



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Thursday, June 9, 2016  
Board Room  
6:30 p.m.**

**NOTE:**

**If you are unable to attend this meeting, or if you have questions regarding the agenda, please call the President's office, 224-0402.**

## **IVCC'S MISSION STATEMENT**

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

### **BOARD AGENDA ITEMS**

#### **January**

Student Fall Demographic Profile

#### **February**

Authorize Budget Preparation  
Reduction in Force  
Non-tenured Faculty Contracts  
Tuition and Fee Review  
Five-year Financial Forecast  
ICCTA Award Nominations  
(Alumnus, Student Trustee, Ethical)

#### **March**

Tenure Recommendations  
President's Evaluation  
ICCTA Award Nominations  
(FT/PT Faculty, Student Essay,  
Business/Industry)

#### **April**

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

#### **May**

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

#### **June**

RAMP Reports  
Prevailing Wage Resolution  
Authorization of Continued Payment for  
Standard Operating Expenses  
Semi-annual Review of Closed Session Minutes

#### **July**

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

#### **August**

Budget  
a. Public Hearing  
b. Resolution to Adopt Budget  
College Insurance

#### **September**

Protection, Health, and Safety Projects  
Cash Farm Lease  
Approval of College Calendar (even years)  
Employee Demographics Report

#### **October**

Authorize Preparation of Levy  
Audit Report

#### **November**

Adopt Tentative Tax Levy

#### **December**

Adopt Tax Levy  
Schedule of Regular Meeting Dates and Times  
Semi-annual Review of Closed Session Minutes

**ILLINOIS VALLEY COMMUNITY COLLEGE**  
**Board of Trustees Meeting**  
**Thursday, June 9, 2016 – 6:30 p.m. – Board Room (C307)**

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Recognition – Softball and Tennis Players
7. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
  - 7.1 Approval of Minutes – May 12, 2016 Board Meeting (Pages 1-5)
  - 7.2 Approval of Bills - \$883,763.05
    - 7.2.1 Education Fund - \$614,419.88
    - 7.2.2 Operations & Maintenance Fund - \$86,285.00
    - 7.2.3 Operations & Maintenance (Restricted Fund) - \$1,670.40
    - 7.2.4 Auxiliary Fund - \$71,538.45
    - 7.2.5 Restricted Fund - \$4,135.03
    - 7.2.6 Liability, Protection & Settlement Fund - \$105,714.29
  - 7.3 Treasurer's Report (Pages 6-23)
    - 7.3.1 Financial Highlights (Pages 7-8)
    - 7.3.2 Balance Sheet (Pages 9-10)
    - 7.3.3 Summary of FY16 Budget by Fund (Page 11)
    - 7.3.4 Budget to Actual Comparison (Pages 12-18)
    - 7.3.5 Budget to Actual By Budget Officers (Page 19)
    - 7.3.6 Statement of Cash Flows (Page 20)
    - 7.3.7 Investment Status Report (Pages 21-22)
    - 7.3.8 Disbursements - \$5,000 or more (Page 23)
  - 7.4 Personnel - Stipends for Pay Periods Ending April 30, 2016 and May 14, 2016 (Pages 24-27)
  - 7.5 Purchase Request – Fuel for Truck Driver Training Program (Page 28)

- 7.6 Purchase Request – Continuing Education Training Classes for Companies (Page 29)
- 7.7 Purchase Request – Radio, Billboard, and Television Advertising Contracts (Page 30)
- 7.8 Prevailing Wage Resolution (Pages 31-33)
8. President’s Report
9. Committee Reports
10. Faculty Appointment – Heather A. Knoblauch, Nursing Instructor (Pages 34-35)
11. Staff Retirement – Harold Barnes, Director of Information and Technology Services (Pages 36-37)
12. President’s Contract - Approve a three-year employment contract for President Dr. Jerry Corcoran from July 1, 2016 to June 30, 2019 with a salary increase of 2.5 percent for FY2017, providing for an annual salary of \$192,361.75 as well as benefits and other conditions presented in the contract. (<https://www.ivcc.edu/board.aspx?id=28906>) (Page 38)
13. Vice Presidents’ Contracts (Page 39)
  - 13.1 Approve the FY2017 employment contract for Cheryl E. Roelfsema, Vice President for Business Services and Finance, with a 2.0 percent increase for FY2017, resulting in an annualized salary of \$127,890 and duties, benefits, and other conditions as outlined in her contract. (<https://www.ivcc.edu/board.aspx?id=28906>)
  - 13.2 Approve the FY2017 employment contract for Dr. Deborah Anderson, Vice President for Academic Affairs, with a 2.0 percent increase for FY2017, resulting in an annualized salary of \$115,005 and duties, benefits, and other conditions as outlined in her contract. (<https://www.ivcc.edu/board.aspx?id=28906>)
14. Compensation for FY2017 – Employees not Affected by a Negotiated Labor Agreement (Page 40)
15. Increase in Part-time Faculty Pay Scale (Page 41)
16. Authorization to Continue Payment for Standard Operating Expenditures (Page 42)
17. Transfer of Funds (Page 43)
18. Proposal Request – IT Security Services (Page 44)
19. Proposal Request – Wireless Duress Button System (Page 45)
20. Purchase Request – Computer Upgrades for Classrooms E214 and E216 (Page 46)
21. Purchase Request – Furniture for Classroom A209 (Page 47)
22. Purchase Request – Weld Coupon Station (Page 48)
23. Bid Request – Hunter Alignment System (Page 49)
24. Academic Calendars for Fall 2017, Spring 2018, Summer 2018, Fall 2018, Spring 2019, Summer 2019 (Pages 50-58)
25. Marketing Consultant Collaterals (Pages 59-64)

26. Change Order #1 – PHS Project: Lecture Hall (D225) Renovation – Luse Companies (Page 65)
27. Food Vending Machine Services (Page 66)
28. Items for Information (Pages 67-70)
  - 28.1 Staff Resignation – Steven McConville, Truck Driver Training Instructor, (part-time) (Page 67)
  - 28.2 Notification to Illinois Community College Board – FY2018 RAMP (Page 68)
  - 28.3 Change Order #1 – PHS Project: Lecture Hall (D225) Renovation (Page 69)
  - 28.4 Spring 2016 Graduation (Page 70)
29. Trustee Comment
30. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) litigation; 3) collective negotiations; and 4) closed session minutes.
31. Approval of Closed Session Minutes
32. Other
33. Adjournment

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

**Minutes of Regular Meeting**  
**May 12, 2016**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, May 12, 2016 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Melissa M. Olivero, Chair  
Michael C. Driscoll, Vice Chair  
Laurie A. Bonucci  
Jane E. Goetz  
Larry D. Huffman, Secretary (entered the meeting at 7:42 p.m.)  
David O. Mallery  
Everett J. Solon  
Sarah Tipton, Student Trustee Elect

**Members Absent:**

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

**APPOINTMENT OF SECRETARY PRO-TEM**

In the absence of Dr. Larry Huffman, Ms. Olivero appointed Jane Goetz as Secretary Pro-Tem.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None.

**CAMPUS UPDATE – MARKETING PLAN**

Fran Brolley and Mark Grzybowski presented the Campus Update: Interact Marketing. The goal in contracting with Interact was to identify who we are, collect comprehensive data, create a working marketing plan and then implement, track, review, modify, and maintain budgeted credit hours for FY2017. After IVCC provided Interact with information, Interact suggested the College provide a social media “network” including Facebook and Pandora Streaming Audio, develop district-wide communication partnerships, enhance the College website, create marketing

templates for programs and contain “program” elements. Create a social media *network* rather than individual accounts and create dialogue and avoid being a “one-way sender” of information. Enhancing the College website by using CMS more effectively, transitioning from informational to sales, be more mobile-responsive and easy to navigate with cleaner pages with less text. Engage the College website by emotionally engaging the key audiences, using persuasive language and images rather than facts and figures. Employ landing pages and allow tracking of marketing strategies and events. Create marketing templates for unique programs by supporting program coordinators with core materials to self-market, develop templates allowing programs to create custom messaging and events, and provide coordinators basic marketing concepts to be modified for their unique audiences. Choose one transfer program (agriculture), career program (nursing), and short-term certificate (CPT) as “poster programs” for the year. Promote success stories and dispel the misperception that community colleges are a “backup” plan. IVCC plans to redo its website, follow an activity grid, implement messaging strategies, create a Social Media *Network*, and provide programs the tools they need to grow.

### **CONSENT AGENDA**

It was moved by Mr. Solon 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 – April 4, 2016 Planning Committee Meeting; April 14, 2016 Board Meeting; and April 18, 2016 Audit/Finance Committee Meeting

Approval of Bills - \$1,770,704.96

Education Fund - \$482,630.64; Operations & Maintenance Fund - \$83,313.43; Operations & Maintenance (Restricted Fund) - \$1,150,276.54; Auxiliary Fund - \$32,933.77; Restricted Fund - \$6,659.99; and Liability, Protection and Settlement Fund - \$14,890.59

Treasurer’s Report

Personnel

Approved the stipends for pay periods ending April 2, 2016 and April 16, 2016

### **PRESIDENT’S REPORT**

Although Trustee Jane Goetz will be summarizing what took place at the April 18<sup>th</sup> meeting of the Audit/Finance Committee under Committee Reports, Dr. Corcoran wanted to touch upon one item that was discussed that deals with expanding and enhancing dual credit program offerings for high school students. One of the themes that has consistently emerged from the Interact Communications discussions over the last six months has been the need to do everything we can to work closely with district high schools so that high school students make IVCC their top choice for postsecondary education. IVCC has a great reputation for high quality and affordability, however, even with a significant discount in tuition for dual credit courses, there’s a large population of students who may not be able to afford college classes while in high school and begin working towards earning a credential that could change their lives. Thus, IVCC is working on a model that would waive the tuition cost for high school students who qualify for the Free and Reduced Lunch program as long as the instructor is an employee of the high school. The only cost

to the Free and Reduced Lunch population would be a \$5 registration fee. If the instructor were a college employee, the tuition rate would remain as is, i.e., 75 percent of the current tuition rate. Also, for those students who accumulate a minimum of 30 college credits by the time they graduate from high school, IVCC would like to offer them the incentive to enroll at IVCC for the same discounted rate of 75 percent of the standard tuition rate for their next 30 hours. The feedback from high school representatives has been very encouraging and although this is not an action item for tonight's meeting, IVCC would like to roll the program out soon for implementation in the fall semester. Dr. Corcoran reported Pam Furlan of the Business Employment Skills Team has approached the college about possibly having additional BEST staff on campus. At this point IVCC is exploring options for six to nine members of the BEST staff to rent 2,500 to 3,500 SF of space in the same way as the agreement with University of Illinois Extension, and planning to do soon with the newly formed Economic Development Corporation of North Central Illinois. There's nothing official to report or propose on this front; all Dr. Corcoran wanted to do was give everyone a heads up that conversations are taking place. Ron Groleau recently reported that the annual IVCC Cadaver/Natural Science laboratory tours have once again been completed for the spring, 2016 semester. These tours serve a dual purpose: First, anatomy and physiology students from area high schools get to experience what the real organs of the human body look like. Secondly, IVCC gets to use the day as a recruitment event. Approximately 200 students attended, most were junior or senior level. Ron and Lee Ann Johnson conducted the tours while Quinton Overocker and Aseret Loveland talked about IVCC and what the college has to offer. Everyone was very happy with the outcomes. Dr. Corcoran was glad to be able to attend the PTK Honors banquet in Springfield on April 19 where Kaitlin Ranieri's parents and Dr. Corcoran heard Kaitlin address the several hundred in attendance. She did an excellent job. Dr. Corcoran was not able to attend the MIMIC fair on April 20 but has been advised that it was a great success. He congratulated Dorene Data, Jim Gibson, Rick Serafini and their team on a job well done. Kudos also went to Susan Monroe, Lisa Witalka and others who supported IVCC's annual job fair on April 21. There was a great turnout and the feedback was fabulous. As noted in tonight's agenda as an item for information, Sue Monroe was recently appointed to the full-time position of CTE Recruitment and Dual Credit/Dual Enrollment Coordinator so the bad news is she has left Career Services but the good news is she only moved down the hall and she'll continue serving the College with distinction. Dr. Corcoran noted that if you did not see the IVCC musical performance of Young Frankenstein you missed a great show. He congratulated all of the college and community performers on a program that has drawn rave reviews. Kudos went to Don Grant Zellmer, David Kuester, Norm Engstrom, and Adam Oldaker. Dr. Corcoran thanked Paula Hallock, Glenna Jones and their Recognition Committee for an outstanding Recognition Event on April 29<sup>th</sup>. It was the biggest turnout in 20 years; Trustees Jane Goetz and Dr. Larry Huffman assisted in handing out awards. Along with employee recognition on the 29<sup>th</sup>, other events included Norm Engstrom's final concert and Dr. Matt Johll's sci fi show -- two extraordinary events by two of IVCC's classiest members of the faculty. Dr. Corcoran attended the ICCTA's Lobby Day activities on May 4<sup>th</sup> and appreciated the time spent with several legislators. Representative Skoog and Senator Rezin are always happy to accommodate folks from the district, including their visit with IVCC students last month—a trip that was coordinated by Cory Tomasson. And speaking of Cory Tomasson, Dr. Corcoran congratulated the IVCC Women's Softball Team on earning a trip to the national tournament on May 18-21 in Clinton, Mississippi. This is a special group—the College is proud of them and wish them well.

### **COMMITTEE REPORTS**

Jane Goetz reported on the Audit/Finance Committee meeting held on April 18, 2016. She noted the Dual Credit Program Enhancements are a win-win situation. If the course is taught by high school instructors and students qualify for free and reduced lunch, the tuition would be waived. Forty-five percent of the high school population in the district qualify for the free and reduced lunch program. The goal here is to give access to college credit courses to all students. Under budget assumptions she thought it was interesting to note that farmland is 16 percent of IVCC's Equalized Assessed Valuation. The bid results for the banking services and auditor's response were in the Board Book. The administration is looking into the inter-district cooperative agreements with Illinois Central, Joliet Junior College, Sauk Valley, and Heartland. The agreements are designed for split district high schools to provide students with the option of attending either community college at the in-district tuition rate.

### **FACULTY RESIGNATION – TINA NINK, NURSING INSTRUCTOR**

It was moved by Ms. Bonucci and seconded by Mr. Solon to accept with deep regret Tina Nink's resignation effective August 12, 2016 and wish her and her family well. Bonnie Campbell noted that Ms. Nink has done a great job and she will definitely be missed. Motion passed by voice vote.

### **ADDITIONAL SECURITY OFFICERS – OTTAWA CENTER**

It was moved by Dr. Driscoll and seconded by Ms. Goetz to authorize the administration to add an amendment to the contract with G4S Secure Solutions to provide a security officer for duty at the Ottawa Center at an hourly rate of \$21.02. Motion passed by voice vote.

### **ASSOCIATE OF APPLIED SCIENCE IN PARAPROFESSIONAL EDUCATOR AND CERTIFICATE IN PARAPROFESSIONAL EDUCATOR: INACTIVATION**

It was moved by Ms. Goetz and seconded by Dr. Driscoll to approve the inactivation of the Paraprofessional Educator Associate Applied Science and Paraprofessional Education Certificate, effective May 21, 2016. Motion passed by voice vote.

### **FY2017 BOARD OF TRUSTEES BUDGET**

It was moved by Dr. Driscoll and seconded by Mr. Solon to approve the tentative FY2017 Board of Trustees Budget, as presented. Mr. Mallery noted that \$80,000 is spent for memberships and dues throughout the College. The Board has discontinued their membership in ICCTA and he asked the administration to evaluate the cost of each membership and what is received in return. Motion passed by voice vote.

### **REQUEST FOR PROPOSAL RESULTS – BANKING SERVICES**

It was moved by Ms. Goetz and seconded by Dr. Driscoll to accept the proposal of Centru Bank for banking services for the College's operating account. Mr. Solon excused himself from the meeting as he is an employee of Centru Bank. Motion passed by voice vote.

### **PROPOSAL RESULTS – BEVERAGE SERVICE**

It was moved by Ms. Bonucci and seconded by Ms. Tipton to accept Pepsi Beverages Company's proposal for beverage services for a term of three years. Motion passed by voice vote.

**TRUSTEE COMMENT**

Mr. Mallery questioned the change order on the PHS Project: Building A Chiller/Air Handler Replacement. The replacement of additional pipe-fitting insulation removed by the abatement contractor was outside of the mechanical contractor's scope of work. Two additional fan coil units were needed and this information had not been provided to the engineers.

Ms. Olivero recognized Matt Johll's Sci Fi show as a great community event. Mr. Solon noted that in speaking with a couple who grew up in this area and winters in Arizona, they mentioned the exact same article on IVCC's book rental program that was highlighted in a Florida newspaper. The Board commented on the new outside signage for the parking lots and they were happy to see that IVCC was recognized again for Tree Campus USA.

**CLOSED SESSION**

It was moved by Mr. Solon and seconded by Ms. Goetz to convene a closed session at 7:21 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) litigation; 3) collective negotiations; and 4) closed session minutes. Motion passed by voice vote.

After a short break, the Board entered closed session at 7:28 p.m. On a motion by Dr. Huffman and seconded by Dr. Driscoll, the regular meeting resumed at 8:42 p.m. Motion passed by voice vote.

**CLOSED SESSION MINUTES**

It was moved by Dr. Driscoll and seconded by Dr. Huffman to approve and retain the closed session minutes for the April 14, 2016 Board meeting. Motion passed by voice vote.

**OTHER**

None.

**ADJOURNMENT**

Ms. Olivero declared the meeting adjourned at 8:49 p.m.

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Melissa M. Olivero, Board Chair

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Larry D. Huffman, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

MAY 2016

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

Kathy Ross  
Controller

## FINANCIAL HIGHLIGHTS – May 2016

### Revenues

- As of May 20, the headcount for spring semester was 3,681, which is 151 students less than at the same point in time last year. Credit hours for spring 2016 decreased by 1,948, or 6.68 percent, from this point in time one year ago, for a total of 27,210. Spring semester credit hours reached a high in spring semester 2010 with 40,455 reimbursable credit hours.

Registration for summer semester began on April 8. As of May 20, the headcount for summer semester 2016 was 1,190 and credit hours were 5,667, a 4.07 percent decrease from one year ago. Total reimbursable credit hours for summer 2015 were 6,166, the first increase since summer semester 2009 when credit hours were 11,730. The pre-summer session ends of June 14 and the regular eight-week summer session begins on June 15.

Registration for fall semester began on April 13. As of May 20, the headcount for fall semester was 1,750 and credit hours were 18,488, an increase of .41 percent from this point in time one year ago. This is the first positive news about fall semester enrollments since fall semester 2010 when reimbursable credit hours reached a high of 43,998.

- The Illinois House passed SB2048 which was an unbalanced FY2017 budget with a \$7.5 billion deficit. That bill was not passed by the Senate. Governor Rauner has proposed some stopgap funding as HB6585 for FY2017. This bill provides the community colleges with approximately 48 percent of the SB2048 funding. At this point there is no further appropriation for FY2016. There is no provision for MAP funding for FY2017. However, the \$78,260 still due IVCC from the Community Instructional Center Project was reappropriated though there is no indication when these funds might be paid. The FY2017 budget is being prepared with the assumption of 75 percent of the FY2015 State appropriation.
- The district's EAV (equalized assessed valuation) for tax year 2015 is \$3,012,240,913, an increase of .6 percent over 2014. Farmland values are up 2.6 percent; commercial property up 1.0 percent; and industrial property down 2.0 percent without the Exelon Nuclear Plant. The EAV of the Exelon Plant decreased by \$20,000,000, or .7 percent of the total EAV.

### Expenditures

College operations are continuing as normal despite little State funding. Revenue projections show a shortfall of \$2.4 million in operating revenues: \$1.8 million in State funding and \$600,000 in tuition. The FY2016 budget included \$176,767 in contingency funds and a working cash transfer of \$70,000. A request to transfer \$200,000 from the Working Cash fund to the Education fund is being submitted for approval. Expenditures are trending to be within the FY2016 budget. The lack of revenue could deplete our operating fund reserves to the required 25 percent of annual operating expenditures.

**Protection, Health & Safety Projects:**

- Building A Air Handler/Chiller Replacement – project is complete;
- Building B Air Handler/Chiller Replacement – a pre-construction meeting was held with John's Service and Sales on April 7, 2016; installation to start in December 2016;
- Building D Air Handler/Chiller Replacement – approved by ICCB with installation planned for winter 2017;
- Lecture Hall D225 Renovation – asbestos abatement is complete; during demolition the need for additional asbestos removal was identified and completed; project completion is scheduled for early August 2016.

Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 May 31, 2016

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
<b>Assets and Other Debits</b>								
Cash and cash equivalents	\$ 357,077	\$ 1,889,117	\$ 177,366	\$ 729,567	\$ 104,641			\$ 3,257,768
Investments	4,103,214	9,299,778	633,605	480,353	-			14,516,950
Receivables								
Property taxes	7,993,520	1,797,330	268,313	-	-			10,059,163
Governmental claims	-	73,600	-	-	-			73,600
Tuition and fees	2,917,666	476	-	49,252	-			2,967,394
Due from other funds	831,862							831,862
Due from student groups	383,584							383,584
Bookstore inventories	-	-	-	1,008,000	-			1,008,000
Other assets	76,353	51,436	-	11,207	-		938,670	1,077,666
Fixed assets - net where applicable	-	-	-	8,358	-	61,977,676	-	61,986,034
Other debits								
Amount available in Debt Service Fund	-		-		-			-
Amount to be provided to retire debt	-		-		-		(673,670)	(673,670)
<b>Other Debits</b>	<u>\$16,663,276</u>	<u>\$13,111,737</u>	<u>\$ 1,079,284</u>	<u>\$ 2,286,737</u>	<u>\$ 104,641</u>	<u>\$61,977,676</u>	<u>\$ 265,000</u>	<u>\$ 95,488,351</u>

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Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 May 31, 2016

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
<b>Liabilities</b>								
Accounts payable	\$ 216,784	\$ -	\$ 3,146	\$ 24,014	\$ 8,167			\$ 252,111
Accrued salaries & benefits	1,121,473	25,328	-	20,196	-			1,166,997
Post-retirement benefits & other	62,839	-	-	-	-			62,839
Unclaimed property	1,632	2,407	-	-	18			4,057
Due to other funds	531,813	193,931	3,312	102,806				831,862
Due to student groups/deposits	55,692	-	-		96,456			152,148
Deferred revenue								-
Property taxes	3,958,411	899,275	134,156	-	-			4,991,842
Tuition and fees	3,434,224	-	-	-	-			3,434,224
Grants	-	-	-	-	-			-
Bonds payable	-	-	-	-	-		265,000	265,000
<b>Total liabilities</b>	<b>9,382,868</b>	<b>1,120,941</b>	<b>140,614</b>	<b>147,016</b>	<b>104,641</b>	<b>-</b>	<b>265,000</b>	<b>11,161,080</b>
<b>Equity and Other Credits</b>								
Investment in general fixed assets						61,977,676		61,977,676
Contributed capital								-
Retained earnings								-
Fund balance								-
Reserved for restricted purposes		11,990,796						11,990,796
Reserved for debt service			938,670					938,670
Unreserved	7,280,408	-		2,139,721	-			9,420,129
<b>Total equity and other credits</b>	<b>7,280,408</b>	<b>11,990,796</b>	<b>938,670</b>	<b>2,139,721</b>	<b>-</b>	<b>61,977,676</b>	<b>-</b>	<b>84,327,271</b>
<b>Total Liabilities, Equity and Other Credits</b>	<b>\$16,663,276</b>	<b>\$13,111,737</b>	<b>\$ 1,079,284</b>	<b>\$ 2,286,737</b>	<b>\$ 104,641</b>	<b>\$61,977,676</b>	<b>\$ 265,000</b>	<b>\$ 95,488,351</b>

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 2016 Revenues & Expenditures by Fund  
 For the eleven months ended May 31, 2016

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Fund	Bond & Interest Fund	Working Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 16,627,281	\$ 2,146,277	\$ 1,501,176	\$ 1,264,672	\$ 19,191	\$ 1,940,288	\$ 5,149,742	\$ 286,626	\$ 39,044	\$ 28,974,297
Actual Expenditures	(17,069,217)	(2,049,082)	(2,305,787)	(1,267,687)	-	(2,171,209)	(5,447,887)	(854,905)	(35,000)	(31,200,774)
Other Financing Sources (Uses)	45,460	-	-	-	-	20,774	10,000	-	-	76,234
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	(396,476)	97,195	(804,611)	(3,015)	19,191	(210,147)	(288,145)	(568,279)	4,044	(2,150,243)
Fund balances July 1, 2015	4,839,886	2,713,329	6,491,424	1,437,892	4,733,968	2,351,119	(10,821)	2,362,973	29,780	24,949,550
Fund balances May 31, 2016	<u>\$ 4,443,410</u>	<u>\$ 2,810,524</u>	<u>\$ 5,686,813</u>	<u>\$ 1,434,877</u>	<u>\$ 4,753,159</u>	<u>\$ 2,140,972</u>	<u>\$ (298,966)</u>	<u>\$ 1,794,694</u>	<u>\$ 33,824</u>	<u>\$ 22,799,307</u>

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**Illinois Valley Community College District No. 513  
Fiscal Year 2016 Budget to Actual Comparison  
For the eleven months ended May 31, 2016**

	<u>Annual Budget FY2016</u>	<u>Actual 5/31/16</u>	<u>Act/Budget 91.7%</u>	<u>Actual 5/31/15</u>	<u>Act/Budget 91.7%</u>	<u>Annual Budget FY2015</u>
<b>EDUCATION FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 6,826,706	\$ 6,811,608	99.8%	\$ 6,763,495	100.0%	\$ 6,762,916
Corporate Personal Property Replacement Tax	873,556	655,415	75.0%	914,522	114.5%	798,556
TIF Revenues	381,000	378,826	99.4%	356,819	93.7%	381,000
Total Local Government	<u>8,081,262</u>	<u>7,845,849</u>	97.1%	<u>8,034,836</u>	101.2%	<u>7,942,472</u>
State Government:						
ICCB Credit Hour Grant	2,009,096	611,896	30.5%	1,265,974	65.8%	1,923,233
Equalization	50,000	-	0.0%	33,333	66.7%	50,000
Career/Technical Education Formula Grant	165,000	-	0.0%	196,932	119.4%	165,000
Other	-	-	0.0%	-	0.0%	-
Total State Government	<u>2,224,096</u>	<u>611,896</u>	27.5%	<u>1,496,239</u>	70.0%	<u>2,138,233</u>
Federal Government						
PELL Administrative Fees	8,300	6,395	77.0%	7,145	71.5%	10,000
Total Federal Government	<u>8,300</u>	<u>6,395</u>	77.0%	<u>7,145</u>	71.5%	<u>10,000</u>
Student Tuition and Fees:						
Tuition	7,451,219	7,003,013	94.0%	6,914,661	93.4%	7,399,631
Fees	897,300	814,573	90.8%	861,622	89.1%	966,527
Total Tuition and Fees	<u>8,348,519</u>	<u>7,817,586</u>	93.6%	<u>7,776,283</u>	92.9%	<u>8,366,158</u>
Other Sources:						
Public Service Revenue	428,950	252,481	58.9%	441,947	106.8%	413,960
Nongovernmental Gifts	-	-	0.0%	-	0.0%	40,000
Other	90,102	93,074	103.3%	98,986	90.4%	109,472
Total Other Sources	<u>519,052</u>	<u>345,555</u>	66.6%	<u>540,933</u>	96.0%	<u>563,432</u>
<b>TOTAL EDUCATION FUND REVENUE</b>	<u>\$ 19,181,229</u>	<u>16,627,281</u>	86.7%	<u>17,855,436</u>	93.9%	<u>19,020,295</u>
<b>EDUCATION FUND EXPENDITURES</b>						
Instruction:						
Salaries	\$ 8,915,712	7,972,818	89.4%	8,111,337	91.2%	8,893,252
Employee Benefits	1,585,859	1,541,329	97.2%	1,612,755	102.9%	1,567,960
Contractual Services	147,647	135,243	91.6%	84,355	60.0%	140,588
Materials & Supplies	461,421	294,480	63.8%	305,253	69.2%	441,166
Conference & Meeting Expenses	92,169	49,852	54.1%	44,958	63.5%	70,829
Fixed Charges	197,500	185,310	93.8%	187,195	85.3%	219,500
Utilities	-	-	0.0%	-	0.0%	600
Capital Outlay	4,094	-	0.0%	-	0.0%	3,245
Other	-	-	0.0%	20	0.0%	-
Total Instruction	<u>\$ 11,404,402</u>	<u>\$ 10,179,032</u>	89.3%	<u>\$ 10,345,873</u>	91.3%	<u>\$ 11,337,140</u>

Illinois Valley Community College District No. 513  
Fiscal Year 2016 Budget to Actual Comparison  
For the eleven months ended May 31, 2016

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2016	Actual 5/31/16	Act/Budget 91.7%	Actual 5/31/15	Act/Budget 91.7%	Annual Budget FY2015
<b>Academic Support:</b>						
Salaries	\$ 692,859	\$ 584,887	84.4%	\$ 592,897	88.1%	\$ 672,958
Employee Benefits	144,988	127,629	88.0%	141,496	105.1%	134,630
Contractual Services	172,207	151,459	88.0%	135,459	81.0%	167,246
General Materials & Supplies	473,885	350,718	74.0%	145,402	59.6%	243,898
Conference & Meeting Expenses	11,445	4,239	37.0%	5,338	44.9%	11,885
Fixed Charges	-	-	0.0%	300	0.0%	-
Utilities	25,343	23,507	92.8%	25,707	101.7%	25,283
Capital Outlay	78,750	42,640	54.1%	16,595	1952.4%	850
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>1,599,477</u>	<u>1,285,079</u>	80.3%	<u>1,063,194</u>	84.6%	<u>1,256,750</u>
<b>Student Services:</b>						
Salaries	1,226,134	1,131,825	92.3%	1,031,911	86.4%	1,194,194
Employee Benefits	322,348	283,900	88.1%	285,871	96.3%	296,852
Contractual Services	7,400	5,924	80.1%	5,309	84.9%	6,250
Materials & Supplies	54,260	47,829	88.1%	45,499	84.9%	53,560
Conference & Meeting Expenses	22,955	15,503	67.5%	15,429	74.6%	20,675
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	<u>1,633,097</u>	<u>1,484,981</u>	90.9%	<u>1,384,019</u>	88.1%	<u>1,571,531</u>
<b>Public Services/Continuing Education:</b>						
Salaries	453,520	355,683	0.0%	432,798	97.1%	445,953
Employee Benefits	51,310	58,341	113.7%	64,646	124.5%	51,932
Contractual Services	224,150	163,071	72.8%	179,703	88.3%	263,250
Materials & Supplies	78,350	76,017	97.0%	64,612	76.0%	85,025
Conference & Meeting Expenses	19,465	10,152	52.2%	9,551	76.3%	12,510
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	534	0.0%	-
Total Public Services/Continuing Education	<u>826,795</u>	<u>663,264</u>	80.2%	<u>751,844</u>	87.6%	<u>858,670</u>
<b>Institutional Support:</b>						
Salaries	1,792,349	1,605,823	89.6%	1,567,457	93.0%	1,686,123
Employee Benefits	486,552	478,901	98.4%	491,983	97.4%	505,137
Contractual Services	623,325	555,017	89.0%	665,567	124.3%	535,329
Materials & Supplies	502,230	376,868	75.0%	459,464	94.8%	484,584
Conference & Meeting Expenses	60,750	33,297	54.8%	25,474	38.1%	66,900
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	9,628	11,512	119.6%	10,212	91.0%	11,228
Capital Outlay	157,250	93,727	59.6%	546,274	72.7%	751,280
Other	24,375	(40,572)	-166.4%	(944)	-2.3%	41,000
Provision for Contingency	151,767	-	0.0%	-	0.0%	-
Total Institutional Support	<u>3,808,226</u>	<u>3,114,573</u>	81.8%	<u>3,765,487</u>	92.3%	<u>4,081,581</u>
Scholarships, Grants and Waivers	488,750	342,288	70.0%	395,469	67.2%	588,700
<b>TOTAL EDUCATION FUND EXPENDITURES</b>	<u>\$ 19,760,747</u>	<u>\$ 17,069,217</u>	86.4%	<u>\$ 17,705,886</u>	89.9%	<u>\$ 19,694,372</u>
<b>INTERFUND TRANSFERS - NET</b>	<u>\$ 580,268</u>	<u>\$ 45,460</u>	0.0%	<u>\$ (14,805)</u>	0.0%	<u>\$ 751,280</u>

**Illinois Valley Community College District No. 513  
Fiscal Year 2016 Budget to Actual Comparison  
For the eleven months ended May 31, 2016**

	<u>Annual Budget FY2016</u>	<u>Actual 5/31/16</u>	<u>Act/Budget 91.7%</u>	<u>Actual 5/31/15</u>	<u>Act/Budget 91.7%</u>	<u>Annual Budget FY2015</u>
<b>OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 1,197,142	\$ 1,194,794	99.8%	\$ 1,206,223	100.0%	\$ 1,206,048
Corporate Personal Property Replacement Tax	165,921	115,662	69.7%	161,386	114.5%	140,921
TIF	127,000	126,275	99.4%	118,940	93.7%	127,000
Total Local Government	<u>1,490,063</u>	<u>1,436,731</u>	<u>96.4%</u>	<u>1,486,549</u>	<u>100.9%</u>	<u>1,473,969</u>
State Government:						
ICCB Credit Hour Grant	174,704	-	0.0%	223,407	65.8%	339,394
Total State Government	<u>174,704</u>	<u>-</u>	<u>0.0%</u>	<u>223,407</u>	<u>65.8%</u>	<u>339,394</u>
Student Tuition and Fees:						
Tuition	610,408	559,077	91.6%	569,460	96.7%	589,134
Total Tuition and Fees	<u>610,408</u>	<u>559,077</u>	<u>91.6%</u>	<u>569,460</u>	<u>96.7%</u>	<u>589,134</u>
Other Sources:						
Facilities Revenue	125,000	145,445	116.4%	117,118	101.8%	115,000
Investment Revenue	1,500	3,389	225.9%	1,300	65.0%	2,000
Other	-	1,635	0.0%	9,294	-	-
Total Other Sources	<u>126,500</u>	<u>150,469</u>	<u>118.9%</u>	<u>127,712</u>	<u>109.2%</u>	<u>117,000</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>	<u>\$ 2,401,675</u>	<u>\$ 2,146,277</u>	<u>89.4%</u>	<u>\$ 2,407,128</u>	<u>95.5%</u>	<u>\$ 2,519,497</u>
<b>OPERATIONS &amp; MAINTENANCE FUND</b>						
Operations & Maintenance of Plant:						
Salaries	\$ 870,560	\$ 780,226	89.6%	\$ 761,076	88.6%	\$ 858,848
Employee Benefits	261,511	230,828	88.3%	283,163	106.3%	266,394
Contractual Services	196,000	143,355	73.1%	230,820	129.3%	178,550
General Materials & Supplies	224,070	153,159	68.4%	147,154	67.4%	218,470
Conference & Meeting Expenses	5,675	1,796	31.6%	710	41.2%	1,725
Fixed Charges	69,750	62,214	89.2%	76,419	115.3%	66,250
Utilities	649,713	664,178	102.2%	543,246	74.7%	726,900
Capital Outlay	94,000	16,595	17.7%	371,015	59.3%	626,038
Provision for Contingency	25,000	-	0.0%	-	0.0%	-
Other	(63,000)	(63,000)	0.0%	(63,000)	0.0%	(63,000)
Total Operations & Maintenance of Plant	<u>2,333,279</u>	<u>1,989,351</u>	<u>85.3%</u>	<u>2,350,603</u>	<u>81.6%</u>	<u>2,880,175</u>
Institutional Support:						
Salaries	48,149	39,905	82.9%	38,345	77.4%	49,556
Employee Benefits	10,297	10,424	101.2%	10,390	107.5%	9,665
Contractual Services	1,500	2,491	166.1%	2,491	166.1%	1,500
Materials & Supplies	3,450	2,700	78.3%	1,784	49.5%	3,601
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	5,000	4,211	84.2%	4,210	84.2%	5,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>68,396</u>	<u>59,731</u>	<u>87.3%</u>	<u>57,220</u>	<u>82.5%</u>	<u>69,322</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>	<u>\$ 2,401,675</u>	<u>\$ 2,049,082</u>	<u>85.3%</u>	<u>\$ 2,407,823</u>	<u>81.6%</u>	<u>\$ 2,949,497</u>

Illinois Valley Community College District No. 513  
 Fiscal Year 2016 Budget to Actual Comparison  
 For the eleven months ended May 31, 2016

	Annual Budget FY2016	Actual 5/31/16	Act/Budget 91.7%	Actual 5/31/15	Act/Budget 91.7%	Annual Budget FY2015
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Local Government Sources						
Current Taxes	\$ 1,496,428	\$ 1,493,492	99.8%	\$ 1,487,375	99.3%	\$ 1,498,515
State Government Sources	235,000	-	0.0%	300,000	15.0%	2,000,000
Investment Revenue	3,572	7,684	215.1%	3,996	50.0%	8,000
Other Revenue	-	-	0.0%	14,880	0.0%	-
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) REVENUES</b>	<b>\$ 1,735,000</b>	<b>1,501,176</b>	<b>86.5%</b>	<b>1,806,251</b>	<b>51.5%</b>	<b>3,506,515</b>
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Operations & Maintenance						
Contractual Services	\$ -	48,145	0.0%	60,060	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	2,977,071	2,257,642	75.8%	860,555	24.6%	3,500,000
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>	<b>\$ 2,977,071</b>	<b>2,305,787</b>	<b>77.5%</b>	<b>920,615</b>	<b>26.3%</b>	<b>3,500,000</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 270,000</b>		<b>\$ 270,000</b>
<b>BOND &amp; INTEREST FUND</b>						
	Annual Budget FY2016	Actual 5/31/16	Act/Budget 91.7%	Actual 5/31/15	Act/Budget 91.7%	Annual Budget FY2015
Local Government Sources						
Current Taxes	\$ 1,267,175	\$ 1,263,125	99.7%	\$ 1,264,649	99.9%	\$ 1,266,316
Investment Revenue	1,000	1,547	154.7%	1,009	28.8%	3,500
<b>TOTAL BOND &amp; INTEREST FUND REVENUES</b>	<b>1,268,175</b>	<b>1,264,672</b>	<b>99.7%</b>	<b>1,265,658</b>	<b>99.7%</b>	<b>1,269,816</b>
<b>BOND &amp; INTEREST FUND</b>						
Institutional Support:						
Debt Principal Retirement	\$ 1,245,000	1,245,000	100.0%	1,215,000	100.0%	1,215,000
Interest on Bonds	22,188	22,187	100.0%	51,419	0.0%	51,425
Fees	500	500	100.0%	500	100.0%	500
					0.0%	
<b>TOTAL BOND &amp; INTEREST EXPENDITURES</b>	<b>\$ 1,267,688</b>	<b>\$ 1,267,687</b>	<b>100.0%</b>	<b>\$ 1,266,919</b>	<b>100.0%</b>	<b>\$ 1,266,925</b>
<b>WORKING CASH FUND</b>						
	Annual Budget FY2016	Actual 5/31/16	Act/Budget 91.7%	Actual 5/31/15	Act/Budget 91.7%	Annual Budget FY2015
Investment Revenue	\$ 20,000	\$ 19,191	96.0%	\$ 13,672	54.7%	\$ 25,000
<b>TOTAL WORKING CASH REVENUES</b>	<b>20,000</b>	<b>19,191</b>	<b>96.0%</b>	<b>13,672</b>	<b>54.7%</b>	<b>25,000</b>
Transfers In (Out)	\$ (70,000)	\$ -	0.0%	\$ -		\$ -

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Illinois Valley Community College District No. 513  
 Fiscal Year 2016 Budget to Actual Comparison  
 For the eleven months ended May 31, 2016

AUXILIARY ENTERPRISES FUND	Annual Budget FY2016	Actual 5/31/16	Act/Budget 91.7%	Actual 5/31/15	Act/Budget 91.7%	Annual Budget FY2015
Service Fees	\$ 2,385,600	\$ 1,935,427	81.1%	\$ 2,149,859	96.5%	\$ 2,228,700
Other Revenue	-	3,340	0.0%	50	0.0%	-
Investment Revenue	3,000	1,521	50.7%	2,679	59.5%	4,500
<b>TOTAL AUXILIARY ENTERPRISES FUND REVENUES</b>	<b>2,388,600</b>	<b>1,940,288</b>	<b>81.2%</b>	<b>2,152,588</b>	<b>96.4%</b>	<b>2,233,200</b>

AUXILIARY ENTERPRISES FUND	Annual Budget FY2016	Actual 5/31/16	Act/Budget 91.7%	Actual 5/31/15	Act/Budget 91.7%	Annual Budget FY2015
Salaries	\$ 339,239	294,291	86.8%	290,233	86.4%	336,026
Employee Benefits	89,872	71,081	79.1%	86,270	93.4%	92,335
Contractual Services	42,230	37,148	88.0%	37,740	83.8%	45,050
Materials & Supplies	1,973,765	1,577,724	79.9%	2,015,194	102.0%	1,975,230
Conference & Meeting	28,430	28,867	101.5%	23,221	87.8%	26,456
Fixed Charges	45,150	55,595	123.1%	46,421	102.8%	45,150
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	5,748	-	0.0%	-	0.0%	3,838
Other	111,500	106,503	95.5%	64,538	61.46%	10,500
<b>TOTAL AUXILIARY ENTERPRISES EXPENDITURES</b>	<b>2,635,934</b>	<b>2,171,209</b>	<b>82.4%</b>	<b>2,563,617</b>	<b>101.1%</b>	<b>2,534,585</b>

<b>Transfer In (Out)</b>	<b>\$(475,336)</b>	<b>\$ 20,774</b>	<b>0.0%</b>	<b>\$ 61,474</b>	<b>0.0%</b>	<b>\$ 338,586</b>
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RESTRICTED PURPOSES FUND	Annual Budget FY2016	Actual 5/31/16	Act/Budget 91.7%	Actual 5/31/15	Act/Budget 91.7%	Annual Budget FY2015
Local Government Sources	\$ -	\$ -	0.0%	\$ 4,117	0.0%	\$ -
State Government Sources	313,970	7,800	2.5%	1,103,272	282.3%	390,814
Federal Government Sources	5,826,932	5,015,289	86.1%	7,119,034	105.2%	6,765,584
Service Fees	3,000	2,430	81.0%	16,490	549.7%	3,000
Nongovernmental gifts or grants	58,768	123,825	0.0%	472,263	0.0%	60,000
Other Revenue	-	398	0.0%	286	0.0%	-
<b>TOTAL RESTRICTED PURPOSES FUND REVENUES</b>	<b>\$ 6,202,670</b>	<b>5,149,742</b>	<b>83.0%</b>	<b>8,715,462</b>	<b>120.7%</b>	<b>7,219,398</b>

RESTRICTED PURPOSES FUND	Annual Budget FY2016	Actual 5/31/16	Act/Budget 91.7%	Actual 5/31/15	Act/Budget 91.7%	Annual Budget FY2015
Instruction:						
Salaries	\$ 474,258	387,460	81.7%	443,498	89.6%	495,023
Employee Benefits	108,540	111,197	102.4%	116,113	103.8%	111,838
Contractual Services	25,135	25,112	99.9%	66,707	88.0%	75,830
Materials & Supplies	57,846	59,554	103.0%	97,306	78.0%	124,746
Conference & Meeting	24,339	19,747	81.1%	28,786	45.5%	63,266
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	2,500	1,602	64.1%	1,780	135.5%	1,314
Capital Outlay	-	34,645	0.0%	423,095	200.0%	211,541
Other	-	-	0.0%	300	0.0%	-
<b>Total Instruction</b>	<b>\$ 692,618</b>	<b>\$ 639,317</b>	<b>92.3%</b>	<b>\$ 1,177,585</b>	<b>108.7%</b>	<b>\$ 1,083,558</b>

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Illinois Valley Community College District No. 513  
Fiscal Year 2016 Budget to Actual Comparison  
For the eleven months ended May 31, 2016

RESTRICTED PURPOSES FUND	Annual Budget FY2016	Actual 5/31/16	Act/Budget 91.7%	Actual 5/31/15	Act/Budget 91.7%	Annual Budget FY2015
Academic Support						
Salaries	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
Employee Benefits	-	-	0.0%	-	0.0%	-
Materials & Supplies	-	-	0.0%	5,000	0.0%	-
Conference & Meeting	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>5,000</u>	<u>0.0%</u>	<u>-</u>
Student Services						
Salaries	189,882	174,126	91.7%	169,353	90.3%	187,602
Employee Benefits	77,435	78,620	101.5%	69,933	102.1%	68,484
Contractual Services	2,150	2,202	102.4%	7,073	304.9%	2,320
Materials & Supplies	2,100	2,529	120.4%	2,749	50.9%	5,400
Conference & Meeting	3,071	2,331	75.9%	2,614	42.8%	6,112
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRIO Grant)	16,014	6,600	41.2%	34,900	174.5%	20,000
Total Student Services	<u>290,652</u>	<u>266,408</u>	<u>91.7%</u>	<u>286,622</u>	<u>98.9%</u>	<u>289,918</u>
Public Service						
Salaries	149,970	111,356	74.3%	141,424	92.7%	152,530
Employee Benefits	39,999	26,451	66.1%	39,551	113.5%	34,845
Contractual Services	500	2,437	487.4%	3,282	547.0%	600
Materials & Supplies	1,731	468	27.0%	3,520	154.7%	2,275
Conference & Meeting	2,800	6,230	0.0%	11,603	244.3%	4,750
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	297	0.0%	198	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Public Service	<u>195,000</u>	<u>147,239</u>	<u>75.5%</u>	<u>199,578</u>	<u>102.3%</u>	<u>195,000</u>
Operations and Maintenance of Plant						
Contractual Services	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	73,600
Total Operations & Maintenance of Plant	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>-</u>	<u>0.0%</u>	<u>73,600</u>
Institutional Support						
Salaries (Federal Work Study)	\$ 88,364	\$ 88,364	100.0%	\$ 91,689	100.0%	\$ 91,689
Total Institutional Support	<u>88,364</u>	<u>88,364</u>	<u>100.0%</u>	<u>91,689</u>	<u>100.0%</u>	<u>91,689</u>
Student grants and waivers (PELL & SEOG)	<u>4,987,268</u>	<u>4,306,559</u>	<u>86.4%</u>	<u>7,418,820</u>	<u>135.0%</u>	<u>5,495,633</u>
<b>TOTAL RESTRICTED FUND EXPENDITURES</b>	<u>6,253,902</u>	<u>\$ 5,447,887</u>	<u>87.1%</u>	<u>\$ 9,179,294</u>	<u>127.0%</u>	<u>\$ 7,229,398</u>
<b>Transfer In (Out)</b>	<u>\$ 26,482</u>	<u>\$ 10,000</u>	<u>0.0%</u>	<u>\$ 29,805</u>	<u>0.0%</u>	<u>\$ (15,000)</u>

Illinois Valley Community College District No. 513  
Fiscal Year 2016 Budget to Actual Comparison  
For the eleven months ended May 31, 2016

	Annual Budget FY2016	Actual 5/31/16	Act/Budget 91.7%	Actual 5/31/15	Act/Budget 91.7%	Annual Budget FY2015
<b>LIABILITY, PROTECTION, &amp; SETTLEMENT FUND</b>						
Local Government Sources	\$ 270,255	\$ 268,599	99.4%	\$ 249,849	95.8%	\$ 260,808
Investment Revenue	5,000	11,268	225.4%	(1,288)	-5.2%	25,000
Other	-	6,759	0.0%	-	0.0%	-
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUES</b>	<b>275,255</b>	<b>286,626</b>	<b># 104.1%</b>	<b>248,561</b>	<b>87.0%</b>	<b>285,808</b>
<b>LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>						
Operations & Maintenance of Plant						
Contractual Services	\$ 356,550	\$ 352,066	98.7%	\$ 336,861	95.8%	\$ 351,500
Material & Supplies	330	153	46.4%	472	188.8%	250
Conference & Meeting	500	289	57.8%	282	56.4%	500
Utilities	550	369	0.0%	465	0.0%	500
Capital Outlay	-	55,151		54,558		-
Total for Operations & Maintenance of Plant	\$ 357,930	\$ 408,028	114.0%	\$ 392,638	111.3%	\$ 352,750
Institutional Support						
Salaries	\$ 90,462	\$ 72,875	80.6%	\$ 69,468	94.3%	\$ 73,689
Employee Benefits	211,001	10,415	11.5%	10,115	4.6%	217,616
Contractual Services	23,150	86,860	375.2%	13,957	48.1%	29,000
Materials & Supplies	1,550	154	0.0%	1,089	108.9%	1,000
Conference & Meeting	-	2,000	0.0%	-	0.0%	-
Fixed Charges	319,850	274,573	85.8%	290,112	80.3%	361,500
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	646,013	446,877	69.2%	384,741	56.3%	682,805
<b>TOTAL LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>	<b>\$ 1,003,943</b>	<b>\$ 854,905</b>	<b>85.2%</b>	<b>\$ 777,379</b>	<b>75.1%</b>	<b>\$ 1,035,555</b>
<b>AUDIT FUND</b>						
Local Government Sources	\$ 37,708	\$ 39,016	103.5%	\$ 36,170	102.5%	\$ 35,277
Investment Revenue	250	28	0.0%	30	0.0%	-
<b>TOTAL AUDIT FUND REVENUES</b>	<b>37,958</b>	<b>39,044</b>	<b>102.9%</b>	<b>36,200</b>	<b>102.6%</b>	<b>35,277</b>
<b>AUDIT FUND</b>						
Contractual Services	35,000	35,000	100.0%	28,700	80.4%	35,700
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>100.0%</b>	<b>\$ 28,700</b>	<b>80.4%</b>	<b>\$ 35,700</b>

**Illinois Valley Community College District No. 513  
Fiscal Year 2016 Budget to Actual Comparison  
All Funds - By Budget Officer  
For the eleven months ended May 31, 2016**

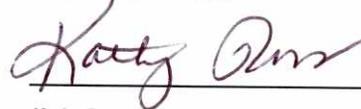
<u>Department</u>	<u>Annual Budget FY2016</u>	<u>Actual 5/31/2016</u>	<u>Act/Budget 83.3%</u>	<u>Explanation</u>
President	\$ 327,955	\$ 306,379	93.4%	
Board of Trustees	14,450	14,606	101.1%	
Community Relations	471,445	422,139	89.5%	
Continuing Education	999,560	817,310	81.8%	
Facilities	5,285,350	4,295,139	81.3%	
Information Technologies	2,250,342	1,867,318	83.0%	
Academic Affairs	315,414	286,673	90.9%	
Academic Affairs (AVPCE)	663,320	646,474	97.5%	
Adult Education	498,204	374,550	75.2%	
Learning Technologies	686,110	577,166	84.1%	
Career & Tech Education Division	1,757,289	1,449,216	82.5%	
Natural Science & Business Division	2,356,277	2,062,123	87.5%	
Humanities & Fine Arts/Social Science Division	1,975,607	1,985,163	100.5%	
Health Professions Division	2,209,935	2,000,483	90.5%	
English, Mathematics, Education Division	2,776,921	2,403,340	86.5%	
Admissions & Records	390,144	343,906	88.1%	
Counseling	644,907	584,005	90.6%	
Student Services	170,125	145,842	85.7%	
Financial Aid	5,449,406	4,735,158	86.9%	
Athletics	248,628	222,383	89.4%	
TRiO (Student Success Grant)	290,652	266,008	91.5%	
Campus Security	355,780	406,189	114.2%	\$55,000 final payment for DAS project
Business Services/General Institution	2,257,524	2,035,013	90.1%	
Risk Management	638,163	448,711	70.3%	
Tuition Waivers	553,750	342,288	61.8%	
Purchasing	87,443	81,150	92.8%	
Human Resources	128,966	116,008	90.0%	
Bookstore	2,201,887	1,803,631	81.9%	
Shipping & Receiving	68,396	59,731	87.3%	
Copy Center	140,993	102,672	72.8%	
Total FY16 Expenditures	<u>\$ 36,214,943</u>	<u>\$ 31,200,774</u>	86.2%	

**Illinois Valley Community College**  
**Statement of Cash Flows**  
**for the Month ended May 31, 2016**

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT. & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 389,492.94	\$ 209,905.63	\$ (125,431.19)	\$ 177,339.26	\$ 710,344.64	\$ (429,396.20)	\$ 1,449,532.55	\$ 15,250.59	\$ 662,674.52	\$ 1,529.11	\$ 3,061,241.85
Total Receipts	600,183.55	40,571.69	146.38	26.47	58,003.60	21,000.00	-	3.51	2,567.82	15,500.20	\$ 738,003.22
Total Cash	989,676.49	250,477.32	(125,284.81)	177,365.73	768,348.24	(408,396.20)	1,449,532.55	15,254.10	665,242.34	17,029.31	3,799,245.07
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	619,424.10	150,000.00	200,000.00	-	-	68,000.00	-	-	-	-	1,037,424.10
Expenditures	(1,396,209.17)	(166,987.64)	(1,670.40)	-	(102,219.83)	(65,281.53)	-	-	(112,534.38)	-	(1,844,902.95)
ACCOUNT BALANCE	212,891.42	233,489.68	73,044.79	177,365.73	666,128.41	(405,677.73)	1,449,532.55	15,254.10	552,707.96	17,029.31	2,991,766.22
Deposits in Transit	(25,087.38)										(25,087.38)
Outstanding Checks	299,427.25										299,427.25
<b>BANK BALANCE</b>	<b>487,231.29</b>	<b>233,489.68</b>	<b>73,044.79</b>	<b>177,365.73</b>	<b>666,128.41</b>	<b>(405,677.73)</b>	<b>1,449,532.55</b>	<b>15,254.10</b>	<b>552,707.96</b>	<b>17,029.31</b>	<b>3,266,106.09</b>
Certificates of Deposit	-	-	1,000,000.00	-	248,000.00	-	2,395,491.76	-	1,100,000.00	-	4,743,491.76
Illinois Funds	2,119,968.99	2,179,535.53	2,782,804.13	633,776.77	232,416.49	29,900.32	901,698.81	2,319.72	1,139.12	488.19	8,884,048.07
CDB Trust Fund CTC			2,990.80								2,990.80
Bldg Reserve-ILLFund			1,084,719.05								1,084,719.05
<b>Total Investment</b>	<b>\$ 2,119,968.99</b>	<b>\$ 2,179,535.53</b>	<b>\$ 3,870,513.98</b>	<b>\$ 633,776.77</b>	<b>\$ 480,416.49</b>	<b>\$ 29,900.32</b>	<b>\$ 3,297,190.57</b>	<b>\$ 2,319.72</b>	<b>\$ 1,101,139.12</b>	<b>\$ 488.19</b>	<b>\$ 13,715,249.68</b>

LaSalle State Bank	\$ 173,061.97
Centrue Bank	<u>3,093,044.12</u>
	<u>\$ 3,266,106.09</u>

Respectfully submitted,



Kathy Ross  
 Controller

ILLINOIS VALLEY COMMUNITY COLLEGE  
INVESTMENT STATUS REPORT  
May 31, 2016

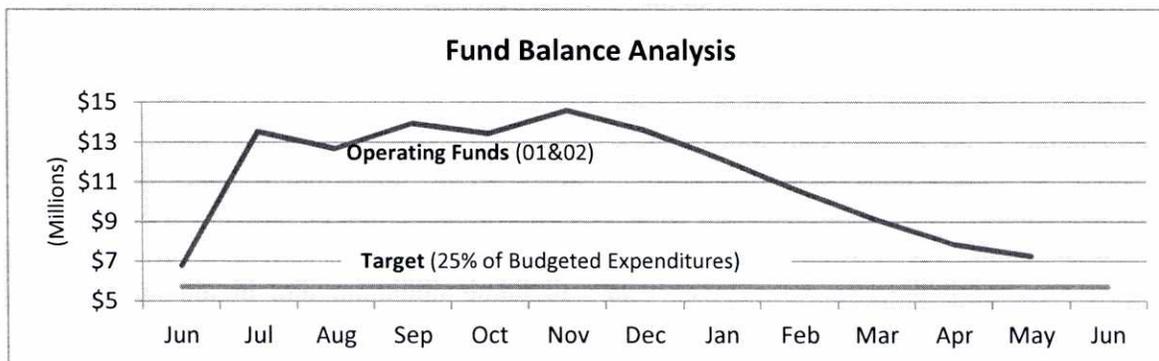
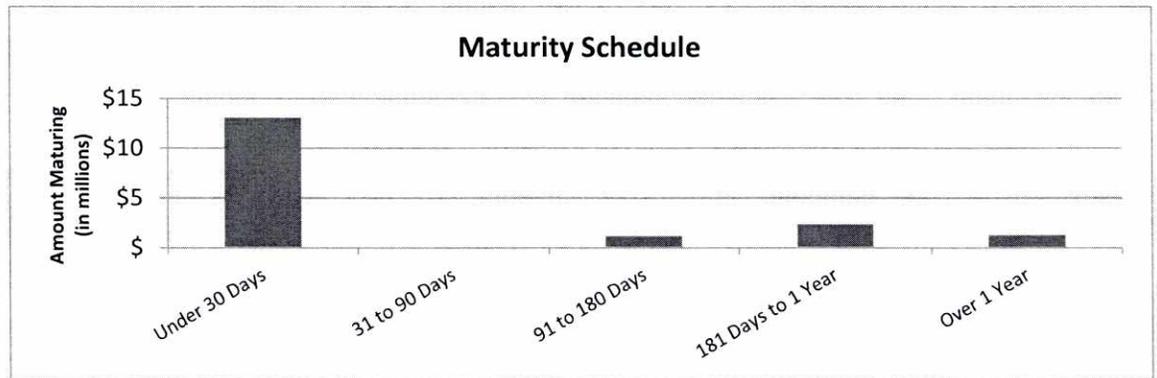
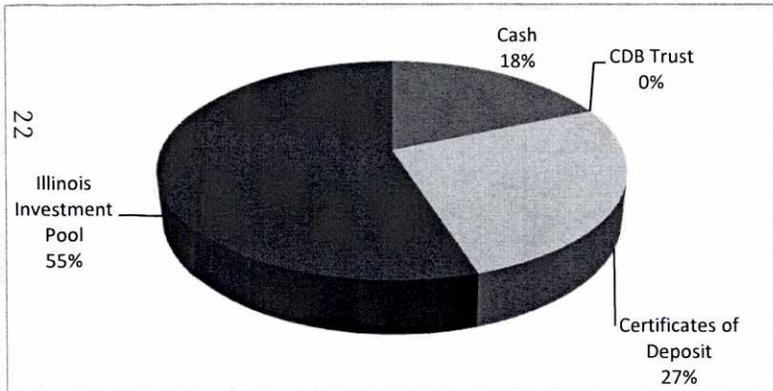
<u>DUE</u>	<u>Education</u>	<u>Oper &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
10/29/2016							1,000,000	1,000,000	MB	0.60%	0.60%	916139
11/7/2016						150,000		150,000	MB	0.65%	0.65%	915192
4/2/2017						1,000,000		1,000,000	LSB	0.39%	0.39%	
4/10/2017						248,000		248,000	MBS	0.85%	0.85%	
4/13/2017							1,000,000	1,000,000	CB	0.70%	0.70%	2131035592
4/22/2017							100,000	100,000	MB	0.60%	0.60%	914161
7/18/2017						996,048		997,492	MBS	1.24%	1.24%	RMB-02732
5/20/2020					248,000			248,000	MBS	2.05%	2.05%	
<b>Total CD</b>	-	-	-	-	248,000	2,394,048	2,100,000	4,743,492				

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

Illinois Valley Community College District No. 513  
Investment Status Report  
All Funds  
May 31, 2016

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	18.5%	\$ 3,299,502	0.34%
CDB Trust	0.0%	2,991	0.10%
Certificates of Deposit	26.6%	4,743,492	0.80%
Illinois Investment Pool	54.8%	9,770,955	0.36%
<b>Total</b>		<b>\$ 17,816,940</b>	<b>0.48%</b>

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds (US Bank)	\$ 9,770,955	-	-	\$ 9,770,955	55%
Centrue Bank	-	1,000,000	3,035,326	\$ 4,035,326	23%
North Central Bank	-	-	-	-	0%
Heartland Trust Acct	-	-	2,991	2,991	0%
LaSalle State Bank	-	1,000,000	159,535	1,159,535	7%
First State Bank	-	-	-	-	0%
Multi Bank Securities	-	1,493,492	-	1,493,492	8%
Heartland Bank	-	-	104,641	104,641	1%
Marseilles Bank	-	1,250,000	-	1,250,000	7%
	<b>\$ 9,770,955</b>	<b>\$ 4,743,492</b>	<b>\$ 3,302,493</b>	<b>\$ 17,816,940</b>	<b>100%</b>



ck

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

**05/01/16 - 05/31/16**

<b>Check Number</b>	<b>Check Date</b>	<b>Vendor Number</b>	<b>Payee</b>	<b>Check Amount</b>	<b>Description</b>
727279	05/04/16	0099391	Blackboard, Inc.	\$ 10,217.00	License Support
727280	05/04/16	0149548	Burwood Group	15,325.00	Cisco IP Phone Upgrade
727304	05/04/16	0153694	IVCC Bookstore	15,000.00	Rental Book Refunds
727307	05/04/16	0020036	Lake Land Community College	18,260.00	ILCCO Credit Hours
727347	05/04/16	0066555	United States Postal Service	6,000.00	Postage Meter Reimbursement
727355	05/04/16	0081443	American Express	12,184.40	CDW Government, Inc., Cengage Learning Inc., Elsevier Science, McGraw Hill Publishing, Good-Heart Wilcox, Minnesota's Bookstore, Pearson Education, Inc.
ACH	05/05/16		Internal Revenue Service	68,799.53	Federal Payroll Taxes (05/05/16)
ACH	05/05/16		Illinois Department of Revenue	16,451.13	State Payroll Taxes (05/05/16)
ACH	05/05/16		VALIC Retirement Services	15,791.26	403(b) & 457(b)Payroll (05/05/16)
727369	05/05/16	0082897	SURS	47,763.76	Payroll (05/05/16)
727388	05/11/16	0001369	Ameren Illinois	35,502.78	Electricity (03/13/16-04/12/16), Gas (03/11/16-04/13/16)
727391	05/11/16	0204246	Arthur Gallagher Risk Management	31,866.00	Property Casualty Insurance
727412	05/11/16	0181795	G4S Secure Solutions (USA) Inc.	33,198.05	Security Services (March)
727422	05/11/16	0153694	IVCC Bookstore	15,000.00	Rental Book Refunds
727423	05/11/16	0153694	IVCC Bookstore	15,000.00	Rental Book Refunds
727453	05/11/16	0001234	Smith's Sales and Service	6,911.00	Exmark Mower
727458	05/11/16	0000590	Mr. Cory J. Tomasson	5,156.00	Advance-National Softball Tournament
727494	05/17/16	0190646	CNE Gas Division, LLC	6,505.62	Natural Gas (March)
727498	05/17/16	0001277	Designs & Signs	6,984.00	Wayfinding Signs/Parking Lots
727534	05/17/16	0206664	Perlmutter Purchasing Power	14,230.00	Audio Visual Equipment for D225
727559	05/17/16	0001927	Walter J Zukowski & Associates	11,790.25	Legal Services
ACH	05/19/16		Internal Revenue Service	67,862.59	Federal Payroll Taxes (05/19/16)
ACH	05/19/16		Illinois Department of Revenue	16,101.14	State Payroll Taxes (05/19/16)
ACH	05/19/16		VALIC Retirement Services	15,510.33	403(b) & 457(b)Payroll (05/19/16)
727584	05/19/16	0082897	SURS	46,997.22	Payroll (05/19/16)
727599	05/25/16	0108916	CCIC	237,021.78	Health Insurance (June)
727600	05/25/16	0142736	Central Illinois Trucks, Inc.	6,940.00	Lease Payments (April & May)
727611	05/25/16	0181795	G4S Secure Solutions (USA) Inc.	31,728.73	Security Services (April)
727689	05/25/16	0142736	Central Illinois Trucks, Inc.	8,978.24	Rental Fees/Tractor

**\$ 839,075.81**

**Stipends For Pay Period 04/30/16**

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Baker, Kathryn J.	Intermediate Excel 2013	03/21/16	04/18/16	04/29/16	ST	\$420.00	014110394151320	CEU-4119-633	Intermediate Excel 2013	
Balzarini, Doreen J.	Goodwill Workshops Computer	04/20/16	04/20/16	04/29/16	ST	\$105.00	014110394151320			
Bias, Timothy J.	Manufacturing Expo	10/22/15	10/22/15	04/03/16	ST	\$75.00	061320152751900			
Black, Mary A.	Bridging the Gap Meeting	04/21/16	04/21/16	04/29/16	ST	\$100.00	011120910051900			
Bruner, Joseph W.	LC Driver Improvement #1020 GD	04/16/16	04/16/16	04/30/16	ST	\$175.00	014110394251320	CDV-6000-02	LaSalle Co Driver Improvement	
Bruner, Joseph W.	LC Driver Improvement # 1021	04/20/16	04/20/16	04/30/16	ST	\$140.00	014110394251320	CDV-6000-02	LaSalle Co Driver Improvement	
Bubb, Jennifer L.	Bridging the Gap Meeting	04/21/16	04/21/16	04/29/16	ST	\$100.00	011120910051900			
Cinotte, Lori M.	Bridging the Gap Presenter	04/21/16	04/21/16	04/29/16	ST	\$150.00	011120910051900			
Cornwall, Mary E.	Pianist for Engstrom concert	04/29/16	04/29/16	04/30/16	ST	\$200.00	011120650051900			
Data, Dorene M.	Manufacturing Expo	10/22/15	10/22/15	04/30/16	ST	\$75.00	061320152751900			
Elias, Gina R.	Manufacturing Expo	10/22/15	10/22/15	04/30/16	ST	\$75.00	061320152751900			
Engstrom, Norman B.	Directing THE 1005/2005	01/16/16	04/30/16	04/30/16	ST	\$1,000.00	011120650051340			
Engstrom, Norman B.	Voice Lessons / 4	04/14/16	04/26/16	04/30/16	ST	\$128.00	011120650051340			
Forst, Jean	Bridging the Gap Presenter	04/21/16	04/21/16	04/29/16	ST	\$150.00	011120910051900			
Freed, Timothy D.	Small Plates	04/13/16	04/13/16	04/29/16	ST	\$235.00	014110394151320	HLR-3111-304	Small Plates Tapas II	
Gibson, James A.	Manufacturing Expo	10/22/15	10/22/15	04/30/16	ST	\$75.00	061320152751900			
Hanley, Linda C.	Substituting for Whiteaker	03/14/16	05/21/16	05/28/16	ST	\$1,904.00	011420730051340			
Krischel, Susan R.	Demystifying Deep Tissue Massage	04/16/16	04/16/16	04/29/16	ST	\$400.00	014110394151320	CPD-3146-04	Demystifying Deep Tissue Massage	
Kuester, David A.	Directing THE 1005/2005	01/16/16	04/30/16	04/30/16	ST	\$550.00	011120650051340			
Landgraf, Tammy L.	NAEYC Accreditation Follow Up	04/08/16	04/08/16	04/30/16	ST	\$402.72	011220910051900			
Leadingham, Paul	Manufacturing Expo	10/22/15	10/22/15	04/30/16	ST	\$75.00	061320152751900			
Lesman, Emily E.	Bridging the Gap	04/21/16	04/21/16	04/29/16	ST	\$50.00	011120910051900			
Lockwood, Kirk D.	Bridging the Gap Presenter	04/21/16	04/21/16	04/29/16	ST	\$150.00	011120910051900			
Mammano, Pamela M.	Substituting for Whiteaker	03/14/16	05/21/16	05/28/16	ST	\$1,904.00	011420730051340			

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**Stipends For Pay Period 04/30/16**

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Matuszewski, Kari L.	Re-Purposed Jewelry	04/18/16	04/18/16	04/30/16	ST	\$150.00	014110394151320	HLR-2749-304	Re-purpose Your Jewel	
Oldaker, Adam G.	Facilitated Meeting the Gap	04/21/16	04/29/16	04/29/16	ST	\$1,920.00	011120910051340			
Rambo, Randy R.	Bridging the Gap Presenter	04/21/16	04/21/16	04/29/16	ST	\$150.00	011120910051900			
Reese, Robert C.	Manufacturing Expo	10/22/15	10/22/15	04/30/16	ST	\$75.00	061320152751900			
Retoff, Dan J.	Beginning Yoga	03/02/16	04/13/16	04/29/16	ST	\$315.00	014110394151320	HLR-6101-303	Beginning Yoga Session I	
Sankovich, Michael W.	MFG Expo	10/22/15	10/22/15	04/30/16	ST	\$75.00	061320152751900			
Schiffman, Robyn L.	Bridging the Gap Presenter	04/21/16	04/21/16	04/29/16	ST	\$100.00	011120910051900			
Serafini, Daniel J.	Bridging the Gap Facilitator	04/21/16	04/21/16	04/29/16	ST	\$500.00	011120910051900			
Serafini, Richard J.	Manufacturing Expo	10/22/15	10/22/15	04/30/16	ST	\$75.00	061320152751900			
Skoflanc, Francie A.	Coordinate HS/IVCC Art Shows	03/01/16	03/01/16	04/30/16	ST	\$1,500.00	011320650051900			
Skoflanc, Francie A.	Manufacturing Expo	10/22/15	10/22/15	04/30/16	ST	\$75.00	061320152751900			
Story, Michelle M.	Manufacturing Expo	10/22/15	10/22/15	04/30/16	ST	\$75.00	061320152751900			
Thomas, Linda A.	Bridging the Gap Participant	04/21/16	04/21/16	04/29/16	ST	\$100.00	011120910051900			
Weber, Lynne S.	NAEYC Accreditation Assessment	04/08/16	04/08/16	04/30/16	ST	\$792.00	011220910051900			
<b>Total</b>						<b>14,540.72</b>				

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*Cheryl Roelfsema*

Cheryl Roelfsema  
Vice President of Business Services and Finance

*Jerry Corcoran 4/19/2016*  
Dr. Jerry Corcoran  
President

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

Stipends For Pay Period 05/14/16

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Balzarini, Doreen J.	Goodwill Workshop Word Email Windows	04/27/16	04/27/16	05/14/16	ST	\$630.00	014110394151320	CEX-4411-304	How To Use Windows 10	
Black, Mary A.	Bridging the Gap Meeting	04/21/16	04/21/16	05/14/16	ST	\$100.00	011120910051900			
Booras, Pamela H.	Ethics for Massage Therapists	04/30/16	04/30/16	05/14/16	ST	\$150.00	014110394151320	CPD-3148-04	Ethics for Massage Therapists	
Boyle- Bruch, Ida L.	Food Service Sanitation	05/02/16	05/06/16	05/14/16	ST	\$375.00	014110394151320	CEU-1503-05	Food Service Sanitation-8 Hour	
Bubb, Jennifer L.	Bridging the Gap Meeting	04/21/16	04/21/16	05/14/16	ST	\$100.00	011120910051900			
Chaffee, Candice S.	Aromatherapy	05/04/16	05/04/16	05/14/16	ST	\$700.00	014110394151320	CPD-3235-05	Aromatherapy	
Cinotte, Lori M.	Bridging the Gap Presenter	04/21/16	04/21/16	05/14/16	ST	\$150.00	011120910051900			
Dellinger, Douglas A.	Interim Photography and Lighting	04/05/16	04/26/16	05/14/16	ST	\$455.00	014110394151320	HLR-2507-304	Interim Photography and Lighting	
Engstrom, Norman B.	Voice Lessons / 24	04/05/16	05/10/16	05/14/16	ST	\$768.00	011120650051340	MUP-2001-01	Applied Music- Vocal	
Engstrom, Norman B.	Voice Lessons / 4	05/09/16	05/13/16	05/14/16	ST	\$128.00	011120650051340	MUP-2001-01	Applied Music- Vocal	
Finklea, Kathleen S.	Mileage Reimbursement	05/05/16	05/05/16	05/14/16	ML	\$41.04	011120910055210			
Fitzpatrick, Sara E.	Seasonings Salts and Oils Oh My	05/03/16	05/03/16	05/14/16	ST	\$150.00	014110394151320	HLR-3514-305	Seasonings Salts and Oils Oh My	
Fogle, Kyle K.	Substitute for Bonnie Petersen	03/09/16	04/26/16	05/14/16	ST	\$622.28	011120570051320			
Forst, Jean	Bridging the Gap Presenter	04/21/16	04/21/16	05/14/16	ST	\$150.00	011120910051900			
Freed, Timothy D.	Sushi 101	04/27/16	04/27/16	05/14/16	ST	\$210.00	014110394151320	HLR-3939-304	That's The Way We Roll Sushi	
Koehler, Randy R.	Introduction to Home Brewing	05/10/16	05/10/16	05/14/16	ST	\$150.00	014110394151320	HLR-3938-305	Introduction To Home Brewing	
Lesman, Emily E.	Bridging the Gap	04/21/16	04/21/16	05/14/16	ST	\$50.00	011120910051900			
Lockwood, Kirk D.	Bridging the Gap Presenter	04/21/16	04/21/16	05/14/16	ST	\$150.00	011120910051900			
Oseland, Gregory A.	Substitute for L Carey	05/06/16	05/06/16	05/14/16	ST	\$124.88	011120570051320			
Rambo, Randy R.	Bridging the Gap Presenter	04/21/16	04/21/16	05/14/16	ST	\$150.00	011120910051900			
Retoff, Dan J.	T'ai Chi Session II	04/08/16	05/06/16	05/14/16	ST	\$200.00	014110394151320	HLR-6104-604	T'ai Chi Session II	
Sarver, Gregory S.	LC Driver Improvement #1022 1023	04/30/16	05/04/16	05/14/16	ST	\$337.50	014110394251320	CDV-6000-02	LaSalle Co Driver Improvement	
Sarver, Gregory S.	BC Driver Improvement #313	05/07/16	05/07/16	05/14/16	ST	\$150.00	014110394351320	CDV-7000-02	Bureau Co. Driver Improvement	

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**Stipends For Pay Period 05/14/16**

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Schiffman, Robyn L.	Bridging the Gap Presenter	04/21/16	04/21/16	05/14/16	ST	\$100.00	011120910051900			
Schomas, Jane E.	Beginning/Advanced Swing Dance	04/05/16	05/10/16	05/14/16	ST	\$720.00	014110394151320	HLR-5102-404	Beginning/Advanced Swing Dance	
Smith, Sara E.	Food Service Sanitation-8 Hour	04/26/16	05/05/16	05/14/16	ST	\$600.00	014110394151320	CEU-1503-634	Food Service Sanitation-8 Hour	
Sorce, Adrianna L.	Acrylic Painting Skills & Tech	03/15/16	05/10/16	05/14/16	ST	\$630.00	014110394151320	HLR-1108-303	Acrylic Painting Skills & Tech	
Thomas, Linda A.	Bridging the Gap Participant	04/21/16	04/21/16	05/14/16	ST	\$100.00	011120910051900			
Thompson, Jason	Native Survival	04/30/16	04/30/16	05/14/16	ST	\$175.00	014110394151320	HLR-5313-04	Native Survival	
Vahle, Larry E.	Title IX Training	02/24/16	02/24/16	05/14/16	ST	\$67.12	011520910051320			
<b>Total</b>						<b>8,433.82</b>				

*Cheryl Roelfsema*

Cheryl Roelfsema  
Vice President of Business Services and Finance

*Jerry Corcoran*

Dr. Jerry Corcoran  
President

6/18/16

\*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

**Purchase Request – Fuel for Truck Driver Training Program**

The Truck Driver Training Program will expend an estimated \$50,000 in FY17 on fuel for its vehicles. There is no on-site fuel storage at our campus. Fuel is purchased at the pump, so it is not realistic to conduct a bidding process. IVCC has been using WEX Inc. for fuel cards for all College vehicles. With WEX Inc., IVCC is earning a 1.05% credit rebate on all fuel purchases made.

**Recommendation:**

**The administration recommends Board approval to expend an estimated \$50,000 for fuel for the Truck Driving Training Program using WEX Inc. fuel cards.**

KPI 1: Student Academic Success

KPI 5: Fiscal Responsibility/Affordability

**Purchase Request – Continuing Education Training Classes for Companies**

Each year, IVCC’s Continuing Education Center offers training classes for companies in our district. The FY2017 estimated classes with instructional costs that total \$10,000 or more are listed below:

- 2B Safe, Inc. – East Moline, Illinois - **\$30,000**  
OSHA safety training classes
- Riffle, Inc. – Davenport, Iowa - **\$13,500**  
Supervisor and leadership development training classes

**Recommendation:**

**The administration recommends Board approval to expend an estimated \$30,000 for OSHA safety training classes from 2B Safe, Inc. and an estimated \$13,500 for supervisor and leadership development training classes from Riffle, Inc. for Fiscal Year 2017.**

KPI 1: Student Academic Success

**Purchase Request – Radio, Billboard, and Television Advertising Contracts**

Each year, Community Relations and Marketing enters into several one-year radio, billboard, and television advertising contracts. The payments are expended monthly. The contracts for FY2017 which total \$10,000 or more are listed below:

- NRG Media – Ottawa, Illinois. - **\$10,454**  
Includes advertising on WCMY 1430 AM and SAM 95.3 FM.
- LaSalle County Broadcasting Corp. – Oglesby, Illinois. - **\$10,490**  
Includes radio and web advertising on 99.3 WAJK, WLPO Classic Hits 103.9 FM, 1220 AM, and 96.5 The Wolf.
- Studstill Media – Peru, Illinois. - **\$19,800**  
Includes radio and web advertising on Q 97.7/103.3, WALLS 102, and 100.9 FM Rocks!
- WZOE, Inc. – Princeton, Illinois. - **\$10,530**  
Includes WZOE AM 1490, Z98 FM, and WRVY FM 100.5.
- Comcast Spotlight – Chicago, Illinois. - **\$20,000**  
Includes advertising on 17 television network channels in the Streator/Ottawa and LaSalle/Peru zones, along with zoned expandable video impressions across Xfinity.com

**Recommendation:**

**The administration recommends Board approval to expend \$71,274 for annual radio, billboard, and television advertising for Fiscal Year 2017 from NRG Media, LaSalle County Broadcasting Corp., Studstill Media, WZOE, Inc., and Comcast Spotlight.**

KPI 5: Fiscal Responsibility/Affordability

**Prevailing Wage Resolution**

As required by the Prevailing Wage Act, 820 ILCS 130/0.01, *et seq.* (the “Act”), the College is required to annually adopt a Prevailing Wage Resolution. The Act requires that prevailing wages be paid to all laborers, workers, and mechanics employed by or on behalf of the College on a public works project.

**Recommendation:**

**The administration recommends the Board adopt the Prevailing Wage Resolution for Fiscal Year 2017.**

KPI 5: Fiscal Responsibility/Affordability

## RESOLUTION

Whereas the State of Illinois has enacted "An Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city, or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, being Chapter 820 ILCS 130/0.01, *et seq.* (the "Act"), Illinois Compiled Statutes; and

Whereas the aforesaid Act requires that Illinois Valley Community College District No. 513 of La Salle County investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics, and other workers in the locality of La Salle County employed in performing construction of public works, for said Community College District No. 513.

Now, therefore, be it ordained by the Board of Trustees of Illinois Valley Community College District No. 513, as follows:

### SECTION 1

To the extent and as required by "An Act regulating wages of laborers, mechanics, and other workers employed in any public works by state, county, city or any public body or any political subdivision, or by anyone under contract for public works" approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics, and other workers engaged in construction of public works coming under the jurisdiction of Illinois Valley Community College District No. 513 is hereby ascertained to be the same as the prevailing rate of wages for construction work in the La Salle County area as determined by the Department of Labor of the State of Illinois as of June 2015, a copy of that determination being attached hereto and incorporated herein by reference. The definition of any terms appearing in this resolution, which are also used in aforesaid Act, shall be the same as in said Act.

### SECTION 2

Nothing herein shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works of Illinois Valley Community College District No. 513 to the extent required by the aforesaid Act.

### SECTION 3

The Business Office of Community College District No. 513 shall publicly post or keep available for inspection by any interested party in the main office of Illinois Valley Community College District No. 513 this determination of such prevailing rate of wage.

### SECTION 4

The Business Office of Community College District No. 513 shall mail a copy of this determination to any employer, and to any association of employers, and to any person or association of employees, who have filed, or file their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

### SECTION 5

The Business Office of Illinois Valley Community College District No. 513 shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

### SECTION 6

The Business Office of Illinois Valley Community College District No. 513 shall cause a notice to be published in a newspaper of general circulation within the area that the determination of prevailing wages has been made. Said notice shall conform substantially to the notice attached hereto. Such publication shall constitute notice that this is the determination of Illinois Valley Community College and is effective.

PASSED this 9<sup>th</sup> day of June, 2016

APPROVED:

\_\_\_\_\_  
Chairperson, Board of Trustees  
District No. 513

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees  
District No. 513

CERTIFICATION

I, Dr. Jerry Corcoran, do hereby certify that I am the President of Illinois Valley Community College and that the attached is a true and correct copy of the Prevailing Wage Rates Resolution as adopted by the Board of Trustees of Illinois Valley Community College at their regular meeting held on June 9, 2016.

Dated this 9<sup>th</sup> day of June, 2016

By: \_\_\_\_\_  
President

**Faculty Appointment –Heather A. Knoblauch, Nursing Instructor**

The selection committee has selected Heather Knoblauch as Nursing Instructor to fill the vacancy created by the resignation of Tina Nink. Information on this applicant is attached.

**Recommendation:**

**The administration recommends the Board approve the appointment of Heather A. Knoblauch as Nursing Instructor assigned to the Division of Health Professions, with placement on the 2016/2017 faculty salary schedule at Step C-8, \$53,581 annualized.**

KPI: 1 Student Academic Success

KPI: 5 Fiscal Responsibility/Affordability

**RECOMMENDED FOR FACULTY APPOINTMENT**  
**2016-2017**

GENERAL INFORMATION:

POSITION TO BE FILLED: Nursing Instructor

NUMBER OF APPLICANTS: 3

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Ms. Campbell, Dr. Francisco, Ms. Hanley, Ms. Hodgson, Ms. Hogue,  
Ms. Mammano

APPLICANT RECOMMENDED:

Heather A. Knoblauch

EDUCATIONAL PREPARATION:

University of Phoenix, Phoenix, AZ – M.S. in Nursing

Illinois State University, Normal, IL – B.S. in Nursing

Illinois Valley Community College, Oglesby, IL – A.A., A.S., A.A.S. in Nursing

EXPERIENCE:

Illinois Valley Community College, Oglesby, IL – Adjunct Nursing Instructor

St. Margaret's Hospital, Spring Valley, IL – Perinatal Unit Coordinator

St. Margaret's Hospital, Spring Valley, IL – Staff RN, Obstetrics

St. Margaret's Hospital, Spring Valley, IL – Charge Nurse, Medical Floor

St. Margaret's Hospital, Spring Valley, IL – Staff Nurse, Medical Floor

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

1. Part-time IVCC Nursing instructor
2. Neonatal Resuscitation Procedure instructor
3. 21 years of nursing experience, including administrative
4. Very good, student-centered teaching demonstration

RECOMMENDED SALARY: C-8, \$53,581 annualized

Ms. Glenna Jones, SPHR  
Director of Human Resources

**Staff Retirement – Harold Barnes, Director of Information and Technology Services**

Harold Barnes, Director of Information and Technology Services, has submitted his notice of retirement effective December 31, 2016. His retirement letter is attached.

Harold began his career at IVCC in 1986 as a member of our faculty. Four years later, he became the Director of Engineering and Manufacturing; in 1992, his position changed to Division Chairperson - Business and Engineering; in 1993, he moved into his current position as Director of Information Technology. Harold has been a part of many changes in IT including the migration to Colleague's Datatel administrative software in 1999.

**Recommendation:**

**Accept with regret the retirement of Harold Barnes, Director of Information and Technology Services, effective December 31, 2016, and wish him a long, happy, and healthy retirement.**

KPI 6: Job Satisfaction

May 26, 2016

Cheryl Roelfsema  
Vice President for Business Services and Finance  
Illinois Valley Community College

Cheryl,

After 30 years of service to Illinois Valley Community College, I have decided to retire having confidence in the next generation of information technology thinkers. I will retire as of December 31, 2016, with my last day of work being December 30, 2016.

It has been an honor to serve Illinois Valley Community College, especially the last 23 years as the Director of Information & Technology Services. This has to be the most enjoyable position at the college, since constantly changing technology presents new experiences and challenges every day. In the past 30 years, we have progressed from a mainframe to multiple virtual servers, from 40 computers to over 1,300 computing devices, and to network speeds 2,500 times faster. It has brought me great joy to be involved in the advancement of technology at the College, thereby advancing the College as well.

I want to thank you, the Board of Trustees, and my fellow administrators, for allowing me the opportunity to help guide IVCC's technology path for so many years. It has certainly been a very rewarding experience. Most of all, I would like to thank my staff for their dedication and hard work and Emily Vescogni for being such a great partner for technology planning.

Sincerely,



Harold Barnes

RECEIVED

MAY 26 2015

HUMAN RESOURCES

**President's Contract**

Pursuant to the Board's performance evaluation procedures, an annual evaluation for Dr. Jerry Corcoran was conducted by the Board of Trustees. As a result of the evaluation, a recommendation for Board action follows.

**Recommendation:**

**Approve a three-year employment contract for President Dr. Jerry Corcoran from July 1, 2016 to June 30, 2019 with a salary increase of 2.5 percent for FY 2017, providing for an annual salary of \$192,361.75 as well as benefits and other conditions presented in the contract, a copy of which shall be made a part of the minutes.**

KPI 5: Fiscal Responsibility/Affordability

**Vice Presidents' Contracts**

Pursuant to the College's performance evaluation procedures, annual evaluations for Cheryl Roelfsema and Dr. Deborah Anderson were conducted by their supervisor, Dr. Jerry Corcoran. As a result of the evaluations, they have been recommended to receive 100 percent of the allowable salary increase, 2.0 percent for fiscal year 2017.

**Recommendation:**

**Approve the FY17 employment contract for Cheryl E. Roelfsema, Vice President for Business Services and Finance, with a 2.0 percent increase for FY2017, resulting in an annualized salary of \$127,890 and duties, benefits, and other conditions as outlined in her contract, a copy of which shall be made a part of the minutes.**

**Approve the FY17 employment contract for Dr. Deborah Anderson, Vice President for Academic Affairs, with a 2.0 percent increase for FY2017, resulting in an annualized salary of \$115,005 and duties, benefits, and other conditions as outlined in her contract, a copy of which shall be made a part of the minutes.**

KPI 5: Fiscal Responsibility/Affordability

**Compensation for FY17– Employees not Affected by a Negotiated Labor Agreement**

The salary level ranges have been adjusted by .7 percent, the CPI-U annual average as of December 2015; each level’s minimum, midpoint, and maximum were adjusted by this percentage. The application of the CPI-U is consistent with IVCC’s past practice of adjusting the ranges, with the exception of eight years ago when the compensation study was conducted.

The administration has identified some employees that warrant a special increase based on midpoints, workload, level change, and/or internal equity.

The ranges for FY17 as adjusted are listed below:

	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Nonexempt, level 5	\$ 9.38	\$ 12.51	\$ 15.63
Nonexempt, level 6	\$ 10.99	\$ 14.65	\$ 18.31
Nonexempt, level 7	\$ 12.86	\$ 17.13	\$ 21.40
Nonexempt, level 8	\$ 15.03	\$ 20.04	\$ 25.04
Exempt, level 9	\$ 37,513	\$ 50,018	\$ 62,523
Exempt, level 10	\$ 45,016	\$ 60,021	\$ 75,027
Exempt, level 11	\$ 58,521	\$ 78,028	\$ 97,535
Exempt, level 12	\$ 81,930	\$ 109,240	\$ 136,550

**Recommendation:**

**The administration recommends Board approval of a 2.0 percent general increase for all support staff and administrators not affected by a negotiated labor agreement, contingent upon acceptable performance evaluations and support from grants and outside contracts for the impacted positions for FY17.**

**The administration also recommends Board approval of special salary adjustments for employees identified as warranting such an increase in FY17.**

KPI 5: Fiscal Responsibility/Affordability

**Increase in Part-Time Faculty Pay Scale**

To remain comparable with peer colleges and provide the same level of increase as for all other staff, the administration requests an increase in the part-time faculty pay scale by 2.0 percent.

2015-2016 Current  
Pay Scale Per Credit Hour

1-5 years of service - \$662.00;  
6-10 years of service - \$689.00;  
11-15 years of service - \$716.00; and  
16+ years of service - \$743.00

2016-2017 Recommended  
Pay Scale Per Credit Hour

1-5 years of service - \$675.00;  
6-10 years of service - \$703.00;  
11-15 years of service - \$730.00; and  
16+ years of service - \$758.00

This credit hour change would adjust the full-time retired faculty credit hour rate from \$892 to \$910. This rate is 1.2 times the highest credit-hour rate on the part-time faculty pay scale.

**Recommendation:**

**The administration requests Board approval of an increase in the part-time faculty pay scale by 2.0 percent effective the fall semester of FY17.**

KPI 5: Fiscal Responsibility/Affordability

**Authorization to Continue Payment for Standard Operating Expenditures**

The administration is in the process of finalizing a tentative budget that will be presented for consideration at the July 2016 Board of Trustees' meeting. Since the budget development process will continue into the next fiscal year, it has become the College's custom and practice to request authorization to continue operation of the College, beginning July 1, 2016 through budget adoption. The administration suggests that authorization include those expenditures required to maintain a normal operation, including salaries, approved contracts, utilities, routine maintenance, supplies, and regular activities.

**Recommendation:**

**The administration recommends Board authorization to continue the operation of the College by making those expenditures required for normal operations, including salaries, approved contracts, utilities, maintenance, supplies, and regular activities for the period July 1, 2016 through budget adoption.**

KPI 5: Fiscal Responsibility/Affordability

**Transfer of Funds**

The Working Cash Fund was established with the proceeds of two bond issues, \$1,500,000 in 1992 and \$2,999,953 in 1999. The purpose of the Working Cash fund is to give the College resources to meet payroll and operating expenses while waiting for receipts from property tax levies and state funds. Interest earnings from the Working Cash Fund can be transferred to support activities of the Education Fund.

**Recommendation:**

**The administration recommends Board approval to transfer \$200,000 from the Working Cash Fund to the Education Fund to cover operating expenses.**

KPI 5: Fiscal Responsibility/Affordability

**Proposal Request – IT Security Services**

Based on IVCC’s auditor’s recommendation and to ensure the IT security of the College, the administration would like to solicit proposals for IT Security Services. The request for proposal is to provide a complete security assessment of the IT department.

**Recommendation:**

**The administration recommends Board authorization to seek proposals for IT Security Services.**

KPI 3: Service Excellence

**Proposal Request – Wireless Duress Button System**

To further enhance the security of the campus, the administration would like to solicit proposals for a wireless duress button alert system to ensure safety and immediacy in case of an emergency. The request for proposal is for the purchase and installation of 50 duress buttons strategically placed throughout the main campus.

This purchase will be paid with Tort Liability funds.

**Recommendation:**

**The administration recommends Board authorization to seek proposals for a wireless duress button system.**

KPI 6: Job Satisfaction

**Purchase Request - Computer Upgrades for Classrooms E214 and E216**

Per the student computer upgrade guidelines, Information and Technology Services Department staff recommend purchasing replacement computers.

The new computers will replace eight-year old computers in the following classrooms:

E214 — 23 computers

E216 — 31 computers

Student computer upgrades are included in the FY17 Student Technology budget and will be purchased with Student Technology fees and/or reserves.

**Recommendation:**

**The administration recommends Board approval to purchase 54 computers and 54 monitors from Dell, Inc., in the amount of \$38,340.**

KPI 8: Utilization of Technology for Teaching and Learning

**Purchase Request – Furniture for Classroom A209**

The administration requests authorization to proceed with the purchase of new tables and chairs for A209 in the amount of \$11,919.80 from Henricksen & Company, Inc. - Peoria, IL, a vendor in The Cooperative Purchasing Network (TCPN).

There is an increased need to have larger computer testing classrooms for instructors who feel it is important to administer their exams in a computer environment, such as Nursing, Biology, and Anatomy & Physiology. The configuration of A209 and current desks in the room do not allow for this testing atmosphere. Instructors are requesting an additional computer testing room, similar to A208 that can hold 40 computers to accommodate larger classes. The tables in A208 work well and are still available from Henricksen & Company, Inc. with TCPN consortia pricing at a cost of \$7,625.40. The chairs will cost \$4,294.40.

This purchase will be paid from the Facilities FY17 Budget.

**Recommendation:**

**The administration recommends the Board authorize the purchase of furniture for A209 from Henrickson & Company, Inc., through The Cooperative Purchasing Network, at a cost of \$11,919.80.**

KPI 1: Student Academic Success

KPI 8: Utilization of Technology for Teaching and Learning

**Purchase Request – Weld Coupon Station**

The Welding Department is recommending the purchase of a 2” Weld Coupon Station from E.H. Wachs, Lincolnshire, IL in the amount of \$11,731.42. Two years ago we purchased a Wachs Air Powered SDB206/2 Portable Pipe and Tube Prepping Machine from them in the amount of \$6,081.75. This machine has not lived up to our expectations due to some safety concerns regarding the weight and balance of the equipment that surfaced once it was received and students began to use the machine. The vendor and Paul Leadingham attempted to remedy the situation, but ultimately Mr. Leadingham has not been satisfied with the end result and consequently the Wachs Air Powered SDB206/2 Portable Pipe and Tube Prepping Machine has been used sparingly by the instructor. Mr. Leadingham has continued to work with vendor and E.H. Wachs is willing to give us \$5,481.42 credit towards the purchase of the requested 2” Weld Coupon Station, bringing the cost to \$6,250. Paul has tested one of the proposed coupon stations and is very confident that this machine can be safely operated by our students.

This unit will be used by students to prepare pipe coupons for practice in the lab during class and for AWS Certification Tests.

This purchase will be paid for with FY16 Perkins grant money.

**Recommendation:**

**The administration recommends Board approval to purchase the 2” Weld Coupon Station in the amount of \$6,250.**

**Bid Request – Hunter Alignment System**

The administration requests authorization to seek bids for a Hunter Alignment System for the Automotive Department at an estimated cost of \$28,000.

The IVCC Automotive Department is in need of a digital four-wheel alignment system. The Automotive advisory council has informed IVCC that the majority of the local facilities are equipped with Hunter brand equipment. The Automotive program has consistently used Hunter alignment systems because of the prevalence of Hunter alignment systems in the local industry.

This piece of equipment is required to maintain the Automotive program's NATEF certification.

The students should be prepared on the equipment that they will encounter once they are working in industry. There are many other brands of equipment available on the market that do not meet the same industry standards as the Hunter Elite alignment system. The following features are standard with the Hunter Elite alignment system:

- Steering angle sensor reset capability
- Shop environment computer system
- Digital camera system
- Mobile camera system
- Mobile quick alignment check capabilities
- Quick clamp no touch wheel clamps

This purchase will be paid for from the Auxiliary Enterprise Fund (05) from the operation of the student auto lab.

**Recommendation:**

**The administration recommends Board authorization to seek bids for a Hunter Alignment System at an estimated cost of \$28,000.**

KPI 8: Utilization of Technology for Teaching and Learning

**Academic Calendars for Fall 2017, Spring 2018, Summer 2018, Fall 2018, Spring 2019, and Summer 2019**

An ad-hoc committee made up of administrators, faculty, and support staff has completed work on the proposed college calendars for the next two years. Representatives of the committee met several times during the spring of 2016 to build a calendar that would benefit all stakeholders of the college.

The following calendars meet the requirements of the ICCB, including at least 75 instructional days per term and 84 total contact days per term.

Noteworthy items:

1. The commencement ceremony in May will remain on a Saturday afternoon for both calendar years.
2. New Student Convocation will remain prior to the beginning of the fall semester, but after the faculty in-service.
3. During the Fall 2017 semester, the College will be closed on October 6<sup>th</sup> for an all-staff Development Day.
4. During the Spring 2018 semester, minutes must be added to Monday evening courses due to days the college is closed or when classes are not in session.
5. During the Summer 2018 semester, the College will be closed July 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>.
6. During the Summer 2018 semester, the College will operate an 8-week schedule at the IVCC Ottawa Center.
7. During the Fall 2018 semester, the College will be closed on October 5<sup>th</sup> for an all-staff Development Day.
8. During the Fall 2018 semester, minutes must be added to Monday evening courses due to days the college is closed or when classes are not in session.
9. During the Spring 2019 semester, minutes must be added to Monday evening courses due to days the college is closed or when classes are not in session.
10. During the Summer 2019 semester, the College will be closed July 4<sup>th</sup> and 5<sup>th</sup>.
11. During the Summer 2019 semester, the College will operate an 8-week schedule at the IVCC Ottawa Center.

**Recommendation:**

**The administration recommends Board approval of the academic calendars for 2017-2018, 2018-2019, and the 2018 and 2019 summer terms, as presented.**

KPI 3: Service Excellence

## ANALYSIS OF PROPOSED CALENDAR

### Fall Semester 2017

Month	Description	Non-Student Contact	Instructional Days	Total Contact Days
AUGUST	IN-SERVICE	1		
	CONVOCATION	1		
	STUDENT CONTACT		12	
SEPTEMBER	STUDENT CONTACT		20	
OCTOBER	DEVELOPMENT	1		
	STUDENT CONTACT		21	
NOVEMBER	STUDENT CONTACT		18	
DECEMBER	STUDENT CONTACT		4	
	EXAM DAYS	4		
	GRADING DAYS	2		84

COLLEGE CLOSED: Labor Day (Sept. 4), Development Day (Oct. 6), Veteran's Day Observed (Nov. 10), Thanksgiving Break (Nov. 22-25), Winter Break (Dec. 20 – Jan 1)

### Spring Semester 2018

Month	Description	Non-student Contact	Instructional Days	Total Contact Days
January	In-service day	1		
	Student Contact		15	
February	Student Contact		19	
March	Development Day	1		
	Student Contact		16	
April	Student Contact		21	
May	Student Contact		4	
	Exam Days	4		
	Grading Days	3		
	Commencement	1		85

COLLEGE CLOSED: MLK Jr. Day (Jan. 15), President's Day (Feb. 19), Spring Break for Faculty & Students (Mar. 16-17)

NO CLASSES: Development Day (Mar. 9), Spring Break for Faculty, Students, and Staff (Mar. 12-Mar. 15)

ILLINOIS VALLEY COMMUNITY COLLEGE CALENDAR

FALL 2017

August 14 (M)	In-service
August 15 (T)	New Student Convocation
August 16 (W)	CLASSES BEGIN
August 22 (T)	Last day for refund 1 <sup>st</sup> 8-week classes
August 29 (T)	Last day for refund 16-week classes
September 4 (M)	Labor Day (College closed)
September 11 (M)	Midterm 1 <sup>st</sup> 8-week classes
September 25 (M)	Last day to withdraw 1 <sup>st</sup> 8-week classes
October 6 (F)	Development Day (No Classes)
October 9 (M)	Midterm 16-week classes First 8-week classes end
October 10 (T)	Second 8-week classes begin
October 16 (M)	Last day for refund 2 <sup>nd</sup> 8-week classes
November 2 (R)	Midterm 2 <sup>nd</sup> 8-week classes
November 3 (F)	Last day to withdraw 16-week classes
November 10 (F)	Veterans Day Observed (College closed)
November 17 (F)	Last day to withdraw 2 <sup>nd</sup> 8-week classes
November 22-25 (W,R,F,S)	Thanksgiving Break (College closed)
November 27 (M)	Classes resume
December 5,6,7,11 (T,W,R,M)	Evening Semester Exams
December 7,8,11,12 (R,F,M,T)	Day Semester Exams
December 15 (F)	Final Grades due in Records Office at 10 am Semester Ends
December 15 (F)	Faculty Break begins
December 19 (T)	College Closes at 4:30 pm Staff Break begins at 4:30 pm

ILLINOIS VALLEY COMMUNITY COLLEGE CALENDAR

SPRING 2018

January 2 (T)	Staff return
January 9 (T)	In-service
January 10 (W)	CLASSES BEGIN
January 15 (M)	Martin Luther King Jr. Day (College Closed)
January 17 (W)	Last day for refund 1 <sup>st</sup> 8-week classes
January 24 (W)	Last day for refund 16-week classes
February 5 (M)	Midterm 1 <sup>st</sup> 8-week classes
February 19 (M)	President's Day (College closed)
February 20 (T)	Last day to withdraw 1 <sup>st</sup> 8-week classes
March 6 (T)	Midterm 16-week classes
March 8 (R)	First 8-week classes end
March 9 (F)	Development Day (No Classes)
March 12-15	Spring Break for Faculty & Students (No Classes)
March 16-17	Spring Break for Faculty, Students, & Staff (College Closed)
March 19 (M)	Second 8-week classes begin
March 23 (F)	Last day for refund 2 <sup>nd</sup> 8-week classes
April 6 (F)	Last day to withdraw 16-week classes
April 11 (W)	Midterm 2 <sup>nd</sup> 8-week classes
April 25 (W)	Last day to withdraw 2 <sup>nd</sup> 8-week classes
May 7,8,9,10 (M,T,W,R)	Day Semester Exams
May 2,3,8,14 (W,R,T,M)	Evening Semester Exams
May 16 (W)	Final Grades due in Records Office at 10 am
May 19 (S)	Semester Ends/Commencement

SUMMER 2018  
SUMMER A (Main Campus)  
May 21 – June 12

May 21 (M)	Summer A Begins
May 22 (T)	Last Day for Refund – Summer A
May 31 (R)	Midterm – Summer A
June 6 (W)	Last Day to Withdraw – Summer A
June 12 (T)	Summer A Ends
June 14 (R)	Grades Due – Summer A

SUMMER B (Main Campus, No Fridays)  
June 13 – August 9

June 13 (W)	Summer B Begins
June 19 (T)	Last Day for Refund – Summer B
July 12 (R)	Midterm – Summer B
July 26 (R)	Last Day to Withdraw – Summer B
August 9 (R)	Summer B Ends
August 10 (F)	Grades Due – Summer B

SUMMER OC (Ottawa Center Only, No Fridays)  
June 4 – July 31

June 4 (M)	Summer OC Begins
June 7 (R)	Last Day for Refund – Summer OC
June 28 (R)	Midterm – Summer OC
July 17 (T)	Last Day to Withdraw – Summer OC
July 31 (T)	Summer OC Ends
August 2 (R)	Grades Due – Summer OC

ONLINE COURSES – Summer A+B (11-weeks) OR Summer OC (8-weeks)

COLLEGE CLOSED:

May 28<sup>th</sup>, June 15<sup>th</sup>, June 22<sup>nd</sup>, June 29<sup>th</sup>, July 4<sup>th</sup>, July 5<sup>th</sup>, July 6<sup>th</sup>, July 13<sup>th</sup>, July 20<sup>th</sup>, July 27<sup>th</sup>

## ANALYSIS OF PROPOSED CALENDAR

### Fall Semester 2018

Month	Description	Non-Student Contact	Instructional Days	Total Contact Days
AUGUST	IN-SERVICE	1		
	CONVOCATION	1		
	STUDENT CONTACT		13	
SEPTEMBER	STUDENT CONTACT		19	
OCTOBER	DEVELOPMENT	1		
	STUDENT CONTACT		22	
NOVEMBER	STUDENT CONTACT		18	
DECEMBER	STUDENT CONTACT		3	
	EXAM DAYS	4		
	GRADING DAYS	2		84

COLLEGE CLOSED: Labor Day (Sept. 3), Development Day (Oct. 5), Veteran's Day Observed (Nov. 12), Thanksgiving Break (Nov. 21-24), Winter Break (Dec. 19 – Jan. 1)

### Spring Semester 2019

Month	Description	Non-student Contact	Instructional Days	Total Contact Days
January	In-service day	1		
	Student Contact		16	
February	Student Contact		19	
March	Development Day	1		
	Student Contact		15	
April	Student Contact		22	
May	Student Contact		3	
	Exam Days	4		
	Grading Days	3		
	Commencement	1		85

COLLEGE CLOSED: MLK Jr. Day (Jan. 21), President's Day (Feb. 18), Spring Break – Staff, Faculty, Students (Mar. 15-Mar. 16)

NO CLASSES: Spring Break – Faculty & Students (Mar. 11-14), Development Day (Mar. 8)

ILLINOIS VALLEY COMMUNITY COLLEGE CALENDAR

FALL 2018

August 13 (M)	In-service
August 14 (T)	New Student Convocation
August 15 (W)	CLASSES BEGIN
August 21 (T)	Last day for refund 1 <sup>st</sup> 8-week classes
August 28 (T)	Last day for refund 16-week classes
September 3 (M)	Labor Day (College closed)
September 10 (M)	Midterm 1 <sup>st</sup> 8-week classes
September 24 (M)	Last day to withdraw 1 <sup>st</sup> 8-week classes
October 5 (F)	Development Day (No Classes)
October 8 (M)	Midterm 16-week classes First 8-week classes end
October 9 (T)	Second 8-week classes begin
October 15 (M)	Last day for refund 2 <sup>nd</sup> 8-week classes
November 1 (R)	Midterm 2nd 8-week classes
November 5 (M)	Last day to withdraw 16-week classes
November 12 (M)	Veterans Day Observed (College closed)
November 16 (F)	Last day to withdraw 2nd 8-week classes
November 21-24 (W,R,F,S)	Thanksgiving Break (College closed)
November 26 (M)	Classes resume
December 4,5,6,10 (T,W,R,M)	Evening Semester Exams
December 6,7,10,11 (R,F,M,T)	Day Semester Exams
December 14 (F)	Final Grades due in Records Office at 10 am Semester Ends
December 14 (F)	Faculty Break begins
December 18 (T)	College Closes at 4:30 pm Staff Break begins at 4:30 pm

ILLINOIS VALLEY COMMUNITY COLLEGE CALENDAR

SPRING 2019

January 2 (W)	Staff return
January 8 (T)	In-service
January 9 (W)	CLASSES BEGIN
January 15 (T)	Last day for refund 1 <sup>st</sup> 8-week classes
January 21 (M)	Martin Luther King Jr. Day (College Closed)
January 23 (W)	Last day for refund 16-week classes
February 4 (M)	Midterm 1 <sup>st</sup> 8-week classes
February 18 (M)	President's Day (College closed)
February 19 (T)	Last day to withdraw 1 <sup>st</sup> 8-week classes
March 5 (T)	Midterm 16-week classes
March 7 (R)	First 8-week classes end
March 8 (F)	Development Day (No Classes)
March 11-14	Spring Break for Faculty & Students (No Classes)
March 15-16	Spring Break for Faculty, Students, & Staff (College Closed)
March 18 (M)	Second 8-week classes begin
March 22 (F)	Last day for refund 2 <sup>nd</sup> 8-week classes
April 8 (M)	Last day to withdraw 16-week classes
April 10 (W)	Midterm 2 <sup>nd</sup> 8-week classes
April 24 (W)	Last day to withdraw 2 <sup>nd</sup> 8-week classes
May 6,7,8,9 (M,T,W,R)	Day Semester Exams
May 1,2,7,13 (W,R,T,M)	Evening Semester Exams
May 15 (W)	Final Grades due in Records Office at 10 am
May 18 (S)	Semester Ends/Commencement

SUMMER 2019  
SUMMER A (Main Campus)  
May 20 – June 11

May 20 (M)	Summer A Begins
May 21 (T)	Last Day for Refund – Summer A
May 30 (R)	Midterm – Summer A
June 5 (W)	Last Day to Withdraw – Summer A
June 11 (T)	Summer A Ends
June 13 (R)	Grades Due – Summer A

SUMMER B (Main Campus, No Fridays)  
June 12 – August 7

June 12 (W)	Summer B Begins
June 18 (T)	Last Day for Refund – Summer B
July 10 (W)	Midterm – Summer B
July 24 (W)	Last Day to Withdraw – Summer B
August 7 (W)	Summer B Ends
August 9 (F)	Grades Due – Summer B

SUMMER OC (Ottawa Center Only, No Fridays)  
June 3 – July 29

June 3 (M)	Summer OC Begins
June 6 (R)	Last Day for Refund – Summer OC
June 27 (R)	Midterm – Summer OC
July 15 (M)	Last Day to Withdraw – Summer OC
July 29 (M)	Summer OC Ends
July 31 (W)	Grades Due – Summer OC

ONLINE COURSES – Summer A+B (11-weeks) OR Summer OC (8-weeks)

COLLEGE CLOSED:

May 27<sup>th</sup>, June 14<sup>th</sup>, June 21<sup>st</sup>, June 28<sup>th</sup>, July 4<sup>th</sup>, July 5<sup>th</sup>, July 12<sup>th</sup>, July 19<sup>th</sup>, July 26<sup>th</sup>, Aug 2<sup>nd</sup>

**Marketing Consultant Collaterals**

Interact Communications of La Crosse, Wis., provided a comprehensive and strategic marketing plan to IVCC in FY2016 and many of their recommendations are, and will be implemented.

The administration recommends contracting with Interact one more year for advertising and recruitment materials such as the creation of program videos, television commercials, radio ads, web page redesigns, a digital viewbook, recruiting postcards and informational flyers for various enrollment management departments.

Along with the marketing plan, Interact has provided help in executing the plan such as strategic campaign messaging and tools for tracking effectiveness. Their recommendations are based on a district environmental scan, community image/needs assessment, a student media preferences survey and regional and national data.

Cost of the FY2017 agreement with Interact will not increase the marketing budget as other expenditures have been reduced or eliminated based on Interact's recommendations. We will continue to do everything possible to maximize the plan's impact on fall and spring semester enrollments.

**Recommendation:**

**The administration recommends that the Board enter into a one-year agreement with Interact Communications for marketing collaterals at a cost to the district of \$36,350.**

KPI 4 – District Population Served

KPI 5 – Fiscal Responsibility/Affordability

■ **ILLINOIS VALLEY COMMUNITY COLLEGE**

Prepared by  
**Trish Lamantia**

**May 24, 2016**

# PROPOSED SERVICES

Interact Communications is pleased to submit this proposal for the requested collateral. I have provided a menu of services so that you may select the elements that our top priority and within your budget.

## Print

- |   |         |
|---|---------|
| A. Two-Sided Student Interest Flyer   | \$250   |
| <ul style="list-style-type: none"> <li>• Interact Communications to design and write.</li> <li>• IVCC to provide photos and talking points</li> </ul>                           |         |
| B. Digital Viewbook   | \$5,000 |
| <ul style="list-style-type: none"> <li>• Redesign and refresh writing of existing six-page digital view book</li> <li>• Final will also be available in print format</li> </ul> |         |
| C. Student Check List Flyer   | \$150   |
| <ul style="list-style-type: none"> <li>• Design a one page, text heavy flyer</li> </ul>   |         |
| D. Design a large and a small College Designed Envelopes  | \$150   |
| E. Financial Aid flyer  | \$150   |
| <ul style="list-style-type: none"> <li>• Design and write a one-sided flyer</li> <li>• IVCC to provide a case study to be included</li> </ul>                                   |         |
| F. Assessment Center information Flyer  | \$150   |
| <ul style="list-style-type: none"> <li>• Design and write a one page flyer</li> </ul>   |         |
| G. Six Postcards for Recruiting events  | \$1200  |
| <ul style="list-style-type: none"> <li>• Design 3 postcards per semester</li> </ul>   |         |

## Video & Radio

- |  |          |
|--|----------|
| H. Three Program Videos  | \$13,800 |
| <ul style="list-style-type: none"> <li>• Produce a one-minute program video for each of the following programs:             <ul style="list-style-type: none"> <li>• Associate degree nursing</li> <li>• Agriculture</li> <li>• Certified Production Technician</li> <li>• Travel included at \$1800 for video crew</li> </ul> </li> </ul> |          |

- I. Four 30-second TV spots \$5,000
  - Produce four general television spots. These would be produced using still photography and graphics.
  - Two would be created for Fall and two for Spring.
  - IVCC to provide photography.
  - This option only available if photos meet Interact’s standards
  
- J. Develop concepts and scripts for a series of Radio Spots \$6,000
  - Development of concepts and scripts for ten 30-second radio commercials based on the “They Say, We Say” campaign.

**Website**

- K. Update three (3) of IVCC’s service-oriented or informational webpages \$4,500
  - Interact to enhance the graphic design and writing of three current webpages
  - IVCC to implement approved design and concepts into their CMS system

# Cost Proposal

	Element	Cost
A	Two-Sided Student Interest Flyer	\$250
B	Digital Viewbook Redesign	\$5,000
C	Student Checklist Flyer	\$150
D	Large & Small Envelope Design	\$150
E	Financial Aid Flyer	\$150
F	Assessment Center Information Flyer	\$150
G	Six Postcards for Counseling Events	\$1,200
H	Three Program Videos	\$13,800
I	Four TV Spots	\$5,000
J	Concepts and Scripts for Radio Spots	\$6,000
K	Save Website Redesign & Rewrite	\$4,500
	Total for all services:	\$36,350

## **DIRECT COSTS, TRAVEL AND EXPENSES, AND MEDIA BUY**

Direct costs for printing, mailing, etc. are billed to the client at cost. Optionally, Interact can perform media buys at 10% above cost. Travel and expense for one trip for Interact's video crew is included.

# Signature Page

## Terms

50% of the entire contract amount to be billed upon contract signing. The remaining 50% to be billed upon project completion. Travel and Expense are included for one trip. Any changes to the contract will be noted and will require signed authorization in the form of a change order.

This Agreement contains the entire agreement and understanding between the parties with respect to the subject matter herein.

interactcom.com

Agreed to on behalf of:

**Illinois Valley Community College**

\_\_\_\_\_

Name/Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Agreed to on behalf of:

**Interact Communications, Inc.**

Trish Lamantia, VP Client Services

\_\_\_\_\_

\_\_\_\_\_

**Change Order #1 –PHS Project: Lecture Hall (D225) Renovation – Luse Companies**

To be in compliance with Board Policy 4003, the administration wishes to advise the Board of Trustees of Change Order #1 for an increase of \$11,550 from Luse Companies for the Lecture Hall (D225) Renovation PHS Project. The change order consists of the following change:

<b>Original contract sum</b>	<b>\$49,660</b>
Additional asbestos removal/cleaning	11,550
<b>New contract sum</b>	<b><u>\$61,210</u></b>

This change order is more than 10 percent of the original contract price and requires Board approval.

**Recommendation:**

**The administration recommends Board approval of Change Order #1 in the amount of \$11,550 from Luse Companies for the Lecture Hall (D225) Renovations.**

KPI 5: Fiscal Responsibility/Affordability

**Food Vending Machine Services**

The food vending machine services contract with Tri-City Vending & Foodservice expired on June 30, 2013 and has been renewed for one (1) year increments for the last three (3) years. The original agreement included the option to renew the contract for additional years at the same commission rate.

The administration is requesting Board approval to extend the existing lease with Tri-City Vending & Foodservice for the food vending machine services for one (1) additional year. Feedback from students and staff verify that the current machines are operating efficiently and the selections in the machines are meeting the needs of the College.

**Recommendation:**

**The administration recommends Board approval to extend the existing lease with Tri-City Vending & Foodservice for one (1) additional year to June 30, 2017.**

KPI 3: Service Excellence

May 15, 2016  
597 North 3859<sup>th</sup> Road  
Mendota, IL. 61342-9700

Mr. Bruce Hartman  
Program Coordinator  
Truck Driver Training  
Illinois Valley Community College  
815 North Orlando Smith Ave.  
Oglesby, IL 61348-9692

Dear Mr. Hartman:

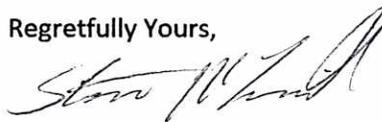
This letter is to inform you of my recent decision to resign from the part-time Truck Driver Instructor position for the IVCC Truck Driver Training Program.

Due to the recent application on September 25, 2015, to the Secretary of the Treasury (Secretary or Treasury) on behalf of the Board of Trustees of the Central States, Southeast and Southwest Areas Pension Plan. The application that was submitted, to request approval to reduce benefits under the Multiemployer Pension Reform Act of 2014.

Due to this possible decrease in pension funding pay out, I have been forced to search out employment that is offering a full-time position. Therefore, I have accepted a job with the LaSalle County Highway Department.

I will be available to teach as a part-time Instructor, as needed throughout Semester 2016. My last day as an available Instructor for the Truck Driver Training Program, will be Friday, May 20, 2016.

Regretfully Yours,



Steve McConville

RECEIVED

MAY 19 2016

HUMAN RESOURCES



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

May 17, 2016

Mr. Ed Smith  
Illinois Community College Board  
401 E Capital Avenue  
Springfield, IL 62701-1711

RE: RAMP Projects

Dear Ed:

IVCC will not submit any projects for RAMP funding for FY2018. As the process of updating our facilities master plan begins, IVCC's Board, faculty, staff, students, and community members will assess our facility needs and, if appropriate, the administration will submit RAMP projects for consideration at that time.

Sincerely,

Cheryl Roelfsema, CPA, CMA, CPFO  
Vice President for Business Services & Finance

**Change Order #1 – PHS Project: Lecture Hall (D225) Renovation**

To be in compliance with Board Policy 4003, the administration wishes to advise the Board of Trustees of Change Order #1 for an increase of \$10,424 for the Lecture Hall (D225) Renovation PHS Project. The change order consists of the following changes:

<b>Original contract sum</b>	<b>\$476,200</b>
Additional allowance to upgrade existing fixed tables and seating (more extensive repairs than originally anticipated)	4,103
Additional plywood panels as a result of additional asbestos removal	7,053
	<hr/>
<b>New contract sum</b>	<b><u><u>\$487,356</u></u></b>

KPI 5: Fiscal Responsibility/Affordability

**Spring 2016 Graduation:**

There were 467 graduating students earning a total of 542 degrees and certificates in the following areas:

54	Associate in Arts Degree
146	Associate in Science Degree
6	Associate in Engineering Science
93	Associate in Applied Science Degree
6	Associate in General Studies Degree
237	Certificates of Completion

By comparison, in Spring 2015, 467 students graduated with a total of 550 degrees and certificates.

# 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.