



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Thursday, February 12, 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, February 12, 2015 – 6 p.m. – Board Room (C307)**

---

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. 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.
  - 6.1 Approval of Minutes – January 15, 2015 Board Meeting; January 26, 2015 Facilities Committee Meeting; and January 27, 2015 Audit/Finance Committee Meeting (Pages 1-10)
  - 6.2 Approval of Bills - \$1,452,209.49
    - 6.2.1 Education Fund - \$1,041,062.88
    - 6.2.2 Operations & Maintenance Fund - \$93,679.91
    - 6.2.3 Operations & Maintenance Fund (Restricted) – \$16,704.00
    - 6.2.4 Auxiliary Fund - \$215,316.29
    - 6.2.5 Restricted Fund - \$48,963.95
    - 6.2.6 Liability, Protection & Settlement Fund - \$36,482.46
  - 6.3 Treasurer’s Report (Pages 11-29)
    - 6.3.1 Financial Highlights (Pages 12-13)
    - 6.3.2 Balance Sheet (Pages 14-15)
    - 6.3.3 Summary of FY15 Budget by Fund (Page 16)
    - 6.3.4 Budget to Actual Comparison (Pages 17-23)
    - 6.3.5 Budget to Actual by Budget Officers (Page 24)
    - 6.3.6 Statement of Cash Flows (Page 25)
    - 6.3.7 Investment Status Report (Pages 26-27)
    - 6.3.8 Disbursements - \$5,000 or more (Pages 28-29)
  - 6.4 Personnel - Stipends for Pay Period Ending December 13, 2014; December 27, 2014; January 10, 2015; and January 24, 2015 (Pages 30-40)

7. President's Report
8. Committee Reports
9. Tenure Recommendations (Pages 41-52)
  - 9.1 Mary A. Black (Pages 41-44)
  - 9.2 Carmen N. Hartford (Pages 45-48)
  - 9.3 Shane W. Lange (Pages 49-52)
10. FY2016 Budget (Pages 53-56)
  - 10.1 Resolution to Designate a Fiscal Year (Page 54)
  - 10.2 Resolution to Designate a Person to Prepare a Tentative Budget (Page 55)
  - 10.3 Budget Calendar (Page 56)
11. Tuition Adjustment (Page 57)
12. Early Entry College (E<sup>2</sup>C) Tuition Adjustment (Page 58)
13. Course Fees/Adjustments (Pages 59-66)
14. Staff Appointment – Mr. Mark J. Grzybowski, Associate Vice President for Student Services ( Pages 67-68)
15. Bid Results – Building A Chiller/Air Handler Replacement (Pages 69-72)
16. Request for Full-time Business Specialist Position, Small Business Development Center (Pages 73-78)
17. Approval of Early Childhood Certificates (Pages 79-80)
18. Items for Information (Pages 81-86)
  - 18.1 Renewal of Non-tenured Faculty Contracts for 2015/2016 (Page 81)
  - 18.2 Letter of Agreement with LaSalle County Regional Office of Education (Page 82)
  - 18.3 Statement of Final Completion – Cultural Centre Sound System Replacement (Page 83)
  - 18.4 National Endowment for the Humanities – Quarterly Calendar (Pages 84-85)
  - 18.5 Thank you from the Northwest District Elks Lodge (Page 86)
19. Trustee Comment
20. Closed Session – 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 4) closed session minutes.
21. Closed Session Minutes – January 15, 2015 Board Meeting
22. Other
23. Adjournment

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

**Minutes of Regular Meeting**  
**January 15, 2015**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6 p.m. on Thursday, January 15, 2015 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Melissa M. Olivero, Chair  
Michael C. Driscoll, Vice Chair  
Laurie A. Bonucci  
Jane E. Goetz  
David O. Mallery  
Everett J. Solon  
Amy M. Rogowski, Student Trustee

**Members Absent:** Larry D. Huffman, Secretary

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

In the absence of Dr. Huffman, Ms. Bonucci was appointed secretary pro-tem.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

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

The following items were approved in the consent agenda:

Approval of Minutes – December 3, 2014 Facilities Committee meeting and December 11, 2014 Board Meeting

Approval of Bills - \$2,198,913.26

Education Fund - \$528,455.47; Operations & Maintenance Fund - \$70,960.25; Operations & Maintenance (Restricted Fund) - \$1,330,913.35; Auxiliary Fund - \$143,163.04; Restricted Fund - \$58,160.06; and Liability, Protection and Settlement Fund - \$67,261.09

Treasurer's Report

Personnel

Approved the stipends for the pay period ending November 29, 2014.

Truck Driver Training Tractor and Trailer Lease Extension

Approved to extend the lease with CIT Group Leasing, Inc. at \$3,856 per month, plus a 14 cent per mile maintenance fee per vehicle, for two (2) 2012 Volvo tractors. Approved to lease two (2) 2003 Hyundai trailers from PAL at \$520 per month.

**PRESIDENT'S REPORT**

Dr. Corcoran reported on Tuesday, January 6, the Student Services Team held a second Express Registration event and the turnout was impressive given the circumstances. Twenty-one students braved the elements that frigid evening and 17 registered for at least one class. Coupled with the same event in Ottawa just before the holidays, a total of 72 students were served and almost 500 credit hours generated. Dr. Corcoran congratulated Mark Grzybowski, Connie Skerston, and the groups they led in achieving the outcomes. IVCC is still waiting for the "green light" from the Capital Development Board for authorization to proceed with construction on Phase 3 of the Community Instructional Center project. The schedule calls for work to begin in February so that the project is completed by December and ready to go when the spring semester begins in January. Phase 3 includes renovations in Building C for the addition of a cyber café and expansion of the library into the former cashier area; 5,000 square feet is dedicated to student life space and a new ADA-compliant elevator in Building E; and renovations to multipurpose classrooms and lab spaces in Building D. A member of the board asked for an update on the work done by the Small Business Development Center (SBDC), so a five-year performance and economic impact report was distributed for the Board's review. Highlights include 111 jobs created and 50 retained, 28 business start-ups, four business expansions and 39 "documented success stories." The SBDC has also counseled 427 clients, conducted 66 training seminars, honored 160 individuals through its 40 Under Forty event and established the annual Breakfast of Champions awards ceremony. Dr. Corcoran encouraged others to congratulate Bev Malooley, Gina Czubachowski and Continuing Education Department director, Jamie Gahm, on a job well done. Dr. Corcoran reported Mike Phillips has been asked to serve on the Middle Illinois Regional Water Supply Planning Committee. This will allow him to serve local communities while gaining experience he can share in the classroom. Dr. Corcoran received an email from a second year student at IVCC, Amber Phillips. She has been contacted by Harvard University because of how well she has done at IVCC. She commended instructors, Jeff Spanbauer, Larry Ault, Adam Oldaker, and Jason Beyer who went out of their way to assist in her education and so many more have been great as well. She has been assisted financially by Foundation scholarships and noted that Donna Swiskoski from the Foundation office has been invaluable. As far as Harvard, first she has to take three classes and then assessed on her performance in these classes which will determine her funding options. She thanked IVCC for being such a great school.

### **COMMITTEE REPORTS**

Mr. Mallery deferred his comments on the Facilities Committee meeting until the next agenda item which was discussed at the committee meeting.

Ms. Olivero removed herself from the Facilities Committee and appointed Jane Goetz to take her place. Ms. Goetz accepted.

The Audit/Finance Committee is tentatively scheduled to meet on Tuesday, January 27 at 5:30 p.m. in the IVCC Board Room.

### **QUALITY-BASED SELECTION OF AN ARCHITECT**

It was moved by Mr. Mallery and seconded by Dr. Driscoll to proceed with the Quality-Based Selection process for architectural firms. The Facilities Committee discussed the quality-based selection of an architect at its meeting on December 3. Changes made to the matrix were reflected in the Board book. Mr. Mallery stated he was looking forward to being a part of the selection committee. Ms. Olivero noted the last time the College selected an architect a member of the Board was not on the selection committee. From a historical standpoint, Ms. Olivero was not in favor of having a board member on the committee. Laurie Bonucci and Jane Goetz were in agreement with Ms. Olivero, but Dr. Driscoll, Everett Solon, and Dave Mallery were in favor. Mr. Mallery will serve on the selection committee on behalf of the Board. Mr. Mallery asked if the committee could meet and have a workshop to discuss the categories. Dr. Corcoran stated that he has been able to work with Basalay, Cary & Alstadt Architects for ten years and there has been an extraordinary amount of changes in those ten years. He does not want the selection process viewed as if the College is unhappy with them. Dr. Corcoran believes it is wise to seek proposals for professional services on a regular basis and it is healthy to go through this process when the opportunity presents itself. Motion passed by voice vote.

### **APPROVAL OF AAS DEGREE IN ENGINEERING TECHNOLOGY**

It was moved by Dr. Driscoll and seconded by Ms. Goetz to approve the Associate of Applied Science Degree in Engineering Technology as presented. Dr. Corcoran expressed his appreciation of the work that Sue Isermann and her team have done on this new degree program. Motion passed by voice vote.

### **PURCHASE REQUEST – CONSULTING SERVICES FOR CELL PHONE DAS VENDOR SELECTION AND WI-FI NETWORK INFRASTRUCTURE UPGRADE**

It was moved by Ms. Goetz and seconded by Dr. Driscoll to proceed with purchasing consulting services from the Burwood Group for cell phone DAS Vendor Selection and for upgrading the Wi-Fi network infrastructure as quoted by the Burwood Group Inc. in the amount of \$53,500. Mr. Mallery noted that the \$53,500 is only for the consulting services, selection of a vendor and working with the cell phone companies and does not include hardware. Funds to complete the system will be paid by a \$73,000 grant and any additional funds will come from a fund balance in the Auxiliary Fund for Information Technology projects. Motion passed by voice vote.

## **AUTHORIZATION FOR DESTRUCTION OF VERBATIM RECORDINGS OF CLOSED SESSION MEETINGS**

“Be it resolved that the Board of Trustees of Community College District 513, accepts for destruction the verbatim audiotapes of Closed Session Meetings from June 19, 2012; July 17, 2012; August 21, 2012; September 18, 2012; October 16, 2012; November 20, 2012; December 18, 2012; January 15, 2013; February 7, 2013; February 19, 2013; March 19, 2013; April 16, 2013; and May 21, 2013.

“Be it further resolved that the Board of Trustees of Community College District 513 authorizes the destruction of Closed Session audiotapes from June 19, 2012; July 17, 2012; August 21, 2012; September 18, 2012; October 16, 2012; November 20, 2012; December 18, 2012; January 15, 2013; February 7, 2013; February 19, 2013; March 19, 2013; April 16, 2013; and May 21, 2013 as all the criteria for destruction of these tapes under the Open Meetings Act have been met.”

It was moved by Ms. Olivero and seconded by Ms. Goetz to table this item indefinitely by the recommendation of the College’s attorney. Motion passed by voice vote.

### **TRUSTEE COMMENT**

Due to an insurance issue that arose recently during the holidays, Mr. Mallery requested information from the administration and noted a large responsibility of the issue lies with the third-party provider. He hopes the College would recover the expenses, including attorney fees, from this matter. Mr. Mallery is concerned that the College has proposed a two-tier insurance package. In regards to fairness and respect, Mr. Mallery does not see that being observed at this time. He does not like that the staff are paying higher deductibles for those that can afford it the least.

Ms. Rogowski reported that 20 students from the Oglesby Public School were impacted by the Children in Need Christmas Party through the IVCC sports program. The students were very appreciative and the volunteers felt it was well worth it.

### **CLOSED SESSION**

It was moved by Ms. Bonucci and seconded by Mr. Mallery to convene a closed session at 6:27 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) collective negotiations; 3) pending litigation; and 4) closed session minutes. Motion passed by voice vote.

After a short break, the Board entered closed session at 6:31 p.m. On a motion by Dr. Driscoll and seconded by Ms. Goetz, the regular meeting resumed at 9:50 p.m. Motion passed by voice vote.

### **REDUCTION IN FORCE – CHARLES KWIATKOWSKI, COMPUTER NETWORKING INSTRUCTOR**

It was moved by Ms. Goetz and seconded by Ms. Bonucci to decrease the number of faculty members employed by the Board and dismiss a tenured faculty member, Mr. Charles Kwiatkowski, effective at the end of the spring term, May 16, 2015. Motion passed by voice vote.

**RESTRUCTURING OF THE DISABILITY SERVICES AREA – ELIMINATION OF CO-COORDINATOR POSITIONS**

It was moved by Ms. Bonucci and seconded by Dr. Driscoll to eliminate the positions of Disability Services Co-coordinator to allow for the restructuring and hiring of a full-time staff Disability Services Coordinator. Tina Hardy and Judy Mika will be honorably dismissed upon the hiring of a full-time Disability Services Coordinator. Motion passed by voice vote.

**CLOSED SESSION MINUTES**

It was moved by Mr. Solon and seconded by Ms. Goetz to approve and retain the closed session minutes of the December 11, 2014 board meeting. Motion passed by voice vote.

**OTHER**

None.

**ADJOURNMENT**

Ms. Olivero declared the meeting adjourned at 9:52 p.m.

---

Melissa M. Olivero, Board Chair

---

Larry D. Huffman, Secretary

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

**Facilities Committee Meeting**  
**January 26, 2015**

The Facilities Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 1 p.m. on Monday, January 26, 2015 in the Board Room (C307) at Illinois Valley Community College.

**Committee Members** David O. Mallery, Chair  
**Physically Present:** Laurie A. Bonucci  
Jane E. Goetz

**Committee Members**  
**Absent:**

**Others Physically Present:** Jerry Corcoran, President  
Doug Bernabei, Peru Police Chief  
Jim Knoblauch, Oglesby Police Chief  
Robert Uranich, LaSalle Police Chief  
Andy Bacidore, LaSalle Fire Chief  
Cheryl Roelfsema, Vice President for Business Services and Finance  
Deborah Anderson, Vice President for Academic Affairs  
Sue Isermann, Associate Vice President for Academic Affairs  
Mark Grzybowski, Interim Associate Vice President for Student Services  
Fran Brolley, Director of Community Relations and Development

The meeting was called to order at 1 p.m. by Mr. Mallery.

**DISCUSSION OF A REGIONAL DISPATCH CENTER**

A month ago Dr. Corcoran received a letter from the Illinois Valley Regional Dispatch Center Planning Board (IVRD) requesting to open formal discussions in the hope of constructing a regional dispatch center on or near the grounds of Illinois Valley Community College. Mr. Bernabei provided a summary of how the IVRD came about. Currently, the cities of LaSalle, Peru, and Oglesby operate their own independent 911 dispatch centers. In recent years the centers have been faced with major technology upgrades and are being mandated to migrate to “next generation” 911, which has an extremely high cost. Dispatch centers across the state are being encouraged to consolidate when practical and appropriate. Consolidation would provide a more affordable service and a better public safety service. The three communities came together and formed a planning board. They met with a 911 outside consulting firm to make a decision as to doing business as usual, merging within the communities or the regional concept. The IVRD Board lobbied for funds from the state and was awarded a \$1.5 million grant to construct a regional

dispatch center. The next decision was where to locate the center. As they reviewed maps and looked for somewhere in the middle of the three communities, the IVCC campus and grounds seemed to be a neutral place and an ideal location. Dr. Corcoran was contacted and the IVRD hoped IVCC would consider partnering with them to some extent. The IVRD toured other facilities to see what space would be needed and it was determined a free-standing building, approximately 5,000 square feet, would house the IVRD. Along with an operations room/dispatch room, office space, break room, restrooms, public lobby, classroom facility, technology-based control room, and a sally port garage space, there will be a prisoner booking room and prisoner holding rooms. Mr. Bernabei reassured the committee members that this will not be a jail, just a holding room until the prisoner can be transferred to a jail. The IVRD Board would like the dispatch center to be located where the barn is rather than in the heart of the campus. The IVRD Board is currently in the process of searching for an architect that has experience in designing this type of building. The IVCC Facilities Committee noted the idea is a great way to save on resources and would like to discuss the College's Master Plan with its architect to make sure the dispatch center would not jeopardize any future construction on the campus. By partnering with the IVRD, it could be possible for IVCC to secure water and sewer to its baseball fields. Agreements could also be reached on snow removal and grass cutting for the dispatch center. The Facilities Committee is a committee of the IVCC Board which will meet on February 12, 2015 at 6 p.m. in the Board Room. The IVRD was encouraged to attend the Board meeting to answer any questions or make any comments during the public comment of the meeting. If the IVCC Board supports the Regional Dispatch Center on February 12, the IVRD would receive a letter of commitment.

**ADJOURNMENT**

Mr. Mallery declared the meeting adjourned at 1:38 p.m.

---

David O. Mallery, Committee Chair

---

Melissa M. Olivero, Board Chair

---

Larry D. Huffman, Secretary

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

**Audit/Finance Committee Meeting**  
**January 27, 2015**

The Audit/Finance Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5:30 p.m. on Tuesday, January 27, 2015 in the Board Room (C307) at Illinois Valley Community College.

**Committee Members**      Larry D. Huffman, Chair  
**Physically Present:**      Everett J. Solon

**Members**  
**Telephonically Present:** Michael C. Driscoll

**Others Physically Present:** Jerry Corcoran, President  
Cheryl Roelfsema, Vice President for Business Services and Finance  
Deborah Anderson, Vice President for Academic Affairs  
Sue Isermann, Associate Vice President for Academic Affairs  
Kathy Ross, Controller  
Jamie Gahm, Director of Continuing Education and Business Services  
Renee Prine, Counselor  
Sue Caley-Opsal, Instructor  
Steven Alvin, Instructor  
Fran Brolley, Director of Community Relations and Development

The meeting was called to order at 5:30 p.m. by Dr. Huffman.

**FINANCIAL FORECAST FOR FY 2016-2020**

Cheryl Roelfsema presented a five-year financial forecast. Under revenues, the EAV is projected to remain steady for FY2016 and FY2017 as compared to FY2015. There was a \$30 million reduction in the Equalized Assessed Valuation (EAV) for FY2014 due to the Exelon Generating Station. This will increase to \$460 million from \$430 million in tax year 2019. Revenues from Exelon are 14 to 15 percent of the total and farmland is 16 percent. Farmland has increased and the trend will hold for tax year 2014. The total tax rate is estimated at .3681 for tax year 2014. Tax year 2015 is the last year to levy for the funding bond repayment. At that time the bond and interest levy will decrease from .0419 to less than .001. If the College does not issue any bonds, the levy will be zero. The Liability, Protection, and Settlement Fund levy will not need to be resumed until sometime after FY2020. This levy was discontinued with tax year 2007 and the College has used the fund balance for those expenditures since that time. Credit hours are projected to remain steady in FY2015 at FY2014 levels and then increase one percent annually through FY2020. Tuition per credit hour is projected to increase 6.3 percent in FY2016, 8.5 percent in FY2017, and 4.0 percent annually through FY2020. If credit hours increase, it is

possible to reduce the increase in tuition. State funding is forecasted to decrease by one percent each year. In expenditures, the annual salary increases average 2.5 percent for FY2016 through FY2018 and then drop to 2.0 percent in FY2019 and FY2020. There is a reduction in force included for FY2016 and no additional personnel for the remainder of the forecast. Benefits are projected to increase by 3.5 percent in FY2016 and then 5 percent per year for the remaining years of the forecast. Medical inflation remains at 6 percent but with the high deductible health plan, the College will see a decrease in benefit costs in 2015 and 2016 and should continue to keep costs below the national inflation rates. Contract services and materials and supplies include a two percent annual inflation rate. Professional development continues to be a high priority. Actual travel expenditures in FY2014 were \$109,500 though \$149,209 was budgeted. The budget was increased to \$184,500 for FY2015. This forecast provides for \$200,000 for travel expenditures in both FY2016 and FY2017 and an increase in FY2018 through FY2020. The interest from the Working Cash Fund can be transferred to the operating funds annually. A \$10,000 match for Project Success is included in each year of the forecast. Cheryl noted the forecast could be a little optimistic on the EAV. It is going to be a struggle to balance the operating fund budget. Over the past several years, cuts have been made to supplies and materials and all the line items except salaries, benefits, and travel which included professional development. It will be important to match personnel with enrollments realizing enrollments are at a 15-year low. The question was asked if there is enough focus on the revenue side. As the administration develops the budget, there is a need to focus on ways to generate revenue through credit hours. Ideas included: marketing strategies, reaching the adult population, new programs, and an increase in on-line courses.

#### **TUITION ADJUSTMENT**

In the 2016 financial forecast, a tuition rate of \$118.00 (6.3 percent increase) was used to balance the operating funds. In order to balance, capital expenditures were only at \$65,000; salaries were projected at a 2.5 percent increase but with reductions in force totaling \$100,000; and benefits were projected at a 3.5 percent increase. Five scenarios were given: a five percent increase with a deficit of \$99,086; a 6.3 percent increase (\$7 per credit hour) with a balanced budget; a 6.75 percent increase (\$7.50 per credit hour) with an additional \$34,037 to the budget; a 7.0 percent increase with an additional \$52,946; and a 7.2 percent increase (\$8 per credit hour) with an additional \$68,000 in the budget. The FY2015 state average is \$118.77 per credit hour, the peer group average \$109.76, and the super peer group average \$113.48. Dr. Huffman was leaning towards the \$8 per credit hour increase. Asking students to pay more is tough, but it is the students that benefit the most by the education. He suggested the College push to have the PELL grant completed by all high school seniors. IVCC's tuition is still much lower than the state universities and for local students they do not have to pay room and board. There was no contingency in the budget this year and it was nice that it was not needed, but a contingency does give the College a little more cushion and this could be used for more advertising to increase enrollments. Dr. Driscoll noted no one wants to raise the tuition, but in reality an increase is needed and one of the higher options pushes the College towards balancing the budget. It is the financially responsible thing to do. There was consensus among the committee members to support the \$8 per credit hour increase.

**COURSE FEES/ADJUSTMENTS**

Course fees are reviewed annually by Program Coordinators and Deans using approved course fee guidelines. The recommendation is to change 169 course fees: 122 increases, 47 decreases, plus the assignment of a course fee to two existing courses. This will bring the total number of active courses with approved course fees to 359. The committee members were in consensus to support the recommendation. Dr. Huffman would like to see lab fees move into variable tuition so that PELL grants would cover the cost. He realizes he may never see this happen.

**REQUEST FOR PROPOSALS – EXTERNAL AUDIT SERVICES**

The current agreement with McGladrey LLP for financial auditing services is for three years with the option to extend the agreement another three years. The administration is interested in seeking proposals for a firm to audit the financial statements of the College rather than renew the agreement with McGladrey LLP. There was consensus among the committee members to seek proposals.

**REQUEST FOR FULL-TIME BUSINESS SPECIALIST (SBDC)**

For the last 12 months the Small Business Development Center (SBDC) has been functioning with an interim full-time business specialist instead of two, part-time specialists and one, part-time administrative assistant. The administration believes this model works well and is recommending this be a regular, full-time position and seeks approval to begin a search to fill the position. There is a fund balance from the IMEC program and the budget council would be supportive of this position. Sue Isermann indicated that economic development is key to the College's credit hour growth and to the budget with the increases in EAV associated with economic development. The concern, expressed by Dr. Driscoll, would be the headcount. There is a need to watch every position extremely close. The economic times are tough, but Sue's rationale persuaded Dr. Driscoll to support the position. This position should not have an impact on the budget. This recommendation will be brought to the full Board at the February board meeting.

**OTHER**

In an effort to promote the Early Entry College (E<sup>2</sup>C) program, the administration had previously kept tuition rates for students enrolled in the Early Entry College courses to 50 percent of the standard tuition rate. In FY2015 the percentage was raised to 60 percent. Due to increasing instructional costs, the administration is recommending the E<sup>2</sup>C tuition rate be increased to 75 percent of the standard tuition rate starting with summer 2015 semester. There was consensus among the committee members to support the 75 percent increase.

**ADJOURNMENT**

Dr. Huffman declared the meeting adjourned at 6:22 p.m.

---

Larry D. Huffman  
Audit/Finance Committee Chair

---

Melissa M. Olivero, Board Chair

---

Larry D. Huffman, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

JANUARY 2015

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

Kathy Ross  
Controller

## FINANCIAL HIGHLIGHTS – January 2015

### Revenues

- As of January 30, the headcount for Spring Semester 2015 was 3,423, which is 160 students less than at the same point in time last year. Credit hours for Spring 2015 decreased by 1,300, or 4.15 percent, for a total of 30,007, from this point in time one year ago. The Early Entry College credit hours are at 2,254, an increase of 5.13 percent from last spring. Traditional credit hours are down 6.53 percent, or 1,749 credit hours. Credit hours at the Ottawa Center are down 18.76 percent, or 437 credit hours. Below is a comparison of 10<sup>th</sup> day credit hours for FY2014 and FY2015:

<b>Semester</b>	<b>Fiscal Year 2014</b>	<b>Fiscal Year 2015</b>	<b>% Difference</b>
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 November 2014 and the Equalization Grant payment has been paid through October 2014. At this time the ICCB is anticipating that the performance based funding will be part of the state budget cuts. This funding was \$360,000 for the entire community college system and will have little impact on operations.
- The federal and state portions of Adult Education grants have been paid through October 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 seven months ending January 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 over the next 12 months, a net of \$182,868 after the health savings account contributions.
- Fund 01 – Education Fund – Instruction – Fixed Charges – includes Ottawa Center annual rent of \$154,000 and semi/trailer leases for Truck Driver Training of \$30,982.
- Fund 01 – Education Fund – Academic Support – Contractual Services – Blackboard annual fees \$73,411; library services \$10,686; and \$35,000 in other software renewals.

- 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 \$19,500; IT consulting services from Burwood Group at \$45,965 for a network upgrade; and legal expenses of \$155,250.
- Fund 02 – Operations & Maintenance Fund – Contractual Services – includes \$56,675 to Daiken for annual chiller maintenance; \$17,925 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, and \$29,000 of nursing department equipment purchased with donor funds.

**Protection, Health & Safety Projects:**

- Building A Air Handler/Chiller Replacement – bids are presented for board approval and subject to ICCB budget modification approval
- Building E Elevator – approved by ICCB; will be installed during the Community Instructional Center Project Phase 3
- Asbestos Removal – CIC Phase 3 – approved by ICCB; will occur prior to the Community Instructional Center Project Phase 3; pre-construction meeting held on February 6;
- Building B Air Handler/Chiller Replacement – approved by ICCB; installation planned for winter 2016
- Exterior Door Replacement – approved by ICCB; installation planned for fall 2015
- Cultural Centre Carpet Replacement – installation planned for July 2015.

**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 – pre-construction meeting held on February 6.

Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 January 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	\$ (421,983)	641,212	173,578	\$ 1,704,642	\$ 234,963			\$ 2,332,412
Investments	8,215,728	13,161,252	655,090	232,063	-			22,264,133
Receivables								
Property taxes	7,981,051	1,775,132	1,266,013	-	-			11,022,196
Governmental claims	-	57,025	-	-	27,501			84,526
Tuition and fees	2,271,601	476	-	22,706	-			2,294,783
Due from other funds	894,966	20,593	1,100	-	-			916,659
Due from student groups	-	-	-	-	12,910			12,910
Bookstore inventories	-	-	-	420,820	-			420,820
Other assets	11,876	-	-	3,167	-		1,457,135	1,472,178
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	-	-	-	-	-		52,865	52,865
<b>Other Debits</b>	<u>\$18,953,239</u>	<u>\$15,655,690</u>	<u>\$ 2,095,781</u>	<u>\$ 2,397,810</u>	<u>\$ 275,374</u>	<u>\$61,020,335</u>	<u>\$ 1,510,000</u>	<u>\$ 101,908,229</u>

Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 January 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	\$ 80,839	\$ -	\$ 5,424	\$ 16,313	\$ 6,864			\$ 109,440
Accrued salaries & benefits	1,847,847	19,338	-	17,895				1,885,080
Post-retirement benefits & other	127,667		-		41			127,708
Unclaimed property	1,659	402	-					2,061
Due to other funds	266,012	344,008	-	235,360	71,279			916,659
Due to student groups/deposits	60,182	-	-	-	197,190			257,372
Deferred revenue								-
Property taxes	3,991,867	887,865	633,222	-	-			5,512,954
Tuition and fees	-	-	-	-	-			-
Grants	-	-	-	-	-			-
Bonds payable	-	-	-	-	-		1,510,000	1,510,000
<b>Total liabilities</b>	<u>6,376,073</u>	<u>1,251,613</u>	<u>638,646</u>	<u>269,568</u>	<u>275,374</u>	<u>-</u>	<u>1,510,000</u>	<u>10,321,274</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		55,937						55,937
Reserved for building purposes		6,578,443						6,578,443
Reserved for debt service			1,457,135					1,457,135
Reserved for Liab.,Prot.,Settl.		3,019,082						3,019,082
Unreserved	<u>12,577,166</u>	<u>4,750,615</u>		<u>2,128,242</u>				<u>19,456,023</u>
<b>Total equity and other credits</b>	<u>12,577,166</u>	<u>14,404,077</u>	<u>1,457,135</u>	<u>2,128,242</u>	<u>-</u>	<u>61,020,335</u>	<u>-</u>	<u>91,586,955</u>
<b>Total Liabilities, Equity and Other Credits</b>	<u>\$18,953,239</u>	<u>\$15,655,690</u>	<u>\$ 2,095,781</u>	<u>\$ 2,397,810</u>	<u>\$ 275,374</u>	<u>\$61,020,335</u>	<u>\$ 1,510,000</u>	<u>\$ 101,908,229</u>

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

ck

Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2015 Revenues & Expenditures by Fund  
 For the seven months ended January 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	\$ 16,345,880	\$ 2,169,351	\$ 1,490,821	\$ 1,266,258	\$ 7,094	\$ 1,380,877	\$ 4,971,866	\$ 245,101	\$ 36,218	\$ 27,913,466
Actual Expenditures	(11,995,270)	(1,378,407)	(557,567)	(1,248,044)	-	(1,994,782)	(5,218,184)	(557,765)	(28,700)	(22,978,719)
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	4,335,805	790,944	933,254	18,214	7,094	(675,319)	(276,123)	(312,664)	7,518	4,828,723
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 January 31, 2015	\$ 8,938,179	\$ 3,908,987	\$ 6,308,443	\$ 1,457,131	\$ 4,719,131	\$ 2,005,422	\$ (7,786)	\$ 3,019,082	\$ 31,484	\$ 30,380,073

*ck*

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

	<b>Annual Budget FY2015</b>	<b>Actual 1/31/15</b>	<b>Act/Budget 58.3%</b>	<b>Actual 1/31/14</b>	<b>Act/Budget 58.3%</b>	<b>Annual Budget FY2014</b>
<b>EDUCATION FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 6,762,916	\$ 6,768,292	100.1%	\$ 6,619,265	99.6%	\$ 6,646,368
Corporate Personal Property Replacement Tax	798,556	387,190	48.5%	389,026	48.7%	798,556
TIF Revenues	381,000	315,462	82.8%	298,660	78.4%	381,000
<b>Total Local Government</b>	<b>7,942,472</b>	<b>7,470,944</b>	<b>94.1%</b>	<b>7,306,951</b>	<b>93.4%</b>	<b>7,825,924</b>
State Government:						
ICCB Credit Hour Grant	1,923,233	791,234	41.1%	797,710	41.5%	1,923,233
Equalization	50,000	16,667	33.3%	20,833	41.7%	50,000
Career/Technical Education Formula Grant	165,000	98,465	59.7%	92,819	56.3%	165,000
Other	-	-	0.0%	-	0.0%	-
<b>Total State Government</b>	<b>2,138,233</b>	<b>906,366</b>	<b>42.4%</b>	<b>911,362</b>	<b>42.6%</b>	<b>2,138,233</b>
Federal Government						
PELL Administrative Fees	10,000	-	0.0%	-	0.0%	10,000
<b>Total Federal Government</b>	<b>10,000</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>10,000</b>
Student Tuition and Fees:						
Tuition	7,399,631	6,789,652	91.8%	6,385,049	94.4%	6,766,042
Fees	966,527	852,152	88.2%	902,077	92.8%	971,730
<b>Total Tuition and Fees</b>	<b>8,366,158</b>	<b>7,641,804</b>	<b>91.3%</b>	<b>7,287,126</b>	<b>94.2%</b>	<b>7,737,772</b>
Other Sources:						
Public Service Revenue	413,960	276,379	66.8%	148,165	35.1%	421,850
Nongovernmental Gifts	40,000	-	0.0%	16,000	1.5%	1,048,000
Other	88,472	50,387	57.0%	36,308	212.3%	17,100
<b>Total Other Sources</b>	<b>542,432</b>	<b>326,766</b>	<b>60.2%</b>	<b>200,473</b>	<b>13.5%</b>	<b>1,486,950</b>
<b>TOTAL EDUCATION FUND REVENUE</b>	<b>\$ 18,999,295</b>	<b>16,345,880</b>	<b>86.0%</b>	<b>15,705,912</b>	<b>81.8%</b>	<b>19,198,879</b>
<b>EDUCATION FUND EXPENDITURES</b>						
Instruction:						
Salaries	\$ 8,893,252	5,213,010	58.6%	5,024,710	59.2%	8,492,966
Employee Benefits	1,567,960	1,199,748	76.5%	1,033,140	67.3%	1,535,040
Contractual Services	140,588	39,423	28.0%	47,030	37.3%	126,219
Materials & Supplies	441,166	182,926	41.5%	167,416	41.6%	402,788
Conference & Meeting Expenses	70,829	18,735	26.5%	15,769	29.5%	53,514
Fixed Charges	219,500	185,262	84.4%	185,276	84.3%	219,700
Utilities	600	-	0.0%	378	75.6%	500
Capital Outlay	3,245	-	0.0%	121,496	12.1%	1,000,000
Other	-	20	0.0%	-	0.0%	-
<b>Total Instruction</b>	<b>\$ 11,337,140</b>	<b>\$ 6,839,124</b>	<b>60.3%</b>	<b>\$ 6,595,215</b>	<b>55.7%</b>	<b>\$ 11,830,727</b>

ck

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

<b>EDUCATION FUND EXPENDITURES (continued)</b>	<b>Annual Budget FY2015</b>	<b>Actual 1/31/15</b>	<b>Act/Budget 58.3%</b>	<b>Actual 1/31/14</b>	<b>Act/Budget 58.3%</b>	<b>Annual Budget FY2014</b>
<b>Academic Support:</b>						
Salaries	\$ 672,958	\$ 389,031	57.8%	\$ 384,366	56.4%	\$ 681,604
Employee Benefits	134,630	106,070	78.8%	87,571	66.5%	131,760
Contractual Services	167,246	119,205	71.3%	143,309	86.8%	165,102
General Materials & Supplies	243,898	102,477	42.0%	281,058	92.4%	304,326
Conference & Meeting Expenses	11,885	1,371	11.5%	728	10.2%	7,115
Fixed Charges	-	300	0.0%	-	0.0%	-
Utilities	25,283	15,680	62.0%	15,822	31.2%	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>750,729</b>	<b>59.7%</b>	<b>1,006,364</b>	<b>65.3%</b>	<b>1,541,370</b>
<b>Student Services:</b>						
Salaries	1,194,194	691,765	57.9%	709,108	60.2%	1,177,829
Employee Benefits	296,852	220,726	74.4%	186,391	64.2%	290,105
Contractual Services	6,250	4,565	73.0%	3,078	60.4%	5,100
Materials & Supplies	53,560	28,377	53.0%	22,177	41.9%	52,895
Conference & Meeting Expenses	20,675	6,706	32.4%	4,952	32.7%	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>952,139</b>	<b>60.6%</b>	<b>925,706</b>	<b>60.1%</b>	<b>1,541,054</b>
<b>Public Services/Continuing Education:</b>						
Salaries	445,953	297,868	66.8%	-	0.0%	424,443
Employee Benefits	51,932	49,710	95.7%	237,297	424.3%	55,924
Contractual Services	263,250	130,282	49.5%	34,648	12.5%	276,800
Materials & Supplies	85,025	47,945	56.4%	95,238	120.3%	79,175
Conference & Meeting Expenses	12,510	5,419	43.3%	44,215	443.5%	9,970
Fixed Charges	-	-	0.0%	7,584	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>531,758</b>	<b>61.9%</b>	<b>419,480</b>	<b>49.6%</b>	<b>846,312</b>
<b>Institutional Support:</b>						
Salaries	1,686,123	1,034,822	61.4%	1,048,946	62.7%	1,672,936
Employee Benefits	505,137	379,886	75.2%	341,553	72.5%	471,283
Contractual Services	535,329	481,147	89.9%	380,096	75.2%	505,516
Materials & Supplies	484,584	310,801	64.1%	555,205	99.5%	558,267
Conference & Meeting Expenses	66,900	14,492	21.7%	15,792	26.6%	59,305
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	11,228	9,751	86.8%	5,680	29.1%	19,500
Capital Outlay	751,280	386,434	51.4%	271,592	87.4%	310,829
Other	41,000	(852)	-2.1%	(7,141)	-18.8%	38,000
Provision for Contingency	77,203	-	0.0%	-	0.0%	-
<b>Total Institutional Support</b>	<b>4,158,784</b>	<b>2,616,481</b>	<b>62.9%</b>	<b>2,611,723</b>	<b>71.8%</b>	<b>3,635,636</b>
Scholarships, Grants and Waivers	588,700	305,039	51.8%	342,380	59.6%	574,200
<b>TOTAL EDUCATION FUND EXPENDITURES</b>	<b>\$ 19,771,575</b>	<b>\$ 11,995,270</b>	<b>60.7%</b>	<b>\$ 11,900,868</b>	<b>59.6%</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>

OK

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

	Annual Budget FY2015	Actual 1/31/15	Act/Budget 58.3%	Actual 1/31/14	Act/Budget 58.3%	Annual Budget FY2014
<b>OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 1,206,048	\$ 1,207,081	100.1%	\$ 1,212,716	99.3%	\$ 1,221,821
Corporate Personal Property Replacement Tax	140,921	68,328	48.5%	68,652	48.7%	140,921
TIF	127,000	105,153	82.8%	99,553	78.4%	127,000
Total Local Government	<u>1,473,969</u>	<u>1,380,562</u>	93.7%	<u>1,380,921</u>	92.7%	<u>1,489,742</u>
State Government:						
ICCB Credit Hour Grant	339,394	139,629	41.1%	141,243	41.6%	339,394
Total State Government	<u>339,394</u>	<u>139,629</u>	41.1%	<u>141,243</u>	41.6%	<u>339,394</u>
Student Tuition and Fees:						
Tuition	589,134	569,046	96.6%	738,293	134.0%	551,081
Total Tuition and Fees	<u>589,134</u>	<u>569,046</u>	96.6%	<u>738,293</u>	134.0%	<u>551,081</u>
Other Sources:						
Facilities Revenue	115,000	71,089	61.8%	60,185	48.5%	124,000
Investment Revenue	2,000	862	43.1%	1,463	73.2%	2,000
Non-Governmental Gifts & Grants	-	-	0.0%	-	0.0%	-
Other	-	8,163	0.0%	(46,905)	-	-
Total Other Sources	<u>117,000</u>	<u>80,114</u>	68.5%	<u>14,743</u>	11.7%	<u>126,000</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>	<u>\$ 2,519,497</u>	<u>\$ 2,169,351</u>	86.1%	<u>\$ 2,275,200</u>	90.8%	<u>\$ 2,506,217</u>
	Annual Budget FY2015	Actual 01/31/15	Act/Budget 58.3%	Actual 01/31/14	Act/Budget 58.3%	Annual Budget FY2014
<b>OPERATIONS &amp; MAINTENANCE FUND</b>						
Operations & Maintenance of Plant:						
Salaries	\$ 858,848	\$ 495,731	57.7%	\$ 540,524	64.3%	\$ 840,042
Employee Benefits	266,394	223,436	83.9%	144,790	65.2%	221,972
Contractual Services	178,550	187,177	104.8%	131,708	59.1%	222,820
General Materials & Supplies	218,470	90,877	41.6%	127,515	51.0%	250,000
Conference & Meeting Expenses	1,725	451	26.1%	708	17.7%	4,000
Fixed Charges	66,250	69,295	104.6%	667	1.3%	52,500
Utilities	726,900	332,763	45.8%	355,737	44.7%	794,980
Capital Outlay	626,038	-	0.0%	18,376	17.7%	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	<u>2,980,175</u>	<u>1,336,730</u>	44.9%	<u>1,320,025</u>	54.4%	<u>2,427,314</u>
Institutional Support:						
Salaries	49,556	25,584	51.6%	27,353	55.7%	49,065
Employee Benefits	9,665	8,045	83.2%	5,828	26.8%	21,738
Contractual Services	1,500	2,491	166.1%	-	0.0%	2,400
Materials & Supplies	3,601	1,347	37.4%	1,462	86.0%	1,700
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	5,000	4,210	84.2%	4,850	121.3%	4,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>69,322</u>	<u>41,677</u>	60.1%	<u>39,493</u>	50.1%	<u>78,903</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>	<u>\$ 3,049,497</u>	<u>\$ 1,378,407</u>	45.2%	<u>\$ 1,359,518</u>	54.2%	<u>\$ 2,506,217</u>

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

	Annual Budget FY2015	Actual 1/31/15	Act/Budget 58.3%	Actual 1/31/14	Act/Budget 58.3%	Annual Budget FY2014
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Local Government Sources						
Current Taxes	\$ 1,498,515	\$ 1,488,430	99.3%	\$ 1,354,488	99.4%	\$ 1,362,330
State Government Sources	2,000,000	-	0.0%	4,013,193	54.6%	7,350,000
Investment Revenue	8,000	2,391	29.9%	5,558	37.1%	15,000
Other Revenue	-	-	0.0%	-	0.0%	-
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) REVENUES</b>	<b>\$ 3,506,515</b>	<b>1,490,821</b>	<b>42.5%</b>	<b>5,373,239</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	557,567	15.9%	7,062,743	80.9%	8,727,330
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>	<b>\$ 3,500,000</b>	<b>557,567</b>	<b>15.9%</b>	<b>7,062,743</b>	<b>80.9%</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 1/31/15	Act/Budget 58.3%	Actual 1/31/14	Act/Budget 58.3%	Annual Budget FY2014
<b>BOND &amp; INTEREST FUND</b>						
Local Government Sources						
Current Taxes	\$ 1,266,316	\$ 1,265,546	99.9%	\$ 1,254,433	99.6%	\$ 1,258,919
Investment Revenue	3,500	712	20.3%	2,684	53.7%	5,000
<b>TOTAL BOND &amp; INTEREST FUND REVENUES</b>	<b>1,269,816</b>	<b>1,266,258</b>	<b>99.7%</b>	<b>1,257,117</b>	<b>99.5%</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 1/31/15	Act/Budget 58.3%	Actual 1/31/14	Act/Budget 58.3%	Annual Budget FY2014
<b>WORKING CASH FUND</b>						
Investment Revenue	\$ 25,000	\$ 7,094	28.4%	\$ 11,436	32.7%	\$ 35,000
<b>TOTAL WORKING CASH REVENUES</b>	<b>25,000</b>	<b>7,094</b>	<b>28.4%</b>	<b>11,436</b>	<b>32.7%</b>	<b>35,000</b>
Transfers In (Out)	\$ -	\$ -	0.0%	\$ -	0.0%	\$ (120,000)

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

	Annual Budget FY2015	Actual 1/31/15	Act/Budget 58.3%	Actual 1/31/14	Act/Budget 58.3%	Annual Budget FY2014
<b>AUXILIARY ENTERPRISES FUND</b>						
Service Fees	\$ 2,228,700	\$ 1,380,267	61.9%	\$ 1,675,988	67.8%	\$ 2,472,700
Other Revenue	-	40	0.0%	50	5.0%	1,000
Investment Revenue	4,500	570	12.7%	3,408	42.6%	8,000
<b>TOTAL AUXILIARY ENTERPRISES FUND REVENUES</b>	<b>2,233,200</b>	<b>1,380,877</b>	<b>61.8%</b>	<b>1,679,446</b>	<b>67.7%</b>	<b>2,481,700</b>

<b>AUXILIARY ENTERPRISES FUND</b>						
Salaries	\$ 336,026	185,841	55.3%	204,321	60.2%	339,281
Employee Benefits	92,335	63,815	69.1%	57,605	60.9%	94,629
Contractual Services	45,050	26,061	57.8%	12,018	26.5%	45,300
Materials & Supplies	1,975,230	1,631,813	82.6%	1,619,079	81.0%	1,998,478
Conference & Meeting	26,456	10,675	40.4%	12,943	55.4%	23,363
Fixed Charges	45,150	13,539	30.0%	24,486	57.8%	42,400
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	3,838	-	0.0%	-	0.0%	3,840
Other	104,500	63,038	60.3%	(4,750)	-4.3%	111,500
<b>TOTAL AUXILIARY ENTERPRISES EXPENDITURES</b>	<b>2,628,585</b>	<b>1,994,782</b>	<b>75.9%</b>	<b>1,925,702</b>	<b>72.4%</b>	<b>2,658,791</b>
<b>Transfer In (Out)</b>	<b>\$ (338,586)</b>	<b>\$ (61,414)</b>	<b>0.0%</b>	<b>\$ 61,414</b>	<b>0.0%</b>	<b>\$ -</b>

	Annual Budget FY2015	Actual 1/31/15	Act/Budget 58.3%	Actual 1/31/14	Act/Budget 58.3%	Annual Budget FY2014
<b>RESTRICTED PURPOSES FUND</b>						
Local Government Sources	\$ -	\$ 4,117	0.0%	\$ -	0.0%	\$ -
State Government Sources	390,814	887,249	227.0%	386,049	106.9%	360,972
Federal Government Sources	6,765,584	4,042,499	59.8%	2,969,492	44.0%	6,743,340
Service Fees	3,000	7,145	238.2%	2,175	72.5%	3,000
Nongovernmental gifts or grants	60,000	34,850	0.0%	12,500	0.0%	-
Other Revenue	-	123	0.0%	44	0.3%	15,700
<b>TOTAL RESTRICTED PURPOSES FUND REVENUES</b>	<b>\$ 7,219,398</b>	<b>4,971,866</b>	<b>68.9%</b>	<b>3,370,260</b>	<b>47.3%</b>	<b>7,123,012</b>

<b>RESTRICTED PURPOSES FUND</b>						
Instruction:						
Salaries	\$ 495,023	222,208	44.9%	255,757	52.6%	486,019
Employee Benefits	111,838	68,938	61.6%	65,631	56.8%	115,559
Contractual Services	75,830	56,080	74.0%	30,737	36.0%	85,284
Materials & Supplies	124,746	76,731	61.5%	28,278	19.6%	144,092
Conference & Meeting	63,266	15,292	24.2%	21,145	31.4%	67,273
Fixed Charges	-	-	0.0%	-	0.0%	500
Utilities	1,314	598	45.5%	-	0.0%	3,500
Capital Outlay	211,541	423,096	200.0%	18,849	8.9%	212,723
Other (P-16 Grant Waivers)	-	246	0.0%	-	0.0%	-
<b>Total Instruction</b>	<b>\$ 1,083,558</b>	<b>\$ 863,189</b>	<b>79.7%</b>	<b>\$ 420,397</b>	<b>37.7%</b>	<b>\$ 1,114,950</b>

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

RESTRICTED PURPOSES FUND	Annual Budget FY2015	Actual 1/31/15	Act/Budget 58.3%	Actual 1/31/14	Act/Budget 58.3%	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	111,365	59.4%	111,902	59.8%	187,260
Employee Benefits	68,484	49,212	71.9%	40,048	61.5%	65,102
Contractual Services	2,320	4,953	213.5%	2,190	66.0%	3,320
Materials & Supplies	5,400	1,468	27.2%	1,178	22.7%	5,200
Conference & Meeting	6,112	1,361	22.3%	795	17.7%	4,500
Fixed Charges	-	-	0.0%	121	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRIO Grant)	20,000	11,300	56.5%	11,300	46.7%	24,175
Total Student Services	<u>289,918</u>	<u>179,659</u>	<u>62.0%</u>	<u>167,534</u>	<u>57.9%</u>	<u>289,557</u>
Public Service						
Salaries	152,530	105,107	68.9%	91,476	60.5%	151,098
Employee Benefits	34,845	30,384	87.2%	23,915	80.5%	29,701
Contractual Services	600	2,608	434.7%	1,280	256.0%	500
Materials & Supplies	2,275	3,510	154.3%	6,743	106.5%	6,330
Conference & Meeting	4,750	9,945	209.4%	9,602	121.1%	7,931
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	99	0.0%	31	3.1%	1,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	360	0.0%	-
Total Public Service	<u>195,000</u>	<u>151,653</u>	<u>77.8%</u>	<u>133,407</u>	<u>67.9%</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	\$ 62,429	68.1%	\$ 61,008	66.9%	\$ 91,245
Total Institutional Support	<u>91,689</u>	<u>62,429</u>	<u>68.1%</u>	<u>61,008</u>	<u>66.9%</u>	<u>91,245</u>
Student grants and waivers (PELL & SEOG)	5,495,633	3,956,254	72.0%	2,723,287	49.6%	5,485,000
<b>TOTAL RESTRICTED FUND EXPENDITURES</b>	<u>7,155,798</u>	<u>\$ 5,218,184</u>	<u>72.9%</u>	<u>\$ 3,507,783</u>	<u>48.9%</u>	<u>\$ 7,177,312</u>
Transfer In (Out)	<u>\$ (15,000)</u>	<u>\$ (29,805)</u>	<u>0.0%</u>	<u>\$ 10,000</u>	<u>0.0%</u>	<u>\$ -</u>

*u*

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

	<u>Annual Budget FY2015</u>	<u>Actual 1/31/15</u>	<u>Act/Budget 58.3%</u>	<u>Actual 1/31/14</u>	<u>Act/Budget 58.3%</u>	<u>Annual Budget FY2014</u>
LIABILITY, PROTECTION, & SETTLEMENT FUND						
Local Government Sources	\$ 260,808	\$ 250,024	95.9%	\$ 248,235	99.1%	\$ 250,473
Investment Revenue	25,000	(4,923)	-19.7%	10,395	34.7%	30,000
Other	-	-	0.0%	-	0.0%	-
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUES</b>	<u>285,808</u>	<u>245,101</u>	<u>85.8%</u>	<u>258,630</u>	<u>92.2%</u>	<u>280,473</u>

**Fiscal Year 2015 Budget to Actual Comparison**

	<u>Annual Budget FY2015</u>	<u>Actual 1/31/15</u>	<u>Act/Budget 58.3%</u>	<u>Actual 1/31/14</u>	<u>Act/Budget 58.3%</u>	<u>Annual Budget FY2014</u>
LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES						
Operations & Maintenance of Plant						
Contractual Services	\$ 351,500	\$ 204,401	58.2%	\$ 138,693	39.5%	\$ 351,500
Material & Supplies	250	433	173.2%	128	128.0%	100
Conference & Meeting	500	282	56.4%	490	98.0%	500
Utilities	500	286	0.0%	255	0.0%	-
Total for Operations & Maintenance of Plant	\$ 352,750	\$ 205,402	58.2%	\$ 139,566	39.6%	\$ 352,100
Institutional Support						
Salaries	\$ 73,689	\$ 45,610	61.9%	\$ 47,156	66.5%	\$ 70,929
Employee Benefits	217,616	7,474	10.1%	9,188	3.8%	240,849
Contractual Services	29,000	11,399	39.3%	11,885	82.0%	14,500
Materials & Supplies	1,000	24	2.4%	682	24.8%	2,750
Conference & Meeting	-	-	0.0%	-	0.0%	-
Fixed Charges	361,500	287,856	79.6%	395,622	106.0%	373,250
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>682,805</u>	<u>352,363</u>	<u>51.6%</u>	<u>464,533</u>	<u>66.1%</u>	<u>702,278</u>
<b>TOTAL LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>	<u>\$ 1,035,555</u>	<u>\$ 557,765</u>	<u>53.9%</u>	<u>\$ 604,099</u>	<u>57.3%</u>	<u>\$ 1,054,378</u>

**Fiscal Year 2015 Budget to Actual Comparison**

	<u>Annual Budget FY2015</u>	<u>Actual 1/31/15</u>	<u>Act/Budget 58.3%</u>	<u>Actual 1/31/14</u>	<u>Act/Budget 58.3%</u>	<u>Annual Budget FY2014</u>
AUDIT FUND						
Local Government Sources	\$ 35,277	\$ 36,196	102.6%	\$ 34,919	100.1%	\$ 34,900
Investment Revenue	-	22	0.0%	2	0.0%	-
<b>TOTAL AUDIT FUND REVENUES</b>	<u>35,277</u>	<u>36,218</u>	<u>102.7%</u>	<u>34,921</u>	<u>100.1%</u>	<u>34,900</u>
AUDIT FUND						
Contractual Services	35,700	28,700	80.4%	32,900	94.3%	34,900
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<u>\$ 35,700</u>	<u>\$ 28,700</u>	<u>80.4%</u>	<u>\$ 32,900</u>	<u>94.3%</u>	<u>\$ 34,900</u>

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

<u>Department</u>	<u>Annual Budget FY2015</u>	<u>Actual 1/31/2015</u>	<u>Act/Budget 58.3%</u>	<u>Explanation</u>
President	\$ 320,600	\$ 205,980	64.2%	
Board of Trustees	16,000	12,869	80.4%	ICCTA Dues
Community Relations	399,207	225,457	56.5%	
Continuing Education	1,001,064	673,383	67.3%	
Facilities	6,380,175	2,109,093	33.1%	
Information Technologies	2,484,810	1,521,206	61.2%	
Academic Affairs	327,945	163,291	49.8%	
Academic Affairs (AVPCE)	1,130,619	701,689	62.1%	
Adult Education	486,555	296,748	61.0%	
Learning Technologies	676,994	416,993	61.6%	
Career & Tech Education Division	1,807,419	923,721	51.1%	
Natural Science & Business Division	2,258,167	1,422,207	63.0%	
Humanities & Fine Arts/Social Science Division	2,184,124	1,383,149	63.3%	
Health Professions Division	2,156,899	1,283,848	59.5%	
English, Mathematics, Education Division	2,527,729	1,574,243	62.3%	
Admissions & Records	382,679	264,995	69.2%	
Student Development	627,789	406,397	64.7%	
Student Services	154,530	41,781	27.0%	
Financial Aid	5,944,270	4,233,035	71.2%	Summer and fall PELL, SEOG & MAP
Athletics	240,349	139,878	58.2%	
TRiO (Student Success Grant)	289,918	179,659	62.0%	
Campus Security	350,650	203,844	58.1%	
Business Services/General Institution	2,283,856	1,917,735	84.0%	Annual bond payment
Risk Management	684,905	353,919	51.7%	
Tuition Waivers	588,700	305,039	51.8%	
Purchasing	98,229	75,729	77.1%	
Human Resources	130,065	70,179	54.0%	
Bookstore	2,199,721	1,780,325	80.9%	Books and supplies for fall and spring semester
Shipping & Receiving	69,322	41,678	60.1%	
Copy Center	136,742	50,649	37.0%	
<b>Total FY14 Expenditures</b>	<b><u>\$ 38,340,032</u></b>	<b><u>\$ 22,978,719</u></b>	<b>59.9%</b>	

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

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	TOTAL
Balance on Hand	\$ 1,251,135.49	\$ 197,236.07	\$ 397,524.23	\$ 171,220.31	\$ 1,581,312.79	\$ (450,103.92)	\$ 424,792.67	\$ 5,241.67	\$ 171,837.93	\$ 3,750,197.24
Total Receipts	503,492.18	53,001.33	4,065.90	3,457.00	135,340.41	55,574.75	-	98.50	1,460.86	756,490.93
Total Cash	1,754,627.67	250,237.40	401,590.13	174,677.31	1,716,653.20	(394,529.17)	424,792.67	5,340.17	173,298.79	4,506,688.17
Due To/From Accts	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	-	-	-	-	-	-	-	-	-	-
Expenditures	(1,972,347.85)	(289,950.01)	(16,704.00)	-	(277,892.46)	(187,741.27)	-	-	(48,683.50)	(2,793,319.09)
ACCOUNT BALANCE	(217,720.18)	(39,712.61)	384,886.13	174,677.31	1,438,760.74	(582,270.44)	424,792.67	5,340.17	124,615.29	1,713,369.08
Deposits in Transit	(6,580.73)									(6,580.73)
Outstanding Checks	559,227.70									559,227.70
<b>BANK BALANCE</b>	<b>334,926.79</b>	<b>(39,712.61)</b>	<b>384,886.13</b>	<b>174,677.31</b>	<b>1,438,760.74</b>	<b>(582,270.44)</b>	<b>424,792.67</b>	<b>5,340.17</b>	<b>124,615.29</b>	<b>2,266,016.05</b>
Certificates of Deposit	-	-	-	-	-	-	2,394,048.28	-	2,100,000.00	4,494,048.28
Illinois Funds	5,789,213.10	2,426,514.50	2,747,576.74	655,089.78	232,062.85	621,827.02	1,900,289.91	8,195.78	687,664.87	15,068,434.55
CDB Trust Fund CTC			1,618,522.00							1,618,522.00
Bldg Reserve-ILLFund			1,083,127.37							1,083,127.37
<b>Total Investment</b>	<b>\$ 5,789,213.10</b>	<b>\$ 2,426,514.50</b>	<b>\$ 5,449,226.11</b>	<b>\$ 655,089.78</b>	<b>\$ 232,062.85</b>	<b>\$ 621,827.02</b>	<b>\$ 4,294,338.19</b>	<b>\$ 8,195.78</b>	<b>\$ 2,787,664.87</b>	<b>\$ 22,264,132.20</b>

LaSalle State Bank	\$ 358,826.57
Centrue Bank	<u>1,907,189.48</u>
	<u>\$ 2,266,016.05</u>

Respectfully submitted,



Cheryl Roelfsema  
Vice President for Business Services & Finance/Treasurer

ILLINOIS VALLEY COMMUNITY COLLEGE  
INVESTMENT STATUS REPORT  
January 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>	-	-	-	-	-	<b>2,394,048</b>	<b>2,100,000</b>	<b>4,494,048</b>				

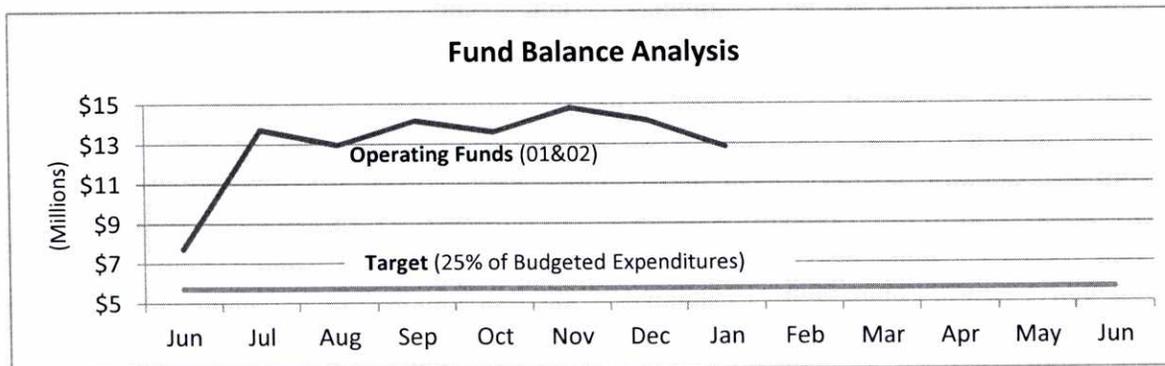
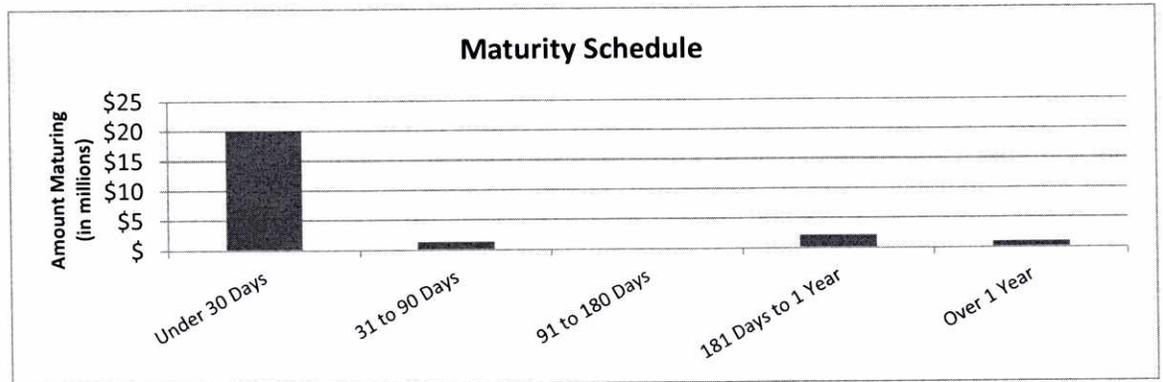
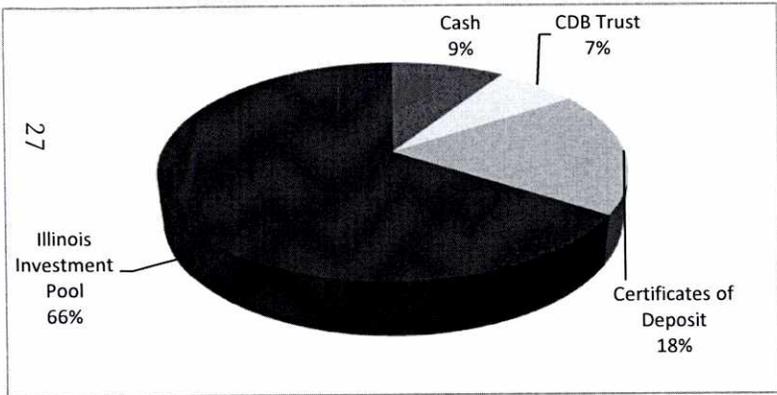
CB	Centrue Bank	MB	Marseilles Bank
HBT	Heartland Bank and Trust	MBS	Multi-Bank Securities, Inc.
FSB	First State Bank of Mendota	MSB	Midland State Bank
HNB	Hometown National Bank	NCB	North Central Bank - Ladd
LSB	LaSalle State Bank	PFS	Peru Federal Savings

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

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

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	9.3%	\$ 2,286,432	0.34%
CDB Trust	6.6%	1,618,522	0.10%
Certificates of Deposit	18.3%	4,494,048	0.71%
Illinois Investment Pool	65.8%	16,151,562	0.01%
<b>Total</b>		<b>\$ 24,550,564</b>	<b>0.29%</b>

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds (US Bank)	\$ 16,151,562			\$ 16,151,562	66%
Centrue Bank			1,831,000	1,831,000	7%
North Central Bank		1,000,000		1,000,000	4%
Heartland Trust Acct			1,618,522	1,618,522	7%
LaSalle State Bank			177,064	177,064	1%
First State Bank		1,000,000		1,000,000	4%
Multi Bank Securities		1,244,048		1,244,048	5%
Heartland Bank			278,368	278,368	1%
Marseilles Bank		1,250,000		1,250,000	5%
	<b>\$ 16,151,562</b>	<b>\$ 4,494,048</b>	<b>\$ 3,904,954</b>	<b>\$ 24,550,564</b>	<b>100%</b>



ck

**\$5,000 and Over Disbursements**

**01/01/15 - 01/31/15**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
716455	01/02/15	0082897	SURS	\$ 45,257.65	Payroll (01/02/15)
ACH	01/02/15		Internal Revenue Service	62,906.96	Federal Payroll Taxes (01/02/15)
ACH	01/02/15		Illinois Department of Revenue	20,503.96	State Payroll Taxes (01/02/15)
ACH	01/02/15		VALIC Retirement Services	12,970.26	403(b) & 457(b)Payroll (01/02/15)
716475	01/08/15	0190646	CNE Gas Division, LLC	13,764.44	Natural Gas (November)
716545	01/08/15	0066555	United States Postal Service	10,000.00	Reimburse Postage Meter
716555	01/08/15	0082994	Eureka Savings Bank	153,756.91	HSA Contributions (01/02/15)
716556	01/08/15	0195549	Heartland Bank and Trust	158,485.47	HSA Contributions (01/02/15)
716591	01/09/15	0000948	Nebraska Book Co., Inc.	35,874.00	Books for Resale
716592	01/09/15	0200201	Ms. Jane E. Jarrow	5,000.00	Guest Speaker-Faculty In-Services
716594	01/09/15	0082994	Eureka Savings Bank	121,436.31	HSA Contributions (01/02/15)
716595	01/09/15	0195549	Heartland Bank and Trust	101,843.92	HSA Contributions (01/02/15)
716596	01/09/15	0081443	American Express	114,700.37	CDW Government, Inc., Cengage Learning Inc., Pearson Education, Inc.
28 716597	01/14/15	0059791	Airgas USA LLC	40,082.00	Virtual Reality Arc Welding Trainer (INAM Grant)
716598	01/14/15	0001369	Ameren Illinois	29,921.04	Electricity (11/09/14-12/10/14), Gas (12/01/14-01/01/15)
716607	01/14/15	0149548	Burwood Group	25,948.80	Network and Core Switch Upgrade
716610	01/14/15	0089239	Castle Prin Tech	8,110.00	Continuing Ed Class Schedule-Spring 2015
716616	01/14/15	0176564	Cristal Metals	10,700.00	Reimbursement - ETIP Grant
716633	01/14/15	0148440	Illinois Tool Works, Inc.	5,100.00	Reimbursement - ETIP Grant
716659	01/14/15	0151203	Sabic Innovative Plastics	9,500.00	Reimbursement - ETIP Grant
716756	01/16/15	0198504	IVCC - Federal Funds	28,349.56	Return of Federal Funds
716761	01/16/15	0082994	Eureka Savings Bank	7,660.53	HSA Contributions (01/15/15)
716762	01/16/15	0195549	Heartland Bank and Trust	12,892.85	HSA Contributions (01/15/15)
716769	01/16/15	0082897	SURS	42,354.96	Payroll (01/15/15)
ACH	01/15/15		Internal Revenue Service	60,032.77	Federal Payroll Taxes (01/15/15)
ACH	01/15/15		Illinois Department of Revenue	14,288.42	State Payroll Taxes (01/15/15)
ACH	01/15/15		VALIC Retirement Services	12,394.58	403(b) & 457(b)Payroll (01/15/15)
716773	01/21/15	0000995	ACEN	7,515.00	Nursing Accreditation Site Visit
716804	01/21/15	0181795	G4S Secure Solutions (USA) Inc.	26,899.61	Security Services (November)
716822	01/21/15	0000948	Nebraska Book Co., Inc.	11,677.88	Books for Resale

**\$5,000 and Over Disbursements**

**01/01/15 - 01/31/15**

<b>Check Number</b>	<b>Check Date</b>	<b>Vendor Number</b>	<b>Payee</b>	<b>Check Amount</b>	<b>Description</b>
716837	01/21/15	0001450	Thyssenkrupp Elevator Corporation	5,550.00	Elevator Maintenance/Repair
716847	01/21/15	0001927	Walter J Zukowski & Associates	45,311.33	Legal Services
ACH	01/27/15		Prudential Insurance Company	5,206.26	Life & Disability Insurance (February)
716882	01/29/15	0126547	Basalay, Cary, & Alstadt Architects	16,704.00	Building "A" Chiller/Air Handler Replacement*
716892	01/29/15	0190646	CNE Gas Division, LLC	17,588.00	Natural Gas (December)
716929	01/29/15	0189196	Manufacturing Skill Standards	6,640.00	Instructional Supplies
717016	01/30/15	0082994	Eureka Savings Bank	7,725.91	HSA Contributions (01/29/15)
717024	01/30/15	0082897	SURS	48,318.98	Payroll (01/29/15)
ACH	01/29/15		Internal Revenue Service	66,756.58	Federal Payroll Taxes (01/29/15)
ACH	01/29/15		Illinois Department of Revenue	16,614.62	State Payroll Taxes (01/29/15)
ACH	01/29/15		VALIC Retirement Services	12,869.51	403(b) & 457(b)Payroll (01/29/15)

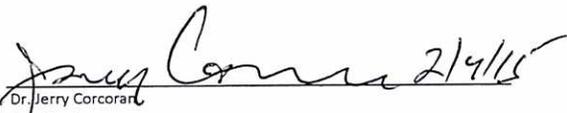
**\$ 1,459,213.44**

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

Stipends For Pay Period 12/13/14

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Frahm, Jeannette M.	SFC 1000 301	10/13/14	12/17/14	12/29/14	ST	\$1,344.00	011120910051320	SFC-1000-301	Strategies for College	
Jenrich, Chuck	U.S. Silica Six Sigma	12/09/14	12/09/14	12/13/14	ST	\$500.00	014210331051320	CEU-6242-26	Six Sigma Green Belt Training	
Jenrich, Chuck	ZIP PAK Ottawa	12/09/14	12/11/14	12/13/14	ST	\$1,500.00	014210331051320	CEU-8251-12	Personal Empowerment	
Koehler, Richard A.	LC Driver Improvement # 955	12/03/14	12/03/14	12/13/14	ST	\$150.00	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Koehler, Richard A.	BC Driver Improvement #296	12/06/14	12/06/14	12/13/14	ST	\$150.00	014110394351320	CDV-7000-01	Bureau Co. Driver Improvement	
Panizzi, Gerald W.	LC Driver Improvement #956	12/06/14	12/06/14	12/13/14	ST	\$187.50	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Zebron, Wayne E.	Mileage Reimbursement	11/03/14	11/28/14	12/13/14	MI	\$94.08	011520910055210			
TOTAL						3,925.58				

  
 Cheryl Roelfsema  
 Vice President of Business Services and Finance

  
 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

30

### Stipends For Pay Period 12/27/14

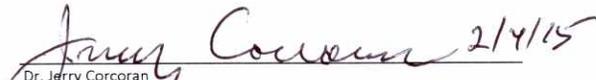
Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Balzarini, Doreen J.	Advanced Excel	11/06/14	12/04/14	12/27/14	ST	\$420.00	014110394151320	CEU-4117-311	Advanced Excel 2010	
Best, Melody	Landscape Watercolor	10/14/14	12/09/14	12/27/14	ST	\$800.00	014110394151320	HLR-1110-310	Landscape Watercolor	
Black, Mary A.	Bridging the Gap Meeting	10/23/14	10/23/14	12/27/14	ST	\$100.00	061120990051900			
Dunlap, Angela J.	Proctored Exit Essay	12/04/14	12/14/14	12/27/14	ST	\$33.94	011520910051320			
Engstrom, Norman B.	Voice Lessons / 20	08/22/14	12/08/14	12/27/14	ST	\$640.00	011120650051340	MUP-2001-01	Applied Music- Vocal	
Freed, Timothy D.	Cast Iron Cookery	12/03/14	12/10/14	12/27/14	ST	\$395.00	014110394151320	HLR-3706-312	Cast Iron Cookery / Tex Mex	
Fritz, Bradley C.	Piano Holiday Shop Choir	12/05/14	12/06/14	12/27/14	ST	\$200.00	011120651855212			
Gibbs, Kathryn A.	Bridging the Gap Meeting	10/23/14	10/23/14	12/27/14	ST	\$100.00	061120990051900			
Klieber, Tracie M.	Yoga Unique to You	10/28/14	12/15/14	12/27/14	ST	\$875.00	014110394151320	HLR-6218-11	Yoga Unique To You	
Landgraf, Tammy L.	Mileage Reimbursement	11/08/14	12/27/14	12/27/14	ML	\$312.48	011120946155210			
Leadingham, Paul	AWS Certification Test	12/04/14	12/04/14	12/27/14	ST	\$270.00	014210331051320			
Lesman, Emily E.	Bridging the Gap Meeting	10/23/14	10/23/14	12/27/14	ST	\$100.00	061120990051900			
Maurice, Jeanette A.	ENG 1200 350	12/17/14	12/17/14	12/27/14	ST	\$500.00	011120910051320	ENG-1200-350	Grammar Skills for Workplace	
Neubauer, Michael P.	IVCH Dynamic Performance	12/10/14	12/10/14	12/27/14	ST	\$250.00	014210331051320			
Oldaker, Adam G.	Bridging the Gap Meeting	10/23/14	10/23/14	12/27/14	ST	\$650.00	061120990051900			
Retoff, Dan J.	Beginning T'ai Chi	11/07/14	12/12/14	12/27/14	ST	\$262.50	014110394151320	HLR-6104-611	Beginning T'ai Chi Level I	
Robinson, Delores R.	Bridging the Gap Meeting	10/23/14	10/23/14	12/27/14	ST	\$100.00	061120990051900			
Schiffman, Robyn L.	Bridging the Gap Meeting	10/23/14	10/23/14	12/27/14	ST	\$162.00	061120990051900			
Schomas, Jane E.	Swing Dance Beg/Int/Adv	10/21/14	12/14/14	12/27/14	ST	\$1,200.00	014110394151320	HLR-5102-402	Beginning / Intermediate/ Advanced Swing Dance	
Schultz, Cynthia L.	Bridging the Gap Meeting	10/23/14	10/23/14	12/27/14	ST	\$100.00	061120990051900			
Serafini, Daniel J.	Bridging the Gap Meeting	10/23/14	10/23/14	12/27/14	ST	\$300.00	061120990051900			
Smith, Sara E.	Food Service	12/02/14	12/11/14	12/27/14	ST	\$600.00	014110394151320	CEU-1503-642	Food Service Sanitation-8 Hour	
Sprong, Connie L.	Mileage Reimbursement	11/19/14	11/24/14	12/27/14	ML	\$70.17	013130030755211			
Stacy, Stephanie	Holiday Container / Wreath	12/05/14	12/06/14	12/27/14	ST	\$150.00	014110394151320	HLR-5234-412	Fresh Cut Wreaths	
Stacy, Stephanie	Holiday Container / Wreath	12/05/14	12/06/14	12/27/14	ST	\$150.00	014110394151320	HLR-5218-412	Creating a Winter Container	

*cf*

### Stipends For Pay Period 12/27/14

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Stoddard, Danielle A.	Bridging the Gap Meeting	10/23/14	10/23/14	12/27/14	ST	\$50.00	061120990051900			
Yanek, Ray M.	Bridging the Gap Meeting	10/23/14	10/23/14	12/27/14	ST	\$50.00	061120990051900			
Zebron, Wayne E.	Mileage Reimbursement	12/01/14	12/27/14	12/27/14	ML	\$62.72	011520910055210			
TOTAL						8,903.81				

  
 Cheryl Roelfsema  
 Vice President of Business Services and Finance

  
 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

Stipends For Pay Period 01/10/15

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Anderson, Michael J.	Score Clock	12/01/14	01/10/15	01/10/15	ST	\$150.00	056430360251900			
Anderson, Michael J.	Score Clock	12/01/14	01/10/15	01/10/15	ST	\$150.00	056430360351900			
Bias, Timothy J.	PQ Corp/SABIC INNOVATIVE PLAS	12/15/14	12/19/14	01/10/15	ST	\$1,800.00	014210331051320			
Burch, Deborah R.	Retro Pay 15	01/10/15	01/10/15	01/10/15	MI	\$168.91	013230030851620			
Calvetti, Valery A.	Retro Pay 15	01/10/15	01/10/15	01/10/15	MI	\$105.45	013230030851620			
Gibbs, Kathryn A.	Professional Development	01/10/15	01/10/15	01/10/15	ST	\$150.00	011120080151900			
Harmon, Wendi S.	Retro Pay 15	01/10/15	01/10/15	01/10/15	MI	\$104.34	013230030851620			
Immel, John H.	Retro Pay 15	01/10/15	01/10/15	01/10/15	MI	\$110.23	013230030851620			
Jenrich, Chuck	ZIP PAK	12/30/14	12/30/14	01/10/15	ST	\$500.00	014210331051320	CEU-8213-12	Managing Your Priorities	
Jenrich, Chuck	ZIP PAK	12/30/14	12/30/14	01/10/15	ST	\$500.00	014210331051320	CEU-8274-12	Reaching Agreement	
Killian, Melissa J.	7 Sessions	12/28/14	01/10/15	01/10/15	ST	\$364.27	013230030851540			
Koehler, Richard A.	LC Driver Improvement # 958	12/17/14	12/17/14	01/10/15	ST	\$150.00	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Kowalczyk, Meg E.	Retro Pay 15	01/10/15	01/10/15	01/10/15	MI	\$17.76	013230030851620			
Kreier, Rodney J.	SABIC INNOVATIVE PLASTICS	12/12/14	12/19/14	01/10/15	ST	\$450.00	014210331051320			
Landgraf, Tammy L.	ECE Accreditation	11/20/14	11/20/14	01/10/15	ST	\$75.00	011220910051900			
Leadingham, Paul	PQ Corporation Utica	12/15/14	12/15/14	01/10/15	ST	\$225.00	014210331051320			
McDonnell, Nancy A.	Professional Development	01/10/15	01/10/15	01/10/15	ST	\$150.00	011120080151900			
Moskalewicz, James P.	28 Sessions	12/28/14	01/10/15	01/10/15	ST	\$1,657.60	013230030851540			
Panizzi, Gerald W.	LC Driver Improvement 957	12/13/14	12/13/14	01/10/15	ST	\$187.50	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Prine, Renee M.	28 Sessions	12/28/14	01/10/15	01/10/15	ST	\$1,578.52	013230030851540			
Reese, Robert C.	Professional Development	11/06/14	12/15/14	01/10/15	ST	\$150.00	011120080151900			
Ruda, Anthony J.	Scoreboard	12/01/14	01/10/15	01/10/15	ST	\$270.00	056430360251900			
Ruda, Anthony J.	Scoreboard	12/01/14	01/10/15	01/10/15	ST	\$270.00	056430360351900			
Sack, Jane E.	28 Sessions	01/05/15	01/10/15	01/10/15	ST	\$1,897.72	013230030851540			
Skeen, Janice C.	Professional Development	11/06/14	12/15/14	01/10/15	ST	\$150.00	011120080151900			

33

*Handwritten mark*

Stipends For Pay Period 01/10/15

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Sobin, Betsy L.	Professional Development	11/06/14	12/15/14	01/10/15	ST	\$150.00	011120080151900			
Stachowiak, Karen A.	Retro Pay 15	01/10/15	01/10/15	01/10/15	MI	\$19.20	013230030851620			
Trench, Michael S.	CPT Online FastTrack	08/18/14	12/19/14	01/10/15	ST	\$105.00	014110394151320			
Weber, Lynne S.	ECE Accreditation	11/20/14	11/20/14	01/10/15	ST	\$75.00	011220910051900			
Young, Kate R.	Retro Pay 15	01/10/15	01/10/15	01/10/15	MI	\$104.17	013230030851620			
TOTAL						11,785.67				

  
 Cheryl Roelfsema  
 Vice President of Business Services and Finance

  
 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

Stipends For Pay Period 01/24/15

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Aleksy, Donald J.	MGT 2220 300	01/12/15	05/16/15	05/16/15	ST	\$2,097.00	011220570051320	MGT-2220-300	Principles of Supervision	
Alfano, Maddalena L.	ALH 1000 01	01/12/15	05/16/15	05/16/15	ST	\$1,938.00	011420730051320	ALH-1000-01	Introduction To Nutrition	
Anderson, Jeanette K.	DLA 1202 2201 2203	01/12/15	05/16/15	05/16/15	ST	\$3,617.60	011420730051320	DLA-1202-01	Supervised Dental Assist. Practical	
Anderson, Michael J.	CSP 1203 630	01/12/15	05/16/15	05/16/15	ST	\$2,261.00	011320410051320	CSP-1203-630	Microsoft Office Profess I	
Andree, Christopher D.	WLD SERIES 04 311 312	01/12/15	03/16/15	03/26/15	ST	\$1,938.00	061320182051320			
Andree, Christopher D.	WLD SERIES 311 312	01/13/15	04/23/15	05/02/15	ST	\$3,876.00	061320182051320			
Baker, Kathryn J.	CSP 2204 100	01/01/15	05/16/15	05/16/15	ST	\$2,100.00	011320410051320	CSP-2204-100	Microsoft Office Pro III	
Baker, Kathryn J.	CSP 2203 100	01/12/15	05/16/15	05/16/15	ST	\$2,625.00	011320410051320	CSP-2203-100	Microsoft Office Profess II	
Bokus, Michael T.	CSP 2201 300	01/12/15	05/16/15	05/16/15	ST	\$1,572.75	011320410051320	CSP-2201-300	Help Desk/User Support	
Borkowski, Andrew J.	EMS 2200 Program Coordinator Accreditation	01/12/15	05/16/15	05/16/15	ST	\$6,068.16	011420730051320	EMS-2200-01	Emergency Medical Responder	
Bouxsein, Barbara J.	CAD 1200 300	01/12/15	05/16/15	05/16/15	ST	\$2,446.50	011320410051320	CAD-1200-300	Comp Aided Draft I AutoCAD	
Bray, Kristal A.	ALH 1214 01	01/12/15	03/06/15	03/07/15	ST	\$3,487.68	011420730051320	ALH-1214-01	Certified Nursing Assistant	
Burke, Ryan M.	EMS 2200 01 2201 300	01/12/15	05/16/15	05/16/15	ST	\$2,603.38	011420730051320	EMS-2200-01	Emergency Medical Responder	
Carter, John J.	CNC SERIES 300	01/15/15	05/16/15	05/16/15	ST	\$3,230.00	061320182051320			
Castaneda, Craig A.	BIO 1008 1200 09 301 303	01/12/15	05/16/15	05/16/15	ST	\$6,552.00	011120570051320	BIO-1008-09		
Cherpeske, Roxanne G.	Ind Study Lab	01/12/15	03/06/15	03/07/15	ST	\$150.00	011420730051320			
Cherpeske, Roxanne G.	THM 1204 01	01/12/15	05/16/15	05/16/15	ST	\$1,118.40	011420730051320	THM-1204-01	Therapeutic Massage Technology I	
Christmann, Mark H.	ELE 1201 300	01/12/15	05/16/15	05/16/15	ST	\$3,360.00	011320410051320	ELE-1201-300	Basic Industrial Electricity II	
Collins, Bret E.	AFDA Module 1	01/03/15	01/03/15	01/24/15	ST	\$75.00	011120080151900			
Collins, Bret E.	CSN 1225 300	01/12/15	05/16/15	05/16/15	ST	\$2,261.00	011320410051320	CSN-1225-300	Core Networking Technologies	
Cooper, Debra S.	MTH 0907 07	01/12/15	05/16/15	05/16/15	ST	\$3,136.50	011520910051320	MTH-0907-07	Intermediate Algebra	
Corrigan, Kevin J.	GEG 1005 300	01/12/15	05/16/15	05/16/15	ST	\$3,262.50	011120570051320	GEG-1005-300	Introduction To Astronomy	
Cox, Laurie A.	ART 1000 504 630 PSY 1000 601	01/12/15	05/16/15	05/16/15	ST	\$5,814.00	011120650051320	PSY-1000-601	General Psychology	
Curtin, Walter M.	EMS 2213 2214 2215 2216 Coord	01/12/15	05/16/15	05/16/15	ST	\$6,356.64	011420730051320	EMS-2216-300	Paramedic VII - Shock/Trauma	
Czubachowski, Brandon L.	MUP 1004 300 MUS 1000 706	01/12/15	05/16/15	05/16/15	ST	\$3,876.00	011120650051320	MUS-1000-706	Music Appreciation	
Deffenbaugh, Gloria R.	ALH 1214 02	01/12/15	03/06/15	03/07/15	ST	\$3,352.74	011420730051320	ALH-1214-02	Certified Nursing Assistant	
Depaz, Veronica	ALH 1214 301 lab/cli	01/12/15	03/06/15	03/07/15	ST	\$3,352.74	011420730051320	ALH-1214-301	Certified Nursing Assistant	
Dittmer, Alejandro J.	SPH 1001 600	01/12/15	05/16/15	05/16/15	ST	\$1,938.00	011120650051320	SPH-1001-600	Fundamentals of Speech	
Dockins, Sherry M.	HSR 1204 01	01/12/15	05/16/15	05/16/15	ST	\$2,013.00	011220650051320	HSR-1204-01	Addictive Disorders	
Dove, Christine E.	ANT 1002 100	01/12/15	05/16/15	05/16/15	ST	\$1,938.00	011120650051320	ANT-1002-100	Cultural Anthropology	

35

ck

Stipends For Pay Period 01/24/15

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Dunlap, Angela J.	ENG 900 300	01/12/15	05/16/15	05/16/15	ST	\$2,172.00	011520910051320	ENG-0900-300	Basic Composition II	
Dzurisin, Juliana M.	ALH 1214 301	01/12/15	03/06/15	03/07/15	ST	\$3,696.00	011420730051320	ALH-1214-301	Certified Nursing Assistant	
Dzwonnik, Marian C.	ENG 0900 01	01/12/15	05/16/15	05/16/15	ST	\$1,938.00	011520910051320	ENG-0900-01	Basic Composition II	
Dzwonnik, Marian C.	ENG 1001 08 1002 09 502	01/12/15	05/16/15	05/16/15	ST	\$5,814.00	011120910051320	ENG-1002-502	English Composition II	
Eccles, Kimberly A.	CSP 1203 2200 105	01/12/15	05/16/15	05/16/15	ST	\$3,625.00	011320410051320	CSS-2200-105	Advanced Excel	
Ewers, Kathryn C.	BIO 1000 500	01/12/15	05/16/15	05/16/15	ST	\$1,938.00	011120570051320	BIO-1000-500	The Global Environment	
Fess, Frederick E.	ELT 1203 300	01/12/15	05/16/15	05/16/15	ST	\$1,922.25	011320410051320	ELT-1203-300	Industrial Instrumentation	
Forkner, Zachariah L.	AFDA Module 1	01/03/15	01/03/15	01/24/15	ST	\$75.00	011120080151900			
Forkner, Zachariah L.	ENG 1001 02 1002 630	01/12/15	05/16/15	05/16/15	ST	\$3,876.00	011120910051320	ENG-1001-02	English Composition I	
Forst, Jean	ENG 1002 06 300 LIT 2011 01	01/12/15	05/16/15	05/16/15	ST	\$6,048.00	011120910051320	LIT-2011-01	Major English Writers II	
Forst, Jean	ENG 0900 02	01/12/15	05/16/15	05/16/15	ST	\$2,016.00	011520910051320	ENG-0900-02	Basic Composition II	
Fox, Amber R.	ACT 1210 300	01/12/15	05/16/15	05/16/15	ST	\$1,938.00	011220570051320	ACT-1210-300	Fundamentals of Accounting	
Frahm, Jeannette M.	SFC 1000 600	01/12/15	05/16/15	05/16/15	ST	\$1,344.00	011120910051320	SFC-1000-600	Strategies for College	
Fuller, Susan M.	PSY 1000 600	01/12/15	05/16/15	05/16/15	ST	\$1,938.00	011120650051320	PSY-1000-600	General Psychology	
Gaefcke, William R.	CRJ 2260 01	01/12/15	05/16/15	05/16/15	ST	\$1,938.00	011220570051320	CRJ-2260-01	Police Community Relations	
Gibbs, Kathryn A.	RED 0800 0900 600	01/12/15	05/16/15	05/16/15	ST	\$4,344.00	011520910051320	RED-0900-600	Basic Reading I II	
Gnidovec, Gary F.	CRJ 2020 01	01/12/15	05/16/15	05/16/15	ST	\$2,097.00	011120570051320	CRJ-2020-01	Criminal Law	
Groleau, Ronald W.	BIO 1008 09 10 11 1200 02	01/12/15	05/16/15	05/16/15	ST	\$8,156.25	011120570051320	BIO-1008-09	Anatomy & Physiology II	
Hammen, Michael A.	CRJ 1030 300	01/12/15	05/16/15	05/16/15	ST	\$1,938.00	011120570051320	CRJ-1030-300	Juvenile Delinquency	
Harvey, Eva M.	PHL 1001 100 1002 100	01/12/15	05/16/15	05/16/15	ST	\$3,876.00	011120650051320	PHL-1001-100	Introduction To Philosophy Ethics	
Hinterlong, James E.	BUL 2000 01	01/12/15	05/16/15	05/16/15	ST	\$2,175.00	011120570051320	BUL-2000-01	The Legal Environment of Business	
Hulstrom, Natalie H.	MUS 1000 560	01/12/15	05/16/15	05/16/15	ST	\$1,938.00	011120650051320	MUS-1000-560	Music Appreciation	
Jauch, Christian M.	CSP 1203 01 300 1210 01 2203	01/12/15	05/16/15	05/16/15	ST	\$8,189.75	011320410051320	CSP-1210-01	Bas Computer Skills Workplace / Microsoft Office Professional II / Business	
Jauch, Christian M.	CSP 2222 01 PRG COOR	01/12/15	05/16/15	05/16/15	ST	\$1,979.48	011320410051320	CSP-2222-01	Business Technology Internship	
Jenrich, Chuck	ZIP-PAK	12/08/14	01/20/15	01/24/15	ST	\$2,000.00	014210331051320			
Johnson, D. S.	HVC 1240 300 2210 300	01/12/15	05/16/15	05/16/15	ST	\$4,522.00	011320410351320	HVC-1240-300	Design Installation/Service/Advancing Heating	
Johnson, Jeffrey P.	THM 1204 01	01/12/15	05/16/15	05/16/15	ST	\$1,033.60	011420730051320	THM-1204-01	Therapeutic Massage Tech. I	
Kelly, Amy L.	ALH 1000 101	01/12/15	05/16/15	05/16/15	ST	\$1,938.00	011420730051320	ALH-1000-101	Introduction To Nutrition	
Kilmartin, Laura D.	RWSS LAB NIGHT	01/12/15	05/16/15	05/16/15	ST	\$1,938.00	011520910051320			
Koehler, Richard A.	Driver Improvement #297	01/10/15	01/10/15	01/24/15	ST	\$150.00	014110394351320	CDV-6000-02	LaSalle Co Driver Improvement	

*ch*

Stipends For Pay Period 01/24/15

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Koehler, Richard A.	LC Driver Improvement #960	01/14/15	01/14/15	01/24/15	ST	\$150.00	014110394251320	CDV-6000-02	LaSalle Co Driver Improvement	
Kowalski, Andrea B.	SPH 1001 630	01/12/15	05/16/15	05/16/15	ST	\$2,097.00	011120650051320	SPH-1001-630	Fundamentals of Speech	
Kowalski, Dena L.	ALH 1251 01	01/12/15	03/06/15	03/07/15	ST	\$1,938.00	011420730051320	ALH-1251-01	Phlebotomy Practicum	
Kreier, Rodney J.	IMT 1205 01 1206 300	01/12/15	05/16/15	05/16/15	ST	\$3,876.00	061320182051320	IMT-1205-01	Industrial Hydraulics Pneumatics	
Kusek, Karl K.	ELE 1202 1206	01/12/15	05/16/15	05/16/15	ST	\$3,528.00	011320410051320	ELE-1202-02	Motors and Controls I	
Lambolely, Wendy L.	THM 1202 300 lecture/lab	01/12/15	05/16/15	05/16/15	ST	\$4,333.80	011420730051320	THM-1202-300	Musculoskeletal System	
Landgraf, Tammy L.	ECE 1203 2219 01	01/12/15	05/16/15	05/16/15	ST	\$5,376.00	011220910051320	ECE-2219-01	Practicum/Student Teaching	
Lange, Marilyn L.	MTH 0906 07 0907 09	01/12/15	05/16/15	05/16/15	ST	\$6,516.00	011520910051320	MTH-0907-09	Basic & Intermediate Algebra	
Lau, Michael S.	PSY 2006 300	01/12/15	05/16/15	05/16/15	ST	\$2,175.00	011120650051320	PSY-2006-300	Abnormal Psychology	
Lee, Matthew J.	CNC SERIES 300	01/12/15	05/16/15	05/16/15	ST	\$2,422.50	061320182051320			
Leonard, Bryan D.	CHM 1004 403	01/12/15	05/16/15	05/16/15	ST	\$3,145.50	011120570051320	CHM-1004-403	Chemistry	
Lockwood, DawnAnne	CSG 1202 100	01/12/15	05/16/15	05/16/15	ST	\$1,125.00	011320410051320	CSG-1202-100	Photoshop	
Mahoney, James J.	WLD SERIES 11	01/17/15	05/02/15	05/02/15	ST	\$1,938.00	061320182051320			
Malavolti, Steven O.	ELE 1206 WND 2200	01/17/15	05/16/15	05/16/15	ST	\$5,040.00	011320410051320	WND-2200-300	Wind Turbine Control, Operate, Main	
Malooley, Beverly M.	Mileage Reimbursement	08/22/14	01/24/15	01/24/15	ML	\$70.56	064410392255211			
Manaligod, John M.	ENG 1001 630	01/12/15	05/16/15	05/16/15	ST	\$1,938.00	011120910051320	ENG-1001-630	English Composition I	
Mandujano, James E.	CRJ 1030 01	01/12/15	05/16/15	05/16/15	ST	\$2,016.00	011120570051320	CRJ-1030-01	Juvenile Delinquency	
Mangold, Richard F.	Mileage Reimbursement	01/07/15	01/07/15	01/24/15	ML	\$693.37	011120650055210			
Mantzke, Julie D.	BIO 1200 630	01/12/15	05/16/15	05/16/15	ST	\$1,938.00	011120570051320	BIO-1200-630	Human Body Structure & Function.	
Martin, Todd A.	HIS 1000 530 2001 02 500	01/12/15	05/16/15	05/16/15	ST	\$5,814.00	011120650051320	HIS-2001-02	U.S. History From 1865	
McCabe-Pinn, Linda	ALH 1002 300	01/12/15	05/16/15	05/16/15	ST	\$2,175.00	011420730051320	ALH-1002-300	Human Growth & Development	
McCarthy, Melissa R.	PHI 1001 600 PSY 100 507 2006	01/12/15	05/16/15	05/16/15	ST	\$6,048.00	011120650051320	PHL-1001-600	Introduction To Philosophy	
McDonnell, Nancy A.	AFDA Module 1	01/03/15	01/03/15	01/24/15	ST	\$75.00	011120080151900			
McKee, Larry E.	MLC EVENING	01/12/15	05/16/15	05/16/15	ST	\$4,194.00	011520910051320			
Mellott, Carmen J.	HIS 1000 630	01/12/15	05/16/15	05/16/15	ST	\$1,938.00	011120650051320	HIS-1000-630	History of Western Civilization I	
Mills, Jennifer P.	MUS 1000 630	01/12/15	05/16/15	05/16/15	ST	\$1,938.00	011120650051320	MUS-1000-630	Music Appreciation	
Mills, Michael E.	EMS 2200 2201	01/12/15	05/16/15	05/16/15	ST	\$2,603.38	011420730051320	EMS-2200-01	Emergency Medical Responder	
Montgomery, D G.	MUP 1000 300	01/12/15	05/16/15	05/16/15	ST	\$2,175.00	011120650051320	MUP-1002-300	Wind Ensemble	
Newell, Leonard S.	Assistant Baseball Coach	01/11/15	05/16/15	05/16/15	ST	\$4,400.00	056430360151900			
Nickel, Paul A.	IMT 1220 300	01/12/15	05/16/15	05/16/15	ST	\$2,520.00	061320182051320	IMT-1220-300	Rigging Systems	

37

ck

Stipends For Pay Period 01/24/15

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Norlin, Marilyn K.	PSY 2200 300	01/12/15	05/16/15	05/16/15	ST	\$2,097.00	011120650051320	PSY-2200-300	Human Relations/World of Work	
O'Brien, Tina M.	MLC OTTC STREATOR	01/16/15	05/16/15	05/16/15	ST	\$5,592.00	011520910051320			
O'Connor, Daniel J.	ATO 1220 01 02	01/12/15	05/16/15	05/16/15	ST	\$4,350.00	011320410051320	ATO-1220-02	Basic Automotive Electricity	
O'Fallon, David E.	MUP 1003 300 MUS 1000 500	01/12/15	05/16/15	05/16/15	ST	\$3,876.00	011120650051320	MUP-1003-300	Percussion Ensemble	
Olesen, Kyle R.	CSN 1202 300	01/12/15	05/16/15	05/16/15	ST	\$2,261.00	011320410051320	CSN-1202-300	Web Site Development	
Opsal, James A.	BIO 1008 1200 1008	01/12/15	05/16/15	05/16/15	ST	\$4,845.00	011120570051320	BIO-1008-11	Anatomy & Physiology II	
Panizzi, Gerald W.	LC/GDL Driver Improvement #959	01/03/15	01/03/15	01/24/15	ST	\$187.50	014110394251320	CDV-6000-02	LaSalle Co Driver Improvement	
Parisot, Debora	GDT 1203 408	01/12/15	05/16/15	05/16/15	ST	\$1,938.00	011320650051320	GDT-1203-408	Printing Technology	
Paul, Kristine	SDT 1201 1203 300	01/12/15	03/06/15	03/07/15	ST	\$1,344.00	011320410051320	SDT-1201-01	Career Exploration	
Persons, Ashley R.	AFDA Module 1	01/03/15	01/03/15	01/24/15	ST	\$75.00	011120080151900			
Petersen, Bonnie S.	HPE 1003 01 600 1004 02 03 600	01/12/15	05/16/15	05/16/15	ST	\$6,990.00	011120570051320	HPE-1003-01	Personal and Community Health	
Petersen, Bonnie S.	HPE 1000 600	01/12/15	03/06/15	03/07/15	ST	\$699.00	011120570051320	HPE-1000-600	Wellness	
Ponder, Monica M.	ALH 1214 600	01/12/15	03/06/15	03/07/15	ST	\$3,352.74	011420730051320	ALH-1214-600	Certified Nursing Assistant	
Prendergast, James M.	Diagnostic Screenings (2)	10/14/14	10/16/14	01/24/15	ST	\$135.00	011120910051900			
Reeder, Brennan T.	BION 1009 303	01/12/15	05/16/15	05/16/15	ST	\$1,453.50	011120570051320	BION-1009-303	Microbiology Night Lab	
Reif, Cynthia L.	DLA 1202 1205 2200 2204	01/12/15	05/16/15	05/16/15	ST	\$6,063.90	011420730051320	DLA-1202-01	Supervised Dental Assist. Practical Yoga / T'ai Chi / Human Growth & Development / Anatomy & Physiology II /	
Retoff, Dan J.	ALH 1030 1031 1002	01/12/15	05/16/15	05/16/15	ST	\$5,075.00	011420730051320	ALH-1030-01		
Retoff, Dan J.	BIO 1008 301 300	01/12/15	05/16/15	05/16/15	ST	\$3,669.75	011120570051320	BIO-1008-301	Anatomy & Physiology II	
Rodda, Jeanna M.	FRS 2010 300 2030 01	01/12/15	05/16/15	05/16/15	ST	\$4,032.00	011120570051320	FRS-2010-300	Bas Principles Documentation & Comm	
Schuerman, Patrick	GNT 1220 01	01/12/15	05/16/15	05/16/15	ST	\$2,261.00	011320410351320	GNT-1220-01	Intr Manu & OSHA 10-hr Safety	
Schulte, Glen W.	WLD SERIES 01	01/12/15	03/06/15	03/07/15	ST	\$1,938.00	061320182051320			
Schultz, Kim A.	ALH 1214 601	01/12/15	03/06/15	03/07/15	ST	\$3,352.74	011420730051320	ALH-1214-601	Certified Nursing Assistant Trigonometry / General Elementary Statistics / Structure Number Systems II	
Serafini, Daniel J.	MTH 1004 300 1010 300 1008 70	01/12/15	05/16/15	05/16/15	ST	\$6,048.00	011120910051320	MTH-1004-300		
Shearer, Leah M.	ADFA Module 1	01/03/15	01/03/15	01/24/15	ST	\$75.00	011120080151900			
Shearer, Leah M.	ENG 1002 10	01/12/15	05/16/15	05/16/15	ST	\$1,938.00	011120910051320	ENG-1002-10	English Composition II	
Sherbeyn, Julie A.	HPE 1003 100 101	01/12/15	05/16/15	05/16/15	ST	\$2,796.00	011120570051320	HPE-1003-100	Personal and Community Health	
Skeen, Janice C.	ENG 0900 03 04	01/12/15	05/16/15	05/16/15	ST	\$3,876.00	011520910051320	ENG-0900-03	Basic Composition II	
Smith, Mary H.	CAD 1203 300	01/12/15	05/16/15	05/16/15	ST	\$1,810.00	011320410051320	CAD-1203-300	Electronics Drafting	
Smith, Paul C.	GNT 1230 01 1235 01	01/12/15	05/16/15	05/16/15	ST	\$4,032.00	011320410351320	GNT-1230-01	Manufacturing Processes	
Sobin, Betsy L.	RED 0900 03	01/12/15	05/16/15	05/16/15	ST	\$2,091.00	011520910051320	RED-0900-03	Basic Reading II	

38

ck

Stipends For Pay Period 01/24/15

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Sondgeroth, Anthony L.	AFDA Module 1	01/03/15	01/03/15	01/24/15	ST	\$75.00	011120080151900			
Sondgeroth, Anthony L.	WED 2200 311	01/12/15	05/16/15	05/16/15	ST	\$2,261.00	061320182051320	WED-2200-311	Welding Blueprint Reading	
Spears Johnson, Chaya R.	ANT 1000 01 600	01/12/15	05/16/15	05/16/15	ST	\$3,876.00	011120650051320	ANT-1000-600	Introduction To Anthropology	
Sprong, Connie L.	Mileage Reimbursement	01/15/15	01/24/15	01/24/15	ML	\$21.47	013130030755211			
Sramek, Katherine L.	CSP 1231 300	01/12/15	05/16/15	05/16/15	ST	\$2,261.00	011320410051320	CSP-1231-300	Adv Keybrdng/Docmnt Formtng	
Stockley, Douglas L.	AGR 1002 01	01/12/15	05/16/15	05/16/15	ST	\$3,480.00	011120570051320	AGR-1002-01	Intro Agriculture Mechanics	
Stoddard, Danielle A.	PSY 1000 509	01/12/15	05/16/15	05/16/15	ST	\$1,938.00	011120650051320	PSY-1000-509	General Psychology	
Stone, Donna P.	SPH 1001 601 THE 2002 600	01/12/15	05/16/15	05/16/15	ST	\$3,876.00	011120650051320	SPH-1001-601	Fundamentals of Speech	
Strickler, Andrew R.	MTH 0900 300	01/12/15	05/16/15	05/16/15	ST	\$2,016.00	011520910051320	MTH-0900-300	Pre-Algebra	
Swett, Steven A.	SFC 1000 01	01/12/15	05/16/15	05/16/15	ST	\$1,740.00	011120910051320	SFC-1000-01	Strategies for College	
Swett, Steven A.	MKT 1220 300 Ind Study	01/12/15	05/16/15	05/16/15	ST	\$150.00	011220570051320	MKT-1220-300	Sales/Retailing	
Taylor, James E.	IMT 1207 300	01/12/15	05/16/15	05/16/15	ST	\$1,747.50	061320182051320	IMT-1207-300	Pipefitting	
Templeton, Thomas J.	FRS 2050 300	01/12/15	05/16/15	05/16/15	ST	\$2,175.00	011120570051320	FRS-2050-300	Crime Scene Analysis	
Tomasson, Cory J.	Head Softball Coach	01/11/15	05/16/15	05/16/15	ST	\$8,541.00	056430360751900			
Torbeck, Joel A.	ECN 2003 300	01/12/15	05/16/15	05/16/15	ST	\$2,175.00	011120570051320	ECN-2003-300	Principles of Macroeconomics	
Towne, Brian J.	CRJ 2020 300	01/12/15	05/16/15	05/16/15	ST	\$2,097.00	011120570051320	CRJ-2020-300	Criminal Law	
Trench, Michael S.	GNT 1225 01	01/12/15	05/16/15	05/16/15	ST	\$1,615.00	011320410351320	GNT-1225-01	Quality & Measurement	
Turchi, Mary L.	SFC 1000 100	01/12/15	05/16/15	05/16/15	ST	\$1,450.00	011120910051320	SFC-1000-100	Strategies for College	
Turchi, Mary L.	CSM 2240 100	01/12/15	05/16/15	05/16/15	ST	\$2,175.00	011320410051320	CSM-2240-100	Office Management	
Vahle, Larry E.	MLC OTTC	01/12/15	05/16/15	05/16/15	ST	\$4,032.00	011520910051320			
Vesper, Kathy R.	ALH 1214 600 601	01/12/15	03/06/15	03/07/15	ST	\$4,125.00	011420730051320	ALH-1214-601	Certified Nursing Assistant	
Vetos, Kevin J.	MTH 0900 01 02	01/12/15	05/16/15	05/16/15	ST	\$3,876.00	011520910051320	MTH-0900-01	Pre-Algebra	
Walczynski, Mark J.	CRJ 2260 300	01/12/15	05/16/15	05/16/15	ST	\$2,016.00	011220570051320	CRJ-2260-300	Police Community Relations	
Walczynski, Mark J.	CRJ 2040 01	01/12/15	05/16/15	05/16/15	ST	\$2,016.00	011120570051320	CRJ-2040-01	Criminology	
Walker, Amie L.	ALH 1001 01	01/12/15	05/16/15	05/16/15	ST	\$1,938.00	011420730051320	ALH-1001-01	Terminology Health Field	
Wasmer, Susan M.	ALH Program Coordinator	01/12/15	05/16/15	05/16/15	ST	\$2,016.00	011420730051320			
Wasmer, Susan M.	ALH 1250 300	01/12/15	03/06/15	03/07/15	ST	\$2,016.00	011420730051320	ALH-1250-300	Principle/Practice Phlebotomy	
Weitl, Jamie B.	ENG 0909 100	01/12/15	05/16/15	05/16/15	ST	\$672.00	011520910051320	ENG-0909-100	English Lab	
Whightsil, Greg A.	ELE 1200 1203	01/12/15	05/16/15	05/16/15	ST	\$5,417.25	011320410051320	ELE-1200-01	Basic Indus. Electricity I	
Whited, Barry G.	ECN 2002 300	01/12/15	05/16/15	05/16/15	ST	\$2,097.00	011120570051320	ECN-2002-300	Principles of Microeconomics	

39

ce

Stipends For Pay Period 01/24/15

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Zeilman, Karen E.	ART 1000-540, Dev BLN	08/18/14	12/17/14	01/24/15	ST	\$1,920.00	061120152551900	ART-1000-530	Art Survey	
Zellmer, Donald G.	1st half pay for Show Choir	01/12/15	01/24/15	01/24/15	ST	\$1,310.00	011120650051900			
TOTAL						424,543.38				

*Cheryl Roelfsema*

Cheryl Roelfsema  
Vice President of Business Services and Finance

*Jerry Corcoran 2/7/15*

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 Tenure Recommendation – Mary A. Black**

Dr. Deborah Anderson, Vice President for Academic Affairs and Dr. Robyn Schiffman, Dean of English, Mathematics, and Education have completed their evaluations of Mary A. Black, Laboratory Instructor for Developmental Mathematics. Ms. Black is eligible for tenure appointment. The tenure recommendation is attached.

**Recommendation:**

**The administration recommends the approval of tenure for Mary A. Black, Laboratory Instructor in Developmental Mathematics.**



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

# Memorandum

---

**To:** Jerry Corcoran, Ed.D., President

**From:** Deborah Anderson, Ph.D., Vice-President for Academic Affairs *DA*  
Sue Isermann, Associate Vice-President for Academic Affairs & Dean for Workforce Development  
Robyn Schiffman, Ph.D., Dean for English, Math and Education

**Date:** January 23, 2015

**Subject:** Mary Black Tenure Recommendation

---

An item for information was included in the November Board Report about the status of Mary Black's progress toward tenure. Her tenure was effective in January, 2015.

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

To confirm that Ms. Black met all requirements prior to her eligibility date, she met with Dr. Anderson, Ms. Isermann, and Dr. Schiffman for the initial presentation of her portfolio on Wednesday, October 8, 2014. In addition to evaluation documents, letters of recommendation, student course feedback, professional development, community service, and examples of contributions to the institution, Ms. Black's electronic portfolio included artifacts from her classroom as evidence of student learning.

Ms. Black's accomplishments include her commitment to developmental math education, her participation in the CETLA Faculty Summer Institutes, and her contribution to her profession through her presentations at the IMACC and ILSADE conferences. Dr. Schiffman, Ms. Isermann, and Dr. Anderson were in unanimous agreement that she met the requirements for tenure outlined in the IVCC Guidelines for Non-tenured Faculty Evaluation System.

We look forward to Ms. Black sharing her portfolio and celebrating her success with the Board of Trustees at the February 12, 2015 meeting.

**Recommendation for Tenure  
as a Laboratory Instructor Position at  
Illinois Valley Community College**

Mary Black is being recommended for tenure in her position as Laboratory Instructor at Illinois Valley Community College. This tenure appointment will commence with the Spring 2015 semester.

This recommendation is based on the following:

1. Exemplary Teaching Performance:

I observed Mary teach formally on October 2, 2014 and I have witnessed her in action many times when I have visited the MLC. I was able to confirm everything I had heard and suspected about Mary: she is among our most gifted and enthusiastic teachers. This was recognized while Mary was still an adjunct because she won IVCC's inaugural Outstanding Part-Time Faculty Member Award. Mary paces the dispensing of information well (giving enough time in between instructions and allowing for students to process). She is warm and inviting and energetic. She responds promptly and respectfully to student requests for help and makes students feel comfortable asking even what they perceive to be a 'stupid' question. She cares deeply about assessment and often shares with colleagues ways to improve what is happening in the MLC. She and her staff work well together on developing best practices and putting into place policies that only help student success.

2. Contributions to the College:

Mary's contributions to the College are wide-ranging and numerous. She has participated in Employee Appreciation Day, CETLA's 2012 Faculty Summer Institute, she attends College Night, Career Expo night, and she has presented at the ROE/IVCC Faculty Development and In-Service days. In the past she has cheered on her students at their various athletic competitions. She has collaborated with colleagues in Education and in Educational Technology. She participates in Spirit Day. She opens and closes the lab each day and makes sure the computer labs are functional and clean.

3. Contributions to the Community:

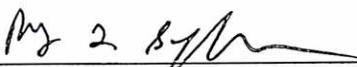
Mary is an active member of the community and is an excellent IVCC ambassador. She volunteers her time at her church and in various capacities at LaSalle-Peru High School. She is very involved in our Curriculum Alignment/Bridging the Grant initiative, which partners with our feeder high schools to better prepare high schools students for college success.

4. Professional Involvement:

As stated above in Contributions to College, Mary seeks to better her role in the classroom by participating in several IVCC initiatives. She has attended and presented at IMACC and ILSADE conferences. As Co-Coordinator of the MLC, Mary trained the newly hired other Coordinator, trains and hires student workers, and adjunct faculty.

In conclusion, Mary Black represents exactly the kind of instructor we should retain, brag about (in fact), and promote. Her energy and enthusiasm for math are infectious. She puts students at ease and is fun to work with. I have gotten to know Mary quite a bit since becoming the Dean and have leaned on her expertise when it comes to understanding how the MLC works. Her candor and advice has been very helpful when I need to staff classes or just question policies. I look forward to working with her in the years to come.

Recommended by:

  
\_\_\_\_\_  
Dr. Robyn L. Schiffman  
Dean, English, Mathematics, and Education

10/14/14  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dr. Deborah Anderson  
Vice President for Academic Affairs

10-14-14  
\_\_\_\_\_  
Date

**Faculty Tenure Recommendation – Carmen N. Hartford**

Dr. Deborah Anderson, Vice President for Academic Affairs and Ron Groleau, Dean of Natural Science and Business have completed their evaluations of Carmen N. Hartford, Anatomy and Physiology Instructor. Ms. Hartford is eligible for tenure appointment. The tenure recommendation is attached.

**Recommendation:**

**The administration recommends the approval of tenure for Carmen N. Hartford, Anatomy and Physiology Instructor.**



**ILLINOIS VALLEY**  
COMMUNITY COLLEGE

# Memorandum

---

---

**To:** Jerry Corcoran, Ed.D., President

**cc:** Sue Isermann, Associate Vice President for Academic Affairs  
Ron Groleau, Dean for Natural Sciences and Business

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

**Date:** January 23, 2015

**Subject:** Tenure Recommendation: Carmen Hartford

---

---

It is customary that each individual eligible for tenure present his/her portfolio to the Dean, Associate Vice President, and Vice President prior to the presentation to the Board to gain administrative approval and feedback to strengthen the portfolio and assure it accurately represents the faculty member's accomplishments. To confirm that Ms. Hartford met all requirements prior to her eligibility date, she met with Dr. Anderson, Ms. Isermann, and Mr. Groleau for the initial presentation of her portfolio on Tuesday, December 9, 2014. In addition to evaluation documents, letters of recommendation, student course feedback, professional development, community service, and examples of contributions to the institution, Ms. Hartford's portfolio included artifacts from her classroom as evidence of student learning.

Ms. Hartford's accomplishments include her use of technology in the classroom, her role as Phi Theta Kappa faculty advisor, and her commitment to her professional development through membership participation in the Human Anatomy and Physiology Society. As a result of the review of Ms. Hartford's efforts, Mr. Groleau, Ms. Isermann, and Dr. Anderson were in unanimous agreement that she met the requirements for tenure outlined in the IVCC Guidelines for Non-tenured Faculty Evaluation System.

We look forward to Ms. Hartford's sharing her portfolio and celebrating her success with the Board of Trustees at the February 12, 2015 meeting.

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

Carmen Hartford is being recommended for tenure in her position as an anatomy and physiology and biology instructor at Illinois Valley Community College. This tenure appointment will commence in the fall 2015 semester.

This recommendation is based on the following:

1. Exemplary Teaching Performance:

Carmen has a student-centered approach to instruction. She understands the importance of anatomy and physiology and biology courses to the IVCC curriculum and the everyday lives of her students. Carmen excels at connecting course material with students' future courses of study. This connection serves as an excellent motivator for student learning. Carmen is a competent Smart Room user and has incorporated the Blackboard course management system into her courses. The use of case studies has resulted in a greater depth of learning for lecture and laboratory material. In addition, Carmen has created on-line content which allows students to study material from their home computers. Carmen uses formal and informal assessment measures in her courses. Handouts include a variety of questions to check for student understanding. Questions vary from closed low-level to open high-level. These in turn stimulate classroom discussion and dialogue. Administrative and student evaluations of Carmen's classroom performance have been very positive. She has consistently used formative evaluation to improve her teaching.

2. Contributions to the College:

Carmen has attended and participated in all Division meetings. She has strong work relationships with many of the IVCC faculty, staff, students, and administration. Carmen has been involved in the following college activities:

- Faculty advisor for the IVCC Phi Theta Kappa National Honor Fraternity
- Member of the Curriculum Committee
- Member of the Enrollment Task Force Committee
- Participant in the IVCC New Faculty Orientation
- Presenter of "Brains and Hearts" at the annual IVCC Career Expo Day
- Member of IVCC Rivers Testing Project

In addition, Carmen has updated course outlines for BIO 1002, 1007, and 1008. These courses have received Illinois Articulation approval.

3. Contributions to the Community:  
Carmen has served with Illinois Valley Public Action to Deliver Shelter. In conjunction with her Phi Theta Kappa students, food has been prepared and served to the homeless residents. Phi Theta Kappa has also hosted a mental health/first aid class which was open to the community. Participants received an overview on mental health crisis situations and information on how to address and handle these occurrences. Carmen has also been an active participant in events such as IVCC's "Dig Pink Night" to raise breast cancer awareness, as well as "Movember" addressing men's health issues.
  
4. Professional Involvement:  
Carmen is a member of the Human Anatomy and Physiology Society. She attended the HAPS conference in October of 2014. Sessions included the use of technology and current trends in the teaching of science courses. Carmen is also a member of the National Association of Biology Teachers. She was also a participant in the 2015 IVCC Leadership and Core Values Retreat.

It is with much pleasure that we recommend Carmen for tenure. She has been an excellent addition to the Natural Sciences and Business division and to Illinois Valley Community College.

  
 \_\_\_\_\_  
 Ron Groleau  
 Dean of Natural Sciences and Business

1/16/15  
 Date

  
 \_\_\_\_\_  
 Sue Isermann  
 Associate Vice President for Academic Affairs

1/23/15  
 Date

  
 \_\_\_\_\_  
 Dr. Deborah Anderson  
 Vice President for Academic Affairs

1-23-15  
 Date

**Faculty Tenure Recommendation – Shane W. Lange**

Dr. Deborah Anderson, Vice President for Academic Affairs and Sue Isermann, Dean of Workforce Development have completed their evaluations of Shane W. Lange, Automotive Technology Instructor/Program Coordinator. Mr. Lange is eligible for tenure appointment. The tenure recommendation is attached.

**Recommendation:**

**The administration recommends the approval of tenure for Shane W. Lange, Automotive Technology Instructor/Program Coordinator.**



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

# Memorandum

---

---

**To:** Jerry Corcoran, Ed.D., President

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

**cc:** Sue Isermann, Associate Vice President for Academic Affairs and Dean of Workforce Development

**Date:** January 23, 2015

**Subject:** Tenure Recommendation: Shane Lange

---

---

It is customary that each individual eligible for tenure present his/her portfolio to the Dean, Associate Vice President, and Vice President prior to the presentation to the Board to gain administrative approval and feedback to strengthen the portfolio and assure it accurately represents the faculty member's accomplishments. To confirm that Mr. Lange met all requirements prior to his eligibility date, he met with Dr. Anderson, and Ms. Isermann for the initial presentation of his portfolio on Monday, December 15, 2014. In addition to evaluation documents, letters of recommendation, student course feedback, professional development, community service, and examples of contributions to the institution, Mr. Lange's portfolio included artifacts from his classroom as evidence of student learning.

Mr. Lange's accomplishments include his integration of technology into his classroom and the automotive curriculum, his hands-on work with extending the life of college equipment for the automotive program, and commitment to professional development in both automotive techniques and educational methods. As a result of the review of Mr. Lange's efforts, Ms. Isermann and Dr. Anderson were in unanimous agreement that he met the requirements for tenure outlined in the IVCC Guidelines for Non-tenured Faculty Evaluation System.

We look forward to Mr. Lange sharing his portfolio and celebrating his success with the Board of Trustees at the February 12, 2015 meeting.

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

Shane Lange is being recommended for tenure in his position as at Illinois Valley Community College. This tenure appointment will commence with the fall 2015 semester.

This recommendation is based on the following:

1. Exemplary Teaching Performance:

Mr. Lange is a dedicated and enthusiastic instructor that brings exceptional automotive knowledge to both the classroom and the laboratory. Shane has infused the use of technology not only into his classroom teaching, but also throughout the automotive curriculum. In addition to recording and narrating a series of short videos that students can view on his YouTube Channel, Shane was instrumental in the adoption of Electude's Argo, a simulation e-learning software package, across the automotive curriculum. Shane's teacher education background as a junior high science teacher and his outstanding knowledge of the teaching and learning processes that he gained in his Master's in Education studies have served him well at IVCC. Shane has adopted scaffolding teaching strategies throughout his courses including KWL charts and regular formative assessment techniques. Shane has excellent rapport with his students as evidenced numerous times in student course feedback summaries and his classroom observations.

2. Contributions to the College:

Mr. Lange has spent many hours working on the college automotive lab equipment. Shane took it upon himself to completely refurbish the Hunter Wheel Alignment System lift, significantly extending the useful life of the lift. Shane has become the "Mr. Fix-It" in the lab, repairing several pieces of equipment to save the College the cost of replacement. Shane worked very closely with his co-program coordinator, Art Koudelka, to help facilitate the multiple moves of the automotive offices, classroom, tools, and engines & transmission lab during the construction of the new east campus Building J-East which now houses the automotive program. Shane has been instrumental in arranging for industry experts to present demonstrations, acquiring equipment donations, and in recommending new equipment purchases.

3. Contribution to the Community:

Mr. Lange has participated in the Annual Career Expo, frequent high school student tours, and the Ottawa High School Career Day, sharing his passion for automotive technology with 8<sup>th</sup> grade through high school seniors. Shane has developed many contacts with local independent repair shops and auto dealerships in the area. Shane supports the Blood Sweat and Gears Illinois Valley Car Club annual scholarship by joining the student recipients at the annual IVCC Foundation Scholarship Banquet. Through his lab classes, Shane works with his students to practice their new skills by providing automotive repairs for IVCC students, faculty, and staff.

4. Professional Involvement:

Mr. Lange has passed eight ASE Certification Exams. Shane has continued his automotive professional development by completing over 30 training sessions. Shane has targeted diesel engines and electric & hybrid vehicles as new curricular areas to be developed. Shane has been involved in IVCC-sponsored professional activities including Program Coordinator training, completion of the New Faculty Orientation Course, and participated in the Automotive Technology Advisory Committee meetings held jointly with the LP-Area Career Center. Shane is a member of the Illinois College Automotive Instructor Association and he is active with the SIU Automotive Technology Department Teacher Alumni group.

In conclusion, Mr. Lange has proven himself to be a dedicated instructor who exemplifies the Core Values and Valued Practices that serve the mission of IVCC. He is an asset to both the institution and the community.

Recommended by:



Sue Isermann  
Dean, Workforce Development  
Associate Vice President for Academic Affairs

1/20/15  
Date



Dr. Deborah Anderson  
Vice President for Academic Affairs

1-22-15  
Date

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

The administration requests Board authorization to designate a fiscal year and identify an officer of the District to prepare the tentative budget. In keeping with past practice, the recommended fiscal year would be from July 1, 2015 to June 30, 2016, and the College's President would be responsible for preparing the tentative budget. The following resolutions and budget calendar are therefore presented for Board consideration.

**Recommendation:**

**The administration recommends the Board take the following action:**

- 1. Adopt the resolution designating the fiscal year be from July 1, 2015 to June 30, 2016;**
- 2. Adopt the resolution designating Dr. Jerry Corcoran as the District's officer appointed to prepare the tentative budget; and**
- 3. Approve the budget calendar, as presented.**

RESOLUTION TO DESIGNATE A FISCAL YEAR

RESOLUTION

\_\_\_\_\_ moved, seconded by \_\_\_\_\_ that the fiscal year of Illinois Valley Community College, District No. 513, Counties of La Salle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston, in the State of Illinois, be July 1, 2015 to June 30, 2016.

ADOPTED this 12th day of February, 2015.

\_\_\_\_\_  
Chair, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

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

RESOLUTION

BE IT RESOLVED BY the Board of Community College District No. 513, in the counties of La Salle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston, in the State of Illinois, that Dr. Jerry Corcoran be and is hereby appointed to prepare a budget for said college district for the fiscal year beginning July 1, 2015 and ending June 30, 2016, which budget shall be filed with the Secretary of this Board.

ADOPTED this 12th day of February, 2015.

\_\_\_\_\_  
Chair, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

ILLINOIS VALLEY COMMUNITY COLLEGE

BUDGET CALENDAR — FY2016

- |                   |   |  |
|-------------------|---|--|
| February 12, 2015 |   | Resolution to Designate a Fiscal Year<br>Resolution to Designate a Person(s) to Prepare a Tentative Budget |
| July 9, 2015      | - | Resolution to Adopt Tentative Budget<br>Notice of Public Hearing   |
| July 10, 2015     | - | Budget Available for Public Inspection   |
| July 13, 2015     |   | Notice of Public Hearing published   |
| August 13, 2015   | - | Public Hearing — 6:00 p.m.<br>Resolution to Adopt Budget   |

**Tuition Adjustment**

The administration recommends increasing tuition from \$103.60 to \$111.60 per credit hour to be effective with the summer 2015 semester. The universal fee would remain at \$7.40. The combined tuition and universal fee would be \$119.00. The increase of \$8.00 per credit hour is a 7.2 percent increase over the FY2015 combined tuition and universal fee of \$111.00.

The State average combined tuition and universal fee is \$118.77 for fiscal year 2015. For ICCB Peer Group III, which includes IVCC, the average FY2015 tuition and fees is \$109.76; for the super peer group which includes Peer Group III and other colleges similar in size and demographics to IVCC, the average FY2015 tuition and fees is \$113.48.

This action is being recommended with the anticipation of State funding remaining at the same level as FY2014 and lower property values, resulting in a decrease in property tax levies.

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

FY2009	\$3,079,570 (after mid-year reduction)
FY2010	2,863,337
FY2011	2,526,063
FY2012	2,493,122
FY2013	2,480,318
FY2014	2,424,985
FY2015	2,372,772

**Tax Levies**

2007	\$10,111,961	(Fiscal years 2008 and 2009)
2008	10,158,381	(Fiscal years 2009 and 2010)
2009	11,083,078	(Fiscal years 2010 and 2011)
2010	11,179,060	(Fiscal years 2011 and 2012)
2011	11,044,966	(Fiscal years 2012 and 2013)
2012	10,874,709	(Fiscal years 2013 and 2014)
2013	11,021,069	(Fiscal years 2014 and 2015)

**Recommendation:**

**The administration recommends Board approval to increase tuition by \$8.00, from \$103.60 to \$111.60 per credit hour beginning with the summer 2015 semester.**

**Early Entry College (E<sup>2</sup>C) Tuition Adjustment**

In an effort to promote the Early Entry College (E<sup>2</sup>C) program, the administration had previously kept tuition rates for students enrolled in the Early Entry College courses to 50 percent of the standard tuition rate; however, for FY2015 the percentage was raised to 60 percent. Due to increasing instructional costs, the administration is recommending the E<sup>2</sup>C tuition rate be increased to 75 percent of the standard tuition rate starting with summer 2015 semester.

**Recommendation:**

**The administration recommends Board approval to increase tuition for Early Entry College (E<sup>2</sup>C) dual credit high school students to 75 percent of the standard tuition rate, effective with the summer 2015 semester.**

**Course Fees/Adjustments**

Course fees are reviewed annually by Program Coordinators and Deans using the approved Course Fee Guidelines. A copy of the current course fee guidelines is attached, along with a copy of the proposed fee changes for FY16.

The Program Coordinators and Deans recommend increasing fees for 122 courses and decreasing fees for 47 courses, plus the assignment of a course fee to two existing courses. Several courses were eliminated (that had fees) which will no longer be offered. This recommendation will bring the total number of active courses with approved course fees to 359.

A memo from Sue Isermann, Associate Vice President for Academic Affairs, for the Recommendation for Course Fee Changes for FY16 is also attached.

**Recommendation:**

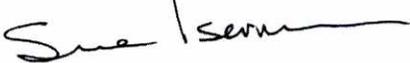
**The administration recommends increasing fees for 122 courses and decreasing fees for 47 courses plus the assignment of a course fee to two existing courses, as presented in the attached documents.**



ILLINOIS VALLEY  
COMMUNITY COLLEGE

Date: January 21, 2015

To: Dr. Deborah Anderson  
Vice President for Academic Affairs

From: Sue Isermann   
Associate Vice President for Academic Affairs

SUBJECT: Recommendation for Course Fee Changes for FY16

Course fees are reviewed annually by Program Coordinators and Deans using the approved Course Fee Guidelines. A copy of the current course fee guidelines are attached along with a copy of the proposed fee changes for FY16.

As per the Guidelines, courses taught in a dedicated instructional computer lab will have a technical support fee included in the final course fee. The FY16 fee included in those course fees has been reduced from \$5.40 per credit hour in FY15 to \$5.10 in FY16.

All significant changes (more than a \$10 increase) have a brief rationale listed after the proposed fee.

Last year at this time we had 370 active courses with approved course fees. Due to curriculum cleanup, we have eliminated several courses (that had fees) which will no longer be offered. This recommendation is to change 169 course fees: 122 increases, 47 decreases, plus the assignment of a course fee to two existing courses. This will bring the total number of active courses with approved course fees to 359.

# Course Fee Guidelines

## Qualifying Expenses

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

Per course section

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

Per credit hour

6. Technical support of instructional computer labs

Per student

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

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

## Calculation of Fees

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

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

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

## Review and Adjustment of Fees

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

IVCC Proposed Course Fee Changes FY16

Course	Title	Credits	2012-13 Fees	2013-14 Fees	2014-15 Fees	Proposed 2015-16 Fees	Rationale for Increases over \$10
ACT 1280	QuickBooks- Pro Accounting	3.0	35	36	38	\$ 40	
ALH 1214	Certified Nursing Assistant	8.0	100	105	108	\$ 95	
BIO 1001	General Biology I	4.0	32	34	36	\$ 38	
BIO 1002	General Biology II	4.0	32	34	36	\$ 38	
BIO 1003	Principles of Biology	4.0	32	34	36	\$ 38	
BIO 1007	Anatomy & Physiology I	4.0	37	40	42	\$ 44	
BIO 1008	Anatomy & Physiology II	4.0	29	32	34	\$ 36	
BIO 1009	Microbiology	4.0	29	32	34	\$ 38	
BUS 2260	Integrated Business Operations	3.0	10		12	\$ 15	
CAD 1200	Computer Aided Draft I AutoCAD	3.0	112	116		\$ 82	
CAD 1201	Comp Aided Draft II, Using AutoCAD	3.0	112	116		\$ 82	
CAD 1202	Civil Applications of CAD	3.0	91	116		\$ 82	
CAD 1203	Electronics Drafting	2.0	106	125		\$ 82	
CAD 1206	Descriptive Geometry and Develop Drawings	3.0	112	116		\$ 82	
CAD 2200	Computer Aided Design I	3.0	112	116		\$ 82	
CAD 2201	Computer Aided Design II	3.0	112	116		\$ 82	
CAD 2202	Architectural CAD	3.0	112	116		\$ 82	
CAD 2203	Engineering Design Concepts	3.0	87	130		\$ 125	
CAD 2204	Geometric Dimensioning & Tolerancing	3.0	85	116		\$ 82	
CAD 2208	Design Projects	4.0	112	116		\$ 107	
CHM 1004	Chemistry	4.0	24	26	28	\$ 30	
CHM 1006	General Chemistry I	5.0	24	26	28	\$ 30	
CHM 1007	General Chemistry II	5.0	29	31	33	\$ 35	
CHM 2002	Organic Chemistry I	5.0	30	32	34	\$ 35	
CHM 2003	Organic Chemistry II	5.0	30	32	34	\$ 35	
CNC 1200	Fundamentals of CNC Operations	3.0	101	151		\$ 200	Added Lab Assistant for student safety
CNC 1202	CNC Milling Machine Operations	3.0	101	151		\$ 200	Added Lab Assistant for student safety
CNC 1204	CNC Turning Center Operations I	3.0	101	151		\$ 200	Added Lab Assistant for student safety
CNC 1206	CNC Turning Machine Operations II	3.0	101	151		\$ 200	Added Lab Assistant for student safety
CRJ 1000	Introduction to Criminal Justice	3.0	6	8	10	\$ 12	
CSG 1205	MS PowerPoint	1.0	22	28		\$ 13	
CSI 1007	C++ Programming	4.0	36			\$ 22	
CSI 1299	Special Topics in Computers	4.0	39	58		\$ 22	
CSM 1209	Management Information Systems	3.0	43	64		\$ 23	
CSM 2240	Office Management	3.0	34	39	32	\$ 23	
CSN 1200	Using Internet and The World Wide Web	3.0	34	39	32	\$ 23	
CSN 1201	Web Page Development & HTML	3.0	34	39	32	\$ 23	
CSN 1202	Web Site Development	3.0	34	39	32	\$ 23	

79

IVCC Proposed Course Fee Changes FY16

Course	Title	Credits	2012-13 Fees	2013-14 Fees	2014-15 Fees	Proposed 2015-16 Fees	Rationale for Increases over \$10
CSO 1202	MS Windows	2.0	28	33	26	\$ 23	
CSP 1203	Microsoft Office Professional I	3.0	34	39	32	\$ 23	
CSP 1206	Computer Skills for College Success	1.0	22	27		\$ 13	
CSP 1210	Basic Computer Skills for the Workplace	1.0	22	27		\$ 13	
CSP 1230	Computer Keyboarding Applications	2.0	28	26		\$ 18	
CSP 1231	Adv Keyboarding/Document Formatting	3.0	34	39	32	\$ 23	
CSP 2203	Microsoft Office Professional II	3.0	34	39	32	\$ 23	
CSP 2204	Microsoft Office Professional III	3.0	34	38	32	\$ 23	
CSS 1210	Comprehensive Excel	3.0	34	32		\$ 23	
CSS 2200	Advanced Excel	1.0	22	21		\$ 13	
CSW 1202	Microsoft Word	3.0	34			\$ 23	
CSW 2202	Advanced Microsoft Word	3.0	34			\$ 23	
DFT 1200	Mechanical Drafting	3.0	15	20		\$ 21	
DFT 1201	Advanced Drafting	3.0	40	22		\$ 21	
DFT 1203	Machine Blueprint Reading	3.0	15	20		\$ 21	
DFT 1213	Construction Print Reading	3.0	40	22		\$ 21	
ECE 1005	Health, Safety & Nutrition	3.0				\$ 25	This course had inadvertently been left off the fee list.
ECE 1203	Creative Activities	3.0	15			\$ 25	
ECE 2202	Curriculum Programming	3.0	15			\$ 25	
ECE 2208	Language Development	3.0	15			\$ 25	
ECE 2219	Practicum/Student Teaching	5.0	15			\$ 25	
EGR 1000	Engineering Graphic I	4.0	112	116		\$ 82	
ELE 1200	Basic Industrial Electricity I	4.0	36	54		\$ 70	Lower enrollments
ELE 1201	Basic Industrial Electricity II	4.0	36	54		\$ 70	Lower enrollments
ELE 1202	Motors and Controls I	2.5	36	54		\$ 62	Lower enrollments
ELE 1203	Motors and Controls II	2.5	36	54		\$ 62	Lower enrollments
ELE 1204	Programming Logic Controllers I	3.0	36	54		\$ 65	Lower enrollments
ELE 1205	Programmable Logic Controllers II	3.0	36	54		\$ 65	Lower enrollments
ELE 1206	Electrical Wiring	2.0	36	53		\$ 60	Lower enrollments
ELE 1220	Electrical Safety	1.0		48		\$ 55	Lower enrollments
ELE 1230	NEC Code	2.0		53		\$ 60	Lower enrollments
ELE 2200	Power Generation and Distribution	3.0	36	54		\$ 65	Lower enrollments
ELT 1000	Introduction To Electronics	3.0	36	54		\$ 65	Lower enrollments
ELT 1200	Beginning Industrial Electronics	2.5	36	54		\$ 62	Lower enrollments
ELT 1203	Industrial Instrumentation	2.5	36	42		\$ 62	Lower enrollments
ELT 1204	Fund.of Elect:DC/AC Theory & Circuit Analysis	5.0	36	54		\$ 75	Lower enrollments
ELT 2204	Digital/Micro: Principles & Applications	5.0	36	54		\$ 75	Lower enrollments
ELT 2205	Prototype Design and Fabrication	2.0	36	53		\$ 60	Lower enrollments

59

IVCC Proposed Course Fee Changes FY16

Course	Title	Credits	2012-13 Fees	2013-14 Fees	2014-15 Fees	Proposed 2015-16 Fees	Rationale for Increases over \$10
ELT 2207	Instruments & Measurements	1.0	36	48		\$ 55	Lower enrollments
ELT 2210	HMI, SCADA, & Fiber Optics Networking	3.0	36	54		\$ 65	Lower enrollments
ELT 2254	Electrical Capstone	1.0		59		\$ 90	Lower enrollments, fee for MIMIC added
FRS 1000	Introduction to Forensic Science	3.0	17		18	\$ 20	
FRS 2010	Basic Principles of Forensic Doc. and Comm.	3.0	15	18	19	\$ 20	
GEG 1001	Weather & Climate	4.0	10	12	14	\$ 15	
GEL 1007	Environmental Geology	4.0	12	14	16	\$ 18	
GEL 1008	Physical Geology	4.0	14		16	\$ 18	
GEL 1009	Historical Geology	4.0	14		16	\$ 18	
GNT 1220	Introduction to Manufacturing & Safety	4.0		252	257	\$ 260	
GNT 1225	Quality & Measurement	2.0		181	185	\$ 181	
GNT 1230	Manufacturing Processes	3.0		187	191	\$ 186	
GNT 1235	Intorduction to Manufacturing Maintenance	2.0		181	185	\$ 181	
HPE 1001	Wellness Lab	1.0	37	40	42	\$ 43	
HPE 1004	First Aid	2.0	38	40	42	\$ 43	
HPE 1020	Physical Fitness I	1.0	40	42	44	\$ 45	
HPE 1021	Physical Fitness II	1.0	40	42	44	\$ 45	
HPE 1201	Physical Fitness in The Workplace	1.0	40	42	44	\$ 45	
HPE 1301	Physical Fitness in The Workplace II	1.0	40	42	44	\$ 45	
HPE 1302	Physical Fitness Workplace III	1.0	40	42	44	\$ 45	
HPE 1303	Physical Fitness Workplace IV	1.0	40	42	44	\$ 45	
HPE 1304	Physical Fitness Workplace V	1.0	40	42	44	\$ 45	
HPE 1305	Physical Fitness Workplace VI	1.0	40	42	44	\$ 45	
HPE 1306	Physical Fitness Workplace VII	1.0	40	42	44	\$ 45	
HPE 1307	Physical Fitness Workplace VIII	1.0	40	42	44	\$ 45	
HPE 1308	Physical Fitness Workplace IX	1.0	40	42	44	\$ 45	
HPE 1309	Physical Fitness Workplace X	1.0	40	42	44	\$ 45	
HPE 1310	Physical Fitness Workplace XI	1.0	40	42	44	\$ 45	
HPE 2020	Physical Fitness III	1.0	40	42	44	\$ 45	
HPE 2021	Physical Fitness IV	1.0	40	42	44	\$ 45	
IMT 1200	Equipment Maintenance	3.0	51	61		\$ 65	
IMT 1205	Industrial Hydraulics	3.0	51	76		\$ 65	
IMT 1206	Industrial Pneumatics	2.0	51	76		\$ 65	
IMT 1207	Pipefitting	2.0	66	76	86	\$ 80	
IMT 1220	Rigging Systems	3.0	51	61		\$ 65	
MET 1202	Manufacturing Materials & Processes I	4.0	183	274		\$ 250	
MET 1203	Manufacturing Materials & Processes II	3.0	183	274		\$ 250	
MET 1204	Tooling Processes I	3.0	183	274		\$ 250	

IVCC Proposed Course Fee Changes FY16

Course	Title	Credits	2012-13 Fees	2013-14 Fees	2014-15 Fees	Proposed 2015-16 Fees	Rationale for Increases over \$10
MET 1205	Tooling Processes II	3.0	183	274		\$ 250	
MET 1209	Welding Metallurgy	3.0				\$ 52	Lab was added to this class
PHY 1001	Gen Physics (Mechanical) Engineering	4.0	33	35	37	\$ 40	
PHY 2001	Gen Physics (Heat, Wave, Motion, Sound and E	4.0	33	35	37	\$ 40	
PHY 2002	Gen Physics (Electricity, Magnetism, Light) Eng	4.0	33	35	37	\$ 40	
PHY 2003	Gen Physics (Mechanical, Heat, Wave, Motion &	5.0	33	35	37	\$ 40	
PHY 2004	Gen Physics (Electricity, Magnetism, Light, Ator	5.0	33	35	37	\$ 40	
REA 1200	Real Estate Broker Pre-License I	6.0	50			\$ 55	
WED 2200	Welding Blueprint Reading	3.0	15	22		\$ 17	
WHS 1200	Basic Forklift Operation	1.0	13	18		\$ 15	
WLD 1200	Stick, Plate, Flat Arc Welding	2.0	115	109		\$ 136	Lower enrollments, Increase in prices for gases & metals
WLD 1201	Stick, Plate, Horizontal Arc Welding	2.0	115	109		\$ 136	Lower enrollments, Increase in prices for gases & metals
WLD 1202	Stick, Plate, Vertical-up Arc Welding	2.0	115	109		\$ 136	Lower enrollments, Increase in prices for gases & metals
WLD 1203	Stick, Plate, Vertical-down Arc Welding	2.0	115	109		\$ 136	Lower enrollments, Increase in prices for gases & metals
WLD 1204	Stick, Plate, Overhead Arc Welding	2.0	115	109		\$ 136	Lower enrollments, Increase in prices for gases & metals
WLD 1205	Plate, Tig, Flat	2.0	125		109	\$ 136	Lower enrollments, Increase in prices for gases & metals
WLD 1206	Plate, Tig, Horizontal	2.0	125		109	\$ 136	Lower enrollments, Increase in prices for gases & metals
WLD 1207	Plate, Tig, Vertical	2.0	125		109	\$ 136	Lower enrollments, Increase in prices for gases & metals
WLD 1208	Plate, Tig, Overhead	2.0	125		109	\$ 136	Lower enrollments, Increase in prices for gases & metals
WLD 1209	MIG(wire) Flat Plate Arc Welding	2.0	115	109		\$ 136	Lower enrollments, Increase in prices for gases & metals
WLD 1210	GMAW (MIG) Mild Steel	2.0	115		109	\$ 136	Lower enrollments, Increase in prices for gases & metals
WLD 1211	GMAW (MIG) Stainless Steel	2.0	135	129		\$ 146	Lower enrollments, Increase in prices for gases & metals
WLD 1212	GMAW (MIG) Non-Ferrous Alloys	2.0	135	129		\$ 146	Lower enrollments, Increase in prices for gases & metals
WLD 1213	GMAW (MIG) Pipe - All Positions	2.0	145	139		\$ 156	Lower enrollments, Increase in prices for gases & metals
WLD 1220	GTAW (TIG) Mild Steel	2.0	115	109		\$ 136	Lower enrollments, Increase in prices for gases & metals
WLD 1221	GTAW (TIG) Stainless Steel	1.0	135	129		\$ 146	Lower enrollments, Increase in prices for gases & metals
WLD 1222	GTAW (TIG) Non Ferrous Alloys	2.0	135	129		\$ 146	Lower enrollments, Increase in prices for gases & metals
WLD 1230	Dual Sheild and Metal Core	2.0	115	109		\$ 136	Lower enrollments, Increase in prices for gases & metals
WLD 2200	MIG(wire) Horizontal Plate Arc Welding	2.0	115	109		\$ 136	Lower enrollments, Increase in prices for gases & metals
WLD 2201	MIG(wire) Vertical Plate Arc Welding	2.0	125		109	\$ 136	Lower enrollments, Increase in prices for gases & metals
WLD 2202	MIG(wire) Overhead Plate Arc Welding	2.0	125		109	\$ 136	Lower enrollments, Increase in prices for gases & metals
WLD 2203	Pipe, Stick, 2G Position	2.0	145	139		\$ 156	Lower enrollments, Increase in prices for gases & metals
WLD 2205	Pipe, MIG	2.0	135		139	\$ 156	Lower enrollments, Increase in prices for gases & metals
WLD 2206	Gas Welding & Brazing, Flat & Horizontal	2.0	115	109		\$ 136	Lower enrollments, Increase in prices for gases & metals
WLD 2207	OAW Vertical Up, Overhead, and Steel Pipe	2.0	115	109		\$ 136	Lower enrollments, Increase in prices for gases & metals
WLD 2208	Cutting Torch and Plasma Arc Cutting	2.0	115	109		\$ 136	Lower enrollments, Increase in prices for gases & metals
WLD 2209	Fabrication	2.0	135	129		\$ 146	Lower enrollments, Increase in prices for gases & metals
WLD 2210	GMAW (MIG) Mild Steele	2.0	125		109	\$ 136	Lower enrollments, Increase in prices for gases & metals

69



**Staff Appointment – Mr. Mark J. Grzybowski, Associate Vice President for Student Services**

The search advisory committee has selected Mr. Mark J. Grzybowski as the top candidate to fill the Associate Vice President for Student Services position created by the resignation of Tracy Morris. Information on this applicant is attached.

**Recommendation:**

**The administration recommends the appointment of Mark J. Grzybowski as the Associate Vice President for Student Services with an annualized salary of \$78,500, effective February 13, 2015.**

**RECOMMENDED FOR STAFF APPOINTMENT**  
**2014-2015**

GENERAL INFORMATION:

POSITION TO BE FILLED: Associate Vice President for Student Services

NUMBER OF APPLICANTS: 36

NUMBER OF APPLICANTS INTERVIEWED: 4

APPLICANTS INTERVIEWED BY:

Ms. Cardosi, Dr. Corcoran, Ms. Hawkins, Dr. Holloway, Ms. Killian,  
Ms. Lesman, Ms. Williamson

APPLICANT RECOMMENDED:

Mark J. Grzybowski

EDUCATIONAL PREPARATION:

Loyola University, Chicago, IL – Master of Business Administration

Marquette University, Milwaukee, WI – BS in Marketing

Illinois Valley Community College, Oglesby, IL – General Transfer Studies

EXPERIENCE:

Illinois Valley Community College - Interim Associate Vice President for Student Services

Illinois Valley Community College - Admissions and Records Director

Illinois Valley Community College - CTE Recruiter and Dual Credit/Dual Enrollment Coordinator

City of LaSalle Park and Recreation Commission - Bookkeeper and Financial Representative

Lammi Sports Management - Sports Marketing Intern

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

1. Seven years of commendable academic and student service experience at IVCC
2. Ten months of outstanding service as the college's chief student services officer on an interim basis
3. Demonstrated ability to bring people together for a common cause
4. Wonderful ambassador for the college in the community

RECOMMENDED SALARY: \$78,500

Ms. Glenna Jones, SPHR  
Director of Human Resources

**Bid Results – Building A Chiller/Air Handler Replacement**

Bids for the Building A Chiller/Air Handler Replacement were received and publicly opened on January 27, 2015.

Amber Mechanical, Alsip, Illinois, was the low bidder, with a base bid of \$561,000. As this bid was considerably lower than the estimated cost and the other submitted bids, Amber Mechanical was asked to review their bid to determine if something was inadvertently left out of their bid. Amber Mechanical reported that \$354,000 was left out due to a spreadsheet error. Amber Mechanical requested that their bid be officially withdrawn without penalty.

There have been two other recent occasions when contractors were allowed to withdraw their bids without penalty due to an omission. In March 2013, Commercial Mechanical, Inc. was allowed to withdraw their bid for the Building C Boiler Room Upgrades and in November 2014, the Capital Development Board allowed Engel Electric to withdraw their bid as the electrical contractor for Phase 3 of the Community Instructional Center.

Dodson Plumbing, Heating & Air Conditioning, Inc., Pontiac, Illinois, submitted the next lowest bid and met all bidding requirements and specifications. A summary of bids received is listed below.

<b>Contractor</b>	<b>Base Bid</b>	<b>Alternate No.1</b>	<b>Alternate No. 2</b>
Amber Mechanical, Inc. Alsip, IL	\$561,000.00	\$5,050.00	\$9,400.00
<b>Dodson Plumbing, Heating &amp; Air Conditioning Pontiac, IL</b>	<b>\$798,000.00</b>	<b>\$1,100.00</b>	<b>\$14,000.00</b>
Cryer & Olsen Mechanical Joliet, IL	\$854,000.00	\$4,000.00	\$7,000.00
Commercial Mechanical, Inc. Dunlap, IL	\$857,000.00	\$2,000.00	\$8,000.00
JB Contracting Corp. LaSalle, IL	\$870,306.00	\$2,112.00	No Bid
John's Service & Sales, Inc. Oglesby, IL	\$873,000.00	\$1,333.00	\$14,800.00
Mid-Illinois Mechanical Bloomington, IL	\$924,000.00	\$3,800.00	No Charge
Pipco Company, Ltd. Peoria, IL	\$1,013,000.00	\$2,900.00	No Bid

**Recommendation:**

**The administration recommends allowing Amber Mechanical, Inc. to withdraw their bid with no penalty.**

**Recommendation:**

**The administration recommends Board approval to accept the base bid and Alternate No. 1 from Dodson Plumbing, Heating & Air Conditioning, Pontiac, Illinois, in the amount of \$799,100 for the Building A Chiller/Air Handler Replacement.**



February 2, 2015

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

RE: Building "A" Chiller/Air Handler Replacement  
2014 Protection, Health & Safety Project  
ICCB No. 513-T-2253-0913  
BC&A Project No. 1338

Dear Ms. Carboni:

Bids were received on January 27, 2015 for the above referenced project. Eight bids were received, with Amber Mechanical, Inc. (AMI) being the apparent low bidder with a base bid of \$561,000.00. (Average qualified bid was \$884,186.57.) The bid from AMI acknowledged receipt of the addendum, included the IVCC Certification form and included the required bid bond. No exceptions/voluntary alternates were listed. Mandatory site visit requirements were met.

Construction estimate for the project was \$954,500.00 (without contingency). As you can see, the AMI bid is considerably lower than the estimated cost. Immediately after the bid opening, BC&A asked AMI to go back and review their numbers to determine if something was inadvertently left out of their price. Upon completion of their review, AMI reported that \$354,000.00 was indeed left out of their bid, due to a spread sheet error. AMI requested that their bid be officially withdrawn, without penalty. Based upon a similar situation in the past, BC&A assumes that IVCC will grant this request.

As a result of this development, the new apparent low bidder became Dodson Plumbing, Heating & Air Conditioning, Inc. with a base bid of \$798,000.00. The bid from Dodson acknowledged receipt of the addendum, included the IVCC Certification form and included the required bid bond. No exceptions/voluntary alternates were listed. Mandatory site visit requirements were met.

Dodson was asked to review their numbers to make sure their base bid included all work. Dodson reported that the base bid price they submitted is complete.

Bid submissions also included two alternate prices for extra work/materials to be considered by the college. Alternate Bid No. 1 asked for a price to replace four ductwork access doors in the crawl space of Building A. Current doors no longer seal/latch properly, allowing conditioned air to escape duct. Dodson's price to replace doors would add \$1,100.00 to project, if accepted by the college. BC&A feels this is a fair price for this scope of work. Alternate Bid No. 2 requested a price to provide a nine fan array in the air handling unit, as opposed to the six fan array specified under the base bid. Nine smaller fans offer ease of maintenance (less weight to handle) and greater system redundancy. Dodson's price for a

Michelle Carboni, Director of Purchasing  
Illinois Valley Community College  
February 2, 2015  
Page 2

nine fan array would add \$14,000.00 to project, if accepted by the college. BC&A does not feel the larger array is worth the added cost.

Contractor references for replacing similar size equipment in occupied buildings were also required in conjunction with bids. BC&A and IVCC contacted Owner's representatives from Ottawa IDOT headquarters and Salt Creek School District to discuss Dodson's past performance. Both representatives passed along very favorable responses.

After review of pricing and references, BC&A recommends that the college award the contract to Dodson Plumbing, Heating & Air Conditioning, Inc. for a total of \$799,100.00 (\$798,000.00 Base Bid plus \$1,100.00 Alternate Bid No. 1).

A bid tabulation summarizing all of the bids for the project is attached for further review. If you have any questions regarding the bids, please do not hesitate to call.

Sincerely,



Kurt Rimmele

KR/dr

Cc: Cheryl Roelfsema, IVCC  
Scott Curley, IVCC  
BC&A File

**Request for Full-time Business Specialist Position, Small Business Development Center**

For the last 12 months the Small Business Development Center has been functioning with an interim full-time business specialist instead of 2-part-time specialists and 1-part-time administrative assistant. This interim position has proven to maximize the overall effectiveness of the program by establishing consistencies among the client base, network partners, and host administration.

The Center has operated without a dedicated administrative assistant for the last 12 months. The program has moved to paperless reporting and the Center transacts a negligible amount of Colleague processes, which will continue to be a job function of the business specialist.

The full-time interim position also allowed the director to focus on meeting program expectations rather than dealing with the disruptive cycle of part-time employee turnover in positions.

**Recommendation:**

**The administration recommends that the temporary full-time business specialist position in the Small Business Development Center (SBDC) become a regular full-time position, contingent upon grant funds.**

# Memorandum

**To:** Jamie Gahm  
**From:** Beverly Malooley  
**Date:** 12/15/2014  
**Re:** Recommendation and Rationale for SBDC FT Business Specialist

---

The following rationale includes 2 recommendations.

1. To make the interim full- time Business Specialist position a permanent position.
2. To advertise for a full-time Business Specialist.

For the last 12 months the Illinois Small Business Development Center has been functioning with an interim full-time business specialist instead of 2-part-time specialist and 1-part-time administrative assistant positions. This interim position has proven to maximize the overall effectiveness of the program by establishing consistencies among the client base, network partners, and host administration. Therefore, I am recommending keeping the current staffing structure for the Illinois Small Business Development Center at Illinois Valley Community College

The primary mission of the ISBDC is to deliver comprehensive and relevant business advice to start-up and in-business clients. In review, I have concluded that working with dedicated full-time business specialist this last year enabled the Center to experience stronger coordination and communication internally to work on new projects, further advance existing projects, and develop SBDC clients.

In addition, the Center operated without a dedicated administrative assistant for the last 12 months. The program has moved to paperless reporting and the Center transacts a negligible amount of Colleague processes, which will continue to be a job function of the business specialist. On rare occasions when administrative assistance is needed for events logistics, etc. the SBDC is able to pull in utility personnel for coverage.

The full-time interim position also allowed the director to focus on meeting program expectations rather than dealing with the disruptive cycle of part-time employee turnover in positions. This trend in turnover of part-time positions is experienced across the state at other centers as well. In order to execute that mission, business specialists are required to be professional trained as Certified Business Specialists by DCEO. This can be an expensive process when having to constantly train new part-time employees.

Attached is how this position is fully funded in our grant budget. I am requesting approval to move forward as soon as possible.

Thank you.

## 2015 SMALL BUSINESS DEVELOPMENT CENTER BUDGET

BUDGET - \$140,000 (\$80,000 Grant / \$60,000 Cash Match)

### CASH MATCH BREAKOUT

IVCC	\$25,000
Sterling Economic Development Corporation	12,000
URDCD	5,000
City of Spring Valley	500
Ottawa Chamber of Commerce	250
Gahm Salary	<u>17,250*</u>
Cash Match	\$60,000

### BUDGET EXPENDITURES

DIRECTOR (LEVEL 10)	
Annual Salary	\$52,808
Medical	9,013
Life Insurance	86
Medicare	765
SURS Contribution	6,183
SURS CIP	<u>256</u>
Subtotal	69,111
BUSINESS SPECIALIST (LEVEL 9)	
Annual Salary	\$35,713
Medical	9,913
Life Insurance	86
Medicare	517
SURS Contribution	4,182
SURS CIP	<u>- - -</u>
Subtotal	50,411
Misc. Expenses	3,228
Subtotal	\$122,750
Gahm Salary*	<u>17,250*</u>
Total	\$140,000

(Route to Human Resources for review)

OPEN-POSITION FORM

TO: GLENNA JONES, DIRECTOR OF HUMAN RESOURCES DATE: 1/28/2015

Please initiate a proper search for a person to fill a position in the following area:

- Professional Position, Support Staff, Other, Facilities Staff, Replacement for Interim Business Specialist, New Position

DEPARTMENT REQUESTING APPLICANTS: Small Business Development Center Full-time/Part-time

SUGGESTED SALARY/REQUESTING DEPARTMENT: \$36,957 -- Exempt, Level 9

Professional Position - Job Title: Business Specialist. Qualifications: Bachelor's Degree, Industry experience

Support Staff - Job Title: Typing, Accounting, Data Base, Shorthand/speedwriting, Data Processing, WordPerfect/Word, Personal Computer, Spreadsheets, High School, Associates Degree, Related Experience

Facilities Staff - Job Title: Maintenance, Custodian. Qualifications, Hours

Other: (See Attached Job Description)

Requested by: Beverly Malooley Date: 1/28/2015 Within Budget: Yes

Position/Department: Director, Small Business Development Center. Approved by: Jamie Gahm, Continuing Education Director 1/29/15

Search Approved: Sue Isermann 1/29/15, Dr. Anderson 1-30-15, Ms. Roelfsema 2-3-2015, Dr. Corcoran 1/30/15

BUSINESS SPECIALIST, FULL-TIME  
ILLINOIS VALLEY COMMUNITY COLLEGE

Reports to: Director of the Illinois Small Business Development Center

- I. POSITION SUMMARY: Under the general supervision of the director and according to college procedures and board policy, the business specialist provides business consulting services to nascent and in-business clients. This position is funded by a state/federal grant and is subject to renewal based on satisfactory program performance and funding availability.
  
- II. ESSENTIAL DUTIES AND RESPONSIBILITIES:
  - A. Deliver resources and services of the Illinois Small Business Development Center grant as outlined and administered by Illinois Department of Commerce and Economic Opportunity.
  - B. Provide direct one-on-one counseling, training, and technical assistance to pre-venture, start-ups, and in-business clients in all areas of business planning and strategies, financial and loan documentation assistance.
  - C. Exercise strict client confidentiality in accordance with SBA and the Illinois Small Business Development Centers' policy.
  - D. Utilize DCEO, SBDC, and local resource referral network.
  - E. File mandatory client activity and verification reports in electronic tracking system.
  - F. Proficient in the use of current digital communication & technology.
  - G. Participate in a collaborative team environment.
  - H. Understanding of financial lending procedures and loan programs.
  - I. Contribute to the development and execution of the Center's strategic plan.
  - J. Actively participate and support SBDC state and national associations for professional development.
  - K. Disseminate pertinent business related information via traditional and digital media format.
  - L. Advocate for small business development and expansion and job creation and retention.
  - M. Assist in developing business related workshops and training.
  - N. Engage in public speaking events and forums
  
- III. OTHER DUTIES:
  - Interface with Colleague, process purchase orders, and budget record keeping
  - Attend and participate in business outreach activities & committees locally, regionally, & state
  - Perform administrative duties to include writing press releases, e-mail marketing, maintain contact list and other related functions associated with basic office procedures
  - Utilize industry information research data bases such as Hoovers, IBIS, etc.

BUSINESS SPECIALIST, FULL-TIME  
ILLINOIS VALLEY COMMUNITY COLLEGE

IV. MINIMUM QUALIFICATIONS:

- Bachelor's Degree in business management, finance, marketing with related experience in business planning and business strategy
- Experience as a business owner or business consultant
- Knowledge of commercial lending and SBA guarantee loan products
- Experience in developing & teaching curriculum for business programs, seminars, and conferences
- Comprehensive background in a variety of relevant digital platforms.
- Proficient in business software tools & programs, Word, Excel, Microsoft, Adobe Acrobat
- Effective communication skills

V. PREFERRED QUALIFICATIONS:

- Business Specialist Certification
- Knowledge of commercial lending and SBA guarantee loan products
- Demonstrates a professional & ethical standard for confidentiality
- Certification in Business Software programs such as Profit Mastery, Growth Wheel, or QuickBooks

### **Approval of Early Childhood Education Certificates**

Diane Christianson, Early Childhood Education Program Coordinator, has been working on substantial curriculum alignment as a result of seeking NAEYC accreditation and aligning our curriculum with Illinois State University and Western Illinois University to improve transferability. As a result of those processes she has aligned our curriculum to the Illinois Gateway to Opportunity Criteria so that our students can also receive two state-recognized credentials which will benefit the students and their employers.

Gateways to Opportunity credentials were signed into law, effective July 1, 2009. Gateways credentials are awarded and recognized by the Illinois Department of Human Services (IDHS) Bureau of Child Care and Development. Gateways Credentials are symbols of professional achievement that validate knowledge and skills, experience, and contributions in early care and education, infants and toddlers, and/or administration. These credentials can be earned by completing an approved program at an “entitled” college or university. Gateways to Opportunity awards entitlement status to higher education institutions who align their coursework with credential requirements. Students who complete these required courses have met Gateways credential component requirements, and have up to two years to apply to receive their credential(s). IVCC recently received notification that these proposed certificates have been approved for Gateways Level 2 and Level 3 Credentials as indicated below.

ECE GATEWAYS CREDENTIAL LEVEL 2 Certificate is composed of 16 credit hours. This certificate is intended for students who are currently employed in the early childhood field as teacher assistants and wish to gain the Level 2 credential for the program’s ExceleRate status.

ECE GATEWAYS CREDENTIAL LEVEL 3 Certificate is a “transfer track” program consisting of 27 credit hours. All or some of the ECE courses will be implemented into the Early Childhood Education AAS degree depending on the university of choice with the addition of general education courses. This certificate will also be used for students employed in the early childhood field who wish to gain the Level 3 credential for the program’s ExceleRate status.

The IVCC Curriculum Committee has approved these two certificate programs and recommends that the Board of Trustees approve these new certificates. The proposed certificates then will be submitted for approval by the Illinois Community College Board.

### **Recommendation:**

**Approve the ECE Gateways Credential Level 2 Certificate and the ECE Gateways Credential Level 3 Certificate, as presented.**

## **ECE GATEWAYS CREDENTIAL LEVEL 2 CERTIFICATE (16 credit hours)**

*This certificate is intended for students who are currently employed in the early childhood field as teacher assistants and wish to gain the Level 2 credential for the program's ExceleRate status. If student is planning to transfer to 4 year university, it is important to review the GATEWAYS CREDENTIAL LEVEL 3 CERTIFICATE to insure seamless transfer from Level 2 to Level 3 and/or meet with IVCC ECE Program Coordinator or IVCC Counselor.*

### **Required Courses:**

- ECE 1000 – Introduction to ECE ..... 3 credit hours
- ECE 1005 – Health, Safety & Nutrition ..... 3 credit hours
- PSY 2001 – Child Growth & Development ..... 3 credit hours

Choose two (2) of the following:

- ECE 2202 – Curriculum Programming ..... 3 credit hours
- ECE 2207 – Observation & Assessment ..... 3 credit hours
- ECE 2208 – Language Development ..... 3 credit hours
- Elective – minimum of 1 credit hour
  - Recommended elective courses for seamless transfer into Level 3 Credential Certificate (choose one)
    - MTH 1009 – Structure of Number Systems I..... 3 credit hours
    - ENG 1001 – English Composition I..... 3 credit hours
  - Recommended elective courses for seamless transfer into Level 4 ECE AAS degree (choose one)
    - ECE 1201- Child Guidance/Child Study ..... 3 credit hours
    - ECE 1203 – Creative Activities ..... 3 credit hours
    - EDC 1203 – Educational Technology ..... 2 credit hours

Required membership in TEACH

10 hours of ECE observation (ECE 1000)

## **ECE GATEWAYS CREDENTIAL LEVEL 3 CERTIFICATE (27 credit hours) – TRANSFER TRACK**

*This certificate is intended for students who plan to transfer to a 4-year university. All or some of the ECE courses will be implemented into the ECE AA degree depending on the university of choice with the addition of general education courses. It will also be used for students employed in the early childhood field who wish to gain the Level 3 credential for the program's ExceleRate status.*

- ECE 1000 – Introduction to ECE ..... 3 credit hours
- ECE 1005 – Health, Safety & Nutrition ..... 3 credit hours
- ECE 1027 – Child, Family, School & Community ..... 3 credit hours
- ECE 2005 – Exceptional Learner ..... 3 credit hours
- PSY 2001 – Child Growth & Development ..... 3 credit hours
- MTH 1009 – Structure of Number Systems I..... 3 credit hours
- ENG 1001 – English Composition I ..... 3 credit hours

**Choose one from the following (3 credit hours) courses depending on the university of choice and ExceleRate Level 3 Credential status.**

**(\*\* required for ExceleRate Level 3 credential if student is not planning to transfer to 4 year university)**

- ECE 2207\*\* – Observation & Assessment (WIU & ExceleRate) ..... 3 credit hours
- EDC 2006 – Multicultural Education: Agent for Change (ISU) ..... 3 credit hours

Required membership in TEACH

10 hours of ECE supervised experience (ECE 1000)

*For students who are planning to transfer to a 4-year university, it is very important to speak with the IVCC ECE Program Coordinator and/or IVCC Counselor to assure seamless transfer at the University of choice. General education requirements may vary for each university for enrollment status into their Early Childhood Education programs. It is strongly recommended to have the TAP, ACT plus Writing or SAT passed prior to admission to university to insure acceptance into the ECE program.*

**Renewal of Non-tenured Faculty for 2015/2016**

The administration is pleased to announce the following non-tenured faculty will have their contracts renewed for the academic year 2015/2016:

Tracy D. Lee, English and Creative Writing Instructor  
Emily E. Lesman, Laboratory Instructor for Developmental Mathematics  
Karie J. Stecken, Nursing Instructor  
Samantha D. Whiteaker, Nursing Instructor

Letter of Agreement  
between  
Illinois Valley Community College  
and the  
LaSalle County Regional Office of Education

This letter of agreement asserts that the LaSalle County Regional Office recognizes the offerings of Illinois Valley Community College as approved activities for continuing professional development units under the aegis of its approved status with the State of Illinois. This includes opportunities offered through Illinois Valley Community College and its partners including:

Ed2Go          Quincy University          Aurora University

Illinois Valley Community College recognizes that both entities already share an existing partnership. This agreement expands that partnership for the purpose of meeting the professional development needs of area elementary and secondary teachers. Illinois Valley Community College agrees to complete all necessary documentation of educational programming for area teachers as required by the LaSalle County Regional Office of Education.

This letter of agreement is in effect until such time as Illinois Valley Community College is once again recognized as an approved provider in its own right by the State of Illinois and the Illinois State Board of Education.



Chris Dvorak, Regional Superintendent  
La Salle County Regional Office of Education



Deborah Anderson, Ph.D., VPAA  
Illinois Valley Community College

12/31/14

**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

**Cultural Centre Sound System Replacement  
(ICCB #513-T-2252-0913)**

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

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

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

Approved Budget \$770,263.00 Actual Cost \$729,622.89

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

Kurt H. Rimmele  
Architect/Engineer's Signature

December 10, 2014  
Date

001-016097



Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

Signed \_\_\_\_\_, Secretary



NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF PUBLIC PROGRAMS

December 23, 2014

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

Dear Dr. Corcoran:

Enclosed you will find a copy of our quarterly calendar, which lists nearly 200 events, exhibitions, and programs across the nation that are supported by the National Endowment for the Humanities' Division of Public Programs. I wish you great success with *Lincoln: The Constitution and the Civil War*. By offering this program, your institution joins the Endowment in fostering rich lifelong learning opportunities for the American people.

Sincerely,

Karen S. Mittelman  
Director  
Division of Public Programs

Enclosure

March 14 to September 13

MUSEUM OF THE CONFEDERACY,  
Appomattox, VA

**An American Turning Point: The  
Civil War in Virginia: Surviving  
War and Waging War**  
Traveling.

March 18 to May 1

ANDERSON UNIVERSITY,  
Anderson, IL

**Lincoln: The Constitution and  
the Civil War**  
Traveling.

March 18 to May 1

BARNES COUNTY HISTORICAL  
SOCIETY, Valley City, ND

**Lincoln: The Constitution and  
the Civil War**  
Traveling.

March 18 to May 1

COMMUNITY COLLEGE OF RHODE  
ISLAND, Warwick, RI

**Lincoln: The Constitution and  
the Civil War**  
Traveling.

March 18 to May 1

FLORIDA ATLANTIC UNIVERSITY,  
Boca Raton, FL

**Lincoln: The Constitution and  
the Civil War**  
Traveling.

March 18 to May 1

ILLINOIS VALLEY COMMUNITY  
COLLEGE, Oglesby, IL

**Lincoln: The Constitution and  
the Civil War**  
Traveling.

March 18 to May 1

MUSEUM OF SAN RAMON VALLEY,  
Danville, CA

**Lincoln: The Constitution and  
the Civil War**  
Traveling.

March 18 to May 1

STATE UNIVERSITY OF NEW YORK,  
Fredonia, NY

**Lincoln: The Constitution and  
the Civil War**  
Traveling.

March 18 to May 1

TERREBONNE PARISH LIBRARY,  
Houma, LA

**Lincoln: The Constitution and  
the Civil War**  
Traveling.

March 23 to May 2

RUSSELL COUNTY PUBLIC LIBRARY,  
Lebanon, VA

**To Be Sold: Virginia and the  
American Slave Trade**  
Traveling.

March 27 to September 7

ANCHORAGE MUSEUM,  
Anchorage, AK

**Arctic Ambitions: Captain Cook  
and the Northwest Passage**  
Traveling. Organized by the Anchorage  
Museum Association.  
www.anchoragemuseum.org

March 27 to March 29

PUTNAM COUNTY CIVIL WAR  
DAYS, Hurricane, WV

**An American Turning Point:  
Civil War 150 HistoryMobile**  
Traveling.

## NEH ON THE ROAD

ExhibitsUSA, a national touring exhibitions program of Mid-America Arts Alliance, has partnered with nationally recognized museums to adapt NEH-supported exhibitions for smaller institutions through the *NEH on the Road* initiative. Please contact the Mid-America Arts Alliance if you would like to host any of these exhibitions. Additional NEH on the Road exhibits are listed under the Ongoing Exhibitions Section. [www.nehontheroad.org](http://www.nehontheroad.org).

January 28 to March 16

PROVO CITY LIBRARY AT ACADEMY  
SQUARE, Provo, UT

**Wild Land: Thomas Cole and the  
Birth of American Landscape  
Painting**

Traveling. Based on a site interpretation by the  
Greene County Historical Society.

January 28 to March 16

CROSS TIMBERS FINE ARTS  
COUNCIL, Stephenville, TX

**Our Lives, Our Stories:  
America's Greatest Generation**  
Traveling. Based on an exhibition organized  
by the Minnesota Historical Society.

January 28 to March 16

MERCER MUSEUM,  
Doylestown, PA

**House and Home**  
Traveling. Based on an exhibition organized  
by the National Building Museum.

January 28 to March 16

PANOLA COLLEGE, Carthage, TX  
**Spirited: Prohibition in America**  
Traveling. Based on an exhibition organized  
by the National Constitution Center.

January 28 to March 16

BELL COUNTY MUSEUM, Belton, TX  
**For All The World To See:**

**Visual Culture and the Struggle  
for Civil Rights**

Traveling. Based on an exhibition organized  
by the University of Maryland, Baltimore  
County.

January 28 to March 16

JOHN E. CONNER MUSEUM,  
Kingsville, TX

**The Bison: American Icon**  
Traveling. Based on an exhibition organized  
by the Trigg C. M. Russell Foundation.

## PROGRAMS AND EVENTS

### Created Equal: America's Civil Rights Struggle

Winter

"Created Equal: America's Civil Rights Struggle" uses the power of documentary films to encourage public conversations about the changing meanings of freedom and equality in America. The four outstanding documentary films that are the centerpiece of this project—*The Abolitionists*, *Slavery by Another Name*, *Freedom Riders* and *The Loving Story*—tell the remarkable stories of individuals who challenged the social and legal status quo, from slavery to segregation. Film screenings funded by NEH will be offered at 473 communities across the nation. "Created Equal" is part of

OGLESBY LODGE NO. 2360  
Benevolent and Protective Order of Elks



*A*

*Thank*

*You!*

THE NORTHWEST DISTRICT  
ELKS LODGES WOULD LIKE TO  
THANK YOU FOR THE USE  
OF YOUR GYMNASIUM FOR  
OUR DISTRICT HOUSE SHOOT.

FREEMONT #617    DEKALB #765  
DIXON #779    GALENA #982  
ROCK ISLAND #920    MENDOTA #1212  
SYCAMORE #1392    PRINCETON #1461  
OGLESBY #2360

We wish to thank you for the  
Generosity that you have shown to us.  
Your thoughtfulness and consideration  
Is truly appreciated by the  
Officers and Members of  
Oglesby Lodge No. 2360  
Benevolent and Protective Order of Elks

*JOEL GERDOVICH*  
DISTRICT CHAIRMAN

# 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.