



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Thursday, March 10, 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, March 10, 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. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
  - 6.1 Approval of Minutes – February 1, 2016 Audit/Finance Committee Meeting; February 4, 2016 Special Board Meeting; and February 11, 2016 Board Meeting (Pages 1-10)
  - 6.2 Approval of Bills - \$2,545,629.54
    - 6.2.1 Education Fund - \$1,791,766.73
    - 6.2.2 Operations & Maintenance Fund - \$89,381.99
    - 6.2.3 Operations & Maintenance (Restricted Fund) - \$449,684.16
    - 6.2.4 Auxiliary Fund - \$133,878.56
    - 6.2.5 Restricted Fund - \$6,518.55
    - 6.2.6 Liability, Protection & Settlement Fund - \$74,399.55
  - 6.3 Treasurer's Report (Pages 11-28)
    - 6.3.1 Financial Highlights (Pages 12-13)
    - 6.3.2 Balance Sheet (Pages 14-15)
    - 6.3.3 Summary of FY16 Budget by Fund (Page 16)
    - 6.3.4 Budget to Actual Comparison (Pages 17-23)
    - 6.3.5 Budget to Actual By Budget Officers (Page 24)
    - 6.3.6 Statement of Cash Flows (Page 25)
    - 6.3.7 Investment Status Report (Pages 26-27)
    - 6.3.8 Disbursements - \$5,000 or more (Page 28)
  - 6.4 Personnel - Stipends for Pay Periods Ending February 6, 2016 and February 20, 2016 (Pages 29-34)
  - 6.5 Purchase Request – Student Computer Upgrades (Page 35)

- 6.6 Request for Proposals – Banking Depository and Services for Operating Funds (Page 36)
7. President’s Report
8. Committee Reports
9. Faculty Tenure Recommendation – Samantha D. Whiteaker, Nursing Instructor (Pages 37-40)
10. Faculty Tenure Recommendation – Karie J. Stecken, Nursing Instructor (Pages 41-44)
11. Bids Results – Asbestos Abatement for the Room D225 Renovation Project (Pages 45-47)
12. Bid Results – Building B Chiller/Air Handler Replacement (Pages 48-50)
13. ICCTA Award Nominations (Pages 51-52)
  - 13.1 2016 Outstanding Full-time Faculty Award – Dr. Patricia Pence (Page 51)
  - 13.2 2016 Outstanding Part-time Faculty Award – Ms. Andrea Kowalski (Page 52)
14. Items for Information (Pages 53-62)
  - 14.1 Renewal of Non-tenured Faculty Contracts for 2016/2017 (Page 53)
  - 14.2 Staff Resignation – Ed Decker, Ottawa Center Information Specialist (part-time) (Page 54)
  - 14.3 Staff Resignation – Danielle Stoddard, Recruitment and Dual Credit/Dual Enrollment Coordinator (Page 55)
  - 14.4 Staff Resignation – Steven Palmesano, Academic Support Technologist (part-time) (Page 56)
  - 14.5 Staff Resignation – Laura Kilmartin, Reading, Writing, and Study Skills Lab Instructor, (part-time) (Page 57)
  - 14.6 Modification to 2017 Summer Class Schedule (Page 58)
  - 14.7 Distinguished Budget Presentation Award – Government Finance Officers Association (Page 59)
  - 14.8 Certificate of Achievement for Excellence in Financial Reporting – Government Finance Officers Association (Page 60)
  - 14.9 Building Trades Expo – Friday, March 18, 2016 (Page 61)
  - 14.10 State of Final Completion – Community Instructional Center (Phases 1, 2, and 3) (Page 62)
15. Trustee Comment
16. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) probable litigation; 3) collective negotiations; and 4) closed session minutes.
17. Other
18. Adjournment

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

**Audit/Finance Committee Meeting**  
**February 1, 2016**

The Audit/Finance Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 6:30 p.m. on Monday, February 1 in the Board Room (C307) at Illinois Valley Community College.

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

**Board Members**  
**Present:**                      Austin M. Burnette, Student Trustee

**Others Physically Present:**      Jerry Corcoran, President  
   Cheryl Roelfsema, Vice President for Business Services and Finance  
   Deborah Anderson, Vice President for Academic Affairs  
   Sue Isermann, Associate Vice President for Academic Affairs  
   Mark Grzybowski, Associate Vice President for Student Services  
   Kathy Ross, Controller  
   Renee Prine, Counselor  
   Missy Killian, Counselor  
   Vince Brolley, Instructor  
   Mike Phillips, Instructor  
   Sue Caley-Opsal, Instructor  
   Stephen Alvin, Instructor  
   Reed Wilson, Special Projects Assistant to the President

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

**THREE-YEAR FINANCIAL PLAN (FY2017 – FY2019)**

With all of the uncertainty the College is experiencing in state funding and enrollments, a five-year financial plan is unrealistic; therefore, a three-year financial plan was presented. Cheryl Roelfsema presented a balanced Operating Fund. The Operating Fund includes the Education and Operation & Maintenance Funds. It is important that the Operating Fund is balanced. IVCC has three sources of revenue – property taxes, tuition, and state funding. Property taxes are flat. The levy rates are limited on four of the eight funds and there is no growth in equalized assessed valuation (EAV). The value of the College’s farmland has offset the decrease in the value of the Exelon plant for the past few years. There are no appropriations in place for state funding for FY 2016. Projections for the FY 2017 budget are based on 75 percent of the FY 2015 budget – a reduction of \$545,000 a year. The increase in tuition and fees assumes the following: projected for FY 2017 is a \$5 per credit hour which brings the total to \$124 per credit hour, a 4.2 percent

increase; in FY 2018, a \$6 per credit hour increase (4.8 percent); and in FY 2019 a \$6 per credit hour increase (4.6 percent). This might be on the low side across the state as discussions are taking place at other community colleges in the range of \$9 and \$10 per credit hour increases. IVCC remains eligible for the equity tax and the 2015 tax levy request was \$3.8 million, an \$800,000 increase. This increase will help the College through the lack of state funding and keep the tuition at a reasonable rate. Salaries and benefits are 78 percent of the College's expenses. Assumptions used for salaries are 2 percent for all three years and an eight percent increase for benefits for all three years. There will be seven retirements this year and all will be replaced with one position being added. Healthcare costs are increasing and the administration continues to look for other alternatives such as other co-operatives. The projected budget includes a 2 percent increase for contractual, materials and supplies, and conferences/training for each of the three years. Fixed costs, which include the Ottawa Center and the Truck Driver Training leases, will not increase for FY 2017. The Ottawa Center rent will increase by 8.3 percent in FY 2018 and 7.7 percent in FY 2019. A new five-year contract for the lease of trucks for the Truck Driver Training program was recently approved at a lower rental cost. A one percent contingency was projected for each of the three years. There will be no increase for capital expenditures and utilities. The College has a policy of a balanced operating budget - where revenues are greater than or equal to expenditures. The College also maintains a working cash fund of \$4.5 million to be used to pay expenses when awaiting property tax receipts or state funding but must be paid back within a year. The Education Fund balance is projected to fall below 25 percent at the end of FY 2016. The Board Policy requiring 25 percent of annual operating expenses for a fund balance in operating fund includes the Operations and Maintenance Fund also. The fund balance of the combined funds is projected to be 34.1 percent at the end of FY2016. The Auxiliary Fund is projected to be depleted by FY 2021. The major source of revenue for this fund is the Bookstore which provides funding for the athletic program, approximately \$200,000 a year. The fund balance also includes approximately \$1 million in reserves from Information Technology contracts that were discontinued a number of years ago. These reserves are being used for technology improvements and will be completely expended by the end of FY 2017. In 2022, the college will need to find another way to fund athletics. There has been no tax levy for the Liability, Protection and Settlement fund since 2006. In tax year 2015, a levy of \$315,000 was requested and is included each fiscal year of the three-year projections. Even with this levy, the fund balance will be expended at the end of FY 2019. Starting in tax year 2017, the levy will need to be increased to approximately \$1 million per year, or approximately four cents per \$100 of equalized assessed valuation. The projections presented are based on flat enrollments. The College will have difficulty balancing the operating funds. It has been a struggle for the past few years. The administration has cut materials and supplies and there is always a need to upgrade technology or repair the facility. The only areas left are salaries and benefits. The College needs to match personnel with enrollments. If there is no growth in enrollments, it is hard to look for an increase in the budget lines. Dr. Huffman noted other community colleges are cutting back on travel and reducing staff when IVCC has not had to do this yet. The equity tax is approximately 18 percent (\$3.8 million) of IVCC's revenue and if there was a time that IVCC became ineligible, it would mean 40 to 50 full-time positions. Dr. Corcoran noted the administration is always looking at its expenditures and looking for ways to increase enrollments.

### **TUITION ADJUSTMENT**

The administration is recommending a 4.2 percent increase (\$5 per credit hour) in tuition, increasing tuition and fees to \$124 per credit hour. IVCC's tuition has been below the state average and if increased by only \$5, it will move even further below the state average. In some situations, community colleges are looking to increase both the tuition and universal fees. The \$5 increase will mean an increase of \$150 for the year based on 30 credit hours. Austin Burnette was pleased as the recommended increase was below what he was expecting and well below what other community colleges are considering. There was consensus among the committee to recommend the \$5 increase to the whole Board.

### **COURSE FEES/ADJUSTMENTS**

A list of 57 courses with proposed fee changes for FY 2017 was reviewed by the Board. The list is significantly shorter from the number of course fee changes in the past. All significant changes (more than a \$10 increase) have a brief rationale listed after the proposed fee. The committee was in consensus that the fee changes all seemed reasonable and should be recommended to the whole Board.

### **AGRICULTURE PROGRAM INSTRUCTOR/COORDINATOR POSITION**

A salary range and job description were provided to give an idea of the agriculture instructor costs associated with the proposed program. A great deal of success to the agriculture program will be contingent on recruiting a top-notch agriculture instructor with dynamic energy and a great ambassador for the College. In cooperation with the high school agriculture instructors in the district providing an electronic survey to their agriculture students, 37 percent were interested in attending IVCC for two years and then transferring to a university for a degree in agriculture. The opinion of students currently enrolled in high school agriculture programs is a very valuable source of information. The administration is doing everything they can to grow enrollments. Waiting much longer, the College could miss out on an individual that could take this program to the next level, a person to teach transfer courses and put together attractive AAS and certificate options. The high schools that do well with agriculture programs are largely due to the culture and personality of the instructors. The question was asked what capital needs would be required for this program. The College's ability to grow the program will depend on the instructor building the enrollments. The instructor needs to acquire the loyalty of the high school instructors to encourage their students to attend IVCC. The high school instructors are very excited about this. It was encouraging from the survey that more than 44 students provided their emails so they would be kept informed on the progress of IVCC's agriculture program. The recommendation from the committee was to place this position on the agenda for the February board meeting. Reed Wilson noted the University of Illinois Extension has been a strong partner – pulling together the steering committee and finding the right people with the expertise to share information with the College. They are very excited about the direction of the program and are very valuable in moving it forward.

### **DUAL CREDIT/DUAL ENROLLMENT INCENTIVE PROGRAM**

Dr. Corcoran noted that Promise programs have not always been successful at community colleges across the nation, where the program was launched and rolled out faster than everyone would have liked. Dr. Corcoran has a different approach. High performing high school graduates who have

30 college credit hours (dual credit/dual enrollment) would be eligible to enroll tuition-free at IVCC in pursuit of an associate's degree. This could be rolled out on a pilot basis. The College offers dual credit at 17 or 18 high schools in the district. The number of students who would be eligible for the dual enrollment incentive program would be 20 or less. All eligible students would be required to complete a FAFSA. Out of 20 students some would definitely qualify for financial aid and the cost to the College would not be as severe. Dr. Corcoran would like these students to attend IVCC and work towards an associate degree before transferring to a four-year university. He thinks it would be a wise investment to grow enrollments. This could inspire more students to take dual credit/dual enrollment. In return the College would receive state reimbursement. Dr. Huffman suggested exploring the idea of offering a free course to students registered for 12 credit hours which is the minimum to receive a Pell grant. The students might be willing to take another course, if free, and this would help IVCC's FTE factor.

### **OTHER**

Dr. Corcoran reported that some community colleges have considered to stop subsidizing their Adult Education programs. In the spring semester IVCC stopped offering adult education courses in Streator and all are being held at the Ottawa Center. There has been an explosion in adult education enrollments at the Ottawa Center. The Secretary of State Literacy grant is on hold and there is no clarification if it will be funded for FY 2016 or FY 2017. The grant amounts to \$52,000 and is a key position in Adult Education. The Adult Education grant is \$450,000 and IVCC subsidizes it with \$50,000. This would be another \$50,000 if the state does not come through with the grant. After reviewing Adult Education data, the administration believes it has to be a priority at IVCC. Dr. Corcoran wanted to make the committee aware of the fact that IVCC could be responsible for the \$50,000 and plans to fund it this year and again in FY 2017 and see what happens after that. The Adult Education program serves between 450 and 480 adult learners. Approximately 20 students transitioned to college last year and 56 the previous year. It is believed this number will increase as it was just announced that the pass score for the GED test has been lowered and is retroactive. IVCC students who took the test and missed passing by five or less points will be notified that they did pass and will be offered the first-time course free. The committee were in consensus that the Adult Education program should be maintained and sustained if at all possible.

### **ADJOURNMENT**

Dr. Huffman declared the meeting adjourned at 6:39 p.m.

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Larry D. Huffman  
Audit/Finance Committee Chair

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Melissa M. Olivero, Board Chair

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Larry D. Huffman, Board Secretary

**ILLINOIS VALLEY COMMUNITY COLLEGE**  
**Board of Trustees**  
**Minutes of Special Meeting**  
**February 4, 2016**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a special session at 5:30 p.m. on Thursday, February 4, 2016 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Melissa M. Olivero, Chair  
Michael C. Driscoll, Vice Chair  
Larry D. Huffman, Secretary  
Laurie A. Bonucci (entered the meeting at 5:34 p.m.)  
Jane E. Goetz  
David O. Mallery (entered the meeting at 5:32 p.m.)  
Everett J. Solon  
Austin M. Burnette, Student Trustee

**Members Absent:**

**Others Physically Present:** Jerry Corcoran, President  
Walt Zukowski, Attorney  
Cheryl Roelfsema, Vice President for Business Services and Finance  
Deborah Anderson, Vice President for Academic Affairs  
Glenna Jones, Director of Human Resources

Ms. Olivero called the meeting to order at 5:30 p.m.

**CLOSED SESSION**

It was moved by Mr. Solon and seconded by Dr. Driscoll to convene a closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body and probable litigation. Motion passed by voice vote. The Board entered closed session at 5:33 p.m.

On a motion by Dr. Huffman and seconded by Dr. Driscoll, the regular meeting resumed at 7:12 p.m. Motion passed by voice vote.

**EMPLOYEE DISCIPLINE – POSSIBLE FACULTY SUSPENSION AND CONSIDERATION OF AGREEMENT**

It was moved by Ms. Goetz and seconded by Dr. Driscoll to approve the agreement with Jared Olesen concerning unpaid suspension from his faculty position during the spring semester of the 2015-2016 academic year. Motion passed by voice vote.

**ADJOURNMENT**

Ms. Olivero declared the meeting adjourned at 7:14 p.m.

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Melissa M. Olivero, Board Chair

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Larry D. Huffman, Secretary

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

**Minutes of Regular Meeting**  
**February 11, 2016**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, February 11, 2016 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Melissa M. Olivero, Chair  
Michael C. Driscoll, Vice Chair  
Larry D. Huffman, Secretary  
Jane E. Goetz  
David O. Mallery  
Everett J. Solon  
Austin M. Burnette, Student Trustee

**Members Absent:** Laurie A. Bonucci

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

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

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

The following items were approved in the consent agenda:

Approval of Minutes – January 14, 2016 Board Meeting

Approval of Bills - \$1,752,144.16

Education Fund - \$1,233,181.00; Operations & Maintenance Fund - \$82,564.27; Operations & Maintenance (Restricted Fund) - \$278,639.51; Auxiliary Fund - \$85,896.28; Restricted Fund - \$12,491.76; and Liability, Protection and Settlement Fund - \$59,371.34

Treasurer's Report

Personnel

Approved the stipends for pay periods ending January 10, 2016 and January 24, 2016

**PRESIDENT'S REPORT**

Dr. Corcoran made reference to a report at each board member's place from Dean Ron Groleau regarding last week's annual Academic Challenge event that was held on campus. Ron has proudly served as the site coordinator for this program for many years-- he and his team do a fabulous job. Dr. Corcoran congratulated the 260 students from 12 high schools who participated. An IVCC open house is scheduled for Tuesday, March 8 from 5-7:30 p.m. Visitors will have the opportunity to learn about career and technical programs, visit labs and talk with instructors. The Student Services division will be well represented that evening with staff from admissions, financial aid, counseling, Project Success, tutoring, the Learning Commons and career services. Breakout sessions for those interested in transferring seamlessly to a senior institution, or those who may be undecided at this point, or anyone with questions on financial aid will benefit. Sue Isermann and Mark Grzybowski and their colleagues are planning an enjoyable and informative event. An International Festival is scheduled for Thursday, March 10 at 6 p.m. in the IVCC gym. This program is one of many good things that have come about as a result of the College's partnership with University of Illinois Extension. The first experience at cohosting an International Festival was two years ago and it yielded outstanding results with 500 people on campus. The decision was made to only offer it every other year. This year there will be 21 booths manned by 4-H Leaders and their clubs. Sara Escatel is the person who deserves credit for coming up with this plan and making all of the arrangements. March 10 is also the date for the next board meeting so Dr. Corcoran encouraged board members to come early if they can and experience a trip around the world from inside the College's gymnasium. The Illinois Valley Building Trades Council (IVBTC) will be working in partnership with the College and Starved Rock Associates for Career and Technical Education on arrangements for the annual Career Expo to be held on Friday, March 18. Over 1,100 have registered for this year from 18 different schools, all 8<sup>th</sup> and 9<sup>th</sup> graders. Each student will attend two career exploration sessions between 9:30 a.m.-1:30 p.m. Overall there will be approximately 50 different career sessions. In addition to IVBTC, sessions are also presented by the College's faculty, staff, and other businesses partners. Dr. Corcoran encouraged everyone to mark their calendars for that event as well.

**COMMITTEE REPORTS**

Dr. Huffman reported the Audit/Finance Committee met on Monday, February 1 and there was consensus to bring the recommendations on tuition adjustment, course fees/adjustments, and the agriculture program instructor/coordinator position to the full Board tonight. The Committee had a brief discussion on the deliberations underway to see if there can be some kind of incentive program for dual credit/dual enrollment students modeled after a program in Florida. There were questions on the payback for the investment the College would make. The administration will

continue to deliberate on what kind of incentive program, for students who complete at least 30 credit hours of dual credit-dual enrollment, would attract students who might not otherwise attend IVCC. Dr. Huffman reported Cheryl Roelfsema presented a three-year financial plan. IVCC revenues are anticipated to remain stable in local taxes for the next three years. Tuition increases are anticipated to be in the range of \$5 to \$6 per credit hour and no increases in state funding. The assumption from state funding is 75 percent of what would have been expected. This year state funding has been zero. The College will follow the same premise and continue to levy the additional tax provided to equalization districts. If the additional tax was not levied, the administration would have to cut the budget by \$3.8 million which would mean a reduction of 40 to 60 full-time positions.

**STAFF RETIREMENT – SUE ISERMANN, ASSOCIATE VICE PRESIDENT FOR  
ACADEMIC AFFAIRS AND DEAN OF WORKFORCE DEVELOPMENT**

It was moved by Dr. Huffman and seconded by Mr. Solon to accept with regret the retirement notice of Sue Isermann, Associate Vice President for Academic Affairs, Dean of Workforce Development, and Ottawa Center Administrator, effective July 31, 2016. Dr. Corcoran appreciated the fact that Sue gave advance notice of her retirement so there would be a smooth transition. No one can replace Sue Isermann. She has been a great resource for 35 years and she will be missed. Motion passed by voice vote.

**FACULTY RETIREMENT – NORMAN ENGSTROM, CHORAL MUSIC/THEATRE  
INSTRUCTOR**

It was moved by Mr. Mallery and seconded by Dr. Driscoll to accept with regret the retirement of Norman Engstrom, Choral Music/Theatre Instructor, effective June 16, 2016. Dr. Huffman noted that Sue Isermann and Norm Engstrom are two long-serving people who have done a lot for the institution. They have always been there to help the College whenever needed. As a retiree, Dr. Huffman has not found anything better. He wished good luck to both. Motion passed by voice vote.

**RESOLUTION DESIGNATING THE FISCAL YEAR**

It was moved by Dr. Driscoll and the seconded by Dr. Huffman to adopt the resolution designating the fiscal year be from July 1, 2016 to June 30, 2017 and approve the budget calendar, as presented. Motion passed by voice vote.

**TUITION ADJUSTMENT**

It was moved by Mr. Solon and seconded by Ms. Goetz to approve an increase in tuition by \$5.00, from \$111.60 to \$116.60 per credit hour beginning with the summer 2016 semester. Mr. Burnette noted that this increase comes with the approval of the Student Government Association (SGA). Dr. Corcoran thanked Mr. Burnette for his willingness to attend the Audit/Finance Committee and the SGA meetings and appreciated his support of the tuition increase. Motion passed by voice vote.

**COURSE FEES/ADJUSTMENTS**

It was moved by Dr. Driscoll and seconded by Dr. Huffman to change 55 course fees: 49 increases, 4 decreases, one new course, plus the assignment of a course fee to one existing course, as presented. Motion passed by voice vote.

### **AGRICULTURE PROGRAM INSTRUCTOR/COORDINATOR POSITION**

It was moved by Dr. Huffman and seconded by Mr. Solon to begin the process of recruiting candidates for the Agriculture Program Instructor/Coordinator Position so that the College can build an exemplary agriculture program that meets the needs of the IVCC community. Dr. Huffman noted that the board members have received a report from Reed Wilson on the steering committee that has worked to put the plan together and move it forward. This program needs to be started with employing the right person and having the right curriculum. Mr. Mallery did not see what particular goals or key performance indicators were presented and he wanted these conveyed to each of the candidates. In the status report of the steering committee distributed to board members last month, realistic enrollment figures were 25 for 2016/2017, 50 for 2017/2018 and 75+ for 2018/2019. Dr. Huffman's opinion is this program will succeed to a large degree on who is hired in the position. He noted this person needs to acquire the loyalty of the district high school instructors and build the kind of ag program that the district needs. Ms. Bonucci was not present at the meeting. She has been a valuable contributor at the committee meetings. She wanted to be on record as supporting the hiring of this position. Ms. Olivero was concerned with declining revenues and enrollments and then expending additional funds. She noted she is willing to take a chance given the support it has received; she is just a little skeptical of the timing. Motion passed by voice vote.

### **BID RESULTS – PROTECTION, HEALTH AND SAFETY PROJECT – LECTURE HALL D-225 RENOVATION**

It was moved by Mr. Mallery and seconded by Mr. Burnette to accept the base bid from Vanguard Contractors, Inc. – Pekin, IL, in the amount of \$476,200 for the PHS Project – Lecture Hall D-225 Renovation. Mr. Mallery noted the alternative bid would be for liquidated damages and would be a deduction if everything went well. The completion date is the first week of August. Motion passed by voice vote.

### **TRUSTEE COMMENT**

Mr. Mallery noted his son had a good experience visiting IVCC with other classmates and his daughter just graduated from IVCC with two degrees in December. Mr. Mallery would be proud if his son attended IVCC.

Mr. Burnette was glad to see that Ron Groleau received recognition for the WYSE competition. He and his staff do a good job and everything comes together smoothly. Mr. Burnette participated in the WYSE competition all four years in high school and also advanced every year.

Ms. Olivero reminded everyone that the president's evaluation and the Board self-evaluation need to be completed soon. Since Ms. Olivero and Dr. Huffman will not be present for the March board meeting, the discussion on the evaluations will take place at the April board meeting. Board members should be receiving the evaluation forms soon to be completed.

### **CLOSED SESSION**

It was moved by Ms. Goetz and seconded by Mr. Solon to convene a closed session at 6:55 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) probable 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 p.m. On a motion by Mr. Solon and seconded by Dr. Driscoll, the regular meeting resumed at 8:32 p.m. Motion passed by voice vote.

**CLOSED SESSION MINUTES**

It was moved by Ms. Goetz and seconded by Dr. Driscoll to approve and retain with modifications the closed session minutes of the January 14, 2016 and February 4, 2016 Board meetings. Motion passed by voice vote.

**OTHER**

None.

**ADJOURNMENT**

Ms. Olivero declared the meeting adjourned at 8:33 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

FEBRUARY 2016

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

Kathy Ross  
Controller

## FINANCIAL HIGHLIGHTS – February 2016

### Revenues

- As of February 26, the headcount for spring semester is 3,743, which is 116 students less than at the same point in time last year. Credit hours for spring 2016 decreased by 2,045, or 6.57 percent, for a total of 29,086, from this point in time one year ago. Total credit hours for the FY2016 budget were level with FY2015, 67,602 credit hours. It will take an additional 1,660 credit hours to make this goal. The second eight weeks of spring semester begins on March 14 and could put us closer to making the budgeted number of credit hours.
- Since the State has not adopted a FY2016 budget, there have been no payments for MAP (Monetary Award Program) grants, base operating grants or equalization grants for FY2016. The College has covered these expenditures with reserve funds. The primary election is scheduled for March 15 and it is anticipated the state legislature might make some movement on the budget issues when they return to session April 1, if not sooner.
- We are awaiting notification on LaSalle County Board of Review decisions regarding 14 property tax appeals. There were also seven property tax appeals in Bureau County asking for a reduction in value of more than \$100,000.

### Expenditures

College operations are continuing as normal despite no State budget. Some of the more significant variances in expenditures for the seven months ending February 29, 2016 include the following:

Fund 01 – Education Fund – Instruction – Fixed Charges – Ottawa Center annual rent payment of \$132,000; Truck Driver Training program truck and trailer rental of \$25,150;

Fund 01 – Education Fund – Academic Support – Contractual – library services - \$11,000; software renewals - \$47,850; Blackboard annual fee - \$75,000;

Fund 01 – Education Fund – Institutional Support – Contractual – legal services \$52,100; computer services from Burwood Group - \$86,312; Ellucian administrative software annual fees - \$220,750; marketing plan consultant - \$63,000; health insurance consultant – \$8,000;

Fund 02 – Operations & Maintenance Fund – Operations & Maintenance of Plant – Fixed Charges – includes \$61,053 annual property insurance premium;

**Protection, Health & Safety Projects:**

- Building A Air Handler/Chiller Replacement – air handler and chiller are installed; continuing with controls, test and balance;
- Building B Air Handler/Chiller Replacement – bids are submitted for Board approval;
- Building D Air Handler/Chiller Replacement – approved by ICCB with installation planned for winter 2017;
- Lecture Hall D225 Renovation – construction bids submitted were approved in January; asbestos removal bids submitted for Board approval; completion scheduled for early August 2016.

Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 February 29, 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	\$ 47,697	\$ 2,779,200	\$ 177,158	\$ 563,659	\$ 144,712			\$ 3,712,426
Investments	5,134,802	10,037,226	633,170	480,194	-			16,285,392
Receivables								
Property taxes	7,911,385	1,797,330	1,261,600	-	-			10,970,315
Governmental claims	1,183,276	73,600	-	-	-			1,256,876
Tuition and fees	562,944	476	-	82,600	2,785			648,805
Due from other funds	1,404,672			175,973	2,990			1,583,635
Due from student groups								-
Bookstore inventories	-	-	-	1,008,000	-			1,008,000
Other assets	72,862	51,436	-	-	-		1,437,547	1,561,845
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	-		-		-		(1,172,547)	(1,172,547)
<b>Other Debits</b>	<u>\$16,317,638</u>	<u>\$14,739,268</u>	<u>\$ 2,071,928</u>	<u>\$ 2,318,784</u>	<u>\$ 150,487</u>	<u>\$61,977,676</u>	<u>\$ 265,000</u>	<u>\$ 97,840,781</u>

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Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 February 29, 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	\$ 65,369	\$ -	\$ 3,146	\$ 23,756	\$ 12,242			\$ 104,513
Accrued salaries & benefits	1,489,088	25,328	-	20,198	-			1,534,614
Post-retirement benefits & other	62,839	-	-	-	-			62,839
Unclaimed property	1,620	2,407	-	-	18			4,045
Due to other funds	167,339	1,416,296	-	-	-			1,583,635
Due to student groups/deposits	55,780	-	-	-	138,227			194,007
Deferred revenue								-
Property taxes	3,958,411	899,275	631,235	-	-			5,488,921
Tuition and fees	-	-	-	-	-			-
Grants	-	-	-	-	-			-
Bonds payable	-	-	-	-	-		265,000	265,000
Total liabilities	<u>5,800,446</u>	<u>2,343,306</u>	<u>634,381</u>	<u>43,954</u>	<u>150,487</u>	<u>-</u>	<u>265,000</u>	<u>9,237,574</u>
<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		12,395,962						12,395,962
Reserved for building purposes								-
Reserved for audit								-
Reserves - working cash								-
Reserved for debt service			1,437,547					1,437,547
Reserved for Liab., Prot., Sett.								-
Unreserved	<u>10,517,192</u>	<u>-</u>	<u>-</u>	<u>2,274,830</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>12,792,022</u>
Total equity and other credits	<u>10,517,192</u>	<u>12,395,962</u>	<u>1,437,547</u>	<u>2,274,830</u>	<u>-</u>	<u>61,977,676</u>	<u>-</u>	<u>88,603,207</u>
<b>Total Liabilities, Equity and Other Credits</b>	<u>\$16,317,638</u>	<u>\$14,739,268</u>	<u>\$ 2,071,928</u>	<u>\$ 2,318,784</u>	<u>\$ 150,487</u>	<u>\$61,977,676</u>	<u>\$ 265,000</u>	<u>\$ 97,840,781</u>

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

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Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2016 Revenues & Expenditures by Fund  
 For the eight months ended February 29, 2016

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Fund	Bond & Interest Fund	Working Cash Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 15,476,114	\$ 2,059,714	\$ 1,497,744	\$ 1,264,030	\$ 17,509	\$ 1,815,105	\$ 4,837,337	\$ 280,360	\$ 39,026	\$ 27,286,939
Actual Expenditures	(13,056,624)	(1,540,691)	(2,034,067)	(1,264,375)	-	(1,913,276)	(5,090,723)	(657,883)	(32,475)	(25,590,114)
Other Financing Sources (Uses)	45,640	-	-	-	-	20,774	10,000	-	-	76,414
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	2,465,130	519,023	(536,323)	(345)	17,509	(77,397)	(243,386)	(377,523)	6,551	1,773,239
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 February 29, 2016	<u>\$ 7,305,016</u>	<u>\$ 3,232,352</u>	<u>\$ 5,955,101</u>	<u>\$ 1,437,547</u>	<u>\$ 4,751,477</u>	<u>\$ 2,273,722</u>	<u>\$ (254,207)</u>	<u>\$ 1,985,450</u>	<u>\$ 36,331</u>	<u>\$ 26,722,789</u>

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**Illinois Valley Community College District No. 513  
Fiscal Year 2016 Budget to Actual Comparison  
For the eight months ended February 29, 2016**

	<u>Annual Budget FY2016</u>	<u>Actual 2/29/16</u>	<u>Act/Budget 66.7%</u>	<u>Actual 2/28/15</u>	<u>Act/Budget 66.7%</u>	<u>Annual Budget FY2015</u>
<b>EDUCATION FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 6,826,706	\$ 6,728,447	98.6%	\$ 6,762,867	100.0%	\$ 6,762,916
Corporate Personal Property Replacement Tax	873,556	392,418	44.9%	387,190	48.5%	798,556
TIF Revenues	381,000	371,808	97.6%	343,804	90.2%	381,000
Total Local Government	<u>8,081,262</u>	<u>7,492,673</u>	<u>92.7%</u>	<u>7,493,861</u>	<u>94.4%</u>	<u>7,942,472</u>
State Government:						
ICCB Credit Hour Grant	2,009,096	-	0.0%	949,481	49.4%	1,923,233
Equalization	50,000	-	0.0%	16,667	33.3%	50,000
Career/Technical Education Formula Grant	165,000	-	0.0%	98,465	59.7%	165,000
Other	-	-	0.0%	-	0.0%	-
Total State Government	<u>2,224,096</u>	<u>-</u>	<u>0.0%</u>	<u>1,064,613</u>	<u>49.8%</u>	<u>2,138,233</u>
Federal Government						
PELL Administrative Fees	8,300	345	4.2%	-	0.0%	10,000
Total Federal Government	<u>8,300</u>	<u>345</u>	<u>4.2%</u>	<u>-</u>	<u>0.0%</u>	<u>10,000</u>
Student Tuition and Fees:						
Tuition	7,451,219	6,927,287	93.0%	6,836,738	92.4%	7,399,631
Fees	897,300	814,142	90.7%	860,530	89.0%	966,527
Total Tuition and Fees	<u>8,348,519</u>	<u>7,741,429</u>	<u>92.7%</u>	<u>7,697,268</u>	<u>92.0%</u>	<u>8,366,158</u>
Other Sources:						
Public Service Revenue	428,950	179,736	41.9%	294,920	71.2%	413,960
Nongovernmental Gifts	-	-	0.0%	-	0.0%	40,000
Other	90,102	61,931	68.7%	70,812	64.7%	109,472
Total Other Sources	<u>519,052</u>	<u>241,667</u>	<u>46.6%</u>	<u>365,732</u>	<u>64.9%</u>	<u>563,432</u>
<b>TOTAL EDUCATION FUND REVENUE</b>	<u>\$ 19,181,229</u>	<u>15,476,114</u>	<u>80.7%</u>	<u>16,621,474</u>	<u>87.4%</u>	<u>19,020,295</u>
<b>EDUCATION FUND EXPENDITURES</b>						
Instruction:						
Salaries	\$ 8,915,712	6,020,021	67.5%	6,176,766	69.5%	8,893,252
Employee Benefits	1,585,859	1,198,329	75.6%	1,297,819	82.8%	1,567,960
Contractual Services	147,647	47,856	32.4%	54,050	38.4%	140,588
Materials & Supplies	461,421	175,707	38.1%	230,704	52.3%	441,166
Conference & Meeting Expenses	92,169	34,056	36.9%	25,457	35.9%	70,829
Fixed Charges	197,500	162,819	82.4%	185,262	84.4%	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>\$ 7,638,788</u>	<u>67.0%</u>	<u>\$ 7,970,078</u>	<u>70.3%</u>	<u>\$ 11,337,140</u>

**Illinois Valley Community College District No. 513  
Fiscal Year 2016 Budget to Actual Comparison  
For the eight months ended February 29, 2016**

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2016	Actual 2/29/16	Act/Budget 66.7%	Actual 2/28/15	Act/Budget 66.7%	Annual Budget FY2015
<b>Academic Support:</b>						
Salaries	\$ 692,859	\$ 442,780	63.9%	\$ 438,367	65.1%	\$ 672,958
Employee Benefits	144,988	104,806	72.3%	114,728	85.2%	134,630
Contractual Services	172,207	136,482	79.3%	126,483	75.6%	167,246
General Materials & Supplies	473,885	202,885	42.8%	115,670	47.4%	243,898
Conference & Meeting Expenses	11,445	2,310	20.2%	1,377	11.6%	11,885
Fixed Charges	-	-	0.0%	300	0.0%	-
Utilities	25,343	16,186	63.9%	16,837	66.6%	25,283
Capital Outlay	78,750	42,640	54.1%	16,595	1952.4%	850
Other	-	-	0.0%	-	0.0%	-
<b>Total Academic Support</b>	<u>1,599,477</u>	<u>948,089</u>	59.3%	<u>830,357</u>	66.1%	<u>1,256,750</u>
<b>Student Services:</b>						
Salaries	1,226,134	851,052	69.4%	773,068	64.7%	1,194,194
Employee Benefits	322,348	223,535	69.3%	237,007	79.8%	296,852
Contractual Services	7,400	3,770	50.9%	4,565	73.0%	6,250
Materials & Supplies	54,260	30,206	55.7%	27,784	51.9%	53,560
Conference & Meeting Expenses	22,955	10,507	45.8%	8,590	41.5%	20,675
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
<b>Total Student Services</b>	<u>1,633,097</u>	<u>1,119,070</u>	68.5%	<u>1,051,014</u>	66.9%	<u>1,571,531</u>
<b>Public Services/Continuing Education:</b>						
Salaries	453,520	277,415	0.0%	326,214	73.1%	445,953
Employee Benefits	51,310	47,418	92.4%	52,991	102.0%	51,932
Contractual Services	224,150	128,025	57.1%	131,842	50.1%	263,250
Materials & Supplies	78,350	66,025	84.3%	51,473	60.5%	85,025
Conference & Meeting Expenses	19,465	7,243	37.2%	5,956	47.6%	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%	-
<b>Total Public Services/Continuing Education</b>	<u>826,795</u>	<u>526,126</u>	63.6%	<u>569,010</u>	66.3%	<u>858,670</u>
<b>Institutional Support:</b>						
Salaries	1,792,349	1,199,466	66.9%	1,168,690	69.3%	1,686,123
Employee Benefits	486,552	386,093	79.4%	411,538	81.5%	505,137
Contractual Services	623,325	498,604	80.0%	494,661	92.4%	535,329
Materials & Supplies	502,230	291,276	58.0%	359,926	74.3%	484,584
Conference & Meeting Expenses	60,750	23,833	39.2%	17,343	25.9%	66,900
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	9,628	6,911	71.8%	10,297	91.7%	11,228
Capital Outlay	157,250	94,555	60.1%	386,434	51.4%	751,280
Other	24,375	(534)	-2.2%	(910)	-2.2%	41,000
Provision for Contingency	151,767	-	0.0%	-	0.0%	-
<b>Total Institutional Support</b>	<u>3,808,226</u>	<u>2,500,204</u>	65.7%	<u>2,847,979</u>	69.8%	<u>4,081,581</u>
Scholarships, Grants and Waivers	488,750	324,347	66.4%	367,703	62.5%	588,700
<b>TOTAL EDUCATION FUND EXPENDITURES</b>	<u>\$ 19,760,747</u>	<u>\$ 13,056,624</u>	66.1%	<u>\$ 13,636,141</u>	69.2%	<u>\$ 19,694,372</u>
<b>INTERFUND TRANSFERS - NET</b>	<u>\$ 580,268</u>	<u>\$ 45,640</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 eight months ended February 29, 2016**

	<u>Annual Budget FY2016</u>	<u>Actual 2/29/16</u>	<u>Act/Budget 66.7%</u>	<u>Actual 2/28/15</u>	<u>Act/Budget 66.7%</u>	<u>Annual Budget FY2015</u>
<b>OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 1,197,142	\$ 1,194,629	99.8%	\$ 1,206,113	100.0%	\$ 1,206,048
Corporate Personal Property Replacement Tax	165,921	69,250	41.7%	68,327	48.5%	140,921
TIF	127,000	123,936	97.6%	114,602	90.2%	127,000
Total Local Government	<u>1,490,063</u>	<u>1,387,815</u>	93.1%	<u>1,389,042</u>	94.2%	<u>1,473,969</u>
State Government:						
ICCB Credit Hour Grant	174,704	-	0.0%	167,555	49.4%	339,394
Total State Government	<u>174,704</u>	<u>-</u>	0.0%	<u>167,555</u>	49.4%	<u>339,394</u>
Student Tuition and Fees:						
Tuition	610,408	559,173	91.6%	570,140	96.8%	589,134
Total Tuition and Fees	<u>610,408</u>	<u>559,173</u>	91.6%	<u>570,140</u>	96.8%	<u>589,134</u>
Other Sources:						
Facilities Revenue	125,000	110,043	88.0%	73,987	64.3%	115,000
Investment Revenue	1,500	1,611	107.4%	911	45.6%	2,000
Other	-	1,072	0.0%	8,544	-	-
Total Other Sources	<u>126,500</u>	<u>112,726</u>	89.1%	<u>83,442</u>	71.3%	<u>117,000</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>	<u>\$ 2,401,675</u>	<u>\$ 2,059,714</u>	85.8%	<u>\$ 2,210,179</u>	87.7%	<u>\$ 2,519,497</u>
<b>OPERATIONS &amp; MAINTENANCE FUND</b>						
Operations & Maintenance of Plant:						
Salaries	\$ 870,560	\$ 587,590	67.5%	\$ 563,920	65.7%	\$ 858,848
Employee Benefits	261,511	184,972	70.7%	238,126	89.4%	266,394
Contractual Services	196,000	117,205	59.8%	200,823	112.5%	178,550
General Materials & Supplies	224,070	93,711	41.8%	103,386	47.3%	218,470
Conference & Meeting Expenses	5,675	220	3.9%	451	26.1%	1,725
Fixed Charges	69,750	61,995	88.9%	69,295	104.6%	66,250
Utilities	649,713	502,376	77.3%	410,816	56.5%	726,900
Capital Outlay	94,000	9,846	10.5%	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>1,494,915</u>	64.1%	<u>1,894,832</u>	65.8%	<u>2,880,175</u>
Institutional Support:						
Salaries	48,149	29,220	60.7%	28,375	57.3%	49,556
Employee Benefits	10,297	8,514	82.7%	8,202	84.9%	9,665
Contractual Services	1,500	2,491	166.1%	2,491	166.1%	1,500
Materials & Supplies	3,450	1,341	38.9%	1,436	39.9%	3,601
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	5,000	4,210	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>45,776</u>	66.9%	<u>44,714</u>	64.5%	<u>69,322</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>	<u>\$ 2,401,675</u>	<u>\$ 1,540,691</u>	64.2%	<u>\$ 1,939,546</u>	65.8%	<u>\$ 2,949,497</u>

Illinois Valley Community College District No. 513  
 Fiscal Year 2016 Budget to Actual Comparison  
 For the eight months ended February 29, 2016

	Annual Budget FY2016	Actual 2/29/16	Act/Budget 66.7%	Actual 2/28/15	Act/Budget 66.7%	Annual Budget FY2015
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Local Government Sources						
Current Taxes	\$ 1,496,428	\$ 1,493,285	99.8%	\$ 1,487,237	99.2%	\$ 1,498,515
State Government Sources	235,000	-	0.0%	-	0.0%	2,000,000
Investment Revenue	3,572	4,459	124.8%	3,014	37.7%	8,000
Other Revenue	-	-	0.0%	-	0.0%	-
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) REVENUES</b>	<b>\$ 1,735,000</b>	<b>1,497,744</b>	<b>86.3%</b>	<b>1,490,251</b>	<b>42.5%</b>	<b>3,506,515</b>
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Operations & Maintenance						
Contractual Services	\$ -	43,490	0.0%	(41,850)	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	2,977,071	1,990,577	66.9%	609,154	17.4%	3,500,000
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>	<b>\$ 2,977,071</b>	<b>2,034,067</b>	<b>68.3%</b>	<b>567,304</b>	<b>16.2%</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>						
Local Government Sources						
Current Taxes	\$ 1,267,175	\$ 1,263,048	99.7%	\$ 1,264,531	99.9%	\$ 1,266,316
Investment Revenue	1,000	982	98.2%	828	23.7%	3,500
<b>TOTAL BOND &amp; INTEREST FUND REVENUES</b>	<b>1,268,175</b>	<b>1,264,030</b>	<b>99.7%</b>	<b>1,265,359</b>	<b>99.6%</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	18,875	85.1%	32,544	0.0%	51,425
Fees	500	500	100.0%	500	100.0%	500
<b>TOTAL BOND &amp; INTEREST EXPENDITURES</b>	<b>\$ 1,267,688</b>	<b>\$ 1,264,375</b>	<b>99.7%</b>	<b>\$ 1,248,044</b>	<b>98.5%</b>	<b>\$ 1,266,925</b>
<b>WORKING CASH FUND</b>						
Investment Revenue	\$ 20,000	\$ 17,509	87.5%	\$ 13,233	52.9%	\$ 25,000
<b>TOTAL WORKING CASH REVENUES</b>	<b>20,000</b>	<b>17,509</b>	<b>87.5%</b>	<b>13,233</b>	<b>52.9%</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 eight months ended February 29, 2016

AUXILIARY ENTERPRISES FUND	Annual Budget FY2016	Actual 2/29/16	Act/Budget 66.7%	Actual 2/28/15	Act/Budget 66.7%	Annual Budget FY2015
Service Fees	\$ 2,385,600	\$ 1,811,896	76.0%	\$ 2,004,517	89.9%	\$ 2,228,700
Other Revenue	-	2,272	0.0%	50	0.0%	-
Investment Revenue	3,000	937	31.2%	1,352	30.0%	4,500
<b>TOTAL AUXILIARY ENTERPRISES FUND REVENUES</b>	<b>2,388,600</b>	<b>1,815,105</b>	<b>76.0%</b>	<b>2,005,919</b>	<b>89.8%</b>	<b>2,233,200</b>

AUXILIARY ENTERPRISES FUND	Annual Budget FY2016	Actual 2/29/16	Act/Budget 66.7%	Actual 2/28/15	Act/Budget 66.7%	Annual Budget FY2015
Salaries	\$ 339,239	219,399	64.7%	212,296	63.2%	336,026
Employee Benefits	89,872	59,194	65.9%	69,317	75.1%	92,335
Contractual Services	42,230	31,937	75.6%	28,222	62.6%	45,050
Materials & Supplies	1,973,765	1,477,637	74.9%	1,876,793	95.0%	1,975,230
Conference & Meeting	28,430	15,773	55.5%	12,711	48.0%	26,456
Fixed Charges	45,150	44,836	99.3%	30,671	67.9%	45,150
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	5,748	-	0.0%	-	0.0%	3,838
Other	111,500	64,500	57.8%	64,538	614.6%	10,500
<b>TOTAL AUXILIARY ENTERPRISES EXPENDITURES</b>	<b>2,635,934</b>	<b>1,913,276</b>	<b>72.6%</b>	<b>2,294,548</b>	<b>90.5%</b>	<b>2,534,585</b>

Transfer In (Out)	\$ (475,336)	\$ 20,774	0.0%	\$ 61,414	0.0%	\$ 338,586
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RESTRICTED PURPOSES FUND	Annual Budget FY2016	Actual 2/29/16	Act/Budget 66.7%	Actual 2/28/15	Act/Budget 66.7%	Annual Budget FY2015
Local Government Sources	\$ -	\$ -	0.0%	\$ 4,117	0.0%	\$ -
State Government Sources	313,970	2,500	0.8%	1,273,526	325.9%	390,814
Federal Government Sources	5,826,932	4,656,729	79.9%	6,612,999	97.7%	6,765,584
Service Fees	3,000	1,430	47.7%	61,280	2042.7%	3,000
Nongovernmental gifts or grants	58,768	87,839	0.0%	370,132	0.0%	60,000
Other Revenue	-	88,839	0.0%	179	0.0%	-
<b>TOTAL RESTRICTED PURPOSES FUND REVENUES</b>	<b>6,202,670</b>	<b>4,837,337</b>	<b>78.0%</b>	<b>8,318,116</b>	<b>115.2%</b>	<b>7,219,398</b>

RESTRICTED PURPOSES FUND	Annual Budget FY2016	Actual 2/29/16	Act/Budget 66.7%	Actual 2/28/15	Act/Budget 66.7%	Annual Budget FY2015
Instruction:						
Salaries	\$ 474,258	301,036	63.5%	292,581	59.1%	495,023
Employee Benefits	108,540	95,436	87.9%	86,135	77.0%	111,838
Contractual Services	25,135	22,587	89.9%	55,861	73.7%	75,830
Materials & Supplies	57,846	49,459	85.5%	79,431	63.7%	124,746
Conference & Meeting	24,339	14,878	61.1%	16,609	26.3%	63,266
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	2,500	1,121	44.8%	1,176	89.5%	1,314
Capital Outlay	-	38,195	0.0%	423,095	200.0%	211,541
Other	-	-	0.0%	300	0.0%	-
Total Instruction	\$ 692,618	\$ 522,712	75.5%	\$ 955,188	88.2%	\$ 1,083,558

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**Illinois Valley Community College District No. 513  
Fiscal Year 2016 Budget to Actual Comparison  
For the eight months ended February 29, 2016**

	<u>Annual Budget FY2016</u>	<u>Actual 2/29/16</u>	<u>Act/Budget 66.7%</u>	<u>Actual 2/28/15</u>	<u>Act/Budget 66.7%</u>	<u>Annual Budget FY2015</u>
<b>RESTRICTED PURPOSES FUND</b>						
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	129,354	68.1%	125,862	67.1%	187,602
Employee Benefits	77,435	63,294	81.7%	54,257	79.2%	68,484
Contractual Services	2,150	1,387	64.5%	5,089	219.4%	2,320
Materials & Supplies	2,100	2,191	104.3%	1,933	35.8%	5,400
Conference & Meeting	3,071	1,610	52.4%	1,881	30.8%	6,112
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRIO Grant)	16,014	6,600	41.2%	34,300	171.5%	20,000
Total Student Services	<u>290,652</u>	<u>204,436</u>	<u>70.3%</u>	<u>223,322</u>	<u>77.0%</u>	<u>289,918</u>
Public Service						
Salaries	149,970	86,345	57.6%	115,326	75.6%	152,530
Employee Benefits	39,999	20,970	52.4%	32,701	93.8%	34,845
Contractual Services	500	2,216	443.2%	2,608	434.7%	600
Materials & Supplies	1,731	310	17.9%	3,357	147.6%	2,275
Conference & Meeting	2,800	4,079	0.0%	10,380	218.5%	4,750
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	198	0.0%	99	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Public Service	<u>195,000</u>	<u>114,118</u>	<u>58.5%</u>	<u>164,471</u>	<u>84.3%</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	\$ 87,515	99.0%	\$ 74,543	81.3%	\$ 91,689
Total Institutional Support	<u>88,364</u>	<u>87,515</u>	<u>99.0%</u>	<u>74,543</u>	<u>81.3%</u>	<u>91,689</u>
Student grants and waivers (PELL & SEOG)	<u>4,987,268</u>	<u>4,161,942</u>	<u>83.5%</u>	<u>7,153,850</u>	<u>130.2%</u>	<u>5,495,633</u>
<b>TOTAL RESTRICTED FUND EXPENDITURES</b>	<u>6,253,902</u>	<u>\$ 5,090,723</u>	<u>81.4%</u>	<u>\$ 8,576,374</u>	<u>118.6%</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 eight months ended February 29, 2016

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LIABILITY, PROTECTION, & SETTLEMENT FUND	Annual Budget FY2016	Actual 2/29/16	Act/Budget 66.7%	Actual 2/28/15	Act/Budget 66.7%	Annual Budget FY2015
Local Government Sources	\$ 270,255	\$ 268,531	99.4%	\$ 249,824	95.8%	\$ 260,808
Investment Revenue	5,000	6,070	121.4%	(4,846)	-19.4%	25,000
Other	-	5,759	0.0%	-	0.0%	-
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUES</b>	<b>275,255</b>	<b>280,360</b>	<b>101.9%</b>	<b>244,978</b>	<b>85.7%</b>	<b>285,808</b>
<b>LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>						
Operations & Maintenance of Plant						
Contractual Services	\$ 356,550	\$ 247,368	69.4%	\$ 236,581	67.3%	\$ 351,500
Material & Supplies	330	141	42.7%	451	180.4%	250
Conference & Meeting	500	289	57.8%	282	56.4%	500
Utilities	550	268	0.0%	286	0.0%	500
Capital Outlay	-	55,151		-		-
Total for Operations & Maintenance of Plant	\$ 357,930	\$ 303,217	84.7%	\$ 237,600	67.4%	\$ 352,750
Institutional Support						
Salaries	\$ 90,462	\$ 54,655	60.4%	\$ 51,554	70.0%	\$ 73,689
Employee Benefits	211,001	8,178	9.0%	8,102	3.7%	217,616
Contractual Services	23,150	48,063	207.6%	11,399	39.3%	29,000
Materials & Supplies	1,550	154	0.0%	35	3.5%	1,000
Conference & Meeting	-	2,000	0.0%	-	0.0%	-
Fixed Charges	319,850	241,616	75.5%	287,651	79.6%	361,500
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	646,013	354,666	54.9%	358,741	52.5%	682,805
<b>TOTAL LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>	<b>1,003,943</b>	<b>657,883</b>	<b>65.5%</b>	<b>596,341</b>	<b>57.6%</b>	<b>1,035,555</b>
<b>AUDIT FUND</b>						
Local Government Sources	\$ 37,708	\$ 39,011	103.5%	\$ 36,167	102.5%	\$ 35,277
Investment Revenue	250	15	0.0%	25	0.0%	-
<b>TOTAL AUDIT FUND REVENUES</b>	<b>37,958</b>	<b>39,026</b>	<b>102.8%</b>	<b>36,192</b>	<b>102.6%</b>	<b>35,277</b>
<b>AUDIT FUND</b>						
Contractual Services	35,000	32,475	92.8%	28,700	80.4%	35,700
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<b>35,000</b>	<b>32,475</b>	<b>92.8%</b>	<b>28,700</b>	<b>80.4%</b>	<b>35,700</b>

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**Illinois Valley Community College District No. 513  
Fiscal Year 2016 Budget to Actual Comparison  
All Funds - By Budget Officer  
For the eight months ended February 29, 2016**

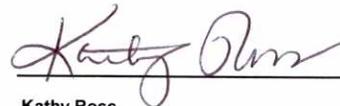
<u>Department</u>	<u>Annual Budget FY2016</u>	<u>Actual 2/29/2016</u>	<u>Act/Budget 66.7%</u>	<u>Explanation</u>
President	\$ 327,955	\$ 231,481	70.6%	
Board of Trustees	14,450	12,886	89.2%	ICCTA Annual Dues
Community Relations	471,445	332,731	70.6%	
Continuing Education	999,560	637,343	63.8%	
Facilities	5,285,350	3,528,982	66.8%	
Information Technologies	2,250,342	1,462,545	65.0%	
Academic Affairs	315,414	225,927	71.6%	
Academic Affairs (AVPCE)	663,320	542,781	81.8%	Ottawa Center annual rent; TDT truck leases
Adult Education	498,204	286,993	57.6%	
Learning Technologies	686,110	439,332	64.0%	
Career & Tech Education Division	1,757,289	1,023,843	58.3%	
Natural Science & Business Division	2,356,277	1,580,514	67.1%	
Humanities & Fine Arts/Social Science Division	1,975,607	1,502,537	76.1%	
Health Professions Division	2,209,935	1,503,550	68.0%	
English, Mathematics, Education Division	2,776,921	1,802,668	64.9%	
Admissions & Records	390,144	262,135	67.2%	
Counseling	644,907	445,861	69.1%	
Student Services	170,125	106,753	62.7%	
Financial Aid	5,449,406	4,504,942	82.7%	Includes, summer, fall and spring semesters
Athletics	248,628	166,234	66.9%	
TRiO (Student Success Grant)	290,652	204,436	70.3%	
Campus Security	355,780	301,378	84.7%	\$55,000 final payment for DAS project
Business Services/General Institution	2,257,524	1,898,046	84.1%	Annual bond payment
Risk Management	638,163	356,505	55.9%	
Tuition Waivers	553,750	324,347	58.6%	
Purchasing	87,443	62,011	70.9%	
Human Resources	128,966	82,027	63.6%	
Bookstore	2,201,887	1,624,221	73.8%	
Shipping & Receiving	68,396	45,775	66.9%	
Copy Center	140,993	91,330	64.8%	
<b>Total FY16 Expenditures</b>	<b><u>\$ 36,214,943</u></b>	<b><u>\$ 25,590,114</u></b>	<b>70.7%</b>	

**Illinois Valley Community College**  
**Statement of Cash Flows**  
**for the Month ended February 29, 2016**

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 69,234.13	\$ 25,419.96	\$ 1,058,434.15	\$ 175,326.71	\$ 485,619.15	\$ (585,504.45)	\$ 1,448,469.00	\$ 15,183.37	\$ (207,745.72)	\$ 40,437.17	\$ 2,524,873.47
Total Receipts	338,586.52	68,260.97	2,307.77	1,873.33	100,785.67	15,069.79	344.62	58.14	390.11	600.00	\$ 528,276.92
Total Cash	407,820.65	93,680.93	1,060,741.92	177,200.04	586,404.82	(570,434.66)	1,448,813.62	15,241.51	(207,355.61)	41,037.17	3,053,150.39
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	2,603,999.94	280,000.00	-	-	-	172,000.00	-	-	20,000.00	-	3,075,999.94
Expenditures	(2,639,531.14)	(174,254.91)	(449,684.16)	-	(196,437.34)	(84,732.37)	-	-	(81,216.27)	-	(3,625,856.19)
ACCOUNT BALANCE	372,289.45	199,426.02	611,057.76	177,200.04	389,967.48	(483,167.03)	1,448,813.62	15,241.51	(268,571.88)	41,037.17	2,503,294.14
Deposits in Transit	(38,243.53)										(38,243.53)
Outstanding Checks	700,117.29										700,117.29
<b>BANK BALANCE</b>	<b>1,034,163.21</b>	<b>199,426.02</b>	<b>611,057.76</b>	<b>177,200.04</b>	<b>389,967.48</b>	<b>(483,167.03)</b>	<b>1,448,813.62</b>	<b>15,241.51</b>	<b>(268,571.88)</b>	<b>41,037.17</b>	<b>3,165,167.90</b>
Certificates of Deposit	-	-	-	-	248,000.00	-	2,395,491.76	-	2,100,000.00	-	4,743,491.76
Illinois Funds	2,683,386.11	2,451,889.41	3,405,131.36	633,228.45	232,215.41	38,160.36	900,918.70	2,317.71	1,138.14	14,348.51	10,362,734.16
CDB Trust Fund CTC			110,740.78								110,740.78
Bldg Reserve-ILLFund			1,083,819.25								1,083,819.25
<b>Total Investment</b>	<b>\$ 2,683,386.11</b>	<b>\$ 2,451,889.41</b>	<b>\$ 4,599,691.39</b>	<b>\$ 633,228.45</b>	<b>\$ 480,215.41</b>	<b>\$ 38,160.36</b>	<b>\$ 3,296,410.46</b>	<b>\$ 2,317.71</b>	<b>\$ 2,101,138.14</b>	<b>\$ 14,348.51</b>	<b>\$ 16,300,785.95</b>

LaSalle State Bank	\$ 74,160.92
Centrue Bank	<u>3,091,006.98</u>
	<u>\$ 3,165,167.90</u>

Respectfully submitted,



Kathy Ross  
Controller

ILLINOIS VALLEY COMMUNITY COLLEGE  
INVESTMENT STATUS REPORT  
February 29, 2016

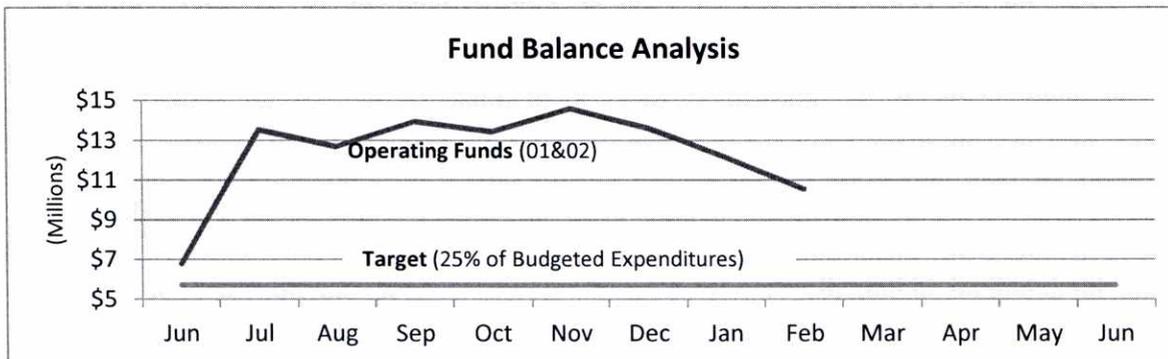
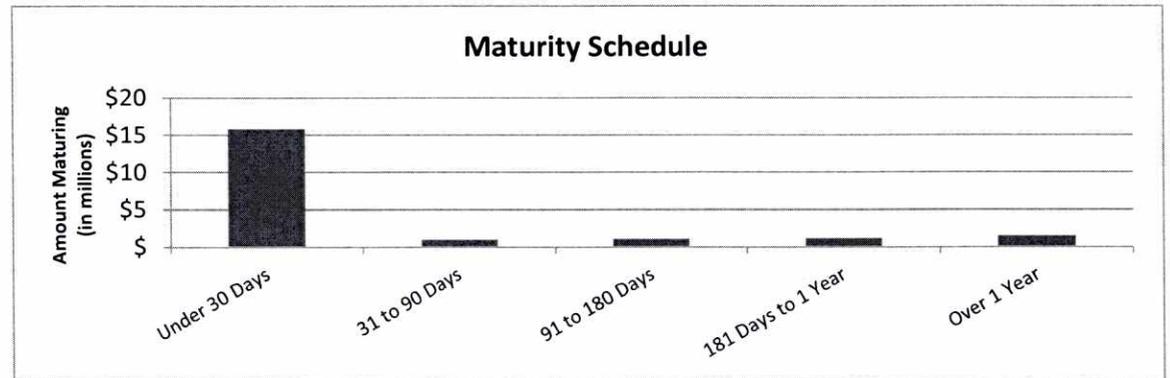
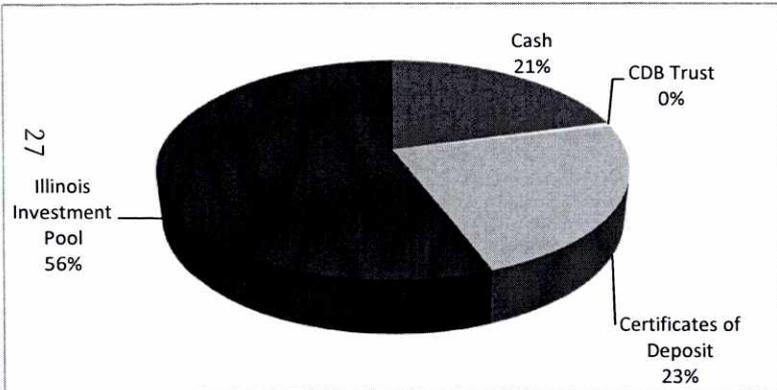
<u>DUE</u>	<u>Education</u>	<u>Oper &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
3/26/2016							1,000,000	1,000,000	NCB	0.35%	0.35%	40419
3/31/2016						1,000,000		1,000,000	LSB	0.39%	0.39%	
4/22/2016							100,000	100,000	MB	0.45%	0.45%	914161
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
4/10/2017						248,000		248,000	MBS	0.85%	0.85%	
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				

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

Illinois Valley Community College District No. 513  
Investment Status Report  
All Funds  
February 29, 2016

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	20.7%	\$ 4,265,756	0.34%
CDB Trust	0.5%	110,735	0.10%
Certificates of Deposit	23.1%	4,743,492	0.70%
Illinois Investment Pool	55.7%	11,445,514	0.01%
<b>Total</b>		<b>\$ 20,565,497</b>	<b>0.29%</b>

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds (US Bank)	\$ 11,445,514			\$ 11,445,514	56%
Centrue Bank			4,050,516	4,050,516	20%
North Central Bank		1,000,000		1,000,000	5%
Heartland Trust Acct			110,735	110,735	1%
LaSalle State Bank		1,000,000	70,528	1,070,528	5%
First State Bank				-	0%
Multi Bank Securities		1,493,492		1,493,492	7%
Heartland Bank			144,712	144,712	1%
Marseilles Bank		1,250,000		1,250,000	6%
	<b>\$ 11,445,514</b>	<b>\$ 4,743,492</b>	<b>\$ 4,376,491</b>	<b>\$ 20,565,497</b>	<b>100%</b>



*Handwritten mark*

**\$5,000 and Over Disbursements  
02/01/16 - 02/29/16**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
724924	02/03/16	0001369	Ameren Illinois	\$ 37,720.44	Electricity & Gas (12/10/15-01/13/16)
724938	02/03/16	0140900	CollegeNET, Inc.	5,665.50	License Fees for R25 and Schedule25
724940	02/03/16	0130732	Dodson Plumbing, Heating and Air Conditioning	423,900.00	Building "A" Chiller/Air Handler Replacement*
724982	02/03/16	0165771	Santander Bank, N.A.	17,132.00	Lease Payment-Shuttles
724999	02/03/16	0081443	American Express	73,045.12	CDW Government, Inc., Cengage Learning Inc., McGraw Hill Publishing, Pearson Education, Inc.
725009	02/09/16	0108916	CCIC	243,754.47	Health Insurance (February)
ACH	02/11/16		Internal Revenue Service	128,176.35	Federal Payroll Taxes (02/11/16)
ACH	02/11/16		Illinois Department of Revenue	27,836.35	State Payroll Taxes (02/11/16)
ACH	02/11/16		VALIC Retirement Services	16,662.59	403(b) & 457(b)Payroll (02/11/16)
725023	02/11/16	0082897	SURS	77,537.70	Payroll (02/11/16)
725028	02/10/16	0204246	Arthur Gallagher Risk Management	31,866.00	Property Casualty Insurance
725034	02/10/16	0108916	CCIC	236,462.57	Replacement Check-Health Insurance (January)
725037	02/10/16	0190646	CNE Gas Division, LLC	9,929.24	Natural Gas (December)
725042	02/10/16	0001111	Dell Computers	8,023.12	Maintenance Renewal for SAN
725058	02/10/16	0204158	Interact Communications, Inc.	7,500.00	Marketing Plan
725092	02/17/16	0105972	Amazon.Com	6,076.67	Books for Resale
725107	02/17/16	0199422	Daikin Applied	8,368.22	Troubleshoot/Repair VRVs HP2 (Compressor/Inverter)
725120	02/17/16	0005039	IDES	5,627.00	Quarterly Unemployment
725150	02/17/16	0203625	Utology Corporation	10,750.00	AV Management System
725157	02/17/16	0001927	Walter J Zukowski & Associates	12,966.00	Legal Services
725171	02/24/16	0126547	Basalay, Cary, & Alstadt Architects	21,153.20	Buildings "A" & "B" Chiller/Air Handler Replacement*
725173	02/24/16	0149548	Burwood Group	15,453.52	Cisco IP Phone Upgrade
725175	02/24/16	0128254	Cargill Inc. Salt Division	6,719.33	Bulk Rock Salt
725194	02/24/16	0181795	G4S Secure Solutions (USA) Inc.	32,912.41	Security Services (January)
725208	02/24/16	0001658	McGraw Hill Publishing	8,084.34	Books for Resale
ACH	02/25/16		Internal Revenue Service	70,193.78	Federal Payroll Taxes (02/25/16)
ACH	02/25/16		Illinois Department of Revenue	17,086.64	State Payroll Taxes (02/25/16)
ACH	02/25/16		VALIC Retirement Services	16,161.78	403(b) & 457(b)Payroll (02/25/16)
725247	02/25/16	0082897	SURS	49,174.75	Payroll (02/25/16)
ACH	02/25/16		Prudential	5,328.97	Life & Disability Insurance (March)

**\$ 1,631,268.06**

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

Stipends For Pay Period 02/06/16

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Batson-Turner, Jean	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$6,592.40	011220650051340		15/16 Overload	
Beyer, Jason A.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$450.00	011120650051340		15/16 Overload	
Bhattacharya, Abhijeet	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$11,712.00	011120570051340		15/16 Overload	
Bias, Timothy J.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$6,835.20	011320410051340		15/16 Overload	
Black, Mary A.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$2,160.00	011120910051340		15/16 Overload	
Black, Wesley T.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$1,024.00	011520910051340		15/16 Overload	
Black, Wesley T.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$5,960.00	011120910051340		15/16 Overload	
Blaydes, Christine A.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$10,483.20	011420730051340		15/16 Overload	
Brolley, Vincent D.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$1,920.00	011120650051340		15/16 Overload	
Bruch, Anna M.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$6,918.40	011420730051340		15/16 Overload	
Caley Opsal, Susan M.	15/16 Overload	08/17/15	03/19/16	03/19/16	OV	\$5,760.00	011420730051340		15/16 Overload	
Caley Opsal, Susan M.	15/16 Overload	08/17/15	03/19/16	03/19/16	OV	\$2,784.00	011120570051340		15/16 Overload	
Carey, Lauri L.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$7,520.00	011120570051340		15/16 Overload	
Christianson, Diane C.	15/16 Overload	01/14/16	02/06/16	02/06/16	OV	\$640.00	011220910051340		15/16 Overload	
Cinotte, Lori M.	15/16 Overload	08/17/15	12/16/15	02/06/16	OV	\$150.00	011120650051340		15/16 Overload	
Cinotte, Lori M.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$1,280.00	018640091051900		15/16 Overload	
Cook Fesperman, Amanda P.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$3,840.00	011120650051340		15/16 Overload	
Data, Dorene M.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$14,391.00	011320410051340		15/16 Overload	
Donna, Rebecca S.	15/16 Overload	01/14/16	02/06/16	02/06/16	OV	\$1,920.00	018640091051900		15/16 Overload	
Donna, Rebecca S.	15/16 Overload	08/17/15	03/19/16	03/19/16	OV	\$7,680.00	011120650051340		15/16 Overload	
Donna, Rebecca S.	15/16 Overload	12/16/15	02/06/16	02/06/16	OV	\$150.00	011120570051340		15/16 Overload	
Elias, Gina R.	15/16 Overload	01/14/16	02/06/16	02/06/16	OV	\$2,068.80	011320410051340		15/16 Overload	
Elias, Gina R.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$6,656.00	011120410051340		15/16 Overload	

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**Stipends For Pay Period 02/06/16**

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Engstrom, Norman B.	15/16 Overload	01/14/16	03/19/16	03/19/16	OV	\$1,240.00	011120650051340		15/16 Overload	
Fesperman, Jeffrey N.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$5,760.00	011120570051340		15/16 Overload	
Francisco, Marjorie L.	15/16 Overload	10/12/15	02/06/16	02/06/16	OV	\$4,838.40	011420730051340		15/16 Overload	
Gibson, James A.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$12,787.80	011320410051340		15/16 Overload	
Hamilton, Nora B.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$10,240.00	011420730051340		15/16 Overload	
Hanley, Linda C.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$12,160.00	011420730051340		15/16 Overload	
Hartford, Carmen N.	15/16 Overload	12/16/15	02/06/16	02/06/16	OV	\$7,840.00	011120570051340		15/16 Overload	
Hodgson, Laura A.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$7,680.00	011420730051340		15/16 Overload	
Hogue, Julie A.	15/16 Overload	10/12/15	03/19/16	03/19/16	OV	\$5,676.80	011420730051340		15/16 Overload	
Johll, Matthew E.	15/16 Overload	01/14/16	02/06/16	02/06/16	OV	\$800.00	011120570051340		15/16 Overload	
King, Keith R.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$6,848.00	011120570051340		15/16 Overload	
Klopcic, Elizabeth A.	15/16/ Overload	08/17/15	02/06/16	02/06/16	OV	\$1,920.00	011120650051340		15/16/ Overload	
Knowlton, Amber S.	15/16 Overload	01/14/16	02/06/16	02/06/16	OV	\$5,760.00	011420730051340		15/16 Overload	
Koudelka, Arthur E.	15/16 Overload	08/17/15	03/19/16	03/19/16	OV	\$14,592.00	011320410051340		15/16 Overload	
Kuester, David A.	15/16 Overload	08/17/15	03/19/16	03/19/16	OV	\$3,120.00	011120650051340		15/16 Overload	
Lange, Shane W.	15/16 Overload	12/16/15	03/19/16	03/19/16	OV	\$10,880.00	011320410051340		15/16 Overload	
Leadingham, Paul	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$7,539.20	011320410051340		15/16 Overload	
Lesman, Emily E.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$3,280.00	011520910051340		15/16 Overload	
Lockwood, Kirk D.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$2,560.00	011120910051340		15/16 Overload	
Mammano, Pamela M.	15/16 Overload	08/17/15	03/19/16	03/19/16	OV	\$18,470.40	011420730051340		15/16 Overload	
Mangold, Richard F.	15/16 Overload	01/14/16	02/06/16	02/06/16	OV	\$5,910.00	011120650051340		15/16 Overload	
Mangold, Richard F.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$1,920.00	011420730051340		15/16 Overload	
Monterastelli, Cherie A.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$2,880.00	011420730051340		15/16 Overload	

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Stipends For Pay Period 02/06/16

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Nink, Tina M.	15/16 Overload	10/12/15	02/06/16	02/06/16	OV	\$2,080.00	011420730051340		15/16 Overload	
Oldaker, Adam G.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$3,840.00	011120910051340		15/16 Overload	
Olesen, Jared J.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$1,920.00	011120650051340		15/16 Overload	
Pecherek, Michael J.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$3,968.00	011120650051340		15/16 Overload	
Pence, Patricia L.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$3,065.60	011420730051340		15/16 Overload	
Phillips, Michael A.	15/16 Overload	01/14/16	02/06/16	02/06/16	OV	\$1,120.00	011120570051340		15/16 Overload	
Pumo, Deborah J.	15/16 Overload	10/12/15	02/06/16	02/06/16	OV	\$8,000.00	011420730051340		15/16 Overload	
Radek, Kimberly M.	15/16 Overload	01/14/16	02/06/16	02/06/16	OV	\$1,920.00	011120910051340		15/16 Overload	
Radek, Kimberly M.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$3,840.00	011120650051340		15/16 Overload	
Reese, Robert C.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$6,400.00	011120570051340		15/16 Overload	
Reese, Robert C.	15/16 Overload	08/17/15	12/16/15	02/06/16	OV	\$1,612.80	011220570051340		15/16 Overload	
Robinson, Delores R.	15/16 Overload	08/17/15	03/19/16	03/19/16	OV	\$3,840.00	011120910051340		15/16 Overload	
Ruda, Anthony J.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$11,584.00	011120570051340		15/16 Overload	
Sankovich, Michael W.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$211.20	011120570051340		15/16 Overload	
Sarsah, Dominic K.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$3,968.00	011120570051340		15/16 Overload	
Schroeder, Eric S.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$8,160.00	011120570051340		15/16 Overload	
Seeger, Andrew P.	15/16 Overload	01/14/16	02/06/16	02/06/16	OV	\$640.00	011120650051340		15/16 Overload	
Seghi, Heather N.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$1,280.00	011420730051340		15/16 Overload	
Serafini, Daniel J.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$2,944.00	011520910051340		15/16 Overload	
Serafini, Daniel J.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$2,560.00	011120910051340		15/16 Overload	
Serafini, Richard J.	15/16 Overload	01/14/16	02/06/16	02/06/16	OV	\$2,348.80	011220570051340		15/16 Overload	
Serafini, Richard J.	15/16 Overload	01/14/16	02/06/16	02/06/16	OV	\$1,260.80	011120570051340		15/16 Overload	
Skoflanc, Francie A.	15/16 Overload	08/17/15	03/19/16	03/19/16	OV	\$4,268.80	011320650051340		15/16 Overload	

Stipends For Pay Period 02/06/16

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Spanbauer, Jeffrey A.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$3,840.00	011120650051340		15/16 Overload	
Stecken, Karie J.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$5,638.40	011420730051340		15/16 Overload	
Story, Michelle M.	15/16 Overload	08/17/15	03/19/16	03/19/16	OV	\$5,927.10	011320410051340		15/16 Overload	
Tunnell, Thomas D.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$1,024.00	011520910051340		15/16 Overload	
Tunnell, Thomas D.	15/16 Overload	12/16/15	02/06/16	02/06/16	OV	\$5,120.00	011120910051340		15/16 Overload	
Urban-Bollis, Jill L.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$998.40	011220910051340		15/16 Overload	
Wiggins, Dawn M.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$7,040.00	011120910051340		15/16 Overload	
Wiggins, Dawn M.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$1,024.00	011520910051340		15/16 Overload	
Yong, Promise K.	15/16 Overload	08/17/15	02/20/16	02/20/16	OV	\$5,824.00	011120570051340		15/16 Overload	
Zeilman, Karen E.	15/16 Overload	08/17/15	02/06/16	02/06/16	OV	\$8,832.00	011120650051340		15/16 Overload	
Olesen, Jared J.	16 Days of Suspension Pay	01/14/16	02/06/16	02/06/16	RE	\$5,132.48	011120650051310			
Alvin, Stephen R.	Coordinate Study Abroad 15/16	08/15/15	02/06/16	02/06/16	ST	\$500.00	011120651351900			
Bandstra, Arnold B.	Coopering	01/21/16	01/30/16	02/06/16	ST	\$200.00	014110394151320	HLR-2306-401	Coopering	
Bruner, Joseph W.	LC Driver Improvement #1009	01/20/16	02/06/16	02/06/16	ST	\$140.00	014110394251320	CDV-6000-02	LaSalle Co Driver Improvement	
Carey, Lauri L.	Horticulturist Work	01/14/16	02/06/16	02/06/16	ST	\$3,840.00	011120116051900			
Cox, Laurie A.	Additional Pay for Spring Class	01/14/16	05/21/16	05/28/16	ST	\$662.00	011120650051320			
Eccles, Kimberly A.	CSP 1203 101	01/14/16	05/21/16	05/28/16	ST	\$1,560.30	011320410051320	CSP-1203-101	Microsoft Office Professional I	
Gibbs, Kathryn A.	Independent Study	01/14/16	05/21/16	05/28/16	ST	\$200.00	011520910051320			
Gillio, Susan M.	MUP 1012 01	01/14/16	05/21/16	05/28/16	ST	\$100.00	011120650051320	MUP-1012-01	Flute Ensemble	
Johnson, D. S.	Program Coordinator HVAC	01/14/16	02/06/16	02/06/16	ST	\$662.00	011320410351320			
Kreier, Rodney J.	Manufacturing Expo	10/22/15	10/22/15	02/06/16	ST	\$75.00	061320152751900			
Landgraf, Tammy L.	ECE 2206 01	01/14/16	05/21/16	05/28/16	ST	\$150.00	011220910051320	ECE-2206-01	E-Portfolio	
Michael, James N.	GER 2002 01	01/14/16	05/21/16	05/28/16	ST	\$1,440.00	011120650051320	GER-2002-01	Intermediate German II	

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**Stipends For Pay Period 02/06/16**

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Nelson, Catherine L.	ACT Test Prep	01/23/16	01/23/16	02/06/16	ST	\$280.00	014110394151320	YOU-3501-601	ACT Test Preparation	
Norlin, Marilyn K.	PSY 2200 300	01/14/16	05/21/16	05/28/16	ST	\$200.00	011120650051320	PSY-2200-300	Human Relations/World of Work	
Padoan-Gallardo, Atti V.	FEN 1002 2002 ITL 1000 1010 SP	01/14/16	05/21/16	05/28/16	ST	\$1,650.00	011120650051320	ITL-1000-300	Conversational Italian, French and Spanish	
Sarver, Gregory S.	LC Driver Improvement #1010	01/23/16	01/23/16	02/06/16	ST	\$187.50	014110394251320	CDV-6000-02	LaSalle Co Driver Improvement	
Smith, Sara E.	Food Service Sanitation	01/19/16	01/28/16	02/06/16	ST	\$600.00	014110394151320		Food Service Sanitation	
Sramek, Katherine L.	CSP 1231 100	01/14/16	05/21/16	05/28/16	ST	\$723.45	011320410051320	CSP-1231-100	Advanced Keyboarding/Document Formatting	
Trench, Michael S.	Manufacturing Expo	10/22/15	02/06/16	02/06/16	ST	\$75.00	061320152751900			
Turchi, Mary L.	SFC 1000 100	01/14/16	05/21/16	05/28/16	ST	\$1,040.20	011120910051320	SFC-1000-100	Strategies for College	
Weitl, Jamie B.	Online Independent Study	01/14/16	05/21/16	05/28/16	ST	\$344.50	011520910051320			
Zellmer, Donald G.	THE 1005 2005 03	01/14/16	05/21/16	05/28/16	ST	\$450.00	011120650051320	THE-1005-03	Theatre Play Production	
<b>Total</b>						<b>409,910.03</b>				

  
 Cheryl Roelfsema  
 Vice President of Business Services and Finance

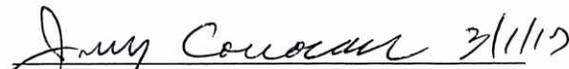
 2/10/16  
 Dr. Jerry Corcoran  
 President

\*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 02/20/16

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Balzarini, Doreen J.	Goodwill Workshop Computer Basics	02/10/16	02/20/16	02/20/16	ST	\$105.00	014110394151320			
Bias, Timothy J.	Equated Hours Correction	02/20/16	02/20/16	02/20/16	ST	\$1,536.00	011320410051340			
Boyle- Bruch, Ida L.	Food Service Sanitation	02/08/16	02/11/16	02/20/16	ST	\$500.00	014110394151320	CEU-1503-02	Food Service Sanitation-8 Hour	
Bruessard, Tiffany M.	Mileage Reimbursement	01/14/16	05/21/16	05/28/16	ML	\$600.00	011120650055210			
Bruner, Joseph W.	LC Driver Improvement #1012	02/13/16	02/20/16	02/20/16	ST	\$175.00	014110394251320	CDV-6000-02	LaSalle Co Driver Improvement	
Cox, Laurie A.	Mileage Reimbursement	01/14/16	05/21/16	05/28/16	ML	\$240.00	011120650055210			
Deffenbaugh, Gloria R.	Payout for last class taught	01/14/16	02/20/16	02/20/16	ST	\$744.08	011420730051320			
Dossett, Amy M.	Mileage Reimbursement	01/14/16	05/21/16	05/28/16	ML	\$360.00	011120650055210			
Engstrom, Norman B.	Voice Lessons / 4	01/19/16	02/10/16	02/20/16	ST	\$128.00	011120650051340			
Foemmel, Mary B.	ALH-1214-02 lab/clinical	02/20/16	03/11/16	03/19/16	ST	\$1,432.00	011420730051320	ALH-1214-02	Certified Nursing Assistant	
Holloway, Brian R.	Faculty Orientation Class	01/21/16	04/30/16	04/30/16	ST	\$2,648.00	011120650051320			
Jenrich, Chuck	Streator Dependable Training	02/10/16	02/10/16	02/20/16	ST	\$500.00	014210331051320	CEU-8297-02	Leading High Performance Streator Dependable Training	
Mills, Jennifer P.	Mileage Reimbursement	01/14/16	05/21/16	05/28/16	ML	\$600.00	011120650055210			
Phillips, Alan G.	Mileage Reimbursement	01/14/16	05/21/16	05/28/16	ML	\$480.00	011120650055210			
Sarsah, Dominic K.	Overload 15/16	01/14/16	02/20/16	06/20/16	OV	\$480.00	011120570051340			
Sarver, Gregory S.	BC Driver Improvement #310	02/06/16	02/06/16	02/20/16	ST	\$150.00	014110394351320	CDV-7000-02	Bureau Co Driver Improvement	
Sarver, Gregory S.	LC Driver Improvement # 1011	02/10/16	02/20/16	02/20/16	ST	\$150.00	014110394251320	CDV-6000-02	LaSalle Co Driver Improvement	
Total						10,828.08				

  
 Cheryl Roelfsema  
 Vice President of Business Services and Finance

  
 Dr. Jerry Corcoran  
 President

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

**Purchase Request – Student Computer Upgrades**

Per the student computer upgrade guidelines, the Information and Technology Services Department requests to purchase replacement laptops and computers.

The new laptops will replace computers in the Library’s instructional space and provide flexibility for active learning. The new computers will replace older computers in the following classrooms:

- A301 – 25 computers
- A211 – 27 computers
- A212 – 27 computers
- Learning Commons – 32 computers

Eighteen of the older computers, equipped with new monitors, will be used for VDI (Virtual Desktop Infrastructure) in the Learning Commons. Ten others will be added to A209 to increase capacity of online testing.

Student computer upgrades were included in the FY16 Student Technology budget and will be paid with Student Technology fees and/or reserves.

**Recommendation:**

**The administration recommends Board approval to purchase 28 laptops, 111 computers, and 18 monitors from Dell, Inc., in the amount of \$100,885.**

KPI 8: Utilization of Technology for Teaching and Learning

**Request for Proposals – Banking Depository and Services for Operating Funds**

The current four-year agreement with Centru Bank is due to expire on June 30, 2016. The administration requests Board approval to seek proposals for banking depository and services for the operating account.

**Recommendation:**

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

KPI 5: Fiscal Responsibility/Affordability

**Faculty Tenure Recommendation — Samantha D. Whiteaker**

Dr. Deborah Anderson, Vice President for Academic Affairs, and Bonnie Campbell, Dean of Health Professions, have completed their evaluations of Samantha D. Whiteaker, Nursing Instructor in the Division of Health Professions. Ms. Whiteaker is eligible for tenure appointment. The tenure recommendation is attached.

**Recommendation:**

**The administration recommends the approval of tenure for Samantha D. Whiteaker, Nursing Instructor.**

KPI 3: Service Excellence

KPI 4: District Population Served



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

# Memorandum

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**To:** Jerry Corcoran, Ed.D, President  
**From:** Deborah Anderson, PhD, Vice-President for Academic Affairs  
Sue Isermann, Associate Vice-President for Academic Affairs   
**CC:** Bonnie Campbell, Dean for Health Professions  
**Date:** February 29, 2016  
**Subject:** Samantha Whiteaker Tenure Recommendation

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An item for information was included in the November Board Report about the status of Samantha Whiteaker's progress toward tenure. Her tenure was effective in January, 2016.

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

To confirm that Ms. Whiteaker met all requirements prior to her eligibility date, she met with Dr. Anderson, and Dean Campbell for the initial presentation of her portfolio on November 16, 2015. In addition to evaluation documents, letters of recommendation, student course feedback, professional development, community service, and examples of contributions to the institution, Ms. Whiteaker's portfolio included artifacts from her classroom as evidence of student learning.

Ms. Whiteaker's accomplishments include the redesign and implementation of the curriculum in obstetrics nursing, the implementation of new technologies in the classroom, and a demonstrated commitment to academic excellence. Dean Campbell noted in her recommendation that "Samantha Whiteaker has demonstrated that she is a teacher who makes a difference. She cares about the students in her classroom and she cares about the appropriateness of their education related to current demands and trends in the field of nursing."

Dean Campbell and Dr. Anderson were in unanimous agreement that Ms. Whiteaker met the requirements for tenure outlined in the IVCC Guidelines for Non-tenured Faculty Evaluation System.

We look forward to Ms. Whiteaker sharing her portfolio and celebrating her success with the Board of Trustees at the March 10, 2016 meeting.

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

Samantha Whiteaker is being recommended for tenure in her position as a Nursing instructor at Illinois Valley Community College. This tenure appointment will commence on January 13, 2016.

This recommendation is based on the following:

1. Exemplary Teaching Performance:

Samantha Whiteaker has demonstrated that she is a teacher who makes a difference. She cares about the students in her classroom and she cares about the appropriateness of their education related to current demands and trends in the field of nursing. Samantha challenges her students to think beyond what they see through the use of a variety of teaching strategies utilized in the formal classroom and the clinical setting, including clinical logs and evaluations, concept mapping, and use of classroom assessment tools. She creates a classroom atmosphere where students are engaged, relaxed and willing to participate. Samantha has been instrumental in moving nursing simulations forward in the curriculum and has been instrumental in developing the new simulations being used in Maternal-Child Nursing. Student feedback forms consistently cite Samantha as an innovative, caring, supportive and knowledgeable instructor. I believe her students say it best... “Sam is an amazing instructor who cares about her students...she was knowledgeable, helpful, and very supportive...I feel I gained a lot during my clinical time that will help me as I continue in the program.”

2. Contribution to the College:

As a result of Samantha Whiteaker’s active participation in committees and teams, she has demonstrated her commitment to not just the Nursing Department, but IVCC in general. She extends herself to assist current and past students through involvement in departmental, division and college initiatives. The following list illustrates examples of her participation:

- Active participant in weekly Nursing Faculty Meetings
- Active participant in monthly Health Professions Division Meetings
- Curricular revision of NUR 2202 Maternal-Child Nursing
- Created New Faculty Notebook for new Nursing faculty members
- Member of IVCC Teaching and Learning Committee
- Member of the Syllabus workgroup (subgroup of the Teaching and Learning Committee)
- Past member of the Professional Development Committee
- Participated on the search committee for the most recent Nursing Faculty position
- Participated as a session co-leader at New Student Convocation (2014)

3. Contributions to the Community:

Samantha Whiteaker is very aware of the importance of promoting IVCC in the community. The following list illustrates examples of her contributions and participation:

- Participation in the Annual Career Expo
- Member of the Illinois Valley La Leche League
- Member of IVCH Baby Friendly Task Force and Breastfeeding Policy sub-committee
- Organized the Miracle Milk Walk to promote the benefits of breastmilk to the public (5/15)
- Involved in local 4-H groups as a horse show judge/clinician

4. Professional Involvement:

Samantha Whiteaker's professional involvement focuses on increasing her knowledge in nursing education, specifically related to her specialty, obstetrics. This will ultimately enhance her teaching practice, interaction with students, and evaluation of student performance in the classroom and clinical settings. Following is a listing of professional organizations, activities, and certifications:

- Member National Association of Associate Degree Nursing
- Member Illinois Association of Associate Degree Nursing
- Member National League for Nursing
- Participant in New Faculty Orientation class
- Nationally credentialed Inpatient Obstetrics Nurse
- Certified Nurse Educator

Samantha Whiteaker has proven herself to be a dedicated instructor who exemplifies the Core Values and Valued Practices that serve the mission of Illinois Valley Community College. Samantha is an asset to both the institution and our community.

  
\_\_\_\_\_  
Dean 2-24-16  
Date

  
\_\_\_\_\_  
Vice President for Academic Affairs 2-29-16  
Date

**Faculty Tenure Recommendation — Karie J. Stecken**

Dr. Deborah Anderson, Vice President for Academic Affairs, and Bonnie Campbell, Dean of Health Professions, have completed their evaluations of Karie J. Stecken, Nursing Instructor in the Division of Health Professions. Ms. Stecken is eligible for tenure appointment. The tenure recommendation is attached.

**Recommendation:**

**The administration recommends the approval of tenure for Karie J. Stecken, Nursing Instructor.**

KPI 3: Service Excellence

KPI 4: District Population Served



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

# Memorandum

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**To:** Jerry Corcoran, Ed.D, President  
**From:** Deborah Anderson, PhD, Vice-President for Academic Affairs  
Sue Isermann, Associate Vice-President for Academic Affairs *da*  
**CC:** Bonnie Campbell, Dean for Health Professions  
**Date:** February 29, 2016  
**Subject:** Karie Stecken Tenure Recommendation

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It is customary that individuals eligible for tenure present their portfolios to the Dean, Associate Vice-President, and Vice-President prior to the presentation to the Board to gain administrative approval and feedback to strengthen the portfolio and assure it accurately represents the faculty member's accomplishments.

To confirm that Ms. Stecken met all requirements prior to her eligibility date, she met with Dr. Anderson, AVP Isermann, and Dean Campbell for the initial presentation of her portfolio on February 1, 2016. In addition to evaluation documents, items of recognition, student course feedback, professional development, community service, and examples of contributions to the institution, Ms. Stecken's electronic portfolio included artifacts from her classroom as evidence of her outstanding teaching.

Ms. Stecken's accomplishments include the redesign and implementation of the curriculum in pharmacology, the implementation of new technologies including the use of a flipped classroom structure for instruction, and a demonstrated commitment to academic excellence. Additionally, Ms. Stecken has worked with Evolve on a pilot program that incorporates online resources into the classroom and developed new teaching strategies in the area of classroom simulation. Dean Campbell noted in her recommendation that "Karie's students, both in the classroom and clinical setting, recognize they are in good hands and trust that the guidance they are receiving is appropriate to current demands and trends in the field of nursing."

Dean Campbell, AVP Isermann, and Dr. Anderson were in unanimous agreement that Ms. Stecken meets the requirements for tenure outlined in the IVCC Guidelines for Non-tenured Faculty Evaluation System.

We look forward to Ms. Stecken sharing her portfolio and celebrating her success with the Board of Trustees at the March 10, 2016 meeting.

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

Karie Stecken is being recommended for tenure in her position as a Nursing instructor at Illinois Valley Community College. This tenure appointment will commence on August 16, 2016.

This recommendation is based on the following:

1. Exemplary Teaching Performance:

Karie Stecken has demonstrated that she is a teacher who not only has a deep passion for the profession of nursing but has developed that same sort of passion for teaching. In a short period of time she has developed a confidence in the classroom that is obvious to her students. Karie's students, both in the classroom and clinical setting, recognize they are in good hands and trust that the guidance they are receiving is appropriate to current demands and trends in the field of nursing. She challenges her students to think beyond what they see through the use of a variety of teaching strategies utilized in the formal classroom and the clinical setting, including clinical logs and evaluations, concept mapping, and use of classroom assessment tools. Karie creates a classroom atmosphere where students are engaged, relaxed and willing to participate. She has been instrumental in moving the concept of the flipped classroom forward in the curriculum and has taken on new courses as a lead instructor: NUR 1202, Fundamentals of Nursing II and NUR 1205 and NUR 1206, Pharmacology I and II. Student feedback forms consistently cite Karie as an "amazing" and "great" instructor who is always available to her students. She is perceived by her students to be "extremely knowledgeable and always presents material in a clear and understandable manner."

2. Contribution to the College:

As a result of Karie's active participation in committees and teams, she has demonstrated her commitment to not just the Nursing Department, but IVCC in general. She extends herself to assist current and past students through involvement in departmental, division and college initiatives. The following list illustrates examples of her participation:

- Active participant in weekly Nursing Faculty Meetings
- Active participant in monthly Health Professions Division Meetings
- Curricular revision of NUR 1202 Fundamentals of Nursing II
- Curricular revision of NUR 1205 Pharmacology I
- Curricular revision of NUR 1206 Pharmacology II
- Participant in New Faculty Orientation class
- Member of IVCC Wellness Committee
- Participated on the search committee for the most recent Nursing Faculty position
- Recipient of IVCC Traveling Spirit Award

3. Contributions to the Community:

Karie recognizes the importance of promoting IVCC in the community. The following list illustrates examples of her contributions and participation:

- Participation in the Annual Career Expo
- Active participant in Nursing Advisory Council
- Current in practice; employed part-time/ as needed as a Nursing Supervisor and in the Emergency Department and Intensive Care Unit at St. Mary's Hospital prior to closure

4. Professional Involvement:

Karie's professional involvement focuses on increasing her knowledge in nursing education which will ultimately enhance her teaching practice, interaction with students, and evaluation of student performance in the classroom and clinical settings. Following is a listing of her professional organizations and activities:

- Member National Association of Associate Degree Nursing
- Member Illinois Association of Associate Degree Nursing
- Member National League for Nursing
- Member Illinois Organization of Nurse Leaders

Karie Stecken has proven herself to be a dedicated instructor who exemplifies the Core Values and Valued Practices that serve the mission of Illinois Valley Community College. Karie is an asset to both the institution and our community.

Bonnie Campbell 2-24-16  
Dean Date

Deborah L Anderson 2-29-16  
Vice President for Academic Affairs Date

**Bid Results – Asbestos Abatement for the Room D225 Renovation Project**

Bids for the asbestos abatement for the D225 Renovation Project were received and opened on February 11, 2016.

The Luse Companies, Aurora, IL, submitted the low bid and met all bidding requirements and specifications. Attached are a letter of recommendation from United Analytical Services, Inc. and the summary of bids received.

**Recommendation:**

**The administration recommends Board approval to accept the base bid from the Luse Companies, Aurora, IL, in the amount of \$49,660 for the asbestos abatement for the Room D225 Renovation Project.**

KPI 5: Fiscal Responsibility/Affordability



1429 Centre Circle Drive  
Downers Grove, IL 60515  
PHONE: (630) 691-8271  
FAX: (630) 691-1819  
E-Mail: [uasinc@uas1.com](mailto:uasinc@uas1.com)

UNITED ANALYTICAL SERVICES, INC.

February 18, 2016

Illinois Valley Community College  
Facilities  
815 N. Orlando Smith Avenue  
Oglesby, Illinois 61348

**Attn: Mr. Scott Curley, Director of Facilities**  
**Re: Bid Recommendation Letter for The Luse Companies (Luse)**  
**Asbestos Abatement for Illinois Valley Community College - Building D**  
**Lecture Hall D225 - Asbestos Abatement Activities**  
**815 N. Orlando Smith Avenue, Oglesby, Illinois 61348**  
**Ceiling Replacement Project**

Dear Mr. Curley:

On February 11, 2016, three (3) bids were received, opened, and read by Illinois Valley Community College regarding the project indicated above. All bids were complete and responsive. A copy of the bid tabulation from the submitted bids is attached. The three (3) bids ranged from \$49,660 to \$74,900. The apparent low bidder was The Luse Companies (Luse) of Aurora, Illinois at \$49,660. In accordance with the bid specifications, Luse attended the pre-bid meeting and viewed the proposed scope of work on January 28, 2016.

We have contacted Mr. Jeremy Porter, Project Estimator, of Luse and reviewed their bid and scope of work. Mr. Porter stated that he fully understands the scope of work, the time frame for this project, manpower needed for the project, current site conditions and liquidated damages. Mr. Porter stated that he was comfortable and confident with the bid. In addition, UAS' review of Luse's past work experience demonstrates that they are both competent and capable of performing the work as specified. Therefore, United Analytical Services, Inc. (UAS) recommends award of the project to the apparent low responsible bidder, Luse.

Sincerely,  
UNITED ANALYTICAL SERVICES, INC.

Thad Daniels  
Director of Field Services

attachment - Bid Tabulation

cc: Mike Glenn (UAS), Kevin Aikman (UAS)

Asbestos Abatement For  
IVCC Building D - Lecture Hall D225 Ceiling Project  
BID DATE: THURSDAY, February 11, 2016 @ 1:00 p.m.  
UAS Project 1691010-02

Bid Opening Tabulation  
UAS No. 1691010-02

VOL NO.	CONTRACTOR'S NAME AND ADDRESS/PHONE/E-MAIL	HAS BIDDING DOCS	10% BID BOND	ADDENDA ACKNOWLEDGED	BASE BID	REQUIRED DOCUMENTS INCLUDED
1	The Luse Companies	Yes	Yes	Yes	\$49,660	Yes
2	EHC Industries	Yes	NA	NA	No Bid	No Bid
3	Holian Asbestos Removal & Encapsulation Corp.	Yes	Yes	Yes	\$60,000	Yes
4	Colfax Corporation	Yes	NA	NA	No Bid	No Bid
5	Cove	Yes	NA	NA	No Bid	No Bid
6	Valor Technologies, Inc.	Yes	NA	NA	No Bid	No Bid
7	Universal Asbestos Removal Co.	Yes	Yes	Yes	\$74,900	Yes
	Note: Three Bids Arrived Late and were Not Opened. These Bids Were Returned to Bidders					

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

Bids for the Building B Chiller/Air Handler Replacement were received and publicly opened on February 25, 2016.

John's Service & Sales, Inc., Oglesby, Illinois, submitted the low bid and met all bidding requirements and specifications. Attached is a letter of recommendation from Basalay, Cary & Alstadt Architects Ltd. A summary of bids is listed below and also attached.

<b>Contractor</b>	<b>Base Bid</b>	<b>Alternate No.1</b>
Amber Mechanical, Inc. Alsip, IL	\$860,000.00	\$15,000.00
Commercial Mechanical, Inc. Dunlap, IL	\$835,000.00	\$13,500.00
Cryer & Olsen Mechanical, Inc. Joliet, IL	\$847,000.00	\$14,000.00
Dodson Plumbing, Heating & Air Conditioning Pontiac, IL	\$834,800.00	\$13,500.00
JB Contracting Corp. LaSalle, IL	\$955,279.00	\$13,335.00
<b>John's Service &amp; Sales, Inc. Oglesby, IL</b>	<b>\$827,731.00</b>	<b>\$14,444.00</b>
Mid-Illinois Mechanical Bloomington, IL	\$874,000.00	\$13,000.00

**Recommendation:**

**The administration recommends Board approval to accept the base bid and Alternate No. 1 from John's Service & Sales, Inc., Oglesby, Illinois, in the amount of \$842,175 for the Building B Chiller/Air Handler Replacement.**

KPI 5: Fiscal Responsibility/Affordability



February 29, 2016

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

RE: Building "B" Chiller/Air Handler Replacement  
2015 Protection, Health & Safety Project  
ICCB No. 513-T-2321-0914

Dear Ms. Carboni:

Bids were received on February 25, 2016 for the above referenced project. Seven bids were received, with John's Service & Sales, Inc. (JSS) being the apparent low bidder with a base bid of \$827,731.00. (Average base bid price was \$861,973.00.) The bid from JSS included the IVCC Certification form, included the required bid bond and was based upon plans and specifications. No exceptions/voluntary alternates were listed. Mandatory site visit requirements were met.

Construction estimate for the project was \$998,660.00 (without contingency). As you can see, the JSS bid is lower than the estimated cost. Immediately after the bid opening, BC&A asked JSS to go back and review their numbers to ensure nothing was inadvertently left out of their price. Upon completion of their review, JSS reported that the price they submitted is complete. JSS attributed their fair price to their familiarity with the IVCC campus, their need for work and a very competitive bidding climate between mechanical contractors, as reflected by the bids.

Bid submissions also included an alternate price for replacing an existing, outdated building automation system controller (including programming and binding to new BACnet system). JSS price to replace the controller would add \$14,444.00 to project, if accepted by the college. BC&A feels this is a fair price for adding this work.

Contractor references for replacing similar size equipment in occupied buildings were also required in conjunction with bids. BC&A and IVCC contacted Owner's representatives from Illinois Valley Community Hospital and Unytite, Inc. to discuss JSS past performance. Both representatives passed along very favorable responses.

After review of pricing and references, BC&A recommends that the college award the contract to John's Service & Sales, Inc. for a total of \$842,175.00 (\$827,731.00 Base Bid plus \$14,444.00 Alternate Bid No. 1).

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

Sincerely,

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

Kurt Rimmele

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



620 West Lafayette Street • Ottawa, IL 61350

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

**BID TABULATION SHEET**

**PROJECT NAME:** BUILDING "B" CHILLER/AIR HANDLER REPLACEMENT  
 2015 PROTECTION, HEALTH & SAFETY PROJECT  
 ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT #513  
 OGLESBY, IL 61348  
 BC&A PROJECT NO. 1443A

**BIDS DUE:** FEBRUARY 25, 2016 @ 2:00 P.M. - Office of Michelle Carboni, Director of Purchasing, Room C343, Third Floor of Building C, Illinois Valley Community College

Bidder	Base Bid	Alternate Bid No. 1	Voluntary Alternate Bid(s)	Bid Security	Certif. Form	Mandatory Site Visit	Remarks
Amber Mechanical Contractors 11950 S. Central Avenue Alsip, IL 60803	\$860,000.00	\$15,000.00	None	10%	Yes	Yes	Two references included
Commerical Mechanical, Inc. 50 N. First Street Dunlap, IL 61525	\$835,000.00	\$13,500.00	None	10%	Yes	Yes	No references included
Cryer & Olsen Mechanical, Inc. 1734 E. Cass Street Joliet, IL 60432	\$847,000.00	\$14,000.00	None	10%	Yes	Yes	Two references included
Dodson Plumbing & Heating 823 N. Ladd Street Pontiac, IL 61764	\$834,800.00	\$13,500.00	None	10%	Yes	Yes	No references included
JB Contracting Corp. 2999 E. 350th Road LaSalle, IL 61301	\$955,279.00	\$13,335.00	None	10%	Yes	Yes	No references included
John's Service & Sales, Inc. 119 W. Walnut Street Oglesby, IL 61348	\$827,731.00	\$14,444.00	None	10%	Yes	Yes	No references included
Mid-Illinois Mechanical, Inc. 304 S. Mason Street Bloomington, IL 61701	\$874,000.00	\$13,000.00	None	10%	Yes	Yes	No references included
Pipco Companies, Inc. 1409 W. Altorfer Drive Peoria, IL 61615	NO BID					Yes	
Precision Piping, Inc. 1350 Stanford Drive Kankakee, IL 60901	NO BID					No	

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**2016 ICCTA Outstanding Faculty Award Nomination — Dr. Patricia Pence**

Dr. Patricia Pence, Nursing Instructor, was selected by the faculty as the 2016 recipient of IVCC's Stephen Charry Memorial Award for Teaching Excellence. Nominations for the award are solicited from students, faculty, counselors, Project Success counselors, and academic and student services administrators, including the President. Four nominations were received and scored by the faculty members who were asked to score the nominee as an instructor who:

1. Challenges students to pursue goals
2. Improves students' skills for employment and/or success in academic endeavors
3. Motivates students to be an active and concerned citizen of the community
4. Is engaged on campus and/or in the community.

Dr. Pence was nominated by the entire Nursing faculty. These colleagues noted that Dr. Pence redesigned the nursing curriculum, reinforcing concepts with virtual and experiential learning components. This allowed students the opportunity to expand thoughts, build confidence, network with peers, and practice/develop critical thinking/clinical reasoning skills. Through her teaching, Dr. Pence encourages a “team” approach to problem-solving which is necessary in the health care profession. Dr. Pence has shared her techniques for teaching at conferences, faculty meetings, and through casual discussions with colleagues. Her enthusiasm underscores her commitment to student achievement and her joy of teaching.

Dr. Pence began her teaching career at IVCC 15 years ago after graduating with her Master’s degree in nursing from Northern Illinois University. She completed her doctorate in 2010 through University of Phoenix. After receiving her Associate Degree in Nursing from IVCC, she completed her Bachelor of Science in Nursing at Bradley University. Dr. Pence worked at St. Mary’s Hospital in Streator and Heritage Manor in Dwight and Streator. In addition, she has contributed to the nursing profession and educational community by serving as a manuscript reviewer for two nursing publications.

Dr. Pence has received much recognition for her work, including her selection to attend the National League for Nursing Scholarly Writing Retreat. An active member of three nursing organizations, Dr. Pence has published numerous articles in nursing publications. Her awards include the Illinois Board of Higher Education Nurse Educator Fellowship Award, Illinois Chapter of National Organization for Associate Degree Nursing Scholarship and the Illinois Valley Community College Academic Innovations in Learning Award.

**Recommendation:**

**The administration takes great pride in recommending the Board of Trustees nominate Dr. Patricia Pence, Nursing Instructor and the 2016 recipient of IVCC's *Stephen Charry Memorial Award for Teaching Excellence*, to represent IVCC for the Illinois Community College Trustee Association's Outstanding Faculty Award.**

**2016 ICCTA Outstanding Part-time Faculty Award Nomination – Ms. Andrea Kowalski**

Speech instructor, Andrea Kowalski, was selected as the 2016 IVCC Outstanding Part-time Faculty Member Award recipient. The Administration recommends the Board of Trustees nominate her for the Illinois Community College Trustees Association 2016 ICCTA Outstanding Part-time Faculty Member Award. Nominations were solicited from faculty, staff, administration and students. Ms. Kowalski was nominated by three students, each submitting their own nomination. Ms. Kowalski has taught Speech and Developmental English during her 15 years at IVCC and at the Sheridan Correctional Center in the mid-1990s. She has helped students prepare for the next step in their lives, whether it be additional education or community engagement. One student wrote, “Ms. Kowalski taught us that public speaking is one of the most important skills in life.” She challenges students to do more than just give speeches. They have been paired with people they did not know and pushed to improve throughout the semester. Ms. Kowalski encourages students to confront controversial subjects and challenges them to appreciate ethical behavior and diversity. One student summed up the experience by saying, “I have learned how to be an eloquent speaker through her speech class.”

Ms. Kowalski is active at Marquette Academy and is committed to assisting her students to develop commitments to academic excellence and community engagement. She leads by example. IVCC is proud to have her as a member of its teaching community.

**Recommendation:**

**The Administration takes great pride in recommending the Board of Trustees nominate Andrea Kowalski, Speech Instructor, for the Illinois Community College Trustee Association's Outstanding Part-time Faculty Member Award.**

**Renewal of Non-tenured Faculty for 2016/2017**

The administration is pleased to announce the following non-tenured faculty will have their contracts renewed for the 2016/2017 academic year:

Amber S. Knowlton, Nursing Instructor  
Tracy D. Lee, English and Creative Writing Instructor  
Emily E. Lesman, Laboratory Instructor for Developmental Mathematics  
Andrew P. Seeger, World Languages Instructor  
Heather N. Seghi, Dental Assisting Instructor  
Dan J. Serafini, Math Instructor

KPI 3: Service Excellence

KPI 4: District Population Served

Edward Decker  
2120 Post St.  
Ottawa, IL 61350

Jeannette Frahm, IVCC Ottawa Center Coordinator  
Illinois Valley Community College  
321 W. Main St.  
Ottawa, IL 61350

Ms. Frahm,

Following the session yesterday with you and Glenna Jones, I went home and spent time mulling over that time and its implications. Then I discussed that event and the conclusions I drew from it with Mrs. Decker.

This letter of resignation is the result.

I have generally enjoyed working for you and the College. But having considered all the relevant facts and feelings I am convinced the situation is past recovery.

I have emptied all personal belongings from my desk drawers, and removed them from the premises. I have taken care not to remove anything if I was unclear about who owns it/them.

I am willing to finish out the day if you like. But after this day I do not intend to return.

I wish you well.

Regards,

A handwritten signature in black ink, appearing to read 'Ed Decker', written in a cursive style.

Ed Decker

**RECEIVED**

FEB 2 2016

**HUMAN RESOURCES**

February 2, 2016

Mrs. Sue Isermann

Associate Vice President for Academic Affairs

Illinois Valley Community College

815 N Orlando Smith Rd

Oglesby, IL 61348

Dear Sue,

After careful consideration and much thought I am submitting my resignation as Recruitment and Dual Credit/Dual Enrollment Coordinator. My last day of work will be March 24, 2016.

I have truly enjoyed working for IVCC over the past 5 years. I will always value the experience that I have gained while working in higher education. It has been especially rewarding to have you for a supervisor. Through your guidance and support I have grown professionally and personally.

Although I am resigning from my full time position, I would like to continue as a part time instructor, teaching Psychology as needed.

Again, it has been a pleasurable learning experience working as part of your team. I wish nothing but the best for IVCC.

Sincerely,

A handwritten signature in black ink, appearing to read "Danielle Stoddard". The signature is written in a cursive, flowing style.

Danielle Stoddard

**RECEIVED**

FEB 2 2016

**HUMAN RESOURCES**

17-Feb-2016

Dear Heather,

Please accept this letter as notice of my resignation from the position of Academic Support Technologist at Illinois Valley Community College.

I will continue to work for the company, completing my employment on Wednesday, the 2<sup>nd</sup> of March, 2016.

I have enjoyed being a part of the team and will miss it.

Kind regards,

Steven Palmesano

A handwritten signature in black ink, appearing to read "Steven Palmesano", written over a horizontal line.

**RECEIVED**

FEB 17 2016

**HUMAN RESOURCES**

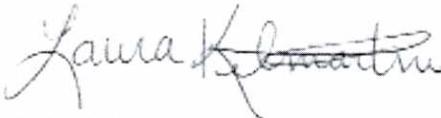
Laura Kilmartin  
7 Timberwood Lane  
Oglesby, IL 61348  
815-883-9028  
laurakilmartin@yahoo.com

February 26, 2016

Dear Dr. Robyn Schiffman:

I am writing to let you know that I am resigning from Illinois Valley Community College at the conclusion of the Spring 2016 semester. I would like to thank you and the faculty and staff at IVCC for all of the opportunities and support that I have been given over the past 3 years. I have enjoyed working at IVCC and appreciate the experience.

Sincerely,



Laura Kilmartin

**RECEIVED**

**FEB 29 2016**

**HUMAN RESOURCES**



ILLINOIS VALLEY  
COMMUNITY COLLEGE

# Memorandum

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**To:** President's Council

**From:** Mark Grzybowski, Associate Vice President for Student Services

**Date:** February 22, 2016

**Subject:** Modification to 2017 Summer Class Schedule

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MG

Recently, the 2015 Summer class schedule was modified in an effort to more appropriately meet student need and optimize enrollment during the summer term. As a result, IVCC witnessed an increase in credit hours during the 2015 Summer Semester comparative to the 2014 Summer Semester.

The modification, which was based on historical enrollment data, feedback from the academic deans, counselors, and students, streamlined the summer schedule by reducing it to two sessions: a 3-week Summer A (pre-summer) session and an 8-week Summer B session. Additionally, the Ottawa Center summer schedule was reduced from an 8-week session to a 7-week session. This reduction would allow the Ottawa Center summer schedule to begin on June 5<sup>th</sup>, after the Spring term ends for the in-district High Schools on the east side of our district.

Said modifications were applied to the 2016 Summer class schedule in July 2015 and subsequently to the 2017 Summer class schedule in February 2016.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Illinois Valley Community College  
Illinois**

For the Fiscal Year Beginning

**July 1, 2015**

Executive Director



Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**Illinois Valley Community College**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2015**

Executive Director/CEO



ILLINOIS VALLEY BUILDING AND CONSTRUCTION TRADES COUNCIL  
AFFILIATED WITH THE BUILDING AND CONSTRUCTION TRADES DEPARTMENT  
AFL-CIO  
PO Box 766 Ottawa, IL 61350

Steven Conrad, *President*

[ivbtc@aol.com](mailto:ivbtc@aol.com)

Dave Argubright, *V-President*

James Lockhart, *Secretary*

Leo Johnson, *Treasurer*

Boilermakers L.U. 60

Bricklayers L.U. 6

Carpenters L.U. 195

Cement Masons L.U. 11

Electricians L.U. 176

Electricians L.U. 601

Glaziers L.U. 157

Heat and Frost Insulators L.U. 17

Ironworkers L.U. 444

Laborers L.U. 393

Millwrights L.U. 2158

Operating Engineers L.U. 150

Painters L.U. 465

Pipefitters L.U. 597

Plumbers L.U. 130

Roofers L.U. 11

Sheet Metal Workers L.U. 1

Teamsters L.U. 722

February 15, 2016

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

From: Dave Argubright Carpenters Local 195

RE: Building Trades Expo  
Illinois Valley Community College  
**Friday, March 18th, 2016**

The Starved Rock Associates for Vocational and Technical Education, SRAVTE, has again asked the Illinois Valley Labor Management Committee and the Illinois Valley Building Trades Council to sponsor a Building Trades Career Day Expo. Those in the education field expressed amazement that this kind of demonstration for the Building Trades training programs was available.

This year's expo has been scheduled for **Friday March 18, 2016** at the Illinois Valley Community College in Oglesby. Like last year the expo will be held in the automotive building that is located on the east end of the campus. This building will allow all the crafts to be located in the same building. Also we will be on a concrete floor.

Please let us know how much room you will need and amount of people attending. Set up can start at 7:30 AM, first group of students coming at 9:30 AM.

**Please RSVP:**

Phone or Fax to: 815-433-1541 Fax 815-433-1593  
Or e-mail to: [dargubright@carpentersunion.org](mailto:dargubright@carpentersunion.org)

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

**Please reserve Friday, March 18th, 2016 for this Career Day Expo.**

**State and Locally Funded Projects**  
**Statement of Final Completion**

ICCB Project Construct Community Technology Center (Phases 1, 2 & 3)  
 ICCB Project # Unknown (CDB # 810-046-016)

Name and address of architect/engineer providing the Statement of Final Completion:

Paul R. Basalay  
 Basalay, Cary & Alstadt Architects, Ltd.  
 620 W. Lafayette Street  
 Ottawa, IL 61354

Final cost and scope of the project:

Approved Budget	<u>\$30,450,997.80</u>	Actual Cost	<u>\$31,793,992.00</u>
	Approved Scope:	Actual Scope:	
Classrooms	<u>24,943 SF</u>	<u>26,774 SF</u>	
Laboratories	<u>52,154 SF</u>	<u>55,982 SF</u>	
Offices	<u>4,535 SF</u>	<u>4,868 SF</u>	
Study	<u>7,938 SF</u>	<u>8,520 SF</u>	
Special Use	<u>14,739 SF</u>	<u>15,821 SF</u>	
Support	<u>9,070 SF</u>	<u>9,736 SF</u>	
Other	<u>23,297 SF</u>	<u>25,007 SF</u>	
TOTAL NASF	<u>113,379 SF</u>	<u>121,701 SF</u>	
TOTAL GSF	<u>136,676 SF</u>	<u>146,708 SF</u>	

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

*Paul R. Basalay*  
 Architect/Engineer's Signature

2/16/14  
 Date

001.008714  
 Illinois Registration or License Number

\_\_\_\_\_  
 District Official's Signature

\_\_\_\_\_  
 Date



# 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.