



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, December 13, 2018
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

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

BOARD AGENDA ITEMS

January

February

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

March

Tenure Recommendations
Non-tenured Faculty Contracts
President's Evaluation
Student Fall Demographic Profile
ICCTA Award Nominations
(FT/PT Faculty, Student Essay,
Business/Industry)

April

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

May

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

June

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

July

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

August

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

September

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

October

Authorize Preparation of Levy
Audit Report
IVCC Foundation Update

November

Adopt Tentative Tax Levy

December

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

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees Meeting
Thursday, December 13, 2018 – 6:30 p.m. – Board Room (C307)

A G E N D A

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 6.1 Approval of Minutes – November 8, 2018 Board Meeting and November 28, 2018 Planning Committee Meeting (Pages 1-9)
 - 6.2 Approval of Bills - \$1,267,720.85
 - 6.2.1 Education Fund - \$937,637.52
 - 6.2.2 Operations & Maintenance Fund - \$125,901.24
 - 6.2.3 Operations & Maintenance (Restricted Fund) - \$63,693.56
 - 6.2.4 Auxiliary Fund - \$70,576.75
 - 6.2.5 Restricted Fund - \$14,138.09
 - 6.2.6 Audit Fund - \$5,300.00
 - 6.2.7 Liability, Protection & Settlement Fund - \$50,473.69
 - 6.3 Treasurer's Report (Pages 10-28)
 - 6.3.1 Financial Highlights (Pages 11-12)
 - 6.3.2 Balance Sheet (Pages 13-14)
 - 6.3.3 Summary of FY18 Budget by Fund (Page 15)
 - 6.3.4 Budget to Actual Comparison (Pages 16-22)
 - 6.3.5 Budget to Actual By Budget Officers (Page 23)
 - 6.3.6 Statement of Cash Flows (Page 24)
 - 6.3.7 Investment Status Report (Pages 25-26)
 - 6.3.8 Disbursements - \$5,000 or more (Pages 27-28)

- 6.4 Personnel - Stipends for Pay Periods Ending October 27, 2018; November 10, 2018; and November 24, 2018 & Part-time Faculty and Staff Appointments November 2018 (Pages 29-38)
- 6.5 Purchase Request – ccSpringboard (Career Cruising) Software (Page 39)
7. President’s Report
8. Committee Report
9. 2018 Tax Levy (Pages 40-46)
10. Faculty Appointment – Nicholas Fish, Emergency Medical Services Instructor (Pages 47-48)
11. Bid Results – Utility Tractor (Page 49)
12. Schedule of Regular Meeting Dates and Times (Page 50)
13. Proposal Results – Enrollment Driver Magazine (Page 51)
14. Board Travel (Page 52)
15. Items for Information (Pages 53-74)
 - 15.1 IVCC – LaMoille High School College Start Program (Page 53)
 - 15.2 Revised Intergovernmental Agreement with the City of Ottawa (Page 54)
 - 15.3 Reassignment of Lab Instructors: Larry Ault and Michelle Story (Page 55)
 - 15.4 Staff Appointment – Gracelyn Quesse, Student Recruitment Specialist (Page 56)
 - 15.5 Staff Retirement – Kathryn J. Baker, Part-time Instructor (Page 57)
 - 15.6 Staff Resignation – Angelica Fanti, IR/IT Programmer Analyst (Page 58)
 - 15.7 American Chemical Society Outstanding Award (Page 59)
 - 15.8 Sexual Misconduct, Sexual & Other Harassment – Board Policy 6.13 (Pages 60-74)
16. Trustee Comment
17. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) student discipline; and 3) closed session minutes
18. Approval of Closed Session Minutes
19. Other
20. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE

Board of Trustees

Minutes of Regular Meeting

November 8, 2018

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, November 8, 2018 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
Amy L. Boyles
Jay K. McCracken (joined the meeting at 6:38 p.m.)
Melissa M. Olivero
Angela M. Stevenson
Joseph M. Marendia, Student Trustee

Members Absent:

Members

Telephonically Present:

Others Physically

Present:

Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Deborah Anderson, Vice President for Academic Affairs
Bonnie Campbell, Associate Vice President for Academic Affairs
Leslie Hofer, Director of Human Resources
Walt Zukowski, Attorney

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None

CAMPUS UPDATE – EMPLOYEE DEMOGRAPHICS

Leslie Hofer, Director of Human Resources, presented IVCC's demographics for fiscal year 2018. Ms. Hofer noted that in 2007 the Equal Employment Opportunity Commission (EEOC) changed the format for collecting racial and ethnic information. With this change, Hispanic and Latino are considered ethnic groups; previously, they were considered racial groups. In 2009 IVCC began collecting race and ethnic data based on the new definitions and categories. The percentages for each racial/ethnic group were compared between the IVCC population in Putnam, LaSalle, and

Bureau Counties, IVCC students and IVCC employees. For FY19 an initiative was begun to ensure that all employees are provided the opportunity to self-identify. The necessary forms were combined into one document and a webpage developed for current employees to self-identify in order that we can obtain accurate and up-to-date information. In fiscal year 2018 new hires were predominantly White, Non-Hispanic. The top five recruitment sources from Applitrack data, our applicant tracking system, are IVCC website/internet (45%); HigherEd Jobs (17%); employee/friend (13%); other (12%); and local newspapers (9%). IVCC's exposure for potential retirements has been evaluated during the last several years. Based on December 2017 data of the full-time faculty who are eligible to retire, eight of them are 65 or over; there are two administrators and five support staff who also meet the criteria. Ms. Hofer noted that the HR department also focuses on new employee orientation, faculty and staff development days, training, wellness and diversity activities.

CONSENT AGENDA ITEMS

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

The following items were approved in the consent agenda:

Approval of Minutes – October 11, 2018 Board Meeting.

Approval of Bills - \$1,368,195.31

Education Fund - \$951,346.52; Operations & Maintenance Fund - \$96,844.98; Operations & Maintenance (Restricted Fund) - \$109,487.60; Auxiliary Fund - \$138,712.40; Restricted Fund - \$14,416.15; Audit Fund - \$23,500.00; and Liability, Protection & Settlement Fund - \$33,887.66.29

Treasurer's Report

Personnel

Approved the stipends for pay periods ending September 29, 2018 and October 13, 2018 and part-time faculty and staff appointments October 2018.

Approval

Approved seeking bids for a utility tractor at an estimated cost of \$25,500.

PRESIDENT'S REPORT

Dr. Corcoran reported that the October 15th recognition program honoring Durley and Hazel Marie Boyle for their generous bequest to the college to help fund significant improvements to the Dr. Mary Margaret Weeg Cultural Centre was a great success thanks to the terrific staff in our Foundation and Community Relations department. He noted that we had approximately 36 people join in the celebration and it was obvious that members of the Boyle family were impressed with the work that was done in honor of their loved ones. Dr. Corcoran thanked Angie Stevenson and Jay McCracken for representing our board of trustees at the event. Dr. Corcoran reported that Quintin Overocker and his Student Services Team members had a fine turnout at the October 23, College Night program. Over 150 students attended and interacted with representatives of more

than 40 universities on campus. Dr. Corcoran informed that October 23 was also the date of our sixth annual manufacturing expo. He noted that the support we regularly receive from the local high schools and local manufactures who serve as valuable members of our program advisory committee, is exceptional and key to placing today's graduates into wonderful career opportunities in the Illinois Valley. Dr. Corcoran noted that feedback from everyone, including the program's keynote speaker Jim Nelson of the Illinois Manufacturers Association, was excellent. Dr. Corcoran reported that on October 26, Leslie Hofer and her colleagues hosted the Northern Illinois Network Exchange program on campus for the benefit of approximately 100 support staff members from 13 community colleges. Dr. Corcoran commended Leslie and Paula Hallock for always doing so much to highlight the achievements of our support staff, and provide professional development opportunities that promote professional growth across the Illinois Community College System. Dr. Corcoran informed that other forthcoming events include Explore IVCC to be held on November 14, and day-and-evening sessions of our Agriculture Open House to be held on November 29. Dr. Corcoran was delighted to report that Nursing Director Julie Hogue has received word that our pass rate for the NCLEX-RN for our 2017-2018 graduates is a phenomenal **92 percent**, which compares favorably to the national average for 2017-2018 as being 87 percent. Dr. Corcoran noted that year in and year out, our Nursing Faculty do a great job and we are all very proud of them.

2018 TENTATIVE TAX LEVY

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

INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF MENDOTA

It was moved by Mr. Solon and seconded by Mr. McCracken to approve the TIF district intergovernmental agreements with the City of Mendota, as presented. Motion passed by voice vote.

INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF OGLESBY

It was moved by Ms. Stevenson and seconded by Mr. Marenda to approve the intergovernmental agreement with the City of Oglesby for traffic and ordinance enforcement. Motion passed by voice vote.

PROTECTION, HEALTH AND SAFETY PROJECTS FOR TAX YEAR 2018

It was moved by Mr. Solon and seconded by Dr. Boyles to approve the Building C Chiller/Air Handler Replacement Protection, Health, and Safety project as presented for a cost of \$1,438,406 and authorize the administration to include \$1,438,406 in the tax year 2018 levy. Motion passed by voice vote.

BID RESULTS – LAERDAL SIMULATION MANIKINS AND EQUIPMENT

It was moved by Mr. McCracken and seconded by Ms. Stevenson to accept the bid from Laerdal Medical Corporation, Wappingers Falls, NY in the amount of \$49,999.73 for the Laerdal Simulation Manikins and Equipment. Motion passed by voice vote.

TRUSTEE COMMENT

Ms. Goetz expressed appreciation for the Board members receiving the latest copy of the *IV Leader*. Ms. Goetz noted an article in the publication entitled *New Programs to Come* written by Student Trustee, Joseph Marena.

CLOSED SESSION

It was moved by Dr. Boyles and seconded by Ms. Stevenson to convene a closed session at 6:58 p.m. to discuss 1) collective negotiations; 2) the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; and 3) closed session minutes. Motion passed by voice vote.

The Board immediately entered closed session at 6:58 p.m. On a motion by Ms. Olivero and seconded by Mr. McCracken the regular meeting resumed at 7:55 p.m. Motion passed by voice vote.

APPROVAL OF CLOSED SESSION MINUTES

It was moved by Mr. Mallery and seconded by Mr. Solon to approve and retain the closed session minutes of the October 11, 2018 Closed Session Board Meeting. Motion passed by voice vote.

OTHER

None

ADJOURNMENT

Ms. Goetz declared the meeting adjourned at 7:56 p.m.

Jane E. Goetz, Board Chair

David O. Mallery, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Planning Committee Meeting
November 28, 2018

The Planning Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 4:30 p.m. on Wednesday, November 28, 2018 in the Board Room (C307) at Illinois Valley Community College.

Committee Members Amy L. Boyles, Committee Chair
Physically Present: Angela M. Stevenson

Committee Members
Absent:

Committee Members
Telephonically Present: Everett J. Solon

Board Members Present: Jane E. Goetz

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Deborah Anderson, Vice President for Academic Affairs
Mark Grzybowski, Vice President for Student Services
Bonnie Campbell, Associate Vice President for Academic Affairs
Matt Suerth, Director of Institutional Research
Stephen Alvin, Instructor
Jim Moskalewicz, Counselor

The meeting was called to order at 4:30 p.m. by Dr. Boyles.

PROGRAM REVIEW REPORT

The committee members received a memo from Dr. Deborah Anderson and the Community College Program Review Report submitted to the Illinois Community College Board (ICCB). Certain programs are reviewed each year and over a course of five years every program is reviewed. The following occupational programs were reviewed in FY 2018: CAD, Dental Assisting, Paramedic (EMS/EMT), Business and Business Technology. Also reviewed were the academic discipline of mathematics, the cross-disciplinary instructional area of remedial mathematics, and the student and academic support services of Peer Tutoring, the Writing Center and the Career Center. Items of note from the reviewed occupational programs include:

- Curriculum changes in the CAD AAS degree have lowered the number of credit hours needed for the degree from 66 to 63. Additional, CAD courses are offered at three high schools and the Area Career Center.
- Dental Assisting boasts a 97 percent placement rate of its graduates. Three hundred hours of direct clinical experience are required for program completion.

- The Paramedic program has completed accreditation requirements for both CoAEMSP and CAAHEP. The need for a full-time faculty member in this area was revealed by this program review. Eight-four percent of completers passed the licensure exam during this review period.
- Success rates in the Business Technology Program have risen from 68.9 percent in 2013 to 80.88 percent in 2017. Changes to the program have lowered credit hours from 64 credits to 60 credits. Business Technology courses are offered in three area high schools.

Mathematics and remedial mathematics were the academic and cross-disciplinary instructional area reviewed and highlights in these areas include:

- Success rates in mathematics during this review period were 71.4 percent. The department added “Fast-Track” options which allow students to complete their remedial and college level courses in a single semester. Some courses are also available in an online format. Academic support is available through the Peer Tutoring Center.
- Based on NCCGP aggregate Data Form 9, 76.24 percent of the fall 2014 developmental cohort have successfully completed a college level math course. The faculty is currently redesigning the sequencing of remedial math in order to shorten the time to college level placement.

Student and Academic Support Services reviewed included Peer Tutoring, the Writing Center, and the Career Center. Noteworthy items include:

- Peer Tutoring and the Writing Center were incorporated into the newly organized division of Learning Resources which includes all learning support services for students and faculty.
- The Writing Center received recognition with a Level One certification from the College Reading and Learning Association’s (CRLA) for meeting International Tutor Training Program Certification (ITTPC) standards.
- The Career Center was reorganized and reduced to one full-time employee with administrative support. The Career Center utilizes the College Central Network (CCN), an electronic job search and posting system, which boasts good support from the community.

Areas and programs scheduled for review in FY 2019 include: Physical and Life Sciences, Remedial English and Language Arts, Financial Aid, HVAC, Phlebotomy, Accounting, Graphic Arts, Certified Production Technician, and Welding.

Dr. Boyles commended all involved in the well-prepared Program Review Report. Dr. Anderson noted that Mr. Suerth prepared the reports and the analysis.

COMMUNITY COLLEGE SURVEY OF STUDENT ENGAGEMENT (CCSSE) 2018

CCSSE has been conducted annually since 2006 in order to gain a better understanding of student involvement across five academic benchmarks. Longevity helps IVCC measure CCSSE’s effectiveness across multiple academic and social engagement measures. Research has demonstrated that student engagement, or the amount of time and energy that students invest in their educational activities, is the cornerstone of student success. Past research indicates that the more connected a student feels to the college, the faculty, the staff, other students, and subject matter, the more likely students will achieve their educational goals. IVCC’s response rate consistently exceeds local and national cohorts. Dr. Anderson noted that twelve Illinois community

colleges participated in 2018. The cornerstone of the CCSSE Survey is its ability to benchmark student engagement measures against local and national comparison groups. CCSSE consists of five benchmarks: 1) *Active and Collaborative Learning*; 2) *Student Effort*; 3) *Academic Challenge*; 4) *Student-Faculty Interaction*; and 5) *Support for Learners*. Benchmarks denote areas that educational research has shown to be important to students' college experience and educational outcomes. From a national comparison standpoint IVCC ranks below the 2018 CCSSE Cohort on three benchmarks (*Active and Collaborative Learning*, *Student Effort*, and *Academic Challenge*), matches on a fourth (*Student-Faculty Interaction*) and surpasses on the fifth (*Support for Learners*) benchmark. Dr. Anderson noted that internally 2018 results reveal an uptick in four of five benchmarks. Results are modest but positive in two benchmarks (*Student Effort & Academic Challenge*), slightly better in two others (*Student-Faculty Interaction & Support for Learners*). However, the *Active and Collaborative Learning* benchmark has shown an overall consistent decline, while *Support for Learners* continues to demonstrate significant improvements. Students continue to rate their IVCC experience highly with 88 percent responding affirmatively. A high number continue to recommend IVCC to a friend or family with 95 percent responding affirmatively. Results indicate IVCC student engagement benchmarks are on the rise since 2015. Ms. Goetz inquired if the report results were shared with faculty. Dr. Anderson informed that the results have not yet been shared with faculty but will be and noted that the results were shared with the SLPC and there is faculty representation on that committee. Mr. Suerth added that the college has no control over the selection of classes surveyed; it is done totally at random by CCSSE.

NATIONAL COMMUNITY COLLEGE BENCHMARK PROJECT (NCCBP)

This project has been conducted annually, during the spring term at IVCC since 2007 to gain a better understanding of where IVCC ranks nationally among community colleges on a variety of predetermined benchmarks. State and National participation rates fluctuate from year-to-year which changes IVCC percentile rankings on any given measure. In 2018, 20 Illinois community colleges participated, the same as 2017. The report focuses on selected strengths and opportunities for the College. The NCCBP considers a Strength as any metric above the 75th percentile on the national survey and Opportunities for Improvement as any metric below the 25th percentile. IVCC's strengths were concentrated in three general areas: academic course completion/persistence rates; institutional finances; and national student satisfaction rankings. Over a quarter of IVCC's strengths originate from measurements on the Noel Levitz Student Satisfaction Inventory. Four metrics were targeted for improvement; a drop of one from last year. Most notably, IVCC's *CCSSE Academic Challenge Benchmark* remains on the list. As in previous years IVCC's Strengths outnumber its Opportunities for Improvement by a six-to-one ratio. In most areas IVCC compares favorably with the national comparison group. Low rankings may be due to external factors beyond IVCC's control.

HIGH SCHOOL MARKET PENETRATION RATE

The Institutional Research office tracks IVCC's high school market penetration rates in six-year intervals. The penetration rate reflects the percent of recent high school graduates that subsequently matriculate to IVCC and shows how well IVCC is promoted to district high school students. The 2017 Enrolled Penetration rate is 29.5 percent, a 1.7 point increase over 2016. The six-year average is 24.7 percent. This number accounts for high school graduates who enrolled at IVCC during the 2012-2017 academic years. Overall, enrollments as measures by class year and total size at district high schools have stabilized or declined over the past six years; very few high

schools are growing in size. This may be related to the area's population decline covering the same period. Despite a one-year increase in District #513's graduating class size in 2016, the trend in overall class size continues a decline which started in 2012. The Dual-Credit Penetration rate for fall 2017 was 19.3 percent. This was achieved by enrolling 62.4 unduplicated students in multiple sections covering 18 courses taken at 17 district schools including both public and private institutions. The Dual-Credit penetration trend has remained steady at just under 20 percent since fall 2013. The combined penetration rate for dual-credit students and high school graduates was 49.3 percent. This reflects a 2.6 point increase from fall 2016. Dr. Anderson noted that in conclusion the penetration rate acts as a proxy indicating how well IVCC's educational reach extends into the district it serves. While the overall rate has shown signs of improvement the underlying demographic realities will continue to challenge IVCC's educational mission. Ms. Goetz inquired if the report was shared with Christopher Dvorak, Regional Superintendent of Schools. Dr. Anderson informed that we do have a feedback report that we share with the high schools and noted that we will follow up with Ms. Goetz's excellent suggestion.

INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM (IPEDS)

The IPEDS is a system of survey components that collects data from about 7,000 institutions that provide postsecondary education across the United States. IPEDS collects institution-level data on student enrollment, graduation rates, student charges, program completions, faculty, staff, and finances. IVCC uses the IPEDS Feedback Report for benchmarking against a group of Illinois peer institutions (9) and for tracking IVCC statistical trends over time. Dr. Anderson noted that IVCC continues to diversify and the Hispanic/Latino population grew to 14 percent in fall 2016, an increase of two percentage points. This continues an upward trend since fall 2012. The total number of degrees and certificates awarded in FY16 increased by 37, for a total of 1,010 graduates, halting a recent decline. Compared to its peers, IVCC ranked fifth in the total number of degrees/certificates awarded. The net price of attendance decreased 3.5 percent in FY16 and IVCC now ranks fourth among its peers. The percentage of first-time, full-time students receiving Pell grants increased from 45 to 56 percent. IVCC now places first in this type of aid. The percentage receiving state/local grants increased by three percentage points, and IVCC now places third in this type of aid. Full-time retention rates increased from 59 percent in fall 2014 to 62 percent in fall 2015, yet IVCC ranked at ninth among its peers. However, part-time retention rates decreased slightly from 54 to 52 percent but remain well above the peer median of 45 percent, ranking IVCC third among its peers. The graduation rates of full-time, first-time degree/certificate seeking undergraduates within normal time, 150 percent and 200 percent of normal time to program completion, remain low. IVCC ranks tenth in all three categories. Graduation rates of full-time, first-time, degree/certificate-seeking undergraduate students graduating within 150 percent of normal time to program completion, by financial aid type for the 2013 cohort examines Pell grant and Stafford Loan recipients' success. IVCC ranks tenth with an 18 percent graduation rate for Pell Grant recipients and fifth with 29 percent graduation rate for Stafford Loan recipients. By comparison, students with neither a Pell Grant nor Stafford Loan graduate at 34 percent ranking IVCC eighth among its peers. This is a new metric with only one cohort available for analysis.

BOARD POLICY

Revisions to Board Policy 6.13 – Sexual Misconduct, Sexual and Other Harassment were proposed. Mr. Grzybowski noted that the changes are clean-up items and include: 1) an update of name for the Director of Human Resources (Ms. Hofer) on page 4; 2) an update of resource name

(Safe Journeys Illinois) on pages 8 and 10; and 3) an update of title (Mr. Grzybowski) to Vice President for Students Services occurring throughout the document. The board policy with changes highlighted in red was provided to the committee members for review.

OTHER

None.

ADJOURNMENT

Dr. Boyles declared the meeting adjourned at 5:15 p.m.

Amy L. Boyles, Planning Committee Chair

Jane E. Goetz, Board Chair

David O. Mallery, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

NOVEMBER 2018

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

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – November 2018

Revenues

- As of November 30, the headcount for fall semester was 3,094, which is 235 students less than at the same point in time last year. Credit hours were 24,515, a 7.66 percent decrease from one year ago. Spring semester registration began November 7.

According to the Illinois Community College Board enrollments have declined for the last eight consecutive years. During the past year seven colleges saw increases in fall headcount but over the last five years only three colleges have seen increases in headcount, John Wood, McHenry County (one of our peer colleges), and South Suburban.

In comparing full-time equivalents (FTE) during the past year, five colleges saw increases but over the last five years every college has had a decline in FTE.

	Headcount 1-year Change	FTE 1-year Change	Headcount 5-year Change	FTE 5-year Change
Statewide Average	(3.8%)	(4.3%)	(16.0%)	(16.2%)
IVCC	(8.7%)	(9.9%)	(16.1%)	(20.8%)
Peer Colleges	(3.2%)	(1.9%)	(17.8%)	(2.4%)
State Highest	12.0%	3.0%	7.1%	(1.5%)
State Lowest	(23.7%)	(11.2%)	(39.9%)	(29.1%)

Enrollments often follow unemployment rates. Currently the state unemployment rate (U-3) is at 4.2 percent, a .1 percent increase from one month ago. LaSalle County's rate is at 5.1 percent, a .6 percent increase; Putnam County is at 4.7 percent, a .5 percent increase, and Bureau County is at 4.5 percent, a .6 percent increase.

- The FY19 base operating grant will be paid from the State's education assistance fund (EAF) - eight monthly payments totaling \$729,026. Four quarterly payments totaling \$1,164,944 will be from corporate personal property replacement tax (CPPRT). As of November 30, the College has received two quarterly payment of \$291,236 and two monthly payment of \$91,128.
- Tax collections as of November 30 were \$11,302,338, or 97 percent of the \$11,670,435 levy. State legislation enacted in 2018 and retroactive to January 1, 2018, impacted the assessed valuation of solar farms. The valuation of a LaSalle County solar farm decreased from \$851,087 per megawatt in 2017 to \$174,400 per megawatt in 2018. The total assessment in 2017 was \$5,673,979 and \$1,476,909 in 2018. The State's purchase of property near Oglesby will also decrease assessed valuation by approximately \$4 million. Other classes of property have seen increases and several TIF districts have expired.

Expenditures

- The Auxiliary Enterprise Fund is running a deficit of \$93,300. This will partially be offset by a transfer of \$61,400 from Student Activity Funds to support athletics. Bookstore revenues are expected to increase with the start of spring semester.
- The Restricted Purposes Fund has a deficit of \$301,164. Federal and state grant receivables total \$303,623 to offset this deficit. Most grants are on a reimbursable basis.

Protection, Health & Safety Projects

- Building D Air Handler/Chiller Replacement – waiting for installation of two valves that were added to the project;
- Campus-Wide Security Camera Upgrade – over the semester break old cameras and wiring will be removed to complete this project;
- Cultural Centre Accessibility Upgrades – project is completed and in full use by College staff. A portion of this project is being paid with monies from the Boyle Estate.
- Exterior Stair Upgrades – project is substantially complete;
- Building E Air Handler/Chiller Replacement – building control installation has started; demolition is scheduled to start December 12;
- Building C Air Handler/Chiller Replacement – Board approved project in November; work will begin in December 2019.

Other Projects

- Barn Demolition – demolition started on December 4 and should be completed by December 7.

Technology Projects

- Website redesign project – the CMS provider, OU Campus, has started to build out the actual webpages. Anticipated “go-live” date has been moved to mid-March 2019.
- Colleague servers are installed and data is being migrated. This will allow the new Student Planner software implementation to start. The program will be rolled out to new students registering for fall of 2019.
- Class and meeting room scheduling software, R25, is being upgraded to a cloud - based program. The current version is no longer supported by the software developer.

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 November 30, 2018
 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	
Assets and Other Debits								
Cash and cash equivalents	\$ 5,565,945	\$ 561,739	\$ 178,607	\$ 533,823	\$ 250,354	\$ -	\$ -	\$ 7,090,468
Investments	8,015,666	10,950,806	639,316	248,000		-	-	19,853,788
Receivables								
Property taxes	9,484,466	2,181,721	-	-	-	-	-	11,666,187
Governmental claims	-	-	-	-	350,197	-	-	350,197
Tuition and fees	2,211,044	167,811	-	93,171	-	-	-	2,472,026
Due from other funds	892,435		-		422	-	-	892,857
Due to/from student groups	-	-	-	-	-	-	-	-
Bookstore inventories	-	-	-	537,788	-	-	-	537,788
Other assets	123,056	73,389	1,603	571	-	-	216,452	415,071
Fixed assets - net where applicable	-	-	-	36,277	-	60,156,595	-	60,192,872
Other debits								
Amount available in Debt Service Fund	-	-	-	-	-	-	-	-
Amount to be provided to retire debt	-	-	-	-	-	-	12,755,691	12,755,691
Other Debits	<u>\$26,292,612</u>	<u>\$12,935,466</u>	<u>\$ 910,526</u>	<u>\$ 1,449,630</u>	<u>\$ 600,973</u>	<u>\$60,156,595</u>	<u>\$12,972,143</u>	<u>\$ 116,226,945</u>

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Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 November 30, 2018

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Liabilities								
Accounts payable	\$ 77,056		\$ -	\$ 12,514	\$ 8,138	\$ -	\$ -	\$ 97,708
Accrued salaries & benefits	1,510,871	19,417	-	14,498	-	-	-	1,544,786
Post-retirement benefits & other	128,627	-	-	-	-	-	-	128,627
Unclaimed property	955	3	-	-	27	-	-	985
Due to other funds	166,574	277,385	-	81,252	367,646	-	-	892,857
Due to student groups/deposits	37,141	-	-	-	225,162	-	-	262,303
Deferred revenue								-
Property taxes	4,743,959	1,091,261	-	-	-	-	-	5,835,220
Tuition and fees	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-
OPEB Long term debt	-	-	-	-	-	-	12,972,143	-
Bonds Payable	-	-	-	-	-	-	-	-
Total liabilities	<u>6,665,183</u>	<u>1,388,066</u>	<u>-</u>	<u>108,264</u>	<u>600,973</u>	<u>-</u>	<u>12,972,143</u>	<u>21,734,629</u>
Equity and Other Credits								
Investment in general fixed assets	-	-	-	-	-	60,156,595	-	60,156,595
Contributed capital	-	-	-	-	-	-	-	-
Retained earnings	-	-	-	-	-	-	-	-
Fund balance								-
Reserved for restricted purposes	-	12,547,400	-	-	-	-	-	12,547,400
Reserved for debt service	-	-	819,526	-	-	-	-	819,526
Unreserved	19,627,429	-	-	1,341,366	-	-	-	20,968,795
Total equity and other credits	<u>19,627,429</u>	<u>12,547,400</u>	<u>819,526</u>	<u>1,341,366</u>	<u>-</u>	<u>60,156,595</u>	<u>-</u>	<u>94,492,316</u>
Total Liabilities, Equity and Other Credits	<u>\$26,292,612</u>	<u>\$13,935,466</u>	<u>\$ 819,526</u>	<u>\$ 1,449,630</u>	<u>\$ 600,973</u>	<u>\$60,156,595</u>	<u>\$12,972,143</u>	<u>\$ 116,226,945</u>

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

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2019 Revenues & Expenditures by Fund
 For the five months ended November 30, 2018
 11/30/2018

	Education	Operations & Maintenance	Operations & Maintenance	Bond & Interest	Working Cash	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 15,775,234	\$ 1,960,931	\$ 1,574,814	\$ 1,138	\$ 31,464	\$ 907,394	\$ 2,179,977	\$ 536,737	\$ 36,520	\$ 23,004,209
Actual Expenditures	(7,921,514)	(1,043,424)	(629,040)	-	-	(1,000,695)	(2,491,141)	(533,840)	(28,800)	(13,648,454)
Other Financing Sources (Uses)	(10,000)	-	-	-	-	-	10,000	-	-	-
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	7,843,720	917,507	945,774	1,138	31,464	(93,301)	(301,164)	2,897	7,720	9,355,755
Fund balances July 1, 2018	7,971,049	2,895,148	5,738,508	818,389	4,669,681	1,434,664	45,834	553,308	33,853	24,160,434
Fund balances November 30, 2018	\$ 15,814,769	\$ 3,812,655	\$ 6,684,282	\$ 819,527	\$ 4,701,145	\$ 1,341,363	\$ (255,330)	\$ 556,205	\$ 41,573	\$ 33,516,189

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**Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
For the five months ended November 30, 2018**

	<u>Annual Budget FY2019</u>	<u>Actual 11/30/18</u>	<u>Act/Budget 41.7%</u>	<u>Actual 11/30/17</u>	<u>Act/Budget 41.7%</u>	<u>Annual Budget FY2018</u>
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 8,006,010	\$ 7,951,072	99.3%	\$ 7,699,094	95.9%	\$ 8,026,700
Corporate Personal Property Replacement Tax	1,065,000	156,108	14.7%	127,398	11.6%	1,101,797
TIF Revenues	370,000	193,944	52.4%	263,046	71.9%	365,700
Total Local Government	<u>9,441,010</u>	<u>8,301,124</u>	<u>87.9%</u>	<u>8,089,538</u>	<u>85.2%</u>	<u>9,494,197</u>
State Government:						
ICCB Credit Hour Grant	1,301,458	699,484	53.7%	764,296	83.1%	920,000
Equalization	50,000	12,501	25.0%	20,833	41.7%	50,000
Career/Technical Education Formula Grant	200,000	104,680	52.3%	-	0.0%	195,000
Other	-	-	0.0%	-	-	-
Total State Government	<u>1,551,458</u>	<u>816,665</u>	<u>52.6%</u>	<u>785,129</u>	<u>67.4%</u>	<u>1,165,000</u>
Federal Government						
PELL Administrative Fees	7,300	-	0.0%	330	4.6%	7,215
Total Federal Government	<u>7,300</u>	<u>-</u>	<u>0.0%</u>	<u>330</u>	<u>4.6%</u>	<u>7,215</u>
Student Tuition and Fees:						
Tuition	6,925,880	5,764,007	83.2%	6,243,219	90.7%	6,882,640
Fees	862,025	708,901	82.2%	733,969	80.9%	906,850
Total Tuition and Fees	<u>7,787,905</u>	<u>6,472,908</u>	<u>83.1%</u>	<u>6,977,188</u>	<u>89.6%</u>	<u>7,789,490</u>
Other Sources:						
Public Service Revenue	287,000	121,254	42.2%	78,811	27.9%	282,109
Other	132,317	63,283	47.8%	42,401	35.7%	118,891
Total Other Sources	<u>419,317</u>	<u>184,537</u>	<u>44.0%</u>	<u>121,212</u>	<u>30.2%</u>	<u>401,000</u>
TOTAL EDUCATION FUND REVENUE	<u>\$ 19,206,990</u>	<u>\$ 15,775,234</u>	<u>82.1%</u>	<u>\$ 15,973,397</u>	<u>84.7%</u>	<u>\$ 18,856,902</u>
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	\$ 8,125,944	3,341,602	41.1%	3,424,224	41.0%	8,348,942
Employee Benefits	1,760,576	600,398	34.1%	599,044	35.6%	1,680,827
Contractual Services	121,965	35,691	29.3%	27,785	14.8%	188,269
Materials & Supplies	417,890	112,308	26.9%	96,827	22.8%	424,327
Conference & Meeting Expenses	114,256	17,390	15.2%	15,918	16.4%	96,840
Fixed Charges	190,000	21,920	11.5%	136,426	69.3%	197,000
Other	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 10,730,631</u>	<u>\$ 4,129,309</u>	<u>38.5%</u>	<u>\$ 4,300,224</u>	<u>39.3%</u>	<u>\$ 10,936,205</u>

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**Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
For the five months ended November 30, 2018**

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2019	Actual 11/30/18	Act/Budget 41.7%	Actual 11/30/17	Act/Budget 41.7%	Annual Budget FY2018
Academic Support:						
Salaries	\$ 923,210	\$ 346,699	37.6%	\$ 238,753	36.6%	\$ 652,484
Employee Benefits	138,002	49,911	36.2%	46,429	30.1%	154,279
Contractual Services	191,650	148,098	77.3%	159,080	82.6%	192,544
General Materials & Supplies	266,724	55,489	20.8%	75,420	32.9%	229,247
Conference & Meeting Expenses	11,075	3,121	28.2%	1,345	15.1%	8,920
Utilities	24,665	9,900	40.1%	9,900	41.8%	23,700
Capital Outlay	115,000	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	1,670,326	613,218	36.7%	530,927	42.1%	1,261,174
Student Services:						
Salaries	1,308,889	537,916	41.1%	490,854	40.1%	1,225,294
Employee Benefits	342,482	126,108	36.8%	105,553	31.2%	338,817
Contractual Services	17,428	4,062	23.3%	2,376	27.2%	8,735
Materials & Supplies	68,377	19,122	28.0%	22,557	40.3%	55,972
Conference & Meeting Expenses	33,033	8,048	24.4%	8,303	31.6%	26,260
Other	-	-	0.0%	-	0.0%	-
Total Student Services	1,770,209	695,256	39.3%	629,643	38.0%	1,655,078
Public Services/Continuing Education:						
Salaries	343,940	171,766	49.9%	138,462	35.0%	395,571
Employee Benefits	75,574	28,760	38.1%	23,630	33.9%	69,659
Contractual Services	209,000	171,379	82.0%	95,840	47.0%	203,900
Materials & Supplies	92,100	40,480	44.0%	30,182	34.6%	87,275
Conference & Meeting Expenses	19,950	6,890	34.5%	2,959	17.3%	17,150
Other	200	195	97.5%	360	70.6%	510
Total Public Services/Continuing Education	740,764	419,470	56.6%	291,433	37.6%	774,065
Institutional Support:						
Salaries	1,737,749	732,508	42.2%	699,073	38.8%	1,803,308
Employee Benefits	685,412	303,875	44.3%	309,692	48.6%	637,253
Contractual Services	609,340	414,791	68.1%	359,462	70.0%	513,288
Materials & Supplies	405,704	145,496	35.9%	155,609	35.6%	436,870
Conference & Meeting Expenses	62,755	14,529	23.2%	8,702	15.4%	56,480
Utilities	26,200	4,035	15.4%	3,843	14.6%	26,370
Capital Outlay	173,500	213,408	123.0%	28,452	32.7%	87,000
Other	9,400	(407)	-4.3%	(153)	-0.5%	29,400
Provision for Contingency	289,000	-	0.0%	-	0.0%	217,661
Total Institutional Support	3,999,060	1,828,235	45.7%	1,564,680	41.1%	3,807,630
Scholarships, Grants and Waivers	546,000	236,026	43.2%	254,237	50.9%	499,750
TOTAL EDUCATION FUND EXPENDITURES	\$ 19,456,990	\$ 7,921,514	40.7%	\$ 7,571,144	40.0%	\$ 18,933,902
INTERFUND TRANSFERS - NET	\$ 250,000	\$ (10,000)	-4.0%	\$ (10,000)	-13.0%	\$ 77,000

Illinois Valley Community College District No. 513
 Fiscal Year 2019 Budget to Actual Comparison
 For the five months ended November 30, 2018

	Annual Budget FY2019	Actual 11/30/18	Act/Budget 41.7%	Actual 11/30/17	Act/Budget 41.7%	Annual Budget FY2018
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,243,160	\$ 1,237,898	99.6%	\$ 1,188,963	96.2%	\$ 1,236,300
Corporate Personal Property Replacement Tax	190,000	27,549	14.5%	22,482	12.0%	187,981
TIF	122,000	64,582	52.9%	87,476	71.7%	122,000
Total Local Government	1,555,160	1,330,029	85.5%	1,298,921	84.0%	1,546,281
State Government:						
ICCB Credit Hour Grant	228,542	114,709	50.2%	66,450	83.1%	80,000
Total State Government	228,542	114,709	50.2%	66,450	83.1%	80,000
Student Tuition and Fees:						
Tuition	728,480	459,867	63.1%	503,251	69.6%	722,820
Total Tuition and Fees	728,480	459,867	63.1%	503,251	69.6%	722,820
Other Sources:						
Facilities Revenue	138,941	38,683	27.8%	44,623	32.1%	138,941
Investment Revenue	16,000	16,139	100.9%	9,231	92.3%	10,000
Other	2,500	1,504	60.2%	1,113	-	-
Total Other Sources	157,441	56,326	35.8%	54,967	36.9%	148,941
TOTAL OPERATIONS & MAINTENANCE FUND REVENUES	\$ 2,669,623	\$ 1,960,931	73.5%	\$ 1,923,589	77.0%	\$ 2,498,042
OPERATIONS & MAINTENANCE FUND						
Operations & Maintenance of Plant:						
Salaries	\$ 935,842	\$ 378,362	40.4%	\$ 346,523	0.0%	\$ 923,374
Employee Benefits	316,108	106,731	33.8%	96,237	0.0%	301,674
Contractual Services	219,000	59,651	27.2%	76,024	0.0%	242,276
General Materials & Supplies	291,970	105,407	36.1%	45,101	0.0%	225,070
Conference & Meeting Expenses	5,675	-	0.0%	30	0.0%	5,675
Fixed Charges	64,500	78,539	121.8%	79,924	0.0%	64,500
Utilities	752,500	278,632	37.0%	154,721	0.0%	733,413
Capital Outlay	83,000	5,874	7.1%	-	0.0%	-
Other	(63,000)	-	0.0%	-	0.0%	(63,000)
Total Operations & Maintenance of Plant	2,605,595	1,013,196	38.9%	798,560	0.0%	2,432,982
Institutional Support:						
Salaries	44,278	19,024	43.0%	17,955	0.0%	46,489
Employee Benefits	11,865	4,170	35.1%	5,334	0.0%	10,758
Contractual Services	720	2,491	346.0%	2,491	0.0%	750
Materials & Supplies	2,955	855	28.9%	2,081	0.0%	2,853
Fixed Charges	4,210	3,688	87.6%	4,210	100.0%	4,210
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	64,028	30,228	47.2%	32,071	0.0%	65,060
TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	\$ 2,669,623	\$ 1,043,424	39.1%	\$ 330,631	0.0%	\$ 2,498,042

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Illinois Valley Community College District No. 513
 Fiscal Year 2019 Budget to Actual Comparison
 For the five months ended November 30, 2018

	Annual Budget FY2019	Actual 11/30/18	Act/Budget 41.7%	Actual 11/30/17	Act/Budget 41.7%	Annual Budget FY2018
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources						
Current Taxes	\$ 1,488,019	\$ 1,541,461	103.6%	\$ 1,358,879	0.0%	\$ 1,545,381
State Government Sources	-	-	0.0%	-	0.0%	-
Investment Revenue	32,500	33,353	102.6%	15,183	0.0%	30,600
Other Revenue	250,000	-	0.0%	-	0.0%	-
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	\$ 1,770,519	1,574,814	88.9%	1,374,062	0.0%	1,575,981
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Operations & Maintenance						
Contractual Services	\$ -	2,000	0.0%	-	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	3,656,726	627,040	17.1%	235,277	0.0%	1,500,000
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	\$ 3,656,726	629,040	17.2%	235,277	0.0%	1,500,000
INTERFUND TRANSFERS - NET	\$ -	\$ -		\$ -		\$ -
BOND & INTEREST FUND						
Local Government Sources						
Current Taxes	\$ -	\$ -	0.0%	\$ 1	0.0%	-
Investment Revenue	1,600	1,138	71.1%	863	0.0%	3,200
TOTAL BOND & INTEREST FUND REVENUES	1,600	1,138	71.1%	864	0.0%	3,200
BOND & INTEREST FUND						
Institutional Support:						
Debt Principal Retirement	\$ -	\$ -	0.0%	-	0.0%	-
Interest on Bonds	-	-	0.0%	-	0.0%	-
Fees	-	-	0.0%	-	0.0%	-
TOTAL BOND & INTEREST EXPENDITURES	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
WORKING CASH FUND						
Investment Revenue	\$ 35,000	\$ 31,464	89.9%	\$ 11,770	36.8%	\$ 32,000
TOTAL WORKING CASH REVENUES	35,000	31,464	89.9%	11,770	36.8%	32,000
Transfers In (Out)		\$ -	0.0%	\$ -		

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Illinois Valley Community College District No. 513
 Fiscal Year 2019 Budget to Actual Comparison
 For the five months ended November 30, 2018

	Annual Budget FY2019	Actual 11/30/18	Act/Budget 41.7%	Actual 11/30/17	Act/Budget 41.7%	Annual Budget FY2018
AUXILIARY ENTERPRISES FUND						
Service Fees	\$ 1,801,765	\$ 904,885	50.2%	\$ 976,726	43.1%	\$ 2,268,600
Other Revenue	3,940	2,086	52.9%	1,758	0.0%	5,700
Investment Revenue	4,500	423	9.4%	806	28.8%	2,800
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	1,810,205	907,394	50.1%	979,290	43.0%	2,277,100

	Annual Budget FY2019	Actual 11/30/18	Act/Budget 41.7%	Actual 11/30/17	Act/Budget 41.7%	Annual Budget FY2018
AUXILIARY ENTERPRISES FUND						
Salaries	\$ 313,439	129,961	41.5%	131,228	40.8%	321,509
Employee Benefits	70,294	22,162	31.5%	21,939	32.7%	67,134
Contractual Services	64,831	35,992	55.5%	30,871	61.8%	49,922
Materials & Supplies	1,441,412	776,524	53.9%	923,408	50.8%	1,817,195
Conference & Meeting	24,855	10,426	41.9%	11,607	44.8%	25,909
Fixed Charges	51,300	24,130	47.0%	13,666	34.1%	40,075
Capital Outlay/Depreciation	1,322	-	0.0%	-	0.0%	19,832
Other	103,000	1,500	1.5%	64	0.1%	103,000
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	2,070,453	1,000,695	48.3%	1,132,783	46.3%	2,444,576

Transfer In (Out)	\$ (198,586)	\$ -	0.0%	\$ -	0.0%	\$ (25,586)
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	Annual Budget FY2019	Actual 11/30/18	Act/Budget 41.7%	Actual 11/30/17	Act/Budget 41.7%	Annual Budget FY2018
RESTRICTED PURPOSES FUND						
State Government Sources	\$ 230,032	\$ -	0.0%	7,000	0.0%	\$ 292,545
Federal Government Sources	4,876,221	2,177,563	44.7%	2,339,327	48.3%	4,839,519
Nongovernmental gifts or grants	-	599	0.0%	10,220	0.0%	-
Other Revenue	88,500	1,815	2.1%	2,437	7.2%	34,000
TOTAL RESTRICTED PURPOSES FUND REVENUES	5,244,753	2,179,977	41.6%	2,358,984	45.7%	5,166,064

	Annual Budget FY2019	Actual 11/30/18	Act/Budget 41.7%	Actual 11/30/17	Act/Budget 41.7%	Annual Budget FY2018
RESTRICTED PURPOSES FUND						
Instruction:						
Salaries	\$ 375,521	\$ 152,791	40.7%	146,818	32.3%	454,373
Employee Benefits	144,268	42,972	29.8%	41,462	32.1%	129,112
Contractual Services	25,090	9,431	37.6%	2,228	8.8%	25,260
Materials & Supplies	110,679	31,363	28.3%	27,268	91.1%	29,946
Conference & Meeting	34,409	15,784	45.9%	7,058	37.8%	18,660
Utilities	1,250	463	37.0%	463	0.0%	2,500
Other	-	-	0.0%	-	0.0%	-
Total Instruction	\$ 691,217	\$ 252,804	36.6%	\$ 225,297	34.1%	\$ 659,851

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Illinois Valley Community College District No. 513
 Fiscal Year 2019 Budget to Actual Comparison
 For the five months ended November 30, 2018

	Annual Budget FY2019	Actual 11/30/18	Act/Budget 41.7%	Actual 11/30/17	Act/Budget 41.7%	Annual Budget FY2018
RESTRICTED PURPOSES FUND						
Student Services						
Salaries	\$ 192,097	\$ 81,239	42.3%	78,601	41.7%	188,414
Employee Benefits	71,188	24,117	33.9%	23,053	33.0%	69,834
Contractual Services	3,500	4,980	142.3%	4,317	172.7%	2,500
Materials & Supplies	5,787	11,587	200.2%	11,033	186.2%	5,926
Conference & Meeting	6,500	2,870	44.2%	2,080	26.1%	7,978
Tuition Waivers (TRIO Grant)	20,000	21,450	107.3%	14,380	89.9%	16,000
Total Student Services	<u>299,072</u>	<u>146,243</u>	48.9%	<u>133,464</u>	45.9%	<u>290,652</u>
Institutional Support						
Salaries (Federal Work Study)	\$ 95,683	\$ 37,518	39.2%	\$ 37,266	46.2%	\$ 80,632
Total Institutional Support	<u>95,683</u>	<u>37,518</u>	39.2%	<u>37,266</u>	46.2%	<u>80,632</u>
Student grants and waivers (PELL & SEOG)	<u>4,165,281</u>	<u>2,054,576</u>	49.3%	<u>2,184,071</u>	52.7%	<u>4,142,929</u>
TOTAL RESTRICTED FUND EXPENDITURES	<u>\$ 5,251,253</u>	<u>\$ 2,491,141</u>	47.4%	<u>\$ 2,446,634</u>	47.3%	<u>\$ 5,174,064</u>
Transfer In (Out)	<u>\$ 10,000</u>	<u>\$ 10,000</u>	100.0%	<u>\$ 10,000</u>	100.0%	<u>\$ 10,000</u>
AUDIT FUND						
Local Government Sources	\$ 37,928	\$ 36,466	96.1%	\$ 35,367	91.9%	\$ 38,480
Investment Revenue	80	54	67.5%	53	66.3%	80
TOTAL AUDIT FUND REVENUES	<u>38,008</u>	<u>36,520</u>	96.1%	<u>35,420</u>	91.9%	<u>38,560</u>
AUDIT FUND						
Contractual Services	<u>37,300</u>	<u>28,800</u>	77.2%	<u>34,250</u>	93.8%	<u>36,500</u>
TOTAL AUDIT FUND EXPENDITURES	<u>\$ 37,300</u>	<u>\$ 28,800</u>	77.2%	<u>\$ 34,250</u>	93.8%	<u>\$ 36,500</u>

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Illinois Valley Community College District No. 513
 Fiscal Year 2019 Budget to Actual Comparison
 For the five months ended November 30, 2018

LIABILITY, PROTECTION, & SETTLEMENT FUND	Annual Budget FY2019	Actual 11/30/18	Act/Budget 41.7%	Actual 11/30/17	Act/Budget 41.7%	Annual Budget FY2018
Local Government Sources	\$ 826,509	\$ 535,441	64.8%	\$ 651,806	0.0%	\$ 751,210
Investment Revenue	6,000	1,296	21.6%	5,321	0.0%	9,500
Other	-	-	0.0%	-	0.0%	-
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES	832,509	536,737	64.5%	657,127	86.4%	760,710
LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES						
Student Services						
Salaries	102,355	44,554	43.5%	40,004	-	109,334
Employee Benefits	26,286	10,589	40.3%	9,839	-	25,832
Contractual Services	22,500	495	2.2%	11,115	-	11,000
Materials & Supplies	650	198	30.5%	336	-	-
Total for Student Services	151,791	55,836	36.8%	61,294	-	146,166
Operations & Maintenance of Plant						
Contractual Services	\$ 502,800	\$ 174,030	34.6%	\$ 175,073	32.0%	\$ 547,700
Material & Supplies	200	63	31.5%	27	15.4%	175
Utilities	450	235	52.2%	137	27.4%	500
Capital Outlay	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	\$ 503,450	\$ 174,328	34.6%	\$ 175,237	32.0%	\$ 548,375
Institutional Support						
Salaries	\$ 68,917	\$ 29,231	42.4%	\$ 33,260	0.0%	\$ 76,673
Employee Benefits	214,823	4,821	7.0%	5,185	0.0%	206,121
Contractual Services	40,500	12,804	31.6%	34,677	0.0%	19,500
Materials & Supplies	5,000	-	0.0%	-	0.0%	200
Conference & Meeting	500	-	0.0%	470	0.0%	2,000
Fixed Charges	297,000	256,820	86.5%	291,416	110.2%	264,500
Capital Outlay	-	-	0.0%	6,680	0.0%	-
Other	-	-	0.0%	75,000	0.0%	-
Total Institutional Support	626,740	303,676	48.5%	446,688	78.5%	568,994
TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	\$ 1,281,981	\$ 533,840	41.6%	\$ 521,925	49.2%	\$ 1,263,535

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Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
All Funds - By Budget Officer
11/30/2018
Unaudited

<u>Department</u>	<u>Annual Budget FY2019</u>	<u>Actual FY2019</u>	<u>Act/Budget 41.7%</u>	<u>Explanation</u>
President	\$ 341,407	\$ 146,308	42.9%	
Board of Trustees	14,750	6,850	46.4%	
Community Relations	416,182	154,241	37.1%	
Continuing Education	740,764	427,741	57.7%	Several continuing education trips since July 1, 2018
Facilities	6,315,321	1,642,836	26.0%	
Information Technologies	2,146,368	1,137,689	53.0%	Purchased Colleague servers; Website redesign;
Academic Affairs	252,363	85,745	34.0%	
Academic Affairs (AVPCE)	644,917	189,171	29.3%	
Adult Education	447,165	197,339	44.1%	
Learning Resources	1,231,673	477,790	38.8%	
Career & Tech Education Division	2,191,125	786,215	35.9%	
Natural Science & Business Division	3,109,589	1,241,270	39.9%	
Humanities & Fine Arts/Social Science Division	3,318,464	1,317,699	39.7%	
Health Professions Division	1,717,616	658,958	38.4%	
Admissions & Records	367,560	133,826	36.4%	
Counseling	553,068	227,926	41.2%	
Student Services	250,736	103,384	41.2%	
Financial Aid	4,649,462	2,248,295	48.4%	
Career Services	39,671	14,933	37.6%	
Athletics	285,212	131,968	46.3%	
TRIO (Student Success Grant)	299,072	146,243	48.9%	
Campus Security	500,150	173,543	34.7%	
Business Services/General Institution	1,074,183	474,382	44.2%	
Risk Management	630,040	304,459	48.3%	FY19 insurance premiums paid
Tuition Waivers	546,000	236,026	43.2%	
Purchasing	116,616	47,369	40.6%	
Human Resources	129,583	49,613	38.3%	
Bookstore	1,638,940	828,593	50.6%	Fall and spring inventory purchases
Shipping & Receiving	64,028	30,228	47.2%	
Copy Center	103,301	27,814	26.9%	
Total FY19 Expenditures	\$ 34,135,326	\$ 13,648,454	40.0%	

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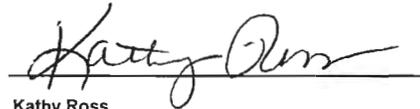
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Illinois Valley Community College
Statement of Cash Flows
for the Month ended November 30, 2018

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 5,623,421.35	\$ 1,014,428.63	\$ 119,113.02	\$ 178,607.19	\$ 515,035.22	\$ (419,650.21)	\$ 367,598.24	\$ 25,302.70	\$ 230,928.60	\$ 42,581.11	\$ 7,697,365.85
Total Receipts	491,547.13	46,940.90	15,719.76	54.70	27,579.56	599.00	17,472.55	381.62	5,563.36	10,712.63	\$ 616,571.21
Total Cash	6,114,968.48	1,061,369.53	134,832.78	178,661.89	542,614.78	(419,051.21)	385,070.79	25,684.32	236,491.96	53,293.74	8,313,937.06
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	215,128.65	-	(10,210.00)	-	-	11,100.00	-	-	-	-	216,018.65
Expenditures	(1,739,071.75)	(259,521.35)	(63,693.56)	-	(113,923.43)	(120,970.35)	-	(5,300.00)	(78,032.37)	-	(2,380,512.81)
ACCOUNT BALANCE	4,591,025.38	801,848.18	60,929.22	178,661.89	428,691.35	(528,921.56)	385,070.79	20,384.32	158,459.59	53,293.74	6,149,442.90
Deposits in Transit	(73,634.71)										(73,634.71)
Outstanding Checks	256,292.24										256,292.24
BANK BALANCE	4,773,682.91	801,848.18	60,929.22	178,661.89	428,691.35	(528,921.56)	385,070.79	20,384.32	158,459.59	53,293.74	6,332,100.43
Certificates of Deposit	-	-	2,710,082.19	500,000.00	248,000.00	-	3,368,916.47	-	100,980.82	-	6,927,979.48
Illinois Funds	5,691,298.96	2,338,854.45	1,820,034.43	139,567.71	-	263,992.71	927,088.33	2,385.00	46.22	-	11,183,267.81
Bldg Reserve-ILLFund			1,115,229.51								1,115,229.51
Total Investment	\$ 5,691,298.96	\$ 2,338,854.45	\$ 5,645,346.13	\$ 639,567.71	\$ 248,000.00	\$ 263,992.71	\$ 4,296,004.80	\$ 2,385.00	\$ 101,027.04	\$ -	\$ 19,226,476.80

LaSalle State Bank	\$ 134,445.92
Midland States Bank	<u>6,197,654.51</u>
	<u>\$ 6,332,100.43</u>

Respectfully submitted,



Kathy Ross
 Controller

ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
November 30, 2018

<u>DUE</u>	<u>Education</u>	<u>Oper & Maint</u>	<u>O&M Restricted</u>	<u>Bond & Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection & Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
4/13/2019			500,000	500,000				1,000,000	CTB	1.50%	1.51%	105233
4/16/2019			200,000					200,000	HNB	2.00%	2.01%	600092
7/13/2019			1,010,082					1,010,082	MB	2.00%	2.01%	16776
7/22/2019							100,981	100,981	MB	2.00%	2.01%	16783
10/26/2019			1,000,000					1,000,000	MB	2.55%	2.58%	16885
11/7/2019						151,916		151,916	MB	2.55%	2.55%	915192
5/4/2020						245,000		245,000	MBS	2.70%	2.70%	Morgan Stanley PVT
5/4/2020						245,000		245,000	MBS	2.75%	2.75%	CitiBank NA
5/4/2020						245,000		245,000	MBS	2.70%	2.70%	Israel Discount Bank
5/4/2020						245,000		245,000	MBS	2.75%	2.75%	Morgan Stanley NA
5/20/2020					248,000			248,000	MBS	2.05%	2.05%	American Express
5/3/2022						248,000		248,000	MBS	2.35%	2.35%	American Express
5/3/2022						248,000		248,000	MBS	2.35%	2.35%	Capital One
7/19/2022						247,000		247,000	MBS	2.25%	2.25%	Discover Bank
7/19/2022						247,000		247,000	MBS	2.30%	2.30%	Capital One
7/19/2022						247,000		247,000	MBS	2.30%	2.30%	Wells Fargo
11/7/2023						200,000		200,000	CB	3.50%	3.50%	Goldman Sachs
11/7/2023						200,000		200,000	CB	3.50%	3.50%	UBS Bank USA
11/8/2023						200,000		200,000	CB	3.55%	3.55%	Morgan Stanley Bank
11/8/2023						200,000		200,000	CB	3.55%	3.55%	Morgan Stanley
11/15/2023						200,000		200,000	CB	3.55%	3.55%	Comenity Capital
Total CD	-	-	2,710,082	500,000	248,000	3,368,916	100,981	6,927,979				

CB Commerce Bank
CTB Central Bank
HNB Hometown National Bank

LSB LaSalle State Bank
MB Marseilles Bank

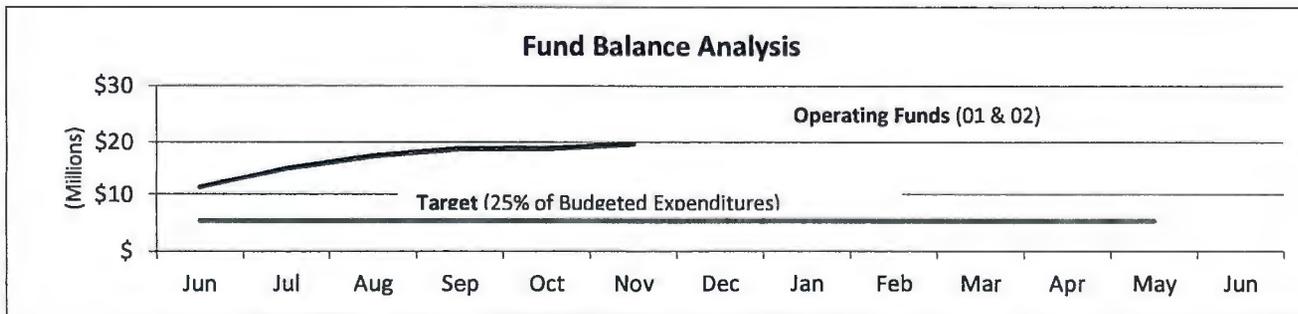
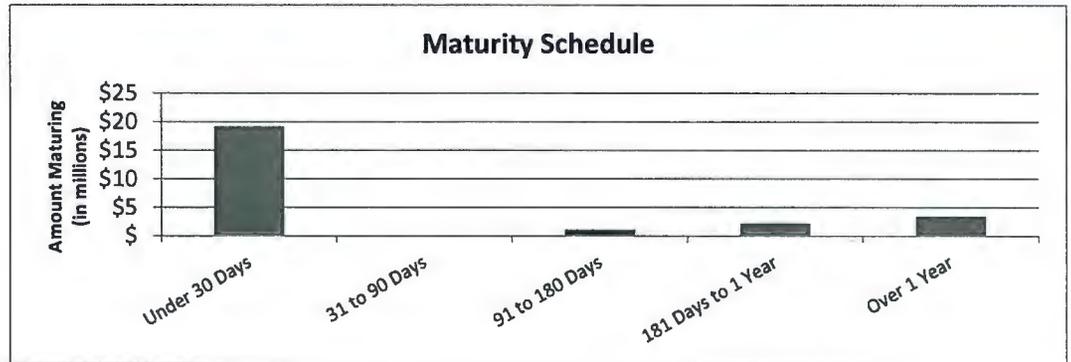
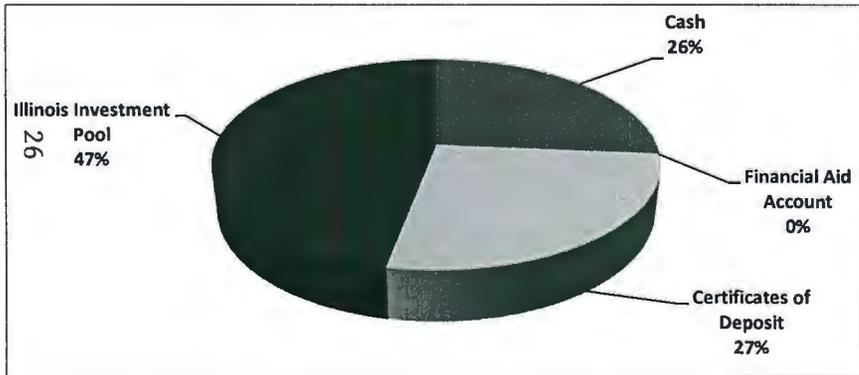
MBS Multi-Bank Securities, Inc.
MSB Midland States Bank

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**Illinois Valley Community College District No. 513
Investment Status Report
All Funds
November 30, 2018**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	26.4%	\$ 6,895,146	0.35%
Financial Aid Account	0.1%	23,672	0.35%
Certificates of Deposit	26.5%	6,927,979	2.41%
Illinois Investment Pool	47.0%	12,276,282	2.28%
Total	100.0%	\$ 26,123,079	1.80%

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 11,163,091	-	-	\$ 11,163,091	43%
IL Funds -Building	1,113,191			1,113,191	4%
Midland States Bank	-		6,506,410	6,506,410	25%
Midland States Bank			23,672	23,672	0%
Midland States-Bldg			10,210	10,210	0%
LaSalle State Bank	-	-	185,673	185,673	1%
Central Bank	-	1,000,000	-	1,000,000	4%
Commerce Bank	-	1,000,000	-	1,000,000	4%
Hometown Bank	-	200,000	-	200,000	1%
Multi Bank Securities	-	2,465,000	-	2,465,000	9%
Heartland Bank	-	-	192,853	192,853	1%
Marseilles Bank	-	2,262,979	-	2,262,979	9%
	\$ 12,276,282	\$ 6,927,979	\$ 6,918,818	\$ 26,123,079	100%



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\$5,000 and Over Disbursements

11/01/18 - 11/30/18

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
745569	11/01/18	0214499	Constellation NewEnergy, Inc.	\$ 48,497.87	Electricity (09/08/18-10/09/18)
745609	11/01/18	0117420	Dude Solutions, Inc.	5,336.66	Maintenance Essentials Software Renewal
	ACH 11/01/18		Internal Revenue Service	65,559.56	Federal Payroll Taxes (11/01/18)
	ACH 11/01/18		Illinois Department of Revenue	22,629.45	State Payroll Taxes (11/01/18)
	ACH 11/01/18		VALIC Retirement Services	10,971.94	403(b) & 457(b)Payroll (11/01/18)
745639	11/01/18	0082897	SURS	47,128.94	Payroll (11/01/18)
745690	11/07/18	0138734	Krueger International	15,328.58	Furniture
745704	11/07/18	0210438	Petty Cash	6,500.00	Rental Book Returns
745724	11/07/18	0209536	Taylor'd Training	6,641.74	Continuing Education Class
745755	11/14/18	0214355	Burlington English Inc.	7,680.00	Software (Federal Adult Learning Center Grant)
745774	11/14/18	0174412	Demonica Kemper Architects	5,988.16	Cultural Centre Access Upgrade,* Exterior Stair Upgrades,* Campus Wide Security Upgrades,* Building "E" AHU Replacement*
27 745776	11/14/18	0130732	Dodson Plumbing, Heating and Air Conditioning	41,705.10	Building "E" AHU Replacement*
745784	11/14/18	0181795	G4S Secure Solutions (USA) Inc.	9,446.27	Security Services -Main Campus (10/08/18-10/14/18), Ottawa Campus (10/22/18-10/28/18)
745822	11/14/18	0001002	NTT Training	17,225.00	Business Seminars
745833	11/14/18	0210438	Petty Cash	12,580.00	Rental Book Returns
745867	11/14/18	0201804	Wipfli LLP	5,300.00	Audit
	11/14/18		CCHC	243,796.97	Health Insurance (November)
	ACH 11/15/18		Internal Revenue Service	61,286.66	Federal Payroll Taxes (11/15/18)
	ACH 11/15/18		Illinois Department of Revenue	21,939.99	State Payroll Taxes (11/15/18)
	ACH 11/15/18		VALIC Retirement Services	11,071.94	403(b) & 457(b)Payroll (11/15/18)
745881	11/15/18	0082897	SURS	46,001.31	Payroll (11/15/18)
745900	11/20/18	0140900	CollegeNET, Inc.	10,000.00	Series25 Software
745903	11/20/18	0209567	Delta Dental of Illinois	13,098.38	Dental Insurance (October)
745906	11/20/18	0206095	FIS AvantGard LLC	14,890.00	Secure 32 License and Support
745913	11/20/18	0177551	Leapfrog Technologies, Inc.	5,800.00	Software Support
745929	11/28/18	0208447	Accident Insurance Company Inc.	6,626.00	Workers' Compensation Audit
745932	11/28/18	0215643	Total Automation Concepts, Inc.	12,480.30	Campus Wide Security Upgrades*

\$5,000 and Over Disbursements

11/01/18 - 11/30/18

Check Number	Check Date	Vendor Number Payee	Check Amount	Description
745949	11/28/18	0181795 G4S Secure Solutions (USA) Inc.	27,006.60	Security Services-Main Campus (10/15/18-11/04/18), Ottawa Campus (10/29/18-11/11/18)
745973	11/28/18	0214093 OmniUpdate, Inc.	14,000.00	Annual Maintenance & Support for OmniUpdate
745974	11/28/18	0210438 Petty Cash	10,000.00	Rental Book Returns
745975	11/28/18	0210438 Petty Cash	10,000.00	Rental Book Returns
	11/29/18	Prudential	5,232.35	Life Insurance (December)
ACH	11/29/18	Internal Revenue Service	58,001.89	Federal Payroll Taxes (11/29/18)
ACH	11/29/18	Illinois Department of Revenue	20,908.83	State Payroll Taxes (11/29/18)
ACH	11/29/18	VALIC Retirement Services	11,071.94	403(b) & 457(b)Payroll (11/29/18)
746004	11/29/18	0082897 SURS	<u>44,494.91</u>	Payroll (11/29/18)

\$976,227.34

*Protection, Health, & Safety (PHS) Projects

Stipends For Pay Period 10/27/18

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Alvarado, Ruben Joseph	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	76.00	011120650051320			
Ault, Richard L	MUP 2025 01	09/25/18	10/16/18	10/27/18	ST	133.00	011120650051340	MUP-2025-01	Applied Music Drum Set	
Balzarini, Doreen J	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	114.89	061620269051320			
Beetz, Lyndsey Nicole	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	234.20	011420410051320			
Black, Wesley Taylor	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	10.36	011120570051520			
Blood, Trisha Marie	FY19 Increase	08/05/18	10/13/18	10/27/18	MI	240.67	012920322251320			
Bokus, Michael Todd	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	66.50	011320410051320			
Borkowsky, Frank Michael	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	SG	45.36	061620296351320			
Bouxsein, Barbara Jean	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	66.50	011320410051320			
Bray, Kristal A	FY19 Retro Pay	08/20/18	10/13/18	10/27/18	MI	98.61	011420730051320			
Bray, Kristal A	ALH-1214 04 Lab/Clinical	10/09/18	12/14/18	12/22/18	ST	3,965.16	011420730051320		ALH-1214 04 Lab/Clinical	
Broadstone, Derek Lee	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	59.16	011520570051320			
Burch, Deborah R	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	198.36	013230030851520			
Butler, Paul D	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	28.71	012920322251320			
Calkins, Jill A	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	51.00	011120650051320			
Calvetti, Valery Anderson	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	155.39	013230030851528			
Carey, Lori Ann	Clothing Allowance	10/23/18	10/23/18	10/27/18	TF	102.97	027210472052900			
Carter, John James	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	81.00	011320410051320			
Castaneda, Craig Alexander	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	185.26	011120570051320			
Cherpeske, Roxanne Gay	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	174.80	011420410051320			
Cherpeske, Roxanne Gay	THM 1200 02 Lecture/Lab	10/09/18	12/14/18	12/22/18	ST	1,386.00	011420410051320	THM-1200-02	THM 1200 02 Lecture/Lab	
Christmann, Mark Henry	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	52.26	011320410051320			
Cooper, Debra S	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	183.60	011520570051320			
Corrigan, Kevin J	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	85.50	011120570051320			
Czubachowski, Brandon Lee	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	54.00	011120650051320			
Czubachowski, Gina Lynn	FY91 Increase	10/27/18	12/14/18	12/22/18	ST	51.00	011220570051320			
Danekas, Carrie A	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	SG	96.79	061620296351320			
Dickey, Lisa Kay	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	51.00	011120650051320			

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Stipends For Pay Period 10/27/18

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Donna, Rebecca S	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	69.00	011120650051320			
Dossett, Amy M	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	102.00	011120650051320			
Drapa, Katherine	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	SG	97.87	061620296351320			
Dzurisin, Juliana Mae	FY19 Retro Pay	08/20/18	10/13/18	10/27/18	MI	203.11	011420730051320			
Dzurisin, Juliana Mae	ALH 1214 608 Lecture	10/09/18	12/14/18	12/22/18	ST	4,202.00	011420730051320	ALH-1214-608	Certified Nursing Assistant	
Eccles, Kimberly A	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	199.50	011320410051320			
Ennenbach, William Ross	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	51.00	011120650051320			
Erb, Thomas J	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	102.00	011120650051320			
Evers, Patricia Lucille	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	51.00	011120650051320			
Ewers, Kathryn Ciara	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	135.00	011120570051320			
Faber, Susan Lynn	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	76.50	011120570051320			
Fish, Nicholas R	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	51.00	011420410051320			
Fitzpatrick, Sara Elizabeth	Art of Saute	10/16/18	10/16/18	10/27/18	ST	150.00	014110394151320	HLR-3404-310	Art of Saute	
Fitzpatrick-Grabow, Colleen	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	19.24	011420410051320			
Fogle, Kyle Kurt	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	199.76	011120570051320			
Freed, Timothy Daniel	Wizarding World of Harry Potter	10/10/18	10/10/18	10/27/18	ST	275.00	014110394151320	HLR-3430-310	Wizarding World of Harry Potter	
Fritz, Bradley C	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	42.93	011120650051320			
Furlan, Michael John	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	136.00	011120410051320			
Furlan, Patricia Louise	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	SG	108.32	061620281851320			
Gaefcke, William Richard	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	108.00	011220570051320			
Galloway, Rose Marie	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	170.82	011120650051320			
Gibbs, Kathryn Ann	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	216.83	011120650051320			
Gillio, Susan M	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	7.28	011120650051320			
Greening, James Elmer	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	207.57	011520570051320			
Groleau, Ronald W	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	213.76	011120570051320			
Gross, Mary H	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	72.49	061620269051320			
Harmon, Wendi Suzanne	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	160.01	013230030851520			
Harvey, Eva M	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	108.00	011120650051320			

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Stipends For Pay Period 10/27/18

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Henkel, Katie Jean	DLA 1205 01	10/09/18	12/14/18	12/22/18	ST	1,057.50	011420410051320	DLA-1205-01	Preventive Dentistry I	
Henkel, Katie Jean	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	142.80	011420410051320			
Hinterlong, James Edward	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	57.00	011120570051320			
Hitchins, Robert James	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	172.07	011320410051320			
Hulstrom, Natalie H	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	51.01	011120650051320			
Isermann, Susan L	IBEW/Sheetmetal Leadership Grant	08/02/18	09/28/18	10/27/18	SG	525.00	061320152751900			
Jakubek, Kathleen Ann	FY19 Retro Pay	08/20/18	09/22/18	10/27/18	MI	36.00	011420730051320			
Jauch, Christian Martin	CSP 1210 01	10/09/18	12/14/18	12/22/18	ST	986.25	011320410051320	CSP-1210-01	Basic Computer Skills In The Workplace	
Jauch, Christian Martin	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	228.00	011120410051320			
Johnson, D Scott	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	229.50	011320410051320			
Kerestes, Brian Timothy	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	102.00	011220570051320			
Kirk, Janet M	FY19 Retro Pay	08/20/18	10/13/18	10/27/18	MI	88.23	011420730051320			
Kirk, Janet M	ALH 1214 05 Lab/Clinical	10/09/18	12/14/18	12/22/18	ST	3,658.95	011420730051320			
Klieber, Tracie Marie	Yoga Unique to You	09/05/18	10/17/18	10/27/18	ST	450.00	014110394151320	HLR-6218-309	Yoga Unique To You	
Kowalski, Andrea Beth	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	57.00	011120650051320			
Kramer, Kevin Roy	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	8.10	011120650051320			
Kusek, Karl Kenneth	ELE 1220 301	10/09/18	12/14/18	12/22/18	ST	764.00	011320410051320	ELE-1220-301	Electrical Safety	
Kusek, Karl Kenneth	FY19 Retro Pay	08/20/18	10/13/18	10/27/18	MI	19.00	011320410051320			
Lambolely, Wendy Lynn	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	117.80	011420410051320			
Lange, Marilyn Lee	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	171.00	011520570051320			
Leadingham, Paul	CANDEA/Cristal/Younglove	09/26/18	10/12/18	10/27/18	ST	6,840.00	014210331051320			
Lee, Matthew J	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	176.26	011320410051320			
Legner, Dan Gerard	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	51.00	011320570051320			
Lenkaitis, Helen Louise	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	SG	58.24	061620296351320			
Leynaud, Donald Craig	Open Lab Hours Coverage	10/08/18	10/12/18	10/27/18	ST	416.10	011120570051320			
Leynaud, Donald Craig	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	136.00	011120570051320			
Malavolti, Steven Otto	FY19 Increase	10/27/18	12/08/18	12/08/18	ST	95.00	011320410051320			
Mandujano, James Edward	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	114.00	011220570051320			

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Stipends For Pay Period 10/27/18

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Matejewski, Robin L	FY19 Retro Pay	08/11/18	10/13/18	10/27/18	MI	36.04	011420410051320			
Matuszewski, Kari Leigh	Leather Wrap Bracelet	10/22/18	10/22/18	10/27/18	ST	100.00	014110394151320	HLR-2763-310	Leather Wrap Bracelet	
McCabe-Pinn, Linda	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	57.00	011420730051320			
McCarthy, Melissa R	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	162.00	011120650051320			
McDonnell, Nancy Ann	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	54.00	011320410051320			
McGinnis, Rosemary T	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	54.00	011420410051320			
McKee, Larry E	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	114.00	011520570051320			
Mills, Jennifer P	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	108.00	011120650051320			
Mills, Michael Edward	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	27.00	011420410051320			
Minnick, Michael Robert	Clothing Allowance	10/23/18	10/23/18	10/27/18	TF	140.00	027110471052900			
Mize, Adam	FY19 Retro Pay	08/20/18	10/08/18	10/27/18	MI	88.23	011420730051320			
Mize, Adam	ALH 1214 06 Lab/Clinical	10/09/18	12/14/18	12/22/18	ST	3,658.95	011420730051320	ALH-1214-06	Certified Nursing Assistant Lab/Clinical	
Molln, Theresa Marie	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	84.04	011320410051320			
Monterastelli, Cherie A	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	46.00	011420410051320			
Montgomery, D Gene	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	65.19	011120650051320			
Natt, Denise E	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	75.25	061620269051320			
O'Brien, Tina Marie	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	152.00	011520570051320			
O'Connor, Daniel J	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	230.00	011320410051320			
Olsen, Susan Janell	FY19 Retro Pay	08/20/18	10/08/18	10/27/18	MI	67.66	011420730051320			
Opsal, James Allen	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	94.50	011120570051320			
Padoan-Gallardo, Atti V	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	76.00	011120650051320			
Pickens, Naomi M	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	59.50	011320410051320			
Pytel, Kyle Edwin	LC Driver Improvement GDL	10/20/18	10/20/18	10/27/18	ST	175.00	014110394251320	CDV-6000-20	LC Driver Improvement GDL	
Reese, Robert C	Presenter for Etiquette Dinner	10/25/18	10/25/18	10/27/18	ST	300.00	013230067051900			
Retoff, Dan J	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	95.00	011420730051320			
Reynolds, Gregory Edward	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	46.76	011320410051320			
Ricci, Kathleen Ann	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	22.84	011520570051320			
Roach, Josh Joseph	FY19 Increase	10/27/18	11/14/18	11/24/18	ST	54.00	011320410051320			

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Stipends For Pay Period 10/27/18

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Robertson, Amber Lynn	FY19 Retro Pay	08/20/18	10/08/18	10/27/18	MI	67.66	011420730051320			
Robertson, Amber Lynn	NUR 1202 03 Seminar/Clinical	10/09/18	12/14/18	12/22/18	ST	2,523.90	011420730051320			
Roether, Jenilyn E	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	91.72	011120650051320			
Safranske, Sandra Kay	Clothing Allowance	10/23/18	10/27/18	10/27/18	TF	118.69	027210472052900			
Sarver, Gregory Stephen	LC Driver Improvement	10/10/18	10/10/18	10/27/18	ST	150.00	014110394251320	CDV-6000-310	LC Driver Improvement	
Sarver, Gregory Stephen	BC Driver Improvement	10/13/18	10/13/18	10/27/18	ST	150.00	014110394351320	CDV-7000-01	BC Driver Improvement	
Scheibenreif, Katherine	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	182.04	012920322251320			
Schuerman, Patrick	FY19 Retro Pay	08/20/18	10/08/18	10/27/18	MI	99.00	011320410051320			
Schuerman, Patrick	SDT 1201 300	10/09/18	12/14/18	12/22/18	ST	735.00	011120410051320	SDT-1201-300	Career Exploration	
Sienza, Kristopher John	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	90.75	011520570051320			
Smith, Mary Helen	NUCOR Corp Fast Course	10/12/18	11/02/18	11/10/18	ST	2,200.00	014210331051320			
Smith, Mary Helen	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	66.50	011320410051320			
Smith, Paul C	FY19 Retro Pay	08/20/18	10/08/18	10/27/18	MI	63.00	011320410051320			
Smith, Paul C	GNT 1235 350	10/09/18	12/14/18	12/22/18	ST	1,837.50	011320410051320	GNT-1235-350	Introduction To Manufacturer Maintenance	
Sobin, Betsy Lynn	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	21.15	012920322251320			
Sonderoth, Anthony Lee	FY19 Increase	10/27/18	11/24/18	11/24/18	ST	128.73	011320410051320			
Sonnenberg, Gary Gene	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	144.97	013230030851520			
Sopko, Melanie Rae	ALH 1214 608 Lab/Clinical	10/09/18	12/14/18	12/22/18	ST	3,658.95	011420730051320			
Spayer, Rodney Gene	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	90.00	011320410051320			
Sproul, Ethan Andrew	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	119.00	011320410051320			
Stachowiak, Karen Ann	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	206.11	013230030851520			
Stevenor, Jane E	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	184.59	011120650051320			
Stevenson, Keith Howard	FY19 Retro Pay	08/20/18	09/22/18	10/27/18	MI	23.75	011320410051320			
Stevenson, Keith Howard	WHS 1200 02	10/13/18	11/17/18	11/24/18	ST	986.25	011320410051320	WHS-1200-02	Basic Forklift Operation	
Stone, Donna P	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	108.00	011120650051320			
Story, Michelle M	SABIC Grading Computer Assessment	10/09/18	10/09/18	10/27/18	ST	50.00	014210331051320			
Strickler, Andrew Robert	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	17.01	011520570051320			
Swett, Steven A	FY19 Retro Pay	08/20/18	10/08/18	10/27/18	MI	23.00	011420730051320			

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Stipends For Pay Period 10/27/18

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Swett, Steven A	ALH 1221 301 Lecture	10/09/18	12/14/18	12/22/18	ST	951.00	011420730051320			
Swett, Steven A	SDT 1201 01	10/09/18	12/14/18	12/27/18	ST	951.00	011120410051320	SDT-1201-01	Career Exploration	
Taylor, Michael Lee	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	19.84	011320410051320			
Torbeck, Joel A	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	57.00	011120570051320			
Towne, Brian J	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	57.00	011220570051320			
Trench, Michael Shawn	GNT 1225 350	10/09/18	12/14/18	12/22/18	ST	100.00	011320410051320	GNT-1225-350	Quality & Measurement	
Vahle, Larry E	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	25.20	012920322251320			
Wasmer, Susan Marie	ALH 1250 1251 301 03 04 LECTURE CLINICAL	10/09/18	12/14/18	12/22/18	ST	4,584.00	011420730051320	ALH-1250-301	Principle/Practice Phlebotomy/Phlebotomy Practicum	
Wasmer, Susan Marie	FY19 Increase	10/27/18	12/14/18	12/22/18	ST	114.00	011420730051320			
Watson, Robb Corey	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	29.36	011520570051320			
Weber, Lynne Suzanne	FY19 Increase	10/27/18	12/14/18	12/22/18	MI	171.00	011120650051320			
Whightsil, Greg Allen	FY19 Increase	10/27/18	12/12/18	12/22/18	ST	95.00	011320410051320			
Winn, Christopher Daniel	FY19 Retro Pay	08/20/18	10/08/18	10/27/18	MI	54.00	011320410051320			
Winn, Christopher Daniel	WLD Series 321	10/09/18	12/14/18	12/22/18	ST	2,205.00	011320410051320			
Wlodarchak, Carol Lynn	FY19 Increase	10/27/18	12/12/18	12/22/18	ST	102.00	011220410351320			
Woest, Sandra L	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	SG	47.46	061620296351320			
Young, Kate R	FY19 Retro Pay	08/05/18	10/13/18	10/27/18	MI	82.81	013230030851520			
Zellmer, Donald G	Directing Fall 18 Show	09/04/18	10/27/18	10/27/18	ST	500.00	013620620051900			
Total						62,917.75				

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Cheryl Roelfsema

Cheryl Roelfsema
Vice President of Business Services and Finance

Jerry Corcoran 11/8/18
Dr. Jerry Corcoran
President

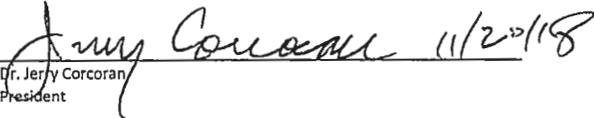
*Earntypes
RE=Regular, TF=Taxable Reimbursements, ST/SG=Stipend, ES=SURS Exempt Stipend,
OV=Overload, VA=Vacation Payout, ML= Commuting Mileage
MI=Miscellaneous, SS=Summer School

Stipends For Pay Period 11/10/18

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments	
Blaydes, Christine Ann	CNA Train the Trainer	11/02/18	11/02/18	11/10/18	ST	82.50	014110394151320	CPD-3527-110	CNA Train the Trainer		
Boyle- Bruch, Ida Lee	Food Service Sanitation	11/01/18	11/01/18	11/10/18	ST	500.00	014110394151320	CEU-1503-11	Food Service Sanitation		
Carter, John James	LW Schneider	11/02/18	11/02/18	11/10/18	ST	150.00	014210331051320				
Dellinger, Douglas Albert	Beginning Photography	10/09/18	10/30/18	11/10/18	ST	455.00	014110394151320	HLR-2506-310	Beginning Photography		
Ebner-Landgraf, Tammy L	Mileage Reimbursement	10/30/18	10/30/18	11/10/18	ML	82.84	011120650055210				
Fitzpatrick, Sara Elizabeth	Holiday Appetizer & Wine Pairing	11/06/18	11/06/18	11/10/18	ST	220.00	014110394151320	HLR-3101-311	Holiday Appetizer Wine Pairing		
Freed, Timothy Daniel	Bourbon Kentucky Tradition	10/24/18	10/24/18	11/10/18	ST	250.00	014110394151320	HLR-3926-310	Bourbon Kentucky Tradition		
Isermann, Susan L	Leadership, Grant Work & Meeting	10/10/18	10/31/18	11/10/18	SG	450.00	061320152751900				
Leadingham, Paul	CANDEA Development	10/26/18	10/26/18	11/10/18	ST	1,047.50	014210331051320				
Matuszewski, Kari Leigh	Re-Purposed Jewelry Workshop	11/05/18	11/05/18	11/10/18	ST	100.00	014110394151320	HLR-2749-311	Re-purposed Jewelry Workshop		
Pytel, Kyle Edwin	LC Driver Improvement GDL	11/03/18	11/03/18	11/10/18	ST	175.00	014110394251320	CDV-6000-11	LC Driver Improvement GDL		
Rebholz, Maureen Elizabeth	Preceptor Training	11/02/18	11/02/18	11/10/18	ST	500.00	014110394151320	CPD-3257-11	Preceptor Training		
Retoff, Dan J	T'ai Chi	09/14/18	10/26/18	11/10/18	ST	315.00	014110394151320	HLR-6104-609	T'ai Chi		
Sarver, Gregory Stephen	LC Driver Improvement	10/24/18	10/24/18	11/10/18	ST	150.00	014110394251320	CDV-6000-320	LC Driver Improvement		
Scheri, Jennifer C	Mileage Reimbursement	10/30/18	11/10/18	11/10/18	ML	100.28	014210331055211				
Schomas, Jane Elizabeth	West Coast Swing Dance	09/13/18	10/25/18	11/10/18	ST	360.00	014110394151320	HLR-5120-409	West Coast Swing Dance		
Smith, Sara E	Food Service Sanitation	10/22/18	11/01/18	11/10/18	ST	600.00	014110394151320	CEU-1503-630	Food Service Sanitation		
Sopko, Melanie Rae	CNA Train the Trainer	11/02/18	11/02/18	11/10/18	ST	82.50	014110394151320	CPD-3527-110	CNA Train the Trainer		
Volker, Todd D	You Can Uke	10/27/18	10/27/18	11/10/18	ST	105.00	014110394151320	HLR-5114-10	You Can Uke		
Total						5,725.62					

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 Cheryl Roelfsema
 Vice President of Business Services and Finance


 Mr. Jerry Corcoran
 President

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

Stipends For Pay Period 11/24/18

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Anderson, Julie Kaye	Beginning Sewing	11/07/18	11/07/18	11/24/18	ST	85.00	014110394151320	HLR-2402-311	Beginning Sewing	
Beem, Jessica Anne	Putnam County Art Class	11/12/18	12/17/18	12/22/18	ST	450.00	014210331051320			
Biagi, Dorothy A	Old World Lasagna	11/08/18	11/08/18	11/24/18	ST	200.00	014110394151320	HLR-3904-311	Old World Lasagna	
Chaffee, Candice Sue	Reclaim Your Health	11/07/18	11/07/18	11/24/18	ST	700.00	014110394151320	CPD-3233-11	Reclaim Your Health	
Hardy, Tina L	Mileage Reimbursement	08/15/18	11/24/18	11/24/18	ML	29.43	123820352555211			
Klieber, Tracie Marie	Strength Cardio Core	10/04/18	11/08/18	11/24/18	ST	330.00	014110394151320	HLR-6212-310	Strength Cardio Core	
Pytel, Kyle Edwin	LC Driver Improvement	11/17/18	11/17/18	11/24/18	ST	150.00	014110394251320	CDV-6000-21	LC Driver Improvement	
Retoff, Dan J	Breathing for Life / Beginning Yoga	10/03/18	11/14/18	11/24/18	ST	420.00	014110394151320	HLR-6108-611	Breathing for Life / Beginning Yoga	
Sarver, Gregory Stephen	Mileage Reimbursement	09/08/18	11/10/18	11/24/18	ML	81.75	014110394355212			
Sarver, Gregory Stephen	BC Driver Improvement	11/10/18	11/10/18	11/24/18	ST	150.00	014110394351320	CDV-7000-01	BC Driver Improvement	
Sarver, Gregory Stephen	LC Driver Improvement	11/14/18	11/24/18	11/24/18	ST	150.00	014110394251320	CDV-6000-311	LC Driver Improvement	
Sorce, Adrianna Lyn	Rustic Winter Wreath	11/16/18	11/16/18	11/24/18	ST	150.00	014110394151320	HLR-1115-311	Rustic Winter Wreath	
Zellmer, Donald G	THE 1005 30 Independent Study	01/10/18	05/19/18	11/24/18	ST	300.00	011120650051320			
						Total	3,196.18			

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Cheryl Roelfsema
 Cheryl Roelfsema
 Vice President of Business Services and Finance

Jerry Corcoran 12/3/18
 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

**Part-time Faculty/Staff Appointments
November 2018**

Employee Name	Position	Department	Hourly/Lab* Rate	Credit Hour Rate
Carol Wlodarchak	PT Faculty	CEBS - Real Estate	N/A	\$705.00
Janelle Gustafson	PT Faculty	HFSS - Early Childhood	N/A	735.00
Dawn Lockwood	PT Faculty	HFSS - Educational Technology	N/A	792.00
Mike Lau	PT Faculty	HFSS - Psychology	N/A	792.00
Kaye Norlin	PT Faculty	HFSS - Psychology & HLT - Yoga	\$35.79	764.00
Christine Dove	PT Faculty	HFSS - Sociology	N/A	735.00
Tiffany Bruessard	PT Faculty	HFSS - Speech	N/A	705.00
Jeannette Frahm	PT Faculty	HFSS - Strategies for College	N/A	764.00
Francie Skolfanc	PT Faculty	HFSS - Graphic Design	N/A	951.00
Maria Stefenel	PT Faculty	HFSS - Spanish	N/A	705.00
Jamie O'Flanagan	PT Faculty	HLT - Allied Health	35.25	705.00
Linda McCabe-Pinn	PT Faculty	HLT - Allied Health	39.62	N/A
Trisha Modeen	PT Faculty	HLT - CNA	35.25	705.00
Kristal Bray	PT Faculty	HLT - CNA	38.20	N/A
Julie Dzurisin	PT Faculty	HLT - CNA	38.20	N/A
Mary Beth Foemmel	PT Faculty	HLT - CNA	38.20	N/A
Kathleen Jakubek	PT Faculty	HLT - CNA	36.75	N/A
Janet Kirk	PT Faculty	HLT - CNA	33.06	N/A
Dena Kowalski	PT Faculty	HLT - Nursing	N/A	705.00
Kim Abel	PT Faculty	HLT - Nursing	47.55	951.00
Mary Greve	PT Faculty	HLT - Phebotomy	N/A	688.00
Michael Bates	PT Faculty	NSB - Geology	N/A	705.00
Barry Whited	PT Faculty	NSB - Accounting	N/A	792.00
Alissa Frederick	PT Faculty	NSB - AGR	N/A	688.00
Donald Leynaud	PT Faculty	NSB - Biology	N/A	705.00
Bryan Leonard	PT Faculty	NSB - Chemistry	N/A	792.00
Jacob Frund	PT Faculty	NSB - CRJ	N/A	705.00
Abhijeet Bhattacharya	PT Faculty	NSB - Economics	N/A	764.00
Debra Cooper	PT Faculty	NSB - Math	N/A	764.00
Larry Vahle	PT Faculty	NSB - Math Learning Center	N/A	735.00
Larry McKee	PT Faculty	NSB - Math Learning Center	N/A	792.00
Jerry Brown	PT Faculty	NSB - MGT	N/A	705.00

**Part-time Faculty/Staff Appointments
November 2018**

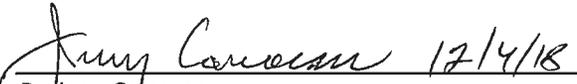
Employee Name	Position	Department	Hourly/Lab* Rate	Credit Hour Rate
Bret Collins	PT Faculty	WFD - Computer	N/A	735.00
Loren Niemeyer	PT Faculty	WFD - Electronics Instructor	N/A	705.00
Rick Fess	PT Faculty	WFD - Electronics Instructor	N/A	792.00
Matt Durning	PT Faculty	WFD - Ind. Maintenance	N/A	705.00
Gary Harlow	PT Faculty	WFD - Ind. Maintenance	N/A	705.00
Cathy Buck	PT Faculty	WFD - Job Seeking Skills	N/A	735.00
Lynda Moshage	PT Faculty	WFD - Massage Therapy Clinical	36.75	N/A
Ryan Tieman	PT Faculty	WFD - Massage Therapy Clinical	36.75	N/A
Jane Battles	PT Faculty	WFD - Massage Therapy Clinical	39.62	N/A
Wendy Lambolely	PT Faculty	WFD - Massage Therapy Clinical	39.45	N/A
Becky Biers	PT Staff	Student Services	12.69	N/A

*In lab settings, part-time faculty are paid an hourly rate rather than by credit hour.

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 Cheryl Roelfsema
 Vice President for Business Services & Finance

WFD- Workforce Development
 NSB - Natural Science & Business
 HFSS - Humanities, Fine Arts &
 Social Sciences


 Dr. Jerry Corcoran
 President

Purchase Request – ccSpringboard (Career Cruising) Software

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

Recommendation:

The administration recommends Board approval to renew the 21 ccSpringboard Software licenses from Anaca Technologies, Ltd. in the amount of \$11,445 for 2019.

KPI 1: Student Academic Success

2018 Tax Levy

As in past years, in order to maximize the Education Fund and Operations and Maintenance Funds revenues, the 2018 tax levy request is based on an estimated equalized assessed valuation (EAV) of \$3,355,480,000 a 4.99 percent increase from tax year 2017’s EAV. The levy request is \$12,236,800, a 4.85 percent increase from the actual tax year 2017 tax extension. This increase will not require a public notice and public hearing.

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

Fund	Tax Rate	Tax Levy
Education	.1300	\$4,362,100
Operations & Maintenance	.0400	1,342,200
Additional Tax	.1212	4,066,800
Social Security & Medicare	.0060	200,000
Protection, Health & Safety	.0429	1,438,500
Tort immunity	.0235	790,000
Audit	<u>.0011</u>	<u>37,200</u>
Totals	<u>.3647</u>	<u>\$12,236,800</u>

The Education and Operations and Maintenance levies are at the maximum rates of .13 and .04, respectively. The Additional Tax rate decreased from .1262 to .1212, as the average operating fund levies for community colleges throughout the state decreased to .2912. The Additional Tax is used exclusively for educational purposes.

The estimated tax rate is .3647, the same as the 2017 rate.

Recommendation:

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

KPI 6: Resource Management

RESOLUTION APPROVING A TAX LEVY

RESOLUTION

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

SECTION 1: That the following amounts of money, as indicated on the Certificate of Tax Levy hereto attached and made a part hereof, must be raised for the various purposes as in said Certificate of Tax Levy and that the levy for the year 2018 be allocated 50 percent for FY 2019 and 50 percent for FY 2020.

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

APPROVED this 13th day of December, 2018.

Chairperson, Board of Trustees

ATTEST:

Secretary, Board of Trustees

CERTIFICATE OF TAX LEVY

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

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

We hereby certify that we require:

- the sum of \$ 4,362,100 to be levied as a tax for educational purposes(110 ILCS 805/3-1), and
- the sum of \$ 1,342,200 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ 4,066,800 to be levied as an additional tax for educational purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 790,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and
- the sum of \$ 200,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 37,200 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 1,438,500 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01),and
- the sum of \$ -0- to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 20 ____.

Signed this 13th day of December, 2018

Chair of the Board of Said Community College District

Secretary of the Board of Said Community College District

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

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

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

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 513 County(ies) of _____ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2018 was filed in the office of the County Clerk of this county on _____, 2018.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2018 is \$ _____.

Date

County Clerk and County

RESOLUTION OF INTENT

RESOLUTION

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

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

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

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

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

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

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

APPROVED this 13th day of December, 2018.

Chair, Board of Trustees

ATTEST:

Secretary, Board of Trustees

NOTICE OF INTENT TO INCREASE TAX LEVY

Notice is hereby given that the Board of Trustees of Illinois Valley Community College District No. 513, LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston counties, and the State of Illinois, adopted, on December 13, 2018, its annual tax levy including an additional tax levy of \$4,066,800 for educational purposes, as provided in Section 805/3-14.3 of Chapter 110 of the Illinois Compiled Statutes, as amended.

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

A petition may be filed with the Secretary of the Board of Trustees of Illinois Valley Community College in Building C, Room C-301, at 815 North Orlando Smith Road, Oglesby, Illinois 61348-9692, on or before 4:30 p.m., CDT, January 14, 2019, signed by not less than 9,455 registered voters of the Illinois Valley Community College District No. 513 requesting that an election be held on the 2nd day of April, 2019, to determine whether the increased levy should be authorized. If no such petition is filed with the Secretary of the Board of Trustees on or before January 14, 2019, then the District shall be authorized to levy the additional tax. Petition forms are available at the Information Desk from December 14 through December 18, 2018; in Building H from December 19, 2018 through January 1, 2019; and at the Information Desk from January 2 through January 14, 2019.

Dated this 13th day of December, 2018.

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

CERTIFICATE OF COMPLIANCE WITH THE TRUTH IN TAXATION ACT

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

I do further certify that the Board of Trustees of said District at a regularly convened meeting held on the 13th day of December, 2018, adopted a motion to prepare and approve a tax levy, a true and correct copy of which is attached hereto and which was and has been available for public inspection at least twenty (20) days preceding the adoption of the aggregate tax levy of the district; and

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

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

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

The notice requirement of Section 18-85 is inapplicable.

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

STATE OF ILLINOIS)
)
COUNTY OF _____)

PETITION

We, the undersigned, do hereby certify that we are voters of Community College District No. 513, Counties of La Salle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston and State of Illinois, and as such voters, we do hereby request that the following proposition be submitted to the voters of said Community College District: "Shall the Board of Trustees of Community College District No. 513, Counties of La Salle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston and State of Illinois, be authorized to levy an additional tax of \$4,066,800 for educational purposes, as provided in Section 805/3-14.3 of Chapter 110 of the Illinois Compiled Statutes, as amended; and we do hereby further request that the Secretary of said Board of Trustees of said Community College District certify said proposition to the County Clerks of the counties of La Salle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, Illinois, for submission to said voters at the election to be held 2nd day of April, 2019.

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

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

Signed and sworn to before me _____, 20 ____.

Notary Public

(NOTARY SEAL)

My Commission expires: _____, 20 ____.

Faculty Appointment – Nicholas Fish, Emergency Medical Services Instructor

The search advisory committee has selected Nicholas Fish as Emergency Medical Services Instructor to fill the newly created EMS position. Information on this candidate is attached.

Recommendation:

The administration recommends the appointment of Nicholas Fish as Emergency Medical Services Instructor at A-10, an annualized salary of \$54,390 on the 2018-2019 faculty salary schedule.

KPI 4: District Population Served

RECOMMENDED FOR FACULTY APPOINTMENT
2018-2019

GENERAL INFORMATION:

POSITION TO BE FILLED: Emergency Medical Services Instructor

NUMBER OF APPLICANTS: 2

NUMBER OF APPLICANTS INTERVIEWED: 2

APPLICANTS INTERVIEWED BY:

Ms. Campbell, Ms. Carranco, Mr. Lange, Ms. McGinnis, Ms. Seghi

APPLICANT RECOMMENDED:

Nicholas Fish

EDUCATIONAL PREPARATION:

Aurora University, Aurora, IL – B.S., Nursing

Waubensee Community College, Sugar Grove, IL – A.A.S., Nursing; A.A.S., Fire Science
Technology; Fire Officer, Firefighter, Fire Service Instructor Certificates

EXPERIENCE:

Illinois Valley Community Hospital, Peru, IL – EMS & Disaster Coordinator

Illinois Valley Community College, Oglesby, IL – Part Time EMS Instructor

Sandwich Police Department, Sandwich, IL – Telecommunicator

Delnor Community Hospital, Geneva, IL – Training Center Coordinator

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

1. Currently teaching and acting as program coordinator in the EMS program at IVCC.
2. 21 years of EMS, pre-hospital and in-hospital experience with Bachelor of Science in Nursing and numerous licenses and certificates in the field above the requirements.
3. Excellent teaching demonstration that involved the search committee with hands-on learning and emphasized his passion for EMS and EMS education.
4. Very good understanding of the current IVCC EMS program and potential areas for future change and growth.

RECOMMENDED SALARY: A-10, \$54,390 annualized, effective January 8, 2019

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

Bid Results – Utility Tractor

Bids for a Utility Tractor, with a trade-in of one (1) 2002 John Deere 4300 tractor currently owned by the College, were received and publicly opened on November 27, 2018. A summary of the bids received is shown below.

<u>Bidder</u>	<u>John Deere 3033R Compact Utility Tractor</u>	<u>Trade In</u>	<u>Total Net Cost to College (Total Less Trade In)</u>
Holland & Sons, Inc. Mendota, IL	\$33,500.00	\$8,600.00	\$24,900.00
AHW LLC Somonauk, IL	\$31,884.60	\$5,500.00	\$26,384.60

Recommendation:

The administration recommends the Board accept the bid from Holland & Sons, Inc. as the lowest, most responsible bid for a John Deere 3033R Utility Tractor in the amount of \$24,900.00.

KPI 6: Resource Management

Schedule of Regular Meeting Dates and Times

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

Recommendation:

The administration recommends Board approval of the following dates for 2019 and will provide public notice of this schedule. All meetings will take place at 6:30 p.m. in Room C-307, The Board Room, on the campus of Illinois Valley Community College, 815 North Orlando Smith Road, Oglesby, Illinois.

- Thursday, January 10, 2019**
- Thursday, February 14, 2019**
- Thursday, March 14, 2019**
- Thursday, April 11, 2019**
- Thursday, May 9, 2019**
- Thursday, June 13, 2019**
- Thursday, July 11, 2019**
- Thursday, August 15, 2019**
- Thursday, September 12, 2019**
- Thursday, October 10, 2019**
- Thursday, November 14, 2019**
- Thursday, December 12, 2019**

KPI 5: District Population Served

Proposal Results – Enrollment Driver Magazine

Proposals for the Enrollment Driver Magazine were received and publicly opened on November 27, 2018.

The publication will target approximately 31,000 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 March 25th for summer/fall registration.

The lowest and most responsible bid from among five respondents came from Kingery Printing Company of Mattoon, IL. A summary of the proposals received is below.

Company	Cost
Kingery Printing Company Mattoon, IL	\$12,161.06
Indiana Printing and Publishing Company, Inc. Indiana, PA	\$13,853.18
MCS Advertising Peru, IL	\$17,778.00
Woodward Printing Services Platteville, WI *** DID NOT INCLUDE POSTAGE ***	\$6,619.00
KB Offset Printing Inc. State College, PA *** DID NOT INCLUDE POSTAGE ***	\$7,682.00

Recommendation:

The administration recommends Board authorization to contract with Kingery Printing Company of Mattoon, IL, for the printing and mailing of the Enrollment Driver magazine for \$12,161.06.

KPI 6: Resource Management

Board Travel

Per the Illinois Community College Act (50 ILCS 150/15), 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.

Ms. Goetz, Northwest Regional Chair for the ICCTA Executive Committee 2018-2019, incurred expenses of \$220.85 in order to attend the ICCTA Seminar and Executive Committee Meeting on November 9 and 10, 2018.

Recommendation:

The administration recommends approval for reimbursement of expenses in the amount of \$220.85 incurred by Ms. Goetz for attending the 2018 ICCTA Seminar and Meeting on November 9 and 10.

KPI 6: Resource Management



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

Memorandum

To: Dr. Jerry Corcoran, President
From: Mark Grzybowski, Vice President for Student Services *MG*
Bonnie Campbell, Associate Vice President for Academic Affairs *BC*
Date: November 30, 2018
Subject: IVCC-LaMoille High School College Start Program

Effective with the 2019 Spring semester and upon approval by the LaMoille C.U.S.D. Board of Education, IVCC and LaMoille High School will commence a College Start program modeled after the agreement entered with Putnam County High School in 2014 and Hall High School in 2018. The IVCC-LaMoille High School College Start Program is a partnership between both institutions that will provide opportunities for academically qualified LHS seniors to enroll in college classes through IVCC as part of their high school coursework.

This program is yet another concrete example of providing postsecondary educational opportunities for those who seek it and will certainly strengthen the already effective working relationship between LaMoille High School and IVCC.



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Memorandum

To: Dr. Jerry Corcoran
From: Cheryl Roelfsema
Date: November 27, 2018
Subject: Ottawa Route 71 TIF District

On August 16, 2018 the Board of Trustees voted to enter into an intergovernmental agreement with the City of Ottawa to share the tax increment from the newly created Ottawa Route 71 TIF District.

The original agreement provided for a payment equal to three percent of the annual gross real estate tax increment from the TIF district with the exclusion of some parcels that were removed from the Ottawa Industrial Park TIF and included in the new TIF district along with three adjacent parcels to be annexed.

The City is now proposing an intergovernmental agreement with the above two conditions: 1) three percent of the annual gross real estate tax increment, and 2) the excluded parcels but also declaring a 100 percent surplus on all parcels removed from the Route 6 East TIF District and now included in the new TIF that have a fully completed and assessed building value or with a fully completed and assessed parking lot value as of December 31, 2014. This includes five parcels with an approximate assessed value of \$1.5 million.

I would recommend that the College enter into this revised intergovernmental agreement with the City of Ottawa on the Ottawa Route 71 TIF District.



ILLINOIS VALLEY
COMMUNITY COLLEGE

Memorandum

To: Jerry Corcoran, Ed.D., President

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

Date: December 5, 2018

Subject: Reassignment of Lab Instructors: Larry Ault and Michelle Story

In an attempt to optimize our resources, we have reviewed the work of two of our lab instructors, Larry Ault and Michelle Story, and determined a need to reassign them from lab instructors to classroom instructors. Below is the reasoning for each situation:

Open Chemistry Lab

During the 2018-2019 academic year, the Chemistry and Physics departments developed pilots to explore the feasibility of moving from open to closed lab instruction. The results of the pilot indicated that the move to closed lab instruction was desirable for its promise of greater student success. Moving to closed labs creates more sections in Chemistry and the need for a Chemistry instructor. The Chemistry Lab instructor is qualified to fill this role. Consequently, he has been reassigned from Chemistry Lab Instructor with responsibility for running the open chemistry lab to Chemistry Instructor with classroom responsibility for sections in that content area.

Open Computer Lab

The necessity for open computer labs has evolved over the course of the past fifteen years. At its inception, the open computer lab offered the opportunity for students to become more computer literate in order to complete their studies. As students became more computer savvy over the years, the lab instructor position evolved to one of working at the Student Help Desk instead of providing instruction and instructional support in computers. Additionally, the lab instructor took on the program coordinator responsibility for the Business Technology program. As the Open Computer Lab instructor is no longer necessary, Michelle Story has been reassigned to classroom responsibilities in the Business Technology program she already coordinates. She is qualified to serve in this capacity.

RECOMMENDED FOR STAFF APPOINTMENT
2018-2019

GENERAL INFORMATION:

POSITION TO BE FILLED: Student Recruitment Specialist

NUMBER OF APPLICANTS: 25

NUMBER OF APPLICANTS INTERVIEWED: 4

APPLICANTS INTERVIEWED BY:

Ms. Credi, Ms. Hodgson, Mr. Olivero, Mr. Overocker, Ms. Scheri

APPLICANT RECOMMENDED:

Gracelyn Quesse

EDUCATIONAL PREPARATION:

University of California, Los Angeles, CA – M.E., Student Affairs; B.A., Sociology

EXPERIENCE:

University of Nevada, Reno, NV – Enrollment Services: Recruitment and Admissions Manager, Training and Documentation Coordinator, Admissions and Records Assistant
Residential Life, Housing, and Food Service: Resident Director

University of California, Los Angeles, CA – Office of the Vice Chancellor, Student Affairs Graduate Intern; Housing Services Apartment Coordinator; New Student and Transition Programs: College Summer Institute On-Site Coordinator, New Student Advisor, Phone Calling Project Coordinator, and New Student Coordinator; Office of Residential Life Resident Assistant; On Campus Housing Council Advisor, Representative

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

1. Master of Education degree in Student Affairs,  clear passion for higher education.
2. Extensive knowledge and work experience in recruitment, admissions, and records settings, including: event planning, presentations to small and large student groups, and coordination of telecounseling and outreach.
3. Interviewed very well and created two separate slideshows for each possible audience.
4. Empathetic approach to working with students and highlighted experience with non-traditional students.

RECOMMENDED SALARY: \$18.80 per hour, effective December 13, 2018

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

Kathryn J. Baker

4119 N State Highway 251, Mendota, IL 61342 (815)538-6290, Kathryn_Baker@frontier.com

November 19, 2018

Jennifer Scheri, Director
Illinois Valley Community College
815 N. Orlando Smith Road
Oglesby, IL 61348

Re: Retirement

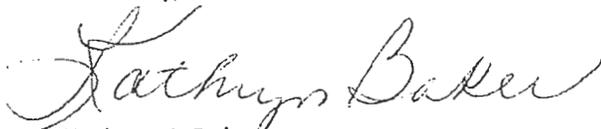
Dear Jennifer:

Please consider this letter to be my official notification to you and the Continuing Education & Business Services Division that my last day of work at Illinois Valley Community College will be December 31, 2018. On that day, I plan to retire.

I have mixed feelings about retiring from Illinois Valley Community college, but wanted to take this opportunity to thank you for all of the opportunities that I have experienced working for Illinois Valley Community College Continuing Education & Business Services Division. I have honestly enjoyed my employment as an Adjunct Faculty Instructor and will miss everyone as my retirement date nears.

Please feel free to contact me if you need any additional information regarding my retirement. I have sent my paperwork on to SURS for processing and spoke with Paula in human resources regarding my retirement. I hope to see you all on the 19th of December at the Illinois Valley Community College Christmas Party.

Sincerely,


Kathryn J. Baker

cc: Ms. Leslie Hofer, Director of Human Resources

Angelica Fanti
1721 Green Street,
Peru, IL 61354

November 5, 2018

Leslie Hofer
Illinois Valley Community College
815 N. Orlando Smith Street,
Oglesby, IL 61348

Please accept this letter of resignation from being an IR/IT Programmer Analyst, effective two weeks today. My last day at Illinois Valley Community College will be Friday November 16, 2018.

I am incredibly thankful for being given the opportunity to work here and my experience has helped me grow tremendously. I will greatly miss the entire team.

Please let me know if you need any assistance with my transition.

Thank you,



Angelica Fanti

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HUMAN RESOURCES

OFFICE OF THE PRESIDENT

Peter K. Dorhout, Ph.D.
President-Elect, 2017
President, 2018
Immediate Past President, 2019

1155 SIXTEENTH STREET, N.W.
WASHINGTON, D.C. 20036
Phone 202-872-4461
Fax 202-872-6338

October 29, 2018

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

Dear Dr. Groleau:

I am very pleased to inform you that the American Chemical Society (ACS) student chapter at Illinois Valley Community College has been selected to receive an Outstanding award for its activities conducted during the 2017-2018 academic year.

For the 2017-2018 academic year, over 400 chapter activity reports were submitted and The Society Committee on Education presented 69 outstanding, 92 commendable, and 145 honorable mention awards. The award list is going to be on the Student Communities website and in the inChemistry Spring 2019 printed issue. inChemistry will be posting an infographic and linking to the [Student Chapter Awards](#) page. The award winning chapters will also be honored at the 257th ACS National Meeting in Orlando, FL.

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

If you have any questions regarding ACS Student Communities, please contact Nicole Di Fabio, at 202-776-8010; or n_difabio@acs.org.

Sincerely,



Peter K. Dorhout, Ph.D.
2018 President
American Chemical Society

cc: Dr. Matthew Johll
Dr. Richard Ault
Dr. Jerry M Corcoran, President

Illinois Valley Community College Board Policy

Subject: **Sexual Misconduct, Sexual and Other Harassment**

Effective Date: 1/17/12

Number: **6.13**

Last Reviewed: 4/14/16

Last Revised: 4/14/16

Prohibition on Sex/Gender Harassment, Discrimination, and Sexual Misconduct

Members of the Illinois Valley Community College community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination and sexual misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking.

Therefore, it is the policy of the Board of Trustees of Illinois Valley Community College to provide an educational and employment environment free from all forms of sexual misconduct, sexual and other harassment of employees, students and other individuals at any College facilities or in connection with any College activities. Additionally, this policy will also apply to misconduct that occurs off-campus inasmuch as it materially and substantially interferes with the college's operational and educational programs or the safety and welfare of the college community. Finally, retaliation for making a good faith complaint of harassment or for participating in a harassment investigation is also prohibited.

The College believes in zero tolerance for sex for sex/gender based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the reporting party and community are remedied, including serious sanctions when a responding party is found to have violated this policy.

The College uses the preponderance of the evidence (also known as "more likely than not") as the standard for proof of whether a violation occurred. Resolution proceedings, such as a Title IX investigation, are conducted to take into account the totality of evidence available, from all relevant sources.

Through this policy, it is the intent of the Board to comply with the Civil Rights Act of 1964 (Title VII), the Elementary and Secondary Schools Act of 1972 (Title IX), and the Illinois Human Rights Act. The IVCC Student Code of Conduct also prohibits harassment by students.

Illinois Valley Community College Administrative Procedure

Subject: **Sexual Misconduct, Sexual and Other Harassment**

Effective Date: 1/17/12

Number: **6.13**

Last Reviewed: 11/27/17

Last Revised: 11/27/17

Definitions, Resources, and Reporting Options

Members of the Illinois Valley Community College community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination and sexual_misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking.

I. Definitions and Examples of Sexual Misconduct:

Forms of sex/gender based or sexual misconduct include:

- **Sex/Gender Harassment:** Unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from an IVCC educational program or activity.
- **Non-Consensual Sexual Contact:** Any intentional sexual touching, however slight and with any object or body part, that is without consent (as defined below) and/or by force or coercion. This includes intentional contact with breasts, buttocks, groin, mouth, or genitals, as well as any other intentional bodily contact that occurs in a sexual manner.
- **Non-Consensual Sexual Intercourse:** Any sexual penetration or copulation, however slight and with any object or body part that is without consent and/or by force or coercion. Intercourse includes anal or vaginal penetration by a penis, object, tongue, or finger, and oral copulation (mouth and genital/anal contact), no matter how slight the penetration or contact.
- **Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of an individual to benefit anyone other than the person being exploited. Examples include: invading privacy, video or audio recording of sexual acts without consent, knowingly transmitting a Sexually Transmitted Infection (STI), sexually-based stalking or bullying, or exposing one's genitals.
- **Other gender-based misconduct:** Physical harm, extreme verbal abuse, or other conduct that threatens the health or safety of any person on the basis of actual, expressed, or perceived gender identity, including:

- **Discrimination:** actions that deprive others of access, benefits, or opportunities based on irrelevant criteria
- **Hazing:** acts likely to cause physical or psychological harm or social exclusion or humiliation
- **Bullying:** repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or degrade another person physically or mentally
- **Dating Violence/Domestic Violence:** violence between those in a sexual and/or comparably personal and private relationship
- **Stalking:** repetitive and/or menacing pursuit, following, harassment, or other interference with the peace and/or safety of another person or that of his or her immediate family members

What is Consent?

Consent is defined as permission to act. It may be given by words or actions, so long as those words or actions create clear, mutually understood permission to engage in (and the conditions of) sexual activity.

Consent must meet all of the following standards:

- **Active, not passive.** Silence, in and of itself, cannot be interpreted as consent. There is no requirement that an individual resist a sexual act or advance, but resistance is a clear demonstration of non-consent.
- **Given freely.** A person cannot give consent under force, threats, or unreasonable pressure (coercion). Coercion includes continued pressure after an individual has made it clear that he/she does not want to engage in the behavior.
- **Provided knowingly.** Legally valid consent to sexual activity cannot be given by:
 - A person under the legal age to consent (17 years old in Illinois), or
 - An individual who is known to be (or based on the circumstances should reasonably be known to be) mentally or physically incapacitated. An incapacitated individual is someone who cannot make rational, reasonable decisions because he or she lacks the capacity to understand the “who, what, when, where, why, or how” of a sexual interaction. This includes a person whose incapacity results from mental disability, sleep, involuntary physical restraint, unconsciousness, use of alcohol or other drugs.
- **Specific.** Permission to engage in one form of sexual activity does not imply permission for another activity. In addition, previous relationships or prior consent

do not imply consent to future sexual acts. It is the responsibility of the initiator of the act to receive permission for the specific act. As a result, consent may be requested and given several times by multiple parties during a sexual encounter involving multiple acts.

(This information is adapted from the ATIXA gender-based and Sexual Misconduct Policy by the National Center for Higher Education Risk Management [NCHERM] and the Association of Title IX Administrators [ATIXA], 2011).

Title IX Coordinator & Compliance

The Title IX Coordinator for Illinois Valley Community College oversees compliance with all aspects of the sex/gender harassment, discrimination, and misconduct policy. The Title IX Coordinator reports directly to the President of IVCC and is housed in the IVCC Counseling Center, room CTC 202. Questions about this policy should be directed to the Title IX Coordinator.

Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to:

Mark Grzybowski
Title IX Coordinator
Associate Vice President for Student Services
Counseling Center
CTC 202B
815-224-0393
Mark_Grzybowski@ivcc.edu

Leslie Hofer
Director, Human Resources
Main Building
C 322
815-224-0230
Leslie_Hofer@ivcc.edu

Additionally, reports can be made by reporting parties and/or third parties by calling G4S Campus Security at 815-224-0314. Note that these reports may prompt a need for the College to investigate.

Individuals experiencing harassment or discrimination have the right to file a formal grievance with government authorities:

Office for Civil Rights (OCR)
U.S. Department of Health and Human Services
233 N. Michigan Ave., Suite 240
Chicago, IL 60601
Customer Response Center: 800-368-1019
Fax: 202-619-3818
TDD: 800-537-7697
ocrmail@hhs.gov

II. Definitions and Examples of Sexual Harassment:

- Unwelcome sexual advances, or

- Requests for sexual favors, or
- Sexual, sex/gender-based verbal, written, online, and/or physical conduct or
- Any conduct of a sexual nature when
 - Submission to such conduct is made, either explicitly or implicitly, as a term or condition of employment or education, or
 - Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual, or
 - Such conduct has the purpose or effect of substantially interfering with a reasonable individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

III. Definition and Examples of Other Harassment:

- Harassment is generally defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons.
- Conduct that has the purpose or effect of substantially interfering with a reasonable individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment when such conduct is directed at an individual because of race, national origin, disability, age, religion, sexual orientation or any legally protected classification.
- Harassment includes both physical and verbal conduct. Any conduct that actually creates a hostile environment for a reasonable person is included, as well as conduct that contributes to the creation of a hostile environment. The College will not tolerate any conduct that causes or contributes to the humiliation, embarrassment or discomfort of employees or students because of a protected status.
- Any sexual advance by a faculty member toward a student currently enrolled in one of his or her courses or by a student toward a faculty member, or any acceptance of an advance by a faculty member, may be considered sexual harassment under this policy and is prohibited. This prohibition also applies to College employees who coach, counsel, advise or otherwise supervise or instruct students and to the students with whom they work.

- Examples of harassment include:
 - A supervisor offers to give a favorable evaluation to an employee in exchange for sexual favors.
 - A faculty member threatens to give an unfavorable grade to a student if the student refuses to grant sexual favors.
 - A supervisor persistently criticizes and disparages a subordinate because of that person's gender.
 - An employee persistently directs unwelcome flirting, pressure for dates, sexual propositions or comments, or sexual touching toward a co-worker.
 - One or more students criticize, laugh at and disparage another student because of that student's disability.
- Complaints of harassment of any type will be investigated thoroughly and appropriate action taken to end the harassment, protect the reporting party, and discipline as necessary, up to and including termination of employment.

IV. Prevention and Awareness

All students are informed of the policies, protocols and procedures related to campus violence prevention during New Student Counseling & Registration sessions, New Student Convocation, and annually via email.

All employees are informed of the policies, protocols, and procedures related to campus violence prevention during New Employee Orientations, all-staff in-services, and via email.

Additionally, in partnership with an external entity, IVCC provides sexual assault prevention and awareness education on an ongoing basis in order to educate students, faculty, staff and the community about the nature of sexual assault and resources available to those who have been assaulted.

V. Bystander Intervention

Bystander Intervention, as defined by the Clery Act, is "a safe and positive option that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene." (34 CFR 668.46(j)(2)(ii))

Bystanders may often play a critical role in the prevention of sexual and relationship violence. Typically speaking, a bystander is an individual who observes violence or witnesses the conditions that perpetuate violence. He or she is not directly involved but has the choice to intervene, speak up, or do something about it.

IVCC, as a steward of the community, promotes a culture of accountability where bystanders are actively engaged in the prevention of violence without causing further harm.

If you feel yourself or someone else is in immediate danger, dial 911. If you witness or suspect instances of any type of sexual or relationship violence, please report the incident to any of the campus or community resources listed below.

VI. Risk Reduction

Risk Reduction, as defined by the Clery Act, are options that designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

With regard to relationships:

- Know your limits and communicate those limits clearly.
- Reinforce your limits with a strong voice and body language.
- Respect yourself.

General safety tips:

- Be aware of your surroundings.
- If you see someone who could be in trouble, speak up or call authorities.
- Trust your intuition and do not be afraid to stand up for yourself.
- Be especially careful when you drink alcohol or when you are in the presence of someone who has been drinking.
 - Likewise, watch your beverage at all times. Date rape drugs are tasteless, colorless, and odorless.

VII. Sanctions

Students found in violation of committing an act of sex/gender harassment, discrimination, and misconduct will be held responsible per the disciplinary sanctions per the IVCC Student Code of Conduct.

Employees found in violation of committing an act of sex/gender harassment, discrimination, and misconduct will be held responsible per appropriate measure adopted by the College in conjunction with the Office of Human Resources and the employee's respective supervisor(s). A breach of this policy may result in discipline, up to and including termination of employment.

VIII. Campus and Community Resources

As IVCC is very concerned about incidents of sex/gender based or sexual misconduct and acknowledges that each person experiences and responds in differing ways, there are a variety of formal and informal options for support. Please review the information pertaining to your options for support, assistance, and reporting so that you can make an informed decision based on your personal needs. Your needs may change over time, so please also know that you may choose to utilize different forms of response at different times.

If you have experienced any act of sexual misconduct, our first concern is for your safety and well-being. IVCC offers some on-campus resources to assist students who may have been affected by sexual violence or sexual misconduct. Additional services are available off-campus through local communities. Individuals are encouraged to utilize any and all on-campus and community resources that may be of assistance to them.

Safety Concerns

If you are concerned about your safety while walking to class or your workplace, you may wish to utilize the campus escort service, available 24/7 by calling Campus Security at 815-224-0314.

On-Campus

If you are not sure if you would like to proceed with formal action (i.e. filing a police report or reporting it to the College), there are informal support options for you while you make that determination. Counseling Services can be a good place to start if you are not sure where to go, and the [ADV/SAS Safe Journeys Illinois](#) can be helpful if you have already addressed some of your immediate concerns but are looking for additional support resources.

Both of these are confidential resources:

IVCC Counseling Services 815-224-0360

[ADV/SAS Services Safe Journeys Illinois](#) 815-434-8328

Full-time employees may contact the Employee Assistance Program (EAP) for access to confidential resources.

Off-Campus/Community

The following resources are not managed by IVCC but may be helpful to you, especially in assisting you with a variety of needs that you may have beyond your campus experience.

Oglesby Police Department 815-883-8404

Illinois State Police, District 17 Headquarters 815-224-1171

Freedom House 815-872-0087

National: National Domestic Violence Hotline: 800-799-SAFE (7233)

Individuals may choose to seek action or assistance both on-campus as well as through the surrounding community. If you would like to see action occur because of a person's behavior, you may wish to report the misconduct at some level. Additional or interim remedies may also be provided concurrently and/or in lieu of an investigation or formal process. Mediation may only be used when mutually agreed upon by all involved parties and will not ordinarily be used to resolve complaints of sexual assault.

The following situations are examples of reasons why you might choose to report an incident of misconduct:

- To seek formal action against someone, such as removing them from a class or campus, or having a warning on record
- To educate the person about their behavior, through use of the campus conduct or complaint process
- To confront the individual and make your voice heard about how you feel about what happened
- To make the College aware of the behavior in case it is part of a larger pattern
- To receive assistance in changing classes or other on-campus arrangements
- To receive support in coping with a situation

Please note that misconduct exhibited by a student is subject to and may be reported through the student conduct referral process. Misconduct exhibited by employees (faculty or staff) should be reported to the Office of Human Resources.

IX. Survivor's Rights & Options

This section provides clear and concise written notification of rights and options for survivors upon receipt of a formal report of an alleged violation of this policy.

- I. You have the right to report (or not report) any incident of sexual misconduct to IVCC, to any jurisdictional law enforcement agencies, or both. The following options are not considered as confidential reporting options.

Local Law Enforcement Options:

- Emergency Option 911
- Oglesby Police Department
128 W. Walnut St.
Oglesby, IL 61348
815-883-8404

- Ottawa Police Department
301 W Lafayette St.
Ottawa, IL 61350
815-433-2131
- Illinois State Police, District 17 Headquarters
2971 E 350th Rd.
LaSalle, IL 61301
815-224-1171
- LaSalle County Sheriff's Department
707 E Etna Rd.
Ottawa, IL 61350
815-433-2161

IVCC Options:

- G4S Campus Security
815 N. Orlando Smith Rd. Rm. C103
Oglesby, IL 61348
815-224-0314
- IVCC Title IX Coordinator
Mark Grzybowski
815 N. Orlando Smith Rd. Rm CTC202B
815-224-0393
Mark_Grzybowski@ivcc.edu
www.ivcc.edu/titleix

II. You have the right to request and receive assistance if choosing to notify or report the misconduct to local law enforcement.

III. You have the right to report confidentially to resources that are not required to share the report with the College or with law enforcement. Confidential reporting options include:

- IVCC Counseling Services
815 N. Orlando Smith Rd. Rm. CTC202
815-224-0360
counseling@ivcc.edu
www.ivcc.edu/counseling
- ~~ADV/SAS Services~~ Safe Journeys Illinois
PO Box 593
Streator, IL 61364
800-892-3375 (hotline)
www.advsas.org

- IV. You have the right to request privacy and/or anonymity if you choose to report any incident of sexual misconduct. You may also request that IVCC not investigate your allegations. If requested, the College will make every attempt to protect your privacy/anonymity and/or not investigate your allegations. However, please remember the College still bears the responsibility to investigate in order to promote a safe learning environment that is free from all types of harassment. Additionally, the College may also be limited with its response and/or administering possible sanctions to responsible parties if the allegations are not fully investigated.
- V. You have the right to be protected from retaliation for reporting any alleged act of sexual misconduct and for participating in a subsequent Title IX investigation.
- VI. You have the right to request and receive assistance accessing health and mental health services, counseling, and advocacy services. For access to any of these services, contact the Title IX Coordinator.
- VII. You have the right to request interim protective measures and accommodations. The Title IX Coordinator will coordinate interim measures to assist your well-being, such as alterations to academic schedules, campus employment, transportation situations, obtaining a campus order of protection or campus no-contact order, or providing assistance in obtaining a court mandated order of protection or civil no-contact order.
- VIII. You have the right to a summary of IVCC's complaint resolution procedure if reporting a violation of the comprehensive policy. The procedure, which will resolve alleged complaints promptly and timely, is as follows:
- Upon receiving notice of an alleged violation, the Title IX Coordinator will commence a fact finding mission led by trained Title IX investigators.
 - The Title IX investigators will conduct a fact finding mission by speaking with the reporting party, where they will collect basic information regarding the allegation(s) and summarize them in a memorandum to the Title IX Coordinator, who will then review the summary and after applying the preponderance of evidence standard, conclude whether or not a full Title IX investigation is necessary.
 - In instances where a full investigation is necessary, the Title IX Coordinator will then assign two additional investigators to conduct an in-depth interview with the reporting party, responding party, and any witnesses identified in the fact finding mission or during the full investigation.
 - a. Both parties will be informed of the Title IX investigators assigned to the investigation prior to its commencement and be provided with the opportunity to substitute investigators in order to avoid potential conflicts of interest.

- b. IVCC will, to the best of its ability, protect the privacy of everyone involved with the investigation of alleged misconduct.
- c. Both parties will be provided the opportunity to provide witnesses and evidence on their behalf during the investigation.
- d. The reporting party and responding party may not directly cross examine one another, but may, at the discretion and direction of the investigators, suggest questions to be posed by the individual or individuals resolving the complaint and respond to the other party.
- e. Both parties may request and must be allowed to have an advisor of their choice accompany them to any meeting or proceeding related to an alleged violation of the comprehensive policy, provided that the involvement of the advisor does not result in undue delay of the meeting or proceeding. The advisor must comply with any rules in the higher education institution's complaint resolution procedure regarding the advisor's role. If the advisor violates the rules or engages in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or an individual resolving the complaint, that advisor may be prohibited from further participation.
- f. Either party may not be compelled to participate in the investigation in the presence of the other party. If a party invokes this right, IVCC will provide accommodations so that each party can, at a minimum, hear the other party's testimony.
- g. Both parties are entitled to simultaneous, written notification of the results of the investigation, including information regarding appeal rights, within 7 days of a decision or sooner if required by State or federal law.
- h. Both parties shall, at a minimum, have the right to timely appeal the complaint resolution procedure's findings or imposed sanctions if the party alleges (i) a procedural error occurred, (ii) new information exists that would substantially change the outcome of the finding, or (iii) the sanction is disproportionate with the violation.
 - i. In the case of an appeal, two additional Title IX investigators who have not participated previously in the complaint resolution procedure and do not have a conflict of interest with either party. The complainant and the respondent shall receive the appeal decision in writing within 7 days after the conclusion of the review of findings or sanctions or sooner if required by federal or State law.

IVCC not disclose the identity of the survivor or the

respondent, except as necessary to resolve the complaint or to implement interim protective measures and accommodations or when provided by State or federal law.

X. Reporting Confidentially

If you, as the reporting party, would like the details of an incident to be kept confidential, you may speak with a confidential employee. At IVCC, a confidential employee includes an on-campus licensed professional counselor and victim advocates on campus.

Off campus confidential employees include license professional counselors, local rape crisis counselors, domestic violence resources, local/state assistance agencies, and clergy/chaplains.

You may wish to consider this option if you:

- Would like to know about support and assistance, but are not sure if you want to pursue formal action against the individual, or
- Have questions or would like to process what happened with someone without involving police or campus disciplinary procedures
- Do not want the perpetrator to know that you are seeking help or support

NOTE: Please be aware that even confidential resources may have some obligations to report, such as in situations of imminent danger and/or sexual abuse of a minor.

Responsible Employee

All College employees have a duty to report incidents they are made aware of, unless they fall under the “Confidential Reporting” section above. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator. Employees must share all details of the reports they receive. Generally, climate surveys, classroom writing assignments, human subject research, or events such as Take Back the Night speak-outs do not provide notice that must be reported to the Coordinator by employees. Remedial actions may result without formal College action.

If a reporting party does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the reporting party may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons, or violence, the College will likely be unable to honor a request for confidentiality. In cases where the reporting party requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim supports and remedies to the reporting party and the community, but will not otherwise pursue formal action.

You may wish to report an incident to a Responsible Employee if you:

- Would like formal action taken. Formal action can include things like assistance in obtaining a restraining order or order of protection, filing criminal charges, or the individual facing campus conduct or employment action if he/she is found responsible for violating college policy
- Would like the College to be aware of the situation in case it happens again

If you would like to learn more about the campus conduct process or what is involved in an investigation or formal report, please contact the Title IX Coordinator.

Campus No-Contact Order

A campus no-contact order is a directive issued by a campus authority that prevents contact between parties or from one party to another. Such an order may be issued through the formal reporting process (i.e. Student Conduct or Human Resources) or under the direction of a Title IX Coordinator. This may apply to communications in-person, online, and other forms of contact, both on- and off-campus. It is important to note that this is different than a civil order, which is issued by a court. Campus no-contact orders may be issued as a sanction or outcome and may also be issued on an interim basis while an incident is under investigation or adjudication. It is important to note that the burden of proof for a campus no-contact order is often less than that required for a court issued order, and the consequences for violating it are also limited to action that can be taken by the College, such as an additional student conduct charge of failure to comply with a college official.

Civil Order of Protection and No-Contact Orders

The following information has been provided by IVCC's Campus Security. If you have other questions about civil orders of protection or no contact orders, please contact Campus Security at 815-224-0314 or your local police department. To obtain one of the orders below, contact the courthouse for the area in which you live.

Civil Orders of Protection

This is a court order that is designed to stop violent and harassing behavior and to protect you and your family from the abuser. They offer civil legal protection from domestic violence to both male and female reporting parties, as well as minors. A civil order of protection can only be filed against certain persons with whom the petitioner has a special relationship: people who are married or formerly married, people who are related by blood, people who live together or formerly lived together, people who are dating or formerly dated, people who are engaged or formerly engaged, and people with disabilities who file against their caregivers. There are three types of orders: Emergency and Interim Orders of Protection provide temporary, short-term protection. A Plenary Order of Protection offers longer term protection.

- **Emergency Orders:** An emergency order can be obtained based solely on your testimony to a judge. The abuser does not need to be present. The judge must be convinced that you are in immediate danger, or experiencing emotional distress, or

else the judge may not grant the order. The emergency order will last until you can have a full hearing for a plenary order, usually within 14-21 days.

- **Interim Orders:** An interim order offers you a bit more protection than an emergency order. You do not need to have a full court hearing to be granted an interim order. They are often used to protect you in between the time when your emergency order expires and your full court hearing takes place. However, your abuser or his lawyer must have made an initial appearance before the court OR the abuser must have been notified of the date of your court hearing, before you can be given an interim order. An interim order lasts up to 30 days.
- **Plenary Orders:** A plenary order of protection can be issued only after a court hearing in which you and the abuser both have a chance to tell your sides of the story. It provides the most protection and the longest-term protection. A plenary order may last up to two years, and there is no limit on the number of times an order of protection can be renewed.

No-Contact Orders

If you do not have a relationship with the offender, you may seek to obtain a “no contact order.”

- A Civil No Contact Order (CNCO) is a civil “stay away” order for rape reporting parties who do not have a relationship with the offender. Under a CNCO, the court orders the offender not to have any contact with the reporting party. A CNCO may last up to two years.
- A Stalking No Contact Order (SNCO) is a civil “stay away” order for reporting parties of stalking who do not have a relationship with the offender. Under a SNCO, the court orders the offender not to have any contact with the reporting party. A SNCO may last up to two years.

Any violation of the above orders is a criminal offense and a Class A misdemeanor (up to one year in jail) and a second offense or subsequent violation is a Class 4 felony (one to three years in jail and possible fines).

Questions

Please contact the **Associate** Vice President for Student Services at 815-224-0393 or the Director of Human Resources at 815-224-0230 for the most recent version of this Guide, as well as to ask questions about this document or any other questions pertaining to sexual misconduct or gender-based harassment.

ILLINOIS VALLEY COMMUNITY COLLEGE

College Core Values

Responsibility Caring Honesty Fairness Respect

Vision Statement

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

Mission Statement

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

Purposes of IVCC

- * 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. Raise community appreciation for post-secondary education and the opportunities it provides.
2. Provide resources and support systems that cultivate success for our students, employees, and community.
3. Serve as responsible stewards of college, community, state, and donor resources.