



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Tuesday, February 21, 2012
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
Tenure Recommendations
Non-tenured Faculty Contracts
Reduction in Force
Tuition and Fee Review
Five-year Financial Forecast

March

Strategic Plan Update
President's Evaluation
Student Demographic Profile

April

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

May

Budget Adjustments
Bid Approval for Spring and Summer/Fall
Schedules
President's Contract Review
Vice Presidents' Contract Renewals

June

RAMP Reports
IT Strategic Plan
Prevailing Wage Resolution
Authorization of Continued Payment for
Standard Operating Expenses

July

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

August

Budget
a. Public Hearing
b. Resolution to Adopt Budget
College Insurance (every 3 years)

September

Protection, Health, and Safety Projects
Cash Farm Lease
Program Review Report
Performance Results – KPIs
Annual Employee Demographics Report
Approval of College Calendar (even years)

October

Authorize Preparation of Levy
Audit Report
Key Performance Indicators
ICCTA Award Nominations

November

Adopt Tentative Tax Levy

December

Adopt Tax Levy
Schedule of Regular Meeting Dates and Times

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees Meeting
Tuesday, February 21, 2012 – 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 – Collaboration Across the Great Divide, Rick Pearce and Bob Mattson
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 – January 11, 2012 Audit/Finance Committee Meeting; January 17, 2012 Facilities Committee Meeting; and January 17, 2012 Board Meeting (Pages 1-13)
 - 7.2 Approval of Bills - \$1,804,025.32
 - 7.2.1 Education Fund - \$1,346,400.94
 - 7.2.2 Operations & Maintenance Fund - \$80,524.81
 - 7.2.3 Operations & Maintenance (Restricted Fund) - \$156,674.32
 - 7.2.4 Auxiliary Fund - \$159,274.22
 - 7.2.5 Restricted Fund - \$31,438.53
 - 7.2.6 Liability, Protection & Settlement Fund - \$29,712.50
 - 7.3 Treasurer’s Report (Pages 14-32)
 - 7.3.1 Financial Highlights (Pages 15-16)
 - 7.3.2 Balance Sheet (Pages 17-18)
 - 7.3.3 Summary of FY12 Budget by Fund (Page 19)
 - 7.3.4 Budget to Actual Comparison (Pages 20-27)
 - 7.3.5 Budget to Actual by Budget Officers (Page 28)
 - 7.3.6 Statement of Cash Flows (Page 29)
 - 7.3.7 Investment Status Report (Pages 30-31)
 - 7.3.8 Check Register - \$5,000 or more (Page 32)
 - 7.4 Personnel - Stipends for Pay Periods Ending January 14, 2012 and January 28, 2012 (Pages 33-40)

- 7.5 Request for Proposals (Pages 41-72)
 - 7.5.1 Audit Services (Pages 41-53)
 - 7.5.2 Bank Depository and Services for Operating Funds (Pages 54-72)
- 7.6 Request - Copier Lease Extension (Page 73)
8. President's Report
9. Committee Reports
10. FY2013 Budget (Pages 74-77)
 - 10.1 Resolution to Designate a Fiscal Year (Page 75)
 - 10.2 Resolution to Designate a Person to Prepare a Tentative Budget (Page 76)
 - 10.3 Budget Calendar (Page 77)
11. FY2013 Board of Trustees Budget (Pages 78-79)
12. Faculty Retirement – Greg A. Oseland, Anatomy/Physiology Instructor (Pages 80-81)
13. Tuition Rate Adjustment (Page 82)
14. Course Fees/Adjustments (Pages 83-91)
15. Intergovernmental Agreement with the City of Peru (Pages 92-99)
16. Request for Proposals – Wind Turbine Project Consultant (Pages 100-107)
17. Services Agreement – iFiber, Illinois Fiber Resources Group (Pages 108-116)
18. Reduction in Force – Joint Apprenticeship and Training Committee (JATC)
Local Union 176 (Page 117)
19. Fund Transfer Agreement Between Illinois Valley Community College and Illinois
Valley Community College Foundation (Pages 118-123)
20. Items for Information (Pages 124-132)
 - 20.1 Staff Appointment – Bryan A. Clark, Public Services Librarian (Page 124)
 - 20.2 Staff Retirement – Sandy Kozell, Custodian (Page 125)
 - 20.3 Staff Resignation – Tanya Vescogni, Early Childhood Education Center Teacher
(part-time) (Page 126)
 - 20.4 Staff Retirement – Ruth Jameson, CNA Clinical Instructor (part-time) (Page 127)
 - 20.5 Renewal of Non-Tenured Faculty for 2012/2013 (Page 128)
 - 20.6 Statement of Final Completion – Safety Services Relocation & Fire Alarm
Upgrade (Page 129)
 - 20.7 Sustainability Education & Economic Development (SEED) Membership (Page
130)
 - 20.8 Building Trades Expo – Friday, March 23, 2012 (Pages 131-132)

21. Trustee Comment
22. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) pending litigation; and 3) closed session minutes.
23. New Maintenance Building – Community Instructional Center Project Phase II
24. Other
25. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Audit/Finance Committee Meeting
January 11, 2012

The Audit/Finance Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5:15 p.m. on Wednesday, January 11, 2012 in the Board Room (C307) at Illinois Valley Community College.

Committee Members Larry D. Huffman
Physically Present: Michael C. Driscoll

Committee Members Absent: Melissa M. Olivero

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Rick Pearce, Vice President for Learning and Student Development
Lori Scroggs, Vice President for Planning and Institutional Effectiveness
Patrick Berry, Controller

The meeting was called to order at 5:15 p.m. by Dr. Huffman.

FINANCIAL FORECAST FOR FY2013-2017

Pat Berry reviewed the financial forecast starting with revenue income. The district's EAV is projected to remain flat for all five years and Exelon's EAV is held constant at \$525,000. The total tax rate is held constant. The current bond issue will come off the tax rolls in tax-year 2015 and the levy for the Liability, Protection, and Settlement Fund will resume in tax-year 2015. The College has not levied for the Liability, Protection and Settlement Fund in order to lower the fund balance and in 2016 the levy will be brought back and kept level. There has been a strong effort by the College to increase enrollments. Credit hours have been projected to decrease at a rate of 5 percent in 2013, 2 percent in 2014 and will flatten out after that. The College would rather respond to an increase in credit hours than have to respond to greater-than-anticipated decrease. Tuition is projected to increase by \$8.25 each year for the next five years. State funding is forecasted to remain flat for all five years. The allocation of revenues will remain the same with 89 percent to Fund 1 and 11 percent to Fund 2. For expenditures, salary rates increase 3 percent each year for all five years. There is a 17 percent drop in part-time instructional wages to align with the credit hours generated. There will be no projected full-time position changes. Benefits will only increase by 2 percent in 2013 hoping to realize the savings from the health insurance network change. The remaining years will increase by 5 percent. Contract services, materials and supplies, and travel will be cut substantially in 2012 to keep spending within the revenues. However, in 2013-2017 these categories will increase by 2 percent each year to a

more reasonable level. Capital equipment varies from year to year but is constantly below historic levels. Utilities are increased by 7 percent in 2014 and 2015 with the addition of the Community Technology Center. A \$200,000 contingency is included for the Operations and Maintenance Fund each year for all five years. The historical \$400,000 transfer has not been budgeted. The administration is optimistic farm land will continue to increase by 10 percent per year, but farmland is only 15 percent of the EAV and residential property makes up 50 percent of the EAV. The administration does not see the residential values increasing. Home sales are increasing, but the value of the homes is not increasing. The College has received several notices from the Board of Review for objections to property tax. Three TIF districts will be expiring which may bring dollars back into the EAV. Dr. Huffman noted that if enrollments decrease enough in certain areas, the administration may be forced to look at programs and services that may have to discontinue and reallocate the resources to serve other areas of growth. Cheryl Roelfsema noted that the Board's fund policy requires fund balances to remain at 25 percent and at no time does the forecast go below this.

TUITION ADJUSTMENT

The administration recommended increasing the tuition from \$76.13 to \$84.38 per credit hour, effective the summer 2012 semester. The universal fee of \$7.39 would remain the same. The combined tuition and universal fee would rise to \$91.77 per credit hour, a 9.9 percent increase over FY2012. The State average combined tuition and universal fee is \$103.89 for FY2012. For ICCB Peer Group II, the average FY2012 tuition and fees is \$100.67. Students taking Early Entry College (E²C) courses pay one-half of the standard rate and no universal fees. The rate would increase from \$38.07 in FY2012 to \$42.19 in FY2013. With state funding as low as it is, the only increase in the revenue stream is through a tuition increase. According to ICCB, the state contributes 21.3 percent of the cost of operating the community college system rather than 33.3 percent; students contribute 34.6 percent; and local funding accounts for 44.1 percent. There has been a drop in state funding of \$600,000 over the last four years. The committee was in consensus to approve the recommended increase in tuition.

COURSE FEES/ADJUSTMENTS

Course fees are reviewed annually by program coordinators and deans using the approved course fee guidelines. IVCC currently has 363 courses with approved course fees. The recommendation is to add or change 220 course fees: 154 increases, 54 decreases, add course fees to two existing courses, and add course fees for ten new courses. The formula for calculating the fees works well, is fair, and the fees are based on actual costs. Dr. Driscoll suggested entering into long-term agreements for software to avoid large increases in fees. Sue Isermann noted that significant increases were due to adding software to a new program which was not in existence. Sue Isermann will look into pursuing the cost of a license for three years. Dr. Huffman noted reviewing course fees each year is a good practice to ensure the College is charging the students the appropriate fees. He wishes financial aid would cover lab fees because for some programs this is a significant cost. The committee supported the recommendation of the course fee adjustments.

WIND TURBINE GRANT APPLICATION

Reed Wilson reported on the benefits, challenges, and current status of the wind turbine project. The benefits of the wind turbine would strengthen the academic program, bolster IVCC's public

image as an institution committed to the use of renewable energy, build relationships with major industries for employment opportunities for IVCC graduates, and strengthen the IVCC budget by reducing electric power costs and increasing revenue by increasing the number of students registering for wind energy courses. A preliminary cash flow analysis based on a 1.5 MW turbine was provided to the committee. The cost to construct a 1.5 MW turbine is approximately \$5 million. IVCC has an excellent chance of obtaining a \$900,000 grant from the Illinois Clean Energy Community Foundation. The Foundation had already provided a grant to cover a major portion of the cost of the MET tower. The results are yet to be submitted but the College has enough wind to generate the power. Ameresco has located a surplus 1.5 MW turbine with full warranty at a \$1 million savings and an additional \$650,000 is being sought through the Community Technology Center capital campaign. Mr. Wilson is also seeking funds from the Illinois Department of Commerce and Economic Opportunity. In order to keep the project moving forward the grant application from the Illinois Clean Energy Community Foundation needs to be filed in January and Ameresco has offered to file the application without charge. Also a Request For Proposals (RFP) process needs to be conducted by IVCC in the near future in order to select a company to handle the wind turbine project. The selected company would be expected to underwrite the cost of the upfront environmental studies needed to obtain the support of the Illinois Department of Natural Resources (IDNR) even if the Board decided not to proceed with the wind turbine project. The cost of these studies may be as much as \$50,000. The RFP will provide the College with additional information to make an informed decision on the wind turbine project. While taking these two steps is important to the success of the project, they will not commit the College to moving ahead with the project.

FUND TRANSFER AGREEMENT

With the capital campaign in progress, an agreement was needed for the transfer of restricted gifts from the IVCC Foundation to IVCC and to assure that the property transferred is managed, allocated or expended by the College in accordance with the restrictions and intentions of the donors. This agreement has been reviewed by Walt Zukowski and Jack Cantlin. This agreement will be presented to the IVCC Foundation in January for approval and then placed on the IVCC Board agenda in February for approval. It basically outlines the relationship between the Foundation and the College.

OTHER

The Board Financial Policy requires changing auditors every six years. The auditing firm of Gordon, Stockman & Waugh was awarded a contract which expired with the FY2008 audit and the three-year extension expired with the FY2011 audit. The College will solicit RFPs for auditing services for the FY2012 audit. The administration asked the Audit/Finance committee to help score the submittals.

ADJOURNMENT

It was moved by Dr. Driscoll, seconded by Dr. Huffman, and carried unanimously to adjourn the meeting at 6:05 p.m. Motion passed by voice vote.

Larry D. Huffman
Audit/Finance Committee Chair

Dennis N. Thompson, Board Chair

Leslie-Anne Englehaupt, Board Secretary

**ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees**

**Facilities Committee Meeting
January 17, 2012**

The Facilities Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5 p.m. on Tuesday, January 17, 2012 in the Board Room (C307) at Illinois Valley Community College.

Committee Members David O. Mallery, Chair
Physically Present: Leslie-Anne Englehaupt
Dennis N. Thompson

Other Board Members Larry D. Huffman
Physically Present:

Others Physically Present: Jerry Corcoran, President
Rick Pearce, Vice President for Learning and Student Development
Cheryl Roelfsema, Vice President for Business Services and Finance
Lori Scroggs, Vice President for Planning and Institutional Effectiveness
Gary Johnson, Director of Facilities
Paul Basalay, Architect

The meeting was called to order at 5:05 p.m. by Mr. Mallery, committee chair.

APPROVAL TO LOWER CONTINGENCY FOR THE CDB SLOPE MAINTENANCE PROJECT

Three bids were received for the Capital Development Board (CDB) slope stabilization project. The highest bid was \$177,800 and the lowest bid was \$101,900 from Len Trovero Construction. If the base bid, the two alternates, and the ten percent contingency were accepted, the College would exceed the amount available for construction (\$114,800) by \$4,693. The funds are available through the Capital Renewal Funds. Reducing the contingency to five percent allows the College to complete all of the parts of this project. If the project goes over the five percent contingency, IVCC would make up the difference from its operating funds. This item was presented to the Board at its December meeting; but because it was not on the agenda, the Board was in consensus to send a letter to CDB to move forward with the project with the low bidder and lower the contingency from ten percent to five percent. The Board will formally approve it at the January meeting.

PRIORITIZATION OF THE SLOPE MAINTENANCE PROJECT

Gary Johnson, Director of Facilities, and Dan Adrian of Chamlin & Associates toured the slopes and ravines to the north and west of the campus buildings. Due to projects connected with the Community Technology Center and the above CDB project, the engineer does not believe erosion in the north ravine should be a future concern. In regard to the west ravine, two priorities

were identified. The first priority was repairing the dam and the second priority was constructing an access road for construction and future maintenance purposes and placing rock ditch checks at intervals along the bottom of the ravine channel. Two options were given for repairing the dam for the west ravine. The first option is for a dry bottom detention and to remove the entire dam, construct a keyway, and replace the earthen dam. If soil boring information supported not removing and replacing the existing dam, the cost would be much less. The second option is to restore the lake by removing trees and clearing the former lake area, removing the entire dam, constructing a keyway, and replacing the earthen dam. If soil boring information supported not removing and replacing the existing dam, the cost again would be much less. Storage capacity calculations need to be done before a decision is made. If the College has a lake, Department of Natural Resources would have to make inspections. Advantages of having a lake include an educational opportunity for students to take water samples and there is a habitat advantage. It would not necessarily have to be deep or large. It was the consensus of the committee to move forward with soil borings.

POTENTIAL CAPITAL IMPROVEMENT PROJECTS LIST

The administration prepared a list of potential capital improvement projects. The top five Protection, Health, and Safety (PHS) projects on the list were approved for the tax year 2011 levy. The next project was elevators for buildings A, C, and E. This project will be on hold until after the administration sees how the funding ends up with Community Instructional Center project. In the end, this project could be funded by PHS funds. The list is not a list of recommendations; it is a list that needs to be monitored each year. The project to add the lift station and city lift station to an emergency generator is to alleviate problems when the College loses power. The project to secure courtyard ramp entrances/exits could be a problem if a student exited a building after hours and the courtyard was locked. It was suggested to install call buttons at the gates that would be connected to security or tie the call button to the fire alarm system. The thermographic and energy study project will not be in the modification for the new building. This is in Phase III of the project. It is on hold and the administration will pursue grant funding at a later date. It was suggested the addition of proximity readers and re-keying projects be done at the same time to save costs. It was also suggested to do the replacement of the underground water fire lines and hydrants with the sprinkler system, using the same contractor and possibly cutting costs. The exit signs are on hold until the signage is complete for the new building. The non-PHS capital projects are prioritized by the number of students impacted and how large of a security issue. Enclosing the Learning Commons is securing the equipment and the students and employees in the Learning Commons. When it is time for the Board to approve the PHS projects, there will be an updated list.

RECOGNITION FOR PETER MILLER

Adding Peter Miller's name to the Community Technology Center's east entrance will constitute a change order. The Capital Development Board will have to consider if the price should be included in the cost of the building. Mr. Basalay requested the IVCC administration send an email to him requesting the sign be changed and he will put together drawings with the name to be added and any electrical requirements needed. He will then request a price from the contractor. A bronze plaque will be hung at the front entrance with both names, Peter Miller, Jr.

and Peter Miller III with a picture of each and a few lines about them. The administration will work with Paul Basalay on the proper recognition.

WIND TURBINE PROJECT UPDATE

Reed Wilson reviewed the wind turbine project with the IVCC Audit/Finance Committee on January 11, 2012. The Committee was in consensus to continue exploring the feasibility of the project by applying for a major grant from the Illinois Clean Energy Community Foundation for approximately \$930,000 and moving ahead with a Request for Proposal (RFP) to select an energy company with which to contract for the wind turbine project should the Board of Trustees eventually decide to proceed with the project. The RFP would provide additional information that would be needed before an informed decision could be made. It would provide valuable details about the project's finances, performance guarantees, ongoing maintenance requirements, electric rate projections and more. The RFP will ask the responding company to provide the upfront costs to cover the environmental study. Companies are willing to do this as a cost for doing business should they receive the contract when it comes to that point. Environmental studies may cost as much as \$50,000. Cheryl Roelfsema has talked to three companies and she feels there could be a number of proposals for the Board of Trustees to consider. The specifications will be brought to the whole Board for approval at the February Board meeting. It was suggested to include decommissioning and recommissioning in the RFP for a future value assessment and compare it to the savings of the power. The payback for the wind turbine project is approximately ten years. Mr. Wilson would like to get that number a little lower. The College would also receive reimbursement from power companies for access power. Thirty percent would have to be sold as opposed to being used on campus. This rate has been very stable for a time and it would be better if it was used on campus. The Audit/Finance Committee also reviewed the progress being made towards financing the wind turbine project. The cost of the total project is approximately \$5 million. A surplus wind turbine has been located amounting to approximately \$1 million in savings. The College is expecting a \$930,000 grant from the Illinois Clean Energy Community Foundation and additional funding is being sought from the Illinois Department of Commerce and Economic Opportunity. The College is seeking \$650,000 in private sector contributions through the Community Technology Center capital campaign. With the above funding, the cost to IVCC for construction of the wind turbine has been reduced to approximately 50 percent. The Audit/Finance Committee has given approval to move forward and the Facilities Committee was also in consensus to move forward with no commitment at this time. Any ideas to be included in the RFP should be directed to Cheryl Roelfsema. If possible, the Board would like to see the RFP before it is placed in the February Board book.

ADJOURNMENT

It was moved by Mr. Mallery, seconded by Ms. Englehaupt, and carried unanimously to adjourn the meeting at 6 p.m. Motion passed by voice vote.

David O. Mallery, Committee Chair

Dennis N. Thompson, Board Chair

Leslie-Anne Englehaupt, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
January 17, 2012

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Tuesday, January 17, 2012 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Dennis N. Thompson, Chair
Leslie-Anne Englehaupt, Secretary
Michael C. Driscoll
Larry D. Huffman
David O. Mallery
James A. Narczewski
Brad Cockrel, Student Trustee

Members Present Telephonically: Melissa M. Olivero, Vice Chair

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Rick Pearce, Vice President for Learning and Student Development
Lori Scroggs, Vice President for Planning and Institutional Effectiveness
Walt Zukowski, Attorney

APPROVAL OF AGENDA

It was moved by Dr. Huffman and seconded by Dr. Driscoll to approve the amended agenda as presented. Motion passed by voice vote.

PUBLIC COMMENT

None.

CAMPUS UPDATE

Brad Cockrel, Student Trustee, shared his experience this past summer teaching English to high school age children in the Czech Republic. He had the opportunity to lead and plan three separate English camps with nine students in each. He was also able to immerse himself in an Eastern European post-communist culture as well as share his beliefs and listen to others express their thoughts on spiritual topics. Brad's goals are to participate in Saint Baldrick's and Locks of Love, a non-profit organization that makes wigs out of human hair in order to give children with cancer high quality wigs. He will also be encouraging everyone to support TOMS shoes, an organization that sends shoes to countries that are not able to supply shoes to everyone. With

every pair purchased, TOMS will give a new pair to a child in need. Brad also reported on Claire Kunkel's summer experience. Claire is president of the Student Government Association. She spent her summer in Spain for World Youth Day where she had the opportunity to see the Pope. This past year Claire collected over \$200 for Bling My Bra to support Breast Cancer Awareness. The Student Government Association has participated in the Adopt-A-Highway campaign with Project Success and Phi Theta Kappa students and members of the Student Government Association are personally contributing to support Bheumuzi. They will also be hosting a children's musician/comedian, IVCC Olympics, American's Elect, and an Extreme Eating contest to support Autism Research.

CONSENT AGENDA

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

The following items were approved in the consent agenda:

Approval of Minutes – December 20, 2011 Board Meeting

Approval of the Bills - \$1,778,870.15

Education Fund - \$1,039,159.51; Operations and Maintenance Fund - \$85,946.38; Operations and Maintenance (Restricted Fund) \$30,078.76; Auxiliary Fund - \$504,508.94; Restricted Fund - \$78,694.43; Audit Fund - \$7,000; and Liability, Protection and Settlement Fund - \$33,482.13.

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending December 17, 2011 and December 31, 2011.

Request for Proposal

Approved to solicit requests for proposals for copier lease.

PRESIDENT'S REPORT

Dr. Jerry Corcoran thanked trustees David Mallery, Dr. Larry Huffman and Dr. Mike Driscoll as well as Foundation Board directors O.J. Stoutner and Dr. Frank Zeller for attending the holiday luncheon on December 22. He stated it is always great to have representatives from both boards at programs like these as a way of showing their appreciation to the staff for the fine job they are doing in serving our students. Dr. Corcoran also thanked Bob Mattson and Dr. Rick Pearce for attending with him a full-day's program at Streator Township High School on Saturday, January 7 in which the High School Board asked approximately 45 stakeholders to participate in a community discussion that would lead to a new set of prioritized goals for the district. Typically anywhere from 11 to 14 percent of IVCC's student population is from Streator and the College would like to grow that percentage in the future so they were very happy to be a part of the discussion. As an update to the Financial Highlights in the treasurer's report, George Sollitt Construction Company, the contractor awarded the bid for construction of the Peter Miller Community Technology Center, will begin work the week of January 30. Phase I has a final

completion deadline of 690 days (December 2013) which includes site work such as landscaping. The work to be done in the upper gym on the massage therapy lab renovation project has begun and if all goes well that project will wrap up this summer. Chemistry instructor Dr. Matt Johll has been honored as the 2011 Outstanding Educator/Researcher by the Engineering, Mathematics, and Science Alumni Chapter of the University of Wisconsin, Platteville. Dr. Johll was nominated for his book publishing works including his latest text, Investigating Chemistry, A Forensic Science Approach, which is being used in introductory chemistry courses at a variety of colleges including IVCC. Dr. Corcoran congratulated Dr. Rebecca Donna, IVCC's criminal justice program coordinator, who recently graduated from the Law Enforcement Academy. She is now a police officer in the State of Illinois. Mike Phillips was recently elected to the Recording Secretary position of the Illinois Community College Faculty Association. He has served on the Executive Board since November 2008. Kudos to Frances Whaley and the Library staff for qualifying for and being accepted as a Foundation Center Cooperating Collection Library. This will allow the College and the community to utilize – Foundation Directory Online-the leading grant seeking database on the web, Foundation Grants to Individuals Online, Philanthropy in/Sight®-an interactive mapping tool using a GPS-type function that reveals patterns of giving and funding relationships geographically, and Core Collection of Foundation Center [reference] Publications. In about two weeks Frances and her staff will be providing free workshops to the greater community (and nonprofit organizations) to instruct them how to use the resources. Dr. Corcoran reported that Cheryl Roelfsema has advised the staff that on Tuesday, February 7 at 10:15 a.m., the College will participate in the national FEMA earthquake drill. IVCH has hired a nurse practitioner to oversee the Campus Care Clinic, which will open the week of February 20. The clinic will be open 12 hours per week initially and patients will be charged just \$57 per visit. Dr. Corcoran noted some other key upcoming dates:

- Irish Night on Saturday, March 10 at Celebrations 150 with the doors opening at 5 p.m., dinner at 6 p.m. - the Foundation's primary fundraiser;
- Annual employee Recognition Event on Friday, April 20 at Celebrations 150 with hors d'oeuvres at 4:30 p.m. and the program at 5:30 p.m.;
- Hall of Fame induction ceremony – Saturday, April 28 , 7 p.m., Mattheissen Auditorium;
- Nurse Pinning on Saturday, May 19 at 11 a.m., and Commencement at 2:30 p.m. with Dr. Rose Marie Lynch as the speaker; and
- GED Commencement on Monday, May 21 at 7 p.m.

COMMITTEE REPORTS

Dr. Huffman reported on the Audit/Finance Committee meeting held on Wednesday, January 11. Patrick Berry and Cheryl Roelfsema presented the financial forecast for the next five years. State funding will remain flat and the tax rate looks to remain flat with the same rate used. Revenues will increase through tuition increases. He noted the administration did a good job in projecting figures as well as they could with the information they have available. They made adjustments in terms of enrollment trends and reducing personnel appropriate to reflect student enrollment. They looked at both the revenue and expenditure sides. Dr. Huffman noted that the budget will be tight the next few years. The administration recommended an \$8.25 per credit hour increase in tuition each year for the next five years. The tuition increase will be brought to the full Board in February. The administration recommended fee adjustments for a number of

courses. This also will be brought to the full Board in February. The Audit/Finance Committee reviewed the same information on the Wind Turbine project as the Facilities Committee did prior to the January Board meeting. A grant application will be filed with the Illinois Clean Energy Community Foundation for approximately \$930,000 and a Request For Proposal will proceed to select an energy company that will work with the College should the Board decide to proceed with the project. The Request for Proposal will provide the College with valuable details about the project's finances, performance guarantees, ongoing maintenance requirements, electric rate projections and much more to help the Board make an informed decision regarding the Wind Turbine project. The grant application and the Request for Proposal are both non-binding steps and will not commit the College to anything at this time. Dr. Huffman reported that Walt Zukowski and Jack Cantlin have approved a draft Fund Transfer Agreement that deals with the relationship between the IVCC Foundation and IVCC Board of Trustees and provides assurance that donations are spent in accordance with restrictions and intentions of the donors. This agreement will be presented to the IVCC Foundation Board on January 23 for approval before being presented to the IVCC Board at its February meeting. The College's current auditing firm has been with the College for six years. Board policy requires changing auditors every six years. The College will be seeking Request For Proposals for a new auditor for the FY2012 audit. The Committee was asked to help review the specifications and help with the scoring of the submittals.

Mr. Mallery reported on the Facilities Committee meeting which was held prior to the January Board meeting. There was consensus among the Board at the last Board meeting to lower the contingency from ten percent to five percent on the Capital Development Board Slope Maintenance Project. It is on this month's Board agenda for approval by the Board. This project is one small part of the total slope maintenance project. It is being funded by Capital Renewal Funds. At the most, IVCC may have to fund \$4,693 if the project goes over the five percent contingency amount. Priorities for the remaining portion of the slope maintenance project were identified. The first priority was the repair of the dam and two options were given on how to approach the issue – a dry bottom or restore the lake. The Committee was in consensus to move forward with soil borings and testing to obtain more detailed information before making a decision. The Committee was also in consensus to move forward with applying for a major grant and a Request for Proposal (RFP) for the wind turbine project. Both of these steps are non-binding and do not commit the College to the project. If any board members have questions regarding the wind turbine project, they were to send them to Dr. Corcoran to be included in the RFP. The Committee discussed the recognition for the Peter Miller Community Technology Center. The lighted name on the east end of the building will require a change order. Paul Basalay will work with the Capital Development Board and George Sollitt Construction on the cost and how the cost will be covered. The second part of the recognition will be a plaque inside the main entrance to the building.

STAFF APPOINTMENT – BONNIE CAMPBELL, INTERIM DIRECTOR OF NURSING PROGRAMS

It was moved by Dr. Huffman and seconded by Dr. Driscoll to approve the appointment of Bonnie Campbell as Interim Director of Nursing Programs, with compensation to include her current faculty salary and a stipend of \$6,000 for the period beginning January 3 and

commencing until the end of the spring semester. This is consistent with past practice and releases her of all teaching responsibilities. Ms. Campbell's teaching load this semester was entirely clinics and it would not have been feasible for her to take on a full-time position. Motion passed by voice vote.

**ASSOCIATE OF APPLIED SCIENCE IN COMPUTER INFORMATION SYSTEMS:
INACTIVATION**

It was moved by Mr. Mallery and seconded by Dr. Huffman to approve the inactivation of the Associate of Applied Science in Computer Information Systems degree effective May 16, 2012. Dr. Driscoll asked if there were any other Computer Information Systems curricula that could be used, but Dr. Pearce stated this would not be feasible or possible under State guidelines. The administration will look at other programs. Dr. Driscoll stated he absolutely hates giving up technical programs. Dr. Pearce stated the program will be set aside for a while to see if the demand increases. The administration will be reallocating the funds to a program where there is interest. There are no jobs in the area; therefore there are no students interested in the program. Motion passed by voice vote.

**APPROVAL TO LOWER THE CONTINGENCY FOR THE CAPITAL
DEVELOPMENT BOARD SLOPE MAINTENANCE PROJECT**

It was moved by Mr. Mallery and seconded by Mr. Thompson to authorize the administration to request lowering the contingency for the Slope Maintenance Project from ten percent to five percent and guarantees the difference of \$4,693 by providing the Capital Development Board with a fund commitment letter for the additional \$4,693. Motion passed by voice vote.

INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF OTTAWA

It was moved by Dr. Driscoll and seconded by Dr. Huffman to approve the intergovernmental agreement with the City of Ottawa, as presented. Motion passed by voice vote.

**INTERGOVERNMENTAL AGREEMENT WITH THE ILLINOIS GREEN ECONOMY
NETWORK (IGEN)**

It was moved by Dr. Huffman and seconded by Ms. Englehaupt to approve the Intergovernmental Agreement with the Illinois Green Economy Network, as presented. IVCC has received a \$5,000 grant from IGEN to promote green energy. The annual membership dues are \$1,000. Motion passed by voice vote.

BOARD POLICY MANUAL SECTIONS 5 AND 6

It was moved by Mr. Narczewski and seconded by Dr. Driscoll to approve Board Policy Sections 5 and 6, as presented. Motion passed by voice vote.

TRUSTEE COMMENT

Mr. Thompson noted his appreciation to the Board Planning Committee for their input on the Board Policy Manual.

CLOSED SESSION

It was moved by Dr. Huffman and seconded by Mr. Narczewski to convene a closed session to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) pending litigation; and 3) closed session minutes.

Student Advisory Vote: “Aye” – Mr. Cockrel. Roll Call Vote: “Ayes” – Ms. Olivero (telephonically), Ms. Englehaupt, Mr. Mallery, Mr. Narczewski, Dr. Driscoll, Dr. Huffman, and Mr. Thompson. “Nays” – None, motion carried.

The Board entered closed session at 7:29 p.m. On a motion by Ms. Olivero and seconded by Dr. Huffman, the regular meeting resumed at 8 p.m. Motion passed by voice vote.

CLOSED SESSION MINUTES

It was moved by Mr. Cockrel and seconded by Ms. Englehaupt to approve and retain the minutes of the December 20, 2011 closed session meeting with the amendments suggested. Motion passed by voice vote.

RESOLUTION TO FILE INDUSTRIAL APPEALS WITH THE ILLINOIS PROPERTY TAX APPEAL BOARD

It was moved by Mr. Narczewski and seconded by Ms. Englehaupt to approve the Resolution to File Industrial Appeals with the Illinois Property Tax Appeal Board, as presented. This resolution authorizes the Zukowski Law Offices to appeal the final decision of the Putnam County Board of Review regarding the Tax Years 2008 and 2011 assessments of the Marquis Energy, LLC ethanol plant to the Illinois Property Tax Appeal Board. Motion passed by voice vote.

ADJOURNMENT

It was moved by Dr. Driscoll, seconded by Mr. Cockrel, and carried unanimously to adjourn the meeting at 8:04 p.m. Motion passed by voice vote.

Dennis N. Thompson, Board Chair

Leslie-Anne Englehaupt, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

JANUARY 2012

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

Patrick Berry, CPA
Controller

FINANCIAL HIGHLIGHTS – January 2012

Revenues

- As of February 3, the headcount for spring semester 2012 was 4,399, which was 96 students less than at that same point in time last year, excluding Sheridan Correctional Center. Credit hours for spring 2012 were 2,230 less, or a 5.66 percent decline, for a total of 37,162. The second eight-week spring semester classes will begin on March 7, 2012. Below is a comparison of FY2011 and FY2012 headcount and credit hours at midterm:

Semester	Headcount	% Inc (Dec)	Credit Hours	% Inc (Dec)
Summer 2011	2,036	(5.08)	9,404	(10.14)
Fall 2011	4,849	-0-	40,413	(3.74)
Spring 2012*	4,399	(2.14)	37,162	(5.66)
Total	11,284	(1.77)	86,979	(4.76)

*as of February 3, 2012

- As of February 8, we have received 25 notices from the LaSalle County Board of Review of property tax appeals asking for reductions in assessed valuation totaling \$12,308,035, or an equalized assessed valuation reduction of \$4,102,268. This number does not include the Exelon Generation Co. appeal which they have unsuccessfully asked for in tax years 2009 and 2010 and have appealed again for tax year 2011.
- The State is paying base operating grants and equalization grants from the Educational Assistance Fund giving the state the funds to pay base operating grants through November and equalization grants through October. Adult Education is paid from GRF and only July and August payments have been made for those programs.

Expenditures

Some of the more significant variances in expenditures for the seven-month period ending January 31, 2012 include the following:

- Fund 01 – Education – Instruction – Fixed Charges – includes the full annual payment of \$132,000 for the Ottawa Center FY 2012 rent;
- Fund 01 – Education – Institutional Support – Contractual Services – includes annual software maintenance renewal with Datatel for \$183,461, IBM hardware support for \$16,856, other software renewals for \$25,637, and legal fees of \$110,205;

- Fund 01 – Education – Scholarships, Grants, and Waivers – tuition waivers for summer and fall semesters;
- Fund 05 – Auxiliary Enterprises Fund – Materials & Supplies – books and supplies for resale in the bookstore for both fall and spring semester;
- Fund 06 – Restricted Purposes Fund – Public Service – Contractual Services – includes tuition and fees and childcare paid for Dislocated Workers Center clients and will be reimbursed by grant funds;
- Fund 12 – Liability, Protection, & Settlement – Institutional Support – Fixed Charges – includes annual liability insurance payment;
- Fund 03 – Operations and Maintenance Fund (Restricted) – Capital Outlay:

Protection, Health & Safety Projects in progress:

- The Aluminum Feeder Wire and Branch Panel Replacement at Buildings D and E – on schedule; the contractor has been working evenings to minimize the impact on classes.
- The three current PHS projects – Restroom Renovations Phase II, Replace Panic Hardware, and Ceiling/ Lighting Replacement are at 50 percent design and are expected to go for bid in April. The Music Room Accessibility project is pending further review. The planned accessibility improvements would hinder the programmatic needs of the room. Alternative improvements are being considered.
- Other Projects:
 - Community Instructional Center Project - George Sollitt Construction set up temporary fencing, mobilized construction trailers and relocated handicapped parking the week of February 6. A tentative schedule for the CTC project follows:

▪ Temporary entrance	completed by 4/5/2012
▪ Building F demolition	mid-May to mid-June 2012
▪ Building G	substantial completion – 7/26/2012
 - Colfax Corporation completed the asbestos abatement in Building G on January 27, 2012.
 - Site Improvements – CDB Project – Len Trovero Construction submitted the low bid of \$108,630 which included both alternates. The administration has asked the CDB to reduce the contingency to five percent in order to proceed with both alternate bids and stay within budget.

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 January 31, 2012

	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	\$ 2,083,277	\$ 907,903	\$ 68,760	\$ 381,535	\$ 367,753	\$ -	\$ -	\$ 3,809,228
Investments	6,876,885	18,222,507	1,986,215	1,200,000	-			28,285,607
Receivables								
Property taxes	8,010,043	1,901,661	1,269,682					11,181,386
Governmental claims	14,380	18,677						33,057
Tuition and fees	2,119,864	-		17,641				2,137,505
Due from other funds	63,897	125,172	824	769,921	-	-	-	959,814
Bookstore inventories				562,878				562,878
Other assets	29,087	2,777	-	8,438	-	-		40,302
Fixed assets - net where applicable				31,764		64,121,967		64,153,731
Other debits								
Amount available in Debt Service Fund							3,325,481	3,325,481
Amount to be provided to retire debt							2,880,730	2,880,730
Total Assets and Other Debits	<u>\$19,197,433</u>	<u>\$21,178,697</u>	<u>\$ 3,325,481</u>	<u>\$ 2,972,177</u>	<u>\$ 367,753</u>	<u>\$64,121,967</u>	<u>\$ 6,206,211</u>	<u>\$ 117,369,719</u>

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 January 31, 2012

	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	\$ 65,007	\$ 44,946	\$ -	\$ 20,204	\$ 9,539	\$ -	\$ -	\$ 139,696
Accrued salaries & benefits	2,241,175	24,746	-	27,618	-	-	-	2,293,539
Post-retirement benefits & other	110,152	87,231	-	-	-	-	-	197,383
Unclaimed property	1,733	401	-	-	41	-	-	2,175
Due to other funds	765,249	58,549	-	4,469	131,547	-	-	959,814
Due to student groups/deposits	7,340	-	-	-	226,626	-	-	233,966
Deferred revenue								-
Property taxes	4,006,220	951,112	635,029	-	-	-	-	5,592,361
Tuition and fees	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-
Bonds payable							6,206,211	6,206,211
Total liabilities	<u>7,196,876</u>	<u>1,166,985</u>	<u>635,029</u>	<u>52,291</u>	<u>367,753</u>	<u>-</u>	<u>6,206,211</u>	<u>15,625,145</u>
Equity and Other Credits								
Investment in general fixed assets						64,121,967		64,121,967
Contributed capital								-
Retained earnings				2,919,886				2,919,886
Fund balance								-
Reserved for grant purposes		(629,908)						(629,908)
Reserved for building purposes		10,826,881						10,826,881
Reserved for debt service			2,690,452					2,690,452
Reserved for Liab., Prot., Sett.		5,118,345						5,118,345
Unreserved	12,000,557	4,696,394						16,696,951
Total equity and other credits	<u>12,000,557</u>	<u>20,011,712</u>	<u>2,690,452</u>	<u>2,919,886</u>	<u>-</u>	<u>64,121,967</u>	<u>-</u>	<u>101,744,574</u>
Total Liabilities, Equity and Other Credits	<u>\$19,197,433</u>	<u>\$21,178,697</u>	<u>\$ 3,325,481</u>	<u>\$ 2,972,177</u>	<u>\$ 367,753</u>	<u>\$64,121,967</u>	<u>\$ 6,206,211</u>	<u>\$ 117,369,719</u>

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

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2012 Revenues & Expenditures by Fund
 Seven Months Ended January 31, 2012

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Fund (Restricted)	Bond & Interest Fund	Working Cash Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 15,798,364	\$ 2,347,132	\$ 1,624,768	\$ 1,254,005	\$ 27,662	\$ 2,046,126	\$ 4,178,406	\$ 292,523	\$ 33,708	\$ 27,602,694
Actual Expenditures	(11,978,752)	(1,355,741)	(852,307)	-	-	(2,664,541)	(4,950,650)	(619,094)	(32,500)	(22,453,585)
Other Financing Sources (Uses)	-	-	5,000,000	-	-	61,414	-	-	-	5,061,414
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	3,819,612	991,391	5,772,461	1,254,005	27,662	(557,001)	(772,244)	(326,571)	1,208	10,210,523
Fund balances July 1, 2011	5,159,998	2,029,556	5,054,420	1,436,447	4,639,293	3,476,887	142,336	5,444,916	28,231	27,412,084
Fund balances January 31, 2012	<u>\$ 8,979,610</u>	<u>\$ 3,020,947</u>	<u>\$ 10,826,881</u>	<u>\$ 2,690,452</u>	<u>\$ 4,666,955</u>	<u>\$ 2,919,886</u>	<u>\$ (629,908)</u>	<u>\$ 5,118,345</u>	<u>\$ 29,439</u>	<u>\$ 37,622,607</u>

Illinois Valley Community College District No. 513
Fiscal Year 2012 Budget to Actual Comparison
Seven Months Ended January 31, 2012

	Annual Budget FY2012	Actual 1/31/12	Act/Budget 58.3%	Actual 1/31/11	Act/Budget FY11	Annual Budget FY2011
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 6,671,791	\$ 6,599,782	98.9%	\$ 6,500,860	95.9%	\$ 6,778,669
Corporate Personal Property Replacement Tax	1,190,000	420,067	35.3%	544,471	64.1%	850,000
TIF Revenues	360,000	287,657	79.9%	268,130	89.4%	300,000
Total Local Government	<u>8,221,791</u>	<u>7,307,506</u>	88.9%	<u>7,313,461</u>	92.2%	<u>7,928,669</u>
State Government:						
ICCB Credit Hour Grant	1,765,157	771,714	43.7%	147,096	8.3%	1,765,165
Equalization	136,345	70,987	52.1%	-	0.0%	170,118
Career/Technical Education Formula Grant	101,121	83,276	82.4%	84,570	70.5%	120,000
Dept of Corrections	-	-	0.0%	-	0.0%	31,513
Other	-	-	0.0%	-	0.0%	-
Total State Government	<u>2,002,623</u>	<u>925,977</u>	46.2%	<u>231,666</u>	11.1%	<u>2,086,796</u>
Federal Government						
PELL Administrative Fees	8,000	1,825	22.8%	595	7.4%	8,000
ARRA Grant	-	-	0.0%	-	0.0%	-
Total Federal Government	<u>8,000</u>	<u>1,825</u>	22.8%	<u>595</u>	7.4%	<u>8,000</u>
Student Tuition and Fees:						
Tuition	6,706,315	6,158,893	91.8%	5,685,642	96.1%	5,915,228
Fees	1,180,439	1,007,752	85.4%	1,005,122	95.9%	1,048,468
Total Tuition and Fees	<u>7,886,754</u>	<u>7,166,645</u>	90.9%	<u>6,690,764</u>	96.1%	<u>6,963,696</u>
Other Sources:						
Investment Revenue	40,000	18,161	45.4%	41,946	104.9%	40,000
Public Service Revenue	904,812	326,643	36.1%	341,977	31.1%	1,099,707
Nongovernmental Gifts	48,000	24,000	50.0%	24,000	50.0%	48,000
Other	92,894	27,607	29.7%	14,841	16.8%	88,202
Total Other Sources	<u>1,085,706</u>	<u>396,411</u>	36.5%	<u>422,764</u>	33.1%	<u>1,275,909</u>
TOTAL EDUCATION FUND REVENUE	<u>19,204,874</u>	<u>15,798,364</u>	82.3%	<u>14,659,250</u>	80.3%	<u>18,263,070</u>
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	9,236,909	5,824,558	63.1%	4,878,711	55.8%	8,740,223
Employee Benefits	1,539,288	1,006,649	65.4%	866,094	62.7%	1,381,825
Contractual Services	128,150	46,899	36.6%	46,287	29.2%	158,595
General Materials & Supplies	457,723	198,302	43.3%	203,968	47.3%	431,112
Conference & Meeting Expenses	101,811	35,756	35.1%	37,172	32.4%	114,743
Fixed Charges	240,000	174,774	72.8%	120,221	70.3%	171,000
Utilities	1,000	507	50.7%	444	44.4%	1,000
Capital Outlay	23,916	-	0.0%	27,950	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 11,728,797</u>	<u>\$ 7,287,445</u>	62.1%	<u>\$ 6,180,847</u>	56.2%	<u>\$ 10,998,498</u>

**Illinois Valley Community College District No. 513
Fiscal Year 2012 Budget to Actual Comparison
Seven Months Ended January 31, 2012**

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2012	Actual 1/31/12	Act/Budget 58.3%	Actual 1/31/11	Act/Budget FY11	Annual Budget FY2011
Academic Support:						
Salaries	\$ 679,854	\$ 369,581	54.4%	\$ 380,197	58.1%	\$ 654,144
Employee Benefits	111,647	63,218	56.6%	68,816	66.8%	102,973
Contractual Services	153,059	130,445	85.2%	112,647	82.6%	136,324
General Materials & Supplies	320,491	212,379	66.3%	252,167	64.4%	391,808
Conference & Meeting Expenses	15,782	618	3.9%	2,164	19.6%	11,035
Fixed Charges	4,680	-	0.0%	-	0.0%	4,680
Utilities	44,143	11,191	25.4%	29,544	64.0%	46,148
Capital Outlay	19,750	5,745	29.1%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>1,349,406</u>	<u>793,177</u>	<u>58.8%</u>	<u>845,535</u>	<u>62.8%</u>	<u>1,347,112</u>
Student Services:						
Salaries	1,113,536	718,322	64.5%	678,585	61.3%	1,106,619
Employee Benefits	275,791	174,247	63.2%	159,074	66.2%	240,204
Contractual Services	6,885	2,336	33.9%	1,063	5.9%	18,150
General Materials & Supplies	58,567	30,141	51.5%	28,713	51.8%	55,475
Conference & Meeting Expenses	21,550	5,009	23.2%	3,184	12.0%	26,600
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	<u>1,476,329</u>	<u>930,055</u>	<u>63.0%</u>	<u>870,619</u>	<u>60.2%</u>	<u>1,447,048</u>
Public Services/Continuing Education:						
Salaries	349,346	217,296	62.2%	206,606	57.0%	362,361
Employee Benefits	35,766	24,734	69.2%	23,029	69.5%	33,156
Contractual Services	358,700	160,782	44.8%	168,814	72.0%	234,500
General Materials & Supplies	130,100	43,430	33.4%	54,558	27.2%	200,350
Conference & Meeting Expenses	8,300	4,413	53.2%	5,841	53.8%	10,865
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	250	-	0.0%	-	0.0%	250
Total Public Services/Continuing Education	<u>882,462</u>	<u>450,655</u>	<u>51.1%</u>	<u>458,848</u>	<u>54.5%</u>	<u>841,482</u>
Institutional Support:						
Salaries	1,914,461	1,150,297	60.1%	1,068,460	58.0%	1,840,630
Employee Benefits	494,372	331,695	67.1%	295,392	62.1%	475,844
Contractual Services	401,651	356,053	88.6%	296,978	79.3%	374,590
General Materials & Supplies	421,070	249,685	59.3%	256,397	52.9%	484,722
Conference & Meeting Expenses	75,720	30,665	40.5%	20,404	24.0%	84,970
Fixed Charges	24,000	26,406	110.0%	17,708	47.2%	37,500
Utilities	15,956	9,275	58.1%	10,773	69.7%	15,458
Capital Outlay	38,650	9,687	25.1%	-	0.0%	28,416
Other	-	1,337	0.0%	(1,677)	98.6%	(1,700)
Total Institutional Support	<u>3,385,880</u>	<u>2,165,100</u>	<u>63.9%</u>	<u>1,964,435</u>	<u>58.8%</u>	<u>3,340,430</u>
Scholarships, Grants and Waivers	422,000	352,320	83.5%	284,927	81.8%	348,500
TOTAL EDUCATION FUND EXPENDITURES	<u>\$ 19,244,874</u>	<u>\$ 11,978,752</u>	<u>62.2%</u>	<u>\$ 10,605,211</u>	<u>57.9%</u>	<u>\$ 18,323,070</u>
INTERFUND TRANSFERS - NET	<u>\$ 40,000</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ (3,226)</u>	<u>0.0%</u>	<u>\$ (340,000)</u>

Illinois Valley Community College District No. 513
Fiscal Year 2012 Budget to Actual Comparison
Seven Months Ended January 31, 2012

	Annual Budget FY2012	Actual 1/31/12	Act/Budget 58.3%	Actual 1/31/11	Act/Budget FY11	Annual Budget FY2011
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,260,330	\$ 1,247,559	99.0%	\$ 1,230,498	96.0%	\$ 1,281,479
Corporate Personal Property Replacement Tax	210,000	74,129	35.3%	96,083	64.1%	150,000
TIF	116,885	95,886	82.0%	89,377	89.4%	100,000
Total Local Government	1,587,215	1,417,574	89.3%	1,415,958	92.5%	1,531,479
State Government:						
ICCB Credit Hour Grant	311,498	136,185	43.7%	25,958	8.3%	311,498
Total State Government	311,498	136,185	43.7%	25,958	8.3%	311,498
Student Tuition and Fees:						
Tuition	743,178	726,568	97.8%	930,420	100.1%	929,274
Total Tuition and Fees	743,178	726,568	97.8%	930,420	100.1%	929,274
Other Sources:						
Facilities Revenue	187,000	51,382	27.5%	74,730	62.8%	119,000
Investment Revenue	5,000	7,551	151.0%	2,812	56.2%	5,000
Non-Governmental Gifts & Grants	-	-	0.0%	260	0.0%	-
Other	-	7,872	0.0%	15,234	0.0%	-
Total Other Sources	192,000	66,805	34.8%	93,036	75.0%	124,000
TOTAL OPERATIONS & MAINTENANCE FUND REVENUES	\$ 2,833,891	\$ 2,347,132	82.8%	\$ 2,465,372	85.1%	\$ 2,896,251

	Annual Budget FY2012	Actual 01/31/12	Act/Budget 58.3%	Actual 01/31/11	Act/Budget FY11	Annual Budget FY2011
OPERATIONS & MAINTENANCE FUND						
Operations & Maintenance of Plant:						
Salaries	\$ 862,900	\$ 518,738	60.1%	\$ 460,399	56.6%	\$ 813,862
Employee Benefits	218,101	135,597	62.2%	125,283	63.3%	197,843
Contractual Services	183,700	117,101	63.7%	94,784	59.4%	159,592
General Materials & Supplies	250,976	115,955	46.2%	232,851	62.6%	372,200
Conference & Meeting Expenses	6,000	540	9.0%	228	3.8%	6,000
Fixed Charges	40,000	42,006	105.0%	35,819	459.2%	7,800
Utilities	819,410	370,015	45.2%	339,867	37.7%	902,150
Capital Outlay	167,900	9,860	5.9%	135,805	86.8%	156,500
Facility Charges to Other Funds	-	-	0.0%	(63,000)	0.0%	-
Provision for Contingency	200,000	-	0.0%	-	0.0%	200,000
Total Operations & Maintenance of Plant	2,748,987	1,309,812	47.6%	1,362,036	48.4%	2,815,947
Institutional Support:						
Salaries	56,007	33,869	60.5%	31,538	58.7%	53,754
Employee Benefits	8,497	5,712	67.2%	5,453	68.6%	7,950
Contractual Services	2,500	2,395	95.8%	2,395	239.5%	1,000
General Materials & Supplies	4,900	1,250	25.5%	683	14.8%	4,600
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	13,000	2,703	20.8%	2,703	20.8%	13,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	84,904	45,929	54.1%	42,772	53.3%	80,304
TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	\$ 2,833,891	\$ 1,355,741	47.8%	\$ 1,404,808	48.5%	\$ 2,896,251

**Illinois Valley Community College District No. 513
Fiscal Year 2012 Budget to Actual Comparison
Seven Months Ended January 31, 2012**

	<u>Annual Budget FY2012</u>	<u>Actual 1/31/12</u>	<u>Act/Budget 58.3%</u>	<u>Actual 1/31/11</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources						
Current Taxes	\$ 1,537,220	\$ 1,559,216	101.4%	\$ 1,518,992	95.5%	\$ 1,589,936
State Government Sources	-	-	0.0%	-	0.0%	-
Investment Revenue	50,000	65,552	131.1%	30,805	56.0%	55,000
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	<u>1,587,220</u>	<u>1,624,768</u>	102.4%	<u>1,549,797</u>	94.2%	<u>1,644,936</u>
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Operations & Maintenance						
Contractual Services	-	-	0.0%	-	0.0%	-
Fixed Charges	-	27,083	0.0%	-	0.0%	-
Capital Outlay	6,587,220	825,224	12.5%	1,785,558	110.4%	1,617,500
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	<u>6,587,220</u>	<u>852,307</u>	12.9%	<u>1,785,558</u>	110.4%	<u>1,617,500</u>
Other Financing Source - Bond Issuance	5,000,000	5,000,000	100.0%	-	0.0%	-
Transfer In (Out)	\$ -	\$ -	0.0%	\$ -	0.0%	\$ 400,000

Fiscal Year 2012 Budget to Actual Comparison

	<u>Annual Budget FY2012</u>	<u>Actual 1/31/12</u>	<u>Act/Budget 58.3%</u>	<u>Actual 1/31/11</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
BOND & INTEREST FUND						
Local Government Sources						
Current Taxes	\$ 1,265,000	\$ 1,243,840	98.3%	\$ 1,216,545	96.2%	\$ 1,265,000
Investment Revenue	5,000	10,165	203.3%	6,218	124.4%	5,000
TOTAL BOND & INTEREST FUND REVENUES	<u>1,270,000</u>	<u>1,254,005</u>	98.7%	<u>1,222,763</u>	96.3%	<u>1,270,000</u>
BOND & INTEREST FUND						
Institutional Support:						
Debt Principal Retirement	1,265,000	-	0.0%	-	0.0%	1,265,000
Interest on Bonds	-	-	0.0%	-	0.0%	-
Fees	400	-	0.0%	-	0.0%	400
TOTAL BOND & INTEREST EXPENDITURES	<u>\$ 1,265,400</u>	<u>\$ -</u>	0.0%	<u>\$ -</u>	0.0%	<u>\$ 1,265,400</u>

Fiscal Year 2012 Budget to Actual Comparison

	<u>Annual Budget FY2012</u>	<u>Actual 1/31/12</u>	<u>Act/Budget 58.3%</u>	<u>Actual 1/31/11</u>	<u>Act/Budget FY11</u>	<u>Annual Budget FY2011</u>
WORKING CASH FUND						
Investment Revenue	\$ 40,000	\$ 27,662	69.2%	\$ 19,636	32.7%	\$ 60,000
TOTAL WORKING CASH REVENUES	<u>40,000</u>	<u>27,662</u>	69.2%	<u>19,636</u>	32.7%	<u>60,000</u>
Transfers In (Out)	\$ (40,000)	\$ -	0.0%	\$ -	0.0%	\$ (60,000)

Illinois Valley Community College District No. 513
Fiscal Year 2012 Budget to Actual Comparison
Seven Months Ended January 31, 2012

	Annual Budget FY2012	Actual 1/31/12	Act/Budget 58.3%	Actual 1/31/11	Act/Budget FY11	Annual Budget FY2011
AUXILIARY ENTERPRISES FUND						
Service Fees	\$ 3,324,756	\$ 2,036,897	61.3%	\$ 2,080,541	63.9%	\$ 3,254,475
Data Processing Rentals	-	-	0.0%	-	0.0%	1,672
Other Revenue	-	890	0.0%	1,310	0.0%	-
Investment Revenue	15,000	8,339	55.6%	11,403	114.0%	10,000
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	<u>3,339,756</u>	<u>2,046,126</u>	61.3%	<u>2,093,254</u>	64.1%	<u>3,266,147</u>
AUXILIARY ENTERPRISES FUND						
Salaries	578,459	363,601	62.9%	361,774	60.1%	601,776
Employee Benefits	213,312	121,698	57.1%	122,051	62.1%	196,490
Contractual Services	39,230	36,401	92.8%	31,190	86.0%	36,260
Materials & Supplies	2,415,319	2,099,437	86.9%	2,045,781	85.4%	2,395,922
Conference & Meeting	30,196	15,623	51.7%	16,728	73.1%	22,885
Fixed Charges	45,000	23,486	52.2%	18,882	39.3%	48,000
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	5,826	2,795	48.0%	2,700	203.8%	1,325
Other	63,000	1,500	2.4%	65,923	104.6%	63,000
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	<u>3,390,342</u>	<u>2,664,541</u>	78.6%	<u>2,665,029</u>	79.2%	<u>3,365,658</u>
Transfer In (Out)	\$ 62,000	\$ 61,414	99.1%	\$ -	0.0%	\$ 62,000

Fiscal Year 2012 Budget to Actual Comparison

	Annual Budget FY2012	Actual 1/31/12	Act/Budget 58.3%	Actual 1/31/11	Act/Budget FY11	Annual Budget FY2011
RESTRICTED PURPOSES FUND						
State Government Sources	\$ 371,408	\$ 46,957	12.6%	\$ 287,953	30.7%	\$ 938,668
Federal Government Sources	6,711,969	4,116,962	61.3%	4,266,616	55.3%	7,721,710
Service Fees	-	4,645	0.0%	420	0.0%	-
Other Revenue	35,000	9,842	28.1%	21	0.4%	5,000
TOTAL RESTRICTED PURPOSES FUND REVENUES	<u>7,118,377</u>	<u>4,178,406</u>	58.7%	<u>4,555,010</u>	52.6%	<u>8,665,378</u>
RESTRICTED PURPOSES FUND						
Instruction:						
Salaries	357,432	228,597	64.0%	367,555	47.2%	779,528
Employee Benefits	90,287	56,374	62.4%	98,313	56.5%	174,121
Contractual Services	68,360	67,553	98.8%	71,562	56.6%	126,408
Materials & Supplies	130,453	63,296	48.5%	55,382	26.5%	208,936
Conference & Meeting	41,279	23,614	57.2%	29,079	38.5%	75,500
Fixed Charges	2,250	1,000	44.4%	-	0.0%	1,900
Utilities	2,900	1,177	40.6%	1,152	92.2%	1,250
Capital Outlay	50,000	68,553	137.1%	20,447	10.5%	194,000
Other (P-16 Grant Waivers)	8,679	1,670	19.2%	909	2.9%	31,286
Total Instruction	\$ 751,640	\$ 511,834	68.1%	\$ 644,399	40.5%	\$ 1,592,929

**Illinois Valley Community College District No. 513
Fiscal Year 2012 Budget to Actual Comparison
Seven Months Ended January 31, 2012**

RESTRICTED PURPOSES FUND	Annual Budget FY2012	Actual 1/31/12	Act/Budget 58.3%	Actual 1/31/11	Act/Budget FY11	Annual Budget FY2011
Academic Support						
Salaries	\$ -	\$ 312	0.0%	\$ 45,215	50.3%	\$ 89,838
Employee Benefits	-	102	0.0%	6,346	22.9%	27,732
Contractual Services	-	-	0.0%	1,353	0.0%	-
Materials & Supplies	-	-	0.0%	2,620	58.4%	4,490
Conference & Meeting	-	-	0.0%	836	20.9%	4,000
Fixed Charges	-	-	0.0%	2,152	41.4%	5,200
Total Academic Support	-	414	0.0%	58,522	44.6%	131,260
Student Services						
Salaries	180,825	109,993	60.8%	91,551	52.2%	175,415
Employee Benefits	43,259	38,213	88.3%	24,244	58.9%	41,143
Contractual Services	4,000	5,623	140.6%	9,056	452.8%	2,000
Materials & Supplies	13,500	7,688	56.9%	9,831	65.1%	15,100
Conference & Meeting	25,500	5,809	22.8%	6,847	25.9%	26,431
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRIO Grant)	32,000	18,005	56.3%	24,354	108.2%	22,500
Total Student Services	299,084	185,331	62.0%	165,883	58.7%	282,589
Public Service						
Salaries	488,912	331,633	67.8%	298,126	60.1%	495,671
Employee Benefits	108,782	84,228	77.4%	70,545	64.0%	110,187
Contractual Services	145,205	144,315	99.4%	245,435	50.1%	489,670
Materials & Supplies	76,683	86,389	112.7%	111,559	52.0%	214,347
Conference & Meeting	50,410	68,797	136.5%	89,474	94.2%	94,994
Fixed Charges	25,735	7,272	28.3%	23,896	82.0%	29,130
Utilities	6,088	3,137	51.5%	2,841	38.9%	7,305
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	178	-	0.0%	79	0.0%	190
Total Public Service	901,993	725,771	80.5%	841,955	58.4%	1,441,494
Auxiliary Services						
Salaries	4,000	1,345	33.6%	575	14.4%	4,000
Employee Benefits	320	9	2.8%	10	3.1%	320
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	18,844	3,106	16.5%	709	3.6%	19,680
Conference & Meeting	1,000	-	0.0%	25	2.5%	1,000
Other (Child Care Subsidies)	10,000	5,921	59.2%	5,800	58.0%	10,000
Total Auxiliary Services	\$ 34,164	\$ 10,381	30.4%	\$ 7,119	20.3%	\$ 35,000

Illinois Valley Community College District No. 513
Fiscal Year 2012 Budget to Actual Comparison
Seven Months Ended January 31, 2012

	Annual Budget FY2012	Actual 1/31/12	Act/Budget 58.3%	Actual 1/31/11	Act/Budget FY11	Annual Budget FY2011
Institutional Support						
Salaries (Federal Work Study)	\$ 75,496	\$ 80,107	106.1%	\$ 63,853	84.6%	\$ 75,496
Employee Benefits	-	-	0.0%	-	0.0%	-
Contractual Services	-	-	0.0%	-	0.0%	-
Materials & Supplies	-	-	0.0%	-	0.0%	-
Conference & Meeting	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>75,496</u>	<u>80,107</u>	106.1%	<u>63,853</u>	84.6%	<u>75,496</u>
Student grants and waivers (PELL & SEOG)	<u>5,061,000</u>	<u>3,436,812</u>	67.9%	<u>3,362,794</u>	65.8%	<u>5,111,610</u>
TOTAL RESTRICTED FUND EXPENDITURES	<u>\$ 7,123,377</u>	<u>\$ 4,950,650</u>	69.5%	<u>\$ 5,144,525</u>	59.3%	<u>\$ 8,670,378</u>
Transfer In (Out)	<u>\$ -</u>	<u>\$ -</u>	0.0%	<u>\$ 3,226</u>	0.0%	<u>\$ -</u>

Fiscal Year 2012 Budget to Actual Comparison

	Annual Budget FY2012	Actual 1/31/12	Act/Budget 58.3%	Actual 1/31/11	Act/Budget FY11	Annual Budget FY2011
LIABILITY, PROTECTION, & SETTLEMENT FUND						
Local Government Sources	\$ 258,368	\$ 271,051	104.9%	\$ 192,742	96.3%	\$ 200,250
Investment Revenue	50,000	21,472	42.9%	29,737	35.0%	85,000
Other	-	-	0.0%	1,727	0.0%	-
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES	<u>308,368</u>	<u>292,523</u>	94.9%	<u>224,206</u>	78.6%	<u>285,250</u>

LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES

Operations & Maintenance of Plant						
Salaries	-	27,095	0.0%	139,358	44.7%	311,885
Employee Benefits	-	5,503	0.0%	35,667	49.2%	72,561
Contractual Services	401,500	133,303	33.2%	3,316	94.7%	3,500
Material & Supplies	100	713	713.0%	2,442	0.0%	-
Conference & Meeting	500	480	96.0%	445	80.9%	550
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	597	0.0%	414	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	<u>\$ 402,100</u>	<u>\$ 167,691</u>	41.7%	<u>\$ 181,642</u>	46.8%	<u>\$ 388,496</u>

**Illinois Valley Community College District No. 513
Fiscal Year 2012 Budget to Actual Comparison
Seven Months Ended January 31, 2012**

LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES (continued)	Annual Budget FY2012	Actual 1/31/12	Act/Budget 58.3%	Actual 1/31/11	Act/Budget FY11	Annual Budget FY2011
Institutional Support						
Salaries	\$ 68,291	\$ 37,044	54.2%	\$ 189,624	53.0%	\$ 357,629
Employee Benefits	254,530	11,748	4.6%	39,123	12.2%	319,702
Contractual Services	12,000	14,876	124.0%	18,309	111.0%	16,500
Material & Supplies	2,300	180	7.8%	180	72.0%	250
Conference & Meeting	-	-	0.0%	-	0.0%	-
Fixed Charges	390,750	387,555	99.2%	370,591	116.9%	317,000
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>727,871</u>	<u>451,403</u>	62.0%	<u>617,827</u>	61.1%	<u>1,011,081</u>
TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	<u>\$ 1,129,971</u>	<u>\$ 619,094</u>	54.8%	<u>\$ 799,469</u>	57.1%	<u>\$ 1,399,577</u>

Fiscal Year 2012 Budget to Actual Comparison

AUDIT FUND	Annual Budget FY2012	Actual 1/31/12	Act/Budget 58.3%	Actual 1/31/11	Act/Budget FY11	Annual Budget FY2011
Local Government Sources	\$ 31,508	\$ 33,614	106.7%	\$ -	0.0%	\$ 18,034
Investment Revenue	200	94	47.0%	160	80.0%	200
TOTAL AUDIT FUND REVENUES	<u>31,708</u>	<u>33,708</u>	106.3%	<u>160</u>	0.9%	<u>18,234</u>
AUDIT FUND						
Contractual Services	32,500	32,500	100.0%	31,500	96.9%	32,500
TOTAL AUDIT FUND EXPENDITURES	<u>\$ 32,500</u>	<u>\$ 32,500</u>	100.0%	<u>\$ 31,500</u>	96.9%	<u>\$ 32,500</u>

Illinois Valley Community College District No. 513
Fiscal Year 2012 Budget to Actual Comparison
All Funds
Seven Months Ended January 31, 2012

<u>Department</u>	<u>Annual Budget FY2012</u>	<u>Actual 1/31/2012</u>	<u>Act/Budget 58.3%</u>	<u>Explanation</u>
President	\$ 292,518	\$ 181,743	62.1%	
Board of Trustees	21,000	12,961	61.7%	
Community Relations	338,649	185,940	54.9%	
Development Office	71,194	24,796	34.8%	
Continuing Education	1,286,419	691,837	53.8%	
Facilities	9,336,207	2,162,119	23.2%	
Information Technologies	1,701,698	1,077,009	63.3%	
Academic Affairs	259,150	149,937	57.9%	
Academic Affairs (AVPCE)	761,164	509,462	66.9%	
Adult Education	504,753	312,053	61.8%	
Dislocated Workers Center	653,548	569,852	87.2%	Tuition/fees and childcare for clients
Learning Technologies	706,958	384,557	54.4%	
Career & Tech Education Division	2,445,046	1,392,901	57.0%	
Natural Science & Business Division	2,176,823	1,345,988	61.8%	
Humanities & Fine Arts/Social Science Division	2,191,115	1,381,968	63.1%	
Health Professions Division	2,080,015	1,258,231	60.5%	
English, Mathematics, Education Division	2,909,411	1,910,217	65.7%	
Admissions & Records	355,315	220,126	62.0%	
Student Development	621,026	439,902	70.8%	Summer semester salaries
Student Services	125,604	75,184	59.9%	
Financial Aid	5,484,630	3,704,735	67.5%	
Athletics	250,124	168,466	67.4%	
TRIO (Student Success Grant)	298,584	183,636	61.5%	
Safety Service	400,000	167,035	41.8%	
Business Services/General Institution	2,119,165	673,385	31.8%	
Risk Management	729,971	452,058	61.9%	
Tuition Waivers	422,000	352,320	83.5%	Summer, Fall, and partial Spring
Purchasing	112,173	57,495	51.3%	
Human Resources	179,067	106,265	59.3%	
Bookstore	2,544,746	2,165,091	85.1%	Products for resale
Shipping & Receiving	84,904	45,930	54.1%	
Copy Center	144,598	90,386	62.5%	
Total FY12 Expenditures	<u>\$ 41,607,575</u>	<u>\$ 22,453,585</u>	54.0%	

Illinois Valley Community College
Statement of Cash Flows
for the Month ended January 31, 2012

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	TOTAL
Balance on Hand	\$ 1,129,847.69	\$ 260,445.73	\$ 248,025.20	\$ 34,259.52	\$ 136,620.44	\$ (605,454.14)	\$ 402,563.36	\$ 1,318.90	\$ 708,498.06	\$ 2,316,124.76
Total Receipts	994,496.53	44,310.22	3,070.67	7,417.03	430,945.39	157,622.93	11,831.86	49.76	7,224.86	1,656,969.25
Total Cash	2,124,344.22	304,755.95	251,095.87	41,676.55	567,565.83	(447,831.21)	414,395.22	1,368.66	715,722.92	3,973,094.01
Due To/From Accts	(11,604.90)	39.69	(27,083.33)	27,083.33	15,174.25	(3,521.80)	-	-	(87.24)	0.00
Transfers/Bank CDs	1,500,000.00	200,000.00	289,665.91	-	-	10,334.09	-	-	-	2,000,000.00
Expenditures	(1,861,562.31)	(168,231.45)	(156,674.32)	-	(208,268.57)	(131,761.45)	-	-	(36,685.46)	(2,563,183.56)
ACCOUNT BALANCE	1,751,177.01	336,564.19	357,004.13	68,759.88	374,471.51	(572,780.37)	414,395.22	1,368.66	678,950.22	3,409,910.45
Deposits in Transit	(5,748.75)									(5,748.75)
Outstanding Checks	89,461.79									89,461.79
BANK BALANCE	1,834,890.05	336,564.19	357,004.13	68,759.88	374,471.51	(572,780.37)	414,395.22	1,368.66	678,950.22	3,493,623.49
Certificates of Deposit	3,500,000.00	300,000.00	1,000,000.00	500,000.00	1,200,000.00	-	4,250,000.00	-	4,100,000.00	14,850,000.00
Illinois Funds	1,784,229.49	1,292,655.42	1,114,331.98	1,486,214.69	-	-	-	10,552.18	122,592.26	5,810,576.02
CDB Trust Fund CTC			6,543,377.21							6,543,377.21
Bldg Reserve-ILLFund			1,081,653.06							1,081,653.06
Total Investment	\$ 5,284,229.49	\$ 1,592,655.42	\$ 9,739,362.25	\$ 1,986,214.69	\$ 1,200,000.00	\$ -	\$ 4,250,000.00	\$ 10,552.18	\$ 4,222,592.26	\$ 28,285,606.29
LaSalle State Bank	\$ 347,482.50									
Peru Savings Bank	3,146,140.99									
	<u>\$ 3,493,623.49</u>									

Respectfully submitted,



Cheryl Roelfsema

Vice President for Business Services & Finance/Treasurer

**ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
January 31, 2012**

<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>
3/23/2012						1,000,000		1,000,000	FSB	0.95%	0.95%	26766
4/22/2012							100,000	100,000	MB	1.15%	1.15%	914161
6/1/2012		300,000			1,200,000			1,500,000	FSB	0.95%	0.95%	24553
6/22/2012	1,000,000							1,000,000	FSB	0.50%	0.50%	25440
7/20/2012	2,000,000							2,000,000	FSB	0.95%	0.95%	1011570115
8/3/2012							2,000,000	2,000,000	FSB	0.95%	0.95%	25092
9/21/2012						500,000		500,000	FSB	0.95%	0.95%	25440
9/29/2012			500,000				500,000	1,000,000	FSB	0.95%	0.95%	25522
11/7/2012						150,000		150,000	MB	1.00%	1.00%	915192
11/23/2012						1,500,000		1,500,000	FSB	0.65%	0.65%	26001
12/14/2012	500,000		500,000				1,000,000	2,000,000	FSB	0.65%	0.65%	2041022024
12/22/2012				500,000		1,000,000	500,000	2,000,000	FSB	0.65%	0.65%	1011466946
1/30/2012						100,000		100,000	NCB	0.60%	0.60%	35803
Total CD	3,500,000	300,000	1,000,000	500,000	1,200,000	4,250,000	4,100,000	14,850,000				

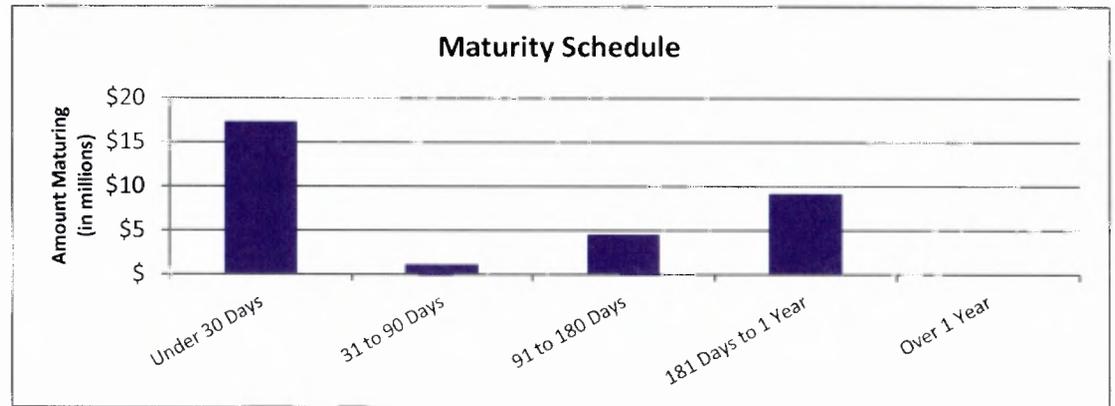
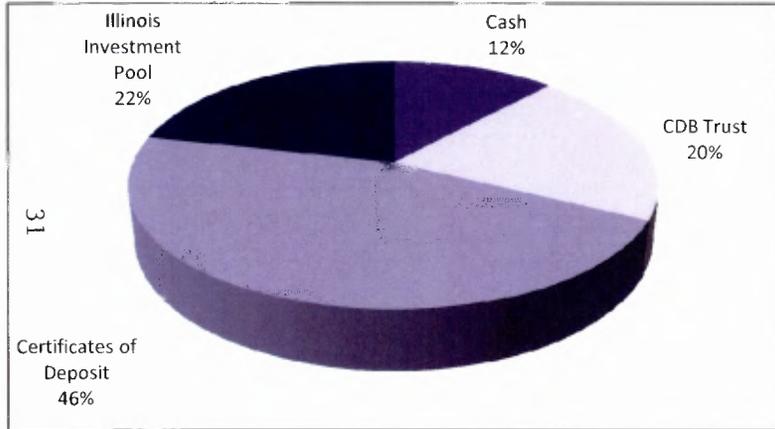
CB	Centrue Bank	LSB	LaSalle State Bank
CBNA	Commerce Bank, NA	MB	Marseilles Bank
CFNB	Citizens First National Bank	MSB	Midland State Bank
FSB	First State Bank of Mendota	NCB	North Central Bank - Ladd
HNB	Hometown National Bank	PFS	Peru Federal Savings

** Current IL Funds interest rate: 0.10%

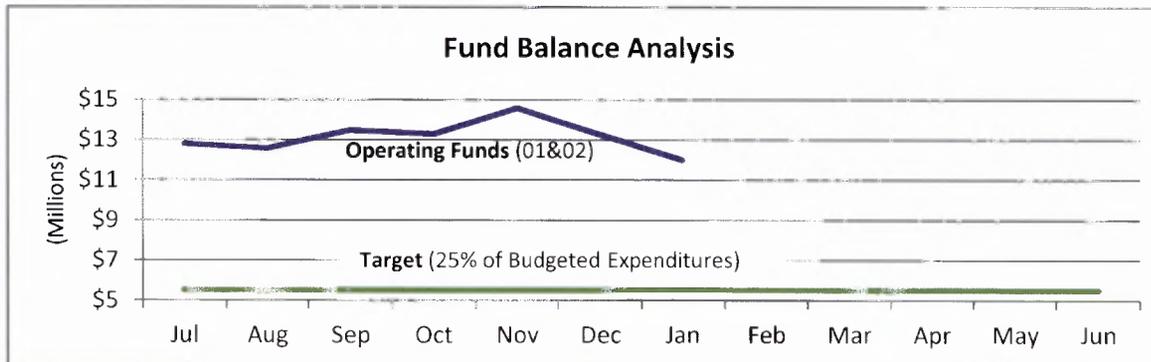
**Illinois Valley Community College District No. 513
Investment Status Report
All Funds
January 31, 2012**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	11.9%	\$ 3,809,228	3.50%
CDB Trust	20.4%	6,543,377	1.90%
Certificates of Deposit	46.3%	14,850,000	0.79%
Illinois Investment Pool	21.5%	6,892,229	0.10%
Total	100.0%	\$ 32,094,834	1.19%

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds (US Bank)	\$ 6,892,229			\$ 6,892,229	21%
Centrue Bank		-		-	0%
First State Bank		14,500,000		14,500,000	45%
LaSalle State Bank			347,483	347,483	1%
Marseilles Bank		250,000		250,000	1%
North Central Bank		100,000		100,000	0%
Citizens First National			6,918,978	6,918,978	22%
Peru Federal Savings			3,086,145	3,086,145	10%
Total	\$ 6,892,229	\$ 14,850,000	\$ 10,352,605	\$ 32,094,834	100%



Weighted Average Maturity of CD's 215 Days



**Check Register \$5,000 or More
01/01/12 - 01/31/12**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
521442	01/05/12	0001369	Ameren Illinois	\$ 25,570.70	Gas-East Campus (11/10/11-12/09/12), Electricity (11/7/11-12/08/12)
521449	01/05/12	0108916	CCIC	291,226.53	Health Insurance (January)
521469	01/05/12	0079038	IVCC Student Activity	6,728.64	Veteran Awards
521551	01/05/12	0000001	Illinois Valley Community College	84,695.09	Federal & State Payroll Taxes (01/05/12)
521552	01/05/12	0082897	SURS	46,272.47	Payroll (01/05/12)
521573	01/12/12	0089239	Castle Prin Tech	7,400.00	Spring 2012 Continuing Education Schedule
521611	01/12/12	0079038	IVCC Student Activity	7,655.16	Veteran Awards
521612	01/12/12	0079038	IVCC Student Activity	503,943.10	MAP Funds
521608	01/12/12	0001437	Infosource, Inc.	22,050.00	Software Renewal-Basic Computer Skills Assessment
521628	01/12/12	0001634	MPS	7,331.50	Books for Resale
521625	01/12/12	0101216	Missouri Book Company	5,421.28	Books for Resale
521663	01/12/12	0018889	SRAVTE	5,000.00	Single Parent Coordinator Fee (Adult Education Performance Grant)
521674	01/12/12	0066555	United States Postal Service	6,000.00	Reimburse Postage Meter
521747	01/19/12	0081443	American Express	96,639.76	Cengage Learning, McGraw Hill Publishing , Pearson Education, Elsevier, Inc.
521762	01/19/12	0169822	Constellation NewEnergy - Gas	17,369.40	Natural Gas (12/01/11-12/31/11)
521893	01/19/12	0000001	Illinois Valley Community College	96,285.46	Federal & State Payroll Taxes (01/19/12)
521784	01/19/12	0089267	JB Contracting Corporation	152,474.40	Feeder Wire Replacement*
521902	01/19/12	0082897	SURS	50,759.42	Payroll (01/19/12)
521809	01/19/12	0001927	Walter J Zukowski & Associates	17,883.25	Legal Services
521926	01/26/12	0128254	Cargill Inc. Salt Division	5,683.42	Bulk Rock Salt
521939	01/26/12	0001111	Dell Computers	6,609.85	Power Edge Server
521954	01/26/12	0181795	G4S Secure Solutions (USA) Inc	27,453.24	Security Service
521958	01/26/12	0142157	Governet	10,700.00	Annual Software Maintenance and Support-CurricUNET
522022	01/26/12	0018889	SRAVTE	6,500.00	Programs of Study & Single Parent Services (Carl Perkins Grant)
522034	01/26/12	0117780	Voluntary Action Center	6,577.28	Meals Provided for ECE Center and Learning Ladder

\$ 1,514,229.95

*Protection, Health, & Safety (PHS) Projects

Stipend Report for Pay Period Ending 01/14/12

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Abbott, Mark D	MTH-0907-350	01/10/12	05/19/12	05/19/12	RE	\$2,790.00	011520910051320	MTH-0907-350	Intermediate Algebra	
Abernathy, Jennifer P	MUS-1000-630	01/10/12	05/19/12	05/19/12	RE	\$3,570.00	011120650051320	MUS-1000-506	Music Appreciation	
Aleksy, Donald J	MGT-1230-300 2220-300	01/10/12	05/19/12	05/19/12	RE	\$3,060.00	011220570051320	MGT-1230-300	Owning & Operating Small Bus.	
Alvarado, Ruben Joseph	SPN-1001-630	01/10/12	05/19/12	05/19/12	RE	\$2,380.00	011120650051320	SPN-1001-630	Elementary Spanish I	
Argubright, Brian Christopher	Assistant Softball Coach	01/10/12	05/15/12	05/19/12	ST	\$3,919.00	056430360851900			
Baker, Kathryn June	CSP-1203-630, 2203-300	01/10/12	05/19/12	05/19/12	RE	\$4,690.00	011320410051320	CSP-1203-630	Microsoft Office Professional I	
Barr, Annette Denise	HFA-1007-300	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011120650051320	HFA-1007-300	S/T:Digital Photography	
Bennett-Campbell, Bonnie L	Interim Director of Nursing	01/10/12	05/19/12	05/19/12	ST	\$6,000.00	011420730051210			
Blood, Trisha Marie	MTH-1003-600	01/10/12	05/19/12	05/19/12	RE	\$2,380.00	011120910051320	MTH-1003-600	College Algebra	
Biemer, Ronald Glenn	HIS-1000-560, 2001-500	01/10/12	05/19/12	05/19/12	RE	\$3,870.00	011120650051320	HIS-1000-560	History of Western Civilization I	
Bokus, Michael Todd	CSP-2201-300	01/10/12	05/19/12	05/19/12	RE	\$1,451.25	011320410051320	CSP-2201-300	Help Desk/User Support	
Borkowski, Andrew Joseph	EMS-2200-01, 300, COOR	01/10/12	05/20/12	06/02/12	RE	\$4,761.60	011420730051320	EMS-2200-01	Emergency Medical Responder	
Borth, Leahann M	Open Lab Hours	01/10/12	05/19/12	05/19/12	ST	\$892.50	011120570051320			
Bortz, Richard D	IMT-1220-300 WED-2200-301	01/10/12	05/19/12	05/19/12	RE	\$4,313.75	011320410051320	IMT-1220-300	Rigging Systems	
Bouxsein, Barbara Jean	CAD-1200-300	01/10/12	05/19/12	05/19/12	RE	\$2,257.50	011320410051320	CAD-1200-300	Comp Aided Draft I AutoCAD	
Brady-Crite, Stephanie Jean	ENG-0900-04	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011520910051320	ENG-0900-04	Basic Composition II	
Bray, Kristal A	ALH-1214-01	01/10/12	03/05/12	03/15/12	RE	\$2,796.50	011420730051320	ALH-1214-01	Certified Nursing Assistant	
Brolley, Vincent Depaul	Mileage Reimbursement	11/22/11	01/14/12	01/14/12	MI	\$134.87	011120650055210			
Buonomo, Vince A.	SPH-1001-510, 1001-300	01/10/12	05/19/12	05/19/12	RE	\$3,870.00	011120650051320	SPH-1001-510	Fundamentals of Speech	
Castaneda, Craig Alexander	BIO-1008-09,1200-01,1008-01,03	01/10/12	05/19/12	05/19/12	RE	\$6,045.00	011120570051320	BIO-1008-09	Anatomy & Physiology II	
Christmann, Mark Henry	ELE-1201-300	01/10/12	05/19/12	05/19/12	RE	\$3,100.00	011320410051320	ELE-1201-300	Basic Indust. Electricity II	
Cooper, Debra S	MTH-0907-07, 08	01/10/12	05/19/12	05/19/12	RE	\$5,805.00	011520910051320	MTH-0907-07	Intermediate Algebra	
Corrigan, Kevin J	GEG-1005-300	01/10/12	05/19/12	05/19/12	RE	\$3,015.00	011120570051320	GEG-1005-300	Introduction To Astronomy	
Crouch, Deborah N	GEG-1004-01	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011120570051320	GEG-1004-01	World Region Geography	
Curtin, Walter Michael	EMS-2213,2214,2215-300 COOR	01/14/12	06/07/12	06/07/12	RE	\$5,015.85	011420730051320	EMS-2213-300	Paramedic IV - Med. Emerg. I	
Dellatori, Beth Ann	ENG-0900-01, 02	01/10/12	05/19/12	05/19/12	RE	\$3,720.00	011520910051320	ENG-0900-01	Basic Composition II	
Denton, Justin A	CSN-1202-300	01/10/12	05/19/12	05/19/12	RE	\$2,082.50	011320410051320	CSN-1202-300	Web Site Development	
Dittmer, Alejandro Joseph	SPH-1101-501, 505, 572	01/10/12	05/19/12	05/19/12	RE	\$5,355.00	011120650051320	SPH-1001-501	Fundamentals of Speech	
Dockins, Sherry Marie	HSR-1204-300	01/10/12	05/19/12	05/19/12	RE	\$1,860.00	011220650051320	HSR-1204-300	Addictive Disorders	
Dzurisin, Juliana Mae	ALH-1214-305	01/10/12	03/05/12	03/10/12	RE	\$3,272.50	011420730051320	ALH-1214-305	Certified Nursing Assistant	
Fess, Frederick E	ELT-1203-300	01/10/12	05/19/12	05/19/12	RE	\$1,705.00	011320410051320	ELT-1203-300	Industrial Instrumentation	
Fisher, Andrew	Mileage Reimbursement	01/01/12	01/14/12	01/14/12	MI	\$122.10	011120910055210			
Fisher, Andrew	ENG-1001-506, 1002-512	01/10/12	05/19/12	05/19/12	RE	\$3,720.00	011120910051320	ENG-1001-506	English Composition I	
Forst, Jean	ENG-1001-09, 1002-09	01/10/12	05/19/12	05/19/12	RE	\$3,570.00	011120910051320	ENG-1001-09	English Composition I	
Forst, Jean	ENG-0900-03	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011520910051320	ENG-0900-03	Basic Composition II	

Stipend Report for Pay Period Ending 01/14/12

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Frahm, Jeannette Michelle	SFC-1000-600	01/10/12	05/19/12	05/19/12	ST	\$1,240.00	011120910051320	SFC-1000-600	Strategies for College	
Frahm, Jeannette Michelle	Retro Pay Adjustment	01/01/12	01/14/12	01/14/12	ST	\$189.21	011120110051210			
Fryxell, David William	MUP-2043-01 Bass Lessons / 13	11/14/11	01/14/12	01/14/12	ST	\$392.99	011120650051320			
Glover, Neal P	HVC-1210-300, 2210-300	01/10/12	05/19/12	05/19/12	RE	\$4,340.00	011320410051320	HVC-1210-300	Basic Heating	
Gnidovec, Gary F	CRJ-2020-01	01/10/12	05/19/12	05/19/12	RE	\$1,860.00	011120570051320	CRJ-2020-01	Criminal Law	
Gould, Deke Cainas	PHL-1001-100	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011120650051320	PHL-1001-100	Introduction To Philosophy	
Grebner, Barbara Eugenia	ALH-1214-301	01/10/12	03/05/12	03/29/12	RE	\$2,796.50	011420730051320	ALH-1214-301	Certified Nursing Assistant	
Groleau, Ronald W	BIO-1008-09,10 1200-02	01/10/12	05/19/12	05/19/12	RE	\$4,020.00	011120570051320	BIO-1008-09	Anatomy & Physiology II	
Hackler, Bernard A	WLD SERIES 311 MULTI PREP 311	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011320410051320	WLD-1201-311	Stick, Plate, Horiz. Arc. Weld	
Hammen, Michael A	CRJ-1030-300	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011120570051320	CRJ-1030-300	Juvenile Delinquency	
Hardy, Tina L.	EDC-1000-150	01/10/12	05/19/12	05/19/12	ST	\$2,010.00	011120910051320	EDC-1000-150	Introduction To Education	
Hartford, Carmen Nichole	BION-1008-300 / Open Lab Hrs	01/10/12	05/19/12	05/19/12	RE	\$4,016.25	011120570051320	BION-1008-300	Anatomy/Phys II Night Lab	
Hauger, Elizabeth Lynne	MLC-Princeton	01/10/12	05/19/12	05/19/12	RE	\$2,480.00	011520910051320			
Haynes, Tricia Lynn	ENG-0900-600, RED-0900-03	01/10/12	05/19/12	05/19/12	RE	\$3,570.00	011520910051320	ENG-0900-600	Basic Composition II	
Hepburn, Thomas David	ALH-1002-300	01/14/12	05/19/12	05/19/12	RE	\$1,860.00	011420730051320	ALH-1002-300	Human Growth & Development	
Hinterlong, James Edward	BUL-2000-01	01/10/12	05/19/12	05/19/12	RE	\$2,010.00	011120570051320	BUL-2000-01	The Legal Envnmnt of Business	
Jakupcak, Joseph M	BIO-1000-403	01/10/12	05/19/12	05/19/12	RE	\$2,010.00	011120570051320	BIO-1000-403	The Global Environment	
Jameson, Ruth Elaine	ALH-1214-601	01/10/12	01/11/12	01/11/12	RE	\$233.19	011420730051320	ALH-1214-601	Certified Nursing Assistant	
Jauch, Christian Martin	CRJ-2260-01	01/10/12	05/19/12	05/19/12	RE	\$1,860.00	011220570051320	CRJ-2260-01	Police Community Relations	
Jauch, Christian Martin	CSP-1203-01, 1203-300	01/10/12	05/19/12	05/19/12	RE	\$4,340.00	011320410051320	CSP-1203-01	Microsoft Office Professional I	
Jezak, Jon P	SOC-100-300	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011120650051320	SOC-1000-300	Introduction To Sociology	
Kalis, Linda Spenny	MTH-0907-601	01/10/12	05/19/12	05/19/12	RE	\$2,677.50	011520910051320	MTH-0907-601	Intermediate Algebra	
Karth, Timothy R	MUP-1004-300	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011120650051320	MUP-1004-300	Jazz Ensemble	
Keiser, Melissa L	ART-1000-502	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011120650051320	ART-1000-502	Art Survey	
Kelly, Amy L	ALH-1000-101,102	01/10/12	06/07/12	06/07/12	RE	\$3,570.00	011420730051320	ALH-1000-101	Introduction To Nutrition	
Killian, Melissa J.	2 Sessions	01/03/12	01/14/12	01/14/12	OV	\$672.08	013230030851540			
Klobucher, Courtney E	ART-1000-600,300	01/10/12	05/19/12	05/19/12	RE	\$3,570.00	011120650051320	ART-1000-600	Art Survey	
Koehler, Richard A	Driver Improve #792 LaSalle Co	01/04/12	01/14/12	01/14/12	ST	\$150.00	014110394251320	CDV-6000-02	LaSalle Co Driver Improvement	
Kott, Kathryn B	Vacation Payout	01/01/12	01/14/12	01/14/12	VA	\$4,502.57	011420730051210			
Kreier, Rodney John	IMT-1205-01,02,1206-300	01/10/12	05/19/12	05/19/12	RE	\$5,652.50	011320410051320	IMT-1205-01	Industrial Hydraulics	
Kriz, Michael A	BIO-1008-08	01/10/12	05/19/12	05/19/12	RE	\$2,677.50	011120570051320	BIO-1008-08	Anatomy & Physiology II	
Kusek, Karl Kenneth	ELE-1202-01,1206-01,1206-300	01/10/12	05/19/12	05/19/12	RE	\$4,611.25	011320410051320	ELE-1202-01	Motors and Controls I	
Lamboley, Wendy Lynn	THM-1202-01	01/14/12	05/19/12	05/19/12	RE	\$3,720.00	011420730051320	THM-1202-01	Musculoskeletal System	
Landgraf, Tammy Lynn	ECE-2219-300	01/10/12	05/19/12	05/19/12	RE	\$1,588.65	011220910051320	ECE-2219-300	Practicum/Student Teaching	
Lange, Marilyn Lee	MTH-0906-07, 0907-09	01/10/12	05/19/12	05/19/12	RE	\$5,805.00	011520910051320	MTH-0906-07	Basic Algebra	

Stipend Report for Pay Period Ending 01/14/12

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Lau, Michael S	PSY-2006-300	01/10/12	05/19/12	05/19/12	RE	\$1,935.00	011120650051320	PSY-2006-300	Abnormal Psychology	
Leadingham, Paul	AWS Certification Testing	12/17/11	01/14/12	01/14/12	ST	\$1,925.00	014210331051320			
Lesman, Emily Elizabeth	MLC OTTC MTH 0900-600	01/10/12	05/19/12	05/19/12	RE	\$5,805.00	011520910051320	MTH-0900-600	Pre-Algebra	
Lockwood, DawnAnne	CSG-1202-100	01/10/12	05/19/12	05/19/12	RE	\$2,085.00	011320410051320	CSG-1202-100	Photoshop	
Lockwood, DawnAnne	EDC-1203-150	01/10/12	05/19/12	05/19/12	RE	\$2,085.00	011220910051320	EDC-1203-150	Educational Technology	
Loebach, Nancy Ann	Mileage Reimbursement	01/01/12	01/14/12	01/14/12	MI	\$49.95	011120910055210			
Loebach, Nancy Ann	MTH-0906-08, 0906-301	01/10/12	05/19/12	05/19/12	RE	\$5,355.00	011520910051320	MTH-0906-08	Basic Algebra	
Mahoney, James Joseph	WLD SERIES 301 MULTI PREP	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011320410051320	WLD-1200-301	Stick, Plate, Flat Arc Welding	
Maivolti, Steven Otto	WND-2200-300	01/10/12	05/19/12	05/19/12	RE	\$2,975.00	011320410051320	WND-1200-300	Wind Energy Concepts	
Mandujano, James Edward	CRJ-1030-01	01/10/12	05/19/12	05/19/12	RE	\$1,860.00	011120570051320	CRJ-1030-01	Juvenile Delinquency	
Martin, Matthew	ART-1007-300	01/10/12	05/19/12	05/19/12	RE	\$2,380.00	011120650051320	ART-1007-300	Painting I	
Matteson, Gregory A	Open Lab Hours	01/10/12	05/19/12	05/19/12	RE	\$3,015.00	011120570051320			
Mattson, Robert Carl	MTH-1009-01, 1010-01	01/10/12	05/19/12	05/19/12	ST	\$3,720.00	011120910051320	MTH-1009-01	Structure of Number Systems I	
Maurice, Jeanette A	RWSS Lab Night	01/10/12	05/19/12	05/19/12	RE	\$2,010.00	011520910051320			
McCabe-Pinn, Linda	ALH-1200-01	01/14/12	05/19/12	05/19/12	RE	\$1,935.00	011420730051320	ALH-1200-01	Introduction To Health Science	
McCarthy, Melissa R	PSY-1000-507, 530	01/10/12	05/19/12	05/19/12	RE	\$3,570.00	011120650051320	PSY-1000-507	General Psychology	
McClure, Colleen S	MLC OTTC	01/10/12	05/19/12	05/19/12	RE	\$2,480.00	011520910051320			
McConville, Drew Allen	PSI-1000-504	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011120650051320	PSI-1000-504	American National Government	
McGuire, Patricia Ann	DLA-1202-01,02 2201-01,2203-1,2	01/10/12	05/19/12	05/19/12	RE	\$4,650.00	011420730051320	DLA-1202-01	Supervised Dental Assist. Prac	
McKee, Larry E	MLC IVCC NIGHT	01/10/12	05/19/12	05/19/12	RE	\$3,720.00	011520910051320			
Mika, Judyann	SSK-0904-01	01/10/12	05/19/12	05/19/12	RE	\$1,860.00	011520910051320	SSK-0904-01	College Study Skills	
Mills, Michael Edward	EMS-2000-01 2201-300	01/14/12	06/07/12	06/07/12	RE	\$3,462.90	011420730051320	EMS-2200-01	Emergency Medical Responder	
Montgomery, D Gene	MUP-1002-300, MUS-1000-505	01/10/12	05/19/12	05/19/12	RE	\$4,020.00	011120650051320	MUP-1002-300	Wind Ensemble	
Moore, Anni	BIO-1009-300,301,BION-1009-300	01/10/12	05/19/12	05/19/12	RE	\$3,718.75	011120570051320	BIO-1009-300	Microbiology	
Moreno, Maria D	CSP-1230-01	01/10/12	05/19/12	05/19/12	RE	\$1,487.50	011320410051320	CSP-1230-01	Basic Keyboarding	
Moroni, Theresa Marie	DLA-1206-01,2201-01,2203-01,02	01/14/12	05/19/12	05/19/12	RE	\$5,355.00	011420730051320	DLA-1206-01	Dental Office Management	
Moskalewicz, James P	4 Sessions	01/03/12	01/14/12	01/14/12	OV	\$1,494.04	013230030851540			
Mullen, Laurie Beth	ART-1010-504, 1010-600	01/10/12	05/19/12	05/19/12	RE	\$3,570.00	011120650051320	ART-1010-504	Art Survey II	
Near, Monica Marie	Meal Reimbursement	12/06/11	01/14/12	01/14/12	TF	\$12.72	064420258255211			
Needs, George Frank	MIMIC Stipends	01/10/12	01/14/12	01/14/12	ST	\$150.00	061320152751900			
Nelson, Catherine Lee	ECE-2005-01	01/10/12	05/19/12	05/19/12	RE	\$1,860.00	011220910051320	ECE-2005-01	Students/Disabilities Schools	
Nickel, Paul A	WLD SERIES 313 MULTI PREP	01/10/12	05/19/12	05/19/12	RE	\$1,860.00	011320410051320	WLD-1200-312	Stick, Plate, Flat Arc Welding	
Norlin, Marilyn Kaye	PSY-2200-300	01/10/12	05/19/12	05/19/12	RE	\$1,860.00	011120650051320	PSY-2200-300	Human Relations/World of Work	
Norris, Blanche L	Mileage Reimbursement	12/12/11	01/14/12	01/14/12	MI	\$111.00	014210331055212			
Novak, M. Elaine	CSP-1203-01	01/10/12	05/19/12	05/19/12	RE	\$2,082.50	011320410051320	CSP-1203-101	Microsoft Office Profess I	

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Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
O'Brien, Tina Marie	MLC STREATOR	01/10/12	05/19/12	05/19/12	RE	\$2,480.00	011520910051320			
Opsal, James Allen	BIO-1200-630	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011120570051320	BIO-1200-630	Human Body Structure & Funct.	
Panizzi, Gerald W	Driver Improve #791 #793 LaSal	12/17/11	01/14/12	01/14/12	ST	\$375.00	014110394251320	CDV-6000-02	LaSalle Co Driver Improvement	
Parisot, Debora	GDT-1203-300	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011320650051320	GDT-1203-300	Printing Technology	
Paul, Kristine	SDT-1203-300	01/10/12	03/05/12	03/10/12	RE	\$595.00	011320410051320	SDT-1203-300	Job Seeking Skills	
Pearson, Jacob Alexander	SPH-1001-407	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011120650051320	SPH-1001-407	Fundamentals of Speech	
Personette, John Carl	GEG-1001-600	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011120570051320	GEG-1001-600	Weather & Climate	
Peters, Mary Ellen	ENG-1002-054	01/10/12	05/19/12	05/19/12	ST	\$1,860.00	011120910051320	ENG-1002-504	English Composition II	
Petersen, Bonnie S	HPE-1004-03,600	01/10/12	05/19/12	05/19/12	RE	\$2,480.00	011120570051320	HPE-1004-03	First Aid	
Pinter, Debra Lynn	ALH-1214-02	01/10/12	03/05/12	03/10/12	RE	\$2,796.50	011420730051320	ALH-1214-02	Certified Nursing Assistant	
Pommier, Elizabeth Ann	PSY-1000-05, 1000-100	01/10/12	05/19/12	05/19/12	RE	\$3,570.00	011120650051320	PSY-1000-05	General Psychology	
Prine, Renee Marie	4 Sessions	01/03/12	01/14/12	01/14/12	OV	\$1,441.52	013230030851540			
Reardon, Gary Patrick	SPH-1001-600	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011120650051320	SPH-1001-600	Fundamentals of Speech	
Reif, Cynthia Lou	DLA-1202-01,02 1205-01,22-01	01/10/12	05/19/12	05/19/12	RE	\$5,270.00	011420730051320	DLA-1202-01	Supervised Dental Assist. Prac	
Renn, Kristine Marie	BIO-1008-10,03 Open Lab Hours	01/10/12	05/19/12	05/19/12	RE	\$4,522.00	011120570051320	BIO-1008-10	Anatomy & Physiology II	
Retoff, Dan J	ALH-1030-01, 1031-01	01/10/12	05/19/12	05/19/12	RE	\$2,680.00	011420730051320	ALH-1030-01	Yoga	
Retoff, Dan J	BIO-1008-301, BION-1008-302	01/10/12	05/19/12	05/19/12	RE	\$3,517.50	011120570051320	BIO-1008-301	Anatomy & Physiology II	
Rodda, Jeanna Michele	FRS-2030-01	01/10/12	05/19/12	05/19/12	RE	\$1,860.00	011120570051320	FRS-2030-01	Trace Evidence	
Ruda, Anthony J	HPE-1000-100,101,1021-500	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011120570051320	HPE-1000-100	Wellness	
Russell, Thomas Shawn	DFT-1203-300	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011320410051320	DFT-1203-300	Machine Blueprint Reading	
Rutkowski, Barbara Ann	ECE-2203-180	01/10/12	05/19/12	05/19/12	RE	\$1,536.00	011220910051320	ECE-2203-180	Supervision and Administration	
Sack, Jane E	4 Sessions	01/03/12	01/14/12	01/14/12	OV	\$1,734.96	013230030851540			
Schultz, Kim Ann	ALH-1214-300,301,305 1214-602	01/10/12	05/19/12	05/19/12	RE	\$6,069.00	011420730051320	ALH-1214-300	Certified Nursing Assistant	
Serafini, Daniel J	MTH-1008-300	01/10/12	05/19/12	05/19/12	ST	\$1,785.00	011120910051320	MTH-1008-300	General Elementary Statistics	
Shields, Richard Maurice	ACT-1220-01	01/10/12	05/19/12	05/19/12	RE	\$100.00	011220570051320	ACT-1220-01	Practical Income Tax Prep	
Silvey, Anne Marie S.	SPH-1001-511, 601	01/10/12	05/19/12	05/19/12	RE	\$3,570.00	011120650051320	SPH-1001-511	Fundamentals of Speech	
Smith, Mary Helen	MIMIC Stipend	01/10/12	01/14/12	01/14/12	ST	\$225.00	061320152751900			
Smith, Mary Helen	CAD-1203-300 DFT-1201-01	01/10/12	05/19/12	05/19/12	RE	\$3,870.00	011320410051320	CAD-1203-300	Electronics Drafting	
Smith, Paul C.	CAD-2204-300	01/10/12	05/19/12	05/19/12	RE	\$2,082.50	011320410051320	CAD-2204-300	Geom Dimension & Tolerance	
Sphar, Ronald E	HVC-1220-300, 1240-300	01/10/12	05/19/12	05/19/12	RE	\$4,340.00	011320410051320	HVC-1220-300	Basic Refrigeration	
Sramek, Katherine Lynn	CSP-1210-01	01/10/12	03/10/12	03/10/12	RE	\$743.75	011320410051320	CSP-1210-01	Bas Computer Skills Workplace	
Stevenson, Keith Howard	WHS-1250-300	01/10/12	02/11/12	02/11/12	RE	\$1,550.00	011320410051320	WHS-1250-300	Warehouse/Distribution Process	
Stone, Donna P	THE-2002-600	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011120650051320	THE-2002-600	Introduction To Theatre	
Strickler, Andrew Robert	MTH-0900-01,02	01/10/12	05/19/12	05/19/12	RE	\$3,570.00	011520910051320	MTH-0900-01	Pre-Algebra	
Swett, Steven A	MKT-1220-300	01/10/12	05/19/12	05/19/12	RE	\$750.00	011220570051320	MKT-1220-300	Sales/Retailing	

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Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Swett, Steven A	SFC-1000-02	01/10/12	05/19/12	05/19/12	ST	\$1,608.00	011120910051320	SFC-1000-02	Strategies for College	
Taylor, James Edward	IMT-1207-300	01/10/12	05/19/12	05/19/12	RE	\$1,550.00	011320410051320	IMT-1207-300	Pipefitting	
Templeton, Thomas J	CRJ-1260-01	01/10/12	05/19/12	05/19/12	RE	\$2,010.00	011220570051320	CRJ-1260-01	Administration of Justice	
Thomas, Terry R	HIS-1001-600	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011120650051320	HIS-1001-600	History Western Civilization II	
Tomasson, Cory J	Head Softball Coach	01/10/12	05/15/12	05/19/12	ST	\$8,454.00	056430360751900			
Tomasson, Cory J	MIMIC Stipend	01/10/11	01/14/12	01/14/12	RE	\$75.00	061320152751900			
Turchi, Mary Lynn	SFC-1000-100	01/10/12	05/19/12	05/19/12	ST	\$1,340.00	011120910051320	SFC-1000-100	Strategies for College	
Turchi, Mary Lynn	SSK-0902-100,0903-100	01/10/12	05/19/12	05/19/12	RE	\$320.00	011520910051320	SSK-0902-100	Test Taking Techniques	
Vesper, Kathy Ruth	ALH-1214-600,601,602	01/10/12	03/05/12	03/10/12	RE	\$6,834.00	011420730051320	ALH-1214-600	Certified Nursing Assistant	
Volker, Todd D	PHL-1002-600	01/10/12	05/19/12	05/19/12	RE	\$1,785.00	011120650051320	PHL-1002-600	Ethics	
Walczynski, Mark J	CRJ-2040-01,02,300	01/10/12	05/19/12	05/19/12	RE	\$5,355.00	011120570051320	CRJ-2040-01	Criminology	
Wasmer, Susan Marie	ALH-1250-300	01/10/12	03/05/12	03/10/12	RE	\$2,480.00	011420730051320	ALH-1250-300	Principle/Practice Phlebotmy	
Wasmer, Susan Marie	Coordinator	01/10/12	05/19/12	05/19/12	RE	\$1,860.00	011420730051320			
Watland, Courtney Mae	CSP-1231-300	01/10/12	05/19/12	05/19/12	RE	\$2,082.50	011320410051320	CSP-1231-300	Adv Keybrdng/Docmnt Formtng	
Weitl, Jamie B	ENG-0909-100	01/10/12	05/19/12	05/19/12	RE	\$595.00	011520910051320	ENG-0909-100	English Lab	
Whightsil, Greg Allen	ELE-1201-01,1203-300	01/10/12	05/19/12	05/19/12	RE	\$4,805.00	011320410051320	ELE-1201-01	Basic Industrial Electricity II	
Whited, Barry Gene	BUS-1010-300 ECN-2002-300	01/10/12	05/19/12	05/19/12	RE	\$3,720.00	011120570051320	BUS-1010-300	Introduction To Business	
Wiggins, Steven Lee	ENG-1001-600, 1002-407	01/10/12	05/19/12	05/19/12	ST	\$3,720.00	011120910051320	ENG-1001-600	English Composition I	
Winn, Christopher Daniel	CTP-320	01/01/12	01/14/12	01/14/12	ST	\$353.52	011120410051320	CTP-320		
TOTAL STIPENDS						\$416,215.22				

Cheryl Roelfsema
 Cheryl Roelfsema
 Vice President of Business Services and Finance

Jerry Corcoran 2/18/12
 Dr. Jerry Corcoran
 President

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

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Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Anderson, Jeffrey M.	Meal Reimbursement	1/20/2012	1/28/2012	1/28/2012	MI	15.68	011120650055211			
Arbuckle, Kathleen Ann	Clothing Allowance	1/13/2012	1/28/2012	1/28/2012	TF	33.99	027210472052900			
Ault, Richard L	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	160.00	011120570051340			Open Lab Hours
Barr, Annette Denise	HFA-1007-80	1/10/2012	5/19/2012	5/19/2012	ST	750.00	011120650051320	HFA-1007-80	S/T:Adv Digital Photography	
Batson-Turner, Jean	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	8,844.00	011220650051340	SOC-1000-300	Introduction To Sociology	
Bazydlo, Nora Beth	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	7,776.00	011420730051340	NUR-1211-04	Holistic Nursing I	
Bennett-Campbell, Bonnie L	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	9,830.40	011420730051340	NUR-1211-05	Holistic Nursing I	
Bergsieker, David E	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	3,840.00	011120650051340	PHO-2000-01	Introduction Photography	
Beyer, Jason Adam	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	2,820.00	011120650051340	PHL-1001-01	Introduction To Philosophy	
Bhattacharya, Abhijeet	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	9,600.00	011120570051340	ECN-1202-100	Fundamentals of Economics	
Bias, Timothy John	CEU-7211-01	1/16/2012	1/28/2012	1/28/2012	ST	1,537.50	014210331051320	CEU-7211-01	Machine Guarding	
Bias, Timothy John	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	ST	6,745.20	011320410051340	IMT-1200-300	Equipment Maintenance	
Black, Mary A	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	2,880.00	011520910051340	MTH-0907-02	Intermediate Algebra	
Black, Wesley Taylor	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	7,384.00	011120910051340	MTH-1008-04	General Elementary Statistics	
Blaydes, Christine Ann	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	8,576.00	011420730051340	ALH-1214-305	Certified Nursing Assistant	
Bluemer, Ronald Glenn	SP/12 Mileage	1/10/2012	5/19/2012	5/19/2012	ML	250.00	011120650055210			
Bortz, Richard D	ELT-2204-80	1/10/2012	5/19/2012	5/19/2012	ST	3,300.00	011320410051320	ELT-2204-80	Digital/Micro: Prin/App	
Bruch, Anna Marie Faletti	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	2,809.60	011420730051340	NUR-2211-07	Holistic Nursing III	
Caley Opsal, Susan Mary	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	384.00	011120570051340			Open Lab Hours
Carey, Lauri L	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	5,084.80	011320410051340	HRT-1236-01	Pest Management I	
Cherpeske, Roxanne Gay	THM 1200-01	1/23/2012	2/27/2012	3/10/2012	RE	855.60	011420730051320	THM-1200-01	Intro. To Therapeutic Massage	
Christianson, Diane C	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	5,370.00	011220910051340	ECE-2206-01	E-Portfolio	
Cinotte, Lori Maret	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	352.00	011120650051340	JRN-2000-80	Journal/Communications Intern	
Dittmer, Alejandro Joseph	SP/12 Mileage	1/10/2012	5/19/2012	5/19/2012	ML	500.00	011120650055210			
Dove, Christine E	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	7,980.00	011120650051340	LDS-1000-01	Leadership Develop Studies	
Elias, Gina Rae	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	5,334.80	011320410051340	CSN-1231-300	Network Administration II	
Engstrom, Norman Bruce	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	1,730.00	011120650051340	HFA-1007-01	S/T:Advanced Acting	
Fesperman, Jeffrey Norris	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	1,920.00	011120570051340	GEG-1001-100	Weather & Climate	
Foster, Christine M	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	8,640.00	011420730051340	NUR-1211-07	Holistic Nursing I	
Frahm, Jeannette Michelle	Mileage Reimbursement	1/12/2012	1/28/2012	1/28/2012	ML	33.30	011120116055211			
Francisco, Marjorie Lynn	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	6,649.60	011420730051340	NUR-2211-05	Holistic Nursing III	
Gibson, James A	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	15,370.60	011320410051340	ELE-1204-300	Programmable Logic Cntrlrs I	
Gillio, Susan M	MUP-1012-01	1/10/2012	5/19/2012	5/19/2012	ST	150.00	011120650051320	MUP-1012-01	Flute Ensemble	
Guttilla, Thomas L	REA-1201-300	1/24/2012	5/1/2012	5/10/2012	ST	2,010.00	014810342051320	REA-1201-300	Real Est Broker Pre-Licens II	
Hanley, Linda Cheryl	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	9,228.80	011420730051340	NUR-1210-13	Mental Health Nursing	
Hobneck, Cheryl I	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	3,600.00	011520910051340			
Hodgson, Laura Ann	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	9,856.00	011420730051340	ALH-1214-300	Certified Nursing Assistant	
Hogue, Julie Ann	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	9,510.40	011420730051340	NUR-1211-09	Holistic Nursing I	
Jezak, Jon P	SP/12 Mileage	1/10/2012	5/19/2012	5/19/2012	ML	400.00	011120650055210			
Johll, Matthew E.	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	640.00	011120570051340			Open Lab Hours
King, Keith Robert	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	2,176.00	011120570051340			Open Lab Hours
Koehler, Richard A	Mileage Reimbursement	12/10/2011	1/28/2012	1/28/2012	MI	55.50	014110394355212			
Koehler, Richard A	Driver Improve Bureau/LaSalle	1/14/2012	1/28/2012	1/28/2012	ST	450.00	014110394351320	CDV-7000-02	Bureau Co. Driver Improvement	01/18/12 794 01/21/12 795 01/14/12 162
Koudelka, Arthur Edward	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	15,616.00	011320410051340	ATO-1210-01	Basic Gas Engines	
Kuester, David A	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	5,070.00	011120650051340	HFA-1007-02	S/T:Playwriting	

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Kwiatkowski, Charles S	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	10,968.00	011120410051340	CSI-1002-02	Intro To Bus. Computer Systems	
Leadingham, Paul	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	6,080.00	011320410051340	WLD-1200-01	Stick, Plate, Flat Arc Welding	
Leonard, Bryan Donald	CHM 1004-403	1/10/2012	5/19/2012	5/19/2012	ST	3,015.00	011120570051320	CHM-1004-403	Chemistry	
Lockwood, Kirk D	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	4,480.00	011120910051340	ENG-2000-100	Technical & Business Writing	
Mammano, Pamela M	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	6,656.00	011420730051340	ALH-1001-102	Terminology Health Field	
Mangold, Richard F	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	2,070.00	011120910051340	PSY-2001-80	Child Growth and Development	
Mangold, Richard F	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	2,070.00	011420730051340	ALH-1002-600	Human Growth & Development	
Mangold, Richard F	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	2,370.00	011120650051340	PSY-1000-02	General Psychology	
McCarthy, Melissa R	SP/12 Mileage	1/10/2012	5/19/2012	5/19/2012	ML	500.00	011120650055210			
Mekeel, Ashley Marie	Piano Lessons / 31	1/11/2012	1/28/2012	1/28/2012	ST	864.59	011120650051320	MUP-2005-01	Applied Music: Piano	
Michael, James N	GER-1002-01, 1010-80, 2002-01	1/10/2012	5/29/2012	5/29/2012	ST	2,100.00	011120650051320	GER-1002-01	Elementary German II	
Monterastelli, Cherie A	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	4,800.00	011420730051340	ALH-1001-600	Terminology Health Field	
Nett, Steve A	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	5,120.00	011120570051340	BIO-1001-06	General Biology I	
Nink, Tina M	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	6,080.00	011420730051340	NUR-2212-05	Holistic Nursing IV	
O'Connor, Daniel J	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	12,160.00	011320410051340	ATO-1250-01	Engine Performance	
Oldaker, Adam Gregory	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	5,120.00	011120910051340	ENG-1002-630	English Composition II	
Olesen, Jared Jeffrey	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	1,920.00	011120650051340	SOC-1000-02	Introduction To Sociology	
Oseland, Gregory A	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	928.00	011120570051340	BIO-1002-02	General Biology II	
Padoan-Gallardo, Atti V	French / Spanish	1/28/2012	5/19/2012	5/19/2012	ST	2,700.00	011120650051320		French and Spanish	
Pearson, Jacob Alexander	SP/12 Mileage	1/10/2012	5/19/2012	5/19/2012	ML	250.00	011120650055210			
Pecherek, Michael John	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	2,148.00	011120650051340	MUS-1002-01	Music Theory I	
Pence, Patricia Lynn	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	12,719.20	011420730051340	NUR-1211-06	Holistic Nursing I	
Perez, Dorene Marie	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	12,362.20	011320410051340	CAD-1200-01	Comp Aided Draft I AutoCAD	
Phillips, Michael Alan	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	1,440.00	011120570051340			Open Lab Hours
Pietrolonardo, Anna Marie	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	1,880.00	011120650051340	SPN-1001-100	Elementary Spanish I	
Ptasnik, Tara Larie Coburn	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	640.00	011120910051340	HON-1002-150	Honors Portfolio	
Pumo, Deborah J	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	4,800.00	011420730051340	NUR-2212-07	Holistic Nursing IV	
Radek, Kimberly M	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	3,840.00	011120650051340	GEN-2000-01	Women Through Cult & Centuries	
Rambo, Randy R	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	300.00	011120910051340	ENG-1002-180	English Composition II	
Reese, Robert C	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	10,681.60	011120570051340	MGT-2010-101	Principles of Management	Business Program Coordinator
Sarsah, Dominic K	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	1,920.00	011120910051340	MTH-1004-300	Trigonometry	
Sarsah, Dominic K	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	4,640.00	011120570051340			Open Lab Hours
Savoia, Jennifer L	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	2,387.20	011420730051340	NUR-1210-09	Mental Health Nursing	
Schroeder, Eric Steven	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	6,720.00	011120570051340	BIO-1000-100	The Global Environment	Open Lab Hours
Schultz, Cynthia L	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	4,864.00	011120910051340	MTH-1005-02	Precalculus	
Schultz, Kim Ann	ALH 1215-01	1/24/2012	2/28/2012	3/10/2012	RE	1,190.00	011420730051320	ALH-1215-01	Cert Nurs Assist Refresher	
Schultz, Kim Ann	ALH-1215-601	1/18/2012	3/10/2012	3/10/2012	ST	2,582.30	011420730051320	ALH-1215-601	Cert Nurs Assist Refresher	
Serafini, Richard Joseph	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	6,016.00	011120570051340	ACT-1020-100	Managerial Accounting	ACT Program Coordinator
Sherbeyn, Julie A	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	2,240.00	011120570051340	HPE-1001-01	Wellness Lab	
Skoflanc, Francie A	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	7,334.40	011320650051340	GDT-2205-01	Graphic Design Internship I	
Smith, Mary Helen	CAD-1200, DFT-1200, IMT-1280	1/10/2012	5/19/2012	5/19/2012	ST	3,418.75	011320410051320	CAD-1200-100	Comp Aided Draft I AutoCAD	
Stockley, Douglas L	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	3,289.60	011320410051340	CSG-1205-100	Microsoft Power Point - SP	
Story, Michelle M	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	640.00	011320410051340	CSP-1206-301	Comp Skills College Success	
Thomas, Linda Ann	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	1,920.00	011520910051340	RED-1008-02	Power Reading	
Thomas, Terry R	SP/12 Mileage	1/10/2012	5/19/2012	5/19/2012	ML	500.00	011120650055210			
Tunnell, Thomas D	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	7,424.00	011120910051340	MTH-1000-01	Math for Liberal Arts	

AC

Stipend Report for Pay Period ending 01/28/12

Turchi, Mary Lynn	CSM-2240-100	1/10/2012	5/19/2012	5/19/2012	ST	1,608.00	011320410051320	CSM-2240-100	Office Management	
Urban-Bollis, Jill L	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	1,644.80	011220910051340	EDC-2003-01	Clinical Exper. in Education	
Villarreal, Nora Lynn	10/11 Overload	8/17/2011	1/28/2012	1/28/2012	OV	4,480.00	011120910051340	HON-1002-150	Honors Portfolio	
Watland, Courtney Mae	CSS-2200-105	1/10/2012	5/19/2012	5/19/2012	ST	175.00	011320410051320	CSS-2200-105	Advanced Excel	
Wiggins, Dawn M	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	1,664.00	011120910051340	MTH-1008-630	General Elementary Statistics	
Yong, Promise K.	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	6,400.00	011120570051340	CHM-1000-02	Introduction To Chemistry	Open Lab Hours
Zeilman, Karen Elaine	11/12 Overload	8/17/2011	1/28/2012	1/28/2012	OV	4,608.00	011120650051340	DSN-1000-01	Design I	
Zellmer, Donald G.	Coordinating Show Choir 1/2	1/10/2012	1/28/2012	1/28/2012	ST	750.00	013620663051900			
Zellmer, Donald G.	THE-1005-03	1/10/2012	5/19/2012	5/19/2012	ST	150.00	011120650051320	THE-1005-03	Theatre Play Production	
		Total Stipends				405,748.41				

Cheryl Roelfsema
 Cheryl Roelfsema
 Vice President of Business Services and Finance

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

Jerry Coren 2/10/12
 Dr. Jerry Coren
 President

07

Request for Proposals – Audit Services

The current agreement with Gordon, Stockman & Waugh P.C. expired with the completion of the FY2011 Audit. The initial contract with them was for a three-year term for fiscal years 2006, 2007, and 2008. In February 2009, the Board extended the contract for fiscal years 2009, 2010, and 2011. The administration requests Board approval to seek proposals for a firm to audit the financial statements of the College. A copy of the RFP is attached.

Recommendation:

The administration recommends the Board grant permission to seek proposals for auditing services for the College.

**REQUEST FOR PROPOSAL
AUDIT SERVICES
FOR
ILLINOIS VALLEY COMMUNITY COLLEGE
PROPOSAL # RFP2012-P06**

The Board of Trustees of Illinois Valley Community College District No. 513 is seeking a Proposal for Audit Services. **All proposals are due by 2:00 p.m. on Wednesday, March 21, 2012** and should be sent 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 AND MARKED “AUDIT SERVICES PROPOSAL.” Late proposals will not be considered.

Questions should be directed to Patrick Berry, Controller, at (815) 224-0389 or Patrick_Berry@ivcc.edu.

To be considered, four (4) copies of the proposal must be submitted. The College reserves the right to accept or reject any or all proposals received or any parts thereof, or to negotiate separately with any accounting firm 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 firm of the conditions contained in the request for proposal (RFP), unless clearly and specifically otherwise noted in the submitted proposal and confirmed in the contract between the College and the firm 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.

Event	Date and Time
Request for Proposals Issued	February 22, 2012
Question Period Ends	March 14, 2012
Proposals Due & Bid Opening	March 21, 2012 by 2:00 PM
Evaluation Period	March 22 through April 6, 2012
Anticipated Contract Award	April 18, 2012

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 sixty 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 received. 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 tax exempt and therefore all proposal submissions should not include tax.

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.

PROPOSAL AWARD:

The successful contractor, and/or any contractor, shall not proceed on this proposal until it receives a purchase order from the College. Failure to comply is the risk of the contractor.

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.

EQUAL OPPORTUNITY EMPLOYMENT:

Illinois Valley Community College District No. 513 is an Equal Opportunity/Affirmative Action Employer, and parties doing business with the College must comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission. The successful bidder must agree to conform to the current rules and regulations of the Fair Employment Practices Commission.

Illinois Valley Community College District No. 513 is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, education programs, and activities it operates.

W-9 FORM:

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

CONTRACT TERM

The intent of this RFP is to commit to the winning firm for audits for the three fiscal years ending June 30, 2012, 2013, and 2014. However, the initial contract will be for one year only, with new contracts signed each year at the fee level quoted in this proposal. The Board reserves the right to review and adjust or cancel the contract each year at its discretion. It is understood that if the operations of the College change significantly during the three-year period, the audit fee may be renegotiated.

GENERAL INFORMATION

Illinois Valley Community College was established in 1924, and is a comprehensive two-year public community college serving the residents of eight counties in north-central Illinois. Since 1965, the Illinois Community College Board (ICCB) has been the state's coordinating agency for community colleges. The ICCB promotes cooperation within the system and accommodates statewide initiatives considered appropriate for community colleges. The College offers a variety of programs and services.

The College is located approximately 100 miles southwest of Chicago, Illinois. The district is 2,058 square miles-wide serving a population of approximately 148,000 from all or parts of the following eight counties: LaSalle, Bureau, Putnam, Livingston, Lee, Grundy, Marshall, and DeKalb.

The College issues a comprehensive annual financial report (CAFR) which is submitted to the Government Finance Officers Association (GFOA) for consideration for the "Certificate of Achievement for Excellence in Financial Reporting."

The College has received an unqualified opinion in each of its past audits. In addition, the College has not been cited for any significant internal control deficiencies (material weaknesses) as a result of past audit examinations.

1. All accounting records are currently maintained on Datatel's Colleague Administrative software.
2. The Fiscal Years 2012 and 2011 Illinois Valley Community College budgets can be found at <http://www.ivcc.edu/businessservices/>.
3. The Comprehensive Annual Financial Reports for the fiscal years ending June 30, 2011 and 2010 can also be found at <http://www.ivcc.edu/businessservices/>.
4. Additional information may be obtained and/or inspection of the College financial records can be made by contacting Patrick Berry, Controller, at (815) 224-0389 or Patrick_Berry@ivcc.edu.

SCOPE OF THE AUDIT

The accounting firm shall provide an audit of the books and records of all funds and account groups of the College. The audit will be performed for the purpose of expressing an opinion on the financial statements. The College's audit must be performed in accordance with generally accepted auditing standards accepted in the United States of America. The College's audit must also be performed in accordance with the *Governmental Auditing Standards* issued by the Comptroller General of the United States. To the extent applicable, the audit for the College shall include procedures required by the following:

- *Governmental Auditing Standards*;
- Office of Management and Budget (OMB) Circular A-133, Audits of State, Local Governments and Non-Profit Organizations (The Single Audit Act);
- OMB Circular A-133 Compliance Supplement;
- Audits of Institutions of Higher Education and Other Nonprofit Institutions;
- The requirements of Section III of the Illinois Community College Board's (ICCB) Fiscal Management Manual, July 2000, and as amended;
- And other promulgations that might apply.

The audit shall include all funds of the College, but not limited to:

- Education Fund
- Operations and Maintenance Fund
- Operations and Maintenance Fund (Restricted)
- Bond and Interest Fund
- Auxiliary Fund
- Restricted Purposes Fund
- Working Cash Fund
- Liability, Protection, and Settlement Fund
- Any other fund(s) that may be created during the three audit years under this proposal

NATURE OF SERVICES REQUIRED

The College is soliciting the services from accounting firms to audit the financial statements of the College. These audits are to be performed in accordance with the provisions contained in the request for proposal.

For each fiscal year, the following work will be performed by the auditors:

- The accounting firm will express an opinion on the College's basic financial statements of the business-type activities and the College's discretely presented component unit, Illinois Valley Community College Foundation. The auditor will apply certain limited procedures, as needed, to the supplementary information including but not limited to the Management's Discussion and Analysis, the Uniform Financial Statements, and the Certificate of Chargeback Reimbursement.
- The accounting firm will express an opinion, as prescribed by ICCB, on ICCB state grants financial statements including but not limited to the Workforce Development Component Grant Program, Program Improvement Grant, State Adult Education and Family Literacy Restricted Grant, and the PCCB Grant.
- The accounting firm will complete a single audit of the College's major federal programs in accordance with the provisions of OMB Circular A-133 and prepare related written reports.
- The accounting firm will perform a complete review of the final draft of the CAFR. The College intends to submit its CAFR to the Government Finance Officers Association of the United States and Canada for the purpose of obtaining the Certificate of Achievement for Excellence in Financial Reporting. The auditor will not be required to prepare the CAFR but to review the CAFR and provide comments in order for the College to meet the requirements of the certificate program.
- The accounting firm will attend the meetings of the Audit/Finance Committee and the Board of Trustees to discuss the audit and the results of the audit.
- The accounting firm must retain all working papers and reports at their expense for a minimum of seven (7) years, unless the firm is notified in writing by the College of the need to extend the retention period. The accounting firm will be required to make audit work papers available, upon request, to the following parties or their designees including Illinois Valley Community College, U.S. Department of Education, U.S. General Accounting Office (GAO), Illinois Community College Board, and parties designated by grant-awarding agencies including federal, state, or local governments as part of an audit quality review. In addition, the firm shall respond to reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

REPORT DELIVERABLES

The report preparation, editing, printing, and binding shall be the responsibility of the accounting firm. The proposed audit fee shall include the cost of 30 bound copies and one digital copy. Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue the following:

- A report on the fair presentation of the basic financial statements in conformity with generally accepted accounting principles;
- A report on internal controls over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with government auditing standards;
- A report on compliance with requirements that could have a direct and material effect on each major program and on internal control over compliance in accordance with OMB Circular A-133;
- A schedule of expenditures for federal awards;
- A schedule of findings and questioned costs;
- Reports on the fair presentation of the financial statements of all the ICCB required grant audits;
- A report on the Schedule of Enrollment Data and Other Bases Upon Which Claims are Filed as required by the ICCB;
- A management letter report which includes internal control deficiencies found during the audit (if any);
- The electronic filing of the Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations;
- Other reports as prescribed by the standards referred to above.

TIME REQUIREMENTS

- The College will commit resources for preliminary field work for approximately one week (preferably beginning in May).
- The College will commit resources for field work for approximately two consecutive weeks (preferably beginning the second week of August).
- Final report deliverables are due by the end of the third week of September.
- Final report deliverables will be discussed with the College's Audit/Finance Committee around the first or second week of October.
- All report deliverables are due to the ICCB and the College Board of Trustees by October 15 each year.

The College's Business Office staff and responsible management personnel will be available during the audit to assist the accounting firm by providing information, documentation, and explanations. Based on the auditor's list of worksheets as described in the "prepared by client" letter, the Business Office is responsible for preparing the worksheets and analyses that will be used by the auditors.

With the exception of the Auditor opinions, the College is responsible for completing the Comprehensive Annual Financial Report.

PROPOSAL REQUIREMENTS

All written proposals will be reviewed and evaluated based on how well they address the specific needs of the College as outlined in this RFP. Failure to provide information may be cause for the proposal to be rejected.

Mandatory Information

- The proposal shall identify the audit partner, audit manager, information technology auditors, and audit fieldwork staff that will work on the audit and related auditing experience (resume).
- The accounting firm shall submit an affirmation that the accounting firm and the professional staff members responsible for this engagement are properly licensed to practice as certified public accountants in the State of Illinois. Each member must be in good standing with each licensing or certification organization.
- The accounting firm shall submit an affirmation that their firm meets the independent requirements of the Government Auditing Standards, 2003 revision, published by the U.S. General Accounting Office.

- The accounting firm shall list prior experience performing the attest function for the financial statements based on GASB reporting standards of a college or university including federal Single Audit requirements.
- The accounting firm shall provide a minimum of three (3) references where similar services in scope to the requirements of this RFP have been provided. The reference list shall include the client's name, names of persons who may be contacted, position of the persons, addresses, and phone numbers.

Quality of the Audit Approach

- Describe the accounting firm's understanding of the audit services to be provided, the approach to the engagement, and the overall work program, including timeline.
- Describe how the firm's audit approach will comply with industry and governmental auditing standards and describe your internal control evaluation approach.
- Describe how the firm's audit approach will provide for the issuance of management letters with recommendations for improvements in fiscal and operational matters as a result of the audit.
- List the accounting firm's office locations and describe the firm's available resources for auditing services relating to higher education.

Audit Experience and Professional Development

- Describe the team's audit experience with higher education institutions.
- Describe the audit team's audit training relating to higher education institutions.

Federal Single Audit Plan

- Describe the firm's expertise and experience in performing Federal Single Audits for higher education institutions.
- Describe the firm's audit approach for the Federal Single Audit.

Engagement Staffing

- Describe the size of the accounting firm.
- Describe the size of the firm's audit staff.
- Include the location of the office from which the work on this engagement is to be performed.
- Include the number and nature of staff to be employed on a part-time basis.
- Describe the firm's ability to staff audit engagements within the time schedules of this RFP.

Independence

The firm should provide an affirmative statement that it is independent of Illinois Valley Community College as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards. The firm should also list and describe the firm's professional relationship involving Illinois Valley Community College for the past five (5) years, together with a statement expressing why such relationship does not constitute a conflict of interest relative to performing the proposed audit. In addition, the firm shall give the College written notice of any professional relations entered in during the period of the engagement.

Anticipated Audit Problems

The proposal should identify and describe any anticipated audit problems, the firm's approach to resolving these problems, and any special assistance that will be requested from the College.

Dollar Cost Bid

The bid should contain all pricing information relative to performing the audit engagement. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out of pocket expenses. Hourly rates should be listed for any additional work that might need to be performed (i.e., separate audits to satisfy grantor agencies). The College will not be responsible for expenses incurred in preparing and submitting the proposal and should not be included in the proposal.

EVALUATION CRITERIA AND TECHNIQUES FOR RESPONSES TO REQUESTS FOR PROPOSALS

Proposals will be evaluated by the Board of Trustee’s Audit Committee, Vice President for Business Services and Finance, Controller, and College President. Recommendations then will be presented to the Board of Trustees to make the final decision.

Evaluation of responses to a request for proposal is based upon a 100-point rating system. A maximum of 25 points is assigned to the cost of the bid proposal, and a maximum of 75 points is assigned to the qualifications of the bidding firm or individual. The techniques used to evaluate these two components are described below:

Evaluation Criteria	Possible Points
Cost	25
Mandatory Requirements	25
Quality of the Audit Approach	25
Audit Experience and Professional Development	15
Engagement Staffing	5
Federal Single Audit Plan	5
Total Possible Points	100

AUDIT PROPOSAL

Please include this sheet with your proposal.

Firm: _____

Proposed Fee for Fiscal Year: 2012 2013 2014

**Audit of Comprehensive Annual
Financial Report as outlined in the
Request for Proposal** \$ _____ \$ _____ \$ _____

Proposed Number of Hours _____ _____ _____

Federal Single Audit \$ _____ \$ _____ \$ _____

Proposed Number of Hours _____ _____ _____

Foundation Audit \$ _____ \$ _____ \$ _____

Proposed Number of Hours _____ _____ _____

Fees for additional work not included within the Audit Proposal (i.e. grants).

	2012	2013	2014
	Hourly Rates	Hourly Rates	Hourly Rates
Partners	_____	_____	_____
Manager	_____	_____	_____
Supervisory Staff	_____	_____	_____
Other (specify)	_____	_____	_____
_____	_____	_____	_____

Request for Proposals – Bank Depository and Services for Operating Funds

The current four-year agreement with Peru Federal Savings Bank is due to expire on June 30, 2012. The administration requests Board approval to seek proposals for bank depository and services for the operating account. A copy of the RFP is attached.

Recommendation:

The administration recommends the Board grant permission to seek proposals for bank depository and services for the operating account.

**REQUEST FOR PROPOSAL
BANK DEPOSITORY AND SERVICES FOR OPERATING FUNDS
FOR
ILLINOIS VALLEY COMMUNITY COLLEGE
PROPOSAL #RFP2012-P07**

INTRODUCTION

Illinois Valley Community College (IVCC) invites financial institutions with home offices or branch facilities within the district of IVCC, who possess the capability and expertise to provide depository and various other banking services, to submit proposals for services according to the requirements listed in this document for the term July 1, 2012 through June 30, 2016.

The purpose of this process is to provide the College with the most efficient and cost effective combination of banking services to facilitate the daily financial activity required by the College and to maximize the College's investment income on daily cash balances.

BACKGROUND

IVCC was established in 1924, and is a comprehensive two-year public community college serving the residents of eight counties in north-central Illinois. Since 1965, the Illinois Community College Board (ICCB) has been the state's coordinating agency for community colleges. The ICCB promotes cooperation within the system and accommodates statewide initiatives considered appropriate for community colleges. The College offers a variety of programs and services.

The College is located approximately 100 miles southwest of Chicago, Illinois. The district is 2,058 square miles-wide serving a population of approximately 148,000 from all or parts of the following eight counties: LaSalle, Bureau, Putnam, Livingston, Lee, Grundy, Marshall, and DeKalb. IVCC's operating revenue is derived primarily from local property taxes, tuition and fees, and state and federal grants.

INSTRUCTION TO BIDDERS

One (1) original and three (3) 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 “RFP FOR BANKING SERVICES” AND DELIVERED NO LATER THAN 2:00 P.M., WEDNESDAY, MARCH 21, 2012. Late proposals will not be considered. Proposals will not be accepted via fax or email.

Questions should be directed to Patrick Berry, Controller, at (815) 224-0389 or Patrick_Berry@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 financial institution 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 financial institution of the conditions contained in the request for proposal (RFP), unless clearly and specifically otherwise noted in the submitted proposal and confirmed in the contract between the College and the financial institution 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.

Event	Date and Time
Request for Proposal Issued	February 22, 2012
Question Period Ends	March 14, 2012
Proposals Due	March 21, 2012 by 2:00 PM
Evaluation Period	March 22 through April 6, 2012
Anticipated Contract Award	April 18, 2012

After RFPs have been reviewed, an in-person interview with representatives from selected finalists may be requested.

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 sixty 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 received. 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 tax exempt and therefore all proposal submissions should not include tax.

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.

PROPOSAL AWARD

The successful contractor, and/or any contractor, shall not proceed on this proposal until it receives a purchase order from the College. Failure to comply is the risk of the contractor.

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.

EQUAL OPPORTUNITY EMPLOYMENT

Illinois Valley Community College District No. 513 is an Equal Opportunity/Affirmative Action Employer, and parties doing business with the College must comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission. The successful bidder must agree to conform to the current rules and regulations of the Fair Employment Practices Commission.

Illinois Valley Community College District No. 513 is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, education programs, and activities it operates.

W-9 FORM

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

SELECTION CRITERIA

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

1. Financial strength of the institution
2. Depository interest rates
3. Cost of providing services
4. Convenience of making deposits
5. Online banking services
6. Experience in providing banking services to similar accounts
7. Ability to meet current and projected service requirements
8. Completeness of the proposal with respect to the submission of requested information and documentation.

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

SCOPE OF SERVICES

1. The Financial Institution shall provide banking services in accordance with the terms and conditions specified herein. The Financial Institution must be chartered under existing Federal or State of Illinois laws, be a member of the FDIC or FSLIC, and agree to revise the contract as required by changes in law.
2. Daily Cash Balances
 - 2.1 The Financial Institution must collateralize the College's cash and investment balances with obligations of the character prescribed by Board Policy 4.13 - Investment Policy (See Attachment A for details).
 - 2.1.1 The market value of pledged securities must be equal to one hundred percent (100%) of the actual amount of the daily balance less the amount of the insurance provided by an agency of the federal government.
 - 2.1.2 Pledged securities must meet the eligibility requirements as stated in Board Policy 4.13
 - 2.1.3 Collateralized obligations must be held by a third party.

- 2.1.4 The Financial Institution must provide the College with a monthly report summarizing the market value of all securities pledged to the College.
 - 2.1.5 The Financial Institution must provide the College with a means of verifying the market values of the securities as required by the College's external auditors.
 - 2.2 The Financial Institution must provide the College with the following accounts:
 - 2.2.1 **General** – The primary depository and payable account for the College. This General Account will be the combined depository account for the following College Funds:
 - 2.2.1.1 Education Fund
 - 2.2.1.2 Operations and Maintenance Fund
 - 2.2.1.3 Restricted Operations and Maintenance Fund
 - 2.2.1.4 Bond and Interest Fund
 - 2.2.1.5 Auxiliary Enterprise Fund
 - 2.2.1.6 Restricted Purposes Fund
 - 2.2.1.7 Working Cash Fund
 - 2.2.1.8 Audit Fund
 - 2.2.1.9 Liability, Protection, and Settlement Fund
 - 2.3 The Financial Institution must provide additional accounts if required at any time due to change in College procedures, with authorization from the College's CFO.
3. Daily Banking Services
- 3.1 The Financial Institution must provide payment on checks and other debits issued by the College subject to restrictions regarding authorized signers and maximum dollar amounts.
 - 3.1.1 The College will provide the Financial Institution with the authorized signer via the bank's signature card process.
 - 3.1.2 College checks will contain a clause which states "void 90 days from date of issuance." Therefore, the Financial Institution must contact the College's

CFO or Controller for authorization to honor those checks which are more than 90 days old.

3.1.3 Although not required, the College is interested in Positive Pay.

3.2 The Financial Institution must post all items that are presented by the College to the College's balance as soon as banking regulations allow.

3.2.1 The Financial Institution will provide the College with two-part carbonless imprinted deposit slips at no additional charge.

3.2.2 The Financial Institution must process all returned items in an accurate and timely manner. Returned items must be presented twice and if returned a second time, promptly charged against the College's depository account. The original or a copy of these items must then be delivered to the College.

3.3 The Financial Institution must process the College's incoming and outgoing wire transfers.

3.3.1 The Financial Institution must provide a copy of their Wire Transfer Agreement or procedures with this proposal.

3.4 The Financial Institution must process the College's ACH debits and credits.

3.4.1 The Financial Institution must accept direct deposit of bi-weekly electronic ACH payroll files and process to financial institutions and related accounts as requested from our employees.

3.4.2 The Financial Institution must provide a copy of their ACH Agreement or Procedures with this proposal.

3.5 The Financial Institution must provide currency and coin change orders as needed; this occurs approximately twice a week. Approximately two times a year, large currency amounts are requested for other College activities and hosted events.

4. Depository Services

4.1 The Financial Institution must provide the following services to the College at no additional charge:

4.1.1 Three locking deposit bags

4.1.2 Occasional bank money orders and cashier's checks for official College business only

- 4.2 The Financial Institution must notify the Controller of any deposit discrepancies on the same day, should any occur, via email or telephone with follow-up in writing for any debits/credits made to correct the error.
- 4.3 Although not required, the College is also interested in remote deposit.

5. On-Line Banking Services

- 5.1 The Financial Institution must provide the College with an internet-based program which allows authorized employees access to the College's accounts.
 - 5.1.1 The program must allow the College's authorized employees to perform, at a minimum, the following:
 - 5.1.1.1 Review the detail activity
 - 5.1.1.2 Obtain the ending daily cash balances
 - 5.1.1.3 Obtain the College's bank statements electronically
 - 5.1.1.4 View cleared check images.
 - 5.1.2 Although not required, additional services that will be beneficial include:
 - 5.1.2.1 Perform a check search to verify whether a certain check has cleared
 - 5.1.2.2 Enter stop payments into the system
 - 5.1.2.3 Process outgoing wire or ACH transfers
 - 5.1.2.4 Process all payroll and accounts payable ACH reversals
 - 5.1.2.5 Download account activity and cleared check activity to Microsoft Excel or a text file (other than PDF).
- 5.2 The Financial Institution must provide the College with the necessary ACH and EFT services which allow the College to transfer funds to, and accept funds from, bank accounts owned by other individuals or organizations.

6. Reporting Services

- 6.1 For all College accounts, the Financial Institution must provide a statement dated the last day of each month. Bank statements should be delivered to the College within five working days after the last day of the month. All of the College's deposits, withdrawals, and daily balances must be listed on each statement for the period covered with deposits sorted by date and checks listed in numerical order.

- 6.1.1 Cleared checks are to be included in the monthly statement as a photographic image presented in numerical order. Options for retrieving check image on-line or through electronic transmission or CD should also be available.
- 6.1.2 The Financial Institution must provide the College with a way of electronically obtaining a list of canceled checks (other than PDF format). The list must contain the following information for each cancelled check:
 - 6.1.2.1 Check number
 - 6.1.2.2 Check amount
 - 6.1.2.3 Date check cleared.
- 6.1.3 If there are charges for bank account transactions, the Financial Institution must provide a separate detailed list of bank charges for each of the College's accounts each month (i.e., account analysis form).
- 7. The Financial Institution must provide the College with the necessary training, support and technical assistance required to implement and carry out the terms of the contract.
- 8. Additional services that the Financial Institution can provide, that have not been requested, can be included in the proposal with a description of how the services will benefit the College.

GENERAL SUBMISSION REQUIREMENTS

1. All percentages and prices shall be as indicated in your proposal or as specifically provided for by this document. The College shall not be liable for any other costs. The Financial Institution shall not be allowed any additional compensation for any matter that the Financial Institution might have fully informed itself of prior to the closing date of the RFP.
2. The Financial Institution must submit references of organizations whose services are similar in nature to the requirements specified in this document. Each reference must include organization name, contact person with respective title, e-mail address, and telephone number.
3. The Financial Institution must identify key measures of its financial strength (e.g., capital ratios, market capitalization, and total assets). The Financial Institution will also provide the annual audit report for the previous fiscal year and the most recent call report.
4. The Financial Institution must provide ratings for the organization and/or holding company, if applicable, from two of the following agencies: Standard & Poor's, Moody's, Fitch, Sheshunoff, or Laclede.

5. The Financial Institution must identify a person who will be the primary contact for providing support to the College and have ongoing responsibility for servicing the account. Please provide the name, title, phone number, e-mail address, and brief resumé.

COLLEGE ACTIVITY ESTIMATES

1. Deposits (checks and cash): minimum of one per day. The number of checks deposited varies and is heavier in May, August, and December. Cash includes very little coin.
2. Incoming wire transfers: 50 annually
3. Incoming ACH deposits: daily
4. Incoming "RemitCCard" deposit: daily
5. Checks written: approximately 16,000 annually
6. Direct deposits: approximately 8,500 annually
7. Stop payment requests: approximately 50 annually
8. Returned checks: approximately 60 annually
9. Research items: approximately 20 annually

BID FORM/SIGNATURE PAGE

INTEREST EARNINGS RATES

State the interest rate percentage, type of interest rate, and method of calculation of IVCC's interest-bearing account balances.

Type of interest rate: Variable _____ or Fixed _____

If Fixed Rate:

Stated Interest Rate: _____

Method of calculation for credit of monthly interest:

If Variable Rate:

Is there a minimum? Yes _____ Minimum Rate _____
No _____

Method of calculation for credit of monthly interest: (include interest rate indices used, frequency of rate adjustment, etc.)

ACH Activity

Does the Financial Institution provide automatic file receipt acknowledgements?

Yes _____ No _____

If yes, what notification method is used and what information is included?

What back-up procedures are available should the standard delivery mechanism fail?

Specify encryption requirements for FTP transmitted files.

Having read and understand the specifications and requirements of **Banking Depository and Services for Operating Funds - Proposal # RFP2012-P07**, I agree to the terms and conditions of this proposal.

Submitted By:

Company

Authorized Signature

Address

Printed Name

City, State Zip

Phone

Fax

E-Mail

Date

ATTACHMENT A

Illinois Valley Community College Board Policy			
Subject:	Investments	Effective Date:	4/19/11
Number:	4.13	Last Reviewed:	4/19/11
		Last Revised:	4/19/11

Scope

This investment policy applies to all funds of Illinois Valley Community College. These funds are accounted for in the College's annual financial report and include all current funds and any other funds that may be created in the future. All transactions involving the funds and related activity of any funds shall be administered in accordance with the provisions of this policy and of the canons of the "prudent person rule." The "prudent person" standard is understood to mean the following:

Investments shall be made with judgment and care which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Objectives

- Safety of Principal – Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective, only appropriate investment instruments will be purchased and insurance or collateral may be required to ensure the return of principal.
- Liquidity – The College's investment portfolio shall be structured in such a manner as to provide sufficient liquidity to pay obligations as they come due.
- Return on Investments – The investment portfolio should strive to provide a rate of return which approximates a market-average rate of return taking into account the risk constraints, the cash flow characteristics of the portfolio, and legal restrictions for return on investments.
- Maintaining the Public Trust – The College's Board-appointed Treasurer or the Treasurer's designee shall seek to act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the College, the Board of Trustees, or the College Treasurer.

Investment Instruments

The College Treasurer may deposit funds within any financial institution that conforms to, complies with, and is within the statutory limits as applies to public funds.

Illinois Valley Community College may invest in any type of security allowed by the Public Funds Investment Act (Illinois Revised Statutes) (30 ILCS 235/2.5 et. Seq) of the State of Illinois and may be amended from time to time. The College has chosen to limit its allowable investments to those instruments listed below:

1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by the United States of America, its agencies, and allowable instrumentalities;
2. Interest-bearing savings accounts, interest-bearing certificates of deposit, or interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;
3. Certificates of deposit with federally insured institutions that are collateralized or insured in excess of the insurance provided by the Federal Deposit Insurance Corporation coverage limit;
4. Collateralized repurchase agreements which conform to the requirements stated in 30 ILCS 235/2 (g) or (h) of the statutes.
5. The Illinois Public Treasurer's Investment Pool;
6. Investments may be made only in those savings banks or savings and loan associations, the shares or investment certificates of which are insured by the Federal Deposit Insurance Corporation.

Investment products that are considered as derivatives are specifically excluded from approved investments.

Diversification

It is the policy of the College to diversify its investment portfolio. Investments shall be diversified to reduce to a minimum the risk of loss resulting in over concentration in a specific maturity, issuer, class of securities, or third party intermediary. Not more than 75 percent of the funds available for investment may be placed in a single allowable investment instrument nor with a single investment entity (e.g., bank, savings and loan, Illinois Funds, or intermediary).

Collateralization

Collateralization will be required on all investments in excess of FDIC insurable limits except:

- Illinois Treasurer Investment Pool

Eligible collateral instruments are investment instruments acceptable under Investment Instruments per ILCS 235/6 (d). The collateral must be placed in safekeeping at or before the time the College buys the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.

Documentation of collateral will be done as follows:

- Safekeeping will be documented by a safekeeping agreement that complies with FDIC regulations; and
- Substitution or exchange of securities held in safekeeping for the College can be approved exclusively by either the Treasurer or his/her designee, provided the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.

Safekeeping of Collateral

Third party safekeeping is required for all collateral. To accomplish this, the securities can be held at the following locations:

- A Federal Reserve Bank or its branch office;
- At another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve;
- By an escrow agent of the pledging institution; or
- By the trust department of the issuing bank.

Safekeeping of Securities

Third party safekeeping is required for all securities. To accomplish this, the securities can be held at the following locations:

- A Federal Reserve bank or its branch office;
- At another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve, unless physical securities are involved; or
- In an insured account at a primary reporting dealer.

Safekeeping will be documented by an approved written agreement. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement, or custody agreement.

Original certificates of deposits will be held by the originating bank. A safekeeping receipt will be acceptable documentation.

Qualified Financial Institutions and Intermediaries

Depositories – Demand deposits

- Financial institutions for banking services will be selected by the Board through a competitive bidding process every four years. Those institutions must be chartered to conduct business in Illinois and listed with the Illinois Department of Banks, and

maintain a branch office within the College District. Any financial institution selected by the College shall provide normal banking services, including, but not limited to, checking accounts, wire transfers, automated clearinghouse, and safekeeping services.

- The College will not maintain funds in any financial institution that is not a member of the FDIC system. In addition, the College will not maintain funds in any institution neither willing nor capable of posting required collateral for funds or purchasing private insurance in excess of FDIC insurable limits.
- To qualify as a depository, a financial institution must furnish the Treasurer with copies of the latest two statements of condition, which it is also required to furnish to the Comptroller of Currency as the case may be. While acting as a depository, a financial institution must continue to furnish such statements to the Treasurer annually.

Banks and Savings and Loans – Certificates of Deposit

Any financial institution selected to be eligible for the College's competitive certificate of deposit purchase program must meet the following requirements:

- Provide wire transfer, automated clearinghouse, and certificate of deposit safekeeping services;
- Be a member of the FDIC system and willing and capable of posting required collateral or private insurance for funds in excess of the FDIC insurable limits; and
- Meet the minimum financial criteria as established by the College.

Intermediaries

Any financial intermediary selected to be eligible for the College's competitive investment program must meet the following requirements:

- Provide wire transfer, automated clearinghouse, and deposit safekeeping services;
- Be a member of a recognized U.S. Securities and Exchange Commission Self Regulatory Organization, such as the New York Stock Exchange, National Association of Securities Dealers, Municipal Securities Rule Making Board, etc.
- Provide an annual audit upon request;
- Have an office of Supervisory Jurisdiction within the State of Illinois and be licensed to conduct business in the State of Illinois;
- Be familiar with the College's policy and accept financial responsibility for any investment not appropriate according to the policy; and
- Furnish written reports/statements at least monthly that describe all investments held by the intermediary.

Management of the Program

The following individuals are authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and execute any documents required under this procedure:

- College Treasurer (Chief Investment Officer)
- College Controller (Assistant Investment Officer)

These documents include:

- Wire Transfer
- Depository Agreement
- Safekeeping Agreement
- Custody Agreement
- Automated Clearinghouse Agreement

Management responsibility for the investment program is hereby delegated to the College Treasurer and College Controller who shall establish a system of internal controls and written operational procedures designed to prevent the loss of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the entity. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions: check signing, check reconciliation, deposits, bond payments, report preparation, and wire transfers. No person may engage in any investment transaction except as provided for under the terms of this policy. The College Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.

The wording of agreements necessary to fulfill the investment responsibilities is the responsibility of the College Treasurer who shall periodically review them for consistency with College policy and State law and who shall be assisted in this function by the College's legal counsel and external auditors. These agreements include, but are not limited to:

- Wire Transfer Agreement
- Depository Agreement
- Safekeeping Agreement
- Custody Agreement
- Automated Clearinghouse Agreement

The College Treasurer may use financial intermediaries, brokers, and/or financial institutions to solicit bids for securities and certificates of deposit. These intermediaries shall be approved by the Board of Trustees.

All wire transfers made by the College Treasurer shall require a secondary authorization by the College Controller or College President.

Performance

The College Treasurer will seek to earn a rate of return appropriate for the type of investments being managed given the portfolio objectives. In general, the College Treasurer will strive to earn an average rate of return equal to or greater than the U.S. Treasury Bill rate for a given period of time for the College's average weighted maturity.

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program or which could impair their ability to make impartial investment decisions. Failure to comply will lead to appropriate disciplinary action.

Indemnification

Investment officers and employees of the College acting in accordance with this investment policy and written operational procedures as have been or may be established and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.

Reporting

The College Treasurer and College Controller shall submit to the Board of Trustees a monthly investment report, which shall include information regarding securities in the portfolio. The report shall indicate any areas of policy concern and planned revision of investment strategies.

Amendment

This policy shall be reviewed from time to time by the College Treasurer with regard to the policy's effectiveness in meeting the College's needs for safety, liquidity, rate of return, diversification, and general performance. Any substantive changes will be reported to the Board of Trustees.

Request – Copier Lease Extension

The copier lease contract with Illinois Valley Business Equipment, Inc. is due to expire on March 2, 2012. The agreement included the option to renew the contract for an additional two (2) years at reduced rates.

The administration is requesting Board approval to extend the existing lease with Illinois Valley Business Equipment, Inc. for nine (9) copiers for one (1) year. A Request for Proposal for a new (3) three-year contract was issued. After analyzing the bids received, it is significantly beneficial to extend the current lease for the copiers. All departments, including the Copy Center, have confirmed that the current machines are operating at efficient levels, meeting the needs of the College, and anticipate they would continue to operate as such for another year. This will result in an approximate annual savings of \$14,000.

Recommendation:

The administration requests Board approval to extend the existing lease with Illinois Valley Business Equipment, Inc. for nine (9) copiers for one (1) year.

Resolutions Designating the Fiscal Year and a Person to Prepare the Tentative Budget

The administration requests Board authorization to designate a fiscal year and identify an officer of the District to prepare the tentative budget. In keeping with past practice, the recommended fiscal year would be from July 1, 2012 to June 30, 2013, and the College's President would be responsible for preparing the tentative budget. The following resolutions and budget calendar are therefore presented for Board consideration.

Recommendation:

The administration recommends the Board take the following action:

- 1. Adopt the resolution designating the fiscal year be from July 1, 2012 to June 30, 2013;**
- 2. Adopt the resolution designating Dr. Jerry Corcoran as the District's officer appointed to prepare the tentative budget; and**
- 3. Approve the budget calendar, as presented.**

RESOLUTION TO DESIGNATE A FISCAL YEAR

RESOLUTION

_____ moved, seconded by _____ that the fiscal year of Illinois Valley Community College, District No. 513, Counties of La Salle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston, in the State of Illinois, be July 1, 2012 to June 30, 2013.

ADOPTED this 21st day of February, 2012.

Chair, Board of Trustees

ATTEST:

Secretary, Board of Trustees

RESOLUTION TO DESIGNATE A PERSON(S) TO PREPARE
A TENTATIVE BUDGET

RESOLUTION

BE IT RESOLVED BY the Board of Community College District No. 513, in the counties of La Salle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston, in the State of Illinois, that Dr. Jerry Corcoran be and is hereby appointed to prepare a tentative budget for said college district for the fiscal year beginning July 1, 2012 and ending June 30, 2013, which tentative budget shall be filed with the Secretary of this Board.

ADOPTED this 21st day of February, 2012.

Chair, Board of Trustees

ATTEST:

Secretary, Board of Trustees

ILLINOIS VALLEY COMMUNITY COLLEGE

BUDGET CALENDAR — FY2013

- February 21, 2012 - Resolution to Designate a Fiscal Year
Budget Calendar
Resolution to Designate a Person(s) to Prepare a Tentative Budget

- July 17, 2012 - Resolution to Adopt Tentative Budget
Notice of Public Hearing

- July 18, 2012 - Budget Available for Public Inspection

- July 19, 2012 Notice of Public Hearing published

- August 21, 2012 - Public Hearing — 6:30 p.m.
Resolution to Adopt Budget

FY2013 Board of Trustees Budget

On behalf of the Board of Trustees, Dennis N. Thompson has reviewed the tentative FY2013 Board of Trustees budget and is recommending Board approval.

Recommendation:

Approve the tentative FY2013 Board of Trustees Budget, as presented.

Budget Request and History Form

Fiscal Year 2013

Officer (Multiple Items)

Department	Obj & Desc	GL Number	FY13 Budget	FY12 Projected	FY12 Budget	FY11 Actual	FY10 Actual	FY09 Actual	FY08 Actual
100910 - Board	53200 - Consultants	01-85-100910-53200	-	-	-	-	-	-	-
	54110 - Office supplies	01-85-100910-54110	500	500	500	409	477	202	256
	54200 - Printing	01-85-100910-54200	1,600	1,600	1,600	1,615	1,998	1,882	1,548
	54600 - Publications and dues	01-85-100910-54600	11,000	11,000	11,000	10,890	13,905	13,506	12,265
	55110 - Catering	01-85-100910-55110	500	500	500	280	353	283	656
	55111 - Conference fees-Admin	01-85-100910-55111	2,500	2,500	2,500	1,045	1,915	3,834	5,252
	55200 - DNU (Travel-in state)	01-85-100910-55200	-	-	-	-	-	-	-
	55211 - Travel IS-Admin	01-85-100910-55211	3,500	3,500	3,500	865	2,534	4,049	3,635
	55311 - Travel OOS-Admin	01-85-100910-55311	1,400	1,400	1,400	-	2,058	6,145	4,775
Totals			21,000	21,000	21,000	15,104	23,240	29,901	28,387

Faculty Retirement – Gregory A. Oseland, Anatomy & Physiology Instructor

Gregory A. Oseland, Anatomy & Physiology Instructor, has submitted his request to retire effective June 30, 2012. His retirement letter is attached.

Greg began his employment with IVCC as the Life Sciences lab instructor in August 1981. He moved to teaching anatomy/physiology and general biology II classes at the start of the 1982-1983 academic year. Greg continued teaching in that capacity for the next 30 years.

Greg was hired as an assistant men's basketball coach in the fall of 1981 serving for five seasons. In the fall of 1986 Greg assumed the role of head women's basketball coach and continued his coaching duties for another seven seasons.

Recommendation:

Accept with regret Greg Oseland's request for retirement effective June 30, 2012 and wish him a long, happy, and healthy retirement.



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

February 3, 2012

Ronald W. Groleau, Dean
Division of Natural Sciences and Business
Illinois Valley Community College

Dear Dean Groleau:

It is with satisfaction and much anticipation that I announce to you and the entire college community my intention to retire from my position as a full-time faculty member at Illinois Valley Community College.

As I write this letter, I find the words coming slowly in deciding how to explain this decision. Although the story is long and the reasons are many, perhaps it is best for me to just say that now is the right time for me to retire. Intuition has guided me well over the years, and now that "little voice" is simply saying, "It's time!"

Looking back on the work I have done at IVCC, I will always be grateful for and will forever hold in highest regard the career and life opportunities the college has provided me and my family over the past 31 years.

My work and teaching duties as a member of the full-time faculty will take me through the conclusion of the spring 2012 semester. At this time, plans are to set my date of retirement at July 1, 2012.

IVCC has been and always will be a big part of my life. I will always cherish the opportunities I have had to work with the students, faculty, staff and administration at the college. Thank you for your consideration, and please accept this decision to retire with enthusiasm!

Respectfully submitted,

Gregory A. Oseland
Professor, Division of Natural Sciences and Business
Illinois Valley Community College

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HUMAN RESOURCES

Tuition Rate Adjustment

The administration recommends increasing tuition from \$76.13 to \$84.38 per credit hour to be effective with the summer 2012 semester. The universal fee would remain at \$7.39. The combined tuition and universal fee would be \$91.77. The increase of \$8.25 per credit hour is a 9.9 percent increase over the FY2012 combined tuition and universal fee of \$83.52.

The State average combined tuition and universal fee is \$103.89 for fiscal year 2012. For ICCB Peer Group II the average FY2012 tuition and fees is \$100.67; for ICCB Peer Group III, which includes IVCC, the average FY2012 tuition and fees is \$96.19.

In an effort to increase the number of high school students taking IVCC courses, the administration also recommends tying the tuition for students enrolled in Early Entry College (E²C) courses to one-half of the standard tuition rate. In fiscal year 2012, students enrolled in E²C classes paid \$38.07 per credit hour. By raising the standard tuition rate to \$84.38, high school students in the E²C program in fiscal year 2013 would pay \$42.19.

This action is being recommended not only for IVCC to continue to qualify for equalization funding and the ability to levy the additional tax, but with the anticipation of state funding at the same level as FY2012 and low property values that will result in no increase in property tax levies at this time. According to the ICCB, the state contributes 21.3 percent to the cost of operating the community college system; students 34.6 percent; and local funding at 44.1 percent. When the community college system was organized the state, the students, and the local taxpayers were to each contribute one-third.

IVCC State Funding History (Base operating grant, equalization, and workforce development)

FY2009	\$3,079,570 (after mid-year reduction)
FY2010	2,863,337
FY2011	2,526,063
FY2012	2,493,122

Recommendation:

The administration recommends Board approval to increase tuition by \$8.25, from \$76.13 to \$84.38 per credit hour beginning with the summer 2012 semester.

Course Fees/Adjustments

Course fees are reviewed annually by Program Coordinators and Deans using the approved Course Fee Guidelines. A copy of the current course fee guidelines are attached along with a copy of the proposed fee changes for FY13.

As per the Guidelines, courses taught in a dedicated instructional computer lab will have a technical support fee included in the final course fee. The ITS Department recalculated this fee and determined that there would be no change in this fee per credit hour for FY13.

All significant changes (more than a \$5 increase) have a brief rationale listed after the proposed new fee. However, please note that the proposed fee changes for ALH 1221-Industrial First Aid, ALH 1223-Community First Aid and Safety, and HPE 1004-First Aid do exceed the guideline maximum increase of 50 percent. The administration is recommending these fees be submitted for approval as they are due to the significant increase in the cost of course materials and CPR certification cards that are purchased directly from the American Red Cross. The dean has provided documentation that the cost of the materials has increased \$27 per student in the past year. One additional course fee reduction (ALH 1215) had been added to this list since it was reviewed by the Audit/Finance Committee on January 11.

IVCC currently has 363 courses with approved course fees. The recommendation is to add or change 221 course fees: 154 increases, 55 decreases, add course fees to 2 existing courses, and add course fees for 10 new courses. This will bring the total number of courses with approved course fees to 375.

Also attached is a memo from Bruce Hartman recommending tuition be set for two new truck driver training courses which were approved in May of 2011. The new courses are focused on existing CDL holders to provide refresher information about current state/federal requirements, and the tuition recommendations are based on prorating the existing course tuition costs.

Recommendation:

- 1) The administration recommends adding fees for 10 new courses, adding fees to 2 existing courses, increasing fees for 154 courses and reducing fees for 55 courses, as presented.**
- 2) The administration recommends setting tuition for two new truck driver training courses at \$900 for TDT2210 – Equipment Refresher Training and \$500 for TDT2275 – Truck Driver Permit Testing.**

Course Fee Guidelines

Qualifying Expenses

Course fees may be charged in order to cover costs of the following.

Per course section

1. Consumable supplies
2. Printing (handouts of less than 10 pages)
3. Program or course-specific software and licenses, other than those applications in use by the general student body, such as Microsoft Office Products
4. Lab assistants for specific programs courses
5. Expert guest speakers

Per credit hour

6. Technical support of instructional computer labs

Per student

7. Special 3rd party or certification/licensure testing
8. Extra-ordinary instructional costs, such as per hour pay for private music lessons.

Expenses covered by grants or other external sources are not to be considered.

Calculation of Fees

$$\begin{aligned} & (\text{Expenses per course section}) / (\text{enrollments in all sections}) \\ & + (\text{Per credit hour expenses}) \times \text{credit hours} \\ & + \underline{(\text{Per student expenses})} \\ & \text{Course Fee} \end{aligned}$$

1. Estimate the dollar amount to be spent on identified qualifying expenses, per course section, through review of past expenditures and consideration of anticipated variances.
2. Annualize irregular expenditures by dividing the total expense by the useful life of the supply, service, or license.
3. Sum all expenses.
4. Divide that amount by the number of students enrolled in all sections of the course (or those consuming the resource) for the previous year or the minimum number of students per section, whichever is larger.
5. Add in technical support for classes taught in instructional computer labs. The fee is calculated by ITS annually as the cost of support per computer lab PC divided by the average annual credit hours generated in instructional labs. The calculation does not include costs covered by student technology fees. The technical support element must be multiplied by the number of credit hours in the course.
6. Add special, per student fees, such as insurance, testing and criminal background checks at the actual anticipated rate per student.

The resulting figure, rounded to the next dollar, is the course fee to be assessed. *The maximum increase in a course fee will not exceed 50% in a given year.*

Review and Adjustment of Fees

Course fees should be reviewed annually by Program Coordinators and Deans.

Course	Title	Credits	2009-10 Fees	2010-11 Fees	2011-12 Fees	Proposed 2012-2013 Course Fee	Rationale for Increases over \$5
AGR 1002	Introduction Agricultural Mechanics	3.0	25.00		38.00	57.00	New software expenses
AGR 1005	Introductory Soil Science	4.0	20.00		35.00	52.00	New software expenses
ALH 1215	Certified Nursing Assistant Refresher	2.0	16.00		95.00	35.00	
ALH 1221	Industrial First Aid	1.0	15.00			42.00	Increase in Red Cross fees for materials and CPR cards.
ALH 1223	Community First Aid and Safety	2.0	15.00			42.00	Increase in Red Cross fees for materials and CPR cards.
ART 1009	Ceramics I	3.0	35.00		45.00	55.00	
ART 2009	Ceramics II	3.0	40.00		50.00	55.00	
ATO 1210	Basic Gas Engines	5.0	85.00		91.00	85.00	
ATO 1220	Basic Automotive Electricity	3.0	50.00		79.00	73.00	
ATO 1240	Power Trans. And Manual Trans.	3.5	50.00		82.00	76.00	
ATO 1250	Engine Performance	3.0	50.00		79.00	73.00	
ATO 1260	Steering and Suspension Systems	4.5	85.00		88.00	82.00	
ATO 2200	Brake Systems	5.0	85.00		91.00	85.00	
ATO 2210	Advanced Engine Performance & Driveability	5.0	85.00		91.00	85.00	
ATO 2220	Fuel Systems & Emission Controls	4.5	85.00		88.00	82.00	
ATO 2230	Automatic Transmissions/Trans-Axles	4.5	85.00		88.00	82.00	
ATO 2240	Automotive Accessories	3.0	50.00		79.00	73.00	
ATO 2250	Heating and Air Conditioning	4.5		60.00	79.00	73.00	
ATO 2260	Advanced Drivelines	3.0	50.00		79.00	73.00	
ATO 2270	Automotive Service	4.0	85.00			79.00	
ATO 2280	Computerized Engine Controls	3.0	50.00		79.00	73.00	
BIO 1001	General Biology I	4.0	28.00	30.00	31.00	32.00	
BIO 1002	General Biology II	4.0	29.00	30.00	31.00	32.00	
BIO 1003	Principles of Biology	4.0	29.00	30.00	31.00	32.00	
BIO 1007	Anatomy & Physiology I	4.0	33.00	35.00	36.00	37.00	
BIO 1008	Anatomy & Physiology II	4.0		27.00	28.00	29.00	
BIO 1009	Microbiology	4.0	25.00	27.00	28.00	29.00	
CAD 1200	Computer Aided Draft I AutoCAD	3.0	52.00	50.00	87.00	112.00	Increased costs software & instructional supplies
CAD 1201	Comp Aided Draft II, Using AutoCAD	3.0	52.00	50.00	87.00	112.00	Increased costs software & instructional supplies
CAD 1202	Civil Applications of CAD	3.0	37.00	35.00	61.00	91.00	Increased costs software & instructional supplies
CAD 1203	Electronics Drafting	2.0	46.00	44.00	77.00	106.00	Increased costs software & instructional supplies
CAD 1205	3-D Computer Animation Using 3D Studio M	3.0	72.00	70.00	93.00	112.00	Increased costs software & instructional supplies
CAD 1206	Descriptive Geometry and Develop Drawing	3.0	47.00	45.00	78.00	112.00	Increased costs software & instructional supplies
CAD 2200	Computer Aided Design I	3.0	72.00	70.00	93.00	112.00	Increased costs software & instructional supplies
CAD 2201	Computer Aided Design II	3.0	67.00	65.00	93.00	112.00	Increased costs software & instructional supplies
CAD 2202	Architectural CAD	3.0	52.00	50.00	87.00	112.00	Increased costs software & instructional supplies
CAD 2203	Engineering Design Concepts	3.0	37.00	35.00	58.00	87.00	Increased costs software & instructional supplies
CAD 2204	Geometric Dimensioning & Tolerancing	3.0	35.00	33.00	57.00	85.00	Increased costs software & instructional supplies

Course	Title	Credits	2009-10 Fees	2010-11 Fees	2011-12 Fees	Proposed 2012-2013 Course Fee	Rationale for Increases over \$5
CAD 2208	Design Projects	4.0	65.00	63.00	93.00	112.00	Increased costs software & instructional supplies
CHM 1004	Chemistry	4.0	20.00	22.00	23.00	24.00	
CHM 1006	General Chemistry I	5.0	20.00	22.00	23.00	24.00	
CHM 1007	General Chemistry II	5.0	25.00	27.00	28.00	29.00	
CHM 2002	Organic Chemistry I	5.0	25.00	27.00	28.00	30.00	
CHM 2003	Organic Chemistry II	5.0	25.00	27.00	28.00	30.00	
CNC 1200	Fundamentals of CNC Operations	3.0	40.00		70.00	101.00	Actual costs reflected for instructional supplies
CNC 1202	CNC Milling Machine Operations	3.0	40.00		70.00	101.00	Actual costs reflected for instructional supplies
CNC 1204	CNC Turning Center Operations I	3.0	40.00		70.00	101.00	Actual costs reflected for instructional supplies
CNC 1206	CNC Turning Machine Operations II	3.0	40.00		70.00	101.00	Actual costs reflected for instructional supplies
CRJ 1000	Introduction to Criminal Justice	3.0	3.00	4.00	5.00	6.00	
CSD 1200	MS Access - SP	1.0	8.00		17.00	22.00	
CSD 1210	Comprehensive Access	3.0	29.00	27.00	40.00	37.00	
CSG 1200	Introduction To Desktop Publishing	3.0	29.00	27.00	46.00	34.00	
CSG 1202	Photoshop - SP	3.0	8.00		46.00	34.00	
CSG 1203	PageMaker- SP	3.0	8.00		46.00	34.00	
CSG 1205	MS PowerPoint	1.0	8.00		17.00	22.00	
CSG 2202	Advanced Photoshop- SP	3.0	8.00		46.00	34.00	
CSG 2203	Advanced PageMaker- SP	3.0	8.00		46.00	34.00	
CSI 1002	Intro To Business Computer Systems	3.0	29.00	27.00	40.00	31.00	
CSI 1008	Visual Basic.Net Programming	3.0	37.00	35.00		33.00	
CSI 1011	Intro to Programming and Logic	4.0	35.00		41.00	39.00	
CSI 1012	Object Oriented Programming	4.0	35.00		41.00	39.00	
CSI 1299	Special Topics in Computers	4.0	35.00		41.00	39.00	
CSI 2011	Data Structures & Algorithms	4.0	35.00		41.00	39.00	
CSI 2205	Advanced Visual BASIC	3.0	37.00	35.00		33.00	
CSM 1209	Management Information Systems	3.0	27.00		46.00	43.00	
CSM 2240	Office Management	3.0	27.00		46.00	34.00	
CSN 1200	Using Internet and The World Wide Web	3.0	29.00	27.00	56.00	34.00	
CSN 1201	Web Page Development & HTML	3.0	29.00	27.00	56.00	34.00	
CSN 1202	Web Site Devel Using Front Page	3.0	32.00	30.00	56.00	34.00	
CSN 1225	Core Networking Technologies	3.0	39.00		40.00	37.00	
CSN 1230	Network Administration I	4.0	38.00	36.00	40.00	37.00	
CSN 1231	Network Administration II	3.0	37.00	35.00	40.00	37.00	
CSN 1233	Network Administration III	3.0	37.00	35.00	40.00	37.00	
CSN 1234	TCP/IP	3.0	32.00	30.00		37.00	Instructional software costs increased
CSN 2250	Specialty Servers	3.0	NEW COURSE		40.00	37.00	
CSN 2260	Network Routing	3.0	NEW COURSE		40.00	37.00	

Course	Title	Credits	2009-10 Fees	2010-11 Fees	2011-12 Fees	Proposed 2012-2013 Course Fee	Rationale for Increases over \$5
CSO 1201	DOS for Windows	2.0	28.00	26.00	26.00	37.00	Instructional costs increased
CSO 1202	MS Windows	2.0	27.00		40.00	28.00	
CSO 2200	UNIX Operating System	3.0	34.00	32.00	40.00	37.00	
CSO 2202	Advanced Microsoft Windows	3.0	29.00	27.00		37.00	Instructional costs increased
CSP 0001	Community Computer Usage	0.0	29.00	27.00	30.00	30.00	
CSP 1203	Microsoft Office Professions I	3.0	29.00	27.00	56.00	34.00	
CSP 1206	Computer Skills for College Success	1.0	10.00	8.00	17.00	22.00	Instructional costs increased
CSP 1210	Basic Computer Skills for the Workplace	1.0	29.00	27.00	17.00	22.00	Instructional costs increased
CSP 1230	Basic Keyboarding	2.0	29.00	27.00	40.00	28.00	
CSP 1231	Adv Keyboarding/Document Formatting	3.0	29.00	27.00	56.00	34.00	
CSP 2200	PC Troubleshooting, Upgrade & Repair	3.0	37.00	48.00	40.00	37.00	
CSP 2201	Help Desk/User Support	2.0	29.00	27.00	40.00	37.00	
CSP 2203	Microsoft Office Professional II	3.0	29.00	27.00	56.00	34.00	
CSP 2204	Microsoft Office Professional III	3.0	29.00	27.00	56.00	34.00	
CSP 2210	Advanced PC Troubleshooting	2.0	36.00	34.00	40.00	37.00	
CSS 1200	MS Excel - SP	1.0		New Fee in FY13		16.00	
CSS 1210	Comprehensive Excel	3.0	29.00	27.00	56.00	34.00	
CSS 2200	Advanced Excel	1.0			17.00	22.00	Instructional costs increased
CSW 1202	Microsoft Word	3.0	29.00	27.00	56.00	34.00	
CSW 1203	MS Word - SP	1.0	8.00		17.00	22.00	Instructional costs increased
CSW 2202	Advanced Microsoft Word	3.0	27.00	25.00		34.00	Instructional costs increased
DFT 1200	Mechanical Drafting	3.0	5.00		10.00	15.00	Increased instructional supplies cost.
DFT 1201	Advanced Drafting	3.0	27.00		29.00	40.00	Increased instructional supplies cost.
DFT 1203	Machine Blueprint Reading	3.0	New fee in FY12		10.00	15.00	Increased instructional supplies cost.
DFT 1213	Construction Print Reading	3.0		New Fee in FY 13		40.00	Increased instructional supplies cost.
EGR 1000	Engineering Graphic I	4.0	73.00		93.00	112.00	Increased instructional supplies cost.
ENG 0900	Basic Composition II	3.0	29.00	22.00	18.00	23.00	
ENG 0912	Basic Composition II, Module 3	1.0	10.00	8.00	10.00	11.00	
FRS 1000	Introduction to Forensic Science	3.0	15.00			17.00	
GEL 1007	Environmental Geology	4.0	8.00	10.00	11.00	12.00	
GEL 1008	Physical Geology	4.0	11.00	12.00	13.00	14.00	
GEL 1009	Historical Geology	4.0	11.00	12.00	13.00	14.00	
GDT 1201	Introduction To Quark	3.0	50.00			55.00	
GDT 1202	Photoshop I for Graphic Design	3.0	50.00			55.00	
GDT 1203	Printing Technology	3.0	20.00		35.00	40.00	
GDT 1204	Web Design for Graphic Design	3.0	20.00		30.00	35.00	
GDT 1222	Introduction to Illustrator	3.0	50.00			55.00	
GDT 2202	Photoshop II	3.0	50.00			55.00	

Course	Title	Credits	2009-10 Fees	2010-11 Fees	2011-12 Fees	Proposed 2012-2013 Course Fee	Rationale for Increases over \$5
GDT 2206	Graphic Design Internship II	3.0	50.00			55.00	
GDT 2211	Design Solutions I	3.0	50.00			55.00	
GDT 2214	Multimedia I	3.0	20.00			25.00	
GDT 2216	Visual Communications II	3.0	50.00			55.00	
GDT 2221	Graphic Design Solution II	3.0	50.00			55.00	
GDT 2232	Illustrator II	3.0	50.00			55.00	
HPE 1001	Wellness Lab	1.0	36.00			37.00	
HPE 1004	First Aid	2.0	11.00			38.00	Increase in Red Cross fees for materials and CPR cards.
HPE 1309	Physical Fitness Workplace X	1.0		NEW COURSE		40.00	
HPE 1310	Physical Fitness Workplace XI	1.0		NEW COURSE		40.00	
HRT 1010	Prin of Horticulture	3.0			45.00	64.00	Actual costs reflected for instructional supplies
HRT 1011	Introduction to Floral Design	3.0	40.00		45.00	64.00	Actual costs reflected for instructional supplies
HRT 1220	Annuals and Perennials	3.0	15.00		45.00	64.00	Actual costs reflected for instructional supplies
HRT 1221	Annuals and Perennials II	2.0	NEW COURSE		45.00	64.00	Actual costs reflected for instructional supplies
HRT 1222	Woody Plant Identification and Use	4.0	15.00		45.00	64.00	Actual costs reflected for instructional supplies
HRT 1223	Evergreens, Vines, and Groundcovers	3.0	15.00		45.00	64.00	Actual costs reflected for instructional supplies
HRT 1224	Plant Propagation & Biotechnology	4.0	25.00		45.00	64.00	Actual costs reflected for instructional supplies
HRT 1226	Greenhouse Management	3.0	15.00		45.00	64.00	Actual costs reflected for instructional supplies
HRT 1227	Floral Crop Production	3.0	20.00		45.00	64.00	Actual costs reflected for instructional supplies
HRT 1228	Turfgrass Management	3.0	15.00		45.00	64.00	Actual costs reflected for instructional supplies
HRT 1230	Landscape Design I	3.0	15.00		45.00	64.00	Actual costs reflected for instructional supplies
HRT 1231	Landscape Design II	3.0	15.00		45.00	64.00	Actual costs reflected for instructional supplies
HRT 1232	Floral Design II	3.0	50.00			64.00	Actual costs reflected for instructional supplies
HRT 1236	Pest Management I	2.0	10.00		45.00	64.00	Actual costs reflected for instructional supplies
HRT 1237	Pest Management II	2.0	10.00		45.00	64.00	Actual costs reflected for instructional supplies
HRT 1239	Landscape Construction	2.0	15.00		45.00	64.00	Actual costs reflected for instructional supplies
HVC 1210	Basic Heating	3.0	35.00	38.00		47.00	Instructional supplies costs increasing
HVC 1220	Basic Refrigeration	3.0	35.00	38.00		47.00	Instructional supplies costs increasing
HVC 1230	Sheet Metal Fabrication	3.0	35.00	38.00		47.00	Instructional supplies costs increasing
HVC 1240	Design, Installation, and Servicing	3.0	35.00	38.00		47.00	Instructional supplies costs increasing
HVC 2210	Advanced Heating	3.0	25.00	38.00		47.00	Instructional supplies costs increasing
IMT 1200	Equipment Maintenance	3.0	40.00		68.00	51.00	
IMT 1205	Industrial Hydraulics	3.0	40.00		68.00	51.00	
IMT 1206	Industrial Pneumatics	2.0	25.00		68.00	51.00	
IMT 1207	Pipefitting	2.0	80.00			66.00	
IMT 1220	Rigging Systems	3.0	NEW COURSE		68.00	51.00	
MET 1202	Manufacturing Materials & Processes I	4.0	70.00		122.00	183.00	Instructional supplies costs increased
MET 1203	Manufacturing Materials & Processes II	3.0	70.00		122.00	183.00	Instructional supplies costs increased

Course	Title	Credits	2009-10 Fees	2010-11 Fees	2011-12 Fees	Proposed 2012-2013 Course Fee	Rationale for Increases over \$5
MET 1204	Tooling Processes I	3.0	70.00		122.00	183.00	Instructional supplies costs increased
MET 1205	Tooling Processes II	3.0	70.00		122.00	183.00	Instructional supplies costs increased
MUP 2001	Applied Music- Vocal	2.0	250.00		275.00	300.00	Increase in part-time instructor hourly pay rate.
MUP 2005	Applied Music- Piano	2.0	250.00		275.00	300.00	Increase in part-time instructor hourly pay rate.
MUP 2013	Applied Music- Guitar	2.0	250.00		275.00	300.00	Increase in part-time instructor hourly pay rate.
MUP 2014	Applied Music- Trumpet	2.0	250.00		275.00	300.00	Increase in part-time instructor hourly pay rate.
MUP 2015	Applied Music - Drums/Orchestra	2.0	250.00		275.00	300.00	Increase in part-time instructor hourly pay rate.
MUP 2022	Applied Music- Oboe	2.0	250.00		275.00	300.00	Increase in part-time instructor hourly pay rate.
MUP 2023	Applied Music- Violin	2.0	250.00		275.00	300.00	Increase in part-time instructor hourly pay rate.
MUP 2024	Applied Music- Trombone	2.0	250.00		275.00	300.00	Increase in part-time instructor hourly pay rate.
MUP 2025	Applied Music- Drum Set	2.0	250.00		275.00	300.00	Increase in part-time instructor hourly pay rate.
MUP 2032	Applied Music- Clarinet	2.0	250.00		275.00	300.00	Increase in part-time instructor hourly pay rate.
MUP 2033	Applied Music- Viola	2.0	250.00		275.00	300.00	Increase in part-time instructor hourly pay rate.
MUP 2034	Applied Music- French Horn	2.0	250.00		275.00	300.00	Increase in part-time instructor hourly pay rate.
MUP 2042	Applied Music- Bassoon	2.0	250.00		275.00	300.00	Increase in part-time instructor hourly pay rate.
MUP 2043	Applied Music- Bass	2.0	250.00		275.00	300.00	Increase in part-time instructor hourly pay rate.
MUP 2044	Applied Music- Tuba	2.0	250.00		275.00	300.00	Increase in part-time instructor hourly pay rate.
MUP 2052	Applied Music- Saxophone	2.0	250.00		275.00	300.00	Increase in part-time instructor hourly pay rate.
MUP 2053	Applied Music- Cello	2.0	250.00		275.00	300.00	Increase in part-time instructor hourly pay rate.
MUP 2062	Applied Music- Flute	2.0	250.00		275.00	300.00	Increase in part-time instructor hourly pay rate.
MUP 2072	Applied Music- Piccolo	2.0	250.00		275.00	300.00	Increase in part-time instructor hourly pay rate.
NUR 1201	Fundamentals of Nursing I	4.0	126.00	138.00	238.00	201.00	Fee for A2 exam not included as a result of the new nursing admissions criteria. Students will be charged for this separately.
PHO 2000	Introduction Photography	3.0	23.00		30.00	35.00	
PHY 1001	Gen Physics (Mechanical) Engineering	4.0	30.00	31.00	32.00	33.00	
PHY 2001	Gen Physics (Heat, Wave, Motion, Sound and Optics)	4.0	30.00	31.00	32.00	33.00	
PHY 2002	Gen Physics (Electricity, Magnetism, Light) B	4.0	30.00	31.00	32.00	33.00	
PHY 2003	Gen Physics (Mechanical, Heat, Wave, Motion and Optics)	5.0	30.00	31.00	32.00	33.00	
PHY 2004	Gen Physics (Electricity, Magnetism, Light, A	5.0	30.00	31.00	32.00	33.00	
RED 0800	Basic Reading I	3.0	29.00	22.00	18.00	22.00	
RED 0810	Basic Reading I, Module 1	1.0	10.00	8.00	6.00	9.00	
RED 0910	Basic Reading II, Module 1	1.0	23.00	20.00	21.00	10.00	
TDT 1201	Truck Driving Training I	6.0	145.00	165.00		183.00	Increases in fees for physical & drug test.
WHS 1200	Basic Forklift Operation	1.0		4.00	9.00	13.00	Increased cost for consumable supplies.
WHS 1202	Intro to Warehousing	1.0	New fee in FY12		15.00	19.00	Increased cost for consumable supplies.
WHS 1210	Working in the Warehousing Environment	1.5	New fee in FY12		20.00	19.00	
WHS 1220	Warehousing and Workforce Skills	1.5	New fee in FY12		15.00	19.00	Increased cost for consumable supplies.
WHS 1230	Warehousing Technology skills	2.0	New fee in FY12		15.00	19.00	Increased cost for consumable supplies.

Course	Title	Credits	2009-10 Fees	2010-11 Fees	2011-12 Fees	Proposed 2012-2013 Course Fee	Rationale for Increases over \$5
WHS 1240	Representative Warehousing Skills	2.5	New fee in FY12		15.00	19.00	Increased cost for consumable supplies.
WHS 1250	Warehousing and distribution Process	2.5	New fee in FY12		15.00	19.00	Increased cost for consumable supplies.
WLD 1200	Stick, Plate, Flat Arc Welding	2.0	55.00	95.00	114.00	115.00	
WLD 1201	Stick, Plate, Horizontal Arc Welding	2.0	55.00	95.00	114.00	115.00	
WLD 1202	Stick, Plate, Vertical-up Arc Welding	2.0	55.00	95.00	114.00	115.00	
WLD 1203	Stick, Plate, Vertical-down Arc Welding	2.0	55.00	95.00	114.00	115.00	
WLD 1204	Stick, Plate, Overhead Arc Welding	2.0	55.00	95.00	114.00	115.00	
WLD 1209	MIG (wire) Flat Plate Arc Welding	2.0	85.00	125.00		115.00	
WLD 1210	GMAW (MIG) Mild Steel	2.0	85.00	125.00	114.00	115.00	
WLD 1213	GMAW (MIG) Pipe - All Positions	2.0	85.00	135.00	144.00	145.00	
WLD 1220	GTAW (TIG) Mild Steel	2.0	85.00	135.00	114.00	115.00	
WLD 1230	Dual Shield and Metal Core	2.0	85.00	125.00	114.00	115.00	
WLD 2200	MIG (wire) Horizontal Plate Arc Welding	2.0	85.00	125.00		115.00	
WLD 2203	Pipe, Stick, 2G Position	2.0	85.00	135.00	144.00	145.00	
WLD 2206	Gas Welding & Brazing, Flat & Horizontal	2.0	85.00	125.00	114.00	115.00	
WLD 2207	OAW Vertical Up, Overhead, and Steel Pipe	2.0	85.00	125.00	114.00	115.00	
WLD 2208	Cutting Torch and Plasma Arc Cutting	2.0	85.00	125.00	114.00	115.00	
WLD 2209	Fabrication	2.0	85.00	125.00	116.00	135.00	Increase in instructional supplies cost.
WLD 2213	Pipe, Stick, 5G Position	2.0	85.00	135.00	144.00	145.00	
WLD 2223	Pipe, Stick, 6G Position	2.0	85.00	135.00	144.00	145.00	
WLD 2233	Pipe, Stick, TIG - Root All Positions	2.0	85.00	135.00	144.00	145.00	
WLT 1202	AWS Testing: Stick, Plate, Vertical Up Arc W	2.0		NEW COURSE		495.00	
WLT 1204	AWS Testing: Stick, Plate, Overhead Arc W	2.0		NEW COURSE		495.00	
WLT 1209	AWS Testing: MIG (wire) Flat Plate Arc We	2.0		NEW COURSE		415.00	
WLT 1230	AWS Testing: Dual Shield & Metal Core	2.0		NEW COURSE		415.00	
WLT 2200	AWS Testing: MIG (wire) Horizontal Plate A	2.0		NEW COURSE		415.00	
WLT 2203	AWS Testing: Pipe, Stick, 2G Position	2.0		NEW COURSE		585.00	
WLT 2223	AWS Testing: Pipe, Stick, 6G Position	2.0		NEW COURSE		585.00	
WLT 2233	AWS Testing: Pipe, Stick, TIG-Root All Pos	2.0		NEW COURSE		585.00	
WND 1200	Wind Energy Concepts	3.0	NEW COURSE		43.00	64.00	Increased annual software costs.
WND 1210	OSHA and Wind Turbine Safety	2.0	NEW COURSE		43.00	50.00	Increased annual software costs.
WND 2200	Wind Turbine Control, Operation and Mainte	4.0	NEW COURSE		43.00	64.00	Increased annual software costs.

06

IVCC TRUCK DRIVER TRAINING

TO: DR. ELAINE NOVAK
FROM: BRUCE HARTMAN
SUBJECT: TUITION AND LAB FEE RECOMMENDATIONS FOR NEW TDT COURSES
DATE: JANUARY 3, 2012

At the recommendation of the TDT Advisory Committee, two new truck driver training courses were proposed and approved by the Curriculum Committee on May 2, 2011. These new courses focus on existing CDL holders to provide refresher information about current state/federal requirements.

Tuition and lab fee recommendations for TDT 1210 and TDT 1275 are as follows:

TDT2210 - Equipment Refresher Training

Tuition - \$900.00 Lab Fees - \$0.00

Tuition for TDT1210 is proposed to be \$900 for the 40-hour course. This cost was determined by pro-rating the equipment portion of the TDT1202 training. There will be no lab fee for this course. It's possible that a student could provide a current physical and drug screen from their employer and we would not require another. Students will be told that if they do not have a current physical or drug screen test/results, they will need to obtain a passing result prior to the completion of this course. It will be the student's out-of-pocket expense if one or both tests are required. The out-of-pocket expense of a physical is \$55.00 and a drug screen is \$60.00.

TDT2275 – Truck Driver Permit Testing

Tuition – \$500.00 Lab fees - \$0.00

The tuition for TDT1275 is proposed to be \$500. This was determined by pro-rating the costs associated with the classroom portion of training. There is no lab fee for this course.

Intergovernmental Agreement With the City of Peru

An intergovernmental agreement between the City of Peru and Illinois Valley Community College District No. 513, due to the impact by the creation of the TIF District, has been negotiated. Because the TIF District is located in the College's District, there could be some negative impact on the College's real estate tax base were it not for an intergovernmental agreement. Each year the City will pay IVCC 4.6 percent of the real estate increment created by any development or increase in equalized assessed valuation within the TIF District, except for the parcel owned by Peru Hotel Group, LLC where the Holiday Inn Express Hotel is located. IVCC will receive 5.75 percent of the real estate increment generated by that parcel.

Recommendation:

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

**PERU NORTH COMMERCIAL TIF DISTRICT
INTERGOVERNMENTAL AGREEMENT**

by and between

THE CITY OF PERU, ILLINIOS

and

ILLINOIS VALLEY COMMUNITY COLLEGE NO. 513

This Intergovernmental Agreement is entered into by and between the City of Peru, an Illinois Home-Rule Municipal Corporation, and Illinois Valley Community College No. 513, an Illinois Junior College District, 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 Peru (“City”) is an Illinois Home-Rule Municipal Corporation organized under the Constitution and Statutes of the State of Illinois.
2. The Illinois Valley Community College No. 513, (“IVCC”) is an Illinois Junior College District organized under the Statutes of the State of Illinois.
3. The 1970 Illinois Constitution, Article VII, Section 10, and the Illinois Compiled Statutes 2005, Ch. 5 Section 220/1 et seq. provide legal authority for intergovernmental privileges and authority to be enjoyed jointly by college districts and municipalities as well as other public bodies politic.
4. The Tax Increment Allocation Redevelopment Act (“TIF Act”), Illinois Compiled Statutes, 2005, 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.
5. The City has adopted a Redevelopment Plan and Projects and designated a Redevelopment Area pursuant to the TIF Act for the Peru North Commercial TIF District (“TIF District”) which is an area located within IVCC’s boundary and which will impact the growth of IVCC’s taxing base.

6. The City has determined that it wishes to reduce some of the negative impact on the real estate tax base of IVCC caused by the creation of the TIF District.
7. 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, 2005, as amended, Ch. 65 Section 5/11-74.4-1 et seq.; the City of Peru's Home-Rule authority; and other applicable statutes.

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

I. REIMBURSEMENT CALCULATION

A. ANNUAL CALCULATION

Each year during the term of this Agreement, the City shall calculate and pay to IVCC, from the real estate increment created by any development and increase in equalized assessed valuation within the TIF District a sum equal to 4.6% of the annual gross real estate tax increment generated within the TIF District except for any increment generated by the parcel located at 5253 Trompeter Road, Peru, Illinois, having a current P.I.N. No. 11-32-403-003. Such parcel is currently owed by Peru Hotel Group, LLC and a Holiday Inn Express Hotel is located thereon. For that parcel only, the City shall calculate and pay to IVCC, from the real estate increment created by that parcel, a sum equal to five and three-fourths percent (5.75%) of the annual gross real estate tax increment generated by that parcel. Any amounts received under this paragraph are known as the "Reimbursement Amount".

B. TAX INCREMENT

The parties agree that the LaSalle County Clerk will provide to the parties the actual annual net real estate tax increment generated within the TIF District and within the boundaries of IVCC and report such increment to the parties.

C. REIMBURSEMENT AMOUNT

The City will pay the sum above described in Paragraph A to IVCC from the Special Tax Allocation Fund as the Reimbursement Amount to be used for capital costs and job training, advanced vocational education and other career education purposes, pursuant to current Section 4-3(q)(7) and (10) of the TIF Act, and IVCC shall provide the City with a list of the expenditures annually.

The payments made as an impact fee under this paragraph may be used for the following purposes:

1. Costs of rehabilitation, reconstruction or repair or remodeling of existing public or private buildings, fixtures, and leasehold improvements; and the costs of replacing an existing public building if pursuant to the implementation of a redevelopment project to existing public building is to be demolished to use the site for private investment of devoted to a different use requiring private investment, pursuant to current Section 4-3(q)(3) and (10) of the TIF Act.
2. Costs of construction of public works or improvements, pursuant to current Section 4-3(q)(4) of the TIF Act.

For purposes of this Agreement, the term “Capital” shall include 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, or other applicable governing body. Examples of capital costs are, but not limited to:

1. Acquisition of land;
2. Improvement to any existing site or government building;
3. Development of classrooms, parking lots, sidewalks, traffic signals, internal roadways, connections with water, sewer and electrical lines, playgrounds, recreation grounds and athletic fields;
4. Remodeling or renovation of existing facilities of the District;
5. Purchase and prefabrication of classroom units;
6. Material, goods or equipment as set forth in Exhibit A of the Illinois Program Accounting Manual for local Education Agencies prepared by the Illinois State Board of Education;
7. Buses, maintenance, equipment, office equipment, District’s vehicles, or recreational equipment; or
8. Any other piece of capital equipment deemed necessary by the District.

D. RESIDENTIAL DEVELOPMENT

The City shall not permit any additional residential development within the TIF District without first obtaining the written consent of IVCC. All parties acknowledge that hotel/motel use and the existing camping/RV park is not to be considered additional residential development.

E. REIMBURSEMENT TIMING

The City shall pay the sum determined above to IVCC within sixty (60) days of the City’s receipt of the real estate tax increment generated as a preference and in the same proportions as actually received by the City provided that IVCC has filed periodically with the City a list of eligible project costs equal to or exceeding the calculated sum to be paid to IVCC under the terms of this Agreement.

IVCC will periodically provide to the City an accounting of its capital expenditures as defined in Section D for the funds to be provided hereunder. The accounting shall be submitted by IVCC to the City no later than June 1st of the year in which real estate increment is deposited into the Special Tax Allocation Fund and from which payments are to be made to IVCC. If an accounting of capital expenditures is not received by the City from IVCC by June 1st of each year that is of equal or greater value of funds to be provided hereunder, the City will provide written notice to IVCC of its obligation to verify capital expenditures prior to payment of TIF funds and the City shall withhold payments to IVCC until which time a sufficient amount of capital expenditures have been verified by IVCC. In the event that the verified capital expenditures exceed the amount available for distribution from the Special Tax Allocation Fund, any unreimbursed capital expenditures may be carried over to a subsequent year or years and paid by the City (but shall not exceed the annual payment as set forth in the above Paragraph A).

II. GENERAL

A. BINDING EFFECT

This Agreement shall be binding on the parties and their respective successors--including successors in office. Should IVCC merge, this Agreement shall apply to the successor Junior College.

B. GOVERNING LAW

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

C. 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 IVCC for the prior year or years.

D. 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.

E. WAIVER OF ALL RIGHTS TO CONTEST TIF DISTRICT

IVCC by its execution and approval of this Agreement hereby waives forever any and all right to directly or indirectly set aside, modify or contest in any manner the establishment or the administration of Peru North Commercial TIF District including the Redevelopment Plan, Projects and Area. Nothing contained herein is to be construed to give IVCC any right to participate in this administration of the TIF District or Plan or Project. Further, IVCC or its board members, employees, or officers shall not aid or assist in any manner any other party or entity seeking to challenge the TIF District.

This waiver does not extend to any future amendment of the TIF Redevelopment Plan, projects, or area. However, the payments contemplated herein shall not apply to any amended area of the TIF unless agreed to by the parties.

F. WAIVER OF TIF ACT REIMBURSEMENT

IVCC, by its execution and approval of this Agreement, hereby waives forever any and all right any other reimbursement pursuant to the TIF Act for new students located in tax increment financing, assisted housing units, such currently set forth in 65 ILCS 5/11-74.4-3(q)(7.5).

G. AMENDING THE TIF DISTRICT

The City will not otherwise amend the TIF Plan except after providing prior written notice to IVCC and holding a public hearing as required by statute, and further comply with all statutory requirements.

H. LITIGATION

IVCC acknowledges that the City is currently engaged in litigation challenging the establishment of the TIF District.

Notwithstanding, anything contained herein to the contrary, any payment to IVCC required hereunder is contingent upon no challenge to the establishment or administration of the TIF District being pending. If such is pending, then the City has the right to withhold such payment until such time as the challenge is resolved to the satisfaction of the City.

I. REAL ESTATE TAX INCREMENT INFORMATION

- (1) The Administrators of the TIF Plan and City agree to provide IVCC 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 IVCC alone.

- (2) The City agrees that its Administrators shall provide IVCC 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.
- (3) IVCC will be invited to the annual meeting of the Joint Review Board as required by statute.
- (4) Upon request of IVCC, the City agrees, thru its representatives, to meet with representatives of IVCC to discuss the status of the TIF and its impact on IVCC on at least an annual basis.

J. SEVERABILITY

In the event that any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

K. COMPLETE AGREEMENT

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

L. AUTHORITY TO EXECUTE

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

[Balance of Page Intentionally Left Blank.]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on _____, 2012.

ILLINOIS VALLEY COMMUNITY COLLEGE No. 513

By: _____
President, Board of Education

Attest: _____
Secretary

CITY OF PERU,
an Illinois Municipal Corporation

By: _____
Mayor

Attest: _____
City Clerk

Request for Proposals – Wind Turbine Project Consultant

The administration is requesting qualified providers to propose innovative solutions and energy conservation measures through a guaranteed savings contract on a performance contracting basis for a wind turbine project consultant. The College's objective in issuing this request is to provide a competitive means in which to select a single qualified provider. A copy of the RFP is attached.

Recommendation:

The administration recommends the Board grant permission to seek proposals for a Wind Turbine Project Consultant.

**REQUEST FOR PROPOSAL
WIND TURBINE PROJECT CONSULTANT
FOR
ILLINOIS VALLEY COMMUNITY COLLEGE
PROPOSAL # RFP2012-P08**

The Board of Trustees of Illinois Valley Community College District No. 513 is requesting qualified providers to propose innovative solutions and energy conservation measures through a guaranteed savings contract on a performance contracting basis for a wind turbine project consultant.

These proposals may include, but are not limited to, implementation of energy equipment, repair, modernization, and maintenance services at various locations on a performance contracting basis as defined by the State of Illinois, in Article V-a, Community College Energy Conservation and Savings Measures of the Public Community College Act (110 ILCS 805/).

The College's objective in issuing this Request for Proposals is to provide a competitive means in which to select a single qualified provider with whom to negotiate a final contract. The College may elect to implement further improvement measures in phases pursuant to the contract.

INSTRUCTIONS TO BIDDERS

Sealed proposals (6 copies) must be returned to the Purchasing Department, Room C-343, by 10:30 a.m. on Friday, March 9, 2012. At that time proposals will be publicly opened in Room C-342, Illinois Valley Community College. Proposals received after that time will not be accepted. Faxed bids will not be accepted.

Electronic proposal submissions shall be considered a sealed document if they are received at the Purchasing Department by the time and date set herein for receipt of proposals. The vendor assumes the risk of premature disclosure due to submission in an unsealed form. Electronic proposals must be e-mailed to purchasing@ivcc.edu with the subject **PROPOSAL: Wind Turbine Project Consultant – Proposal # RFP2012-P08**.

Proposals must be made in accordance with the instructions contained herein. Questions concerning this proposal may be directed to Cheryl Roelfsema, Vice President for Business Services and Finance at 815-224-0419. Proposals shall be submitted on the forms furnished by the College in a sealed envelope, plainly marked with the vendor's name and address. Submit all proposals to:

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

The College discloses that Ameresco has helped prepare the specifications of this RFP.

Event	Date and Time
Request for Proposals Issued	February 22, 2012
Proposals Due & Bid Opening	March 9, 2012 by 10:30 AM
Evaluation Period	March 9-12, 2012
Anticipated Contract Award	March 20, 2012

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 sixty 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 received. 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 tax exempt and therefore all proposal submissions should not include tax.

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.

PROPOSAL AWARD:

The successful contractor, and/or any contractor, shall not proceed on this proposal until it receives a purchase order from the College. Failure to comply is the risk of the contractor.

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.

EQUAL OPPORTUNITY EMPLOYMENT:

Illinois Valley Community College District No. 513 is an Equal Opportunity/Affirmative Action Employer, and parties doing business with the College must comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission. The successful bidder must agree to conform to the current rules and regulations of the Fair Employment Practices Commission.

Illinois Valley Community College District No. 513 is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, education programs, and activities it operates.

W-9 FORM:

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

PROPOSED PROJECT

1. The work to be included in the project is the installation of a large scale wind turbine generator.
2. The intent of this RFP is to provide the owner with the means to realize maximum energy and operational savings and/or related improvements to its facilities.
3. The qualified provider will provide a financial package that will allow payments over a specified term. This will allow the College the option to pay for the program within existing budget allocations.
4. A savings guarantee will be offered as part of the qualified provider's proposal. The savings in energy and operating costs are guaranteed to cover the cost of the contract.
5. Qualified provider must be able to demonstrate successful implementation of similar programs. Preference will be given to experience with projects in the local area.
6. If a proposal includes any proprietary data or information that the respondent does not want disclosed to the public, such data or information must be specifically identified as such on every page where it is found. Data or information so identified will be used by the College solely for the purpose of evaluating proposals and conducting contract negotiations.
7. Describe the required annual maintenance – including the annual cost and the projected wind turbine down time. Describe maintenance services that are covered under this contract and maintenance services that need to be covered under a separate maintenance contract.
8. Describe the length of the proposed wind turbine's operating lifetime and what the available options may be for the College at that point.

PROPOSAL FORMAT

Proposal **must** be submitted in the format outlined in this section. Tabs must identify each section. Every proposal will be reviewed to determine if it is complete prior to actual evaluation. The College reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

TABLE OF CONTENTS

EXECUTIVE OVERVIEW

Include: The challenges faced by the College and areas the Company can impact.

EXPERIENCE and QUALIFICATIONS

Firm Profile

Include: General Information, Name of Firm, Business Address, Telephone Numbers, Name of the Officer Authorized to Bind the Firm, Contact Person for this Project, and Experience Overview.

Qualifications

Documentation must be submitted to support required qualifications as part of the Energy Services Companies (ESCO) response.

- Qualification as an ESCO by the National Association of Energy Service Companies (NAESCO).
- Qualification as an ESCO by the Department of Energy (DOE).
- LEED® AP Certification for lead member of the audit team.
- Current Professional Engineering License for lead member of the audit team.
- Experience installing wind turbine generator over 500 kW.

Relevant Experience

Include: List projects completed, contact, budget, objectives, technologies implemented, and testimonials. Provide information on similar projects in Illinois **completed by your firm**. Please provide the name and contact information of a reference person for each project that can speak to the work your firm did on the project.

Personnel Qualifications

Include: Project team member names and background.

TECHNICAL APPROACH

- Requirements for the installation of a large scale wind turbine generator, including wind turbine brand, number of turbines installed in the United States, and warranty information.
- Describe the expected general movement of electric rates during the next five (5) years.
- Describe all necessary wildlife studies required by the Illinois Department of Natural Resources or National Fish and Wildlife Services.
- Describe the steps which would need to be taken in order to prevent the operation of the wind turbine from interfering with the broadcasting ability of a nearby radio station.

FINANCIAL APPROACH and GUARANTEE

- Cost of installation of a wind turbine generator.
- Provide cash flow analysis showing all costs associated with the installation of a wind turbine generator, including Project Cost, Electrical Cost Savings, Operations and Maintenance Costs, and Financing Costs.
- Define cost of preliminary studies to the College if the project does not move forward out of the study stage.
- Provide the technical and financial assistance needed to conduct the environmental studies to move forward with the wind turbine construction project.

PROJECT MANAGEMENT

Include: Description of approach for project and construction management including schedule of major milestones, and type and availability of company resources to support the project.

APPENDIX

Include: Any additional information.

EVALUATION CRITERIA

A College committee will evaluate all proposals and recommend an award subject to approval by the Board of Trustees. The College reserves the right to, but is not obligated to, request and require that the proposing firm provide an oral presentation of its proposal at a date and time to be determined. If required by the College, it is anticipated that such presentation, if required, will not exceed one (1) hour. The written proposal and oral presentation, if required, will be the basis for determining the successful firm. Proposals will be evaluated according to the following criteria:

1. Qualifications and experience of the proposer and past performance of the firm on other contracts in terms of size, scope, and quality of services. The College may solicit reference information from previous clients.
2. Qualifications and experience of committed personnel.
3. Technical Approach – quality and responsiveness of the proposal to the needs of the College in terms of scope of work, methodology, and project management.
4. Financial Approach – Total Project Cost, Projected Savings and sources and types of potential financing.

As deemed in the best interest of the College, the College reserves the right to reject any and all proposals or waive any minor irregularity or technicality in proposals received.

Services Agreement – iFiber, Illinois Fiber Resources Group

In September 2010, NIU along with partners, which included the LaSalle County Broadband Initiative, secured federal grant monies to deploy a 900 mile fiber optic network throughout northwest Illinois. This network will ultimately connect 533 Community Anchor Institutions and provide greater access and affordability to regional households and businesses. IVCC has been designated a Community Anchor Institution, which will allow the College to connect both the main campus and Ottawa Center to the iFiber network by an estimated date of June 2013, according to the cost structure below:

815 N. Orlando Smith, Oglesby - \$7,200 /year
321 W. Main St., Ottawa - \$7,200/year

Each of these connections to the network will include, but not be limited to, the following services:

- Access to content clouds with other colleges and schools
- Access to the ICN
- Access to VoIP services (additional charge)
- Access to bulk Internet bandwidth (not to exceed \$20 per MB per month)
- Gigabit transport between facilities
- Full lateral and building entrance (up to 100ft into the building)
- End-user equipment (gigabit switch)

(Please see attached cost and bandwidth comparisons between iFiber and current vendor, AT & T).

With Board approval (September 20, 2011), Dr. Corcoran submitted a letter of intent to signal the College's intent to proceed with connection to the iFiber Network. It is now time to formally indicate agreement through written contract.

Recommendation:

Approve the iFiber Services Agreement for Community Anchor Institutions between iFiber, Illinois Fiber Resources Group and Illinois Valley Community College with annual connection fees of \$7,200 per year for the main campus, and \$7,200 per year for the Ottawa Center.

Communications Links to the Ottawa Center & the Internet

Current AT&T/ICN Costs versus iFiber/NIUnet/ICN Costs

	Bandwidth	iFiber	AT&T	
WAN link to IVCC Campus				
iFiber	1 GB (1,000 MB)	\$7,200.00		
AT&T Opteman	250MB		\$20,873.00	
WAN link to Ottawa Center				
iFiber	1 GB	\$7,200.00		
AT&T Opteman	100MB		\$14,593.00	
IVCC to Ottawa Center WAN Link Speed				
iFiber	1 GB			
AT&T Opteman	100MB			
Internet Egress				
ICN				
current	36MB (burst to 50MB)		\$16,800.00	Currently paying \$467 MB/month to ICN.
	10MB free	\$0.00		IVCC will continue to receive 10 MB free from ICN.
NIUnet	50MB (+ ICN Free 10MB)	\$12,000.00		iFiber connection will allow access to NIUnet at \$20 MB/month.
Year 1 Subtotal		\$26,400.00	\$52,266.00	
AT&T Early Cancellation Fees				
	IVCC	\$20,873.00		AT&T would only contract for a minimum of 5 years. The contract was signed in March of 2010. If fiber construction is on schedule, connection will take place in the summer of 2013.
	Ottawa Center	\$21,840.00		
Assume 24 months left in contract. Cancellation fee is 50% for remaining contract months.				
Total Costs Year 1		\$69,113.00	\$52,266.00	Savings -\$16,847.00
Year 2		\$26,400.00	\$52,266.00	Savings \$25,866.00
Year 3		\$26,400.00	\$52,266.00	Savings \$25,866.00
Year 4		\$26,400.00	\$52,266.00	Savings \$25,866.00
5 Year Total Cost		\$132,000.00	\$261,330.00	Total 5 year savings \$129,330.00
Savings will be greater if increased future bandwidth needs are included.				
WAN link to Other iFiber Clients (future)				
Transport costs	1 GB	no cost	unaffordable	
Assumptions: No increase in bandwidth needs, No increase in projected Internet egress charges, No increase in AT&T or iFiber connection & transport fees				

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Illinois Fiber Resources Group

iFiber
PO Box 755
Sycamore, Illinois, 60178
info@iFiber.org
www.iFiber.org

iFiber Services Agreement Community Anchor Institutions

This SERVICES AGREEMENT, dated as of February 21, 2012 (as defined in Exhibit A – Locations, Pricing and Network Design) is made by and between iFiber, an Illinois not-for-profit corporation, in Sycamore, Illinois and Illinois Valley Community College (“Customer”) an institution of higher education, located in Oglesby, Illinois.

1. Purpose of iFiber

iFiber was organized as the operating entity of a broadband fiber network that was funded by a grant from the United States Department of Commerce, National Telecommunications and Information Administration (NTIA). iFiber provides general technical and development support, network services and co-location to other governmental and not-for-profit organizations.

2. Services Provided

iFiber will provide to Customer the following services as mutually agreed upon and set forth in Exhibit A:

- (a) *Transport.* Network services that provide for a point to point location through the iFiber infrastructure. iFiber can support 50 Mbps, 100 Mbps or 1 Gbps speeds.
- (b) *Internet Services.* iFiber can provide speeds up to a gigabit to competitively priced service providers for general commodity Internet access.
- (c) *Enhanced Services.* iFiber can provide competitively priced services such as VOIP, IPTV, and VM (Virtual Machine).
- (d) *Call-Center Services.* iFiber can provide first and second level Customer support services to report and track network-related problems.
- (e) *NOC Monitoring Services.* iFiber can offer alerting and monitoring service to devices connected through the iFiber fiber network infrastructure. Monitoring services provide an on-call reporting system that provides the end-user notification of failing devices on the network.

3. Restrictions

- (a) *Hardware.* The infrastructure intended for public use is owned by iFiber. Customers are not allowed access to equipment operated and owned by iFiber. Initial building equipment will be provided by iFiber through funding from NTIA grant funding. Future equipment upgrades and/or replacements will be the responsibility of the Customer.
- (b) *Installation of Equipment.* Any network equipment required to be installed into the iFiber infrastructure will be installed by authorized iFiber personnel only. iFiber will authorize and specify equipment compatible with iFiber on an as needed basis.
- (c) *Authorized Use.* iFiber network connections are only for use by the authorized party to which service is granted. Connections may not be shared by any means including wired or wireless networking except as authorized by iFiber.

4. Maintenance

- (a) *Facilities.* iFiber reserves the right to schedule regular or emergency maintenance on the network equipment. iFiber's general policy for scheduling maintenance is with advanced warning and during off peak usage hours.
- (b) *Losses.* iFiber cannot be held liable for losses incurred due to planned or unplanned outages in service.

5. Security

- (a) *Right to Monitor and Control Content.* iFiber has no obligation to monitor information or material on the system or network. However, Customer agrees that iFiber has the right to monitor the system electronically from time to time to disclose any information as necessary to satisfy the law, regulation, or other governmental request, to operate properly, or to protect itself or its users. iFiber will not intentionally monitor or disclose any private information unless required by law.
- (b) *Laws.* Use of the services provided must comply with all existing Federal, State, and Local rules and regulations.

6. Payment

Customer shall pay for Services in this Agreement according to the schedule in Exhibit A. Without limiting the foregoing, Customer shall pay any one-time or recurring telecommunications service charges (regardless of whether such costs are passed through by iFiber or billed separately by a telecommunications provider), and all sales and use taxes, as well as duties or levies arising in connection with the Services. All other amounts will be billed as the service or charge is incurred. Payment is due within thirty (30) days from the date appearing on the invoice. Customer will be charged a 1.5% late charge on the first day of each month on all invoices remaining unpaid forty-five (45) days after the date appearing on the invoice. These payment terms do not apply to amounts paid to iFiber through the Universal Services Fund (USF) program.

7. Term and Termination

- (a) *Term.* The term of this Agreement begins on the first date that network connectivity is provided by iFiber, and shall be for a period of five (5) years.
- (b) *Renewals.* Unless either party gives a written termination notice at least thirty (30) days prior to the end of the current term (whether it is the initial term or a renewal term), the term of this Agreement will be renewed automatically for a similar term as the term which is then in effect.
- (c) *Early Termination.* If Customer terminates this Agreement for any reason other than iFiber's breach of its responsibilities under this Agreement before the end of the term, or if iFiber terminates this Agreement because of a violation by Customer of any term or provision of this Agreement including, but not limited to, Customer's failure to make any payment when due, then Customer shall be responsible for and shall pay (i) all telecommunications service charges applicable through the date service is actually terminated, regardless of the effective date of termination of the Agreement, and any related administrative fees charged by iFiber, (ii) any additional early termination penalties or charges assessed by the telecommunications carrier, (iii) the balance of any remaining fiber access fees or amortized install charges, (iv) all costs associated with disconnecting Customer's service and removing any equipment from Customer's site (charged at the then-applicable rates for maintenance), (v) any outstanding amounts previously incurred for maintenance, (v9) if Customer previously received a discount as a result of agreeing to a term longer than one (1) year, an early termination penalty equal to the total amount of the discount, as calculated without any reduction or proration to reflect the point during the term at which the termination occurs, and the balance remaining plus any assessed administrative charge are due and payable upon termination.. In the event Customer requests iFiber to continue providing any portion of the Services beyond the requested termination date, Customer agrees to pay iFiber for those Services at the then-applicable rates in accordance with the terms of payment provided in Section 6 above. The above termination penalties do not apply to service moves or upgrades.
- (d) *Termination.* Upon termination of dedicated service with iFiber, whether such termination occurs at the end of the initial term or any subsequent terms, or as an early termination during an agreement period, Customer agrees that all IP addresses assigned from iFiber's CIDR block shall be promptly returned. In addition, Customer shall be responsible for transitioning responsibility of primary and/or secondary DNS to their own DNS server, or that of its new carrier.
- (e) *Price Adjustments.* If iFiber initiates reduced Customer Fees to its Non-Profit Customers during the Agreement period, Customer may renew this Agreement at the new rates for a term of equal or greater length than the balance remaining on the initial term. In all instances, the renewal will be for a minimum of twelve (12) months and the renewal rates will reflect the term discount of the new term period. If this Agreement provides Customer access via fiber connectivity, the Customer may renew at the new rates for a period coterminous with the initial agreement term.

8. Limited Warranty

iFiber will supply, at no charge, new or rebuilt replacements for defective equipment or parts for the initial term of this Agreement. This Limited Warranty does not cover damages due to accident, misuse, abuse or negligence. REPAIR OR REPLACEMENT AS PROVIDED UNDER THIS LIMITED WARRANTY IS THE EXCLUSIVE REMEDY OF CUSTOMER. iFiber SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES FOR BREACH OF ANY EXPRESS

OR IMPLIED WARRANTY OR ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

9. Rights and Obligations of Customer

Customer is Responsible to Its Authorized Users. Customer is solely responsible for communicating with its own authorized users, and for handling all complaints and trouble reports made by its authorized users, with respect to the Services provided hereunder.

10. Rights and Obligations of iFiber

iFiber is Responsible for the Operation and Maintenance of the Services. Customer shall be responsible for maintaining and managing its own network that interfaces with the Services. iFiber is not responsible for cabling that connects Customer-owned equipment to iFiber equipment or the Services. Any interruption in the Services that is caused by the malfunction or interruption of any physical telecommunications media or facility (including, but not limited to cables and fiber optic lines) or by any malfunction or manufacturer's defects of equipment either provided by iFiber to Customer or separately purchased by Customer will not be deemed a breach of iFiber's obligations under this Agreement.

11. Indemnification

Customer will indemnify, save harmless and defend iFiber and all of iFiber's members and Customers, as well as their respective employees, officers, directors and agents (collectively "Indemnified Parties") from and against any claims, damages, losses, liabilities, suits, actions, demands, proceedings (whether legal or administrative) and expenses (including, but not limited to reasonable attorney's fees incurred with or without suit, in arbitration or mediation, on appeal or in a bankruptcy or similar proceeding) (collectively "Claims") threatened, asserted, or filed by a third party against any of the Indemnified Parties to the extent that such third party Claims arise out of or relate to (i) the breach or alleged breach of this Agreement by Customer; (ii) any negligent or tortious act or omission to act of Customer; or (iii) any claim that the data content delivered by Customer via the Services provided by iFiber under this Agreement constitutes an infringement of any confidential information, trade secret, patent, copyright, trademark, trade name, or other legal right of any third party.

12. Limitation of Liability

CUSTOMERS ACCESS TO AND USE OF THE SERVICES ARE AT ITS SOLE RISK. EXCEPT FOR THE LIMITED WARRANTY IN SECTION 8 ABOVE, THE SERVICES PROVIDED BY iFiber ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. iFiber DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR FREE OF HARMFUL COMPONENTS. EXCEPT FOR THE LIMITED WARRANTY IN SECTION 8 ABOVE, iFiber MAKES NO EXPRESSED OR IMPLIED WARRANTIES. iFiber AND ITS EMPLOYEES ARE NOT LIABLE FOR ANY COSTS OR DAMAGES ARISING FROM CUSTOMERS USE OF THE SERVICES OR THE INTERNET, INCLUDING ANY INDIRECT, INCIDENTAL, EXEMPLARY,

MULTIPLE, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES. CUSTOMER ASSUMES FULL RESPONSIBILITY AND RISK FOR THE USE OF THE SERVICES AND THE INTERNET, AND IS SOLELY RESPONSIBLE FOR EVALUATING THE ACCURACY, COMPLETENESS, AND USEFULNESS OF ALL SERVICES PROVIDED HEREUNDER. If Customer is dissatisfied with the Service(s) or with any terms, conditions, rules, policies, guidelines or practices of Provider in operating the Services(s), Customer's sole and exclusive remedy is to terminate this Agreement in accordance with Section 7, above, and discontinue using the Service(s). iFiber's cumulative liability to Customer or any third party for any and all claims relating to the use of the equipment and Services provided by iFiber shall in no event exceed the amount of the annual Customer fees paid by Customer to iFiber during the twelve (12) month period ending on the date of the event giving rise to the claim. iFiber shall not be liable for failure or delay in performing its obligations hereunder if such failure or delay is due to circumstances beyond its reasonable control, including, without limitation, acts of any governmental body, war, insurrection, sabotage, embargo, fire, flood, strike or other labor disturbance, interruption of or delay in transportation, or inability to obtain raw materials, supplies, or power used in or equipment needed for provision of the Services.

13. Data Content

iFiber is not liable for the content of any data transferred either to or from Customer via the Services provided by iFiber, nor for any loss or damage, whether personal, material, or financial, suffered by Customer as a direct or indirect consequence of the Services provided by iFiber.

14. Miscellaneous

- (a) *Governing Law; Jurisdiction.* The validity, interpretation, enforceability, and performance of this Agreement shall be governed by and construed in accordance with the law of the State of Illinois.
- (b) *Entire Agreement.* This Agreement, and the Service Order Forms entered into by the Parties from time-to time, is the final expression of their agreement with respect to the subject matter hereof and may not be contradicted by evidence of any prior or contemporaneous agreement. This Agreement may not be amended except upon the written consent of the parties. No failure to exercise and no delay in exercising any right, remedy, or power hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, or power hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, or power provided herein or by law or in equity. The waiver by any party of the time for performance of any act or condition hereunder shall not constitute a waiver of the act or condition itself.
- (c) *Assignment.* This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns. Customer may not assign this Agreement without the prior written consent of iFiber.
- (d) *Headings; Severability.* Headings used in this Agreement are for reference purposes only and shall not constitute a part hereof or affect the meaning or interpretation of this Agreement. If any provision of this Agreement shall be held by a court of competent jurisdiction to be invalid, unenforceable, or void, the remainder of this Agreement shall remain in full force and effect.
- (e) *Counterparts.* This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed and delivered as of the date first written above.

iFiber

Customer

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date Signed: _____

Date Signed: _____

Exhibit A

Organization: Illinois Valley Community College

Supported Locations

<i>Location</i>	<i>Address</i>	<i>City</i>	<i>Zip</i>
Illinois Valley CC	815 N Orlando Smith	Oglesby	61348
Illinois Valley CC	321 W Main St	Ottawa	61350

Fiber Services and Pricing

<i>Location</i>	<i>Service</i>	<i>Yearly Cost</i>	<i>One Time Costs</i>
Illinois Valley CC	Gigabit Service	\$7,200	NA
Illinois Valley CC	Gigabit Service	\$7,200	NA

Add-on Services and Pricing

<i>Location</i>	<i>Service</i>	<i>Monthly</i>
TBD	ICN Access	\$ N/C

Equipment Provided

1. Demarcation Carrier Ethernet switches
2. Layer 3 switches
3. Fiber optic interface modules
4. Fiber optic patch cables, single mode

User requirements

1. Provide adequate space, cooling and power
2. Provide all CAT6 patch cables
3. Provide a network interface point for iFiber to connect into
4. Allow timely access to the facility for the fiber optic cable and related equipment installations

Reduction in Force – Joint Apprenticeship and Training Committee (JATC) Local Union 176

The College contracted with the JATC Local Union 176 to provide instructors for the Associate in Applied Science (AAS) Degree program in Electrical Construction Technology effective January 18, 2011. This agreement shall automatically renew for one year on July 1 of each subsequent year until such time as the agreement is terminated. Since the College may not have a continuing contract with the JATC Local Union 176, the College will notify the full-time staff at JATC that their employment may terminate effective June 30 of the current fiscal year. This process will be followed in each of the subsequent years also. The program is treated as though it is a grant program and appointment to a position is subject to continuation of funding of the grant.

Therefore, the College is asking for authorization to officially notify the full-time employees of the JATC Local Union 176 that their contract may terminate effective June 30, 2012. Said employees identified below:

Michael J. Clemmons
Brian K. Phillips

Recommendation:

Authorize the College to officially notify the employees of the JATC Local Union 176 (Michael J. Clemmons and Brian K. Phillips) of the Reduction in Force.

Fund Transfer Agreement between Illinois Valley Community College and Illinois Valley Community College Foundation

IVCC periodically receives funds that originated as restricted donations to the IVCC Foundation, a 501(c)(3) not-for-profit corporation, for College programs, projects, and designated departments or disciplines. To date, this has been a somewhat infrequent transaction, as the primary assistance the IVCC Foundation provides is through student scholarships. However, the IVCC Capital Campaign relies upon the donations made to the Foundation, and these donations may prove to be larger and more complex (e.g. pledge agreements) than previous College support.

Funds donated to the IVCC Foundation for the IVCC Capital Campaign are conservatively invested until the time that they are needed by the College to fund the projects or portions of projects identified by the donor in his/her gift. Once funds are required, they will be transferred from the Foundation to the College to be used as the donor intended. The attached Fund Transfer Agreement is presented in order to (a) provide donors the necessary assurances regarding the relationship between the Foundation and the College; and (b) facilitate complete communication between both the College and the Foundation regarding any restrictions associated with a gift.

The Fund Transfer Agreement was based upon a similar document from Rock Valley College, as an example of best practice. The document has been reviewed by IVCC Board Attorney, Walt Zukowski, and by IVCC Foundation Board Vice President and Attorney, Jack Cantlin. With approval from both boards, the Fund Transfer Agreement will be signed and will govern the transfer of any restricted gifts between the IVCC Foundation and the College now and in the future.

Recommendation:

The administration recommends the Board approve the IVCC and IVCC Foundation Fund Transfer Agreement, as presented.

FUND TRANSFER AGREEMENT

This Fund Transfer Agreement is made and entered into as of the last date set forth below by and between **Illinois Valley Community College Foundation**, an Illinois not-for-profit corporation (the “Foundation”) and **Illinois Valley Community College**, an Illinois Community College District (“the College”).

WITNESSETH:

WHEREAS, the Foundation was established to support the operations and facilities of the College, to solicit and receive gifts, grants and bequests of real and personal property and to make contributions, grants, gifts and transfers of property for the benefit of the College or others associated with the College; and

WHEREAS, in furtherance of its purposes, the Foundation from time to time accepts bequests, gifts and grants from individuals and organizations in the community which are designated for a particular purpose for the College (the “Restricted Gifts”); and

WHEREAS, the Foundation wishes to provide for the transfer of the Restricted Gifts to or for the benefit of the College and to assure that the property transferred is managed, allocated or expended by the College in accordance with the restrictions and intentions of the donors of the Restricted Gifts and that all property transferred is used by the College in furtherance of its educational and other charitable purposes; and

WHEREAS, the College wishes to provide assurances to the Foundation that the Restricted Gifts received by the College will be allocated or expended in accordance with the restrictions, limitations, and objectives of the donors and in furtherance of its educational and charitable purposes; and

WHEREAS, the parties wish to set forth in this Agreement their understanding regarding the transfer of Restricted Gifts to the College.

NOW THEREFORE, it is agreed as follows:

1. **Identification of Restricted Gifts**. The Foundation agrees to continue to solicit property and funds which are donated for the benefit of the College and shall invest, manage and administer such property and funds that are accepted by the Foundation all in accordance with policies and procedures adopted by the Foundation. In those instances where the solicitation materials, gift instrument or other expression of donor indicates the donated property or funds are to be used by the College for a particular purpose or under specific conditions, the Foundation shall designate such property as Restricted Gifts and identify the applicable conditions, restrictions or limitations on such gifts.

2. **Allocation, Distribution or Transfer of Restricted Gifts.** The Foundation shall manage, distribute or transfer the Restricted Gifts in a manner consistent with the intentions of donors and in accordance with the policies and procedures of the Foundation. When the Foundation transfers the Restricted Gift to the College, the Foundation shall exercise reasonable efforts to identify by means acceptable to the College and Foundation the nature of any restrictions, conditions or limitation on the management, distribution or allocation of the Restricted Gifts.
3. **Management and Allocation of Restricted Gifts By College.** Upon accepting Restricted Gifts from the Foundation, the College agrees that it shall use, manage, distribute or expend the restricted Gifts only in accordance with the terms and conditions of the restrictions identified by the Foundation or otherwise known to the College. The College shall, at the request of the Foundation, provide an accounting to the Foundation of how the Restricted Gifts have been managed, allocated, used or distributed by the College.
4. **Additional Limitations on Use of Transferred Property.** In addition to the covenants set forth above, the College further covenants and agrees that all funds and property transferred from the Foundation (including property transferred that has not been designated as a Restricted Gift) shall be used exclusively by the College in furtherance of its educational or other charitable purposes. No funds shall inure to the benefit of any individual or otherwise be in a manner that would be inconsistent with the tax exempt status of the Foundation as a 501(c)(3) organization.
5. **Indemnity and Hold Harmless.** In consideration of the activities provided by the Foundation on behalf of the College, the College agrees to indemnify, defend and hold the Foundation and its directors, officers, employees and agents harmless from any and all claims, demands or liabilities arising from (i) the College's failure to perform or negligent performance of any covenant of this Agreement including the covenant to allocate and manage the Restricted Gifts and all other transferred property in accordance with this Agreement or (ii) the College's breach of representation made under this Agreement. Said indemnification shall include the payment of any claims, court costs, attorneys' fees, costs of defense, settlement and any judgment rendered against the Foundation or its directors, officers, employees and agents.

The Foundation agrees to indemnify, defend, and hold the College and its directors, officers, employees and agents harmless from any and all claims, demands or liabilities arising from (i) the Foundation's failure to perform or negligent performance of any covenant of this Agreement including the covenant to manage, distribute, and transfer the Restricted Gifts in a manner consistent with the intentions of the donors and in a manner

consistent with this Agreement, or (ii) the Foundation's breach of representation made under this Agreement.

In the event the College merges or consolidates with another entity which is also a tax-exempt organization under the Internal Revenue Code, the College agrees that the terms and provisions of this Agreement shall continue to apply against the successor or surviving organization.

Upon a dissolution of the College or a failure by the College to maintain tax-exempt status under the Internal Revenue Code, the College agrees that any funds or property transferred to the College pursuant to this Agreement which are then being held by the College (or its successor(s) in interest) shall be returned to the Foundation within 30 days of a written request therefore by the Foundation.

6. **Term.** This Agreement shall extend and apply to all transfers made from the date of this Agreement and until terminated by either party upon providing the other at least ninety (90) days notice prior to the Termination Date. In the event of termination, the Foundation shall not be obligated to make further transfers to the College unless assurances are provided regarding the expenditure of the funds to the satisfaction of the Foundation. All transfers made prior to the termination date shall be managed by the College in accordance with this Agreement.
7. **Arbitration.** Unless otherwise indicated herein, all disputes, claims and questions arising hereunder are subject to arbitration. In case of dispute, either party can make a demand for arbitration by filing such a demand in writing with the other party. The demand shall be made within thirty (30) days after the dispute arises.

The parties may select an arbitrator by mutual agreement within ten (10) days after demand for arbitration. If no agreement is reached within ten (10) days after demand for arbitration, there shall be three arbitrators chosen from the group of mediators certified by the Thirteenth Judicial Circuit Court of the State of Illinois. The identity of the three arbitrators shall be determined as follows: one named by the Foundation and one named by the College; a third to be chosen by the two previously appointed. If there is one arbitrator, his or her decision shall be binding. If there are three arbitrators, the decision by any two of them shall be binding. No one shall act as an arbitrator who is in any way financially interested in the work or the business affairs, or who is an employee, trustee, joint venture, partner, director or contractor, of either the Foundation or the College, or any affiliate of either. Arbitration shall be conducted in accordance with the then-current rules of the American Arbitration Association.

Should either the Foundation or the College refuse or neglect to appoint an arbitrator or furnish the arbitrator(s) with any necessary documentation or information, the other party

can proceed ex parte. The decision of the arbitrator(s) shall be a condition precedent to any right of legal action that any party may have against the other.

The arbitrator(s) are authorized to award the party whose contention is upheld such sums as they deem proper for expenses incident to the appeal, including reasonable attorneys' fees. The arbitrator(s) shall fix its own compensation, unless otherwise agreed on, and shall assess the costs and charges of the arbitration on either or both parties.

8. **Miscellaneous Provisions.**

- (a) **Notices.** Any notice or demand required to be given hereunder shall be in writing and shall be deemed to be given when sent by United States Certified or Registered mail, return receipt requested, postage prepared, addressed as follows:

To Foundation:

Illinois Valley Community College Foundation
815 North Orlando Smith Road
Oglesby, IL 61348
Attention: Director of Community Relations and Development

To College:

Illinois Valley Community College
815 North Orlando Smith Road
Oglesby, IL 61348
Attention: Vice President for Business Services and Finance

Or to such other person or such other address as may be designated by the parties hereto.

- (b) **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes any and all previous agreements between the parties, either oral or written. This Agreement may only be amended in writing executed by the party against whom enforcement of the amendment is sought.
- (c) **Waiver.** No action or forbearance on the part of either party shall constitute a waiver of any of the covenants or conditions set forth herein unless given in writing, and no such waiver shall constitute a waiver of further strict compliance with the same or any other covenant or condition of this Agreement.
- (d) **Governing Law.** This Agreement shall be governed and controlled in accordance with the laws of the State of Illinois.

(e) **No Third Party Rights**. Nothing in this Agreement shall be construed as creating or giving rise to any rights for any third parties or any person other than the parties hereto.

In Witness whereof, the parties have signed this Agreement as of the date and year first above written.

Adopted by the Board of Directors of Illinois Valley Community College Foundation the _____ day of _____, 20_____.

ILLINOIS VALLEY COMMUNITY COLLEGE FOUNDATION

By _____

Its _____

Adopted by the Board of Trustees of Illinois Valley Community College District 513 the _____ day of _____, 20_____.

ILLINOIS VALLEY COMMUNITY COLLEGE

By _____

Its _____

RECOMMENDED FOR STAFF APPOINTMENT
2011-2012

GENERAL INFORMATION:

POSITION TO BE FILLED: Librarian, Public Services

NUMBER OF APPLICANTS: 61

NUMBER OF APPLICANTS INTERVIEWED: 10

APPLICANTS INTERVIEWED BY:

Dr. Anderson, Dr. Beyer, Mr. Brown, Ms. Gahm,
Ms. Ladzinski, Ms. Moreno, Ms. Whaley

APPLICANT RECOMMENDED:

Bryan A. Clark

EDUCATIONAL PREPARATION:

University of Illinois, Urbana, IL – M.S. in Library and Information Science
Illinois Wesleyan University, Bloomington, IL – B.A. in Philosophy and Religion

EXPERIENCE:

Illinois Central College, East Peoria, IL – Reference Librarian
Bradley University, Peoria, IL – Reference Librarian

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

1. Practical experience in several facets of the library
2. Articulated an understanding of community college students as well as a passion for connecting with students
3. Library database technology skills

RECOMMENDED SALARY: \$42,000 annualized

Ms. Glenna Jones, SPHR
Director of Human Resources

Mr. Gary Johnson
Director of Facilities
Illinois Valley Community College

January 18, 2012

Dear Mr. Johnson,

I am writing this letter to inform you that I have applied for retirement benefits through State Universities Retirement System. My last day of employment at Illinois Valley Community College will be on June 30, 2012. My retirement date will be on July 1, 2012. The changes in the pension has hastened my decision to finish out this school contract year.

I have had the pleasure to work with and meet many great people in my 30 years of employment at IVCC, that I will miss, and also unfortunately lost of few good friends. I have always been proud to work at Illinois Valley Community College and it has been reflected both at work and in the public.

My retirement will hopefully involve travel and getting to know my own home, family and garden better. Please look for me in the future for some of the wonderful programs, classes and events at school as I will certainly miss working for them.

If I may be of any service to the college in the future please do not hesitate to call on me, as I would be happy to help out.

Most Sincerely,



Sandra J. Kozell

RECEIVED

JAN 19 2012

HUMAN RESOURCES

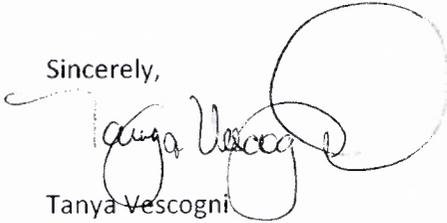
To Whom It May Concern,

February 3, 2012

Please accept my letter of resignation from the teaching position within Illinois Valley Community College's Early Childhood Education Center. My last day of employment with the center will be February 17, 2012.

While this was a very difficult decision, I greatly appreciate the opportunities that Virginia and the center have given me during my stay at the college, and I wish the center continued success in the future.

Sincerely,

A handwritten signature in cursive script, appearing to read "Tanya Vescogni". The signature is written in black ink and is positioned to the left of a large, empty circular stamp.

Tanya Vescogni

RECEIVED

FEB 8 2012

HUMAN RESOURCES

2/7/12

Dear Chris,

I want to thank you for all you have done for me when you hired me for a CNA Clinical Instructor five plus years ago. It was good to have you back again.

I am writing to say I am retiring now. Thirty seven yrs of Nursing O.B. Geriatric, & CNA Clinical is enough.

Please give my message to the appropriate person.

My thanks also to the IVCC Nursing department as I received my "RN" from there.

Yours truly

Beith Jameson

RECEIVED

FEB 13 2012

Renewal of Non-tenured Faculty for 2012/2013

The administration is pleased to announce the following non-tenured faculty will have their contracts renewed for the academic year 2012/2013.

Mary A. Black, Laboratory Instructor in Developmental Mathematics

Christine A. Blaydes, CNA Instructor

Christine M. Foster, Nursing Instructor

Keith R. King, Biology Instructor

Nora L. Lethiot Villarreal, English Composition Instructor

Adam G. Oldaker, English Composition Instructor

Jared J. Olesen, Sociology Instructor

Jennifer L. Savoia, Nursing Instructor

Protection, Health, and Safety Project

Statement of Final Construction Compliance

Security Office Relocation & Fire Alarm System Upgrades
(ICCB #513-T-2075-0610)

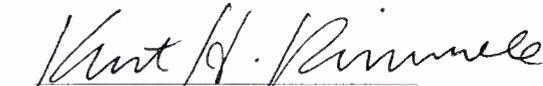
Name and address of Architect/Engineer providing the Statement of Final Construction Compliance:

Kurt H. Rimmele
Basalay, Cary & Alstadt Architects, Ltd.
620 W. Lafayette St.
Ottawa, IL 61350

Final cost of the project: (including A/E fees and reimbursables)

Approved Budget \$422,500.00 Actual Cost \$300,159.15

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



Architect/Engineer's Signature

January 30, 2012

Date

001-016097



Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson

Signed _____, Secretary



Official Membership Certificate Sustainability Education & Economic Development (SEED)

An initiative to advance sustainability and green workforce development practices at community colleges by sharing innovative models and resources and building the capacity of college administrators, faculty, and staff to build the green economy.

To realize this vision,

Illinois Valley Community College

is recognized as a member of SEED and agrees to:

1. Identify, develop, and share, through the SEED Center, appropriate information on new and existing green economy courses, curricula, promising practices and programs that aid in building or advancing green job training, and sustainability practices at the college and in the community.
2. Develop and engage staff and faculty in this effort, providing training and other resources to enable them to fully support our institutional efforts in this initiative.
3. Involve students by sharing this vision of their role in the 21st-century workforce through information on green certifications and career pathways and by inviting and supporting their participation in the courses and programs as they become available.
4. Engage community and green industry partners to identify priority-training needs and to create strong linkages between education and regional employment opportunities.
5. Enhance the reach, use, and effectiveness of SEED among other community college leaders.

Walter G. Bumphus, Ph.D.
President and CEO
American Association of Community Colleges

Dr. Jerry Weber
Chair
AACC Sustainability Task Force





ILLINOIS VALLEY
BUILDING AND CONSTRUCTION TRADES COUNCIL

Affiliated with the
Building and Construction Trades Department
A. F. of L. - C.I.O.

P.O. BOX 766 • OTTAWA, IL 61350



Steven Conrad, *President*

ivbtc@aol.com

James Conness, *Rec. Secretary*

Affiliated Organizations

Boilermakers L.U. 60
Bricklayers L.U. 6
Carpenter's Local 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
Labor L.U. 393
Millwrights Local 2158
Operating Engineers L.U. 150
Painters L.U. 465
Pipefitters L.U. 597
Plumbers L.U. 130
Roofers L.U. 11
Sheet Metal Wrks L.U. 1
Teamsters L.U. 722

DATE: 1/9/2012

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

From: Jim Conness IBEW 176

RE: Building Trades Expo
Illinois Valley Community College
Friday March 23rd, 2012

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 years expo has been scheduled for **Friday March 23rd 2012** at the Illinois Valley Community College in Oglesby. Like last year 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. Also we will be on a concrete floor.

Please find enclosed an agenda for the day.

Please RSVP:

Phone or Fax to: 815-434-1240

or e-mail to: jconness@ibewlocal176.org

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

Please reserve Friday March 23rd, 2012 for this Career Day Expo.



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BUILDING TRADES EXPO AGENDA Friday March 23rd, 2012

SET UP FOR: All Building Trades Crafts.

On **Friday March 23rd** 6:00am till 9:00am in the Automotive shop building at the east end of the Illinois Valley Community College Campus.

Two tables and chairs to be provided by IVCC.

Friday March 18th

9:30am till 11:15--- First group of 100 students rotate thru demonstrations.

11:15am till 11:40 noon-- Lunch for Building Trades members will be provided in the Automotive Building, sponsored by the Illinois Valley Labor / Management Committee.

11:45 pm till 1:30 pm--- Second group of 100 students rotate thru demonstrations.

Building Trades Expo to start first group at 9:30am till 11:15am and second group starting at 11:45 till 1:30pm with 100 students in groups of 10 to 12 students visiting each trades hands on demonstration. Students will rotate thru each trade visiting all stations for approx 10 to 12 minutes at each station.

If you have any questions please call the Ottawa office at 815-434-1240 or my cell # at 815-791-9645, Jim Conness IBEW 176

Or e-mail at: jconness@ibewlocal176.org thank you

There is an overhead door on the south and north side of the building.

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.