



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Thursday, December 14, 2017  
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**

#### **February**

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

#### **March**

Tenure Recommendations  
Non-tenured Faculty Contracts  
President's Evaluation  
Student Fall Demographic Profile  
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  
IVCC Foundation Update

#### **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, December 14, 2017 – 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 – November 9, 2017 Board Meeting; November 14, 2017 Planning Committee Meeting; and November 28, 2017 Closed Session Minutes Committee Meeting (Pages 1-10)
  - 6.2 Approval of Bills - \$1,170,614.89
    - 6.2.1 Education Fund - \$929,729.94
    - 6.2.2 Operations & Maintenance Fund - \$63,410.25
    - 6.2.3 Auxiliary Fund - \$103,446.62
    - 6.2.4 Restricted Fund - \$7,706.80
    - 6.2.5 Audit Fund - \$17,000.00
    - 6.2.6 Liability, Protection & Settlement Fund - \$49,321.28
  - 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 FY18 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 October 28, 2017; November 11, 2017; and November 25, 2017 (Pages 29-32)

- 6.5 Bid Results – Multi-purpose Paper (Page 33)
- 6.6 Purchase Request – ccSpringboard (Career Cruising) Software (Page 34)
7. President’s Report
8. Committee Reports
9. 2017 Tax Levy (Pages 35- 41)
10. Administrative Appointment – Shane Lange, Dean of Workforce Development (Pages 42-43)
11. Administrative Appointment – Dr. Patrice Hess, Director of Learning Resources (Pages 44-45)
12. Board Appointment – Judy Day, Secretary to the Board (Page 46)
13. Bid Results – Two (2) 15-Passenger Shuttle Buses (Page 47)
14. Approval of the Associate in Applied Science Degree – Agronomy (Pages 48-49)
15. Intergovernmental Agreement – Exelon Negotiations (Pages 50-54)
16. Schedule of Regular Meeting Dates and Times (Page 55)
17. Semi-annual Review of Closed Session Minutes (Page 56)
18. Authorization for Destruction of Verbatim Recordings of Closed Session Meetings (Pages 57-58)
19. Board Policies (1<sup>st</sup> Reading) (Pages 59-72)
  - 19.1 3.1 – Classification of Employees (Page 60)
  - 19.2 3.19 – Hiring Process: Administrators and Support Staff (Pages 61-64)
  - 19.3 Alternative Credit (Pages 65-69)
  - 19.4 Illinois Articulation Initiative (Pages 70-71)
  - 19.5 Use of Unmanned Aerial Vehicles (UAVs) or Drones (Page 72)
20. Items for Information (Pages 73-84)
  - 20.1 Staff Appointment – Judy Day, Executive Assistant (Page 73)
  - 20.2 Staff Appointment – Karol Baker, Custodian (Page 74)
  - 20.3 Staff Appointment – Terry Wallin, Network Administrator (Page 75)
  - 20.4 Staff Resignation – Rodney Kreier, Part-time Faculty (Page 76)
  - 20.5 Staff Resignation – Kim Codo, Part-time Faculty (Page 77)
  - 20.6 Reorganizational Chart (Pages 78-79)
  - 20.7 Dr. Mary Margaret Weeg Cultural Centre Logo (Page 80)
  - 20.8 American Federation of Teachers Local 1810 Notice to Bargain (Page 81)

- 20.9 American Chemical Society Outstanding Award (Page 82)
- 20.10 Thank You from Adam Kinzinger – Youth Leadership Summit (Pages-83-84)
- 21. Trustee Comment
- 22. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) litigation and 3) collective negotiations; 4) closed session minutes
- 23. Possible Staff Long-term Disability Termination
- 24. Approval of Closed Session Minutes
- 25. Other
- 26. Adjournment

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

**Minutes of Regular Meeting**  
**November 9, 2017**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, November 9, 2017 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Jane E. Goetz, Chair  
Everett J. Solon, Vice Chair  
Amy L. Boyles  
Angela M. Stevenson  
Matthew F. Pehoski, Student Trustee

**Members Absent:** David O. Mallery, Secretary  
Jay K. McCracken  
Melissa M. Olivero

**Members Telephonically Present:**

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

**APPOINTMENT OF SECRETARY PRO-TEM**

Ms. Goetz appointed Dr. Amy Boyles as secretary pro-tem in the absence of Mr. David Mallery.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None.

**CAMPUS UPDATE – IVCC FOUNDATION**

Mr. Fran Brolley, director of community relations and development, reported IVCC's Foundation has awarded over \$1 million in scholarships to more than 950 students for the past four years combined. This year alone the Foundation will award \$268,950 to 225 applicants and an additional \$400,000 for building enhancements, instructional equipment, student assistance and faculty development. In the June 30, 2017 audit report, the IVCC Foundation had \$5.6 million in assets which did not include the \$1.1 million Dr. Mary Margaret Weeg bequest.

## **CONSENT AGENDA ITEMS**

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

The following items were approved in the consent agenda:

Approval of Minutes – October 3, 2017 Facilities Committee Meeting; October 12, 2017 Board Meeting; and October 16, 2017 Audit/Finance Committee Meeting.

Approval of Bills - \$1,209,310.30

Education Fund - \$868,881.64; Operations & Maintenance Fund - \$95,770.67; Auxiliary Fund - \$54,833.96; Restricted Fund - \$17,259.29; Audit Fund - \$9,025.00; and Liability, Protection & Settlement Fund - \$163,539.74.

Treasurer's Report

Personnel

Approved the stipends for pay periods ending September 30, 2017 and October 14, 2017.

Career and Technical Education Dual Credit/Articulated Credit Agreements with Indian Valley Vocational Center (IVVC)

Approved the addition of Indian Valley Vocational Center to offer Career and Technical Education as dual credit or articulated credit effective immediately.

## **PRESIDENT'S REPORT**

Dr. Corcoran was delighted to have seated next to Jeanne Hayden this evening Judy Day, who has been selected as the most qualified person to become the next executive assistant to the college president based on her education, test results and experience. Judy earned AAS degrees as a legal secretary and executive secretary from John A. Logan College. She was manager of the word processing center at John A. Logan College for three years. Since 1985 she has served IVCC with distinction as an administrative assistant to two deans and four vice presidents. Judy's history of patience and professionalism has led to recognition by her coworkers as recipient of the IVCC Merit Award for Excellence and Distinguished Service Award for Support Staff. On the night of December 14, an action item will be brought forward for the board to officially appoint Judy to be the Board Secretary. He asked everyone to join him in saying congratulations to Judy Day and thanked her for stepping forward to serve in this critical position. Judy will do an excellent job! The Ralph Scriba recognition event on October 23 was a great success. Dr. Corcoran thanked Fran and his team for coordinating the program on behalf of the Foundation board of directors. He also thanked Jane Goetz, Angie Stevenson and Dr. Amy Boyles for attending and representing the board of trustees. Mark Grzybowski did a fine job of talking about a number of recent Student Service initiatives with two memos included in the items for information section of tonight's board packet. Dr. Corcoran encouraged everyone to look the memos over and thank the many people involved in these efforts. The October 26 Discover Manufacturing Career Expo was a great success. On behalf of IVCC, Jennifer Scheri did a fine job of working with the North Central Regional Betterment Coalition, Starved Rock Associates for Vocational and Technical Education,

L-P High School, Society for Human Resources Management and Business Employment Skills Team. Jennifer's recap on the day's events and the very attractive program that was distributed to attendees was distributed to everyone. Dr. Corcoran reported 300 local high school students are now far more aware of what careers in manufacturing are available to them because of the faculty, staff and facilities at IVCC and its partnership with 16 local manufacturers. Last Monday's etiquette dinner was another excellent event. Thirty-five students and representatives from six employers attended. Lisa Witalka did an outstanding job of pulling the program together; Bob Reese and Cory Tomasson served as hosts and facilitators. Dr. Corcoran thanked Country Catering for making sure that it was a first-class experience for the students. Dr. Corcoran and the top administration met with the Student Government Association where each student leader presented their goals for the academic year. Dr. Corcoran noted that if you need a pick-me-up and want to feel good about the College's future leaders, spend an hour with the SGA.

### **COMMITTEE REPORTS**

Ms. Olivero reported on the Facilities Committee meeting last month and the minutes from the Audit/Finance Committee meeting were in the board book.

### **2017 TENTATIVE TAX LEVY**

It was moved by Mr. Solon and seconded by Ms. Stevenson to adopt the Resolution approving a Tentative Tax Levy and Tentative Certificate of Tax Levy, as presented. Motion passed by voice vote.

### **FACULTY RESIGNATION – JODY LOWE, NURSING INSTRUCTOR**

It was moved by Ms. Stevenson and seconded by Dr. Boyles to accept the resignation of Jody Lowe, Nursing instructor, effective October 11, 2017. Motion passed by voice vote.

### **REQUEST TO PURCHASE – ASBESTOS BUILDING INSPECTION SERVICES**

It was moved by Mr. Pehoski and seconded by Mr. Solon to accept the proposal from United Analytical Services, Inc. for asbestos building-inspection services at a cost of \$17,670 to be paid from tort liability funds. Motion passed by voice vote.

### **REQUEST TO EXTEND THE BLACKBOARD CONTRACT**

It was moved by Dr. Boyles and seconded by Ms. Stevenson to extend the contract with Blackboard to include FY2019 at \$53,000 and FY2020 at \$54,590. Motion passed by voice vote.

### **TRUSTEE COMMENT**

Ms. Goetz expressed her congratulations on the Ralph Scriba Conference Center. She complimented Gary Talsky on a wonderful job with the technology. Mr. Pehoski was proud to announce the new Agriculture Club has been formed and the members are getting activities ready to promote the organization.

### **OTHER**

None.

**ADJOURNMENT**

Ms. Goetz declared the meeting adjourned at 6:56 p.m.

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Jane E. Goetz, Board Chair

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David O. Mallery, Secretary

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

**Planning Committee Meeting**  
**November 14, 2017**

The Planning Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5 p.m. on Tuesday, November 14, 2017 in the Board Room-C307 at Illinois Valley Community College.

**Committee Members** Amy L. Boyles, Committee Chair  
**Physically Present:** Everett J. Solon  
Angela M. Stevenson

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

**Board Members Present:** Jane E. Goetz

**Others Physically Present:** Jerry Corcoran, President  
Cheryl Roelfsema, Vice President for Business Services and Finance  
Deborah Anderson, Vice President for Academic Affairs  
Mark Grzybowski, Associate Vice President for Student Services  
Leslie Hofer, Director of Human Resources  
Matt Suerth, Director of Institutional Research  
Stephen Alvin

The meeting was called to order at 5 p.m. by Dr. Boyles.

**PROGRAM REVIEW REPORT**

The committee members received a memo from Dr. Deborah Anderson and the Community College Program Review Report submitted to the Illinois Community College Board (ICCB). Certain programs are reviewed each year and over a course of five years every program is reviewed. New this year, ICCB provided a template for completion. All programs completed the same questions for each of three areas: Program Identification and Information, Program Review Analysis, and program Data Analysis. The new template is much more useful in following the programs. ICCB will be reviewing the results of the new template. Enrollments in most academic areas were down between 12 percent (Forensics) and 35percent (Criminal Justice and Electronics) over the course of the five-year period. This mirrors the overall enrollment decline the college has experienced during this same time frame. Forensics has struggled and there are no jobs when the students finish the program. The enrollments never really took off when the program was created. Under consideration is the deactivation of the forensics programs due to continued low enrollment and limited job prospects in the area. Students believe they are going to be crime investigators, but in reality, they are technical assistants. Some of the forensics will be offered for the criminal justice program as electives. Enrollments increased 2 percent in one area (Therapeutic Massage); however, because this is a generally low enrolled program, it is more precise to indicate that

enrollments held steady over the five-year period. The Therapeutic Massage program continues to boast 100 percent board pass rates. The Computer Networking Administration program modified its courses so that lectures were presented online and labs were presented in the face-to-face environment. This movement toward a “flipped classroom” is designed to attract more students. In addition to academic programs, the Student and Academic Support Services areas of Admissions, Recruiting, and Registration and Records also completed program reviews. A strategic plan was developed and the adoption of a Communications Management System to improve the areas’ communication plan with current and prospective students was recommended.

### **INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM (IPEDS)**

The IPEDS is a system of survey components that collects data from about 7,500 institutions that provide postsecondary education across the United States. IPEDS collects institution-level data on student enrollment, graduation rates, student charges, program completions, faculty, staff, and finances. The drawback to this report is that it tends to focus on a specific group of students – first-time, full-time enrollees. IVCC uses the IPEDS Feedback Report for benchmarking against a group of Illinois peer institutions (11) and for tracking IVCC trends over time. It was noted that students receiving Pell grants decreased from 61 to 45 percent. This relates to the number of Pell grants available and this can fluctuate. Pell grants are need-based and there is a financial driver present. It was noted that IVCC’s retention rate is good, especially the part-time retention rate increased from 46 percent to 54 percent, with the peer average at 39 percent, ranking IVCC first among its peers.

### **NATIONAL COMMUNITY COLLEGE BENCHMARK PROJECT (NCCBP)**

This project has been conducted annually, during the spring term at IVCC since 2007 to gain a better understanding of where IVCC ranks nationally among community colleges on a variety of predetermined benchmarks. State and National participation rates fluctuate from year to year which changes IVCC percentile rankings on any given measure. In 2017, 20 Illinois community colleges participated up from 16 in 2016. The report focuses on selected strengths and opportunities for the College. The NCCBP considers a strength as any metric above the 75<sup>th</sup> percentile on the national survey and opportunities for improvement as any metric below the 25<sup>th</sup> percentile. IVCC’s strengths were concentrated in three general areas: management of finances, national student satisfaction inventory rankings, and academic course completion/higher education persistence rates. Over a third of IVCC’s strengths (10 measures) originate from measurements on the Noel Levitz Student Satisfaction Inventory. IVCC excels in a number of academic measures related to course completion and success and ranks high on gateway course completions. IVCC performs well in the area of academic persistence. IVCC’s attendance tracking at campus events has become more intentional which accounts for an improved ranking from a new strength this year from an opportunity for improvement last year. Five metrics were targets for improvement. This was the same overall number as last year but with a few new additions. In the report, the area most in need of improvement is the Ratio of Minority Employees of the Minority Population of the Service Area. Although compared unfavorably to national benchmarks, IVCC’s annual demographic report notes that IVCC’s student and employee demographics are consistent with area minority demographics. Two course completion metrics have been identified as new opportunities for improvement this year – percent of students that received a passing grade in writing developmental/remedial courses of these that completed the course and all development-level course enrollee success rate. Most notably, IVCC’s Community College Survey of Student

Engagement (CCSSE) Academic Challenge Benchmark remains on the list. IVCC identified this metric as an area in need of improvement in its own CCSSE assessment after the spring 2015 survey administration. A new financial indicator appears in the opportunities for improvement area. "Return on Net Assets Ratios" ranks in the 20<sup>th</sup> percentile. This is fixed assets plus cash less \$90 million in assets. In other words, the College needs more tuition dollars. Only 20 community colleges participated in the spring 2017 administration, an increase from 17 in 2016. IVCC has confidence in what it is doing and wants data to help make decisions. This project gives the administration a sense on how the College is doing nationally. Like last year, IVCC's strengths outnumber its opportunities for improvement. In most areas, IVCC compares favorably with the national comparison group.

### **HIGH SCHOOL MARKET PENETRATION RATE**

The Institutional Research office tracks IVCC's high school market penetration rates in six-year intervals. The penetration rate reflects the percent of recent high school graduates that subsequently matriculate to IVCC and shows how well IVCC is promoted to district high school students. Calculating the high school market penetration rate has always been challenging. It has been difficult to accurately track from where the student graduated. IVCC now has the high schools supplying their graduation class lists and compares this with the National Student Clearinghouse tracking data which improves its ability to accurately identify from which high school newly enrolled students graduated. The result is a 23.4 percent average high school market penetration rate over the current six-year time frame. Despite the fact that high school class sizes are declining, the market penetration rate last year increased by 8.7 points. Because of the small number of students that annually enroll from the split-district schools, an additional examination was performed to gauge the effect of removing the enrollments from the current analysis. After removal, the average penetration rate increased from 23.4 percent to 25.7 percent. The Illinois Community College Board defines the high school penetration in one way. IVCC touches more high schools students than those that have graduated. It has a robust dual credit program. There were 606 students enrolled in dual enrollment in high school in 2016 and were not included in the 23.4 percent. This provides a sense of IVCC is doing very well in attracting students to attend after graduation, but also coming in contact with the students while in high school. Interact Communications advised IVCC to provide service to the high school population as this is the most fertile ground and increases the likelihood of student success and lends to the possibility of getting credentials that much sooner. Dual credit is a gateway to IVCC.

### **NOEL LEVITZ STUDENT SATISFACTION INVENTORY**

The Noel Levitz Student Satisfaction Inventory (SSI) is administered every three years since 2004 via email. Roughly one in five IVCC students responded to this year's survey. The national average response rate is 20 percent so IVCC compares well on this important measure. The Noel Levitz SSI is a Gap Analysis which measures only satisfaction with the college experience. The SSI claims to measure what students think is important and then asks what degree their satisfaction is being met. The difference between the two scores is the gap being measured. The SSI's findings highlight the strengths and challenges confronting IVCC. Strengths outnumbered challenges 14 to 9. The two strengths at the top of the list are IVCC's faculty are knowledgeable and IVCC is a safe and secure campus. The bulk of the challenges identified (4 of 9) impact academic affairs with concern for quality of instruction and role of faculty. Despite being listed as challenges the College's results consistently rank above the national benchmarks on most metrics. The 95 items

on the complete survey are compressed into 12 related scales for ease of understanding. IVCC students are significantly more satisfied with their IVCC experience than the National Community College cohort.

### **DUAL CREDIT PILOT PROGRAM**

IVCC has been piloting two initiatives in Dual Credit this past year: Free and Reduced Lunch and 30 Credit Hours for Reduced Tuition. During the 2016-2017 school year 123 students qualified for Free and Reduced Lunch benefits. Data shows that 45 percent of the students (56) are either enrolled at IVCC for the Fall 2017 semester or are still in high school enrolled in IVCC dual credit/enrollment coursework. Three students earned at least 30 college credits during their time in high school and were eligible for reduced IVCC tuition for the 2017-2018 academic year. One of the three students enrolled at IVCC and is currently taking 14 credit hours. Mark Grzybowski reported that his department is receiving more calls to reach the 30-hour threshold and it looks promising that more students will take advantage of this initiative. For the 2016-2017 academic year, \$60,000 in waivers were given for dual credit. Not every student would have taken the courses if it were not for the incentive. Over time, Mr. Solon would like to see the success of the students that have been helped by this initiative.

### **QUICK FACTS**

Every board member received IVCC Quick Facts. The data on this sheet includes enrollment, credit hours, student demographics, program/degree information, persistence rates, etc. Quick Facts will periodically be updated.

### **ACADEMIC PLAN 2017-2020**

The development of an academic plan began during the fall 2016 semester. Faculty collaborated in the development of an academic mission and vision. The drafts were evaluated by the Teaching and Learning Committee with additional feedback from each academic division. Final statements were approved by the Teaching and Learning Committee. During the spring 2017 in-service, faculty provided input into the development of academic goals. Goals and objectives were drafted and reviewed and revised by the Teaching and Learning Committee and sent to academic divisions for further review. The academic goals and objectives for the next three years were approved by the Teaching and Learning Committee and the Strategic Leadership Planning Council. This plan provides guidance for prioritizing the activities that Academic Affairs will pursue and the activities will shape the foundation of instruction, ensuring students graduate with meaningful credentials, developing programs to meet community needs, and contributing to the workforce of the Illinois Valley.

### **STRATEGIC PLANNING UPDATE**

The College began working on a strategic plan. It was started with information obtained through a SWOT analysis conducted one year ago. As part of the fall development day, IVCC employees were broken into groups to brainstorm ideas for the college's mission and vision. The results were submitted to the Strategic Leadership Planning Council (SLPC). SLPC reviewed the input and developed the following mission and vision statements:

**MISSION:** Illinois Valley Community College provides a high-quality, accessible, and affordable education that inspires individuals and our community thrive.

**VISION:** Illinois Valley Community College is the preferred gateway to advance individual and community success.

The next steps will be developing goals and objectives that are consistent with the mission and vision statements. IVCC was on track for the Higher Learning Commission quality check-up visit one year ago with evidence of its planning process. The timing will be perfect for the report due to the Higher Learning Commission in November 2018.

### **BOARD POLICIES**

Three new policies will be presented at the next board meeting. The State of Illinois has requested that each college have an Alternative Credit policy in place beginning the first of the year in 2018. As a result of an April meeting of transfer coordinators, a policy on the Illinois Articulation Initiative was recommended. This is a best practice but not mandated. The College has started to see the use of drones on campus. There was uncertainty as to where the drones were located and if they were authorized. This policy will help protect the College.

Two current policies were revised. Revisions to Policy 3.1 – Classification of Employees: Removing language that made reference to the support staff union which is not in existence. A statement was added to Policy 3.19 – Hiring Process – Administrators and Support Staff: *If a full-time position is being eliminated, the employee may be appointed to an open position, if qualified for that position.*

Whenever there is a recommended change in policy, it is brought to the Board for approval.

### **OTHER**

None.

### **ADJOURNMENT**

Dr. Boyles declared the meeting adjourned at 5:55 p.m.

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Amy L. Boyles, Planning Committee Chair

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Jane E. Goetz, Board Chair

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David O. Mallery, Board Secretary

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

**Closed Session Minutes Committee Meeting**  
**November 28, 2017**

The Closed Session Minutes Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 6 p.m. on Tuesday, November 28, 2017 in the Board Room - C307 at Illinois Valley Community College.

**Committee Members**     Jay K. McCracken, Chair  
**Physically Present:**     Melissa M. Olivero  
   Amy L. Boyles

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

The meeting was called to order at 6:02 p.m. by Mr. McCracken.

**CLOSED SESSION**

It was moved by Ms. Olivero and seconded by Dr. Boyles to convene a closed session at 6:03 p.m. to discuss the minutes of meetings lawfully closed under the Open Meetings Act. Motion passed by voice vote.

On a motion by Dr. Boyles, seconded by Ms. Olivero, and carried unanimously, the regular meeting resumed at 6:35 p.m.

**ADJOURNMENT**

It was moved by Ms. Olivero and seconded by Dr. Boyles to adjourn the meeting. Motion passed by voice vote. Mr. McCracken declared the meeting adjourned at 6:35 p.m.

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Jay K. McCracken, Committee Chair

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Jane E. Goetz, Board Chair

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David O. Mallery, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

NOVEMBER 2017

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

Kathy Ross  
Controller

## FINANCIAL HIGHLIGHTS – November 2017

### Revenues

- As of December 1, the headcount for fall semester was 3,329 which is 111 students less than at the same point in time last year. Credit hours for fall 2017 were 26,547, a decrease of 1,392 credit hours, or 4.98 percent, from this point in time one year ago.

Spring semester registration began November 7. The headcount for spring semester is 1,938, which is 122 students less than at the same point in time last year. Credit hours for Spring 2017 decreased by 2,491, or 11.46 percent, for a total of 19,236 from this point in time one year ago.

The decline in enrollments continues to be a statewide issue. According to the Illinois Community College Board (ICCB) statewide fall 2017 10<sup>th</sup> day full-time equivalents (FTE) dropped by 3.7 percent from fall 2016. Headcount dropped by 3.5 percent. For IVCC 10<sup>th</sup> day fall FTE declined by 3.8 percent and 10<sup>th</sup> day fall headcount increased by 1.1 percent.

Six of the 39 community college districts saw an increase in fall 10<sup>th</sup> day headcount and five districts saw an increase in fall 10<sup>th</sup> day FTE over the past year.

- On July 6, a FY17 Supplemental Budget and a FY18 Budget were passed by the Illinois State Legislature. The supplemental budget included an additional \$1,210,688 in FY17 funding for IVCC. None of the additional FY17 funding has been received. Cash receipts from the State for FY18 include:

Base Operating Grant	\$830,746
Equalization Grant	20,833
Special Populations Grant	7,000
MAP & Veterans Grants	634,465 (2016-2017 Academic Year)

The ICCB anticipates the unexpended appropriations from FY17 will be extended beyond the December 31, 2017 lapse period deadline. Pursuant to PA 100-23, the State Finance Act (30 ILCS 105/(m) was amended to allow upon written agreement between the Governor and Comptroller the deadline for FY17 payments to be extended. With this extension, staff from the Office of Comptroller indicated they will be able to process all remaining FY17 appropriations for community colleges without involving the Court of Claims.

- Preliminary equalized assessed valuation (EAV) numbers from LaSalle County show an increase in EAV of 2.17 percent for tax year 2017. The tax abatement for the Marquis Energy facility in Putnam County ended December 31, 2016. This will add approximately \$18 million in EAV for tax year 2017. The maximum for the additional (or equity tax) was reduced from .1292 in 2016 to .1262 in 2017.

## **Expenditures**

- Fund 01 – Education Fund – Instruction – Fixed Charges – includes annual Ottawa Center rent of \$115,500 and Truck Driver Training semi and trailer rent of \$20,700.
- Fund 01 – Education Fund – Academic Support – Contractual Services – includes Blackboard annual fees of \$76,384; annual maintenance fees to Burwood Group of \$19,125 and \$63,500 for other annual software maintenance fees;
- Fund 01 – Education Fund – Institutional Support – Contractual Services – includes Ellucian annual fees of \$247,155; \$15,000 to Burwood Group for annual software maintenance; other annual software maintenance fees; and payment to Ferrilli of \$12,250 for contracted IT services;
- Fund 12 – Liability, Protection, and Settlement Fund – Institutional Support – Fixed Charges – includes annual insurance premiums for athletics (\$42,266), workers’ compensation (\$145,964), liability insurance (\$81,025) and treasurer bonds (\$19,829).

## **Protection, Health & Safety Projects**

- Building D Air Handler/Chiller Replacement – on-site will begin the week of December 11; chiller removal and replacement is scheduled for December 13 and air handler demolition is scheduled for December 13 and 14.
- Building E Air Handler/Chiller Replacement – Board approved in October 2016; work is scheduled for December 2018;
- Building G Temperature Controls – work will be coordinated with the replacement of Building D Air Handler/Chiller, although 50 percent of the work was completed this summer;
- Campus-Wide Security Camera Upgrade – construction documents will be available on February 5 with a due date of February 27, 2018;
- Exterior Stair Upgrades – construction documents will be available on March 12 with a due date of April 3, 2018;
- Cultural Centre Accessibility Upgrades – construction documents will be available on February 5 with a due date of February 27, 2018. A portion of this project is being paid with monies from the Boyle Estate.

## **Technology Projects**

- Website redesign project is underway with some preliminary design work starting. Anticipate “go-live” date is September or October 2018.

**Illinois Valley Community College District No. 513**  
**Combined Balance Sheet**  
**All Fund Types and Account Groups**  
**November 30, 2017**  
**Unaudited**

	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	\$ 6,034,865	\$ 591,896	\$ 172,299	\$ 779,556	\$ 253,912	\$ -	\$ -	\$ 7,832,528
Investments	4,565,685	11,064,819	637,048	248,000	-	-	-	16,515,552
Receivables								
Property taxes	9,202,742	2,118,426	-	-	-	-	-	11,321,168
Governmental claims	1,210,688	-	-	-	437,591	-	-	1,648,279
Tuition and fees	2,389,708	-	-	57,107	-	-	-	2,446,815
Due from other funds	854,430	-	-	-	-	-	-	854,430
Due to/from student groups	-	-	-	-	-	-	-	-
Bookstore inventories	-	-	-	769,117	-	-	-	769,117
Other assets	23,970	23,115	1,207	2,563	-	-	-	50,855
Fixed assets - net where applicable	-	-	-	62,113	-	60,935,285	-	60,997,398
Other debits								
Amount available in Debt Service Fund	-	-	-	-	-	-	-	-
Amount to be provided to retire debt	-	-	-	-	-	-	-	-
<b>Other Debits</b>	<u>\$24,282,088</u>	<u>\$13,798,256</u>	<u>\$ 810,554</u>	<u>\$ 1,918,456</u>	<u>\$ 691,503</u>	<u>\$60,935,285</u>	<u>\$ -</u>	<u>\$ 102,436,142</u>

Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 November 30, 2017

	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	\$ 90,993	\$ -	\$ -	\$ 10,115	\$ 6,864	\$ -	\$ -	\$ 107,972
Accrued salaries & benefits	1,536,879	14,295	-	12,123	-	-	-	1,563,297
Post-retirement benefits & other	115,994	-	-	-	-	-	-	115,994
Unclaimed property	2,033	1,986	-	-	27	-	-	4,046
Due to other funds	50,060	215,267	-	137,168	451,935	-	-	854,430
Due to student groups/deposits	40,130	-	-	-	232,677	-	-	272,807
Deferred revenue								-
Property taxes	4,603,015	1,059,597	-	-	-	-	-	5,662,612
Tuition and fees	-	-	-	-	-	-	-	-
Grants	-	190,586	-	-	-	-	-	190,586
Leases Payable	-	-	-	41,183	-	-	-	-
Bonds payable	-	-	-	-	-	-	-	-
Total liabilities	<u>6,439,104</u>	<u>1,481,731</u>	<u>-</u>	<u>200,589</u>	<u>691,503</u>	<u>-</u>	<u>-</u>	<u>8,812,927</u>
<b>Equity and Other Credits</b>								
Investment in general fixed assets	-	-	-	-	-	60,935,285	-	60,935,285
Contributed capital	-	-	-	-	-	-	-	-
Retained earnings	-	-	-	-	-	-	-	-
Fund balance								-
Reserved for restricted purposes	-	12,316,525	-	-	-	-	-	12,316,525
Reserved for debt service	-	-	810,554	-	-	-	-	810,554
Unreserved	<u>17,842,984</u>	<u>-</u>	<u>-</u>	<u>1,717,867</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>19,560,851</u>
Total equity and other credits	<u>17,842,984</u>	<u>12,316,525</u>	<u>810,554</u>	<u>1,717,867</u>	<u>-</u>	<u>60,935,285</u>	<u>-</u>	<u>93,623,215</u>
<b>Total Liabilities, Equity and Other Credits</b>	<u>\$24,282,088</u>	<u>\$13,798,256</u>	<u>\$ 810,554</u>	<u>\$ 1,918,456</u>	<u>\$ 691,503</u>	<u>\$60,935,285</u>	<u>\$ -</u>	<u>\$ 102,436,142</u>

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

Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2018 Revenues & Expenditures by Fund  
 For the five months ended November 30, 2017  
 Unaudited

	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	\$ 15,969,060	\$ 1,921,531	\$ 1,370,880	\$ 670	\$ 10,110	\$ 959,851	\$ 2,358,649	\$ 656,572	\$ 35,412	\$ 23,282,735
Actual Expenditures	(7,558,956)	(830,620)	(235,277)	-	-	(1,130,268)	(2,575,605)	(683,177)	(34,250)	(13,048,153)
Other Financing Sources (Uses)	(10,000)	-	-	-	-	-	10,000	-	-	-
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	8,400,104	1,090,911	1,135,603	670	10,110	(170,417)	(206,956)	(26,605)	1,162	10,234,582
Fund balances July 1, 2017	5,702,856	2,646,011	5,481,312	809,885	4,608,361	1,887,399	31,496	1,248,615	33,429	22,449,364
Fund balances November 30, 2017	<u>\$ 14,102,960</u>	<u>\$ 3,736,922</u>	<u>\$ 6,616,915</u>	<u>\$ 810,555</u>	<u>\$ 4,618,471</u>	<u>\$ 1,716,982</u>	<u>\$ (175,460)</u>	<u>\$ 1,222,010</u>	<u>\$ 34,591</u>	<u>\$ 32,683,946</u>

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Illinois Valley Community College District No. 513  
 Fiscal Year 2018 Budget to Actual Comparison  
 For the five months ended November 30, 2017  
 Unaudited

	Annual Budget FY2018	Actual 11/30/17	Act/Budget 41.7%	Actual 11/30/16	Act/Budget 41.7%	Annual Budget FY2017
<b>EDUCATION FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 8,026,700	\$ 7,699,094	95.9%	\$ 7,390,395	95.9%	\$ 7,708,916
Corporate Personal Property Replacement Tax	1,101,797	127,398	11.6%	185,033	16.8%	1,098,835
TIF Revenues	365,700	263,046	71.9%	259,005	68.0%	381,000
Total Local Government	9,494,197	8,089,538	85.2%	7,834,433	85.3%	9,188,751
State Government:						
ICCB Credit Hour Grant	920,000	764,296	83.1%	862,216	60.8%	1,419,017
Equalization	50,000	20,833	41.7%	189,069	378.1%	50,000
Career/Technical Education Formula Grant	195,000	-	0.0%	-	0.0%	190,000
Other	-	-	0.0%	-	-	-
Total State Government	1,165,000	785,129	67.4%	1,051,285	63.4%	1,659,017
Federal Government						
PELL Administrative Fees	7,215	330	4.6%	1,105	13.8%	8,000
Total Federal Government	7,215	330	4.6%	1,105	13.8%	8,000
Student Tuition and Fees:						
Tuition	6,882,640	6,243,219	90.7%	6,185,989	84.2%	7,344,081
Fees	906,850	733,969	80.9%	687,787	81.3%	846,132
Total Tuition and Fees	7,789,490	6,977,188	89.6%	6,873,776	83.9%	8,190,213
Other Sources:						
Public Service Revenue	282,109	78,811	27.9%	102,878	24.0%	427,800
Other	118,891	38,064	32.0%	23,296	21.7%	107,163
Total Other Sources	401,000	116,875	29.1%	126,174	23.6%	534,963
<b>TOTAL EDUCATION FUND REVENUE</b>	<b>\$ 18,856,902</b>	<b>15,969,060</b>	<b>84.7%</b>	<b>15,886,773</b>	<b>81.1%</b>	<b>19,580,944</b>
<b>EDUCATION FUND EXPENDITURES</b>						
Instruction:						
Salaries	\$ 8,348,942	3,424,224	41.0%	3,315,351	37.6%	8,822,920
Employee Benefits	1,680,827	599,045	35.6%	539,787	32.6%	1,655,386
Contractual Services	188,269	27,785	14.8%	22,601	12.1%	186,403
Materials & Supplies	424,327	91,820	21.6%	121,143	27.3%	444,189
Conference & Meeting Expenses	96,840	15,213	15.7%	9,016	8.4%	107,169
Fixed Charges	197,000	136,425	69.3%	155,554	78.8%	197,500
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	15,999
Other	-	-	0.0%	-	0.0%	-
Total Instruction	\$ 10,936,205	\$ 4,294,512	39.3%	\$ 4,163,452	36.4%	\$ 11,429,566

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Illinois Valley Community College District No. 513  
Fiscal Year 2018 Budget to Actual Comparison  
For the five months ended November 30, 2017

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2018	Actual 11/30/17	Act/Budget 41.7%	Actual 11/30/16	Act/Budget 41.7%	Annual Budget FY2017
<b>Academic Support:</b>						
Salaries	\$ 652,484	\$ 238,753	36.6%	\$ 257,661	38.5%	\$ 669,903
Employee Benefits	154,279	46,429	30.1%	40,422	31.3%	129,256
Contractual Services	192,544	159,080	82.6%	144,748	78.5%	184,276
General Materials & Supplies	229,247	75,359	32.9%	47,263	20.4%	232,080
Conference & Meeting Expenses	8,920	1,345	15.1%	254	2.8%	9,010
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	23,700	9,900	41.8%	8,673	33.2%	26,160
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>1,261,174</u>	<u>530,866</u>	42.1%	<u>499,021</u>	39.9%	<u>1,250,685</u>
<b>Student Services:</b>						
Salaries	1,225,294	490,854	40.1%	495,077	39.7%	1,245,962
Employee Benefits	338,817	105,553	31.2%	108,037	33.0%	327,463
Contractual Services	8,735	2,360	27.0%	4,296	51.8%	8,300
Materials & Supplies	55,972	20,951	37.4%	21,308	34.3%	62,129
Conference & Meeting Expenses	26,260	8,303	31.6%	4,735	15.3%	30,895
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Student Services	<u>1,655,078</u>	<u>628,021</u>	37.9%	<u>633,453</u>	37.8%	<u>1,674,749</u>
<b>Public Services/Continuing Education:</b>						
Salaries	395,571	138,462	35.0%	168,823	32.8%	514,353
Employee Benefits	69,659	23,630	33.9%	23,284	27.0%	86,351
Contractual Services	203,900	95,840	47.0%	91,185	36.4%	250,600
Materials & Supplies	87,275	29,206	33.5%	34,508	38.2%	90,320
Conference & Meeting Expenses	17,150	2,958	17.2%	3,478	18.0%	19,375
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	510	360	0.0%	-	0.0%	500
Total Public Services/Continuing Education	<u>774,065</u>	<u>290,456</u>	37.5%	<u>321,278</u>	33.4%	<u>961,499</u>
<b>Institutional Support:</b>						
Salaries	1,803,308	699,073	38.8%	746,298	40.7%	1,834,609
Employee Benefits	637,253	309,692	48.6%	205,321	35.4%	580,295
Contractual Services	513,288	359,462	70.0%	384,326	70.8%	542,830
Materials & Supplies	436,870	151,794	34.7%	141,832	31.7%	447,585
Conference & Meeting Expenses	56,480	8,701	15.4%	8,616	11.7%	73,390
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	26,370	3,843	14.6%	3,587	13.6%	26,395
Capital Outlay	87,000	28,452	32.7%	-	0.0%	237,000
Other	29,400	(153)	-0.5%	(230)	-0.4%	59,200
Provision for Contingency	217,661	-	0.0%	-	0.0%	222,092
Total Institutional Support	<u>3,807,630</u>	<u>1,560,864</u>	41.0%	<u>1,489,750</u>	37.0%	<u>4,023,396</u>
Scholarships, Grants and Waivers	499,750	254,237	50.9%	198,293	40.2%	493,400
<b>TOTAL EDUCATION FUND EXPENDITURES</b>	<u>\$ 18,933,902</u>	<u>\$ 7,558,956</u>	39.9%	<u>\$ 7,305,247</u>	36.8%	<u>\$ 19,833,295</u>
<b>INTERFUND TRANSFERS - NET</b>	<u>\$ 77,000</u>	<u>\$ (10,000)</u>	0.0%	<u>\$ (10,000)</u>	0.0%	<u>\$ 252,352</u>

**Illinois Valley Community College District No. 513  
Fiscal Year 2018 Budget to Actual Comparison  
For the five months ended November 30, 2017  
Unaudited**

	<b>Annual Budget FY2018</b>	<b>Actual 11/30/17</b>	<b>Act/Budget 41.7%</b>	<b>Actual 11/30/16</b>	<b>Act/Budget 41.7%</b>	<b>Annual Budget FY2017</b>
<b>OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 1,236,300	\$ 1,188,963	96.2%	\$ 1,153,259	96.1%	\$ 1,200,000
Corporate Personal Property Replacement Tax	187,981	22,482	12.0%	32,653	18.3%	178,500
TIF	122,000	87,476	71.7%	86,335	68.0%	127,000
Total Local Government	<u>1,546,281</u>	<u>1,298,921</u>	84.0%	<u>1,272,247</u>	84.5%	<u>1,505,500</u>
State Government:						
ICCB Credit Hour Grant	80,000	66,450	83.1%	-	0.0%	218,833
Total State Government	<u>80,000</u>	<u>66,450</u>	83.1%	<u>-</u>	0.0%	<u>218,833</u>
Student Tuition and Fees:						
Tuition	722,820	503,251	69.6%	504,079	86.0%	585,844
Total Tuition and Fees	<u>722,820</u>	<u>503,251</u>	69.6%	<u>504,079</u>	86.0%	<u>585,844</u>
Other Sources:						
Facilities Revenue	138,941	44,623	32.1%	(2,019)	-1.5%	135,000
Investment Revenue	10,000	7,173	71.7%	4,131	206.6%	2,000
Other	-	1,113	0.0%	845	-	-
Total Other Sources	<u>148,941</u>	<u>52,909</u>	35.5%	<u>2,957</u>	2.2%	<u>137,000</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>	<b>\$ 2,498,042</b>	<b>\$ 1,921,531</b>	76.9%	<b>\$ 1,779,283</b>	72.7%	<b>\$ 2,447,177</b>
	#	#				
<b>OPERATIONS &amp; MAINTENANCE FUND</b>						
Operations & Maintenance of Plant:						
Salaries	\$ 923,374	\$ 346,523	37.5%	\$ 324,186	0.0%	\$ 898,774
Employee Benefits	301,674	96,237	31.9%	78,437	0.0%	256,648
Contractual Services	242,276	76,024	31.4%	73,934	0.0%	214,300
General Materials & Supplies	225,070	45,090	20.0%	79,626	0.0%	230,070
Conference & Meeting Expenses	5,675	30	0.5%	170	0.0%	5,675
Fixed Charges	64,500	79,924	123.9%	41,916	0.0%	64,500
Utilities	733,413	154,721	21.1%	320,106	0.0%	776,250
Capital Outlay	-	-	0.0%	-	0.0%	-
Provision for Contingency	-	-	0.0%	-	0.0%	-
Other	(63,000)	-	0.0%	-	0.0%	(63,000)
Total Operations & Maintenance of Plant	<u>2,432,982</u>	<u>798,549</u>	32.8%	<u>918,375</u>	0.0%	<u>2,383,217</u>
Institutional Support:						
Salaries	46,489	17,955	38.6%	17,613	0.0%	43,808
Employee Benefits	10,758	5,334	49.6%	3,228	0.0%	10,103
Contractual Services	750	2,491	332.1%	2,491	0.0%	2,500
Materials & Supplies	2,853	2,081	72.9%	1,349	0.0%	3,340
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	4,210	4,210	100.0%	4,210	100.0%	4,210
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>65,060</u>	<u>32,071</u>	49.3%	<u>28,891</u>	0.0%	<u>63,961</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>	<b>\$ 2,498,042</b>	<b>\$ 830,620</b>	33.3%	<b>\$ 947,266</b>	0.0%	<b>\$ 2,447,178</b>

Illinois Valley Community College District No. 513  
 Fiscal Year 2018 Budget to Actual Comparison  
 For the five months ended November 30, 2017  
 Unaudited

	Annual Budget FY2018	Actual 11/30/17	Act/Budget 41.7%	Actual 11/30/16	Act/Budget 41.7%	Annual Budget FY2017
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Local Government Sources						
Current Taxes	\$ 1,545,381	\$ 1,358,879	87.9%	\$ 1,441,575	0.0%	\$ 1,576,454
State Government Sources	-	-	0.0%	11,850	0.0%	-
Investment Revenue	30,600	12,001	39.2%	7,378	0.0%	-
Other Revenue	-	-	0.0%	-	0.0%	8,500
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) REVENUES</b>	<b>\$ 1,575,981</b>	<b>\$ 1,370,880</b>	<b>87.0%</b>	<b>\$ 1,460,803</b>	<b>0.0%</b>	<b>\$ 1,584,954</b>
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Operations & Maintenance						
Contractual Services	\$ -	-	0.0%	1,180	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	1,500,000	235,277	15.7%	407,223	0.0%	1,450,000
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>	<b>\$ 1,500,000</b>	<b>\$ 235,277</b>	<b>15.7%</b>	<b>\$ 408,403</b>	<b>0.0%</b>	<b>\$ 1,450,000</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>
<b>BOND &amp; INTEREST FUND</b>						
	Annual Budget FY2018	Actual 11/30/17	Act/Budget 41.7%	Actual 11/30/16	Act/Budget 41.7%	Annual Budget FY2017
Local Government Sources						
Current Taxes	\$ -	-	0.0%	\$ 256,986	0.0%	\$ 265,000
Investment Revenue	3,200	670	20.9%	1,445	0.0%	1,400
<b>TOTAL BOND &amp; INTEREST FUND REVENUES</b>	<b>3,200</b>	<b>670</b>	<b>20.9%</b>	<b>258,431</b>	<b>0.0%</b>	<b>266,400</b>
<b>BOND &amp; INTEREST FUND</b>						
Institutional Support:					0.0%	
Debt Principal Retirement	\$ -	-	0.0%	265,000	0.0%	265,000
Interest on Bonds	-	-	0.0%	3,312	0.0%	3,313
Fees	-	-	0.0%	500	0.0%	500
<b>TOTAL BOND &amp; INTEREST EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 268,812</b>	<b>100.0%</b>	<b>\$ 268,813</b>
<b>WORKING CASH FUND</b>						
	Annual Budget FY2018	Actual 11/30/17	Act/Budget 41.7%	Actual 11/30/16	Act/Budget 41.7%	Annual Budget FY2017
Investment Revenue	\$ 32,000	\$ 10,110	31.6%	\$ 11,805	59.0%	\$ 20,000
<b>TOTAL WORKING CASH REVENUES</b>	<b>32,000</b>	<b>10,110</b>	<b>31.6%</b>	<b>11,805</b>	<b>59.0%</b>	<b>20,000</b>
Transfers In (Out)		\$ -	0.0%	\$ -		\$ (20,000)

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Illinois Valley Community College District No. 513  
 Fiscal Year 2018 Budget to Actual Comparison  
 For the five months ended November 30, 2017  
 Unaudited

AUXILIARY ENTERPRISES FUND	Annual Budget FY2018	Actual 11/30/17	Act/Budget 41.7%	Actual 11/30/16	Act/Budget 41.7%	Annual Budget FY2017
Service Fees	\$ 2,268,600	\$ 957,505	42.2%	\$ 1,047,211	0.0%	\$ 2,257,200
Other Revenue	5,700	1,758	0.0%	3,533	0.0%	-
Investment Revenue	2,800	588	21.0%	2,519	0.0%	1,700
<b>TOTAL AUXILIARY ENTERPRISES FUND REVENUES</b>	<b>2,277,100</b>	<b>959,851</b>	<b>42.2%</b>	<b>1,053,263</b>	<b>0.0%</b>	<b>2,258,900</b>

AUXILIARY ENTERPRISES FUND	Annual Budget FY2018	Actual 11/30/17	Act/Budget 41.7%	Actual 11/30/16	Act/Budget 41.7%	Annual Budget FY2017
Salaries	\$ 321,509	131,227	40.8%	123,402	0.0%	320,725
Employee Benefits	67,134	21,939	32.7%	20,107	0.0%	93,123
Contractual Services	49,922	30,861	61.8%	20,295	0.0%	46,000
Materials & Supplies	1,817,195	920,903	50.7%	945,313	0.0%	1,857,965
Conference & Meeting	25,909	11,607	44.8%	13,196	0.0%	27,255
Fixed Charges	40,075	13,667	34.1%	18,153	0.0%	64,282
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	19,832	-	0.0%	27,711	0.0%	33,391
Other	103,000	64	0.1%	211	0.0%	104,500
<b>TOTAL AUXILIARY ENTERPRISES EXPENDITURES</b>	<b>2,444,576</b>	<b>1,130,268</b>	<b>46.2%</b>	<b>1,168,388</b>	<b>0.0%</b>	<b>2,547,241</b>

Transfer In (Out)	\$ (25,586)	\$ -	0.0%	\$ -	0.0%	\$ (180,938)
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RESTRICTED PURPOSES FUND	Annual Budget FY2018	Actual 11/30/17	Act/Budget 41.7%	Actual 11/30/16	Act/Budget 41.7%	Annual Budget FY2017
State Government Sources	292,545	7,000	0.0%	78,365	0.0%	-
Federal Government Sources	4,839,519	2,339,327	48.3%	2,395,965	0.0%	5,731,194
Service Fees	-	-	0.0%	3,035	0.0%	1,500
Nongovernmental gifts or grants	-	10,220	0.0%	33,711	0.0%	-
Other Revenue	34,000	2,102	0.0%	479	0.0%	65,857
<b>TOTAL RESTRICTED PURPOSES FUND REVENUES</b>	<b>5,166,064</b>	<b>2,358,649</b>	<b>45.7%</b>	<b>2,511,555</b>	<b>0.0%</b>	<b>5,798,551</b>

RESTRICTED PURPOSES FUND	Annual Budget FY2018	Actual 11/30/17	Act/Budget 41.7%	Actual 11/30/16	Act/Budget 41.7%	Annual Budget FY2017
Instruction:						
Salaries	\$ 454,373	146,818	32.3%	108,820	0.0%	221,132
Employee Benefits	129,112	41,462	32.1%	28,140	0.0%	62,178
Contractual Services	25,260	2,228	8.8%	4,797	0.0%	19,235
Materials & Supplies	29,946	22,822	76.2%	13,403	0.0%	22,822
Conference & Meeting	18,660	7,058	37.8%	3,547	0.0%	22,749
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	2,500	462	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	65,096	0.0%	14,023
Other	-	-	0.0%	-	0.0%	-
<b>Total Instruction</b>	<b>\$ 659,851</b>	<b>\$ 220,850</b>	<b>33.5%</b>	<b>\$ 223,803</b>	<b>0.0%</b>	<b>\$ 362,139</b>

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Illinois Valley Community College District No. 513  
 Fiscal Year 2018 Budget to Actual Comparison  
 For the five months ended November 30, 2017  
 Unaudited

	Annual Budget FY2018	Actual 11/30/17	Act/Budget 41.7%	Actual 11/30/16	Act/Budget 41.7%	Annual Budget FY2017
<b>RESTRICTED PURPOSES FUND</b>						
Student Services						
Salaries	188,414	78,601	41.7%	76,949	0.0%	196,440
Employee Benefits	69,834	23,053	33.0%	26,082	0.0%	87,705
Contractual Services	2,500	4,317	172.7%	616	0.0%	2,500
Materials & Supplies	5,926	10,987	185.4%	304	0.0%	1,926
Conference & Meeting	7,978	2,080	26.1%	112	0.0%	1,500
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRIO Grant)	16,000	14,380	89.9%	6,000	0.0%	9,000
Total Student Services	<u>290,652</u>	<u>133,418</u>	45.9%	<u>110,063</u>	0.0%	<u>299,071</u>
Public Service						
Salaries	-	-	0.0%	28,434	0.0%	53,038
Employee Benefits	-	-	0.0%	6,771	0.0%	16,319
Contractual Services	-	-	0.0%	659	0.0%	500
Materials & Supplies	-	-	0.0%	444	0.0%	500
Conference & Meeting	-	-	0.0%	2,727	0.0%	500
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	198	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Public Service	<u>-</u>	<u>-</u>	0.0%	<u>39,233</u>	0.0%	<u>77,857</u>
Institutional Support						
Salaries (Federal Work Study)	\$ 80,632	\$ 37,266	46.2%	\$ 39,695	0.0%	\$ 89,554
Total Institutional Support	<u>80,632</u>	<u>37,266</u>	46.2%	<u>39,695</u>	0.0%	<u>89,554</u>
Student grants and waivers (PELL & SEOG)	<u>4,142,929</u>	<u>2,184,071</u>	52.7%	<u>2,318,941</u>	0.0%	<u>4,986,429</u>
<b>TOTAL RESTRICTED FUND EXPENDITURES</b>	<u>5,174,064</u>	<u>\$ 2,575,605</u>	49.8%	<u>\$ 2,621,672</u>	0.0%	<u>\$ 5,808,050</u>
Transfer In (Out)	<u>\$ 10,000</u>	<u>\$ 10,000</u>	100.0%	<u>\$ 10,000</u>	0.0%	<u>\$ 10,000</u>
<b>AUDIT FUND</b>						
Local Government Sources	\$ 38,480	\$ 35,367	91.9%	\$ 34,306	95.0%	\$ 36,125
Investment Revenue	80	45	56.3%	45	45.0%	100
<b>TOTAL AUDIT FUND REVENUES</b>	<u>38,560</u>	<u>35,412</u>	91.8%	<u>34,351</u>	94.8%	<u>36,225</u>
<b>AUDIT FUND</b>						
Contractual Services	36,500	34,250	93.8%	29,075	81.3%	35,750
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<u>\$ 36,500</u>	<u>\$ 34,250</u>	93.8%	<u>\$ 29,075</u>	81.3%	<u>\$ 35,750</u>

Illinois Valley Community College District No. 513  
 Fiscal Year 2018 Budget to Actual Comparison  
 For the five months ended November 30, 2017  
 Unaudited

LIABILITY, PROTECTION, & SETTLEMENT FUND	Annual Budget FY2018	Actual 11/30/17	Act/Budget 41.7%	Actual 11/30/16	Act/Budget 41.7%	Annual Budget FY2017
Local Government Sources	\$ 751,210	\$ 651,806	86.8%	\$ 564,779	0.0%	\$ 868,950
Investment Revenue	9,500	4,766	50.2%	3,579	0.0%	10,000
Other	-	-	0.0%	-	0.0%	-
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUES</b>	<b>760,710</b>	<b>656,572</b>	<b>86.3%</b>	<b>568,358</b>	<b>64.7%</b>	<b>878,950</b>
<b>LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>						
<b>Student Services</b>						
Salaries	109,334	40,004	36.6%	-	-	-
Employee Benefits	25,832	9,838	38.1%	-	-	-
Contractual Services	-	11,115	0.0%	-	-	-
Materials & Supplies	-	296	0.0%	-	-	-
Total for Student Services	135,166	61,253	45.3%	-	-	-
<b>Operations &amp; Maintenance of Plant</b>						
Contractual Services	\$ 547,700	\$ 175,073	32.0%	\$ 209,205	48.8%	\$ 429,075
Material & Supplies	175	26	14.9%	138	69.0%	200
Conference & Meeting	-	-	0.0%	-	0.0%	305
Utilities	500	137	27.4%	145	32.2%	450
Capital Outlay	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	\$ 548,375	\$ 175,236	32.0%	\$ 209,488	48.7%	\$ 430,030
<b>Institutional Support</b>						
Salaries	\$ 76,673	\$ 33,260	43.4%	\$ 32,632	0.0%	\$ 80,332
Employee Benefits	206,121	5,185	6.8%	7,786	0.0%	210,660
Contractual Services	30,500	34,677	113.7%	17,203	0.0%	111,950
Materials & Supplies	200	-	0.0%	114	0.0%	300
Conference & Meeting	2,000	470	0.0%	-	0.0%	-
Fixed Charges	264,500	291,416	110.2%	235,169	68.2%	344,600
Utilities	-	-	-	-	0.0%	-
Capital Outlay	-	6,680	-	-	0.0%	-
Other	-	75,000	-	-	0.0%	-
Total Institutional Support	579,994	446,688	77.0%	292,904	39.2%	747,842
<b>TOTAL LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>	<b>\$ 1,263,535</b>	<b>\$ 683,177</b>	<b>54.1%</b>	<b>\$ 502,392</b>	<b>42.7%</b>	<b>\$ 1,177,872</b>

**Illinois Valley Community College District No. 513**  
**Fiscal Year 2018 Budget to Actual Comparison**  
**All Funds - By Budget Officer**  
**For the five months ended November 30, 2017**  
**Unaudited**

<u>Department</u>	<u>Annual Budget FY2018</u>	<u>Actual FY2018</u>	<u>Act/Budget 41.7%</u>	<u>Explanation</u>
President	\$ 351,341	\$ 145,522	41.4%	
Board of Trustees	14,750	5,514	37.4%	
Community Relations	408,609	147,684	36.1%	
Continuing Education	738,989	290,456	39.3%	
Facilities	3,932,982	1,033,826	26.3%	
Information Technologies	2,022,068	904,820	44.7%	
Academic Affairs	284,300	93,328	32.8%	
Academic Affairs (AVPCE)	588,332	278,260	47.3%	Ottawa Center annual rent - \$115,500
Adult Education	503,875	154,601	30.7%	
Learning Technologies	578,747	247,544	42.8%	
Career & Tech Education Division	1,749,190	594,280	34.0%	
Natural Science & Business Division	2,355,576	930,336	39.5%	
Humanities & Fine Arts/Social Science Division	2,004,241	808,953	40.4%	
Health Professions Division	2,089,921	797,991	38.2%	
English, Mathematics, Education Division	2,398,053	1,017,250	42.4%	
Admissions & Records	395,783	162,975	41.2%	
Counseling	607,779	225,151	37.0%	
Student Services	185,487	64,097	34.6%	
Financial Aid	4,632,717	2,380,648	51.4%	Financial aid for fall semester
Career Services	37,953	14,824	39.1%	
Athletics	284,437	117,726	41.4%	
TRiO (Student Success Grant)	290,652	133,418	45.9%	
Campus Security	548,375	174,451	31.8%	
Business Services/General Institution	979,332	490,767	50.1%	
Risk Management	715,160	447,471	62.6%	Annual insurance premiums
Tuition Waivers	499,750	253,638	50.8%	Waivers for fall semester
Purchasing	123,801	46,084	37.2%	
Human Resources	130,935	45,818	35.0%	
Bookstore	2,018,529	977,050	48.4%	Textbook purchases for fall and spring
Shipping & Receiving	65,060	32,071	49.3%	
Copy Center	96,234	31,599	32.8%	
<b>Total FY17 Expenditures</b>	<b><u>\$ 31,632,958</u></b>	<b><u>\$ 13,048,153</u></b>	<b>41.2%</b>	

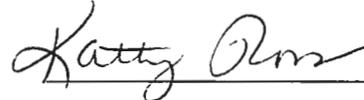
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**Illinois Valley Community College**  
**Statement of Cash Flows**  
**for the Month ended November 30, 2017**

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 5,927,778.48	\$ 1,130,190.22	\$ 619,074.59	\$ 172,298.66	\$ 724,851.69	\$ (310,824.90)	\$ 306,000.64	\$ 30,862.68	\$ (132,297.83)	\$ 43,367.22	\$ 8,511,301.45
Total Receipts	406,876.57	37,477.47	3,366.62	71.81	59,757.72	-	593.21	86.44	6,333.33	1,308.50	\$ 515,871.67
Total Cash	6,334,655.05	1,167,667.69	622,441.21	172,370.47	784,609.41	(310,824.90)	306,593.85	30,949.12	(125,964.50)	44,675.72	9,027,173.12
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	204,492.66	-	-	-	-	40,827.00	-	-	-	-	245,319.66
Expenditures	(1,684,879.21)	(191,441.01)	-	-	(142,993.89)	(113,988.64)	-	(17,000.00)	(75,341.90)	-	(2,225,644.65)
ACCOUNT BALANCE	4,854,268.50	976,226.68	622,441.21	172,370.47	641,615.52	(383,986.54)	306,593.85	13,949.12	(201,306.40)	44,675.72	7,046,848.13
Deposits in Transit	(66,876.00)										(66,876.00)
Outstanding Checks	266,067.27										266,067.27
<b>BANK BALANCE</b>	<b>5,053,459.77</b>	<b>976,226.68</b>	<b>622,441.21</b>	<b>172,370.47</b>	<b>641,615.52</b>	<b>(383,986.54)</b>	<b>306,593.85</b>	<b>13,949.12</b>	<b>(201,306.40)</b>	<b>44,675.72</b>	<b>7,246,039.40</b>
Certificates of Deposit	-	-	2,008,080.42	500,000.00	248,000.00	-	3,388,428.74	-	1,101,155.72	-	7,245,664.88
Illinois Funds	2,703,525.70	1,866,227.33	2,186,476.59	137,169.81	-	376,506.11	911,160.02	2,344.05	45.42	-	8,183,455.03
Bldg Reserve-ILLFund			1,095,972.80								1,095,972.80
<b>Total Investment</b>	<b>\$ 2,703,525.70</b>	<b>\$ 1,866,227.33</b>	<b>\$ 5,290,529.81</b>	<b>\$ 637,169.81</b>	<b>\$ 248,000.00</b>	<b>\$ 376,506.11</b>	<b>\$ 4,299,588.76</b>	<b>\$ 2,344.05</b>	<b>\$ 1,101,201.14</b>	<b>\$ -</b>	<b>\$ 16,525,092.71</b>

LaSalle State Bank	\$ 260,694.82
Midland States Bank	<u>6,985,344.58</u>
	<u>\$ 7,246,039.40</u>

Respectfully submitted,



Kathy Ross  
Controller

ILLINOIS VALLEY COMMUNITY COLLEGE  
INVESTMENT STATUS REPORT  
November 30, 2017

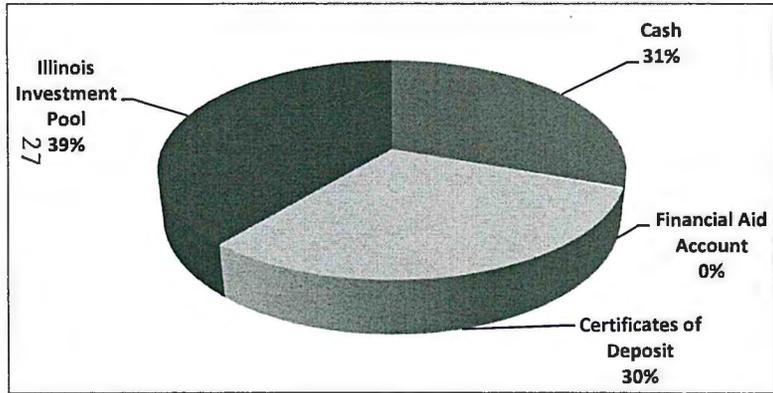
<u>DUE</u>	<u>Education</u>	<u>Oper &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
11/7/2017						150,707		150,707	MB	0.95%	0.95%	915192
4/2/2018			1,008,080					1,008,080	LSB	1.10%	1.10%	4810104
4/13/2018			500,000	500,000				1,000,000	CTB	1.13%	1.13%	104405
4/14/2018						1,000,000		1,000,000	MSB	1.16%	1.16%	2041036190
4/22/2018							100,601	100,601	MB	1.10%	1.10%	914161
10/24/2018							1,001,277	1,001,277	MB	1.21%	1.21%	916139
10/26/2018			500,000					500,000	MB	1.21%	1.21%	16716
10/31/2018						200,000		200,000	CB	1.45%	1.45%	ZB Bank
11/1/2018						200,000		200,000	CB	1.45%	1.45%	Goldman Sachs
11/1/2018						200,000		200,000	CB	1.45%	1.45%	Discover
11/1/2018						200,000		200,000	CB	1.45%	1.45%	Safra National
11/7/2018						200,000		200,000	CB	1.45%	1.45%	Beal Bank USA
5/20/2020					248,000			248,000	MBS	2.05%	2.05%	American Express
5/3/2022						248,000		248,000	MBS	2.35%	2.35%	American Express
5/3/2022						248,000		248,000	MBS	2.35%	2.35%	Capital One
7/19/2022						247,000		247,000	MBS	2.25%	2.25%	Bank of New York
7/19/2022						247,000		247,000	MBS	2.30%	2.30%	Capital One
7/19/2022						247,000		247,000	MBS	2.30%	2.30%	Wells Fargo
<b>Total CD</b>	-	-	2,008,080	500,000	248,000	3,387,707	1,101,878	7,245,665				

CB Commerce Bank  
 CTB Central Bank  
 LSB LaSalle State Bank  
 MB Marseilles Bank  
 MBS Multi-Bank Securities, Inc.  
 MSB Midland States Bank

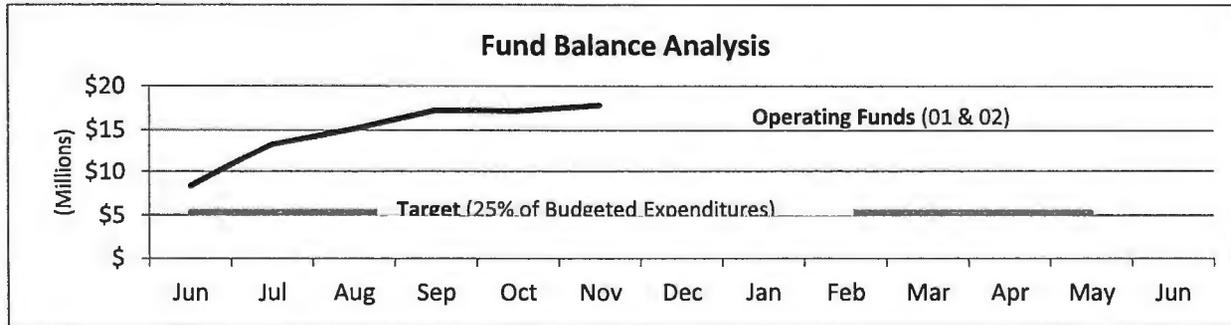
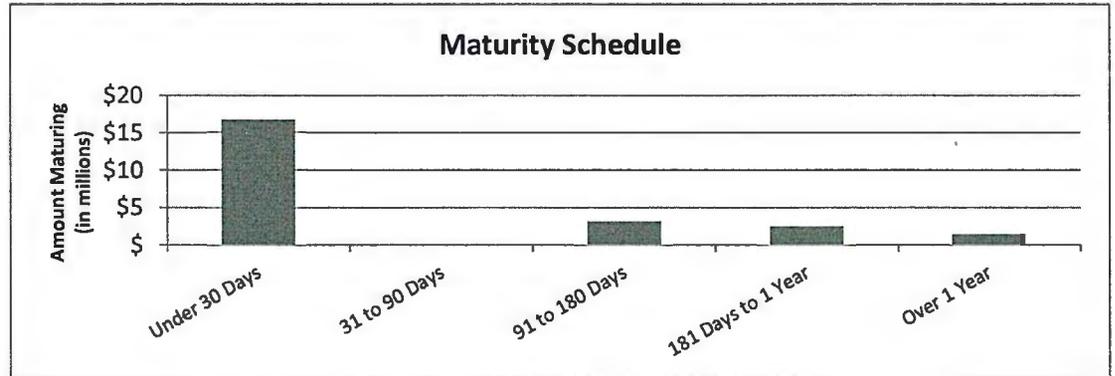
**Illinois Valley Community College District No. 513  
Investment Status Report  
All Funds  
November 30, 2017**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	30.5%	\$ 7,266,826	0.35%
Financial Aid Account	0.2%	41,516	0.35%
Certificates of Deposit	30.4%	7,245,665	1.42%
Illinois Investment Pool	38.9%	9,279,428	1.12%
<b>Total</b>		<b>\$ 23,833,435</b>	<b>0.97%</b>

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 8,183,455	-	-	\$ 8,183,455	34%
IL Funds -Building	1,095,973			\$ 1,095,973	5%
Midland States Bank	-	1,000,000	6,750,614	\$ 7,750,614	33%
Midland States F/A			41,516	41,516	0%
LaSalle State Bank	-	1,008,080	296,234	1,304,314	5%
Central Bank	-	1,000,000	-	1,000,000	4%
Commerce Bank	-	1,000,000	-	1,000,000	4%
Multi Bank Securities	-	1,485,000	-	1,485,000	6%
Heartland Bank	-	-	219,978	219,978	1%
Marseilles Bank	-	1,752,585	-	1,752,585	7%
	<b>\$ 9,279,428</b>	<b>\$ 7,245,665</b>	<b>\$ 7,308,342</b>	<b>\$ 23,833,435</b>	<b>100%</b>



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

**11/01/17 -11/30/17**

<b>Check Number</b>	<b>Check Date</b>	<b>Vendor Number</b>	<b>Payee</b>	<b>Check Amount</b>	<b>Description</b>
738586	11/01/17	0001550	Green River Lines Inc.	\$ 6,535.00	Continuing Education Trips, Project Success Trip
ACH	11/02/17		Internal Revenue Service	68,413.80	Federal Payroll Taxes (11/02/17)
ACH	11/02/17		Illinois Department of Revenue	21,600.46	State Payroll Taxes (11/02/17)
ACH	11/02/17		VALIC Retirement Services	14,924.40	403(b) & 457(b) Payroll (11/02/17)
738671	11/02/17	0082897	SURS	45,269.43	Payroll (11/02/17)
ACH	11/07/17		CCHC	227,627.39	Health Insurance (November)
738676	11/08/17	0001369	Ameren Illinois	19,499.21	Electricity (09/10/17-10/9/17)
738686	11/08/17	0001169	City of Oglesby	6,976.28	Police Protection (10/01/17-10/31/17), Water/Sewer & Baseball Diamond Rental
738718	11/08/17	0079038	IVCC Student Activity	76,329.25	Student Activity Fees
ACH	11/16/17		Internal Revenue Service	67,775.95	Federal Payroll Taxes (11/16/17)
ACH	11/16/17		Illinois Department of Revenue	21,424.15	State Payroll Taxes (11/16/17)
ACH	11/16/17		VALIC Retirement Services	12,734.40	403(b) & 457(b) Payroll (11/16/17)
738781	11/15/17	0155694	Condensed Curriculum International	5,755.20	Pharamcy Technician Coursework
738787	11/15/17	0181795	G4S Secure Solutions (USA) Inc	36,390.77	Security Services (October)
738839	11/16/17	0082897	SURS	45,196.91	Payroll (11/16/17)
738870	11/21/17	0190646	CNE Gas Division, LLC	6,384.41	Natural Gas (October)
738874	11/21/17	0209567	Delta Dental of Illinois	9,544.84	Dental Insurance (October)
738919	11/21/17	0210438	Petty Cash	15,000.00	Rental Book Refunds
738921	11/21/17	0214094	iFactory	28,452.00	Website Content Management System Project
738936	11/21/17	0209536	Taylor'd Training	5,037.60	Train The Trainer Course (Business Seminars)
738945	11/21/17	0066555	United States Postal Service	5,000.00	Reimburse Postage Meter
738951	11/21/17	0201804	Wipfli LLP	17,000.00	Financial Audit
738999	11/29/17	0210438	Petty Cash	17,000.00	Rental Book Refunds
739000	11/29/17	0210438	Petty Cash	16,600.00	Rental Book Refunds
ACH	11/30/17		Internal Revenue Service	65,015.54	Federal Payroll Taxes (11/30/17)
ACH	11/30/17		Illinois Department of Revenue	20,607.27	State Payroll Taxes (11/30/17)
ACH	11/30/17		VALIC Retirement Services	12,174.40	403(b) & 457(b) Payroll (11/30/17)

\$ 894,268.66

**Stipends For Pay Period 10/28/17**

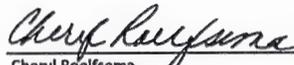
Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Biagi, Dorothy A.	Italian Specialties	10/23/17	10/23/17	10/28/17	ST	\$200.00	014110394151320	HLR-3707-310	Italian Specialties	
Bias, Timothy John	PQ CORP Utica Testing	10/20/17	10/20/17	10/28/17	ST	\$487.50	014210331051320			
Blaydes, Christine Ann	Dual Credit Workshop	09/05/17	09/05/17	10/28/17	ST	\$50.00	018120080051900			
Brolley, Vincent Depaul	Dual Credit Workshop	09/05/17	09/05/17	10/28/17	ST	\$50.00	018120080051900			
Bruch, Anna Marie Faletti	Covered Nursing Clinical when Lowe Resigned	07/23/17	08/05/17	10/28/17	ST	\$204.17	011420730051340			
Butler, Paul D	Dual Credit Workshop	09/05/17	09/05/17	10/28/17	ST	\$50.00	018120080051900			
Carey, Lori Ann	Clothing Allowance	09/08/17	09/08/17	10/28/17	TF	\$100.00	027210472052900			
Chaffee, Candice Sue	Introduction to Herbalism/Energy Anatomy	10/12/17	10/12/17	10/28/17	ST	\$1,400.00	014110394151320	CPD-3248-10	Introduction to Herbalism/Energy Anatomy	
Cook Fesperman, Amanda	Dual Credit Workshop	09/05/17	09/05/17	10/28/17	ST	\$50.00	018120080051900			
Data, Dorene Marie	Dual Credit Workshop	09/05/17	09/05/17	10/28/17	ST	\$50.00	018120080051900			
Donna, Rebecca S	CRJ 2280/Counselor Convocation	08/16/17	12/15/17	12/23/17	ST	\$517.60	011120570051320	CRJ-2280-01	Criminal Justice Internship/Counselor Convocation	
Dunlap, Angela Jane	College Workshop Participant	09/26/17	09/26/17	10/28/17	ST	\$75.00	011120910051900			
Dzurisin, Juliana Mae	Dual Credit Workshop	09/05/17	09/05/17	10/28/17	ST	\$50.00	018120080051900			
Ebner-Landgraf, Tammy L	Mileage Reimbursement	09/06/17	09/20/17	10/28/17	ML	\$121.98	011220946155210			
Ennenbach, William Ross	Dual Credit Workshop	09/05/17	09/05/17	10/28/17	ST	\$50.00	018120080051900			
Ewers, Kathryn Ciara	Dual Credit Workshop	09/05/17	09/05/17	10/28/17	ST	\$50.00	018120080051900			
Fitzpatrick, Sara Elizabeth	Everything Pumpkin	10/17/17	10/17/17	10/28/17	ST	\$190.00	014110394151320	HLR-3420-310	It's The Great Pumpkin	
Forst, Jean	Dual Credit Workshop	09/05/17	09/05/17	10/28/17	ST	\$50.00	018120080051900			
Freed, Timothy Daniel	How to Flambe	10/18/17	10/18/17	10/28/17	ST	\$180.00	014110394151320	HLR-3429-310	How to Flambe	
Hardy, Tina L.	College Workshop Facilitator	09/26/17	09/26/17	10/28/17	ST	\$150.00	011120910051900			
Klieber, Tracie Marie	Strength, Cardio and Core/Yoga Unique to You	09/11/17	10/18/17	10/28/17	ST	\$772.50	014110394151320	HLR-6218-309	Yoga Unique To You	
Leadingham, Paul	PQ Corp Utica Maintenance Testing	10/20/17	10/20/17	10/28/17	ST	\$262.50	014210331051320			
Lee, Tracy Denise	Dual Credit Workshop	09/05/17	09/05/17	10/28/17	ST	\$50.00	018120080051900			
Leonard, Bryan Donald	Dual Credit Workshop	09/05/17	09/05/17	10/28/17	ST	\$50.00	018120080051900			
Lesman, Emily Elizabeth	College Workshop Participant	09/26/17	09/26/17	10/28/17	ST	\$75.00	011120910051900			
McGinnis, Rosemary T	Dual Credit Workshop	09/05/17	09/05/17	10/28/17	ST	\$50.00	018120080051900			
Mills, Jennifer P	Dual Credit Workshop	09/05/17	09/05/17	10/28/17	ST	\$50.00	018120080051900			
Molln, Theresa Marie	Retro pay for Welding Lab Asst	08/16/17	10/09/17	10/28/17	MI	\$625.31	011320410051320			
Mott, Willard D	Dual Credit Workshop	09/05/17	09/05/17	10/28/17	ST	\$50.00	018120080051900			
Niemeyer, Loren	Subbing for J Gibson	10/23/17	11/09/17	11/11/17	ST	\$3,957.94	011320410051320			
Oldaker, Adam Gregory	Dual Credit Workshop	09/05/17	09/05/17	10/28/17	ST	\$50.00	018120080051900			

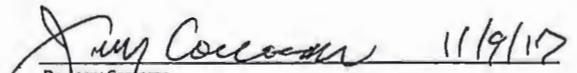
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**Stipends For Pay Period 10/28/17**

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Pytel, Kyle Edwin	LC GD/L Driver Improvement	10/21/17	10/21/17	10/28/17	ST	\$175.00	014110394251320			
Reese, Robert C	Dual Credit Workshop/Meal Reimbursement	09/05/17	09/05/17	10/28/17	ST	\$66.00	018120080051900			
Sarver, Gregory Stephen	LC Driver Improvement	10/11/17	10/11/17	10/28/17	ST	\$150.00	014110394251320	CDV-6000-310	LaSalle Co Driver Improvement	
Sarver, Gregory Stephen	BC Driver Improvement	10/14/17	10/14/17	10/28/17	ST	\$150.00	014110394351320	CDV-7000-01	Bureau Co. Driver Improvement	
Schiffman, Robyn L.	Interim Dean HFS	10/01/17	12/31/17	01/06/18	ST	\$2,800.00	011120650051900			
Schomas, Jane Elizabeth	Wedding Reception Survival	09/12/17	10/24/17	10/28/17	ST	\$420.00	014110394151320	HLR-5108-409	Wedding Reception Survival	
Serafini, Richard Joseph	Meal Reimbursement	09/28/17	10/28/17	10/28/17	MI	\$10.45	011120511555212			
Smith, Mary Helen	MBL Corp Excel 1 Power Point	10/18/17	10/26/17	10/28/17	ST	\$800.00	014210331051320		Excel 1/Power Point 1	
Sorce, Adrianna Lyn	Rustic Fall Window Painting	10/24/17	10/24/17	10/28/17	ST	\$150.00	014110394151320	HLR-1115-310	Rustic Fall Window Painting	
Sowers, Jennifer Lynn	Putnam County Elementary Art Classes	10/16/17	10/16/17	10/28/17	ST	\$100.00	014210331051320			
Spayer, Rodney Gene	Subbing for J Gibson	10/23/17	10/23/17	11/11/17	ST	\$470.52	011320410051320			
Trager, Sarah K.	College Workshop Participant	09/26/17	09/26/17	10/28/17	ST	\$75.00	011120910051900			
Urban-Bollis, Jill L	Dual Credit Workshop	09/05/17	09/05/17	10/28/17	ST	\$50.00	018120080051900			
Vescogni, Emily B	College Workshop Participant	09/26/17	09/26/17	10/28/17	ST	\$75.00	011120910051900			
Villarreal, Nora Lynn	College Workshop Participant	09/26/17	09/26/17	10/28/17	ST	\$75.00	011120910051900			
Watson, Robb Corey	Dual Credit Workshop	09/05/17	09/05/17	10/28/17	ST	\$50.00	018120080051900			
Whaley, Frances A	College Workshop Participant	09/26/17	09/26/17	10/28/17	ST	\$75.00	011120910051900			
Zellmer, Donald G.	THE 1005 03	08/16/17	12/15/17	10/28/17	ST	\$300.00	011120650051320	THE-1005-03	Theatre Play Production	
						<b>Total</b>	<b>16,061.47</b>			

  
 Cheryl Roelfsema  
 Vice President of Business Services and Finance

 11/9/17  
 Dr. Jerry Corcoran  
 President

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

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**Stipends For Pay Period 11/11/17**

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Beem, Jessica Anne	Putnam County Art Classes 6 Week Contract	09/18/17	11/06/17	11/11/17	ST	500.00	014210331051320			
Bottomley, Michele Lee	New Parttime Faculty Orientation	08/12/17	08/12/17	11/11/17	ST	75.00	011120080151900			
Donna, Rebecca S	SOC 1000 100	10/10/17	12/15/17	12/23/17	ST	2,784.00	011120650051320	SOC-1000-100	Introduction To Sociology	
Ebner-Landgraf, Tammy L	Mileage Reimbursement	10/25/17	10/25/17	11/11/17	ML	73.83	011220946155210			
Erb, Thomas J	New Parttime Faculty Orientation	08/12/17	08/12/17	11/11/17	ST	75.00	011120080151900			
Evers, Patricia Lucille	New Parttime Faculty Orientation	08/12/17	08/12/17	11/11/17	ST	75.00	011120080151900			
Foemmel, Mary Beth	CNA Train the Trainer	11/03/17	11/03/17	11/11/17	ST	105.00	014110394151320			
Francisco, Marjorie Lynn	Updating Standard 6 for Ongoing Accreditation Reporting	10/29/17	11/11/17	11/11/17	ST	960.00	011420730051340			
Freed, Timothy Daniel	Appetizer Party	11/01/17	11/01/17	11/11/17	ST	230.00	014110394151320	HLR-3101-311	Appetizer Party	
Galloway, Rose Marie	New Parttime Faculty Orientation	08/12/17	08/12/17	11/11/17	ST	75.00	011120080151900			
Hartwig, Paul R.	Clothing Allowance	10/29/17	11/11/17	11/11/17	TF	100.00	027110471052900			
Kirk, Janet M	CNA Train the Trainer	11/03/17	11/03/17	11/11/17	ST	105.00	014110394151320			
Leadingham, Paul	Flint Hills Welding Theory Two Sessions	11/03/17	11/03/17	11/11/17	ST	900.00	014210331051320			
Pecherek, Michael John	Cello Lessons	10/12/17	11/02/17	11/11/17	ST	128.00	011120650051340	MUP-2053-02	Applied Music Cello	
Pytel, Kyle Edwin	LaSalle County GDL	11/04/17	11/04/17	11/11/17	ST	175.00	014110394251320		LC LaSalle County GDL	
Reese, Robert C	Presenter Fee Etiquette Dinner	11/06/17	11/06/17	11/11/17	ST	300.00	013230067051900			
Retoff, Dan J	Beginning Yoga	11/01/17	11/01/17	11/11/17	ST	218.75	014110394151320			
Sarver, Gregory Stephen	LC Driver Improvement	10/25/17	10/25/17	11/11/17	ST	150.00	014110394251320		LC Driver Improvement	
Schultz, Kim Ann	CNA Train the Trainer Workshop	11/03/17	11/03/17	11/11/17	ST	105.00	014110394151320			
Smith, Mary Helen	Flint Hills Smartboard Training	11/01/17	11/01/17	11/11/17	ST	100.00	014210331051320			
Smith, Paul C.	Flint Hills 2 Day Operations Training	06/07/17	06/29/17	11/11/17	ST	3,680.00	014210331051320			
Total						10,914.58				

*Cheryl Roelfsema*

Cheryl Roelfsema  
Vice President of Business Services and Finance

*Jerry Corcoran 11/16/17*

D. 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 11/25/17

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Baker, Kathryn June	QuickBooks Pro 2015	10/23/17	11/15/17	11/25/17	ST	\$500.00	014110394151320	CEU-4711-310	QuickBooks Pro 2015	
Biagi, Dorothy A.	Italian Tortellaci	11/14/17	11/14/17	11/25/17	ST	\$200.00	014110394151320	HLR-3943-311	Italian Tortellaci	
Chaffee, Candice Sue	Advanced Herbalism	11/15/17	11/15/17	11/25/17	ST	\$700.00	014110394151320	CPD-3249-11	Advanced Herbalism	
Dellinger, Douglas Albert	Beginning Photography & DSLR	10/10/17	11/17/17	11/25/17	ST	\$455.00	014110394151320	HLR-2506-310	Beginning Photography & DSLR	
Fogle, Kyle Kurt	Guest Speaker for THM 2214 01	11/04/17	11/04/17	11/25/17	ST	\$52.50	011420730051320			
LaManna, Mary Beth	Define & Connect With Your 6th Sense	11/16/17	11/16/17	11/25/17	ST	\$250.00	014110394151320	HLR-6504-310	Define & Connect With Your 6th Sense	
Leadingham, Paul	Profab Welding AWS Testing Elkhorn WI	11/16/17	11/16/17	11/25/17	ST	\$780.00	014210331051320			
Sarver, Gregory Stephen	BC Driver Improvement	11/11/17	11/11/17	11/25/17	ST	\$150.00	014110394351320	CDV-7000-01	BC Driver Improvement	
Smith, Sara E	Food Service Sanitation-8 Hour	11/06/17	11/16/17	11/25/17	ST	\$500.00	014110394151320	CEU-1503-631	Food Service Sanitation-8 Hour	
Story, Michelle M	Ottawa Civil Testing/Scoring For Clerical	11/17/17	11/17/17	11/25/17	ST	\$225.00	014210331051320			
Total						3,912.50				

  
 Cheryl Roelfsema  
 Vice President of Business Services and Finance

  
 Dr. Jerry Corcoran  
 President

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 Stipend, OV=Overload, VA=Vacation Payout, ML= Commuting Mileage  
 MI=Miscellaneous, SS=Summer School

**Bid Results – Multi-Purpose Paper**

Bids for multi-purpose paper were received and publicly opened on November 21, 2017. This paper is for campus-wide use in copy machines, fax machines, and printers. The paper must be certified by either the Forest Stewardship Council or the Rainforest Alliance. The following is a summary of bids received:

<b>Bidder</b>	<b>880 Cartons 20 lb. 8-1/2"x 11" WHITE</b>	<b>80 Cartons 20 lb. 8-1/2" x 11" VARIOUS COLORS</b>	<b>10 Cartons 90 lb. 8-1/2" x 11" INDEX WHITE</b>	<b>10 Cartons 20 lb. 11"x 17" WHITE</b>	<b>TOTAL</b>
<b>(Option A) 1/30 Midland Paper Wheeling, IL</b>	<b>\$20,386.08</b>	<b>\$2,518.56</b>	<b>\$316.80</b>	<b>\$251.46</b>	<b>\$23,472.90</b>
(Option B) Midland Paper Wheeling, IL	\$20,592.00	\$2,544.00	\$320.00	\$254.00	\$23,710.00
Contract Paper Group, Inc. - Uniontown, OH	\$20,900.00	\$2,704.00	\$390.00	\$266.70	\$24,260.70
Staples Advantage Broomfield, CO	\$22,871.20	\$3,520.00	\$480.00	\$325.00	\$27,196.20
Unisource Worldwide, Inc. - Addison, IL	No Bid	No Bid	No Bid	No Bid	

**Recommendation:**

**The administration recommends the Board accept the bid of \$23,472.90 from Midland Paper for multi-purpose paper.**

KPI 6: Resource Management

**Purchase Request – ccSpringboard (Career Cruising) Software**

Career Cruising is a website that guides students in an exploration of careers and work. Students take assessments and explore careers based on their likes and dislikes. Career Cruising is integrated with Starved Rock Advantage (Inspire), which connects our students with career coaches, company information and work-based learning activities. Career Cruising is funded by the Carl Perkins grant.

**Recommendation:**

**The administration recommends Board approval to renew the 23 ccSpringboard Software licenses from Anaca Technologies, Ltd. in the amount of \$11,385 for 2018.**

KPI 1: Student Academic Success

**2017 Tax Levy**

The 2017 tax levy is based on an estimated equalized assessed valuation (EAV) of \$3,250,080,000, a 5.15 percent increase from 2016. The levy request is \$11,891,375, a 4.99 percent increase from the actual tax year 2016 tax extension. This increase will not require a public notice and public hearing.

The levy request is based on the following rates and amounts:

<b>Fund</b>	<b>Tax Rate</b>	<b>Tax Levy</b>
Education	.1300	\$ 4,225,100
Operations & Maintenance	.0400	1,300,000
Additional Tax	.1262	4,101,600
Social Security & Medicare	.0062	200,000
Protection, Health & Safety	.0500	1,677,425
Tort Immunity	.0108	350,000
Audit	.0011	37,250
Bonds	<u>.0000</u>	<u>-</u>
<b>Totals</b>	<b>.3643</b>	<b>\$11,891,375</b>

The Education and Operations and Maintenance levies are at the maximum rates of .13 and .04, respectively. The Additional Tax rate was decreased from .1297 to .1262 as the average operating fund levies for community colleges throughout the state decreased to .2962. The Additional Tax is used exclusively for educational purposes and helps offset the shortfall in state funding.

The estimated tax rate is .3643, a .5 percent decrease from tax year 2016.

**Recommendation:**

**The administration recommends the Board adopt the Tax Levy Resolution, Certificate of Tax Levy, Resolution of Intent, Notice of Intent to Increase Tax Levy, and Certificate of Compliance with the Truth and Taxation Act, as presented.**

KPI 6: Resource Management

RESOLUTION APPROVING A TAX LEVY

RESOLUTION

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513, COUNTIES OF LASALLE, BUREAU, MARSHALL, LEE, PUTNAM, DEKALB, GRUNDY, AND LIVINGSTON, AND THE STATE OF ILLINOIS as follows:

SECTION 1: That the following amounts of money, as indicated on the Tentative Certificate of Tax Levy hereto attached and made a part hereof, must be raised for the various purposes as in said Tentative Certificate of Tax Levy and that the levy for the year 2017 be allocated 50 percent for FY 2018 and 50 percent for FY 2019.

SECTION 2: That the Chairperson and Secretary are hereby authorized and directed to sign said Tentative Certificate and related documents.

APPROVED this 14th day of December, 2017.

\_\_\_\_\_  
Chairperson, Board of Trustees

ATTEST:

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

CERTIFICATE OF TAX LEVY

Community College District No. 513 Counties LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy & Livingston

Community College District Name Illinois Valley Community College and State of Illinois

We hereby certify that we require:

- the sum of \$ 4,225,100 to be levied as a tax for educational purposes(110 ILCS 805/3-1), and
- the sum of \$ 1,300,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ 4,101,600 to be levied as an additional tax for educational purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 350,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and
- the sum of \$ 200,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 37,250 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 1,677,425 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01),and
- the sum of \$ -0- to be levied as a special tax for (specify) \_\_\_\_\_ purposes, on the taxable property of our community college district for the year 20 \_\_\_\_.

Signed this 14<sup>th</sup> day of December, 2017

\_\_\_\_\_  
Chair of the Board of Said Community College District

\_\_\_\_\_  
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 0.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

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(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 513 County(ies) of \_\_\_\_\_ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2017 was filed in the office of the County Clerk of this county on \_\_\_\_\_, 2017.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2017 is \$ \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Clerk and County

RESOLUTION OF INTENT

RESOLUTION

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT 513, COUNTIES OF LASALLE, BUREAU, MARSHALL, LEE, PUTNAM, DEKALB, GRUNDY, AND LIVINGSTON, AND THE STATE OF ILLINOIS as follows:

SECTION 1: That it is the intent of Illinois Valley Community College District 513 to levy a tax pursuant to 110 ILCS 805/3-14.3 for an amount of money as indicated on the Certificate of Tax Levy hereto attached and made a part hereof, for the various purposes as expressed in said Statute.

SECTION 2: That the Chair and Secretary are hereby authorized and directed to file this Resolution and related documents or cause the same to be filed with the County Clerks of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston Counties on or before the last Tuesday in December of this year.

SECTION 3: That the College shall cause to be attached to this Resolution, when filed with the appropriate County Clerks, the applicable Certificate of Eligibility from the State of Illinois pertaining to the issuance of this additional tax.

SECTION 4: This Resolution, in the absence of a Petition received by the College, consistent with the requirements of the aforesaid Statute, shall be authority for the College to levy such additional tax.

SECTION 5: The filing of these documents with the appropriate County Clerks shall be the authority for said Clerks to extend such a tax in the absence of other subsequently filed documents relating to said additional tax.

SECTION 6: The Chair and Secretary shall see that all other provisions of the aforesaid Statute are satisfied and to take such other actions as are necessary or appropriate to comply with the letter and spirit of this Resolution.

APPROVED this 14th day of December, 2017.

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Chair, Board of Trustees

ATTEST:

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Secretary, Board of Trustees

## NOTICE OF INTENT TO INCREASE TAX LEVY

Notice is hereby given that the Board of Trustees of Illinois Valley Community College District No. 513, LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston counties, and the State of Illinois, adopted, on December 14, 2017, its annual tax levy including an additional tax levy of \$4,101,600 for educational purposes, as provided in Section 805/3-14.3 of Chapter 110 of the Illinois Compiled Statutes, as amended.

In accordance with the provisions of Section 805/3-14.3 of Chapter 110 of the Illinois Compiled Statutes, as amended, the following information is provided:

A petition may be filed with the Secretary of the Board of Trustees of Illinois Valley Community College in Building C, Room C-301, at 815 North Orlando Smith Road, Oglesby, Illinois 61348-9692, on or before 4:30 p.m., CDT, January 15, 2018, signed by not less than 9,391 registered voters of the Illinois Valley Community College District No. 513 requesting that an election be held on the 20th day of March, 2018, to determine whether the increased levy should be authorized. If no such petition is filed with the Secretary of the Board of Trustees on or before January 15, 2018, then the District shall be authorized to levy the additional tax. Petition forms are available at the Information Desk from December 15 through December 19, 2017; in Building H from December 20, 2017 through January 2, 2018; and at the Information Desk from January 3 through January 15, 2018.

Dated this 14<sup>th</sup> day of December, 2017

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Secretary, Board of Trustees, District No. 513  
Illinois Valley Community College

CERTIFICATE OF COMPLIANCE WITH THE TRUTH IN TAXATION ACT

I, the undersigned, do hereby certify that I am the Chair of the Board of Trustees of Illinois Valley Community College District 513, Counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston, and the State of Illinois; and

I do further certify that the Board of Trustees of said District at a regularly convened meeting held on the 14th day of December, 2017, adopted a motion to prepare and approve a tax levy, a true and correct copy of which is attached hereto and which was and has been available for public inspection at least twenty (20) days preceding the adoption of the aggregate tax levy of the district; and

That the tax levy resolution was adopted pursuant to and in all respect in compliance with the provisions of 35 ILCS 200/18-60 through 35 ILCS 200/18-85 of the Truth in Taxation Act; and

That the tax levy for the District being less than 105% of the amount of taxes extended, exclusive of election costs for the District for the previous year, a hearing in compliance with the Truth in Taxation Act was not required; and

The notice and hearing requirements of 35 ILCS 200/18-70 of the Truth in Taxation Act are inapplicable; and

The notice requirement of Section 18-85 is inapplicable.

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Chair, Board of Trustees  
Illinois Valley Community College District 513,  
Counties of LaSalle, Bureau, Marshall, Lee, Putnam,  
DeKalb, Grundy and Livingston, State of Illinois

STATE OF ILLINOIS )  
 )  
COUNTY OF \_\_\_\_\_ )

PETITION

We, the undersigned, do hereby certify that we are voters of Community College District No. 513, Counties of La Salle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston and State of Illinois, and as such voters, we do hereby request that the following proposition be submitted to the voters of said Community College District: "Shall the Board of Trustees of Community College District No. 513, Counties of La Salle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston and State of Illinois, be authorized to levy an additional tax of \$2,075,000 for educational purposes, as provided in Section 805/3/3-14.3 of Chapter 110 of the Illinois Compiled Statutes, as amended; and we do hereby further request that the Secretary of said Board of Trustees of said Community College District certify said proposition to the County Clerks of the counties of La Salle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, Illinois, for submission to said voters at the election to be held 20<sup>th</sup> day of March, 20 18.

<i>SIGNATURE</i>	<i>ADDRESS</i>	
_____	_____	, Illinois

The undersigned, being first duly sworn, deposes and certifies that he/she is now and at all times he/she circulated this petition was a registered voter of Community College District 513, counties of La Salle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, and state of Illinois, that his/her residence address is \_\_\_\_\_, \_\_\_\_\_, Illinois, that the signatures on the foregoing petition were signed in his/her presence and are genuine, that to the best of his/her knowledge and belief the persons so signing were at the time of signing said petition registered voters of said Community College District and that their respective residences are correctly stated therein.

Signed and sworn to before me \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

(NOTARY SEAL)

My Commission expires: \_\_\_\_\_, 20 \_\_\_\_.

**Staff Appointment – Shane Lange, Dean, Division of Workforce Development**

The search advisory committee has selected Shane Lange as the Dean of Workforce Development to bring dedicated leadership for this division and to relieve the workload of the Associate Vice President for Academic Affairs. Information on this candidate is attached.

**Recommendation:**

**The administration recommends the appointment of Shane Lange as Dean, Division of Workforce Development, at an annualized salary of \$71,500, effective December 18, 2017.**

KPI 3: Support for Students

KPI 4: Support for Employees

**RECOMMENDED FOR STAFF APPOINTMENT**  
**2017-2018**

GENERAL INFORMATION:

POSITION TO BE FILLED: Dean of Workforce Development

NUMBER OF APPLICANTS: 9

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY: Dr. Anderson, Ms. Beard,  
Ms. Campbell, Ms. Carranco, Ms. Data, Ms. Elias, Mr. Koudelka,  
Mr. Leadingham, Ms. Scheri, Ms. Story

APPLICANT RECOMMENDED:

Shane Lange

EDUCATIONAL PREPARATION:

Illinois State University, Normal, IL – In Progress Ed.D., Teaching and Learning  
University of Massachusetts, Amherst, MA – M.Ed., Curriculum and Instruction/STEM  
Southern Illinois University, Carbondale, IL – B.S., Automotive Technologies  
Illinois Valley Community College, Oglesby, IL – A.A.S., Automotive Technologies

EXPERIENCE:

Illinois Valley Community College, Oglesby, IL – Instructor/Program Co-Coordinator of  
Automotive Technologies  
Halls Junior High School, Lauderdale County, TN – Science Teacher  
Self-employed as Property Developer

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

1. Strong pedagogical background with passion and willingness to learn
2. Credibility with the faculty
3. Knowledge of IVCC culture and the Illinois Valley community
4. Recognizes the need to prepare content experts to be educators
5. Represents the future of the college

RECOMMENDED SALARY: \$71,500 annualized effective December 18, 2017

Ms. Leslie Hofer, SHRM-CP, PHR  
Director of Human Resources

**Staff Appointment – Dr. Patrice Hess, Director of Learning Resources**

The search advisory committee has selected Dr. Patrice Hess as Director of Learning Resources to fill the vacancy created by the retirement of Emily Vescogni, Director of Learning Technologies. Information on this candidate is attached.

**Recommendation:**

**The administration recommends the appointment of Dr. Patrice Hess as Director of Learning Resources at an annualized salary of \$74,000, effective January 2, 2018.**

KPI 3: Support for Students

KPI 4: Support for Employees

**RECOMMENDED FOR STAFF APPOINTMENT**  
**2017-2018**

GENERAL INFORMATION:

POSITION TO BE FILLED: Director of Learning Resources

NUMBER OF APPLICANTS: 7

NUMBER OF APPLICANTS INTERVIEWED: 5

APPLICANTS INTERVIEWED BY: Dr. Anderson, Ms. Day,  
Ms. Dunlap, Ms. Hardy, Ms. Lee, Ms. Lockwood, Ms. Markwell,  
Dr. Radek, Dr. Schiffman, Ms. Story

APPLICANT RECOMMENDED:

Dr. Patrice Hess

EDUCATIONAL PREPARATION:

Illinois State University, Normal, IL – Ed.D., Curriculum and Instruction  
Western Illinois University, Macomb, IL – M.S., Instructional Technology/Design  
Bradley University, Peoria, IL – B.S., Speech and Theatre Education

EXPERIENCE:

McHenry County College, Crystal Lake, IL – Invited Distance Learning and Educational  
Technology Consultant  
Illinois Central College, East Peoria, IL – Associate Dean, Online Learning and  
Instructional Technology; Director of Organizational Learning; Instructional  
Technology Coordinator; Instructional Technology Specialist

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

1. 17 years of distance learning experience at another community college in Illinois
2. Academic support and assessment experience; knows Blackboard LMS
3. Answered interview questions specifically and with depth and asked strong questions of the selection committee
4. Understands the needs of our constituencies and likes the Learning Resources concept
5. Well-rounded and approachable

RECOMMENDED SALARY: \$74,000 annualized, effective January 2, 2018

Ms. Leslie Hofer, SHRM-CP, PHR  
Director of Human Resources

**Board Appointment**

Jeanne Hayden, executive assistant to the president, has submitted her resignation effective December 31, 2017. Along with this position, she was appointed Secretary to the Board. Judy Day has been selected to fill her position and Dr. Jerry Corcoran is recommending the appointment of Judy Day as Secretary to the Board.

**Recommendation:**

**Approve the recommendation to appoint Ms. Judy Day as Secretary to the Board.**

KPI 5: District Population Served

**Bid Results – Two (2) 15-Passenger Shuttle Buses**

Bids for the leasing of two (2) 15-passenger shuttle buses for a period of 36 months were received and publicly opened on November 15, 2017. These vehicles will replace the existing shuttle buses when the leases expire in February 2018.

Vendor	Year/Make/Model	Annual Lease Payment Per Bus
<b>Southern Bus &amp; Mobility, Inc. Breese, IL</b>	<b>2018 Ford E350 Turtle Top Van Terra XLT 15 pass + dedicated rear luggage comp</b>	<b>\$9,498.53</b>
Midwest Transit Equipment, Inc. Kankakee, IL	2018 Ford/Starcraft-Starquest 15 pass + dedicated rear luggage comp	\$9,667.00
Central States Bus Sales, Inc. Big Rock, IL	2018 Champion American Crusader 15 pass + dedicated rear luggage comp	\$13,825.00
Master’s Transportation Belton, MO	2018 Ford E450 Universal 15 pass + dedicated rear luggage comp	\$15,348.48
Acme Auto Leasing, LLC North Haven, CT	2017 Collins Commercial Shuttle 14 pass + dedicated rear luggage comp	\$16,980
Acme Auto Leasing, LLC North Haven, CT	2018 Champion Challenger Shuttle 15 pass + dedicated rear luggage comp	\$19,380

**Recommendation:**

**The administration recommends Board approval to accept the bid from Southern Bus & Mobility, Inc. to lease two (2) 2018 Ford E350 Turtle Top Van Terra XLT buses for 36 months, at an annual lease payment of \$9,498.53 per bus.**

KPI 6: Resource Management

**Approval of the Associate in Applied Science Degree: Agronomy**

Willard Mott, Agriculture Program Coordinator, and Ron Groleau, Dean Natural Science and Business Division, have been working closely with local agricultural leaders and representatives on both the Agriculture Steering Committee and the Agriculture Advisory Committee to create the Agricultural Agronomy curriculum. In February 2017, Mr. Mott and Mr. Groleau introduced the concept of the Agronomy program/curriculum. In November 2017 three new courses related to the Agronomy curriculum were brought forward and approved by the Curriculum Committee. These courses were submitted to the ICCB with notification of approval of the courses on November 9, 2017.

The IVCC Curriculum Committee is recommending that the Board of Trustees approve the Associate of Applied Science degree in Agronomy, as presented in the attached curriculum guide.

**Recommendation:**

**Approve the Associate of Applied Science degree in Agronomy, as presented.**

KPI 1: Student Academic Success

KPI 5: District Population Served

## Agronomy Associate in Applied Science

		Credit Hours
<b>Fall Year 1</b>		
AGR 1000	Introduction to Field Crop Science	4
AGR 1002	Introduction to Agricultural Mechanics	3
	*General Education Course	3
AGR 1202	Introduction to Agricultural Industry	2
AGR 1200	Introduction to Agricultural Business Management	<u>3</u>
		15
<b>Spring Year 1</b>		
AGR 1001	Introduction to Agricultural Economics	3
	*General Education Course (2)	6
AGR 1206	Introduction to Precision Agriculture	4
AGR 1217	Soil Fertility and Fertilizers	<u>3</u>
		16
<b>Fall Year 2</b>		
AGR 1005	Introduction to Soil Science	4
	*General Education Course	3
AGR 1212	Agricultural Sales	3
AGR 1218	Crop Pest Management	3
AGR 1209	Crop Production and Management	<u>3</u>
		16
<b>Spring Year 2</b>		
AGR 1004	Microcomputer Applications in Agriculture	3
AGR 1213	Agriculture Internship	3
AGR 1214	Agriculture Internship Seminar	1
	General Education Course	3
	**Agriculture Elective	<u>3</u>
		13
	<b>Total Credit Hours</b>	<b>60</b>

**\*General Education Courses (All 3 credit hours)**

- SPH 1204 – Oral Communication Skills or SPH 1001 – Fundamentals of Speech
- Social Science General Education (choose one from the following)
  - HIS 2000 – US History to 1865
  - HIS 2001 – US History from 1865
  - PSI 1000 – American National Government
  - PSY 1000 – General Psychology
  - SOC 1000 – Introduction to Sociology
- MTH 1206 – Technical Mathematics I or any General Education Math from the AS guide sheet
- ENG 1205 – Written Communication Skills or ENG 1001 – English Composition I
- Any Humanities or Fine Arts General Education – select any Humanities (Group I) or Fine Arts (Group II) course listed in the AS guide sheet

**\*\* Agriculture Elective (3 credit hours)**

Any course from the following prefixes:

AGR, ELE, IMT, MET, WLD

**Taxing Bodies Intergovernmental Agreement – Exelon Generating Plant**

An intergovernmental agreement among Brookfield/Allen Multi-Township Assessment District, Brookfield Township, Brookfield Township Road District, Marseilles Fire Protection District, LaSalle County, Seneca Rural Fire Protection District, Seneca Library District, South Prairie Park District, Seneca Township High School District #160, Seneca Community Consolidated School District #170, and Illinois Valley Community College District #513, for the negotiation of the equalized assessed valuation of the Exelon Generation property located in Brookfield Township has been negotiated. The Exelon Generation property is located in the College's District and is the largest taxpayer, making up 14 percent of the College's equalized assessed valuation. This agreement provides for a voting representation and the sharing of any expenses incurred on a prorated basis. IVCC's representation and portion of the expenses is 7.34 percent.

The College entered into a similar agreement in May 2008, which ultimately resulted in the seven-year agreement with Exelon that will expire December 31, 2019. The taxing bodies want to negotiate an extension of that agreement with adjustments for equalized assessed valuation and tax rates.

**Recommendation:**

**The administration recommends Board authorization for the President or his designee to sign the Intergovernmental Agreement for Joint Action in Regard to Certain Real Estate Valuation Proceedings, as presented.**

KPI 6: Resource Management

**Intergovernmental Agreement for Joint Action In Regard  
To Certain Real Estate Valuation Proceedings**

This Agreement made and entered into by and between the County of LaSalle, Seneca Township High School District #160, Seneca Community Grade School District #170, Seneca Library District, Seneca Fire Protection District, Marseilles Fire Protection District, South Prairie Park District, Brookfield Township, Brookfield Township Road District, Allen/Brookfield Multi-Township Assessment District, and Illinois Valley Community College, (herein referred to in the aggregate as the “Advisory Board”).

**WHEREAS**, each of the Taxing Districts is a governmental unit which exercises the power of taxation of real property and which depends in part upon tax revenues to carry out its duties and purposes, and

**WHEREAS**, certain owners of property within the boundaries of one or more of the Taxing Districts from time to time allege errors in the assessment of their properties and file complaints regarding such alleged errors with the LaSalle County Board of Review; and

**WHEREAS**, the Taxing Districts may consider that certain properties have been improperly assessed; and

**WHEREAS**, the Taxing Districts are not experts in the field of real property appraisal and legal challenges to assessments and, therefore, need to obtain the services of appraisers, attorneys and other professional advisors from time to time in order to determine the appropriate action in response to assessment errors and/or complaints of such errors; and

**WHEREAS**, the Illinois Revised Statutes (chapter 127, pars. 741, et seq.) authorize the parties to enter into intergovernmental agreements;

**NOW, THEREFORE**, It is Hereby Mutually Agreed that the aforesaid parties do hereby enter into this agreement pursuant to the authority provided by the Intergovernmental Cooperation Act, 5 ILCS 220/1 as follows:

**1. Purpose**

The purpose of this agreement is to provide the means by which Taxing Districts can jointly engage appraisers, attorneys or such other professional advisors as may be needed to determine, with an eye to fair and equitable treatment of all taxpayers: 1) whether current or future valuation protests should be agreed to, compromised, or contested by intervention and/or appeal on the part of affected Taxing Districts; or 2) whether Taxing Districts should seek assessment increases with respect to particular parcels of real property.

## **2. Governance**

This is hereby created an Advisory Board which shall consist of one representative from each Taxing District that is a party to this agreement. Each Taxing District shall appoint such a representative to the Board within seven (7) days of execution of this agreement.

A chair, vice-chair and secretary shall be elected by a vote, with each serving within the elected capacity during the duration of this agreement.

Each district will receive voting representation equal to the taxing districts pro rata in the same proportion as their respective tax receipts on the Exelon Generation property located in Brookfield Township for the 2019 assessment year.

The Board shall adopt such rules and procedures as may be necessary or desirable for the functioning of the Advisory Board.

## **3. Board Powers**

The Board is hereby empowered to perform all acts necessary to the accomplishment of the aforesaid purpose including the appointment of appraisers, attorneys and other professional advisors in conjunction with the assessed valuation of the LaSalle Exelon Plant.

## **4. Funding**

All funds necessary to accomplish the aforesaid purposes shall be payable by the Taxing Districts' pro rata in the same proportion as their respective tax receipts on the Exelon Generation property located in Brookfield Township for the 2019 assessment year to the total of the parties tax receipts for 2019 on property which is the subject of: a) taxpayer's assessment complaint which the Advisory Board determines to evaluate, monitor or contest, or b) of a possible valuation complaint by the Taxing Districts. Only those Taxing Districts which are affected by the valuation of a particular taxpayer's property shall be required hereunder to contribute to the fees or cost of the professional advisors hired in relation to an assessment complaint regarding such property.

## **5. Handling and Accountability of Funds**

Seneca Community Grade School District #170 has agreed to act and is hereby appointed as the financial agent under this agreement.

A two-thirds vote, based on the voting structure, shall be required to enter into contracts and for the payment of obligations of the Advisory Board.

All funding necessary to effectuate the purpose of this agreement shall be paid by the Taxing Districts in their pro rata shares within thirty (30) days of billing.

All funds shall be strictly accounted for. A report of all receipts and disbursements shall be forwarded to the governing bodies of Taxing Districts on a monthly basis by the 15<sup>th</sup> of the month following the reporting month. Such reporting requirements shall only apply to any month in which receipts or disbursements have occurred.

## **6. Meetings**

The Advisory Board's elected secretary or designee shall make record of each meeting and shall transmit to the governing body of each Taxing District hereto not later than seven (7) days from each meeting.

Meetings shall be conducted, and notices thereof given, in compliance with the Illinois Open Meetings Act, 5 ILCS 120/1, et seq.

## **7. Submission of Appraisals and Reports or Experts**

All reports, pleadings or other documents obtained from any professional advisor pursuant to the purpose of this agreement shall be made available to each Taxing District which is contributing toward fees or costs being incurred in the matter involved.

## **8. Additional Parties**

This agreement may be amended at any time for the purpose of adding additional parties or for other appropriate reasons. Those parties must be governmental units with taxing power in whole or part within LaSalle County and shall be admitted in the same manner as, and shall have the same rights, responsibilities and duties as the original signatories to the agreement. An amendment of this agreement shall take effect upon being adopted by the governing bodies through a two-thirds majority vote.

## **9. Withdrawal**

Any party of this agreement shall have the right to withdraw from this agreement in the following manner.

- a. The governing body of the withdrawing governmental unit shall pass a resolution declaring its intention to withdraw effective on a specified date, which date shall not be less than thirty (30) days from the date of its resolution, and shall send certified copies of said resolution to the chair of the Advisory Board and to District #170 not less than thirty (30) days before the effective date of withdrawal.
- b. Withdrawal by any governmental unit shall not result in the discharge of any legal or financial liability incurred by such governmental unit before the effective date of withdrawal, or incurred thereafter by the board in any proceeding jointly undertaken pursuant to this agreement prior to the Advisory Boards chair's receipt of a certified copy of the governmental unit's withdrawal resolution. All such liabilities shall continue until properly discharged or settled by the withdrawing government unit.

**10. Duration of Agreement**

This agreement shall become effective upon the date of its approval by the governing bodies of each of the Taxing Districts which are parties hereto. It shall remain in effect indefinitely in full force and effect until the occurrence of either of the following events:

- a. All Taxing Districts have withdrawn as provided for in section 9.
- b. All Taxing Districts which are or remain parties mutually agree to terminate this agreement by joint resolution passed by each of their respective governing bodies.
- c. An enforceable agreement is reached on the assessed valuation of the Exelon LaSalle Plant.

Termination of this agreement shall not act to discharge any liability incurred by the association of the several governmental units who are parties to this agreement. After the effective date of termination, the advisory board shall continue to exist for the limited purpose of causing Taxing Districts to discharge the debts and liabilities incurred pursuant to this agreement, until such time as those have been fully discharged.

In witness whereof, the parties hereto have caused this agreement to be approved by their respective governing bodies, and signed and attested by their proper officers, on the dates written below.

Seneca High School #160	.3683
Seneca Grade School #170	.2689
LaSalle County	.1978
IVCC	.0734
Seneca Library District	.0254
Brookfield Township Road	.0172
Marseilles Fire District	.0225
Seneca Fire District	.0205
Brookfield Township	.0032
South Prairie Park	.0013
Allen-Brookfield	.0015

**Schedule of Regular Meeting Dates and Times**

In accordance with the Illinois Public Community College Act and the Illinois Open Meetings Act, the Board shall provide public notice of the schedule of regular meetings at the beginning of each calendar year.

**Recommendation:**

**The administration recommends Board approval of the following dates for 2018 and will provide public notice of this schedule. All meetings will take place at 6:30 p.m. in Room C307, the Board Room, on the campus of Illinois Valley Community College, 815 North Orlando Smith Road, Oglesby, Illinois.**

**Thursday, January 11, 2018**

**Thursday, February 8, 2018**

**Thursday, March 8, 2018**

**Thursday, April 12, 2018**

**Thursday, May 10, 2018**

**Thursday, June 14, 2018**

**Thursday, July 12, 2018**

**Thursday, August 16, 2018**

**Thursday, September 13, 2018**

**Thursday, October 11, 2018**

**Thursday, November 8, 2018**

**Thursday, December 13, 2018**

KPI 5: District Population Served

**Semi-annual Review of Closed Session Minutes**

The Closed Session Minutes Committee met on Tuesday, November 28, 2017 to discuss the minutes of meetings lawfully closed under the Open Meetings Act. The Committee's recommendation follows:

**Recommendation:**

**The Closed Session Minutes Committee recommends Board approval to release the following closed session minutes:**

**January 15, 2015      Reduction in Force**

KPI 5: District Population Served

**Authorization for Destruction of Verbatim Recordings of Closed Session Meetings**

In accordance with the Open Meetings Act, a verbatim record has been kept of all meetings of the Board of Trustees of Community College District 513 that are closed to the public since June 18, 2013. The verbatim record is in the form of an audio recording. The audio tape recording of closed sessions is not subject to Board approval, nor is it open for public inspection or subject to discovery in any proceeding other than a court action to enforce the Open Meetings Act.

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

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

**Recommendation:**

**That the Board adopts the following resolution:**

**“Be it resolved that the Board of Trustees of Community College District 513, accepts for destruction the verbatim audiotapes of Closed Session Meetings from June 18, 2013; June 18, 2013; July 16, 2013; August 20, 2013; September 17, 2013; October 15, 2013; November 19, 2013; November 19, 2013; December 17, 2013; January 9, 2014; February 6, 2014; February 13, 2014; March 13, 2014; April 10, 2014; May 8, 2014; June 9, 2014; June 12, 2014; July 10, 2014; August 14, 2014; August 22, 2014; September 3, 2014; September 11, 2014; October 9, 2014; November 13, 2014; November 13, 2014; December 11, 2014; January 15, 2015; February 12, 2015; March 12, 2015; April 9, 2015; May 14, 2015; June 11, 2015; July 9, 2015; September 10, 2015; October 8, 2015; November 12, 2015; November 12, 2015; December 10, 2015; January 14, 2016; February 4, 2016; February 11, 2016; March 10, 2016; April 14, 2016; and May 12, 2016.**

**“Be it further resolved that the Board of Trustees of Community College District 513 authorizes the destruction of Closed Session audiotapes from June 18, 2013; June 18, 2013; July 16, 2013; August 20, 2013; September 17, 2013; October 15, 2013; November 19, 2013; November 19, 2013; December 17, 2013; January 9, 2014; February 6, 2014; February 13, 2014; March 13, 2014; April 10, 2014; May 8, 2014; June 9, 2014; June 12, 2014; July 10, 2014; August 14, 2014; August 22, 2014;**

**September 3, 2014; September 11, 2014; October 9, 2014; November 13, 2014; November 13, 2014; December 11, 2014; January 15, 2015; February 12, 2015; March 12, 2015; April 9, 2015; May 14, 2015; June 11, 2015; July 9, 2015; September 10, 2015; October 8, 2015; November 12, 2015; November 12, 2015; December 10, 2015; January 14, 2016; February 4, 2016; February 11, 2016; March 10, 2016; April 14, 2016; and May 12, 2016 as all the criteria for destruction of these tapes under the Open Meetings Act have been met.”**

KPI 5: District Population Served

**Board Policies (first reading)**

Board Policy 1.21 – Policy Formulation and Adoption requires any revisions to existing board policies or the adoption of a new policy must stand for reading at two regularly scheduled meetings of the Board. In reviewing the board policies, the administration is recommending revisions to the following Board Policies:

- 3.1 Classification of Employees
- 3.19 Hiring Process: Administrators and Support Staff

The administration is proposing the following new Board Policies:

- Alternative Credit
- Illinois Articulation Initiative
- Use of Unmanned Aerial Vehicles (UAVs) or Drones

The Planning Committee has reviewed the policies. No action will be taken on these policies at the December board meeting.

Illinois Valley Community College Board Policy

Subject: **Classification of Employees**  
Number: **3.1**

Effective Date: 10/19/10  
Last Reviewed: 04/14/16  
Last Revised: 04/14/16

IVCC recognizes three distinct employment designations, specifically; (1) Faculty; (2) Support Staff; and (3) Administration. Within each of these designations are categories that further distinguish the job status (full-time/part-time), job role, and job description.

Faculty include full-time teaching personnel, full-time laboratory instructors, and full-time counselors (with the exception of externally-funded advisors or counselors.) The faculty and counselors are represented by the IFT Local 1810. Part-time faculty and counselors are hired as needed based upon enrollment. Therefore, part-time faculty and counselors are not guaranteed continuous or consecutive employment each semester.

Support Staff includes a wide range of positions and associated qualification levels (Level 5 – Level 9), and may be full- or part-time and exempt or nonexempt personnel. ~~Full-time Support Staff whose positions are not program managers or coordinators or considered confidential, managerial, or supervisory in nature are represented by the Illinois Valley Federation of Support Staff Local 6561.~~ Full-time maintenance and custodial employees are represented by the Service Employees International Union Local 138.

Administration includes a range of positions and associated qualification levels (Level 10 – 13), and may be full- or part-time. All Administrators are exempt personnel. They are not represented by a collective bargaining agreement.

Illinois Valley Community College Board Policy

Subject:	<b>Hiring Process: Administrators and Support Staff</b>	Effective Date:	10/19/10
		Last Reviewed:	04/14/16
Number:	<b>3.19</b>	Last Revised:	04/14/16

It is the policy of the Board of Trustees of Illinois Valley Community College to hire administrators and support staff, educated and prepared in accordance with generally accepted standards and practices for leadership and service assignments.

The Board of Trustees will act upon the President's recommendation for filling full-time administrative positions. The appointments of all full-time support staff positions will be brought to the Board of Trustees as items for information.

*If a full-time position is being eliminated, the employee may be appointed to an open position, if qualified for that position.*

Illinois Valley Community College Administrative Procedure

Subject:	<b>Hiring Process: Administrators and Support Staff</b>	Effective Date:	10/19/10
		Last Reviewed:	04/14/16
Number:	<b>3.19 (a)</b>	Last Revised:	04/14/16

1. The supervisor with the administrative or support staff vacancy completes the Open Position Form and submits it to his/her immediate supervisor, Vice President, and President for approval and signature. The Open Position form will be accompanied by the following:
  - a. New or updated position description in approved format;
  - b. Required application materials;
  - c. Criteria for screening applications (based upon position description);
  - d. List of publications and electronic job lists in which position announcement should appear. The text and placement of any position advertisement should be approved by the supervisor initiating the search, and;
  - e. Names of Selection Committee members.
  
2. The supervisor initiating the search should chair the Selection Committee. It is the Selection Committee chair's responsibility to ensure all selection committee members have viewed the administrative hiring process procedures. The Office of Human Resources will provide any additional orientation that the Selection Committee should require.

3. The Selection Committee establishes the procedures for screening, interviewing, and checking references including documentation of the results of each step using approved forms. The Office of Human Resources will screen for minimum qualifications; only applications that meet the minimum requirements will be sent to the Selection Committee Chair.
4. The Selection Committee scores each of the applications based on the key characteristics of the position. Selection Committee members submit scores to Human Resources for tallying. Human Resources recommends to the Selection Committee chair the number of candidates to be interviewed. A telephone interview may be the next step in the process after the initial scoring. The goal of Human Resources is to increase the diversity in the pool of candidates. To meet this objective, the pool of candidates may be enlarged and telephone interviews conducted. Board protocol requires at least three candidates be interviewed when practical; this could be through telephone or con-campus interviews.
5. The Selection Committee will plan the interview activities and set the dates for the interviews. Human Resources will invite candidates for the interview and arrange accommodations and travel. Human Resources will make arrangements for interview activities and schedule time to meet with the supervisor, Vice President, and President (if applicable). Activities for administrative candidates include a formal interview with the Selection Committee, interviews with the President, Vice President, and immediate supervisor, and benefits review with Human Resources Office personnel. Activities for support staff candidates may include the formal interview with the Selection Committee, interview with the immediate supervisor, and may or may not include interviews with the Vice President or President. Other activities may be included at the discretion of the committee.
6. If official transcripts were required but not received with the initial application material, Human Resources will advise the candidate to have transcripts forwarded prior to the on-campus interview. Should the official transcripts not be received at the time of the interview, Human Resources will remind the candidate during the benefits review session of the need for the official transcripts and that recommendations for employment will not go forward to the Board until received.
7. The Selection Committee develops questions to be asked of each candidate interviewed. All candidates for the position will be asked the same set of core questions. Human Resources will review the questions for legality. The same members of the Selection Committee should be present at all interviews.
8. Human Resources will invite candidates for the interview and arrange accommodations and travel. Human Resources will make arrangements for interview activities and schedule time to meet with the President.

9. Following the final interview, the Selection Committee should identify strengths and weaknesses of each candidate based on the established criteria, and come to consensus on the top candidate.
10. Reference checks will be conducted on the top two candidates including their current supervisor. A positive reference from the current supervisor must be received prior to extending an offer to the candidate of choice. If references are not positive on the top two candidates, the Selection Committee chair and Human Resources will determine whether to extend the search or go further down the previously interviewed list of applicants.
11. The supervisor should provide a written recommendation of the top candidate to the appropriate Vice President with a copy to Human Resources. This communication should include a summary of the process with documentation attached supporting the rationale for the recommendation. Documentation should include results of the screening, reference checks, interviews (including all activities).
12. The Vice President, Supervisor, and Director of Human Resources will determine the appropriate salary. Final approval of the salary and conditions of employment must be approved by the Vice President for Business Services and Finance.
13. Once the salary and conditions of employment have been approved by the Vice President for Business Services and Finance, the recommendation will be forwarded to the President for approval and presented to the Board of Trustees. The Board of Trustees will act upon all recommendations to hire administrators. Recommendations for full-time support staff positions will be included in the Board materials as items for information.
14. The position will be offered to the candidate by the Supervisor, who will also contact the unsuccessful candidates who have interviewed. Human Resources will contact the candidates not invited for an interview.

Illinois Valley Community College Administrative		
Subject:	<b>Interim Hiring Process: Administration and Support</b>	Effective Date: 10/09/14 Last Reviewed: 05/12/16 Last Revised: 05/12/16
Number:	<b>3.19</b>	

1. The supervisor with the administrative or support staff vacancy submits to President's Council the need to fill a vacancy on an interim basis. The supervisor receives approval from President's Council to seek letters of interest.

2. Once approval is received, the supervisor will send to the Office of Human Resources the updated job description and Human Resources will send an email to Community Relations for distribution to "Everyone" announcing the interim opportunity. The email will instruct employees who are interested to respond with a letter of interest by a specific date.
3. The supervisor initiating the search should appoint at least two other employees to sit on the informal selection committee, led by the supervisor.
4. The committee will create five to seven questions for the interview process.
5. All interim candidates will be invited to an interview with the committee.
6. The committee will receive copies of letters of interest.
7. Following the final interview, the committee will identify strengths and weaknesses of each candidate based on the job description, come to consensus on the top candidate and make a formal recommendation to the Office of Human Resources.
8. The Director of Human Resources will work with the supervisor to determine an appropriate stipend or salary for the selected candidate. The Office of Human Resources will forward the formal recommendation to the next level supervisor, appropriate Vice Presidents and the President for final approval. Final approval of the salary and conditions of employment must be approved by the Vice President for Business Services and Finance.
9. The Board of Trustees will act upon all recommendations to hire administrators. Recommendations for full-time support staff positions will be included in the Board agenda as items for information.
10. The interim position will be offered to the candidate by the supervisor, who will also contact the unsuccessful candidates who have interviewed.
11. Part-time employees who accept full-time interim positions will not be eligible for full-time benefits during this interim assignment.
12. Part-time hourly employees who are currently in a regular part-time position and express an interest in an additional regular part-time hourly position on an interim basis will be able to assume the responsibilities of both positions, up to 40 hours per week, but would not be eligible for full-time benefits during this interim assignment. Part-time employees who fill the position on an interim basis and are not the successful candidate for the regular full-time position will resume their part-time position duties and hours. The part-time employee's hours in the full-time position will not be counted against the total hours allowed for part-time employees.
13. Full-time hourly employees who are currently employed in a regular full-time position and assume interim responsibilities of a full-time exempt level position (salaried) will have their primary position changed to the interim position and receive a salary appropriate for the position and level.
14. Full-time hourly employees who assume additional duties of another full-time hourly position on a temporary basis will have their hourly pay adjusted as appropriate for the position level and additional responsibilities.

Illinois Valley Community College Board Policy

Subject: **Alternative Credit**  
Number:

Effective Date:  
Last Reviewed:  
Last Revised:

It is the policy of the Board of Trustees to award alternative credit to students documenting college-level learning in any combination of the methods listed below. Students may be awarded credit for up to a maximum of 75% of the credits for a degree and/or certificate based upon any combination of methods listed below. When applicable, individual credit limits are noted within each method's subsection in the accompanying Administrative Procedure.

- Advanced Placement (AP)
- College Level Examination Program (CLEP)
- Military Prior Learning Assessment (MPLA) and Defense Activity for Non-Traditional Education/DSST Credit by Exam (DANTES/DSST/DD-214)
- International Baccalaureate (IB)
- High School Equivalency/General Education Development (HSE/GED) Test results
- Prior Learning Portfolio Assessment (PLA), National College Credit Recommendation Service (NCCRS) Transcript
- Professional Development, Training Evaluation, or competency-based equivalency reviews (e.g., C.E.U.'s, Police Training Academy, etc.)
- IVCC Proficiency Examination results

Illinois Valley Community College Administrative Procedure

Subject: **Alternative Credit**  
Number:

Effective Date:  
Last Reviewed:  
Last Revised:

**Advanced Placement (AP)**

Students will be awarded credit for scores of 3, 4, and 5 on the Educational Testing Services Advanced Placement Examinations. Credit will be awarded for those examinations which correspond to equivalent Illinois Valley Community College courses, which can be found in the table below. Students who have taken Advanced Placement Examinations must have their official score reports submitted to the Office of Admissions and Records to receive credit.

AP EXAMINATION	SCORE	IVCC COURSE	CREDIT GRANTED
CALCULUS	3	MTH 2001	5 hrs.
STATISTICS	3	MTH 1008	3 hrs.
CHEMISTRY	3	CHM 1004	4 hrs.
BIOLOGY	3	BIO 1001	4 hrs.
ENVIROMENTAL SCIENCE	3	P9 901	3 hrs.
PHYSICS 1 AND 2	3	P1 900	3 hrs.
EUROPEAN HISTORY	3	HIS 1000 and HIS 1001	6 hrs.
WORLD HISTORY	3	H2 906 and H2 907 or S2 912N and S2 913N	6 hrs.
ART HISTORY	3	ART 1000 and ART 1010	6 hrs.
MACROECONOMICS	3	ECN 2003	3 hrs.
MICROECONOMICS	3	ECN 2002	3 hrs.
US HISTORY	3	HIS 2000 AND HIS 2001	6 hrs.
HUMAN GEOGRAPHY	3	GEG 1003	3 hrs.
US GOVERNMENT	3	PSI 1000	3 hrs.
COMPARATIVE GOVERNMENT AND POLITICS	3	S5 905	3 hrs.
PSYCHOLOGY	3	PSY 1000	3 hrs.
SPANISH LANGUAGE AND CULTURE	4 or 5 3	SPN 2002 SPN 0000	4 hrs. 3 hrs.
ENGLISH LANGUAGE/COMPOSITION*	3	ENG 1001 or ENG 0000	3 hrs.
ENGLISH LITERATURE/COMPOSITION*	3	ENG 1001 or ENG 0000	3 hrs.
ART 2D DESIGN	3	ART 1005	3 hrs.
MUSIC THEORY	3	MUS 0000	3 hrs.
COMPUTER SCIENCE	3	CSI 1011	4 hrs.
GERMAN	4 or 5 3	GER 2002 GER 0000	4 hrs. 3 hrs.

\*In the event a student receives a 3, 4, or 5 on both AP LANG/COMP and AP LIT/COMP, the student will get 6 course equivalency credits (for ENG 1001 and another elective class) but will be required to take ENG 1002.

**College Level Examination Program (CLEP)**

Students are able to earn a maximum of 12 credits through CLEP. Students will be awarded for those examinations which correspond to equivalent Illinois Valley Community College courses, which can be found in the table below.

<b>General CLEP Exams Accepted by IVCC</b>			
<b>Exam</b>	<b>Required Min. Score</b>	<b>Credit Granted</b>	<b>Equivalent Course</b>
Humanities	57	6 Hrs.	Humanities Elective
Mathematics	55	3 Hrs.	Math Elective
Natural Science	50	3 Hrs.	Geography Elective
Social Science & History	50	6 Hrs.	Sociology Elective (3) History Elective (3)

<b>Specific CLEP Course Exams Offered by IVCC</b>			
<b>Exam</b>	<b>Required Min. Score</b>	<b>Credit Granted</b>	<b>Equivalent Course</b>
American Government	50	3 Hrs.	PSI 1000
Principles of Microeconomics	52	3 Hrs.	ECN 2002
Principles of Macroeconomics	50	3 Hrs.	ECN 2003
Introductory Psychology	57	3 Hrs.	PSY 1000
Introductory Sociology	54	3 Hrs.	SOC 1000
Western Civilization I	51	3 Hrs.	HIS 1000
Western Civilization II	50	3 Hrs.	HIS 1001
College Algebra	50	3 Hrs.	MTH 1003
Biology	50	4 Hrs.	BIO 1001
Calculus	50	5 Hrs.	MTH 2001
Chemistry	50	5 Hrs.	CHM 1006
Financial Accounting	50	3 Hrs.	ACT 1010
Principles of Management	56	3 Hrs.	MGT 2010
Principles of Marketing	54	3 Hrs.	MKT 1210

**Defense Activity for Non-Traditional Education/DSST Credit (DANTES/DSST)**

Military veterans will be awarded a maximum of four hours of credit in physical education

and two hours in health for completion of basic training on a Pass/Fail basis. Note: a maximum of 12 credit hours with grades of "P" (Pass) are allowed to be accepted by IVCC.

Additional credit will be available for veterans who request an evaluation of the military training programs they have completed while in the service. The request should be made to the Director of Admissions and Records supported by evidence of program completion such as the Joint Services Transcript (JST) or DD-214.

Credit will be awarded according to the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services.

**International Baccalaureate (IB)**

Per SB 2505, IVCC will award credit to students who score a 4 or higher on the International Baccalaureate Diploma Program examination in order to satisfy degree requirements.

Similar to Advanced Placement, the International Baccalaureate (IB) Program offers a series of high school courses that are capped with examinations at the conclusion of the program. IVCC course equivalencies are currently under review.

**High School Equivalency/General Education Development (HSE/GED)**

Students who score in certain ranges within the last two years when taking subject areas for the High School Equivalency (HSE) through IVCC are eligible to use those scores for placement or for college credit. You will find IVCC's HSE placement equivalency table below.

	GED	HiSET	Course Placement
LANGUAGE ARTS	165-174		ENG 1001 (Placement)
	175-200	15 with at least a 4 on the essay	ENG 1001 (Credit) - 3 hrs
READING		15	No reading requirement
MATH	165-174		MTH 1008 (Placement)
MATH	175-200	15	MTH 1003 (Credit) - 3 hrs *recommended to still take IVCC placement exam
SOCIAL SCIENCE	175-200	15	Soc/Humanity transfer elective (Credit) - 3 hrs
SCIENCE	175-200	15	PSC 1000 (Credit) - 3 hrs

### **Prior Learning Assessment (PLA) & National College Credit Recommendation Service (NCCRS)**

Students may be eligible to earn credit for prior learning, which refers to the evaluation and assessment of a student's life learning through employment, training, and experiences outside an academic environment from which skills that comprise terminal objectives are mastered to an acceptable degree of proficiency for college credit, certification, or advanced standing toward further education or training.

Students who have demonstrated a learned competency through his or her life experiences will have the opportunity to compile a portfolio demonstrating said competency through the Council of Adult and Experiential Learning (CAEL), who will then review the portfolio and issue a transcript. Credit will then be based on the transcript received from the National College Credit Recommendation Service (NCCRS).

### **Professional Development**

Students who have completed workplace training or continuing education units may have their documentation reviewed by qualified faculty for competency-based equivalence granting of credit.

Course materials should be submitted to qualified faculty for review. Faculty will compare the outcomes of the training or CEU materials to outcomes listed in specific IVCC courses. Based upon this comparison, faculty will make a recommendation about whether the outcomes of the course have been met by the training or CEU curriculum. Assuming satisfactory performance by the requesting student in each of these outcomes, credit for courses will be granted based upon the recommendation that results from the faculty review.

### **IVCC Proficiency Examinations**

A maximum of 25% of the semester hours required to complete a certificate or a degree may be earned through proficiency examinations. Credit will be recorded as a "P" (pass) and will not be included in the grade point average.

Proficiency examination offerings are determined by the academic division. Students requesting a proficiency examination must contact the appropriate Dean.

A non-refundable exam fee is payable at the time the student makes application for a proficiency examination. If the student passes the exam, the student must then pay the regular tuition for the course to receive credit.



### **General required course submission materials – Ongoing Review**

Course outline or other document that includes the following:

- Course prefix/number and title, number of credit hours and contact hours, and studio or laboratory hours, if applicable
- Catalog description including any prerequisites
- Course goals and expected student learning outcomes
- Detailed topical outline
- Method(s) of evaluating student performance, including the number, length and type of writing assignments, if applicable.
- Text(s) used and required reading lists, if applicable
- Date the syllabus and any supportive materials were prepared
- Delivery system, if nontraditional information

At the conclusion of a review, individual course review results will be shared with the IVCC Curriculum Committee on an informational basis.

### **IAI Panel Participation**

College personnel may, when feasible, also opt to participate on IAI review panels. For more information regarding panel openings, faculty members should consult with their respective academic Dean and Transfer Coordinator.

Illinois Valley Community College Board Policy

Subject: **Use of Unmanned Aerial Vehicles (UAVs) or Drones** Effective Date:  
Last Reviewed:  
Number: Last Revised:

The Board of Trustees of Illinois Valley Community College recognizes the Unmanned Aerial Vehicles (UAVs) or drones are a technology with the potential for use in multiple areas that would benefit the College and its students. Those areas include, but are not limited to, educational purposes, law enforcement, and maintenance of facilities.

The use of UAVs brings various issues including State, federal, and local legal compliance issues as well as liability issues on the part of the College.

Operation of UAVs that are not owned by the College or operated on behalf of the College on College property is not permitted without specific authorization from the Director of Facilities.

It is the policy of the College that all UAVs operated on College property shall be:

- registered as required by local, State, and federal legislation;
- registered with the College;
- appropriately insured; and
- operated safely and in compliance with all State, federal, and local legislation as well as all College policies and procedures.

**RECOMMENDED FOR STAFF APPOINTMENT**  
**2017-2018**

GENERAL INFORMATION:

POSITION TO BE FILLED: Executive Assistant to the President

NUMBER OF APPLICANTS: 22

NUMBER OF APPLICANTS INTERVIEWED: 4

APPLICANTS INTERVIEWED BY:

Dr. Anderson, Mr. Brolley, Ms. Campbell, Dr. Corcoran, Mr. Grzybowski,  
Ms. Roelfsema

APPLICANT RECOMMENDED:

Judy Day

EDUCATIONAL PREPARATION:

John A. Logan College, Carterville, IL – AAS Executive Secretary; AAS Legal Secretary

EXPERIENCE:

Illinois Valley Community College, Oglesby, IL – Administrative Assistant to the Vice  
President for Academic Affairs

Illinois Valley Community College, Oglesby, IL – Administrative Secretary to the Dean  
of Student Development

John A. Logan College, Carterville, IL – Manager of Word Processing Center

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

1. AAS degrees for legal secretary and executive secretary from John A. Logan College.
2. Since June of 1985 has served IVCC with distinction as an administrative assistant to two deans and four vice presidents; prior to IVCC was manager of the word processing center at John A. Logan College for three years.
3. Combined clerical skills test results and evidence of familiarity with various software applications is extraordinary.
4. History of patience and professionalism at IVCC has led to recognition by her coworkers as recipient of IVCC Merit Award for Excellence and Distinguished Service Award for Support Staff.

RECOMMENDED SALARY: \$51,168 annualized, effective December 10, 2017

Ms. Leslie Hofer, SHRM-CP, PHR  
Director of Human Resources

**RECOMMENDED FOR STAFF APPOINTMENT**  
**2017-2018**

GENERAL INFORMATION:

POSITION TO BE FILLED: Custodian, 3<sup>rd</sup> Shift

NUMBER OF APPLICANTS: 14

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Mr. Curley, Ms. Forbes, Mr. Quincer, Ms. Smith

APPLICANT RECOMMENDED:

Karol Baker

EDUCATIONAL PREPARATION:

Marquette High School, Ottawa, IL – High School Diploma

EXPERIENCE:

St. Margaret's Hospital, Spring Valley, IL – Custodian 2 Floor Tech; Discharge Clerk;  
Environmental Aide  
Home Instead Senior Care, Peru, IL – Caregiver  
Stonecroft Village, Mendota, IL – Caregiver

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

1. Custodial/janitorial field experience of 4.5 years
2. Experience using commercial cleaning equipment
3. Works well with others and good attendance record
4. Positive references and interviewed well
5. Good written communication skills

RECOMMENDED SALARY: \$19.62 per hour, effective December 4, 2017

Ms. Leslie Hofer, SHRM-CP, PHR  
Director of Human Resources

**RECOMMENDED FOR STAFF APPOINTMENT**  
**2017-2018**

GENERAL INFORMATION:

POSITION TO BE FILLED: Network Administrator

NUMBER OF APPLICANTS: 4

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Mr. Dunlap, Mr. Hunter, Ms. Trager, Mr. Waligora, Ms. Witalka

APPLICANT RECOMMENDED:

Terry Wallin

EDUCATIONAL PREPARATION:

Illinois Valley Community College, Oglesby, IL – AAS, Computer Information Systems;  
Associate in General Studies; Accounting Certificate

EXPERIENCE:

Illinois Valley Community College, Oglesby, IL – Network/Computer Systems Specialist  
Motor Wheel Corporation, Mendota, IL – Training Implementer; Group Leader

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

1. 20 years' experience working in Information Technology Services at IVCC
2. Familiar with existing systems and employee culture at the college
3. Willingness to learn, ability to find answers/solutions to most problems presented
4. AAS degree in computer information systems
5. Positive references highlighting good work ethic, job knowledge, awareness of technology needs, and working well with others

RECOMMENDED SALARY: \$56,000 annualized, effective December 18, 2017

Ms. Leslie Hofer, SHRM-CP, PHR  
Director of Human Resources

Rodney Kreier  
6184 E. 3000 North Rd. Bld A-85  
Streator Il. 61364

Ms. Leslie Hofer

Director of Human Resources

Illinois Valley Community College

815 N Orlando Smith St, Oglesby, IL 61348

November 6, 2017

Dear Ms. Hofer,

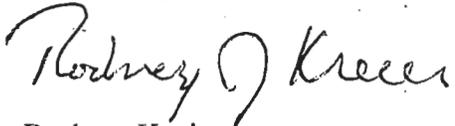
Please accept my resignation from my position as Part-Time Faculty at Illinois Valley Community College. I will not be returning for the Spring Semester on January 10, 2018.

Teaching in the Workforce Development division has been a great blessing for me over the last 7 years. Unfortunately, my primary employment is taking up more time. I am unable to give teaching the priority it needs at this point.

I hope this is plenty of notice for you to fill the position.

I wish you all the best and will always cherish the memories of Illinois Valley Community College.

Sincerely yours,

  
Rodney Kreier

## Paula Hallock

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**From:** Kim Codo  
**Sent:** Tuesday, November 07, 2017 11:16 AM  
**To:** Paula Hallock  
**Subject:** RE: Resignation

Paula,

I am writing to inform you of my intent to resign from teaching at IVCC at the end of the Fall semester. I informed Robyn of this last week and she said to email you also.

Over the last several years I have developed several health problems and I'm concerned that, if these progress, it will interfere with my teaching schedule. I don't want to put IVCC, the students or myself in a position of a potentially erratic schedule that could result in missing lessons that I can't make up in a timely manner.

This was a very difficult decision for me, but I believe it is for the best.

Thank you,  
Kim Codo  
Applied Guitar Instr.

RECEIVED

NOV 7 2017

HUMAN RESOURCES



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

# Memorandum

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

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

**Date:** December 6, 2017

**Subject:** Academic Affairs Reorganization

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Last month, I described the reorganization of the divisions in Academic Affairs. Please find attached a chart detailing the departments, leaders, and assistants assigned to each division.

Humanities, Fine Arts, and Social Sciences	Natural Science, Math and Business	Nursing	Workforce Development
Dean: Dr. Robyn Schiffman	Dean: Ron Groleau	Director: Julie Hogue	Dean: Shane Lange
<u>Admin Asst: Marlene Merkel</u>	<u>Admin Asst: TBD</u>	<u>Admin Asst: Polly Ragazincky</u>	<u>Admin Asst: Theresa Carranco</u>
ANT Anthropology	AGR Agriculture	ALH Allied Health	ATO Automotive
ART Art	BIO Biology	NUR Nursing	COM Computers
ECE Early Childhood Education	BUS Business	PHB Phlebotomy	DLA Dental Assisting
EDC Education	CHM Chemistry	<b>Learning Resources</b>	EGR Engineering
ENG English	CRJ Criminal Justice		Director: Dr. Patrice Hess
FOR Foreign Language	ECN Economics	<u>Admin Asst: Erin Templeton</u>	GNT General Technology
GDT Graphic Design	FRS Forensic Science	Assessment Center	HVC Heating, Ventilation, Cooling
GND Gender Studies	GEO Geology/Geography	Campus and Community Tutoring	IBW IBEW
79 HIS History	HPE Health and Physical Education	Center for Excellence in Teaching, Learning, and Assessment (CETLA)	INS Insurance
HON Honors	MTH Math	Disability Services	MFG Manufacturing
HSE Head Start Essentials	PHY Physics	Distance Learning	PRO Process Operator
HSR Human Services		Jacobs Library	REA Real Estate
HUM Humanities		Student Help Desk	TDT Truck Driver Training
JRN Journalism		Writing Center	THM Therapeutic Massage
LIT Literature			WHS Warehousing
MUS Music			WND Wind Energy
PHL Philosophy			
PSI Political Science			
PSY Psychology			
SOC Sociology			
SPH Speech			

To: Dr. Jerry Corcoran, President

From: Dr. Robyn L. Schiffman, Dean, English, Mathematics, and Education; *RLS*  
Interim Dean Humanities, Fine Arts, and Social Sciences

Re: Dr. Mary Margaret Weeg Cultural Centre Logo

Date: 11/30/17

With so much recent buzz surrounding the Dr. Mary Margaret Weeg Cultural Centre, my part- and full-time performing arts faculty enjoyed the opportunity to think about creating a logo. I am pleased to present to you the work of one of our Graphic Design students, Courtney Ossola, from Granville, IL, whose work was chosen among 5 submissions. Courtney's logo reflects, through pictures and words, the heart of what happens in the Cultural Centre. Starting in the Spring 2018 semester, our immediate aim is to position this logo on all programs, flyers, and other print material. It will also be seen on our website. Thank you for supporting this effort.





*A Union of Professionals*

12/6/2017

Local 1810 Illinois Federation of Teachers  
600 Main Street  
Henry, Il 61537

Dear Jerry,

In accordance with the Agreement between the Board of Trustees of Community College District Number 513 and the American Federation of Teachers Local 1810, Article One, the Federation is submitting a demand to bargain the successor agreement to the current contract for the 2019 Fiscal Year and beyond.

I will be chairing the Federation's team, along with three other members of the Federation. Our IFT field representative will also be involved, if needed. We are looking forward to using a process that will lead to a fair and equitable contract for both parties.

I will be in further contact with you, or your appointed representative to schedule meeting dates.

Steve Alvin

Professor of History, IVCC

President, Illinois Federation of Teachers, Local 1810

OFFICE OF THE PRESIDENT

Allison A. Campbell, Ph.D.  
President-Elect, 2016  
President, 2017  
Immediate Past President, 2018

1155 SIXTEENTH STREET, N.W.  
WASHINGTON, D.C. 20036  
Phone 405-325-2288  
Fax 202-872-6338

November 13, 2017

Dr. Ron Groleau  
Department Chair  
Illinois Valley Community College  
815 N Orlando Smith Road  
Oglesby, IL 61348-9692

Dear Dr. Ron Groleau:

I am very pleased to inform you that the American Chemical Society (ACS) student chapter at Illinois Valley Community College has been selected to receive an Outstanding award for its activities conducted during the 2016-2017 academic year.

For the 2016-2017 academic year, over 400 chapter activity reports were submitted and The Society Committee on Education presented **52** outstanding, **114** commendable, and **139** honorable mention awards. You can find a list of the award winners in the November/December 2017 issue of *inChemistry*, the student member magazine. The award winning chapters will also be honored at the 255<sup>th</sup> ACS National Meeting in New Orleans, LA

Professors Matthew Johl and Promise Yong, faculty advisors of the chapter, deserve special commendation. Few faculty members are willing to make the great commitment of time and energy that a successful chapter requires. Professor Johl and Professor Yong's efforts certainly represent the best in undergraduate science education and mentoring around the country. We extend our warmest congratulations to the students and Professors Johl and Yong for setting such a fine example for other chapters and being exemplary chemistry ambassadors!

If you have any questions regarding ACS Student Communities, please contact Nicole Di Fabio, at 202-776-8010; or [n\\_difabio@acs.org](mailto:n_difabio@acs.org).

Sincerely,



Allison A. Campbell, Ph.D.  
2017 President  
American Chemical Society

cc: Dr. Matthew Johl  
Dr. Promise Yong  
Dr. Jerry M. Corcoran, President



ADAM KINZINGER  
MEMBER OF CONGRESS  
WASHINGTON, D.C. 20515

November 6, 2017

President Jerry Corcoran  
Illinois Valley Community College  
815 North Orlando Smith Road  
Oglesby, Illinois 61348

Dear President Corcoran,

Once again, I am very pleased to have this opportunity to express my gratitude to you and Illinois Valley Community College (IVCC) for sharing your outstanding facilities for the recent 16<sup>th</sup> Congressional District Youth Leadership Summit (YLS).

As has been the case in each of the five years the YLS has been held on your campus, the hospitality provided to me and my staff was absolutely superb. In particular, I would like to express special appreciation to Ms. Dawn Watson and Mr. Matt Boehm.

Ms. Watson worked closely with my staff to do all the facility use planning and then was on hand to quickly deal with any needs the day of. Mr. Boehm very effectively managed the sound system in the auditorium plus made sure each speaker was able to access the sound projection system in a comfortable fashion.

The YLS event itself was very successful with more than 200 students attending from high schools ranging from the Rockford area to Watseka. A review of their event evaluation forms shows the students found the presentations of Mr. Jerry Reinsdorf, who was born into poverty in Brooklyn, and Lieutenant Governor Sanguinetti, whose parents were Cuban refugees in Miami and who is personally battling multiple sclerosis, to be quite inspirational.

Thank you for your welcoming remarks and for leading the Pledge of Allegiance.

NOT PAID FOR AT TAXPAYER EXPENSE

Altogether, our 2017 Youth Leadership Summit was a very worthwhile experience made possible by the deeply appreciated support of Illinois Valley Community College.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adam Kinzinger', with a long, sweeping underline.

Adam Kinzinger  
Representative in Congress  
16<sup>th</sup> District, Illinois

cc: Ms. Dawn Watson  
Mr. Matt Boehm

# 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.