



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Thursday, December 12, 2019  
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  
Tenure Recommendations  
ICCTA Award Nominations  
(Alumnus, Student Trustee, Ethical)

#### **March**

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  
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 12, 2019 – 6:30 p.m. – Board Room (C307)**

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
  - 6.1 Approval of Minutes – November 14, 2019 Audit Finance Committee Meeting and November 14, 2019 Board Meeting (Pages 1-10)
  - 6.2 Approval of Bills - \$1,193,556.90
    - 6.2.1 Education Fund - \$970,149.47
    - 6.2.2 Operations & Maintenance Fund - \$70,759.86
    - 6.2.3 Operations & Maintenance (Restricted Fund) - \$7,887.25
    - 6.2.4 Auxiliary Fund - \$62,918.44
    - 6.2.5 Restricted Fund - \$24,807.43
    - 6.2.6 Audit Fund - \$12,900.00
    - 6.2.7 Liability, Protection & Settlement Fund - \$44,134.45
  - 6.3 Treasurer's Report (Pages 11-27)
    - 6.3.1 Financial Highlights (Page 12)
    - 6.3.2 Balance Sheet (Pages 13-14)
    - 6.3.3 Summary of FY20 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 (Page 27)
  - 6.4 Personnel - Stipends for Pay Periods Ending November 9, 2019 and November 23, 2019 & Part-time Faculty and Staff Appointments November 2019 (Pages 28-31)

7. President's Report
8. Committee Report
9. 2019 Tax Levy (Pages 32-38)
10. Faculty Appointment – Nancy A. McDonnell, Cybersecurity Instructor (Pages 39-40)
11. Bid Request – Amatrol Portable PLC Troubleshooting Learning System (Page 41)
12. Purchase Request – Ferrilli System Support Contract (Page 42)
13. ICCB Deferred Maintenance Projects (Pages 43-51)
14. Schedule of Regular Meeting Dates and Times (Page 52)
15. Board Travel (Page 53)
16. Items for Information (Pages 54-64)
  - 16.1 Purchasing Administrative Procedures (Pages 54-59)
  - 16.2 Staff Appointment – Ellen Evancheck, Instructional Technology Systems Specialist (Page 60)
  - 16.3 Staff Appointment – Kimberly Herout, Administrative Assistant II, Workforce Development (Page 61)
  - 16.4 Staff Appointment – Manessa Trench, Copy Center Assistant (Page 62)
  - 16.5 Faculty Retirement – Sue Wasmer, Phlebotomy Instructor (Page 63)
  - 16.6 Staff Resignation – Valorie Smith, Administrative Assistant, Disability Services (Page 64)
17. Trustee Comment
18. Closed Session – closed session minutes
19. Approval of Closed Session Minutes
20. Other
21. Adjournment

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

**Audit Finance Committee Meeting**  
**November 14, 2019**

The Audit/Finance Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5:00 p.m. on Thursday, November 14, 2019 in the Board Room (C307) at Illinois Valley Community College.

**Committee Members**      Everett J. Solon, Committee Chair  
**Physically Present:**      Jay K. McCracken  
   Maureen O. Rebholz

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

**Board Members**              Jane E. Goetz, Board Chair  
**Physically Present:**        Amy L. Boyles

**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  
   Kathy Ross, Controller

The meeting was called to order at 5:05 p.m. by Mr. Solon.

**FY2019 ANNUAL FINANCIAL REPORT**

The comprehensive annual financial report for fiscal year ending June 30, 2019 was reviewed by auditors Ms. Sara McKenna and Ms. Heather Wroblewski of Wipfli, LLP in Sterling. The opinion of the auditors is that IVCC earned an unmodified report meaning that the audit is “clean” with no weaknesses or deficiencies. The auditors advised that IVCC is one of the few community colleges in Illinois that is debt-free. Ms. McKenna noted that IVCC is the only debt-free community college out of eight community colleges that are audited by Wipfli LLP. Ms. McKenna added that this is very good on the part of the college. Ms. McKenna provided the following comments and suggestions with respect to matters that come to Wipfli’s attention in connection with the college audit. Ms. McKenna informed that during the inventory test observation five errors out of forty test counts were found. She noted that we had not found errors during our previous years’ observations. The administration believes that these errors were caused by the new inventory scanners used for the inventory count. Wipfli recommends that the bookstore correct the scanning issue before the next count so that the inventory balance can be properly reported. Wipfli also

recommends that the college management develop a written disaster recovery plan for information technology systems.

Mr. Solon commended Dr. Corcoran, Ms. Roelfsema, Ms. Ross and the entire Business Services & Finance office staff for the outstanding annual financial report. Dr. Corcoran commented that because of the prudent fiscal management of Ms. Roelfsema we are on solid financial footing at IVCC.

Ms. McKenna and Ms. Wroblewski left the meeting at 5:28 p.m.

#### **ADMINISTRATIVE PROCEDURE – PURCHASING 4.11**

Ms. Roelfsema noted that the proposed change to Administrative Procedure – Purchasing 4.11 will increase the threshold for purchases requiring Board approval from \$10,000 to \$25,000. Also under the change, purchases between \$2,500 and \$24,999 will require two-to-three written quotes. Ms. Roelfsema advised that the proposed change will bring IVCC in line with what the other Illinois community colleges are doing. It was moved by Mr. McCracken and seconded by Dr. Rebholz to approve the proposed change and recommend to the full Board the Administrative Procedure - Purchasing 4.11, as presented. Motion passed by voice vote.

#### **DUAL CREDIT TUITION/FEE STRUCTURE**

Dr. Anderson requested that consideration be given to the following dual credit pricing structure:

- Courses taught at the high school by a qualified high school instructor institute a flat fee of \$30 per course.
- Courses taught at high schools by IVCC instructors maintain the current 75 percent of tuition rate.
- Courses taught at IVCC including online classes reduce the on-campus rate to 75 percent of tuition rate and maintain current online rate of 75 percent of tuition rate.
- Maintain the Free and Reduced Lunch discount.
- Maintain the 30 for 30 discount (students with 30 credit hours through dual credit are eligible to take another 30 credit hours at the reduced tuition rate).
- Maintain \$500 annual payment to high schools to help defray administrative costs.

Mr. Solon inquired if we have data regarding students receiving the free and reduced lunch and returning to enroll in classes at the college. Dr. Anderson advised that the student-return rate is approximately 30 percent. Mr. McCracken suggested that when advertising the Transfer Academy that the College and Career Start programs be promoted as well at the same level. He added that including the three options will provide clarification and consistency in the message. Dr. Anderson noted that included in her proposal is the recommendation to re-brand our efforts with the goal of eliminating the confusion between the Transfer Academy and the College and Career Start programs. She suggested that we use the College and Career Start labels to provide consistency. Dr. Anderson further proposed that the college allow dual credit students to enroll in any course they choose. Dr. Corcoran noted that we will build these assumptions into our tuition rates proposal to be presented at the February Board meeting.

### **2019 TAX LEVY**

Ms. Roelfsema reported that the District's EAV (equalized assessed valuation) for tax year 2018 was \$3,270,669,451, up 2.3 percent from 2017. The actual tax levy for 2018 was \$11,951,043 though the levy request was \$12,236,800, 2.3 percent less than was calculated based on actual EAV. Ms. Roelfsema advised since the college's tax rates for education and operations and maintenance are at the limit and have been for many years, she suggested a levy of \$12,506,300 for 2019. This is less than a five percent increase and a public hearing would not be necessary. It was moved by Dr. Boyles and seconded by Mr. McCracken to recommend the 2019 Tax Levy to the full Board, as presented. Motion passed by voice vote.

### **FY2021 TUITION RATES**

Dr. Corcoran noted that the administration recommends holding the tuition rate at \$125.60 per credit hour for FY2021. He added that the universal fee would also remain at \$7.40 for a combined tuition and universal fee of \$133 per credit hour. It was moved by Dr. Rebholz and seconded by Dr. Boyles to recommend to the full Board the FY2021 Tuition Rates, as presented. Motion passed by voice vote. The Board is scheduled to vote on the FY2021 tuition rates at the February Board meeting.

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

Ms. Roelfsema advised that Board Policy 4.13 requires the college perform a Request for Proposals (RFP) for banking services for the main operating account every four years. Ms. Roelfsema noted that the RFP results will be reviewed by a committee before making a recommendation to the Audit Finance Committee and the Board of Trustees.

### **MINIMUM WAGE INCREASE**

Ms. Roelfsema informed that per statute Illinois minimum wage will incrementally increase to \$15 per hour by 2023 and the first increment must begin by January 1, 2020 to \$9.25 per hour from the current minimum wage of \$8.25. Ms. Roelfsema noted that for the first increment only student workers at IVCC will be affected as all other employees are paid more than \$10 per hour. She added that the college has 68 student workers that work approximately 20 hours per week. Ms. Roelfsema advised that the minimum wage increase will raise payroll costs approximately \$1,350 per week. She added that in the summer months there are fewer student workers.

### **OTHER**

None

### **ADJOURNMENT**

Mr. Solon commended Ms. Roelfsema and her staff for the outstanding work that was presented. Congratulations were expressed by the Committee members to the entire IVCC team for a job well done.

Mr. Solon declared the meeting adjourned at 6:00 p.m.

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Everett J. Solon  
Audit Finance Committee Chair

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Jane E. Goetz, Board Chair

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Angela M. Stevenson, Board Secretary



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

**Minutes of Regular Meeting**  
**November 14, 2019**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, November 14, 2019 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Jane E. Goetz, Chair  
Everett J. Solon, Vice Chair  
Angela M. Stevenson, Secretary  
Amy L. Boyles  
David O. Mallery  
Jay K. McCracken  
Maureen O. Rebholz

**Members Absent:** Matthew H. Klein, Student Trustee

**Members Telephonically Present:**

**Others Physically Present:** Jerry Corcoran, President  
Deborah Anderson, Vice President for Academic Affairs  
Cheryl Roelfsema, Vice President for Business Services & Finance  
Mark Grzybowski, Vice President for Student Services  
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 Ms. Stevenson to approve the agenda, as presented. Motion passed by voice vote.

**PUBLIC COMMENT**

None

**CAMPUS UPDATE – IVCC EMPLOYEE DEMOGRAPHICS**

Leslie Hofer, Director of Human Resources, presented IVCC's demographics for fiscal year 2019. Ms. Hofer noted that IVCC employees in the white, non-Hispanic category has decreased from last year's numbers at a greater percentage than our district population whereas our student population has a slight increase over last year. Our black/African American category shows our student population closely aligned with the district's population and the employee population is trending up slightly. IVCC's Hispanic employee category continues to reflect an increasing

Hispanic population in our district and our student Hispanic population is also increasing. The percentage of our district population for the remaining race/ethnicity continues to increase along with the employee population by passing our district population numbers. IVCC makes a concerted effort to recruit a diverse pool of candidates for each open position. Supervisors and selection committee members are provided with training to ensure that the hiring process is handled fairly and the best candidates are selected for employment. In FY2019 the majority of our new hires were white females. Of the 13 full-time positions filled in FY19, seven were advertised nationally, which is IVCC's practice when filling administrative, faculty, and traditionally hard-to-fill professional/technical positions. Part-or full-time support staff positions are not normally advertised outside of the local area as the local pool of qualified applicants for these positions is typically higher than the local pool for faculty and administrative positions. The top five recruitment sources from the Applitrack data are IVCC website (34%); other (23%); employee referral (10%); and Higher Ed Jobs (9%). 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 Mr. McCracken 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 10, 2019 Board Meeting and October 23, 2019 Board Planning Committee.

Approval of Bills - \$1,665,476.01

Education Fund - \$1,012,700.36; Operations & Maintenance Fund - \$93,955.26; Operations & Maintenance (Restricted Fund) - \$335,688.20; Auxiliary Fund - \$115,622.04; Restricted Fund - \$40,903.48; Audit Fund - \$20,250.00; and Liability, Protection & Settlement Fund - \$2,397.52.

### Treasurer's Report

#### Personnel

Approved the stipends for pay periods ending September 28, 2019; October 12, 2019; and October 26, 2019 & the Part-time Faculty and Staff Appointments of October 2019.

#### Bid Request

Authorized seeking bids for ten Amatrol PLC Troubleshooting Learning Systems and the software programs to run them at an estimated cost of \$168,300.

#### Consortium Purchase

Approved the purchase of 280 tons of rock salt from Cargill Incorporated Salt Division through the Illinois Department of Central Management Services at \$74.88 per ton, delivered, for a total of \$20,966.40.

### Purchase Request

Approved the renewal of 21 ccSpringboard Software licenses from Anaca Technologies, Ltd. in the amount of \$11,445 for 2020.

### **PRESIDENT'S REPORT**

Dr. Corcoran reported that Aseret Loveland, our assistant director of admissions and records, was named a "Woman of Distinction" by the Bureau County Republican recently and featured in a special edition of the Illinois Valley Living Magazine. He added that this led to her being honored at a very nice program on October 17 in Princeton. Dr. Corcoran thanked the BCR and our friends on the west side of the IVCC district for Aseret's well-deserved recognition. Dr. Corcoran informed that on October 18, he was part of a group of five community college presidents that met with Dr. Jim Wolfinger, the new dean of the College of Education at ISU, as part of a teacher-education pipeline task force. Dr. Corcoran reported that the meeting went very well and he was encouraged by what he thought will lead to some impressive results. He noted that our initial purpose and charge was simply to discuss current articulation agreements for transfer programs, and to provide recommendations to enhance the pipeline to address the teacher shortage, especially in rural communities. Dr. Corcoran added that by working with our friends at ISU our hope is to develop strategies for high school-community college-ISU pathways to address the teacher shortage pipeline and especially strategies for returning adult to educator programs. Each of the college's chief academic officers will be meeting soon to move the group's agenda forward. Dr. Corcoran reported that the annual Results University Graduation program was held in our Dr. Mary Margaret Weeg Cultural Centre on October 19. He noted that this year we had 28 graduates and in three years that we have been hosting the event, we have granted 135 certificates to Results Companies employees. Dr. Corcoran congratulated Jen Sowers and Jennifer Scheri of our Continuing Education department on this corporate-training relationship. Dr. Corcoran noted that thanks to our excellent criminal justice program coordinator Kevin Hermes and Sherriff Tom Templeton, we are close to finalizing a partnership with the Central Illinois Police Training Center Mobile Training Unit #7 whereby their training office would be housed on campus along with a dedicated classroom in the Peter Miller Community Technology Center. He added that this new partnership will be good for the community in many ways especially by furthering our goal of recruiting more adult learners back to the campus for both continuing education and degree advancement purposes. Dr. Corcoran reported that we had representatives from more than 40 colleges and universities on campus on October 22<sup>nd</sup>. The evening's activities began with a financial aid seminar in the Cultural Centre followed by the main event in our gym. Dr. Corcoran noted that our Student Services division should be commended for their fine work as we had almost 400 attendees. Dr. Corcoran informed that the Manufacturing Expo held on October 29 was a big hit. He added that students began their day at one of 11 manufacturing sites in the district then visited our campus to see our manufacturing facilities and equipment and hear about how experts in the manufacturing world work closely with our college faculty to prepare students to enter exciting fields with great career advancement opportunities. Dr. Corcoran reported that the Community Relations and Foundation staff hosted a nice retiree's reception on Nov. 7 in the cyber café which was well attended. Dr. Corcoran noted that last night's Explore IVCC program in the Cultural Centre also went well with approximately 250 in attendance. He added that this is one of those events where it would be foolish and unfair to recognize one department or even one division

for its success. Dr. Corcoran noted that although Quintin Overocker and Aseret Loveland took the lead, everyone pitched in and worked together to make the program a great success.

Mr. McCracken thanked Dr. Corcoran for his work in addressing the state-wide teacher shortage issue. He noted that the teacher shortage in Illinois is very real and we feel it often in our rural districts.

### **COMMITTEE REPORTS**

The minutes from the October 23, 2019 Board Planning Committee Meeting are in the board book.

### **PHS PROJECTS**

Motion made by Mr. Solon and seconded by Dr. Rebholz to approve the Protection, Health, and Safety projects as presented for a cost of \$1,367,270 and authorize the administration to include \$1,367,270 in the tax year 2019 levy. Motion passed by voice vote.

### **2019 TENTATIVE TAX LEVY**

It was moved by Mr. McCracken and seconded by Dr. Boyles to adopt the Resolution approving a Tentative Tax Levy and Tentative Certificate of Tax Levy, as presented. Mr. Mallery commented that a decreased levy rate is much appreciated and he thanked the administration for its efforts in this direction. Motion passed by voice vote.

### **MINIMUM WAGE INCREASE**

It was moved by Ms. Stevenson and seconded by Mr. Mallery to approve an increase of student worker wages to \$9.25 per hour by Public Act 101-0001 effective January 2020. Ms. Roelfsema confirmed that the wage increase would affect all student workers at IVCC across the board. Motion passed by voice vote.

### **BID RESULTS – PHASE I AGRICULTURE COMPLEX**

It was moved by Mr. Solon and seconded by Ms. Stevenson to accept the bids for general contracting from Vissering Construction for \$521,100 for the construction of an agriculture program equipment storage building. Motion passed by voice vote.

It was moved by Dr. Rebholz and seconded by Dr. Boyles to accept the bids for electrical contracting from JB Contracting Corporation for \$63,653 for the construction of an agriculture program equipment storage building. Motion passed by voice vote.

### **BID RESULTS – UTILITY VEHICLE**

It was moved by Ms. Stevenson and seconded by Mr. McCracken to accept the bid from German-Bliss Equipment, Princeville, Illinois as the lowest, most responsible bid for a Full-Sized 4 x 4 Utility Vehicle in the amount of \$17,350. Motion passed by voice vote.

### **TRANSFER OF FUNDS**

It was moved by Ms. Stevenson and seconded by Dr. Rebholz to approve the transfer of \$66,190 to the Capital Development Board trust account at Midland States Bank to cover anticipated construction costs for Project No. 810-046-018. Motion passed by voice vote with Mr. Solon abstaining.

**BOARD POLICIES**

It was moved by Dr. Boyles and seconded by Mr. Solon to approve the changes in Board Policy 1.21 - Policy Formulation and Adoption and Policy 5.1 - Institutional Planning, as presented. Motion passed by voice vote.

**TRUSTEE COMMENT**

Ms. Goetz thanked Dr. Boyles for attending the ICCTA meeting on November 8 with her. Ms. Goetz shared a schedule of future ICCTA meeting dates with the Board. Dr. Boyles reported that she had tried the IVCC Podcast through Apple iTunes and found it to be a useful source. She encouraged others to check it out as well.

**CLOSED SESSION**

Ms. Goetz requested a motion and a roll call vote at 7:02 p.m. to enter into a closed session to discuss: 1) collective negotiations; 2) appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; and 3) closed session minutes. Motion made by Mr. McCracken and seconded by Ms. Stevenson to enter into a closed session.

Roll Call Vote: “Ayes” – Ms. Stevenson, Mr. Mallery, Mr. McCracken, Dr. Rebholz, Dr. Boyles, Mr. Solon and Ms. Goetz. “Nay” – none. Motion carried. After a brief break the Board entered closed session at 7:10 p.m.

Motion made by Dr. Boyles and seconded by Mr. Solon to return to the regular meeting. Roll Call Vote: “Ayes” – Ms. Stevenson, Mr. Mallery, Mr. McCracken, Dr. Rebholz, Dr. Boyles, Mr. Solon and Ms. Goetz. “Nay” – none. Motion carried. The regular meeting resumed at 7:25 p.m.

**LETTER OF AGREEMENT – PROFESSIONAL DEVELOPMENT FUNDING**

It was moved by Mr. Solon and seconded by Mr. McCracken to approve the Letter of Agreement on Professional Development Funding, as presented. Motion passed by voice vote.

**FACULTY APPOINTMENT – KATHRYN R. GRISWOLD, MEDICAL ASSISTANT INSTRUCTOR**

It was moved by Ms. Stevenson and seconded by Mr. Solon to appoint Kathryn R. Griswold as Medical Assistant Instructor at A-7 with an annualized salary of \$51,117 prorated January 8 through May 16, 2020 on the 2019/2020 faculty salary schedule. Motion passed by voice vote.

**APPROVAL OF CLOSED SESSION MINUTES**

It was moved by Dr. Rebholz and seconded by Ms. Stevenson to approve and retain the closed session minutes of the October 10, 2019 Closed Session Meeting. Motion passed by voice vote.

**OTHER**

None

**ADJOURNMENT**

Ms. Goetz declared the meeting adjourned at 7:27 p.m.

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Jane E. Goetz, Board Chair

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Angela M. Stevenson, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

NOVEMBER 2019

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

Kathy Ross  
Controller

## FINANCIAL HIGHLIGHTS – November 2019

### Revenues

- As of November 26, the headcount for fall semester was 2,946, which is 148 students less than at the same point in time last year. Credit hours for fall 2019 were 23,945, a decrease of 570 credit hours, or a decrease of 2.33 percent from one year ago. Traditional credit hours for fall 2019 are down by 77, or .38 from fall 2018 at this point in time. Online credit hours have increased by 930 credit hours from one year ago, a 40 percent increase. Dual credit hours are down by 17.70 percent, or 423 credit hours, over the same point in time one year ago.

Spring semester registration began November 6. As of November 26, headcount for spring semester was 9.75 percent higher at 1,723 than this point in time one year ago. Credit hours were 6.54 percent higher, or 1,074 hours higher than one year ago. Traditional credit hours were running 5.75 percent higher than one year ago, an increase of 869 credit hours. Ottawa Center hours were down by 66 hours, or 11.21 percent. Credit hours for online classes are up by 587, or 22.8 percent. Due to timing issues in registration from year-to-year, no meaningful comparison can be made on dual credit hours at this time.

- Tax collections as of November 30, were \$11,563,712, or 97 percent of the \$11,951,043 levy.
- State payments from the base operating grant and the equalization grant have been received in accordance with the monthly payment schedule.
- Overall, expenditures are running at 40.3 percent of budget, one year ago we were at 40.0 percent of budget.

### Protection, Health & Safety Projects

- Building C Air Handler/Chiller Replacement – Chillers have been removed; demolition of air handler will start December 16; substantial completion is scheduled for the first week of January.
- Building G Air Handling Units Replacement – Approved by Board November 14, 2019.
- Building F Air Handling Units Replacements – Approved by Board November 14, 2019.
- Building G Bleacher Replacement – Approved by Board November 14, 2019.
- Building J Exhaust System Upgrades – Approved by Board November 14, 2019.

### Other Projects

- Agriculture Complex Phase I – Preconstruction meeting is scheduled for December 9; substantial completion is scheduled for June 2020.
- Agriculture Complex Phase II – Submitted Resource Allocation Management Plan (RAMP) to ICCB.
- Roadway and Parking Lot Resealing Project – ESI Consultants Ltd. from Naperville selected as the A/E. Orientation meeting was held November 19.



Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 November 30, 2019  
 Unaudited

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
<b>Assets and Other Debits</b>								
Cash and cash equivalents	\$ 6,069,862	\$ 1,924,106	\$ 186,796	\$ 261,474	\$ 352,719	\$ -	\$ -	\$ 8,794,957
Investments	9,641,415	9,139,099	642,792	248,000	209,033	-	-	19,880,339
Receivables								
Property taxes	9,490,779	2,460,262	-	-	-	-	-	11,951,041
Governmental claims	-	-	-	-	191,827	-	-	191,827
Tuition and fees	2,303,769	-	-	212,318	-	-	-	2,516,087
Due from other funds	882,768	-	-	-	5,801	-	-	888,569
Due to/from student groups	-	-	-	-	-	-	-	-
Bookstore inventories	-	-	-	550,474	-	-	-	550,474
Other assets	112,374	51,381	2,554	571	-	-	-	166,880
Deferred Outflows	-	-	-	-	-	-	361,295	361,295
Fixed assets - net where applicable	-	-	-	30,380	-	59,879,059	-	30,380 59,879,059
Other debits								
Amount available in Debt Service Fund	-	-	-	-	-	-	-	-
Amount to be provided to retire debt	-	-	-	-	-	-	13,438,349	13,438,349
<b>Other Debits</b>	<u>\$28,500,967</u>	<u>\$13,574,848</u>	<u>\$ 832,142</u>	<u>\$ 1,303,217</u>	<u>\$ 759,380</u>	<u>\$59,879,059</u>	<u>\$13,799,644</u>	<u>\$ 118,649,257</u>

Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 November 30, 2019

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
<b>Liabilities</b>								
Accounts payable	\$ 270,210	\$ -	\$ -	\$ 12,102	\$ 6,864	\$ -	\$ -	\$ 289,176
Accrued salaries & benefits	1,205,011	18,925	-	14,206	-	-	-	1,238,142
Post-retirement benefits & other	132,541	-	-	-	-	-	-	132,541
Unclaimed property	(18)	3	-	-	27	-	-	12
Due to other funds	-	258,653	-	71,473	558,443	-	-	888,569
Due to student groups/deposits	44,394	-	-	-	194,046	-	-	238,440
Deferred revenue								-
Property taxes	4,745,390	1,230,132	-	-	-	-	-	5,975,522
Tuition and fees	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-
Deferred Inflows	-	-	-	-	-	-	1,930,561	1,930,561
OPEB Long term debt	-	-	-	-	-	-	11,869,083	11,869,083
Bonds Payable	-	-	-	-	-	-	-	-
<b>Total liabilities</b>	<b>6,397,528</b>	<b>1,507,713</b>	<b>-</b>	<b>97,781</b>	<b>759,380</b>	<b>-</b>	<b>13,799,644</b>	<b>22,562,046</b>
<b>Equity and Other Credits</b>								
Investment in general fixed assets	-	-	-	-	-	59,879,059	-	59,879,059
Contributed capital	-	-	-	-	-	-	-	-
Retained earnings	-	-	-	-	-	-	-	-
Fund balance								
Reserved for restricted purposes	-	12,067,135	-	-	-	-	-	12,067,135
Reserved for debt service	-	-	832,142	-	-	-	-	832,142
Unreserved	22,103,439	-	-	1,205,436	-	-	-	23,308,875
<b>Total equity and other credits</b>	<b>22,103,439</b>	<b>12,067,135</b>	<b>832,142</b>	<b>1,205,436</b>	<b>-</b>	<b>59,879,059</b>	<b>-</b>	<b>96,087,211</b>
<b>Total Liabilities, Equity and Other Credits</b>	<b>\$28,500,967</b>	<b>\$13,574,848</b>	<b>\$ 832,142</b>	<b>\$ 1,303,217</b>	<b>\$ 759,380</b>	<b>\$59,879,059</b>	<b>\$13,799,644</b>	<b>\$ 118,649,257</b>

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

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Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2020 Revenues & Expenditures by Fund  
 For the five months ended November 30, 2019

Unaudited

	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	\$ 15,896,813	\$ 2,019,788	\$ 1,419,889	\$ 1,466	\$ 35,271	\$ 813,547	\$ 2,181,371	\$ 956,173	\$ 36,005	\$ 23,360,323
Actual Expenditures	(8,086,064)	(861,661)	(120,317)	-	-	(883,700)	(2,499,629)	(506,947)	(33,150)	(12,991,468)
Other Financing Sources (Uses)	-	-	-	-	-	-	-	-	-	-
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	7,810,749	1,158,127	1,299,572	1,466	35,271	(70,153)	(318,258)	449,226	2,855	10,368,855
Fund balances July 1, 2019	<u>9,592,961</u>	<u>3,111,583</u>	<u>5,519,443</u>	<u>829,725</u>	<u>4,783,043</u>	<u>1,249,000</u>	<u>60,630</u>	<u>184,127</u>	<u>34,405</u>	<u>25,364,917</u>
Fund balances November 30, 2019	<u>\$ 17,403,710</u>	<u>\$ 4,269,710</u>	<u>\$ 6,819,015</u>	<u>\$ 831,191</u>	<u>\$ 4,818,314</u>	<u>\$ 1,178,847</u>	<u>\$ (257,628)</u>	<u>\$ 633,353</u>	<u>\$ 37,260</u>	<u>\$ 35,733,772</u>

**Illinois Valley Community College District No. 513**  
**Fiscal Year 2020 Budget to Actual Comparison**  
**For the five months ended November 30, 2019**

	<u>Annual Budget FY2020</u>	<u>Unaudited Actual 11/30/19</u>	<u>Act/Budget 41.7%</u>	<u>Actual 11/30/18</u>	<u>Act/Budget 41.7%</u>	<u>Annual Budget FY2019</u>
<b>EDUCATION FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 8,209,880	\$ 7,919,663	96.5%	\$ 7,951,072	99.3%	\$ 8,006,010
Corporate Personal Property Replacement Tax	905,250	301,650	33.3%	156,108	14.7%	1,065,000
TIF Revenues	387,250	151,606	39.1%	193,944	52.4%	370,000
Total Local Government	<u>9,502,380</u>	<u>8,372,919</u>	<u>88.1%</u>	<u>8,301,124</u>	<u>87.9%</u>	<u>9,441,010</u>
State Government:						
ICCB Credit Hour Grant	1,568,250	725,171	46.2%	699,484	53.7%	1,301,458
Equalization	50,000	12,500	25.0%	12,501	25.0%	50,000
Career/Technical Education Formula Grant	200,000	-	0.0%	104,680	52.3%	200,000
Other	-	-	0.0%	-	-	-
Total State Government	<u>1,818,250</u>	<u>737,671</u>	<u>40.6%</u>	<u>816,665</u>	<u>52.6%</u>	<u>1,551,458</u>
Federal Government						
PELL Administrative Fees	7,325	-	0.0%	-	0.0%	7,300
Total Federal Government	<u>7,325</u>	<u>-</u>	<u>0.0%</u>	<u>-</u>	<u>0.0%</u>	<u>7,300</u>
Student Tuition and Fees:						
Tuition	6,886,576	5,831,478	84.7%	5,764,008	83.2%	6,925,880
Fees	877,300	763,656	87.0%	708,980	82.2%	862,025
Total Tuition and Fees	<u>7,763,876</u>	<u>6,595,134</u>	<u>84.9%</u>	<u>6,472,988</u>	<u>83.1%</u>	<u>7,787,905</u>
Other Sources:						
Public Service Revenue	287,450	105,615	36.7%	121,254	42.2%	287,000
Other	233,839	85,474	36.6%	74,912	56.6%	132,317
Total Other Sources	<u>521,289</u>	<u>191,089</u>	<u>36.7%</u>	<u>196,166</u>	<u>46.8%</u>	<u>419,317</u>
<b>TOTAL EDUCATION FUND REVENUE</b>	<b>\$ 19,613,120</b>	<b>\$ 15,896,813</b>	<b>81.1%</b>	<b>\$ 15,786,943</b>	<b>82.2%</b>	<b>\$ 19,206,990</b>
<b>EDUCATION FUND EXPENDITURES</b>						
Instruction:						
Salaries	\$ 8,192,913	3,376,751	41.2%	3,341,564	41.1%	8,122,944
Employee Benefits	1,822,252	631,994	34.7%	599,739	34.1%	1,760,576
Contractual Services	161,549	33,680	20.8%	35,691	29.5%	121,005
Materials & Supplies	429,721	111,818	26.0%	115,776	28.1%	412,513
Conference & Meeting Expenses	142,376	17,764	12.5%	17,390	15.7%	110,606
Fixed Charges	189,000	138,907	73.5%	21,920	11.5%	190,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 10,937,811</u>	<u>\$ 4,310,914</u>	<u>39.4%</u>	<u>\$ 4,132,080</u>	<u>38.6%</u>	<u>\$ 10,717,644</u>

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Illinois Valley Community College District No. 513  
 Fiscal Year 2020 Budget to Actual Comparison  
 For the five months ended November 30, 2019

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2020	Unaudited Actual 11/30/19	Act/Budget 41.7%	Actual 11/30/18	Act/Budget 41.7%	Annual Budget FY2019
<b>Academic Support:</b>						
Salaries	\$ 982,326	\$ 411,394	41.9%	\$ 346,952	37.5%	\$ 926,210
Employee Benefits	172,141	59,290	34.4%	49,915	36.2%	138,002
Contractual Services	191,657	139,609	72.8%	148,098	77.3%	191,650
General Materials & Supplies	278,128	122,447	44.0%	55,591	20.5%	270,926
Conference & Meeting Expenses	16,955	4,582	27.0%	3,121	22.0%	14,175
Utilities	25,650	13,950	54.4%	9,900	40.1%	24,665
Capital Outlay	-	-	0.0%	-	0.0%	115,000
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>1,666,857</u>	<u>751,272</u>	45.1%	<u>613,577</u>	36.5%	<u>1,680,628</u>
<b>Student Services:</b>						
Salaries	1,293,469	562,642	43.5%	537,916	41.1%	1,308,889
Employee Benefits	366,444	124,580	34.0%	126,110	36.8%	342,482
Contractual Services	22,778	41,060	180.3%	4,160	22.7%	18,288
Materials & Supplies	68,187	26,587	39.0%	20,642	29.7%	69,552
Conference & Meeting Expenses	45,075	9,851	21.9%	8,048	23.9%	33,683
Other	-	292	0.0%	-	0.0%	-
Total Student Services	<u>1,795,953</u>	<u>765,012</u>	42.6%	<u>696,876</u>	39.3%	<u>1,772,894</u>
<b>Public Services/Continuing Education:</b>						
Salaries	367,282	160,571	43.7%	171,766	49.9%	343,940
Employee Benefits	80,616	29,973	37.2%	28,760	38.1%	75,574
Contractual Services	248,250	117,589	47.4%	171,379	82.0%	209,000
Materials & Supplies	89,250	34,710	38.9%	41,417	45.0%	92,100
Conference & Meeting Expenses	20,550	2,368	11.5%	6,890	34.5%	19,950
Other	200	-	0.0%	195	97.5%	200
Total Public Services/Continuing Education	<u>806,148</u>	<u>345,211</u>	42.8%	<u>420,407</u>	56.8%	<u>740,764</u>
<b>Institutional Support:</b>						
Salaries	1,804,720	737,236	40.9%	732,508	42.2%	1,737,749
Employee Benefits	673,288	297,906	44.2%	304,940	44.5%	685,412
Contractual Services	634,007	387,282	61.1%	414,878	68.1%	609,340
Materials & Supplies	429,645	181,153	42.2%	149,903	36.9%	405,704
Conference & Meeting Expenses	68,285	12,868	18.8%	14,529	23.2%	62,755
Utilities	26,050	4,953	19.0%	4,035	15.4%	26,200
Capital Outlay	25,875	-	0.0%	213,409	123.0%	173,500
Other	15,550	(69)	-0.4%	(407)	-4.3%	9,400
Provision for Contingency	156,931	-	0.0%	-	0.0%	-
Total Institutional Support	<u>3,834,351</u>	<u>1,621,329</u>	42.3%	<u>1,833,795</u>	49.4%	<u>3,710,060</u>
Scholarships, Grants and Waivers	577,000	292,326	50.7%	236,026	43.2%	546,000
<b>TOTAL EDUCATION FUND EXPENDITURES</b>	<u>\$ 19,618,120</u>	<u>\$ 8,086,064</u>	41.2%	<u>\$ 7,932,761</u>	41.4%	<u>\$ 19,167,990</u>
<b>INTERFUND TRANSFERS - NET</b>	<u>\$ -</u>	<u>\$ -</u>	0.0%	<u>\$ (10,000)</u>	4.0%	<u>\$ (250,000)</u>

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**Illinois Valley Community College District No. 513  
Fiscal Year 2020 Budget to Actual Comparison  
For the five months ended November 30, 2019**

	<u>Annual Budget FY2020</u>	<u>Unaudited Actual 11/30/19</u>	<u>Act/Budget 41.7%</u>	<u>Actual 11/30/18</u>	<u>Act/Budget 41.7%</u>	<u>Annual Budget FY2019</u>
<b>OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 1,307,306	\$ 1,261,739	96.5%	\$ 1,238,168	99.6%	\$ 1,243,160
Corporate Personal Property Replacement Tax	230,000	53,232	23.1%	27,549	14.5%	190,000
TIF	130,000	50,330	38.7%	64,582	52.9%	122,000
Total Local Government	<u>1,667,306</u>	<u>1,365,301</u>	81.9%	<u>1,330,299</u>	85.5%	<u>1,555,160</u>
State Government:						
ICCB Credit Hour Grant	276,750	121,727	44.0%	114,709	50.2%	228,542
Total State Government	<u>276,750</u>	<u>121,727</u>	44.0%	<u>114,709</u>	50.2%	<u>228,542</u>
Student Tuition and Fees:						
Tuition	535,702	469,791	87.7%	459,867	63.1%	728,480
Total Tuition and Fees	<u>535,702</u>	<u>469,791</u>	87.7%	<u>459,867</u>	63.1%	<u>728,480</u>
Other Sources:						
Facilities Revenue	138,941	41,111	29.6%	38,683	27.8%	138,941
Investment Revenue	45,000	21,744	48.3%	20,601	128.8%	16,000
Other	2,500	114	4.6%	1,504	-	2,500
Total Other Sources	<u>186,441</u>	<u>62,969</u>	33.8%	<u>60,788</u>	38.6%	<u>157,441</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>	<b>\$ 2,666,199</b>	<b>\$ 2,019,788</b>	75.8%	<b>\$ 1,965,663</b>	73.6%	<b>\$ 2,669,623</b>
<b>OPERATIONS &amp; MAINTENANCE FUND</b>						
Operations & Maintenance of Plant:						
Salaries	\$ 968,783	\$ 383,868	39.6%	\$ 378,362	40.4%	\$ 935,842
Employee Benefits	326,311	103,117	31.6%	106,731	33.8%	316,108
Contractual Services	169,400	27,033	16.0%	59,651	27.2%	219,000
General Materials & Supplies	277,787	50,712	18.3%	105,418	36.1%	291,970
Conference & Meeting Expenses	5,675	170	3.0%	-	0.0%	5,675
Fixed Charges	68,250	61,720	90.4%	78,539	121.8%	64,500
Utilities	762,600	208,242	27.3%	278,632	37.0%	752,500
Capital Outlay	84,000	-	0.0%	5,875	7.1%	83,000
Other	(63,000)	-	0.0%	-	0.0%	63,000(?)
Total Operations & Maintenance of Plant	<u>2,599,806</u>	<u>834,862</u>	32.1%	<u>1,013,208</u>	38.9%	<u>2,605,595</u>
Institutional Support:						
Salaries	45,186	18,414	40.8%	19,024	43.0%	44,278
Employee Benefits	11,846	3,508	29.6%	4,170	35.1%	11,865
Contractual Services	2,491	-	0.0%	2,491	346.0%	720
Materials & Supplies	3,050	1,189	39.0%	855	28.9%	2,955
Fixed Charges	3,820	3,688	96.5%	3,688	87.6%	4,210
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>66,393</u>	<u>26,799</u>	40.4%	<u>30,228</u>	47.2%	<u>64,028</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>	<b>\$ 2,666,199</b>	<b>\$ 861,661</b>	32.3%	<b>\$ 1,043,436</b>	39.1%	<b>\$ 2,669,623</b>

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Illinois Valley Community College District No. 513  
 Fiscal Year 2020 Budget to Actual Comparison  
 For the five months ended November 30, 2019

	Unaudited					
	Annual Budget	Actual	Act/Budget	Actual	Act/Budget	Annual Budget
	FY2020	11/30/19	41.7%	11/30/18	41.7%	FY2019
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Local Government Sources					0.0%	
Current Taxes	\$ 1,518,973	\$ 1,388,516	91.4%	\$ 1,541,461	0.0%	\$ 1,488,019
State Government Sources	-	-	0.0%	-	-	-
Investment Revenue	65,000	31,373	48.3%	38,694		32,500
Other Revenue	-	-	0.0%	-	0.0%	250,000
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) REVENUES</b>	<b>\$ 1,583,973</b>	<b>1,419,889</b>	<b>89.6%</b>	<b>1,580,155</b>	<b>0.0%</b>	<b>1,770,519</b>
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Operations & Maintenance						
Contractual Services	\$ -	-	0.0%	2,000	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	1,500,000	120,317	0.0%	627,040	0.0%	3,656,726
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>	<b>\$ 1,500,000</b>	<b>120,317</b>	<b>8.0%</b>	<b>629,040</b>	<b>0.0%</b>	<b>3,656,726</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>
<b>BOND &amp; INTEREST FUND</b>						
Investment Revenue	\$ 3,600	\$ 1,466	40.7%	\$ 1,444	0.0%	\$ 1,600
<b>TOTAL BOND &amp; INTEREST FUND REVENUES</b>	<b>3,600</b>	<b>1,466</b>	<b>40.7%</b>	<b>1,444</b>	<b>0.0%</b>	<b>1,600</b>
<b>BOND &amp; INTEREST FUND</b>						
Institutional Support:						
Debt Principal Retirement	\$ -	\$ -	0.0%	-	0.0%	-
Interest on Bonds	-	-	0.0%	-	0.0%	-
Fees	-	-	0.0%	-	0.0%	-
<b>TOTAL BOND &amp; INTEREST EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>
<b>WORKING CASH FUND</b>						
Investment Revenue	\$ 70,000	\$ 35,271	50.4%	\$ 33,254	95.0%	\$ 35,000
<b>TOTAL WORKING CASH REVENUES</b>	<b>70,000</b>	<b>35,271</b>	<b>50.4%</b>	<b>33,254</b>	<b>95.0%</b>	<b>35,000</b>
Transfers In (Out)	\$ -	\$ -	0.0%	\$ -		\$ -

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**Illinois Valley Community College District No. 513  
Fiscal Year 2020 Budget to Actual Comparison  
For the five months ended November 30, 2019**

	Annual Budget FY2020	Unaudited Actual 11/30/19	Act/Budget 41.7%	Actual 11/30/18	Act/Budget 41.7%	Annual Budget FY2019
<b>AUXILIARY ENTERPRISES FUND</b>						
Service Fees	\$ 1,664,665	\$ 807,509	48.5%	\$ 914,510	50.8%	\$ 1,801,765
Other Revenue	8,000	5,873	73.4%	2,086	52.9%	3,940
Investment Revenue	4,500	165	3.7%	546	12.1%	4,500
<b>TOTAL AUXILIARY ENTERPRISES FUND REVENUES</b>	<b>1,677,165</b>	<b>813,547</b>	<b>48.5%</b>	<b>917,142</b>	<b>50.7%</b>	<b>1,810,205</b>
<b>AUXILIARY ENTERPRISES FUND</b>						
Salaries	\$ 352,435	124,587	35.4%	129,961	41.5%	313,439
Employee Benefits	70,612	20,273	28.7%	22,271	32.8%	67,816
Contractual Services	66,198	42,253	63.8%	36,002	55.5%	64,831
Materials & Supplies	1,291,728	644,106	49.9%	777,609	53.9%	1,442,162
Conference & Meeting	22,951	12,730	55.5%	10,426	39.2%	26,583
Fixed Charges	49,700	32,181	64.8%	24,130	47.0%	51,300
Capital Outlay/Depreciation	1,322	6,070	459.2%	-	0.0%	1,322
Other	103,000	1,500	1.5%	1,500	1.5%	103,000
<b>TOTAL AUXILIARY ENTERPRISES EXPENDITURES</b>	<b>1,957,946</b>	<b>883,700</b>	<b>45.1%</b>	<b>1,001,899</b>	<b>48.4%</b>	<b>2,070,453</b>
<b>Transfer In (Out)</b>		\$ -	-	\$ -	0.0%	\$ (198,586)
<b>RESTRICTED PURPOSES FUND</b>						
	Annual Budget FY2020	Actual 11/30/19	Act/Budget 41.7%	Actual 11/30/18	Act/Budget 41.7%	Annual Budget FY2019
State Government Sources	\$ 285,285	\$ -	0.0%	-	0.0%	\$ 280,032
Federal Government Sources	4,951,874	2,180,247	44.0%	2,177,563	44.7%	4,876,221
Nongovernmental gifts or grants	36,700	-	0.0%	-	0.0%	85,000
Other Revenue	-	1,124	0.0%	2,909	83.1%	3,500
<b>TOTAL RESTRICTED PURPOSES FUND REVENUES</b>	<b>\$ 5,273,859</b>	<b>2,181,371</b>	<b>41.4%</b>	<b>2,180,472</b>	<b>41.6%</b>	<b>5,244,753</b>
<b>RESTRICTED PURPOSES FUND</b>						
Instruction:						
Salaries	\$ 426,869	\$ 144,389	33.8%	152,791	40.7%	375,521
Employee Benefits	141,592	39,873	28.2%	42,972	29.8%	144,268
Contractual Services	23,293	22,749	97.7%	9,431	37.6%	25,090
Materials & Supplies	39,765	28,857	72.6%	31,724	28.7%	110,679
Conference & Meeting	41,065	14,612	35.6%	15,784	45.9%	34,409
Utilities	949	446	47.0%	464	37.1%	1,250
Capital Outlay	22,000	30,362	138.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
<b>Total Instruction</b>	<b>\$ 695,533</b>	<b>\$ 281,288</b>	<b>40.4%</b>	<b>\$ 253,166</b>	<b>36.6%</b>	<b>\$ 691,217</b>



Illinois Valley Community College District No. 513  
 Fiscal Year 2020 Budget to Actual Comparison  
 For the five months ended November 30, 2019

	Annual Budget FY2020	Unaudited Actual 11/30/19	Act/Budget 41.7%	Actual 11/30/18	Act/Budget 41.7%	Annual Budget FY2019
<b>RESTRICTED PURPOSES FUND</b>						
<b>Student Services</b>						
Salaries	\$ 198,634	\$ 82,983	41.8%	81,239	42.3%	192,097
Employee Benefits	69,755	24,584	35.2%	24,117	33.9%	71,188
Contractual Services	6,000	5,579	93.0%	4,980	142.3%	3,500
Materials & Supplies	9,330	1,937	20.8%	11,671	201.7%	5,787
Conference & Meeting	9,300	2,633	28.3%	2,870	44.2%	6,500
Capital Outlay	-	-	-	-	0.0%	-
Tuition Waivers (TRiO Grant)	25,873	8,850	34.2%	21,450	107.3%	20,000
<b>Total Student Services</b>	<b>318,892</b>	<b>126,566</b>	<b>39.7%</b>	<b>146,327</b>	<b>48.9%</b>	<b>299,072</b>
<b>Institutional Support</b>						
Salaries (Federal Work Study)	94,035	41,587	44.2%	37,543	39.2%	95,683
SURS On-behalf	-	-	-	-	0.0%	-
<b>Total Institutional Support</b>	<b>94,035</b>	<b>41,587</b>	<b>44.2%</b>	<b>37,543</b>	<b>39.2%</b>	<b>95,683</b>
Student grants and waivers (PELL & SEOG)	4,170,699	2,050,188	49.2%	2,054,576	49.3%	4,165,281
<b>TOTAL RESTRICTED FUND EXPENDITURES</b>	<b>\$ 5,279,159</b>	<b>\$ 2,499,629</b>	<b>47.3%</b>	<b>\$ 2,345,285</b>	<b>44.7%</b>	<b>\$ 5,251,253</b>
<b>Transfer In (Out)</b>		<b>\$ -</b>	<b>-</b>	<b>\$ 10,000</b>	<b>100.0%</b>	<b>\$ 10,000</b>
	Annual Budget FY2020	Actual 11/30/19	Act/Budget 41.7%	Actual 11/30/18	Act/Budget 41.7%	Annual Budget FY2019
<b>AUDIT FUND</b>						
Local Government Sources	\$ 38,150	\$ 35,963	94.3%	\$ 36,466	9.6%	\$ 379,528
Investment Revenue	100	42	42.0%	65	81.3%	80
<b>TOTAL AUDIT FUND REVENUES</b>	<b>38,250</b>	<b>36,005</b>	<b>94.1%</b>	<b>36,531</b>	<b>9.6%</b>	<b>379,608</b>
<b>AUDIT FUND</b>						
Contractual Services	38,150	33,150	86.9%	28,800	77.2%	37,300
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<b>\$ 38,150</b>	<b>\$ 33,150</b>	<b>86.9%</b>	<b>\$ 28,800</b>	<b>77.2%</b>	<b>\$ 37,300</b>

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Illinois Valley Community College District No. 513  
 Fiscal Year 2020 Budget to Actual Comparison  
 For the five months ended November 30, 2019

Unaudited

LIABILITY, PROTECTION, & SETTLEMENT FUND	Annual Budget FY2020	Actual 11/30/19	Act/Budget 41.7%	Actual 11/30/18	Act/Budget 41.7%	Annual Budget FY2019
Local Government Sources	\$ 1,136,999	\$ 955,632	84.0%	\$ 535,531	64.8%	\$ 826,509
Investment Revenue	2,000	541	27.1%	1,345	22.4%	6,000
Other	-	-	0.0%	-	-	-
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUES</b>	<b>\$ 1,138,999</b>	<b>\$ 956,173</b>	<b>83.9%</b>	<b>\$ 536,876</b>	<b>64.5%</b>	<b>\$ 832,509</b>
<b>LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>						
Student Services						
Salaries	111,403	27,908	25.1%	44,554	43.5%	102,355
Employee Benefits	26,762	9,488	35.5%	10,589	40.3%	26,286
Contractual Services	23,000	4,775	20.8%	495	2.2%	22,500
Materials & Supplies	400	193	48.3%	225	34.6%	650
Total for Student Services	<u>161,565</u>	<u>42,364</u>	<u>26.2%</u>	<u>55,863</u>	<u>36.8%</u>	<u>151,791</u>
Operations & Maintenance of Plant						
Contractual Services	547,500	156,758	28.6%	174,030	34.6%	502,800
Material & Supplies	150	149	99.3%	63	31.5%	200
Utilities	425	142	33.4%	236	55.8%	450
Total for Operations & Maintenance of Plant	<u>548,075</u>	<u>157,049</u>	<u>28.7%</u>	<u>174,329</u>	<u>34.6%</u>	<u>503,450</u>
Institutional Support						
Salaries	70,825	29,260	41.3%	29,231	42.4%	68,917
Employee Benefits	202,997	4,906	6.9%	4,821	2.2%	214,823
Contractual Services	34,000	23,282	68.5%	12,804	31.6%	40,500
Materials & Supplies	4,700	1,863	39.6%	-	0.0%	5,000
Conference & Meeting	5,200	-	0.0%	-	0.0%	500
Fixed Charges	275,500	248,223	90.1%	256,820	86.5%	297,000
Total Institutional Support	<u>593,222</u>	<u>307,534</u>	<u>51.8%</u>	<u>303,676</u>	<u>48.5%</u>	<u>626,740</u>
<b>TOTAL LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>	<b>\$ 1,302,862</b>	<b>\$ 506,947</b>	<b>38.9%</b>	<b>\$ 478,005</b>	<b>37.3%</b>	<b>\$ 1,281,981</b>

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**Illinois Valley Community College District No. 513**  
**Fiscal Year 2020 Budget to Actual Comparison**  
**All Funds - By Budget Officer**  
**November 30, 2019**  
**Unaudited**

<u>Department</u>	<u>Annual Budget FY2020</u>	<u>Actual FY2019</u>	<u>Act/Budget 41.7%</u>	<u>Explanation</u>
President	\$ 356,966	\$ 150,817	42.2%	
Board of Trustees	14,825	7,040	47.5%	
Community Relations	422,032	148,004	35.1%	
Continuing Education	825,541	345,211	41.8%	
Facilities	4,099,806	955,180	23.3%	
Information Technologies	2,030,378	1,012,545	49.9%	
Academic Affairs	231,727	88,388	38.1%	
Academic Affairs (AVPCE)	700,194	356,789	51.0%	
Adult Education	467,386	183,760	39.3%	
Learning Resources	1,323,809	549,277	41.5%	
Career & Tech Education Division	2,265,590	874,532	38.6%	
Natural Science & Business Division	3,198,400	1,269,549	39.7%	
Humanities & Fine Arts/Social Science Division	3,226,936	1,272,572	39.4%	
Health Professions Division	1,823,278	669,413	36.7%	
Admissions & Records	360,719	170,804	47.4%	
Counseling	543,087	234,834	43.2%	
Student Services	281,511	139,130	49.4%	
Financial Aid	4,666,455	2,227,433	47.7%	
Career Services	41,825	14,813	35.4%	
Athletics	306,602	152,539	49.8%	
TRiO (Student Success Grant)	318,892	126,566	39.7%	
Campus Security	545,575	154,554	28.3%	
Business Services/General Institution	1,052,321	452,062	43.0%	
Risk Management	595,722	310,029	52.0%	Annual insurance premiums paid in September
Tuition Waivers	577,000	292,328	50.7%	
Purchasing	120,078	48,672	40.5%	
Human Resources	134,113	47,766	35.6%	
Bookstore	1,508,000	680,019	45.1%	
Shipping & Receiving	66,393	26,799	40.4%	
Copy Center	100,344	30,043	29.9%	
<b>Total FY19 Expenditures</b>	<b>\$ 32,205,505</b>	<b>\$ 12,991,468</b>	<b>40.3%</b>	

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**Illinois Valley Community College**  
**Statement of Cash Flows**  
**for the Month ended November 30, 2019**

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 4,585,110.06	\$ 988,595.57	\$ 1,444,603.11	\$ 186,795.56	\$ 2,621.48	\$ (318,868.52)	\$ 464,728.48	\$ 31,383.99	\$ 70,437.17	\$ 46,229.06	\$ 7,501,635.96
Total Receipts	475,987.26	43,416.96	16,856.92	52.65	67,957.37	-	15,869.64	420.33	11,334.41	3,000.00	\$ 634,895.54
Total Cash	5,061,097.32	1,032,012.53	1,461,460.03	186,848.21	70,578.85	(318,868.52)	480,598.12	31,804.32	81,771.58	49,229.06	8,136,531.50
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	730,672.14	135,050.05	(66,190.00)	-	244,290.53	32,562.96	-	-	-	-	1,076,385.68
Expenditures	(1,518,354.29)	(163,903.74)	(7,887.25)	-	(90,009.46)	(90,880.99)	-	(12,900.00)	(56,440.93)	-	(1,940,376.66)
ACCOUNT BALANCE	4,273,415.17	1,003,158.84	1,387,382.78	186,848.21	224,859.92	(377,186.55)	480,598.12	18,904.32	25,330.65	49,229.06	7,272,540.52
Deposits in Transit	(17,480.56)										(17,480.56)
Outstanding Checks	272,596.78										272,596.78
BANK BALANCE	4,528,531.39	1,003,158.84	1,387,382.78	186,848.21	224,859.92	(377,186.55)	480,598.12	18,904.32	25,330.65	49,229.06	7,527,656.74
Certificates of Deposit	-	-	2,704,020.34	500,000.00	248,000.00	-	3,367,000.00	-	100,000.00	-	6,919,020.34
Illinois Funds	7,176,411.95	2,465,002.93	800,813.14	142,792.29	-	76,267.09	948,507.88	-	-	209,033.48	11,818,828.76
Bldg Reserve-ILLFund			457,280.79								457,280.79
Total Investment	\$ 7,176,411.95	\$ 2,465,002.93	\$ 3,962,114.27	\$ 642,792.29	\$ 248,000.00	\$ 76,267.09	\$ 4,315,507.88	\$ -	\$ 100,000.00	\$ 209,033.48	\$ 19,195,129.89

LaSalle State Bank \$ 179,416.29  
Midland States Bank 7,348,240.45  
\$ 7,527,656.74

Respectfully submitted,



Kathy Ross  
Controller

ILLINOIS VALLEY COMMUNITY COLLEGE  
INVESTMENT STATUS REPORT  
November 30, 2019

<u>DUE</u>	<u>Education</u>	<u>Oper &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
4/13/2020			500,000	500,000				1,000,000	CTB	2.39%	2.40%	106342
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
7/17/2020			204,020					204,020	HNB	2.48%	2.50%	600092-1002
10/26/2020			1,000,000					1,000,000	MB	2.25%	2.26%	17050
11/7/2020						150,000		150,000	MB	2.25%	2.26%	15192
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
11/23/2022			1,000,000					1,000,000	MB	2.65%	2.67%	17012
11/23/2022							100,000	100,000	MB	2.65%	2.67%	17013
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
<b>Total CD</b>	-	-	2,704,020	500,000	248,000	3,367,000	100,000	6,919,020				

CB Commerce Bank  
CTB Central Bank  
HNB Hometown National Bank

LSB LaSalle State Bank  
MB Marsilles Bank

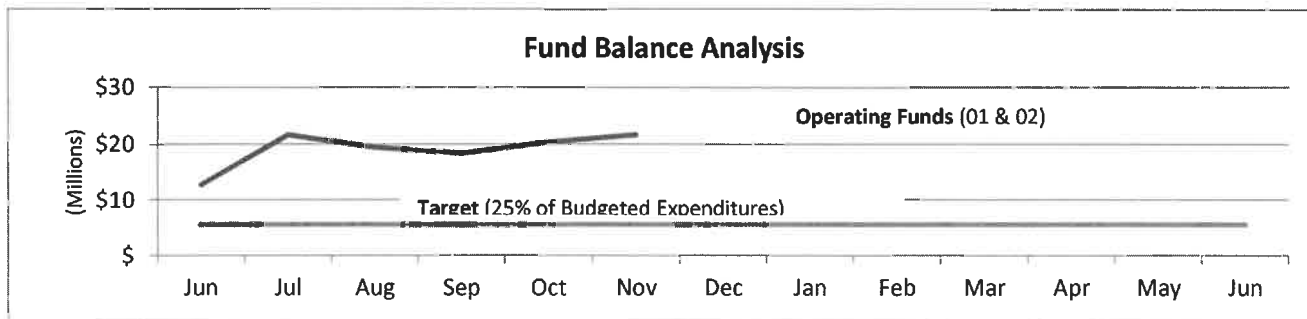
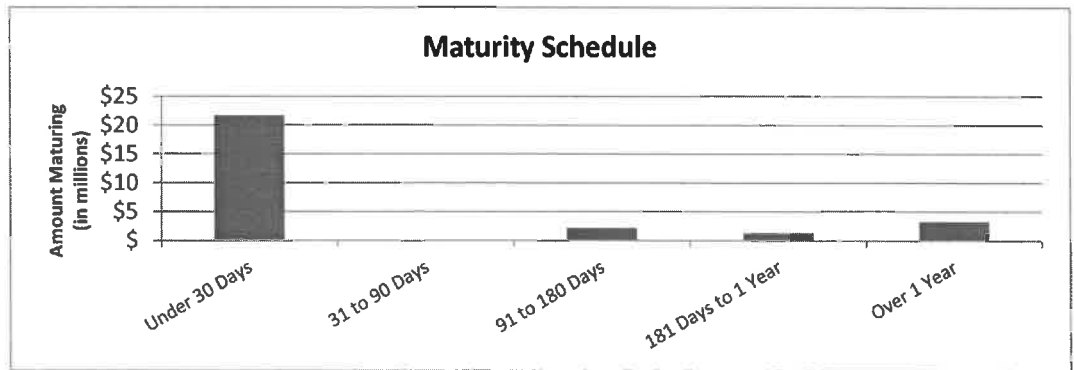
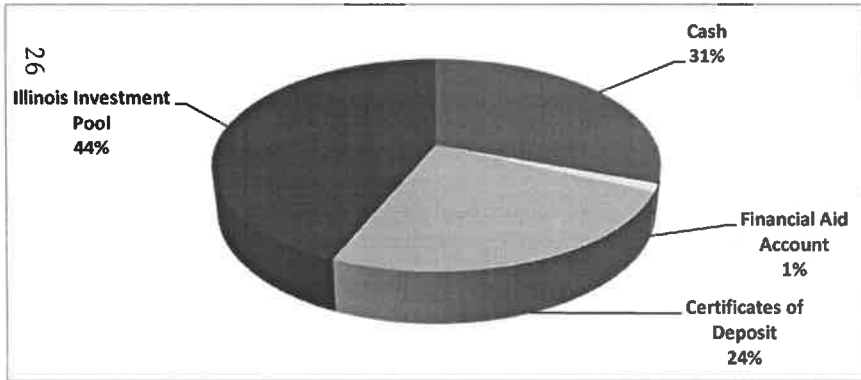
MBS Multi-Bank Securities, Inc.  
MSB Midland States Bank

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**Illinois Valley Community College District No. 513  
Investment Status Report  
All Funds  
November 30, 2019**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	30.7%	\$ 8,636,698	0.35%
Financial Aid Account	1.1%	299,038	0.35%
Certificates of Deposit	24.6%	6,919,020	2.61%
Illinois Investment Pool	43.6%	12,276,110	1.78%
<b>Total</b>		<b>\$ 28,130,866</b>	<b>1.53%</b>

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 11,818,829	-	-	\$ 11,818,829	42%
IL Funds -Building	457,281	-	0	457,281	2%
Midland Sates Bank	-	-	7,595,994	7,595,994	27%
Midland States-F/A	-	-	299,038	299,038	1%
Midland States-Bldg	-	-	460,210	460,210	2%
LaSalle State Bank	-	-	183,041	183,041	1%
Central Bank	-	1,000,000	-	1,000,000	4%
Commerce Bank	-	1,000,000	-	1,000,000	4%
Hometown Bank	-	204,020	-	204,020	1%
Multi Bank Securities	-	2,465,000	-	2,465,000	9%
Heartland Bank-Bldg	-	-	225,000	225,000	1%
Heartland Bank	-	-	172,453	172,453	1%
Marseilles Bank	-	2,250,000	-	2,250,000	8%
	<b>\$ 12,276,110</b>	<b>\$ 6,919,020</b>	<b>\$ 8,935,736</b>	<b>\$ 28,130,866</b>	<b>100%</b>



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**\$5,000 and Over Disbursements**  
**11/01/19 - 11/30/19**

Check Number	Check Date	Vendor Payee	Check Amount	Check Description
ACH	11/07/19	Prudential	5,037.83	Life Insurance (November)
752820	11/07/19	0214499 Constellation NewEnergy, Inc	38,701.88	Electricity (09/10/19-10/09/19)
752832	11/07/19	0181795 G4S Secure Solutions (USA) Inc	9,184.36	Security Services-Main & Ottawa Campus (10/07/19-10/13/19)
752835	11/07/19	0213868 Grit Digital Health, LLC	7,000.00	Software Renewal
ACH	11/08/19	American Express	59,460.18	Credit Card Purchases (October)
752904	11/14/19	0174412 Demonica Kemper Architects	7,887.25	Building "C" Chiller/Air Handler Replacement*
752909	11/14/19	0181795 G4S Secure Solutions (USA) Inc	18,830.71	Security Services-Main & Ottawa Campus (09/02/19-09/08/19 & 10/14/19-10/20/19)
752949	11/14/19	0068636 Stoller Int'l, Inc	5,000.00	Tractor Lease
ACH	11/14/19	Internal Revenue Service	61,071.21	Federal Payroll Taxes (11/14/19)
ACH	11/14/19	Illinois Department of Revenue	22,272.32	State Payroll Taxes (11/14/19)
ACH	11/14/19	VALIC Retirement Services	11,180.53	403(b) & 457(b)Payroll (11/14/19)
ACH	11/14/19	CCHC	248,805.46	Health Insurance (November)
752969	11/14/19	0082897 SURS	46,951.73	Payroll (11/14/19)
752981	11/21/19	0147539 Anaca Technologies Ltd	11,445.00	Springboard Subscription Renewal (Carl Perkins Grant)
27 753002	11/21/19	0209567 Delta Dental of Illinois	8,159.28	Dental Insurance (October)
753008	11/21/19	0181795 G4S Secure Solutions (USA) Inc	9,373.84	Security Services-Main & Ottawa Campus (10/21/19-10/27/19)
753045	11/21/19	0210438 Petty Cash	17,080.00	Rental Book Returns
753046	11/21/19	0210438 Petty Cash	15,000.00	Rental Book Returns
753052	11/21/19	0168843 Riffle, Inc	5,000.00	Business Training Class
753076	11/21/19	0201804 Wipfli LLP	12,900.00	Audit
753087	11/26/19	0214060 Advance Auto Parts	5,001.01	Auto Shop Supplies
753116	11/26/19	0079038 IVCC Student Activity	67,262.59	Student Activity Fees
753126	11/26/19	0214093 OmniUpdate, Inc	14,000.00	Annual Maintenance & Software Support
753135	11/26/19	0209536 Taylor'd Training	8,159.98	Continuing Education Class
ACH	11/26/19	Prudential	5,045.93	Life Insurance (December)
ACH	11/26/19	Internal Revenue Service	60,085.64	Federal Payroll Taxes (11/27/19)
ACH	11/26/19	Illinois Department of Revenue	21,962.58	State Payroll Taxes (11/27/19)
ACH	11/26/19	VALIC Retirement Services	11,290.53	403(b) & 457(b)Payroll (11/27/19)
753157	11/27/19	0082897 SURS	46,429.14	Payroll (11/27/19)
			<b>\$ 859,578.98</b>	

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

**Stipends For Pay Period 11/09/19**

Name	Description	Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Ault, Richard L	Drum Lessons X 2	10/14/19	10/28/19	11/09/19	OV	\$70.00	011120650051340	MUP-2025-01	Applied Music: Drum Set	
Biagi, Dorothy A	Old World Lasagna	10/22/19	10/22/19	11/09/19	ST	\$200.00	014110394151320	HLR-3904-310	Old World Lasagna	
Biagi, Dorothy A	Tortellini: Twist, Eat, Repeat	11/05/19	11/05/19	11/09/19	ST	\$180.00	014110394151320	HLR-3901-311	Tortellini: Twist, Cook, Eat	
Boyle- Bruch, Ida Lee	Food Sanitation	10/22/19	10/22/19	11/09/19	ST	\$500.00	014110394151320	CEU-1503-10	Food Service Sanitation-8 Hour	
Fitzpatrick, Sara Elizabeth	Witches & Wizards Night Out	10/29/19	10/29/19	11/09/19	ST	\$150.00	014110394151320	HLR-4305-310	Witches & Wizards Night Out	
Foemmel, Mary Beth	CNA Train the Trainer Workshop	10/25/19	10/25/19	11/09/19	ST	\$90.00	014110394151320			
Forst, Jeanne M	Mileage	08/16/19	08/21/19	11/09/19	ML	\$31.32	011120650055210			
Freed, Timothy Daniel	Oodles of Noodles	10/23/19	10/25/19	11/09/19	ST	\$250.00	014110394151320	HLR-3946-310	Oodles of Noodles	
Hodgson, Laura Ann	CNA Train the Trainer Workshop	10/25/19	10/25/19	11/09/19	ST	\$90.00	014110394151320			
Jakubek, Kathleen Ann	ALH 1215 631	10/30/19	11/20/19	11/23/19	ST	\$1,510.00	011420730051320	ALH-1215-631	Certified Nursing Assistant Refresher	
Jenrich, Chuck	PGI MFG Project AS 9100	10/23/19	10/30/19	11/09/19	ST	\$800.00	014210331051320			
Jenrich, Chuck	PGI MFG Project AS 9100	11/05/19	11/06/19	11/09/19	ST	\$800.00	014210331051320			
Kreiser, Diane Marie	FY20 Retro 09/01-10/26/19	09/01/19	10/26/19	11/09/19	MI	\$372.73	018240082051610			
Lambert, Catherine S	CNA Train the Trainer Workshop	10/25/19	10/25/19	11/09/19	ST	\$90.00	014110394151320			
O'Flanagan, Jamie Lynn	CNA Train the Trainer Workshop	10/25/19	10/25/19	11/09/19	ST	\$90.00	014110394151320			
Pytel, Kyle Edwin	Driver Improvement-LaSalle	10/26/19	10/26/19	11/09/19	ST	\$140.00	014110394251320	CDV-6000-20	LaSalle Co Driver Improvement	
Pytel, Kyle Edwin	Driver Improvement-LaSalle-GDL	11/02/19	11/02/19	11/09/19	ST	\$175.00	014110394251320	CDV-6000-11	LaSalle Co Driver Improvement	
Retoff, Dan J	T'ai Chi	09/13/19	10/25/19	11/09/19	ST	\$315.00	014110394151320	HLR-6104-609	Beginning Tai Chi Level I	
Schneider, Gregg A	Mileage	10/12/19	10/12/19	11/09/19	ML	\$40.60	014110394355212			
Schneider, Gregg A	Driver Improvement-LaSalle	10/23/19	10/23/19	11/09/19	ST	\$140.00	014110394251320	CDV-6000-320	LaSalle Co Driver Improvement	
Schomas, Jane Elizabeth	Wedding Reception Survival	9/12/2019	10/24/2019	11/9/2019	ST	\$420.00	014110394151320	HLR-5108-409	Wedding Reception Survival	
Schomas, Jane Elizabeth	Beginners 2 Swing	9/12/2019	10/24/2019	11/9/2019	ST	\$420.00	014110394151320	HLR-5123-409	Beginners 2 Swing	
Schultz, Eugene Carl	Clothing Allowance	10/28/2019	10/28/2019	11/9/2019	TF	\$132.00	027210472052900			
Story, Michelle M	Grade Computer Proficiency Exam	10/24/2019	10/24/2019	11/9/2019	ST	\$50.00	014210331051320			
Volker, Todd D	You Can Uke	10/26/2019	10/26/2019	11/9/2019	ST	\$105.00	014110394151320	HLR-5114-10	You Can Uke	
						<b>Total</b>				\$7,161.65

*Cheryl Roelfsema*

Cheryl Roelfsema  
Vice President of Business Services and Finance

*Jerry Corcoran* 11/19/19  
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 11/23/19**

Name		Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Anderson, Julie Kaye	Learn to Sew	11/14/19	11/14/19	11/23/19	ST	\$50.00	014110394151320	HLR-2402-311	Learn To Sew	
Atkinson, Benjamin Scott	Online Teaching Class	10/21/19	11/08/19	11/23/19	ST	\$150.00	012420380151900			
Balzarini, Doreen J	Internet & Email	10/15/19	11/05/19	11/23/19	ST	\$420.00	014110394151320	CEX-4607-310	Internet & Email	
Barnes, David J	Online Teaching Class	10/21/19	11/08/19	11/23/19	ST	\$150.00	012420380151900			
Biagi, Dorothy A	Tortellini: Twist, Eat, Repeat	11/05/19	11/05/19	11/23/19	ST	\$40.00	014110394151320	HLR-3901-311	Tortellini: Twist, Cook, Eat	
Cherpeske, Roxanne Gay	Equated Hours Correction	08/15/19	12/13/19	12/21/19	ST	\$671.20	011420410051320	THM-1204-01	Therapeutic Massage Tech I	
Chianakas, Joseph L	Online Teaching Class	10/21/19	11/08/19	11/23/19	ST	\$150.00	012420380151900			
Czubachowski, Gina Lynn	Online Teaching Class	10/21/19	11/08/19	11/23/19	ST	\$150.00	012420380151900			
Evancheck, Ellen M	Develop-Hospitality Course	10/21/19	11/20/19	11/23/19	ST	\$312.50	014210331051320			
Frahm, Jeannette Michelle	Online Teaching Class	10/21/19	11/08/19	11/23/19	ST	\$150.00	012420380151900			
Francisco, Marjorie Lynn	Online Teaching Class	10/21/19	11/08/19	11/23/19	ST	\$150.00	012420380151900			
Furlan, Michael John	Online Teaching Class	10/21/19	11/08/19	11/23/19	ST	\$150.00	012420380151900			
Hall, Nicole Lynn	Online Teaching Class	10/21/19	11/08/19	11/23/19	ST	\$150.00	012420380151900			
Hermes, Kevin Michael	Online Teaching Class	10/21/19	11/08/19	11/23/19	ST	\$150.00	012420380151900			
Hitchins, Robert James	Fabrication Class-3 Companies	10/10/19	11/14/19	11/23/19	ST	\$750.00	014210331051320	CEU-5204-10	Fabrication	
Landgraf, Tammy L	Mileage Reimbursement	10/02/19	10/25/19	11/23/19	ST	\$156.60	011220646155212			
Matejewski, Robin L	Equated Hours Correction	08/15/19	12/13/19	12/21/19	ST	\$579.20	011420410051320	THM-1204-01	Therapeutic Massage Tech I	
Matuszewski, Kari Leigh	Re-Purposed Jewelry	11/12/19	11/12/19	11/23/19	ST	\$90.00	014110394151320	HLR-2749-311	Repurposed Jewelry Workshop	
Mentgen, Danny Lee	Substitute-WLD Sec 02	10/16/19	10/16/19	11/23/19	ST	\$111.80	011320410051320			
Mentgen, Danny Lee	Substitute WLD Sec 21, 22, 24	11/12/19	11/13/19	11/23/19	ST	\$335.40	011320410051320			
Mills, Jennifer P	OC Wellness Fair Organizer	11/21/19	11/21/19	11/23/19	ST	\$50.00	011120650051900			
Ondrey, Louis Charles	Fabrication Class-3 Companies	10/10/19	11/14/19	11/23/19	ST	\$375.00	014210331051320	CEU-5204-10	Fabrication	
Ossola, Jyllian	Putnam County Picassos	10/20/19	11/18/19	11/23/19	ST	\$400.00	014210331051320	YOU-1120-10	Putnam County Picassos	
Ossola, Jyllian	Barn Quilt	11/09/19	11/09/19	11/23/19	ST	\$250.00	014110394151320	HLR-2315-11	Barn Quilt	
Pytel, Kyle Edwin	LC Driver Improvement	11/16/19	11/16/19	11/23/19	ST	\$175.00	014110394251320	CDV-6000-21	LaSalle Co Driver Improvement	
Quincer, Mark Stephen	Clothing Allowance	11/18/19	11/18/19	11/23/19	TF	\$89.99	027110471052900			
Reese, Robert C	Presenter for Etiquette Dinner	11/12/19	11/12/19	11/23/19	ST	\$300.00	013230067051900			
Sarver, Gregory Stephen	Mileage Reimbursement	09/14/19	11/09/19	11/23/19	ML	\$58.00	014110394355212			
Sarver, Gregory Stephen	LC Driver Improvement	11/06/19	11/06/19	11/23/19	ST	\$150.00	014110394251320	CDV-6000-311	LaSalle Co Driver Improvement	
Sarver, Gregory Stephen	BC Driver Improvement	11/09/19	11/09/19	11/23/19	ST	\$150.00	014110394351320	CDV-7000-02	Bureau Co Driver Improvement	
Scheibenreif, Katherine	Online Teaching Class	10/21/19	11/08/19	11/23/19	ST	\$150.00	012420380151900			

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**Stipends For Pay Period 11/23/19**

Name		Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Sorce, Adrianna Lyn	Winter Cardinal Painting	11/18/19	11/18/19	11/23/19	ST	\$150.00	014110394151320	HLR-1115-311	Winter Cardinal Painting	
Tonioni, Nicole Heather	Pumpkin Centerpiece Arrangement	11/15/19	11/15/19	11/23/19	ST	\$100.00	014110394151320	HLR-2601-311	Pumpkin Centerpiece	
Urban-Bollis, Jill L	Online Teaching Class	10/21/19	11/08/19	11/23/19	ST	\$150.00	012420380151900			
				Total		\$7,414.69				
 Cheryl Roelfsema Vice President of Business Services and Finance							<p align="center">*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</p>			
 Dr. Jarry Corcoran President										



**2019 Tax Levy**

As in past years, in order to maximize the Education Fund and Operations and Maintenance Funds revenues, the 2019 tax levy request is based on an estimated equalized assessed valuation (EAV) of \$3,433,880,000 a 4.99 percent increase from tax year 2018's EAV. The levy request is \$12,506,300, a 4.65 percent increase from the actual tax year 2018 tax extension. This increase will not require a public notice and public hearing.

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

<b>Fund</b>	<b>Tax Rate</b>	<b>Tax Levy</b>
Education	.1300	\$4,464,000
Operations & Maintenance	.0400	1,373,600
Additional Tax	.1180	4,052,000
Social Security & Medicare	.0058	200,000
Protection, Health & Safety	.0398	1,367,270
Tort immunity	.0295	1,011,200
Audit	<u>.0011</u>	<u>38,100</u>
<b>Totals</b>	<b><u>.3642</u></b>	<b><u>\$12,506,170</u></b>

The Education and Operations and Maintenance levies are at the maximum rates of .13 and .04, respectively. The maximum Additional Tax rate decreased from .1212 to .1205, however, the administration is recommending a levy at the lesser rate of .1180. The Additional Tax is used exclusively for educational purposes.

The estimated tax rate is .3642, a decrease of slightly less than one percent from the 2017 levy.

**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 2019 be allocated 50 percent for FY 2020 and 50 percent for FY 2021.

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

APPROVED this 12th day of December, 2019.

\_\_\_\_\_  
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 \$ 4,464,000 to be levied as a tax for educational purposes(110 ILCS 805/3-1), and
- the sum of \$ 1,373,600 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ 4,052,000 to be levied as an additional tax for educational purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 1,011,200 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 \$ 38,100 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 1,367,270 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 12th day of December, 2019

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

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

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

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

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

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(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 513 County(ies) of \_\_\_\_\_ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2019 was filed in the office of the County Clerk of this county on \_\_\_\_\_, 2019.

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 2019 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 12th day of December, 2019.

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Chair, Board of Trustees

ATTEST:

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Secretary, Board of Trustees

## NOTICE OF INTENT TO INCREASE TAX LEVY

Notice is hereby given that the Board of Trustees of Illinois Valley Community College District No. 513, LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston counties, and the State of Illinois, adopted, on December 12, 2019, its annual tax levy including an additional tax levy of \$4,052,000 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 13, 2020, signed by not less than 9,288 registered voters of the Illinois Valley Community College District No. 513 requesting that an election be held on the 17<sup>th</sup> day of March, 2020, 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 13, 2020, then the District shall be authorized to levy the additional tax. Petition forms are available at the Information Desk from December 13 through December 17, 2019; in Building H from December 18, 2019 through January 1, 2020; and at the Information Desk from January 2 through January 13, 2020.

Dated this 12<sup>th</sup> day of December, 2019.

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



CERTIFICATE OF COMPLIANCE WITH THE TRUTH IN TAXATION ACT

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

I do further certify that the Board of Trustees of said District at a regularly convened meeting held on the 12th day of December, 2019, adopted a motion to prepare and approve a tax levy, a true and correct copy of which is attached hereto and which was and has been available for public inspection at least twenty (20) days preceding the adoption of the aggregate tax levy of the district; and

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

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

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

The notice requirement of Section 18-85 is inapplicable.

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

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

PETITION

We, the undersigned, do hereby certify that we are voters of Community College District No. 513, Counties of La Salle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston and State of Illinois, and as such voters, we do hereby request that the following proposition be submitted to the voters of said Community College District: "Shall the Board of Trustees of Community College District No. 513, Counties of La Salle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston and State of Illinois, be authorized to levy an additional tax of \$4,052,000 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 17<sup>th</sup> day of March, 2020.

<i>SIGNATURE</i>	<i>ADDRESS</i>
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, 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 – Nancy A. McDonnell, Cybersecurity Instructor**

The search advisory committee has selected Nancy A. McDonnell as Cybersecurity Instructor to fill the newly created faculty position. Information on this candidate is attached.

**Recommendation:**

**The administration recommends the appointment of Nancy A. McDonnell Cybersecurity Instructor at Step B-12, an annualized salary of \$61,572 prorated January 8 through May 16, 2020 on the 2019/2020 faculty salary schedule.**

KPI 4: Support for Employees

**RECOMMENDED FOR FACULTY APPOINTMENT**  
**2019-2020**

**GENERAL INFORMATION:**

POSITION TO BE FILLED: Cybersecurity Instructor

NUMBER OF APPLICANTS: 3

NUMBER OF APPLICANTS INTERVIEWED: 2

APPLICANTS INTERVIEWED BY:

Mr. Dunlap, Ms. Elias, Mr. Lange, Ms. Story, Ms. Watson

APPLICANT RECOMMENDED:

Nancy A. McDonnell

**EDUCATIONAL PREPARATION:**

Western Governors University, Salt Lake City, UT – M.B.A., IT Management

Western Governors University, Salt Lake City, UT – B.S., Information Technology

Illinois Valley Community College, Oglesby, IL – Certificate, Computer Networking

**EXPERIENCE:**

Illinois Valley Community Hospital, Peru, IL – Chief Information Officer

Illinois Valley Community College, Oglesby, IL – Part Time Instructor, Computer Science  
and Cybersecurity

Purdue Global University, Indianapolis, IN – Online Adjunct, Information Security

Old Second Bancorp, Aurora, IL – Vice President Information Security & Technology

The Allant Group, Inc., Naperville, IL – Information Technology Security Administrator

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

1. 20+ years of industry experience, 14 years directly relevant to Cybersecurity
2. Master's Degree in Business Administration with specialization in IT
3. 18 years of part-time teaching experience at a community college, including online
4. Experience with creating cybersecurity curriculum and teaching the courses; participated in college promotional events for the new program

**RECOMMENDED SALARY: B-12, \$61,572 prorated, effective January 8, 2020**

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

**Bid Request – Amatrol Portable PLC Troubleshooting Learning System**

Bids for ten (10) Amatrol Portable PLC Troubleshooting Learning Systems were received and publicly opened on December 2, 2019. Moss Enterprises, Cedar Rapids, IA was the only bid received in the amount of \$168,300.

This purchase will be paid for by the IVCC Foundation.

**Recommendation:**

**The administration recommends Board authorization to purchase ten (10) Amatrol PLC Troubleshooting Learning Systems and the software programs to run them from Moss Enterprises in the amount of \$168,300.**

KPI 6: Resource Management

**Purchase Request – Ferrilli System Support Contract**

Ferrilli Higher Education Technology Consultants have been providing support, maintenance, and patch installation for our Ellucian Colleague ERP system for the past three years and have been a vital asset in its management. Renewal rates are as follows:

February 1, 2020 – January 31, 2021	\$22,200 (\$1,850 per month)
February 1, 2021 – January 31, 2022	\$23,400 (\$1,950 per month)
February 1, 2022 – January 31, 2023	\$24,000 (\$2,000 per month)

This is a technology consulting, maintenance, and support purchase to maintain our campus ERP system and is exempt from bidding per 110 ILCS 805/3-27.1(f).

**Recommendation:**

**The administration recommends the Board authorize the renewal of Ferrilli Higher Education Technology Consultants Maintenance and Support contract in the amount of \$69,600 to be paid monthly for a period of 36 months.**

KPI 6: Resource Management

**ICCB Deferred Maintenance Projects**

On November 18, The Illinois Community College Board (ICCB) announced that the Capital Development Board (CDB) had requested a list of deferred maintenance projects for FY2020.

Attached are the applications for four projects that the administration has prioritized for deferred maintenance funding:

<b>Project Name</b>	<b>State Funding</b>	<b>Local Funding</b>	<b>Estimated Total Cost</b>
Air/Moisture Infiltration	\$1,500,000	\$375,000	\$1,875,000
Utility Extensions	412,500	137,500	550,000
Fireplace Lounge Accessibility	37,500	12,500	50,000
Technology Commons Upgrade	1,800,000	600,000	2,400,000

This request is to submit the projects for deferred maintenance funding only, not a request to approve the project or the required 25 percent local match.

**Recommendation:**

**The administration requests permission to submit the four projects: Air/Moisture Infiltration, Utility Extensions, Fireplace Lounge Accessibility, and the Technology Commons Upgrade, for possible deferred maintenance funding from the CDB.**

KPI 6: Resource Management



### Fiscal Year 2020 Deferred Maintenance Project Application

Complete one application for each project.

District/College: Illinois Valley Community College

District #: 50113  
*5 Digit Code (e.g., 50101)*

Project Title: Air/Moisture Infiltration Project

District Project Rank #: #1  
*(example: 1 of 3)*

Estimated Local Funds: \$375,000  
*(25% minimum)*

Estimated State Funds: \$1,500,000

Estimated Total Funds: \$1,875,000

**Budget Detail**

BLDGS, ADDITIONS, AND/OR STRUCTURES: \$1,687,500

LAND: \_\_\_\_\_

EQUIPMENT: \_\_\_\_\_

UTILITIES: \_\_\_\_\_

REMODELING & REHABILITATION: \$187,500

SITE IMPROVEMENTS: \_\_\_\_\_

PLANNING: \_\_\_\_\_

Other: \_\_\_\_\_

TOTAL Funds Requested: \$1,875,000



**Project Scope and Justification**

There is a need to secure the perimeter of the six original campus buildings to prevent air, moisture, and pest penetration. In order to accomplish this, all the precast concrete exterior wall panels and expansion joints need to be resealed and to paint and seal any existing wood siding and joints.

**Does this project have the approval of your local governing board including the local share of funds?**

Yes       No      Date of Board Meeting: \_\_\_\_\_

**District Contact Name:** Cheryl Roelfsema

**District Contact Email Address:** Cheryl\_Roelfsema@ivcc.edu

**District Contact Phone Number:** (815) 224-0419

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_



### Fiscal Year 2020 Deferred Maintenance Project Application

Complete one application for each project.

**District/College:** Illinois Valley Community College

**District #:** 50113  
*5 Digit Code (e.g., 50101)*

**Project Title:** Utility Extension

**District Project Rank #:** #2  
*(example: 1 of 3)*

**Estimated Local Funds:** \$137,500  
*(25% minimum)*

**Estimated State Funds:** \$412,500

**Estimated Total Funds:** \$550,000

**Budget Detail**

**BLDGS, ADDITIONS, AND/OR STRUCTURES:** \_\_\_\_\_

**LAND:** \_\_\_\_\_

**EQUIPMENT:** \_\_\_\_\_

**UTILITIES:** \_\_\_\_\_

**REMODELING & REHABILITATION:** \_\_\_\_\_

**SITE IMPROVEMENTS:** \$500,000

**PLANNING:** \$50,000

**Other:** \_\_\_\_\_

**TOTAL Funds Requested:** \$550,000

**Project Scope and Justification**

There is a need to extend water, sanitary sewer, natural gas, and electrical service to the south end of the main campus. This area of campus is now the site of buildings used in the agricultural program and athletic fields. Extension of the utilities would provide restroom facilities for these programs. Currently portable toilet units are used to accommodate students, staff, and visitors.

**Does this project have the approval of your local governing board including the local share of funds?**

Yes       No      Date of Board Meeting: \_\_\_\_\_

**District Contact Name:** Cheryl Roelfsema

**District Contact Email Address:** Cheryl\_Roelfsema@ivcc.edu

**District Contact Phone Number:** (815) 224-0419

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_



## Fiscal Year 2020 Deferred Maintenance Project Application

Complete one application for each project.

**District/College:** Illinois Valley Community College

**District #:** 50113

*5 Digit Code (e.g., 50101)*

**Project Title:** Fireplace Lounge Accessibility

**District Project Rank #:** #3

*(example: 1 of 3)*

**Estimated Local Funds:** \$12,500

*(25% minimum)*

**Estimated State Funds:** \$37,500

**Estimated Total Funds:**

### Budget Detail

**BLDGS, ADDITIONS, AND/OR STRUCTURES:**

\_\_\_\_\_

**LAND:**

\_\_\_\_\_

**EQUIPMENT:**

\_\_\_\_\_

**UTILITIES:**

\_\_\_\_\_

**REMODELING & REHABILITATION:**

\$45,000

**SITE IMPROVEMENTS:**

\_\_\_\_\_

**PLANNING:**

\$5,000

**Other:**

\_\_\_\_\_

**TOTAL Funds Requested:**

**Project Scope and Justification**

The Fireplace Lounge which is used for classroom and meeting room space uses a lift for accessibility for wheelchairs and scooters as the room is only accessible by a short flight of stairs leading down into the room. The lift is approximately 20 years old and has never been reliable. It is proposed to replace the lift with a ramp running the width of the room in order to obtain the desired incline. In order to build this ramp a non-functional fireplace would also have to be removed.

**Does this project have the approval of your local governing board including the local share of funds?**

Yes       No      Date of Board Meeting: \_\_\_\_\_

**District Contact Name:** Cheryl Roelfsema

**District Contact Email Address:** Cheryl\_Roelfsema@ivcc.edu

**District Contact Phone Number:** (185) 224-0419

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_



## Fiscal Year 2020 Deferred Maintenance Project Application

Complete one application for each project.

**District/College:** Illinois Valley Community College

**District #:** 50113  
*5 Digit Code (e.g., 50101)*

**Project Title:** Technology Commons Upgrade

**District Project Rank #:** #4  
*(example: 1 of 3)*

**Estimated Local Funds:** \$600,000  
*(25% minimum)*

**Estimated State Funds:** \$1,800,000

**Estimated Total Funds:** \$2,400,000

### Budget Detail

**BLDGS, ADDITIONS, AND/OR STRUCTURES:** \_\_\_\_\_

**LAND:** \_\_\_\_\_

**EQUIPMENT:** \_\_\_\_\_

**UTILITIES:** \_\_\_\_\_

**REMODELING & REHABILITATION:** \$2,200,000

**SITE IMPROVEMENTS:** \_\_\_\_\_

**PLANNING:** \$200,000

**Other:** \_\_\_\_\_

**TOTAL Funds Requested:** \$2,400,000

**Project Scope and Justification**

The existing space in Building D requires removal of a raised access floor system in order to eliminate ramps leading to the space and to ensure code compliance at the adjacent stairs. In order to improve overall accessibility, the elevator and associated shaft need to be replaced. The existing elevator serving the space is original and does not easily accommodate wheelchairs and scooters.

The two ends of the existing space also need to be enclosed with glass walls/doors to acoustically isolate the space from ongoing traffic patterns, yet provide visually inviting entries. New carpeting, a combination of acoustical and "hard" ceiling systems and strategically located sound absorbing panels are needed to control the sound within this active learning environment. Dimmable LED lighting will be added along with electrical infrastructure to support technology.

**Does this project have the approval of your local governing board including the local share of funds?**

Yes       No      Date of Board Meeting: \_\_\_\_\_

**District Contact Name:** Cheryl Roelfsema

**District Contact Email Address:** Cheryl\_Roelfsema@ivcc.edu

**District Contact Phone Number:** (815) 224-0419

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**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 2020 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 9, 2020**

**Thursday, February 13, 2020**

**Thursday, March 12, 2020**

**Thursday, April 9, 2020**

**Thursday, May 14, 2020**

**Thursday, June 11, 2020**

**Thursday, July 9, 2020**

**Thursday, August 13, 2020**

**Thursday, September 10, 2020**

**Thursday, October 8, 2020**

**Thursday, November 12, 2020**

**Thursday, December 10, 2020**

KPI 5: District Population Served



**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 and Dr. Boyles incurred expenses of \$75.40 each in order to attend the ICCTA Seminar and Meeting in November 2019.

**Recommendation:**

**The administration recommends approval for reimbursement of expenses in the amount of \$75.40 incurred by Dr. Boyles and \$75.40 incurred by Ms. Goetz for attending the ICCTA Seminar and Meeting November 2019.**

KPI 6: Resource Management

Illinois Valley Community College Board Policy

Subject: **Purchasing**  
 Number: **4.11**

Effective Date: 04/19/11  
 Last Reviewed: 04/19/11  
 Last Revised: 04/19/11

It is the policy of the Board of Trustees of Illinois Valley Community College that bid purchases will be made in accordance with State of Illinois statutes.

Where bids are not regularly required, the College will seek competitive quotes for items to be purchased, to insure the lowest and most responsible expenditure for the district. Purchasing procedures are outlined in the Administrative Procedure that follows.

The Board of Trustees reserves the right to reject all bids if such action is deemed to be in the best interest of the College.

All purchases will be made with due regard for available funds and the Adopted Budget. The Board will be advised of all change orders.

All bidders must submit certification with their bid that they have a written sexual harassment policy that includes, at a minimum, the information required under the Illinois Human Rights Act, 775 ILCS 5/2-105 (A) (4).

All bidders must certify that they have not been barred from bidding as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Illinois Valley Community College Administrative Procedure

Subject: **Purchasing**  
 Number: **4.11**

Effective Date: 04/19/11  
 Last Reviewed: 02/25/16  
 Last Revised: 02/25/16

Price – Quoting Requirements

0 - \$999.99	One (1) or two (2) price inquiries
\$1,000 - \$2,499.99	Two (2) or three (3) Written or phone quotations noting quotes received in the requisition.
\$2,500 - <del>\$9,999.99</del> \$24,999.99	Two (2) or three (3) written quotes. Copy of quotes received shall be forwarded to the Director of Purchasing for review.
<del>Over—\$10,000</del> \$25,000 or more	Authorization from the IVCC Board of Trustees

Approvals Needed on Requisitions

Dollar Range	Approvals Needed	1st Approver	2nd Approver	3rd Approver	4th Approver	5th Approver
Up to \$1,999.99	2	Dir. of Purchasing	Dean or Director			
\$2,000-\$2,999.99	3	Dir. of Purchasing	Dean or Director	Vice President or Immediate Supervisor		
\$3,000 & Over	4	Dir. of Purchasing	Dean or Director	Vice President for Business Services & Finance	President	

- **Capital Equipment:(GL Code 58...)** requires the above noted approvers plus Grant Director (if applicable) and Vice President for Business Services and Finance.
- **Software/Hardware:** requires the above noted approvers plus the Director of Information Technology Services.
- **Tort Expense (Fund 12):** requires noted approvers plus Vice President for Business Services and Finance.
- **Public, Health & Safety Projects (PHS) (Fund 3):** expenses require above noted approvers plus Vice President for Business Services and Finance.

Petty Cash Reimbursements

Reimbursement for College expenses less than or equal to \$50 may be paid through the Petty Cash Fund managed by the Accounting Department. All requests for reimbursement through petty cash must have itemized, detailed receipts, the appropriate account number(s) and the signature of the immediate supervisor. Receipts must be submitted to Accounting within 30 days from date of purchase to guarantee reimbursement.

Request for Reimbursement

Reimbursements of expenses up to \$300 shall be processed by completing a "Request for Reimbursement" form. Requests for reimbursement must have the prior approval of the direct supervisor. Itemized receipts must be attached to the form. Forward the completed form to the Accounting Department. The Request for Reimbursement form is not to be used for travel and meeting expenses. Travel expenses must be made on the "Application for Travel" form.

Catering Requests

A purchase order number must be noted on the catering request form.

### Tax Exempt

IVCC is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax.

IVCC is not exempt from Illinois Hotel Operators' Occupation Tax.

### Standardization

A product, or service related to a product, may be restricted to a specified manufacturer, or vendor, when required for educational purposes, standardization, or otherwise in the best interest of the College.

### Sole Source

No rule is without exception. There will exist a need at times to sole source, but it should be very limited. An example is the purchase of items to add to an existing piece of equipment. Sole source is not allowed on the basis of only one manufacturer being capable of making a product. Purchasing requires a signed confirmation in letter form from the vendor that they are indeed the sole provider.

### Emergency Purchases

In the case of an emergency, wherein safety and/or personal health is determined to be in danger, or property damage is imminent, or for services needed that while not a direct threat to safety or property damage, will affect the primary function of the College, the President, or a designee, shall authorize the purchase of remedial goods and services without regard to the bid/quote procedure. A written report of all facts and rationale of such emergency action shall be submitted to the Board of Trustees immediately following such action. This authority is: approval by 3/4 of the Board of Trustees for purchases ~~in excess of \$10,000~~ ***in the amount of \$25,000 or more.***

### Higher Education Buying Consortia

IVCC is an active member of multiple purchasing consortia. These consortia offer the College volume pricing discounts on many products and services the College uses in its operations. The Director of Purchasing is hereby authorized and directed to execute on behalf of IVCC all necessary forms, applications, requisitions and other documents relating to the purchasing consortia.

Request to purchase items/supplies through a buying consortium ~~exceeding \$10,000~~ ***in the amount of \$25,000 or more*** must have Board approval prior to processing a purchase order. This includes any blanket purchase orders with the exception of items for resale.

### Formal Bids

The Business Office must receive authorization from the Board of Trustees to seek bids for any item(s), service(s), or project ~~exceeding \$10,000~~ ***in the amount of \$25,000 or more***, if not a normal operating expenditure. For a normal operating expenditure, the College is not required to ask for Board approval to seek bids. The bidding process is followed and the results are presented to the Board with a recommendation.

### Bid Announcement

Legal notices of advertisements for bid purchases in the amount of ~~\$10,000~~ *\$25,000* or more shall be made in at least one local newspaper appearing 10 days before the bid due date.

### Award of Bid

Award of bid shall be made on the basis of the lowest and most responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability. Equal quality shall be determined by the College when, and if, necessary. Award of purchases in the amount of ~~\$10,000~~ *\$25,000* or more shall be made by the Board of Trustees through written records of all bids. This report shall become a part of the Board of Trustees official minutes. The Board of Trustees shall reserve the right to reject any or all bids.

### Tied Bids

Tied bids, between two or more low, responsible vendors, shall be awarded to the local vendor; tied bids between vendors (not local) shall be awarded by lottery between all vendors included in the tie. All tied bids, by lottery, shall be awarded by the Board of Trustees. A local vendor is defined as a company maintaining a corporate or branch office within District #513.

### Bid Security

Bidder will be required to provide Bid Security in the amount of not less than ten percent (10%) of the bid amount.

### Prevailing Wage

Contractor shall not pay less than the prevailing rates of wages. In order to be in compliance with the Prevailing Wage Act, the Board will pass an annual resolution to require prevailing wages, as provided by the Illinois Department of Labor, be paid for any public works project at the College.

### Printing Overrun

In the case of a justifiable printing overrun, the President or designee may approve the adjusted cost that resulted from a justifiable printing overrun. This adjusted cost shall result from not more than a ten (10) percent increase in quantity. The authority is the Board of Trustees for adjustments to awards ~~in excess of \$10,000~~ *in the amount of \$25,000 or more* and a report shall be made to the Board of Trustees in writing following any adjustments.

### Change Orders

Additional expenditures up to ten (10) percent on contracts ~~in excess of \$10,000~~ *in the amount of \$25,000 or more* shall be approved by the Board of Trustees through written records and shall become part of the Board of Trustees official minutes.

### Contracts

To award all contracts for purchase of supplies, materials, or work involving an expenditure ~~in excess of \$10,000~~ *in the amount of \$25,000 or more* to the lowest and most responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability; after due advertisement, except the following:

- a. contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
- b. contracts for the printing of finance committee reports and departmental reports;
- c. contracts for the printing or engraving of bonds, tax warrant and other evidences of indebtedness;
- d. contracts for materials and work which have been awarded to the lowest and most responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for material and work, must be revised causing expenditures not in excess of 10 percent of the contract price;
- e. contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
- f. purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services;
- g. contracts for duplicating machines and supplies;
- h. contracts for the purchase of natural gas when the cost is less than that offered by a public utility.
- i. purchases of equipment previously owned by some entity other than the district itself;
- j. contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure ~~not to exceed \$20,000~~ *in the amount of \$25,000 or more* and not involving a change or increase in the size, type, or extent of an existing facility;
- k. contracts for goods or services procured from another governmental agency;

- l. contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph;
- m. where funds are expended in an emergency and such emergency expenditure is approved by 3/4 of the members of the board.

All competitive bids for contracts involving expenditures ~~in excess of \$10,000~~ *in the amount of \$25,000 or more* must be sealed \* by the bidder and must be opened by a member or employee of the Board at a public bid opening at which the contents of the bids must be announced. Each bidder must receive at least three (3) days notice of the time and place of such bid opening. For purposes of this Section due advertisement includes, but not limited to, at least one public notice at least 10 days before the bid date in a newspaper published in the district, or if no newspaper is published in the district, in a newspaper of general circulation in the area of the district.

\*In 2009, the Illinois Governor signed House Bill 862 that addresses electronic bids.

HB862 Amends the Public Community College Act.

Provides that electronic bid submissions shall be considered a sealed document for competitive bid requests if they are received at the designated office by the time and date set for receipt for bids. Requires electronic bid submissions to be authorized by specific language in the bid documents in order to be considered and to be opened in accordance with electronic security measures in effect at the community college at the time of opening. Provides that unless the electronic submission procedures provide for a secure receipt, the vendor assumes the risk of premature disclosure due to submission in an unsealed form.

House Floor Amendment No. 1

Provides that bids for construction purposes are prohibited from being submitted electronically.

**RECOMMENDED FOR STAFF APPOINTMENT**  
**2019-2020**

**GENERAL INFORMATION:**

POSITION TO BE FILLED: Instructional Technology Systems Specialist

NUMBER OF APPLICANTS: 7

NUMBER OF APPLICANTS INTERVIEWED: 4

APPLICANTS INTERVIEWED BY:

Ms. Crawley, Dr. Hess, Ms. Leipart Guttilla, Ms. Lockwood, Mr. Rambo,  
Mr. Schenck, Ms. Weber

APPLICANT RECOMMENDED:

Ellen Evancheck

**EDUCATIONAL PREPARATION:**

University of Denver, Denver, CO – M.P.S., Organizational Development, Learning, Training  
University of Colorado, Boulder, CO – B.A., History

**EXPERIENCE:**

Illinois Valley Community College, Oglesby, IL – ABE/HSE Part-Time Instructor  
University of Denver, University College, Denver, CO – Instructional Design Consultant,  
Instructional Support Specialist, Adjunct Faculty

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

1. 20+ years of experience in implementing software systems and in related higher education positions
2. 3 years of teaching experience in higher education
3. Professionalism during the interview; empathy for faculty, students, and staff using instructional technology
4. A self-starter, well-suited to build this new position, has built legacy systems and processes leaving sound practice behind after working for other institutions
5. References indicated a very good communicator and project manager with creative solutions

**RECOMMENDED SALARY:** \$21.29 per hour, effective December 2, 2019

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



**RECOMMENDED FOR STAFF APPOINTMENT**  
**2019-2020**

**GENERAL INFORMATION:**

POSITION TO BE FILLED: Administrative Assistant II, Workforce Development

NUMBER OF APPLICANTS: 25

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Mr. Koudelka, Mr. Lange, Ms. Merkel, Ms. Seghi, Ms. Story

APPLICANT RECOMMENDED:

Kimberly Herout

EDUCATIONAL PREPARATION:

Illinois Valley Community College, Oglesby, IL – A.A.S., Accounting/Business Administration;  
A.A.S., Marketing; A.A.; A.S.

EXPERIENCE:

Illinois Valley Community College, Oglesby, IL – Administrative Assistant, Financial Aid;  
Administrative Assistant and INAM Grant Data Steward; Administrative Assistant, Career  
and Technical Programs; Secretary, Continuing Education; Peer Tutor and Math Lab  
Assistant; Student Worker, Mini Courses  
Regional Office of Education, Ottawa and Washburn, IL – Internship, Business Administration  
and Accounting

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

1. A skilled administrative assistant with 18 years of experience at IVCC in multiple areas including Workforce Development, has extensive working knowledge of college support systems
2. Highest assessment test scores demonstrate strong technical experience and knowledge of Microsoft Office Suite
3. Possesses multiple related Associate's degrees with track record of continuing education
4. Extensive knowledge using Colleague for data analysis
5. Great communicator and problem solver; understands how to de-escalate situations

RECOMMENDED SALARY: \$16.57 per hour, effective December 2, 2019

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

**RECOMMENDED FOR STAFF APPOINTMENT**  
**2019-2020**

**GENERAL INFORMATION:**

POSITION TO BE FILLED: Copy Center Assistant

NUMBER OF APPLICANTS: 11

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Ms. Carboni, Ms. Catalina, Ms. Morgensen Ms. Ragazincky, Mr. Wallin

APPLICANT RECOMMENDED:

Manessa Trench

**EDUCATIONAL PREPARATION:**

Illinois Valley Community College, Oglesby, IL – A.G.S., Clerical Certificate, Basic  
Early Childhood Education Certificate

**EXPERIENCE:**

Illinois Valley Community Hospital/Hygienic, Peru, IL – Medical Receptionist  
Illinois Valley Community Hospital/Hospice, Peru, IL – Secretary  
IVCH/Oglesby Medical Clinic, Oglesby, IL – Medical Receptionist  
IVCH, Peru, IL – Transportation/Information Desk Receptionist  
IVCH/Center for Physical Therapy and Aquatics, Peru, IL – Secretary  
Office Max, Peru, IL – Furniture Specialist/Customer Service

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

1. 12 years of office experience with copiers, computers and excellent records retention
2. Familiar with campus from attending IVCC and being a student worker
3. Detail oriented, hard worker, does not miss work often
4. Team player, willing to help out where needed which was confirmed by a reference
5. Successfully completed all assessment testing

**RECOMMENDED SALARY:** \$11.30 per hour, effective January 2, 2020

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

**From:** Polly Ragazincky  
**Sent:** Monday, December 02, 2019 11:16 AM  
**To:** Susan Wasmer  
**Cc:** suewasmer@comcast.net; Leslie Hofer; Paula Hallock; Julie Hogue  
**Subject:** RE: Retirement - Sue Wasmer (Phlebotomy)

Hi Sue,

We knew this day was coming, but it is never easy seeing a beloved faculty member leave us. We will pass your email on to HR to let them know of your plans.

Thank you, and we wish you well on your retirement!

Polly Ragazincky  
Administrative Assistant, Health Professions  
Illinois Valley Community College  
815 N. Orlando Smith Road  
Oglesby, IL 61348  
Phone: 815-224-0485  
Fax: 815-224-0486

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

**From:** Susan Wasmer  
**Sent:** Tuesday, November 26, 2019 11:29 AM  
**To:** Julie Hogue; Polly Ragazincky  
**Cc:** suewasmer@comcast.net  
**Subject:** Retirement

Julie and Polly,

As discussed, I intend to retire from IVCC effective at the end of the current semester. I have enjoyed working with you. I will return my parking pass, key and ID on December 9th, which is our last class meeting.

Please pass this along to Human Resources and let me know if there is anything else I need to do.

Thanks,

Sue Wasmer

**From:** Leslie Hofer  
**Sent:** Wednesday, December 04, 2019 10:14 AM  
**To:** Judy Day  
**Subject:** Valorie Smith Resignation

Below is a resignation that was received by the HR today, Dec. 4, 2019.

Dear Leslie,

My apologies for not having replied with an update. Larry was admitted to the Peoria hospital on Thanksgiving. We are home again now.

I am forever grateful for the kindness and concern you have shown to me while my husband has been ill, and it is with a heavy heart that our present circumstances dictate that in the best interest of my family I resign from my position in the disability services office.

It is not fair to Tina and the staff that I have no clear answer as to when I could return to my position, if ever.

I have thoroughly enjoyed my time at IVCC and have been blessed by the new friends I have made.

In the event I am able to once again seek employment, I will surely let you know.

Most sincerely,

Valorie Smith  
8152573036

# 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.