



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Thursday, April 9, 2015  
Board Room  
6 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**

Reduction in Force

#### **February**

Authorize Budget Preparation  
Tenure Recommendations  
Non-tenured Faculty Contracts  
Student Fall Demographic Profile  
Tuition and Fee Review  
Five-year Financial Forecast

#### **March**

Strategic Plan Update  
President's Evaluation

#### **April**

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

#### **May**

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

#### **June**

RAMP Reports  
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  
Approval of College Calendar (even years)  
Student Accomplishments  
Employee Demographics Report

#### **October**

Authorize Preparation of Levy  
Audit Report  
Update 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**  
**Thursday, April 9, 2015 – 6 p.m. – Board Room (C307)**

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Recognition – Amy Rogowski, Student Trustee
7. Campus Update – Project Success (Chris Herman, Director of Project Success)
8. 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.
  - 8.1 Approval of Minutes – March 12, 2015 Board Meeting (Pages 1-4)
  - 8.2 Approval of Bills - \$868,487.97
    - 8.2.1 Education Fund - \$679,184.28
    - 8.2.2 Operations & Maintenance Fund - \$86,393.23
    - 8.2.3 Auxiliary fund - \$59,167.53
    - 8.2.5 Restricted Fund - \$9,742.01
    - 8.2.6 Liability, Protection & Settlement Fund - \$34,000.92
  - 8.3 Treasurer's Report (Pages 5-22)
    - 8.3.1 Financial Highlights (Pages 6-7)
    - 8.3.2 Balance Sheet (Pages 8-9)
    - 8.3.3 Summary of FY15 Budget by Fund (Page 10)
    - 8.3.4 Budget to Actual Comparison (Pages 11-17)
    - 8.3.5 Budget to Actual by Budget Officers (Page 18)
    - 8.3.6 Statement of Cash Flows (Page 19)
    - 8.3.7 Investment Status Report (Pages 20-21)
    - 8.3.8 Disbursements - \$5,000 or more (Page 22)
  - 8.4 Personnel - Stipends for Pay Period Ending March 7, 2015 and March 21, 2015 (Pages 23-24)

9. President's Report
10. Committee Reports
11. Faculty Retirement – Steve Nett, Biology Instructor (Pages 25-26)
12. Faculty Retirement – David Bergsieker, Art Instructor (Pages 27-28)
13. Bid Results – Protection, Health, and Safety (PHS) Project (Cultural Centre Carpet) (Pages 29-31)
14. Purchase Request – Additional Fiber Optic Cable Installation (Pages 32-33)
15. Purchase Request – Wireless (Wi-Fi) Network Expansion (Pages 34-37)
16. FY2016 Board Budget (Pages 38-39)
17. Request for Proposal Results – Audit Services (Page 40)
18. Intergovernmental Agreement With the City of Ottawa (Pages 41-46)
19. Board Policies (Pages 47-69)
  - 19.1 Animals/Pets on Campus (Page 48)
  - 19.2 Parking and Traffic Control (Pages 49-51)
  - 19.3 Concealed Carry and Weapons (Pages 52-56)
  - 19.4 Medical Cannabis (Pages 57-60)
  - 19.5 Return to Work of SURS Annuitant (Pages 61-64)
  - 19.6 Smoking/Tobacco Use (Pages 65-69)
20. Items for Information (Pages 70-78)
  - 20.1 Staff Resignation – Susan Ellis, Part-time Bookstore Assistant (Page 70)
  - 20.2 Student Code of Conduct Revisions (Pages 71-75)
  - 20.3 Accessibility Leadership Award from IVCIL (Page 76)
  - 20.4 Arbor Day Foundation – 2014 Tree Campus USA Recognition (Page 77)
  - 20.5 Forrest “Woody” Miller (College Baseball Umpire) (Page 78)
21. Trustee Comment
22. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) collective negotiations; 3) pending/imminent litigation; 4) hearing testimony on a complaint lodged against an employee; and 5) closed session minutes.

23. Putnam County/Marquis Energy, LLC
  - 23.1 Confirm Dismissal of Putnam County, Illinois Circuit Court Case Number 11-MR-4
  - 23.2 Confirm Withdrawal of Illinois Property Tax Appeal Board Appeals Concerning Marquis Energy, LLC
  - 23.3 Confirm Withdrawal as Intervenor in Illinois Property Tax Appeal Board Appeals Concerning Marquis Energy, LLC
24. Closed Session Minutes – March 12, 2015 Board Meeting
25. Other
26. Adjournment

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

**Minutes of Regular Meeting**  
**March 12, 2015**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6 p.m. on Thursday, March 12, 2015 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Melissa M. Olivero, Chair  
Michael C. Driscoll, Vice Chair  
Larry D. Huffman, Secretary  
Laurie A. Bonucci  
Jane E. Goetz  
David O. Mallery (entered the meeting at 6:03 p.m.)  
Everett J. Solon  
Amy M. Rogowski, Student Trustee

**Members Absent:**

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

**MOMENT OF SILENCE**

Ms. Olivero led a moment of silence for Connie Skerston, assistant director of admissions and records, who passed away last week at the age of 45. She began working for the College in November 1998. She was loved by all and will be missed by everyone.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

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

The following items were approved in the consent agenda:

Approval of Minutes – February 12, 2015 Board Meeting

Approval of Bills - \$2,737,571.84

Education Fund - \$2,062,523.89; Operations & Maintenance Fund - \$442,227.70; Operations & Maintenance (Restricted Fund) - \$9,736.88; Auxiliary Fund - \$185,319.50; Restricted Fund - \$4,106.43; and Liability, Protection and Settlement Fund - \$33,657.44

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending February 7, 2015 and February 21, 2015

**PRESIDENT'S REPORT**

Dr. Corcoran reported last week he received a call from the Phi Theta Kappa home office saying that IVCC's Ashley Williams is one of only 50 community college students in the nation to be named a 2015 New Century Scholar. Next month she will be receiving a \$2,000 scholarship and certificate from The Coca-Cola Foundation and Coca-Cola Scholars Foundation. Overall, 1,700 students were nominated from more than 1,000 community colleges for recognition. The College is very proud of Ashley's recognition and appreciative of the behind-the-scenes work done on campus by PTK program advisors Eric Schroeder, Carmen Hartford and Charles Kwiatkowski for positioning her favorably for the award. The city of Ottawa has expressed a willingness to donate a used ambulance to the college in support of its Emergency Medical Services program. Andy Borkowsky, Sue Isermann, Bonnie Campbell, Cheryl Roelfsema and Reed Wilson are the College representatives who have worked closely with the city, particularly Commissioner James Less and Mayor Bob Eschbach, on this initiative. Dr. Corcoran is grateful for their thoughtfulness and commitment to the EMS program being the best it can be for IVCC students. Cheryl Roelfsema has advised that IVCC has received the certificate of achievement for excellence in financial reporting from the Government Finance Officers Association. This marks the 21st consecutive year for such recognition. Earlier today she also heard that IVCC received the GFOA distinguished budget award for 2015—the seventh year the College has received the award for its budget document. Dr. Corcoran congratulated Cheryl, Kathy Ross, Dawn Watson and others in the Business Office on their hard work and commitment to excellence in financial reporting. IVCC is one of only five community colleges in Illinois to receive the Tree Campus Award. And finally, former Lt. Governor Shelia Simon has agreed to deliver the commencement address to IVCC graduates on May 16. She was a very active Lt. Governor and a huge supporter of community colleges. In fact, she visited every one of the 48 community college in the state and is married to a community college professor. Dr. Corcoran had the pleasure of hearing her speak and visiting with her on several occasions and knows that she'll do a great job. She was delighted to receive the offer and is looking forward to working with Mark Grzybowski, Cory Tomasson and the SGA on Skype conversations in the very near future so that she has a relationship in place with some of our student leaders before she even arrives on campus for the big day.

**COMMITTEE REPORTS**

The Audit/Finance Committee will meet on Tuesday, March 31, 2015. The date to reorganize the Board after the April 7 election is Tuesday, May 5, 2015 at 6 p.m.

Mr. Mallery noted that he is unable to attend the ICCTA meeting on Saturday, March 14 and reached out to Laurie Bonucci to see if she could attend. Ms. Bonucci noted that she will be out of state for the weekend.

**FACULTY RETIREMENT – ANNA MARIE PIETROLONARDO, WORLD LANGUAGES INSTRUCTOR**

It was moved by Mr. Solon and seconded by Dr. Driscoll to accept Anna Marie Pietrolonardo's request for retirement effective August 7, 2015 and wish her a long, happy, and healthy retirement. Motion passed by voice vote.

**FACULTY RESIGNATION – CYNTHIA SCHULTZ, MATHEMATICS INSTRUCTOR**

It was moved by Ms. Bonucci and seconded by Dr. Huffman to accept with regret Cynthia Schultz's resignation effective August 7, 2015 and wish her success in her new farming venture. Motion passed by voice vote.

**2015 ICCTA OUTSTANDING FULL-TIME FACULTY AWARD NOMINATION – DR. REBECCA DONNA**

It was moved by Ms. Goetz and seconded by Mr. Solon to nominate Dr. Rebecca Donna, Criminal Justice and Forensics Instructor and Program Coordinator and the 2015 recipient of IVCC's *Stephen Charry Memorial Award for Teaching Excellence*, to represent IVCC for the Illinois Community College Trustee Association's Outstanding Faculty Award. Motion passed by voice vote.

**2015 ICCTA OUTSTANDING PART-TIME FACULTY AWARD NOMINATION – DAN SERAFINI**

It was moved by Mr. Mallery and seconded by Dr. Driscoll to nominate Dan Serafini, Math Instructor, for the Illinois Community College Trustee Association's Outstanding Part-time Faculty Member Award. Motion passed by voice vote.

**PURCHASE REQUEST – CELL PHONE DISTRIBUTED ANTENNA SYSTEM**

It was moved by Ms. Goetz and seconded by Dr. Huffman to contract with Seamless Cellular for the installation of a cell phone distributed antenna system (DAS) in the amount of \$356,286.42. The administration was planning to fund this purchase with the School Security Grant and the IT Fund Balance, but since the purchase is a TORT allowable expense, the balance after the grant will be taken from the TORT fund. Motion passed by voice vote.

**REGIONAL DISPATCH CENTER**

It was moved by Dr. Driscoll and seconded by Ms. Bonucci to support the request from the Illinois Valley Regional Dispatch Center Planning Board for discussions to continue on a plan that would involve the construction of a 5,000 square feet emergency dispatch center on IVCC's south campus, as presented.

**TRUSTEE COMMENT**

Ms. Olivero encouraged board members to respond to the invitations for the Student Honors Banquet on Tuesday, April 7 at 6 p.m. in the IVCC gym and the Employee Recognition Event on Friday, April 24 at 4 p.m. at Grand Bear Lodge in Utica.

**CLOSED SESSION**

It was moved by Dr. Driscoll and seconded by Ms. Goetz to convene a closed session at 6:12 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) student discipline; 3) collective negotiations; 4) pending litigation; and 5) closed session minutes. Motion passed by voice vote.

After a short break, the Board entered closed session at 6:16 p.m. On a motion by Ms. Bonucci and seconded by Dr. Huffman, the regular meeting resumed at 8:22 p.m. Motion passed by voice vote.

**CLOSED SESSION MINUTES**

It was moved by Mr. Solon and seconded by Dr. Huffman to approve and retain the closed session minutes of the February 12, 2015 board meeting. Motion passed by voice vote.

**OTHER**

Mr. Mallery noted in the Financial Highlights the Ottawa Center enrollments are down nearly double of the College campus. Dr. Corcoran noted the Enrollment Task Force has activities geared for the Ottawa Center and the entire district to boost enrollments.

**ADJOURNMENT**

Ms. Olivero declared the meeting adjourned at 8:24 p.m.

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Melissa M. Olivero, Board Chair

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Larry D. Huffman, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

MARCH 2015

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

Kathy Ross  
Controller

## FINANCIAL HIGHLIGHTS – March 2015

### Revenues

- As of March 20, the headcount for Spring Semester 2015 was 3,917, which is 177 students less than at the same point in time last year. Credit hours for Spring 2015 decreased by 1,116, or 3.50 percent, for a total of 30,765, from this point in time one year ago. The Early Entry College credit hours are at 2,257, an increase of 5.17 percent from last spring. Traditional credit hours are down 6.37 percent, or 1,680 credit hours. Credit hours at the Ottawa Center are down 12.73 percent, or 286 credit hours. Second eight-week classes began on March 16. Below is a comparison of 10<sup>th</sup> day credit hours for FY2014 and FY2015:

Semester	Fiscal Year 2014	Fiscal Year 2015	% Difference
Summer	7,055	6,330	(10.3)
Fall	34,021	32,533	(4.4)
Spring	31,338	29,958	(4.4)
<b>Total</b>	<b>72,414</b>	<b>68,821</b>	<b>(5.0)</b>

- The State of Illinois Base Operating Grant payment has been paid through December 2014 and we have received \$25,000, or 50 percent, of the Equalization Grant. On March 27, the governor approved a FY2015 budget reduction of 2.25 percent to the Base Operating Grant, Equalization Grant, and Performance Based Funding. There were no reductions for Adult Education or the Career and Technical Education Grants. This reduces the College's state funding by approximately \$50,000 for FY2015. Other programs were also reduced through this legislative action, but did not effect IVCC.
- The federal portions of Adult Education grants have been paid through March 2015 and state portions of Adult Education grants have been paid through December 2014. The Fiscal Year 2015 Adult Education funding is \$400,933, an increase of \$16,639 from Fiscal Year 2014.

### Expenditures

Some of the more significant variances in expenditures for the nine months ending March 31, 2015 include the following:

- Employee Benefits – in January the employees' annual health savings accounts contributions were made. The total contribution for all employees was \$550,000. Of 169 eligible employees, 132 chose the high deductible health plan resulting in a savings of \$732,868 in health insurance premiums for calendar year 2015, a net of \$182,868 after the health savings account contributions.
- Fund 01 – Education Fund – Institutional Support – Contractual Services – includes \$225,600 to Ellucian for annual software support and \$10,000 to Ektron for maintenance services on audio/visual equipment; IT consultants for the

software conversion to a Windows product at \$21,700; IT consulting services from Burwood Group of \$58,275 for a network upgrade and \$25,750 for the distributed antenna system; and legal expenses of \$203,775.

- Fund 02 – Operations & Maintenance Fund – Contractual Services – includes \$56,675 to Daiken for annual chiller maintenance; \$33,650 to Thyssenkrupp for elevator maintenance; \$39,500 to Chamlin & Associates for the design and construction management of the parking lot project; \$26,800 for tree removal; and \$18,650 for sealing and stripping the roadways.
- Fund 06 – Restricted Purposes Fund – Instruction – Capital Outlay – includes \$184,050 for CTC equipment purchases with capital campaign funds; \$196,850 of equipment purchased with INAM grant funds, \$7,775 Program Improvement Grant purchase, \$5,426 National Science Foundation grant purchase, and \$29,000 of nursing department equipment purchased with donor funds.
- Fund 06 – Restricted Purposes Fund – Student Grants and Waivers – an accounting change was made with FY2015 and this line item now includes MAP grants which were included in the Trust and Agency Fund previously.

**Protection, Health & Safety Projects:**

- Building A Air Handler/Chiller Replacement – ICCB approved the budget modification. A pre-construction meeting is being scheduled
- Building E Elevator – demolition prior to the installation will start April 2
- Asbestos Removal – Asbestos abatement is scheduled for completion the week of April 6
- Building B Air Handler/Chiller Replacement – approved by ICCB; installation planned for winter 2016
- Exterior Door Replacement – pre-bid meeting is scheduled for April 16
- Cultural Centre Carpet Replacement – bid results are presented for approval.

**Capital Renewal Project:**

- Building C Lobby Remodel – approved by ICCB; will be done at the same time as the Community Instructional Center Project Phase 3.

**Other Projects:**

- Community Instructional Center Project –
  - Phase 3 – demolition is in progress and will be completed once the asbestos abatement is complete the week of April 6.

Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 March 31, 2015

	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	
<b>Assets and Other Debits</b>								
Cash and cash equivalents	\$ (179,328)	1,004,904	173,765	\$ 1,781,896	\$ 218,574			\$ 2,999,811
Investments	6,149,232	12,642,273	655,104	232,068	-			19,678,677
Receivables								
Property taxes	7,981,051	1,775,132	1,266,013	-	-			11,022,196
Governmental claims	-	413,536	-	-	9,266			422,802
Tuition and fees	423,675	396	-	81,950	85			506,106
Due from other funds	925,573	20,592	-	-	7,431			953,596
Due from student groups	-	-	-	-	-			-
Bookstore inventories	-	-	-	420,820	-			420,820
Other assets	36,514	-	-	3,167	-		1,456,236	1,495,917
Fixed assets - net where applicable	-	-	-	14,412	-	61,020,335	-	61,034,747
Other debits								
Amount available in Debt Service Fund	-	-	-	-	-	-	-	-
Amount to be provided to retire debt	-	-	-	-	-	-	53,764	53,764
<b>Other Debits</b>	<u>\$15,336,717</u>	<u>\$15,856,833</u>	<u>\$ 2,094,882</u>	<u>\$ 2,534,313</u>	<u>\$ 235,356</u>	<u>\$61,020,335</u>	<u>\$ 1,510,000</u>	<u>\$ 98,588,436</u>

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Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 March 31, 2015

	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	
<b>Liabilities</b>								
Accounts payable	\$ 3,777	\$ 191	\$ 5,424	\$ 54,093	\$ 7,164			\$ 70,649
Accrued salaries & benefits	1,473,117	19,338	-	17,896				1,510,351
Post-retirement benefits & other	127,667	-	-					127,667
Unclaimed property	1,659	401	-		41			2,101
Due to other funds	126,492	664,988		65,846	96,270			953,596
Due to student groups/deposits	60,436	-	-	-	131,881			192,317
Deferred revenue								-
Property taxes	3,991,867	887,864	633,222	-	-			5,512,953
Tuition and fees	120,725	-	-	-	-			120,725
Grants	-	-	-	-	-			-
Bonds payable	-	-	-	-	-		1,510,000	1,510,000
Total liabilities	<u>5,905,740</u>	<u>1,572,782</u>	<u>638,646</u>	<u>137,835</u>	<u>235,356</u>	-	<u>1,510,000</u>	<u>10,000,359</u>
<b>Equity and Other Credits</b>								
Investment in general fixed assets						61,020,335		61,020,335
Contributed capital								-
Retained earnings								-
Fund balance								-
Reserved for grant purposes		32,253						32,253
Reserved for building purposes		6,555,298						6,555,298
Reserved for debt service		4,725,270	1,456,236					6,181,506
Reserved for Liab., Prot., Sett.		2,939,772						2,939,772
Unreserved	9,430,977	31,458		2,396,478				11,858,913
Total equity and other credits	<u>9,430,977</u>	<u>14,284,051</u>	<u>1,456,236</u>	<u>2,396,478</u>	<u>-</u>	<u>61,020,335</u>	<u>-</u>	<u>88,588,077</u>
<b>Total Liabilities, Equity and Other Credits</b>	<u>\$15,336,717</u>	<u>\$15,856,833</u>	<u>\$ 2,094,882</u>	<u>\$ 2,534,313</u>	<u>\$ 235,356</u>	<u>\$61,020,335</u>	<u>\$ 1,510,000</u>	<u>\$ 98,588,436</u>

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

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Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2015 Revenues & Expenditures by Fund  
 For the nine months ended March 31, 2015

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Fund	Bond & Interest Fund	Working Cash Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 16,666,943	\$ 2,248,138	\$ 1,490,251	\$ 1,265,359	\$ 13,233	\$ 2,017,033	\$ 8,523,053	\$ 244,978	\$ 36,192	\$ 32,505,180
Actual Expenditures	(14,918,831)	(2,076,227)	(580,142)	(1,248,044)	-	(2,362,763)	(8,793,054)	(636,952)	(28,700)	(30,644,713)
Other Financing Sources (Uses)	(14,805)					(61,414)	(29,805)	-	-	(106,024)
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	1,733,307	171,911	910,109	17,315	13,233	(407,144)	(299,806)	(391,974)	7,492	1,754,443
Fund balances July 1, 2014	4,602,374	3,118,043	5,375,189	1,438,917	4,712,037	2,680,741	268,337	3,331,746	23,966	25,551,350
Fund balances March 31, 2015	\$ 6,335,681	\$ 3,289,954	\$ 6,285,298	\$ 1,456,232	\$ 4,725,270	\$ 2,273,597	\$ (31,469)	\$ 2,939,772	\$ 31,458	\$ 27,305,793

Illinois Valley Community College District No. 513  
 Fiscal Year 2015 Budget to Actual Comparison  
 For the nine months ended March 31, 2015

	Annual Budget FY2015	Actual 3/31/15	Act/Budget 75.0%	Actual 3/31/14	Act/Budget 75.0%	Annual Budget FY2014
<b>EDUCATION FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 6,762,916	\$ 6,762,867	100.0%	\$ 6,629,788	99.8%	\$ 6,646,368
Corporate Personal Property Replacement Tax	798,556	430,546	53.9%	440,993	55.2%	798,556
TIF Revenues	381,000	349,945	91.8%	360,002	94.5%	381,000
Total Local Government	<u>7,942,472</u>	<u>7,543,358</u>	95.0%	<u>7,430,783</u>	95.0%	<u>7,825,924</u>
State Government:						
ICCB Credit Hour Grant	1,923,233	949,481	49.4%	1,121,600	58.3%	1,923,233
Equalization	50,000	25,000	50.0%	25,000	50.0%	50,000
Career/Technical Education Formula Grant	165,000	98,466	59.7%	92,819	56.3%	165,000
Other	-	-	0.0%	-	0.0%	-
Total State Government	<u>2,138,233</u>	<u>1,072,947</u>	50.2%	<u>1,239,419</u>	58.0%	<u>2,138,233</u>
Federal Government						
PELL Administrative Fees	10,000	7,145	71.5%	-	0.0%	10,000
Total Federal Government	<u>10,000</u>	<u>7,145</u>	71.5%	<u>-</u>	0.0%	<u>10,000</u>
Student Tuition and Fees:						
Tuition	7,399,631	6,859,922	92.7%	6,449,016	95.3%	6,766,042
Fees	966,527	858,970	88.9%	908,771	93.5%	971,730
Total Tuition and Fees	<u>8,366,158</u>	<u>7,718,892</u>	92.3%	<u>7,357,787</u>	95.1%	<u>7,737,772</u>
Other Sources:						
Public Service Revenue	413,960	299,365	72.3%	201,344	47.7%	421,850
Nongovernmental Gifts	40,000	24,000	60.0%	77,170	7.4%	1,048,000
Other	88,472	1,236	1.4%	53,766	314.4%	17,100
Total Other Sources	<u>542,432</u>	<u>324,601</u>	59.8%	<u>332,280</u>	22.3%	<u>1,486,950</u>
<b>TOTAL EDUCATION FUND REVENUE</b>	<u>\$ 18,999,295</u>	<u>16,666,943</u>	87.7%	<u>16,360,269</u>	85.2%	<u>19,198,879</u>
<b>EDUCATION FUND EXPENDITURES</b>						
Instruction:						
Salaries	\$ 8,893,252	6,828,016	76.8%	6,679,108	78.6%	8,492,966
Employee Benefits	1,567,960	1,405,452	89.6%	1,285,549	83.7%	1,535,040
Contractual Services	140,588	61,127	43.5%	63,545	50.3%	126,219
Materials & Supplies	441,166	241,543	54.8%	231,195	57.4%	402,788
Conference & Meeting Expenses	70,829	30,519	43.1%	24,320	45.4%	53,514
Fixed Charges	219,500	186,005	84.7%	194,313	88.4%	219,700
Utilities	600	-	0.0%	448	89.6%	500
Capital Outlay	3,245	-	0.0%	230,448	23.0%	1,000,000
Other	-	20	0.0%	-	0.0%	-
Total Instruction	<u>\$ 11,337,140</u>	<u>\$ 8,752,682</u>	77.2%	<u>\$ 8,708,926</u>	73.6%	<u>\$ 11,830,727</u>

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**Illinois Valley Community College District No. 513  
Fiscal Year 2015 Budget to Actual Comparison  
For the nine months ended March 31, 2015**

<b>EDUCATION FUND EXPENDITURES (continued)</b>	<b>Annual Budget FY2015</b>	<b>Actual 3/31/15</b>	<b>Act/Budget 75.0%</b>	<b>Actual 3/31/14</b>	<b>Act/Budget 75.0%</b>	<b>Annual Budget FY2014</b>
<b>Academic Support:</b>						
Salaries	\$ 672,958	\$ 487,890	72.5%	\$ 482,397	70.8%	\$ 681,604
Employee Benefits	134,630	123,709	91.9%	111,103	84.3%	131,760
Contractual Services	167,246	132,294	79.1%	161,493	97.8%	165,102
General Materials & Supplies	243,898	125,030	51.3%	308,171	101.3%	304,326
Conference & Meeting Expenses	11,885	3,715	31.3%	1,122	15.8%	7,115
Fixed Charges	-	300	0.0%	-	0.0%	-
Utilities	25,283	17,994	71.2%	24,470	48.3%	50,700
Capital Outlay	850	16,595	1952.4%	93,510	46.6%	200,763
Other	-	-	0.0%	-	0.0%	-
<b>Total Academic Support</b>	<b>1,256,750</b>	<b>907,527</b>	<b>72.2%</b>	<b>1,182,266</b>	<b>76.7%</b>	<b>1,541,370</b>
<b>Student Services:</b>						
Salaries	1,194,194	852,764	71.4%	883,468	75.0%	1,177,829
Employee Benefits	296,852	253,171	85.3%	237,937	82.0%	290,105
Contractual Services	6,250	4,566	73.1%	3,390	66.5%	5,100
Materials & Supplies	53,560	29,594	55.3%	28,999	54.8%	52,895
Conference & Meeting Expenses	20,675	8,949	43.3%	6,988	46.2%	15,125
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
<b>Total Student Services</b>	<b>1,571,531</b>	<b>1,149,044</b>	<b>73.1%</b>	<b>1,160,782</b>	<b>75.3%</b>	<b>1,541,054</b>
<b>Public Services/Continuing Education:</b>						
Salaries	445,953	362,711	81.3%	316,205	74.5%	424,443
Employee Benefits	51,932	57,018	109.8%	46,221	82.6%	55,924
Contractual Services	263,250	134,438	51.1%	116,014	41.9%	276,800
Materials & Supplies	85,025	58,679	69.0%	59,304	74.9%	79,175
Conference & Meeting Expenses	12,510	6,435	51.4%	8,815	88.4%	9,970
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	534	0.0%	498	0.0%	-
<b>Total Public Services/Continuing Education</b>	<b>858,670</b>	<b>619,815</b>	<b>72.2%</b>	<b>547,057</b>	<b>64.6%</b>	<b>846,312</b>
<b>Institutional Support:</b>						
Salaries	1,686,123	1,301,364	77.2%	1,316,912	78.7%	1,672,936
Employee Benefits	505,137	437,781	86.7%	408,644	86.7%	471,283
Contractual Services	535,329	586,954	109.6%	447,904	88.6%	505,516
Materials & Supplies	484,584	378,030	78.0%	604,158	108.2%	558,267
Conference & Meeting Expenses	66,900	18,547	27.7%	20,264	34.2%	59,305
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	11,228	10,867	96.8%	8,661	44.4%	19,500
Capital Outlay	751,280	386,434	51.4%	324,601	104.4%	310,829
Other	41,000	(917)	-2.2%	(7,181)	-18.9%	38,000
Provision for Contingency	77,203	-	0.0%	-	0.0%	-
<b>Total Institutional Support</b>	<b>4,158,784</b>	<b>3,119,060</b>	<b>75.0%</b>	<b>3,123,963</b>	<b>85.9%</b>	<b>3,635,636</b>
Scholarships, Grants and Waivers	588,700	370,703	63.0%	430,566	75.0%	574,200
<b>TOTAL EDUCATION FUND EXPENDITURES</b>	<b>\$ 19,771,575</b>	<b>\$ 14,918,831</b>	<b>75.5%</b>	<b>\$ 15,153,560</b>	<b>75.9%</b>	<b>\$ 19,969,299</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ 751,280</b>	<b>\$ (14,805)</b>	<b>0.0%</b>	<b>\$ 5,000</b>	<b>0.0%</b>	<b>\$ -</b>

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Illinois Valley Community College District No. 513  
Fiscal Year 2015 Budget to Actual Comparison  
For the nine months ended March 31, 2015

	Annual Budget FY2015	Actual 3/31/15	Act/Budget 75.0%	Actual 3/31/14	Act/Budget 75.0%	Annual Budget FY2014
<b>OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 1,206,048	\$ 1,206,113	100.0%	\$ 1,214,644	99.4%	\$ 1,221,821
Corporate Personal Property Replacement Tax	140,921	75,979	53.9%	77,822	55.2%	140,921
TIF	127,000	116,648	91.8%	120,001	94.5%	127,000
Total Local Government	1,473,969	1,398,740	94.9%	1,412,467	94.8%	1,489,742
State Government:						
ICCB Credit Hour Grant	339,394	164,555	48.5%	198,400	58.5%	339,394
Total State Government	339,394	164,555	48.5%	198,400	58.5%	339,394
Student Tuition and Fees:						
Tuition	589,134	569,552	96.7%	737,097	133.8%	551,081
Total Tuition and Fees	589,134	569,552	96.7%	737,097	133.8%	551,081
Other Sources:						
Facilities Revenue	115,000	105,802	92.0%	93,656	75.5%	124,000
Investment Revenue	2,000	911	45.6%	1,548	77.4%	2,000
Non-Governmental Gifts & Grants	-	-	0.0%	-	0.0%	-
Other	-	8,578	0.0%	(46,870)	-	-
Total Other Sources	117,000	115,291	98.5%	48,334	38.4%	126,000
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>	<b>\$ 2,519,497</b>	<b>\$ 2,248,138</b>	<b>89.2%</b>	<b>\$ 2,396,298</b>	<b>95.6%</b>	<b>\$ 2,506,217</b>

	Annual Budget FY2015	Actual 03/31/15	Act/Budget 75.0%	Actual 03/31/14	Act/Budget 75.0%	Annual Budget FY2014
<b>OPERATIONS &amp; MAINTENANCE FUND</b>						
Operations & Maintenance of Plant:						
Salaries	\$ 858,848	\$ 629,692	73.3%	\$ 672,032	80.0%	\$ 840,042
Employee Benefits	266,394	253,334	95.1%	184,819	83.3%	221,972
Contractual Services	178,550	216,281	121.1%	160,227	71.9%	222,820
General Materials & Supplies	218,470	115,114	52.7%	181,469	72.6%	250,000
Conference & Meeting Expenses	1,725	451	26.1%	1,246	31.2%	4,000
Fixed Charges	66,250	69,295	104.6%	63,229	120.4%	52,500
Utilities	726,900	435,276	59.9%	506,861	63.8%	794,980
Capital Outlay	626,038	371,015	59.3%	28,371	27.3%	104,000
Provision for Contingency	100,000	-	0.0%	-	0.0%	-
Other	(63,000)	(63,000)	0.0%	-	0.0%	(63,000)
Total Operations & Maintenance of Plant	2,980,175	2,027,458	68.0%	1,798,254	74.1%	2,427,314
Institutional Support:						
Salaries	49,556	31,624	63.8%	34,028	69.4%	49,065
Employee Benefits	9,665	8,931	92.4%	7,343	33.8%	21,738
Contractual Services	1,500	2,491	166.1%	-	0.0%	2,400
Materials & Supplies	3,601	1,513	42.0%	1,837	108.1%	1,700
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	5,000	4,210	84.2%	4,851	121.3%	4,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	69,322	48,769	70.4%	48,059	60.9%	78,903
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>	<b>\$ 3,049,497</b>	<b>\$ 2,076,227</b>	<b>68.1%</b>	<b>\$ 1,846,313</b>	<b>73.7%</b>	<b>\$ 2,506,217</b>

Illinois Valley Community College District No. 513  
 Fiscal Year 2015 Budget to Actual Comparison  
 For the nine months ended March 31, 2015

	Annual Budget FY2015	Actual 3/31/15	Act/Budget 75.0%	Actual 3/31/14	Act/Budget 75.0%	Annual Budget FY2014
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Local Government Sources						
Current Taxes	\$ 1,498,515	\$ 1,487,237	99.2%	\$ 1,356,642	99.6%	\$ 1,362,330
State Government Sources	2,000,000	-	0.0%	4,013,193	54.6%	7,350,000
Investment Revenue	8,000	3,014	37.7%	6,051	40.3%	15,000
Other Revenue	-	-	0.0%	-	0.0%	-
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) REVENUES</b>	<b>\$ 3,506,515</b>	<b>1,490,251</b>	<b>42.5%</b>	<b>5,375,886</b>	<b>61.6%</b>	<b>8,727,330</b>
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Operations & Maintenance						
Contractual Services	\$ -	-	0.0%	-	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	3,500,000	580,142	16.6%	7,277,891	83.4%	8,727,330
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>	<b>\$ 3,500,000</b>	<b>580,142</b>	<b>16.6%</b>	<b>7,277,891</b>	<b>83.4%</b>	<b>8,727,330</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ 270,000</b>	<b>\$ 270,000</b>		<b>\$ -</b>		<b>\$ -</b>

	Annual Budget FY2015	Actual 3/31/15	Act/Budget 75.0%	Actual 3/31/14	Act/Budget 75.0%	Annual Budget FY2014
<b>BOND &amp; INTEREST FUND</b>						
Local Government Sources						
Current Taxes	\$ 1,266,316	\$ 1,264,531	99.9%	\$ 1,256,409	99.8%	\$ 1,258,919
Investment Revenue	3,500	828	23.7%	2,713	54.3%	5,000
<b>TOTAL BOND &amp; INTEREST FUND REVENUES</b>	<b>1,269,816</b>	<b>1,265,359</b>	<b>99.6%</b>	<b>1,259,122</b>	<b>99.6%</b>	<b>1,263,919</b>
<b>BOND &amp; INTEREST FUND</b>						
Institutional Support:						
Debt Principal Retirement	\$ 1,215,000	1,215,000	100.0%	1,185,000	100.0%	1,185,000
Interest on Bonds	51,425	32,544	63.3%	45,875	0.0%	78,419
Fees	500	500	100.0%	500	100.0%	500
					0.0%	
<b>TOTAL BOND &amp; INTEREST EXPENDITURES</b>	<b>\$ 1,266,925</b>	<b>\$ 1,248,044</b>	<b>98.5%</b>	<b>\$ 1,231,375</b>	<b>97.4%</b>	<b>\$ 1,263,919</b>

Fiscal Year 2015 Budget to Actual Comparison

	Annual Budget FY2015	Actual 3/31/15	Act/Budget 75.0%	Actual 3/31/14	Act/Budget 75.0%	Annual Budget FY2014
<b>WORKING CASH FUND</b>						
Investment Revenue	\$ 25,000	\$ 13,233	52.9%	\$ 17,365	49.6%	\$ 35,000
<b>TOTAL WORKING CASH REVENUES</b>	<b>25,000</b>	<b>13,233</b>	<b>52.9%</b>	<b>17,365</b>	<b>49.6%</b>	<b>35,000</b>
Transfers In (Out)	\$ -	\$ -	0.0%	\$ -	0.0%	\$ (120,000)

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Illinois Valley Community College District No. 513  
 Fiscal Year 2015 Budget to Actual Comparison  
 For the nine months ended March 31, 2015

AUXILIARY ENTERPRISES FUND	Annual Budget FY2015	Actual 3/31/15	Act/Budget 75.0%	Actual 3/31/14	Act/Budget 75.0%	Annual Budget FY2014
Service Fees	\$ 2,228,700	\$ 2,015,631	90.4%	\$ 2,172,234	87.8%	\$ 2,472,700
Other Revenue	-	50	0.0%	60	6.0%	1,000
Investment Revenue	4,500	1,352	30.0%	3,706	46.3%	8,000
<b>TOTAL AUXILIARY ENTERPRISES FUND REVENUES</b>	<b>2,233,200</b>	<b>2,017,033</b>	<b>90.3%</b>	<b>2,176,000</b>	<b>87.7%</b>	<b>2,481,700</b>

AUXILIARY ENTERPRISES FUND	Annual Budget FY2015	Actual 3/31/15	Act/Budget 75.0%	Actual 3/31/14	Act/Budget 75.0%	Annual Budget FY2014
Salaries	\$ 336,026	237,882	70.8%	257,044	75.8%	339,281
Employee Benefits	92,335	74,992	81.2%	72,191	76.3%	94,629
Contractual Services	45,050	31,132	69.1%	18,291	40.4%	45,300
Materials & Supplies	1,975,230	1,896,531	96.0%	1,840,033	92.1%	1,998,478
Conference & Meeting	26,456	16,911	63.9%	21,600	92.5%	23,363
Fixed Charges	45,150	40,777	90.3%	30,936	73.0%	42,400
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	3,838	-	0.0%	-	0.0%	3,840
Other	104,500	64,538	61.8%	3,873	3.5%	111,500
<b>TOTAL AUXILIARY ENTERPRISES EXPENDITURES</b>	<b>2,628,585</b>	<b>2,362,763</b>	<b>89.9%</b>	<b>2,243,968</b>	<b>84.4%</b>	<b>2,658,791</b>

Transfer In (Out)	\$ (338,586)	\$ (61,414)	0.0%	\$ 61,414	0.0%	\$ -
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RESTRICTED PURPOSES FUND	Annual Budget FY2015	Actual 3/31/15	Act/Budget 75.0%	Actual 3/31/14	Act/Budget 75.0%	Annual Budget FY2014
Local Government Sources	\$ -	\$ 4,117	0.0%	\$ -	0.0%	\$ -
State Government Sources	390,814	1,299,637	332.5%	448,933	124.4%	360,972
Federal Government Sources	6,765,584	6,780,810	100.2%	5,410,387	80.2%	6,743,340
Service Fees	3,000	10,362	345.4%	2,265	75.5%	3,000
Nongovernmental gifts or grants	60,000	432,107	0.0%	12,750	0.0%	-
Other Revenue	-	137	0.0%	63	0.4%	15,700
<b>TOTAL RESTRICTED PURPOSES FUND REVENUES</b>	<b>7,219,398</b>	<b>8,523,053</b>	<b>118.1%</b>	<b>5,874,398</b>	<b>82.5%</b>	<b>7,123,012</b>

RESTRICTED PURPOSES FUND	Annual Budget FY2015	Actual 3/31/15	Act/Budget 75.0%	Actual 3/31/14	Act/Budget 75.0%	Annual Budget FY2014
Instruction:						
Salaries	\$ 495,023	339,161	68.5%	324,093	66.7%	486,019
Employee Benefits	111,838	96,028	85.9%	79,001	68.4%	115,559
Contractual Services	75,830	57,789	76.2%	37,684	44.2%	85,284
Materials & Supplies	124,746	83,023	66.6%	39,815	27.6%	144,092
Conference & Meeting	63,266	19,052	30.1%	28,018	41.6%	67,273
Fixed Charges	-	-	0.0%	-	0.0%	500
Utilities	1,314	1,176	89.5%	1,766	50.5%	3,500
Capital Outlay	211,541	423,096	200.0%	18,849	8.9%	212,723
Other (Tuition Waivers)	-	300	0.0%	-	0.0%	-
<b>Total Instruction</b>	<b>\$ 1,083,558</b>	<b>\$ 1,019,625</b>	<b>94.1%</b>	<b>\$ 529,226</b>	<b>47.5%</b>	<b>\$ 1,114,950</b>

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Illinois Valley Community College District No. 513  
Fiscal Year 2015 Budget to Actual Comparison  
For the nine months ended March 31, 2015

RESTRICTED PURPOSES FUND	Annual Budget FY2015	Actual 3/31/15	Act/Budget 75.0%	Actual 3/31/14	Act/Budget 75.0%	Annual Budget FY2014
Academic Support						
Salaries	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
Employee Benefits	-	-	0.0%	-	0.0%	-
Materials & Supplies	-	5,000	0.0%	2,150	0.0%	-
Conference & Meeting	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>-</u>	<u>5,000</u>	<u>0.0%</u>	<u>2,150</u>	<u>0.0%</u>	<u>-</u>
Student Services						
Salaries	187,602	140,359	74.8%	140,323	74.9%	187,260
Employee Benefits	68,484	59,509	86.9%	50,601	77.7%	65,102
Contractual Services	2,320	6,288	271.0%	2,190	66.0%	3,320
Materials & Supplies	5,400	2,011	37.2%	1,478	28.4%	5,200
Conference & Meeting	6,112	2,039	33.4%	1,247	27.7%	4,500
Fixed Charges	-	-	0.0%	121	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRIO Grant)	20,000	34,900	174.5%	16,100	66.6%	24,175
Total Student Services	<u>289,918</u>	<u>245,106</u>	<u>84.5%</u>	<u>212,060</u>	<u>73.2%</u>	<u>289,557</u>
Public Service						
Salaries	152,530	125,409	82.2%	114,351	75.7%	151,098
Employee Benefits	34,845	35,263	101.2%	30,175	101.6%	29,701
Contractual Services	600	2,808	468.0%	1,700	340.0%	500
Materials & Supplies	2,275	3,357	147.6%	8,871	140.1%	6,330
Conference & Meeting	4,750	10,706	225.4%	9,860	124.3%	7,931
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	99	0.0%	130	13.0%	1,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	360	0.0%	-
Total Public Service	<u>195,000</u>	<u>177,642</u>	<u>91.1%</u>	<u>165,447</u>	<u>84.2%</u>	<u>196,560</u>
Operations and Maintenance of Plant						
Contractual Services	-	-	0.0%	-	0.0%	-
Capital Outlay	73,600	-	0.0%	-	0.0%	-
Total Auxiliary Services	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>-</u>	<u>0.0%</u>	<u>-</u>
Institutional Support						
Salaries (Federal Work Study)	\$ 91,689	\$ 84,891	92.6%	\$ 88,207	96.7%	\$ 91,245
Total Institutional Support	<u>91,689</u>	<u>84,891</u>	<u>92.6%</u>	<u>88,207</u>	<u>96.7%</u>	<u>91,245</u>
Student grants and waivers (PELL & SEOG)	<u>5,495,633</u>	<u>7,260,790</u>	<u>132.1%</u>	<u>4,953,604</u>	<u>90.3%</u>	<u>5,485,000</u>
<b>TOTAL RESTRICTED FUND EXPENDITURES</b>	<u><u>7,155,798</u></u>	<u><u>\$ 8,793,054</u></u>	<u><u>122.9%</u></u>	<u><u>\$ 5,950,694</u></u>	<u><u>82.9%</u></u>	<u><u>\$ 7,177,312</u></u>
<b>Transfer In (Out)</b>	<u><u>\$ (15,000)</u></u>	<u><u>\$ (29,805)</u></u>	<u><u>0.0%</u></u>	<u><u>\$ 10,000</u></u>	<u><u>0.0%</u></u>	<u><u>\$ -</u></u>

Illinois Valley Community College District No. 513  
 Fiscal Year 2015 Budget to Actual Comparison  
 For the nine months ended March 31, 2015

LIABILITY, PROTECTION, & SETTLEMENT FUND	Annual Budget FY2015	Actual 3/31/15	Act/Budget 75.0%	Actual 3/31/14	Act/Budget 75.0%	Annual Budget FY2014
Local Government Sources	\$ 260,808	\$ 249,824	95.8%	\$ 248,629	99.3%	\$ 250,473
Investment Revenue	25,000	(4,846)	-19.4%	10,831	36.1%	30,000
Other	-	-	0.0%	-	0.0%	-
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUES</b>	<b>285,808</b>	<b>244,978</b>	<b>85.7%</b>	<b>259,460</b>	<b>92.5%</b>	<b>280,473</b>

Fiscal Year 2015 Budget to Actual Comparison

LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	Annual Budget FY2015	Actual 3/31/15	Act/Budget 75.0%	Actual 3/31/14	Act/Budget 75.0%	Annual Budget FY2014
Operations & Maintenance of Plant						
Contractual Services	\$ 351,500	\$ 268,125	76.3%	\$ 222,854	63.4%	\$ 351,500
Material & Supplies	250	451	180.4%	131	131.0%	100
Conference & Meeting	500	282	56.4%	490	98.0%	500
Utilities	500	398	0.0%	279	0.0%	-
Total for Operations & Maintenance of Plant	\$ 352,750	\$ 269,256	76.3%	\$ 223,754	63.5%	\$ 352,100
Institutional Support						
Salaries	\$ 73,689	\$ 57,499	78.0%	\$ 63,465	89.5%	\$ 70,929
Employee Benefits	217,616	8,768	11.9%	10,690	4.4%	240,849
Contractual Services	29,000	11,399	39.3%	12,086	83.4%	14,500
Materials & Supplies	1,000	35	3.5%	680	24.7%	2,750
Conference & Meeting	-	-	0.0%	-	0.0%	-
Fixed Charges	361,500	289,995	80.2%	339,537	91.0%	373,250
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	682,805	367,696	53.9%	426,458	60.7%	702,278
<b>TOTAL LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>	<b>\$ 1,035,555</b>	<b>\$ 636,952</b>	<b>61.5%</b>	<b>\$ 650,212</b>	<b>61.7%</b>	<b>\$ 1,054,378</b>

Fiscal Year 2015 Budget to Actual Comparison

AUDIT FUND	Annual Budget FY2015	Actual 3/31/15	Act/Budget 75.0%	Actual 3/31/14	Act/Budget 75.0%	Annual Budget FY2014
Local Government Sources	\$ 35,277	\$ 36,167	102.5%	\$ 34,974	100.2%	\$ 34,900
Investment Revenue	-	25	0.0%	2	0.0%	-
<b>TOTAL AUDIT FUND REVENUES</b>	<b>35,277</b>	<b>36,192</b>	<b>102.6%</b>	<b>34,976</b>	<b>100.2%</b>	<b>34,900</b>
AUDIT FUND						
Contractual Services	35,700	28,700	80.4%	32,900	94.3%	34,900
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<b>\$ 35,700</b>	<b>\$ 28,700</b>	<b>80.4%</b>	<b>\$ 32,900</b>	<b>94.3%</b>	<b>\$ 34,900</b>

Illinois Valley Community College District No. 513  
 Fiscal Year 2015 Budget to Actual Comparison  
 All Funds  
 For the nine months ended March 31, 2015

<u>Department</u>	Annual Budget FY2015	Actual 3/31/2015	Act/Budget 75.0%	Explanation
President	\$ 320,600	\$ 253,873	79.2%	
Board of Trustees	16,000	13,452	84.1%	ICCTA Dues
Community Relations	399,207	279,127	69.9%	
Continuing Education	1,001,064	804,201	80.3%	
Facilities	6,380,175	2,822,396	44.2%	
Information Technologies	2,484,810	1,721,830	69.3%	
Academic Affairs	327,945	194,325	59.3%	
Academic Affairs (AVPCE)	1,130,619	783,072	69.3%	
Adult Education	486,555	374,317	76.9%	
Learning Technologies	676,994	515,345	76.1%	
Career & Tech Education Division	1,807,419	1,223,924	67.7%	
Natural Science & Business Division	2,258,167	1,833,500	81.2%	
Humanities & Fine Arts/Social Science Division	2,184,124	1,758,702	80.5%	
Health Professions Division	2,156,899	1,695,308	78.6%	
English, Mathematics, Education Division	2,527,729	2,004,162	79.3%	
Admissions & Records	382,679	304,102	79.5%	
Student Development	627,789	489,989	78.0%	
Student Services	154,530	58,914	38.1%	
Financial Aid	5,944,270	7,610,585	128.0%	MAP is now included in this total
Athletics	240,349	196,214	81.6%	
TRiO (Student Success Grant)	289,918	244,969	84.5%	
Campus Security	350,650	268,184	76.5%	
Business Services/General Institution	2,283,856	2,094,319	91.7%	Annual bond payment
Risk Management	684,905	368,769	53.8%	
Tuition Waivers	588,700	370,703	63.0%	
Purchasing	98,229	91,457	93.1%	
Human Resources	130,065	88,615	68.1%	
Bookstore	2,199,721	2,061,464	93.7%	Books and supplies for fall and spring semester
Shipping & Receiving	69,322	48,769	70.4%	
Copy Center	136,742	70,126	51.3%	
Total FY14 Expenditures	<u>\$ 38,340,032</u>	<u>\$ 30,644,713</u>	79.9%	

**Illinois Valley Community College**  
**Statement of Cash Flows**  
**for the Month ended March 31, 2015**

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	TOTAL
Balance on Hand	\$ (3,896.23)	\$ 46,020.56	\$ 374,178.01	\$ 173,764.51	\$ 1,421,145.68	\$ (116,595.94)	\$ 430,889.94	\$ 5,314.11	\$ 85,735.05	\$ 2,416,555.69
Total Receipts	287,513.05	46,048.42	-	-	50,727.94	39,649.00	-	-	-	423,938.41
Total Cash	283,616.82	92,068.98	374,178.01	173,764.51	1,471,873.62	(76,946.94)	430,889.94	5,314.11	85,735.05	2,840,494.10
Due To/From Accts	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	646,262.01	383,811.40	-	-	351,139.31	-	-	-	-	1,381,212.72
Expenditures	(1,451,332.13)	(171,352.20)	-	-	(91,455.86)	(108,957.52)	-	-	(40,610.73)	(1,863,708.44)
ACCOUNT BALANCE	(521,453.30)	304,528.18	374,178.01	173,764.51	1,731,557.07	(185,904.46)	430,889.94	5,314.11	45,124.32	2,357,998.38
Deposits in Transit	-	-	-	-	-	-	-	-	-	-
Outstanding Checks	351,806.48	-	-	-	-	-	-	-	-	351,806.48
BANK BALANCE	(169,646.82)	304,528.18	374,178.01	173,764.51	1,731,557.07	(185,904.46)	430,889.94	5,314.11	45,124.32	2,709,804.86
Certificates of Deposit	-	-	-	-	-	-	2,394,048.28	-	2,100,000.00	4,494,048.28
Illinois Funds	3,987,090.66	2,162,141.27	2,747,636.74	655,104.09	232,067.92	102,388.86	1,900,331.41	8,195.96	687,679.88	12,482,636.79
CDB Trust Fund CTC	-	-	1,618,522.32	-	-	-	-	-	-	1,618,522.32
Bldg Reserve-ILLFund	-	-	1,083,149.79	-	-	-	-	-	-	1,083,149.79
Total Investment	\$ 3,987,090.66	\$ 2,162,141.27	\$ 5,449,308.85	\$ 655,104.09	\$ 232,067.92	\$ 102,388.86	\$ 4,294,379.69	\$ 8,195.96	\$ 2,787,679.88	\$ 19,678,357.18
LaSalle State Bank	\$ 120,722.40	-	-	-	-	-	-	-	-	120,722.40
Centrue Bank	2,589,082.46	-	-	-	-	-	-	-	-	2,589,082.46
	\$ 2,709,804.86	-	-	-	-	-	-	-	-	2,709,804.86

Respectfully submitted,



Cheryl Roelfsema  
Vice President for Business Services & Finance/Treasurer

ILLINOIS VALLEY COMMUNITY COLLEGE  
INVESTMENT STATUS REPORT  
March 31, 2015

<u>DUE</u>	<u>Education</u>	<u>Oper &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
3/26/2015							1,000,000	1,000,000	NCB	0.35%	0.35%	
3/31/2015						248,000		248,000	MBS	0.40%	0.40%	
4/22/2015							100,000	100,000	MB	0.45%	0.45%	914161
10/24/2015							1,000,000	1,000,000	MB	0.60%	0.60%	916139
10/29/2015						1,000,000		1,000,000	FSB	0.76%	0.76%	
11/7/2015						150,000		150,000	MB	0.65%	0.65%	915192
7/18/2017						996,048		996,048	MBS	1.24%	1.24%	RMB-02732'
<b>Total CD</b>	-	-	-	-	-	2,394,048	2,100,000	4,494,048				

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

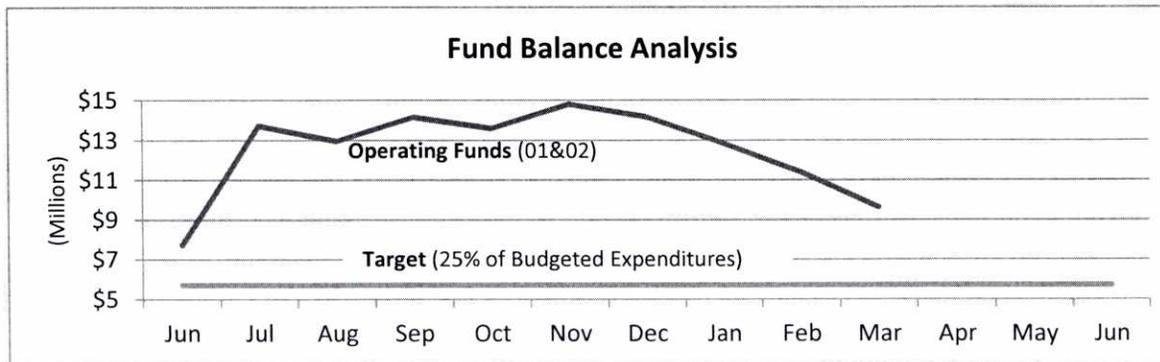
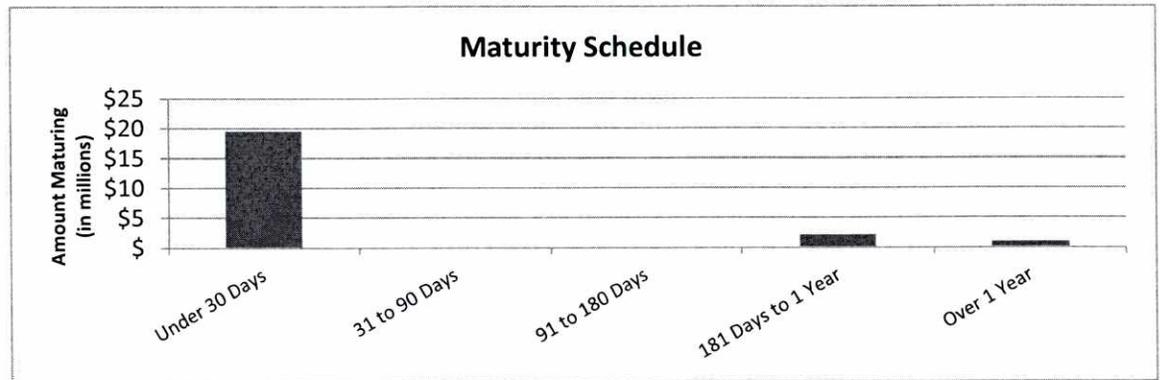
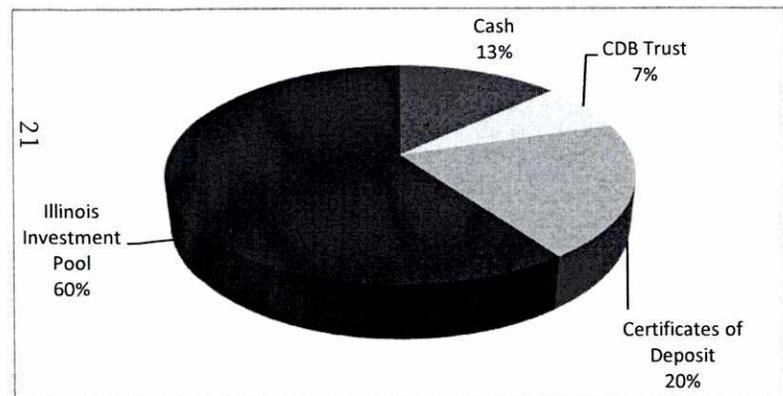
\*\* Current IL Funds interest rate: 0.010%

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Illinois Valley Community College District No. 513  
Investment Status Report  
All Funds  
March 31, 2015

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	13.2%	\$ 2,996,657	0.34%
CDB Trust	7.1%	1,618,842	0.10%
Certificates of Deposit	19.8%	4,494,048	0.71%
Illinois Investment Pool	59.8%	13,565,787	0.01%
<b>Total</b>		<b>\$ 22,675,334</b>	<b>0.29%</b>

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds (US Bank)	\$ 13,565,787			\$ 13,565,787	60%
Centrue Bank			2,657,311	2,657,311	12%
North Central Bank		1,000,000		1,000,000	4%
Heartland Trust Acct			1,618,842	1,618,842	7%
LaSalle State Bank			120,772	120,772	1%
First State Bank		1,000,000		1,000,000	4%
Multi Bank Securities		1,244,048		1,244,048	5%
Heartland Bank			218,574	218,574	1%
Marseilles Bank		1,250,000		1,250,000	6%
	<b>\$ 13,565,787</b>	<b>\$ 4,494,048</b>	<b>\$ 4,615,499</b>	<b>\$ 22,675,334</b>	<b>100%</b>



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**\$5,000 and Over Disbursements  
03/01/15 - 03/31/15**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
718475	03/05/15	0000966	Illinois Valley Business Equipment	\$ 5,738.54	Copier Usage
718479	03/05/15	0001499	John Wiley & Sons, Inc.	5,883.00	Books for Resale
718549	03/09/15	0081443	American Express	30,104.02	CDW Government, Inc., Elsevier, Inc., John Wiley, Minnesota's Bookstore, Pearson Education, Inc.
718554	03/12/15	0001369	Ameren Illinois	30,971.92	Electricity (01/13/15-02/11/15), Gas (01/13/15-02/11/15)
718564	03/12/15	0149548	Burwood Group	25,750.00	DAS Vendor Selection Wi-Fi Network Upgrade
718568	03/12/15	0108916	CCIC	229,380.76	Health Insurance (March)
718580	03/12/15	0181795	G4S Secure Solutions (USA) Inc.	28,702.70	Security Services (February)
718630	03/12/15	0066555	United States Postal Service	6,000.00	Reimburse Postage Meter
ACH	03/12/15		Internal Revenue Service	70,826.08	Federal Payroll Taxes (03/12/15)
ACH	03/12/15		Illinois Department of Revenue	17,500.72	State Payroll Taxes (03/12/15)
ACH	03/12/15		VALIC Retirement Services	12,922.34	403(b) & 457(b)Payroll (03/12/15)
718648	03/12/15	0082897	SURS	52,376.10	Payroll (03/12/15)
718710	03/18/15	0149548	Burwood Group	36,957.40	Maintenance Renewal Palo Alto Firewall (Three Years)
718712	03/18/15	0128254	Cargill Inc. Salt Division	6,148.16	Bulk Rock Salt
718714	03/18/15	0108962	Carquest	6,182.18	Supplies-Auto Shop
718732	03/18/15	0041932	IVCC Tuition	7,556.67	Veteran's Rehabilitation Funds, Tuition-Single Parent (Carl Perkins Grant)
718754	03/18/15	0001450	Thyssenkrupp Elevator Corporation	14,110.00	Upgrades to Elevators
718825	03/26/15	0190646	CNE Gas Division, LLC	15,320.94	Natural Gas
718839	03/26/15	0000966	Illinois Valley Business Equip	6,538.51	Copier Usage
718842	03/26/15	0000001	Illinois Valley Community College	5,000.00	Rental Book Refunds
718858	03/26/15	0149061	National Curriculum & Training	5,068.35	Instructional Supplies
718884	03/26/15	0001927	Walter J Zukowski & Associates	48,524.40	Legal Services
ACH	03/26/15		Internal Revenue Service	66,146.92	Federal Payroll Taxes (03/26/15)
ACH	03/26/15		Illinois Department of Revenue	16,152.67	State Payroll Taxes (03/26/15)
ACH	03/26/15		VALIC Retirement Services	13,564.75	403(b) & 457(b)Payroll (03/26/15)
718900	03/27/15	0082897	SURS	48,355.23	Payroll (03/26/15)
ACH	03/31/15		Prudential Insurance Company	5,015.56	Life & Disability Insurance (April)

**\$ 816,797.92**

Stipends For Pay Period 03/07/15

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Alvin, Stephen R.	Coordinate Study Abroad Program	08/15/14	03/07/15	03/07/15	ST	500.00	011120651351900			
Booras, Pamela H.	Massage Bodywork 10 Step Canine Program	02/20/15	02/20/15	03/07/15	ST	570.00	014110394151320	CPD-3132-02	Massage Bodywork 10 Step Canine Program	
Fitzpatrick, Sara E.	30 Minute Meals	02/24/15	02/24/15	03/07/15	ST	210.00	014110394151320	HLR-3509-302	30 Minute Meals	
Harding, Suzanne	Gate Sales/IHSA Game	02/23/15	02/23/15	03/07/15	ST	60.00	056430360251900 056430360351900			
Jenrich, Chuck	TELEWELD / ZIP PAK	02/10/15	03/03/15	03/07/15	ST	5,000.00	014210331051320			
Johnson, Laura E.	Hot Glass Experience I	02/28/15	02/28/15	03/07/15	ST	120.00	014110394151320	HLR-2748-402	Hot Glass Experience I	
Klieber, Tracie M.	Yoga Unique To You	01/05/15	02/18/15	03/07/15	ST	412.50	014110394151320	HLR-6218-01	Yoga Unique To You	
Koehler, Richard A.	LC/ Driver Improvement #965	02/18/15	02/18/15	03/07/15	ST	150.00	014110394251320	CDV-6000-02	LaSalle Co Driver Improvement	
Kozell, Denise C.	Advanced Dog Grooming	02/21/15	02/21/15	03/07/15	ST	250.00	014110394151320	HLR-5613-302	Advanced Dog Grooming	
Landgraf, Tammy L.	Mileage Reimbursement	02/02/15	02/27/15	03/07/15	ML	113.85	011220946155210			
Leadingham, Paul	AWS Certification Test	02/13/15	02/27/15	03/07/15	ST	820.00	014210331051320			
Leadingham, Paul	Gas Metal Arc Welding	02/16/15	02/20/15	03/07/15	ST	750.00	014210331051320	CEU-5204-02	Gas Metal Arc Welding	
McNamara, Meghan C.	Sign Language Interpreter	02/21/15	02/21/15	03/07/15	ST	187.50	014110394251320			
Moore, Bernard A.	ACT Test Preparation Part 2	02/28/15	02/28/15	03/07/15	ST	170.00	014110394151320	YOU-3501-602	ACT Test Preparation Part 2	
Nelson, Catherine L.	ACT Test Preparation Part 1	02/21/15	02/21/15	03/07/15	ST	160.00	014110394151320	YOU-3501-602	ACT Test Preparation Part 1	
Panizzi, Gerald W.	LC/GDL Driver Improvement #966	02/21/15	02/21/15	03/07/15	ST	187.50	014110394251320	CDV-6000-02	LaSalle Co Driver Improvement	
Retoff, Dan J.	Breathing For Life	02/11/15	02/25/15	03/07/15	ST	105.00	014110394151320	HLR-6108-302	Breathing for Life	
Ruda, Anthony J.	Scoreboard/IHSA Game	02/23/15	02/23/15	03/07/15	ST	60.00	056430360251900 056430360351900			
Vogl, Robert	Small Wind Generators	02/21/15	02/21/15	03/07/15	ST	100.00	014110394151320	HLR-5521-02	Small Wind Generators	
Vogt, Jane A.	Learn to Crochet	02/12/15	02/26/15	03/07/15	ST	225.00	014110394151320	HLR-2769-632	Learn To Crochet	
Wiltse, Nicole C.	iPhone Tips and Tricks	02/18/15	02/18/15	03/07/15	ST	75.00	014110394151320	CEX-1210-302	iPhone Tips and Tricks	
TOTAL						10,226.35				

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

*Jerry Corcoran 3/19/15*  
 Dr. Jerry Corcoran  
 President

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

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Stipends For Pay Period 3/21/15

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Andree, Christopher	WLD Series 24	03/16/15	05/16/15	05/16/15	SG	\$1,938.00	061320182051320			
Balzarini, Doreen	Computer Basics	02/10/15	03/03/15	03/21/15	ST	\$420.00	014110394151320	CEX-4408-302	Computer Basics Welcome To Windows	
Boyle- Bruch, Ida	Food Service	03/02/15	03/05/15	03/21/15	ST	\$500.00	014110394151320	CEU-1503-03	Food Service Sanitation-8 Hour	
Buck, Catherine	SDT 1203 01	03/16/15	05/16/15	05/16/15	ST	\$646.00	011320410051320	SDT-1203-01	Job Seeking Skills	
Engstrom, Norman	Voice Lessons / 20	01/21/15	03/06/15	03/21/15	ST	\$640.00	011120650051340	MUP-2001-01	Applied Music- Vocal	
Fitzpatrick, Sara	30 Minute Meals	03/11/15	03/11/15	03/21/15	ST	\$150.00	014110394151320	HLR-3509-303	30 Minute Meals	
Jenrich, Chuck	ZIP PAK / TELEWELD	03/10/15	03/12/15	03/21/15	ST	\$6,800.00	014210331051320	CEU-8253-03	Improving Personal Productivity	
Killian, Melissa	4 Sessions	03/09/15	03/21/15	03/21/15	ST	\$182.14	013230030851540			
Koehler, Richard	BC Driver Improvement #299	03/07/15	03/07/15	03/21/15	ST	\$150.00	014110394351320	CDV-7000-02	Bureau Co Driver Improvement	
Koehler, Richard	LC Driver Improvement #967	03/04/15	03/04/15	03/21/15	ST	\$150.00	014110394251320	CDV-6000-02	LaSalle Co Driver Improvement	
Lee, Tracy	Course Development Fee	01/01/15	03/16/15	03/21/15	ST	\$1,920.00	011120910051340			
McDonnell, Nancy	CSP 1210 300	03/16/15	05/16/15	05/16/15	ST	\$807.50	011320410051320	CSP-1210-300	Basic Computer Skills Workplace	
McNamara, Meghan	Sign Language Interpreter CDV	03/07/15	03/07/15	03/21/15	ST	\$187.50	014110394251320			
Moskalewicz, James	14 Sessions	03/11/15	03/18/15	03/21/15	ST	\$828.30	013230030851540			
Panizzi, Gerald	LC/GDL Driver Improvement #968	03/07/15	03/07/15	03/21/15	ST	\$187.50	014110394251320	CDV-6000-02	LaSalle Co Driver Improvement	
Petersen, Bonnie	HPE 1000 02	03/16/15	05/16/15	05/16/15	ST	\$699.00	011120570051320	HPE-1000-02	Wellness	
Schulte, Glen	WLD Series 21	03/16/15	05/16/15	03/21/15	ST	\$1,938.00	061320182051320			
Smith, Sara	Food Service	02/24/15	03/05/15	03/21/15	ST	\$600.00	014110394151320	CEU-1503-632	Food Service Sanitation-8 Hour	
Sprong, Connie	Mileage Reimbursement	03/03/15	03/03/15	03/21/15	ST	\$18.45	013130030755211			
Whaley, Frances	LIB 1000 100 590	03/16/15	05/16/15	05/16/15	ST	\$1,342.00	011120910051320	LIB-1000-100	Research Strategies	
			TOTAL			\$20,104.39				

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

*Jerry Corcoran 3/31/15*  
 Dr. Jerry Corcoran  
 President

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

**Faculty Retirement – Steve Nett, Biology Instructor**

Steve Nett, Biology Instructor, has submitted his request to retire effective May 31, 2015. His retirement letter is attached.

Steve began his employment with IVCC in August 1986 as an Assistant to Instruction and Assistant Men's Basketball Coach assigned to the Division of Life Sciences. He held both of these positions for five years. Steve moved into the position of Biology instructor in the fall of 1991 to finish out his career with IVCC.

**Recommendation:**

**Accept Steve Nett's request for retirement effective May 31, 2015 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

Ron Groleau  
Chair - Division of Natural Science and Business  
Illinois Valley Community College  
815 North Orlando Smith Road  
Oglesby, Illinois 61348

Dear Mr. Groleau,

This letter is to inform you that I will be retiring at the end of the current semester on May 31, 2015.

During my time at IVCC, I have been fortunate to have the opportunity to work with many fine Instructors in our Division of Natural Sciences and throughout the campus. The opportunity to instruct, work with and interact with the students has been a rewarding experience. IVCC is a stellar institution and I know it will continue to impact many students in a positive way for years to come.

I want to thank you, the Board of Trustees and the Administration, for allowing me the opportunity to teach here for the past 29 years. It has certainly been a very rewarding experience.

Respectfully,

Steve Nett

RECEIVED

MAR 20 2015

HUMAN RESOURCES

**Faculty Retirement – David Bergsieker, Art Instructor**

David Bergsieker, Art Instructor, has submitted his request to retire effective May 31, 2015. His retirement letter is attached.

David began his employment with IVCC 29 years ago as an Art instructor. During his tenure at IVCC, David designed the cover for the college's 1991-1993 catalog and held various leadership roles in the IFT. David was a leader of the Interest-Based Bargaining process and proficient in the process of facilitating training for many negotiating teams.

**Recommendation:**

**Accept David Bergsieker's request for retirement effective May 31, 2015 and wish him a long, happy, and healthy retirement.**

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

From: David Bergsieker

Sent: Sunday, March 22, 2015 2:45 PM

To: Brian Holloway; Glenna Jones

Subject: retirement

David Bergsieker, Art Department  
Illinois Valley Community College  
815 N. Orlando-Smith Rd.  
Oglesby, Illinois 61348

March 22, 2015

Brian Holloway, Dean  
Humanities, Fine Arts, and Social Sciences Illinois Valley Community College  
815 N. Orlando-Smith Rd.  
Oglesby, Illinois 61348

Dear Mr. Holloway,

Please accept this letter as notification of my intent to retire at the end of the current academic year (2014/2015). My last day of employment will be May 31, 2015. My retirement start date will be June 1, 2015.

I have enjoyed my 34 years of service in higher education and especially the last 29 years working for Illinois Valley Community College and the communities it nurtures. It has been a privilege to teach, learn, and work with so many students throughout those years. In addition, I would also like to thank my family and all of the wonderful faculty, staff, and administrative personnel for their help and support, without which, my career would not have been possible. I'm grateful for the opportunity to have had a career of value to others during my tenure at IV.

I wish you and the students at Illinois Valley Community College all the best in years to come. Feel free to call me during the transitional period if I can be of assistance.

Sincerely,

David Bergsieker  
Professor of Art  
Illinois Valley Community College

RECEIVED

MAR 23 2015

**Bid Results – Protection, Health, and Safety (PHS) Project**

Bids were received and opened on March 26, 2015 for the following PHS Project:

- ICCB Project # 513-T-2323-0914 – Cultural Centre Carpet Replacement

TSI Commercial Floor Covering – Champaign, IL submitted the only bid and met all bidding requirements and specifications. Attached are a letter of recommendation from Basalay, Cary & Alstadt Architects and the summary of bids received.

**Recommendation:**

**The administration recommends Board approval to accept the base bid from TSI Commercial Floor Covering – Champaign, IL in the amount of \$41,105 for PHS Project - Cultural Centre Carpet Replacement.**



March 27, 2015

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

RE: Cultural Centre Carpet Replacement  
2015 Protection, Health & Safety Project  
ICCB No. 513-T-2323-0914  
BC&A Project No. 1443C

Dear Ms. Carboni:

A bid opening took place on March 26, 2015 for the above referenced project. Only one bid was received, with TSI Commercial Floor Covering of Champaign, Illinois being the apparent low bidder with a base bid of \$41,105.00. (I called the other contractors that took out project plans to determine why they did not submit a bid. Most cited the short six week construction window, during the summer school work season, as a concern.) The bid from TSI included the IVCC Certification form, included the required bid bond and was based upon the plans and specifications. No exceptions/voluntary alternates were listed. Mandatory site visit requirements were met.

College funds available for construction equal \$54,476.00 (without contingency). As you can see, the TSI bid is well within budget. Taking into account the favorable bid, the required product lead time and the college's available construction window in the Cultural Centre (June 8, 2015 through July 17, 2015), it is recommended that the Board of Trustees take action at the April meeting to award the contract to TSI for a total of \$41,105.00.

A bid tabulation summarizing TSI's bid is attached for further review. If you have any questions regarding the bid, please do not hesitate to call.

Sincerely,

A handwritten signature in black ink that reads 'Kurt Rimmele'. The signature is written in a cursive style with a large, sweeping 'K' and 'R'.

Kurt Rimmele

Cc: Cheryl Roelfsema, IVCC V.P. Business Services and Finance/Treasurer  
Scott Curley, IVCC Director of Facilities  
BC&A File



620 West Lafayette Street • Ottawa, IL 61350

Phone (815) 434-0108 • Fax (815) 434-1603

**BID TABULATION SHEET**

**PROJECT NAME:** CULTURAL CENTRE CARPET REPLACEMENT  
 2015 PROTECTION, HEALTH & SAFETY PROJECT  
 ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT #513  
 OGLESBY, IL 61348  
 BC&A PROJECT NO. 1443C

**BIDS DUE:** MARCH 26, 2015 @ 2:00 P.M.

Bidder	Base Bid	Voluntary Alternate Bid(s)	Bid Security	Addenda	Certif. Form	Site Visit	Remarks
<b>Bennassi Flooring</b> 3251 E 5th Road LaSalle, IL 61301	NO BID						
<b>Continental Flooring Company</b> 9319 N 94th Way #1000 Scottsdale, AZ 85258	NO BID						
<b>TSI Commercial Floor Covering</b> 3611 N. Staley Road Champaign, IL 61822	\$41,105.00	N/A	Yes	N/A	Yes	Yes	No exceptions
<b>Wyant Carpet</b> 816 N. Main Street Princeton, IL 61356	NO BID						

31

**Purchase Request – Additional Fiber Optic Cable Installation**

In July 2014, the Board approved the network core and edge switch installation in the amount of \$437,687.14. As this project has progressed, it has been determined that larger fiber optic cables will increase the bandwidth of the backbone network necessary to accommodate the use of more networked and Internet resources in the classrooms.

At the March 2015 board meeting, the Board approved contracting with Seamless Cellular to install a cell phone distributed antenna system (DAS) throughout the College's buildings in the amount of \$356,286.42. The DAS project involves running single mode 4-strand fiber optic cable from the server room to the wiring closet in each of the buildings.

The installation of fiber optic cable for both of these projects (network upgrade and DAS) can be combined into the installation of a single mode 12-strand fiber optic cable between the server room and the wiring closets. Seamless Cellular has agreed to run and terminate the larger fiber optic cable, which will minimize labor costs.

This purchase is exempt from bidding (110 ILCS 805/3-27.1-f) and will be paid with Tort Liability funds.

**Recommendation:**

**The administration recommends Board approval to contract with Seamless Cellular for the installation of larger fiber optic cables in the amount of \$16,872.53.**



# Proposal

2442 N Five Mile Rd. (877)551-5445  
 Midland, MI 48642 (989)687-6122  
 Fax: (989)687-6129

Date	Proposal #
4/1/2015	6797

Name / Address
IVCC Attn: Harold Barnes 815 N. Orlando Smith Ave. Oglesby, Illinois 61348

Ship To

Rep
WRL

Description	Qty	Unit Price	Total
IVCC FIBER ADD ON PROPOSAL - PROVIDEDS 8 STRAND FIBER BACKBONE W/ LC CONNECTORS FOR EXCLUSIVE IVCC USE			
TLC 12 Fiber SM SMF28 Ultra Micro Distribution Plenum Yellow	2,744	1.80	4,939.20
IVCC TO PAY 50%		-2,469.60	-2,469.60
FIS 2 Panel Economy Wall Mount Enclosure Black	9	79.95	719.55
IVCC TO PAY 50%		-359.78	-359.78
4RU Rack Mount Fiber Optic Patch Panel Enclosure; up to 12 LGX Plates or Cassettes; w/Solid Front Door; Color Black; 19" Brackets included	1	235.00	235.00
IVCC TO PAY 50%		-117.50	-117.50
AFL FastConnector LC SM 900um Pack of 6	25	125.00	3,125.00
FIS LC Duplex 6 Pack Plate Black Loaded w/ SM Adapter	12	39.95	479.40
Labor - Fusion Splicing	144	70.00	10,080.00
Shipping Charges		241.26	241.26

Estimate valid 120 days from date of proposal  
 Estimate does not include freight charges unless itemized above.

<b>Subtotal</b>	\$16,872.53
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$16,872.53

**Purchase Request – Wireless (Wi-Fi) Network Expansion**

In June 2014, the updated Technology Plan was presented to the Audit/ Finance Committee and included the expansion of IVCC’s wireless network in Buildings A, B, C, D, E, and G. The expansion of the wireless network requires the installation of additional cabling and Wi-Fi access points. By purchasing the access points from the Burwood Group, IVCC will maintain consistency with the existing Wi-Fi equipment. The Burwood Group has quoted \$104,424.02 for hardware and software.

In order to minimize labor costs, Seamless Cellular, who has contracted to install the distributed antennae system (DAS), has quoted \$55,415.49 to install the additional cabling and the access points for the Wi-Fi expansion.

These purchases are exempt from bidding (110 ILCS 805/3-27.1-f) and will be paid from the IT fund balance.

**Recommendation:**

**The administration recommends Board approval to contract with Seamless Cellular for the installation of additional cabling and the mounting of Wi-Fi access points for the amount of \$55,415.49.**

**The administration also recommends Board approval to purchase Wi-Fi access points and associated hardware and software from the Burwood Group for \$104,424.02.**



# Proposal

2442 N Five Mile Rd. (877)551-5445  
 Midland, MI 48642 (989)687-6122  
 Fax: (989)687-6129

Date	Proposal #
3/31/2015	6794

Name / Address
IVCC Attn: Harold Barnes 815 N. Orlando Smith Ave. Oglesby, Illinois 61348

Ship To

Rep
WRL

Description	Qty	Unit Price	Total
BELDEN 24 AWG GigaFlex CAT6 Nonbonded-pair Plenum Cable.	29	599.30	17,379.70
48 port 19 inch Rack Mountable Punch panel	6	186.00	1,116.00
RJ 45 Female Face Plate with Punch Panel backing	145	1.40	203.00T
Standard Junction Box	145	2.20	319.00T
LMR400 Ultra Low Loss Coax Cable on Reel	250	0.75	187.50
LMR 400 SMA Connectors	20	9.95	199.00
Labor for running of all CAT6 cable from remote closets to designated locations as well as labor for CAT6 punch downs and mounting of AP's and external antennas (LABOR QUOTE BASED ON 145 ACCESS POINTS AND 10 EXTERNAL ANTENNAS	145	265.00	38,425.00
Proposed Access Point Location Breakdown			
-Main Building 1st Floor - 34 Access Points			
-Main Building 2nd Floor - 46 Access Points			
-Main Building 3rd Floor - 41 Access Points			
-Gym Main Level - 5 Access Points			
-Gym Lower Level - 9 Access Points			
-Outdoors - 10 External Antennas			
ANY NECESSARY CORE DRILLS TO THE OUTDOORS FROM AP LOCATIONS LEFT OFF THE QUOTE AND ASSESSED AND BILLED APPROPRIATELY AT A LATER TIME			
ANY ADDITIONS OR SUBTRACTIONS OF ACCESS POINTS WILL BE BILLED OR CREDITED ACCORDINGLY PER THE RATE ABOVE			
5% Educational Discount		-2,891.46	-2,891.46
Shipping Charges		477.75	477.75

Estimate valid 120 days from date of proposal  
 Estimate does not include freight charges unless itemized above.

<b>Subtotal</b>	\$55,415.49
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$55,415.49

# QUOTATION

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



Quote Number:  
**CHI33006-C**

Quote Date:  
 4/1/2015

<b>Quoted to:</b>	<b>Ship to:</b>
IL Valley Community College 815 North Orlando Smith Rd. Oglesby, IL 61348	IL Valley Community College 815 North Orlando Smith Rd. Oglesby, IL 61348 PO#

Customer ID	Good Through	Payment Terms	Sales Representative
ILVALC	May 1, 2015	Net 30	tharrison

Line #	Qty	Item	Type	Description	Unit Price	Ext. Price
1	1	LIC-CT5508-UPG	HW/SW	Primary SKU for all upgrade options on the Cisco 5508 WC	\$0.00	\$0.00
2	1	LIC-CT5508-100A	License	100 AP Adder License for the 5508 Controller	\$18,684.63	\$18,684.63
3	1	LIC-CT5508-50A	License	50 AP Adder License for the 5508 Controller	\$12,359.63	\$12,359.63
4	1	CON-SNT-1	Support/Main t	1 YEAR 8x5xNBD SMARTNET MNT SMS-Covers: LIC-CT5508-UPG, LIC-CT5508-100A and LIC-CT5508-50A	\$5,754.76	\$5,754.76
<b>SubTotal</b>						<b>\$36,799.02</b>
6	1	AIR-CT5508-HA-K9	HW/SW	Cisco 5508 Series Wireless Controller for High Availability	\$11,500.00	\$11,500.00
7	1	AIR-PWR-CORD-NA		AIR Line Cord North America	\$0.00	\$0.00
8	1	PI-MSE-PRMO-INSRT	HW/SW	Insert, Packout - PI-MSE	\$0.00	\$0.00
9	1	LIC-CT5508-BASE		Base Software License	\$0.00	\$0.00
10	1	SWC5500K9-74		Cisco Unified Wireless Controller SW Release 7.4	\$0.00	\$0.00
11	1	CON-SNT-1	Support/Main t	1 YEAR 8x5xNBD SMARTNET MNT SMS-Covers: AIR-CT5508-HA-K9 (1)	\$2,131.18	\$2,131.18
<b>SubTotal</b>						<b>\$13,631.18</b>
13	12	ATS-OP-245-47-4RPTP-36		Acceltex 2.4/5 GHz 4/7 dBi 4 Element Indoor/Outdoor Patch Antenna with RPTNC	\$86.63	\$1,039.56
<b>SubTotal</b>						<b>\$1,039.56</b>
15	11	AIR-CAP1702I-AK910	HW/SW	802.11ac CAP 10 APs; 3x3:2SS; Int Ant; A Reg Domain	\$3,996.25	\$43,958.75
16	110	SWAP1700-RCOVRY-K9		Cisco 1700 Series IOS WIRELESS LAN RECOVERY	\$0.00	\$0.00
17	110	S3G5K9W7-15303JAB	HW/SW	Cisco 1700 Series IOS WIRELESS LAN	\$0.00	\$0.00

Line #	Qty	Item	Type	Description	Unit Price	Ext. Price
18	11	SWAP1700-CMB-A1-K9	HW/SW	Cisco 1700 Series Combined Unified and Autonomous (xxxxx) SW	\$0.00	\$0.00
19	110	AIR-AP-BRACKET-2	HW/SW	802.11n AP Universal Mounting Bracket	\$0.00	\$0.00
20	110	AIR-AP-T-RAIL-R	HW/SW	Ceiling Grid Clip for Aironet APs - Recessed Mount (Default)	\$0.00	\$0.00
21	110	AIR-OPT60-DHCP		Service Provider Option 60 for Vendor Class Identifier	\$0.00	\$0.00
22	110	AIR-CAP1702I-ABULK		BOM Level AP1700i Bulk PID for A reg domain	\$0.00	\$0.00
23				<b>SubTotal</b>		<b>\$43,958.75</b>
24	1	AIR-CAP2702E-AK910	HW/SW	802.11ac CAP 10APs w/CleanAir; 3x4:3SS; Ext Ant; A Domain	\$6,871.25	\$6,871.25
25	10	SWAP2700-CMB-A1-K9		Cisco 2700 Series Combined Unified and Autonomous (xxxxx) SW	\$0.00	\$0.00
26	10	AIR-AP-BRACKET-2	HW/SW	802.11n AP Universal Mounting Bracket	\$0.00	\$0.00
27	10	AIR-AP-T-RAIL-R	HW/SW	Ceiling Grid Clip for Aironet APs - Recessed Mount (Default)	\$0.00	\$0.00
28	10	AIR-OPT60-DHCP		Service Provider Option 60 for Vendor Class Identifier	\$0.00	\$0.00
29				<b>SubTotal</b>		<b>\$6,871.25</b>
30	10	AIR-CAP2702E-ABULK		BOM Level AP2700e Bulk PID for A reg domain	\$0.00	\$0.00
31	2	AIR-CAP2702E-A-K9	HW/SW	802.11ac CAP w/CleanAir; 3x4:3SS; Ext Ant; A Reg Domain	\$687.13	\$1,374.26
32	2	SWAP2700-CMB-A1-K9		Cisco 2700 Series Combined Unified and Autonomous (xxxxx) SW	\$0.00	\$0.00
33	2	AIR-AP-BRACKET-2	HW/SW	802.11n AP Universal Mounting Bracket	\$0.00	\$0.00
34	2	AIR-AP-T-RAIL-R	HW/SW	Ceiling Grid Clip for Aironet APs - Recessed Mount (Default)	\$0.00	\$0.00
35	2	AIR-OPT60-DHCP		Service Provider Option 60 for Vendor Class Identifier	\$0.00	\$0.00
36				<b>SubTotal</b>		<b>\$1,374.26</b>
					<b>SubTotal</b>	<b>\$103,674.02</b>
					<b>Sales Tax</b>	<b>\$0.00</b>
					<b>Shipping</b>	<b>\$750.00</b>
					<b>Total</b>	<b>\$104,424.02</b>

The Burwood Group, Inc. Standard Terms and Conditions of Sale document shall be a part of this quotation. Upon the purchase of the goods by Buyer, Buyer shall receive the warranty provided by the original manufacturer and Buyer shall rely on the original manufacturer's warranty for any and all defects. To accept this quotation, please FAX or e-mail a Purchase Order to your sales representative. FAX: (312) 327-4601

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Purchase Order Number: \_\_\_\_\_

Action Item 16.

**FY2016 Board of Trustees Budget**

On behalf of the Board of Trustees, Melissa M. Olivero has reviewed the tentative FY2016 Board of Trustees budget and is recommending Board approval.

**Recommendation:**

**Approve the tentative FY2016 Board of Trustees Budget, as presented.**

Officer Board of Trustees-Jeanne Hayden  
 ObjC (All)

Fund	Department	Obj & Desc	GL Number	2016 Budget	2015 Budget	FY14 Actual	FY13 Actual	FY12 Actual	FY11 Actual
01	100910 - Board	53200 - Consultants	01-85-100910-53200		-	-	-	-	-
		54110 - Office supplies	01-85-100910-54110	350	500	336	576	310	409
		54200 - Printing	01-85-100910-54200	1,000	1,000	749	783	1,248	1,615
		54600 - Publications and dues	01-85-100910-54600	11,200	11,200	11,108	11,022	10,890	10,890
		55110 - Catering	01-85-100910-55110	400	400	187	327	167	280
		55111 - Conference fees-Admin	01-85-100910-55111	300	1,000	315	695	810	1,045
		55211 - Travel IS-Admin	01-85-100910-55211	1,200	1,900	1,545	2,882	2,127	865
		55311 - Travel OOS-Admin	01-85-100910-55311		-	-	-	-	-
	100910 - Board Total			14,450	16,000	14,240	16,285	15,552	15,104

**Request for Proposal Results - Audit Services**

Board Policy requires the College to perform a RFP for audit services at least every six years.

For the last three years, McGladry LLP was engaged to perform the annual audit of the College. The audit fees for fiscal year 2014 totaled \$39,900.

Proposals were received from five (5) firms: Baker & Tilly; Clifton Larson Allen, LLP; Rehman; Sikich, LLP; and Wipfli, LLP. All five (5) proposals indicated that the firms have the necessary credentials and experience to perform a financial audit for the College, as required by Board Policy 4.6 - Audits. The proposed fees for the audit of the Comprehensive Annual Financial Report and federal single audits for the next three (3) years are displayed below.

	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b>Wipfli, LLP</b>	<b>\$35,000</b>	<b>\$35,750</b>	<b>\$36,500</b>
Baker & Tilly	\$36,500	\$37,600	\$38,800
Clifton Larson Allen, LLP	\$41,000	\$42,650	\$44,350
Sikich, LLP	\$49,500	\$50,500	\$51,400
Rehman	\$62,000	\$64,400	\$67,000

In addition to proposing the lowest cost for audit services for the College, Wipfli had over 150 government audit clients in Illinois alone in 2014. Wipfli's professional staff retention rate for the non-profit and government group was 94 percent in 2014, which is well ahead of the industry average. Staff consistency is extremely important and helpful during the audit process. In 2014, Wipfli, LLP performed audits for five (5) other Illinois community colleges: Carl Sandburg, Black Hawk, John Wood, Highland, and Sauk Valley. Wipfli also added value beyond the audit by offering the "My Wipfli" non-profit and government membership service, four complimentary webinars, and complimentary IT consulting if requested by the College.

**Recommendation:**

**The administration recommends Board approval to accept the proposal of Wipfli, LLP for audit services.**

**Intergovernmental Agreement With the City of Ottawa**

An intergovernmental agreement between the City of Ottawa and Illinois Valley Community College District No.513, due to the extension of the Ottawa U.S. Route 6 East TIF District, has been negotiated. There was no intergovernmental agreement when the TIF District was established in 1995. The TIF district has been successful except for a few properties. In order to develop those properties, the City of Ottawa would like to extend the TIF district for an additional 12 years. However, the new intergovernmental agreement provides for the tax increment on the developed properties to be declared a surplus and the property tax funds distributed by the LaSalle County Clerk. The proposed agreement with the City of Ottawa would give the College three (3) percent of the real estate tax increment generated by the undeveloped properties, or approximately 75 percent of any lost property tax revenues due to the extension.

**Recommendation:**

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

**OTTAWA U.S. ROUTE 6 EAST TIF DISTRICT  
INTERGOVERNMENTAL AGREEMENT**

by and between

**THE CITY OF OTTAWA, ILLINOIS  
and**

**ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT 513**

---

This Intergovernmental Agreement by and between the City of Ottawa, an Illinois Municipal Corporation, and Illinois Valley Community College District 513, an Illinois Community College District, is entered into 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 Ottawa (“City”) is an Illinois Municipal Corporation organized under the Constitution and Statutes of the State of Illinois.
2. The Illinois Valley Community College District 513 (“Community College District”) is an Illinois Community 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, as amended, Ch. 5 Section 220/1 et seq. provide legal authority for intergovernmental privileges and authority to be enjoyed jointly by counties and municipalities as well as other public bodies politic.
4. The Tax Increment Allocation Redevelopment Act (“TIF Act”), Illinois Compiled Statutes, as amended, Ch. 65 Section 5/11-74.4-1 et seq. authorizes a municipality to enter into all contracts necessary or incidental to the implementation and furtherance of its redevelopment plan and project.
5. On September 20, 1994, the City approved a Redevelopment Plan and Projects, designated a Redevelopment Project Area and adopted Tax Increment Financing pursuant to the TIF Act for the Ottawa U.S. Route 6 East TIF District (“TIF District”) which is an area located in the Community College District and which impacts the growth of the Community College District’s tax base.
6. Pursuant to Section 11-74.4-3(et. seq.) of the TIF Act, the City is seeking an extension of the term of the TIF District from twenty-three (23) years to thirty-five (35) years.
7. This Intergovernmental Agreement is contingent in its entirety upon the Legislature’s passage and the Governor’s approval of a Bill to extend the life of the Ottawa U.S. Route 6 East TIF District for an additional twelve (12) years beyond its current scheduled termination in tax year 2017 payable 2018, and further, subsequent approval of an Ordinance by the City adopting the extension.

8. The City has determined that it wishes to reduce some of the negative impact on the real estate tax base of the Community College District caused by the creation and extension of the TIF District.
9. The City wishes to exercise its authority under Section 5/11-74.4-7 of the TIF Act to declare, on an annual basis, a certain amount of the incremental property tax revenues as surplus funds (as defined in the TIF Act), to be returned to the County Collector of LaSalle County for distribution to all taxing districts as described in *Section I(B)(1)* below, including the Community College, from the Special Tax Allocation Fund established for the Ottawa U.S. Route 6 East TIF District. Any surplus payments provided for hereunder are not payments in lieu of taxes as defined in the TIF Act.
10. In consideration of the City's pledge to reimburse the Community College District as described herein, the Community College District agrees that it shall provide a written letter and/or resolution of support that is acceptable to City and further take no action, directly or indirectly, to object to the City's initiative to secure an extension of the term of the U.S. Route 6 East District for an additional twelve year period.
11. The Parties declare that this Agreement is adopted pursuant to the 1970 Illinois Constitution, Article VII, Section 10 and Chapter 65 Section 5/11-74.4-4(b) of the TIF Act and other applicable statutes and will become effective on January 1, 2018.

**NOW, THEREFORE**, the Parties agree as follows:

## **I. REIMBURSEMENT**

### **A. TAX INCREMENT**

The Parties agree that the LaSalle County Clerk will provide to the Parties the actual annual gross real estate tax increment generated within the TIF District and within the boundaries of the Community College District and report such increment to the Parties.

### **B. REIMBURSEMENT CALCULATION**

#### **1. Surplus Funds:**

- a. In exchange for the Community College District's support, the City agrees that commencing with tax year 2018 payable 2019, the City will declare as "Surplus Funds" and set aside annually for the life of the TIF extension **one hundred percent (100%)** of the gross real estate tax increment deposited into the Ottawa U.S. Route 6 East Special Tax Allocation Fund for all parcels within the TIF District that are currently developed with a fully completed and assessed building value or fully completed and assessed parking lot value as of 12/31/2014 (the "Developed Parcels"). The Community College District shall then receive from the LaSalle County Collector, pursuant to Section 11-74.4-7 of the TIF Act, its pro-rata share of the total amount of declared "surplus funds" as part of the annual distribution to the respective taxing districts in the same manner and proportion as the most recent distribution by the LaSalle County Collector to the affected districts of real property taxes from real property in the TIF District Redevelopment Project Area. The Community College

District shall use such funds received under paragraph 1 for any purposes as allowed by law.

- b. Any parcels that are vacant as of 12/31/2014 shall be exempt from the Surplus declaration (the "Vacant Parcels"). For all purposes of this Agreement, the term "vacant" shall mean any parcel that does not have a building or parking lot constructed thereon as of 12/31/14.
- c. The Parties agree that all new annual real estate tax increment that is generated due to increased assessments resulting from new construction, expansions, rehabilitation/renovation projects ("new development"), pursuant to a Redevelopment Agreement approved by the City after 1/1/2015, shall be exempt from the Surplus declaration.
- d. The parcels described in (b) and (c) above are defined as "Exempt Parcels".

2. **Payment to Community College District for Reimbursement of Capital Costs:**

- a. Commencing in tax year 2018 payable 2019 and each year thereafter, the City agrees to annually reimburse to the Community College District **three percent (3%)** of the new real estate tax increment generated by the Exempt Parcels. The School District shall use this reimbursed sum for the expenditures of capital costs as authorized by law.
- b. The City will pay the sum described above to the Community College District from the Special Tax Allocation Fund as an impact fee to be used for capital costs, pursuant to current Section 4-3(q)(7) of the TIF Act, and the Community College District shall provide the City with a list of such expenditures annually.

**C. REIMBURSEMENT TIMING**

The City shall pay the sum determined above to the Community College District in two installments, such being made within sixty (60) days of the City's receipt from the County of the second installment and the final installment, respectively, of real estate tax increment generated as a preference and in the same proportions as actually received by the City provided that the Community College District has filed with the City a list of eligible project costs equal to or exceeding the calculated sum to be paid to the Community College District to the extent funds received are for capital costs under Section I(B)(2).

**II. GENERAL**

Binding Effect:

This Agreement shall be binding on the Parties and their respective successors--including successors in office.

Governing Law:

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

Term:

This Agreement shall become effective on January 1, 2018. The obligation of the Parties hereto shall continue for the duration of the TIF District but only if the TIF District is legislatively extended. The TIF District shall terminate upon completion of all redevelopment projects or thirty-five (35) years from the creation of the TIF District, if legislatively extended, whichever occurs first. Whether the TIF District exists for the entire thirty-five (35) years or terminates earlier upon completion of all redevelopment projects, the City will pay in the following year thereafter, the sums due to the Community College District for the prior year or years. The City shall terminate the District upon completion of payment of costs paid for any bond debt service, private redevelopment agreement obligations, and any public redevelopment and other eligible project costs.

Amendments, Waivers, Modifications:

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

Waiver of All Rights to Contest TIF District:

The Community College District 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, administration or legislative extension of the Ottawa I U.S. Route 6 East TIF District including the Redevelopment Project Area, Plan and Projects. Nothing contained herein is to be construed to give the Community College District any right to participate in the administration of the TIF District or Plan or Projects.

Enlargement of the TIF District:

The City agrees that it will notify the Community College District of any proposed enlargement of the TIF District at least 60 days prior to the adoption of ordinances changing the District boundaries.

Amending the TIF District:

The City will not otherwise amend the TIF Plan except after providing written notice to the Community College District and holding such public hearings as required by statute.

Real Estate Tax Increment Information:

- (1) The Administrators of the TIF Plan and City agree to provide the Community College District 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 the Community College District alone.
- (2) The City agrees that its Administrators shall provide the Community College District with a copy of the TIF Annual Report when it is presented to the City Council. Such Report shall set forth: (a) the balance in the Special Tax Allocation Fund ("Fund") at the beginning of the year; (b) all amounts deposited in the Fund by source; (c) all expenditures from the Fund by

categories; and (d) the balance in the Fund at the end of the year by source.

Complete Agreement:

This Agreement expresses the complete and final understanding of the Parties with respect to the subject matter. Any existing agreements in conflict herewith are hereby repealed.

Authority to Execute:

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

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**ILLINOIS VALLEY COMMUNITY  
COLLEGE DISTRICT 513**

**CITY OF OTTAWA,**  
an Illinois Municipal Corporation

By: \_\_\_\_\_  
Chairman

By: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Secretary

Attest: \_\_\_\_\_  
City Clerk

H:\OTTA\AF\TIF 2 (R\6 East)\TIF Extension\IG\AAW\CC\IV\CC.IGA\_R06 E TIF Extension 032115.upd

**Board Policies**

From a Continuous Quality Improvement position, the following board policies have been created or revised by the administration and reviewed by various committees across campus. The Board Planning Committee reviewed the policies and recommended bringing them to the full Board for approval.

- Animals/Pets on Campus
- Parking and Traffic Control
- Concealed Carry and Weapons
- Medical Cannabis
- Return to Work of SURS Annuitant
- Smoking/Tobacco Use

**Recommendation:**

**Approve the Board Policies, as presented.**

Illinois Valley Community College Board Policy

Subject: **Animals/Pets on Campus**

Effective Date:

Number:

Last Reviewed:

Last Revised:

In order to promote a safe, clean and healthy learning environment, and to be in compliance with the revisions made in 2010 by the Department of Justice to the American with Disabilities Act, Illinois Valley Community College recognizes the use of service animals as required under Titles II and III of the ADA.

Specifically defined, a service animal is a dog that is individually trained to do work or perform tasks for a person with a disability. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

Additionally, per Illinois State Law HB 3826, miniature horses are also recognized as allowable service animals in schools and are allowed to go anywhere a service dog is allowed.

Service animals must be registered with the IVCC Disability Services Office on a per semester basis.

All other animals or pets are prohibited from Illinois Valley Community College owned and operated buildings and grounds, except when authorized by the Vice President for Business Services & Finance.

Those in violation of this policy are subject to disciplinary action outlined in the IVCC Student Code of Conduct.

Illinois Valley Community College Board Policy

Subject: <b>Parking and Traffic Control</b>	Effective Date: 1/17/12
Number: <b>6.6</b>	Last Reviewed: 1/17/12
	Last Revised: 1/17/12

It is the policy of the Board of Trustees of Illinois Valley Community College that everyone will obey all posted traffic control signs and laws of the State of Illinois while on the IVCC Campus.

All IVCC employees and students will be required to have a parking pass or parking sticker.

All drivers are responsible for obeying all posted parking and traffic regulations, as well as city and state traffic ordinances and laws. Vehicles may be ticketed or towed for failure to obey these regulations, laws, and ordinances.

Parking Lot 1 is reserved for faculty, staff, and visitors.

Parking Lots 2, 3, 4, and 5 are open to everyone.

Parking Lot 6 is reserved for faculty and staff.

Parking Lot 7 is reserved for students, visitors, and east campus employees.

[Parking Lot 8 is reserved for ADA parking and Campus Security.](#)

Parking Lots 1 and 7 will be open to everyone after 4 p.m., but rules regarding [disabled ADA parking and low-emission parking](#) still apply.

~~[Visitor parking permits are available through the Business Services and Finance Office.](#)~~

The following violations have special significance and will be enforced by Campus Security personnel:

- ~~[A.](#)~~ [Parking in Handicap-ZoneADA spaces \(including sStriped Aarea\) without the proper permits](#)
- ~~[A.B.](#)~~ [Parking in low-emission spaces without the proper permit](#)
- ~~[B.C.](#)~~ [Parking in Visitors'-visitors' Area-area \(students, and-staff, and faculty\)](#)
- ~~[C.D.](#)~~ [Parking in Reserved-reserved Areasareas](#)
- ~~[D.E.](#)~~ [Parking in Fire-fire Lanes-lanes \(Yellow-yellow Curbcurb\)](#)
- ~~[E.F.](#)~~ [Parking on Grassgrass/Parking off Rroadway](#)
- ~~[F.G.](#)~~ [Obstructing Sidewalk-sidewalk or Entrance-entrance Wayway](#)
- ~~[G.H.](#)~~ [Obstructing Another-another Vehielevehicle](#)

Illinois Valley Community College Administrative Procedure

Subject: <b>Parking and Traffic Control</b>	Effective Date: 1/17/12
Number: <b>6.6</b>	Last Reviewed: 1/17/12
	Last Revised: 1/17/12

Anyone in violation of any of the preceding provisions will be subject to fines, up to and including having his/her vehicle(s) towed. The cost of the towing will be the responsibility of the vehicle's owner, and will be paid to the towing company before the vehicle will be released. [An example of the ticket used to enforce parking provisions follows.](#)

### [Parking Permits](#)

[ADA](#) – State permits may be obtained from the local Secretary of State driver's license facilities. Many local municipalities also issue permits through their offices. IVCC honors both permits.

[Low-emission](#) – Permits are issued by Campus Security, Room C103, for vehicles that are listed on <http://www.greencars.org/greencars-ratings>. These permits are a sticker that is to be placed on the driver's side of the front windshield.

[Staff and faculty](#) – Permits are issued by Campus Security, Room C103. These permits are a hang tag which should be hung from the rearview mirror or placed on the dashboard of the vehicle. One permit per employee is issued. If a staff or faculty member has more than one vehicle, he/she may register all of his/her vehicles with Campus Security and either 1) transfer the parking hang tag between vehicles or 2) call Campus Security when he/she brings the vehicle without the hang tag to campus. Staff and faculty may park in ADA or low-emission parking spaces, but must have the proper ADA or low-emission permit.

[Students](#) – Permits are issued by Campus Security, Room C103. These permits are a sticker that is to be placed on the driver's side of the front windshield. Only one permit is issued per student. Students may register additional cars with campus security. Students may park in ADA or low-emission parking spaces, but must have the proper ADA or low-emission permit.

[Parking permits are not required at the Ottawa Campus.](#)

Interstate 80



Illinois Valley Community College Board Policy

Subject: **Concealed Carry and Weapons**  
Number:

Effective Date:  
Last Reviewed:  
Last Revised:

Illinois Valley Community College (IVCC) hereby establishes this Concealed Carry Policy pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66/5 et seq.). The College is committed to providing a safe and secure environment for the College community and its guests. In support of this commitment, the College establishes restrictions on the ability to carry firearms or weapons on the College campus in accordance with the College's authority to promulgate rules and regulations under the 2013 Illinois Firearm Concealed Carry Act.

Firearms of any kind, whether carried openly or concealed, shall not be allowed on any College property or grounds, in any IVCC buildings or facilities, or at any IVCC sponsored event, regardless of whether a person is in possession of any state-issued concealed carry permits or not, except as specifically authorized by the related Administrative Procedure.

Illinois Valley Community College Administrative Procedure

Subject: **Concealed Carry and Weapons**  
Number:

Effective Date:  
Last Reviewed:  
Last Revised:

Definitions:

"Firearm" refers to any gun, shotgun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, shot or any projectile regardless of the propellant used.

"Concealed firearm" is a loaded or unloaded handgun carried on or about that person completely or mostly concealed from view of the public, or is within a vehicle owned by that person.

"Weapons" are defined as any instrument that can be utilized to inflict or threaten bodily injury. These include, but are not limited to, knives with fixed blades, pocketknives with blades longer than four inches, swords, metal knuckles, blackjacks, hatchets, bows and arrows, crossbows, nun chucks, or any explosive or incendiary device. Legal defensive devices, such as pepper sprays, etc., will be permitted, unless used in an offensive manner.

“Employer” means Illinois Valley Community College.

"Campus" means all property, including buildings, grounds, parking lots, and vehicles that are owned or operated by IVCC.

“Case” includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.

"Clear and present danger" has the meaning as provided in paragraph (2) of the definition of "clear and present danger" in Section 1.1 of the Firearm Owners Identification Card Act.

“College property or college premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks) and including work locations, work areas, or vehicles owned, leased, rented, used, or under the control of IVCC.

"Student" (for the purposes of this College Procedure) includes all persons applying for admission or taking credit or non-credit courses provided by IVCC both full-time and part-time. This also includes Continuing Education participants and all individuals taking IVCC courses online while on IVCC Campus property.

“Faculty member” means all full- or part-time instructors, counselors, and laboratory assistants, including interns and student teachers.

“College” means Illinois Valley Community College (IVCC).

“Licensee” means a person issued a license to carry a concealed weapon or firearm.

“Place of employment” means any area under the control of IVCC that employees are required to enter, leave, or pass through during the course of employment.

“Public place” includes, but is not limited to, offices, elevators, stairwells, indoor theaters, public conveyances, cultural centre, cafeteria, library, educational facilities, enclosed or partially enclosed sports arenas, meeting rooms, exhibition halls, all IVCC-owned vehicles and facilities, including buildings and vehicles owned, leased, or operated by IVCC, educational facilities, public restrooms, waiting areas, and lobbies.

“Visitor” means any person who comes to the campus of IVCC that is not an employee or student of IVCC, to use the College’s facilities.

Prohibition:

**A. Weapons or Firearms**

The college maintains a weapons and firearms-free campus. No person covered by this Policy, unless authorized by law or specifically exempted by federal or state law or college regulation, is authorized to possess a weapon or firearm while on campus whether or not they are engaged in college-related business or activities.

It is the Policy of the College to prohibit:

1. Any person covered by this Policy from possessing a weapon or firearm on property owned, leased or controlled by the College, even if that person has a valid federal or state license to possess a weapon or firearm.
2. Any person covered by this Policy from displaying, brandishing, discharging or otherwise using any and all weapons or firearms, including concealed weapons or firearms.

**B. Exceptions**

The provisions of this Policy do not apply to the possession of weapons or firearms in College vehicles, College buildings, on College grounds, or at any College-sponsored activity if the possession of weapons or firearms is related to one of the following exceptions:

1. The weapon or firearm is used in connection with a weapons safety course or weapons education course offered by the College and/or approved and authorized by the College.
2. The weapon or firearm is carried by a full-time or part-time law enforcement officer, in good standing with their department which has jurisdiction at IVCC, who is required to carry a weapon or firearm, whether on-duty or off-duty, as a condition of his or her employment; the weapon or firearm is carried by an enforcement officer from an external agency conducting official business at the College; or for any other exception deemed necessary as determined by the College.
3. The weapon or firearm is used in connection with sanctioned classes, athletics, or recreational sports practices, games, matches, tournaments or events on Campus when the activity requires the use of such weapons or firearms (e.g., fencing, starter pistols and archery).
4. The use of simulated weapons or firearms in connection with College-related theatrical productions.

The possessor of a weapon(s) or firearm(s) that meets one or more of the exceptions allowed pursuant to this Section B shall register with the Campus Security office. The registrant shall provide Campus Security with their name, address, telephone number, and a description of the weapon(s) or firearm(s). They shall also indicate which of the four aforementioned exceptions applies to their circumstance.

#### Special Regulations for Licensees:

A state issued permit to carry a concealed firearm or weapon is not valid on college property or at college sponsored activities. A licensee entering the College's property in a motor vehicle must:

1. Immediately upon parking the vehicle in any of the College's parking lots, the Licensee must immediately either (1) store his or her firearm or ammunition in a secure case or locked container out of plain view within the vehicle, or (b) store the firearm within the vehicle's trunk. In the event the Licensee stores the firearm in the Licensee's trunk, the Licensee must ensure that the firearm is unloaded at the time the Licensee exits the vehicle.
2. If a licensee enters college property and is not able to properly secure a firearm in the necessary locked vehicle while on campus, then the firearm is strictly forbidden and may not be allowed on campus. This provision applies to pedestrians and motorcyclists.

#### Enforcement:

Enforcement of this administrative procedure depends on the cooperation of all IVCC faculty, staff and students not only to comply with this administrative procedure but also to encourage others to comply with the administrative procedure in order to promote a safe learning environment. To report a violation of this administrative procedure, contact Campus Security or the Ottawa Center Site Coordinator. Violators of this administrative procedure will be referred to the appropriate administrative office for review and appropriate administrative action. Persons who violate any of the terms of this administrative procedure shall be subject to all civil and criminal penalties as provided by law. In addition:

- A. Any student found to be in violation of this administrative procedure is subject to suspension or expulsion from the College.
- B. Any College employee found to be in violation of this administrative procedure is subject to suspension or termination of employment.
- C. Any visitor who is found to be in violation of this administrative procedure is subject to exclusion from any College property or facility for a period of not less than one (1) academic year.

### Clear and Present Danger Reporting:

If a person is determined to pose a clear and present danger to himself, herself, or to others by a physician, clinical psychologist, or qualified examiner, whether employed by the State, by any Public or private mental health facility or part thereof, or by a law enforcement officer or school administrator, the person making that determination shall notify the Illinois Department of State Police within 24 hours of making the determination that the person poses a clear and present danger.

If the person has a permit, the state will determine the permit status. This should not impact student or staff educational or employment rights. This notification is not a Family and Educational Rights and Privacy Act (FERPA) issue. It is required by law and falls under the FERPA emergency/public safety exception.

### Signage:

The College's Facilities Department in consultation with the College's Business Services and Finance office and Campus Security shall determine placement of clearly and conspicuously posted signs at all building and restricted parking area entrances stating that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois Department of State Police and shall be posted in accordance with any other signage regulations as may be promulgated from time to time by the Illinois Department of State Police.

Illinois Valley Community College Board Policy

Subject: **Medical Cannabis**  
Number:

Effective Date:  
Last Reviewed:  
Last Revised:

To promote a healthy and safe learning environment and in compliance with existing state and federal law, the College complies with the Drug-Free Schools and Communities Act of 1989. This Act prohibits the use, sale, distribution, manufacture and/or possession of drugs including controlled substances. While the use of medical marijuana (cannabis) is allowed in Illinois under the Compassionate Use of Medical Cannabis Pilot Program Act, no person shall use medical cannabis or possess any cannabis product while on any College property or while participating in any College-sponsored programs or events, whether on or off campus.

Illinois Valley Community College Administrative Procedure

Subject: **Medical Cannabis**  
Number:

Effective Date:  
Last Reviewed:  
Last Revised:

Definitions:

“Use” is defined as the ingestion by smoking, eating, or by any other means, of medical cannabis or any product infused with medical cannabis in its natural form, extracted form or converted form.

"Campus" means all property, including buildings, grounds, parking lots, and vehicles that are owned or operated by IVCC.

“College property or college premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks) and including work locations, work areas, or vehicles owned, leased, rented, used, or that are under the control of IVCC.

"Debilitating medical condition" means one or more of the following: (1) cancer, glaucoma, positive status for human immunodeficiency virus, acquired immune deficiency syndrome, hepatitis C, amyotrophic lateral sclerosis, Crohn's disease, agitation of Alzheimer's disease, cachexia/wasting syndrome, muscular dystrophy, severe fibromyalgia, spinal cord disease, including but not limited to arachnoiditis, Tarlov cysts, hydromyelia, syringomyelia, Rheumatoid arthritis, fibrous dysplasia,

spinal cord injury, traumatic brain injury and post-concussion syndrome, Multiple Sclerosis, Arnold-Chiari malformation and Syringomyelia, Spinocerebellar Ataxia (SCA), Parkinson's, Tourette's, Myoclonus, Dystonia, Reflex Sympathetic Dystrophy, RSD (Complex Regional Pain Syndromes Type I), Causalgia, CRPS (Complex Regional Pain Syndromes Type II), Neurofibromatosis, Chronic Inflammatory Demyelinating Polyneuropathy, Sjogren's syndrome, Lupus, Interstitial Cystitis, Myasthenia Gravis, Hydrocephalus, nail-patella syndrome, residual limb pain, or the treatment of these conditions; or (2) any other debilitating medical condition or its treatment that is added by the Department of Public Health.

"Medical use" means the acquisition, administration, delivery, possession, transfer, transportation, or use of cannabis to treat or alleviate a registered qualifying patient's debilitating medical condition or symptoms associated with the patient's debilitating medical condition.

"Qualifying patient" means a person who has been diagnosed by a physician as having a debilitating medical condition.

"Registry identification card" means a document issued by the Department of Public Health that identifies a person as a registered qualifying patient or registered designated caregiver.

"Cardholder" means a qualifying patient or a designated caregiver who has been issued and possesses a valid registry identification card by the Department of Public Health.

"College" means Illinois Valley Community College (IVCC).

"Public place" means any place where an individual could reasonably be expected to be observed by others.

#### Prohibition:

Marijuana continues to be a prohibited item and students' use of marijuana (or any other drug) on IVCC's premises is strictly forbidden and subject to action under the Student Code of Conduct and this administrative procedure.

Although Illinois State Law permits the use of medical cannabis, (i.e., used by persons possessing lawfully issued medical cannabis cards), federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of all recipients of Federal Funds.

Pursuant to Illinois Act 98-0122, Section 30(a) (3) (F), no person shall possess medical cannabis or any product containing medical cannabis in natural form, extract(ed) or converted form while on any IVCC property. The use, possession, cultivation, or distribution of marijuana for any reason, including medical purposes, is therefore not

allowed on or in public places on IVCC property nor is allowed at IVCC sponsored events or activities off campus.

Medical Cannabis cannot be used:

- In any motor vehicle – driver or passenger in any public place.
- Knowingly in close proximity to anyone under the age of 18 years of age.
- Smoking medical cannabis in any public place, in a health care facility, or any other place where smoking is prohibited under the Smoke Free Illinois Act.
- While operating, navigating, or being in physical control of any motor vehicle while using or under the influence of cannabis in violation of Sections 11-501 and 11-502.1 of the Illinois Vehicle Code.
- If the person does not have debilitating medical condition and is not a registered qualifying patient or caregiver.
- If the cannabis is transferred to any person contrary to the provisions of the Act.
- Allowing any person who is not allowed to use cannabis under this Act to use cannabis that a cardholder is allowed to possess under this Act.
- By an active duty law enforcement officer.
- By a person who has a school bus permit or a Commercial Driver's License.

Employment:

- No employee shall undertake any task under the influence of cannabis, when doing so would constitute negligence, professional malpractice or professional misconduct.
- An employee who is a qualified registered medical cannabis card holder may be considered impaired when he/she manifests specific articulable symptoms while working which decrease his or her performance of work duties such as in speech, dexterity, agility, coordination, demeanor, or exhibiting irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery, disregard for the safety of the employee or others, or involvement in an accident that results in serious damage to equipment or property, disruption of a production process, or carelessness that results in any injury to the employee or others.
- The Board retains the right to enforce its drug testing, zero tolerance and drug free workplace policies in a nondiscriminatory manner, and regardless of whether an employee is a registered medical cannabis card holder, and the Board may discipline an employee for violation of any workplace drug related policies.
- No employee whose job duties require a Commercial Driver's License (CDL) may use medical cannabis. Any such employee shall immediately notify his/her supervisor should they obtain a medical cannabis card.
- No College employee shall operate any IVCC vehicle or College rented/leased vehicle if they have ingested or consumed any cannabis or cannabis infused product.
- An employee who violates this policy and administrative procedure may be subject to disciplinary action up to and including termination of employment.

Confidentiality:

The status of any person as a medical cannabis card holder is confidential and not subject to disclosure to any individual or public or private entity, except as necessary for authorized employees to perform official duties and as required by law.

Enforcement:

Enforcement of this administrative procedure depends on the cooperation of all IVCC faculty, staff and students to comply with this administrative procedure. Suspected violations should be reported to Campus Security for the main campus or the Ottawa Site Coordinator for the Ottawa Center. Violators of this administrative procedure will be referred to the appropriate administrative office for review and appropriate administrative action. Violations of this administrative procedure, or parts thereof, may result in disciplinary action up to and including termination/expulsion.



- SURS annuitants may not be employed by a SURS Covered Employer until at least 60 days after the beginning of the retirement annuity payment period.
- If annuity payments begin for an annuitant at age 60 or later, the earnings from a SURS Covered Employer during any academic year after retirement may not exceed their Annual Earnings Limitation as specified on the annuitant's SURS Certification of Retirement Form or equivalent document.
- If annuity payments begin for an annuitant before age 60, the monthly earnings from a SURS Covered Employer may not exceed the annuitant's Monthly Earnings Limitation as specified on the annuitant's SURS Certification of Retirement Form or equivalent document.

There is no limitation on post-retirement earnings if the SURS annuitant returns to work with an employer who is not covered by SURS. If a SURS annuitant retired under reciprocity from another state retirement plan, he or she should contact SURS and the other retirement system to ascertain the applicable earnings limitation(s).

All IVCC applicants and employees are required to disclose to Human Resources, the following information:

- SURS Annuitant Status, including whether the individual qualifies as an affected annuitant (see definition below);
- SURS' Certification of Retirement Annuity Form and/or the annuitant's Annual Earnings Limitation and Highest Annual Earnings Determination; and
- Employment dates and salary for each SURS Covered Employer for whom the individual has worked post-retirement.

Any change in the above information or status must be promptly reported to Human Resources.

### **Affected Annuitant**

An annuitant becomes an "affected annuitant" if, while receiving a SURS retirement annuity, he or she is employed by a SURS Covered Employer, and he or she receives more than 40% of the SURS annuitant's Highest Annual Earnings prior to retirement.

These requirements apply to all SURS annuitants except when the SURS' annuitant's compensation is paid from federal, corporate, foundation, or trust funds or grants of State funds that identify the principal investigator by name. A second exception is if the SURS' annuitant's retirement annuity is less than \$10,000 per year, effective 6/1/15.

When an individual becomes an affected annuitant, the individual's employment status will be terminated. Note, if an employee fails to provide information about their affected annuitant status in a timely manner or falsifies information, the employee may become financially responsible for any additional costs.

## **Fiscal Responsibility**

It is IVCC's policy to be fiscally responsible in hiring of SURS annuitants. Significant financial consequences may pertain to individuals exceeding their personal earnings limitations and to employers continuing to employ retirees who exceed the 40% earnings limitation, thus becoming classified as "affected annuitants." It is important to note that, the 40% is an annual academic year limitation, which the statute has defined as September 1 – August 31. Retirees who exceed the 40% annual earnings limitation will become classified as an "affected annuitant." Therefore, individuals who exceed the 40% limitation will generally not be eligible for future re-employment at IVCC or other SURS employers. Offers to applicants identified as affected annuitants must receive advance written Vice President of Business Services approval. Hiring departments are financially responsible for any additional costs imposed on IVCC as the result of employing an affected annuitant and must coordinate those costs with the Vice President of Business Services and/or their respective Vice President.

## **Documentation Requirements**

All current retirees, new hires, and rehires, regardless of employment category, will be required to complete the SURS Annual Verification or Re-verification form. On the verification form, individuals will indicate whether or not they are a SURS annuitant. If the individual is an annuitant, a copy of the SURS Award Letter documenting both the personal earnings limitation and the highest annual earnings will be required. Compensation for SURS retirees who are re-employed will be limited to the lesser of the two earnings limits. Participants are encouraged to provide updated statements of earnings limitations from SURS. Otherwise, the personal earnings limitation established at the time of retirement will be utilized. In addition to providing this information, annuitants will also be required to certify any employment that has been obtained and disclose whether or not they have already been determined to be an affected annuitant. The statute places responsibility on retirees to provide accurate information concerning earnings limitations provided by SURS and employment status. Thus, the accuracy of information contained on the verification form is very important, and misrepresentation of this information may result in discipline, revocation of the appointment, and possible financial and legal consequences (including, but not limited to, repayment of fees and penalties charged to IVCC). Specifically, falsification of information contained on the verification form is considered a Class A misdemeanor under statute.

Annuitants who obtain employment with another SURS employer after they have submitted their initial form will be required to notify IVCC of any such employment by submitting an updated verification form within five (5) days of accepting employment. The acceptance of additional employment at another SURS employer may result in termination of employment. No offer of employment may be authorized by any department or representative until Human Resources has verified the prospective employee's status. Departments/divisions that employ individuals in this category prior to the approval of Human Resources will be responsible for any fines subsequently imposed by SURS

associated with the hire. Human Resources will continuously review the status of employees in this category, which may result in necessary appointment revisions. All necessary appointment revisions will be discussed and coordinated with the applicable personnel and department(s).

In accordance with Public Act 97-0968, IVCC will certify the annuitant's hiring information to SURS within 60 days. This certification will include the dates of employment, projected earnings, fund source for the employment and a summary of the applicable agreement.

Illinois Valley Community College Board Policy

Subject: **Smoking/Tobacco Use**

Effective Date:

Number: **6.11**

Last Reviewed:

Last Revised: 1/17/12

To promote a safe, clean and healthy learning environment, and in compliance with the Illinois Smoke-Free Campus Act (110 ILCS 64/1), Illinois Valley Community College prohibits the use of tobacco products inside College facilities, College vehicles and on all College property. Smoking is permitted in private vehicles. This includes the burning of any type of cigar, cigarette, pipe, electronic cigarette, or any other smoking equipment. The use of smokeless/chewing tobacco is also prohibited. It is the responsibility of all faculty, staff, students and visitors to comply with this policy. Refusal to comply with this policy will be met with increasingly severe penalties.

Illinois Valley Community College Administrative Procedure

Subject: **Smoking/Tobacco Use**

Effective Date:

Number: **6.11**

Last Reviewed:

Last Revised:

Definitions:

"Employee" means a person who is employed by Illinois Valley Community College (IVCC) in consideration for direct or indirect monetary wages or profits, or a person who volunteers his or her services for a non-profit entity.

"Employer" means Illinois Valley Community College.

"Campus" means all property, including buildings, grounds, parking lots, and vehicles that are owned or operated by IVCC, including the IVCC Ottawa Center.

"College property or college premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks) and including work locations, work areas, or vehicles owned, leased, rented, used, or that are under the control of IVCC.

"Smoke" or "smoking" means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or other lighted smoking equipment. "Smoke" or "smoking" also includes products containing or delivering

nicotine intended or expected for human consumption, or any part of such a product, that is not a tobacco product as defined by Section 321(rr) of Title 21 of the United States Code, unless it has been approved or otherwise certified for legal sale by the United States Food and Drug Administration for tobacco use cessation or other medical purposes and is being marketed and sold solely for that approved purpose.

"Student" (for the purposes of this College Procedure) includes all persons applying for admission or taking credit or non-credit courses provided by IVCC both full-time and part-time. This also includes Continuing Education participants and all individuals taking IVCC courses online while on IVCC Campus property.

"Faculty member" means all full- or part-time instructors, counselors, and laboratory assistants, including interns and student teachers.

"College" means Illinois Valley Community College (IVCC).

"Enclosed area" (without limitation to lobbies and corridors) means all space between a floor and a ceiling that is enclosed or partially enclosed with (i) solid walls or windows, exclusive of doorways, or (ii) solid walls with partitions and no windows, exclusive of doorways, that extend from the floor to the ceiling, including, without limitation, lobbies and corridors.

"Enclosed or partially enclosed sports arena" means any sports pavilion, stadium, gymnasium, or other similar place where members of IVCC assemble to engage in physical exercise or participate in athletic competitions or recreational activities or to witness sports, cultural, recreational, or other events.

"Place of employment" means any area under the control of IVCC that employees are required to enter, leave, or pass through during the course of employment.

"Public place" includes, but is not limited to, offices, elevators, stairwells, indoor theaters, public conveyances, cultural centre, cafeteria, library, educational facilities, enclosed or partially enclosed sports arenas, meeting rooms, exhibition halls, all IVCC owned vehicles and facilities, including buildings and vehicles owned, leased, or operated by IVCC, educational facilities, public restrooms, waiting areas, and lobbies.

"Tobacco Products" includes, but is not limited to, the burning of any type of cigar, cigarette, pipe, electronic cigarette or any other smoking equipment. The use of smokeless/chewing tobacco and Medical Marijuana are also prohibited.

"Visitor" means any person who comes to the campus of IVCC that is not an employee or student of IVCC to use the College's facilities.

Prohibition:

Smoking on IVCC premises in a public place or place of employment and College vehicles is prohibited. The use of smokeless tobacco products and chewing tobacco on IVCC premises in public places and places of employment as well as in IVCC vehicles (regardless of where located) is also prohibited. Smoking is permitted in private vehicles.

This administrative procedure applies to all students, employees, visitors, vendors, and contractors, and applies to all IVCC premises. All employees and students are responsible for being familiar with and complying with the requirements of this administrative procedure.

Posting of signs; removal of cigarette receptacles:

"No Smoking" signs or the international "No Smoking" symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it, shall be clearly and conspicuously posted in each area of IVCC's Campus where smoking is prohibited by the IVCC Smoke Free Campus administrative procedure. All cigarette receptacles shall be removed from areas where smoking is prohibited by the IVCC Smoke Free Campus administrative procedure by IVCC's facilities department or other persons having control of the area.

Enforcement:

Enforcement of this administrative procedure depends on the cooperation of all IVCC employees and students not only to comply with this administrative procedure but also to encourage others to comply with this administrative procedure in order to promote a safe, clean and healthy learning environment. To report a violation of this administrative procedure, contact Campus Security or the Ottawa Center Site Coordinator. Violators of this administrative procedure will be referred to the appropriate administrative office for review and appropriate administrative action.

- A. Students: The disciplinary process in the Student Code of Conduct will be applied. Sanctions include one or a combination of the following:
1. ADMONITION--An oral reprimand.
  2. WARNING--A written reprimand.
  3. CENSURE--A notice, written or spoken, stating that further misconduct will bring more serious action.
  4. DISCIPLINARY PROBATION--A defined period of time when the student is considered on a probationary status. If additional events occur during this probation period, the student may be considered for suspension or expulsion.

5. DISCIPLINARY SUSPENSION – A written statement disqualifying the student for a specific time period from extracurricular or co-curricular activities.
6. RESTITUTION – A written requirement that the student provide reimbursement for misappropriation or damage to College property, or that of an individual.
7. SUSPENSION – A suspension of tuition waiver or scholarship.
8. COLLEGE SUSPENSION--A written notice of exclusion from the College and any classes, privileges and College activities for a specified period of time (not to exceed 1 year).

B. Employees: The disciplinary process in the employee guidebook will be applied. Sanctions include one or a combination of the following:

1. ADMONITION – An oral reprimand.
2. WARNING – A written reprimand.
3. DISCIPLINARY ACTION – A violation by employees will be noted on the annual Employee Development Plan (EDP) or in the case of faculty on the appropriate pre- or post-tenure evaluation and review documentation.

C. Repeated Offenses:

1. Offenses of Students shall be reported to the Associate Vice President of Student Services. Repeated offenses are in violation of the Student Code of Conduct and could lead to administrative actions.
2. Offenses of Employees shall be reported to the Campus Security office, staff member's immediate supervisor, and Human Resources. Repeated offenses are in violation of Board Policy and could lead to further disciplinary action.

D. Members of the Public and/or Visitors to IVCC:

Members of the public and/or visitors that use tobacco on IVCC's property will be asked by IVCC Campus Security or the Ottawa Center Site Coordinator to extinguish any type of cigar, cigarette, pipe, electronic cigarette or any other smoking equipment. The use of smokeless/chewing

tobacco is also prohibited and this product must be disposed of in a safe and sanitary manner immediately upon request. If a visitor refuses to comply with this request, IVCC Campus Security or the Ottawa Center Coordinator may direct the visitor to leave IVCC campus property.

Appeals Process:

In applying the above sanctions to any student, the decision of the Associate Vice President for Student Services may be appealed in writing to the President within 5 business days of the receipt of the sanction.

In applying the above sanctions to any employee, the decision of the immediate supervisor or Human Resources Director may be appealed in writing to the appropriate Vice President within 5 business days of the receipt of the sanction.

Smoking Cessation:

IVCC recognizes that individuals may require help to quit smoking. Referrals for smoking cessation programs and educational materials are available through IVCC's Health Insurance Plan or IVCC's Wellness Program.

For help, call the Illinois Tobacco Quitline at 800-QUIT-YES (1-866-784-8937) for help.

If the nicotine craving continues, call 800-QUIT-NOW (800-784-8669) for help.

FROM THE DESK OF  
**SUSAN ELLIS**

---

March 15, 2015  
Lauren Sandberg, Catalina  
Bookstore Manager  
Illinois Valley Community College  
815 North Orlando Smith Drive  
Oglesby, Illinois 61348

Dear Lauren,

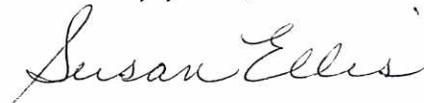
Please accept this letter as formal notification that I am resigning from my position as the Bookstore Assistant with IVCC. My last day will be March 26th.

Thank you so much for the opportunity to work in this position over the past 8 months. I've greatly enjoyed and appreciated the opportunities I've had to work with all of you and learn the functionality of the college bookstore. I will carry this knowledge with me throughout my career.

During my final two weeks, I will do everything in my power to make this transition as smooth as possible.

I wish you all continued success and I hope to stay in touch in the future!

Sincerely yours,



Susan Ellis

3278 E 19TH ROAD, OTTAWA, IL 61350  
815-481-0447  
SWTPTTO@GMAIL.COM

RECEIVED

MAR 16 2015

HUMAN RESOURCES

## **F. Student Code of Conduct**

Discipline may be imposed whenever a student commits or attempts to commit any act of misconduct on the College campus, or at a sporting event, activity, function or other event sponsored or supervised by the College.

Prohibited conduct includes, but is not limited to:

1. Possession, use, distribution or **be under the influence** of an illegal or controlled substance or look-alike drug.
2. Unauthorized and/or illegal possession, use, distribution, or **be under the influence** of any alcoholic beverage on campus property.
3. Theft of property or services.
4. Intentional or willful and wanton destruction of property.
5. Assault and/or battery.
6. Conduct which constitutes harassment, sexual or otherwise, or abuse that threatens the mental well-being, health or safety of any individual, including peer harassment of fellow students.
7. **Conduct which constitutes hazing or any related act or activity that might inflict or intend to cause physical or mental harm or anxieties; that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants. The intent of the act or the consent or the cooperation of the hazing recipient shall not constitute a defense of hazing. The College or the hazing recipient may charge an individual and/or the recognized student organization with responsibility for the hazing act(s) committed either online or on or off campus.**
8. Possession of a firearm or other weapon, dangerous chemical or explosive substance or device.
9. Trespassing on College property or other unauthorized use of College property or services.
10. Academic dishonesty (see also Academic Integrity section). Such matters will be addressed by the Office of the Vice President for Academic Affairs
11. Disruption of the educational process or related activity.
12. Failure to comply with the direction of an authorized College employee or representative who is performing her/his duties.
13. Verbal abuse to any individual, including blatant profanity or gross disrespect to a student, faculty member, or staff member.
14. Stalking any individual.
15. Gambling.
16. Unauthorized use of College phones or facsimile (fax) machines.
17. Intentional willful or wanton tampering with computer equipment or networks, to include but not limited to destruction of files, illegal or unauthorized file transfers or copying, introduction of a computer virus, unauthorized use of copyrighted software, altering or attempting to alter official College computer records, accessing offensive Web sites, malicious tampering, or any other violation of the computer use policies.
18. Gang recruitment and/or activities.

19. Any conduct which constitutes a violation of the terms of any discipline imposed in accordance with this procedure.
20. Any conduct which constitutes a violation of a Federal or State law, local ordinance or College rule or regulation, including failure of a registered sex offender to register with campus security.
21. Failure of a registered sex offender to register with Campus Security as required by Illinois State Law.
22. Violation of the Campus Smoking Policy.
23. Multiple parking violations.
24. Gross misconduct by any standard.

### **G. Disciplinary Process**

Any person may initiate a complaint against a student for violation of the Code of Conduct by filing a written complaint with the Associate Vice President for Student Services. The complaint shall describe the conduct which allegedly violates the Student Code of Conduct. It should be noted that the complaining person may also pursue civil action in the courts. Additionally, any crime committed against the College will be referred to local law enforcement agencies for review to determine if criminal charges will be filed.

1. The Associate Vice President for Student Services will investigate the complaint.
2. If in the opinion of the Associate Vice President a violation has occurred, he/she may administer sanctions. Sanctions applied will depend upon the severity of the offense and the student's previous conduct record. Disciplinary procedures and sanctions may be implemented with the assistance of other professional staff members as deemed necessary or appropriate by the Associate Vice President for Student Services
3. Sanctions include one or a combination of the following:
  - A. ADMONITION – An oral reprimand.
  - B. WARNING – A written reprimand.
  - C. CENSURE – A notice, written or spoken, stating that further misconduct will bring more serious action.
  - D. DISCIPLINARY PROBATION – A defined period of time when the student is considered on a probationary status. If additional events occur during this probation period, the student may be considered for suspension or expulsion.
  - E. DISCIPLINARY SUSPENSION – A written statement disqualifying the student for a specific time period from extracurricular or co-curricular activities.
  - F. RESTITUTION – A written requirement that the student provide reimbursement for misappropriation or damage to College property, or that of an individual.
  - G. SUSPENSION – A suspension of tuition waiver or scholarship.

4. In applying any of the above sanctions, the decision of the Associate Vice President for Student Services may be appealed in writing to the Associate Vice President for Student Services within 5 business days of the receipt of the sanction.

More serious disciplinary action could include:

- H. COLLEGE SUSPENSION--A written notice of exclusion from the College and any classes, privileges and College activities for a specified period of time.
  - I. EXPULSION--A written termination of a student's status, as indicated for College suspension, for an indefinite period of time.
5. College suspension or expulsion, when recommended by the Associate Vice President for Student Services, automatically requires a due process hearing prior to being applied.

### **Due Process Procedure for Students Recommended for College Suspension or Expulsion**

A student who is recommended for College suspension or expulsion as a disciplinary sanction shall be entitled to a due process hearing according to the following process:

1. The Associate Vice President for Student Services shall send a notice to the student specifying the misconduct for which college suspension or expulsion is being recommended.
2. The notice will contain the notification as to the time, date, and place of the hearing before the Faculty-Student Review Committee.
3. The Faculty-Student Review Committee shall be composed of three (3) student representatives chosen by the Student Government Association and three (3) faculty members chosen by the faculty union leadership. The committee shall be chaired by the Associate Vice President for Student Services.
4. If the Associate Vice President for Student Services has reasonable cause to believe that danger will be present if the student is permitted on campus, the student may be immediately suspended pending the full hearing.
5. If the student ignores or refuses to acknowledge the hearing, the hearing may proceed with the student in absentia.
6. At the hearing, the student will be permitted to speak in his/her own behalf, to present any witnesses in his/her behalf, and to question any witnesses against him/her.
7. The hearing before the Faculty-Student Review Committee is not subject to formal rules of evidence.

8. Minutes of the proceeding will be taken and prepared, as well as audio tapes. These minutes and audio tapes shall be made available to the student as well as to succeeding levels of review, should an appeal be filed.
9. Within five (5) class days of the hearing, the Committee will issue findings sustaining, overturning or modifying the sanction recommended by the Associate Vice President for Student Services to the President of the College.
10. The student may appeal the findings of the Faculty-Student Review Committee by filing written notice with the Associate Vice President for Student Services within five (5) class days of receipt of the Committee's findings.
11. In the absence of an appeal filed within the time frame specified, the decision of the Faculty-Student Review Committee shall be automatically sustained and considered final.
12. If appealed, the student will be informed within five (5) class days of receipt of the appeal, of the date, time and location of the hearing with the Associate Vice President for Academic Affairs, Vice President of Academic Affairs, and Vice President of Business Services & Finance or their designees.
13. The hearing with the Vice Presidents shall be scheduled within five (5) class days of the date of notification of appeal hearing to the student.
14. On appeals to the Vice Presidents, only the official record of the Review Committee and summary of evidence will be reviewed. No new evidence or testimony will be considered.
15. The student may appeal the findings of the Vice Presidents by filing written notice with the Associate Vice President for Student Services within five (5) class days of receipt of the Vice Presidents' findings by requesting a hearing with the President of the College.
16. In the absence of an appeal filed within the time frame specified, the decision of the Vice Presidents shall be automatically sustained and considered final.
17. If appealed, the student will be informed within five (5) class days of receipt of the appeal, of the date, time and location of the hearing with the President of the College.
18. On appeals to the President, or ultimately to the Board of Trustees, (expulsion only) only the official record of the Review Committee, Vice-Presidents, and summary of evidence will be reviewed. No new evidence or testimony will be considered.

19. The President shall issue her/his decision within five (5) class days of the hearing. The President may sustain, overturn or modify sanctions imposed by the Faculty-Student Review Committee.
20. If the President sustains a recommendation of college suspension, the decision of the President shall be considered final.
21. A recommendation of expulsion, if sustained by the President, may be appealed to the Board of Trustees.
22. The final avenue of appeal, with regard to expulsion, is the Board of Trustees of the College. The student must file with the President of the College within five (5) class days of the date of the notice of the President's findings, a written notice of intent to appeal to the Board of Trustees.
23. Absence of an appeal of a decision of expulsion within the time frame indicated will result in the decision of expulsion being automatically sustained and considered final.
24. The hearing before the Board of Trustees shall normally be scheduled for the next regularly scheduled board meeting.
25. At the hearing before the Board of Trustees, the student may be assisted by counsel.
26. The decision of the Board of Trustees sustaining, overturning, or modifying the decision of expulsion shall be issued within five (5) class days of the Board meeting.
27. The decision of the Board of Trustees is final.



**IVCIL**

*Accessibility Leadership Award*

The Illinois Valley Center for Independent Living  
proudly presents this award to  
*Illinois Valley Community College*  
for the hard work, dedication, and perseverance  
to have compliant and fully accessible parking.

*Brian M. Szuda*

Brian M. Szuda  
Associate Director

*Rachael Mellen*

Rachael Mellen  
Executive Director



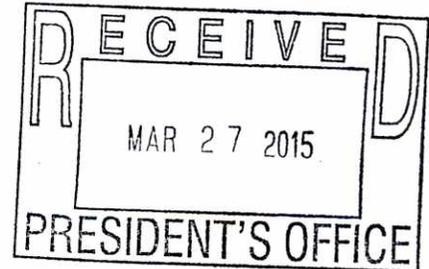
# Arbor Day Foundation®

211 N. 12th St. • Lincoln, NE 68508 • 888-448-7337 • [arborday.org](http://arborday.org)

*We inspire people to plant, nurture, and celebrate trees.*

March 23, 2015

Dr. Jerry Corcoran, President  
Illinois Valley Community College District No. 513  
815 N Orlando Smith St  
Oglesby, IL 61348-9692



Dear Tree Campus USA supporter,

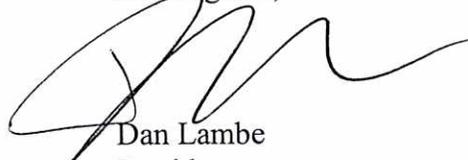
Congratulations on Illinois Valley Community College District No. 513 earning 2014 Tree Campus USA recognition. Tree Campus USA, a national program launched in 2008 by the Arbor Day Foundation and Toyota, honors colleges and universities and their leaders for promoting healthy trees and engaging students and staff in the spirit of conservation.

To obtain this distinction, Illinois Valley Community College District No. 513 met the five core standards for effective campus forest management: a tree advisory committee, a campus tree-care plan, dedicated annual expenditures for its campus tree program, an Arbor Day observance and student service-learning project. Your entire campus community should be proud of your sustained commitment to environmental stewardship.

As you know, trees are a vital component of campus infrastructure and landscaping. First, properly-placed trees create a welcoming space for students, staff and alumni, providing much-needed relief from heat and a quiet place to reflect or study. Second, trees keep our air and water clean and remove harmful pollutants. Third, trees save money by reducing energy use and improving stormwater management. By earning Tree Campus USA recognition, your campus has shown its commitment to protecting and preserving its valuable tree resources and will reap their benefits for generations of students to come.

Again, congratulations! Your diligence in improving the environment and quality of life at Illinois Valley Community College District No. 513 contributes to a healthier planet for all of us.

Best regards,



Dan Lambe  
President

Dear President:

Recently I had the pleasure of umpire a college baseball contest involving a team representing your institution. I just wanted to let you know how very respectful, courteous & kind all of the players, coaches & fans were. It all starts at the top with their head coach & his catcher. They were both very cordial & polite while being very "professional".

They not only represent your school in a most favorable way, but all of them are great assets and ambassadors to your community as well! I hope you will pass along these words of praise to all those who are so well deserving of them.

Please let me know you received this letter. Thank you for your time & attention regarding this matter.

Sincerely,

A handwritten signature in black ink that reads "Forrest 'Woody' Miller". The signature is written in a cursive, slightly slanted style.

Forrest "Woody" Miller (college baseball umpire)

542 7<sup>th</sup> Ave. So.

Clinton, Iowa 52732

(563)503-0687

millerforrest@yahoo.com

# 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.