45.2% | 5,599 | 0.0% | 22,749 |
| Fixed Charges | - | - | 0.0% | - | 0.0% | - |
| Utilities | 2,500 | 901 | 0.0% | - | 0.0% | - |
| Capital Outlay | - | - | 0.0% | 65,096 | 0.0% | 14,023 |
| Other | - | - | 0.0% | - | 0.0% | - |
| Total Instruction | \$ 659,851 | \$ 419,460 | 63.6% | \$ 388,692 | 0.0% | \$ 362,139 |

ck

Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 For the eight months ended February 28, 2018
 Unaudited

| | Annual Budget FY2018 | Actual 2/28/18 | Act/Budget 66.7% | Actual 2/28/17 | Act/Budget 66.7% | Annual Budget FY2017 |
|---|-------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| RESTRICTED PURPOSES FUND | | | | | | |
| Student Services | | | | | | |
| Salaries | \$ 188,414 | \$ 121,491 | 64.5% | 129,997 | 0.0% | 196,440 |
| Employee Benefits | 69,834 | 45,873 | 65.7% | 59,821 | 0.0% | 87,705 |
| Contractual Services | 2,500 | 4,317 | 172.7% | 915 | 0.0% | 2,500 |
| Materials & Supplies | 5,926 | 11,078 | 186.9% | 786 | 0.0% | 1,926 |
| Conference & Meeting | 7,978 | 4,042 | 50.7% | 112 | 0.0% | 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 | 0.0% | 9,000 |
| Total Student Services | <u>290,652</u> | <u>213,381</u> | 73.4% | <u>202,431</u> | 0.0% | <u>299,071</u> |
| Public Service | | | | | | |
| Salaries | - | - | 0.0% | 35,809 | 0.0% | 53,038 |
| Employee Benefits | - | - | 0.0% | 8,502 | 0.0% | 16,319 |
| Contractual Services | - | - | 0.0% | 1,459 | 0.0% | 500 |
| Materials & Supplies | - | - | 0.0% | 448 | 0.0% | 500 |
| Conference & Meeting | - | - | 0.0% | 2,770 | 0.0% | 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> | 0.0% | <u>49,186</u> | 0.0% | <u>70,857</u> |
| Institutional Support | | | | | | |
| Salaries (Federal Work Study) | \$ 80,632 | \$ 68,074 | 84.4% | \$ 76,102 | 0.0% | \$ 89,554 |
| Total Institutional Support | <u>80,632</u> | <u>68,074</u> | 84.4% | <u>76,102</u> | 0.0% | <u>89,554</u> |
| Student grants and waivers (PELL & SEOG) | 4,142,929 | 3,859,214 | 93.2% | 4,017,702 | 0.0% | 4,986,429 |
| TOTAL RESTRICTED FUND EXPENDITURES | <u>\$ 5,174,064</u> | <u>\$ 4,560,129</u> | 88.1% | <u>\$ 4,531,682</u> | 0.0% | <u>\$ 5,808,050</u> |
| Transfer In (Out) | <u>\$ 10,000</u> | <u>\$ 10,000</u> | 100.0% | <u>\$ 10,000</u> | 0.0% | <u>\$ 10,000</u> |
| AUDIT FUND | | | | | | |
| Local Government Sources | \$ 38,480 | \$ 36,479 | 94.8% | \$ 35,425 | 98.1% | \$ 36,125 |
| Investment Revenue | 80 | 79 | 98.8% | 66 | 66.0% | 100 |
| TOTAL AUDIT FUND REVENUES | <u>38,560</u> | <u>36,558</u> | 94.8% | <u>35,491</u> | 98.0% | <u>36,225</u> |
| AUDIT FUND | | | | | | |
| Contractual Services | 36,500 | 34,250 | 93.8% | 29,825 | 83.4% | 35,750 |
| TOTAL AUDIT FUND EXPENDITURES | <u>\$ 36,500</u> | <u>\$ 34,250</u> | 93.8% | <u>\$ 29,825</u> | 83.4% | <u>\$ 35,750</u> |

OK

Illinois Valley Community College District No. 513
 Fiscal Year 2018 Budget to Actual Comparison
 For the eight months ended February 28, 2018
 Unaudited

| LIABILITY, PROTECTION, & SETTLEMENT FUND | Annual Budget FY2018 | Actual 2/28/18 | Act/Budget 66.7% | Actual 2/28/17 | Act/Budget 66.7% | Annual Budget FY2017 |
|--|-------------------------|-------------------|---------------------|-------------------|---------------------|-------------------------|
| Local Government Sources | \$ 751,210 | \$ 672,285 | 89.5% | \$ 583,211 | 0.0% | \$ 868,950 |
| Investment Revenue | 9,500 | 5,538 | 58.3% | 3,902 | 0.0% | 10,000 |
| Other | - | 1,165 | 0.0% | - | 0.0% | - |
| TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES | 760,710 | 678,988 | 89.3% | 587,113 | 66.8% | 878,950 |
| | | | | | | |
| LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES | | | | | | |
| Student Services | | | | | | |
| Salaries | 109,334 | 62,515 | 57.2% | - | - | - |
| Employee Benefits | 25,832 | 20,368 | 78.8% | - | - | - |
| Contractual Services | - | 13,865 | 0.0% | - | - | - |
| Materials & Supplies | - | 342 | 0.0% | - | - | - |
| Total for Student Services | 135,166 | 97,090 | 71.8% | - | - | - |
| Operations & Maintenance of Plant | | | | | | |
| Contractual Services | \$ 547,700 | \$ 241,702 | 44.1% | \$ 322,938 | 75.3% | \$ 429,075 |
| Material & Supplies | 175 | 28 | 16.0% | 164 | 82.0% | 200 |
| Conference & Meeting | - | - | 0.0% | - | 0.0% | 305 |
| Utilities | 500 | 240 | 48.0% | 246 | 54.7% | 450 |
| Capital Outlay | - | - | 0.0% | - | 0.0% | - |
| Total for Operations & Maintenance of Plant | \$ 548,375 | \$ 241,970 | 44.1% | \$ 323,348 | 75.2% | \$ 430,030 |
| Institutional Support | | | | | | |
| Salaries | \$ 76,673 | \$ 51,370 | 67.0% | \$ 53,684 | 0.0% | \$ 80,332 |
| Employee Benefits | 206,121 | 10,844 | 14.1% | 13,092 | 0.0% | 210,660 |
| Contractual Services | 30,500 | 41,852 | 137.2% | 25,182 | 0.0% | 111,950 |
| Materials & Supplies | 200 | 18 | 9.0% | 114 | 0.0% | 300 |
| Conference & Meeting | 2,000 | 470 | 0.0% | 495 | 0.0% | - |
| Fixed Charges | 264,500 | 293,050 | 110.8% | 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 | 479,284 | 82.6% | 385,335 | 51.5% | 747,842 |
| TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES | \$ 1,263,535 | \$ 818,344 | 64.8% | \$ 708,683 | 60.2% | \$ 1,177,872 |

Illinois Valley Community College District No. 513
Fiscal Year 2018 Budget to Actual Comparison
All Funds - By Budget Officer
For the eight months ended February 28, 2018
Unaudited

| <u>Department</u> | <u>Annual Budget FY2018</u> | <u>Actual FY2018</u> | <u>Act/Budget 66.7%</u> | <u>Explanation</u> |
|--|-------------------------------------|-----------------------------|-----------------------------|--|
| President | \$ 351,341 | \$ 234,771 | 66.8% | |
| Board of Trustees | 14,750 | 10,331 | 70.0% | |
| Community Relations | 408,609 | 253,322 | 62.0% | |
| Continuing Education | 738,989 | 446,801 | 60.5% | |
| Facilities | 3,932,982 | 2,452,821 | 62.4% | |
| Information Technologies | 2,022,068 | 1,304,329 | 64.5% | |
| Academic Affairs | 284,300 | 134,442 | 47.3% | |
| Academic Affairs (AVPCE) | 588,332 | 398,917 | 67.8% | |
| Adult Education | 503,875 | 299,177 | 59.4% | |
| Learning Technologies | 578,747 | 373,764 | 64.6% | |
| Career & Tech Education Division | 1,749,190 | 1,022,159 | 58.4% | |
| Natural Science & Business Division | 2,355,576 | 1,587,916 | 67.4% | |
| Humanities & Fine Arts/Social Science Division | 2,004,241 | 1,363,961 | 68.1% | |
| Health Professions Division | 2,089,921 | 1,304,856 | 62.4% | |
| English, Mathematics, Education Division | 2,398,053 | 1,641,854 | 68.5% | |
| Admissions & Records | 395,783 | 266,132 | 67.2% | |
| Counseling | 607,779 | 345,482 | 56.8% | |
| Student Services | 185,487 | 110,102 | 59.4% | |
| Financial Aid | 4,632,717 | 4,187,312 | 90.4% | Includes all academic year 2017/2018 financial aid |
| Career Services | 37,953 | 22,107 | 58.2% | |
| Athletics | 284,437 | 190,290 | 66.9% | |
| TRiO (Student Success Grant) | 290,652 | 213,381 | 73.4% | |
| Campus Security | 548,375 | 240,400 | 43.8% | |
| Business Services/General Institution | 979,332 | 747,812 | 76.4% | |
| Risk Management | 715,160 | 480,854 | 67.2% | |
| Tuition Waivers | 499,750 | 432,710 | 86.6% | Includes fall and spring waivers |
| Purchasing | 123,801 | 76,630 | 61.9% | |
| Human Resources | 130,935 | 74,710 | 57.1% | |
| Bookstore | 2,018,529 | 1,372,800 | 68.0% | |
| Shipping & Receiving | 65,060 | 47,379 | 72.8% | |
| Copy Center | 96,234 | 57,259 | 59.5% | |
| Total FY17 Expenditures | <u>\$ 31,632,958</u> | <u>\$ 21,694,791</u> | 68.6% | |

ck

Illinois Valley Community College
Statement of Cash Flows
for the Month ended February 28, 2018

| | EDUCATION | OP/MAINT | OP / MAINT. RESTRICTED | BOND & INTEREST | AUXILIARY | RESTRICTED | WORKING CASH | AUDIT | LIAB, PROT, & SETTLEMENT | GRNTS, LNS & SCHOLARSHIPS | TOTAL |
|-------------------------|---------------------|-------------------|---------------------------|--------------------|-------------------|---------------------|-------------------|------------------|-----------------------------|------------------------------|---------------------|
| Balance on Hand | \$ 3,266,955.71 | \$ 698,755.45 | \$ 319,471.69 | \$ 172,482.71 | \$ 618,474.33 | \$ (535,062.26) | \$ 319,773.31 | \$ 15,083.06 | \$ (282,651.73) | \$ 54,766.10 | \$ 4,648,048.37 |
| Total Receipts | 264,241.16 | 27,781.16 | 293.58 | - | 16,914.29 | 8,035.00 | - | - | - | 2,175.00 | \$ 319,440.21 |
| Total Cash | 3,531,196.87 | 726,536.63 | 319,765.27 | 172,482.71 | 635,388.62 | (527,027.26) | 319,773.31 | 15,083.06 | (282,651.73) | 56,941.10 | 4,967,488.58 |
| Due To/From Accts | - | - | - | - | - | - | - | - | - | - | - |
| Transfers/Bank CDs | 902,100.57 | - | - | - | - | 29,700.00 | - | - | - | - | 931,800.57 |
| Expenditures | (2,476,946.68) | (163,892.53) | (17,872.00) | - | (158,560.09) | (80,606.73) | - | - | (25,428.86) | - | (2,923,306.89) |
| ACCOUNT BALANCE | 1,956,350.76 | 562,644.10 | 301,893.27 | 172,482.71 | 476,828.53 | (577,933.99) | 319,773.31 | 15,083.06 | (308,080.59) | 56,941.10 | 2,975,982.26 |
| Deposits in Transit | (726.42) | | | | | | | | | | (726.42) |
| Outstanding Checks | 743,915.00 | | | | | | | | | | 743,915.00 |
| BANK BALANCE | 2,699,539.34 | 562,644.10 | 301,893.27 | 172,482.71 | 476,828.53 | (577,933.99) | 319,773.31 | 15,083.06 | (308,080.59) | 56,941.10 | 3,719,170.84 |
| 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 | 4,494,960.34 | 2,040,921.47 | 2,190,871.11 | 137,445.50 | - | 494,361.34 | 912,991.33 | 2,348.76 | 45.51 | 363.46 | 10,274,308.82 |
| Bldg Reserve-ILLFund | | | 1,098,295.77 | | | | | | | | 1,098,295.77 |
| Total Investment | \$ 4,494,960.34 | \$ 2,040,921.47 | \$ 5,297,247.30 | \$ 637,445.50 | \$ 248,000.00 | \$ 494,361.34 | \$ 4,361,420.07 | \$ 2,348.76 | \$ 1,101,201.23 | \$ 363.46 | \$ 18,618,269.47 |

| | |
|---------------------|------------------------|
| LaSalle State Bank | \$ 73,601.70 |
| Midland States Bank | 3,645,569.14 |
| | <u>\$ 3,719,170.84</u> |

Respectfully submitted,


 Kathy Ross
 Controller

ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
February 28, 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 | | | | | | | 100,601 | 100,601 | MB | 1.10% | 1.10% | 914161 |
| 10/24/2018 | | | | | | | 1,001,277 | 1,001,277 | 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 | | | | | | 150,707 | | 150,707 | 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 | 3,397,707 | 1,101,878 | 7,245,665 | | | | |

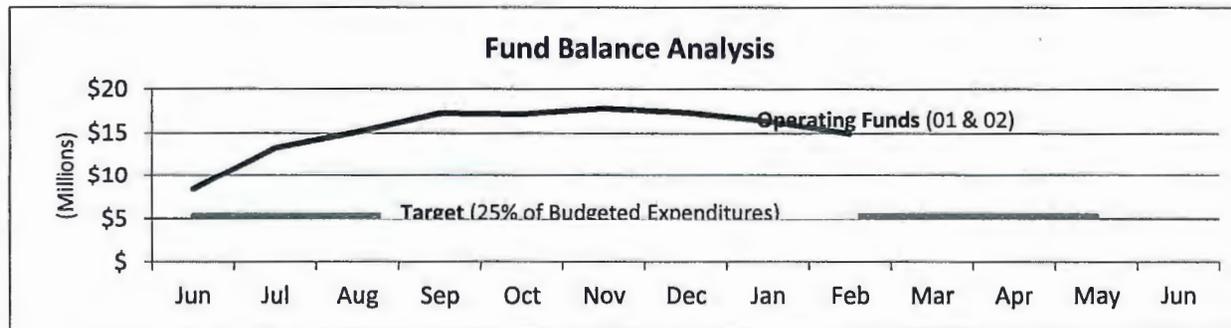
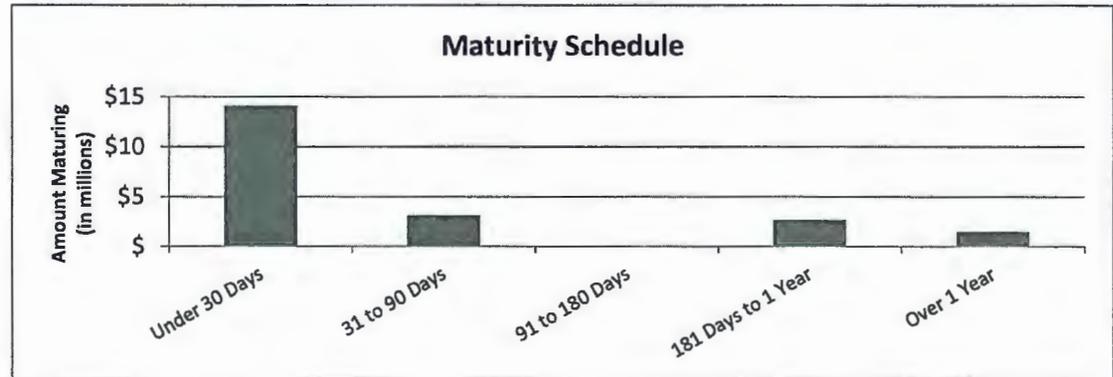
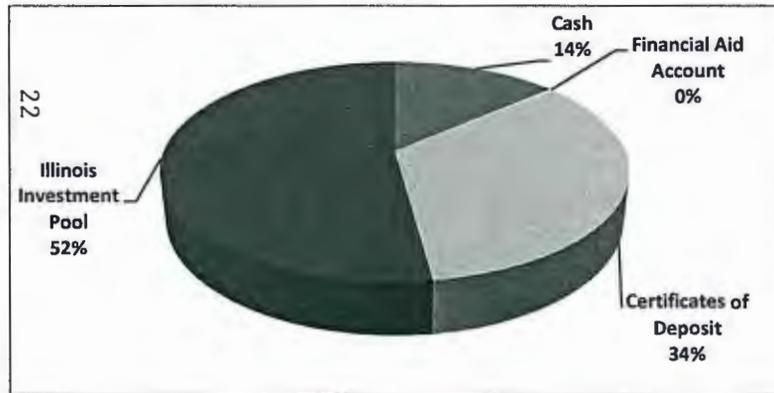
CB Commerce Bank
 CTB Central Bank
 LSB LaSalle State Bank
 MB Marseilles Bank
 MBS Multi-Bank Securities, Inc.
 MSB Midland States Bank

U

**Illinois Valley Community College District No. 513
Investment Status Report
All Funds
February 28, 2018**

| Instrument | Current Portfolio Distribution | Current Portfolio | Weighted Average Yield |
|--------------------------|--------------------------------|----------------------|------------------------|
| Cash | 13.7% | \$ 2,913,453 | 0.35% |
| Financial Aid Account | 0.3% | 57,744 | 0.35% |
| Certificates of Deposit | 34.0% | 7,245,665 | 1.42% |
| Illinois Investment Pool | 52.1% | 11,123,510 | 1.39% |
| Total | | \$ 21,340,372 | 1.26% |

| Institution | Illinois Investment Pool | Certificates of Deposit | Cash & Trusts | Total | Current Distribution |
|-----------------------|--------------------------|-------------------------|---------------------|----------------------|----------------------|
| IL Funds -General | \$ 10,025,214 | - | - | \$ 10,025,214 | 47% |
| IL Funds -Building | 1,098,296 | | | \$ 1,098,296 | 5% |
| Midland States Bank | - | 1,000,000 | 2,304,151 | \$ 3,304,151 | 15% |
| Midland States F/A | | | 57,744 | 57,744 | 0% |
| LaSalle State Bank | - | 1,008,080 | 474,400 | 1,482,480 | 7% |
| Central Bank | - | 1,000,000 | - | 1,000,000 | 5% |
| Commerce Bank | - | 1,000,000 | - | 1,000,000 | 5% |
| Multi Bank Securities | - | 1,485,000 | - | 1,485,000 | 7% |
| Heartland Bank | - | - | 134,902 | 134,902 | 1% |
| Marseilles Bank | - | 1,752,585 | - | 1,752,585 | 8% |
| | \$ 11,123,510 | \$ 7,245,665 | \$ 2,971,197 | \$ 21,340,372 | 100% |



ck

**\$5,000 and Over Disbursements
02/01/18 - 02/28/18**

| Check Number | Check Date | Vendor Number | Payee | Check Amount | Description |
|---------------------|-------------------|----------------------|---------------------------------|----------------------|---|
| ACH | 02/05/18 | | CCHC | \$ 246,956.76 | Health Insurance (February) |
| 739846 | 02/07/18 | 0140900 | CollegeNET, Inc. | 5,665.50 | License Fees for R25 and Schedule25 |
| 739847 | 02/07/18 | 0214499 | Constellation NewEnergy, Inc. | 20,006.92 | Electricity (12/08/18-01/11/18) |
| 739851 | 02/07/18 | 0174412 | Demonica Kemper Architects | 17,872.00 | Campus-Wide Security Upgrades* |
| ACH | 02/08/18 | | Internal Revenue Service | 129,010.94 | Federal Payroll Taxes (02/08/18) |
| ACH | 02/08/18 | | Illinois Department of Revenue | 34,880.06 | State Payroll Taxes (02/08/18) |
| ACH | 02/08/18 | | VALIC Retirement Services | 31,425.21 | 403(b) & 457(b) Payroll (02/08/18) |
| 739910 | 02/08/18 | 0082897 | SURS | 74,105.00 | Payroll (02/08/18) |
| ACH | 02/08/18 | | Illinois Department of Revenue | 24,075.00 | Sales Tax |
| ACH | 02/12/18 | | American Express | 61,281.69 | Credit Card Purchases (January) |
| 739950 | 02/14/18 | 0001369 | Ameren Illinois | 9,752.94 | Electricity (12/08/18-01/11/18) |
| 739959 | 02/14/18 | 0214047 | CenterPoint Energy Services | 11,375.28 | Natural Gas (12/01/17-12/31/17) |
| 740012 | 02/21/18 | 0105972 | Amazon.Com | 8,254.97 | Books for Resale, Water Filters |
| 740033 | 02/21/18 | 0209907 | Ellucian Company, L.P. | 28,090.00 | Student Planning Project |
| ACH | 02/22/18 | | Internal Revenue Service | 65,208.87 | Federal Payroll Taxes (02/22/18) |
| ACH | 02/22/18 | | Illinois Department of Revenue | 22,576.98 | State Payroll Taxes (02/22/18) |
| ACH | 02/22/18 | | VALIC Retirement Services | 13,693.16 | 403(b) & 457(b) Payroll (02/22/18) |
| 740874 | 02/22/18 | 0082897 | SURS | 48,034.55 | Payroll (02/22/18) |
| ACH | 02/26/18 | | Prudential | 5,069.74 | Life Insurance (March) |
| 740886 | 02/27/18 | 0209567 | Delta Dental of Illinois | 12,895.06 | Dental Insurance (January) |
| 740907 | 02/27/18 | 0204384 | McGraw-Hill Global Education | 6,349.75 | Books for Resale |
| 740909 | 02/27/18 | 0111726 | Midwest Transit Equipment, Inc. | 6,753.25 | Maintenance/Mileage Charges Shuttle Buses |
| ACH | 02/28/18 | | EBC | 6,243.82 | H.R.A., F.S.A., COBRA (February) |
| | | | | \$ 889,577.45 | |

*Protection, Health, & Safety (PHS) Projects

Stipends For Pay Period 02/03/18

| Name | Description | Start Date | End Date | Last Pay Date | Earn Type* | Amount | GL No. | Section Name | Section Title | Comments |
|----------------------------|----------------------------------|------------|----------|---------------|------------|-------------|-----------------|--------------|-------------------------|----------|
| Alvin, Stephen R | 17/18 SP Union President | 01/10/18 | 02/03/18 | 02/03/18 | OV | \$1,920.00 | 018640091051900 | | | |
| Antle, Tracey Ann | 17/18 Overload | 10/10/17 | 02/03/18 | 02/03/18 | OV | \$2,918.40 | 011420730051340 | | | |
| Ault, Richard L | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$5,792.00 | 011120570051340 | | | |
| Batson-Turner, Jean | 17/18 Overload | 01/10/18 | 02/03/18 | 02/03/18 | OV | \$1,359.60 | 011220650051340 | | | |
| Batson-Turner, Jean | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$3,467.60 | 011220650051340 | | | |
| Beem, Jessica Anne | Putnam County School Art Classes | 01/22/18 | 03/12/18 | 03/17/18 | ST | \$450.00 | 014210331051320 | | | |
| Bhattacharya, Abhijeet | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$5,568.00 | 011220570051340 | | | |
| Bhattacharya, Abhijeet | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$5,376.00 | 011120570051340 | | | |
| Biagi, Dorothy A. | Italian Specialties | 01/29/18 | 01/29/18 | 02/03/18 | ST | \$200.00 | 014110394151320 | HLR-3707-301 | Italian Specialties | |
| Bias, Timothy John | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$10,240.00 | 011320410051340 | | | |
| Black, Wesley Taylor | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$4,800.00 | 011120910051340 | | | |
| Blaydes, Christine Ann | 17/18 Overload | 08/16/17 | 10/09/17 | 02/03/18 | OV | \$2,041.60 | 011420730051340 | | | |
| Boyle- Bruch, Ida Lee | Food Service Sanitation | 01/17/18 | 01/17/18 | 02/03/18 | ST | \$500.00 | 014110394151320 | CEU-1503-01 | Food Service Sanitation | |
| Bruch, Anna Marie Faletti | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$12,409.60 | 011420730051340 | | | |
| Caley Opsal, Susan Mary | 17/18 Overload | 08/16/17 | 03/17/18 | 03/17/18 | OV | \$1,280.00 | 011420730051340 | | | |
| Carey, Lauri L | 16/17 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$13,568.00 | 011120570051340 | | | |
| Carter, John James | CNC Series 80 | 01/10/18 | 05/19/18 | 05/26/18 | ST | \$187.50 | 011320410051320 | | | |
| Cinotte, Lori Maret | 17/18 SP Union Treasurer | 01/10/18 | 02/03/18 | 02/03/18 | OV | \$640.00 | 018640091051900 | | | |
| Cinotte, Lori Maret | 17/18 Overload | 08/06/17 | 03/17/18 | 03/17/18 | OV | \$4,930.00 | 011120650051340 | | | |
| Collins, Bret Edward | CSN 2260 01 | 01/10/18 | 05/19/18 | 05/26/18 | ST | \$350.00 | 011320410051320 | CSN-2260-01 | Network Routing | |
| Cook Fesperman, Amanda | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$7,680.00 | 011120650051340 | | | |
| Data, Dorene Marie | 17/18 Overload | 01/10/18 | 02/03/18 | 02/03/18 | OV | \$751.20 | 011320410051340 | | | |
| Data, Dorene Marie | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$8,083.20 | 011320410051340 | | | |
| Davenport, Maddalena Lucia | 17/18 Overload | 10/10/17 | 02/17/18 | 02/17/18 | OV | \$3,014.40 | 011420730051340 | | | |
| Ebner-Landgraf, Tammy L | 17/18 Overload | 01/10/18 | 02/03/18 | 02/03/18 | ST | \$100.00 | 011220910051340 | | | |

24

pk

Stipends For Pay Period 02/03/18

| Name | Description | Start Date | End Date | Last Pay Date | Earn Type* | Amount | GL No. | Section Name | Section Title | Comments |
|---------------------------|---------------------|------------|----------|---------------|------------|-------------|-----------------|--------------|----------------|----------|
| Elias, Gina Rae | 17/18 Overload | 01/10/18 | 02/03/18 | 02/03/18 | OV | \$2,176.00 | 011320410051340 | | | |
| Elias, Gina Rae | 17/18 Overload | 01/10/18 | 02/03/18 | 02/03/18 | OV | \$720.00 | 011320410051340 | | | |
| Elias, Gina Rae | 17/18 Overload | 08/16/17 | 12/15/17 | 02/03/18 | OV | \$6,784.00 | 011320410051340 | | | |
| Fesperman, Jeffrey Norris | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$5,824.00 | 011120570051340 | | | |
| Forst, Jean | 17/18 Overload | 08/16/17 | 12/15/17 | 02/03/18 | OV | \$960.00 | 011120910051340 | | | |
| Francisco, Marjorie Lynn | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$3,129.60 | 011420730051340 | | | |
| Gibson, James A | 17/18 Overload | 01/10/18 | 02/03/18 | 02/03/18 | OV | \$1,480.00 | 011320410051340 | | | |
| Gibson, James A | 17/18 Overload | 01/10/18 | 02/03/18 | 02/03/18 | OV | \$1,752.00 | 011320410051340 | | | |
| Gibson, James A | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$12,098.00 | 011320410051340 | | | |
| Gillio, Susan M | MUP 1012 01 | 01/10/18 | 05/19/18 | 05/26/18 | ST | \$200.00 | 011120650051320 | MUP-1012-01 | Flute Ensemble | |
| Hamilton, Nora Beth | 17/18 Overload | 10/10/17 | 02/03/18 | 02/03/18 | OV | \$7,091.20 | 011420730051340 | | | |
| Hartford, Carmen Nichole | 17/18 Overload | 08/16/17 | 12/15/17 | 02/03/18 | OV | \$4,000.00 | 011120570051340 | | | |
| Hodgson, Laura Ann | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$6,400.00 | 011420730051340 | | | |
| Hogue, Julie Ann | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$150.00 | 011420730051340 | | | |
| Johl, Matthew E. | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$1,824.00 | 011120570051340 | | | |
| Johnson, D. Scott | Program Coordinator | 01/10/18 | 05/26/18 | 05/26/18 | ST | \$2,064.00 | 011320410351320 | | | |
| Johnson, LeeAnn | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$736.00 | 011120570051340 | | | |
| King, Keith Robert | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$2,496.00 | 011120570051340 | | | |
| Klopcic, Elizabeth Ann | 17/18 Overload | 08/16/17 | 03/17/18 | 03/17/18 | OV | \$1,920.00 | 011120650051340 | | | |
| Knoblauch, Heather Anne | 17/18 Overload | 01/10/18 | 02/03/18 | 02/03/18 | OV | \$2,720.00 | 011420730051340 | | | |
| Knowlton, Amber Sue | 17/18 Overload | 10/10/17 | 02/03/18 | 02/03/18 | OV | \$5,120.00 | 011420730051340 | | | |
| Koudelka, Arthur Edward | 17/18 Overload | 08/16/17 | 03/17/18 | 03/17/18 | OV | \$17,856.00 | 011320410051340 | | | |
| Kuester, David A | 17/18 Overload | 01/10/18 | 03/17/18 | 03/17/18 | OV | \$1,200.00 | 011120650051340 | | | |
| Kuester, David A | 17/18 Overload | 08/16/17 | 03/17/18 | 03/17/18 | OV | \$5,790.00 | 011120650051340 | | | |
| Leadingham, Paul | 17/18 Overload | 10/10/17 | 12/15/17 | 02/03/18 | OV | \$2,668.80 | 011320410051340 | | | |

25

Stipends For Pay Period 02/03/18

| Name | Description | Start Date | End Date | Last Pay Date | Earn Type* | Amount | GL No. | Section Name | Section Title | Comments |
|-------------------------|---------------------------------|------------|----------|---------------|------------|-------------|-----------------|--------------|--|----------|
| Lee, Tracy Denise | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$3,840.00 | 011120910051340 | | | |
| Lockwood, Kirk D | 17/18 Overload | 01/10/18 | 02/03/18 | 02/03/18 | OV | \$1,536.00 | 011120910051340 | | | |
| Loveland, Aseret N | Starved Rock Grant Presentation | 01/24/18 | 01/24/18 | 02/03/18 | ST | \$50.00 | 011120650051900 | | | |
| Mammano, Pamela M | 17/18 Overload | 08/16/17 | 03/17/18 | 03/17/18 | OV | \$11,635.20 | 011420730051340 | | | |
| Mangold, Richard F | 17/18 Overload | 01/10/18 | 02/03/18 | 02/03/18 | OV | \$3,840.00 | 011120650051340 | | | |
| Mangold, Richard F | 17/18 Overload | 01/10/18 | 02/03/18 | 02/03/18 | OV | \$150.00 | 011120650051340 | | | |
| Mangold, Richard F | 17/18 Overload | 08/16/17 | 12/15/17 | 02/03/18 | OV | \$1,920.00 | 011420730051340 | | | |
| Michael, James N | GER 1002 01 | 01/10/18 | 05/19/18 | 05/26/18 | ST | \$200.00 | 011120650051320 | GER-1002-01 | Elementary German II | |
| Monroe, Susan Marie | Starved Rock Grant Presentation | 01/24/18 | 01/24/18 | 02/03/18 | ST | \$50.00 | 011120650051900 | | | |
| Mott, Willard D | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$9,472.00 | 011220570051340 | | | |
| Myers, Taylor Marie | 17/18 Overload | 08/16/17 | 12/15/17 | 02/03/18 | OV | \$5,491.20 | 011420730051340 | | | |
| Oldaker, Adam Gregory | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$7,680.00 | 011120910051340 | | | |
| Olesen, Jared Jeffrey | 17/18 Overload | 01/10/18 | 02/03/18 | 02/03/18 | OV | \$2,560.00 | 011120650051340 | | | |
| Padoan-Gallardo, Atti V | FEN 1002 SPN 1200 ITL 1000 | 01/10/18 | 05/19/18 | 05/26/18 | ST | \$3,692.00 | 011120650051320 | ITL-1000-300 | Conversational Italian I Elementary French II Conversational Spanish for Medical Personnel | |
| Pecherek, Michael John | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$3,968.00 | 011120650051340 | | | |
| Pence, Patricia Lynn | 17/18 Overload | 10/10/17 | 02/03/18 | 02/03/18 | OV | \$4,396.80 | 011420730051340 | | | |
| Phillips, Michael Alan | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$3,328.00 | 011120570051340 | | | |
| Pumo, Deborah J | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$15,840.00 | 011420730051340 | | | |
| Pytel, Kyle Edwin | LC Driver Improvement GDL | 01/27/18 | 01/27/18 | 02/03/18 | ST | \$175.00 | 014110394251320 | CDV-6000-11 | LaSalle Co Driver Improvement GDL | |
| Radek, Kimberly M | 17/18 Overload | 08/16/17 | 12/15/17 | 02/03/18 | OV | \$8,320.00 | 011120650051340 | | | |
| Reese, Robert C | 17/18 Overload | 01/10/18 | 02/03/18 | 02/03/18 | OV | \$3,968.00 | 011220570051340 | | | |
| Reese, Robert C | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$3,840.00 | 011120570051340 | | | |
| Robinson, Delores R. | 16/17 Overload | 08/16/17 | 03/17/18 | 03/17/18 | OV | \$1,920.00 | 011120910051340 | | | |
| Ruda, Anthony J | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$12,544.00 | 011120570051340 | | | |

ck

Stipends For Pay Period 02/03/18

| Name | Description | Start Date | End Date | Last Pay Date | Earn Type* | Amount | GL No. | Section Name | Section Title | Comments |
|--------------------------|-------------------------------|------------|----------|---------------|------------|-------------------|-----------------|--------------|-------------------------------|----------|
| Sarsah, Dominic K | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$5,632.00 | 011120570051340 | | | |
| Sarver, Gregory Stephen | LC Driver Improvement | 01/24/18 | 01/24/18 | 02/03/18 | ST | \$150.00 | 014110394251320 | CDV-6000-311 | LaSalle Co Driver Improvement | |
| Schroeder, Eric Steven | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$4,320.00 | 011120570051340 | | | |
| Seeger, Andrew P | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$1,580.00 | 011120650051340 | | | |
| Seghi, Heather Nicole | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$4,275.20 | 011420730051340 | | | |
| Serafini, Daniel J | 18/SP Fast Track | 01/10/18 | 01/24/18 | 02/03/18 | ST | \$640.00 | 011520910051340 | MTH-0017-70 | Fast Track To College Math | |
| Serafini, Daniel J | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$6,400.00 | 011120910051340 | | | |
| Serafini, Richard Joseph | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$5,356.80 | 011220570051340 | | | |
| Skoflanc, Francie A | 16/17 Overload | 08/16/17 | 03/17/18 | 03/17/18 | OV | \$10,752.00 | 011320650051340 | | | |
| Smith, Paul C. | Flint Hills P & ID Training | 01/17/18 | 01/17/18 | 02/03/18 | ST | \$800.00 | 014210331051320 | CEU-5028-01 | Flint Hills P & ID Training | |
| Spanbauer, Jeffrey A | 17/18 Overload | 01/10/18 | 03/17/18 | 03/17/18 | OV | \$3,200.00 | 011120650051340 | | | |
| Spanbauer, Jeffrey A | 17/18 Overload | 01/10/18 | 02/03/18 | 02/03/18 | OV | \$150.00 | 011120650051340 | | | |
| Story, Michelle M | 17/18 Overload | 01/10/18 | 03/17/18 | 03/17/18 | OV | \$857.60 | 011320410051340 | | | |
| Story, Michelle M | 17/18 Overload | 08/16/17 | 03/17/18 | 03/17/18 | OV | \$10,368.00 | 011320410051340 | | | |
| Tunnell, Thomas D | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$5,120.00 | 011120910051340 | | | |
| Wiggins, Dawn M | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$5,760.00 | 011120910051340 | | | |
| Yong, Promise K. | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$2,048.00 | 011120570051340 | | | |
| Zeilman, Karen Elaine | 17/18 Overload | 08/16/17 | 02/03/18 | 02/03/18 | OV | \$14,080.00 | 011120650051340 | | | |
| Zellmer, Donald G. | 1st Half of Spring Show Choir | 01/10/18 | 02/03/18 | 02/03/18 | ST | \$1,310.00 | 011120650051900 | | | |
| Total | | | | | | 388,002.50 | | | | |

Cheryl Roelfsema
 Cheryl Roelfsema
 Vice President of Business Services and Finance

Dr. Jeffrey Corcoran 2/16/18
 Dr. Jeffrey Corcoran
 President

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

Stipends For Pay Period 02/17/18

| Name | Description | Start Date | End Date | Last Pay Date | Earn Type* | Amount | GL No. | Section Name | Section Title | Comments |
|-------------------------|----------------------------------|------------|------------|---------------|------------|----------|-----------------|--------------|--------------------------------|----------|
| Alvin, Stephen R | Study Abroad 17FA/18SP | 8/15/2017 | 2/17/2018 | 2/17/2018 | ST | 500.00 | 011120650051900 | | | |
| Baker, Kathryn June | Email & Windows 7/QuickBooks Pro | 2/12/2018 | 2/14/2018 | 2/17/2018 | ST | 210.00 | 014110394151320 | | | |
| Black, Mary A | 17/18 Overload | 8/16/2017 | 12/15/2017 | 2/17/2018 | OV | 960.00 | 011520910051340 | | | |
| Black, Wesley Taylor | 17/18 Overload | 8/16/2017 | 2/17/2018 | 2/17/2018 | OV | 1,024.00 | 011520910051340 | | | |
| Brolley, Vincent Depaul | Mileage Reimbursement | 2/1/2018 | 2/17/2018 | 2/17/2018 | ML | 72.23 | 011120650055210 | | | |
| Bubb, Jennifer Lee | 17/18 Overload | 1/10/2018 | 2/17/2018 | 2/17/2018 | OV | 640.00 | 011520910051340 | | | |
| Ebner-Landgraf, Tammy L | Mileage Reimbursement | 1/31/2018 | 1/31/2018 | 2/17/2018 | ML | 44.15 | 011120650055210 | | | |
| Ebner-Landgraf, Tammy L | 17/18 Overload | 8/16/2017 | 2/17/2018 | 2/17/2018 | OV | 3,940.00 | 011220910051340 | | | |
| Forst, Jean | 17/18 Overload | 1/10/2018 | 2/17/2018 | 2/17/2018 | OV | 1,280.00 | 011520910051340 | | | |
| Guttilla, Thomas L | Real Estate Post License | 1/24/2018 | 3/28/2018 | 3/31/2018 | ST | 1,050.00 | 014110394151320 | CEU-8307-301 | Real Estate Post License | |
| Lesman, Emily Elizabeth | 17/18 Overload | 8/18/2016 | 2/17/2018 | 2/17/2018 | OV | 960.00 | 011520910051340 | | | |
| Monterastelli, Cheri | THM Program Coordinator | 1/22/2018 | 5/19/2018 | 5/19/2018 | ST | 5,568.00 | 011420730051320 | | | |
| Sarver, Gregory Stephen | LC Driver Improvement | 2/7/2018 | 2/7/2018 | 2/17/2018 | ST | 150.00 | 014110394251320 | CDV-6000-02 | LC Driver Improvement | |
| Serafini, Daniel J | 17/18 Overload | 8/16/2017 | 2/17/2018 | 2/17/2018 | OV | 1,024.00 | 011520910051340 | | | |
| Smith, Mary Helen | MBL Corp Ottawa | 1/31/2018 | 2/8/2018 | 2/17/2018 | ST | 800.00 | 014210331051320 | CEU-4121-01 | Fast Course Excel 2016 | |
| Smith, Mary Helen | MBL Corp Ottawa | 1/31/2018 | 2/8/2018 | 2/17/2018 | ST | 800.00 | 014210331051320 | CEU-4124-02 | Fast Course PowerPoint 2016 | |
| Smith, Sara E | Food Service Sanitation-8 Hour | 1/29/2018 | 2/8/2018 | 2/17/2018 | ST | 600.00 | 014110394151320 | CEU-1503-631 | Food Service Sanitation-8 Hour | |
| Sorce, Adrianna Lyn | Heartfelt Snowman Painting | 2/6/2018 | 2/6/2018 | 2/17/2018 | ST | 150.00 | 014110394151320 | HLR-1115-302 | Heartfelt Snowman Painting | |
| Swett, Steven A | Additional Student Pay | 1/10/2018 | 5/19/2018 | 5/26/2018 | ST | 100.00 | 011220570051320 | | | |
| Tunnell, Thomas D | 17/18 Overload | 1/10/2018 | 2/17/2018 | 2/17/2018 | OV | 1,920.00 | 011120910051340 | | | |
| Tunnell, Thomas D | 17/18 Overload | 8/16/2017 | 2/17/2018 | 2/17/2018 | OV | 1,024.00 | 011520910051340 | | | |
| Urban-Bollis, Jill L | 17/18 Overload | 8/16/2017 | 12/15/2017 | 2/17/2018 | OV | 960.00 | 011220910051340 | | | |

28

CK

Stipends For Pay Period 02/17/18

| Name | Description | Start Date | End Date | Last Pay Date | Earn Type* | Amount | GL No. | Section Name | Section Title | Comments |
|-----------------|----------------|------------|-----------|---------------|------------|-----------|-----------------|--------------|---------------|----------|
| Wiggins, Dawn M | 17/18 Overload | 8/16/2017 | 2/17/2018 | 2/17/2018 | OV | 1,024.00 | 011520910051340 | | | |
| Total | | | | | | 24,800.38 | | | | |

Ceryl Roelfsema

Cheryl Roelfsema
Vice President of Business Services and Finance

Jerry Corcoran 2/22/18

Dr. Jerry Corcoran
President

***Earntypes**

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

Request for Proposals – Information Security Audit

Per the recommendation of our external financial auditors, the administration would like to seek proposals for an information security audit.

The audit will include:

- Internal security controls
- Review of information systems policies
- Colleague system security
- WebAdvisor portal security

Recommendation:

The administration recommends Board authorization to seek proposals for a Information Security Audit.

KPI 6: Resource Management

**REQUEST FOR PROPOSAL
INFORMATION TECHNOLOGY SECURITY AUDIT
FOR
ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513
PROPOSAL # RFP2018-P02**

INTRODUCTION

Illinois Valley Community College (IVCC) is requesting proposals for information technology security assessment services.

BACKGROUND

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

Vision: Leading our community in learning, working and growing.

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.

IVCC enrolls 5,204 credit students annually, 39% whom attend full time, and serves annually more than 2,868 students in its non-credit and career enhancement programs. The college, district and student profiles can be found on our current website <https://www.ivcc.edu/ir.aspx?id=25486>. In addition to IVCC's commitment to academics and workforce development, the college also promotes life-long learning and cultural enrichment.

INSTRUCTION TO BIDDERS

One (1) original and two (2) copies of the signed proposal must be submitted to:

**Illinois Valley Community College District No. 513
Purchasing Department – Room C-343
815 North Orlando Smith Road
Oglesby, Illinois 61348**

ALL PROPOSALS MUST BE IN A SEALED ENVELOPE MARKED “PROPOSAL FOR INFORMATION TECHNOLOGY SECURITY AUDIT” AND DELIVERED NO LATER THAN 10:00 A.M., THURSDAY, MARCH 29, 2018.

Late proposals will not be considered.

Questions should be directed to Michelle Carboni, Director of Purchasing, at (815) 224-0417 or michelle_carboni@ivcc.edu

The College reserves the right to accept or reject any or all proposals received or any parts thereof, or to negotiate separately with any vendors whatsoever if no acceptable proposals are submitted in order to best serve the interest of the College. The submission of a proposal indicates acceptance by the vendor of the conditions contained in this request for proposal (RFP), unless clearly and specifically otherwise noted in the submitted proposal and confirmed in the contract between the College and the vendor selected. The RFP is made for information and planning purposes only and does not obligate or bind the College contractually to accept any proposals submitted.

| RFP Timeline | |
|--------------------------|---------------------------|
| Date | |
| March 8, 2018 | Board approval for RFP |
| March 9 – March 28, 2018 | RFP posting |
| March 29 – April 2, 2018 | Review proposals |
| April 12, 2018 | Board of Trustee approval |
| April 16, 2018 | Contract start date |
| June 14, 2018 | Completion Date |

ACKNOWLEDGEMENT OF ADDENDA

Signature of a company official on an original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. **FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.**

PROPOSAL PROCEDURES

No proposal shall be modified, withdrawn, or canceled for ninety days after the proposal opening date without the consent of the College's Board of Trustees.

Changes or corrections may be made in the proposal documents after they have been issued and before proposals are opened. In such cases, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned and shall become part of the proposal documents. Except in unusual cases, addendum will be issued to reach the vendors at least five (5) days prior to the date established for receipt of proposals.

Each vendor shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or omissions from documents, or should there be doubt as to their meaning, they shall, at once, and in any event not later than ten (10) days prior to proposal due date, notify the Director of Purchasing who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing. After proposals are received, no allowance will be made for an oversight by the bidder.

SIGNATURE ON PROPOSALS

The College requires the signature on proposal documents to be that of an authorized representative of said company. Each bidder, by making her/his proposal, represents that she/he has read and understands the proposal documents and that these instructions to vendors are a part of the specifications.

TAX EXEMPTION

The College is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Tax, and Municipal Retailer's Occupation Tax (Tax Exemption ID # E9995-5253-06)

INVESTIGATION OF BIDDERS

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. The College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

INCURRED COSTS

Illinois Valley Community College will not be liable in any way for any costs incurred by respondents in replying to this RFP.

PROPOSAL AWARD

Award shall be made by the Illinois Valley Community College Board of Trustees to the responsible respondent whose proposal is determined to be the most advantageous to the College, taking into consideration price and the evaluation criteria set forth herein below. IVCC reserves the right to accept the RFP response as a whole or for any component thereof if it appears to be in the best interest of the College.

PROPOSED AGREEMENT

Submit a sample of your company's agreement with your proposal.

CERTIFICATION FORM

Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your proposal. Failure to do so may result in the rejection of your proposal.

SELECTION CRITERIA

The following criteria will be used by the College to evaluate the proposals and to make a recommendation:

1. Experience in working with community colleges and universities
2. Scope of Plan
3. References
4. Budget and Schedule

Acceptance of a proposal will be based on the total package of services offered. The College reserves the right to request additional information during the evaluation period.

EQUAL OPPORTUNITY EMPLOYMENT

Respondent shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to, the Equal Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. In addition, the respondent shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. Furthermore, the respondent shall comply with Public Act 98-107, which requires nearly any party that contracts with a community college to post employment vacancies with the state's job board: IllinoisJobLink.com.

LAW GOVERNING

Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois, without regard to conflict of law principles.

BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES ACT COMPLIANCE

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. It is the policy of the College to promote the economic development of disadvantaged business enterprises by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services, to the extent provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act ("Act"), 30 ILCS 575/0.01 et seq. and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities ("Council") which serves to implement, monitor and enforce the goals of the Act.

W-9 FORM

Please complete the enclosed W-9 form and return with your proposal.

SPECIFICATIONS:

Project Overview

SCOPE OF WORK

Internal Security Controls

- User account enrollment procedures for the Microsoft Active Directory domains and Ellucian Colleague system;
- Colleague application programming testing procedures and documentation review;
- Vendor access (physical or remote) procedures for working at the college;
- Access privileges for Microsoft Active Directory domains;
- Server and workstation security parameters;
- Network security mechanisms:
 - Virus protection
 - Installation of application and operating system security updates
 - Remote access;
- Review of software licensing and purchasing, procedures, documentation, and tracking;
- Controls for intrusion detection and prevention
- Physical security of workstations, servers, and data communication equipment by Oglesby and Ottawa Campus datacenters;
- Environmental controls such as fire detection, emergency lighting, and cooling system for Oglesby and Ottawa Campus datacenters;
- Physical security of installation media and removable storage devices;
- Security of laptops, smartphones, tablets, and other mobile devices.

Information Systems Policies

Management-level information system policies and procedures;

End-user policies

Employee awareness and compliance with security policies;

Incident response planning;

Process for review and approval of information system policies.

Colleague ERP System Security

Review current practice for access requests and approvals/denials and tracking;

Review programming request process and application development process.

WebAdvisor Portal Security

Design Deliverables

Upon completion, the vendor shall provide the College with:

Timely notification of HIGH risk vulnerabilities and recommendations for remediation;

Timely written reports (executive and technical) including specific recommendations to mitigate existing risks

Pricing

- Total cost for the engagement including all specifications
- Pricing breakdown for:
 - Information Technology General Controls
 - Perimeter Vulnerability Assessment
 - Internal Vulnerability Scan
 - Social Engineering – Email Spoofing (75)
 - Red Flags Training (all faculty and staff)

Submittal Requirements

The following instructions to respondents are in addition to and take precedence over general conditions of the contract.

1. The consultant will demonstrate a strong understanding of the diverse needs of community colleges
2. Provide a minimum of three (3) references of current customers. Provide evidence of financial stability
3. Provide a sample contract
4. Other services offered and hourly cost

Illinois Valley Community College Will Provide

Access to appropriate staff during 8:00 am – 4:30 pm central time M-F except for holidays or other times college is closed.*

* See the IVCC Academic Calendar for the schedule.
<http://www.ivcc.edu/calendars/academic.aspx>

Consultant Selection Criteria

Applicants will be minimally judged based on the following criteria:

1. Qualifications
2. Past experience on similar projects
3. Their understanding of and ability to navigate challenges associated with the diverse needs of community colleges
4. Ability to complete a project within a designated timeframe and within budget
5. References

6. Total cost of the design, implementation, CMS (new or upgrade) and annual support
Proposal Submissions Format

RFP responses must be delivered electronically via email in Microsoft Word 2013 or newer version (.docx) or Adobe PDF format. Proposals should adhere to this format.

1. Introduction/executive summary, including:
 - a. Proposal narrative, including your understanding of the Scope of Work
 - b. Your vision for the project
 - c. Your support policy for your work
 - d. Other information you would like to include.
2. Project Schedule and Development Process, including:
 - a. Explanation of process for creating a final scope of work document. Define your deliverables; create milestones, and possible barriers. Provide actual project schedule with target dates for each milestone.
 - b. Explain your customer communication and evaluation procedures.
3. Project Budget Estimates and Cost Projections, including:
 - a. Provide a breakdown of costs by line item within the parameters of the submission requirements.
 - b. Identify any additional expenses, fees, and other costs that you will require to complete the project.
4. Company or Agency Profile, including:
 - a. Background, capabilities, and related experience;
 - b. Employer Identification Number (EIN): Please include the current number and note if it has changed.
5. Attachments:
 - a. Samples of or links to previous design work relevant to this project.
 - b. Summary of current clients and partners, highlighting any projects created for educational organizations.
 - c. Samples and references for previous work relevant to this project, specifically:
 1. That clearly demonstrate ability to effectively implement the full range of functionality of recommended CMS
 2. Medium-sized websites (500+ pages) that demonstrate scalable, sustainable programming methodology.
 - d. Biographies of all who will work on the project including each individual's relevant experience.
 - e. Include names and contact information for individuals who can speak to the team's qualifications.

**ILLINOIS VALLEY COMMUNITY COLLEGE
INFORMATION TECHNOLOGY SECURITY AUDIT PROPOSAL RFP2018-
P02**

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

NAME OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL TO:

Illinois Valley Community College
Purchasing Department – Room C-343
815 North Orlando Smith Road
Oglesby, Illinois 61348

**Request for Taxpayer
 Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

| | | |
|---|--|--|
| Print or type. See Specific Instructions on page 3. | 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. | |
| | 2 Business name/disregarded entity name, if different from above | |
| | 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. | |
| | <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate | |
| | <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> | |
| | <input type="checkbox"/> Other (see instructions) ▶ _____ | |
| | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small> | |
| 5 Address (number, street, and apt. or suite no.) See instructions. | Requester's name and address (optional) | |
| 6 City, state, and ZIP code | | |
| 7 List account number(s) here (optional) | | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

or

Employer identification number

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

| | | |
|------------------|----------------------------|--------|
| Sign Here | Signature of U.S. person ▶ | Date ▶ |
| | | |

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1099-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

Purchase Request – Palo Alto Firewall Maintenance and Support

The Palo Alto Firewall is a pair of redundant devices that help protect our campus systems from outside cyber attacks, intrusion, and viruses. This maintenance subscription provides us with up to date virus definitions, content filtering, and hardware protection. Without these protections, the campus computer systems would be left vulnerable to the wilds of the internet.

This is a technology maintenance purchase that must be compatible with our Palo Alto Firewall hardware and is exempted from bidding per 110 ILCS 805/3-27(f).

Recommendation:

The administration recommends the Board authorize 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.

KPI 6: Resource Management

QUOTATION

Burwood Group, Inc.
 125 S. Wacker Dr., Suite 2950
 Chicago, IL 60606
 (312) 327-4600



Quote Number:
CHIQ46543

Quote Date:
 2/5/2018

| | |
|--|---|
| Quoted to: Chris Dunlap IL Valley Community College 815 North Orlando Smith Rd. Oglesby, IL 61348 | Ship to: IL Valley Community College Chris Dunlap 815 North Orlando Smith Rd. Oglesby, IL 61348 PO# |
|--|---|

IL Valley Community College 2018 PAN
 Renewal

| Customer ID | Good Through | Payment Terms | Sales Representative |
|-------------|--------------|---------------|----------------------|
| ILVALC | 3/7/2018 | Net 30 | tharrison |

Here is the quote you requested.

| Line # | Qty | Item | Type | Description | Unit Price | Ext. Price |
|---|-----|----------------------------|---------------|--|------------|------------|
| 2018 PAN 3 Year Renewal - CoTermed to 03/05/21 | | | | | | |
| 2 | 1 | PAN-PA-3020-WF-3YR-HA2-R | License | WildFire subscription 3-year prepaid renewal for device in an HA pair, PA-3020, s/n 001801007183 | \$4,403.00 | \$4,403.00 |
| 3 | 1 | PAN-PA-3020-TP-3YR-HA2-R | License | Threat prevention subscription 3-year prepaid renewal for device in an HA pair, PA-3020, s/n 001801007172 | \$4,403.00 | \$4,403.00 |
| 4 | 1 | PAN-PA-3020-URL4-3YR-HA2-R | License | PANDB URL filtering subscription 3-year prepaid renewal for device in an HA pair, PA-3020, s/n 0018010007172 | \$4,403.00 | \$4,403.00 |
| 5 | 1 | PAN-PA-3020-URL4-3YR-HA2-R | License | PANDB URL filtering subscription 3-year prepaid renewal for device in an HA pair, PA-3020, s/n 001801007183 | \$4,403.00 | \$4,403.00 |
| 6 | 1 | PAN-SVC-PREM-3020-3YR-R | Support/Maint | Premium support 3-year prepaid renewal, PA-3020, s/n 001801007172 | \$5,111.00 | \$5,111.00 |
| 7 | 1 | PAN-PA-3020-WF-3YR-HA2-R | License | WildFire subscription 3-year prepaid renewal for device in an HA pair, PA-3020, s/n 001801007172 | \$4,403.00 | \$4,403.00 |
| 8 | 1 | PAN-PA-3020-TP-3YR-HA2-R | License | Threat prevention subscription 3-year prepaid renewal for device in an HA pair, PA-3020, s/n 001801007183 | \$4,403.00 | \$4,403.00 |
| 9 | 1 | PAN-SVC-PREM-3020-3YR-R | Support/Maint | Premium support 3-year prepaid renewal, PA-3020, s/n 001801007183 | \$5,111.00 | \$5,111.00 |

Did you know Burwood Group offers proactive monitoring and management for the same products you purchase from us? Would you like to see an estimated cost? For more information, please contact your Burwood Account Executive or email support@burwood.com.

| | |
|------------------|--------------------|
| SubTotal | \$36,640.00 |
| Sales Tax | \$0.00 |
| Shipping | \$0.00 |
| Total | \$36,640.00 |

Please contact me if I can be of further assistance.

The Burwood Group, Inc. Standard Terms and Conditions of Sale document shall be a part of this quotation. Upon the purchase of the goods by Buyer, Buyer shall receive the warranty provided by the original manufacturer and Buyer shall rely on the original manufacturer's warranty for any and all defects.

To accept this quotation, please FAX or e-mail a Purchase Order to your sales representative. FAX: (312) 327-4601

Approved by: _____ Date: _____ Purchase Order Number: _____

BURWOOD GROUP, INC. STANDARD TERMS AND CONDITIONS OF SALE

THE TERMS AND CONDITIONS SET FORTH BELOW CONSTITUTE THE ENTIRE AGREEMENT BETWEEN BURWOOD GROUP, INC. AND CUSTOMER WITH RESPECT TO THE PURCHASE OF THIRD-PARTY PRODUCTS OR SOFTWARE ("PRODUCTS") OR THIRD-PARTY MAINTENANCE SERVICES ("MAINTENANCE") IDENTIFIED IN THE ATTACHED QUOTE UNLESS A SIGNED AND EFFECTIVE WRITTEN AGREEMENT FOR THE PURCHASE OF SUCH PRODUCTS, MAINTENANCE AND/OR SERVICES IS IN EFFECT BETWEEN CUSTOMER AND BURWOOD GROUP, INC. IN THE EVENT OF A CONFLICT BETWEEN SUCH AN AGREEMENT AND THESE STANDARD TERMS AND CONDITIONS OF SALE, SUCH AGREEMENT SHALL CONTROL.

1. **TRADE INS.** If a Customer Order includes a trade-in allowance then Customer shall comply with the return requirements of the manufacturer's trade in agreement. Any such trade-in goods must be received by the manufacturer on or before the date specified in the trade in agreement or, if no such agreement exists, by the sooner of the date specified in a Quote or sixty (60) days from delivery of the replacement goods. If Customer fails to return trade-in goods as required the trade-in allowance shall be forfeited and Customer will pay Burwood Group for the trade in allowance amount.
2. **PAYMENT AND INVOICING TERMS.** Payment in full of all invoices is due based on the terms printed on the invoice. Invoices for Products are issued upon shipment of Products from the manufacturer. Burwood Group has the right to charge a late payment fee of one and one half percent (1.5%) of the outstanding balance per month for each month, or partial month, any undisputed invoice remains unpaid beyond its due date, provided customer is given notice of delinquency and at least 10 days to cure. Customer will pay any attorney or collection fees incurred by Burwood Group to effect settlement of any undisputed past due invoice.
3. **SHIPPING AND DELIVERY.** All shipments by Burwood Group are F.O.B. origin or as may be applicable under the International Delivery terms below. Title and risk of loss to Products shall pass to Customer upon delivery to the common carrier. Customer is responsible for all freight, handling and insurance charges which shall be in addition to the price of the Products in the Quote. The carrier is not an agent of Burwood Group and in no event shall Burwood Group have any liability for loss or damage during shipment. Customer shall accept and pay for partial shipments of Products.
4. **SECURITY INTEREST.** Customer hereby grants and Burwood Group, Inc. retains a security interest in all Products purchased hereunder, and such security interest is released when payment in full is received by Burwood Group, Inc. Burwood Group shall maintain ownership of all products, even if they have been delivered to the Customer, until payment for the order has been fully received and retained.
5. **RETURN POLICY.** All sales are final other than for Products that do not meet manufacturer specifications or that are not included in the Customer Order. Customer must notify Burwood Group of any damaged or defective Products or discrepancy in shipment quantity or type and request a Return Material Authorization ("RMA") consistent with the manufacturer's return policies. All RMA's issued are valid for the period of time allowed by the manufacturer after which time the RMA will be cancelled. No return of Products will be accepted without an RMA. A credit for properly returned items less any restocking or other related charges imposed by the applicable third party manufacturer or supplier will be entered against the original invoice for the returned items. Products returned due to a shipping error or in accordance with warranty terms are not subject to restocking fees. Customer must ship returned Products prepaid to the specified warehouse location. Burwood Group will reimburse Customer's shipping costs for Products returned due to a shipping error. Returned Products must be in the original shipping cartons, undamaged, unused and unaltered. Opened software is not returnable
6. **WARRANTY.** All Products and Maintenance purchased hereunder are subject to the warranties provided by the manufacturer. Burwood Group hereby warrants that it has the right to sell these products and transfer to Customer such warranties Burwood Group receives from the applicable manufacturer. Burwood Group, Inc. agrees only to provide/install equipment/materials that are covered by manufacturer's warranties. EXCEPT AS SET FORTH IN THIS PARAGRAPH, ALL PRODUCTS AND MAINTENANCE ARE PROVIDED "AS IS" AND BURWOOD GROUP DISCLAIMS ANY AND ALL WARRANTIES AND REMEDIES, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY, SUITABILITY AND FITNESS FOR A PARTICULAR PURPOSE OR USE.
7. **LIMITATION OF LIABILITY.** NOTWITHSTANDING ANYTHING ELSE HEREIN, ALL LIABILITY OF BURWOOD GROUP UNDER THIS AGREEMENT OR OTHERWISE SHALL BE LIMITED TO MONEY PAID TO BURWOOD GROUP UNDER THIS AGREEMENT DURING THE SIX (6) MONTH PERIOD PRECEDING THE EVENT OR CIRCUMSTANCES GIVING RISE TO SUCH LIABILITY AND IN THE CASE OF DAMAGES RELATING TO ANY ALLEGEDLY DEFECTIVE PRODUCT SHALL, UNDER ANY LEGAL OR EQUITABLE THEORY, BE FURTHER LIMITED TO THE PURCHASE PRICE PAID BY CUSTOMER FOR SUCH PRODUCT. IN NO EVENT SHALL BURWOOD GROUP BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, LOST PROFITS, OR LOST DATA, OR ANY OTHER INDIRECT DAMAGES EVEN IF BURWOOD GROUP HAS BEEN INFORMED OF THE POSSIBILITY THEREOF.
8. **MAINTENANCE.** Any Maintenance resold by Burwood Group hereunder, including but not limited to Cisco SmartNet, is subject to the terms and conditions for such services identified by the third party provider. Burwood Group is not a party to any such third party terms and conditions.
9. **SOFTWARE.** Any software delivered under this Agreement is subject to the license terms provided with it. All software license terms are established directly between the Customer and the owner or licensor of the software. Burwood Group is not a party to any such software license and makes no warranties or representations related to the ownership, use or operation of the software. For sales tax purposes, the signed quote or master agreement shall include acceptance of the manufacturer's license agreement.
10. **SALES AND USE TAX.** Customer is responsible for any sales or use taxes for products/services delivered to locations where Burwood Group does not have nexus or assume collection responsibility. If customer claims an exemption from such taxes, customer shall provide copies of such certification of exemption upon request of the Burwood Group, Inc.

Faculty Tenure Recommendation – Dan Serafini

Dr. Deborah Anderson, Vice President for Academic Affairs and Dr. Robyn Schiffman, Dean of Humanities, Fine Arts and Social Sciences and of the former English, Math, and Education division have completed their evaluations of Dan Serafini, Mathematics Instructor in the division of Natural Sciences and Business. Mr. Serafini is eligible for tenure appointment. The tenure recommendation is attached.

Recommendation:

The administration recommends the approval of tenure for Dan Serafini, Mathematics Instructor.

KPI 5: District Population Served



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Memorandum

To: Jerry Corcoran, Ed.D, President
From: Deborah Anderson, PhD, Vice-President for Academic Affairs *da*
Bonnie Campbell, Associate Vice-President for Academic Affairs
CC: Robyn Schiffman, Dean for Humanities, Fine Arts and Social Sciences
Date: January 29, 2018
Subject: Dan Serafini Tenure Recommendation

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

To confirm that Mr. Serafini met all requirements prior to his eligibility date, he met with Dr. Anderson and Dean Schiffman for the initial presentation of his portfolio on January 18, 2018. In addition to evaluation documents, items of recognition, student course feedback, professional development, community service, and examples of contributions to the institution, Mr. Serafini's portfolio included artifacts from his classroom as evidence of his excellent teaching.

Mr. 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 to allow developmental students to complete their developmental work and their first gateway math course in the same semester; the presentation of his developmental work to other Illinois developmental faculty at Waubense Community College; the collaboration with tech faculty to infuse appropriate problem-solving skills into the curriculum, and his leadership and participation in the college's planning processes over the past two years.

Dean Schiffman noted in her recommendation that Mr. Serafini "so clearly enjoys teaching and engaging with young people." As a veteran instructor and corporate trainer, Mr. Serafini "has found another calling in the college classroom..." IVCC is fortunate to have him as one of our stellar instructors.

Dean Schiffman and Dr. Anderson were in unanimous agreement that Mr. Serafini meets the requirements for tenure outlined in the IVCC Guidelines for Non-tenured Faculty Evaluation System.

We look forward to Mr. Serafini sharing his portfolio and celebrating his success with the Board of Trustees at the March 8, 2018 meeting.

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

Daniel J. Serafini is being recommended for tenure in his position as Math Instructor at Illinois Valley Community College. This tenure appointment will commence with the Fall 2018 semester.

This recommendation is based on the following:

1. Exemplary Teaching Performance

Here are words from an anonymous Dan Serafini Calculus 2001 student on our Student Course Feedback form from Fall 2017: “Favorite professor at IVCC, this guy has helped me more than I could ever hope. He has influenced me to teach once I retire to help the next generation succeed. Keep up the good work!!!!!!” This student comment encapsulates so much about Dan: his powerful and positive effect on students (complete with exclamation 6 marks), his energy and enthusiasm, and the fact that the IVCC chapter in his life comes after his 25 year career in industry and in the high school classroom. Dan not only teaches his students the required curriculum, he gets them thinking beyond math and beyond college so that they must apply their skills to the real world to solve problems and work together while doing so. His “Challenge Problems” are legendary in the Math Department. He has been a joy for me to observe 7 times. Dan’s energy and enthusiasm never wanes. He tells his night class to keep up with him (even when he has been teaching since 8 am). He so clearly enjoys teaching and engaging with young people. Though Dan came to IVCC already a veteran instructor, with years of High School teaching and jobs teaching in the corporate world, Dan has found another calling in the College classroom, which has newly invigorated him.

2. Contributions to the College

Dan contributes meaningfully to the college. Dan is on our Dual Credit Committee and is the Math facilitator for our Bridging the Gap/High School Partnership work. He has presented at our ROE day, presented many times on our Fast Track math curriculum and success rates, has served to help plan Development Days, and has worked closely with other math faculty on Division projects to reduce remediation, choose a new textbook, and to make new cut score recommendations. As a facilitator, Dan has worked with the Support Staff during Support Staff Development Day, worked with the College faculty at in-service to facilitate strategic planning, and served as a consultant to the Admissions office, HR, and Academic Affairs. The past two years, Dan has helped Honors students with the statistical interpretation part of their independent study projects. His work with them has been invaluable to their success as high achieving students.

3. Contributions to the Community

As our Math lead for our Bridging the Gap/High School Partnership work, Dan has worked closely with our Dual Credit math instructors and he even mentored a Dual Credit Seneca High School instructor when that partnership was beginning. Dan is active in his Church and has participated and led several retreats and taught Confirmation students.

4. Professional Involvement

In 2015 Dan went to Waubensee Community College to present at a Developmental Educator's Symposium on the Fast Track Program with 2 other colleagues. Dan is aware of current trends in education, math, communication, marketing, and high school engagement. He uses this knowledge in his classrooms and when he reaches out to students. He reviews textbooks and makes decisions about software and other products for his math classes.

Dan is one of the most conscientious faculty members I have ever worked with in 16 years at 3 institutions of higher education. He is thoughtful in his contributions in email and in person. Dan is so passionate about certain topics that I come to expect his lengthy emails after meetings as he percolates. Given Dan's long careers elsewhere, other faculty, administration, and staff at IVCC view him as a source of wisdom and knowledge. He makes learning math fun but he also just makes any cognitive exercise fun and recognizes the journey involved in learning. I hope this tenure award is just the beginning of another long and storied chapter in Dan's life. He has found not just a home or a community: he has, at long last, found his calling and purpose. We are, simply, a better institution because Dan works here.

Recommended by:



12/15/17

Dr. Robyn L. Schiffman
Dean, English, Mathematics, and Education
Interim Dean Humanities, Fine Arts, and Social Sciences

Date



Dr. Deborah Anderson
Vice President for Academic Affairs

1-19-18

Date

Faculty Tenure Recommendation – Heather Seghi

Dr. Deborah Anderson, Vice President for Academic Affairs, and Bonnie Campbell, Associate Vice President for Academic Affairs and former Dean for Workforce Development, have completed their evaluations of Heather Seghi, Dental Assisting Instructor in the division of Workforce Development. Ms.Seghi was eligible for tenure appointment in January 2018. An item for information was included in the November 2017 Board book. The tenure recommendation is attached.

Recommendation:

The administration recommends the approval of tenure for Heather Seghi, Dental Assisting Instructor.

KPI 5: District Population Served



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Memorandum

To: Jerry Corcoran, Ed.D., President
From: Deborah Anderson, Ph.D., Vice President for Academic Affairs *da*
Bonnie Campbell, Associate Vice President for Academic Affairs and Dean for Workforce Development
Date: February 23, 2018
Subject: Heather Seghi Tenure Recommendation

An item for information was included in the November Board Report about the status of Heather Seghi's progress toward tenure. Her tenure was effective in January, 2018.

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

To confirm that Ms. Seghi met all requirements prior to her eligibility date, she met with Dr. Anderson and Ms. Campbell for the initial presentation of her portfolio on October 26, 2017. In addition to evaluation documents, letters of recommendation, student course feedback, professional development, community service, and examples of contributions to the institution, Ms. Seghi's portfolio included artifacts from her classroom as evidence of student learning

Ms. Seghi's accomplishments include the redesign of the Dental Assisting curriculum the reconstitution of the Community Advisory Board in Dental Assisting, 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, "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."

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

We look forward to Ms. Seghi sharing her portfolio and celebrating her success with the Board of Trustees at the March 2018 meeting.

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

Heather Seghi is being recommended for tenure in her position as an Instructor/Program Coordinator in the Dental Assisting Program at Illinois Valley Community College.

This recommendation is based on the following:

1. Exemplary Teaching Performance:

Heather Seghi has demonstrated that she is a teacher who not only has a deep passion for the profession of dental assisting but has developed that same sort of passion for teaching. In a short period of time she has developed a confidence in the classroom that is obvious to her students. Heather's students, both in the classroom and laboratory settings, recognize they are in good hands and trust that the guidance they are receiving is appropriate to current demands and trends in the field of dental assisting. She challenges her students to think beyond what they see through the use of a variety of teaching strategies utilized in the formal classroom and the laboratory setting, including clinical logs and formal and informal student evaluations. Through the use of a variety of classroom delivery and assessment techniques Heather creates an atmosphere where students are engaged, relaxed and willing to participate. In addition to her teaching responsibilities, Heather coordinates the dental assisting curriculum and has been instrumental in moving it forward and in step with current trends. She has successfully taken on a multitude of new courses as a lead instructor, and has strategically created and coordinates a vibrant and integral part-time faculty cohort. Student feedback forms consistently cite Heather as an "amazing", "patient", and "great" instructor who is always available to her students. She is perceived by her students to be "a great instructor...considerate about us and how well we are learning".

2. Contribution to the College:

As a result of Heather's active participation in committees and teams, she has demonstrated her commitment to not just the Dental Assisting program, but IVCC in general. She extends herself to assist current and past students through involvement in departmental, division and college initiatives. The following list illustrates examples of her participation:

- Coordinates regular meetings for Dental Assisting part-time faculty;
- Active participant in monthly Workforce Development Division Meetings;
- Curricular revision of DLA 1205 Preventive Dentistry;
- Creation of DLA 2205 Expanded Functions;
- Participant in New Faculty Orientation class;
- Member of IVCC Strategic Enrollment Management Committee.

3. Contributions to the Community:

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

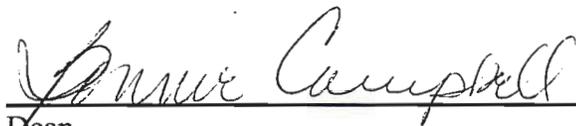
- Coordination of and participation in the Health Careers portion of the Annual Career Expo;
- Active participation with the Dental Assisting Advisory Council;
- Facilitation of IVCC free dental services;
- School Board Member Dimmick Consolidated School District.

4. Professional Involvement:

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

- Currently working on her Master Degree in Public Health at Capella University;
- Maintains certification in : Dental Assisting, Topical Fluoride, Preventive Functions;
- Member Illinois Dental Assisting Association.

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. Heather is an asset to both the institution and our community.



Dean

2-23-18

Date



Vice President for Academic Affairs

2-23-18

Date

**Faculty Appointment – Kevin Hermes, Criminal Justice Program Coordinator/
Instructor**

The search advisory committee has selected Kevin Hermes as Criminal Justice Program Coordinator/Instructor to fill the vacancy created by the retirement of Dr. Rebecca Donna. Information on this candidate is attached.

Recommendation:

The administration recommends 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 salary is \$51,496.

KPI 4: Support for Employees

RECOMMENDED FOR FACULTY APPOINTMENT
2018-2019

GENERAL INFORMATION:

POSITION TO BE FILLED: Criminal Justice Program Coordinator/Instructor

NUMBER OF APPLICANTS: 15

NUMBER OF APPLICANTS INTERVIEWED: 5

APPLICANTS INTERVIEWED BY:

Dr. Donna, Mr. Groleau, Mr. Walczynski

APPLICANT RECOMMENDED:

Kevin Hermes

EDUCATIONAL PREPARATION:

Nova Southeastern University, Ft. Lauderdale, FL – Ph.D. candidate, Criminal Justice
American Public University, Charles Town, WV – M.A., Criminal Justice
Suffolk University, Boston, MA – B.A., Criminology and History

EXPERIENCE:

Southern New Hampshire University, Manchester, NH – Online Adjunct Faculty
Bensenville Police Department, Bensenville, IL – Police Sergeant and Officer
Northern Illinois University Police Department, DeKalb, IL – Police Officer

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

1. Excellent teaching demonstration in which his knowledge and pedagogical approach to the teaching of critical criminology was extremely well done
2. Nearly 30 year career of practical policing experience coupled with teaching experience at the college level; strong background in the development and delivery of online courses
3. Solid interview with thorough answers to all questions; demonstrated via comments his research of IVCC and the existing criminal justice/forensic specialist programs
4. Educational philosophy on the comprehensive community college was outstanding

RECOMMENDED SALARY: B-8, \$51,496 annualized

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

Bid Results – Campus-Wide Security Upgrades

Bids for the Campus-Wide Security Upgrades were received and publicly opened on February 27, 2018.

Total Automation Concepts, Inc., Alsip, Illinois, submitted the low bid and met all bidding requirements and specifications. Attached is a letter of recommendation from Demonica Kemper Architects. A summary of bids received is listed below.

| Contractor | Base Bid | Alternate No.1 |
|--|-----------------|-----------------------|
| Total Automation Concepts, Inc. Alsip, IL | \$352,985 | \$1,500 |
| First Security Systems, Inc. Naperville, IL | \$374,000 | \$0 |
| Thompson Electronics Company Peoria, IL | \$399,940 | \$0 |
| Halm Electrical Contracting, Inc. Ottawa, IL | \$459,500 | \$5,000 |
| Imperial Surveillance Arlington Heights, IL | \$497,672 | \$0 |
| Ficek Electric & Communication Systems, Inc. La Salle, IL | \$572,000 | \$0 |
| G4S Secure Integration LLC Omaha, NE | \$599,765 | \$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 Total Automation Concepts, Inc., Alsip, Illinois, in the amount of \$352,985 for the Campus-Wide Security Upgrades.

KPI 6: Resource Management



DEMONICA KEMPER ARCHITECTS

105 North Halsted Street, Suite 100, Chicago, Illinois 60610 | T 773.462.1100 | F 773.462.1101
www.demonickemper.com

February 28, 2018

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

Re: Campus-Wide Security 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 February 27, 2018. Seven (7) bids were received.

Upon review of the bid submittals and project scope with the low bidder, Total Automation Concepts, 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:

Total Automation Concepts, Inc
5602 W. 120th Street
Alsip, IL 60803

The contract amount shall include the Base Bid for a total contract amount of \$352,985.00. 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

Bid Results – Cultural Centre Accessibility Upgrades

Bids for the Cultural Centre Accessibility Upgrades were received and publicly opened on February 27, 2018.

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

| Contractor | Base Bid | Alternate No.1 | Alternate No.2 | Alternate No.3 | Alternate No.4 |
|--|-----------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Vanguard Contractors, Inc. Pekin, IL | \$547,200 | \$0 | \$7,500 | \$43,500 | \$20,500 |
| Vissering Construction Co. Streator, IL | \$589,000 | \$0 | \$2,500 | \$19,500 | \$20,500 |

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

Alternate No. 2 Add to the Lump Sum base bid to paint the existing stage floor.

Alternate No. 3 Add to or deduct from the Lump Sum base bid to provide fixed audience seating Hussey Seating in lieu of Irwin Seating Co., Inc.

Alternate No. 4 Add to or deduct from the Lump Sum base bid to provide fixed audience seating KI Auditorium Seating in lieu of Irwin Seating Co., Inc.

Recommendation:

The administration recommends Board approval 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.

KPI 6: Resource Management



DEMONICA KEMPER ARCHITECTS

101 North Hubbard Street, Suite 100, Quincy, Illinois 62450 | T 618.291.1111 | F 618.291.1112
www.demonickemper.com

February 28, 2018

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

Re: Cultural Centre Accessibility Upgrades
Letter of Recommendation to Award a Construction Contract

Dear Ms. Carboni,

Bids were received on the above referenced project at 2:30 pm on February 27, 2018. Two (2) bids were 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 and Alternate Bid No. 2 for a total contract amount of \$554,700.00. 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

Intergovernmental Agreement With the City of Marseilles

The City of Marseilles has established a new Downtown TIF district. Marseilles Elementary School District No. 150, LaSalle County, and IVCC negotiated with the City to establish an Intergovernmental Agreement to share in the tax increment:

| | | |
|---|-------------------------------------|-----------|
| Years 1 – 3 – no payments to the taxing districts | | |
| Years 4 – 23 | Increments of \$100,000 - \$200,000 | 22% share |
| | Increments of \$200,000 - \$300,000 | 32% share |
| | Increments of \$300,000 - \$400,000 | 42% share |
| | Increments of \$400,000 and up | 52% share |

The School District will receive 78.8 percent of the increment; the County 15.4 percent, and IVCC, 5.8 percent. These percentages are based on the current tax rates. The taxing districts will periodically review these rates and adjust as tax rates change.

The City of Marseilles has four other TIF Districts:

- TIF #1** – expires in 2018; only one IGA (Marseilles Elementary School District);
- TIF #2** – expires in 2018; though established in 1995, a settlement agreement in 2007 provided for 40 percent of the increment to be disbursed among six taxing districts, including IVCC, based on tax rates;
- TIF #3** – expires in 2019; residential TIF – 40 percent of increment is declared a surplus and disbursed among all taxing districts;
- TIF #4** – expires in 2023; no IGAs.

Recommendation:

The administration recommends Board approval of the intergovernmental agreement with the City of Marseilles, as presented.

KPI 6: Resource Management

CITY OF MARSEILLES
RESOLUTION NO. 2018-5

A RESOLUTION AUTHORIZING EXECUTION OF
INTERGOVERNMENTAL AGREEMENT
RELEVANT TO THE PROPOSED DOWNTOWN TIF DISTRICT (TIF NO. 5)
WITH ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513,
LASALLE COUNTY and MARSEILLES ELEMENTARY SCHOOL DISTRICT NO. 150

WHEREAS, the City of Marseilles has undertaken steps to establish a DOWNTOWN TIF DISTRICT to be commonly known as TIF NO. 5; and,

WHEREAS, Illinois Valley Community College District No. 513, the County of LaSalle, and Marseilles Elementary School District No. 150 have requested that the City enter into an INTERGOVERNMENTAL AGREEMENT with them to reduce some of the potential negative impact on the real estate tax base of caused by the creation of the proposed TIF NO. 5; and,

WHEREAS, the 1970 Illinois Constitution, Article VII, Section 10, authorizes all said parties to enter into a INTERGOVERNMENTAL AGREEMENT; and,

WHEREAS, The Tax Increment Allocation Redevelopment Act ("*TIF Act*"), Illinois Compiled Statutes, as amended, Ch. 65 Section 5/11-74.4-1 et seq. authorizes the City municipality to enter into all contracts necessary or incidental to the implementation and furtherance of its redevelopment plan and project; and,

WHEREAS, the City Council desires to cooperate with the concerns of the other parties to the INTERGOVERNMENTAL AGREEMENT and has reviewed the INTERGOVERNMENTAL AGREEMENT and finds the terms of such reasonable and proper;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSEILLES, ILLINOIS that the Mayor and City Clerk are hereby authorized to CITY OF MARSEILLES DOWNTOWN TIF DISTRICT (TIF NO. 5) INTERGOVERNMENTAL AGREEMENT in the same or substantially similar to the one attached hereto.

Passed and approved this 7th day of February, 2018

City of Marseilles

By James Hollerbeck
Mayor

ATTEST:

By Rosely Hart
Clerk



**CITY OF MARSEILLES DOWNTOWN TIF DISTRICT (TIF NO. 5)
INTERGOVERNMENTAL AGREEMENT**

by and between

**THE CITY of MARSEILLES, ILLINOIS and
ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513, LASALLE COUNTY and
MARSEILLES ELEMENTARY SCHOOL DISTRICT NO. 150**

This Intergovernmental Agreement is entered into by and between the City of Marseilles, an Illinois Municipal Corporation, Illinois Valley Community College District No. 513, an Illinois Community College District, the County of LaSalle and Marseilles Elementary School District No. 150, pursuant to the 1970 Illinois Constitution and Illinois Revised Statutes.

In consideration of their mutual promises, the parties hereto agree as follows:

1. The City of Marseilles ("City") is an Illinois Municipal Corporation organized under the Constitution and Statutes of the State of Illinois.
2. The Illinois Valley Community College District No. 513, ("Community College District") is an Illinois Community College District organized under the Statutes of the State of Illinois.
3. The County of LaSalle ("County") is an Illinois County.
4. Marseilles Elementary School District No. 150 ("School District") is an Illinois School District.
5. The 1970 Illinois Constitution, Article VII, Section 10, and the Illinois Compiled Statutes Ch. 5 Section 220/1 et seq. provide legal authority for intergovernmental privileges and authority to be enjoyed jointly by community college districts, counties, school districts and municipalities as well as other public bodies politic.
6. The Tax Increment Allocation Redevelopment Act ("*TIF Act*"), Illinois Compiled Statutes, as amended, Ch. 65 Section 5/11-74.4-1 et seq. authorizes a municipality to enter into all contracts necessary or incidental to the implementation and furtherance of its redevelopment plan and project.
7. The City has adopted a Redevelopment Plan and Projects and designated a Redevelopment Area pursuant to the TIF Act for the City of Marseilles Downtown TIF District – TIF No. 5 ("*TIF District*") which is an area located in the County of LaSalle and also in the boundaries of the Community College District and the School District and which will impact the growth of those taxing bodies.
8. The City has determined that it wishes to reduce some of the negative impact on the real estate tax base of the Community College District, the County and the School District caused by the creation of the TIF District, and to secure certain benefits.
9. The parties declare that this Agreement is adopted pursuant to the 1970 Illinois Constitution, Article VII, Section 10; the Tax Increment Allocation Redevelopment Act, Illinois Compiled Statutes, 2007, as amended, Ch. 65 Section 5/11-74.4-1 et seq. and other applicable statutes.

NOW, THEREFORE, the parties agree to implement these policies as follows:

I. DEFINITIONS

1. As used herein, unless the context indicates otherwise, or unless specifically defined otherwise, the following terms shall be accorded the following meanings:

1.1 TIF Act. The Tax Increment Allocation Redevelopment Act of Illinois, (65 ILCS 5/11-74.4.1 *et seq.*) as amended, and as it may hereafter be amended from time to time.

1.2 Redevelopment Project Area. The portion of the City designated as a Redevelopment Project Area in attached Exhibit A, except as may be modified consistent with this agreement.

1.3 Plan and Project. The redevelopment plan and redevelopment project defined as the "Plan" and the "Project" in such ordinances relating to the Downtown TIF (TIF No. 5) as may be adopted by the City.

1.4 Incremental Revenues. The amount of real estate tax revenues which would be required to be deposited into the City's special tax allocation fund pursuant to Section 11-74.4-8(b) of the TIF Act and in consequence of the City's designation of the Redevelopment Project Area and adoption of the Plan and Project.

1.5 Collection Year. The year in which incremental revenues are actually collected by LaSalle County and distributed to the City, although actually levied in the preceding year.

1.6 Taxing Districts. Means LaSalle County, Illinois Valley Community College and Marseilles Elementary School District No. 150.

1.7 Capital Costs. Means costs for acquisition of all real property, and all personal property having a value in excess of \$500 and, having a useful life of at least six (6) months and otherwise meeting the definition of "Capital" as set forth by the Illinois State Board of Education. Examples of capital costs are, but not limited to:

- Acquisition of land;
- Improvement to any existing site;
- Development of classrooms, parking lots, sidewalks, traffic signals, roadways, connections with water, sewer and electrical lines, playgrounds, recreation grounds and athletic fields;
- Remodeling or renovation of facilities;
- Purchase and prefabrication of classroom units;
- Material, goods or equipment as set forth in Appendix A of the Illinois Program Accounting Manual for local Education Agencies prepared by the Illinois State Board of Education;
- Equipment, office equipment, vehicles, or athletic equipment; or any other piece of capital equipment deemed necessary by the Taxing District.

II. REIMBURSEMENT OBLIGATION, CALCULATION AND TIMING

A. REIMBURSEMENT OBLIGATION

1. Each year during the term of this Agreement, the City agrees to reimburse the Community College District for expenditures for capital costs and job training, advanced vocational education and other career education purposes, from the Incremental Revenues in accordance with Section II B. below.
2. Each year during the term of this Agreement, the City agrees to reimburse the County for expenditures for capital costs, from the Incremental Revenues in accordance with Section II B. below.
3. Each year during the term of this Agreement, the City agrees to reimburse the School District for expenditures for capital costs and for a license for outdoor athletic and recreational facilities (as described in Section III below), from the Incremental Revenues, in accordance with Section II B. below.

B. CALCULATION OF PAYMENTS

The total amount to be paid by the City to the Taxing District under this Agreement shall be calculated as follows:

1. In the first three Collection Years following the date that the Redevelopment Project Area is designated for the TIF District, all Incremental Revenues shall be retained by the City.
2. Beginning in the fourth Collection Year following the date that the Redevelopment Project Area is designated for the TIF District, and continuing every Collection Year thereafter for the life of the TIF District, the City shall pay to the Taxing Districts the following percentages of the Incremental Revenues:
 - For the first \$100,000 to \$200,000 of Incremental Revenues generated, the Taxing Districts shall receive 22% of that amount;
 - For Incremental Revenues in the amount of \$200,000 to \$300,000, the Taxing Districts shall receive 32% of that amount;
 - For Incremental Revenues in the amount of \$300,000 to \$400,000, the Taxing Districts shall receive 42% of that amount; and
 - For Incremental Revenues in the amount of \$400,000 and up, the Taxing Districts shall receive 52% of that amount.
3. Example: If Incremental Revenues = \$430,000 then:

| | |
|--------------------------------------|-------------------|
| \$100,000 to \$200,000 at 22% | = \$22,000 |
| \$200,000 to \$300,000 at 32% | = \$32,000 |
| \$300,000 to \$400,000 at 42% | = \$42,000 |
| <u>\$400,000 to \$430,000 at 52%</u> | <u>= \$15,600</u> |
| Total to Taxing Districts: | \$111,600 |
4. Distribution by the City of the Incremental Revenues due to the Taxing Districts shall be made in the following proportions: 78.8% to the School District, 15.4% to the County and 5.8% to the Community College District. These percentages shall continue until the City receives a written correspondence signed by the Taxing Districts directing a change in the percentages. The Taxing Districts agree that from time to time they will review and adjust the percentages so that the percentages are in proportion as each Taxing District's portion of the property tax bill.

C. REIMBURSEMENT TIMING

The City shall pay the sum determined above to the Taxing Districts within sixty (60) days of the City's receipt of the Incremental Revenues.

III. LICENSE FOR OUTDOOR ATHLETIC AND RECREATION FACILITIES

A. NEED FOR LICENSE

The City recognizes the importance of recreational opportunities for the City to be an attractive and vibrant area and recognizes that such opportunities increase the likelihood that redevelopment will occur in the City. The City also recognizes that the provision of recreational opportunities is an important part of its redevelopment strategy that will benefit the City and its residents. As the City's most recent comprehensive plan acknowledges, however, there is a dearth of recreational land and facilities. Accordingly, the City intends by this Agreement to secure additional recreational facilities for the health and welfare of its citizens and to make the City and downtown a more attractive area for redevelopment.

B. CONDITIONS OF LICENSE

Grant of license and conditions of license. The School District hereby grants to the City a nontransferable license for the use of the outdoor recreational facilities ("Facilities") of the School District as described in Exhibit B under the following terms and conditions:

1. The City shall only be permitted to use the Facilities at such times as the Facilities are not used by the School District or scheduled for use by the School District.
2. The City shall schedule the use of the Facilities with the Superintendent of the School District. The scheduling decision of the Superintendent shall be final.
3. The School District shall have the authority to prohibit any use of the Facilities by the City which, in the sole opinion of the School District, is inconsistent with the design or function of the Facilities or which may cause unreasonable damage to the Facilities.
4. The City shall be responsible for the cost of repairs to Facilities which are necessary as a result of any use of the Facilities by the City. For certain events the School District, in its sole discretion, may require a surety bond or some other security to be posted to ensure repair and clean up from any event at the Facilities.
5. The City shall not construct any structures or improvements on the Facilities nor permit or cause any alterations to the Facilities without the express written authorization of the School District.
6. After each use of the Facilities by the City, the City shall cause the Facilities to be put in substantially the same condition as they were prior to the use by the City.
7. Prior to use, the City shall procure insurance, in the amount equal to the general liability policy limits of the insurance carried by the School District, which provides coverage for uses of the Facilities. Said insurance shall name the School District as an additional insured.

IV. ALTERNATE SURPLUS CALCULATION

In the event the payments of Incremental Revenues described above are challenged and determined by judgment of a court of competent jurisdiction to be invalid in whole or in part, the City agrees that it will immediately begin declaring and distributing surplus funds in accordance with the TIF Act and that the amount of such declared surplus will be equal to the total amount the City would have been required to pay under Section II B. of this Agreement.

V. GENERAL PROVISIONS

Binding Effect:

This Agreement shall be binding on the parties and their respective successors--including successors in office. Should any of the parties merge or become a part of any other taxing district, this Agreement shall apply to the successor taxing district.

Governing Law:

This Agreement is governed by and shall be construed in accordance with the laws of the State of Illinois.

Term:

The obligation of the parties hereto shall continue for the duration of the TIF District. The TIF District shall terminate upon completion of all redevelopment projects or twenty-three (23) years from the creation of the TIF district, whichever occurs first. Whether the TIF District exists for the entire twenty-three (23) years or terminates earlier, the City will pay in the following year thereafter, the sums due to the parties for the prior year or years.

Amendments, Waivers, Modifications:

No amendment, waiver or modification of any term or condition of this Agreement shall be binding or effective for any purpose unless expressed in writing and adopted by each of the parties as required by law.

Waiver of All Rights to Contest TIF District:

The Taxing Districts, by their execution and approval of this Agreement hereby waive forever any and all right to directly or indirectly set aside, modify or contest in any manner the establishment or the administration of the TIF District including the Redevelopment Plan, Projects and Area. Nothing contained herein is to be construed to give the Taxing Districts any right to participate in this administration of the TIF District or Plan or Project. Further, the Taxing Districts and their agents, employees, or officers shall not aid or assist in any manner any other party or entity seeking to challenge the TIF District.

Waiver of Right to Contest Agreement

The City agrees not to take any actions, either directly in its own name or indirectly through other persons, agents or proxies, to challenge this Agreement or any of the terms contained herein. By this paragraph, the City is prohibited from taking the following actions: challenging the validity of any term of this Agreement in any court or other tribunal or administratively; encouraging or suggesting any other party or governmental entity to challenge this Agreement in court or other tribunal or administratively;

providing any support to any other party or governmental entity to challenge this Agreement unless required by law to do so; lobbying or requesting any lawmaker or public official at any level to take any action that would diminish or eliminate the ability of the parties to realize the benefit of the bargain of this Agreement. This is not an exhaustive list of the actions the City is prohibited from taking, but, rather, is provided as an example of the scope and breadth of the prohibition in this section.

Enlargement of the TIF District:

The City agrees that it will not enlarge the TIF District. The City agrees that any change to the TIF Plan will not be made until after it has given at least 90 days notice to the Taxing Districts, or notice within the time required by law, whichever period of time is longer.

Real Estate Tax Increment Information:

1. The City agrees to provide the parties with information developed to establish the initial equalized assessed valuation of the TIF District and the calculations for successive years' computation of the real estate tax increment for the TIF District as a whole and, if possible, for each party individually.
2. The City agrees that it shall provide the parties with a copy of the TIF Annual Report when it is presented to the City Council. Such Report shall set forth: (a) the balance in the Special Tax Allocation Fund ("Fund") at the beginning of the year; (b) all amounts deposited in the Fund by source; (c) all expenditures from the Fund by categories; and (d) the balance in the Fund at the end of the year by source.

Complete Agreement:

This Agreement expresses the complete and final understanding of the parties with respect to the subject matter.

Use of Incremental Revenues

The City agrees that the Incremental Revenues it retains shall be used solely to benefit the Redevelopment Project Area and in support of the Project and Plan. Incremental Revenues shall not be transferred to another TIF.

Costs and Attorney Fees

In the event any party is required engage legal counsel and incurs cost in order to enforce the terms of this Agreement, that party shall be entitled to all of its reasonable costs and attorney fees incurred in enforcing the terms of this Agreement.

Authority to Execute:

The undersigned represent that they have the authority of their respective governing authorities to execute this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on _____, 2018.

ILLINOIS VALLEY COMMUNITY
COLLEGE DISTRICT NO. 513

CITY OF MARSEILLES

By: _____
President

By: _____
Mayor

Attest: _____
Administrative Assistant

Attest: _____
City Clerk

MARSEILLES ELEMENTARY SCHOOL
DISTRICT NO. 150

COUNTY OF LASALLE

By: _____
Board President

By: _____
Chairman

Attest: _____
Board Secretary

Attest: _____
County Clerk

Renewal of Non-tenured Faculty for 2018/2019

The administration is pleased to announce the following non-tenured faculty will have their contracts renewed for the academic year 2018/2019:

Maddalena Alfano, Nursing Instructor
Tracey Antle, Nursing Instructor
Tammy L. Ebner-Landgraf, Early Childhood Education Instructor
Jean Forst, English & Reading Instructor
Heather A. Knoblauch, Nursing Instructor
Amber Knowlton, Nursing Instructor
Willard D. Mott, Agriculture Instructor
Taylor Myers, Nursing Instructor
Andrew P. Seeger, World Languages Instructor

KPI 3: Support for Students

KPI 5: District Population Served

RECOMMENDED FOR STAFF APPOINTMENT
2017-2018

GENERAL INFORMATION:

POSITION TO BE FILLED: Grant Assistant for Adult Education

NUMBER OF APPLICANTS: 13

NUMBER OF APPLICANTS INTERVIEWED: 5

APPLICANTS INTERVIEWED BY:

Ms. Escatel, Ms. Lock, Ms. Martyn, Mr. Olivero

APPLICANT RECOMMENDED:

Jamie Pratt

EDUCATIONAL PREPARATION:

Illinois State University, Normal, IL – B.S., Social Science

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

EXPERIENCE:

Carus Chemical Corporation, Peru, IL – Accounts Payable Coordinator

Accountemps, Warrenville, IL – Accounting Clerk

OfficeMax, Naperville, IL – Workforce Management Operations Specialist

OfficeMax, Ottawa, IL – Associate Resources Center Analyst HRIS; Accounts Payable
Technician and Representative

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

1. Bookkeeping, accounting and data entry experience
2. Experience with reports, forms, and submission deadlines
3. Outstanding computer skills in all Microsoft Office applications
4. Professional, thorough, and positive throughout the interview
5. Positive remarks from reference checks further elaborating on her skills and abilities

RECOMMENDED SALARY: \$13.50 per hour, effective February 26, 2018

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

RECOMMENDED FOR STAFF APPOINTMENT
2017-2018

GENERAL INFORMATION:

POSITION TO BE FILLED: Network/Computer Systems Specialist

NUMBER OF APPLICANTS: 4

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Mr. Dunlap, Mr. Hunter, Mr. Waligora

APPLICANT RECOMMENDED:

Ryan Schenck

EDUCATIONAL PREPARATION:

Illinois Central College, East Peoria, IL – AAS, Network Administrator
CompTIA A+ Certification

EXPERIENCE:

Momentum Technologies, Peoria, IL – Systems Engineer/Lead Tech
AAA Confidential Security Corporation, Peoria, IL – Truck Driver/Warehouse
Work/Machine Maintenance
Emmon's Janitorial Services, Mapleton, IL – Custodian

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

1. Experience in many of the technologies in use here on campus including MS Windows server and installation of Cisco network equipment
2. Has obtained, or in process of earning, several industry certifications
3. Willingness to learn, very eager to succeed
4. Very well spoken and personable

RECOMMENDED SALARY: \$16.37 per hour, effective March 12, 2018

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

Mr. Chris Dunlap
Director ITS
Illinois Valley Community College

"Destiny is not a matter of chance, it is a matter of choice; it is not a thing to be waited for, it is a thing to be achieved."
~ William Jennings Bryan

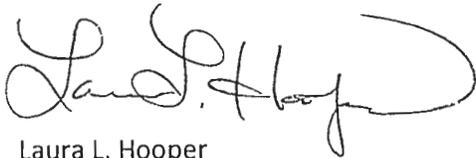
Per our conversation on 1/26/18, I am submitting this letter as confirmation of my intent to retire from my position as IR/IT Programmer Analyst with Illinois Valley Community College as of March 30, 2018.

This is a very personal decision – many significant life changing events over the past year have led me to believe this is the right decision for me at this time. Although transition can be challenging, I feel my 9 week notice will give Human Resources ample time to find a suitable replacement for my position. I have submitted the required paperwork to the State Universities Retirement System; I am grateful for the availability of the health insurance benefits offered as I start my new life path.

I would like to extend a sincere "thank you" to the IVCC family, especially my IT team, for all the support they have offered me in the last year. My high opinion of IVCC as a quality educational institution has not changed since I started my original position as Institutional Researcher in 2000. I value the friendships I have made here and feel honored to have made some lasting contributions through my work.

Please let me know if you need any additional information from me.

Best Regards,



Laura L. Hooper

RECEIVED

FEB 1 2018

HUMAN RESOURCES

February 21, 2018

Patricia Williamson
Illinois Valley Community College
815 Orlando Smith Road
Oglesby, IL 61348

RE: Retirement Resignation Letter

Dear Patty:

Please accept this letter of retirement from the position of Financial Aid Advisor effective May 1st, 2018. My last day of employment will be Monday, April 30th, 2018.

I would like to take this opportunity to thank you for all you have done for me. It has been an honor and a privilege to have worked with you and the wonderful Financial Aid Staff.

It has been a pleasure working at IVCC. I feel blessed that I was able to be a part of such a great team.

Sincerely,



Neil Jagodzinski
523 Hennepin St.
LaSalle, IL 61301

RECEIVED

FEB 21 2018

HUMAN RESOURCES

From: Kim Schultz
Sent: Tuesday, February 27, 2018 10:54 AM
To: Julie Hogue
Cc: Christine Blaydes, Bonnie Campbell, Polly Ragazincky
Subject: Retirement

Julie,

I am sending this email to let you know that I am going to retire from IVCC on May the 10. I have truly enjoyed working with the great people of IVCC. This comes with some sadness at no longer helping people start in the health care field. I am looking forward to more time with my family, and starting this new chapter of my life. Thank you for your help and understanding. I will always be proud of being an IVCC alumni and Instructor.

Sincerely,
Kim Schultz
RN IVCC CNA Instructor

Tonya Bland, FT Custodian
1054 Gooding St.
La Salle, IL 61326

February 23, 2018

Dr. Jerry Corcoran, President
Illinois Valley Community College
815 N. Orlando Smith Road
Oglesby, IL 61348

RE: Requesting Medical Leave of Absence

Dear Jerry:

As of April 9, 2018 I will exhaust my FMLA benefits so this letter is to formally request a leave of absence for medical reasons beginning on April 9, 2018 for one month. Due to my medical issue, my physician has advised me that it is anticipated that my return to work date will be April 12, 2018.

Please let me know what additional information is needed in order to approve this request. I greatly appreciate your assistance with this important matter.

Sincerely,

A handwritten signature in cursive script that reads "Tonya Bland". The signature is written in black ink and is positioned above a solid horizontal line.

Tonya Bland

**Children on Campus
(replaces Children in Classes and Children in the Workplace)**

In order to maintain a safe environment conducive to teaching, learning, and other college business, children under the age of 16 are not allowed on campus or extension sites unless accompanied by a parent or guardian, except when the child is enrolled in IVCC courses or participating in IVCC approved events.

Students are discouraged from bringing children to class. In a case where it is unavoidable, the instructor may grant permission. Children are not allowed to accompany students to labs, computer labs, testing facilities, or other areas where their presence may pose a distraction or safety concern.

Children of employees are discouraged from staying on college premises or accompanying employees while they work, except in emergencies, during normal working hours.

Report an unattended child under the age of 16 to Campus Security. Campus Security will try to locate the parent or guardian. If unsuccessful, Campus Security will refer the child to the Department of Children and Family Services (DCFS) or refer to the local police, depending on the circumstances (e.g. child's age, address, behavior, etc.).

Procedure updated: 2/26/2018



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

Illinois Valley Community College

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2017

Christopher P. Morrill

Executive Director/CEO



Government Finance Officers Association

**Award for
Outstanding
Achievement in
Popular Annual
Financial Reporting**

Presented to

**Illinois Valley Community
College District**

For its Annual
Financial Report
for the Fiscal Year Ended

June 30, 2017

Christopher P. Morrill

Executive Director/CEO



ILLINOIS VALLEY BUILDING AND CONSTRUCTION TRADES COUNCIL

AFFILIATED WITH THE BUILDING AND CONSTRUCTION TRADES DEPARTMENT

AFL-CIO

PO Box 766 Ottawa, IL 61350

Steven Conrad, *President*
ivbtc@aol.com
Dave Argubright, *V-President*
James Lockhart, *Secretary*
Leo Johnson, *Treasurer*
Boilermakers L.U. 60
Bricklayers L.U. 6
Carpenters L.U. 195
Cement Masons L.U. 11
Electricians L.U. 176
Electricians L.U. 601
Glaziers L.U. 157
Heat and Frost Insulators L.U. 17
Ironworkers L.U. 444
Laborers L.U. 393
Millwrights L.U. 2158
Operating Engineers L.U. 150
Painters L.U. 465
Pipefitters L.U. 597
Plumbers L.U. 130
Roofers L.U. 11
Sheet Metal Workers L.U. 1
Teamsters L.U. 722



February 1, 2018

To: Apprenticeship and Training Directors
For the Illinois Valley Area Apprenticeships

From: Dave Argubright Carpenters Local 195

RE: Building Trades Expo
Illinois Valley Community College
Thursday March 8, 2018
Set up 2 PM, After Hours 4:30-6:30 PM
Friday, March 9, 2018 Student Expo
Students arriving at 9:00 AM

The Starved Rock Associates for Vocational and Technical Education, SRAVTE, has again asked the Illinois Valley Labor Management Committee and the Illinois Valley Building Trades Council to sponsor a Building Trades Career Day Expo. Those in the education field expressed amazement that this kind of demonstration for the Building Trades training programs was available.

This year's expo has been scheduled for **Friday March 9, 2018** at the Illinois Valley Community College in Oglesby. **Again** this year we will be setting up on **Thursday the 8th at 2 PM and hosting a Community After Hours with drinks and appetizers** beginning at 4:30 PM. Like past years the expo will be held in the automotive building that is located on the east end of the campus. This building will allow all the crafts to be located in the same building and will be on a concrete floor.

Because we will be all set up on the Thursday 8th we ask that you arrive no later than 8:45 AM on Friday the 9th with the first students arriving at 9:00 AM it will run until approximately 2 PM. Please let me know how many people will be attending and how many tables you will need. As always lunch will be provided on the 9th.

Please RSVP:

Phone or Fax to: 815-433-1541 Fax 815-433-1593
Or e-mail to: dargubright@carpentersunion.org

Thank you for your cooperation and if you have any questions please call.



February 07, 2018

Dr. Jerry Corcoran
President
Illinois Valley Community College
815 N Orlando Smith St
Oglesby, IL 61348-9692

Dear Dr. Corcoran,

We at Phi Theta Kappa owe a tremendous debt of gratitude to our chapter advisors whose dedicated service is responsible for the success of our local chapters. Advisors are truly the lifeblood of our organization, and we are delighted to recognize them for their years of service. On your campus, we are proud to honor Eric Schroeder for 10 years of service as advisor of the Rho Omega Chapter.

Please join with us in expressing gratitude to your chapter advisor for service rendered to Phi Theta Kappa over these many years by presenting the enclosed gift during an appropriate occasion. We ask that you convey to Eric our sincere appreciation for the service and time given to further the ideals of Phi Theta Kappa at your college.

Many college presidents are further recognizing the dedication of their chapter advisors with an Alpha Courtyard Brick purchase in his/her honor that is placed at the Phi Theta Kappa Center for Excellence. The engraved bricks are given a permanent, prominent home in the Alpha Courtyard, and funds from the sales are directed to support the Society's educational and scholarship programs. You can find out more about The Alpha Courtyard, including the Courtyard Brick Request Form, as a way to honor your advisors, by visiting <http://www.ptk.org/Foundation/Giving/TheAlphaCourtyard.aspx>. In addition to the engraved brick, a commemorative certificate is provided for each brick purchased.

Thank you for your assistance in recognizing the achievements of your chapter advisor and for your continuing interest in our Society.

Sincerely,

Lynn Tincher-Ladner, Ph.D.
President and CEO
Phi Theta Kappa Honor Society

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.