



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, January 15, 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, January 15, 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 – December 3, 2014 Facilities Committee Meeting and December 11, 2014 Board Meeting (Pages 1-10)
 - 6.2 Approval of Bills - \$2,198,913.26
 - 6.2.1 Education Fund - \$528,455.47
 - 6.2.2 Operations & Maintenance Fund - \$70,960.25
 - 6.2.3 Operations & Maintenance Fund (Restricted) – 1,330,913.35
 - 6.2.4 Auxiliary Fund - \$143,163.04
 - 6.2.5 Restricted Fund - \$58,160.06
 - 6.2.6 Liability, Protection & Settlement Fund - \$67,261.09
 - 6.3 Treasurer’s Report (Pages 11-28)
 - 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 (Page 28)
 - 6.4 Personnel - Stipends for Pay Period Ending November 29, 2014 (Pages 29-30)
 - 6.5 Truck Driver Training Tractor and Trailer Lease Extension (Page 31)

7. President's Report
8. Committee Reports
9. Quality-Based Selection of an Architect (Pages 32-40)
10. Approval of AAS Degree in Engineering Technology (Page 41-42)
11. Purchase Request – Consulting Services for Cell Phone DAS Vendor Selection and Wi-Fi Network Infrastructure Upgrade (Page 43)
12. Authorization for Destruction of Verbatim Recordings of Closed Session Meetings (Page 44)
13. Items for Information (Pages 45-53)
 - 13.1 Staff Retirement – Edith Weise, EME Part-time Faculty (Page 45)
 - 13.2 Staff Appointment – Bonnie Jasiek, Administrative Assistant I, Continuing Education & Business Services (Page 46)
 - 13.3 Staff Appointment – Marla Forbes, Full-time Custodian (Page 47)
 - 13.4 Staff Resignation – Troy Thorson, User Services Assistant (Page 48)
 - 13.5 Emergency Dispatch Center Proposal (Pages 49-50)
 - 13.6 Reverse Transfer Agreement with NIU (Page 51)
 - 13.7 Fall 2014 Graduation (Page 52)
 - 13.8 Oglesby Public Schools – Children in Need Christmas Party (Page 53)
14. Trustee Comment
15. Closed Session – 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.
16. Reduction in Force
17. Restructuring of Disability Services Area
18. Closed Session Minutes – December 11, 2014 Board Meeting
19. Other
20. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Facilities Committee Meeting
December 3, 2014

The Facilities Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 6 p.m. on Wednesday, December 3, 2014 in the Board Room (C307) at Illinois Valley Community College.

Committee Members David O. Mallery, Chair
Physically Present: Laurie A. Bonucci
Melissa M. Olivero

Committee Members
Absent:

Others Physically Present: Jerry Corcoran, President
Jane Goetz, Board Member
Cheryl Roelfsema, Vice President for Business Services and Finance
Scott Curley, Interim Director of Facilities
Deborah Anderson, Vice President for Academic Affairs
Steve Halm, Capital Development Board
Paul Basalay, Basalay, Cary & Alstadt Architects
Matt Lamps, Basalay, Cary & Alstadt Architects

The meeting was called to order at 6 p.m. by Mr. Mallery.

COMMUNITY INSTRUCTIONAL CENTER PROJECT PHASE 3 BID RESULTS

Soon after the packet for the Facilities Committee meeting was sent to the committee members, it was brought to the College's attention that the apparent low bidder for the Community Instructional Center Phase 3 electrical contractor, Engel Electric, asked to withdraw their bid. Engel Electric realized they had omitted the cost of 27 audio-visual items and brought it to the attention of the Capital Development Board (CDB). Engel Electric is in good standing and this was an honest mistake. The CDB met with Engel Electric and a decision on the bid will be made this week. Mr. Halm believes CDB will not go after the bond. The next lowest bidder, JB Contracting Corp., submitted a bid of \$466,751, an additional \$92,551 for the base bid and \$57,799 for the alternate bid, an additional \$11,169. Cheryl addressed the shortfall in funds for the project. If the CDB was to approve the bids with a ten percent contingency, an additional \$131,611 would be needed. If the CDB was to approve the bids with a five percent contingency, there would be a shortfall of \$43,056. There is approximately \$50,000 in interest earnings from the construction trust account. Also available is the Illinois Clean Energy Foundation grant funds of \$90,000 awarded as a reimbursement for some of the cost of the geothermal installation and restricted for building purposes. Cheryl is hopeful that the College can address the shortfall without using the contingency funds. The College would need to deposit the \$43,055 into the construction trust

account now and issue a letter committing the additional \$88,556 contingency funds, if needed. Mr. Halm noted the apparent low bids for the alternates are very good and could provide much needed additional classroom and lab space for Health Professions at a very reasonable cost versus renovating the area in the future. The Facilities Committee was in agreement with approving the base and alternate bids and agreeing to lower the contingency from ten to five percent and providing the CDB with a fund commitment letter for the additional five percent.

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

Instructions and specifications for the Request for Qualifications (RFQ) for Architectural Services were reviewed. This is not the same RFQ used in the past. Cheryl Roelfsema reached out to her counterparts at other community colleges, took helpful suggestions and weaved them into the document. She asked the committee for suggestions and what they thought would be important to include. Cheryl provided a cover sheet of items outlined by the Illinois Community College Board and the qualifications a college should look for such as proximity to site, appropriate staff experience, ability to meet work schedule, prior identical or similar work, to name a few. Other suggestions for addition to the rubric included: 1) professional help within the firm rather than securing consultants or going to another firm for electrical and mechanical engineers; 2) references; 3) ability or awareness to seek out other sources of funding; 4) appropriate disciplines of staff; ability to staff and implement emerging technologies; and 5) construction manager (an additional service if the firm is able to provide it). It was suggested to define and weigh each category in the rubric. Dr. Corcoran thought it would be prudent for a member of the Facilities Committee to serve on the selection committee. Mr. Mallery asked that the list of members from the last RFQ selection committee be sent to each member of the Facilities Committee.

OTHER

Dr. Corcoran reported there is a plan for eventually an emergency regional dispatch center placed in Oglesby. Local officials believe the College would be neutral ground and would like to explore with the College the option of being located on college property. They have begun the process of signing off on an intergovernmental agreement between the cities of LaSalle, Peru and Oglesby. Once they present something in writing to the College, the administration will bring it to the Board. The idea of an emergency regional dispatch center would be a complement for a number of the College's academic programs – forensics, EMS, criminal justice and presents great learning opportunities for IVCC students. Looking at the barn area as a potential site and partnering with the different entities, the College could work collaboratively and possibly make some much needed improvements in that area that have been discussed in the past – water and sewer.

Dr. Corcoran was pleased to announce the sound system in the Cultural Centre is complete and training has taken place. He encouraged members of the Board to stop by and listen to a performance that is taking place in the Cultural Centre.

ADJOURNMENT

Mr. Mallery declared the meeting adjourned at 7:10 p.m.

David O. Mallery, Committee Chair

Melissa M. Olivero, Board Chair

Larry D. Huffman, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE

Board of Trustees

Minutes of Regular Meeting

December 11, 2014

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6 p.m. on Thursday, December 11, 2014 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Michael C. Driscoll, Vice Chair
Larry D. Huffman, Secretary
Laurie A. Bonucci
Jane E. Goetz
David O. Mallery (entered the meeting at 6:08 p.m.)
Everett J. Solon
Amy M. Rogowski, Student Trustee

Members Absent: Melissa M. Olivero, Chair

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
Mark Grzybowski, Interim Associate Vice President for Student Services
Walt Zukowski, Attorney

In the absence of Ms. Olivero, Dr. Driscoll called the meeting to order at 6 p.m.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Mayor Eschbach attended a meeting approximately five years ago inviting the College to Ottawa and he was back to ask the College to stay in Ottawa. He has talked to so many students that would not have been able to attend college if it wasn't for the Ottawa Center. Transportation is a major item to many to make the decision to attend College, so much more than tuition. The support from Ottawa has never been greater. The City of Ottawa is very aware of the financial difficulties the College faces. For that reason, Ottawa is reducing the rent to what it was five years ago for the first two years and then continue with the original rent arrangement. The City of Ottawa is taking over the janitorial services estimated at \$13,000 to \$15,000 a year. Because the City of Ottawa wants the Ottawa Center to offer as much as possible to its students, it will make a one-time

investment of approximately \$10,000 in IT infrastructure improvements to the Center. The City has installed a new HVAC system and a new roof at the Ottawa Center over the past five years. The Mayor is helping to market the center to the citizens of Ottawa by inserting marketing pieces in the city water bills and is also willing to talk to mayors in the IVCC district to do the same. Mayor Eschbach noted it is the wish of the City and Council members to continue with the partnership between IVCC and the City of Ottawa.

CLOSED SESSION

It was moved by Mr. Solon and seconded by Ms. Goetz to enter into closed session to discuss the purchase or lease of real property for the use of the public body at 6:08 p.m. Motion passed by voice vote.

On a motion by Dr. Huffman and seconded by Mr. Solon, the regular meeting resumed at 6:29 p.m. Motion passed by voice vote.

CONSENT AGENDA

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

The following items were approved in the consent agenda:

Approval of Minutes – November 13, 2014 Closed Session Minutes Committee Meeting and November 13, 2104 Board Meeting

Approval of Bills - \$2,225,950.38

Education Fund - \$809,585.64; Operations & Maintenance Fund - \$69,557.32; Operations & Maintenance (Restricted Fund) - \$24,194.40; Bond & Interest Fund - \$1,248,043.75; Auxiliary Fund - \$45,459.82; Restricted Fund - \$23,719.94; Audit Fund - \$1,700.00; and Liability, Protection and Settlement Fund - \$3,689.51

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending November 1, 2014 and November 15, 2014.

PRESIDENT'S REPORT

Dr. Corcoran reported the Small Business and Entrepreneur Expo held on November 18 was a collaborative effort on the part of the College's Small Business Development Center and North Central Council of Governments. Trustee Everett Solon, Jennifer Scheri and Bev Malooley were three of the featured speakers and feedback on the program was very positive. Dr. Corcoran congratulated everyone involved on a job well done. The December 3 Honorspalooza was a terrific event (Room C316 was filled!) Dr. Corcoran thanked the fine work of Nora Villarreal and Adam Oldaker. Dr. Corcoran was only able to make the last 15 minutes because Jamie Gahm, Fran Brolley and he were asked to participate in a meeting of the I-39 Corridor Association that ran a bit long, however, it was an opportunity for the new chief academic officer, Dr. Anderson, to see firsthand how popular the Honors program has become at IVCC. Now that the Cultural Centre's

new state-of-the-art sound system is up and functioning, Trustees Melissa Olivero, Lauri Bonucci, Jane Goetz and Dr. Corcoran were able to enjoy the first performance of the College's new Percussion Ensemble after the Facilities Committee meeting on December 3 and it was nothing short of outstanding! Dr. Corcoran is proud that David O'Fallon, Mike Pecherek, and Larry Ault are members of the Ensemble—they do a fine job of representing the faculty across the community. The Express Registration event that Mark Grzybowski and his Student Services Team held in Ottawa on December 4 was a big hit. The staff served 51 students at the Ottawa Center generating 356 credit hours that evening. A similar event is scheduled for January 6 on the main campus. The Human Services Program advisory committee meeting that Jean Batson-Turner held on December 8 resulted in a great turnout. Students had a chance to talk about their group projects and service learning experiences with representatives from a number of social service agencies. Dr. Corcoran thanked Dr. Anderson, Dr. Holloway, Francie Skoflanc, and Angela Dunlap for attending. Last night's Massage Therapy graduation event was impressive. All of the graduates have passed their national board exams for state licensure. Program coordinator Cherie Monterastelli and fellow faculty members are proud of their 100 percent pass rate since implementing a new curriculum. A smoke-free campus committee, chaired by Mark Grzybowski, has been formed and is meeting regularly in order to make sure that the College is compliant with the law which states that the College must be smoke free by July 1, 2015. Other committee members include Glenna Jones, Ron Groleau, Scott Nuftul, Gerilynn Smith, Kim Herout, Dawn Wiggins, Jeff Fesperman, Carolyn Chapman, Linda Hawkins, and Becca Herrmann (student rep). A concrete pad for the art-in-architecture work of art will be poured before the end of the week. Installation of the enormous sundial could occur late next week if all goes well. And finally, the new surface on parking Lot No. 1 and the addition of an ADA parking lot are two extraordinary projects that are complete. Parking has always been an issue at IVCC, however, the administration continues to make improvements. Dr. Corcoran thanked Cheryl Roelfsema and Scott Curley on their oversight and professionalism.

COMMITTEE REPORTS

Mr. Mallery reported the Board Facilities Committee met on Wednesday, December 3 to discuss the bid results of the Community Instructional Center Project Phase 3 and the request for qualifications for architectural services. Phase 3 includes the student life space, the cyber café, and renovations for the EMS and Forensics programs. The Capital Development Board had one of the low bidders withdraw their bid which results in an additional cost to the College for the project. The Committee was comfortable addressing the shortfall by reducing the contingency to five percent and making a commitment for the additional contingency funds, if needed. The Committee also assessed the qualifications for the architectural services by reviewing the weighted matrix and the evaluation criteria. Suggestions for additions to the rubric were the capability of the firm providing all services under one roof, the awareness to seek additional funding sources and the ability to implement emerging technologies. The chair of the Committee asked that the list members from the last selection committee be sent to the Facilities Committee members. Under "Other" the Committee was informed that local officials are exploring the idea of an emergency regional dispatch center located on the IVCC campus and how the College could be a part of this service to LaSalle, Peru, and Oglesby.

2014 TAX LEVY

It was moved by Dr. Huffman and seconded by Mr. Solon to adopt the Tax Levy Resolution, Certificate of Tax Levy, Resolution of Intent, Notice of Intent to Levy an Additional Tax, and Certificate of Compliance with the Truth and Taxation Act, as presented. Motion passed by voice vote.

FACULTY APPOINTMENT – MS. HEATHER SEGHI, DENTAL ASSISTING INSTRUCTOR/PROGRAM COORDINATOR

It was moved by Ms. Bonucci and seconded by Dr. Huffman to approve the appointment of Ms. Heather Seghi as the Dental Assisting Instructor/Program Coordinator assigned to the Division of Health Professions for the 2014-2015 academic year, with placement on the salary schedule at Step A-6, \$43,485. Dr. Corcoran noted with a full-time Dental Assisting Coordinator students are more likely to be successful and a full-time coordinator is in compliance with the Commission on Dental Accreditation. Motion passed by voice vote.

BID RESULTS – PHASE 3 OF THE COMMUNITY INSTRUCTIONAL CENTER PROJECT

It was moved by Mr. Mallery and seconded by Ms. Goetz to approve the bids totaling \$1,771,114 for Phase 3 of the Community Instructional Center Project, as presented. Motion passed by voice vote.

APPROVAL TO LOWER THE CONTINGENCY FOR PHASE 3 OF THE CIC PROJECT

It was moved by Mr. Mallery and seconded by Ms. Bonucci to authorize the administration to request lowering the contingency for Phase 3 of the Community Instructional Center Project from ten percent to five percent and guarantee the difference of \$88,556 by providing the Capital Development Board with a fund commitment letter for the additional five percent. Motion passed by voice vote.

OTTAWA CENTER LEASE AGREEMENT

It was moved by Dr. Huffman and seconded by Mr. Solon to authorize the administration to enter into a five-year lease agreement with the City of Ottawa for the facility located at 321 W. Main Street in Ottawa per the terms in the agreement, as presented. Motion passed by voice vote.

HIGH DEDUCTIBLE HEALTH PLAN/HEALTH REIMBURSEMENT ACCOUNTS

It was moved by Dr. Huffman and seconded by Ms. Goetz to authorize the administration to establish Health Reimbursement Accounts as presented for employees electing the High Deductible Health Plan #2 beginning January 1, 2015. Motion passed by voice vote.

PURCHASE REQUEST – NURSING NCLEX REVIEW SERVICES

It was moved by Mr. Solon and seconded by Ms. Bonucci to approve the purchase of Hurst Review Services to provide a three (3)-day live review service for the nursing students preparing to take the NCLEX (state board) examination at a cost of \$275 per student for a total amount of \$21,450. Motion passed by voice vote.

PURCHASE REQUEST – NETWORK FIBER OPTIC EQUIPMENT

It was moved by Dr. Huffman and seconded by Ms. Goetz to approve the purchase of additional Network Fiber Optic Equipment from Burwood Group, Inc., in the amount of \$25,948.80. Motion passed by voice vote.

SCHEDULE OF REGULAR MEETING DATES AND TIMES

It was moved by Ms. Bonucci and seconded by Mr. Solon to approve the following dates for 2015 and to provide public notice of this schedule. All meetings will take place at 6 p.m. in Room C3907, the Board Room, on the campus of Illinois Valley Community College, 815 North Orlando Smith Road, Oglesby, Illinois.

Thursday, January 15, 2015	Thursday, July 9, 2014
Thursday, February 12, 2015	Thursday, August 13, 2015
Thursday, March 12, 2015	Thursday, September 10, 2015
Thursday, April 9, 2015	Thursday, October 8, 2015
Thursday, May 14, 2015	Thursday, November 12, 2015
Thursday, June 11, 2015	Thursday, December 10, 2015

SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES

It was moved by Dr. Huffman and seconded by Ms. Bonucci to approve the release of the following closed session minutes:

- February 27, 2008 (Collective Bargaining)
- February 21, 2012 (President's Evaluation)
- June 19, 2012 (Vice Presidents' Contracts)
- November 20, 2012 (Personnel – Proposal to Faculty Union)
- April 16, 2013 (Memorandum of Understanding, Personnel – Honorable Dismissal, and Administrative Position – Interim Vice President for Learning and Student Development)
- June 18, 2013 (Compensation for FY14 – Employees not Affected by a Labor Agreement, Salary Schedule Reassignment, and President's Contract)
- October 15, 2013 (Welding Test Administration Compensation and Exelon Agreement)
- May 8, 2014 (Vice President's Contract)
- July 10, 2014 (Adult Education Position)

AUTHORIZATION FOR DESTRUCTION OF VERBATIM RECORDINGS OF CLOSED SESSION MEETINGS

It was moved by Dr. Huffman and seconded by Mr. Solon to adopt the following resolution:

“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.”

Mr. Mallery had concerns of destroying the tapes when pending litigation is ongoing. It was moved by Dr. Huffman and seconded by Mr. Solon to table the motion until the January meeting. Motion passed by voice vote.

TRUSTEE COMMENT

Ms. Bonucci had a wonderful time at the Percussion Ensemble. She was impressed with the production, performers, and the sound system. Dr. Huffman attended the Wind Ensemble and there was a wide range of individuals participating – students, faculty and former faculty. He noted it is no wonder that good students come back to IVCC because of the involvement of the instructors and former instructors. It was a great performance and an excellent sound system. Ms. Goetz was impressed with the Massage Therapy graduation. She was sitting next to one of the mothers whose son was graduating and worked two jobs and never missed a day of class. He plans to attend NIU and then go to South Korea and work as an industrial engineer. He plans to use his Massage Therapy to help support his education.

CLOSED SESSION

It was moved by Mr. Solon and seconded by Ms. Bonucci to convene a closed session at 7 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) pending litigation; and 3) closed session minutes. Motion passed by voice vote.

After a short break, the Board entered closed session at 7:10 p.m. On a motion by Mr. Solon and seconded by Dr. Huffman, the regular meeting resumed at 8:23 p.m. Motion passed by voice vote.

EMPLOYEE SUSPENSION

It was moved by Ms. Bonucci and seconded by Dr. Huffman to approve the administration’s recommendation for a five-day suspension without pay to employee #0177164. Motion passed by voice vote.

CLOSED SESSION MINUTES

It was moved by Dr. Huffman and seconded by Ms. Goetz to approve and retain the closed session minutes of the June 9, 2014 and November 13, 2014 closed session minutes committee meeting and approve and retain the closed session minutes of the November 13, 2014 board meeting, as amended. Motion passed by voice vote.

OTHER

Dr. Corcoran reported he was terribly disappointed in the behavior of several student athletes. There was no opportunity to have all the details available at the Board meeting because he just found out a few hours before the meeting. The student athletes violated the terms of the student athletic contract. The discipline team will air the decision at 7 a.m. tomorrow morning. There are several student athletes that will no longer represent IVCC because they violated the contract that is very clear.

ADJOURNMENT

Dr. Driscoll declared the meeting adjourned at 8:27 p.m.

Melissa M. Olivero, Board Chair

Larry D. Huffman, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

DECEMBER 2014

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

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – December 2014

Revenues

- As of December 5, the headcount for Fall Semester 2014 was 3,780, which is 381 students less than at the same point in time last year. Credit hours for Fall 2014 decreased by 2,112, or 6.51 percent, from this point in time one year ago, for a total of 30,320. The Early Entry College credit hours are at 2,167, a decrease of 6.72 percent from this time last year. As of January 5, the headcount for Spring Semester 2015 was 2,772, which is 427 students less than at the same point in time last year. Credit hours for Spring 2015 decreased by 2,696, or 8.98 percent, for a total of 27,330, from this point in time one year ago.
- LaSalle County Board of Review hearings for 2014 property tax objections have started. So far we have received 12 objections asking for reductions in excess of \$4.7 million in assessed valuation.
- The State of Illinois Base Operating Grant payment has been paid through September 2014 and the Equalization Grant payment has been paid through August 2014. Fiscal Year 2015 ICCB system grants are \$2,234,072, a decrease of \$52,213 from Fiscal Year 2014. Both years included \$88,700 to offset the state-mandated Veterans Grant and \$50,000 for the Equalization Grant. In addition, IVCC received a special appropriation of \$300,000 for the Community Instructional Center Project Phase 3.
- The federal and state portions of Adult Education grants have been paid through September 2014. The Fiscal Year 2015 Adult Education funding is \$400,933, an increase of \$16,639 from Fiscal Year 2014, yet still below the Fiscal Year 2013 funding level of \$428,224. The state basic grant increased by \$7,500 for Fiscal Year 2015 and the federal basic grant increased by \$5,700 for Fiscal Year 2015.

Expenditures

Some of the more significant variances in expenditures for the six months ending December 31, 2014 include the following:

- Fund 01 – Education Fund – Instruction – Fixed Charges – includes Ottawa Center annual rent of \$154,000 and semi/trailer leases for Truck Driver Training of \$26,500
- Fund 01 – Education Fund – Academic Support – Contractual Services – Blackboard annual fees \$73,411; library services \$10,686; and \$30,000 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 \$16,500; IT consulting services

from Burwood Group at \$45,965 for a network upgrade; and legal expenses of \$109,775.

- Fund 02 – Operations & Maintenance Fund – Contractual Services – includes \$56,675 to Daiken for annual chiller maintenance; \$12,375 to Thyssenkrupp for elevator maintenance; \$38,225 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; \$158,032 of equipment purchased with INAM grant funds, and \$29,000 of nursing department equipment purchased with donor funds.

Protection, Health & Safety Projects:

- Cultural Centre Sound System – project is complete
- Building A Air Handler/Chiller Replacement – bids are due January 27 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; waiting on CDB to issue Authorization to Proceed to contractor
- 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 – waiting on CDB to issue Authorization to Proceed to contractors
- ADA Parking Lot & Parking Lot #1 Repairs
 - Project is complete.

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 December 31, 2014

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Assets and Other Debits								
Cash and cash equivalents	\$ (29,097)	2,082,156	163,730	\$ 1,712,324	\$ 239,715			\$ 4,168,828
Investments	7,475,722	12,719,998	626,628	232,060	-			21,054,408
Receivables								
Property taxes	7,981,051	1,775,132	1,266,013	-	-			11,022,196
Governmental claims	-	50,392	-	-	27,501			77,893
Tuition and fees	2,244,033	476	-	21,704	-			2,266,213
Due from other funds	2,210,390	20,806	7,451		14,145			2,252,792
due from student groups	18,746							18,746
Bookstore inventories		-	-	420,820	-			420,820
Other assets	9,323	-	-	3,167	-		1,425,176	1,437,666
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	-				-		84,824	84,824
Other Debits	<u>\$19,910,168</u>	<u>\$16,648,960</u>	<u>\$ 2,063,822</u>	<u>\$ 2,404,487</u>	<u>\$ 281,361</u>	<u>\$61,020,335</u>	<u>\$ 1,510,000</u>	<u>\$ 103,839,133</u>

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 December 31, 2014

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Liabilities								
Accounts payable	\$ 3,036		\$ 5,424	\$ 16,457	\$ 6,864			\$ 31,781
Accrued salaries & benefits	1,432,138	19,338	-	17,895				1,469,371
Post-retirement benefits & other	127,667		-					127,667
Unclaimed property	1,659	401	-		41			2,101
Due to other funds	453,787	1,521,803		162,698	114,504			2,252,792
Due to student groups/deposits	-	-	-	-	159,952			159,952
Deferred revenue								-
Property taxes	3,991,866	887,865	633,222	-	-			5,512,953
Tuition and fees	-	-	-	-	-			-
Grants	-	-	-	-	-			-
Bonds payable	-	-	-	-	-		1,510,000	1,510,000
Total liabilities	<u>6,010,153</u>	<u>2,429,407</u>	<u>638,646</u>	<u>197,050</u>	<u>281,361</u>	<u>-</u>	<u>1,510,000</u>	<u>11,066,617</u>
Equity and Other Credits								
Investment in general fixed assets						61,020,335		61,020,335
Contributed capital								-
Retained earnings								-
Fund balance								-
Reserved for grant purposes		(149,345)						(149,345)
Reserved for building purposes		6,558,449						6,558,449
Reserved for debt service			1,425,176					1,425,176
Reserved for Liab., Prot., Sett.		3,060,865						3,060,865
Unreserved	<u>13,900,015</u>	<u>4,749,584</u>		<u>2,207,437</u>				<u>20,857,036</u>
Total equity and other credits	<u>13,900,015</u>	<u>14,219,553</u>	<u>1,425,176</u>	<u>2,207,437</u>	<u>-</u>	<u>61,020,335</u>	<u>-</u>	<u>92,772,516</u>
Total Liabilities, Equity and Other Credits	<u>\$19,910,168</u>	<u>\$16,648,960</u>	<u>\$ 2,063,822</u>	<u>\$ 2,404,487</u>	<u>\$ 281,361</u>	<u>\$61,020,335</u>	<u>\$ 1,510,000</u>	<u>\$ 103,839,133</u>

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

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Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2015 Revenues & Expenditures by Fund
 For the six months ended December 31, 2014

	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	\$ 15,239,448	\$ 2,011,075	\$ 1,452,844	\$ 1,234,299	\$ 6,970	\$ 1,186,644	\$ 4,606,956	\$ 238,752	\$ 35,310	\$ 26,012,298
Actual Expenditures	(9,703,342)	(1,082,779)	(539,584)	(1,248,044)	-	(1,721,357)	(5,054,441)	(509,630)	(28,700)	(19,887,877)
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	5,521,301	928,296	913,260	(13,745)	6,970	(596,127)	(477,290)	(270,878)	6,610	6,018,397
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 December 31, 2014	\$ 10,123,675	\$ 4,046,339	\$ 6,288,449	\$ 1,425,172	\$ 4,719,007	\$ 2,084,614	\$ (208,953)	\$ 3,060,868	\$ 30,576	\$ 31,569,747

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**Illinois Valley Community College District No. 513
Fiscal Year 2015 Budget to Actual Comparison
For the six months ended December 31, 2014**

	Annual Budget FY2015	Actual 12/31/14	Act/Budget 50.0%	Actual 12/31/13	Act/Budget 50.0%	Annual Budget FY2014
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 6,762,916	\$ 6,598,050	97.6%	\$ 6,619,159	99.6%	\$ 6,646,368
Corporate Personal Property Replacement Tax	798,556	235,315	29.5%	213,917	26.8%	798,556
TIF Revenues	381,000	269,580	70.8%	266,549	70.0%	381,000
Total Local Government	<u>7,942,472</u>	<u>7,102,945</u>	89.4%	<u>7,099,625</u>	90.7%	<u>7,825,924</u>
State Government:						
ICCB Credit Hour Grant	1,923,233	474,740	24.7%	473,820	24.6%	1,923,233
Equalization	50,000	8,333	16.7%	8,333	16.7%	50,000
Career/Technical Education Formula Grant	165,000	98,466	59.7%	92,819	56.3%	165,000
Other	-	-	0.0%	-	0.0%	-
Total State Government	<u>2,138,233</u>	<u>581,539</u>	27.2%	<u>574,972</u>	26.9%	<u>2,138,233</u>
Federal Government						
PELL Administrative Fees	10,000	-	0.0%	-	0.0%	10,000
Total Federal Government	<u>10,000</u>	<u>-</u>	0.0%	<u>-</u>	0.0%	<u>10,000</u>
Student Tuition and Fees:						
Tuition	7,399,631	6,494,546	87.8%	6,151,635	90.9%	6,766,042
Fees	966,527	817,766	84.6%	870,453	89.6%	971,730
Total Tuition and Fees	<u>8,366,158</u>	<u>7,312,312</u>	87.4%	<u>7,022,088</u>	90.8%	<u>7,737,772</u>
Other Sources:						
Public Service Revenue	413,960	207,380	50.1%	138,237	32.8%	421,850
Nongovernmental Gifts	40,000	-	0.0%	-	0.0%	1,048,000
Other	88,472	35,272	39.9%	36,107	211.2%	17,100
Total Other Sources	<u>542,432</u>	<u>242,652</u>	44.7%	<u>174,344</u>	11.7%	<u>1,486,950</u>
TOTAL EDUCATION FUND REVENUE	\$ 18,999,295	15,239,448	80.2%	14,871,029	77.5%	19,198,879
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	\$ 8,893,252	4,350,204	48.9%	4,179,024	49.2%	8,492,966
Employee Benefits	1,567,960	777,762	49.6%	760,883	49.6%	1,535,040
Contractual Services	140,588	33,430	23.8%	42,146	33.4%	126,219
Materials & Supplies	441,166	149,188	33.8%	153,571	38.1%	402,788
Conference & Meeting Expenses	70,829	15,928	22.5%	15,216	28.4%	53,514
Fixed Charges	219,500	180,726	82.3%	103,850	47.3%	219,700
Utilities	600	-	0.0%	312	62.4%	500
Capital Outlay	3,245	-	0.0%	121,496	12.1%	1,000,000
Other	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 11,337,140</u>	<u>\$ 5,507,238</u>	48.6%	<u>\$ 5,376,498</u>	45.4%	<u>\$ 11,830,727</u>

**Illinois Valley Community College District No. 513
Fiscal Year 2015 Budget to Actual Comparison
For the six months ended December 31, 2014**

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2015	Actual 12/31/14	Act/Budget 50.0%	Actual 12/31/13	Act/Budget 50.0%	Annual Budget FY2014
Academic Support:						
Salaries	\$ 672,958	\$ 317,764	47.2%	\$ 314,913	46.2%	\$ 681,604
Employee Benefits	134,630	71,698	53.3%	68,067	51.7%	131,760
Contractual Services	167,246	119,205	71.3%	143,309	86.8%	165,102
General Materials & Supplies	243,898	92,938	38.1%	268,845	88.3%	304,326
Conference & Meeting Expenses	11,885	1,250	10.5%	728	10.2%	7,115
Fixed Charges	-	300	0.0%	-	0.0%	-
Utilities	25,283	14,524	57.4%	13,166	26.0%	50,700
Capital Outlay	850	16,595	1952.4%	93,510	46.6%	200,763
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	1,256,750	634,274	50.5%	902,538	58.6%	1,541,370
Student Services:						
Salaries	1,194,194	567,712	47.5%	579,566	49.2%	1,177,829
Employee Benefits	296,852	146,440	49.3%	146,455	50.5%	290,105
Contractual Services	6,250	4,149	66.4%	3,078	60.4%	5,100
Materials & Supplies	53,560	20,084	37.5%	20,308	38.4%	52,895
Conference & Meeting Expenses	20,675	6,614	32.0%	4,952	32.7%	15,125
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	1,571,531	744,999	47.4%	754,359	49.0%	1,541,054
Public Services/Continuing Education:						
Salaries	445,953	257,151	57.7%	201,716	47.5%	424,443
Employee Benefits	51,932	34,301	66.0%	28,043	50.1%	55,924
Contractual Services	263,250	87,828	33.4%	89,454	32.3%	276,800
Materials & Supplies	85,025	36,051	42.4%	28,125	35.5%	79,175
Conference & Meeting Expenses	12,510	5,042	40.3%	7,524	75.5%	9,970
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	339	0.0%	498	0.0%	-
Total Public Services/Continuing Education	858,670	420,712	49.0%	355,360	42.0%	846,312
Institutional Support:						
Salaries	1,686,123	836,536	49.6%	852,405	51.0%	1,672,936
Employee Benefits	505,137	241,362	47.8%	255,964	54.3%	471,283
Contractual Services	535,329	423,319	79.1%	347,263	68.7%	505,516
Materials & Supplies	484,584	243,344	50.2%	498,456	89.3%	558,267
Conference & Meeting Expenses	66,900	10,714	16.0%	11,710	19.7%	59,305
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	11,228	5,577	49.7%	4,668	23.9%	19,500
Capital Outlay	751,280	386,434	51.4%	271,592	87.4%	310,829
Other	41,000	(834)	-2.0%	(7,141)	-18.8%	38,000
Provision for Contingency	77,203	-	0.0%	-	0.0%	-
Total Institutional Support	4,158,784	2,146,452	51.6%	2,234,917	61.5%	3,635,636
Scholarships, Grants and Waivers	588,700	249,667	42.4%	308,696	53.8%	574,200
TOTAL EDUCATION FUND EXPENDITURES	\$ 19,771,575	\$ 9,703,342	49.1%	\$ 9,932,368	49.7%	\$ 19,969,299
INTERFUND TRANSFERS - NET	\$ 751,280	\$ (14,805)	0.0%	\$ 15,000	0.0%	\$ -

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**Illinois Valley Community College District No. 513
Fiscal Year 2015 Budget to Actual Comparison
For the six months ended December 31, 2014**

	<u>Annual Budget FY2015</u>	<u>Actual 12/31/14</u>	<u>Act/Budget 50.0%</u>	<u>Actual 12/31/13</u>	<u>Act/Budget 50.0%</u>	<u>Annual Budget FY2014</u>
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,206,048	\$ 1,176,721	97.6%	\$ 1,212,701	99.3%	\$ 1,221,821
Corporate Personal Property Replacement Tax	140,921	41,526	29.5%	37,750	26.8%	140,921
TIF	127,000	89,860	70.8%	88,850	70.0%	127,000
Total Local Government	<u>1,473,969</u>	<u>1,308,107</u>	88.7%	<u>1,339,301</u>	89.9%	<u>1,489,742</u>
State Government:						
ICCB Credit Hour Grant	339,394	83,778	24.7%	84,086	24.8%	339,394
Total State Government	<u>339,394</u>	<u>83,778</u>	24.7%	<u>84,086</u>	24.8%	<u>339,394</u>
Student Tuition and Fees:						
Tuition	589,134	548,234	93.1%	718,679	130.4%	551,081
Total Tuition and Fees	<u>589,134</u>	<u>548,234</u>	93.1%	<u>718,679</u>	130.4%	<u>551,081</u>
Other Sources:						
Facilities Revenue	115,000	62,136	54.0%	57,865	46.7%	124,000
Investment Revenue	2,000	658	32.9%	1,433	71.7%	2,000
Non-Governmental Gifts & Grants	-	-	0.0%	-	0.0%	-
Other	-	8,162	0.0%	(46,905)	-	-
Total Other Sources	<u>117,000</u>	<u>70,956</u>	60.6%	<u>12,393</u>	9.8%	<u>126,000</u>
TOTAL OPERATIONS & MAINTENANCE FUND REVENUES	\$ 2,519,497	\$ 2,011,075	79.8%	\$ 2,154,459	86.0%	\$ 2,506,217

	<u>Annual Budget FY2015</u>	<u>Actual 12/31/14</u>	<u>Act/Budget 50.0%</u>	<u>Actual 12/31/13</u>	<u>Act/Budget 50.0%</u>	<u>Annual Budget FY2014</u>
OPERATIONS & MAINTENANCE FUND						
Operations & Maintenance of Plant:						
Salaries	\$ 858,848	\$ 396,974	46.2%	\$ 434,877	51.8%	\$ 840,042
Employee Benefits	266,394	130,283	48.9%	115,470	52.0%	221,972
Contractual Services	178,550	171,786	96.2%	119,251	53.5%	222,820
General Materials & Supplies	218,470	81,173	37.2%	108,323	43.3%	250,000
Conference & Meeting Expenses	1,725	281	16.3%	518	13.0%	4,000
Fixed Charges	66,250	68,458	103.3%	572	1.1%	52,500
Utilities	726,900	261,717	36.0%	272,705	34.3%	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>1,047,672</u>	35.2%	<u>1,070,092</u>	44.1%	<u>2,427,314</u>
Institutional Support:						
Salaries	49,556	20,766	41.9%	22,480	45.8%	49,065
Employee Benefits	9,665	6,739	69.7%	4,693	21.6%	21,738
Contractual Services	1,500	2,491	166.1%	-	0.0%	2,400
Materials & Supplies	3,601	901	25.0%	1,280	75.3%	1,700
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	5,000	4,210	84.2%	4,851	121.3%	4,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>69,322</u>	<u>35,107</u>	50.6%	<u>33,304</u>	42.2%	<u>78,903</u>
TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	\$ 3,049,497	\$ 1,082,779	35.5%	\$ 1,103,396	44.0%	\$ 2,506,217

Illinois Valley Community College District No. 513
 Fiscal Year 2015 Budget to Actual Comparison
 For the six months ended December 31, 2014

	Annual Budget FY2015	Actual 12/31/14	Act/Budget 50.0%	Actual 12/31/13	Act/Budget 50.0%	Annual Budget FY2014
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources						
Current Taxes	\$ 1,498,515	\$ 1,450,981	96.8%	\$ 1,354,472	99.4%	\$ 1,362,330
State Government Sources	2,000,000	-	0.0%	2,287,332	31.1%	7,350,000
Investment Revenue	8,000	1,863	23.3%	5,320	35.5%	15,000
Other Revenue	-	-	0.0%	-	0.0%	-
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	\$ 3,506,515	1,452,844	41.4%	3,647,124	41.8%	8,727,330
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Operations & Maintenance						
Contractual Services	\$ -	-	0.0%	-	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	3,500,000	539,584	15.4%	5,197,283	59.6%	8,727,330
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	\$ 3,500,000	539,584	15.4%	5,197,283	59.6%	8,727,330
INTERFUND TRANSFERS - NET	\$ 270,000	\$ 270,000		\$ -		\$ -

	Annual Budget FY2015	Actual 12/31/14	Act/Budget 50.0%	Actual 12/31/13	Act/Budget 50.0%	Annual Budget FY2014
BOND & INTEREST FUND						
Local Government Sources						
Current Taxes	\$ 1,266,316	\$ 1,233,716	97.4%	\$ 1,254,417	99.6%	\$ 1,258,919
Investment Revenue	3,500	583	16.7%	2,672	53.4%	5,000
TOTAL BOND & INTEREST FUND REVENUES	1,269,816	1,234,299	97.2%	1,257,089	99.5%	1,263,919
BOND & INTEREST FUND						
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%	
TOTAL BOND & INTEREST EXPENDITURES	\$ 1,266,925	\$ 1,248,044	98.5%	\$ 1,231,375	97.4%	\$ 1,263,919

Fiscal Year 2015 Budget to Actual Comparison

	Annual Budget FY2015	Actual 12/31/14	Act/Budget 50.0%	Actual 12/31/13	Act/Budget 50.0%	Annual Budget FY2014
WORKING CASH FUND						
Investment Revenue	\$ 25,000	\$ 6,970	27.9%	\$ 10,762	30.7%	\$ 35,000
TOTAL WORKING CASH REVENUES	25,000	6,970	27.9%	10,762	30.7%	35,000
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 six months ended December 31, 2014

	Annual Budget FY2015	Actual 12/31/14	Act/Budget 50.0%	Actual 12/31/13	Act/Budget 50.0%	Annual Budget FY2014
AUXILIARY ENTERPRISES FUND						
Service Fees	\$ 2,228,700	\$ 1,186,382	53.2%	\$ 1,317,936	53.3%	\$ 2,472,700
Other Revenue	-	40	0.0%	50	5.0%	1,000
Investment Revenue	4,500	222	4.9%	3,102	38.8%	8,000
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	<u>2,233,200</u>	<u>1,186,644</u>	53.1%	<u>1,321,088</u>	53.2%	<u>2,481,700</u>
AUXILIARY ENTERPRISES FUND						
Salaries	\$ 336,026	148,429	44.2%	163,699	48.2%	339,281
Employee Benefits	92,335	39,312	42.6%	45,918	48.5%	94,629
Contractual Services	45,050	18,676	41.5%	10,483	23.1%	45,300
Materials & Supplies	1,975,230	1,434,809	72.6%	1,483,300	74.2%	1,998,478
Conference & Meeting	26,456	8,569	32.4%	11,751	50.3%	23,363
Fixed Charges	45,150	8,524	18.9%	23,792	56.1%	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%	-	0.0%	111,500
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	<u>2,628,585</u>	<u>1,721,357</u>	65.5%	<u>1,738,943</u>	65.4%	<u>2,658,791</u>
Transfer In (Out)	<u>\$ (338,586)</u>	<u>\$ (61,414)</u>	0.0%	<u>\$ 61,414</u>	0.0%	<u>\$ -</u>

	Annual Budget FY2015	Actual 12/31/14	Act/Budget 50.0%	Actual 12/31/13	Act/Budget 50.0%	Annual Budget FY2014
RESTRICTED PURPOSES FUND						
State Government Sources	\$ 390,814	\$ 537,920	137.6%	\$ 93,977	26.0%	\$ 360,972
Federal Government Sources	6,765,584	3,739,406	55.3%	2,896,549	43.0%	6,743,340
Service Fees	3,000	6,865	228.8%	2,060	68.7%	3,000
Nongovernmental gifts or grants	60,000	-	0.0%	-	0.0%	-
Other Revenue	-	322,765	0.0%	35	0.2%	15,700
TOTAL RESTRICTED PURPOSES FUND REVENUES	<u>\$ 7,219,398</u>	<u>4,606,956</u>	63.8%	<u>2,992,621</u>	42.0%	<u>7,123,012</u>

	Annual Budget FY2015	Actual 12/31/14	Act/Budget 50.0%	Actual 12/31/13	Act/Budget 50.0%	Annual Budget FY2014
RESTRICTED PURPOSES FUND						
Instruction:						
Salaries	\$ 495,023	184,102	37.2%	214,517	44.1%	486,019
Employee Benefits	111,838	46,526	41.6%	51,571	44.6%	115,559
Contractual Services	75,830	56,066	73.9%	21,802	25.6%	85,284
Materials & Supplies	124,746	68,167	54.6%	25,323	17.6%	144,092
Conference & Meeting	63,266	14,986	23.7%	20,257	30.1%	67,273
Fixed Charges	-	-	0.0%	-	0.0%	500
Utilities	1,314	598	45.5%	-	0.0%	3,500
Capital Outlay	211,541	383,014	181.1%	18,849	8.9%	212,723
Other (P-16 Grant Waivers)	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 1,083,558</u>	<u>\$ 753,459</u>	69.5%	<u>\$ 352,319</u>	31.6%	<u>\$ 1,114,950</u>

Illinois Valley Community College District No. 513
 Fiscal Year 2015 Budget to Actual Comparison
 For the six months ended December 31, 2014

RESTRICTED PURPOSES FUND	Annual Budget FY2015	Actual 12/31/14	Act/Budget 50.0%	Actual 12/31/13	Act/Budget 50.0%	Annual Budget FY2014
Academic Support						
Salaries	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
Employee Benefits	-	-	0.0%	-	0.0%	-
Materials & Supplies	-	5,000	0.0%	2,150	0.0%	-
Conference & Meeting	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>-</u>	<u>5,000</u>	<u>0.0%</u>	<u>2,150</u>	<u>0.0%</u>	<u>-</u>
Student Services						
Salaries	187,602	89,620	47.8%	90,582	48.4%	187,260
Employee Benefits	68,484	33,833	49.4%	32,136	49.4%	65,102
Contractual Services	2,320	4,953	213.5%	2,190	66.0%	3,320
Materials & Supplies	5,400	1,444	26.7%	995	19.1%	5,200
Conference & Meeting	6,112	1,111	18.2%	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>142,261</u>	<u>49.1%</u>	<u>138,119</u>	<u>47.7%</u>	<u>289,557</u>
Public Service						
Salaries	152,530	86,798	56.9%	74,321	49.2%	151,098
Employee Benefits	34,845	19,832	56.9%	17,544	59.1%	29,701
Contractual Services	600	2,608	434.7%	1,280	256.0%	500
Materials & Supplies	2,275	1,240	54.5%	3,677	58.1%	6,330
Conference & Meeting	4,750	9,303	195.9%	8,398	105.9%	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>119,880</u>	<u>61.5%</u>	<u>105,611</u>	<u>53.7%</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	\$ 49,984	54.5%	\$ 52,891	58.0%	\$ 91,245
Total Institutional Support	<u>91,689</u>	<u>49,984</u>	<u>54.5%</u>	<u>52,891</u>	<u>58.0%</u>	<u>91,245</u>
Student grants and waivers (PELL & SEOG)	5,495,633	3,983,857	72.5%	2,719,226	49.6%	5,485,000
TOTAL RESTRICTED FUND EXPENDITURES	<u>7,155,798</u>	<u>\$ 5,054,441</u>	<u>70.6%</u>	<u>\$ 3,370,316</u>	<u>47.0%</u>	<u>\$ 7,177,312</u>
Transfer In (Out)	<u>\$ (15,000)</u>	<u>\$ (29,805)</u>	<u>0.0%</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>

Illinois Valley Community College District No. 513
 Fiscal Year 2015 Budget to Actual Comparison
 For the six months ended December 31, 2014

LIABILITY, PROTECTION, & SETTLEMENT FUND	Annual Budget FY2015	Actual 12/31/14	Act/Budget 50.0%	Actual 12/31/13	Act/Budget 50.0%	Annual Budget FY2014
Local Government Sources	\$ 260,808	\$ 243,745	93.5%	\$ 248,232	99.1%	\$ 250,473
Investment Revenue	25,000	(4,993)	-20.0%	9,884	32.9%	30,000
Other	-	-	0.0%	-	0.0%	-
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES	285,808	238,752	83.5%	258,116	92.0%	280,473

Fiscal Year 2015 Budget to Actual Comparison

LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	Annual Budget FY2015	Actual 12/31/14	Act/Budget 50.0%	Actual 12/31/13	Act/Budget 50.0%	Annual Budget FY2014
Operations & Maintenance of Plant						
Contractual Services	\$ 351,500	\$ 173,365	49.3%	\$ 138,693	39.5%	\$ 351,500
Material & Supplies	250	370	148.0%	112	112.0%	100
Conference & Meeting	500	282	56.4%	490	98.0%	500
Utilities	500	238	0.0%	255	0.0%	-
Total for Operations & Maintenance of Plant	\$ 352,750	\$ 174,255	49.4%	\$ 139,550	39.6%	\$ 352,100
Institutional Support						
Salaries	\$ 73,689	\$ 36,693	49.8%	\$ 37,812	53.3%	\$ 70,929
Employee Benefits	217,616	4,189	5.7%	6,417	2.7%	240,849
Contractual Services	29,000	6,235	21.5%	11,735	80.9%	14,500
Materials & Supplies	1,000	24	2.4%	682	24.8%	2,750
Conference & Meeting	-	-	0.0%	-	0.0%	-
Fixed Charges	361,500	288,234	79.7%	395,688	106.0%	373,250
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	682,805	335,375	49.1%	452,334	64.4%	702,278
TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	\$ 1,035,555	\$ 509,630	49.2%	\$ 591,884	56.1%	\$ 1,054,378

Fiscal Year 2015 Budget to Actual Comparison

AUDIT FUND	Annual Budget FY2015	Actual 12/31/14	Act/Budget 50.0%	Actual 12/31/13	Act/Budget 0.0%	Annual Budget FY2014
Local Government Sources	\$ 35,277	\$ 35,290	100.0%	\$ 34,918	100.1%	\$ 34,900
Investment Revenue	-	20	0.0%	1	0.0%	-
TOTAL AUDIT FUND REVENUES	35,277	35,310	100.1%	34,919	100.1%	34,900
AUDIT FUND						
Contractual Services	35,700	28,700	80.4%	32,900	94.3%	34,900
TOTAL AUDIT FUND EXPENDITURES	\$ 35,700	\$ 28,700	80.4%	\$ 32,900	94.3%	\$ 34,900

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**Illinois Valley Community College District No. 513
Fiscal Year 2015 Budget to Actual Comparison
All Funds
For the six months ended December 31, 2014**

<u>Department</u>	<u>Annual Budget FY2015</u>	<u>Actual 12/31/2014</u>	<u>Act/Budget 50.0%</u>	<u>Explanation</u>
President	\$ 320,600	\$ 160,216	50.0%	
Board of Trustees	16,000	12,642	79.0%	ICCTA Dues
Community Relations	399,207	175,889	44.1%	
Continuing Education	1,001,064	520,311	52.0%	
Facilities	6,380,175	1,802,051	28.2%	
Information Technologies	2,484,810	1,350,977	54.4%	
Academic Affairs	327,945	126,320	38.5%	
Academic Affairs (AVPCE)	1,130,619	600,379	53.1%	
Adult Education	486,555	242,587	49.9%	
Learning Technologies	676,994	341,916	50.5%	
Career & Tech Education Division	1,807,419	757,706	41.9%	
Natural Science & Business Division	2,258,167	1,129,040	50.0%	
Humanities & Fine Arts/Social Science Division	2,184,124	1,092,222	50.0%	
Health Professions Division	2,156,899	1,047,379	48.6%	
English, Mathematics, Education Division	2,527,729	1,262,572	49.9%	
Admissions & Records	382,679	197,567	51.6%	
Student Development	627,789	324,165	51.6%	
Student Services	154,530	33,430	21.6%	
Financial Aid	5,944,270	4,203,744	70.7%	Summer and fall PELL, SEOG & MAP
Athletics	240,349	102,994	42.9%	
TRiO (Student Success Grant)	289,918	142,261	49.1%	
Campus Security	350,650	173,948	49.6%	
Business Services/General Institution	2,283,856	1,760,804	77.1%	Annual bond payment
Risk Management	684,905	335,684	49.0%	
Tuition Waivers	588,700	249,666	42.4%	
Purchasing	98,229	56,204	57.2%	
Human Resources	130,065	55,105	42.4%	
Bookstore	2,199,721	1,553,623	70.6%	Books and supplies for fall and spring semester
Shipping & Receiving	69,322	35,107	50.6%	
Copy Center	136,742	41,368	30.3%	
Total FY14 Expenditures	<u>\$ 38,340,032</u>	<u>\$ 19,887,877</u>	51.9%	

Illinois Valley Community College
Statement of Cash Flows
for the Month ended December 31, 2014

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	TOTAL
Balance on Hand	\$ (213,940.82)	\$ 71,613.43	\$ 719,387.78	\$ 163,729.63	\$ 243,304.00	\$ (465,089.68)	\$ 424,694.12	\$ 5,026.45	\$ (5,616.15)	\$ 943,108.76
Total Receipts	1,122,465.61	68,593.56			1,468,237.37	63,956.00				2,723,252.54
Total Cash	908,524.79	140,206.99	719,387.78	163,729.63	1,711,541.37	(401,133.68)	424,694.12	5,026.45	(5,616.15)	3,666,361.30
Due To/From Accts	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	1,500,000.00	470,000.00	730,000.00	-	-	50,000.00	-	-	250,000.00	3,000,000.00
Expenditures	(2,297,376.29)	(154,810.24)	(212,965.35)		(173,032.54)	(136,887.92)	-	-	(73,995.07)	(3,049,067.41)
ACCOUNT BALANCE	111,148.50	455,396.75	1,236,422.43	163,729.63	1,538,508.83	(488,021.60)	424,694.12	5,026.45	170,388.78	3,617,293.89
Deposits in Transit	(131,693.72)									(131,693.72)
Outstanding Checks	63,623.56									63,623.56
BANK BALANCE	43,078.34	455,396.75	1,236,422.43	163,729.63	1,538,508.83	(488,021.60)	424,694.12	5,026.45	170,388.78	3,549,223.73
Certificates of Deposit	-	-	-	-	-	-	2,394,048.28	-	2,100,000.00	4,494,048.28
Illinois Funds	5,159,028.75	2,316,693.58	2,714,074.85	626,627.93	232,059.72	220,566.88	1,900,264.24	7,388.46	682,037.54	13,858,741.95
CDB Trust Fund CTC			1,619,695.69							1,619,695.69
Bldg Reserve-ILLFund			1,083,112.83							1,083,112.83
Total Investment	\$ 5,159,028.75	\$ 2,316,693.58	\$ 5,416,883.37	\$ 626,627.93	\$ 232,059.72	\$ 220,566.88	\$ 4,294,312.52	\$ 7,388.46	\$ 2,782,037.54	\$ 21,055,598.75

LaSalle State Bank	\$ 642,093.93
Centrue Bank	<u>2,907,129.80</u>
	<u>\$ 3,549,223.73</u>

Respectfully submitted,

Cheryl Roelfsema

Cheryl Roelfsema
Vice President for Business Services & Finance/Treasurer

ILLINOIS VALLEY COMMUNITY COLLEGE
 INVESTMENT STATUS REPORT
 December 31, 2014

<u>DUE</u>	<u>Education</u>	<u>Oper & Maint</u>	<u>O&M Restricted</u>	<u>Bond & Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection & Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
3/26/2015							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'
Total CD	-	-	-	-	-	2,394,048	2,100,000	4,494,048				

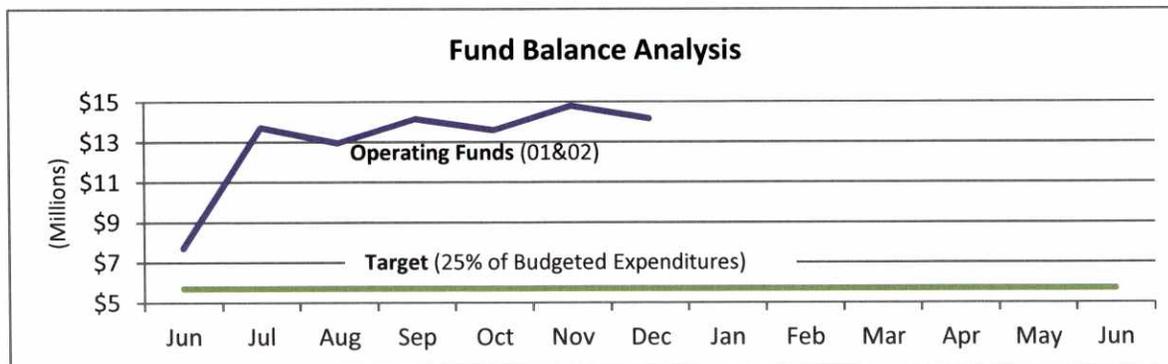
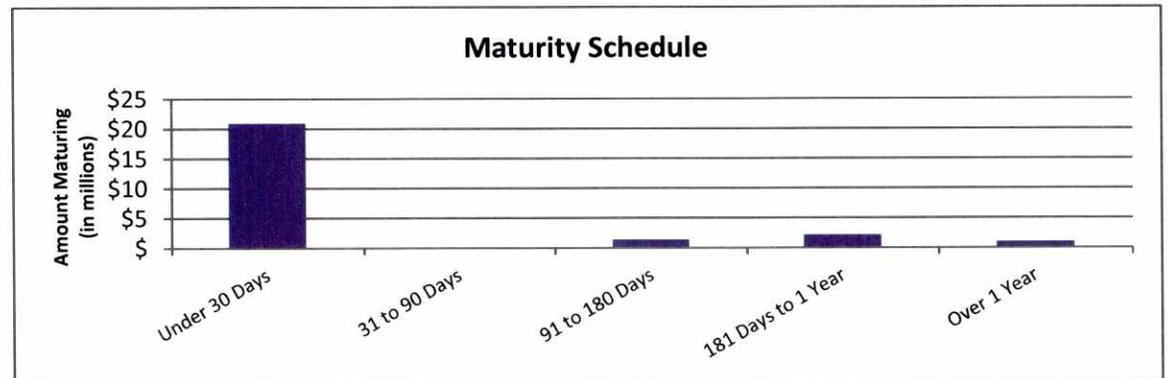
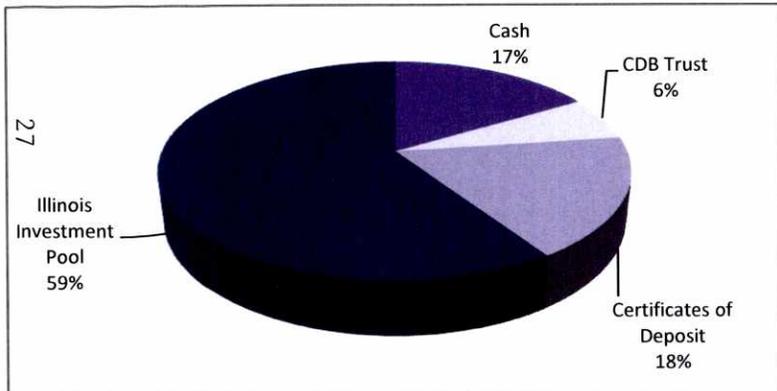
CB	Centrue Bank	MB	Marseilles Bank
HBT	Heartland Bank and Trust	MBS	Multi-Bank Securities, Inc.
FSB	First State Bank of Mendota	MSB	Midland State Bank
HNB	Hometown National Bank	NCB	North Central Bank - Ladd
LSB	LaSalle State Bank	PFS	Peru Federal Savings

** Current IL Funds interest rate: 0.010%

**Illinois Valley Community College District No. 513
Investment Status Report
All Funds
December 31, 2014**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	16.6%	\$ 4,182,393	0.34%
CDB Trust	6.4%	1,619,696	0.10%
Certificates of Deposit	17.8%	4,494,048	0.71%
Illinois Investment Pool	59.2%	14,941,855	0.01%
Total		\$ 25,237,992	0.29%

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds (US Bank)	\$ 14,941,855			\$ 14,941,855	59%
Centrue Bank			3,320,651	3,320,651	13%
North Central Bank		1,000,000		1,000,000	4%
Heartland Trust Acct			1,619,696	1,619,696	6%
LaSalle State Bank			618,541	618,541	2%
First State Bank		1,000,000		1,000,000	4%
Multi Bank Securities		1,244,048		1,244,048	5%
Heartland Bank			243,201	243,201	1%
Marseilles Bank		1,250,000		1,250,000	5%
	\$ 14,941,855	\$ 4,494,048	\$ 5,802,089	\$ 25,237,992	100%



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\$5,000 and Over Disbursements

12/01/14 - 12/31/14

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
716010	12/03/14	0108916	CCIC	\$ 275,738.32	Health Insurance (December)
716019	12/03/14	0104200	D.J. Sickley Construction Co.	110,236.78	Cultural Center Sound System*
716040	12/03/14	0000001	Illinois Valley Community College	30,000.00	Rental Book Refunds
716041	12/03/14	0000001	Illinois Valley Community College	24,000.00	Rental Book Refunds
716042	12/03/14	0000001	Illinois Valley Community College	10,000.00	Rental Book Refunds
716077	12/04/14	0190646	CNE Gas Division, LLC	11,853.20	Natural Gas-October
716092	12/05/14	0082897	SURS	46,000.75	Payroll (12/04/14)
ACH	12/05/14		Internal Revenue Service	66,619.68	Federal Payroll Taxes (12/04/14)
ACH	12/05/14		Illinois Department of Revenue	21,604.33	State Payroll Taxes (12/04/14)
ACH	12/05/14		VALIC Retirement Services	13,385.46	403(b) & 457(b)Payroll (12/04/14)
716096	12/12/14	0059791	Airgas USA LLC	40,950.25	Lincoln Electric Virtual Welders (INAM Grant)
716098	12/12/14	0001369	Ameren Illinois	28,835.01	Electricity (10/09/14-11/09/14)
716112	12/12/14	0142736	Central Illinois Trucks, Inc.	5,400.08	Truck & Trailer Lease & Maintenance
716131	12/12/14	0181795	G4S Secure Solutions (USA) Inc.	33,417.99	Security Services (October)
716148	12/12/14	0005259	ICCTA	5,610.00	FY15 Dues/2nd Half
716171	12/12/14	0000948	Nebraska Book Co., Inc.	21,248.55	Books for Resale
716207	12/12/14	0081443	American Express	16,110.44	CDW Government, Inc., Cengage Learning Inc., Elsevier Science, Elsevier, Inc., Goodheart-Willcox Company, Inc., McGraw Hill Publishing, Pearson Education, Inc.
716208	12/16/14	0195549	Heartland Bank and Trust	1,117,948.00	CDB Trust Account Deposit
716222	12/18/14	0082897	SURS	47,692.29	Payroll (12/18/14)
ACH	12/18/14		Internal Revenue Service	68,747.43	Federal Payroll Taxes (12/18/14)
ACH	12/18/14		Illinois Department of Revenue	22,181.92	State Payroll Taxes (12/18/14)
ACH	12/18/14		VALIC Retirement Services	13,255.60	403(b) & 457(b)Payroll (12/18/14)
716233	12/18/14	0147539	Anaca Technologies Ltd.	7,935.00	Career Cruising Software Renewal (Carl Perkins Grant)
716240	12/18/14	0126547	Basalay, Cary, & Alstadt Architects	27,027.53	Building "A" Chiller/Air Handler Replacement,* Cultural Center Sound System*
716248	12/18/14	0108962	Carquest	5,317.35	Auto Shop Supplies
716251	12/18/14	0132827	Chamlin & Associates, Inc.	5,597.00	ADA parking lot design
716259	12/18/14	0104200	D.J. Sickley Construction Co.	76,244.97	Cultural Center Sound System*
716276	12/18/14	0181795	G4S Secure Solutions (USA) Inc.	29,238.44	Security Services (November)
716348	12/18/14	0001927	Walter J Zukowski & Associates	46,483.25	Legal Services

\$ 2,228,679.62

*Protection, Health, & Safety (PHS) Projects

Stipends For Pay Period 11/29/14

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Bias, Timothy J.	MBL Tour and Feedback	09/25/14	09/25/14	11/29/14	ST	\$100.00	014210331051320			
Boyle- Bruch, Ida L.	Food Service Sanitation	11/15/14	11/22/14	11/29/14	ST	\$500.00	014110394151320	CEU-1503-11	Food Service Sanitation	
Engstrom, Norman B.	Voice Lessons / 8	10/24/14	11/21/14	11/29/14	ST	\$256.00	011120650051340	MUP-2001-01	Applied Music Vocal	
Fay, Kevin M.	Assistant Coach Men's Basketball	11/20/14	04/09/15	04/18/15	ST	\$4,400.00	056430360251900			
Fiorentini, Jo Ellen	Art of Tree Decorating	11/18/14	11/18/14	11/29/14	ST	\$75.00	014110394151320	HLR-4401-311	The Art of Tree Decorating	
Freed, Timothy D.	Soup A Great Winter Meal	11/12/14	11/19/14	11/29/14	ST	\$350.00	014110394151320	HLR-3705-311	Soup A Great Winter Meal	
Hardy, Tina L.	AFDA Module	11/14/14	11/14/14	11/29/14	ST	\$75.00	011120080151900			
Herman, Christopher W.	Meal Reimbursement	11/06/14	11/06/14	11/29/14	MI	\$4.27	013830030055211			
Inman, Leah J.	Introduction to Shutterfly	11/05/14	11/12/14	11/29/14	ST	\$100.00	014110394151320	CEX-4617-311	Introduction to Shutterfly	
Jenrich, Chuck	ZIPPAK TEE Group US SILICA	11/11/14	11/25/14	11/29/14	ST	\$2,500.00	014210331051320	CEU-8250-11	Adapting To Change	
Johnson, Laura E.	Hot Glass Experience II	11/08/14	11/08/14	11/29/14	ST	\$160.00	014110394151320	HLR-2772-411	Hot Glass Experience II	
Kreier, Rodney J.	MBL Tour and Feedback	09/25/14	09/25/14	11/29/14	ST	\$100.00	014210331051320			
Krischel, Susan R.	Deep Tissue Massage	11/21/14	11/21/14	11/29/14	ST	\$395.00	014110394151320	CPD-3146-11	Demystifying Deep Tissue Massage	
Leadingham, Paul	MBL Tour and Feedback	09/25/14	09/25/14	11/29/14	ST	\$100.00	014210331051320			
Nadolny, Ronald R.	Retro Pay FY 15	08/10/14	11/29/14	11/29/14	ST	\$40.50	011320410051320			
Neubauer, Michael P.	Allegion Company	11/06/14	11/20/14	11/29/14	ST	\$1,200.00	014210331051320	CEU-8006-11	Dynamic Supervision	
Oldaker, Adam G.	AFDA Module	11/14/14	11/14/14	11/29/14	ST	\$75.00	011120080151900			
Panizzi, Gerald W.	LC Driver Improvement #954	11/22/14	11/22/14	11/29/14	ST	\$187.50	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Pierog, Corinne M.	Non-Profit All Day Seminar	11/13/14	11/13/14	11/29/14	ST	\$500.00	014110394151320	CEU-8415-11	Non-Profit All Day Seminar	
Rios, Luis D.	Retro Pay FY 15	08/10/14	11/29/14	11/29/14	ST	\$34.13	011320410051320			
Roach, Josh J.	Retro Pay FY 15	08/10/14	11/29/14	11/29/14	ST	\$119.63	011320410051320			
Sack, Jane E.	56 Sessions	08/04/14	08/13/14	11/29/14	ST	\$3,795.44	013230030851540			
Sramek, Katherine L.	Mileage Reimbursement	07/03/14	07/31/14	11/29/14	ML	\$19.22	011120110055211			
Stacy, Stephanie	Fall Into Autumn Wreath Making	09/20/14	11/22/14	11/29/14	ST	\$62.00	014110394151320	HLR-5233-409	Fall Into Autumn Wreath Making	
Stacy, Stephanie	Creating a Winter Container	09/20/14	11/22/14	11/29/14	ST	\$62.00	014110394151320	HLR-5218-411	Creating a Winter Container	

29

Stipends For Pay Period 11/29/14

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Story, Michelle M.	AFDA Module	09/27/14	09/27/14	11/29/14	ST	\$75.00	011120080151900			
Urban-Bollis, Jill L.	Meal Reimbursement	11/14/14	11/14/14	11/29/14	MI	\$10.00	011120910055212			
Wedekind, Ralph A.	Clothing Reimbursement	11/29/14	11/29/14	11/29/14	TF	\$49.99	027210472052900			
Winn, Christopher D.	Retro Pay FY 15	08/10/14	11/29/14	11/29/14	ST	\$52.13	011320410051320			
TOTAL						15,397.81				


 Cheryl Roelfsema
 Vice President of Business Services and Finance

 12/10/14
 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

Truck Driver Training Tractor and Trailer Lease Extension

The current Truck Driver Training tractor and trailer lease expires on January 31, 2015. The request for bids included the option to renew the lease for one additional year. The lessor, Central Illinois Trucks, has agreed to continue the tractor lease at \$3,856 per month, plus 14 cents per mile.

Central Illinois Truck has leased the trailers to us on behalf of PAL at a monthly rate of \$285 per trailer plus four cents per mile. They no longer want to continue this lease, but PAL will lease directly to IVCC at a monthly rate of \$260 per trailer with IVCC being responsible for the maintenance costs.

Recommendation:

- 1) **The administration recommends Board approval 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.**
- 2) **The administration recommends Board approval to lease two (2) 2003 Hyundai trailers from PAL at \$520 per month.**

Quality-Based Selection of an Architect

Under Public Law 85-854 (50 ILCS 510) community colleges are required to select architects, engineers, or land surveyors on demonstrated competence and qualifications for the type of services required. This statute mandates that a specific process and criteria (quality-based selection) be used when making a selection for locally funded capital projects.

Procedures:

- 14-day advance notice published with a description of services to be procured;
- Prequalification – firms need to be prequalified with the Capital Development Board;
- Evaluation – a committee reviews applications submitted by A/E firms. Evaluation criteria could include:
 - Prequalification status
 - Proximity to site
 - Appropriate staff experience
 - Ability to meet work schedule
 - Prior identical or similar work
 - Proposed use of MBE/FBE consultations (minority and female owned businesses)
 - Prior performance
 - Appropriate disciplines on staff
 - Quality of consultants
 - Prior work at same location
 - MBE/FBE status
- Selection Procedures – based on evaluations, discussions, and presentations, the committee must select the three most qualified firms and rank them in order of qualifications. The district then contacts the most preferred firm to negotiate a contract at fair and reasonable compensation;
- Contract Negotiations – A written scope of services will be used for the basis of all contract negotiations.

The College has not solicited Requests for Qualifications from architects since February 2004. With the completion of the Community Instructional Center project and no other building projects in the near future, the timing is good to review qualifications for an architect of record.

The College's current architect, Basalay, Cary and Alstadt would remain the architect for all currently approved Protection, Health and Safety projects and Phase 3.

Recommendation:

The administration seeks authorization to proceed with the Quality-Based Selection process with architectural firms.

REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL SERVICES



ILLINOIS VALLEY
COMMUNITY COLLEGE

ILLINOIS VALLEY COMMUNITY COLLEGE
DISTRICT No. 513
815 North Orlando Smith Road
Oglesby, IL 61348

**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL SERVICES**

INSTRUCTIONS AND SPECIFICATIONS

Illinois Valley Community College will receive sealed requests for qualifications for a qualified architectural firm in Purchasing, Illinois Valley Community College, 815 North Orlando Smith Road, Room C342, Oglesby, IL 61348.

**ALL REQUESTS FOR QUALIFICATIONS MUST BE ENCLOSED IN SEALED ENVELOPES MARKED:
"ARCHITECTURAL SERVICES RFQ"**

DATE: _____

TIME: _____

Illinois Valley Community College reserves the right to accept or reject any and all requests for qualifications or to waive technicalities, or to accept any item of any request for qualification. Information is available from the Director of Purchasing, Illinois Valley Community College, 815 North Orlando Smith Road, Oglesby, IL 61348; telephone 815-224-0417; email: purchasing@ivcc.edu. Please call Scott Curley, Director of Facilities, 815-224-0301, for an appointment to tour the campus.

The following are dates and times to schedule appointments: _____

The documents constituting component parts of the request for qualifications are the following:

- I. General Information
- II. Anticipated Services
- III. Firm History and Background
- IV. Educational Experience
- V. Financial/Legal
- VI. Questions
- VII. Submission Data
- VIII. Non-Discrimination
- IX. Selection Process and Guidelines

I. GENERAL INFORMATION

Illinois Valley Community College (IVCC) invites submittals for qualified architectural/engineering firms to provide services for various college projects.

Only firms which meet the following qualifications will be considered for selection:

- 1. Licensed to practice architecture in Illinois.
- 2. Pre-qualified with the State of Illinois Capital Development Board.
- 3. Experienced in design/planning for educational projects.

Firms submitting statement of qualifications shall further submit current documentation verifying pre-qualification with the Illinois Capital Development Board and include a current statement of qualifications and performance data (CDB Standard Form 255).

II. ANTICIPATED SERVICES

1. Facility condition assessment
2. Feasibility studies
3. Preparing Protection, Health, and Safety (PHS) applications
4. Master planning
5. Space programming
6. Project scheduling
7. Estimates of probable construction costs
8. LEED certification assistance
9. Bidding and constructions contract negotiations
10. Construction administration

Projects consist primarily of renovations to existing facilities and site improvements, but may include new construction and additions.

Surveying, geotechnical, and environmental services will be provided by the architect through either in-house services or through the use of consultants or subcontractors for most projects. However, the College will reserve the right to enter into separate agreements for those professional services.

III. FIRM HISTORY AND BACKGROUND

Please provide a written narrative on your firm, including, but not limited to:

1. Size of firm, including number of design professionals and annual volume of architectural/engineering work performed over the past three years.
2. Scope of services customarily provided to clients. List the number of current educational clients and longevity of relationship with them.
3. List education design awards received in the last three years and include letters of recommendation from educational clients.
4. Overall organizational chart graphically depicting the staff assigned to the project for each phase of the project.
5. Resume of key professional staff who would be committed to College projects.
6. Identify any current Long Term Agreements (LTAs) with other firms, if you are not a full service firm. Include longevity of LTA and type of services provided (civil, mechanical, etc.).

IV. EDUCATIONAL EXPERIENCE

Please provide information on your firm's experience on educational projects over the past five years. Please include client name, title, project description, and project name.

V. FINANCIAL/LEGAL

Please submit the following information:

1. Banking
Name, titles, and phone numbers
2. Legal
A listing and brief description of all legal action for the past three years in which the team (or any team member) has been: a debtor in bankruptcy; a defendant in a lawsuit for deficient performance under a contract; a defendant in an administrative action for the deficient performance on a project; or a defendant in any criminal action.
3. Insurance
General liability carrier and policy limits
Workers' compensation carrier
Proof of errors and omissions insurance

VI. QUESTIONS

Please prepare written response to the following questions:

1. If you are not a full service firm, discuss how you select and integrate into your processes electrical engineers, mechanical engineers, civil engineers, landscape architects, and interior designers.
2. In the past, the College has used various outside consultants to put together a "Resource Allocation Management Program" (RAMP) to submit to the Illinois Community College Board for various new buildings. Discuss your experience in this process or how you would gain knowledge to prepare a "RAMP" document.
3. One of the near-term projects is the College Master Plan. Discuss your processes from planning to completion of the master plan. Provide examples of master plans your firm has created for other colleges.
4. Discuss your experience with and knowledge thereof "LEED certification," "Green Buildings," and/or "green" applications of products. Discuss new and innovative construction design products and engineering you have used in the last two years. Please describe how your firm researches and seeks out new designs/new products. Do you have staff dedicated to such research?

5. Specifications often list certain manufacturers required to meet design parameters. How do you determine this? How do you evaluate a new product and incorporate it into your specifications?
6. Change orders – How do you evaluate change orders? Discuss your process. What do you include in specifications in regards to change orders?
7. What do you require from a contractor before you release final payment?
8. Please describe your process to evaluate and manage construction situations whereby the specification is not achieved and contractor's position is that the specification is achieved and believes additional monies are due.
9. Please describe your process and ability to be timely for weekly progress meetings and support additional meetings with upper management regarding future projects.
10. What is your firm's proximity to IVCC?

VII. SUBMISSION DATA

Four copies of the response are to be submitted no later than:

DATE: _____

TIME: _____

Submit responses to:
 Illinois Valley Community College
 Purchasing Department
 815 North Orlando Smith Road
 Oglesby, IL 61348

Caution: Late responses will not be accepted. Any responses received after the designated due date and time will be returned unopened. If responses are delivered by mail or messenger, the respondent shall be responsible for their delivery before the due date and time. All materials submitted become the property of IVCC and any requirement of the respondent prohibiting publication of the materials submitted with a proposal may disqualify the respondent.

Any material misrepresentations made by the respondent will void the proposal response and eliminate the respondent from further consideration. IVCC reserves all rights with regard to this solicitation.

VIII. NON-DISCRIMINATION

In conjunction with the performance work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment of compensation, and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by contracting officer setting forth the provisions of the Non-Discrimination Clause.

IX. SELECTION PROCESS AND GUIDELINES

Illinois Valley Community College will appoint an Architectural/Engineering Selection Committee whose responsibility it will be to recommend to the Board of Trustees an Architectural/Engineering firm to provide services to the College following the Qualifications – Based Selection (QBS) process. The Architectural/Engineering Selection Committee will endeavor to short-list three to five firms from among those responding to the RFP. The selection committee will be made up of a variety of stakeholders.

Evaluation Criteria

1. Firm's qualifications, including disciplines on staff
2. Design capability and experience
3. Proximity and workload of firm (ability to meet time commitment)
4. Past record of meeting project budgets
5. Familiarity with similar infrastructure/type of facility
6. Implementation of emerging technologies
7. Client references
8. Other

Each firm will be contacted for a personal interview with the Selection Committee and other IVCC personnel as appropriate. The interview will not exceed 90 minutes, and each of the short-listed firms will be given a minimum of two weeks to prepare for the interview. All interviews may be conducted on the same day. A significant amount of time during each interview will be allotted for the Selection Committee to ask questions of firms participating in the interview process. Following the interviews, the short-listed firms will be ranked by preference. Final selection will be determined following successful negotiations with the preferred architectural firm following the QBS process. The Selection Committee will then recommend to the Board of Trustees the preferred architectural firm to become the College's Architect of Record.

This request for qualifications was advertised in the NewsTribune and The Times on

Tentative Schedule

1. Tours on _____ ; call for reservation
2. Proposal due
3. Notification of finalists
4. Interviews on
5. Review with selected architects
6. Presented to IVCC Board of Trustees on

**ILLINOIS VALLEY COMMUNITY COLLEGE
815 North Orlando Smith Road
Oglesby, IL 61348**

**REQUEST FOR QUALIFICATIONS FOR
AN INSTITUTIONAL ARCHITECT**

Name of Individual/Partnership/Corporation/Company/Entity

Name of Preparer (please print or type)

Title

Signature

Date

Attesting Signature (required of corporations)

Title

Date

Business Address

City

State

Zip

Telephone Number

Fax Number

Email Address

Federal Employee Identification Number (FEIN)

NOTICE: Rubber-stamped or typed signatures will disqualify your proposal.

	Firm's qualifications, including disciplines on staff	Design capability & experience	Proximity and workload of firm (ability to meet time commitment)	Past record of meeting project budgets	Familiarity with similar infrastructure /type of facility	Implementation of emerging technologies	Client references	Other	Weighted Average
	20%	20%	10%	10%	10%	10%	10%	10%	100%
Candidate 1									
Candidate 2									
Candidate 3									
Candidate 4									
Candidate 5									

Approval of AAS Degree in Engineering Technology

Current shortages of as many as 600,000 skilled workers nationwide are being reported by manufacturers and manufacturing industry groups and analysts including the National Association of Manufacturers, The Manufacturing Institute, and the Society of Manufacturing Engineers. Even larger looming shortages are predicted, due, to a significant degree, to pending retirements. This AAS degree in Engineering Technology will (1) prepare students for entry-level employment in a high-performance, technologically advanced production job in all sectors of manufacturing, (2) provide them with skills in one of nine specialized fields (wind energy technician, computer numerical control, industrial maintenance, industrial electrician, welding production, machinist and tool and die making, architectural/civil CAD, mechanical/electronic CAD computer aided drafting, or HVAC), and, (3) prepare them for 2 + 2 transfer to state universities (under agreements to be negotiated).

Graduates will have enhanced employment options as a result of earning TWO nationally portable, industry-recognized credentials: ANSI-accredited Manufacturing Skills Standards Council (MSSC) certification as a Certified Production Technician and OSHA 10-Hour General Industry.

This degree was developed as a direct result of our most recent National Science Foundation grant and the current iNAM (Department of Labor TAACCCT) grant. Jamie Gahm, Jim Gibson, and Sue Isermann have worked with members of eight different program advisory committees to develop this proposed “stackable” credential.

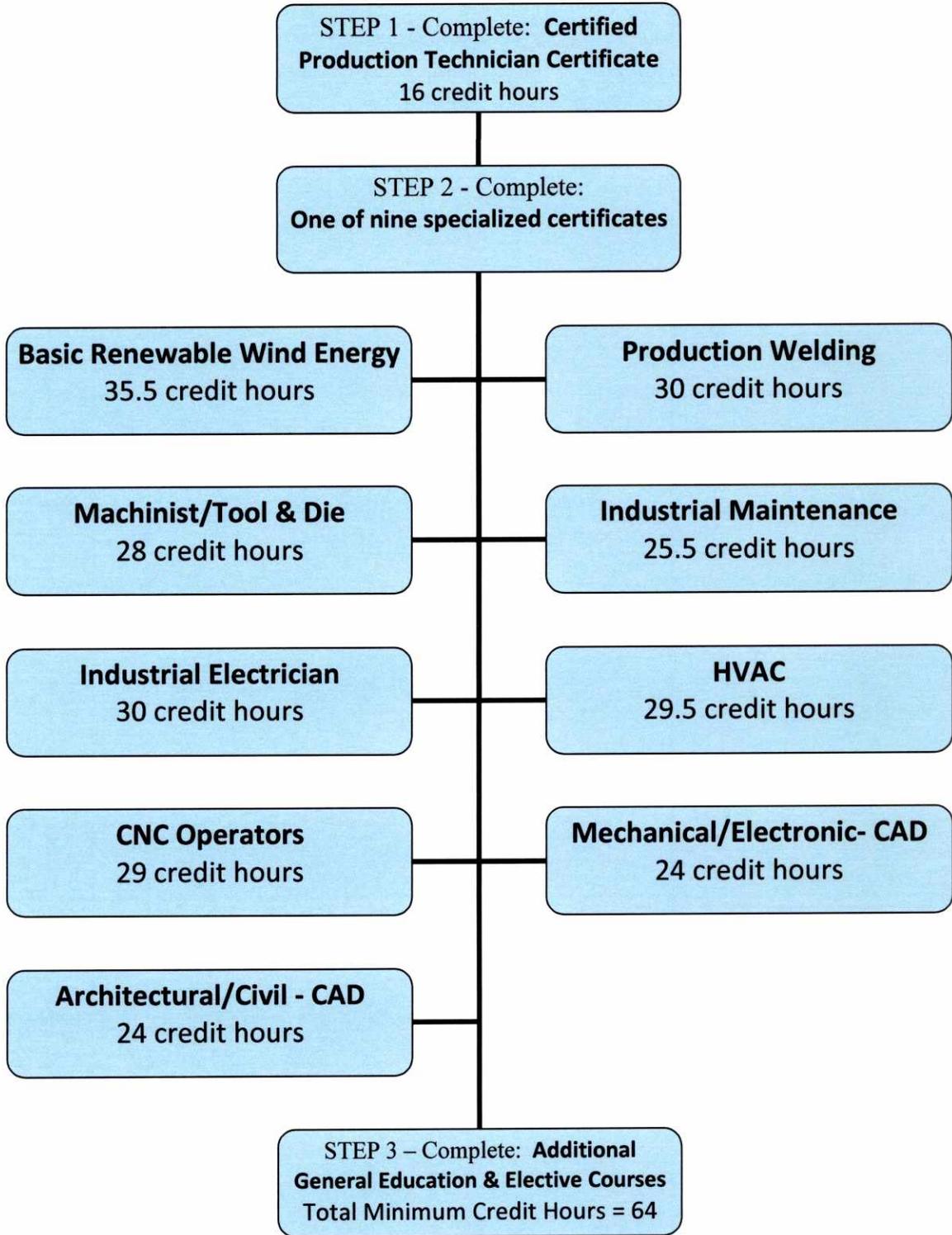
This degree features the “Earn as You Learn” model as promoted by the iNAM grant. A student first completes the CPT Certificate, “learning” basic skills and knowledge required for entry-level production manufacturing employment in less than 5 months. Then he/she is eligible to obtain employment and start “earning,” possibly with one of the 15 endorsers of the CPT program. Then the student can take advantage of the opportunity to keep “learning” and advance his/her career by then completing one of the specialized manufacturing related certificate programs followed by the AAS degree.

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

Recommendation:

Approve the Associate of Applied Science Degree in Engineering Technology as presented.

Proposed AAS in Engineering Technology



Purchase Request – Consulting Services for Cell Phone DAS Vendor Selection and Wi-Fi Network Infrastructure Upgrade

The administration requests authorization to proceed with purchasing consulting services from the Burwood Group for DAS (Distributed Antenna System) Vendor Selection and for upgrading the Wi-Fi network infrastructure.

Tablets and cellular telephones have become nearly ubiquitous on college campuses. Students, faculty and staff use them for educational, work and personal purposes. They view poor cell phone and Wi-Fi availability in campus buildings as a major security concern. Educators realize that seamless wireless communications that allows administrators to maintain contact with faculty, students, and staff is paramount for the safety and well-being of all during emergency situations.

Dense building materials, older construction, large complex facility footprints and high-performance glass make it very difficult to get a usable cellular signal in many of IVCC's buildings (350,000 ft²). The solution to this is to install a campus-wide indoor cellular distributed antenna system (DAS). Selection of the DAS that is appropriate for IVCC is an involved process involving hardware manufacturers and the various cellular providers. The Burwood Group will facilitate this process and make selection recommendations to the college.

The Community Technology Center is the only campus building with complete Wi-Fi coverage. A site survey is required to determine the type, number and the optimum distribution of Wi-Fi access devices that will allow for complete Wi-Fi coverage in the other IVCC campus buildings.

The Burwood Group has provided network-related services to the college numerous times in the past. Their familiarity with IVCC and our systems allows them to minimize the cost of their services and to recommend solutions that enhance the IVCC technology infrastructure.

This purchase is exempt from bidding (110 ILCS 805/3-27.1-f) and will be paid from the IT fund balance (Auxiliary Funds).

Burwood Group Consulting and Services for Cell Phone DAS Vendor Selection and Wi-Fi Network Upgrade Projects	\$51,500
Estimate of out-of-pocket expenses for travel, accommodations, project supplies, etc.	\$2,000
Estimated total cost	\$53,500

Recommendation:

The administration recommends Board approval 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.

Authorization for Destruction of Verbatim Recordings of Closed Session Meetings

In accordance with the Open Meetings Act, a verbatim record has been kept of all meetings of the Board of Trustees of Community College District 513 that are closed to the public since May 15, 2012. The verbatim record is in the form of an audio recording. The audio tape recording of closed sessions is not subject to Board approval, nor is it open for public inspection or subject to discovery in any proceeding other than a court action to enforce the Open Meetings Act.

Furthermore, in accordance with the law, Dr. Jerry Corcoran has authorized for destruction the tape recordings of closed meetings that meet the following criteria:

1. A verbatim record exists;
2. At least 18 months have passed since the date of the meeting;
3. The Board of Trustees has approved the written minutes of the closed meeting as to form, regardless of whether the minutes have been released for public review; and,
4. There is no lawsuit pending regarding the legality of the closed session.

Recommendation:

That the Board adopts the following resolution:

“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.”

November 20, 2014

Edith Weise
971 Innsbruck Lane
Princeton, IL 61356

Robyn Schiffman
EME Dean
Illinois Valley Community College
Oglesby, IL 61348

Dr. Schiffman:

It has been brought to my attention that I must resign from part-time English teaching at IVCC due to my drawing a SURS annuity and having accepted two courses to teach this fall. It had been my understanding from a phone conversation with a SURS representative that I could do so, but according to HR Director Glenna Jones, that is evidently not the case. When I accepted the second class, which was at the Ottawa campus, I understood that there was difficulty in finding a teacher for ENG 0900-600. Even though it meant a two-hour drive roundtrip from my home to teach a 50 minute class three times a week, I thought I was doing a service for the IVCC English Department as well as the students who had signed up for the class. But regardless of intent, I ended up with the two classes this semester. This then is my requested letter of resignation.

Also, I have a question about reimbursement for travel expenses. When I taught ENG 1001 at Mendota High School, I received mileage money. I have asked, but have not heard from anyone, whether I will receive mileage for the extra miles to Ottawa. I understand the other teachers there are receiving mileage from IVCC to Ottawa.

Thank you for your attention to these issues.

Sincerely,



Edith Weise

Dr. Schiffman discussed with Edith the pay structure for part-time faculty on Tuesday, November 24, 2014. Edith was made aware of the procedure and she understood the decision. As to continuing to teach after retiring and receiving an annuity, SURS does not make the decision but administers the penalty if an annuitant receives pay in excess of the guidelines established by PA 97-0968. IVCC must manage the hours and pay of annuitants to avoid the penalty.

NOV 24 2014

INDEX

FILES

RECOMMENDED FOR STAFF APPOINTMENT
2014-2015

GENERAL INFORMATION:

POSITION TO BE FILLED: Administrative Assistant I, Continuing Education and Business Services

NUMBER OF APPLICANTS: 50

NUMBER OF APPLICANTS INTERVIEWED: 4

APPLICANTS INTERVIEWED BY:

Ms. Gahm, Ms. Isermann, Ms. Moore, Ms. Scheri, Ms. Sowers

APPLICANT RECOMMENDED:

Bonnie J. Jasiek

EDUCATIONAL, TRAINING AND CERTIFICATIONS:

Black Hawk East College – A.S., Animal Science

LaSalle-Peru Township High School, LaSalle, IL – High school diploma

EXPERIENCE:

Illinois Valley Community College, Oglesby, IL – Administrative Assistant I, Continuing Education and Business Services (interim 18 months; part-time 8 years)

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

1. Nine years' experience as Administrative Assistant in Continuing Education department
2. Most experienced applicant in MS Office, especially Access
3. Experience with Colleague
4. One and half years direct applied experience in the specific current full-time position

RECOMMENDED SALARY: \$12.80 per hour

Ms. Glenna Jones, SPHR
Director of Human Resources

RECOMMENDED FOR STAFF APPOINTMENT
2014-2015

GENERAL INFORMATION:

POSITION TO BE FILLED: Custodian, 3rd shift

NUMBER OF APPLICANTS: 29

NUMBER OF APPLICANTS INTERVIEWED: 4

APPLICANTS INTERVIEWED BY:

Mr. Curley, Mr. Gillio, Mr. Quincer, Ms. Smith, Ms. Watson

APPLICANT RECOMMENDED:

Marla Forbes

EDUCATIONAL, TRAINING AND CERTIFICATIONS:

Hall High School, Spring Valley, IL - GED

EXPERIENCE:

St. Margaret's Hospital, Spring Valley, IL – CNA/Scope Technician

Eakas Corporation, Peru, IL – Material Handler

St. Margaret's Hospital, Spring Valley, IL – Surgery Housekeeper

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

1. Nineteen years' experience in the custodial/janitorial field
2. Experience using floor scrubbers, and vacuums, and cleaning chemicals
3. Solid attendance record with previous employers

RECOMMENDED SALARY: \$18.33 per hour

Ms. Glenna Jones, SPHR
Director of Human Resources

December 15, 2014

Attn: Emily Vescogni/Human Resources
Illinois Valley Community College
815 N Orlando Smith Rd
Oglesby, IL 61348

RE: Letter of resignation

Please accept this letter as my official notice of resignation from the User Services Assistant position at IVCC. I have recently secured a full-time position that I believe will enhance my abilities in, and directly correlate to, my computer networking degree. My final day will be Friday December 26, 2014.

I have enjoyed my work at IVCC and appreciate the opportunity and experience I have gained from working at this establishment. As a recent graduate I am excited to pursue my career in this field and expect to apply the knowledge I have gained here, both through classroom instruction as well as work experience, to my new position. It has been a pleasure both attending and working here at IVCC.

Thank you.

Sincerely yours,



Troy Thorson

RECEIVED

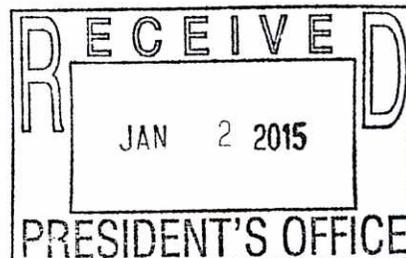
DEC 16 2014

HUMAN

RESOURCES

Illinois Valley Regional Dispatch Center Planning Board (IVRD)

C/O City of Peru
1901 4th Street
Peru, IL 61354



December 26, 2014

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

Dear Dr. Corcoran:

I write on behalf of the Illinois Valley Regional Dispatch Center Planning Board (IVRD) making a request to open formal discussions between IVRD and Illinois Valley Community College (IVCC) in hopes of constructing a regional dispatch center on the grounds of IVCC.

I will summarize the current status of our group and offer a conceptual scenario for your consideration:

- A) The cities of LaSalle, Peru and Oglesby each operate our own independent 911 Public Safety Answering Points (PSAP's) also known as 911 dispatch centers.
- B) Each center has and must continue to maintain very expensive technology-based equipment. The costs to migrate to "next generation" 911 is extremely high and it is simply not fiscally responsible for each community to maintain our own independent systems.
- C) Each center must maintain staff 24 hours per day, 7 days per week, and in some cases LaSalle and Peru have 2 telecommunicators (TC's) on duty due to workload. During these times, there can be as many as 5 TC's on duty between the three PSAP's. Based on industry standards, a local regional dispatch center could typically operate with 3 TC's on duty and therefore over time significantly reduce staffing costs.
- D) There is a need to construct a free-standing building (approximately 5,000 square feet) that would house IVRD. This building would need to include:
 - (1) operations room / dispatch room
 - (2) office space
 - (3) employee break room
 - (4) employee restrooms
 - (5) public lobby
 - (6) public restrooms

- (7) prisoner holding rooms
- (8) prisoner booking room
- (9) classroom facility
- (10) technology-based control room
- (11) sally port garage space

E) The IVRD has secured a \$1.5 million grant to be used towards construction of the above described facility. We are looking for a location to construct our facility with minimal if any land costs that will geographically serve LaSalle, Peru and Oglesby, and that could also in the future serve other communities in the multi-county area served by IVCC.

With the above as our conceptual premise, we feel the campus at IVCC is the ideal location for such a regional dispatch center.

Please let me know if we can open formal dialogue in this regard.

Very truly yours,



Douglas P. Bernabei
IVRD Chairman

DPB/mc

cc: IVRD Planning Board Members

IVRD PLANNING BOARD
(815-223-1148)

LASALLE

Mayor Jeff Grove
Chief Robert Uranich
Chief Andy Bacidore
4th Representative

PERU

Mayor Scott Harl
E.T.S.B. Chairman Joe Hogan
Chief Doug Bernabei
Chief Jeff King

OGLESBY

Mayor Don Finley
Commissioner Tom Porter
Chief Jim Knoblauch
Chief Ron Popurella



ILLINOIS VALLEY
COMMUNITY COLLEGE

Memorandum

To: Dr. Jerry Corcoran, President
From: Mark Grzybowski, Interim Associate Vice President for Student Services
Date: January 2, 2015
Subject: Formal Reverse Transfer Agreement with Northern Illinois University

MG

In an effort to continually strive to foster productive working relationships with the four-year universities and simplify opportunities for students to earn a post-secondary credential, we have agreed to formalize a Reverse Transfer Agreement with Northern Illinois University.

The practice of reverse transfer is not foreign to community colleges, including Illinois Valley Community College. What should be noted is that this will be the first formal agreement between IVCC and NIU in the area of reverse transfer.

Said formal agreement benefits IVCC students who have transferred to Northern Illinois University by streamlining the process for transferring credits earned during their time at NIU to IVCC for review to determine if an Associate Degree can be awarded.

Annually, NIU will identify students at their institution who began their post-secondary education at IVCC to inform them of the process and facilitate its completion with the IVCC Records Analyst.

As recent studies have highlighted, earning a post-secondary credential is vitally important in today's job market. Reverse transfer will help the student who transfers from the community college without first earning an Associate Degree by awarding them that credential, provided they have completed the necessary coursework at the four-year institution.

Fall 2014 Graduation

There were 200 graduating students earning a total of 233 degrees and certificates in the following areas:

24	Associate in Arts Degree
39	Associate in Science Degree
13	Associate in Applied Science Degree
8	Associate in General Studies Degree
2	Associate in Engineering Science
147	Certificates of Completion

By comparison, in Fall 2013, 264 students graduated with a total of 293 degrees and certificates.

Oglesby Public Schools, District 125

ADMINISTRATIVE OFFICE
MICHAEL J. PILLION, SUPERINTENDENT
755 BENNETT AVENUE, OGLESBY, ILLINOIS 61348
TEL: (815) 883-9297 FAX: (815) 883-3568

December 19, 2014

Mr. Mark Grzybowski
Illinois Valley Community College Student Volunteers
815 N. Orlando Smith Avenue
Oglesby, IL 61348

Dear Mr. Mark Grzybowski and the Illinois Valley Community College Student Volunteers:

On behalf of Oglesby Public Schools we want to thank you for volunteering your time and talents for the Children in Need Christmas Party with the Marine Corps League and the members of the Oglesby Elks. There are no words that can express how much the Christmas party has meant to our families. The children had so much fun visiting with Santa Claus, playing games for prizes, face painting, eating cookies and receiving gifts. Our students will have a great holiday season because of your generosity and hard-work. The IVCC Volunteers have made an impact on the lives of our students and their families. We will be forever grateful to you for touching the lives of our students and making their Christmas a memorable one. God bless all your members and have a joyous Christmas and Happy New Year.

Sincerely yours,



Mary Newcomer RN, BSN, PEL-CSN
Oglesby Public Schools

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.