



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, October 8, 2020
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, October 8, 2020 – 6:30 p.m. – Board Room (C307)

The meeting can be accessed by the public at <https://zoom.us/j/6794788792>. Once logged in, use the meeting ID number 679 478 8792. For dial-in, call 1 (312) 626-6799.

A G E N D A

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Recognition – Nasrina Bellel – Paul Simon Student Essay Contest Recipient
6. Public Comment
7. Campus Update – IVCC Institutional Learning Outcomes (Dr. Deborah Anderson)
8. 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.
 - 8.1 Approval of Minutes – September 10, 2020 Board Meeting (Pages 1-6)
 - 8.2 Approval of Bills - \$2,265,069.88
 - 8.2.1 Education Fund - \$1,602,152.41
 - 8.2.2 Operations & Maintenance Fund - \$83,948.06
 - 8.2.3 Operations & Maintenance (Restricted Fund) - \$322,868.05
 - 8.2.4 Auxiliary Fund - \$139,476.64
 - 8.2.5 Restricted Fund - \$21,297.84
 - 8.2.6 Liability, Protection & Settlement Fund - \$93,746.45
 - 8.2.7 Grants, Loans and Scholarships - \$1,580.43
 - 8.3 Treasurer’s Report (Pages 7-23)
 - 8.3.1 Financial Highlights (Page 8)
 - 8.3.2 Balance Sheet (Pages 9-10)
 - 8.3.3 Summary of FY20 Budget by Funds (Pages 11-17)
 - 8.3.4 Budget to Actual by Budget Officers (Page 18)
 - 8.3.5 Statement of Cash Flows (Page 19)
 - 8.3.6 Investment Status Report (Pages 20-21)
 - 8.3.7 Disbursements - \$5,000 or more (Pages 22-23)
 - 8.4 Personnel – Stipends for Pay Periods Ending August 29, 2020 & September 12, 2020 and Part-time Faculty & Staff Appointments September 2020 (Pages 24-29)

9. President's Report
10. Resolution Authorizing Preparation of 2020 Tax Levy (Pages 30-31)
11. Protection, Health and Safety Projects for Tax Year 2020 (Pages 32-47)
 - 11.1 Key Card System Upgrades (Pages 33-39)
 - 11.2 Fireplace Lounge Accessibility Upgrades (Pages 40-47)
12. Farm Lease Renewal 2021 (Page 48)
13. TriO Match Funds (Pages 49-50)
14. High Deductible Health Plan/Health Savings Accounts (Page 51)
15. 457(b) Deferred Compensation Plan Revision (Page 52)
16. Approval of Certificate – Advanced Dental Office Management (Pages 53-54)
17. Faculty Retirement – Deborah J. Pumo, Nursing Instructor (Pages 55-56)
18. College Calendars 2021-2022 and 2022-2023 (Pages 57-65)
19. Items for Information (Pages 66-73)
 - 19.1 Nasrina Bellel – Paul Simon Student Essay Submission (Pages 66-67)
 - 19.2 Welding Instructor Request (Page 68)
 - 19.3 Administrative Procedure: Lodging Rate Changes (Pages 69-73)
20. Trustee Comment
21. Closed Session – 1) pending or imminent litigation; 2) complaint lodged against an official or employee of the public body; 3) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; and 4) closed session minutes
22. Data Breach Notification and Monitoring Services
23. Approval of Closed Session Minutes
24. Other
25. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
September 10, 2020

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, September 10, 2020 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

Members Virtually Present: Amy L. Boyles
David O. Mallery
Jay K. McCracken
Maureen O. Rebholz
Manuel “Tony” Galindo, Student Trustee

Members Telephonically Present:

Members Absent:

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Chris Dunlap, Director of Information Technology Services
Walt Zukowski, Attorney

Others Virtually Present: Deborah Anderson, Vice President for Academic Affairs
Mark Grzybowski, Vice President for Student Services
Bonnie Campbell, Associate Vice President for Academic Services
Kathy Ross, Controller

Ms. Goetz informed of the following: 1) The provisions related to the Open Meetings Act allowing for Board meetings to be virtual continue due to Governor Pritzker’s most recent disaster proclamation and 2) it is the custom and practice of the college to record Board meetings and the meeting was being recorded both audio and video.

PUBLIC HEARING

This being the time and place published for a Public Hearing regarding the FY2021 budget, Board Chair, Jane Goetz, called for questions and/or comments from the audience. Since there were no questions and/or comments, Ms. Goetz called for a motion to close the Public Hearing. It was moved by Mr. Solon and seconded by Ms. Stevenson to close the Public Hearing. Motion passed by voice vote.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Tracy Lee, IFT Local 1810 President, addressed the Board and read aloud a letter representing the union's views that were critical of the "lack of transparent and sincere communication on campus, something the union feels is directly related to a lack of shared governance." Ms. Lee requested that the Board of Trustees call a special board meeting with faculty invited into closed session to provide input without administration present and that they reconsider the governing structure of the college.

CONSENT AGENDA ITEMS

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

The following items were approved in the consent agenda:

Approval of Minutes – August 13, 2020 Board Meeting and August 26, 2020 Facilities Committee Meeting.

Approval of Bills - \$1,321,775.44

Education Fund - \$836,039.93; Operations & Maintenance Fund - \$144,856.63; Operations & Maintenance (Restricted Fund) - \$22,500.00; Auxiliary Fund - \$194,566.91; Restricted Fund - \$26,261.26; Liability, Protection & Settlement Fund - \$93,465.71; and Grants, Loans & Scholarships - \$4,085.00.

Treasurer's Report

Personnel

Approved stipends for pay periods ending August 1, 2020 and August 15, 2020 & Part-time Faculty and Staff Appointments of August 2020.

PRESIDENT'S REPORT

Dr. Corcoran reported that Fran Brolley and he received some good news regarding one of our students recently: Nasrina Bellel submitted her essay to the college for consideration as part of the local Paul Simon essay contest regarding how IVCC changed her life and it was not only selected No. 1 for our purposes and for which many of you will recall she read it to us at the 2020 virtual commencement, but it also won the award for being No. 1 in the state. Therefore, plan on joining us if you can for the October 8th board meeting as a representative of the ICCTA will be here to present the award and a \$500 scholarship check to Nasrina Bellel. Dr. Corcoran noted that Nasrina's moving essay will be included in the items for information section of the October Board meeting agenda. Dr. Corcoran was delighted to extend congratulations to Nasrina! This is the first time in IVCC's history that our student has won the award. Dr. Corcoran informed that more good news came our way when Project Success director Chris Herman was officially notified by the

Department of Education that the program he oversees, with tremendous help from Dr. Cynthia Cardosi, Diane Scoma and Terumi Scully, has been awarded funding for another five years in order to serve 165 students each year. Funding for TriO programs is competitive, yet, our program's profile summary was judged very positively because of our track record in four key areas: student persistence, good academic standing, two-year graduation rate and two-year transfer rate. Dr. Corcoran advised that program guidelines require an annual match by the host institution of \$10,000, so Chris, Mark Grzybowski and Cheryl Roelfsema will have that matter on the October board agenda as an action item for your consideration. Dr. Corcoran offered congratulations to Chris and his team on a job well done. Dr. Corcoran reported that the grand opening of our new Agriculture Center is still scheduled for Thursday, September 24 at 8 a.m., however, given the challenges that go with hosting such an event and keeping the number of attendees less than 50, we have made the decision to hold a virtual program instead. Fortunately, we still have the very talented Mathew Klein on our team to produce it the same way he superbly handled our virtual commencement last spring; everyone can rest assured that just like our agriculture program, the end-result will be high quality. Dr. Corcoran advised to stay tuned for more to follow on that topic. Dr. Corcoran thanked Oglesby Mayor Rivara and his team for taking the time to reach out to the college about the possibility of partnering with IVCC on a solar-energy-generating facility which could also be used for instructional purposes for students who might be interested in knowing more about renewable energy as a career path; the college might also benefit from the energy produced. As noted in the minutes from last week's meeting of the Facilities Committee, the City would like to provide electric service to any expansion that could take place to the south campus and maybe down the road having this be a segue to the city being the electric service provider to the main campus. The bottom line in this would involve IVCC properties annexing into the city in order to be served by the city. The Mayor, Commissioner Jason Curran and two representatives from the Illinois Municipal Electric Agency would first need to seek outside funding to help make such an idea a reality. Dr. Corcoran noted that as he had explained all along since first being approached by the Mayor and his colleagues, it is very important that all of this first be presented to and fully considered by the Board's Facilities Committee before going any further, and he was pleased that the initial feedback from the Committee was positive. Dr. Corcoran advised that he would leave it to the discretion of Committee Chair David Mallery to possibly talk more about this. He noted that we look forward to future discussions as more information becomes available from the City of Oglesby and IMEA. In closing, Dr. Corcoran noted that Fran and his Community Relations staff put out a nice story this week about the new partnership with Grainco FS and Ag View FS whereby every year two IVCC agriculture students will be selected for "earn and learn" arrangements that result in full rides while enrolled in agriculture and full-time employment after earning their degrees. Dr. Corcoran informed that although the quality of the program, thanks to Willard Mott, Kathryn Seebruck and Ron Groleau, is what is recognized by everyone, what you may not know is the man behind the scenes who brought Grainco, Ag View and our new agreement with Mid-American Growers to the table is Reed Wilson, so please thank Reed when you see him for his hard work.

FY2021 BUDGET – RESOLUTION TO ADOPT THE BUDGET

It was moved by Mr. McCracken and seconded by Dr. Rebholz to Adopt the Resolution approving the FY2021 Budget, as presented.

Student Advisory Vote: – “Aye” – Mr. Galindo. Roll Call Vote: “Ayes” – Dr. Boyles, Mr. Solon, Ms. Stevenson, Mr. Mallery, Mr. McCracken, Dr. Rebholz, and Ms. Goetz. “Nay” – none. Motion carried.

PURCHASE REQUEST – REPLACEMENT PALO ALTO FIREWALLS

It was moved by Mr. Solon and seconded by Ms. Stevenson to authorize the purchase of two replacement Palo Alto Firewalls and required software at a cost of \$44,154 from VDA Labs, as presented.

Student Advisory Vote: – “Aye” – Mr. Galindo. Roll Call Vote: “Ayes” – Dr. Boyles, Mr. Solon, Ms. Stevenson, Mr. Mallery, Mr. McCracken, Dr. Rebholz, and Ms. Goetz. “Nay” – none. Motion carried

PURCHASE REQUEST – ELLUCIAN COLLEAGUE MAINTENANCE AND SUPPORT

Motion made by Mr. Solon and seconded by Dr. Rebholz to authorize the renewal of Ellucian Colleague Maintenance and Support in the amount of \$286,114 from Ellucian Company, L.P. for a period of one year.

Student Advisory Vote: – “Aye” – Mr. Galindo. Roll Call Vote: “Ayes” – Dr. Boyles, Mr. Solon, Ms. Stevenson, Mr. Mallery, Mr. McCracken, Dr. Rebholz, and Ms. Goetz. “Nay” – none. Motion carried.

FY2022 RAMP CAPITAL REQUESTS

Motion made by Mr. Mallery and seconded by Ms. Stevenson to approve the submittal of the Library/Student Success Center RAMP capital request for FY22 for a total cost of \$5,175,000 with local funding of \$1,293,800.

Student Advisory Vote: – “Aye” – Mr. Galindo. Roll Call Vote: “Ayes” – Dr. Boyles, Mr. Solon, Ms. Stevenson, Mr. Mallery, Mr. McCracken, Dr. Rebholz, and Ms. Goetz. “Nay” – none. Motion carried.

Motion made by Ms. Stevenson and seconded by Dr. Rebholz to approve the submittal of the Professional Development Center RAMP capital request for FY22 for a total cost of \$2,865,700 with local funding of \$716,400.

Student Advisory Vote: – “Aye” – Mr. Galindo. Roll Call Vote: “Ayes” – Dr. Boyles, Mr. Solon, Ms. Stevenson, Mr. Mallery, Mr. McCracken, Dr. Rebholz, and Ms. Goetz. “Nay” – none. Motion carried.

Motion made by Mr. McCracken and seconded by Dr. Boyles to approve the submittal of the Agriculture Center RAMP capital request for FY22 for a total cost of \$4,114,200 with local funding of \$1,208,600. Mr. Mallery commented that he would like to see more enrollment demonstrated for the Ag program.

Student Advisory Vote: – “Aye” – Mr. Galindo. Roll Call Vote: “Ayes” – Dr. Boyles, Mr. Solon, Ms. Stevenson, Mr. Mallery, Mr. McCracken, Dr. Rebholz, and Ms. Goetz. “Nay” – none. Motion carried.

RESOLUTION DESIGNATING DATE, TIME AND PLACE FOR FILING BOARD OF TRUSTEE NOMINATING PETITIONS

Motion made by Ms. Stevenson and seconded by Mr. Galindo to adopt the Resolution Designating Date, Time and Place for Filing Board of Trustee Nominating Petitions for the April 6, 2021 election, as presented.

Student Advisory Vote: – “Aye” – Mr. Galindo. Roll Call Vote: “Ayes” – Dr. Boyles, Mr. Solon, Ms. Stevenson, Mr. Mallery, Mr. McCracken, Dr. Rebholz, and Ms. Goetz. “Nay” – none. Motion carried.

TRUSTEE COMMENT

Mr. Mallery reported that the Facilities Committee met August 26 and discussed annual PHS projects that are priorities for the internal stakeholders: 1) Fireplace Lounge ADA update and 2) door and key access upgrade for uniformity and security. The committee also heard a presentation from the City of Oglesby and IMEA on a solar farm to increase the city’s renewable energy and a proposal for locating the farm at the college that could provide an educational opportunity for the college’s renewable energy program. Mr. Mallery noted that the proposal had merit for further discussion and thought that the full Board would be interested in hearing about the benefits and proposed opportunity.

Ms. Stevenson informed that her daughter switched her plans to go away to school to IVCC online classes for summer and fall semesters. Kudos and many thanks to the IVCC faculty and counselors for the terrific service that she and her daughter have received.

Mr. McCracken thanked the faculty at IVCC and the faculty at all the feeder schools as well for doing a great job. He noted that these are tough times for everyone.

Ms. Goetz informed of the recent and sudden passing of Gregg Chadwick, President of ICCTA and Board Chair of Heartland Community College. On behalf of the Board, our sympathies go out to his family.

CLOSED SESSION

Ms. Goetz requested a motion and a roll call vote at 6:58 p.m. to enter into a closed session to discuss: 1) imminent or pending litigation; 2) complaint lodged against an official or employee of the public body; 3) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; and 4) closed session minutes. Motion made by Ms. Stevenson and seconded by Dr. Rebholz to enter into a closed session.

Student Advisory Vote: – “Aye” – Mr. Galindo. Roll Call Vote: “Ayes” – Dr. Boyles, Mr. Solon, Ms. Stevenson, Mr. Mallery, Mr. McCracken, Dr. Rebholz, and Ms. Goetz. “Nay” – none. Motion carried. The Board immediately entered closed session at 7:00 p.m.

Motion made by Ms. Stevenson and seconded by Mr. Solon to return to the regular meeting.

Student Advisory Vote: – “Aye” – Mr. Galindo. Roll Call Vote: “Ayes” – Dr. Boyles, Mr. Solon, Ms. Stevenson, Mr. Mallery, Mr. McCracken, Dr. Rebholz, and Ms. Goetz. “Nay” – none. Motion carried. The regular meeting resumed at 8:00 p.m.

CLOSED SESSION MINUTES

It was moved by Mr. McCracken and seconded by Ms. Stevenson to approve and retain the closed session minutes of August 13, 2020.

Student Advisory Vote: – “Aye” – Mr. Galindo. Roll Call Vote: “Ayes” – Dr. Boyles, Mr. Solon, Ms. Stevenson, Mr. Mallery, Mr. McCracken, Dr. Rebholz, and Ms. Goetz. “Nay” – none. Motion carried.

OTHER

None

ADJOURNMENT

Ms. Goetz declared the meeting adjourned at 8:02 p.m.

Jane E. Goetz, Board Chair

Angela M. Stevenson, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT
SEPTEMBER 2020

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

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – September 2020

Revenues

- As of September 25, the headcount for fall semester 2020 was 2,515, which is 421 students less than at the same point in time last year. Fall credit hours were at 22,473, a 10.38 percent decrease from one year ago. Traditional credit hours were down by 8.26 percent with the additional decrease coming from dual credit/dual enrollment and the Ottawa Center. Second eight-week classes begin on October 8.

- Below is a comparison for credit hours as reported to the Illinois Community College Board:

Fiscal Year	Summer	Fall	Spring	Total
2020	4,310	24,696	22,512	51,518
2019	4,325	24,470	22,850	51,645

- The State continues to be current with monthly credit hour grant payments. IVCC's operating portion of the State budget for FY2021 is \$2,083,423, which is \$44,635 less than the FY2020 budget. IVCC has been awarded several new grants this year including the Governor's Emergency Education Relief grant for \$130,981 and Integrated Education and Training grants totaling \$40,000.
- The tax year 2019 levy was finalized at \$12,436,989, an increase of \$485,948, or four percent, from tax year 2018. Equalized assessed valuation (EAV) increased by \$163,820,362, or five percent, from tax year 2018. As of September 25, collections are at 65 percent, or \$8,090,925.

Expenses

- Expense line items showing a significant variance are 1) the Board of Trustees due to the semi-annual payment of ICCTA dues, 2) Risk Management due to the annual insurance payments, 3) institutional waivers for the summer and fall semesters, 4) Academic Support large purchases include the annual renewal of Blackboard, our Learning Management System (LMS), for \$56,228 and annual licensing for our website, \$15,000 to Omniupdate.
- An accounting change for FY2021 was to move the Ottawa Center rent from the Education Fund to the Operations and Maintenance Fund. The payment was \$115,500 listed as a fixed charge.

Protection, Health & Safety Projects

- Building G Air Handling Units Replacement – Commercial Mechanical was the successful bidder.
- Building F Air Handling Units Replacement – work in progress;
- Building J Exhaust System Upgrades – work is complete;
- Building G Bleacher Replacement – waiting for end curtain installation;
- Key Card Access – submitting to Board for approval;
- Fireplace Lounge Ramp Replacement – submitting to Board for approval.

Other Projects

- Agriculture Complex Phase I – a CDB Project - Substantial completion date was July 16;
- RAMP projects submitted to ICCB: Library/Student Success Center, Professional Development Center, and Agriculture Center;
- Roadway and Parking Lot Resealing Project – a CDB project – construction is scheduled for spring 2021. Bids will be solicited in November 2020.

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 September 30, 2020
 Unaudited

	Governmental Funds Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency	General Fixed Assets	General Long-Term Debt	
Assets and Other Debts								
Cash and cash equivalents	\$ 8,863,353	\$ 3,779,810	\$ 700,938	\$ 191,718	\$ 476,115	\$ -	\$ -	12,854,937
Investments	5,070,478	7,636,655	143,884	-	3,920	-	-	12,854,937
Receivables								-
Property Taxes	9,833,025	2,603,964	-	-	-	-	-	12,436,989
Governmental claims	-	-	-	-	33,814	-	-	33,814
Tuition and fees	176,094	3,184	-	340,288	-	-	-	519,566
Due from other funds	3,122,208	-	-	66,140	5,762	-	-	3,194,110
Due to/from student groups	2,999	-	-	-	381,475	-	-	384,474
Bookstore inventories	-	-	-	484,292	-	-	-	484,292
6 Other assets	159,053	53,659	-	-	-	-	-	212,712
Deferred Outflows	-	-	-	-	-	-	524,832	524,832
Fixed assets - net	-	-	-	30,181	-	59,787,115	-	59,817,296
Other debits								-
Amount available in								-
Debt Service Fund	-	-	-	-	-	-	-	-
Amount to be provided								-
to retire debt	-	-	-	-	-	-	13,919,226	13,919,226
Total assets and deferred outflows	\$ 27,227,210	\$ 14,077,272	\$ 844,822	\$ 1,112,619	\$ 901,086	\$ 59,787,115	\$ 14,444,058	\$ 118,394,182

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Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 September 30, 2020
 Unaudited

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	Governmental Funds Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency	General Fixed Assets	General Long-Term Debt	
Liabilities								
Accounts payable	258,024	-	-	3,870	6,864	-	-	268,758
Accrued salaries & benefits	1,475,181	21,439	-	13,703	-	-	-	1,510,323
Post-retirement benefits & other	144,090	-	-	-	-	-	-	144,090
Unclaimed property	167	-	-	-	27	-	-	194
Due to other funds	139,279	2,160,626	-	10	894,195	-	-	3,194,110
Due to student groups/deposits	59,762	-	-	-	-	-	-	59,762
Deferred inflows								-
Property taxes	4,916,513	1,301,982	-	-	-	-	-	6,218,495
Tuition and fees	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-
OPED	-	-	-	-	-	-	2,311,278	-
OPEB long term debt	-	-	-	-	-	-	12,132,780	12,132,780
Total Liabilities	6,993,016	3,484,047	-	17,583	901,086	-	14,444,058	25,839,790
Net Position/Net Assets								
Net investment in general fixed assets	-	-	-	-	-	59,787,115	-	59,787,115
Fund balance								-
Reserved for restricted purposes	-	10,593,225	-	-	-	-	-	10,593,225
Reserved for debt service	-	-	844,822	-	-	-	-	844,822
Unreserved	20,234,194	-	-	1,095,036	-	-	-	21,329,230
Total liabilities and net position	\$ 27,227,210	\$ 14,077,272	\$ 844,822	\$ 1,112,619	\$ 901,086	\$ 59,787,115	\$ 14,444,058	\$ 118,394,182

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

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Restricted Fund	Debt Service Fund	Auxillary Enterprise Fund	Restricted Purposes Fund	Working Cash Fund	Audit Fund	Liability Protection & Settlement Fund	Total (Memorandum Only)
Actual Revenue	\$ 9,665,748	\$ 1,301,695	\$ 893,611	\$ 420	\$ 638,756	\$ 2,324,905	\$ 12,429	\$ 24,491	\$ 774,631	\$ 15,636,686
Actual Expenditures	4,350,996	595,949	514,609	-	508,607	2,514,460	-	-	311,126	8,795,747
Other Financing Sources (Uses)	-	-	-	-	-	-	-	-	-	-
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	5,314,752	705,746	379,002	420	130,149	(189,555)	12,429	24,491	463,505	6,840,939
Fund balances July 1, 2020 (est)	10,586,937	3,626,765	4,743,810	844,403	964,887	56,850	4,886,316	36,029	180,348	25,926,345
Fund balances September 30, 2020	<u>\$ 15,901,689</u>	<u>\$ 4,332,511</u>	<u>\$ 5,122,812</u>	<u>\$ 844,823</u>	<u>\$ 1,095,036</u>	<u>\$ (132,705)</u>	<u>\$ 4,898,745</u>	<u>\$ 60,520</u>	<u>\$ 643,853</u>	<u>\$ 32,767,284</u>

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2021 Revenues & Expenditures by Fund
 For the three months ended September 30, 2020
 Unaudited

	Annual Budget FY2021	9/30/2020	Actual/Budget 25.0%	9/30/2019	Annual Budget FY2020	Actual/Budget 25.0%
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 8,579,643	\$ 5,432,814	63.3%	\$ 7,355,219	\$ 8,209,880	89.6%
Corporate Personal Property Replacement Tax	900,513	115,463	12.8%	19,451	905,250	2.1%
Tax Increment Financing Distributions	387,250	106,032	27.4%	86,699	387,250	22.4%
Total Local Government	<u>9,867,406</u>	<u>5,654,309</u>	57.3%	<u>7,461,369</u>	<u>9,502,380</u>	78.5%
State Government:						
ICCB Credit Hour Grant	1,728,400	425,248	24.6%	434,732	1,568,250	27.7%
Equalization Grant	50,000	12,500	25.0%	12,500	50,000	25.0%
Career/Technical Education Formula Grant	200,000	-	0.0%	-	200,000	0.0%
Other	-	-	-	-	-	-
Total Statement Government	<u>1,978,400</u>	<u>437,748</u>	22.1%	<u>447,232</u>	<u>1,818,250</u>	24.6%
Federal Government						
PELL Administrative Fees	7,975	-	0.0%	-	7,325	0.0%
Total Federal Government	<u>7,975</u>	<u>-</u>	0.0%	<u>-</u>	<u>7,325</u>	0.0%
Student Tuition and Fees:						
Tuition	6,586,152	3,149,316	47.8%	3,707,159	6,886,576	53.8%
Fees	837,700	370,101	44.2%	470,949	877,300	53.7%
Total Tuition and Fees	<u>7,423,852</u>	<u>3,519,417</u>	47.4%	<u>4,178,108</u>	<u>7,763,876</u>	53.8%
Other Sources:						
Public Service Revenue	341,879	44,029	12.9%	45,749	287,450	15.9%
Other Sources:	234,613	10,245	4.4%	38,477	233,839	16.5%
Total Other Sources	<u>576,492</u>	<u>54,274</u>	9.4%	<u>84,226</u>	<u>521,289</u>	16.2%
TOTAL EDUCATION FUND REVENUE	<u>\$ 19,854,125</u>	<u>\$ 9,665,748</u>	48.7%	<u>\$ 12,170,935</u>	<u>\$ 19,613,120</u>	62.1%
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	\$ 8,239,344	\$ 1,905,007	23.1%	\$ 1,916,767	\$ 8,192,913	23.4%
Employee Benefits	1,705,720	333,666	19.6%	347,968	1,822,252	19.1%
Contractual Services	146,565	17,320	11.8%	18,057	161,549	11.2%
Materials & Supplies	404,772	55,577	13.7%	75,287	429,721	17.5%
Conference & Meeting	162,988	2,871	1.8%	6,510	142,376	4.6%
Fixed Charges	55,000	14,651	26.6%	128,743	189,000	68.1%
Capital Outlay	-	-	0.0%	-	-	0.0%
Other	-	-	-	-	-	-
Total Instruction	<u>10,714,389</u>	<u>2,329,092</u>	21.7%	<u>2,493,332</u>	<u>10,937,811</u>	22.8%

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Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2021 Revenues & Expenditures by Fund
 For the three months ended September 30, 2020
 Unaudited

	Annual Budget FY2021	9/30/2020	Actual/Budget 25.0%	9/30/2019	Annual Budget FY2020	Actual/Budget 25.0%
Academic Support:						
Salaries	1,003,192	202,655	20.2%	217,003	982,326	22.1%
Employee Benefits	211,676	36,877	17.4%	32,982	172,141	19.2%
Contractual Services	197,118	118,513	60.1%	103,719	191,657	54.1%
Materials & Supplies	306,822	62,728	20.4%	67,027	278,128	24.1%
Conference & Meeting	20,595	221	1.1%	2,447	16,955	14.4%
Utilities	26,445	3,375	12.8%	8,550	25,650	33.3%
Capital Outlay	-	-		-	-	0.0%
Other	-	-		-	-	
Total Academic Support	<u>1,765,848</u>	<u>424,369</u>	24.0%	<u>431,728</u>	<u>1,666,857</u>	25.9%
Student Services:						
Salaries	1,121,572	305,220	27.2%	308,227	1,293,469	23.8%
Employee Benefits	385,992	80,606	20.9%	68,695	366,444	18.7%
Contractual Services	40,777	1,783	4.4%	2,145	22,778	9.4%
Materials & Supplies	77,202	14,179	18.4%	16,636	68,187	24.4%
Conference & Meeting	45,075	32	0.1%	1,069	45,075	2.4%
Utilities	-	254	0.0%	45	-	0.0%
Total Student Services	<u>1,670,618</u>	<u>402,074</u>	24.1%	<u>396,817</u>	<u>1,795,953</u>	22.1%
Public Services/Continuing Education:						
Salaries	344,429	76,009	22.1%	88,663	367,282	24.1%
Employee Benefits	77,863	16,028	20.6%	16,068	80,616	19.9%
Contractual Services	258,400	10,700	4.1%	66,587	248,250	26.8%
Materials & Supplies	92,800	11,761	12.7%	28,891	89,250	32.4%
Conference & Meeting	18,950	586	3.1%	825	20,550	4.0%
Utilities	-	-	0.0%	-	-	-
Other	300	-	0.0%	-	200	0.0%
Total Public Services/Continuing Education	<u>792,742</u>	<u>115,084</u>	14.5%	<u>201,034</u>	<u>806,148</u>	24.9%
Institutional Support:						
Salaries	1,856,317	432,095	23.3%	408,253	1,804,720	22.6%
Employee Benefits	691,890	189,537	27.4%	190,859	673,288	28.3%
Contractual Services	569,172	59,606	10.5%	356,300	634,007	56.2%
Materials & Supplies	381,678	115,990	30.4%	98,534	429,645	22.9%
Conference & Meeting	69,225	190	0.3%	6,907	68,285	10.1%
Utilities	26,315	1,416	5.4%	3,003	26,050	11.5%
Capital Outlay	176,381	-	0.0%	-	25,875	0.0%
Other	29,550	(37)	-0.1%	(37)	15,550	-0.2%
Provision for Contingency	500,000	-	0.0%	-	156,931	
Total Institutional Support	<u>4,300,528</u>	<u>798,797</u>	18.6%	<u>1,063,819</u>	<u>3,834,351</u>	27.7%
Scholarships, Grants and Waivers	<u>600,000</u>	<u>281,580</u>	46.9%	<u>193,753</u>	<u>577,000</u>	33.6%
TOTAL EDUCATION FUND EXPENDITURES	<u>\$ 19,844,125</u>	<u>\$ 4,350,996</u>	21.9%	<u>\$ 4,579,449</u>	<u>\$ 19,618,120</u>	23.3%
INTERFUND TRANSFERS - NET	<u>\$ (10,000)</u>	<u>\$ -</u>	0.0%	<u>\$ -</u>	<u>\$ 5,000</u>	0.0%

Illinois Valley Community College District No. 513
Summary of Fiscal Year 2021 Revenues & Expenditures by Fund
For the three months ended September 30, 2020
Unaudited

	Annual Budget FY2021	9/30/2020	Actual/Budget 25.0%	9/30/2019	Annual Budget FY2020	Actual/Budget 25.0%
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,383,200	\$ 875,844	63.3%	\$ 1,171,832	\$ 1,307,306	89.6%
Corporate Personal Property Replacement Tax	225,000	20,376	9.1%	3,432	230,000	1.5%
Tax Increment Financing Disbursements	130,000	35,344	27.2%	28,695	130,000	22.1%
Total Local Government	<u>1,738,200</u>	<u>931,564</u>	53.6%	<u>1,203,959</u>	<u>1,667,307</u>	72.2%
State Government:						
ICCB Credit Hour Grant	305,023	75,044	24.6%	76,718	276,750	27.7%
Total State Government	<u>305,023</u>	<u>75,044</u>	24.6%	<u>76,718</u>	<u>276,750</u>	27.7%
Student Tuition and Fees						
Tuition	512,448	263,920	51.5%	295,719	535,702	55.2%
Total Tuition and Fees	<u>512,448</u>	<u>263,920</u>	51.5%	<u>295,719</u>	<u>535,702</u>	55.2%
Other Sources:						
Facilities Revenue	133,500	27,747	20.8%	20,151	138,941	14.5%
Investment Revenue	50,000	1,244	2.5%	13,691	45,000	30.4%
Other	2,500	2,176	87.0%	114	2,500	4.6%
Total Other Sources	<u>186,000</u>	<u>31,167</u>	16.8%	<u>33,956</u>	<u>186,441</u>	18.2%
TOTAL OPERATIONS & MAINTENANCE REVENUES	<u>\$ 2,741,671</u>	<u>\$ 1,301,695</u>	47.5%	<u>\$ 1,610,352</u>	<u>\$ 2,666,200</u>	60.4%
OPERATIONS & MAINTENANCE FUND EXPENDITURES						
Operations & Maintenance of Plant:						
Salaries	972,207	206,034	21.2%	204,906	968,783	21.2%
Employee Benefits	292,487	51,859	17.7%	56,521	326,311	17.3%
Contractual Services	169,100	17,829	10.5%	10,535	169,400	6.2%
Materials & Supplies	240,250	35,100	14.6%	25,553	277,787	9.2%
Conference & Meeting	1,175	-	0.0%	-	5,675	0.0%
Fixed Charges	117,250	187,923	160.3%	61,646	68,250	90.3%
Utilities	762,347	89,576	11.8%	138,410	762,600	18.1%
Capital Outlay	102,832	-	0.0%	-	84,000	0.0%
Provision for Contingency	100,000	-	0.0%	-	-	0.0%
Other	(63,000)	-	0.0%	-	(63,000)	0.0%
Total Operations & Maintenance of Plant	<u>2,694,648</u>	<u>588,321</u>	21.8%	<u>497,571</u>	<u>2,599,806</u>	19.1%
Institutional Support:						
Salaries	31,342	3,259	10.4%	11,873	45,186	26.3%
Employee Benefits	6,076	1,137	18.7%	2,361	11,846	19.9%
Contractual Services	2,700	2,615	96.9%	-	2,491	0.0%
Materials & Supplies	3,105	617	19.9%	820	3,050	26.9%
Fixed Charges	3,800	-	0.0%	-	3,820	0.0%
Other	-	-	0.0%	-	-	0.0%
Total Institutional Support	<u>47,023</u>	<u>7,628</u>	16.2%	<u>15,054</u>	<u>66,393</u>	22.7%
TOTAL OPERATIONS & MAINTENANCE EXPENDITURES	<u>\$ 2,741,671</u>	<u>\$ 595,949</u>	21.7%	<u>\$ 512,625</u>	<u>\$ 2,666,199</u>	19.2%

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Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2021 Revenues & Expenditures by Fund
 For the three months ended September 30, 2020
 Unaudited

	Annual Budget FY2021	9/30/2020	Actual/Budget 25.0%	9/30/2019	Annual Budget FY2020	Actual/Budget 25.0%
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources:						
Current Taxes	1,556,066	872,901	56.1%	1,289,594	1,518,973	84.9%
State Government Sources	750,000	-	0.0%	-	-	0.0%
Investment Revenue	65,000	20,710	31.9%	14,072	65,000	21.6%
Other	-	-	0.0%	-	-	0.0%
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	\$ 2,371,066	\$ 893,611	37.7%	\$ 1,303,666	\$ 1,583,973	82.3%
OPERATIONS & MAINTENANCE FUND RESTRICTED EXPENDITURES						
Contractual Services	\$ -	\$ -		\$ -	\$ -	
Fixed Charges	-	-		-	-	
Capital Outlay	2,250,000	514,609	22.9%	112,430	1,500,000	7.5%
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	\$ 2,250,000	\$ 514,609	22.9%	\$ 112,430	\$ 1,500,000	7.5%
DEBT SERVICE FUND						
Investment Revenue	\$ 10,500	\$ 420	4.0%	\$ 955	\$ 3,600	26.5%
TOTAL DEBT SERVICE FUND REVENUES	\$ 10,500	\$ 420	4.0%	\$ 955	\$ 3,600	26.5%
TOTAL DEBT SERVICE FUND EXPENDITURES	-	-		-	-	
AUXILIARY ENTERPRISES FUND REVENUE						
Service Fees	\$ 1,316,000	\$ 636,866	48.4%	\$ 732,748	\$ 1,664,665	44.0%
Investment Revenue	4,500	42	0.9%	165	4,500	3.7%
Other Revenue	4,000	1,848	46.2%	80	8,000	1.0%
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	\$ 1,324,500	\$ 638,756	48.2%	\$ 732,993	\$ 1,677,165	43.7%
AUXILIARY ENTERPRISES FUND EXPENSES						
Salaries	\$ 346,958	\$ 73,894	21.3%	\$ 68,036	\$ 352,435	19.3%
Employee Benefits	118,699	18,938	16.0%	10,755	68,134	15.8%
Contractual Services	63,265	1,690	2.7%	31,402	66,198	47.4%
Materials & Supplies	1,014,882	384,550	37.9%	482,085	1,292,478	37.3%
Conference & Meeting	24,938	4,235	17.0%	8,572	24,679	34.7%
Fixed Charges	50,200	23,800	47.4%	25,456	49,700	51.2%
Capital Outlay/Depreciation	600	-	0.0%	6,070	1,322	459.2%
Other	103,000	1,500	1.5%	-	103,000	0.0%
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	\$ 1,722,542	\$ 508,607	29.5%	\$ 632,376	\$ 1,957,946	32.3%
AUXILIARY ENTERPRISES INTERFUND TRANSFERS - NET	\$ 61,414	\$ -	0.0%	\$ -	\$ 61,414	0.0%

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2021 Revenues & Expenditures by Fund
 For the three months ended September 30, 2020
 Unaudited

	Annual Budget FY2021	9/30/2020	Actual/Budget 25.0%	9/30/2019	Annual Budget FY2020	Actual/Budget 25.0%
RESTRICTED PURPOSE FUND REVENUES						
State Government Sources	\$ 289,245	\$ 15,000	5.2%	\$ -	\$ 285,285	0.0%
Federal Government Sources	4,437,598	2,293,376	51.7%	1,964,516	4,951,574	39.7%
Nongovernmental Gifts or Grants	2,500	15,985	639.4%	-	32,000	0.0%
Other Revenue	-	544		507	4,700	10.8%
TOTAL RESTRICTED PURPOSE FUND REVENUES	\$ 4,729,343	\$ 2,324,905	49.2%	\$ 1,965,023	\$ 5,273,559	37.3%
RESTRICTED PURPOSE FUND EXPENDITURES						
Instruction:						
Salaries	\$ 363,617	\$ 61,439	16.9%	\$ 62,674	\$ 426,869	14.7%
Employee Benefits	122,265	19,615	16.0%	20,323	141,592	14.4%
Contractual Services	24,242	4,927	20.3%	521	23,293	2.2%
Materials & Supplies	24,388	15,249	62.5%	19,882	39,765	50.0%
Conference & Meeting	13,491	(1,220)	-9.0%	8,322	41,065	20.3%
Utilities	450	-	0.0%	446	949	47.0%
Capital Outlay	15,000	36,470	243.1%	6,592	22,000	30.0%
Other	-	-		-	-	
Total Instruction	563,453	136,480	24.2%	118,760	695,533	17.1%
Student Services:						
Salaries	\$ 203,035	\$ 46,203	22.8%	\$ 44,644	\$ 198,634	22.5%
Employee Benefits	71,700	13,707	19.1%	13,335	69,755	19.1%
Contractual Services	15,800	459	2.9%	4,887	6,000	81.5%
Materials & Supplies	15,440	8,731	56.5%	391	9,330	4.2%
Conference & Meeting	10,600	281	2.7%	1,228	9,300	13.2%
Capital Outlay	-	-	0.0%	-	-	0.0%
Tuition Waivers (TRIO Grant)	18,425	14,300	77.6%	8,850	25,873	34.2%
Total Student Services	335,000	83,681	25.0%	73,335	318,892	23.0%
Institutional Support:						
Salaries (Federal Work Study)	90,390	8,963	9.9%	14,739	94,035	15.7%
SURS on-behalf	-	-		-	-	
Total Institutional Support	90,390	8,963	9.9%	14,739	94,035	15.7%
Student Grants and Waivers (PELL & SEOG)	3,748,000	2,285,336	61.0%	1,923,068	4,170,699	46.1%
TOTAL RESTRICTED FUND EXPENDITURES	\$ 4,736,843	\$ 2,514,460	53.1%	\$ 2,129,902	\$ 5,279,159	40.3%
RESTRICTED INTERFUND TRANSFERS - NET	\$ 10,000	\$ -	0.0%	\$ -	\$ 10,000	0.0%
WORKING CASH FUND REVENUES						
Investment Revenue	\$ 60,000	\$ 12,429	20.7%	\$ 16,220	\$ 70,000	23.2%
WORKING CASH INTERFUND TRANSFERS - NET	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2021 Revenues & Expenditures by Fund
 For the three months ended September 30, 2020
 Unaudited

	Annual Budget FY2021	9/30/2020	Actual/Budget 25.0%	9/30/2019	Annual Budget FY2020	Actual/Budget 25.0%
AUDIT FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 41,840	\$ 24,478	58.5%	\$ 33,401	\$ 38,150	87.6%
Investment Revenue	150	13	8.7%	31	100	31.0%
TOTAL AUDIT FUND REVENUES	41,990	24,491	58.3%	33,432	38,250	87.4%
AUDIT FUND EXPENDITURES						
Contractual Services	39,050	-	0.0%	-	38,150	0.0%
TOTAL AUDIT FUND EXPENDITURES	\$ 39,050	\$ -	0.0%	\$ -	\$ 38,150	0.0%
LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE						
Local Government Sources:						
Current Taxes	\$ 1,040,539	\$ 773,292	74.3%	\$ 887,557	\$ 1,136,999	78.1%
Investment Revenue	2,500	1,339	53.6%	509	2,000	25.5%
Other Revenue	-	-		-	-	
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE	1,043,039	774,631	74.3%	\$ 888,066	\$ 1,138,999	78.0%
LIABILITY, PROTECTION & SETTLEMENT FUND EXPENDITURES						
Student Services:						
Salaries	70,249	17,264	24.6%	16,205	111,403	14.5%
Employee Benefits	27,305	5,317	19.5%	5,189	26,762	19.4%
Contractual Services	23,000	1,568	6.8%	3,369	23,000	14.6%
Materials & Supplies	3,700	494	13.4%	172	400	43.0%
Total Student Services	<u>124,254</u>	<u>24,643</u>	19.8%	<u>24,935</u>	<u>161,565</u>	15.4%
Operations & Maintenance of Plant:						
Contractual Services	519,557	54,363	10.5%	79,702	547,500	14.6%
Materials & Supplies	170	10	5.9%	149	150	99.3%
Utilities	650	96	14.8%	92	425	21.6%
Total Operations & Maintenance of Plant	<u>520,377</u>	<u>54,469</u>	10.5%	<u>79,943</u>	<u>548,075</u>	14.6%
Institutional Support:						
Salaries	66,197	16,353	24.7%	16,047	70,825	22.7%
Employee Benefits	208,438	2,734	1.3%	2,615	202,997	1.3%
Contractual Services	35,750	624	1.7%	15,807	34,000	46.5%
Materials & Supplies	2,100	9,896	471.2%	1,863	4,700	39.6%
Conference & Meeting	4,700	-	0.0%	-	5,200	0.0%
Fixed Charges	244,750	202,407	82.7%	245,233	275,500	89.0%
Total Institutional Support	<u>561,935</u>	<u>232,014</u>	41.3%	<u>281,565</u>	<u>593,222</u>	47.5%
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND EXPENDITURES	\$ 1,206,566	\$ 311,126	25.8%	\$ 386,443	\$ 1,302,862	29.7%

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Illinois Valley Community College District No. 513
Fiscal Year 2021 Budget to Actual Comparison
All Funds - By Budget Officer
as of September 30, 2020
Unaudited

Department	Annual Budget FY2021	Actual FY2021	Actual/ Budget 25.0%	
President	359,006	87,984	24.5%	
Board of Trustees	14,850	5,977	40.2%	Semi-annual ICCTA Dues
Community Relations	426,113	95,826	22.5%	
Continuing Education	792,742	115,084	14.5%	
Facilities	4,400,359	1,102,931	25.1%	
Information Technologies	1,978,064	370,036	18.7%	
Academic Affairs	232,682	49,475	21.3%	
Academic Affairs (AVPCE)	482,229	119,664	24.8%	
Adult Education	453,005	77,460	17.1%	
Learning Resources	1,321,356	325,920	24.7%	
Workforce Development Division	2,301,036	483,788	21.0%	
Natural Sciences & Business Division	3,162,592	697,046	22.0%	
Humanities & Fine Arts/Social Science Division	3,117,822	677,329	21.7%	
Health Professions Division	1,848,823	423,734	22.9%	
Admissions & Records	405,117	93,593	23.1%	
Counseling	401,226	129,856	32.4%	
Student Services	289,261	57,557	19.9%	
Financial Aid	4,140,591	2,374,687	57.4%	summer and fall financial aid
Career Services	40,209	7,845	19.5%	
Athletics	309,616	71,085	23.0%	
TRiO (Student Success Grant)	335,000	83,682	25.0%	
Campus Security	537,420	53,674	10.0%	
Business Services/General Institution	1,060,283	287,200	27.1%	
Risk Management	561,935	232,808	41.4%	Annual insurance premiums paid
Tuition Waivers	600,000	281,575	46.9%	Summer and fall waivers
Purchasing	122,831	26,959	21.9%	
Human Resources	135,665	24,150	17.8%	
Bookstore	1,255,451	412,143	32.8%	
Shipping & Receiving	47,023	7,629	16.2%	
Copy Center	114,475	19,050	16.6%	
Total FY21 Expenditures	31,246,782	8,795,747	28.1%	

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Illinois Valley Community College
Statement of Cash Flows
for the Month ended September 30, 2020

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 6,545,176.53	\$ 2,604,139.53	\$ 959,375.00	\$ 700,937.72	\$ 182,356.31	\$ (307,383.70)	\$ 1,305,108.25	\$ 37,682.45	\$ (56,299.02)	\$ 145,911.72	\$ 12,117,004.79
Total Receipts	1,118,424.95	179,589.90	134,302.48	-	31,064.08	13,935.00	1,848.93	3,769.51	118,977.87	25,431.50	\$ 1,627,344.22
Total Cash	7,663,601.48	2,783,729.43	1,093,677.48	700,937.72	213,420.39	(293,448.70)	1,306,957.18	41,451.96	62,678.85	171,343.22	13,744,349.01
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	-	-	-	-	-	-	-	-	-	-	-
Expenditures	(2,136,717.71)	(163,124.86)	(322,868.05)	-	(169,417.27)	(84,259.58)	-	-	(107,887.12)	(1,580.43)	(2,985,855.02)
ACCOUNT BALANCE	5,526,883.77	2,620,604.57	770,809.43	700,937.72	44,003.12	(377,708.28)	1,306,957.18	41,451.96	(45,208.27)	169,762.79	10,758,493.99
Deposits in Transit	(59,299.40)										(59,299.40)
Outstanding Checks	1,377,031.18										1,377,031.18
BANK BALANCE	6,844,615.55	2,620,604.57	770,809.43	700,937.72	44,003.12	(377,708.28)	1,306,957.18	41,451.96	(45,208.27)	169,762.79	12,076,225.77
Certificates of Deposit	-	-	2,221,637.52	-	-	-	3,123,692.36	-	100,000.00	-	5,445,329.88
Illinois Funds	4,125,235.04	945,243.21	806,939.56	143,884.69	-	62,788.87	455,642.42	-	-	3,920.00	6,543,653.79
Bldg Reserve-ILLFund			460,638.75								460,638.75
Total Investment	\$ 4,125,235.04	\$ 945,243.21	\$ 3,489,215.83	\$ 143,884.69	\$ -	\$ 62,788.87	\$ 3,579,334.78	\$ -	\$ 100,000.00	\$ 3,920.00	\$ 12,449,622.42
LaSalle State Bank	\$ 117,652.16										
Midland States Bank	11,958,573.61										
	<u>\$ 12,076,225.77</u>										

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Respectfully submitted,

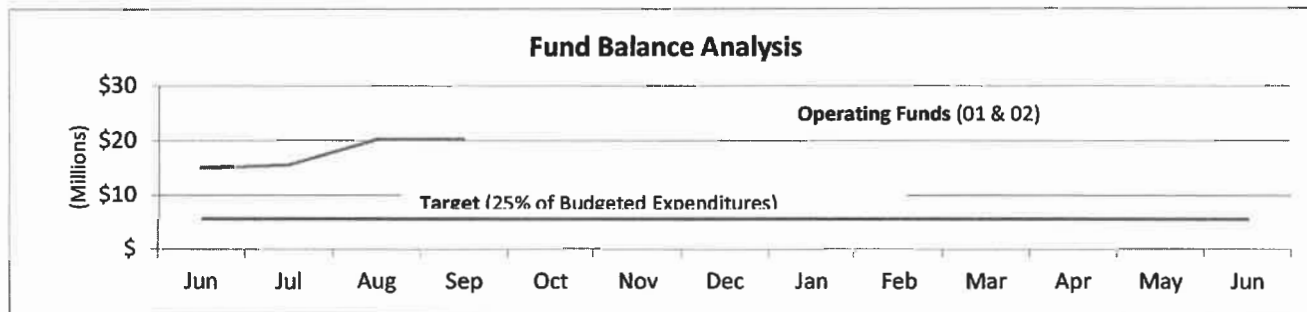
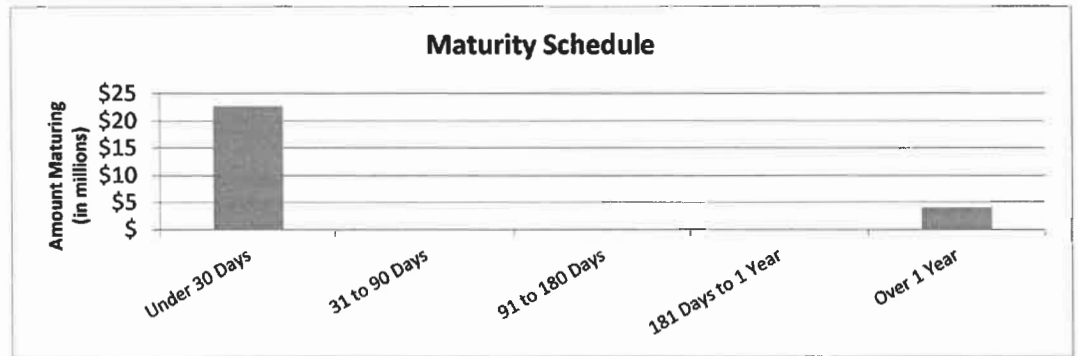
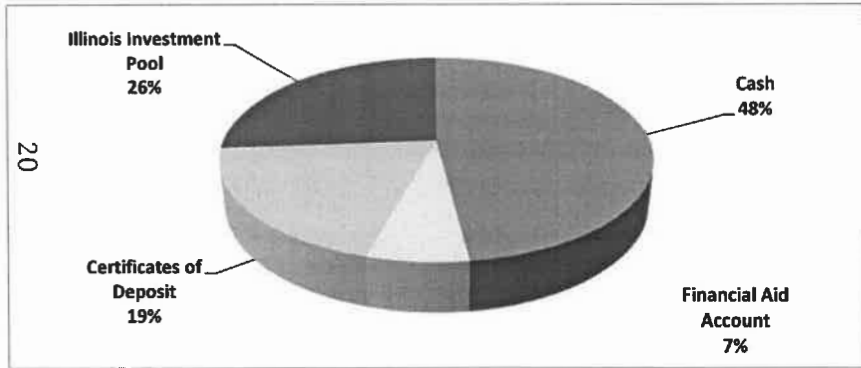


Kathy Ross
 Controller

**Illinois Valley Community College District No. 513
Investment Status Report
All Funds
September 30, 2020**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	48.0%	\$ 12,947,926	0.35%
Financial Aid Account	6.4%	1,736,170	0.35%
Certificates of Deposit	19.4%	5,234,911	2.37%
Illinois Investment Pool	26.2%	7,056,206	0.11%
Total		\$ 26,975,213	0.68%

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 6,595,522	-	-	\$ 6,595,522	24%
IL Funds -Building	460,684	-	0	460,684	2%
Midland Sates Bank	-	-	12,050,202	12,050,202	45%
Midland States-F/A	-	-	1,736,170	1,736,170	6%
Midland States-Bldg	-	-	128,336	128,336	-
LaSalle State Bank	-	-	408,601	408,601	
Commerce Bank	-	1,000,000	-	1,000,000	4%
Multi Bank Securities	-	1,972,000	-	1,972,000	7%
Heartland Bank-Bldg	-	-	225,066	225,066	1%
Heartland Bank	-	-	135,721	135,721	1%
Marseilles Bank	-	2,262,911	-	2,262,911	8%
	\$ 7,056,206	\$ 5,234,911	\$ 14,684,096	\$ 26,975,213	100%



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ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
September 30, 2020

<u>DUE</u>	<u>Education</u>	<u>Oper & Maint</u>	<u>O&M Restricted</u>	<u>Bond & Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection & Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
10/26/2020			1,011,219					1,011,219	MB	2.25%	2.26%	17050
11/7/2020						151,692		151,692	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
11/15/2022						245,000		245,000	MBS	0.70%	0.70%	JP Morgan Chase
11/22/2022						245,000		245,000	MBS	0.55%	0.55%	BMO Harris Bank
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
6/16/2023						245,000		245,000	MBS	0.70%	0.70%	Texas Exchange Bank
11/7/2023						200,000		200,000	CB	3.50%	3.50%	Goldman Sachs
11/7/2023						200,000		200,000	CB	3.50%	3.50%	UBS Bank USA
11/8/2023						200,000		200,000	CB	3.55%	3.55%	Morgan Stanley Bank
11/8/2023						200,000		200,000	CB	3.55%	3.55%	Morgan Stanley
11/15/2023						200,000		200,000	CB	3.55%	3.55%	Comenity Capital
Total CD	-	-	2,011,219	-	-	3,123,692	100,000	5,234,911				

CB	Commerce Bank	LSB	LaSalle State Bank	MBS	Multi-Bank Securities, Inc.
CTB	Central Bank	MB	Marsilles Bank	MSB	Midland States Bank
HNB	Hometown National Bank				

**\$5,000 and Over Disbursements
09/01/20 - 09/30/20**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
759688	9/2/2020	227441	Carroll Seating Company, Inc	7,473.63	Bleacher Replacement- Bldg G*
759695	9/2/2020	112536	Commercial Mechanical, Inc	16,743.60	Bldg G HVAC Replacement*
759697	9/2/2020	209495	Drake Lake Training	7,500.00	Mini Courses- Train the trainer
759701	9/2/2020	181795	G4S Secure Solutions (USA) Inc	6,235.04	Security Services Main Campus (8/3/20-8/9/20)
759706	9/2/2020	228502	Illinois County Risk Managemen	66,459.00	Workers Compensation- Pro rated premium
759709	9/2/2020	1469	John's Service & Sales Inc	150,721.20	AHU Replacement Bldg F*
759739	9/2/2020	68636	Stoller Int'l, Inc	5,000.00	Tractor Lease
759756	9/3/2020	82897	SURS	46,414.11	Payroll (9/3/20)
ACH	9/3/2020		Internal Revenue Service	60,317.24	Federal Payroll Taxes (9/3/20)
ACH	9/3/2020		Illinois Department of Revenue	21,701.63	State Payroll Taxes (9/3/20)
ACH	9/3/2020		VALIC Retirement Services	11,141.01	403 (b) & 457 (b) Payroll (9/3/20)
ACH	9/4/2020		CCHC	258,572.47	Health Insurance (September 2020)
ACH	9/8/2020		American Express	9,264.74	Credit Card Purchases (September)
759789	9/9/2020	112536	Commercial Mechanical, Inc	11,325.56	Bldg G HVAC Replacement*
759793	9/9/2020	174412	Demonica Kemper Architects	28,604.06	AHU Replacement Bldg F, Exhaust System Upgrade, Bldg G HVAC Replacement*
22 759799	9/9/2020	181795	G4S Secure Solutions (USA) Inc	5,671.15	Security Services Main Campus (8/10/20-8/16/20)
759841	9/16/2020	105972	Amazon.Com	6,760.35	Books for Resale
759848	9/16/2020	1139	CDW Government, Inc	8,053.49	Computer Hardware- Grant Funded (\$4,853.78) & Computer Supplies (\$3,199.71)
759849	9/16/2020	214499	Constellation NewEnergy, Inc	58,002.75	Electricity (6/11/20-8/11/20)
759851	9/16/2020	209567	Delta Dental of Illinois	7,926.36	Dental Insurance (August)
759856	9/16/2020	181795	G4S Secure Solutions (USA) Inc	5,792.04	Security Services Main Campus (8/17/20-8/23/20)
759859	9/16/2020	128916	Hagerty Steel and Aluminum	8,360.27	Welding Supplies
759886	9/16/2020	1011	NILRC	5,105.10	LibGuides Package FY21
759890	9/16/2020	117010	Patterson Dental Supply, Inc	10,976.80	Dental Supplies
759891	9/16/2020	91568	Pearson Education, Inc	13,922.43	Books for Resale
759894	9/16/2020	209375	Refurble	5,052.00	Laptops for Resale
759903	9/16/2020	82897	SURS	9,288.79	SURS Penalty
759909	9/16/2020	66555	United States Postal Service	5,000.00	Postage Meter Reimbursement
759925	9/17/2020	82897	SURS	46,737.77	Payroll (9/17/20)
ACH	9/17/2020		Internal Revenue Service	61,122.81	Federal Payroll Taxes (9/17/20)
ACH	9/17/2020		Illinois Department of Revenue	21,881.98	State Payroll Taxes (9/17/20)
ACH	9/17/2020		VALIC Retirement Services	11,114.57	403 (b) & 457 (b) Payroll (9/17/20)
ACH	9/17/2020		Illinois Department of Revenue	16,927.00	Sales Tax

\$5,000 and Over Disbursements
09/01/20 - 09/30/20

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
759958	9/23/2020	130732	Dodson Plumbing, Heating and A	108,000.00	HVAC Work*
759965	9/23/2020	181795	G4S Secure Solutions (USA) Inc	5,909.80	Security Services Main Campus (8/24/20-8/30/20)
760004	9/23/2020	214555	Southern Bus & Mobility, Inc	18,997.06	Annual Lease Payments- Athletic Vans
760014	9/23/2020	848	The Radio Group	5,575.00	Advertising
760017	9/23/2020	209294	Vital Source Technologies, Inc	6,638.53	E-Books Sold in August
				<u>1,160,289.34</u>	

*Protection, Health, & Safety (PHS) Projects

Stipends For Pay Period 08/29/20

Name		Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Balzarini, Doreen J	CEX 1218-07	07/27/2020	07/27/2020	08/29/2020	ST	\$ 105.00	014210331051320	CEX-1218-07	One - on - One Session	
Balzarini, Doreen J	CEU 4506-08 Word & Excel 08/13	08/13/2020	08/13/2020	08/29/2020	ST	\$ 210.00	014210331051320	CEU-4506-08	1 ON 1 Word & Excel	
Balzarini, Doreen J	CEU 4506-08 Word & Excel 08/27	08/27/2020	08/27/2020	08/29/2020	ST	\$ 105.00	014210331051320			
Balzarini, Doreen J	CEU 4506-08 Word & Excel 08/28	08/28/2020	08/28/2020	08/29/2020	ST	\$ 105.00	014210331051320			
Beyer, Jason	PHL 1013 First Time Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011120650051340			
Beyer, Jason	PHL 1003 First Time Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011120650051340			
Beyer, Jason	PHL 1002 First Time Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011120650051340			
Beyer, Jason	PHL 1001 First Time Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011120650051340			
Bouxsein, Jessie	IV Therapy - RN & LPN	08/16/2020	08/29/2020	08/29/2020	ST	\$ 316.80	011420730051340			
Brolley, Vincent	PSY 1000 First Time Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011120650051340			
Brolley, Vincent	PSY 2005 First Time Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011120650051340			
Bubb, Jennifer	RED 0800 First Time Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011520650051340			
Bubb, Jennifer	ENG 0900 First Time Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011520650051340			
Bubb, Jennifer	RED 0900 First Time Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011520650051340			
Cherpeske, Roxanne	Accreditation Duties	06/10/2020	08/06/2020	08/29/2020	ST	\$ 2,517.00	011420410051320			
Cinotte, Lori M.	JRN 1001 First Time Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011120650051340			
Data, Dorene M.	CAD 2200-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Data, Dorene M.	CAD 2203-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Data, Dorene M.	CAD 2202-350 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Data, Dorene M.	DFT 1200-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Elias, Gina Rae	CSN 1231-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Elias, Gina Rae	CSI 1011-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Fish, Nicholas R	EMS 2220-350 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011420410051340			
Fish, Nicholas R	EMS 2201-350 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011420410051340			
Forst, Jeanne M	ENG 1001 First Time Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011120650051340			
Francisco, Marjorie L.	Survey Monkey	08/02/2020	08/15/2020	08/29/2020	OV	\$ 2,100.00	011420730051340			
Gibson, Stephen	ELE 1204-351 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Gibson, Stephen	ELT 2207-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Gibson, Stephen	ELT 2205-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Gibson, Stephen	ELE 1203-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Gibson, Stephen	IMT 1205-350 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Hodgson, Laura A.	Immunization, Lab supplies	08/02/2020	08/15/2020	08/29/2020	OV	\$ 787.50	011420730051340			
Knowlton, Amber S.	ALH 1001-899	08/02/2020	08/15/2020	08/29/2020	OV	\$ 57.60	011420730051340	ALH-1001-899	Terminology Health Field	
Koudelka, Arthur	ATO 1210-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Koudelka, Arthur	ATO 1270-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Koudelka, Arthur	ATO 2220-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			

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Stipends For Pay Period 08/29/20

Name		Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Koudelka, Arthur	ATO 2230-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Kuester, David A	SPH 1001 First Time Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011120650051340			
Landgraf, Tammy L	ECE 1203 First Time Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011220650051340			
Landgraf, Tammy L	ECE 1027 First Time Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011220650051340			
Lee, Tracy Denise	ENG 1003 First Time Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011120650051340			
Leynaud, Donald	Additional open lab hours added	08/14/2020	12/15/2020	12/19/2020	ST	\$ 1,150.00	011120570051320			
Lockwood, Kirk D	ENG 1001 First Time Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011120650051340			
Marko, Richard	ATO 1250-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Marko, Richard	ATO 2210-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Marko, Richard	ATO 2200-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
McDonnell, Nancy	CSC 2201-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
McDonnell, Nancy	CSC 2205-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
McDonnell, Nancy	CSC 2202-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
McDonnell, Nancy	CSD 1210-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Molln, Theresa M.	Carus Welding Program Yr 1 & Yr 2	07/28/2020	08/11/2020	08/29/2020	ST	\$ 900.00	014210331051320			
Olesen, Jared J.	SOC 2001 First Time Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011120650051340			
Ossola, Jyllian	YOU 4503-28 Sports Door Tags	08/10/2020	08/10/2020	08/29/2020	ST	\$ 50.00	014110394151320			
Pecherek, Michael J.	MUS 1000 First Time Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011120650051340			
Raimondi, Charles E.	ELE 1205-350 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Raimondi, Charles E.	ELE 1202-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Raimondi, Charles E.	ELT 1204-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Raimondi, Charles E.	ELE 1204-350 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Raimondi, Charles E.	ELT 1000-350 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Raimondi, Charles E.	ELE 1200-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Ritter, Kathryn R.	CMA 1250-350 Lecture/Blended	06/10/2020	08/06/2020	08/29/2020	OV	\$ 420.00	011420730051340	CMA-1250-350	Medical Assisting Skills IV	
Robertson, Amber L.	IV Therapy - RN & LPN	08/16/2020	08/29/2020	08/29/2020	ST	\$ 316.80	011420730051340			
Robson, Dolph M	WLD Series 351	08/14/2020	12/15/2020	12/19/2020	ST	\$ 1,720.00	011320410051320			
Robson, Dolph M	First Time Online Offering	08/14/2020	12/15/2020	12/19/2020	ST	\$ 688.00	011320410051320			
Robson, Dolph M	Multi-Preps 351	08/14/2020	12/15/2020	12/19/2020	ST	\$ 344.00	011320410051320			
Sarver, Gregory S.	Mileage Reimbursement	07/11/2020	08/15/2020	08/29/2020	ML	\$ 57.50	014110394355212			
Schneider, Gregg A	Driver Improvement LaSalle County	08/26/2020	08/26/2020	08/29/2020	ST	\$ 140.00	014110394251320			
Seghi, Heather N.	DLA 1200-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011420410051340			
Seghi, Heather N.	DLA 1201-150 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011420410051340			
Seghi, Heather N.	DLA 1203-100 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011420410051340			
Sondgeroth, Anthony L.	WLD 2209-350 First Time Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011320410051340			
Sondgeroth, Anthony L.	WLD Series 150 First Time Blended	08/14/2020	10/06/2020	10/10/2020	OV	\$ 720.00	011320410051340			

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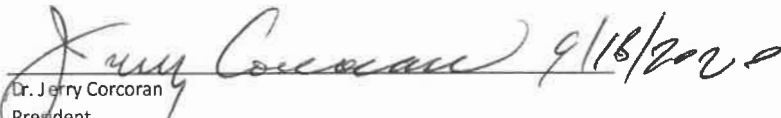
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Stipends For Pay Period 08/29/20

Name		Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Sondgeroth, Anthony L.	Carus Welding Program Yr 1 & Yr 2	08/18/2020	08/18/2020	08/29/2020	ST	\$ 600.00	014210331051320			
Story, Michelle M	SDT 1203-150 First Time Blended	08/14/2020	10/06/2020	10/10/2020	OV	\$ 720.00	011120410051340			
Theisinger, Christine	German Tutoring Owens Corporation	08/10/2020	08/18/2020	08/29/2020	ST	\$ 220.00	014210331051320			
Tomasson, Cory J	SPH 1003 First Time Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011120650051340			
Tyne, Gerald Robert	First Time Online Offering	08/14/2020	12/16/2020	12/19/2020	ST	\$ 688.00	011120650051320			
Tyne, Gerald Robert	HIS 1001-100	08/14/2020	12/16/2020	12/19/2020	ST	\$ 2,064.00	011120650051320	HIS-1001-100	History Western Civilization II	
Tyne, Gerald Robert	07/08 - 07/29 Online Tech Class	08/17/2020	08/17/2020	08/29/2020	ST	\$ 150.00	012420380151900			
Weber, Lynne	First Time Online Offering	08/25/2020	12/08/2020	12/19/2020	ST	\$ 859.00	011220650051320			
Weber, Lynne	ECE 2208-150	08/25/2020	12/08/2020	12/19/2020	ST	\$ 2,577.00	011220650051320	ECE-2208-150	Language Development	
Wlodarchak, Carol	REA 1200-350	08/14/2020	12/15/2020	12/19/2020	ST	\$ 4,452.00	014110394151320	REA-1200-350	Real Estate Broker Pre-License I	
Wlodarchak, Carol	REA 1200-350 Additional Hour Online	08/14/2020	12/15/2020	12/19/2020	ST	\$ 742.00	014110394151320			
Zeilman, Karen	ART 1000 First Time Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011120650051340			
						\$ 64,762.20				

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 Cheryl Roelfsema
 Vice President of Business Services and Finance


 Dr. Jerry Corcoran
 President

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

Stipends For Pay Period 09/12/20

Name		Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Antle, Tracey A.	NUR 1205-150 Blended Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011420730051340	NUR-1205-150	Pharmacology I Nursing Student	
Balzarini, Doreen J.	1 on 1 Computer Session CARUS Corp	09/10/2020	09/10/2020	09/12/2020	ST	\$ 105.00	014210331051320			
Balzarini, Doreen J.	1 on 1 Computer Session Open Enrollment	09/11/2020	09/11/2020	09/12/2020	ST	\$ 105.00	014110394151320			
Balzarini, Doreen J.	1 on 1 Computer Session CARUS Corporation	09/11/2020	09/11/2020	09/12/2020	ST	\$ 105.00	014210331051320			
Boyle- Bruch, Ida L.	Food Service Sanitation CEU 1506	09/03/2020	09/03/2020	09/12/2020	ST	\$ 100.00	014110394151320	CEU-1506-09	Online Food Service Sanitation	
Bruch, Anna M. Faletti	NUR 1201-150,151,152,153,154 Blended	08/14/2020	10/06/2020	10/10/2020	OV	\$ 720.00	011420730051340			
Carey, Lauri L	Development of BIO 1001	08/14/2020	09/01/2020	09/12/2020	OV	\$ 2,160.00	011120570051340			
Francisco, Marjorie L.	NUR 1201-155,156,157,158,159 Blended	08/14/2020	10/06/2020	10/10/2020	OV	\$ 720.00	011420730051340			
Gillio, Susan M.	MUP 1012-01 Flute Ensemble	08/14/2020	12/16/2020	12/19/2020	ST	\$ 150.00	011120650051320	MUP-1012-01	Flute Ensemble	
Hamilton, Nora B.	NUR 2202-150 Online Seminar	08/14/2020	10/06/2020	10/10/2020	OV	\$ 720.00	011420730051340			
Hamilton, Nora B.	NUR 2202-150,151,152,153,154 Blended	08/14/2020	10/06/2020	10/10/2020	OV	\$ 720.00	011420730051340			
Jauch, Christian M.	CSI 1002-101 Business Computer	08/14/2020	12/15/2020	12/19/2020	ST	\$ 871.50	011120410051320	CSI-1002-101	Intro To Business Computer Systems	
Jenrich, Chuck	Teleweld Streator Project Prep Time	09/09/2020	09/09/2020	09/12/2020	ST	\$ 1,075.00	014210331051320			
Jenrich, Chuck	Teleweld Streator Project Reports	09/10/2020	09/10/2020	09/12/2020	ST	\$ 1,075.00	014210331051320			
Klieber, Tracie M.	Yoga Unique to You	08/19/2020	08/23/2020	09/12/2020	ST	\$ 120.00	014110394151320	HLR-6218-308	Yoga Unique To You	
Klieber, Tracie M.	Yoga Unique to You	08/31/2020	09/02/2020	09/12/2020	ST	\$ 80.00	014110394151320	HLR-6218-308	Yoga Unique To You	
Knoblauch, Heather A.	NUR 2202-151 Online Seminar	08/14/2020	10/06/2020	10/10/2020	OV	\$ 720.00	011420730051340			
Knoblauch, Heather A.	NUR 2200-151 Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011420730051340			
Knowlton, Amber S.	NUR 2201-152 Online Seminar	08/14/2020	10/06/2020	10/10/2020	OV	\$ 720.00	011420730051340			
Mammano, Pamela M.	NUR 2202-153 Online Seminar	08/14/2020	10/06/2020	10/10/2020	OV	\$ 720.00	011420730051340			
Mangold, Richard F.	ALH 1002-102 Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011420730051340			
Myers, Taylor M.	NUR 2200-150 Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011420730051340			
Myers, Taylor M.	NUR 1205-151 Blended	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011420730051340			
Myers, Taylor M.	NUR 2201-153 Online Seminar	08/14/2020	10/06/2020	10/10/2020	OV	\$ 720.00	011420730051340			
Ossola, Jyllian	Sports Door Tag YOU 4503-28	08/10/2020	08/10/2020	09/12/2020	ST	\$ 25.00	014110394151320	YOU-4503-28	Sports Door Tags	
Ossola, Jyllian	Coffee/Cream Sign HLR 2317-28	08/31/2020	08/31/2020	09/12/2020	ST	\$ 48.00	014110394151320	HLR-2317-28	Coffee/Cream Name Sign	
Ossola, Jyllian	Interchangeable Seasonal Sign	08/31/2020	08/31/2020	09/12/2020	ST	\$ 54.00	014110394151320	HLR-2314-08	Interchangeable Seasonal Sign	
Ossola, Jyllian	No Place Like Home HLR 2319-08	08/31/2020	08/31/2020	09/12/2020	ST	\$ 26.00	014110394151320	HLR-2319-08	No Place Like Home 4-FOOT Sign	
Ossola, Jyllian	Coffee Stain Sign HLR 2317-18	08/31/2020	08/31/2020	09/12/2020	ST	\$ 24.00	014110394151320	HLR-2317-18	Coffee Stain Name Sign	
Pumo, Deborah J.	NUR 2201-151,152,153,154 Blended	08/14/2020	10/06/2020	10/10/2020	OV	\$ 720.00	011420730051340			
Pytel, Kyle E.	Driver Improvement LaSalle County	08/29/2020	08/29/2020	09/12/2020	ST	\$ 175.00	014110394251320	CDV-6000-318	LaSalle County Driver Improvement	
Rebholz, Matthew R.	Driver Improvement LaSalle County	09/12/2020	09/12/2020	09/12/2020	ST	\$ 175.00	014110394251320			
Retoff, Dan J	ALH 1030-01 Yoga Blended/1st Online	08/14/2020	12/15/2020	12/19/2020	ST	\$ 834.00	011420730051320	ALH-1030-01	Yoga	
Ritter, Kathryn R	CMA 1240-350 Blended	08/14/2020	10/06/2020	10/10/2020	OV	\$ 720.00	011420730051340			
Robertson, Amber L.	ALH 1000-102 Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011420730051340			
Robertson, Amber L.	ALH 1001-102 Online	08/14/2020	12/16/2020	12/19/2020	OV	\$ 720.00	011420730051340			
Sarver, Gregory S.	Driver Improvement Bureau/Putnam County	09/12/2020	09/12/2020	09/12/2020	ST	\$ 150.00	014110394351320			
Smith, Mary H.	CEX 1218-09 Carus Corp 1 on 1	09/10/2020	09/10/2020	09/12/2020	ST	\$ 105.00	014110394151320			
Smith, Sara E	Food Service Sanitation	08/18/2020	08/27/2020	09/12/2020	ST	\$ 600.00	014110394151320	CEU-1503-638	Food Service Sanitation 8 Hour	

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Stipends For Pay Period 09/12/20

Name		Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Smith, Sara E	Food Service Sanitation	08/24/2020	08/31/2020	09/12/2020	ST	\$ 600.00	014110394151320	CEU-1503-10	Food Service Sanitation 8-Hour	
Sondgeroth, Anthony L.	CARUS Welding Yr. 1 & Yr. 2	08/25/2020	09/08/2020	09/12/2020	ST	\$ 1,800.00	014210331051320			
Theisinger, Christine E.	German Tutoring Owens Corporation	08/25/2020	08/26/2020	09/12/2020	ST	\$ 100.00	014210331051320			
Tonioni, Nicole H.	HSR 1207-80 Practicum II	08/14/2020	12/16/2020	12/19/2020	ST	\$ 200.00	011220650051320	HSR-1207-80	Practicum II	
Tonioni, Nicole H.	HSR 1203-80 Group Dynamics	08/14/2020	12/16/2020	12/19/2020	ST	\$ 150.00	011220650051320	HSR-1203-80	Group Dynamics	
						\$ 23,252.50				


 Cheryl Roelfsema
 Vice President of Business Services and Finance

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


 Dr. Jerry Corcoran
 President

Resolution Authorizing Preparation of the 2020 Tax Levy

The administration requests Board authorization to begin preparing the 2020 tax levy. In keeping with past practice, a tentative tax levy will be presented to the November Board for approval and the levy will be finalized in December.

Recommendation:

The administration recommends that the Board authorize Dr. Jerry Corcoran to begin preparing the 2020 tax levy.

KPI 6: Resource Management

RESOLUTION TO PREPARE 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, STATE OF ILLINOIS, as follows:

SECTION 1: That Dr. Jerry Corcoran be and is hereby authorized and directed to prepare a tax levy for the calendar year 2020 to be collected in calendar year 2021.

ADOPTED this 8th day of October, 2020.

Chair, Board of Trustees

ATTEST:

Secretary, Board of Trustees

Protection, Health, and Safety Projects for Tax Year 2020

The administration has been working with the Operations Committee, which is made up of administrators, staff, and faculty, on developing a list of Protection, Health, and Safety (PHS) projects for the tax year 2020 levy. The following projects are recommended for approval:

Key Card System Upgrades

This project includes the removal of the existing key card access system which has reached its end of life and installation on a new system. The current system requires more maintenance, some units no longer work and it is no longer electronically secure.

Following are the cost estimates for this project:

Project costs	\$ 611,800
Contingency	61,180
A/E fees	<u>65,610</u>
Total	\$ 738,590

Fireplace Lounge Ramp Replacement

This project will replace the aging wheelchair lift in the Fireplace Lounge with an ADA compliant ramp. The project includes a stair from the existing deck to the ground. The Fireplace Lounge can accommodate more than 50 people so for safety reasons a second exit via the existing deck to the ground is recommended.

Following are the cost estimates for this project:

Project Costs	\$ 77,654
Contingency	7,765
A/E Fees	<u>15,000</u>
Total	\$ 100,419

These two projects total \$839,009. The maximum amount of the Protection, Health, and Safety levy for tax year 2020 is estimated at \$1,700,000. The administration will work with the Operations Committee to propose an additional project and present to the Board in November 2020.

Recommendation:

The administration recommends Board approval of the two Protection, Health, and Safety projects as presented for a cost of \$839,009 and authorize the administration to include \$839,009 in the tax year 2020 levy.

KPI 6: Resource Management

CAPITAL PROJECT APPLICATION FORM
(One Application Form per Project)

District/College and District #: Illinois Valley Community College District #513
Contact Person: Ms. Cheryl Roelfsema, VP for Business Services & Finance Phone # 815.224.0419
Project: Key Card System Upgrades
Project Budget: \$738,590 () check * here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc.

and disclose on funding attachment 2

Date: September 27, 2020

Application Type (check the appropriate application type and follow instruction):

- Locally Funded New Construction-complete/submit Sections I, II, and III.
- Locally Funded Remodeling-complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling-complete/submit Sections I, II, and III.
- Protection, Health, and Safety-complete/submit Section I and Attachment PHS.
- Capital Renewal Project-complete/submit Section I and the Architect Recommendation Form
- ADA Project-complete/submit Section I, Attachment ADA, and Architect Recommendation Form.

Section I (submit for ALL project approval requests)

- A. Board of Trustees action-attach a copy of the local board’s resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished *(complete the narration section and attach)*.
- C. A detailed description of the project’s programmatic justification *(complete the narration section and attach)*
- D. Board of Trustees approved budget *(use the appropriate format on Attachment #1)*
- E. Funding source *(use the appropriate format on Attachment #2)*

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes No

If no, please update your District’s Site and Construction Master Plan and submit to the ICCB.
Anticipated date of completion _____

- B. Submit the new square footage allocation *(use Square Footage Summary Attachment)*
- C. Has the site been determined professionally to be suitable for construction purposes?
Yes No

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

- A. Submit the remodeled square footage allocation *(use Square Footage Summary Attachment)*

Protection, Health, and Safety Signature/Certification Page

Check if Applicable

Energy Conservation Certification (see attachment, if applicable) _____

Structural Integrity Certification (see attachment, if applicable) _____

Budget Certification (see attachment, always required) _____ X _____

Feasibility Study Identifying Need of the Project _____

Other Documentation which May Support the Justification of this Project _____

We certify that we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above, and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment#2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the **Illinois Valley Community College District No. 513** Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

SCOPE OF WORK

Provide an explanation of the specific work to be performed as part of this project.

The scope of the project includes the following:

- Removal of existing iNet Card Access Controllers, door controllers, card access controllers, and associated exit hardware
- Installation of new Card Access Control System with 9 new control panels, card readers, door controllers, card printing machine and associated exit hardware
- Installation of additional door controllers and card readers to enhance campus security

Cost Estimates:

Demolition Work	\$50,000
Misc Patching & Repair	\$50,000
New Card Access System:	
• Building A	\$59,600
• Building B	\$58,400
• Building C	\$58,400
• Building D	\$56,000
• Building E	\$59,600
• CTC Building	\$100,000
• Building J	\$50,000
• Building G	\$20,000
• Truck Driver Facility	<u>\$20,000</u>
Sub Total:	\$532,000
General Conditions/O & P @ 15%	<u>\$79,800</u>
Subtotal:	\$611,800
Contingency @ 10%	<u>\$61,180</u>
Total:	\$672,980

Deductive Alternate:

- Cost deduct for re-using existing wiring if compatible with new control system \$80,000

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

The existing iNet card access system across campus has reached the end of its expected useful life. Units are failing and requiring additional maintenance. Some of the readers and sensors are no longer working. The control system is no longer electronically secure and appears to have been utilized in a recent security breach. Additionally, the current system is near the max number of users and is not able to be expanded.

The existing system consists of door access control panels located throughout the core buildings (A, B, C, D & E), Buildings G and J, the CTC Building, and the Truck Driver Training Facility.

Currently, the card access system has been disconnected from the network and the control panels throughout the campus are unable to communicate with each other. Additionally, some of the door control units are located within the rooms protected by the card access controllers. When the readers fail, the control units will be unreachable for maintenance without removing the door or finding an alternate way to access the room. This creates a safety concern should anything happen to a person in the room while it is accessible.

The college would like to replace the control panel, door controllers and associated card readers and associated door hardware to ensure the safety of the students, faculty, and staff as well as building property.

**Attachment #1
Project Budget**

Check One: (LOCALLY FUNDED – other than Protection, Health, and Safety – see below)
New Construction
Remodeling

Project Name: _____

	<u>Budget Amounts</u>	
	<u>New Construction</u>	<u>Remodeling</u>
Land	_____	_____
Site Development	_____	_____
Construction	_____	_____
(including Fixed Equipment)	_____	_____
Mechanical	_____	_____
Electrical	_____	_____
General Conditions	_____	_____
Contingency	_____	_____
A/E Professional Fees	_____	_____
Total	_____	_____

Protection, Health, and Safety Project Name: Illinois Valley Community College – Key Card System Upgrades

	<u>Budget Amounts</u>
Project Costs	\$ <u>611,800</u>
Contingency	\$ <u>61,180</u>
A/E Professional Fees	\$ <u>65,610</u>
Total	\$ <u>738,590</u>

Attachment #2 Funding Source

District/College Name: Illinois Valley Community College District #513

Project Name: Fireplace Lounge Accessibility Upgrades

Check the source(s) of funds:

Available Fund Balance _____ Fund name(s): _____
(Including excess funds from
previously approved protection,
health, and safety projects)

Bond Proceeds _____ Type of bond issuance(s): _____
(Including protection, health,
and safety bonds)

Protection, Health, and _____ X Tax rate/fiscal year: 2020 Tax Levy
Safety Tax Levy
(ILCS 805/3-20.3.01)

Contract for Deed _____ Term of Contract for Deed in months: _____
(ILCS 805/3-36)

Lending Arrangement with a _____ Term of Lending Arrangement in months: _____
Financial Institution
(ILC 805/3-37)

Lease Agreement _____ Term of Lease in months: _____
(ILCS 805/3-38)

Capital Renewal Funding _____ Proposed Fiscal Year Source(s): _____

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and Address of architect/engineer providing the estimate:

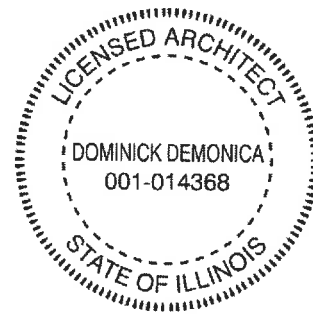
**Dominick Demonica, AIA, LEED AP
Demonica Kemper Architects
125 North Halsted Street, Suite 301
Chicago, IL 60661**

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my direct supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.



Architect/Engineer's Signature

September 27, 2020
Date



001-014368
Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District #: Illinois Valley Community College District #513

Contact Person: Ms. Cheryl Roelfsema, VP for Business Services & Finance Phone # 815.224.0419

Project: Fireplace Lounge Accessibility Upgrades

Project Budget: \$100,419 () check * here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc.

and disclose on funding attachment 2

Date September 27, 2020

Application Type (check the appropriate application type and follow instruction):

- Locally Funded New Construction-complete/submit Sections I, II, and III.
- Locally Funded Remodeling-complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling-complete/submit Sections I, II, and III.
- Protection, Health, and Safety-complete/submit Section I and Attachment PHS.
- Capital Renewal Project-complete/submit Section I and the Architect Recommendation Form
- ADA Project-complete/submit Section I, Attachment ADA, and Architect Recommendation Form.

Section I (submit for ALL project approval requests)

- A. Board of Trustees action-attach a copy of the local board's resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*).
- C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- D. Board of Trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes _____ No _____

If no, please update your District's Site and Construction Master Plan and submit to the ICCB.
Anticipated date of completion _____

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
- C. Has the site been determined professionally to be suitable for construction purposes?
Yes _____ No _____

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Protection, Health, and Safety Signature/Certification Page

	<u>Check if Applicable</u>
Energy Conservation Certification (see attachment, if applicable)	_____
Structural Integrity Certification (see attachment, if applicable)	_____
Budget Certification (see attachment, always required)	<u> X </u>
Feasibility Study Identifying Need of the Project	_____
Other Documentation which May Support the Justification of this Project	_____

We certify that we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above, and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment#2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the **Illinois Valley Community College District No. 513** Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

SCOPE OF WORK

Provide an explanation of the specific work to be performed as part of this project.

The scope of the project includes the construction of a wood framed handicap accessible ramp that spans across approximately half of the existing stair leading down to the existing Fireplace Lounge. A knee wall will be provided along the Lounge side of the ramp and steel pipe rails will be provided along each side of the ramp.

The existing fireplace within the space will be removed and infilled to allow the ramp to be installed. New finishes associated with the ramp installation will also be installed including carpeting, resilient base, and painted wall surfaces.

Additionally, to address exiting concerns out of the existing space, a new wood-framed exterior exit stair will be provided leading from the existing deck down to grade.

Illinois Valley Community College

Fireplace Lounge Ramp
Oglesby, Illinois

Conceptual Cost Estimate

September 27, 2020

Prepared by:
Demonica Kemper Architects

CSI	Description	Quantity	Unit	Unit Price	Subtotal	Total
	Selective Demolition					
	General Demolition	1	ls	\$ 5,000.00	\$5,000.00	
	Selective Demolition Total					\$5,000
	Concrete					
	Concrete Piers for Exterior Stair	7	ea	\$ 500.00	\$3,500.00	
	Landscaping Restoration	1	ls	\$ 2,000.00	\$2,000.00	
	Steel Total					\$5,500
	Steel					
	Stub Columns for Wall	6	ea	\$ 800.00	\$4,800.00	
	Steel Total					\$4,800
	Rough Carpentry					
	Ramp Framing	215	sf	\$ 30.00	\$6,450.00	
	Wall Framing / Gyp Bd	228	sf	\$ 12.00	\$2,736.00	
	Patch / Insulate Fireplace Opening / Close off Flu	1	ls	\$ 7,500.00	\$7,500.00	
	Exterior Stair	1	ls	\$ 20,000.00	\$20,000.00	
	Rough Carpentry Total					\$36,686
	Interior Architectural Woodwork					
	Trim Around Wing Wall	35	lf	\$ 15.00	\$525.00	
	Interior Architectural Woodwork Total					\$525
	Resilient Flooring					
	Resilient Flooring Rubber Base	115	lf	\$ 5.00	\$575.00	
	Resilient Flooring Total					\$575
	Carpet					
	Carpet Tile	435	sf	\$ 5.00	\$2,175.00	
	Carpet Total					\$2,175
	Painting & Wallcovering					
	Interior Paint - Partitions	900	sf	\$ 1.50	\$1,350.00	
	Painting & Wallcovering Total					\$1,350
	Handrails					
	Wall-mounted Railings	63	lf	\$ 100.00	\$6,300.00	
	Floor-mounted Railings	9	lf	\$ 200.00	\$1,800.00	
	Handrails Total					\$8,100
	General Trades Sub-total					\$64,711
	General Contractor Overhead & Profit		20.0%			\$12,942
	Contingency		10.0%			\$7,765
	Total Estimated Cost of Construction					\$85,419

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

The finish floor elevation of the existing Fireplace Lounge within Building B at Illinois Valley Community College is approximately 2'-5 ¼" below the Main Level of the campus. In order to currently access this space, there are six (6) steps along with a cumbersome, aging wheelchair lift to accommodate individuals that cannot navigate the existing steps.

This space is used on a regular basis by students for classes as well as campus events, and a ramp that meets current accessibility requirements is necessary to bring this space into compliance with the Illinois Accessibility Code.

Additionally, based on the size of the existing Fireplace Lounge, there is the potential to accommodate more than (50) occupants within the space, triggering the need for two exits out of the space. While there is currently a second exit leading to the existing deck, there is no way for occupants to exit from the deck down to existing grade. A new stair will be added to address this issue.

**Attachment #1
Project Budget**

Check One: (LOCALLY FUNDED – other than Protection, Health, and Safety – see below)
New Construction
Remodeling

Project Name: _____

Budget Amounts

	<u>New Construction</u>	<u>Remodeling</u>
Land	_____	_____
Site Development	_____	_____
Construction (including Fixed Equipment)	_____	_____
Mechanical	_____	_____
Electrical	_____	_____
General Conditions	_____	_____
Contingency	_____	_____
A/E Professional Fees	_____	_____
Total	_____	_____

Protection, Health, and Safety Project Name: Illinois Valley Community College – Fireplace Lounge Accessibility Upgrades

Budget Amounts

Project Costs	\$ <u>77,654</u>
Contingency	\$ <u>7,765</u>
A/E Professional Fees	\$ <u>15,000</u>
Total	\$ <u>100,419</u>

Attachment #2 Funding Source

District/College Name: Illinois Valley Community College District #513

Project Name: Fireplace Lounge Accessibility Upgrades

Check the source(s) of funds:

Available Fund Balance
(Including excess funds from
previously approved protection,
health, and safety projects)

_____ Fund name(s): _____

Bond Proceeds
(Including protection, health,
and safety bonds)

_____ Type of bond issuance(s): _____

Protection, Health, and
Safety Tax Levy
(ILCS 805/3-20.3.01)

X Tax rate/fiscal year: 2020 Tax Levy

Contract for Deed
(ILCS 805/3-36)

_____ Term of Contract for Deed in months: _____

Lending Arrangement with a
Financial Institution
(ILC 805/3-37)

_____ Term of Lending Arrangement in months: _____

Lease Agreement
(ILCS 805/3-38)

_____ Term of Lease in months: _____

Capital Renewal Funding

_____ Proposed Fiscal Year Source(s): _____

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and Address of architect/engineer providing the estimate:

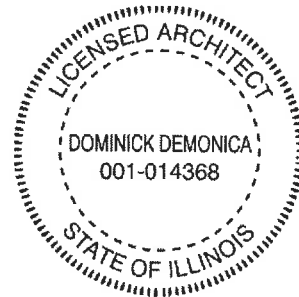
Dominick Demonica, AIA, LEED AP
Demonica Kemper Architects
125 North Halsted Street, Suite 301
Chicago, IL 60661

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my direct supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.



Architect/Engineer's Signature

September 27, 2020
Date



001-014368
Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

Cash Farm #8842 Lease Renewal – 2021

The College entered into a cash farm lease with Luke Holly on October 12, 2017 with the option of one-year renewals for three years. The lease was originally for 149 acres. There are three acres in field #1 that have not been farmed for at least seven years. The lease has been amended to read, 146 acres @ \$308.25/acre with an annual lease payment of \$45,004.50. Mr. Holly would like to renew the lease for another year. This is the third annual renewal of the lease.

Recommendation:

The administration recommends Board approval to renew the lease with Luke Holly at \$308.25 per acre on 146 acres for an annual lease payment of \$45,004.50 for 2021.

KPI 6: Resource Management

Student Support Services – Project Success – Local Match

As part of the grant application, the College agreed to provide a local match of \$10,000 annually for the federal Student Support Services (TRiO) grant for the five-year period of the grant. One of the grant conditions requires a local match of one-third of the dollars provided for student aid (tuition waivers).

Recommendation:

The administration recommends Board approval of the annual \$10,000 transfer from the Education Fund (Fund 01) to Restricted Funds (Fund 06) for the Student Support Services (TRiO) grant for FY2021.

KPI 1: Student Academic Success

Memo

August 25, 2020

To: Cheryl Roelfsema

From: Chris Herman

CC: Mark Grzybowski

Dear Cheryl,

I have drafted this memo as a reminder that Project Success would like to add the annual matching contribution of \$10,000 to the Project Success Budget for the next fiscal year which will begin September 1, 2020 for Federal TRIO Programs.

We are required to provide this match since we provide a portion of our award as grant aid to students. This aid helps many of our low-income students offset the cost of tuition, books, supplies & other miscellaneous expenses.

Project Success staff and students truly appreciate the college's commitment which allows us to continue and provide financial assistance to our students.

Sincerely,



Chris Herman, Director
Project Success-Student Support Services
Illinois Valley Community College

High Deductible Health Plan/ Health Savings Accounts

The labor agreements with Service Employees International Union Local #138 and American Federation of Teachers Local #1810 provide for a contribution by the College to a Health Savings Account for each employee covered by the HDHP. Since 2014, employees not covered by a labor agreement and enrolled in the HDHP for health insurance coverage also received a contribution to a Health Savings Account (HSA).

Annual contributions for the Health Savings Account per employee would be:

Individual Coverage	\$2,500
Employee +1 Coverage	\$5,000
Family Coverage	\$5,000

Employees with additional health insurance coverage, such as Medicare and Medicaid, do not qualify for health savings accounts. Since 2015, these employees who enrolled in the HDHP were offered a Health Reimbursement Account (HRA). This is consistent with the language in the labor agreements with Service Employees International Union Local #138 and American Federation of Teachers Local #1810.

Annual reimbursement limits for the Health Reimbursement Account per employee would be:

Individual Coverage	\$2,500
Employee +1 Coverage	\$5,000
Family Coverage	\$5,000

Recommendation:

- 1) The administration requests authorization to contribute to employee Health Savings Plans as stated above for employees electing the High Deductible Health Plan beginning January 1, 2021.**
- 2) The administration requests authorization to contribute to employee Health Reimbursement Accounts as stated above for employees electing the High Deductible Health Plan beginning January 1, 2021.**

KPI 4: Support for Employees

457(b) Deferred Compensation Plan Revision

In November 2004, the College adopted a 457(b) deferred compensation plan for employees. This allowed employees to defer a portion of their earnings per Internal Revenue Service (IRS) code. TIAA-CREF has administered the plan and invested the monies per employees' direction.

The State Universities Retirement System (SURS) now offers a 457(b) deferred compensation plan. The College would like to revise the current 457(b) Deferred Compensation Plan to allow employees to deposit funds into either the TIAA-CREF administered plan or the SURS administered plan.

Recommendation:

The administration recommends Board approval to revise the College's 457(b)Deferred Compensation Plan to allow for employees to participate in the SURS' 457(b) Deferred Compensation Plan.

KPI 4: Support for Employees

Approval of Certificate – Advanced Dental Office Management

Heather Seghi, Dental Assisting Program Coordinator, and Shane Lange, Dean of Workforce Development, have been working closely with local leaders and representatives on the Dental Assisting Advisory Committee to create two short-term certificate options in Dental Assisting which build upon each other and incorporate into the larger Dental Assisting Certificate. The first of the ladder certificates, Basic Dental Office Management, was approved by the Board of Trustees on July 9, 2020. The second of the two ladder certificates, Advanced Dental Office Management, is designed to include the courses completed in the Basic Dental Office Management Certificate and allows students to choose six credit hours from three non-dental specific courses from the Business Management Certificate: BUS 1010 Introduction to Business Management, MKT 1210 Principles of Marketing, and MGT 2010 Principles of Management. This certificate is designed for those students interested in pursuing employment in a dental office, rather than chairside dental assisting, and incorporates more complex business courses.

The IVCC Curriculum Committee is recommending that the Board of Trustees approve the Certificate in Advanced Dental Office Management, as presented in the attached curriculum guide.

Recommendation:

The administration recommends Board approval of the Certificate in Advanced Dental Office Management, as presented.

KPI 1: Student Academic Success

KPI 5: District Population Served

Advanced Dental Office Management Certificate

Spring Semester	1 st 8-weeks	2 nd 8-weeks	16-weeks
Take 6 credit hours from the following courses:			
BUS 1010 Intro to Business			3
MKT 1210 Principles of Marketing			3
MGT 2010 Principles of Management			3
Fall Semester	1 st 8-weeks	2 nd 8-weeks	16-weeks
DLA 1209 Infection and Hazard Control	1.5		
DLA 1200 Dental Science I	1		
DLA 1206 Communication in Healthcare	1		
DLA 1210 Dental Science II		1	
DLA 1216 Dental Administrative Assistant		1	
DLA 1226 Dental Software		2	
DLA 1229 Medical Emergencies in the Dental Office		1	

Total Certificate Hours: 14.5

Faculty Retirement – Deborah J. Pumo, Nursing Instructor

Deborah J. Pumo, Instructor of Nursing hired in January 1983 and teaching for 37.5 years, has submitted a notice of retirement effective December 31, 2020. Ms. Pumo's retirement letter is attached.

We thank Deb for her years of dedicated service and wish her well in retirement.

Recommendation:

The Board accepts with regret the retirement of Deborah J. Pumo, Nursing Instructor, effective December 31, 2020.

KPI 4: Support for Employees

Dr. Deborah J. Pumo
2540 Beverly Way
Ottawa, Illinois 61350
815-883-4938
Deborahpumo94@gmail.com

September 23, 2020

Mrs. Julie Hogue
Director of Nursing
Illinois Valley Community College
Oglesby, Illinois 61348

Dear Mrs. Hogue,

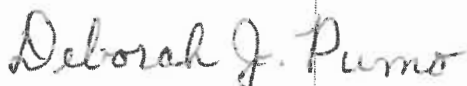
I would like to inform you that I am retiring from my position as Nursing Instructor at Illinois Valley Community College, effective December 31, 2020.

It is with a heavy heart that I hang up my stethoscope and leave my position at IVCC which I have loved and performed for the last 37.5 years. My husband retired 4.5 years ago. My son has graduated from medical school and is an Orthopedic Surgical Resident at Cleveland Clinic. Just yesterday, my daughter-in-law passed her Family Nurse Practitioner board exam and will begin teaching next week. It is now time for me to retire and spend more quality time with my lovely family.

A sincere thank you for the help, guidance, professional and personal development opportunities IVCC has offered me over the years. I have genuinely enjoyed working for IVCC and appreciate the support given me during my tenure. It has been a pleasure and honor to be part of IVCC's outstanding nursing program. I am proud to have had a hand in educating students pursuing their dream of becoming a nurse, many of whom provide health care to our families and friends in neighboring communities.

While I look forward to enjoying my retirement, I will dearly miss friends, colleagues, and of course the main reason I teach, my students. As a retiree I will continue to support IVCC, a little "diamond" in the valley, which offers superb educational opportunities to students. If I can be of any help in the future, please let me know.

Sincerely,



Deborah J. Pumo, RN, MS, Ed.D
Nursing Instructor
Illinois Valley Community College

RECEIVED

SEP 25 2020

HUMAN RESOURCES

College Calendars for Fall 2021, Spring 2022, Summer 2022, Fall 2022, Spring 2023, & Summer 2023

An ad-hoc committee made up of administrators, faculty, and support staff has completed work on the proposed college calendars for the next two years. Representatives of the committee met to build a calendar that would benefit all stakeholders of the college.

The following calendars meet the requirements of the ICCB, including at least 75 instructional days per term.

Noteworthy items:

1. The Commencement ceremony in May will remain on a Saturday afternoon for both calendar years.
2. New Student Convocation will remain prior to the beginning of the fall semester, but after the faculty in-service for both calendar years.
3. During the Fall 2021 semester, classes will not be in session on October 8th so that all employees may have the opportunity to participate in a Development Day.
4. During the Fall 2021 semester, minutes must be added to Thursday and Friday courses that meet weekly due to days the college is closed or when classes are not in session.
5. During the Spring 2022 semester, minutes must be added to Monday and Friday courses that meet weekly due to days the college is closed or when classes are not in session.
6. During the Fall 2022 semester, classes will not be in session on October 7th so that all employees may have the opportunity to participate in a Development Day.
7. During the Fall 2022 semester, minutes must be added to Friday courses that meet weekly due to days the college is closed or when classes are not in session.
8. During the Spring 2023 semester, minutes must be added to Monday and Friday courses that meet weekly due to days the college is closed or when classes are not in session.
9. In an effort to better serve all stakeholders of the college, the Summer 2022 and Summer 2023 terms will continue with three options: a 3-week term, a 6-week term, and an 8-week term.

Recommendation:

The administration recommends Board approval of the college calendars as presented for the following semesters: Fall 2021, Spring 2022, Summer 2022, Fall 2022, Spring 2023, and Summer 2023.

KPI 5: District Population Served

ILLINOIS VALLEY COMMUNITY COLLEGE CALENDAR
LIST OF IMPORTANT DATES
FALL 2021

August 16 (M)	In-service
August 17 (T)	New Student Convocation
August 18 (W)	CLASSES BEGIN
August 24 (T)	Last day for refund 1 st 8-week classes
August 31 (T)	Last day for refund 16-week classes
September 6 (M)	Labor Day (College closed)
September 13 (M)	Midterm 1 st 8-week classes
September 27 (M)	Last day to withdraw 1 st 8-week classes
October 8 (F)	Development Day (No Classes)
October 11 (M)	First 8-week classes end
October 12 (T)	Midterm 16-week classes
October 13 (W)	Second 8-week classes begin
October 19 (T)	Last day for refund 2 nd 8-week classes
November 5 (F)	Last day to withdraw 16-week classes
November 8 (M)	Midterm 2 nd 8-week classes
November 11 (R)	Veterans Day (College closed)
November 22 (M)	Last day to withdraw 2 nd 8-week classes
November 24, 25, 26, 27 (W, R, F, S)	Thanksgiving Break (College closed)
December 7, 8, 9, 13 (T, W, R, M)	Evening Final Exams
December 9, 10, 13, 14 (R, F, M, T)	Day Final Exams
December 11 (S)	Saturday Final Exams
December 16 (R)	Final Grades due in Records Office at 10 am Semester Ends
December 16 (R)	Faculty Break begins
December 20 (M)	College Closes at 4:30 pm Staff Break begins at 4:30 pm

ILLINOIS VALLEY COMMUNITY COLLEGE CALENDAR
LIST OF IMPORTANT DATES
SPRING 2022

January 3 (M)	College Reopens
January 7 (F)	In-service
January 10 (M)	CLASSES BEGIN
January 14 (F)	Last day for refund 1 st 8-week classes
January 17 (M)	Martin Luther King Jr. Day (College Closed)
January 24 (M)	Last day for refund 16-week classes
February 3 (R)	Midterm 1 st 8-week classes
February 17 (R)	Last day to withdraw 1 st 8-week classes
February 21 (M)	President's Day (College closed)
March 3 (R)	First 8-week classes end
March 4 (F)	Development Day (No Classes)
March 7-10 (M-R)	Spring Break for Faculty & Students (No Classes)
March 11-12 (F, S)	Spring Break for Faculty, Students, & Staff (College Closed)
March 14 (M)	Midterm 16-week classes
March 15 (T)	Second 8-week classes begin
March 21 (M)	Last day for refund 2 nd 8-week classes
April 7 (R)	Last day to withdraw 16-week classes
April 8 (F)	Midterm 2 nd 8-week classes
April 21 (R)	Last day to withdraw 2 nd 8-week classes
May 3, 4, 5, 9 (T, W, R, M)	Evening Final Exams
May 7 (S)	Saturday Final Exams
May 5, 6, 9, 10 (R, F, M, T)	Day Final Exams
May 12 (R)	Final Grades due in Records Office at 10 am
May 14 (S)	Commencement/Semester Ends

SUMMER 2022
SUMMER A (Main Campus)
May 16 – June 7

May 16 (M)	Summer A Begins
May 17 (T)	Last Day for Refund – Summer A
May 25 (W)	Midterm – Summer A
June 1 (W)	Last Day to Withdraw – Summer A
June 7 (T)	Summer A Ends
June 9 (R)	Grades Due – Summer A

SUMMER B (No Fridays)
May 31 – July 26

May 31 (T)	Summer B Begins
June 6 (M)	Last Day for Refund – Summer B
June 27 (M)	Midterm – Summer B
July 12 (T)	Last Day to Withdraw – Summer B
July 26 (T)	Summer B Ends
July 28 (R)	Grades Due – Summer B

SUMMER C (No Fridays)
June 8 – July 20

June 8 (W)	Summer C Begins
June 13 (M)	Last Day for Refund – Summer C
June 28 (T)	Midterm – Summer C
July 11 (M)	Last Day to Withdraw – Summer C
July 20 (W)	Summer C Ends
July 25 (M)	Grades Due – Summer C

COLLEGE CLOSED:

May 30th, June 10th, June 17th, June 24th, July 1st, July 4th, July 8th, July 15th, July 22nd, July 29st

FALL 2021

MONTH	DESCRIPTION	NON CONTACT	CONTACT	TOTAL
August	In-Service	1		1
	Convocation	1		1
	Instructional		10	10
September	Instructional		21	21
October	Development Day	1		1
	Instructional		20	20
November	Instructional		18	18
December	Instructional		6	6
	Final Exams	4		4
	Grading Days	2		2
		9	75	84

SPRING 2022

MONTH	DESCRIPTION	NON CONTACT	CONTACT	TOTAL
January	In-Service	1		1
	Instructional		15	15
February	Instructional		19	19
March	Instructional		17	17
	Development Day	1		1
April	Instructional		21	21
May	Instructional		3	3
	Final Exams	4		4
	Grading Days	2		2
	Commencement	1		1
		9	75	84

ILLINOIS VALLEY COMMUNITY COLLEGE CALENDAR
LIST OF IMPORTANT DATES
FALL 2022

August 11 (R)	In-service
August 12 (F)	New Student Convocation
August 15 (M)	CLASSES BEGIN
August 19 (F)	Last day for refund 1 st 8-week classes
August 26 (F)	Last day for refund 16-week classes
September 5 (M)	Labor Day (College closed)
September 8 (R)	Midterm 1 st 8-week classes
September 22 (R)	Last day to withdraw 1 st 8-week classes
October 5 (W)	First 8-week classes end
October 6 (R)	Midterm 16-week classes
October 7 (F)	Development Day (No Classes)
October 10 (M)	Second 8-week classes begin
October 14 (F)	Last day for refund 2 nd 8-week classes
November 2 (W)	Last day to withdraw 16-week classes
November 3 (R)	Midterm 2 nd 8-week classes
November 11 (F)	Veterans Day (College closed)
November 17 (R)	Last day to withdraw 2 nd 8-week classes
November 23, 24, 25, 26 (W, R, F, S)	Thanksgiving Break (College closed)
Nov 29, Dec 5, 7, 8 (T, M, W, R)	Evening Final Exams
December 6, 7, 8, 12 (T, W, R, M)	Day Final Exams
December 3 (S)	Saturday Final Exams
December 14 (W)	Final Grades due in Records Office at 10 am Semester Ends
December 14 (W)	Faculty Break begins
December 20 (T)	College Closes at 4:30 pm Staff Break begins at 4:30 pm

ILLINOIS VALLEY COMMUNITY COLLEGE CALENDAR
LIST OF IMPORTANT DATES
SPRING 2023

January 2 (M)	College Reopens
January 6 (F)	In-service
January 9 (M)	CLASSES BEGIN
January 13 (F)	Last day for refund 1 st 8-week classes
January 16 (M)	Martin Luther King Jr. Day (College Closed)
January 23 (M)	Last day for refund 16-week classes
February 2 (R)	Midterm 1 st 8-week classes
February 16 (R)	Last day to withdraw 1 st 8-week classes
February 20 (M)	President's Day (College closed)
March 2 (R)	First 8-week classes end
March 3 (F)	Development Day (No Classes)
March 6-9 (M-R)	Spring Break for Faculty & Students (No Classes)
March 10-11 (F, Sa)	Spring Break for Faculty, Students, & Staff (College Closed)
March 13 (M)	Midterm 16-week classes
March 14 (T)	Second 8-week classes begin
March 20 (M)	Last day for refund 2 nd 8-week classes
April 6 (R)	Last day to withdraw 16-week classes
April 7 (F)	Midterm 2 nd 8-week classes
April 20 (R)	Last day to withdraw 2 nd 8-week classes
May 2, 3, 4, 8 (T, W, R, M)	Evening Final Exams
May 6 (Sa)	Saturday Final Exams
May 4, 5, 8, 9 (R, F, M, T)	Day Final Exams
May 11 (R)	Final Grades due in Records Office at 10 am
May 13 (Sa)	Commencement/Semester Ends

SUMMER 2023
SUMMER A (Main Campus)
May 15 – June 6

May 15 (M)	Summer A Begins
May 16 (T)	Last Day for Refund – Summer A
May 24 (W)	Midterm – Summer A
May 31 (W)	Last Day to Withdraw – Summer A
June 6 (T)	Summer A Ends
June 8 (R)	Grades Due – Summer A

SUMMER B (No Fridays)
May 30 – July 27

May 30 (T)	Summer B Begins
June 5 (M)	Last Day for Refund – Summer B
June 26 (M)	Midterm – Summer B
July 13 (T)	Last Day to Withdraw – Summer B
July 27 (T)	Summer B Ends
July 29 (R)	Grades Due – Summer B

SUMMER C (No Fridays)
June 7 – July 21

June 7 (W)	Summer C Begins
June 12 (M)	Last Day for Refund – Summer C
June 27 (T)	Midterm – Summer C
July 12 (M)	Last Day to Withdraw – Summer C
July 21 (W)	Summer C Ends
July 26 (M)	Grades Due – Summer C

COLLEGE CLOSED:

May 29th, June 9th, June 16th, June 23rd, June 30th, July 4th, July 7th, July 16th, July 23rd, July 30th

FALL 2022

MONTH	DESCRIPTION	NON CONTACT	CONTACT	TOTAL
August	In-Service	1		1
	Convocation	1		1
	Instructional		13	13
September	Instructional		21	21
October	Development Day	1		1
	Instructional		20	20
November	Instructional		18	18
December	Instructional		3	3
	Final Exams	4		4
	Grading Days	3		3
		10	75	85

SPRING 2023

MONTH	DESCRIPTION	NON CONTACT	CONTACT	TOTAL
January	In-Service	1		1
	Instructional		16	16
February	Instructional		19	19
March	Instructional		17	17
	Development Day	1		1
April	Instructional		20	20
May	Instructional		3	3
	Final Exams	4		4
	Grading Days	2		2
	Commencement	1		1
		9	75	84

Hope Restored

When I started the enrollment process at IVCC, I had no idea that my life would actually be changed. I was at my lowest point when I submitted my application in 2019. I was a newly divorced mother of five, the owner of a tiny trucking company now without its sole driver. For the past eleven years, my world had been defined by my role as wife and mother. I was proud of that role. I had earned it, and then suddenly, it was as if I was approaching a dead-end street without a GPS signal. I felt defeated, like a failure. The life I had worked dutifully on for years was fractured. I felt hopeless.

I was unsure of how much I would be able to accomplish with a high school diploma issued fourteen years ago, limited employment history, and a struggling small business. I had lost a part of myself while growing our family. Bits and pieces of who I once was had become obscured in the daily operation of motherhood. My goals were marginalized to make room for my husband's. I was terrified at the notion of starting over, yet I knew that moving forward was the only way back to the real me- the person with hopes and dreams beyond the title of wife or mother.

Acceptance into IVCC did just that. It reignited a spark of hope in me that I hadn't felt in years. Walking through the glass doors on campus to meet my counselor and choose classes for my first semester, filled me with certainty and determination, and I knew I was making the right choice. Everybody that I have met, from the instructors, and advisors, to the security guards that directed me to the bookstore, have been kind, caring, and helpful. Becoming a student at IVCC has changed my life immeasurably in a mere matter of months. It has restored my sense of

purpose and with that, my self-worth. IVCC has placed me on a path that is lined with attainable goals that will help shape my future and ensure my success. Enrollment at IVCC offers me an abundance of opportunities and all of the necessary guidance and encouragement to thrive. I know I am in the infancy of my earning my degree; however, I have never felt more driven or confident in my own ability to create a better life for my children and myself. IVCC has given me that confidence back. It has become the catalyst for my reclaimed hope. Knowing that I have an entire school behind me, aiding in and supporting my decision to redirect the course of my life is overwhelming. IVCC is the cornerstone of my new journey. It has offered me a second chance at life, and all it asks in return is that I flourish. My story is nowhere near finished, but I know that because of IVCC these next chapters are going to be some of the best ones yet.



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Memorandum

To: Jerry Corcoran, Ed.D., President

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

Date: September 22, 2020

Subject: Welding Instructor

I anticipate a request in the near future for an additional welding instructor to meet the demand for courses the program is experiencing. Currently, our full-time instructor is responsible for enough overload for a second full-time instructor. This is not the first semester that this has happened, nor is it anticipated this demand will slow down in the near future. In fact, the division plans to open at least one more additional section this spring. The division also hopes to add a certificate in fabrication.

Traditionally, our welding instructor has been available to help deliver instruction offered through the Business Training Center. This practice can only be resumed if the instructional load for the welding instructor is not the work of two people. In addition, there is a shortage of part-time instructors who are available to teach during the day.

My intention here is to give you a heads up that this request is coming. That request will include the current enrollment and potential cost savings that will result from an additional instructor. Welding is one bright spot in our current enrollment situation, and we should seriously consider this request.

Illinois Valley Community College Board Policy

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

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

Illinois Valley Community College Administrative Procedure

Subject: Business Travel, Conference and Meeting Expense	Effective Date: 10/19/10
	Last Reviewed: 10/1/20
Number: 3.4	Last Revised: 10/1/20

Application for Travel

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

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

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

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

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

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

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

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

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

YELLOW COPY - returned to traveler

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

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

Travel Expenditures

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

Mileage Reimbursement

To qualify for mileage reimbursement for use of a personal vehicle, employees must comply with the vehicle use administrative procedure. Proof of vehicle insurance (copy of insurance card) must be submitted with the application to travel form prior to travel.

Mileage reimbursement may be taxable if travel originates at the employee's home rather than workplace. Employees are encouraged to consult the College Controller with questions about taxable reimbursement.

Reimbursement for personal vehicle use will be at the Board approved rate.

Commercial Travel

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

Lodging

Reimbursement for lodging shall cover actual room cost for a standard room. If a double room is used, the individual will reimburse the college for the difference between single and double room costs. Receipts for all lodging must be submitted with the travel form in order to claim reimbursement.

Meals

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

No reimbursement will be made for alcoholic beverages.

Phone Calls

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

Tours and Social Activities

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

PERMISSIBLE TRAVEL EXPENSES

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

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS Standard Mileage Rate at time of reimbursement (e.g. \$0.575 / mile for 2020)
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed Air Travel
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

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

Maximum Reimbursable Rates for Lodging – 2021 rates per IRS (as of 10/1/20)	
Chicago, Suburban Cook County, and Lake County	<i>\$218.00/ night</i>
DuPage County	\$114.00/ night
St. Clair County (St. Louis area)	<i>\$141.00/ night</i>
Will County	<i>\$105.00/ night</i>
All other Illinois Counties	<i>\$96.00/ night</i>
Outside of Illinois	<i>\$218.00/ night or as approved by the Board</i>

Official Functions

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

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

TRAVEL OBJECT CODES

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

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.