



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Thursday, July 13, 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

#### **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, July 13, 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 – May 31, 2017 Special Board Meeting and June 8, 2017 Board Meeting (Pages 1-12)
  - 6.2 Approval of Bills - \$1,182,000.96
    - 6.2.1 Education Fund - \$971,299.24
    - 6.2.2 Operations & Maintenance Fund - \$83,455.75
    - 6.2.3 Operations & Maintenance (Restricted Fund) - \$20,009.22
    - 6.2.4 Auxiliary Fund - \$32,428.16
    - 6.2.5 Restricted Fund - \$20,581.53
    - 6.2.6 Audit Fund - \$2,250.00
    - 6.2.7 Liability, Protection & Settlement Fund - \$51,977.06
  - 6.3 Treasurer's Report (Pages 13-30)
    - 6.3.1 Financial Highlights (Pages 14-15)
    - 6.3.2 Balance Sheet (Pages 16-17)
    - 6.3.3 Summary of FY17 Budget by Fund (Page 18)
    - 6.3.4 Budget to Actual Comparison (Pages 19-25)
    - 6.3.5 Budget to Actual By Budget Officers (Page 26)
    - 6.3.6 Statement of Cash Flows (Page 27)
    - 6.3.7 Investment Status Report (Pages 28-29)
    - 6.3.8 Disbursements - \$5,000 or more (Page 30)

- 6.4 Personnel - Stipends for Pay Periods Ending May 27, 2017; June 10, 2017; and June 24, 2017 (Pages 31- 38)
7. President's Report
8. Committee Reports
9. FY2018 Tentative Budget (Pages 39-41)
10. Staff Appointment – Director of Information Technology Services
11. Faculty Appointment – Maddalena Alfano, Nursing Instructor (Pages 42-43)
12. Naming Rights – Ralph Scriba Conference Center (Page 44)
13. Intergovernmental Agreement between Lake Land College and Illinois Valley Community College (Pages 45-50)
14. Intergovernmental Agreement with the City of Streator (Pages 51-70)
15. Student Athletic and Catastrophic Student Athletic Insurance Renewals (Page 71)
16. Proposal Results – Enrollment Driver Magazine (Page 72)
17. Blackboard Contract Fiscal Year 2018 (Pages 73-74)
18. Request for Proposals – Website Content Management System (Page 75)
19. Items for Information (Pages 76-105)
  - 19.1 Staff Appointment – Diane Lane, Administrative Systems Lead (Page 76)
  - 19.2 Staff Resignation – Zachariah Forkner, Part-time English Instructor and Writing Tutor (Page 77)
  - 19.3 Staff Resignation – Kelsey Forkner, Part-time English Instructor (Page 78)
  - 19.4 Staff Resignation – Jayna Leipart Guttilla, Library Technician (Part-time) (Page 79)
  - 19.5 Illinois Board of High Education Approval of Associate in Applied Science in Agricultural Business Management Program (Page 80)
  - 19.6 University of Illinois Extension Lease Renewal (Page 81)
  - 19.7 Illinois Valley Symphony Orchestra Campus Events (Page 82)
  - 19.8 Changes to Administrative Procedures (Pages 83 – 96)
    - 19.8.1 Board Travel, Conference and Meeting Expenses (Pages 84-86)
    - 19.8.2 Business Travel, Conference and Meeting Expenses (Pages 87-91)
    - 19.8.3 Use of College Vehicle (Pages 92-96)
  - 19.9 Sabbatical Leave Report – Jeff Spanbauer (Pages 97-104)
  - 19.10 Thank You – Liberty Village (Page 105)

20. Trustee Comment
21. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) litigation; and 3) closed session minutes.
22. Possible Termination of a Custodian
23. Staff Appointment – Bonnie Bennett-Campbell, Interim Vice President for Academic Affairs
24. Approval of Closed Session Minutes
25. Other
26. Adjournment

**ILLINOIS VALLEY COMMUNITY COLLEGE**

**Board of Trustees**

**Minutes of Special Meeting**

**May 31, 2017**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a special session (Board Retreat) at 5:30 p.m. on Wednesday, May 31, 2017 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically**

**Present:**

Jane E. Goetz, Chair  
Everett J. Solon, Vice Chair  
David O. Mallery, Secretary  
Jay K. McCracken  
Amy L. Sipovic  
Angela M. Stevenson  
Matthew F. Pehoski, Student Trustee

**Members Telephonically**

**Present:**

Melissa M. Olivero

**Members Absent:**

**Others Physically**

**Present:**

Jerry Corcoran, President  
Cheryl Roelfsema, Vice President for Business Services and Finance  
Deborah Anderson, Vice President for Academic Affairs  
Bonnie Campbell, Associate Vice President for Academic Affairs and Dean of Workforce Development  
Mark Grzybowski, Associate Vice President for Student Services

**BOARD OPERATIONS**

Communication – Board members received minutes from the last retreat on how communication was handled. Dr. Corcoran was asked to use his own discretion on sending out emails so that board members are not receiving too many. If a board member wants to follow up on a previous discussion, they may ask Dr. Corcoran if it is okay to send an email to an employee of the College. If it is college-related business and the communication continues, Dr. Corcoran would like to be copied on the email as a professional courtesy. All board members were comfortable the way Dr. Corcoran is currently communicating. Mr. Mallery asked that everyone be kept at the same level.

Committees – A list of the board committees and their responsibilities along with the current members of each committee was provided. Any board member can attend any committee meeting. There are three people on each committee so a quorum of two is needed. Mr. Mallery cautioned that members of the same committee cannot discuss issues related to the committee outside of a meeting in light of the Open Meetings Act.

### IVCC Email Addresses

If a community member wants to reach out to a board member, the email address should be one that the board member checks regularly. The administration would be happy to set every board member up with an IVCC email address. For FOIA purposes, it would be a good idea to send college business to an ivcc email address. Otherwise, all personal information could be revealed under FOIA. Everyone agreed, but Mr. Mallery wanted the administration to check and see if the IVCC email account could be linked with each board member's personal account, eliminating the need to check two email accounts.

## **BUSINESS SERVICES AND FINANCE**

### Master Plan

The last Master Plan was prepared in September 2011. At that time the College had just started on the Community Technology Center (CTC) and analyzing its existing facilities. Things have changed and it is time to update the Master Plan. Dominick Demonica has worked with the administration before and is anxious to begin the process of updating it. Cheryl Roelfsema referred to Page 34 of the Master Plan which illustrated the preferred direction for facilities growth on the main campus. The brown buildings are existing buildings – A, B, C, D, E, F, and G, truck driver training, greenhouse, auto and welding labs. The light blue buildings – Community Technology Center and 1 and 2 were additions and the maintenance shop which have been constructed since 2011. The yellow buildings were proposed facilities – Fine Arts Center, Community Sports Center & Childcare Center, and Student Housing. If the Sports Center was built, the current gym would be used for Continuing Education classes – Yoga, Tai-Chi, and dance. These are long-term ideas that could be possibly conceived in the future. They are holding spaces if questions would arise as to where they would be located on campus. The 911 Center has been delayed due to funding. It is contingent on a grant with the former governor. Suggestions for updating: add soccer fields, include a placeholder for the 911 Center, remove the old barn and the proposed wind turbine. Laurie Bonucci wanted to fundraise for the barn. She began the process of reaching out to individuals. Everett suggested thinking about the future of the Ag program or if there was any history behind the barn where a donor might be interested. Cheryl noted the Operations Committee has been working on ideas for the Master Plan and will work with Mr. Demonica on a price to update it. The Master Plan will be an agenda item for the next Facilities Committee. Currently there is not funding available for the Resource Allocation and Management Program (RAMP) which is a program to request capital funds for building projects. There are currently 26 projects on the list, but with no funding for the last two or three years there have been no building projects selected from the list. The projects are funded at 75 percent by the state and 25 percent locally. IVCC built the CTC building with \$25 million from the state and \$7 million from IVCC. IVCC borrowed \$5 million and paid it off in five years.

### Succession Planning – Organizational Charts

The Board reviewed three organizational charts – faculty, full-time employees, and part-time employees. Each chart indicated employees age 55-61 in yellow and employees age 62 or older in red.

## **ACADEMIC AFFAIRS**

### Institutional Strategic Planning Update

Dr. Anderson will be bringing everyone together to discuss a new mission and vision statement and then looking at goals and objectives. The faculty began the process of developing an academic plan in fall 2016 and a draft of the Academic Affairs Plan was reviewed by the Board. This draft will be presented to the faculty in fall 2017 and then to the Teaching and Learning Committee for approval. The final academic plan will then be presented to the Strategic Leadership and Planning Council (SLPC) and included in the institutional strategic plan. Anticipated completion of the institutional strategic plan is May 2018.

### Accreditation Reaffirmation and Pathway Update

On May 5, 2017 IVCC was notified by the Higher Learning Commission (HLC) that its Institutional Actions Council had reaffirmed its accreditation through 2026-2027. The Council also accepted the visiting team's recommendation that IVCC submit a monitoring report concerning the areas of accreditation that had been "met with concerns." The monitoring report is due to HLC no later than November 1, 2018. IVCC was eligible to select its pathway to accreditation. There are three ways to be accredited – Standard, Open, and AQIP pathways. IVCC is very familiar with the AQIP pathway; it has been an AQIP institution since 2002. AQIP institutions are often interested in competing for Baldrige Awards and its principles are outlined with these standards in mind. A lot of resources are needed to do the AQIP Pathway well. Three action projects are on-going at all times. It is an eight-year cycle with two required written Systems Portfolios. In year eight, a site visit is conducted. The Standard Pathway is for institutions that require more oversight from the HLC. The Open Pathway has what is good about AQIP – Continuous Quality Improvement (CQI). It is a ten-year cycle. It appeals to high-performing institutions. It emphasizes the five criteria for accreditation and requires institutions to engage in improvement activities over the course of the cycle. IVCC would document the evidence that it is worthy of accreditation in years four and nine. There is one project that is required and is worked on for three or four years to improve the institution. The Open Pathway has been selected as the accreditation pathway best suited to IVCC's current resources. Dr. Anderson is closing out the three AQIP action projects. One action project was completed. The second project was developing students for prior learning assessment. The College will continue to work on this as a priority. The third project is the standard of operations and the way the administration uses data in making decisions. These projects will still come up, but will not have to go through the project process. Mr. Mallery noted that with AQIP there is a third party validating the work and he wanted to know who would be doing that now. Dr. Anderson said because IVCC has been with AQIP so long the site-to-check process is in place. This is the role of the SLPC. Mr. Mallery explained he was talking about another peer institution. Mr. McCracken noted that even though the State dropped programs in K-12, schools continued with the program. The reporting piece becomes a greater threat and takes time away from the project. Mr. McCracken suggested contacting other colleges that use the Open Pathway. It is now a trend with other community colleges to change to the Open Pathway. Ms. Goetz noted that sometimes personal evaluations are more critical. SLPC makes the decision on what projects the College will pursue.

### Department Reorganization Discussions

Academic Affairs currently has five academic divisions. With the retirement of Dr. Brian Holloway, this is an opportunity to reorganize and increase efficiency and productivity. Under

consideration is decreasing five divisions to four and replacing the Humanities, Fine Arts, and Social Sciences dean with a Career and Technical Programs or Workforce Development dean. This position will alleviate the dean responsibilities from the Associate Vice President for Academic Affairs, creating opportunity for additional productivity in the areas of curriculum, assessment, and program review. This will also require a redistribution of the academic content areas among the other divisions. Dr. Anderson provided a list of 11 proposed items for Academic Affairs to work on during the next year.

Melissa Olivero left the meeting telephonically at 6:34 p.m.

#### Quick Facts

The sheet of quick facts was very helpful when Fran Brolley and Jerry Corcoran were visiting different organizations in raising funds for the Community Technology Center. The quick fact sheet has not been a top priority, but this was an opportune time to update it for new board members. It is also on the College's website. Suggestions: Credit students broken out by county instead of towns would be helpful. Why 10<sup>th</sup> day when so many adult students register after the 10<sup>th</sup> day? Revenue by Sources – should that be FY2015 and FY2016? Ms. Stevenson noted that she hears concerns that the College should offer more night classes. Bonnie replied that a lot of the career and technical classes are in the evening because most of the students work during the day. Since the College has provided online courses, there has been a drop in evening classes. The College does offer evening classes, but some are dropped due to low enrollment. Mr. Mallery asked if the same rules for dropping day classes apply for evening classes. Maybe the minimum number of enrollees needed for a class to make could decrease for the evening classes. Dr. Anderson will look into this. Online appears to be an area where the College can grow.

#### Graduation Requirements

The State suggests an AA or AS degree should be no more than 60 credit hours. Any new programs over 60 hours submitted for approval by the State require justification for the extra hours. Dr. Anderson would like to change the programs that are currently 64 hours down to 60. Faculty own the curriculum so this process would need to be done with faculty involvement. Dr. Anderson would like to be proactive instead of it being a state mandate a few years down the road. A bachelor degree requires 120 hours.

Melissa Olivero returned to the meeting telephonically at 6:45 p.m.

#### Perkins Grant

The Carl Perkins Grant is federally funded through the Illinois Community College Board. The funds are divided 60/40 between secondary and postsecondary education. Last year IVCC received \$214,395 and Bonnie Campbell is planning on this amount again this year. Use of the Perkins Funds includes working with career and technical education, strengthening the programs and partnerships with education and employers, professional development for the faculty, and equipment needs. There are six guiding principles associated with Perkins and every principle has activities and expected outcomes that IVCC has to meet. Quarterly reports are then submitted so that ICCB can keep track of what IVCC is doing. There are also accountability measures. This is based on data sent to ICCB and scored. IVCC has scored very well except for the nontraditional participation and nontraditional completers. Non-traditional for the Perkins Grant is gender-based.

IVCC has been trying to promote young women interested in male-dominated careers. Mr. Mallery asked when the College is evaluating the cost of a program, are the expenses paid by grants used in the decision to keep a program? Would it be fair to back those expenses out of the comparison? It was noted that money from grants is separated from expenses that come out of the operating funds.

## **STUDENT SERVICES**

### Strategic Enrollment Goals

Five subgroups were formed from the Strategic Enrollment Management (SEM) Committee and have been tasked with designing strategic enrollment objectives for the following subpopulations:

- Dual Credit Students
- At-risk Students
- General Population (Communication & Admission Focus)
- General Population (Marketing & Retention Focus)
- Non-traditional Students

This will provide a long term look at what the college's enrollments will look like and what the students will look like. The committee is working on strategic goals for each category. If students apply to college, they tend to enroll. General Population – instructors look at their rosters and counselors contact them if they have missed classes. Last year over 70 percent of the students earned an A, B, or C with no intervention, but 79 percent earned an A, B, or C with intervention. This subgroup is also working on improving the market penetration at high schools. These groups are meeting monthly. The Enrollment Task Force meets every two weeks. Non-traditional is both 26 years of age or over and gender. Mr. Mallery suggested giving a weighted score for dual credit. Encourage the high schools to do this and help them understand how it does impact the counselors. Dr. Sipovic believes weighting the courses is more of an incentive to take the course. Mr. McCracken would like to see IVCC market the Putnam County College Start and the Running Start programs to all the high schools. Mr. McCracken suggested comparing the university costs with IVCC costs. He also suggested working with the high school foundations to help pay for the dual credit courses. There were 124 Free and Reduced Lunch students that paid \$5 to register for the dual credit courses. Dr. Corcoran noted that he is working with the IVCC Foundation to cover these costs.

### Tuition Waivers

Board members reviewed a spreadsheet on tuition waivers awarded to students at IVCC. Athletics is separated from Academic/Student Life to give a clearer picture of where the hours and dollars are allocated. Another column was added to show in-district and out-of-district student athletes who received waivers – 82 percent were in-district students. Since FY2015, the College changed from calculating waivers by credit hours as opposed to full- or half-waivers. This provides flexibility when awarding waivers by maximizing waiver funds and assisting as many students as possible. Ms. Goetz noted the many academic achievements by the student athletes.

## **ADJOURNMENT**

Ms. Goetz declared the meeting adjourned at 7:23 p.m.

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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**

**Minutes of Regular Meeting**  
**June 8, 2017**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, June 8, 2017 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Jane E. Goetz, Chair  
Everett J. Solon, Vice Chair  
David O. Mallery, Secretary  
Jay K. McCracken  
Melissa M. Olivero  
Amy L. Sipovic  
Angela M. Stevenson  
Matthew F. Pehoski, Student Trustee

**Members Absent:**

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

**APPROVAL OF AGENDA**

Ms. Goetz asked to move Agenda Item 23 – Semi-annual Review of Closed Session Minutes after closed session. It was moved by Ms. Olivero and seconded by Mr. McCracken to approve the agenda as amended. Motion passed by voice vote.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA ITEMS**

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

The following items were approved in the consent agenda:

Approval of Minutes – May 11, 2017 Board Meeting; May 23, 2017 Audit/Finance Committee Meeting; and May 30, 2017 Closed Session Minutes Committee Meeting

Approval of Bills - \$1,083,640.72

Education Fund - \$782,787.90; Operations & Maintenance Fund - \$119,187.91; Operations & Maintenance (Restricted Fund) - \$3,026.00; Auxiliary Fund - \$110,898.98; Restricted Fund - \$8,001.12; and Liability, Protection & Settlement Fund - \$59,738.81

Treasurer's Report

Personnel

Approved the stipends for pay periods ending April 30, 2017 and May 13, 2017

Prevailing Wage Resolution

Adopted the Prevailing Wage Resolution for Fiscal Year 2018.

Purchase Request – Ellucian Maintenance Agreement

Authorized the administration to enter into a five-year maintenance agreement with Ellucian for software maintenance services. The FY2018 price is \$247,812.

Daikin Applied Americas, Inc. Chiller Maintenance Contract

Approved to extend the existing contract with Daikin Applied Americas, Inc. for one (1) additional year at a cost of \$33,600.

**PRESIDENT'S REPORT**

Dr. Corcoran reported the Adult Education Recognition event held on May 16 was a terrific program. The stories about individuals persevering in order to earn their high school equivalency credential, become citizens, or complete the bridge to careers program were very inspiring. Sara Escatel and her Adult Education team do great work and Dr. Corcoran is very proud of them. Dr. Corcoran thanked Trustees Goetz, McCracken, Sipovic and Stevenson for their participation in the program. May 20 will go down in many minds as a day to remember forever because of the huge turnout at both the Nurse Pinning ceremony in the morning followed by Commencement in the afternoon. Special thanks went to Julie Hogue and Mark Grzybowski and the teams they both led in coordinating these special events. Everything turned out just fine—including the weather. Steve Malinsky oversees the Regional Work Study Program on behalf of the Regional Office of Education and the Business Employment Skills Team, and he reported earlier this week that the program served 36 students at the Ottawa Center and Main Campus this year. Twenty-one people completed requirements to earn a diploma from their high school. The remaining 15 are eligible to return next year and continue their journey. In response to Steve's note of appreciation to Dawn Watson for the college's hospitality, Dr. Corcoran mentioned that this is a great example of good people coming together for a common cause and sharing resources, then everyone benefiting because of the results. Kudos to the ROE and BEST, Inc. staff on a job well done. The NJCAA and Arrowhead Conference Academic Excellence Award results are in and IVCC had 28 student athletes earn Academic All-American honors. According to Cory Tomasson and Mark Grzybowski, that is the highest number ever at IVCC. Last year IVCC had 11. IVCC also had 10 student athletes who were named Academic First-Team, meaning they earned a perfect 4.0 GPA for the year. Overall, IVCC had 51 student athletes earn Academic All-Conference honors. Dr. Corcoran congratulated the coaches and everyone affiliated with IVCC athletics on their ability to recruit so many impressive, high-quality student athletes. Over the years the College has been

fortunate to establish a special relationship with donors who share its vision for high quality programs and services at a very affordable price. The College's first-ever capital campaign was a success when it met its goal of raising \$2.1 million to equip the new Peter Miller Community Technology Center with the latest and greatest technology and equipment. The College then set its sights on a campaign to establish an endowment with a goal of \$500,000. Thanks to Fran Brolley and his team, \$574,000 was raised which includes a check that arrived this morning for \$50,000 from the Scriba Charitable Gift Fund "in support of the Ag Program" thanks to the College's friend, Ralph Scriba. The administration is in the process of preparing a recommendation to honor Mr. Scriba and his foundation in the very near future--stay tuned for more to follow on that front. For now, Dr. Corcoran asked everyone to please join him in saying thanks very much to Fran and his Foundation staff along with Reed Wilson and Jeanne Hayden for a job well done.

### **COMMITTEE REPORTS**

The Committee board minutes were included in the board book. There were no additional reports.

### **STAFF APPOINTMENT – CHRISTOPHER DUNLAP, INTERIM DIRECTOR OF INFORMATION TECHNOLOGY SERVICES**

It was moved by Mr. Solon and seconded by Mr. McCracken to approve the appointment of Christopher Dunlap, Interim Director of Information Technology Services, with additional compensation of \$400 per pay period effective June 12 through December 31, 2017. Motion passed by voice vote.

### **FACULTY APPOINTMENT – TRACEY ANTLE, NURSING INSTRUCTOR**

It was moved by Ms. Stevenson and seconded by Mr. Solon to appoint Tracey Antle as Nursing Instructor at B-7, an annualized salary of \$49,874 on the 2017/2018 faculty salary schedule, effective August 14, 2017. Motion passed by voice vote.

### **FACULTY APPOINTMENT – TAYLOR MYERS, NURSING INSTRUCTOR**

It was moved by Dr. Sipovic and seconded by Ms. Stevenson to appoint Taylor Myers as Nursing Instructor at B-4, an annualized salary of \$45,327 on the 2017/2018 faculty salary schedule, effective August 14, 2017. Motion passed by voice vote.

### **FACULTY RETIREMENT – CHERIE MONTERASTELLI, THERAPEUTIC MASSAGE PROGRAM COORDINATOR/INSTRUCTOR**

It was moved by Mr. Solon and seconded by Mr. Mallery to accept with regret the retirement of Cherie Monterastelli, Therapeutic Massage Program Coordinator/Instructor, effective July 31, 2017. Motion passed by voice vote.

### **FACULTY RETIREMENT – LINDA HANLEY, NURSING INSTRUCTOR**

It was moved by Ms. Olivero and seconded by Mr. McCracken to accept with regret the retirement of Linda Hanley, Nursing Instructor, effective August 10, 2017. Motion passed by voice vote.

### **FACULTY RETIREMENT – DR. JANE SACK, COUNSELOR**

It was move by Mr. Pehoski and seconded by Ms. Stevenson to accept with regret the retirement of Dr. Jane Sack, Counselor, effective May 31, 2017. Motion passed by voice vote.

**STAFF RETIREMENT – EMILY VESCOGNI, DIRECTOR OF LEARNING TECHNOLOGIES**

It was moved by Mr. Solon and seconded by Dr. Sipovic to accept with regret the retirement of Emily Vescogni, Director of Learning Technologies, effective January 31, 2018. Motion passed by voice vote.

**AUTHORIZATION TO CONTINUE PAYMENT FOR STANDARD OPERATING EXPENDITURES**

It was moved by Mr. McCracken and seconded by Mr. Pehoski to authorize the administration to continue the operation of the College by making those expenditures required for normal operations, including salaries, approved contracts, utilities, maintenance, supplies, and regular activities for the period July 1, 2017 through budget adoption. Motion passed by voice vote.

**TRANSFER OF FUNDS**

It was moved by Ms. Stevenson and seconded by Dr. Sipovic to authorize the administration to transfer \$89,332 from Fund 01 (Education Fund) to Fund 06 (Restricted Purposes Fund) for the Small Business Development Center. Motion passed by voice vote.

**MIDWEST ENERGY INC. PROPOSAL OF ELECTRICITY PURCHASE**

It was moved by Mr. Solon and seconded by Ms. Stevenson to authorize the administration to enter into a contract with MidAmerican or Constellation Energy for the purchase of electricity on the Day-Ahead Locational Marginal Price Rates. Motion passed by voice vote.

**PURCHASE REQUEST – SECURE 32 UPGRADE**

It was moved by Mr. Pehoski and seconded by Ms. Olivero to authorize the purchase of the Secure 32 Upgrade in the amount of \$16,935 from FIS AvantGard, LLC. Motion passed by voice vote.

**BOARD TRAVEL**

It was moved by Mr. Pehoski and seconded by Ms. Olivero to approve reimbursement of expenses incurred for mandated trustee training up to the amount of \$304.20 each to David Mallery, Jay McCracken, Amy Sipovic, and Angela Stevenson and reimbursement of expenses incurred for the Student Leadership Institute up to the amount of \$436.36 to Matthew Pehoski.

Student Advisory Vote: “Aye” – Mr. Pehoski. Roll Call Vote: “Ayes” – Mr. McCracken, Dr. Sipovic, Mr. Solon, Ms. Stevenson, Ms. Olivero, Mr. Mallery, and Ms. Goetz. “Nay” – None. Motion carried.

**ICCTA MEMBERSHIP**

It was moved by Ms. Stevenson and seconded by Mr. McCracken to rejoin the Illinois Community College Trustees Association at the one-time reduced rate of \$9,067. Mr. Mallery noted the Board decided about one year ago to discontinue the College’s membership in the ICCTA. Mr. Mallery said he reluctantly went along with it to set an example. Mr. Mallery asked the administration to work on paring back on other College memberships and they did - \$70,000 down to \$58,000. But Mr. Mallery could not see spending the \$12,000 that was saved to rejoin ICCTA even at the discount rate. He will oppose rejoining on those grounds. Ms. Goetz noted the trustee training session was very good. She said ICCTA provides a lot of good services for Illinois community colleges. With the budget situation, IVCC needs someone in Springfield who will speak for it and

that is what ICCTA will do. Being a part of a professional organization shows that the Board cares about the College and wants to make sure IVCC is receiving the benefits like other community colleges. Mr. McCracken noted IVCC and Rock Valley were the only two community colleges that pulled out and ICCTA was kind enough to provide services to IVCC this past year even though it was not a member. Ms. Stevenson noted ICCTA provided the membership discount for the training and now for the membership dues. Ms. Goetz stated this is great, but is minor to the work it does. If IVCC wants a voice, this is where the voice is and IVCC will not be heard if the Board does not work with them. Mr. Mallery noted he was not saying it is a bad organization; it is the principle of the money. Mr. Solon believes it is a great organization, but if the Board is looking to reduce expenses, it is easier to deal with memberships than items inside the building. Dr. Sipovic could go both sides. It is easier to swallow reduction because it is not affecting the students. From a cost-benefit analysis, it is not as tangible, but when you see what the students missed out on – applying for awards, this needs to be considered. IVCC doesn't have skin in the game and it needs to be a team player. Mr. McCracken noted that there are many community colleges in far worse financial shape than IVCC, but they are paying their fair share and he believes this is another compelling point. Mr. Mallery said from the student trustee perspective he will continue to be able to participate because his programs run through the ICCB. Mr. Pehoski said he thought it was more important for the whole college to be a member and not just for the student trustee. Ms. Stevenson noted in her business she pays dues to a membership and the organization does the lobbying for them. She agreed with all the comments Ms. Goetz made. Motion passed by voice vote with Mr. Solon and Mr. Mallery voting “nay.”

#### **TRUSTEE COMMENT**

The IVCC Quick Facts were adjusted. Adult Education enrollment was separated because the 10<sup>th</sup> day of the semester is not an accurate time to capture enrollment figures for the Adult Education department. Enrollment by county was added.

Ms. Goetz and her husband have been members in the 21<sup>st</sup> Century Scholarship Society for the past eight years. The program has awarded \$130,000 in scholarships to 106 students. She encouraged everyone to consider joining. This is another way to share our talents and to show how much IVCC means to us. Ms. Goetz distributed an article on Board Leadership and highlighted items from the article regarding good manners and how to be a better board member. Mr. Mallery shared some takeaways from the training session; one being FOIA applies to the Foundation as an arm of the College and there is a process that is appropriate for the consent agenda. Dr. Sipovic noted the Open Meetings Act and FOIA scenarios were very practical and the contract negotiations and relations with collective bargaining teams were very interesting. Mr. McCracken was surprised how similar everything is between community colleges and K-12 – the Open Meetings Act and other parts. There is a great continuance from the K-12 setting to the community college setting which is very good.

#### **CLOSED SESSION**

It was moved by Ms. Solon and seconded by Dr. Sipovic to convene a closed session at 7:02 p.m. to discuss 1) litigation and 2) closed session minutes. Motion passed by voice vote.

After a short break, the Board entered closed session at 7:10 p.m. On a motion by Mr. Solon and seconded by Ms. Stevenson, the regular meeting resumed at 7:45 p.m. Motion passed by voice vote.

**CLOSED SESSION MINUTES**

It was moved by Mr. Solon and seconded by Ms. Stevenson to approve and retain the closed session minutes of the May 11, 2017 Board Meeting, as revised. Motion passed by voice vote.

**SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES**

It was moved by Ms. Stevenson and seconded by Mr. McCracken to release the closed session minutes as amended. Motion passed by voice vote.

**OTHER**

None.

**ADJOURNMENT**

Ms. Goetz declared the meeting adjourned at 7:48 p.m.

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Jane E. Goetz, Board Chair

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David O. Mallery, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

JUNE 2017

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

Kathy Ross  
Controller

## FINANCIAL HIGHLIGHTS – June 2017

### Revenues

- As of June 22, the headcount for summer semester 2017 was 1,227 which is five students more than at the same point in time last year. Credit hours for summer 2017 were 5,604, a 1.96 percent decrease from one year ago.

As of June 22, the headcount for fall semester was 2,172 which is 203 students less than at the same point in time last year. Credit hours for fall 2017 were 21,911, a decrease of 7.81 percent from this point in time one year ago.

Final credit hours for FY17 were 1.88 percent below the final FY16 credit hours. This is the sixth consecutive year of declining enrollments.

#### Final credit hours for FY17

Summer 2016	Fall 2016	Spring 2017	FY17 Total	FY16 Total
5,522	28,892	27,614	62,028	63,221

- On July 4, the Illinois Senate overrode the Governor's veto of the FY2018 budget that also included supplemental funding for FY2017. The Illinois House is expected to vote on the override on July 6. This budget includes an income tax increase to 4.95 percent for individuals and 7.00 percent for corporations. According to ICCB, the community college FY2018 budget is a 10 percent reduction from FY2015 for operating and equalization grants. The budget includes adult education funding, veterans' grants and MAP grants.

### Expenditures

- Employee benefits are running higher than budget due to large health insurance claims from the fourth quarter of calendar year 2016 and a SURS penalty.
- Overall, expenditures are 87 percent of the annual budget. There will be additional accrued expenditures as invoices are received for goods and services through July and August. There will also be accruals for the FY2017 state supplemental budget.
- **Protection, Health & Safety Projects**
  - Building D Air Handler/Chiller Replacement – work is scheduled for December 2017;
  - 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 some work can be completed this summer;
  - Building J Overhead Door Replacement – substantially complete.

### **Other Projects**

- Cultural Centre Upgrade – work is in progress; this project is funded with a bequest through the IVCC Foundation; Vissering Construction is the contractor.

Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 June 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	\$ 1,085,681	\$ 1,559,459	\$ 172,045	\$ 849,975	\$ 125,798	\$ -	\$ -	\$ 3,792,958
Investments	2,502,119	9,183,537	636,468	248,000	-	-	-	12,570,124
Receivables								
Property taxes	8,766,376	2,113,721	266,083	-	-	-	-	11,146,180
Governmental claims	-	337,660	-	-	-	-	-	337,660
Tuition and fees	3,255,957	476	-	35,453	-	-	-	3,291,886
Due from other funds	426,743	-	-	-	-	-	-	426,743
Due to/from student groups	705,420	-	-	-	-	-	-	705,420
Bookstore inventories	-	-	-	814,524	-	-	-	814,524
Other assets	65,716	66,988	-	571	-	-	-	133,275
Fixed assets - net where applicable	-	-	-	58,886	-	62,115,706	-	62,174,592
Other debits								
Amount available in Debt Service Fund	-	-	-	-	-	-	-	-
Amount to be provided to retire debt	-	-	-	-	-	-	-	-
<b>Other Debits</b>	<u>\$16,808,012</u>	<u>\$13,261,841</u>	<u>\$ 1,074,596</u>	<u>\$ 2,007,409</u>	<u>\$ 125,798</u>	<u>\$62,115,706</u>	<u>\$ -</u>	<u>\$ 95,393,362</u>

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Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 June 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	\$ 73,225	\$ -	\$ -	\$ 9,751	\$ 6,864	\$ -	\$ -	\$ 89,840
Accrued salaries & benefits	636,996	4,459	-	-	-	-	-	641,455
Post-retirement benefits & other	73,492	-	-	-	-	-	-	73,492
Unclaimed property	2,060	2,407	-	-	45	-	-	4,512
Due to other funds	202,098	187,980	-	36,665	-	-	-	426,743
Due to student groups/deposits	-	-	-	-	118,889	-	-	118,889
Deferred revenue								-
Property taxes	4,425,842	1,059,291	133,090	-	-	-	-	5,618,223
Tuition and fees	3,967,122	-	-	-	-	-	-	3,967,122
Grants	-	-	-	-	-	-	-	-
Leases Payable	-	-	-	41,182	-	-	-	-
Bonds payable	-	-	-	-	-	-	-	-
<b>Total liabilities</b>	<b>9,380,835</b>	<b>1,254,137</b>	<b>133,090</b>	<b>87,598</b>	<b>125,798</b>	<b>-</b>	<b>-</b>	<b>10,981,458</b>
<b>Equity and Other Credits</b>								
Investment in general fixed assets	-	-	-	-	-	62,115,706	-	62,115,706
Contributed capital	-	-	-	-	-	-	-	-
Retained earnings	-	-	-	-	-	-	-	-
Fund balance								-
Reserved for restricted purposes	-	12,007,704	-	-	-	-	-	12,007,704
Reserved for debt service	-	-	941,506	-	-	-	-	941,506
Unreserved	7,427,177	-	-	1,919,811	-	-	-	9,346,988
<b>Total equity and     other credits</b>	<b>7,427,177</b>	<b>12,007,704</b>	<b>941,506</b>	<b>1,919,811</b>	<b>-</b>	<b>62,115,706</b>	<b>-</b>	<b>84,411,904</b>
<b>Total Liabilities, Equity and Other Credits</b>	<b>\$ 16,808,012</b>	<b>\$ 13,261,841</b>	<b>\$ 1,074,596</b>	<b>\$ 2,007,409</b>	<b>\$ 125,798</b>	<b>\$ 62,115,706</b>	<b>\$ -</b>	<b>\$ 95,393,362</b>

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

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Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2017 Revenues & Expenditures by Fund  
 For the twelve months ended June 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	\$ 18,216,675	\$ 2,240,102	\$ 1,542,945	\$ 268,608	\$ 37,033	\$ 1,930,780	\$ 4,990,611	\$ 598,465	\$ 35,523	\$ 29,860,742
Actual Expenditures	(17,265,735)	(2,242,987)	(1,383,967)	(268,260)	-	(2,131,881)	(5,154,446)	(920,145)	(32,075)	(29,399,496)
Other Financing Sources (Uses)	(84,332)	-	-	-	-	61,414	99,332	-	-	76,414
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	866,608	(2,885)	158,978	348	37,033	(139,687)	(64,503)	(321,680)	3,448	537,660
Fund balances July 1, 2016	4,006,154	2,557,303	5,846,982	941,157	4,573,073	2,059,498	(20,552)	1,765,543	27,382	21,758,540
Fund balances June 30, 2017	<u>\$ 4,872,762</u>	<u>\$ 2,554,418</u>	<u>\$ 6,007,960</u>	<u>\$ 941,505</u>	<u>\$ 4,610,106</u>	<u>\$ 1,919,811</u>	<u>\$ (35,055)</u>	<u>\$ 1,443,863</u>	<u>\$ 30,830</u>	<u>\$ 22,296,200</u>

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

	<u>Annual Budget FY2017</u>	<u>Actual 6/30/17</u>	<u>Act/Budget 100.0%</u>	<u>Actual 6/30/16</u>	<u>Act/Budget 100.0%</u>	<u>Annual Budget FY2016</u>
<b>EDUCATION FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 7,708,916	\$ 7,634,496	99.0%	\$ 7,200,485	105.5%	\$ 6,826,706
Corporate Personal Property Replacement Tax	1,098,835	931,509	84.8%	1,001,662	114.7%	873,556
TIF Revenues	381,000	382,245	100.3%	378,826	99.4%	381,000
Total Local Government	<u>9,188,751</u>	<u>8,948,250</u>	97.4%	<u>8,580,973</u>	106.2%	<u>8,081,262</u>
State Government:						
ICCB Credit Hour Grant	1,419,017	862,216	60.8%	561,896	28.0%	2,009,096
Equalization	50,000	-	0.0%	50,000	100.0%	50,000
Career/Technical Education Formula Grant	190,000	189,069	99.5%	6,460,158	3915.2%	165,000
Other	-	-	0.0%	-	0.0%	-
Total State Government	<u>1,659,017</u>	<u>1,051,285</u>	63.4%	<u>7,072,054</u>	318.0%	<u>2,224,096</u>
Federal Government						
PELL Administrative Fees	8,000	7,369	92.4%	6,467	77.9%	8,300
Total Federal Government	<u>8,000</u>	<u>7,369</u>	92.4%	<u>6,467</u>	77.9%	<u>8,300</u>
Student Tuition and Fees:						
Tuition	7,344,081	7,080,398	96.4%	7,000,797	94.0%	7,451,219
Fees	846,132	803,480	95.0%	816,548	91.0%	897,300
Total Tuition and Fees	<u>8,190,213</u>	<u>7,883,878</u>	96.3%	<u>7,817,345</u>	93.6%	<u>8,348,519</u>
Other Sources:						
Public Service Revenue	427,800	218,275	51.0%	313,184	73.0%	428,950
Other	107,163	107,598	100.4%	116,835	129.7%	90,102
Total Other Sources	<u>534,963</u>	<u>325,873</u>	60.9%	<u>430,019</u>	82.8%	<u>519,052</u>
<b>TOTAL EDUCATION FUND REVENUE</b>	<u>\$ 19,580,944</u>	<u>18,215,675</u>	93.0%	<u>23,906,858</u>	124.6%	<u>19,191,229</u>
<b>EDUCATION FUND EXPENDITURES</b>						
Instruction:						
Salaries	\$ 8,822,920	7,801,786	88.4%	8,574,199	96.2%	8,915,712
Employee Benefits	1,655,386	1,750,881	105.8%	1,596,298	100.7%	1,585,859
Contractual Services	186,403	131,429	70.5%	136,151	92.2%	147,647
Materials & Supplies	444,189	306,465	69.0%	366,964	79.5%	461,421
Conference & Meeting Expenses	107,169	28,018	26.1%	52,715	57.2%	92,169
Fixed Charges	197,500	184,346	93.3%	190,841	96.6%	197,500
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	15,999	-	0.0%	-	0.0%	4,094
Other	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 11,429,566</u>	<u>\$ 10,202,925</u>	89.3%	<u>\$ 10,917,163</u>	95.7%	<u>\$ 11,404,402</u>

**Illinois Valley Community College District No. 513  
Fiscal Year 2017 Budget to Actual Comparison  
For the twelve months ended June 30, 2017**

<b>EDUCATION FUND EXPENDITURES (continued)</b>	<b>Annual Budget FY2017</b>	<b>Actual 6/30/17</b>	<b>Act/Budget 100.0%</b>	<b>Actual 6/30/16</b>	<b>Act/Budget 100.0%</b>	<b>Annual Budget FY2016</b>
<b>Academic Support:</b>						
Salaries	\$ 669,903	\$ 606,548	90.5%	\$ 629,958	90.9%	\$ 692,859
Employee Benefits	129,256	149,077	115.3%	129,415	89.3%	144,988
Contractual Services	184,276	159,270	86.4%	157,732	91.6%	172,207
General Materials & Supplies	232,080	113,419	48.9%	368,823	77.8%	473,885
Conference & Meeting Expenses	9,010	720	8.0%	6,280	54.9%	11,445
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	26,160	23,223	88.8%	25,816	101.9%	25,343
Capital Outlay	-	-	0.0%	42,640	54.1%	78,750
Other	-	-	0.0%	-	0.0%	-
<b>Total Academic Support</b>	<b>1,250,685</b>	<b>1,052,257</b>	<b>84.1%</b>	<b>1,360,664</b>	<b>85.1%</b>	<b>1,599,477</b>
<b>Student Services:</b>						
Salaries	1,245,962	1,162,270	93.3%	1,271,954	103.7%	1,226,134
Employee Benefits	327,463	338,929	103.5%	296,766	92.1%	322,348
Contractual Services	8,300	5,423	65.3%	6,317	85.4%	7,400
Materials & Supplies	62,129	44,927	72.3%	53,212	98.1%	54,260
Conference & Meeting Expenses	30,895	14,571	47.2%	16,108	70.2%	22,955
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
<b>Total Student Services</b>	<b>1,674,749</b>	<b>1,566,120</b>	<b>93.5%</b>	<b>1,644,357</b>	<b>100.7%</b>	<b>1,633,097</b>
<b>Public Services/Continuing Education:</b>						
Salaries	514,353	356,438	69.3%	360,741	79.5%	453,520
Employee Benefits	86,351	68,863	79.7%	52,214	101.8%	51,310
Contractual Services	250,600	169,133	67.5%	206,603	92.2%	224,150
Materials & Supplies	90,320	75,649	83.8%	79,810	101.9%	78,350
Conference & Meeting Expenses	19,375	7,274	37.5%	10,635	54.6%	19,465
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	500	510	0.0%	-	0.0%	750
<b>Total Public Services/Continuing Education</b>	<b>961,499</b>	<b>677,867</b>	<b>70.5%</b>	<b>710,003</b>	<b>85.8%</b>	<b>827,545</b>
<b>Institutional Support:</b>						
Salaries	1,834,609	1,698,507	92.6%	1,745,423	97.4%	1,792,349
Employee Benefits	580,295	775,918	133.7%	6,960,531	1430.6%	486,552
Contractual Services	542,830	501,750	92.4%	581,363	93.3%	623,325
Materials & Supplies	447,585	318,460	71.2%	414,897	82.6%	502,230
Conference & Meeting Expenses	73,390	33,677	45.9%	35,521	59.1%	60,150
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	26,395	9,524	36.1%	12,461	121.8%	10,228
Capital Outlay	237,000	33,693	14.2%	93,727	59.6%	157,250
Other	59,200	(40,284)	-68.0%	21,440	88.0%	24,375
Provision for Contingency	222,092	-	0.0%	-	0.0%	151,767
<b>Total Institutional Support</b>	<b>4,023,396</b>	<b>3,331,245</b>	<b>82.8%</b>	<b>9,865,363</b>	<b>259.1%</b>	<b>3,808,226</b>
Scholarships, Grants and Waivers	493,400	435,321	88.2%	488,678	100.0%	488,750
<b>TOTAL EDUCATION FUND EXPENDITURES</b>	<b>\$ 19,833,295</b>	<b>\$ 17,265,735</b>	<b>87.1%</b>	<b>\$ 24,986,233</b>	<b>126.4%</b>	<b>\$ 19,761,497</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ 252,352</b>	<b>\$ (84,332)</b>	<b>0.0%</b>	<b>\$ 245,640</b>	<b>0.0%</b>	<b>\$ 580,268</b>

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

OPERATIONS & MAINTENANCE FUND REVENUES	Annual Budget FY2017	Actual 6/30/17	Act/Budget 100.0%	Actual 6/30/16	Act/Budget 100.0%	Annual Budget FY2016
Local Government Sources:						
Current Taxes	\$ 1,200,000	\$ 1,191,370	99.3%	\$ 1,196,304	99.9%	\$ 1,197,142
Corporate Personal Property Replacement Tax	178,500	164,384	92.1%	176,764	106.5%	165,921
TIF	127,000	127,415	100.3%	126,275	99.4%	127,000
Total Local Government	<u>1,505,500</u>	<u>1,483,169</u>	98.5%	<u>1,499,343</u>	100.6%	<u>1,490,063</u>
State Government:						
ICCB Credit Hour Grant	218,833	-	0.0%	-	0.0%	174,704
Total State Government	<u>218,833</u>	<u>-</u>	0.0%	<u>-</u>	0.0%	<u>174,704</u>
Student Tuition and Fees:						
Tuition	585,844	566,253	96.7%	558,755	91.5%	610,408
Total Tuition and Fees	<u>585,844</u>	<u>566,253</u>	96.7%	<u>558,755</u>	91.5%	<u>610,408</u>
Other Sources:						
Facilities Revenue	135,000	87,794	65.0%	158,765	127.0%	125,000
Investment Revenue	2,000	11,656	582.8%	4,581	305.4%	1,500
Other	-	91,230	0.0%	2,253	-	-
Total Other Sources	<u>137,000</u>	<u>190,680</u>	139.2%	<u>165,599</u>	130.9%	<u>126,500</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>	<b><u>\$ 2,447,177</u></b>	<b><u>\$ 2,240,102</u></b>	<b>91.5%</b>	<b><u>\$ 2,223,697</u></b>	<b>92.6%</b>	<b><u>\$ 2,401,675</u></b>

OPERATIONS & MAINTENANCE FUND	Annual Budget FY2017	Actual 06/30/17	Act/Budget 100.0%	Actual 06/30/16	Act/Budget 100.0%	Annual Budget FY2016
Operations & Maintenance of Plant:						
Salaries	\$ 898,774	\$ 799,671	89.0%	\$ 860,134	98.8%	\$ 870,560
Employee Benefits	256,648	290,362	113.1%	239,882	91.7%	261,511
Contractual Services	214,300	118,699	55.4%	153,062	78.1%	196,000
General Materials & Supplies	230,070	254,444	110.6%	283,966	126.7%	224,070
Conference & Meeting Expenses	5,675	512	9.0%	1,796	31.6%	5,675
Fixed Charges	64,500	81,171	125.8%	59,359	85.1%	69,750
Utilities	776,250	695,368	89.6%	763,976	117.6%	649,713
Capital Outlay	-	-	0.0%	16,595	17.7%	94,000
Provision for Contingency	-	-	0.0%	-	0.0%	25,000
Other	(63,000)	(63,000)	100.0%	(63,000)	0.0%	(63,000)
Total Operations & Maintenance of Plant	<u>2,383,217</u>	<u>2,177,227</u>	91.4%	<u>2,315,770</u>	99.2%	<u>2,333,279</u>
Institutional Support:						
Salaries	43,808	44,536	101.7%	43,822	91.0%	48,149
Employee Benefits	10,103	10,748	106.4%	10,583	102.8%	10,297
Contractual Services	2,500	2,491	99.6%	2,491	166.1%	1,500
Materials & Supplies	3,340	3,736	111.9%	2,844	82.4%	3,450
Conference & Meeting Expenses	-	39	0.0%	-	0.0%	-
Fixed Charges	4,210	4,210	100.0%	4,210	84.2%	5,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>63,961</u>	<u>65,760</u>	102.8%	<u>63,950</u>	93.5%	<u>68,396</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>	<b><u>\$ 2,447,178</u></b>	<b><u>\$ 2,242,987</u></b>	<b>91.7%</b>	<b><u>\$ 2,379,720</u></b>	<b>99.1%</b>	<b><u>\$ 2,401,675</u></b>

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

	Annual Budget FY2017	Actual 6/30/17	Act/Budget 100.0%	Actual 6/30/16	Act/Budget 100.0%	Annual Budget FY2016
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Local Government Sources						
Current Taxes	\$ 1,576,454	\$ 1,489,174	94.5%	\$ 1,495,373	99.9%	\$ 1,496,428
State Government Sources	-	25,477	0.0%	337,660	143.7%	235,000
Investment Revenue	8,500	28,294	332.9%	9,851	275.8%	3,572
Other Revenue	-	-	0.0%	-	0.0%	-
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) REVENUES</b>	<b>\$ 1,584,954</b>	<b>1,542,945</b>	<b>97.3%</b>	<b>1,842,884</b>	<b>106.2%</b>	<b>1,735,000</b>
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Operations & Maintenance						
Contractual Services	\$ -	1,180	0.0%	115,771	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	1,450,000	1,382,787	95.4%	2,369,555	79.6%	2,977,071
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>	<b>\$ 1,450,000</b>	<b>1,383,967</b>	<b>95.4%</b>	<b>2,485,326</b>	<b>83.5%</b>	<b>2,977,071</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>
<b>BOND &amp; INTEREST FUND</b>						
Local Government Sources						
Current Taxes	\$ 265,000	\$ 265,379	100.1%	\$ 766,417	60.5%	\$ 1,267,175
Investment Revenue	1,400	3,229	230.6%	1,941	194.1%	1,000
<b>TOTAL BOND &amp; INTEREST FUND REVENUES</b>	<b>266,400</b>	<b>268,608</b>	<b>100.8%</b>	<b>768,358</b>	<b>60.6%</b>	<b>1,268,175</b>
<b>BOND &amp; INTEREST FUND</b>						
Institutional Support:						
Debt Principal Retirement	\$ 265,000	265,000	100.0%	1,245,000	100.0%	1,245,000
Interest on Bonds	3,313	2,760	83.3%	19,593	0.0%	22,188
Fees	500	500	100.0%	500	100.0%	500
<b>TOTAL BOND &amp; INTEREST EXPENDITURES</b>	<b>\$ 268,813</b>	<b>\$ 268,260</b>	<b>99.8%</b>	<b>\$ 1,265,093</b>	<b>99.8%</b>	<b>\$ 1,267,688</b>
<b>WORKING CASH FUND</b>						
Investment Revenue	\$ 20,000	\$ 37,033	185.2%	\$ 39,105	195.5%	\$ 20,000
<b>TOTAL WORKING CASH REVENUES</b>	<b>20,000</b>	<b>37,033</b>	<b>185.2%</b>	<b>39,105</b>	<b>195.5%</b>	<b>20,000</b>
Transfers In (Out)	\$ 20,000	\$ -	0.0%	\$ (200,000)		\$ 70,000

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

AUXILIARY ENTERPRISES FUND	Annual Budget FY2017	Actual 6/30/17	Act/Budget 100.0%	Actual 6/30/16	Act/Budget 100.0%	Annual Budget FY2016
Service Fees	\$ 2,257,200	\$ 1,916,135	84.9%	\$ 2,086,988	87.5%	\$ 2,385,600
Other Revenue	-	7,883	0.0%	5,271	0.0%	-
Investment Revenue	1,700	6,762	397.8%	2,323	77.4%	3,000
<b>TOTAL AUXILIARY ENTERPRISES FUND REVENUES</b>	<b>2,258,900</b>	<b>1,930,780</b>	<b>85.5%</b>	<b>2,094,582</b>	<b>87.7%</b>	<b>2,388,600</b>

AUXILIARY ENTERPRISES FUND	Annual Budget FY2017	Actual 6/30/17	Act/Budget 100.0%	Actual 6/30/16	Act/Budget 100.0%	Annual Budget FY2016
Salaries	\$ 320,725	296,036	92.3%	318,734	94.0%	339,239
Employee Benefits	93,123	64,526	69.3%	76,597	85.2%	89,872
Contractual Services	46,000	41,869	91.0%	37,598	89.0%	42,230
Materials & Supplies	1,857,965	1,532,533	82.5%	1,773,473	89.9%	1,973,765
Conference & Meeting	27,255	24,689	90.6%	27,013	95.0%	28,430
Fixed Charges	64,282	39,806	61.9%	45,150	100.0%	45,150
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	33,391	27,711	83.0%	21,910	381.2%	5,748
Other	104,500	104,711	100.2%	106,503	95.5%	111,500
<b>TOTAL AUXILIARY ENTERPRISES EXPENDITURES</b>	<b>2,547,241</b>	<b>2,131,881</b>	<b>83.7%</b>	<b>2,406,978</b>	<b>91.3%</b>	<b>2,635,934</b>

Transfer In (Out)	\$ (180,938)	\$ 61,414	0.0%	\$ 20,774	0.0%	\$ (475,336)
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RESTRICTED PURPOSES FUND	Annual Budget FY2017	Actual 6/30/17	Act/Budget 100.0%	Actual 6/30/16	Act/Budget 100.0%	Annual Budget FY2016
State Government Sources	-	78,365	0.0%	214,132	68.2%	\$ 313,970
Federal Government Sources	5,731,194	4,839,138	84.4%	5,180,365	88.9%	5,826,932
Service Fees	1,500	3,035	202.3%	4,655	155.2%	3,000
Nongovernmental gifts or grants	65,857	67,711	102.8%	108,580	0.0%	-
Other Revenue	-	2,362	0.0%	431	0.0%	58,768
<b>TOTAL RESTRICTED PURPOSES FUND REVENUES</b>	<b>5,798,551</b>	<b>4,990,611</b>	<b>86.1%</b>	<b>5,508,163</b>	<b>88.8%</b>	<b>6,202,670</b>

RESTRICTED PURPOSES FUND	Annual Budget FY2017	Actual 6/30/17	Act/Budget 100.0%	Actual 6/30/16	Act/Budget 100.0%	Annual Budget FY2016
Instruction:						
Salaries	\$ 221,132	330,280	149.4%	421,902	89.0%	474,258
Employee Benefits	62,178	114,001	183.3%	111,910	103.1%	108,540
Contractual Services	19,235	17,681	91.9%	25,187	100.2%	25,135
Materials & Supplies	22,822	56,692	248.4%	67,754	117.1%	57,846
Conference & Meeting	22,749	12,131	53.3%	20,332	83.5%	24,339
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	2,046	81.8%	2,500
Capital Outlay	14,023	65,096	464.2%	40,895	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Instruction	\$ 362,139	\$ 595,881	164.5%	\$ 690,026	99.6%	\$ 692,618

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

	Annual Budget FY2017	Actual 6/30/17	Act/Budget 100.0%	Actual 6/30/16	Act/Budget 100.0%	Annual Budget FY2016
<b>RESTRICTED PURPOSES FUND</b>						
<b>Student Services</b>						
Salaries	196,440	192,924	98.2%	196,327	103.4%	189,882
Employee Benefits	87,705	78,466	89.5%	86,335	111.5%	77,435
Contractual Services	2,500	1,352	54.1%	2,537	118.0%	2,150
Materials & Supplies	1,926	1,687	87.6%	2,878	137.0%	2,100
Conference & Meeting	1,500	1,006	67.1%	2,368	77.1%	3,071
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Tuition Waivers (TRiO Grant)	9,000	11,400	126.7%	6,600	41.2%	16,014
<b>Total Student Services</b>	<b>299,071</b>	<b>286,835</b>	<b>95.9%</b>	<b>297,045</b>	<b>102.2%</b>	<b>290,652</b>
<b>Public Service</b>						
Salaries	53,038	35,809	67.5%	123,319	82.2%	149,970
Employee Benefits	16,319	8,502	52.1%	29,134	72.8%	39,999
Contractual Services	500	1,459	291.8%	2,437	487.4%	500
Materials & Supplies	500	444	88.8%	848	49.0%	1,731
Conference & Meeting	500	2,770	554.0%	6,820	243.6%	2,800
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	198	0.0%	396	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
<b>Total Public Service</b>	<b>70,857</b>	<b>49,182</b>	<b>69.4%</b>	<b>162,954</b>	<b>83.6%</b>	<b>195,000</b>
<b>Institutional Support</b>						
Salaries (Federal Work Study)	\$ 89,554	\$ 89,554	100.0%	\$ 88,364	100.0%	\$ 88,364
<b>Total Institutional Support</b>	<b>89,554</b>	<b>89,554</b>	<b>100.0%</b>	<b>88,364</b>	<b>100.0%</b>	<b>88,364</b>
Student grants and waivers (PELL & SEOG)	4,986,429	4,132,994	82.9%	4,310,467	86.4%	4,987,268
<b>TOTAL RESTRICTED FUND EXPENDITURES</b>	<b>5,808,050</b>	<b>\$ 5,154,446</b>	<b>88.7%</b>	<b>\$ 5,251,811</b>	<b>84.0%</b>	<b>\$ 6,253,902</b>
<b>Transfer In (Out)</b>	<b>\$ 10,000</b>	<b>\$ 99,332</b>	<b>993.3%</b>	<b>\$ 10,000</b>	<b>37.8%</b>	<b>\$ 26,482</b>

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

LIABILITY, PROTECTION, & SETTLEMENT FUND	Annual Budget FY2017	Actual 6/30/17	Act/Budget 100.0%	Actual 6/30/16	Act/Budget 100.0%	Annual Budget FY2016
Local Government Sources	\$ 868,950	\$ 583,476	67.1%	\$ 428,091	158.4%	\$ 270,255
Investment Revenue	10,000	9,348	93.5%	14,357	287.1%	5,000
Other	-	5,641	0.0%	6,759	0.0%	-
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUES</b>	<b>878,950</b>	<b>598,465</b>	<b>68.1%</b>	<b>449,207</b>	<b>163.2%</b>	<b>275,255</b>
LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	Annual Budget FY2017	Actual 6/30/17	Act/Budget 100.0%	Actual 6/30/16	Act/Budget 100.0%	Annual Budget FY2016
Operations & Maintenance of Plant						
Contractual Services	\$ 429,075	\$ 488,610	113.9%	\$ 389,506	109.2%	\$ 356,550
Material & Supplies	200	163	81.5%	162	49.1%	330
Conference & Meeting	305	-	0.0%	289	57.8%	500
Utilities	450	381	84.7%	427	77.6%	550
Capital Outlay	-	-	0.0%	55,151		-
Total for Operations & Maintenance of Plant	\$ 430,030	\$ 489,154	113.7%	\$ 445,535	124.5%	\$ 357,930
Institutional Support						
Salaries	\$ 80,332	\$ 76,009	94.6%	\$ 73,693	81.5%	\$ 90,462
Employee Benefits	210,660	6,230	7.8%	198,801	94.2%	211,001
Contractual Services	111,950	34,437	30.8%	89,764	387.7%	23,150
Materials & Supplies	300	927	309.0%	154	9.9%	1,550
Conference & Meeting	-	1,885	0.0%	2,000	0.0%	-
Fixed Charges	344,600	270,993	78.6%	236,690	74.0%	319,850
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	40,510	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	747,842	430,991	57.6%	601,102	93.0%	646,013
<b>TOTAL LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>	<b>1,177,872</b>	<b>920,145</b>	<b>78.1%</b>	<b>1,046,637</b>	<b>104.3%</b>	<b>1,003,943</b>
AUDIT FUND	Annual Budget FY2017	Actual 6/30/17	Act/Budget 100.0%	Actual 6/30/16	Act/Budget 100.0%	Annual Budget FY2016
Local Government Sources	\$ 36,125	\$ 35,440	98.1%	\$ 35,971	95.4%	\$ 37,708
Investment Revenue	100	83	83.0%	32	12.8%	250
<b>TOTAL AUDIT FUND REVENUES</b>	<b>36,225</b>	<b>35,523</b>	<b>98.1%</b>	<b>36,003</b>	<b>94.8%</b>	<b>37,958</b>
AUDIT FUND	Annual Budget FY2017	Actual 6/30/17	Act/Budget 100.0%	Actual 6/30/16	Act/Budget 100.0%	Annual Budget FY2016
Contractual Services	35,750	32,075	89.7%	38,400	109.7%	35,000
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<b>35,750</b>	<b>32,075</b>	<b>89.7%</b>	<b>38,400</b>	<b>109.7%</b>	<b>35,000</b>

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

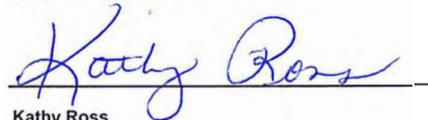
<u>Department</u>	<u>Annual Budget FY2017</u>	<u>Actual FY2018</u>	<u>Act/Budget 100.0%</u>	<u>Explanation</u>
President	\$ 340,432	\$ 322,918	94.9%	
Board of Trustees	3,250	3,779	116.3%	
Community Relations	399,468	380,203	95.2%	
Continuing Education	918,353	675,006	73.5%	
Facilities	3,833,216	3,594,906	93.8%	
Information Technologies	2,656,087	1,705,005	64.2%	
Academic Affairs	362,918	257,171	70.9%	
Academic Affairs (AVPCE)	593,634	668,544	112.6%	Grant allocations greater than budget SURS penalty of \$32,176
Adult Education	263,324	350,119	133.0%	Allocated grant funds exceed budgeted revenues
Learning Technologies	584,316	473,147	81.0%	
Career & Tech Education Division	1,733,397	1,521,716	87.8%	
Natural Science & Business Division	2,346,394	2,106,214	89.8%	
Humanities & Fine Arts/Social Science Division	2,194,226	1,960,066	89.3%	
Health Professions Division	2,214,425	1,941,621	87.7%	
English, Mathematics, Education Division	2,609,010	2,343,673	89.8%	
Admissions & Records	392,338	371,260	94.6%	
Counseling	656,795	604,946	92.1%	
Student Services	176,733	176,079	99.6%	
Financial Aid	5,381,336	4,595,064	85.4%	
Career Services	20,161	34,139	169.3%	Career Services-budgeted part-time employee
Athletics	265,954	248,944	93.6%	
TRiO (Student Success Grant)	299,071	286,835	95.9%	
Campus Security	428,125	485,884	113.5%	Increased security staff at Ottawa Center
Business Services/General Institution	1,205,382	1,315,106	109.1%	Health insurance payments to cover large claims
Risk Management	602,747	434,261	72.0%	
Tuition Waivers	493,400	435,320	88.2%	
Purchasing	117,799	112,897	95.8%	
Human Resources	132,335	117,828	89.0%	
Bookstore	2,287,426	1,712,646	74.9%	
Shipping & Receiving	63,961	65,760	102.8%	Repairs to department vehicle \$500
Copy Center	111,429	98,439	88.3%	
<b>Total FY17 Expenditures</b>	<b><u>\$ 33,687,442</u></b>	<b><u>\$ 29,399,496</u></b>	<b>87.3%</b>	

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**Illinois Valley Community College**  
**Statement of Cash Flows**  
**for the Month ended June 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	\$ 727,162.72	\$ 75,291.17	\$ 169,773.73	\$ 172,044.55	\$ 681,775.47	\$ (713,387.96)	\$ 1,292,075.46	\$ 15,025.17	\$ 61,515.40	\$ 2,750.02	\$ 2,484,025.73
Total Receipts	157,054.74	11,744.22	570.04	-	68,653.63	10,000.00	-	10.64	197.29	10,900.00	\$ 259,130.56
Total Cash	884,217.46	87,035.39	170,343.77	172,044.55	750,429.10	(703,387.96)	1,292,075.46	15,035.81	61,712.69	13,650.02	2,743,156.29
Due To/From Accts	40,000.00	63,000.00	-	-	(103,000.00)	-	-	-	-	-	-
Transfers/Bank CDs	1,240,761.73	335,240.94	-	-	233,659.06	698,999.50	-	-	1,100.00	-	2,509,761.23
Expenditures	(1,739,340.49)	(220,189.27)	(20,009.22)	-	(78,852.41)	(94,574.85)	-	(2,250.00)	(62,857.03)	-	(2,218,073.27)
ACCOUNT BALANCE	425,638.70	265,087.06	150,334.55	172,044.55	802,235.75	(98,963.31)	1,292,075.46	12,785.81	(44.34)	13,650.02	3,034,844.25
Deposits in Transit	(1,446.94)										(1,446.94)
Outstanding Checks	275,869.31										275,869.31
<b>BANK BALANCE</b>	<b>700,061.07</b>	<b>265,087.06</b>	<b>150,334.55</b>	<b>172,044.55</b>	<b>802,235.75</b>	<b>(98,963.31)</b>	<b>1,292,075.46</b>	<b>12,785.81</b>	<b>(44.34)</b>	<b>13,650.02</b>	<b>3,309,266.62</b>
Certificates of Deposit	-	-	1,508,080.42	500,000.00	248,000.00	-	2,396,683.62	-	1,100,600.90	-	5,753,364.94
Illinois Funds	764,913.12	1,737,205.73	2,175,287.68	136,467.87	-	3,560.21	906,497.31	2,332.05	45.19	-	5,726,309.16
Bldg Reserve-ILLFund			1,090,449.78								1,090,449.78
<b>Total Investment</b>	<b>\$ 764,913.12</b>	<b>\$ 1,737,205.73</b>	<b>\$ 4,773,817.88</b>	<b>\$ 636,467.87</b>	<b>\$ 248,000.00</b>	<b>\$ 3,560.21</b>	<b>\$ 3,303,180.93</b>	<b>\$ 2,332.05</b>	<b>\$ 1,100,646.09</b>	<b>\$ -</b>	<b>\$ 12,570,123.88</b>
LaSalle State Bank	\$ 169,257.10										
Centrue Bank		3,140,009.52									
	<b>\$ 3,309,266.62</b>										

Respectfully submitted,



Kathy Ross  
 Controller

ILLINOIS VALLEY COMMUNITY COLLEGE  
INVESTMENT STATUS REPORT  
June 30, 2017

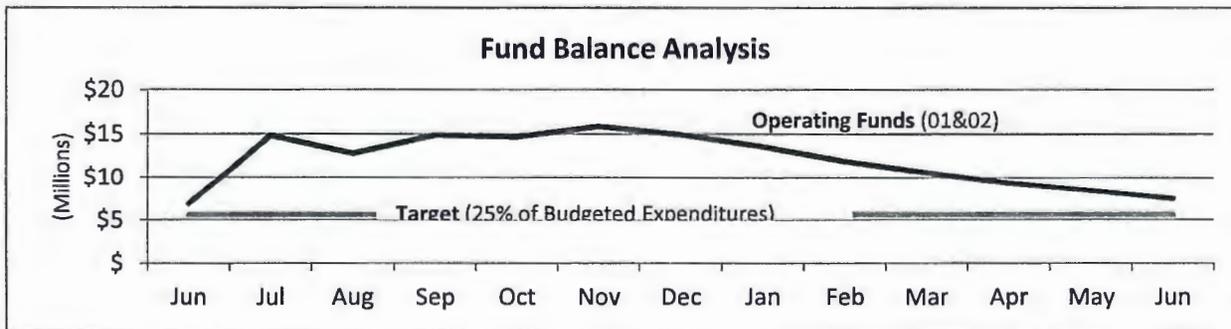
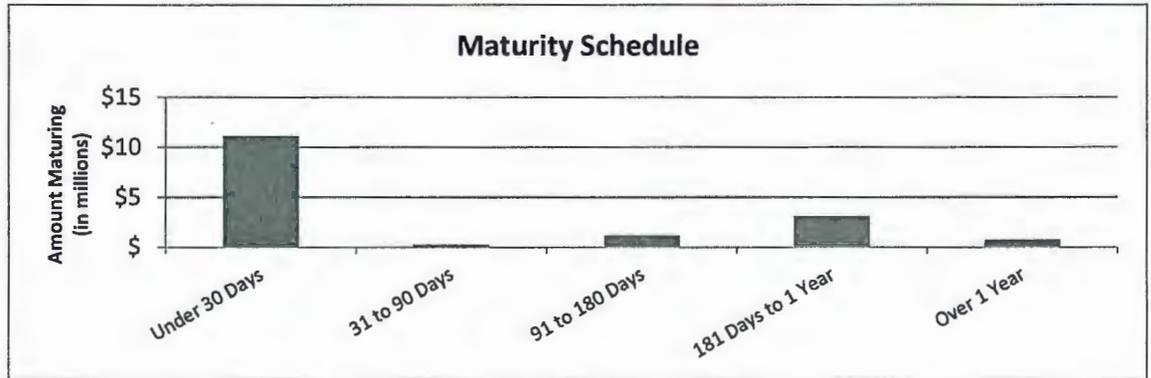
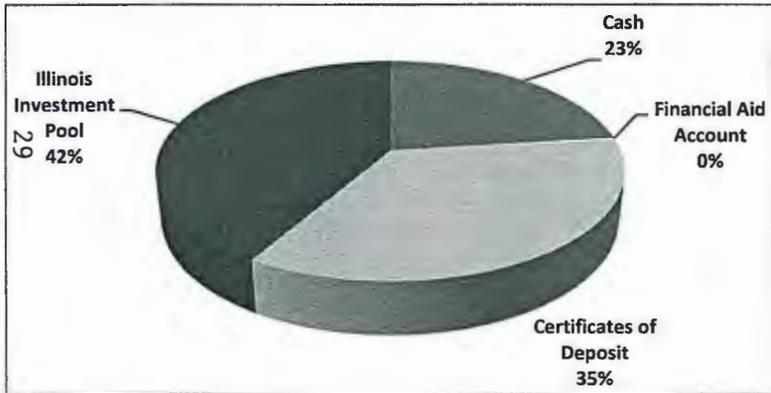
<u>DUE</u>	<u>Education</u>	<u>Oper &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
7/17/2017						250,000		250,000	MBS	1.15%	1.24%	Goldman Sachs
7/18/2017						250,000		250,000	MBS	1.15%	1.24%	BMW Bank NA
7/31/2017						248,000		248,000	MBS	1.20%	1.24%	State Bank India
10/24/2017							1,000,000	1,000,000	MB	0.95%	0.95%	916139
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	CB	1.16%	1.16%	2041036190
4/22/2018							100,601	100,601	MB	1.10%	1.10%	914161
5/20/2020					248,000			248,000	MBS	2.05%	2.05%	American Express
5/3/2022						248,000.00		248,000	MBS	2.35%	2.35%	American Express
5/3/2022						248,000.00		248,000	MBS	2.35%	2.35%	Capital One
<b>Total CD</b>	<b>-</b>	<b>-</b>	<b>1,508,080</b>	<b>500,000</b>	<b>248,000</b>	<b>2,394,707</b>	<b>1,100,601</b>	<b>5,751,388</b>				

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

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

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	23.1%	\$ 3,779,618	0.35%
Financial Aid Account	0.2%	34,416	0.35%
Certificates of Deposit	35.1%	5,751,388	1.24%
Illinois Investment Pool	41.6%	6,816,759	0.88%
<b>Total</b>		<b>\$ 16,382,181</b>	<b>0.88%</b>

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 5,726,309	-	-	\$ 5,726,309	35%
IL Funds -Building	1,090,450			\$ 1,090,450	7%
Centrue Bank	-	1,000,000	3,509,629	\$ 4,509,629	28%
Centrue Financial Aid			34,416	34,416	0%
LaSalle State Bank	-	1,008,080	144,191	1,152,271	7%
Central Bank	-	1,000,000	-	1,000,000	6%
Multi Bank Securities	-	1,492,000	-	1,492,000	9%
Heartland Bank	-	-	125,798	125,798	1%
Marseilles Bank	-	1,251,308	-	1,251,308	8%
	<b>\$ 6,816,759</b>	<b>\$ 5,751,388</b>	<b>\$ 3,814,034</b>	<b>\$ 16,382,181</b>	<b>100%</b>



CK

**\$5,000 and Over Disbursements**  
**06/01/17 - 06/30/17**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
ACH	06/01/17		Internal Revenue Service	\$ 71,116.71	Federal Payroll Taxes (06/01/17)
ACH	06/01/17		Illinois Department of Revenue	16,179.14	State Payroll Taxes (06/01/17)
ACH	06/01/17		VALIC Retirement Services	13,740.29	403(b) & 457(b)Payroll (06/01/17)
734868	06/01/17	0082897	SURS	46,200.93	Payroll (06/01/17)
ACH	06/07/17		CCHC	230,522.69	Health Insurance (June)
ACH	06/13/17		American Express	34,494.34	American Red Cross, CDW Government, Inc., Cengage Learning, Inc., McGraw Hill Global Education, Pearson Education, Inc.
734967	06/14/17	0190646	CNE Gas Division, LLC	6,699.42	Natural Gas (April)
734970	06/14/17	0209567	Delta Dental of Illinois	10,065.38	Dental Insurance (05/01/17-05/31/17)
734986	06/14/17	0001524	LaSalle County Treasurer	7,322.24	Real Estate Taxes
ACH	06/15/17		Internal Revenue Service	66,541.76	Federal Payroll Taxes (06/15/17)
ACH	06/15/17		Illinois Department of Revenue	14,816.90	State Payroll Taxes (06/15/17)
ACH	06/15/17		VALIC Retirement Services	13,727.65	403(b) & 457(b)Payroll (06/15/17)
735025	06/15/17	0082897	SURS	43,570.36	Payroll (06/15/17)
735061	06/21/17	0147539	Anaca Technologies Ltd.	10,000.00	Software Renewal (Inspire Illinois)
735075	06/21/17	0001111	Dell Computers	33,693.23	Servers
735076	06/21/17	0126119	Vissering Construction Company	18,518.43	Cultural Centre Renovations
735077	06/21/17	0181795	G4S Secure Solutions (USA) Inc	36,459.35	Security Services (05/01/17-05/31/17)
735091	06/21/17	0034250	LaSalle-Peru Township High School	5,117.18	Dual Credit Classes
735092	06/21/17	0030668	LP Area Career Center	11,566.80	Dual Credit Classes
735103	06/21/17	0001011	NILRC	5,708.97	Database Subscription
735106	06/21/17	0001018	Ottawa Township High School	14,185.80	Dual Credit Classes
735116	06/21/17	0034253	Streator Township High School	13,412.25	Dual Credit Classes
ACH	06/27/17		Prudential	5,738.28	Life Insurance (July)
735175	06/28/17	0001369	Ameren Illinois	42,875.17	Electricity (05/10/17-06/09/17)
735182	06/28/17	0212057	Citrix Systems, Inc.	5,431.29	Software Renewal
735194	06/28/17	0200072	Hurst Review Services, Inc.	18,000.00	Nursing 3 Day Live Review
735222	06/28/17	0027939	St. Margaret's Hospital and Clinic	5,000.00	Athletic Trainer
ACH	06/29/17		Internal Revenue Service	74,168.48	Federal Payroll Taxes (06/29/17)
ACH	06/29/17		Illinois Department of Revenue	15,862.67	State Payroll Taxes (06/29/17)
ACH	06/29/17		VALIC Retirement Services	14,444.73	403(b) & 457(b)Payroll (06/29/17)
735171	06/29/17	0082897	SURS	46,593.05	Payroll (06/24/17)
ACH	06/30/17		Employee Benefit Corporation	6,350.53	H.R.A., F.S.A., Cobra (June)

**\$ 958,124.02**

Stipends For Pay Period 05/27/17

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Ault, Richard L	Wind Ensemble Commencement	05/20/17	05/20/17	05/27/17	ST	\$25.00	013830030051900			
Baker, Kathryn June	Advanced Excel 2016	04/24/17	05/15/17	05/27/17	ST	\$420.00	014110394151320	CEU-4123-634	Advanced Excel 2016	
Bias, Timothy John	MET 2206 01	05/22/17	08/09/17	08/09/17	SS	\$428.80	011320410051340	MET-2206-01	Manufacturing Technician Internship	
Brolley, Vincent	PSY 1000 01	05/22/17	06/13/17	06/24/17	SS	\$1,920.00	011120650051340	PSY-1000-01	General Psychology	
Chaffee, Candice Sue	Art of Blended Advanced Aromatherapy	05/17/17	05/17/17	05/27/17	ST	\$700.00	014110394151320	CPD-3254-05	The Art of Blending Essential Oils/Advanced Aromatherapy	
Data, Dorene Marie	CAD 2206 01	05/22/17	08/09/17	08/19/17	SS	\$211.20	011320410051340	CAD-2206-01	Design Technician Internship	
Donna, Rebecca S	CRJ 2280 2290 FRS 2280	05/22/17	08/09/17	08/19/17	SS	\$6,597.50	011120570051320	CRJ-2280-01	Criminal Justice Practicum Seminar Forensic Specialists	
Ebner-Landgraf, Tammy L	Program Coordinator	01/11/17	05/20/17	05/27/17	ST	\$1,920.00	011220910051340			
Elias, Gina Rae	CSN 2222 01	05/22/17	08/09/17	08/19/17	SS	\$211.20	011320410051340	CSN-2222-01	Computer Networking Internship	
Fahning, Julie Ann	Mileage Reimbursement	05/02/17	05/09/17	05/27/17	ML	\$67.41	011120952355210			
Fogle, Kyle Kurt	HPE 1004 01 1008 01	05/22/17	06/13/17	06/24/17	SS	\$2,700.00	011120570051320	HPE-1008-01	Physical Educaion Activities for Elementary School Children / First Aid	
Freed, Timothy Daniel	Summer Sides	05/17/17	05/17/17	05/27/17	ST	\$210.00	014110394151320	HLR-3428-305	Summertime Sides	
Gibson, James A	ELT 2209 01	05/22/17	08/09/17	08/19/17	SS	\$211.20	011320410051340	ELT-2209-01	Electronics Technician Internship	
Hardy, Tina L.	Special Presenter Bridging Gap	02/23/17	02/23/17	05/27/17	ST	\$300.00	011120910051900			
Jenrich, Chuck	Teleweld Co Inc	03/03/17	03/03/17	05/27/17	ST	\$2,000.00	014210331051320			
Killian, Melissa J.	7 Sessions	05/14/17	05/15/17	05/27/17	ST	\$224.00	013230030851540			
Koudelka, Arthur Edward	ATO 2250 01 300	05/22/17	06/13/17	06/24/17	SS	\$4,608.00	011320410051340	ATO-2250-01	Heating and Air Conditioning	
Kowalski, Dena Louise	ALH 1251 301 303 Lecture Lab	05/22/17	07/20/17	07/22/17	SS	\$2,109.00	011420730051320	ALH-1251-301	Phlebotomy Practicum Lecture Lab	
Kuester, David A	SPH 1001 01 THE 2002 01	05/22/17	06/13/17	06/24/17	SS	\$3,840.00	011120650051340	THE-2002-01	Introduction To Theatre / Fundamentals of Speech	
Leadingham, Paul	WLD Series 01	05/22/17	06/13/17	06/24/17	SS	\$1,984.00	011320410051340			
Mammano, Pamela M	ALH 1001 100 101	05/22/17	07/31/17	08/05/17	ST	\$3,840.00	011420730051340	ALH-1001-100	Terminology Health Field	
Mangold, Richard F	SOC 1000 01	05/22/17	06/13/17	06/24/17	ST	\$1,920.00	011120650051340	SOC-1000-01	Introduction To Sociology	
Mills, Jennifer P	Wind Ensemble Commencement	05/20/17	05/20/17	05/27/17	ST	\$25.00	013830030051900			
Moskalewicz, James P	21 Sessions	05/14/17	05/22/17	05/27/17	ST	\$672.00	013230030851540			
Pecherek, Michael John	Wind Ensemble Commencement	05/20/17	05/20/17	05/27/17	ST	\$25.00	013830030051900			
Prine, Renee Marie	7 Sessions	05/14/17	05/15/17	05/27/17	ST	\$224.00	013230030851540			

Stipends For Pay Period 05/27/17

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Pytel, Kyle Edwin	LC Driver Improvement	05/20/17	05/20/17	05/27/17	ST	\$175.00	014110394251320	CDV-6000-15	LaSalle Co Driver Improvement	
Reese, Robert C	BUS 2210 02 Program Coordinator	05/22/17	08/09/17	08/19/17	SS	\$2,355.20	011120570051340	BUS-2210-02	BUS 2210 02 / Program Coordinator	
Sack, Jane E	14 Sessions	05/14/17	05/22/17	05/27/17	ST	\$448.00	013230030851540			
Sankovich, Michael W	BUS 2210 01	05/22/17	08/09/17	08/19/17	SS	\$428.80	011120570051340	BUS-2210-01	Business Internship	
Sarver, Gregory Stephen	LC Driver Improvement	05/10/17	05/10/17	05/27/17	ST	\$150.00	014110394251320	CDV-6000-305	LaSalle Co Driver Improvement	
Sarver, Gregory Stephen	BC Driver Improvement	05/13/17	05/13/17	05/27/17	ST	\$150.00	014110394351320	CDV-7000-02	Bureau Co Driver Improvement	
Schomas, Jane Elizabeth	Swing Dance Advanced and Beginning	03/21/17	05/16/17	05/27/17	ST	\$840.00	014110394151320	HLR-5102-403	Swing Dance Advanced and Beginning	
Schroeder, Eric Steven	BIO 1000 01	05/22/17	06/13/17	06/24/17	SS	\$1,920.00	011120570051340	BIO-1000-01	The Global Environment	
Schuerman, Patrick	SDT 1203 300	05/22/17	06/13/17	06/24/17	SS	\$675.00	011320410051320	SDT-1203-300	Job Seeking Skills	
Seghi, Heather Nicole	Seminar/Clinical/Program Coordinator	05/22/17	08/09/17	08/09/17	SS	\$6,841.60	011420730051340	DLA-2202-300	Clinical Practice	
Serafini, Daniel J	Special Presenter Bridging Gap	04/26/17	04/26/17	05/27/17	ST	\$500.00	011120910051900			
Smith, Mary Helen	Tangled Root Brewing Ottawa	05/17/17	05/18/17	05/27/17	ST	\$400.00	014210331051320	CEU-4124-05		
Stacy, Stephanie	Thriller Filler Spiller	05/21/17	05/21/17	05/27/17	ST	\$50.00	014110394151320	HLR-5225-405	Thriller Filler Spiller	
Story, Michelle M	CSP 2222 01	05/22/17	08/09/17	08/19/17	SS	\$1,715.20	011320410051340	CSP-2222-01	Business Technology Internship	
Tomasson, Cory J	SPH 1001 02 03	05/22/17	06/13/17	06/24/17	SS	\$3,840.00	011120650051340	SPH-1001-02	Fundamentals of Speech	
Whaley, Frances A	Special Presenter Bridging Gap	04/26/17	04/26/17	05/27/17	ST	\$300.00	011120910051900			
Yong, Promise K.	CHM 1000 01	05/22/17	06/13/17	06/24/17	SS	\$1,920.00	011120570051340	CHM-1000-01	Introduction To Chemistry	
Zeilman, Karen Elaine	ART 1000 01	05/22/17	06/13/17	06/24/17	SS	\$1,920.00	011120650051340	ART-1000-01	Art Survey	
Total						\$62,022.11				

*Cheryl Roelfsema*

Cheryl Roelfsema  
Vice President of Business Services and Finance

*Jerry Corcoran 6/15/17*

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

Stipends For Pay Period 06/10/17

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Antle, Tracey Ann	NUR 1221 03 Clinical	05/30/17	07/24/17	08/05/17	SS	\$2,868.75	011420730051320	NUR-1221-03	Holistic Medicine Surgery Nursing/Practical Nursing	
Barr, Annette Denise	GDT 1207 650	06/05/17	07/24/17	08/05/17	ST	\$2,109.00	011120650051320	GDT-1207-650	Digital Photography	
Blaydes, Christine Ann	CNA Program Coordinator	06/06/17	07/25/17	08/05/17	SS	\$1,920.00	011420730051340			
Boyle- Bruch, Ida Lee	Food Service Sanitation-8 Hour	05/31/17	06/01/17	06/10/17	SS	\$500.00	014110394151320	CEU-1503-05	Food Service Sanitation-8 Hour	
Bray, Kristal A	ALH 1214 03 Lab Clinical	06/06/17	07/25/17	08/05/17	SS	\$3,648.57	011420730051320	ALH-1214-03	Certified Nursing Assistant Lab and Clinical	
Brolley, Vincent Depaul	PSY 1000 630	06/05/17	07/24/17	08/05/17	SS	\$1,920.00	011120650051340	PSY-1000-630	General Psychology	
Bruch, Anna Marie Faletti	IV Therapy	05/14/17	05/27/17	06/10/17	SS	\$424.04	011420730051340			
Bruch, Anna Marie Faletti	NUR 1221 02 1230 150 Program Coordinator	05/30/17	07/24/17	08/05/17	SS	\$5,920.00	011420730051340	NUR-1221-02	Holistic Medicine Surgery Nursing/Practical Nursing/Program	
Butler, Paul D	SPH 1001 406	06/05/17	06/23/17	06/24/17	SS	\$2,025.00	011120650051320	SPH-1001-406	Fundamentals of Speech	
Caley Opsal, Susan Mary	THM 1212 01 Lecture	06/05/17	07/24/17	08/05/17	SS	\$1,920.00	011420730051340	THM-1212-01	Pathology for Massage Therapy	
Donna, Rebecca S	Summer Internship Coordinator	03/15/17	05/19/17	06/10/17	SS	\$1,820.00	011120570051320			
Dzurisin, Juliana Mae	ALH 1214 01 02 03 Lecture 601 Lab	06/06/17	07/25/17	08/05/17	SS	\$7,515.07	011420730051320	ALH-1214-601	Certified Nursing Assistant Lab and Lecture	
Elias, Gina Rae	Cyber Security	05/29/17	07/26/17	08/05/17	SG	\$1,920.00	061320152751900			
Foemmel, Mary Beth	ALH 1214 02 Lab Clinical	06/06/17	07/25/17	08/05/17	SS	\$3,788.70	011420730051320	ALH-1214-02	Certified Nursing Assistant Lab and Lecture	
Frahm, Jeannette Michelle	SFC 1000 650	06/05/17	06/29/17	07/08/17	ST	\$1,460.00	011120910051320	SFC-1000-650	Strategies for College	
Hartford, Carmen Nichole	BIO 1200 600	06/05/17	07/24/17	08/05/17	SS	\$1,920.00	011120570051340	BIO-1200-600	Human Body Structure & Function	
Hodgson, Laura Ann	Intake Coordinator	05/22/17	08/09/17	08/19/17	SS	\$1,920.00	011420730051340			
Hodgson, Laura Ann	Classroom Prep	05/28/17	06/10/17	06/10/17	SS	\$1,617.62	011420730051340			
Isermann, Susan L	Sheet Metal Curriculum/Perkins	05/28/17	06/10/17	06/10/17	ST	\$500.00	018120080051900			
Jenrich, Chuck	Riverfront Machine	05/07/17	05/30/17	06/10/17	SS	\$1,200.00	014210331051320			
Killian, Melissa J.	28 Sessions Yoga Unique To You/Strength Cardio Core	05/28/17	06/05/17	06/10/17	SS	\$896.00	013230030851540			
Klieber, Tracie Marie	Yoga Unique To You/Strength Cardio Core	04/25/17	06/01/17	06/10/17	ST	\$780.00	014110394151320	HLR-6218-304	Yoga Unique To You/Strength Cardio Core	
Knowlton, Amber Sue	NUR 1220 01 1221 01 02 03	05/30/17	07/24/17	08/05/17	SS	\$5,920.00	011420730051340	NUR-1220-01	Role of License Practical Nurse	
Kowalski, Andrea Beth	SPH 1001 402 412	06/05/17	06/23/17	06/24/17	SS	\$4,548.00	011120650051320	SPH-1001-412	Fundamentals of Speech	
Leadingham, Paul	WLD Series 02	05/22/17	06/13/17	06/24/17	SS	\$310.00	011320410051340			
Leadingham, Paul	Stevenson and Leffelman Certification	05/26/17	05/26/17	06/10/17	SS	\$755.00	014210331051320			
Lee, Matthew J	Advisory Committee Meeting	04/26/17	04/26/17	06/10/17	SG	\$25.00	061320152751900			
Lowe, Jody A	1st & 2nd Remediation	05/28/17	06/10/17	06/10/17	SS	\$314.10	011420730051340			

**Stipends For Pay Period 06/10/17**

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Lowe, Jody A	Enrichment/Remediation	05/29/17	07/26/17	08/05/17	SG	\$2,560.00	061320152751900			
McDonnell, Nancy Ann	Cyber Security	05/29/17	07/26/17	08/05/17	SG	\$2,025.00	061320152751900			
McGinnis, Rosemary T	Paramedic Program Coordinator	06/03/17	07/24/17	08/05/17	SS	\$1,406.00	011420730051320			
Mills, Jennifer P	MUS 1000 630	06/05/17	07/24/17	08/05/17	SS	\$2,109.00	011120650051320	MUS-1000-630	Music Appreciation	
Modeen, Trisha Dee	ALH 1214 600 Lab Clinical	05/06/17	07/25/17	08/05/17	SS	\$3,503.25	011420730051320	ALH-1214-600	Certified Nursing Assistant Therapeutic Massage Clinical/Program Coordinator	
Monterastelli, Cherie A	THM 1218 01 Program Coordinator	06/05/17	07/27/17	08/05/17	SS	\$3,200.00	011420730051340	THM-1218-01		
O'Brien, Tina Marie	MLC Ottawa	05/30/17	07/24/17	08/05/17	SS	\$4,548.00	011520910051320			
O'Flanagan, Jamie Lynn	ALH 1214 01 Lab Clinical	06/06/17	07/25/17	08/05/17	SS	\$3,503.25	011420730051320	ALH-1214-01	Certified Nursing Assistant Lab and Clinical	
O'Shea, Dennis Patrick	Longevity Pay 2017	07/01/16	06/30/17	06/10/17	ES	\$1,706.64	027210472051900			
Prine, Renee Marie	14 Sessions	05/28/17	06/05/17	06/10/17	SS	\$448.00	013230030851540			
Reardon, Emily Elyse	SPH 1001 630	06/05/17	07/24/17	08/05/17	SS	\$2,025.00	011120650051320	SPH-1001-630	Fundamentals of Speech	
Rebholz, Matthew Richard	LC Driver Improvement	05/24/17	05/24/17	06/10/17	SS	\$140.00	014110394251320	CDV-6000-315	LaSalle Co Driver Improvement	
Rebholz, Matthew Richard	LC Driver Improvement	06/03/17	06/03/17	06/10/17	ST	\$187.50	014110394251320	CDV-6000-06	LaSalle Co Driver Improvement	
Schultz, Kim Ann	ALH 1214 600 601 lecture	06/06/17	07/25/17	08/05/17	SS	\$3,866.50	011420730051320	ALH-1214-601	Certified Nursing Assistant Lecture	
Sorrentino, Jane Elizabeth	THM 1218 01 1218 01 Program Coordinator	06/05/17	07/27/17	08/05/17	SS	\$8,857.80	011420730051320	THM-1218-01	Therapeutic Massage Clinical/Program Coordinator	
Stefenel, Maria Jo	SPH 1001 601	06/05/17	07/24/17	08/05/17	SS	\$2,025.00	011120650051320	SPH-1001-601	Fundamentals of Speech	
Story, Michelle M	Revisions to Proficiency Exam	05/11/17	05/11/17	06/10/17	ST	\$50.00	011320410051340			
Tieman, Ryan Michael	Paramedic Clinical Coordinator	06/03/17	07/24/17	08/05/17	SS	\$2,025.00	011420730051320			
Villarreal, Joseph	Advisory Committee Meeting Principle/Practice	04/26/17	04/26/17	06/10/17	SG	\$25.00	061320152751900			
Wasmer, Susan Marie	Phlebotomy/Program Coordinator	06/05/17	09/07/17	09/16/17	SS	\$4,380.00	011420730051320		Principle/Practice Phlebotomy/Program Coordinator	
Total						109,055.79				

*Cheryl Roelfsema*

Cheryl Roelfsema  
Vice President of Business Services and Finance

*Jerry Corcoran* 6/15/17  
Dr. Jerry Corcoran  
President

\*Earn Types  
RE=Regular, TF=Taxable Reimbursement, SG=Stipend, ES=SURS Exempt  
Stipend, OV=Overload, VA=Vacation Payout, ML= Commuting Mileage  
MI=Miscellaneous, SS=Summer School

Stipends For Pay Period 06/24/17

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Alvin, Stephen R	HIS 1001 02	06/14/17	08/09/17	08/19/17	SS	\$1,920.00	011120650051340	HIS-1001-02	History Western Civilization II	
Ault, Richard L	CHM 1007 300	06/14/17	08/09/17	08/19/17	SS	\$4,352.00	011120570051340	CHM-1007-300	General Chemistry II	
Bates, Michael James	GEL 1007 01	06/14/17	08/09/17	08/19/17	SS	\$3,037.50	011120570051320	GEL-1007-01	Environmental Geology	
Beyer, Jason Adam	PHL 1013 01	06/14/17	08/09/17	08/19/17	SS	\$1,920.00	011120650051340	PHL-1013-01	Comparative Religions	
Bhattacharya, Abhijeet	BUS 2000 ECN 1202 2003 100 101	06/14/17	08/09/17	08/19/17	SS	\$6,336.00	011120570051340	ECN-2003-100	Principles of Macroeconomics	
Bias, Timothy John	U.S. Silica Course Development	06/08/17	06/16/17	06/24/17	SS	\$1,750.00	014210331051320			
Bias, Timothy John	Program Coordinator/Independent Study	06/14/17	08/09/17	08/19/17	SS	\$1,970.00	011320410051340			
Blood, Trisha Marie	MTH 1003 01 1005 01	06/14/17	08/09/17	08/19/17	SS	\$6,327.00	011120910051320	MTH-1003-01	College Algebra	
Castaneda, Craig Alexander	BIO 1007 1200 BIOD 1007	06/14/17	08/09/17	08/19/17	SS	\$6,022.50	011120570051320	BIOD-1007-01	Anatomy/Physiology Day Lab	
Cook Fesperman, Amanda Paulin	PSI 2000 100	06/14/17	08/09/17	08/19/17	SS	\$1,920.00	011120650051340	PSI-2000-100	International Relations	
Data, Dorene Marie	CAD 2206 01 Additional Student	06/14/17	08/09/17	08/19/17	SS	\$851.20	011320410051340			
Donna, Rebecca S	SOC 1000 100 101	06/14/17	08/09/17	08/19/17	SS	\$5,460.00	011120650051320	SOC-1000-101	Introduction To Sociology	
Dove, Christine E	ANT 1002 100	06/14/17	08/09/17	08/19/17	SS	\$2,109.00	011120650051320	ANT-1002-100	Cultural Anthropology	
Dunlap, Christopher Ray	Interim Director of IT	06/12/17	12/23/17	12/23/17	ST	\$400.00	012410595051210			
Elias, Gina Rae	Program Coordinator	06/14/17	08/09/17	08/19/17	SS	\$640.00	011320410051340			
Ewers, Kathryn Ciara	BIO 1001 01 BIOD 1001 01	06/14/17	08/09/17	08/19/17	SS	\$3,163.50	011120570051320	BIOD-1001-01	General Biology I / Day Lab	
Fesperman, Jeffrey Norris	GEG 1001 100 1004 100	06/14/17	08/09/17	08/19/17	SS	\$4,800.00	011120570051340	GEG-1004-100	World Region Geography	
Fogle, Kyle Kurt	BIOD 1007 02	06/14/17	08/09/17	08/19/17	SS	\$1,518.75	011120570051320	BIOD-1007-02	Anatomy/Physiology Day Lab	
Forkner, Zachariah L	ENG 1001 101	06/14/17	08/09/17	08/19/17	SS	\$2,025.00	011120910051320	ENG-1001-101	English Composition I	
Forst, Jean	RED 0900 01	06/14/17	08/09/17	08/19/17	SS	\$1,920.00	011520910051340	RED-0900-01	Basic Reading II	
Forst, Jean	ENG 1002 300	06/14/17	08/09/17	08/19/17	SS	\$1,920.00	011120910051340	ENG-1002-300	English Composition II	
Frahm, Jeannette Michelle	SFC 1000 100	06/14/17	08/09/17	08/19/17	SS	\$1,460.00	011120910051320	SFC-1000-100	Strategies for College	
Furlan, Michael John	DFT 1203 300	06/14/17	08/09/17	08/19/17	SS	\$2,025.00	011320410051320	DFT-1203-300	Machine Blueprint Reading	
Gibson, James A	ELT 2209 01 Additional Student Program Coordinator	06/14/17	08/09/17	08/19/17	SS	\$1,708.80	011320410051340			
Hanley, Linda Cheryl	ALH 1000 100	06/14/17	08/05/17	08/05/17	SS	\$1,920.00	011420730051340	ALH-1000-100	Introduction To Nutrition	

35

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Stipends For Pay Period 06/24/17

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Haynes, Tricia Lynn	Radical Robots	06/12/17	06/15/17	06/24/17	SS	\$300.00	014110394151320	YOU-2124-06	Radical Robotics	
Hodgson, Laura Ann	Class Preparation / Freshman/ALH 1202 100	06/11/17	06/24/17	08/19/17	ST	\$2,544.25	011420730051340			
Jauch, Christian Martin	CSI 1002 100	06/14/17	08/09/17	08/19/17	SS	\$2,548.00	011120410051320	CSI-1002-100	Introduction To Business Computer Systems	
Jauch, Christian Martin	CSP 1203 01	06/14/17	08/09/17	08/19/17	SS	\$2,548.00	011320410051320	CSP-1203-01	Microsoft Office Professional I	
Jenrich, Chuck	SABIC Ottawa GAP Audit RC & ISO	06/13/17	06/13/17	06/24/17	SS	\$400.00	014210331051320			
Johnson, LeeAnn	Open Lab Hours	06/14/17	08/09/17	08/19/17	SS	\$1,440.00	011120570051340			
Killian, Melissa J.	28 Sessions	06/11/17	06/24/17	06/24/17	SS	\$896.00	013230030851540			
King, Keith Robert	BIO 1009 01 BIOD 1009 02	06/14/17	08/09/17	08/19/17	SS	\$4,096.00	011120570051340	BIOD-1009-02	Microbiology Day Lab	
Kloplic, Elizabeth Ann	PSY 1000 100 101 2006 100	06/14/17	08/09/17	08/19/17	SS	\$5,760.00	011120650051340	PSY-1000-101	General Psychology	
Koudelka, Arthur Edward	Program Coordinator	06/14/17	08/09/17	08/19/17	SS	\$640.00	011320410051340			
Lange, Shane Wilson	Program Coordinator	06/14/17	08/09/17	08/19/17	SS	\$640.00	011320410051340			
Leadingham, Paul	Program Coordinator	06/14/17	08/09/17	08/19/17	SS	\$640.00	011320410051340			
Lee, Tracy Denise	ENG 1002 102	06/14/17	08/09/17	08/19/17	SS	\$1,920.00	011120910051340	ENG-1002-102	English Composition II	
Leonard, Bryan Donald	CHM 1004 031	06/14/17	08/09/17	08/19/17	SS	\$2,362.50	011120570051320	CHM-1004-301	Chemistry	
Lesman, Emily Elizabeth	IVCC MLC	06/14/17	08/09/17	08/19/17	SS	\$3,840.00	011520910051340			
Leynaud, Donald Craig	Open Lab Hours	06/14/17	08/09/17	08/19/17	SS	\$1,518.75	011120570051320			
Lockwood, Kirk D	ENG 1205 100	06/14/17	08/09/17	08/19/17	SS	\$1,920.00	011120910051340	ENG-1205-100	Writing Communication Skills Business	
Mahoney, James Joseph	WLD Series 301 Multi Prep	06/14/17	08/09/17	08/19/17	SS	\$2,109.00	011320410051320			
McCarthy, Melissa R	PHL 1001 01 PSY 1000 301	06/14/17	08/09/17	08/19/17	SS	\$4,218.00	011120650051320	PHL-1001-01	Introduction To Philosophy	
McKee, Larry E	MLC IVCC Nights	06/14/17	08/09/17	08/19/17	SS	\$4,548.00	011520910051320			
Mills, Jennifer P	MUS 1000 02	06/14/17	08/09/17	08/19/17	SS	\$2,109.00	011120650051320	MUS-1000-02	Music Appreciation	
Moskalewicz, James P	28 Sessions	06/11/17	06/19/17	06/24/17	SS	\$896.00	013230030851540			
Mott, Willard D	Program Coordinator	06/14/17	08/09/17	08/19/17	SS	\$640.00	011120570051340			
Oldaker, Adam Gregory	ENG 1001 01	06/14/17	08/09/17	08/19/17	SS	\$1,920.00	011120910051340	ENG-1001-01	English Composition I	
Pickens, Naomi M	CSP 1203 100	06/14/17	08/09/17	08/19/17	SS	\$2,362.50	011320410051320	CSP-1203-100	Microsoft Office Professional I	

Stipends For Pay Period 06/24/17

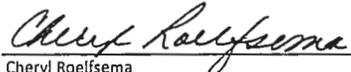
Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Pumo, Deborah J	ALH 1000 101 1002 100	06/14/17	08/09/17	08/19/17	SS	\$3,840.00	011420730051340	ALH-1002-100	Human Growth & Development	
Pytel, Kyle Edwin	LC Driver Improvement GDL	06/17/17	06/17/17	06/24/17	SS	\$175.00	014110394251320	CDV-6000-16	LaSalle Co Driver Improvement	
Radek, Kimberly M	FLM 2009 100 GEN 2001 100	06/14/17	08/09/17	08/19/17	SS	\$3,840.00	011120650051340	GEN-2001-100	Women in Ancient Cultures	
Rambo, Randy R	ENG 1001 100 1002 100	06/14/17	08/09/17	08/19/17	SS	\$3,840.00	011120910051340	ENG-1002-100	English Composition II	
Reese, Robert C	BUS 1010 MGT 2010 MKT 1210	06/14/17	08/09/17	08/19/17	SS	\$3,110.40	011120570051340	MKT-1210-140	Principles of Marketing	
Retoff, Dan J	ALH 1002 101	06/14/17	08/09/17	08/19/17	SS	\$2,274.00	011420730051320	ALH-1002-101	Human Growth & Development	
Robinson, Delores R.	ENG 0900 01	06/14/17	08/09/17	08/19/17	SS	\$1,920.00	011520910051340	ENG-0900-01	Basic Composition II	
Robinson, Delores R.	LIT 2013 100	06/14/17	08/09/17	08/19/17	SS	\$1,920.00	011120910051340	LIT-2013-100	Fiction	
Ruda, Anthony J	HPE 1000 1003 100 101	06/14/17	08/09/17	08/19/17	SS	\$2,304.00	011120570051340	HPE-1000-100	Wellness	
Sankovich, Michael W	ACT 1020 300	06/14/17	08/09/17	08/19/17	SS	\$1,920.00	011120570051340	ACT-1020-300	Managerial Accounting	
Sarver, Gregory Stephen	Mileage Reimbursement	04/08/17	06/10/17	06/24/17	ML	\$80.25	014110394355212			
Sarver, Gregory Stephen	LC Driver Improvement	06/07/17	06/07/17	06/24/17	SS	\$150.00	014110394251320	CDV-6000-306	LaSalle Co Driver Improvement	
Sarver, Gregory Stephen	BC Driver Improvement	06/10/17	06/10/17	06/24/17	SS	\$150.00	014110394351320		Bureau Co Driver Improvement	
Schroeder, Eric Steven	BIO 1000 100 101	06/14/17	08/09/17	08/19/17	SS	\$3,072.00	011120570051340	BIO-1000-101	The Global Environment	
Serafini, Richard Joseph	ACT 1210 100 Program Coordinator	06/14/17	08/09/17	08/19/17	SS	\$2,560.00	011120570051340	ACT-1210-100	Fundamentals of Accounting	
Skoflanc, Francie A	GDT 2205 2206 2207 01	06/09/17	08/09/17	08/19/17	SS	\$640.00	011120650051340	GDT-2207-01	Graphic Design Internship III	
Spanbauer, Jeffrey A	HIS 1000 100 2000 100	06/14/17	08/09/17	08/19/17	SS	\$3,840.00	011120650051340	HIS-1000-100	History of Western Civilization I	
Stoddard, Danielle Annette	PSY 1000 02	06/14/17	08/09/17	08/19/17	SS	\$2,025.00	011120650051320	PSY-1000-02	General Psychology	
Story, Michelle M	Program Coordinator	06/14/17	08/09/17	08/19/17	SS	\$640.00	011320410051340			
Swett, Steven A	SDT 1203 301	06/14/17	08/09/17	08/19/17	SS	\$910.00	011320410051320	SDT-1203-301	Job Seeking Skills	
Tomasson, Cory J	SPH 1001 04	06/14/17	08/09/17	08/19/17	SS	\$1,920.00	011120650051340	SPH-1001-04	Fundamentals of Speech	
Torbeck, Joel A	ECN 2002 300	06/14/17	08/09/17	08/19/17	SS	\$2,274.00	011120570051320	ECN-2002-300	Principles of Microeconomics	
Tunnell, Thomas D	MTH 1008 100 150	06/14/17	08/09/17	08/19/17	SS	\$3,840.00	011120910051340	MTH-1008-100	General Elementary Statistics	
Urban-Bollis, Jill L	PSY 2001 100	06/14/17	08/09/17	08/19/17	SS	\$1,920.00	011220910051340	PSY-2001-100	Child Growth and Development	
Villarreal, Nora Lynn	ENG 1002 101 WC IVCC	06/14/17	08/09/17	08/19/17	SS	\$3,200.00	011120910051340	ENG-1002-101	English Composition II	

37

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**Stipends For Pay Period 06/24/17**

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Weitl, Jamie B	ENG 0909 100	06/14/17	08/09/17	08/19/17	SS	\$281.20	011520910051320	ENG-0909-100	English Lab	
Whited, Barry Gene	ACT 1010 300	06/14/17	08/09/17	08/19/17	SS	\$2,274.00	011120570051320	ACT-1010-300	Financial Accounting	
Wiggins, Dawn M	MTH 1000 100	06/14/17	08/09/17	08/19/17	SS	\$1,920.00	011120910051340	MTH-1000-100	Math for Liberal Arts	
Winn, Christopher Daniel	WLD Series 302 Multi-Prep	06/14/17	08/09/17	08/19/17	SS	\$2,109.00	011320410051320			
<b>Total</b>						<b>179,241.10</b>				

  
 Cheryl Roelfsema  
 Vice President of Business Services and Finance

 7/5/17  
 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

**FY2018 Tentative Budget**

The administration is pleased to present to the Board the tentative budget for the fiscal year ending June 30, 2018. This document presents the College's financial plan for operations during the coming fiscal year. The resolution for acceptance of the final budget will be submitted for Board approval on August 17, 2017.

The FY2018 budgeted revenue for all funds is \$31,208,559, a 5.1 percent decrease from the Fiscal Year 2017 budget, and \$31,850,619 in expenditures, a 5.1 percent decrease from Fiscal Year 2017.

The total operating budget revenue is \$21,354,944. Compared to last year's operating budget revenues of \$22,028,121, this represents a decrease of 3.1 percent. The total operating budget expenditures are \$21,431,044. Compared to last year's operating budget expenditures of \$22,280,483, this represents a decrease of 3.8 percent.

In order to help balance the operating funds, the budget also includes net inter-fund operating transfers of \$77,000 – \$87,000 from Auxiliary Enterprise Funds for IT infrastructure improvements, less \$10,000 for the TRiO grant match.

**Recommendation:**

- 1. Adopt the Resolution approving the FY2018 Tentative Budget, as presented.**
- 2. Authorize publication of the Notice of Public Hearing.**

KPI 6: Resource Management

RESOLUTION APPROVING TENTATIVE BUDGET

RESOLUTION

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF 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 the Budget as hereto prepared by Dr. Jerry Corcoran is hereby approved as a Tentative Budget only in the form attached hereto and made a part hereof.

SECTION 2: That said Tentative Budget shall be made available in such tentative form for public inspection for at least 30 days prior to final action thereon.

SECTION 3: That notice of the availability of said Tentative Budget for public inspection shall be given by publication in newspapers generally circulated within the school district.

SECTION 4: That a public hearing shall be held as to such Tentative Budget on the 17th day of August, 2017, at the hour of 6:30 p.m. in room C-307 at 815 N. Orlando Smith Road, Oglesby, Illinois.

ADOPTED this 13th day of July, 2017.

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Chair, Board of Trustees

ATTEST:

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Secretary, Board of Trustees

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District 513, counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, and the State of Illinois, that a tentative budget for Illinois Valley Community College District 513 for the fiscal year beginning July 1, 2017 will be on file and conveniently available to public inspection at the Business Office (Room C-338) of Community College District 513, 815 N. Orlando Smith Road, Oglesby, Illinois, on the 13th day of July, 2017. The document will be available for viewing during normal business hours through the 17th day of August, 2017.

NOTICE IS FURTHER HEREBY GIVEN that a public hearing on said tentative budget will be held at 6:30 p.m. on the 17th day of August, 2017, in Room C-307 at Illinois Valley Community College, 815 N. Orlando Smith Road, Oglesby, Illinois.

DATED this 13th day of July, 2017.

BOARD OF TRUSTEES of Community College District 513, in the counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, and the State of Illinois.

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

ATTEST:

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

**Faculty Appointment – Maddalena Alfano, Nursing Instructor**

The search advisory committee has selected Maddalena Alfano as Nursing Instructor to fill the vacancy created by the retirement of Linda Hanley. Information on this candidate is attached.

**Recommendation:**

**The administration recommends the appointment of Maddalena Alfano as Nursing Instructor at B-6, an annualized salary of \$48,307 on the 2017/2018 faculty salary schedule, effective August 14, 2017.**

KPI 4: Support for Employees

**RECOMMENDED FOR FACULTY APPOINTMENT**  
**2017-2018**

**GENERAL INFORMATION:**

POSITION TO BE FILLED: Nursing Instructor

NUMBER OF APPLICANTS: 9

NUMBER OF APPLICANTS INTERVIEWED: 4

APPLICANTS INTERVIEWED BY:

Ms. Bruch, Ms. Hogue, Ms. Knoblauch, Ms. Knowlton, Ms. Lowe,  
Dr. Pence

APPLICANT RECOMMENDED:

Maddalena Alfano

EDUCATIONAL PREPARATION:

Clarke University, Dubuque, IA – B.S.N. Nursing; M.S.N. Nursing Education

EXPERIENCE:

Illinois Valley Community College, Oglesby, IL – Part-time Nursing Instructor  
St. Francis Medical Center, Peoria, IL – Clinical Educator, Clinical Educator Scholar,  
Registered Nurse, Extern

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

1. Excellent teaching demonstration, very comfortable with content and technology
2. Clinical work experience, primarily in the area of medical/surgical nursing
3. Passion for teaching very obvious in interview, extremely articulate and professional
4. Vocalizes a desire to give back to the profession and her community

RECOMMENDED SALARY: B-6, \$48,307 annualized

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

**Naming Rights – Ralph Scriba Conference Center**

Ralph Scriba, a 1951 L-P-O Junior College alumnus and successful entrepreneur, recently donated \$50,000 to the IVCC Foundation in support of the IVCC Agriculture Program. This marks the third time that Mr. Scriba and his family have shown incredible support of high-priority IVCC initiatives.

The college's relationship with Mr. Scriba began with a year-end annual appeal mailing in 2012 which resulted in a \$50,000 contribution to the Community Technology Center capital campaign in 2013. From 2014 through 2016 Mr. Scriba contributed \$50,000 each year to support our goal of establishing an endowment fund so that more scholarships could be awarded to students falling into the following specific populations: (1) HSE or ESL in bridge to healthcare or manufacturing programs; (2) returning IVCC students at least 24 years of age in need of a credential of value for a better standard of living; (3) middle-class students ineligible for a reasonable amount of financial aid; and (4) students who have enrolled at IVCC on a full-time basis in the fall and spring semesters and have exhausted their financial aid for the summer term.

With the most recent donation, Mr. Scriba qualifies for a new level of recognition based on the Naming Rights policy. The administration recommends naming Pre-function area and Rooms 124/125 in the Community Technology Center the Ralph Scriba Conference Center.

**Recommendation:**

**Name the Pre-function area and CTC 124/125 the Ralph Scriba Conference Center.**

KPI 6: Resource Management

**Intergovernmental Agreement Between Lake Land College and Illinois Valley Community College**

The ICCB recently revised its approval process for correctional programs offered through community colleges to bring more formality to what has been historically an informal process. Specifically, if a college is planning to offer educational services in a correctional institution that resides outside its district, the ICCB now requires a countersigned ICCB form from the college district that is abdicating its right to offer services to the correctional institution(s) within its district and the college that is providing services. Lake Land College currently offers programs at Sheridan Correctional Center, which is located within IVCC's district. ICCB needs a signed form reflecting IVCC's decision to allow Lake Land College to continue providing services to this facility.

**Recommendation:**

**Approve the following intergovernmental agreement between Lake Land College and Illinois Valley Community College, as presented.**

KPI 5: District Population Served

**INTERGOVERNMENTAL AGREEMENT BETWEEN  
BOARD OF TRUSTEES OF LAKE LAND COLLEGE DISTRICT NO. 517  
AND  
BOARD OF TRUSTEES OF ILLINOIS VALLEY COLLEGE DISTRICT NO. 513**

This Agreement is made and entered into this 13<sup>th</sup> day of July, 2017, by and between the Board of Trustees of Lake Land College No. 517, Mattoon, Illinois ("Lake Land") and the Board of Trustees of Illinois Valley Community College District No. 513, Oglesby, Illinois, ("Illinois Valley") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the Public Community College Act.

**WHEREAS**, Lake Land and Illinois Valley are Illinois Community Colleges organized and existing pursuant to the Illinois Public Community College Act (110 ILCS 805/1-1 *et seq.*) and further governed by the Administrative Rules of the Illinois Community College Board (23 Ill. Admin. Code Part 1501); and

**WHEREAS**, Part 1501.307(g) of the Administrative Rules of the Illinois Community College Board provides that an Illinois Community College District may extend curricula/credit courses into another Illinois Community College District with the approval of that District; and

**WHEREAS**, Lake Land wishes to extend curricula/credit courses pursuant to an agreement with the Illinois Department of Corrections in correctional facilities located outside Lake Land's district boundaries; and

**WHEREAS**, Illinois Valley desires to allow Lake Land to provide courses in Illinois Department of Corrections facilities located within Illinois Valley's district; and

**WHEREAS**, Lake Land and Illinois Valley's desire to enter into this Intergovernmental Agreement to allow Lake Land to provide such courses in Illinois Department of Corrections facilities located in Illinois Valley's district in accordance with the terms and conditions contained herein.

**NOW, THEREFORE, IT IS AGREED** between the Parties, in consideration of their mutual promises and undertakings as set forth herein and for other good and valuable consideration, as follows:

**Section 1     Incorporation of the Preamble Recitals**

The foregoing recitals are hereby found to be true and correct and are incorporated herein by reference.

**Section 2     Authorization to Offer Programs**

Illinois Valley hereby authorizes Lake Land to provide the Programs as described herein in the identified Illinois Department of Corrections facilities in accordance with the terms of this Agreement.

### **Section 3 Description of Programs to be Offered**

The Parties agree that Lake Land shall provide the following educational programs ("Programs") at the identified Illinois Department of Corrections facilities located within Illinois Valley's district: Sheridan Correctional Center:

- Culinary Arts
- Horticulture
- Warehousing
- Welding
- Career Tech
- Any other such program requested by IDOC during the term of this agreement.

### **Section 4 Term of Agreement**

The term of this Agreement shall be for five (5) years commencing on July 1, 2017 and terminating on June 30, 2022. Thereafter, this Agreement shall automatically renew unless either Party sends the other Party a written notice of nonrenewal at least 180 days prior to the termination date.

### **Section 5 Early Termination**

Illinois Valley shall have the right to terminate this Agreement prior to the expiration of the initial term or any renewal term should Illinois Valley determine that it wishes to provide the Programs in the identified Illinois Department of Corrections facilities and Illinois Valley has been approved by the Illinois Department of Corrections to offer such programs under the terms and conditions set forth by IDOC. In such event, Illinois Valley shall provide Lake Land with a 180-day written notice of early termination.

In the event of such early termination, Illinois Valley shall allow Lake Land to complete the Contract for Services it has in effect with the Illinois Department of Corrections as of the effective termination date. Lake Land subsequently agrees not to enter into an initial contract, or contract extension with a duration of more than three years to provide educational services to any Illinois Department of Corrections facility covered under this agreement, without the express written consent of Illinois Valley.

### **Section 6 Required Filings**

Illinois Valley and Lake Land agree to cooperate with each other with regard to any and all filings and paperwork which may be required by the Illinois Community College Board, the Illinois Department of Corrections, as well as any other body having jurisdiction over the Programs. The Parties further agree to execute a letter to the Illinois Community College Board in substantially the same form as attached to this Agreement as Exhibit A.

### **Section 7 Miscellaneous Provisions**

- A. **Notices.** All notices required to be sent pursuant to this Agreement shall be sent in writing by means capable of providing confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) an acknowledged overnight carrier such as Federal Express or UPS with accompanying proof of delivery, or (c) personal service. In addition, notice shall also be sent via email to the Parties as listed below:

LAKE LAND COLLEGE:  
Dr. Josh Bullock  
President  
Lake Land College  
5001 Lake Land Boulevard  
Mattoon, IL 61938  
jbullock@lakelandcollege.edu

ILLINOIS VALLEY COLLEGE:  
Dr. Jerry Corcoran  
President  
Illinois Valley Community College  
815 N. Orlando Smith Road  
Oglesby, IL 61348-9692  
[jerry\\_corcoran@ivcc.edu](mailto:jerry_corcoran@ivcc.edu)

with a copy to counsel:  
Howard A. Metz  
Robbins-Schwartz  
55 West Monroe Street, Suite 800  
Chicago, IL 60603-5144  
Email: [hmetz@robbins-schwartz.com](mailto:hmetz@robbins-schwartz.com)

- B. **Amendments.** No change, modification or amendment to this Agreement shall be valid unless in writing and approved by the Parties' respective governing boards.
- C. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.
- D. **Signature in Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute on and the same instrument.

**WHEREFORE,** The Parties by their respective officers have executed this Agreement on the dates set forth below.

**Board of Trustees  
Lake Land College  
District No. 517  
Mattoon, Illinois**

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

\_\_\_\_\_  
Dave Storm, Chairperson

\_\_\_\_\_  
Jane E. Goetz, Chairperson

\_\_\_\_\_  
Ann Deters, Secretary

\_\_\_\_\_  
David O. Mallery, Secretary

In accordance with *Section 1501.307 g) 3)* of the System Rules of the Illinois Community College Board (ICCB), Lake Land College is requesting permission to offer and operate programs and services in a community college district other than its own, in this case the district of Illinois Valley Community College and is seeking approval from the ICCB for this request.

Since it is the desire of the parties to this agreement to expand educational programs and services to Illinois Department of Corrections (IDOC) correctional institutions in Illinois Valley Community College's district, but said institution has decided to forego offering of these services per the IDOC terms and specifications, Lake Land College has secured agreement with Illinois Valley Community College to offer these services.

The educational programs to be offered by Lake Land College as part of this agreement are approved by the ICCB and the Illinois Board of Higher Education (as appropriate). Below are the details of the agreement:

1. PROGRAM(S) BEING OFFERED
  - a. Culinary Arts
  - b. Horticulture
  - c. Warehousing
  - d. Welding
  - e. Career Tech
  
2. LOCATION OF PROGRAM OFFERING(S)
  - a. Sheridan Correctional Center
  
3. PROGRAM CONTACT(S)
  - a. Dr. Jim Hull
  - b. Jennifer Billingsley
  
4. PROVISIONS OF AMENDMENT OR TERMINATION
  - a. See separate intergovernmental agreement

In addition, the parties understand that:

- An annual updated list of programs being provided at the IDOC must be provided to the ICCE by August 31<sup>st</sup> of each year, beginning after the completion of the first year, during the terms of the agreement.
- Lake Land College understands that a signed copy of this letter must be accompanied by the intergovernmental agreement / cooperative agreement / contract that is being executed / considered with The Illinois Department of Corrections, in order to be approved.
- This agreement must be reaffirmed by the Colleges and considered again by the ICCB every five years from the date of execution.

**THIS AGREEMENT** is entered into by and among the parties for the expressed purpose of providing programs and services at Illinois correctional institutions which exist outside of the Lake Land College district.

Lake Land College

Illinois Valley Community College

---

**President**

**Date**

---

**President**

**Date**

**Intergovernmental Agreement With the City of Streator**

The City of Streator has established two new TIF districts, Streator South Industrial TIF and the Streator Northpoint TIF. In May 2016, IVCC entered into an intergovernmental agreement with Streator Township High School, Woodland High School, Streator Elementary School, Grand Ridge CCSD and LaSalle County to engage the services of Kane, McKenna and Associates to review the City of Streator TIF District documents. At that time the City of Streator was not going to enter into any intergovernmental agreements to share in the tax increment.

After a year of negotiations, the City of Streator has proposed an intergovernmental agreement with all taxing bodies where a surplus would be declared each year and distributed to the taxing bodies as follows:

Targeted Parcels – 100 percent of increment retained by the City  
Residential Parcels – 51 percent of increment declared a surplus and distributed  
All Other Parcels – 51 percent of increment declared a surplus and distributed

**Recommendation:**

**The administration recommends Board approval of the intergovernmental agreement with the City of Streator, as presented.**

KPI 6: Resource Management

**INTERGOVERNMENTAL COOPERATION AGREEMENT**

This Agreement is entered into by and between the CITY OF STREATOR, ("the CITY") and LIVINGSTON COUNTY, BRUCE TOWNSHIP, BRUCE TOWNSHIP ROAD AND BRIDGE, STREATOR LIBRARY DISTRICT, EAGLE TOWNSHIP, EAGLE TOWNSHIP ROAD AND BRIDGE, READING TOWNSHIP, READING TOWNSHIP ROAD AND BRIDGE, NEWTOWN TOWNSHIP, NEWTOWN TOWNSHIP ROAD AND BRIDGE, READING FIRE DISTRICT, READING-NEWTOWN MULTI TOWNSHIP, LASALLE COUNTY, ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513, STREATOR TOWNSHIP HIGH SCHOOL DISTRICT NO. 40, WOODLAND COMMUNITY UNIT SCHOOL DISTRICT NO. 5, STREATOR ELEMENTARY SCHOOL DISTRICT NO. 44, and GRAND RIDGE COMMUNITY CONSOLIDATED SCHOOL DISTRICT No. 95, (hereinafter collectively referred to as the "TAXING BODIES", and individually as a "TAXING BODY").

W I T N E S S E T H:

WHEREAS, the CITY and the TAXING BODIES are public agencies as that term is defined in the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et. seq.); and

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes the City and the Taxing Bodies to contract or otherwise associate among themselves to obtain or share services, or to exercise, combine or transfer any power or function, in any manner not prohibited by law or by ordinance; and

WHEREAS, the City has lawfully established two Tax Increment Financing Districts, the Streator South Industrial Tax Increment Financing (TIF) District and the Streator Northpoint Tax Increment Financing (TIF) District ("the TIF DISTRICTS"); and

WHEREAS, the Tax Increment Allocation Redevelopment Act ("TIF Act"), Illinois Compiled Statutes, as amended, 65 ILCS 5/11-74.4-1 et seq. authorizes a municipality to enter into all contracts necessary or incidental to the implementation and furtherance of its redevelopment plan and projects; and

WHEREAS, Bruce Township, Bruce Township Road and Bridge, Streator Library District, Streator Elementary School District No. 44, Streator Township High School District No. 40, Grand Ridge Community Consolidated School District No. 95, LaSalle County, and Illinois Valley Community College District No. 513 (the " Taxing Bodies") are Illinois Taxing Districts organized under the Statutes of the State of Illinois and are the taxing districts exercising taxing authority within the Northpoint TIF District, and

WHEREAS, Bruce Township, Bruce Township Road and Bridge, Streator Library District, Eagle Township, Eagle Township Road and Bridge, Reading Township, Reading Township Road and Bridge, Newtown Township, Newtown Township Road and Bridge, Reading Fire District, Reading-Newtown Multi-Township, Streator Elementary School District, No. 44, Streator Township High School District No. 40, Woodland Community Unit School District No. 5, LaSalle

County, and Illinois Valley Community College District No. 513 (the "Taxing Bodies") are Illinois Taxing Districts organized under the Statutes of the State of Illinois and are the taxing districts exercising taxing authority within the Streator South Industrial TIF District, and

WHEREAS, the Taxing Bodies shall use any payments received pursuant to this Agreement for purposes as allowed by law; and

WHEREAS, any surplus declarations and/or distributions provided for hereunder are not payments in lieu of taxes as defined by the TIF Act; and

WHEREAS, in consideration of the City's obligations and agreements as set forth below, the Taxing Bodies agree that each shall support the City's establishment of the TIF Districts as provided in this Agreement; and

WHEREAS, the Parties declare that this Agreement is adopted pursuant to the 1970 Illinois Constitution, Article VII, Section 10; Illinois Compiled Statutes, Ch. 5 Section 220/1 et seq.; the Tax Increment Allocation Redevelopment Act, Illinois Compiled Statutes, as amended, Ch. 65 Section 5/11-74.4-1 et seq.; and other applicable statutes.

## AGREEMENTS

NOW, THEREFORE, the Parties agree as follows:

1. **INCORPORATION OF PREAMBLES:** The Parties find that all of the recitals contained in the preamble to this Agreement are full, true and correct and incorporate them into this Agreement by this reference.

2. **DEFINITIONS:**

As used herein, unless the context indicates otherwise, or unless specifically defined otherwise, the following terms shall be accorded the following meanings:

2.1 **TIF Act.** The Tax Increment Allocation Redevelopment Act of Illinois, (65 ILCS 5/11-74.4.1 et seq.) as amended, and as it may hereafter be amended from time to time.

2.2 **Redevelopment Project Area.** The portion of the City designated as a Redevelopment Project Area in attached Exhibits A and B, except as may be modified consistent with this Agreement and as allowed by law.

2.3 **Plan and Project.** The redevelopment plans and redevelopment projects defined as the "Plan" and the "Project" in such ordinances relating to the TIF as may be adopted by the City.

2.4 **Incremental Revenues.** The amount of real estate tax revenues from each parcel which is required to be deposited into the City's special tax allocation fund pursuant

to Section 11-74.4-8(b) of the Act and in consequence of the City's designation of the Redevelopment Project Areas.

2.5 **Surplus Funds**. For purposes of this Agreement shall mean the specific percentages of the Incremental Revenues received in each calendar year as stated in Sections 4.1, 4.2 and 4.3 and any other amounts declared surplus at the discretion of the City pursuant to the TIF Act, and as provided herein.

2.6 **Targeted Parcels**. Those parcels within each of the respective TIFs which are identified in Appendix I and Appendix II (attached hereto and made a part hereof) by specific "Property Identification Number" or "PIN".

2.7 **Residential Parcels**. Those parcels within each of the respective TIFs not identified in Appendix I or Appendix II and which are designated for tax assessment purposes by the local assessing authorities as "residential" property. Notwithstanding anything to the contrary herein, the parties acknowledge that individual housing units restricted to age 55 and older residents, nursing homes, assisted/independent living facilities, memory care facilities, rehabilitation facilities, and/or veteran's facilities are not considered Residential Parcels for purposes of this Agreement regardless of applicable zoning.

2.8 **"All Other Parcels"**. Those parcels within each of the respective TIFs which are neither Targeted Parcels nor Residential Parcels.

### 3. **EDUCATIONAL COSTS**

3.1 **Educational Costs**. The City shall first make from the TIF Funds on an annual basis all such payments to School District No. 40, School District No. 44, School District No. 5, and School District No. 95 for the increased educational operational costs of students as required-by the TIF Act.

### 4. **TIF SURPLUS AND DISTRIBUTION.**

4.1 **Targeted Parcels**. The City shall retain up to 100% of the increment generated by the Targeted Parcels for uses as authorized by the TIF Act and Illinois Law, provided such Targeted Parcels are subject to a City Council approved redevelopment agreement signed by a specific developer and specifically pertaining to the targeted parcel and further provided that substantive redevelopment activities have commenced. Until such a redevelopment agreement has been so approved and signed and substantive redevelopment activities have commenced, parcels designated by this agreement as "Targeted Parcels" will be treated as "All Other Parcels," as per Section 4.3 of this agreement below. For purposes of this agreement, "substantive redevelopment activities" shall mean that construction, reconstruction, renovation, rehabilitation, site preparation and/or demolition activities have commenced or been

permitted by the City.

4.2 **Residential Parcels.** The City agrees to annually declare as Surplus Funds not less than Fifty-One Percent (51%) of all Incremental Revenues generated by the Residential Parcels and pay such surplus to the respective county for distribution to the Taxing Bodies and other taxing districts in accordance with the TIF Act, even if such residential parcels and uses are on tracts identified herein as Targeted Parcels, for so long as they remain Residential Parcels as such term is defined herein.

4.3 **All Other Parcels.** The City agrees to annually declare as Surplus Funds not less than fifty-one Percent (51%) of all incremental revenue generated by All Other Parcels and pay such surplus to the respective county for distribution to the Taxing Bodies and other taxing districts in accordance with the TIF Act, except for “Targeted Parcels” where such delineated tracts are the subject of an approved and executed redevelopment agreement as provided in Paragraph 4.1 hereinabove.

4.4 **Notice:** The City will annually notify the LaSalle and/or Livingston County Supervisor of Assessments and the Taxing Bodies at the annual JRB meeting or otherwise in writing of a change in the designation of any parcel from “Residential” or “Other” to “Targeted” as provided herein. Any change will be effective for surplus distribution purposes in the next tax year following commencement of substantive development or redevelopment as described above in Paragraph 4.1.

## 5. **MODIFICATIONS TO TIF DISTRICT**

5.1 **Amendment.** Any amendment adding territory to a TIF District shall be in accordance with the requirements of the law.

5.2 **Termination and New TIF.** In the event the City establishes a new TIF which includes any parcels originally included in either the Northpoint TIF or South Industrial TIF, the Taxing Bodies shall have the option of enforcing the provisions of this Agreement with respect to such included parcels or agreeing to an amendment to this Agreement. The Taxing Bodies reserve all rights with respect to new TIFs.

5.3 **Extensions.** Any extension to the term of either or both of the TIF Districts shall be in accordance with the requirements of the law. The Taxing Bodies expressly do not waive any approval required for such extension by law or practice of the General Assembly.

## 6. **ADDITIONAL CITY OBLIGATIONS**

6.1 **Use of TIF funds.** Incremental revenues received from any TIF district shall be used and/or distributed in accordance with the requirements of law and the terms of this Agreement.

6.2 **Notification of Future TIFs.** The City shall provide the Taxing Bodies with notice of any proposed new tax increment redevelopment project area in accordance with

the requirements of law.

7. **WAIVERS**

7.1 **Waiver of Objections (Northpoint TIF)**: LaSalle County, Bruce Township, Bruce Township Road and Bridge, Streator Library District, Streator Elementary School District No. 44, Streator Township High School District No. 40, Grand Ridge Community Consolidated School District No. 95 and Illinois Valley Community College District No. 513 by its execution and approval of this Agreement hereby waive forever any and all right to directly or indirectly set aside, modify or contest in any manner, including any and all judicial and/or administrative challenges, to the establishment of the Northpoint Industrial TIF District including the Redevelopment Plan, Projects and Area as approved by the City, as of\_\_\_\_\_, 2017. Nothing contained herein is to be construed to give the Taxing Bodies any right to participate in the administration of the TIF District Redevelopment Plan or Projects.

7.2 **Waiver of Objections (South Industrial TIF)**: LaSalle County, Livingston County, Bruce Township, Bruce Township Road and Bridge, Eagle Township, Eagle Township Road and Bridge, Streator Library District, Reading Township, Reading Township Road and Bridge, Newtown Township, Newtown Township Road and Bridge, Reading Fire District, Reading-Newtown Multi- Township, Streator Elementary School District No. 44, Streator Township High School District No. 40, Woodland Community Consolidated School District No. 5 and Illinois Valley Community College District No. 513, by its execution and approval of this Agreement hereby waive forever any and all right to directly or indirectly set aside, modify or contest in any manner, including any and all judicial and/or administrative challenges, to the establishment of the Streator South Industrial TIF District including the Redevelopment Plan, Projects and Area approved by the City as of\_\_\_\_\_, 2017. Nothing contained herein is to be construed to give the Taxing Bodies any right to participate in the administration of the TIF District Redevelopment Plan or Projects.

8. **Binding Effect**: This Agreement shall be binding on the Parties and their respective successors-including successors in office. Should any entity merge, this Agreement shall apply to the successor entity.

9. **Governing Law**: This Agreement is governed by and shall be construed in accordance with the laws of the State of Illinois.

10. **Term**: This Agreement shall become effective upon the establishment of the first of the TIF Districts and shall remain in effect until either the City adopts an Ordinance dissolving either of the TIF Districts or until the scheduled termination of the TIF Districts on December 31, 2039, with final real estate increment received in 2040. Whether the TIF District exists for the entire 23 years as called for under the TIF Plan or terminates at some other time, the City will pay from incremental real estate taxes distributed to the City in the year following termination, the sums due the Taxing Bodies for the prior year which remain unpaid, if such increments are received by the City from

the County. The parties acknowledge that the City has entered into certain Redevelopment Agreements prior to the adoption of this Agreement. Such previously executed Agreements shall remain in full force and effect regardless of any terms of this Agreement.

**11. Amendments, Waivers, Modifications:** No amendment, waiver or modification of any term or condition of this Agreement shall be binding or effective for any purpose unless expressed in writing and adopted by each of the Parties as required by law.

**12. Real Estate Increment Information:** The Administrators of the TIF Plan and City agree to provide the Taxing Bodies with information developed to establish the initial equalized assessed valuation of the TIF Districts, and the calculations for successive years' computation of the real estate increment for the TIF Districts as a whole and the calculations of amounts due each of the Taxing Bodies. The Administrators further agree to provide the Taxing Bodies with a copy of the TIF Annual Reports when they are presented to the City Council and such other documents or information required by law to be given to taxing bodies.

The City further agrees, to the extent permitted by law, that any redevelopment agreement with a developer or entity, which agreement provides for the payment of any TIF funds, shall include a provision that requires the developer to dismiss any pending tax assessment or tax rate challenge affecting any parcel in the Northpoint TIF or the South Industrial TIF, and shall also include a provision prohibiting any payment to a developer or for the developer's benefit from the tax increment for any year when any tax assessment appeal or tax rate objection for any parcel in the Northpoint TIF or the South Industrial TIF has been filed by the developer. This provision shall apply to any property subject to a Redevelopment Agreement adopted after the date of the approval of this agreement, for so long as the applicable redevelopment agreement is in effect and has not expired or been terminated.

**13. Enforcement:** The City and Taxing Bodies agree that in the event either party to this Agreement should fail to perform or avoid its obligations hereunder, the party not in breach may initiate an action in the local circuit court to enforce the terms and conditions set forth herein and shall be permitted to assess all costs and reasonable attorneys' fees incurred by reason of such enforcement action against the party in breach, which costs and reasonable attorneys' fees shall be promptly paid.

**14. Complete Agreement:** This Agreement expresses the complete and final understanding of the Parties with respect to the subject matter as of the date of its execution. Each party acknowledges that no representations have been made which have not been set forth herein.

**15. Severability:** If any section, subsection, sentence, clause or phrase of this Agreement is for any reason held to be invalid by any court of competent jurisdiction, such decision or decisions shall not affect the validity of the remaining portions of this Agreement.

**16. Notices:** All notices, demands, requests, consents, approvals or other

instruments required or permitted by this Agreement shall be in writing and shall be executed by the party or an officer, agent or attorney of the party, and shall be deemed to have been effective as of the date of actual delivery, if delivered personally, or as of the third (3rd) day from and including the date of posting, if mailed by registered or certified mail, return receipt requested, with postage prepaid addressed as follows:

To City:  
City Manager, City of Streator  
204 S. Bloomington Street  
Streator, Illinois 61364

To School District:  
Superintendent  
Streator Elementary  
School District No. 44  
1520 N. Bloomington Street  
Streator, Illinois 61364

With Copy To:  
Jacob & Klein, Ltd  
The Economic Development Group, Ltd.  
1701 Clearwater Avenue  
Bloomington, Illinois 61704

To School District:  
Superintendent  
Grand Ridge Community  
Consolidated School  
School District No. 95  
400 West Main Street

Grand Ridge, Illinois 61325

To School District:  
Superintendent  
Streator Township HS Dist. No. 40  
202 W. Lincoln Ave.  
Streator, Illinois 61364

To School District:  
Superintendent  
Woodland C.U.S.D. No. 5  
5800 E. 3000 North Road  
Streator, Illinois 61364

To LaSalle County:  
Chairman  
LaSalle County Board  
707 Etna Road  
Ottawa, Illinois 61350

To College District:  
Illinois Valley Community College  
Attn: \_\_\_\_\_  
815 North Orlando Smith Road  
Oglesby, Illinois 61348

[ADDITIONAL TAXING BODY CONTACTS TO BE INSERTED]

17. **Hold Harmless/Delayed Payment:** The involved or affected Taxing Body(ies) which is/are the subject of any challenge to the payment or eligibility of payments received hereunder shall hold the City harmless from any claim or damages, including reasonable attorney fees of the City in any action or proceeding which may be threatened or commenced challenging the payments made hereunder. The Taxing Bodies recognize that the City may be ~~prohibited~~ enjoined from making any payments required hereunder pending resolution of any challenge and hold the City harmless from any non-payment or delayed payment due to this reason.

**18. Reimbursement of Taxing District's Proportionate Share of Tax Objection**

**Refunds:** If a refund or reimbursement of tax increment (including any accrued statutory interest thereon) is due from the City's Special Tax Allocation (TIF) Fund for any reason, including but not limited to a final order in any tax objection, assessment challenge or formal appeal to the Illinois Property Tax Appeal Board (PTAB), issuance of a certificate of error or other such action, including any appeals therefrom, concerning the reduction of assessed value of any parcel of real property which is located within the TIF District Redevelopment Project Area, then the Taxing Bodies shall reimburse the City for their unpaid share of such refund (including any accrued statutory interest thereon) within thirty (30) days upon receiving written demand of the same from the City. Notwithstanding anything in this Agreement to the contrary, the obligations contained in this *Section* shall remain in effect for the remaining life of the TIF District, whether the TIF District expires upon the current expiration of the Redevelopment Plan and Projects adopted by the City, at an earlier time if the City passes an ordinance terminating the TIF District, or at a later time if the TIF District is legislatively extended. Furthermore, the obligations set forth in this Section shall survive the expiration of the TIF District.

Should any Taxing Body fail to reimburse the City as provided herein, the City may withhold the sum not reimbursed from future payments otherwise due the Taxing Body under this agreement.

If a Taxing Body is the subject of proceedings to dissolve or to terminate its existence, the City may, in its sole discretion, withhold the Surplus designated share of any possible refund (including any accrued statutory interest thereon) from future reimbursements required to be paid under this Agreement. Any funds withheld by the City in this circumstance shall be deposited by City into a separate interest bearing bank account. Upon final determination of the assessed value of the parcels or parcels, the City shall pay to the Taxing Bodies the principal amount due, if any, under this Agreement as recalculated. The City shall be entitled to retain any interest earned on the account as partial payment for the administration of an account due to the delay of the determination of the final evaluation and recalculation of the amounts due under this Agreement.

**19. Authority to Execute:** The undersigned represent that they have the authority of their respective governing authorities to execute the Agreement.

IN WITNESS, WHEREOF, the Parties hereto have executed this Agreement on the

\_\_\_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF STREATOR,  
an Illinois Municipal Corporation:**

**STREATOR ELEMENTARY  
SCHOOL DISTRICT NO. 44**

By: \_\_\_\_\_  
Mayor, City of Streator

By \_\_\_\_\_  
President, Board of Education  
Streator Elementary School  
District No. 44

Attest: \_\_\_\_\_  
Clerk, City of Streator

Attest: \_\_\_\_\_  
Secretary, Board of Education  
Streator Elementary School  
District No. 44

**STREATOR TOWNSHIP  
HIGH SCHOOL DISTRICT NO. 40**

**ILLINOIS VALLEY COMMUNITY  
COLLEGE DISTRICT NO. 513**

By: \_\_\_\_\_  
President, Board of Education  
Streator Township High School  
District No. 40

By \_\_\_\_\_  
President, Board of Trustees  
Illinois Valley Community  
College District No. 513

Attest: \_\_\_\_\_  
Secretary, Board of Education  
Streator Township High School  
District No. 40

Attest: \_\_\_\_\_  
Secretary, Board of Trustees  
Illinois Valley Community  
College District No. 513

**WOODLAND COMMUNITY  
CONSOLIDATED SCHOOL  
DISTRICT NO. 5**

By: \_\_\_\_\_  
President, Board of Education  
Woodland Community  
Consolidated School District No. 5

Attest: \_\_\_\_\_  
Secretary, Board of Education  
Woodland Community  
Consolidated School District No. 5

**GRAND RIDGE COMMUNITY  
CONSOLIDATED SCHOOL  
DISTRICT NO. 95**

By: \_\_\_\_\_  
President, Board of Education  
Grand Ridge Consolidated  
School District no. 95

Attest: \_\_\_\_\_  
Secretary, Board of Education  
Grand Ridge Consolidated  
School District No. 95

**BRUCE TOWNSHIP ROAD  
AND BRIDGE**

By: \_\_\_\_\_  
Road Commissioner

Attest: \_\_\_\_\_  
Clerk

**STREATOR LIBRARY DISTRICT**

**LASALLE COUNTY**

By \_\_\_\_\_  
Chairman, LaSalle County Board

Attest: \_\_\_\_\_  
County Clerk, LaSalle County

**BRUCE TOWNSHIP**

By \_\_\_\_\_  
Supervisor

Attest: \_\_\_\_\_  
Clerk

**EAGLE TOWNSHIP ROAD  
AND BRIDGE**

By \_\_\_\_\_  
Supervisor

Attest: \_\_\_\_\_  
Clerk

**LIVINGSTON COUNTY**

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

By: \_\_\_\_\_  
Chairman, County Board

Attest: \_\_\_\_\_  
Secretary

Attest: \_\_\_\_\_  
Clerk

**READING TOWNSHIP**

**READING TOWNSHIP  
ROAD AND BRIDGE**

By: \_\_\_\_\_  
Supervisor

By: \_\_\_\_\_  
Road Commissioner

Attest: \_\_\_\_\_  
Clerk

Attest: \_\_\_\_\_  
Clerk

**NEWTON TOWNSHIP**

**NEWTOWN TOWNSHIP  
ROAD AND BRIDGE**

By: \_\_\_\_\_  
Supervisor

By: \_\_\_\_\_  
Road Commissioner

Attest: \_\_\_\_\_  
Clerk

Attest: \_\_\_\_\_  
Clerk

**READING FIRE DISTRICT**

**READING-NEWTOWN  
MULTI-TOWNSHIP**

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

By: \_\_\_\_\_  
Supervisor

Attest: \_\_\_\_\_  
Secretary

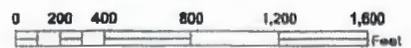
Attest: \_\_\_\_\_  
Clerk

**EXHIBIT A**  
**NORTHPOINT TAX INCREMENT FINANCING DISTRICT**

# STREATOR NORTHPOINT TIF DISTRICT - 2016



**Legend**  
**TIF\_Districts**  
Northpoint TIF



**EXHIBIT B**

**SOUTH INDUSTRIAL TAX INCREMENT FINANCING DISTRICT**



**APPENDIX I**  
**NORTHPOINT TAX INCREMENT FINANCING DISTRICT**

**“TARGET PARCELS”**

<b><u>REFPIN</u></b> <b><u>LASALLE COUNTY TAX ID#</u></b>	<b><u>OWNER</u></b>
33-23-214-012	CEN ILL REAL ESTATE HOLDINGS LLC SERIES 301
33-23-221-003	WALKEY CORP
33-23-401-001	FIELDMAN, WAYNE
33-23-400-001	IAFM LLC
33-23-401-002	IAFM LLC
33-23-400-002	IAFM LLC
33-23-219-007	IAFM LLC
33-23-219-006	IAFM
33-23-219-005	IAFM
33-23-219-004	IAFM LLC
33-23-219-008	IAFM
33-23-219-010	FIRST FEDERAL SAVINGS
33-23-219-003	IAFM LLC
33-23-219-009	IAFM LLC
33-23-219-012	IAFM LLC
33-23-222-003	CEN ILL REAL ESTATE HOLDINGS LLC SERIES 301
33-23-222-002	FIELDMAN, WAYNE
33-23-221-001	MCGRATH'S FROZEN FOODS-INC
33-23-214-017	FIELDMAN, WAYNE
33-23-214-016	CENTRUE BANK
33-23-221-002	FIELDMAN, WAYNE
33-23-221-006	MORGAN, STEVEN-ANN
33-23-221-005	FIELDMAN, WAYNE
33-23-221-004	FIELDMAN, WAYNE
33-14-418-000	HOMETOWN NATIONAL BANK LAND TR#1019
33-14-201-000	HOMETOWN NATIONAL BANK LAND TR#1019
33-23-401-005	PALMER MINISTRIES
33-23-401-012	PALMER MINISTRIES
33-23-220-001	BROADUS OIL CORP. OF IL
33-23-220-002	BROADUS OIL CORP. OF IL
33-23-220-003	BROADUS OIL CORP. OF IL
33-23-220-004	BROADUS OIL CORP OF IL
33-23-220-005	BROADUS OIL CORP. OF IL

**APPENDIX II**

**SOUTH INDUSTRIAL TAX INCREMENT FINANCING DISTRICT**

**“TARGETED PARCELS”**

**SOUTH INDUSTRIAL LASALLE COUNTY PARCELS**

**REPIN**

**LASALLE COUNTY TAX ID#**

**OWNER**

33-35-413-019	RHODES PROPERTIES LLC
33-35-219-001	STILLWELL, DANIEL L/JULIE A
33-35-219-002	STILLWELL, DANIEL L/JULIE A
33-35-418-013	RHODES HOLDINGS II LLC
33-35-415-006	RHODES HOLDINGS II LLC
33-35-418-015	RHODES HOLDINGS II LLC
33-35-411-012	ST STEPHEN'S CEMETERY
33-35-411-011	RHODES PROPERTIES LLC
33-35-412-012	RHODES PROPERTIES LLC
33-35-413-017	RHODES PROPERTIES LLC
33-36-310-002	CITY OF STREATOR
33-35-405-012	RHODES PROPERTIES LLC
33-35-405-013	RHODES PROPERTIES LLC
33-35-406-001	RHODES PROPERTIES LLC
33-35-409-015	ST MARY'S HOSPITAL
33-35-409-014	ST MARY'S HOSPITAL
33-36-304-029	CITY OF STREATOR
33-35-409-013	ST MARY'S HOSPITAL
33-35-401-006	RHODES PROPERTIES LLC
33-35-400-006	RHODES PROPERTIES LLC
33-36-300-026	ST MARY'S HOSPITAL
33-36-310-001	CITY OF STREATOR
33-36-137-010	WILLIAMS, JEFFRY C LAND TRUST
33-36-137-004	TAYLOR, MARGARET
33-35-223-011	ST MARY'S HOSPITAL
33-35-223-016	ST MARY'S HOSP OF STREATOR
33-36-136-005	STEINBORN-BANASIAK, JAN
33-35-223-010	ST MARY'S HOSPITAL
33-35-223-015	ST MARY'S HOSPITAL

33-36-136-010	KENDALL, BROTHER-BETTY
33-36-136-004	DYAS, WILLIAM-MAXINE
33-36-137-019	KENDALL, TERRY
33-35-223-018	ST MARY'S HOSPITAL
33-36-136-003	MENDOZA, MARIA
33-35-223-009	ST MARY'S HOSPITAL
33-35-223-014	ST MARY'S HOSPITAL
33-36-136-009	KENDALL, TERRY WAYNE
33-36-137-018	KENDALL, TERRY WAYNE
33-36-136-002	GEE, DAVID/MARY KAY
33-36-136-001	PRESTON, JOSEPH A/SHARON D
33-36-136-008	KLING, CORY J / MICAH J
33-35-223-008	ST MARY'S HOSPITAL
33-36-137-001	COUNCIL, JACK E
33-36-137-015	HENDRICKSON, AUDREY L
33-36-137-008	R & R RENTALS
33-35-223-013	ST MARY'S HOSPITAL
33-36-137-009	GRANADOS, LINDA P
33-36-137-020	BURGESS, DIONNA L
33-35-223-007	ST MARY'S HOSPITAL
33-35-223-012	ST MARY'S HOSPITAL
33-35-414-043	RHODES PROPERTIES LLC
33-36-310-004	CITY OF STREATOR
33-35-219-005	STILLWELL, DANIEL L/JULIE A
33-35-219-006	RHODES PROPERTIES LLC
33-35-411-010	RHODES PROPERTIES LLC
33-35-404-004	ST MARY'S HOSPITAL
33-36-133-001	ST MARYS HOSPITAL

**REPIN**

**LASALLE COUNTY TAX ID#**

**OWNER**

207176002	SMITH DOUGLASS INC.
207176007	SMITH DOUGLASS INC.
207176001	SMITH DOUGLASS INC.
207101005	SMITH DOUGLASS INC.
207101004	SMITH DOUGLASS INC.
112200002	NORTHERN ILLINOIS WATER CORP
101476003	NORTHERN ILLINOIS WATER CORP
206300005	SMITH DOUGLASS INC.
207101002	
101276002	STISSER LYNN C & NANCY C TRUST
101276001	C & J INVESTMENTS LLC
101251007	VACTOR MANUFACTURING INC
101230007	TRANSCO PRODUCTS INC
101230006	THIES DAVID D
101129027	WESTGATE INC.
101130001	PRUSAK BARBARA SUE
101130002	GRAHAM JON II
101130003	ARCHDALE TERRY L
101130004	MAGANA VICENTE
101201001	MAGANA KATHLEEN K
101201002	DENYES GARY
101201003	BURT JOHN W
101201004	BURT JOHN W
101202003	WESTGATE INC.
101202002	PLYMOUTH TUBE COMPANY
101226002	SCHULTHEIS DONALD
101105001	USF PROPCO I LLC ATTN: US FOODSERVICE INC
101129026	WESTGATE INC.
101201008	WESTGATE INC.
101201007	WESTGATE INC.
101201005	MUNDY FRANICE
101226001	TRANSCO PRODUCTS INC
101251006	STREATOR AREA CHAMBER OF COMMERCE & INDUSTRY DEVE. INC.

**Student Athletic and Catastrophic Student Athletic Insurance Renewals**

The College's insurance consultant has been advised by our student athletic insurance agent, 1<sup>st</sup> Agency, that our current carrier, Guarantee Trust Life, will renew our policy at the rate of \$35,460 for another year, which is \$3,940, or 10 percent, less than last year.

We have also been advised by Ramza Insurance Group that the student athletic catastrophic insurance premium will remain the same for another year at \$3,251 from Axis Insurance.

It has been our custom and practice to bid the Student Athletic and Catastrophic Student Athletic insurance every three (3) years. It was last bid in 2014. The 2017-2018 academic year is the third year of the three-year term.

**Recommendation:**

**The administration recommends the Board accept the recommendation of the insurance consultant to accept the renewal from Guarantee Trust Life for the student athletic insurance coverage with 1<sup>st</sup> Agency at \$35,460.**

**The administration also recommends the Board accept the recommendation of the insurance consultant to accept the renewal from Axis Insurance for the student athletic catastrophic insurance coverage with Ramza Insurance Group at \$3,251.**

KPI 6: Resource Management

**Proposal Results – Enrollment Driver Magazine**

Proposals for the Enrollment Driver Magazine were received and publicly opened on June 19, 2017.

The publication will target approximately 29,000 district individuals age 20-40 and will also be distributed to workers at district manufacturers that offer tuition reimbursement. The 16-page magazine will be mailed by November 1 for spring registration and by March 31 for summer and fall registration.

The lowest and most responsible bid from among six respondents came from United Graphics of Mattoon, IL. A summary of the proposals received is below.

United Graphics has done work for higher education institutions including Lake Land College, Western Illinois University and McKendree University as well as governmental agencies such as the Illinois Department of Healthcare & Family Services.

United Graphic's bid is significantly less than what the Community Relations office had estimated for the cost of the project in May. This is due in part to fewer magazines being needed to reach the target audience.

<b>Company</b>	<b>Cost</b>
<b>United Graphics, LLC Mattoon, IL</b>	<b>\$10,430.00</b>
Woodward Printing Services Platteville, WI	\$11,626.00
OSP Bloomington, IL	\$13,460.00
MCS Advertising Peru, IL	\$13,616.00
Castle PrinTech DeKalb, IL	\$17,120.00
Color House Graphics Grand Rapids, MI	\$22,626.78

**Recommendation:**

**The administration recommends Board authorization to contract with United Graphics of Mattoon, IL, for the printing and mailing of the Enrollment Driver magazine for \$10,430.**

KPI 6: Resource Management

**Blackboard Contract – Fiscal Year 2018**

Fiscal Year 2018 is the final year of a five-year contract with Blackboard. The contract includes the Blackboard Learning Management System (LMS) software, managed hosting, and additional storage capacity.

**Recommendation:**

**The administration requests authorization to pay \$76,384 to Blackboard for Fiscal Year 2018.**

KPI 3: Support for Students

KPI 4: Support for Employees



**Blackboard**

This Blackboard Order Form ("Order Form") by and between Blackboard (as defined below) and Illinois Valley Community College ("Customer") details the terms of Customer's use of the products and services set forth below ("Product and Pricing Summary"). This Order Form shall become effective on the Effective Date. This Order Form, together with the Blackboard Master Agreement dated June 27, 2007 and incorporated by this reference, form the entire agreement between the parties in respect of the products and services set forth in the Product and Pricing Summary. Notwithstanding anything to the contrary in any purchase order or other document provided by Customer, any product or service provided by Blackboard to Customer in connection with a purchase order related to this Order Form is conditioned upon Customer's acceptance of this Order Form and the Blackboard Master Agreement. Any additional, conflicting or different terms proffered by Customer in a purchase order or otherwise shall be deemed null and void. Each of the individuals executing this Order Form represent and warrant that he or she is authorized to execute the Agreement on behalf of Customer or Blackboard, as applicable.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

**A. Software & Services Product and Pricing Summary**

Qty	U of M	Product Name	Product or Service Description	Year 1	Year 2	Year 3	Year 4	Year 5
				7/3/13 - 7/2/14	7/3/14 - 7/2/15	7/3/15 - 7/2/16	7/3/16 - 7/2/17	7/3/17 - 7/2/18
1	YR	COURSE DELIVERY	Blackboard Course Delivery 2-4K FTE	\$ 19865	\$ 20461	\$ 20870	\$ 21079	\$ 21289
1	YR	HOSTING ADDL STORAGE 10 GB	Blackboard Managed Hosting Storage 10GB	\$ 4334	\$ 4464	\$ 4553	\$ 4599	\$ 4645
1	YR	LEARN COURSE DELIVERY HOSTING	Blackboard Gold Hosting	\$ 47074	\$ 48486	\$ 49456	\$ 49950	\$ 50450
1	YR	HOSTING ADDL STORAGE 100GB	Blackboard Managed Hosting Storage 100GB	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>TOTALS:</b>				<b>\$ 71,273</b>	<b>\$ 73,411</b>	<b>\$ 74,879</b>	<b>\$ 75,628</b>	<b>\$ 76,384</b>

DESIGNATED SERVER SITE: Hosted by Blackboard

**B. Term**

- Initial Term: Unless otherwise specified in the Product or Service Description above, the Initial Term shall be five (5) years following the Effective Date.
- Unless otherwise specified in the Product or Service Description above, this Order Form shall be renewed automatically for successive periods of one (1) year (each a "Renewal Term") after the expiration of the Initial Term and any subsequent Renewal Term, unless Customer provides Blackboard, or Blackboard provides Customer, with a written notice to the contrary thirty (30) days prior to the end of the Initial Term or Renewal Term, as applicable.
- Effective Date: July 3, 2013

**C. Payment Terms**

- All initial and subsequent payments shall be due Net 30. Unless otherwise specified, all dollars (\$) are United States currency.
- Customer shall be invoiced for amounts due in respect of the first year of the Initial Term upon execution of this Order Form.
- Sales Tax: If applicable, a copy of your Sales Tax Direct Pay Certificate or your Sales Tax Exemption Certificate must be returned with this Order Form.

**D. Special Provisions**

- The terms and conditions of the Blackboard License and Services Agreement dated August 27, 2010, are hereby incorporated by this reference.
- If Illinois Valley Community College is over the contracted amount of storage, Blackboard will agree to properly alert them and align it with their July renewal date once the storage amount is confirmed and approved.

Customer: Illinois Valley Community College
Signature 
Name (printed) Cheryl Roelfsema
Title (printed) Vice President for Business Services & Finance
Date

Blackboard ("Blackboard")
Signature 
Name (printed) TESS FRAZIER
Title (printed) VICE PRESIDENT
Date 8/30/2013

**Request for Proposals – Website Content Management System**

Illinois Valley Community College will be seeking proposals to assist us with the redesign of our current website. Our web presence is the single most important tool we have to reinforce our brand. Our website is the gateway to the college for many community members. With approximately 3,900,000 page views in the last year, creating a positive, dynamic site is essential to building our brand and serving our constituents. As part of the redesign, the college is seeking to improve our content management system (CMS) through upgrade or replacement. In addition, in order to implement known best-design practices to meet the needs of the college and maximize the use of the CMS features, we are also seeking design and initial implementation consulting services. The project priorities are to redesign the Illinois Valley Community College core website to drive enrollment, to improve the ability of students and community members to access College resources and services, to create a fully responsive website, and to reinforce a positive, contemporary presence for IVCC in the community.

**Recommendation:**

**The administration recommends Board authorization to seek proposals for a Website Content Management System.**

KPI 6: Resource Management

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

**GENERAL INFORMATION:**

POSITION TO BE FILLED: Administrative Systems Lead

NUMBER OF APPLICANTS: 4

NUMBER OF APPLICANTS INTERVIEWED: 2

APPLICANTS INTERVIEWED BY:

Mr. Dunlap, Ms. Hooper, Ms. Jabusch, Ms. Loveland, Ms. Roelfsema,  
Ms. Ross

APPLICANT RECOMMENDED:

Diane Lane

**EDUCATIONAL PREPARATION:**

Illinois Valley Community College – A.A. General Studies

Illinois State University, Normal, IL – B.S. Applied Computer Science

**EXPERIENCE:**

Illinois Valley Community College, Oglesby, IL – Programmer/Analyst

Double D Warehouse, Peru, IL – Account Manager

St. Margaret's Hospital, Spring Valley, IL – Medical Records Specialist

State Farm Insurance Companies, Bloomington, IL – Systems Analyst

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

1. Four years of higher education experience at IVCC
2. Experience as a project leader at State Farm
3. BS in applied computer science
4. 14 years of experience in SQL programming
5. Assumed duties of Administrative Systems Lead in February

**RECOMMENDED SALARY: \$55,000, annualized, effective July 1, 2017**

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

Dr. Robyn Schiffman,

I am writing to officially resign from my position as Part-Time English Instructor and Writing Tutor at Illinois Valley Community College, effective at the end of Summer B. As we have previously discussed, I have been accepted into the Ph.D. program in English at Texas Tech University and will be moving to Lubbock, Texas, at the beginning of August to pursue this opportunity. I am grateful for my time at IVCC and the experience I gained from it. During my recruitment weekend at Texas Tech, Dr. Kanika Batra, the English Graduate Studies Advisor, commented several times about how much classroom experience I already had as an incoming Ph.D. student, and I have you and IVCC to thank for that.

Thank you,



Zachariah Forkner  
1001 University Ave.  
Apt. 4003  
Lubbock, TX, 79401  
zachariahlforkner@gmail.com  
815-830-4684

RECEIVED

JUN 14 2017

HUMAN RESOURCES

Robyn Schiffman,

I am writing to formally resign from my positions as part-time English instructor and writing tutor at Illinois Valley Community College, effective 28 July 2017. It has been a pleasure working here, and I am tremendously grateful to have had the opportunity to help students, to improve my skills, and to be a part of the college community at IVCC. Thank you for taking a chance on a recent graduate and providing support and teaching opportunities throughout my time here. I deeply appreciate it.

Regretfully and with warmest regards,



Kelsey Forkner  
1001 University Ave. Apt. 4003  
Lubbock, TX 79401  
kelseyforkner@gmail.com  
816-898-4279

RECEIVED

JUN 14 2017

HUMAN RESOURCES

June 28, 2017

Frances Whaley  
Jacobs Library  
Illinois Valley Community College  
815 N. Orlando Smith Ave.  
Oglesby, IL 61348

Dear Frances,

Please accept this letter as notice of my formal resignation from the position of Library Technician II - Cataloging. My last day with Illinois Valley Community College will be Thursday, July 20, 2017.

I have accepted an offer from Aurora University as the Electronic Resources Librarian and am excited to begin the transition from a library paraprofessional to a professional librarian.

It has been such an honor working with you and the Jacobs Library staff over the last two years. Thank you for providing me the opportunity to grow in a professional capacity and for the invaluable knowledge and experiences I have gained by working here. I will treasure my time here and especially value your mentorship.

Sincerely,

Jayna Leipart Guttilla

RECEIVED

JUN 28 2017

HUMAN RESOURCES

**ILLINOIS BOARD OF HIGHER EDUCATION**

1 NORTH OLD STATE CAPITOL PLAZA, SUITE 333  
SPRINGFIELD, ILLINOIS 62701-1377



Bruce Rauner  
Governor

June 19, 2017

Tom Cross  
Oswego  
Chair

Jane Hays  
Champaign  
Vice Chair

Dr. Jerome Corcoran  
Illinois Valley Community College  
815 North Orlando Smith Street  
Oglesby, Il 61348

**Members**

Jay Bergman  
Joliet

Dear President Corcoran:

Max Coffey  
Charleston

The Illinois Board of Higher Education, at its June 13, 2017 meeting, authorized the Illinois Valley Community College to offer the following program:

Sherry Eagle  
Chicago

- Associate in Applied Science in Agricultural Business Management

Teresa Garate  
Chicago

Let me wish you every success with this program, which will serve the residents of the Illinois Valley Community College District #513.

Kevin Huber  
Libertyville

Alice Marie Jacobs  
Bismarck

Sincerely,

Cherilyn Murer  
Homer Glen

Santos Rivera  
Chicago

Darlene Ruscitti  
Bloomington

Dr. Daniel Cullen  
Deputy Director, Academic Affairs

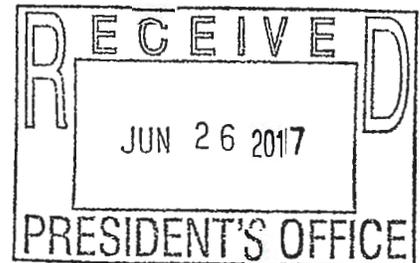
Jack Thomas  
Macomb

Christine Wiseman  
Palos Heights

**Student Members**  
Justin Provo  
Hoffman Estates

Stephanie Torres  
Naperville

**Executive Director**



**Gross Lease Standard Base Form  
Local Government / No Tenant Improvements  
Modified for U. of I. Extension**

**THE BOARD OF TRUSTEES**

**OF**

**THE UNIVERSITY OF ILLINOIS**

**Standard Commercial Lease Form Abstract**

Campus Unit for which the space is leased:	<u>U. of I. Extension- Bureau, LaSalle, Marshall, Putnam, Unit #8</u> (Office Name)
Campus funding source (CFOAPAL)	<u>1-631938-384614-191200</u>
Campus Unit point of contact:	Wayne Mosser (217) 333-5062
Address of property under lease:	<u>815 North Orlando Smith Road Oglesby, IL 61348</u>
Landlord's Name, Address & Telephone #:	<u>Illinois Valley Community College Dr. Jerry Corcoran 815 North Orlando Smith Road Oglesby, IL 61348 (815) 224-2720</u>
Lease Period:	<u>July 1, 2017 – June 30, 2018</u>
Options w/cost & date of extensions:	<u>N/A</u>
Rental - Monthly / Annually:	<u>\$1,517. – Monthly \$4,551. – Quarterly \$18,204. – Annually</u>
Sq. Ft. Leased/ Rent per Sq. Ft.:	1,300 square feet/\$14. per square foot
Comments (project/property description):	<u>Unit #8 Main Extension Office</u>

*This cover sheet is for information purposes and is not a part of the following Lease Agreement.*



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

# Memorandum

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**To:** Jerry Corcoran  
**From:** Cheryl Roelfsema *CR*  
**Date:** June 27, 2017  
**Subject:** Illinois Valley Symphony Orchestra Campus Events

---

The Illinois Valley Symphony Orchestra (IVSO) has regularly had two or three events on the IVCC campus annually. As with many groups we consider to be partners, there has been no rental fee charged for the use of the Cultural Centre and adjacent areas. For the IVSO we have not charged for extra custodial services, extra security detail, or Cultural Centre technicians, when we have charged other groups.

The custodians bring the musical instruments from D223 to the Cultural Centre and return them. The charge for the setup and teardown would be \$150 per event.

The IVSO often has performances when there is only one security officer on duty. In order to have coverage to monitor the buildings including HVAC alarms, assist visitors, and aid in the event of a medical emergency, it is necessary to have two officers on duty. This is a four-hour minimum charge of \$120.

The fee for the Cultural Centre technician is \$25 per hour.

Due to the state budget reductions, I recommend that we start charging IVSO for the extra personnel costs we incur for their events. Unless I hear otherwise, this will be our new procedure effective immediately.



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

# Memorandum

---

**To:** Dr. Jerry Corcoran  
**From:** Cheryl Roelfsema *CR*  
**Date:** July 5, 2017  
**Subject:** Changes to Administrative Procedures

---

The 2009 Toyota Prius will be offered for sale in July 2017. Since this vehicle has approximately 120,000 miles it does not offer the reliability we want for our employees when on business travel. This is the last college vehicle to be used for business travel by our employees or board members. The college will continue to own three half-ton pickups and one one-ton pickup for maintenance and shipping and receiving. The college also leases two vans for athletics.

Due to this change, three administrative procedures need to be changed deleting references to use of the college car.

Illinois Valley Community College Board Policy

Subject: <b>Board Travel, Conference and Meeting Expenses</b>	Effective Date: 2/25/10
	Last Reviewed: 2/25/10
Number: <b>1.15</b>	Last Revised: 2/25/10

Illinois Valley Community College will reimburse members of the Board of Trustees and Student Trustees for official college travel. Reimbursements will be for official College events or meetings of state and national associations which conduct educational programs in the disciplines and professions associated with community college programs and operations. Further, the College will reimburse members of the Board of Trustees for attendance at routine business meetings of the Illinois Community College Trustees Association, Illinois Community College Board, the Illinois Board of Higher Education, the General Assembly and executive branch agencies which may be conducting business which may affect Illinois Valley Community College.

Members of the Board of Trustees' immediate family may accompany a Board member with no additional costs to the College.

Illinois Valley Community College Administrative Procedure

Subject: <b>Board Travel, Conference and Meeting Expenses</b>	Effective Date: 2/25/10
	Last Reviewed: 2/09/17
Number: <b>1.15</b>	Last Revised: 2/09/17

Application for Travel

An application for travel form must be completed, using estimated costs, and approved in advance for all travel. Prior approval signatures should be on the appropriate lines on the left side of the form.

Travel for members of the Board of Trustees will be signed by the traveler, the Chair or Vice Chair of the Board and the Vice President for Business Services and Finance.

After the trip is complete, the same set of approval signatures should be on the appropriate lines on the right side of the form. Whenever a travel request is initiated, it must be completed whether expenses, as a result of the travel, are incurred or not.

Travel expenses for any member of the Board of Trustees must be approved by a roll-call vote during an open meeting of the Board of Trustees.

Travel Expenditures

All official College travel must be supported by receipts for actual expenditures, and all expenses must be itemized for reimbursement on the travel form. Itemizing will include all dollar expenditures, participants involved and the function or purpose of the meeting. Cash advances may be issued for anticipated costs of at least \$100. Lesser expenses will be handled on a reimbursement-by-receipt basis.

#### Mileage Reimbursement

Reimbursement for use of personal vehicles on College business shall be at the per mile rate approved by the Internal Revenue Service of the United States Government. ~~If a board member wishes to use a College vehicle, they must comply with the vehicle use policy.~~

#### Commercial Travel

Commercial travel shall be reimbursed at actual cost. All receipts for air, bus, rail or other travel must be submitted with the official College travel form in order to claim reimbursement. All travel will be at coach rates.

#### Lodging

Reimbursement for lodging shall cover actual room cost, but not to exceed reasonable and customary costs. Receipts for all lodging must be submitted with the travel form in order to claim reimbursement.

#### Meals

Meals will be reimbursed for only those consumed while actually traveling on College business. Itemized receipts for all meals consumed while actually traveling must be attached to the travel form in order to claim reimbursement. Meal reimbursement will be the actual cost up to a maximum of \$35 per day including gratuities for non-metropolitan areas (e.g. Springfield, IL) and a maximum of \$45 per day including gratuities for metropolitan areas (e.g. Chicago).

No reimbursement will be made for alcoholic beverages.

#### Tours and Social Activities

No reimbursement will be made for tours, social activities, or entertainment.

**PERMISSIBLE TRAVEL EXPENSES**

The maximum reimbursable rates for travel are set forth as follows:

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS Standard Mileage Rate at time of reimbursement (e.g. \$0.535 / mile for 2017)
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed Air Travel
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

<b>Maximum Reimbursable Rates for Meals</b>	
Per Day - nonmetropolitan	\$35.00
Per Day – metropolitan (Chicago)	\$45.00

<b>Maximum Reimbursable Rates for Lodging – 2017 rates per IRS</b>	
Chicago and Suburban Cook County	\$222.00 / night
DuPage, Kane, Lake, McHenry and Will Counties	\$112.00 / night
All other Illinois Counties	\$112.00 / night
Outside of Illinois	\$222.00 / night or as approved by the Board

**Official Functions**

The College will support the cost of official functions which are conducted for the primary purpose of carrying out the business of the College. All expenditures for meals and other official functions must be approved in advance. Authorized expenditures are categorized as follows:

1. Official College committees and advisory groups meeting outside of normal work hours;
2. Official external committees, advisory groups and guests providing service and/or advice and counsel to the College;
3. College receptions, honors and award activities;
4. Faculty and staff development, in-service and training functions;
5. College-sponsored student functions; and
6. Official functions of the Board of Trustees.

Illinois Valley Community College Board Policy

Subject: <b>Business Travel, Conference and Meeting Expenses</b>	Effective Date: 10/19/10
	Last Reviewed: 10/19/10
Number: <b>3.4</b>	Last Revised: 10/19/10

Illinois Valley Community College will reimburse college employees and students for official college travel. Reimbursements will be for official college events or meetings of state and national associations which conduct educational programs in the disciplines and professions associated with community college programs and operations. Further, the College will reimburse employees for attendance at routine business meetings of the Illinois Community College Board, the Illinois Board of Higher Education, the General Assembly and executive branch agencies which may be conducting business which may affect Illinois Valley Community College.

Illinois Valley Community College Administrative Procedure

Subject: <b>Business Travel, Conference and Meeting Expenses</b>	Effective Date: 10/19/10
	Last Reviewed: 02/25/16
Number: <b>3.4</b>	Last Revised: 02/09/17

Application for Travel

An application for travel form must be completed and approved in advance for all travel. Prior approval signatures should be on the appropriate lines on the left side of the form. Approval signatures are required per the following guidelines:

Travel cost of \$500 or less – two signatures – traveler and immediate supervisor.

Travel cost of \$500 - \$1,999 – three signatures – traveler, immediate supervisor and appropriate VP or President.

Travel cost of \$2,000 or more – four signatures – traveler, immediate supervisor and two VPs or one VP and President.

After the trip is complete, the same set of approval signatures should be on the appropriate lines on the right side of the form. Whenever a travel request is initiated, it must be completed whether expenses, as a result of the travel, are incurred or not.

If the travel expenses exceed any of the maximum amounts allowed under this policy, the travel expenses must be approved by a roll-call vote during an open meeting of the Board of Trustees.

If the travel is for a conference or professional development activity, a written summary of what was gained by the experience should be delivered to the appropriate supervisor along with the request for reimbursement.

All out of state travel requests must include a rationale explaining what the employee will gain from the experience. The President's approval signature is required for out of state travel requests.

**WHITE COPY** - hold until travel is complete, then fill in the column "Itemized Expenses" and submit for approval. After payment is made, the white copy is filed in the accounts payable files.

**YELLOW COPY** - returned to traveler

**PINK COPY** - if an advance check is required (registration fees, airfare, cash advance) forward pink copy to the Accounting Office. Also attach documentation for the registration fees and airfare. If no advance is required, send pink copy to Accounting with appropriate signatures and keep white copy until travel is completed and forward for approvals then to the Accounting office.

Any travel forms submitted to the accounting office by Monday at 4:30 p.m. will be paid the following Thursday. Per IRS regulations, any expenses for reimbursement submitted 60 days after the expenses have been incurred will be taxable to the employee.

#### Travel Expenditures

All official college travel must be supported by receipts for actual expenditures, and all expenses must be itemized for reimbursement on the travel form. Itemizing will include all dollar expenditures, participants involved and the function or purpose of the meeting. Cash advances may be issued for anticipated costs of at least \$100. Lesser expenses will be handled on a reimbursement-by-receipt basis.

#### Mileage Reimbursement

~~In order to use the college car, or to~~ To qualify for mileage reimbursement for use of a personal vehicle, employees must comply with the vehicle use policy. Mileage reimbursement may be taxable if travel originates at the employee's home rather than workplace. Employees are encouraged to consult the College Controller with questions about taxable reimbursement.

Reimbursement for personal vehicle use will be at the Board approved rate. A Motor Vehicle Record (MVR) must be on file to be reimbursed for using a personal vehicle. Refer to the mileage chart for round-trip mileage calculations to various communities (at the end of this procedure).

#### Commercial Travel

Commercial travel shall be reimbursed at actual cost. All receipts for air, bus, rail or other travel must be submitted with the official college travel form in order to claim reimbursement. All travel will be at coach rates.

### Lodging

Reimbursement for lodging shall cover actual room cost for a standard room, not to exceed the IRS per diem rates as listed at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). If a double room is used, the individual will reimburse the college for the difference between single and double room costs. Receipts for all lodging must be submitted with the travel form in order to claim reimbursement.

### Meals

Meals will be reimbursed for only those consumed while actually traveling on college business. Itemized receipts for all meals consumed while actually traveling must be attached to the travel form in order to claim reimbursement. Meal reimbursement will be the actual cost up to a maximum of \$35 per day including gratuities for non-metropolitan areas (e.g. Springfield, IL) and a maximum of \$45 per day including gratuities for metropolitan areas (e.g. Chicago).

No reimbursement will be made for alcoholic beverages.

### Phone Calls

Only personal phone calls of five minutes or less will be reimbursed, as long as the call is to provide notice of safe arrival, change in schedule, etc. Necessary business calls are permitted.

### Tours and Social Activities

No reimbursement will be made for tours, social activities, or entertainment.

**PERMISSIBLE TRAVEL EXPENSES**

The maximum reimbursable rates for travel are set forth as follows:

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS Standard Mileage Rate at time of reimbursement (e.g. \$0.535 / mile for 2017)
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed Air Travel
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

<b>Maximum Reimbursable Rates for Meals</b>	
Per Day - nonmetropolitan	\$35.00
Per Day – metropolitan (Chicago)	\$45.00

<b>Maximum Reimbursable Rates for Lodging – 2017 rates per IRS</b>	
Chicago and Suburban Cook County	\$222.00 / night
DuPage, Kane, Lake, McHenry and Will Counties	\$112.00 / night
All other Illinois Counties	\$112.00 / night
Outside of Illinois	\$222.00 / night or as approved by the Board

**Office Functions**

The College will support the cost of official functions which are conducted for the primary purpose of carrying out the business of the college. The college President and/or the appropriate Vice President shall, in advance, approve all expenditures for meals and other official functions. Authorized expenditures are categorized as follows:

1. Official college committees and advisory groups meeting outside of normal work hours
2. Official external committees, advisory groups and guests providing services and/or advice and counsel to the college
3. College receptions, honors and award activities
4. Faculty and staff development, in-service and training functions
5. College-sponsored student functions
6. Official functions of the Board of Trustees.

## MILEAGE CHART

(Mileages shown are based on round-trips)

Aurora	130	O'Hare Airport	200
Bloomington/Normal	120	Ottawa	36
Carbondale	600	Peoria	140
Champaign	220	Peru	7
Chicago	200	Pontiac	140
DeKalb	120	Princeton	56
DePue	30	Rockford	145
Dixon	100	Seneca	60
Earlville	60	Sheridan	72
Granville	20	Springfield	250
Hennepin	35	Spring Valley	18
Joliet	120	Starved Rock	12
Ladd	28	Streator	55
Mark	25	Tiskilwa	70
Marseilles	50	Toluca	50
Mendota	40	Utica	15
Midway Airport	185		

### TRAVEL OBJECT CODES

- 55111 Admin/Staff - Conference/Meeting** (Registration Fees for Conference or Meeting)
- 55211 Admin/Staff - Travel/In State** (Mileage, Hotel, Meals, Parking, Shuttles, etc.)
- 55311 Admin/Staff - Travel/Out of State** (Mileage, Train, Airfare, Hotel, Meals, Parking, Shuttles, etc.)
- 55112 Instructional - Conference/Meeting** (Registration Fees for Conference or Meeting)
- 55210 Extension Site Mileage**
- 55212 Instructional - Travel/In State** (Mileage, Hotel, Meals, Parking, Shuttles, etc.)
- 55312 Instructional - Travel/Out of State** (Mileage, Train, Airfare, Hotel, Meals, Parking, Shuttles, etc.)

# Use of College Vehicle

**ADMINISTRATIVE POLICY:** Vehicles owned by Illinois Valley Community College are intended to be used by authorized drivers for the purpose of conducting College-related business. It is expected that authorized drivers will ensure that the guidelines outlined below are followed. Intentional misuse or negligent use of College vehicles and/or failure to adhere to the guidelines established may result in disciplinary action for the employee. Only those employees who have been designated as “authorized drivers” may drive a College vehicle.

DEFINITIONS   DETAILS   MVR   RESERVATION AND USE   USE OF PERSONAL VEHICLE   ISSUES DURING TRIP

## **DEFINITIONS:**

Authorized Driver: Full-time and part-time employees, coaches, and other authorized individuals over 21 years old who have had their motor vehicle record (MVR) checked and approved by the College are considered authorized drivers of Illinois Valley Community College vehicles. Authorized drivers will lose College vehicle driving privileges when their MVR reflects any of the following:

- All Type A violations in the last 3 years;
- Three (3) or more accidents (regardless of fault) in the last three (3) years;
- Three (3) or more Type B violations in the last three (3) years; or
- Any combination of accidents and Type B violations which equal four (4) or more in the last three (3) years.

### Type A Violation:

1. Driving while intoxicated;
2. Driving while under the influence of drugs or alcohol;
3. Negligent homicide arising out of the use of a motor vehicle (gross negligence);
4. Operating a motor vehicle during a period of suspension or revocation;
5. Using a motor vehicle for the commission of a felony;
6. Aggravated assault with a motor vehicle;
7. Operating a motor vehicle without the owners authority (grand theft);
8. Permitting an unlicensed person to drive;
9. Reckless driving;
10. Speed contest (racing);
11. Hit and run (bodily injury or property damage).

### Type B Violation:

1. All moving violations not listed as Type A violations.

## **DETAILS:**

1. Authorized drivers who drive College vehicles on authorized business must possess a current and valid driver's license.
2. Texting and use of a cell phone or any other devices (including portable GPS devices without audio) that can cause distractions while driving is prohibited.
3. Authorized drivers must obtain necessary approvals for the use of a College vehicle and authorize the College to obtain a copy of their motor vehicle record (MVR) prior to driving a College vehicle. The College may revoke authorized driver status of College vehicles if driving status changes.
4. The Office of Human Resources will process all MVR's and will communicate the names of authorized drivers to the Reservation Coordinator. The Reservation Coordinator will be responsible for maintaining the authorized driver list and verifying that the individual is on the authorized driver list before reserving a College vehicle.
5. Vehicle use is limited to College business only. Only an authorized driver may drive a College vehicle.
6. An employee who possesses a valid driver's license may drive their own personal vehicle even if they are not an authorized driver for IVCC.
7. Authorized drivers must report a Type A violation to the Office of Human Resources the next business day following the incident.
8. An Illinois Valley Community College employee must be in the College vehicle at all times when it is in use. The employee must be the main driver of the College vehicle during long trips where shared driving is required. ~~Students or volunteers, age 21 and over, who are in the presence of an authorized employee driver may drive a College vehicle as long as they possess a valid driver's license and have had their motor vehicle record checked by the College, or have provided an MVR obtained from the driver's license bureau. At no time may students utilize College vehicles without an Illinois Valley Community College employee and authorized driver present. Any exceptions to this provision *Authorization for Facilities' student workers to use College vehicles* must be approved by the Vice President for Business Services and Finance.~~
9. Authorized drivers are not permitted under any circumstances to operate a College vehicle when any physical or mental impairment causes the driver to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the driver is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.
10. Smoking or the use of other tobacco products in any College vehicle is strictly forbidden.

IVCC reserves the right to require driving record checks of any driver of College vehicles. Driving privileges of a College vehicle may be revoked if the record shows significant traffic violations.

IVCC's insurance covers everyone in the vehicle, no matter if they are employees, students, or guests of the College.

#### **MOTOR VEHICLE RECORDS (MVR):**

1. An updated MVR will be obtained for all employees whose work responsibilities require driving and may be obtained for other employees whose responsibilities may include occasional driving.
2. MVR's will be checked upon the hiring of a new employee and at least annually thereafter. Current employees whose work responsibilities include driving will have an MVR check as needed, but at least annually, and employees whose responsibilities may include occasional driving will also have an MVR check at least annually.
3. Applicants for employment whose work responsibilities will require a significant amount of driving and whose MVR reflects Type A or Type B violations may be denied employment based upon the results of the MVR. MVR's and the status of driving privileges for these particular employment candidates should be included as part of the employment interview.
4. Current employees whose work responsibilities require a significant amount of driving and whose MVR reflects Type A or Type B violations may be restricted and/or denied access to College vehicles and may not be permitted to use personal or rental vehicles for College business. Employees in this category risk disciplinary action which may include suspension and/or termination, if they are no longer legally able to operate a motor vehicle and such is required for continued employment at IVCC.

#### **RESERVATION AND USE OF A COLLEGE VEHICLE SHUTTLE:**

1. *College shuttles are leased primarily for use by Athletics. Shuttles may be available for other groups when not in use by Athletics.*
2. Scheduling of all College ~~vehicles~~ *shuttles* will be done via a request made through R25. The Reservation Coordinator will verify the driver is on the approved list. If the driver is on the list and a College ~~car~~ *shuttle* is available, the Reservation Coordinator will approve the reservation and confirm the request within 24 hours of the request. If the requesting driver is not on the approved list, the request will be denied and the requesting driver should contact the Office of Human Resources and request an MVR as soon as possible, as the MVR check may take up to one week.
3. If other occupants will be driving the vehicle at any time, that information must be communicated to the Reservation Coordinator to determine if they are on the authorized driver list.

4. Authorized drivers must complete the Vehicle Use Form to provide Campus Security with passenger names, date(s) of travel, estimated departure and return times, and destination. The requesting driver must provide the names of all occupants in the vehicle to Campus Security.
5. ~~College cars and the athletic vans-shuttles~~ are parked in Lot 4 and must be returned to Lot 4. ~~Shuttle keys~~ Keys are located at ~~Campus Security for all the Athletics office campus cars and the shuttles.~~
6. I-PASS: ~~I-PASS transponders are installed in the shuttles. If you anticipate the need for an I-PASS, you must check out the transponder from Campus Security. If the transponder is not available, you will be reimbursed for any tolls. If paying cash, be sure to get a receipt. Please note that if you use an I-PASS lane without the transponder, any penalties incurred will be deducted from your next payroll check.~~
7. Return from Journey: Clean up the ~~vehicle shuttle~~ interior when you are done and lock the ~~vehicle shuttle~~. Return keys to ~~Campus Security the Athletic office or Campus Security.~~ DO NOT leave keys on the Information Desk counter. If the College is closed, keys may be deposited in the library drop box. Report any vehicle problem or abnormality to Campus Security immediately.
8. Cancellation of Travel Plans: Contact the Reservation Coordinator as soon as possible to release the reservation of a College ~~vehicle shuttle~~.

IVCC is not responsible for any traffic fines, tickets and such received while driving a college ~~College vehicle shuttle~~.

#### **USE OF PERSONAL VEHICLE FOR COLLEGE BUSINESS:**

1. Employees or volunteers using a personal vehicle for College-approved travel shall follow all traffic laws and use safe driving practices. If an employee, ~~student~~, or volunteer uses a personal vehicle to transport other employees or students for College-approved travel, the guidelines of this policy must be followed. *For trips greater than 50 miles, one-way, rental cars are available. Please contact Purchasing.*
2. No reimbursement will be made for accident-related repairs to a personal vehicle, whether these costs result from your own acts or acts of others. It is the personal obligation of the owner of such vehicle to adhere to the State of Illinois' mandatory auto liability insurance law.
3. Mileage will be reimbursed for personal use of vehicles for College travel as per Board policy.
4. Any traffic citations received during the use of a personal vehicle or College vehicle are the responsibility of the driver.

#### **VEHICLE ISSUES DURING TRIP**

Authorized drivers should call Campus Security at 815-224-0314 or 815-739-1290 for 24-hour emergency response in the case of an accident, breakdown, flat tire, or other emergency situations.

## **ACCIDENTS**

If involved in an accident, Illinois law requires an accident report be completed. Show the law enforcement agency your driver's license and the insurance card (located in the glove compartment). Call Campus Security at 815-224-0314 or 815-739-1290.

Drivers are expected to cooperate fully with the authorities in the event of an accident. However, drivers should make no voluntary statement other than in reply to questions of investigating officers.

Do not admit fault. Do not discuss the details of the accident with anyone except the police.

Report any accident involving a College vehicle to Campus Security and your supervisor, regardless of the extent of damage or lack of injuries. The supervisor will notify the Office of Human Resources for follow-up on injuries and medical insurance coverage. Such reports must be made as soon as possible, but no later than 48 hours after the accident.

Record accident details on the Accident Report Form (included in the accident kit in the glove compartment), including information about other people involved in the accident or anyone who may have witnessed the accident, noting both the number of passengers and their names.

Take photos of the accident, if camera available.

Report accident to IVCC immediately.

Do not correspond with anyone by phone or email, other than College officials, regarding the accident. Contact Campus Security upon your return and give them a copy of the accident report.

## **STOLEN VEHICLE**

Immediately report the theft to the nearest police department. Call Campus Security at 815-224-0314 or 815-739-1290.

## **FLAT TIRE, MECHANICAL ISSUES**

If the vehicle becomes disabled, please contact Campus Security at 815-224-0314 or 815-739-1290 and they will direct you on how to proceed. If the vehicle is disabled, have it towed off the roadway and get the name, address, and telephone number of the towing company so that arrangements can be made by Campus Security to have it towed to the College.

### **Forms:**

[Vehicle Use Form](#)

[MVR Authorization](#)

Posted 7/29/09

Modified 3/10/17

## Jerry Corcoran

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**From:** Robyn Schiffman  
**Sent:** Tuesday, June 06, 2017 10:34 AM  
**To:** Jerry Corcoran  
**Cc:** Jeanne Hayden; Deborah Anderson  
**Subject:** FW: sabbatical leave report  
**Attachments:** Post-Sabbatical Write Up.rtf

Jerry,

Please find attached a copy of Jeff Spanbauer's sabbatical report, as required by the contract. With the switch of leadership in HFAS, this was not followed up on and I am sorry. Obviously there is not enough time for June but plenty of time for the July Board agenda and meeting.

Best,  
Robyn

-----Original Message-----

**From:** Jeff Spanbauer  
**Sent:** Sunday, June 04, 2017 7:27 PM  
**To:** Robyn Schiffman <Robyn\_Schiffman@ivcc.edu>  
**Subject:** RE: sabbatical leave report

Dr. Schiffman,  
Please find attached a brief synopsis of my semester.

Jeff Spanbauer  
Professor of History/Anthropology  
Illinois Valley Community College  
815 North Orlando Smith Road  
Oglesby, IL 61348  
815.224.0254

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June 4, 2017

Dr. Schiffman,

As there appears to be no official form regarding the information needed post-sabbatical, I have written up a brief narrative, in addition to attaching the original sabbatical request which I submitted September 02, 2015 for the Fall semester of 2016. I had submitted transcript copies to my Dean, Dr. Brian Holloway, in person in January of 2017 and was told by him at that point that this was all that was required of me.

Regarding my transcripts, which I have submitted to you on 06/04/2017, you will see that in my original proposal, I had planned to take 9 hours. Financial constraints limited me to only six hours. I continued to work on my thesis through research and writing throughout this period, in addition to the six hours of class work in a Professional Practice course which analyzed Historical Archaeological Materials and one which developed my skills in analyzing Zooarchaeological, or faunal, materials. I received grades of As in both of these courses as well as making substantial progress on my thesis. Dr. Holloway had also asked me to return in January prepared to teach an Introduction to Anthropology course, and I spent a substantial part of this sabbatical prepping this course in advance of the Spring 2017 semester. Upon my return to IVCC, I was able to complete the writing and revisions of my thesis within the first 6 weeks of the semester. I successfully defended the thesis shortly after that, with very minor revisions, and graduated with a M.S. degree in Anthropology in May of 2017.

In my absence, Dr. Holloway had set up the Fall, 2017 schedule to include both face to face and online sections of Anthropology 1000, the introductory course. I spent part of my spring semester prepping the online section in preparation. I have already volunteered to take over the ANT 1002, Cultural Anthropology, course for the Spring 2017 semester, which would allow that course to be taught by a full time faculty member for the first time in a significant

number of years. Lastly, two manuscripts have been submitted to peer-reviewed journals in the last month based upon findings from my thesis work.

# Application for Sabbatical Leave

**Introduction:** A sabbatical leave is an opportunity for tenured faculty to experience intellectual growth, professional development, and personal renewal. “The primary factor to be considered in granting sabbatical leave will be its relative benefit to the College, to students, and to the faculty member” (Article VII-F of the Collective Bargaining Agreement). It is recommended that an applicant read Article VII-F before they begin the application process.

A successful sabbatical application will clearly spell out the plan the faculty member intends to follow during the leave. The plan should not only have the support of the Administration, but it should be developed in collaboration with the Administration to ensure coverage of the faculty member’s position during the leave. Approval of a sabbatical leave request is not guaranteed.

As of November 2, 2010, the College President has designated the Vice President for Academic Affairs as the point person for approving sabbatical applications.

## Suggestions for preparing your application:

Applicants are urged to be specific and give detailed responses when completing the application. In order to best prepare the application, special attention should be given to the following:

- *Careful preparation*—be sure that your proposal is both specific and feasible, and describe any preliminary work done on the project.
- *Clear description of the benefit of the leave to IVCC, yourself, and on teaching and learning*—Include in the description of your proposed leave the benefit it will have on your students, division and the college. How will it improve teaching and learning? Also, describe the benefits of the sabbatical to your own professional development, professional stature, intellectual growth, and personal renewal.
- *Be Thorough in your documentation*—Include letters of appointment and acceptance, any other documents that support your proposal, and your plan for any travel that is an integral feature of the proposal.

## Considerations for Approval

The President, or his/her appointee will consider, in no implied priority, the following, in reviewing applications:

- Contribution of the sabbatical leave to the effectiveness of the individual's ability to perform professional responsibilities
- Value of the sabbatical leave to the College
- Value of the sabbatical leave to the individual
- Value of the sabbatical leave to the students
- Impact on teaching and learning
- Impact of proposed leave on the professional stature of the applicant
- Urgency of need for the sabbatical leave, if applicable
- Sabbatical leave needed to satisfy residency requirements of an approved Doctoral studies program, if applicable
- Length of time since last sabbatical, if applicable

## Format of Proposal:

- Fill out the attached "Request for Sabbatical Leave" sheet keeping in mind that it is the cover sheet for your written proposal.
- Prepare the proposal so that it carefully addresses all the "considerations" noted above.
- Attach your proposal and any supporting documents to the "Request" form and submit them to your Dean.
- Completed applications must be submitted to the appropriate Dean by the end of February. The Dean and President (or his/her designee) will review the application and prepare it for submission to the Board of Trustees in time for the April Board meeting. Administration will notify the Federation Local President whenever a leave request has been received.

# Illinois Valley Community College

## Request for Sabbatical Leave

Name: Jeffrey A. Spanbauer Division: HFASS

Semester(s) and dates of Leave: Fall Semester 2016

Type of Sabbatical:  Full Pay (1 Semester)  Half Pay (2 Semesters)

Years of service at IVCC (include current year): 7

Number of semester hours of "non-traditional teaching":\* 45+ (I routinely teach online and at off-campus sites/E2 classes every semester, plus summer online courses)

Dates of previous sabbatical leaves, if applicable: N/A

\*Article VII-F of the Collective Bargaining Agreement uses "summer; weekend; evenings; extension centers; and classes in compressed, on-line, and blended formats" as examples of "non-traditional" teaching".

**Abstract of Sabbatical Leave Request:** *In the space provided below, please write a brief summary of your sabbatical request. Include a description of how your sabbatical will benefit the college.*

During the course of sabbatical, the plan of action is to complete coursework, continue research, and begin thesis work for an additional Master's of Arts degree in Anthropology, with a subfield focus in Historical Archaeology. This will represent the culmination of three previous semesters' work prior to employment at IVCC and an additional three semesters of coursework while teaching full-time at IVCC. Completion of this thesis will require several trips to Springfield, St. Louis, and other locations in order to visit archaeological sites, museum collections, and repositories of data which are extremely necessary to finish my examination of my proposed study; as well as finishing my drafts and submitting my final thesis. My proposed thesis is to examine gunflints of historic military sites to compare chronology between French, Spanish, British, and indigenous sources, both in terms of what was used, as well as what was supplied and traded at these locations over a century of occupation on these contemporary sites.

Value of Sabbatical Leave to the College, Individual, and Students: Any potential publications of articles or books, or public and conference presentations that may come from my thesis would obviously reflect positively upon the college. The completion of this degree could allow the possibility of additional courses in archaeology, electives in the social science curriculum, but also aid the college in filling vacant anthropology classes already within the course schedule. A full-time anthropology position has not been filled, leaving these courses taught by adjuncts. Expanding upon this, my completion of this program would allow the consistency of anthropology courses through the utilization of a full-time faculty member, credentialed to teach in-state and online, to teach high demand courses both in face to face courses and online classes, strengthening enrollment and academic integrity simultaneously. Additionally, the connections of IVCC to universities that offer field schools over the summers, both domestically and internationally, could expose IVCC students to a wider, more diverse student population, help them to network with professionals in different fields, and reveal other cultures, histories, and nations through their experiences. It would strengthen the Humanities, Fine Arts, & Social Sciences division as no one from that division had taken this opportunity in a number of years. While I will not be gaining a Ph.D., the college will be gaining an instructor with two M.A. degrees, and the ability to integrate the knowledge from each throughout the coursework in both subject areas. This will have no impact on my placement on the salary schedule, as I have already advanced as far as I am available. Similarly, there are few opportunities for professional development, short of conferences, and this represents a much more valid and contributory experience at this stage in my career.

Impact on Teaching and Learning: Beyond adding to course information and materials, it would provide networking beyond the history classroom. Demonstrating strong research and writing skills, both inside and outside of the college classroom, will serve as a great example for our student body. Having faculty with diverse

interests and backgrounds, grounded upon strong life experiences and only further demonstrates a commitment to lifelong learning and enhances the teaching and learning process. It also reinforces the mission of IVCC.

Impact of proposed leave on the Professional stature of the applicant: This leave will allow me to achieve a personal and professional goal that I had begun before I had even begun working at IVCC. It would permit me to continue to learn and grow as an individual and as a professional. Publications and presentations will increase my stature as a professional academic and educator. I believe this will increase my stature as a professional with the student body as well. If I can demonstrate that I am a student AND an instructor I will show that I practice what I preach, have viable field experiences, resulting in a growth of my credibility and ability to relate with our students.

Urgency of need for the sabbatical leave, if applicable: As of the fall of 2015, I am taking two required courses. I am required, to maintain currency in this program, to take a minimum of six semester hours in the spring and fall semesters of 2016, with thesis hours spread between the fall 2016/spring 2017 semesters. I must have my thesis submitted and accepted by the end of the summer term, 2017, as I had begun this degree earlier, and was allowed re-entry and credit for past work under a probationary status. I have a very limited window for completion as a result. (See attached document- Spanbauer J his 152 ext apr)

Length of time since last sabbatical, if applicable: N/A

# Sabbatical Leave Agreement

The interest of District 513 shall be protected by a written agreement providing that the faculty member will return to the service of the District and will render at least one year of service upon return from leave. If the faculty member wishes to receive compensation while on leave, the Board may request a bond or written agreement, as appropriate, indemnifying the Board for the total salary paid in the event the faculty member fails to return and render at least one year service in the employ of District 513 following the sabbatical leave.

Faculty members granted sabbatical leave for one semester shall be paid full salary during such leave. Faculty members granted leave for one full year shall be paid one-half salary for the year in which leave is taken. The salary shall be paid in the same manner as if the faculty member were teaching in District 513. The faculty member may accept a fellowship or grant-in-aid in accomplishment of the purpose for which the leave was granted. Time spent on sabbatical leave shall be credited toward salary increment and seniority as time spent in full-time service.

Upon completion of the sabbatical leave and within sixty (60) days of the faculty member's return to duty, he/she shall submit to the President one of the following:

If the leave was for formal study, a transcript of credit and a brief description of the program studied, including a detailed evaluation of the program with respect to its contribution to the leave;

If the leave was for travel, a written report setting forth the teacher's reaction to the travel and a statement of the benefits received.

(Article VII-F of the Collective Bargaining Agreement)

Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_



# *Manor Court of Peru*

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Dear Mr. Jerry Corcoran and Fran Brolley,

The residents and staff here at Liberty Village of Peru would like to extend our thanks for allowing our residents to tour your campus. They had a great time and are still talking about it. Thank you for taking the time to give us a wonderful and personalized tour. We really appreciate it. The renovations are amazing and we hope to see you again soon!

Thank you,  
Liberty Village Clients and Staff  
Sabrina Bedenko AD.

# 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.