



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, February 13, 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

Fiscal Year & Budget Calendar
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, February 13, 2020 – 6:30 p.m. – Board Room (C307)

A G E N D A

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 6.1 Approval of Minutes – January 9, 2020 Board Meeting and January 28, 2020 Audit/Finance Committee Meeting (Pages 1-7)
 - 6.2 Approval of Bills - \$1,537,949.80
 - 6.2.1 Education Fund - \$1,352,282.10
 - 6.2.2 Operations & Maintenance Fund - \$61,390.79
 - 6.2.3 Operations & Maintenance (Restricted Fund) - \$4,658.89
 - 6.2.4 Auxiliary Fund - \$90,605.86
 - 6.2.5 Restricted Fund - \$3,019.09
 - 6.2.6 Liability, Protection & Settlement Fund - \$25,993.07
 - 6.3 Treasurer's Report (Pages 8-24)
 - 6.3.1 Financial Highlights (Page 9)
 - 6.3.2 Balance Sheet (Pages 10-11)
 - 6.3.3 Summary of FY20 Budget by Fund (Page 12)
 - 6.3.4 Budget to Actual Comparison (Pages 13-19)
 - 6.3.5 Budget to Actual By Budget Officers (Page 20)
 - 6.3.6 Statement of Cash Flows (Page 21)
 - 6.3.7 Investment Status Report (Pages 22-23)
 - 6.3.8 Disbursements - \$5,000 or more (Page 24)
 - 6.4 Personnel - Stipends for Pay Periods Ending January 4, 2020 and January 18, 2020 & Part-time Faculty and Staff Appointments January 2020 (Pages 25-30)
7. President's Report

8. Tenure Recommendations
 - 8.1 Tracey Antle – Nursing Instructor (Pages 31-34)
 - 8.2 Taylor Myers – Nursing Instructor (Pages 35-38)
 - 8.3 Dr. Jean Forst – English/Reading Instructor (Pages 39-42)
9. Resolution Designating the Fiscal Year (Pages 43-45)
10. Course Fees/Adjustments (Pages 46-49)
11. College and Career Start Tuition/Fee Adjustments (Page 50)
12. Faculty Resignation – David Barnes, Economics Instructor (Pages 51-52)
13. Faculty Retirement – James Gibson, Electricity/Electronics and Renewable Energy Instructor/Program Coordinator (Pages 53-54)
14. Items for Information (Pages 55-77)
 - 14.1 Staff Retirement – Bruce Hartman, Truck Driver Training Program Coordinator (Page 55)
 - 14.2 Faculty Retirement – Donna Stone, Part-time Speech Instructor (Page 56)
 - 14.3 Faculty Retirement – Karen Stachowiak, Part-time Counselor (Page 57)
 - 14.4 Staff Resignation – Mariela (Serrano-Garcia) Bima, Assistant Volleyball Coach (Page 58)
 - 14.5 American Chemical Society Outstanding Award (Page 59)
 - 14.6 Thank you – American Red Cross (Page 60)
 - 14.7 Fall 2019 Graduation (Page 61)
 - 14.8 FY2020 Student Organization Budgets (Pages 62-63)
 - 14.9 Course Schedule Consulting – Additional Services (Page 64)
 - 14.10 Intergovernmental Agreement – Ottawa Rt. 71 TIF Revision (Pages 65-73)
 - 14.11 Administrative Procedures Mileage Rate Change (Pages 74-77)
15. Trustee Comment
16. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body and 2) closed session minutes
17. Possible Discussion and/or Action Regarding the Employment, Compensation, Discipline, Performance or Dismissal of IT Personnel and/or Approval of a Separation Agreement with an IT Employee
18. Approval of Closed Session Minutes
19. Other
20. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
January 9, 2020

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, January 9, 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
Amy L. Boyles
David O. Mallery
Jay K. McCracken
Matthew H. Klein, Student Trustee

Members Absent: Maureen O. Rebholz

Members Telephonically Present:

Others Physically Present: Jerry Corcoran, President
Deborah Anderson, Vice President for Academic Affairs
Cheryl Roelfsema, Vice President for Business Services & Finance
Mark Grzybowski, Vice President for Student Services
Leslie Hofer, Director of Human Resources
Walt Zukowski, Attorney

MOMENT OF SILENCE

Harvey Jackson Eaton, brother of Board Secretary Judy Day, passed away on December 29, at the age of 67. Ms. Goetz invited everyone to join her in a moment of silence in memory of Harvey Jackson Eaton.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None

CONSENT AGENDA ITEMS

It was moved by Dr. Boyles 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 – December 12, 2019 Closed Session Committee Meeting and December 12, 2019 Board Meeting.

Approval of Bills - \$1,165,258.96

Education Fund - \$731,187.62; Operations & Maintenance Fund - \$64,086.54; Operations & Maintenance (Restricted Fund) - \$250,200.00; Auxiliary Fund - \$78,711.94; Restricted Fund - \$2,036.64; Audit Fund - \$3,000.00; and Liability, Protection & Settlement Fund - \$36,063.22.

Treasurer's Report

Personnel

Approved the stipends for pay periods ending December 7, 2019 and December 21, 2019 & the Part-time Faculty and Staff Appointments of December 2019.

PRESIDENT'S REPORT

Dr. Corcoran reported that today is the first day of classes for the spring semester and although the holiday break is a nice time to be with family and friends, it is always uplifting to see everyone return to IVCC. Dr. Corcoran added that he knew that his family is always happy to see him go back to work. Dr. Corcoran noted that the memorial service held in our Dr. Mary Margaret Weeg Cultural Centre on December 16 honoring our departed colleague Matt Boehm was expertly handled by two of Matt's closest friends, Dr. David Kuester and Don Grant Zellmer. Dr. Corcoran thanked everyone who worked so hard with David and Don in such a short period of time, after the semester had ended, to make this happen. Dr. Corcoran thanked our Student Services division employees who worked last Saturday morning at a registration event at the Ottawa Center. He noted that the group of dedicated employees for that project included Jeannette Frahm, Valery Calvetti, Aseret Loveland, Gracelyn Quesse, and Ismar Taylor. Dr. Corcoran added that speaking of Student Services, Athletic Director Cory Tomasson reported to us recently that the overall GPA for the Athletic Department in the fall semester was 3.05, which reflects positively on all of our coaches and staff. And finally, Dr. Corcoran was delighted to announce that Melissa Olivero has agreed to deliver the commencement address to our students on May 16. He advised everyone to mark their calendars to join us and noted that we all know that she will do a great job.

SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES

It was moved by Mr. Solon and seconded by Mr. McCracken to approve the release of closed session minutes from January 10, 2019; June 18, 2019; July 11, 2019; August 12, 2019; August 15, 2019; and August 22, 2019, as presented. Motion passed by voice vote.

TRUSTEE COMMENT

Ms. Goetz noted that today is the start of classes for spring 2020 and wished everyone a great start to the semester.

CLOSED SESSION

Ms. Goetz requested a motion and a roll call vote at 6:36 p.m. to enter into a closed session to discuss: 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body and 2) closed session minutes. Motion made by Ms. Stevenson and seconded by Mr. Solon to enter into a closed session.

Student Advisory Vote: -- “Aye” – Mr. Klein. Roll Call Vote: “Ayes” – Ms. Stevenson, Mr. Mallery, Mr. McCracken, Dr. Boyles, Mr. Solon and Ms. Goetz. “Nay” – none. Motion carried. The Board immediately entered closed session at 6:37 p.m.

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

Student Advisory Vote: -- “Aye” – Mr. Klein. Roll Call Vote: “Ayes” – Ms. Stevenson, Mr. Mallery, Mr. McCracken, Dr. Boyles, Mr. Solon and Ms. Goetz. “Nay” – none. Motion carried. The regular meeting resumed at 7:55 p.m.

POSSIBLE ACTION REGARDING STATUS OR DISCIPLINE OF IT EMPLOYEE

No action was taken.

APPROVAL OF CLOSED SESSION MINUTES

It was moved by Ms. Stevenson and seconded by Mr. Klein to approve and retain the closed session minutes of the December 12, 2019 Closed Session Minutes Committee Meeting and the December 12, 2019 Board Meeting. Motion passed by voice vote.

OTHER

None

ADJOURNMENT

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

Jane E. Goetz, Board Chair

Angela M. Stevenson, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Audit/Finance Committee Meeting
January 28, 2020

The Audit/Finance Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 4:30 p.m. on Tuesday, January 28, 2020 in the Board Room (C307) at Illinois Valley Community College.

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

Board Members Jane E. Goetz, Board Chair
Present:

Others Physically Jerry Corcoran, President
Present: Cheryl Roelfsema, Vice President for Business Services and Finance
 Deborah Anderson, Vice President for Academic Affairs
 Mark Grzybowski, Vice President for Student Services
 Bonnie Campbell, Associate Vice President for Academic Affairs
 Fran Brolley, Director of Community Relations and Development
 Kathy Ross, Controller

Mr. Solon called the meeting to order at 4:34 p.m.

PUBLIC COMMENT
None

THREE-YEAR FINANCIAL PLAN (FY2021 – FY2023)

Ms. Roelfsema presented the three-year financial plan covering the fiscal years 2021 through 2023. She informed that the financial plan is intended to provide a framework for the Board of Trustees and the administration to discuss the implications of major financial decisions. This three-year financial plan is part of the annual planning cycle that integrates the college's strategic plan with the financial resources necessary to meet these strategic planning objectives. The major operating funds of the college consist of the Education Fund and the Operation and Maintenance Fund. The major sources of revenue for these funds consist of property taxes, tuition and state funding. In comparison of similar-sized Illinois community colleges, based on the most recent information available, Illinois Valley has the third lowest total levy rate and the third lowest rate for operating and equity levies, tied with Kankakee and Lewis & Clark. In 2019 the equalization tax for Illinois Valley was lowered to .1205, however, the levy request was based on an estimate rate of .1180. The operating levy is .13 for the Education Fund and .04 for the Operations and Maintenance Fund. The equity levy (equalization tax) allows IVCC to levy for a total of .2912, the average rate for operating funds of Illinois community colleges. Enrollment growth is not projected to increase

for FY2021 or FY2022 with only a one percent increase in FY2023. Credit hours are projected at 51,000. The FY2020 budgeted credit hours were 53,000 and the actual credit hours for FY2019 were 51,645. The state base operating grant is based on credit hours earned two years prior to the current year, multiplied by the current year reimbursement rate. The decreasing number of credit hours would have had a more detrimental effect if not for the fact that nearly all the Illinois community colleges experienced a similar decrease in credit hours. In this plan tuition and fees are held at FY2018 rates and increased by slightly over two percent for FY2022 and FY2023. For the operating funds, the largest expenditures are for personnel costs. In FY2019 personnel costs represented 80 percent of the total operating expenditures of the college. Benefits are projected with a slightly less than five percent annual increase for the three-year projection. The health insurance rates for calendar year 2020 increased by 2.5 percent. The college joined the Community College Health Insurance Consortium (CCHC) on January 1, 2017 after belonging to the Community College Insurance Consortium (CCIC) for 13 years. The CCHC has a larger pool of employees and is better able to spread the costs. Over the next three years, contractual services, materials and supplies, and travel are projected with a two percent annual increase. Fixed costs which include the Ottawa Center rent and the Truck Driver Training leases are projected at no increase during this three-year period. The Ottawa Center lease agreement expires June 30, 2020 and the current annual lease payment is \$132,000. *(Note: This amount was corrected to reflect an annual lease payment of \$115,500.)* The five-year lease for truck driver training equipment will expire in January 2021. The Auxiliary Enterprise Fund will continue to have annual deficits as changes to the way that students obtain textbooks is a challenge for the college bookstore. Ms. Roelfsema noted that the college has a practice of a balanced operating budget which is defined as a budget where revenues are greater than or equal to expenditures and one time revenues are not used for operational expenditures. The college maintains a working cash fund of \$4.5 million to be used to pay expenses when awaiting property tax receipts or state funding. Board Policy requires 25 percent of annual operating expenses for a fund balance in operating funds. At the end of FY2019 the Operating Fund balance was 61 percent of annual expenditures. In conclusion, Ms. Roelfsema informed that the major sources of revenue – property taxes, tuition and fees, and state funding – are expected to increase only slightly in the next three years. With these limited resources, Ms. Roelfsema noted the importance of the Board, faculty and staff to continue working together in order to maintain the college's reputation as a high-quality teaching and learning institution.

TUITION UPDATE & DUAL CREDIT/DUAL ENROLLMENT TUITION FEE STRUCTURE

Ms. Roelfsema informed that the administration is recommending no tuition increase at Illinois Valley Community College in 2020-2021. This is the second straight year that the administration is recommending no tuition increase. Dr. Corcoran added that at the February Board meeting the full Board will consider a plan to freeze for the third consecutive year the combined tuition and universal fee at \$133 per credit hour for 2020-2021. The proposed rate currently places IVCC among ten other colleges in its peer group: Black Hawk, Heartland, Highland, Kankakee, Kishwaukee, Lake Land, Lewis & Clark, John A. Logan, Richland and Sauk Valley. Average

2020 tuition and fees for the group is \$136 per credit hour while the state average for all 39 community colleges is \$147. Mr. Solon had inquired about the tuition rate at Black Hawk and Joliet Jr. colleges. As a follow-up, Dr. Corcoran informed that Black Hawk is at \$149 per credit hour (all tuition with no universal fee) and Joliet is at \$148 (\$113 for tuition and \$35 for fees).

Dr. Anderson proposed that IVCC consider the following pricing structure for dual credit/dual enrollment courses.

- Institute a flat fee of \$30 per course for courses taught at the high school by a qualified high school instructor.
- Maintain the current 75 percent of tuition rate for courses taught at high schools by IVCC instructors.
- Reduce on-campus rate to 75 percent of tuition rate. Maintain the current online rate of 75 percent of tuition rate. Therefore, dual credit/dual enrollment courses taught at the college including online courses would be at 75 percent of the current tuition rate.
- Maintain the Free and Reduced Lunch discount (\$5 registration fee only).
- Maintain the 30 for 30 discount. (Students with 30 credit hours through dual credit/dual enrollment are eligible to take another 30 credit hours at a reduced tuition rate.)
- Maintain \$500 annual payment to high schools to help defray administrative costs.

Dr. Anderson proposed that instead of specifying courses for high school student enrollment, the college move toward opening the schedule for dual credit/dual enrollment students and allow these students to enroll in any course that they choose. Dr. Anderson suggested that we re-brand our efforts with the goal of eliminating the confusion between the Transfer Academy and the College and Career Start programs. She recommended that we use the College and Career Start labels to provide consistency. Mr. McCracken expressed support of this recommendation as the dual credit/dual enrollment opportunities would be uniform and clearer for high school students, parents and the administration. Mr. McCracken noted that the dual credit/dual enrollment rates presented are fair and provide a win-win situation for all involved. The committee recommended that the tuition update and the dual credit/dual enrollment tuition fee structure be shared with the full Board.

COURSE FEES/ADJUSTMENTS

Course fees are reviewed annually by program coordinators and deans using approved course fee guidelines. Ms. Campbell noted that we currently have 374 active courses with approved course fees. The recommendation is to change 77 course fees for FY2021: 60 increases, 11 new courses, 1 decrease, plus the assignment of a course fee to 5 existing courses. A list of 77 courses were

reviewed by the committee members. Ms. Campbell informed that some courses have additional fees because of consumables, software needed, guest speakers and materials unique to the course. Mr. Grzybowski informed that the SGA met January 23 and reviewed the dual credit/dual enrollment tuition rates and the course fee adjustments. Mr. Grzybowski reported that the SGA was appreciative of the information, supportive of both the proposed rates and course fee adjustments and provided positive feedback. The committee recommended that the fee changes and adjustments be presented to the whole Board.

SGA BUDGET

The proposed FY2020 budget for 42 active student organizations were presented for committee review. The proposed allocation is \$102,914, down from \$129,689 in 2017-18 and \$112,604 in 2018-19. Dr. Corcoran noted that the FY2020 Student Organization Budgets will be presented as an information item at the February Board meeting.

OTHER

Dr. Corcoran informed that Mayor Aussem has confirmed that it is the City of Ottawa’s plan to continue with the partnership that is in place for leasing the Ottawa Center. Mayor Aussem was supportive and positive about moving forward with continuing the lease, which is due to expire June 30. Dr. Corcoran added that we view the Ottawa Center as an asset to the community with its numerous functions such as: 1) a service center for students seeking academic counseling, financial aid, class enrollment and paying tuition; 2) an adult education delivery site; 3) continuing education classes location; 4) ROE high school completion program coursework destination; 5) Transfer Academy site; and 6) an extension site for launching our Prior Learning Assessment initiative. Dr. Rebholz commented that the Ottawa Center is a tremendous benefit to the eastern part of our district.

ADJOURNMENT

Mr. Solon declared the meeting adjourned at 5:10 p.m.

Everett J. Solon
Audit/Finance Committee Chair

Jane E. Goetz, Board Chair

Angela M. Stevenson, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

JANUARY 2020

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

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – January 2020

Revenues

- As of January 31, the headcount for spring semester was 2,998, which is 200 students more than at the same point in time last year. Credit hours for spring 2020 were 24,004, an increase of 783 credit hours, or 3.37 percent from one year ago. Traditional credit hours are up by 175 credit hours, or just under one percent. Online credit hours are up by 15.5 percent, or 498 credit hours. Dual credit hours are down by 23 percent or approximately 558 credit hours over the same point in time one year ago. This trend may in part be attributed to changing demographics at the high schools.

Registration for summer semester begins on April 3 and registration for fall semester begins on April 9.

- State base operating grant and equalization grant revenues are being paid on a regular basis. The first Adult Education payments were received in January.
- Tax year 2018 property tax receipts are at \$11,877,236 or 99.4 percent of the levy. The negotiated agreement for Exelon's LaSalle Station Generating plant expired on December 31, 2019. The taxing bodies are in negotiations with Exelon to extend the agreement for two more years, tax years 2020 and 2021, keeping the EAV (equalized assessed valuation) at \$460 million. If the negotiations are successful, the amended agreement will be presented to IVCC's Board of Trustees for approval at the March 12 meeting.
- Overall, expenditures are running 53.0 percent of budget; one year ago we were at 54.0 percent of budget.

Protection, Health & Safety Projects

- Building G Air Handling Units Replacement – work is scheduled for December 2020.
- Building F Air Handling Units Replacements – Prebid meeting is February 13 with bids due on February 27.
- Building J Exhaust System Upgrades – Prebid meeting is February 13 with bids due on February 27.
- Building G Bleacher Replacement – Prebid meeting is February 13 with bids due on February 27.

Other Projects

- Agriculture Complex Phase I – Groundbreaking is tentatively set for March 30, weather permitting.
- Agriculture Complex Phase II – Submitted Resource Allocation Management Plan (RAMP) to ICCB.
- Roadway and Parking Lot Resealing Project – Capital Development Board contract with ESI Consultants Ltd. from Naperville for A/E services was signed. Construction is scheduled for fall 2020.

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 January 31, 2020
 Unaudited

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Assets and Other Debits								
Cash and cash equivalents	\$ 4,009,280	\$ 1,386,165	\$ 187,049	\$ 219,694	\$ 247,937	\$ -	\$ -	\$ 6,050,125
Investments	10,237,368	9,293,003	642,999	248,000	334,234	-	-	20,755,604
Receivables								
Property taxes	9,490,779	2,460,262	-	-	-	-	-	11,951,041
Governmental claims	-	-	-	-	92,028	-	-	92,028
Tuition and fees	1,918,746	-	-	210,561	-	-	-	2,129,307
Due from other funds	366,869	-	-	-	2,335	-	-	369,204
Due to/from student groups	426,762	-	-	-	5,801	-	-	432,563
Bookstore inventories	-	-	-	550,474	-	-	-	550,474
Other assets	112,374	51,381	2,554	571	-	-	-	166,880
Deferred Outflows	-	-	-	-	-	-	361,295	361,295
Fixed assets - net where applicable	-	-	-	30,380	-	59,879,059	-	59,909,439
Other debits								
Amount available in Debt Service Fund	-	-	-	-	-	-	-	-
Amount to be provided to retire debt	-	-	-	-	-	-	13,438,349	13,438,349
Other Debits	<u>\$26,562,178</u>	<u>\$13,190,811</u>	<u>\$ 832,602</u>	<u>\$ 1,259,680</u>	<u>\$ 682,335</u>	<u>\$59,879,059</u>	<u>\$13,799,644</u>	<u>\$ 116,206,309</u>

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Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 January 31, 2020

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Liabilities								
Accounts payable	\$ 61,320	\$ -	\$ -	\$ 11,902	\$ 6,864	\$ -	\$ -	\$ 80,086
Accrued salaries & benefits	1,384,546	18,925	-	14,206	-	-	-	1,417,677
Post-retirement benefits & other	132,541	-	-	-	-	-	-	132,541
Unclaimed property	43	3	-	-	27	-	-	73
Due to other funds	80,421	135,708	-	145,141	7,934	-	-	369,204
Due to student groups/deposits	54,326	-	-	-	667,510	-	-	721,836
Deferred revenue								
Property taxes	4,745,390	1,230,132	-	-	-	-	-	5,975,522
Tuition and fees	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-
Deferred Inflows	-	-	-	-	-	-	1,930,561	1,930,561
OPEB Long term debt	-	-	-	-	-	-	11,869,083	11,869,083
Bonds Payable	-	-	-	-	-	-	-	-
Total liabilities	6,458,587	1,384,768	-	171,249	682,335	-	13,799,644	22,496,583
Equity and Other Credits								
Investment in general fixed assets	-	-	-	-	-	59,879,059	-	59,879,059
Contributed capital	-	-	-	-	-	-	-	-
Retained earnings	-	-	-	-	-	-	-	-
Fund balance								
Reserved for restricted purposes	-	11,806,043	-	-	-	-	-	11,806,043
Reserved for debt service	-	-	832,602	-	-	-	-	832,602
Unreserved	20,103,591	-	-	1,088,431	-	-	-	21,192,022
Total equity and other credits	20,103,591	11,806,043	832,602	1,088,431	-	59,879,059	-	93,709,726
Total Liabilities, Equity and Other Credits	\$26,562,178	\$13,190,811	\$ 832,602	\$ 1,259,680	\$ 682,335	\$59,879,059	\$13,799,644	\$ 116,206,309

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

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Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2020 Revenues & Expenditures by Fund
 For the seven months ended January 31, 2020

Unaudited

	Education	Operations & Maintenance	Operations & Maintenance	Bond & Interest	Working Cash	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 17,526,769	\$ 2,271,595	\$ 1,462,342	\$ 1,926	\$ 59,964	\$ 936,302	\$ 2,346,860	\$ 982,899	\$ 37,022	\$ 25,625,679
Actual Expenditures	(11,026,402)	(1,254,989)	(375,176)	-	-	(1,123,460)	(2,641,963)	(600,219)	(36,150)	(17,058,359)
Other Financing Sources (Uses)			-	-	-	-	10,000	-	-	10,000
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	6,500,367	1,016,606	1,087,166	1,926	59,964	(187,158)	(285,103)	382,680	872	8,577,320
Fund balances July 1, 2019	9,592,961	3,111,583	5,519,443	829,725	4,783,043	1,249,000	60,630	184,127	34,405	25,364,917
Fund balance January 31, 2020	<u>\$ 16,093,328</u>	<u>\$ 4,128,189</u>	<u>\$ 6,606,609</u>	<u>\$ 831,651</u>	<u>\$ 4,843,007</u>	<u>\$ 1,061,842</u>	<u>\$ (224,473)</u>	<u>\$ 566,807</u>	<u>\$ 35,277</u>	<u>\$ 33,942,237</u>

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**Illinois Valley Community College District No. 513
Fiscal Year 2020 Budget to Actual Comparison
For the seven months ended January 31, 2020**

	<u>Annual Budget FY2020</u>	<u>Unaudited Actual 1/31/20</u>	<u>Act/Budget 58.3%</u>	<u>Actual 1/31/19</u>	<u>Act/Budget 58.3%</u>	<u>Annual Budget FY2019</u>
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 8,209,880	\$ 8,136,010	99.1%	\$ 8,144,687	101.7%	\$ 8,006,010
Corporate Personal Property Replacement Tax	905,250	348,515	38.5%	305,577	28.7%	1,065,000
TIF Revenues	387,250	247,329	63.9%	229,982	62.2%	370,000
Total Local Government	<u>9,502,380</u>	<u>8,731,854</u>	<u>91.9%</u>	<u>8,680,246</u>	<u>91.9%</u>	<u>9,441,010</u>
State Government:						
ICCB Credit Hour Grant	1,568,250	1,164,070	74.2%	1,101,953	84.7%	1,301,458
Equalization	50,000	20,833	41.7%	25,002	50.0%	50,000
Career/Technical Education Formula Grant	200,000	-	0.0%	104,660	52.3%	200,000
Other	-	-	0.0%	-	-	-
Total State Government	<u>1,818,250</u>	<u>1,184,903</u>	<u>65.2%</u>	<u>1,231,635</u>	<u>79.4%</u>	<u>1,551,458</u>
Federal Government						
PELL Administrative Fees	7,325	-	0.0%	295	4.0%	7,300
Total Federal Government	<u>7,325</u>	<u>-</u>	<u>0.0%</u>	<u>295</u>	<u>4.0%</u>	<u>7,300</u>
Student Tuition and Fees:						
Tuition	6,886,576	6,466,742	93.9%	6,601,035	95.3%	6,925,880
Fees	877,300	831,018	94.7%	817,457	94.8%	862,025
Total Tuition and Fees	<u>7,763,876</u>	<u>7,297,760</u>	<u>94.0%</u>	<u>7,418,492</u>	<u>95.3%</u>	<u>7,787,905</u>
Other Sources:						
Public Service Revenue	287,450	180,047	62.6%	162,398	56.6%	287,000
Other	233,839	132,205	56.5%	133,094	100.6%	132,317
Total Other Sources	<u>521,289</u>	<u>312,252</u>	<u>59.9%</u>	<u>295,492</u>	<u>70.5%</u>	<u>419,317</u>
TOTAL EDUCATION FUND REVENUE	\$ 19,613,120	\$ 17,526,769	89.4%	\$ 17,626,160	91.8%	\$ 19,206,990
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	\$ 8,192,913	4,479,801	54.7%	4,416,459	54.4%	8,122,944
Employee Benefits	1,822,252	1,167,835	64.1%	1,130,414	64.2%	1,760,576
Contractual Services	161,549	42,893	26.6%	52,501	43.4%	121,005
Materials & Supplies	429,721	152,478	35.5%	152,543	37.0%	412,513
Conference & Meeting Expenses	142,376	27,711	19.5%	27,307	24.7%	110,606
Fixed Charges	189,000	147,735	78.2%	23,458	12.3%	190,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 10,937,811</u>	<u>\$ 6,018,453</u>	<u>55.0%</u>	<u>\$ 5,802,682</u>	<u>54.1%</u>	<u>\$ 10,717,644</u>

**Illinois Valley Community College District No. 513
Fiscal Year 2020 Budget to Actual Comparison
For the seven months ended January 31, 2020**

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2020	Unaudited Actual 1/31/20	Act/Budget 58.3%	Actual 1/31/19	Act/Budget 58.3%	Annual Budget FY2019
Academic Support:						
Salaries	\$ 982,326	\$ 539,129	54.9%	\$ 461,436	49.8%	\$ 926,210
Employee Benefits	172,141	113,944	66.2%	98,514	71.4%	138,002
Contractual Services	191,657	139,729	72.9%	151,029	78.8%	191,650
General Materials & Supplies	278,128	137,136	49.3%	71,333	26.3%	270,926
Conference & Meeting Expenses	16,955	4,734	27.9%	4,892	34.5%	14,175
Utilities	25,650	19,350	75.4%	14,850	60.2%	24,665
Capital Outlay	-	-	0.0%	-	0.0%	115,000
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>1,666,857</u>	<u>954,022</u>	57.2%	<u>802,054</u>	47.7%	<u>1,680,628</u>
Student Services:						
Salaries	1,293,469	748,026	57.8%	726,430	55.5%	1,308,889
Employee Benefits	366,444	237,256	64.7%	239,155	69.8%	342,482
Contractual Services	22,778	46,915	206.0%	10,545	57.7%	18,288
Materials & Supplies	68,187	35,505	52.1%	29,326	42.2%	69,552
Conference & Meeting Expenses	45,075	12,043	26.7%	9,245	27.4%	33,683
Utilities	-	541	0.0%	-	0.0%	-
Total Student Services	<u>1,795,953</u>	<u>1,080,286</u>	60.2%	<u>1,014,701</u>	57.2%	<u>1,772,894</u>
Public Services/Continuing Education:						
Salaries	367,282	209,784	57.1%	216,323	62.9%	343,940
Employee Benefits	80,616	55,816	69.2%	53,892	71.3%	75,574
Contractual Services	248,250	138,319	55.7%	204,822	98.0%	209,000
Materials & Supplies	89,250	42,381	47.5%	53,423	58.0%	92,100
Conference & Meeting Expenses	20,550	3,686	17.9%	8,611	43.2%	19,950
Other	200	-	0.0%	195	97.5%	200
Total Public Services/Continuing Education	<u>806,148</u>	<u>449,986</u>	55.8%	<u>537,266</u>	72.5%	<u>740,764</u>
Institutional Support:						
Salaries	1,804,720	999,922	55.4%	992,016	57.1%	1,737,749
Employee Benefits	673,288	487,149	72.4%	494,942	72.2%	685,412
Contractual Services	634,007	408,446	64.4%	436,570	71.6%	609,340
Materials & Supplies	429,645	241,599	56.2%	216,245	53.3%	405,704
Conference & Meeting Expenses	68,285	17,680	25.9%	23,574	37.6%	62,755
Utilities	26,050	6,903	26.5%	5,811	22.2%	26,200
Capital Outlay	25,875	-	0.0%	213,409	123.0%	173,500
Other	15,550	(69)	-0.4%	2,026	21.6%	9,400
Provision for Contingency	156,931	-	0.0%	-	0.0%	-
Total Institutional Support	<u>3,834,351</u>	<u>2,161,630</u>	56.4%	<u>2,384,593</u>	64.3%	<u>3,710,060</u>
Scholarships, Grants and Waivers	577,000	362,025	62.7%	314,096	57.5%	546,000
TOTAL EDUCATION FUND EXPENDITURES	<u>\$ 19,618,120</u>	<u>\$ 11,026,402</u>	56.2%	<u>\$ 10,855,392</u>	56.6%	<u>\$ 19,167,990</u>
INTERFUND TRANSFERS - NET	<u>\$ -</u>	<u>\$ (10,000)</u>	0.0%	<u>\$ (10,000)</u>	4.0%	<u>\$ (250,000)</u>

**Illinois Valley Community College District No. 513
Fiscal Year 2020 Budget to Actual Comparison
For the seven months ended January 31, 2020**

	<u>Annual Budget FY2020</u>	<u>Unaudited Actual 1/31/20</u>	<u>Act/Budget 58.3%</u>	<u>Actual 1/31/19</u>	<u>Act/Budget 58.3%</u>	<u>Annual Budget FY2019</u>
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,307,306	\$ 1,296,181	99.1%	\$ 1,268,398	102.0%	\$ 1,243,160
Corporate Personal Property Replacement Tax	230,000	61,502	26.7%	53,925	28.4%	190,000
TIF	130,000	82,238	63.3%	76,595	62.8%	122,000
Total Local Government	<u>1,667,306</u>	<u>1,439,921</u>	86.4%	<u>1,398,918</u>	90.0%	<u>1,555,160</u>
State Government:						
ICCB Credit Hour Grant	276,750	198,445	71.7%	185,733	81.3%	228,542
Total State Government	<u>276,750</u>	<u>198,445</u>	71.7%	<u>185,733</u>	81.3%	<u>228,542</u>
Student Tuition and Fees:						
Tuition	535,702	520,580	97.2%	527,197	72.4%	728,480
Total Tuition and Fees	<u>535,702</u>	<u>520,580</u>	97.2%	<u>527,197</u>	72.4%	<u>728,480</u>
Other Sources:						
Facilities Revenue	138,941	84,078	60.5%	77,776	56.0%	138,941
Investment Revenue	45,000	27,513	61.1%	31,206	195.0%	16,000
Other	2,500	1,058	42.3%	2,296	91.8%	2,500
Total Other Sources	<u>186,441</u>	<u>112,649</u>	60.4%	<u>111,278</u>	70.7%	<u>157,441</u>
TOTAL OPERATIONS & MAINTENANCE FUND REVENUES	\$ 2,666,199	\$ 2,271,595	85.2%	\$ 2,223,126	83.3%	\$ 2,669,623
OPERATIONS & MAINTENANCE FUND						
Operations & Maintenance of Plant:						
Salaries	\$ 968,783	\$ 528,214	54.5%	\$ 516,189	55.2%	\$ 935,842
Employee Benefits	326,311	198,700	60.9%	216,151	68.4%	316,108
Contractual Services	169,400	40,988	24.2%	95,050	43.4%	219,000
General Materials & Supplies	277,787	65,393	23.5%	126,502	43.3%	291,970
Conference & Meeting Expenses	5,675	240	4.2%	170	3.0%	5,675
Fixed Charges	68,250	61,748	90.5%	78,717	122.0%	64,500
Utilities	762,600	325,508	42.7%	366,933	48.8%	752,500
Capital Outlay	84,000	-	0.0%	80,486	97.0%	83,000
Other	(63,000)	-	0.0%	-	0.0%	(63,000)
Total Operations & Maintenance of Plant	<u>2,599,806</u>	<u>1,220,791</u>	47.0%	<u>1,480,198</u>	56.8%	<u>2,605,595</u>
Institutional Support:						
Salaries	45,186	23,090	51.1%	25,656	57.9%	44,278
Employee Benefits	11,846	5,542	46.8%	8,169	68.8%	11,865
Contractual Services	2,491	-	0.0%	2,491	346.0%	720
Materials & Supplies	3,050	1,878	61.6%	1,343	45.4%	2,955
Fixed Charges	3,820	3,688	96.5%	3,688	87.6%	4,210
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>66,393</u>	<u>34,198</u>	51.5%	<u>41,347</u>	64.6%	<u>64,028</u>
TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	\$ 2,666,199	\$ 1,254,989	47.1%	\$ 1,521,545	57.0%	\$ 2,669,623

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Illinois Valley Community College District No. 513
 Fiscal Year 2020 Budget to Actual Comparison
 For the seven months ended January 31, 2020

	Unaudited					
	Annual Budget FY2020	Actual 1/31/20	Act/Budget 58.3%	Actual 1/31/19	Act/Budget 58.3%	Annual Budget FY2019
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources						
Current Taxes	\$ 1,518,973	\$ 1,426,407	93.9%	\$ 1,579,248	0.0%	\$ 1,488,019
State Government Sources	-	-	0.0%	-	0.0%	-
Investment Revenue	65,000	35,935	55.3%	51,339	0.0%	32,500
Other Revenue	-	-	0.0%	-	0.0%	250,000
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	\$ 1,583,973	1,462,342	92.3%	1,630,587	0.0%	1,770,519
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Operations & Maintenance						
Contractual Services	\$ -	-	0.0%	3,716	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	1,500,000	375,176	0.0%	1,279,416	0.0%	3,656,726
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	\$ 1,500,000	375,176	25.0%	1,283,132	0.0%	3,656,726
INTERFUND TRANSFERS - NET	\$ -	\$ -		\$ -		\$ -
BOND & INTEREST FUND						
Investment Revenue	\$ 3,600	\$ 1,926	53.5%	\$ 2,110	0.0%	\$ 1,600
TOTAL BOND & INTEREST FUND REVENUES	3,600	1,926	53.5%	2,110	0.0%	1,600
BOND & INTEREST FUND						
Institutional Support:						
Debt Principal Retirement	\$ -	\$ -	0.0%	-	0.0%	-
Interest on Bonds	-	-	0.0%	-	0.0%	-
Fees	-	-	0.0%	-	0.0%	-
TOTAL BOND & INTEREST EXPENDITURES	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
WORKING CASH FUND						
Investment Revenue	\$ 70,000	\$ 59,964	85.7%	\$ 59,840	171.0%	\$ 35,000
TOTAL WORKING CASH REVENUES	70,000	59,964	85.7%	59,840	171.0%	35,000
Transfers In (Out)	\$ -	\$ -	0.0%	\$ -		\$ -

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**Illinois Valley Community College District No. 513
Fiscal Year 2020 Budget to Actual Comparison
For the seven months ended January 31, 2020**

	Annual Budget FY2020	Unaudited Actual 1/31/20	Act/Budget 58.3%	Actual 1/31/19	Act/Budget 58.3%	Annual Budget FY2019
AUXILIARY ENTERPRISES FUND						
Service Fees	\$ 1,664,665	\$ 925,647	55.6%	\$ 1,166,330	64.7%	\$ 1,801,765
Other Revenue	8,000	7,726	96.6%	5,385	136.7%	3,940
Investment Revenue	4,500	2,929	65.1%	3,272	72.7%	4,500
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	1,677,165	936,302	55.8%	1,174,987	64.9%	1,810,205

AUXILIARY ENTERPRISES FUND						
Salaries	\$ 352,435	173,660	49.3%	181,263	57.8%	313,439
Employee Benefits	70,612	53,472	75.7%	41,095	60.6%	67,816
Contractual Services	66,198	47,895	72.4%	47,498	73.3%	64,831
Materials & Supplies	1,291,728	789,680	61.1%	1,019,340	70.7%	1,442,162
Conference & Meeting	22,951	15,378	67.0%	12,134	45.6%	26,583
Fixed Charges	49,700	35,805	72.0%	29,621	57.7%	51,300
Capital Outlay/Depreciation	1,322	6,070	459.2%	-	0.0%	1,322
Other	103,000	1,500	1.5%	1,500	1.5%	103,000
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	1,957,946	1,123,460	57.4%	1,332,451	64.4%	2,070,453

Transfer In (Out)	\$ -	\$ -	-	\$ -	0.0%	\$ (198,586)
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	Annual Budget FY2020	Actual 1/31/20	Act/Budget 58.3%	Actual 1/31/19	Act/Budget 58.3%	Annual Budget FY2019
RESTRICTED PURPOSES FUND						
State Government Sources	\$ 285,285	\$ 64,344	22.6%	-	0.0%	\$ 280,032
Federal Government Sources	4,951,874	2,278,369	46.0%	2,268,678	46.5%	4,876,221
Nongovernmental gifts or grants	36,700	2,500	6.8%	599	0.0%	85,000
Other Revenue	-	1,647	0.0%	3,413	97.5%	3,500
TOTAL RESTRICTED PURPOSES FUND REVENUES	\$ 5,273,859	2,346,860	44.5%	2,272,690	43.3%	5,244,753

RESTRICTED PURPOSES FUND						
Instruction:						
Salaries	\$ 426,869	\$ 191,813	44.9%	197,463	52.6%	375,521
Employee Benefits	141,592	72,613	51.3%	77,899	54.0%	144,268
Contractual Services	23,293	25,544	109.7%	28,697	114.4%	25,090
Materials & Supplies	39,765	31,586	79.4%	65,376	59.1%	110,679
Conference & Meeting	41,065	15,331	37.3%	21,738	63.2%	34,409
Utilities	949	446	47.0%	901	72.1%	1,250
Capital Outlay	22,000	30,362	138.0%	77,830	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Instruction	\$ 695,533	\$ 367,695	52.9%	\$ 469,904	68.0%	\$ 691,217

**Illinois Valley Community College District No. 513
Fiscal Year 2020 Budget to Actual Comparison
For the seven months ended January 31, 2020**

	Annual Budget FY2020	Unaudited Actual 1/31/20	Act/Budget 58.3%	Actual 1/31/19	Act/Budget 58.3%	Annual Budget FY2019
RESTRICTED PURPOSES FUND						
Student Services						
Salaries	\$ 198,634	\$ 113,167	57.0%	\$ 110,698	57.6%	\$ 192,097
Employee Benefits	69,755	43,468	62.3%	42,797	60.1%	71,188
Contractual Services	6,000	6,016	100.3%	5,355	153.0%	3,500
Materials & Supplies	9,330	2,119	22.7%	12,851	222.1%	5,787
Conference & Meeting	9,300	3,288	35.4%	4,115	63.3%	6,500
Capital Outlay	-	-	-	-	0.0%	-
Tuition Waivers (TRIO Grant)	25,873	8,850	34.2%	21,450	107.3%	20,000
Total Student Services	318,892	176,908	55.5%	197,266	66.0%	299,072
Institutional Support						
Salaries (Federal Work Study)	94,035	53,034	56.4%	54,774	57.2%	95,683
SURS On-behalf	-	-	-	-	0.0%	-
Total Institutional Support	94,035	53,034	56.4%	54,774	57.2%	95,683
Student grants and waivers (PELL & SEOG)	4,170,699	2,044,326	49.0%	2,046,861	49.1%	4,165,281
TOTAL RESTRICTED FUND EXPENDITURES	\$ 5,279,159	\$ 2,641,963	50.0%	\$ 2,571,539	49.0%	\$ 5,251,253
Transfer In (Out)		\$ 10,000	-	\$ 10,000	100.0%	\$ 10,000

	Annual Budget FY2020	Actual 1/31/20	Act/Budget 58.3%	Actual 1/31/19	Act/Budget 58.3%	Annual Budget FY2019
AUDIT FUND						
Local Government Sources	\$ 38,150	\$ 36,933	96.8%	\$ 37,358	9.8%	\$ 379,528
Investment Revenue	100	89	89.0%	105	131.3%	80
TOTAL AUDIT FUND REVENUES	38,250	37,022	96.8%	37,463	9.9%	379,608
AUDIT FUND						
Contractual Services	38,150	36,150	94.8%	34,800	93.3%	37,300
TOTAL AUDIT FUND EXPENDITURES	\$ 38,150	\$ 36,150	94.8%	\$ 34,800	93.3%	\$ 37,300

Illinois Valley Community College District No. 513
Fiscal Year 2020 Budget to Actual Comparison
For the seven months ended January 31, 2020

	Unaudited					
	Annual Budget FY2020	Actual 1/31/20	Act/Budget 58.3%	Actual 1/31/19	Act/Budget 58.3%	Annual Budget FY2019
LIABILITY, PROTECTION, & SETTLEMENT FUND						
Local Government Sources	\$ 1,136,999	\$ 981,704	86.3%	\$ 548,621	66.4%	\$ 826,509
Investment Revenue	2,000	1,195	59.8%	1,696	28.3%	6,000
Other	-	-	0.0%	-	-	-
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES	\$ 1,138,999	\$ 982,899	86.3%	\$ 550,317	66.1%	\$ 832,509
LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES						
Student Services						
Salaries	111,403	36,442	32.7%	57,871	56.5%	102,355
Employee Benefits	28,762	17,952	67.1%	19,222	73.1%	26,286
Contractual Services	23,000	7,563	32.9%	2,495	11.1%	22,500
Materials & Supplies	400	214	53.5%	365	56.2%	650
Total for Student Services	<u>161,565</u>	<u>62,171</u>	<u>38.5%</u>	<u>79,953</u>	<u>52.7%</u>	<u>151,791</u>
Operations & Maintenance of Plant						
Contractual Services	547,500	209,104	38.2%	251,005	49.9%	502,800
Material & Supplies	150	149	99.3%	156	78.0%	200
Utilities	425	193	45.4%	273	60.7%	450
Total for Operations & Maintenance of Plant	<u>548,075</u>	<u>209,446</u>	<u>38.2%</u>	<u>251,434</u>	<u>49.9%</u>	<u>503,450</u>
Institutional Support						
Salaries	70,825	40,117	56.6%	39,860	57.8%	68,917
Employee Benefits	202,997	9,342	13.2%	9,214	4.3%	214,823
Contractual Services	34,000	28,876	84.9%	25,308	62.5%	40,500
Materials & Supplies	4,700	1,966	41.8%	-	0.0%	5,000
Conference & Meeting	5,200	-	0.0%	-	0.0%	500
Fixed Charges	275,500	248,301	90.1%	259,810	87.5%	297,000
Total Institutional Support	<u>593,222</u>	<u>328,602</u>	<u>55.4%</u>	<u>334,192</u>	<u>53.3%</u>	<u>626,740</u>
TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	\$ 1,302,862	\$ 600,219	46.1%	\$ 585,626	45.7%	\$ 1,281,981

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Illinois Valley Community College District No. 513
Fiscal Year 2020 Budget to Actual Comparison
All Funds - By Budget Officer
January 31, 2020
Unaudited

<u>Department</u>	<u>Annual Budget FY2020</u>	<u>Actual FY2020</u>	<u>Act/Budget 58.3%</u>	<u>Explanation</u>
President	\$ 356,966	\$ 206,976	58.0%	
Board of Trustees	14,825	13,034	87.9%	ICCTA Annual Dues \$11,550
Community Relations	422,032	228,159	54.1%	
Continuing Education	825,541	449,986	54.5%	
Facilities	4,099,806	1,595,968	38.9%	
Information Technologies	2,030,378	1,220,656	60.1%	
Academic Affairs	231,727	123,369	53.2%	
Academic Affairs (AVPCE)	700,194	441,302	63.0%	
Adult Education	467,386	252,433	54.0%	
Learning Resources	1,323,809	728,450	55.0%	
Career & Tech Education Division	2,265,590	1,204,843	53.2%	
Natural Science & Business Division	3,198,400	1,782,979	55.7%	
Humanities & Fine Arts/Social Science Division	3,226,936	1,813,464	56.2%	
Health Professions Division	1,823,278	937,714	51.4%	
Admissions & Records	360,719	248,625	68.9%	Advertising costs running over budget
Counseling	543,087	321,879	59.3%	
Student Services	281,511	194,392	69.1%	Includes consulting fees to course scheduling
Financial Aid	4,666,455	2,292,378	49.1%	
Career Services	41,825	20,600	49.3%	
Athletics	306,602	192,601	62.8%	
TRiO (Student Success Grant)	318,892	176,908	55.5%	
Campus Security	545,575	206,951	37.9%	
Business Services/General Institution	1,052,321	628,034	59.7%	
Risk Management	595,722	331,095	55.6%	
Tuition Waivers	577,000	362,024	62.7%	
Purchasing	120,078	71,233	59.3%	
Human Resources	134,113	72,494	54.1%	
Bookstore	1,508,000	859,912	57.0%	
Shipping & Receiving	66,393	34,198	51.5%	
Copy Center	100,344	45,702	45.5%	
Total FY20 Expenditures	\$ 32,205,505	\$ 17,058,359	53.0%	

Illinois Valley Community College
Statement of Cash Flows
for the Month ended January 31, 2020

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 4,215,935.33	\$ 966,156.97	\$ 1,168,175.96	\$ 187,048.76	\$ 175,628.87	\$ (390,685.02)	\$ 502,014.84	\$ 16,692.64	\$ 435.63	\$ 49,823.67	\$ 6,891,227.65
Total Receipts	493,764.03	69,089.58	1,595.60	256.51	190,469.35	-	3,407.12	22.89	-	23,015.38	\$ 781,620.46
Total Cash	4,709,699.36	1,035,246.55	1,169,771.56	187,305.27	366,098.22	(390,685.02)	505,421.96	16,715.53	435.63	72,839.05	7,672,848.11
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	-	-	-	-	-	-	-	-	-	-	-
Expenditures	(1,726,163.82)	(213,660.55)	(4,658.89)	-	(145,519.72)	(80,238.17)	-	-	(45,978.85)	-	(2,216,220.00)
ACCOUNT BALANCE	2,983,535.54	821,586.00	1,165,112.67	187,305.27	220,578.50	(470,923.19)	505,421.96	16,715.53	(45,543.22)	72,839.05	5,456,628.11
Deposits in Transit	(5,256.20)										(5,256.20)
Outstanding Checks	98,005.73										98,005.73
BANK BALANCE	3,076,285.07	821,586.00	1,165,112.67	187,305.27	220,578.50	(470,923.19)	505,421.96	16,715.53	(45,543.22)	72,839.05	5,549,377.64
Certificates of Deposit	-	-	2,704,020.34	500,000.00	248,000.00	-	3,367,000.00	-	100,000.00	-	6,919,020.34
Illinois Funds	7,865,592.80	2,587,487.13	803,099.03	143,199.88	-	160,851.95	951,215.35	-	-	334,234.15	12,845,680.29
Bldg Reserve-ILLFund			458,603.81								458,603.81
Total Investment	\$ 7,865,592.80	\$ 2,587,487.13	\$ 3,965,723.18	\$ 643,199.88	\$ 248,000.00	\$ 160,851.95	\$ 4,318,215.35	\$ -	\$ 100,000.00	\$ 334,234.15	\$ 20,223,304.44

LaSalle State Bank \$ 283,430.70
Midland States Bank 5,265,946.94
\$ 5,549,377.64

Respectfully submitted,


Kathy Ross
Controller

ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
January 31, 2020

<u>DUE</u>	<u>Education</u>	<u>Oper & Maint</u>	<u>Q&M Restricted</u>	<u>Bond & Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection & Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
4/13/2020			500,000	500,000				1,000,000	CTB	2.39%	2.40%	106342
5/4/2020						245,000		245,000	MBS	2.70%	2.70%	Morgan Stanley PVT
5/4/2020						245,000		245,000	MBS	2.75%	2.75%	CitiBank NA
5/4/2020						245,000		245,000	MBS	2.70%	2.70%	Israel Discount Bank
5/4/2020						245,000		245,000	MBS	2.75%	2.75%	Morgan Stanley NA
5/20/2020					248,000			248,000	MBS	2.05%	2.05%	American Express
7/17/2020			204,020					204,020	HNB	2.48%	2.50%	600092-1002
10/26/2020			1,000,000					1,000,000	MB	2.25%	2.26%	17050
11/7/2020						150,000		150,000	MB	2.25%	2.26%	15192
5/3/2022						248,000		248,000	MBS	2.35%	2.35%	American Express
5/3/2022						248,000		248,000	MBS	2.35%	2.35%	Capital One
7/19/2022						247,000		247,000	MBS	2.25%	2.25%	Discover Bank
7/19/2022						247,000		247,000	MBS	2.30%	2.30%	Capital One
7/19/2022						247,000		247,000	MBS	2.30%	2.30%	Wells Fargo
11/23/2022			1,000,000					1,000,000	MB	2.65%	2.67%	17012
11/23/2022							100,000	100,000	MB	2.65%	2.67%	17013
11/7/2023						200,000		200,000	CB	3.50%	3.50%	Goldman Sachs
11/7/2023						200,000		200,000	CB	3.50%	3.50%	UBS Bank USA
11/8/2023						200,000		200,000	CB	3.55%	3.55%	Morgan Stanley Bank
11/8/2023						200,000		200,000	CB	3.55%	3.55%	Morgan Stanley
11/15/2023						200,000		200,000	CB	3.55%	3.55%	Comenity Capital
Total CD	-	-	2,704,020	500,000	248,000	3,367,000	100,000	6,919,020				

CB Commerce Bank
CTB Central Bank
HNB Hometown National Bank

LSB LaSalle State Bank
MB Marseilles Bank

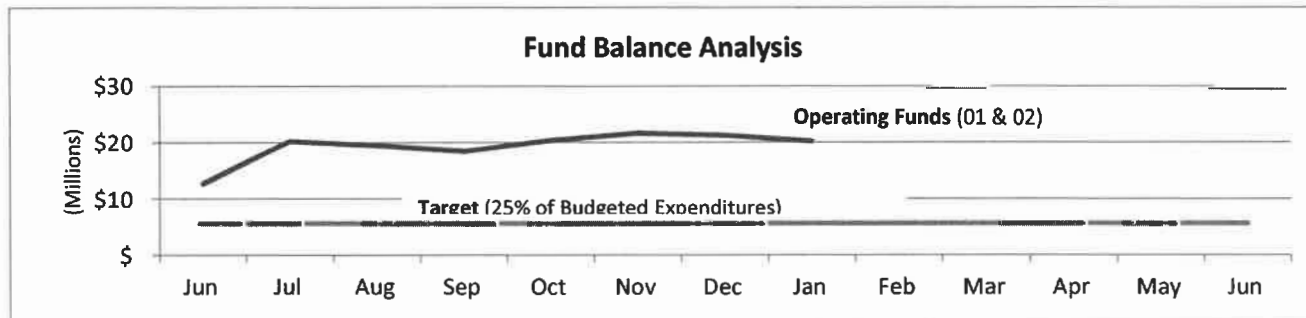
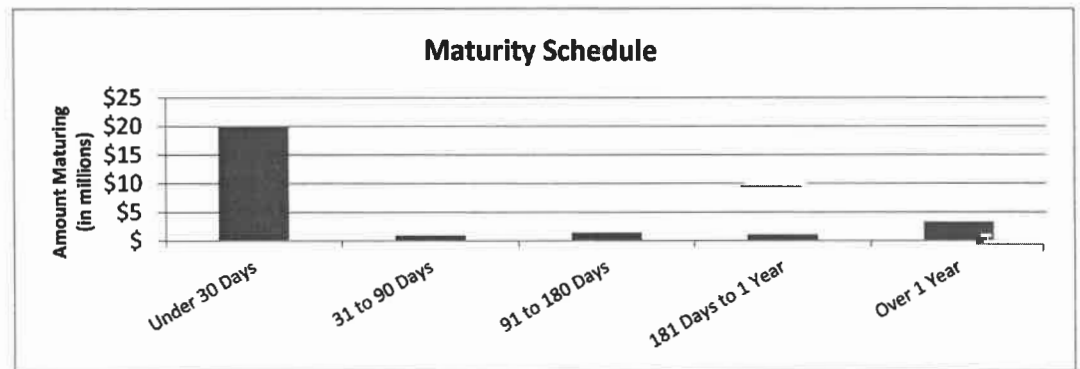
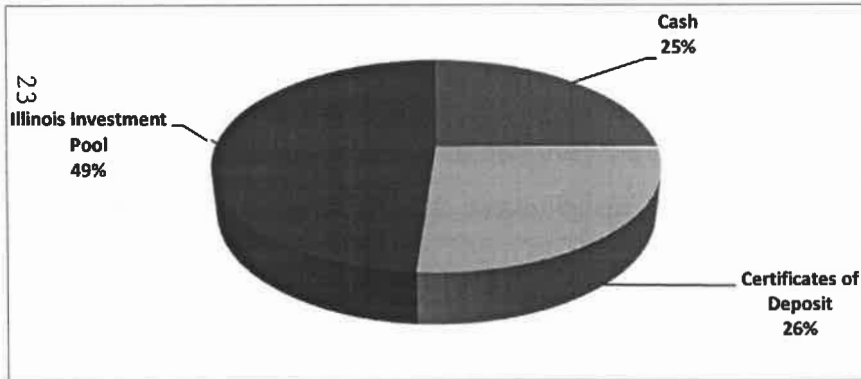
MBS Multi-Bank Securities, Inc.
MSB Midland States Bank

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**Illinois Valley Community College District No. 513
Investment Status Report
All Funds
January 31, 2020**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	25.0%	\$ 6,711,560	1.18%
Financial Aid Account	0.3%	86,862	1.18%
Certificates of Deposit	25.8%	6,919,020	2.60%
Illinois Investment Pool	48.8%	13,085,034	1.68%
Total		\$ 26,802,476	1.79%

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 12,627,085	-	-	\$ 12,627,085	47%
IL Funds -Building	457,949	-	0	457,949	2%
Midland States Bank	-	-	5,217,521	5,217,521	19%
Midland States-F/A	-	-	86,862	86,862	0%
Midland States-Bldg	-	-	526,529	526,529	2%
LaSalle State Bank	-	-	566,970	566,970	2%
Central Bank	-	1,000,000	-	1,000,000	4%
Commerce Bank	-	1,000,000	-	1,000,000	4%
Hometown Bank	-	204,020	-	204,020	1%
Multi Bank Securities	-	2,465,000	-	2,465,000	9%
Heartland Bank-Bldg	-	-	225,021	225,021	1%
Heartland Bank	-	-	175,519	175,519	1%
Marseilles Bank	-	2,250,000	-	2,250,000	8%
	\$ 13,085,034	\$ 6,919,020	\$ 6,798,422	\$ 26,802,476	100%




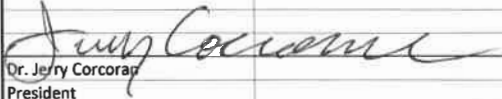
\$5,000 and Over Disbursements

01/01/2020-01/31/2020

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
753480	01/09/20	0214047	CenterPoint Energy Services, Inc	\$ 7,422.72	Natural Gas (11/01/19-11/30/19)
753482	01/09/20	0214499	Constellation NewEnergy, Inc	27,370.71	Electricity (11/07/19-12/10/19)
753489	01/09/20	0181795	G4S Secure Solutions (USA) Inc	16,063.19	Security Services Main Campus (10/28/19-11/03/19), (11/11/19-11/17/19) Ottawa Campus (12/02/19-12/08/19), (12/09/19-12/15/19)
753530	01/09/20	0082994	Eureka Savings Bank	305,000.00	HSA Contributions (01/09/20)
753531	01/09/20	0082994	Eureka Savings Bank	60,000.00	HSA Contributions (01/09/20)
753532	01/09/20	0195549	Heartland Bank and Trust	225,000.00	HSA Contributions (01/09/20)
753533	01/09/20	0195549	Heartland Bank and Trust	45,000.00	HSA Contributions (01/09/20)
ACH	01/09/20		Internal Revenue Service	51,267.89	Federal Payroll Taxes (01/09/2020)
ACH	01/09/20		Illinois Department of Revenue	18,245.55	State Payroll Taxes (01/09/2020)
ACH	01/09/20		VALIC Retirement Services	13,019.53	403(b) & 457(b)Payroll (01/09/2020)
ACH	01/09/20		Prudential	5,407.50	Life Insurance (January)
ACH	01/09/20		CCHC	256,223.97	Health Insurance (January)
753540	01/09/20	0082897	SURS	41,302.89	Payroll (01/09/2020)
753577	01/16/20	0209567	Delta Dental of Illinois	11,502.90	Dental Insurance (December)
753580	01/16/20	0109033	Elsevier Science	19,818.00	Books for Resale
753600	01/16/20	0204066	Moss Enterprises	9,240.00	Books for Resale
ACH	01/23/20		Internal Revenue Service	59,009.94	Federal Payroll Taxes (01/23/2020)
ACH	01/23/20		Illinois Department of Revenue	21,800.41	State Payroll Taxes (01/23/2020)
ACH	01/23/20		VALIC Retirement Services	13,019.53	403(b) & 457(b)Payroll (01/23/2020)
753685	01/23/20	0082897	SURS	46,939.40	Payroll (01/23/2020)
753770	01/24/20	0001450	Thyssenkrupp Elevator Corporation	7,154.45	Elevator Maintenance/Repair
753776	01/24/20	0066555	United States Postal Service	10,000.00	Reimburse Postage Meter
753843	01/29/20	0066555	United States Postal Service	6,000.00	Reimburse Postage Meter
753849	01/29/20	0001046	W.W. Norton & Co Inc	8,908.00	Books for Resale
ACH	01/30/20		Prudential	5,455.59	Life Insurance (February)

\$ 1,290,172.17

Stipends For Pay Period 01/04/20

Name		Start Date	End Date	Last Pay Date	Earn	Amount	GL No.	Section Name	Section Title	Comments
Barrie, Michael Bruce	Scoreboard Men's BB 1 Game	12/7/2019	12/7/2019	1/4/2020	ST	\$ 30.00	056430360251900			
Fowler, David Lee	Scoreboard Men's BB 4 Games	11/14/2019	12/7/2019	1/4/2020	ST	120.00	056430360251900			
McManus, Douglas Edward	Shot Clock Men's BB 5 Games	11/14/2019	12/7/2019	1/4/2020	ST	120.00	056430360251900			
Mott, Willard D	Campus Farm Management Duties	1/1/2020	12/19/2020	12/19/2020	ST	2,000.00	027810480051900			
Sarver, Gregory Stephen	Mileage Reimbursement	9/14/2019	12/14/2019	1/4/2020	ML	87.00	014110394355212			
Vogelgesang, Eugene Edward	Scorebook Men's BB 5 Games	11/14/2019	12/7/2019	1/4/2020	ST	120.00	056430360251900			
Whalen, Patrick Eugene	Announcer Men's BB 5 Games	11/14/2019	12/7/2019	1/4/2020	ST	120.00	056430360251900			
				Total		\$ 2,597.00				
 Cheryl Roelfsema Vice President of Business Services and Finance										
 Dr. Jeffrey Corcoran President			1/15/20							
								*Earntypes RE=Regular, TF=Taxable Reimbursements, ST/SG=Stipend, ES=SURS Exempt Stipend, OV=Overload, VA=Vacation Payout, ML= Commuting Mileage MI=Miscellaneous, SS=Summer School		

Stipends For Pay Period 01/18/20

Name		Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Atkinson, Benjamin Scott	CRJ 2020 01	1/9/2020	5/16/2020	5/23/2020	ST	2,121.00	011120570051320	CRJ-2020-01	Criminal Law	
Bhattacharya, Abhijeet	BUS 2000 100 ECN 2002 100	1/9/2020	5/16/2020	5/23/2020	ST	2,826.00	011120570051320	BUS-2000-100	International Business	
Bhattacharya, Abhijeet	ECN 1202 100	1/9/2020	5/16/2020	5/23/2020	ST	2,355.00	011120570051320	ECN-1202-100	Fundamentals of Economics	
Bokus, Michael Todd	CSP 2201 300	1/9/2020	5/16/2020	5/23/2020	ST	1,831.50	011320410051320	CSP-2201-300	Help Desk/User Support	
Bouxsein, Barbara Jean	CAD 1200 300	1/9/2020	5/16/2020	5/23/2020	ST	2,849.00	011320410051320	CAD-1200-300	Computer Aided Draft I AutoCAD	
Bray, Kristal A	ALH 1214 01 Lab/Clinical	1/9/2020	3/5/2020	3/14/2020	ST	4,074.15	011420730051320	ALH-1214-01	Certified Nursing Assistant	
Brittingham, Rose Marie	ENG 0909 01 RED 0900 300	1/9/2020	5/16/2020	5/23/2020	ST	2,896.00	011520650051320	ENG-0909-01	English Lab	
Brown, Jerry Alan	MGT 2220 300	1/9/2020	5/16/2020	5/23/2020	ST	2,172.00	011220570051320	MGT-2220-300	Principles of Supervision	
Buck, Catherine Margaret	SDT 1203 01	1/9/2020	3/5/2020	3/14/2020	ST	780.00	011120410051320	SDT-1203-01	Job Seeking Skills	
Carter, John James	CNC Series 300 Multi-Prep	1/9/2020	5/16/2020	5/23/2020	ST	3,532.50	011320410051320			
Castaneda, Craig Alexander	BIO 1008 08 300 302 1200 01	1/9/2020	5/16/2020	5/23/2020	ST	7,653.75	011120570051320	BIO-1008-08	Anatomy & Physiology II	
Cherpeske, Roxanne Gay	THM Program Coordinator	1/9/2020	5/16/2020	5/23/2020	ST	2,517.00	011420410051320			
Cherpeske, Roxanne Gay	THM 1214 01 Co Lab/Lecture	1/9/2020	5/16/2020	5/23/2020	ST	3,859.40	011420410051320	THM-1214-01	Therapeutic Massage Tech II	
Chianakas, Joseph L	SPH 1001 100	1/9/2020	5/16/2020	5/23/2020	ST	2,064.00	011120650051320	SPH-1001-100	Fundamentals of Speech	
Collins, Bret Edward	CSN 1225 300 301 2260 300	1/9/2020	5/16/2020	5/23/2020	ST	7,927.50	011320410051320	CSN-1225-301	Core Networking Technologies	
Corrigan, Kevin J	GEG 1005 300	1/9/2020	5/16/2020	5/23/2020	ST	3,663.00	011120570051320	GEG-1005-300	Introduction To Astronomy	
Czubachowski, Brandon Lee	MUP 1004 300	1/9/2020	5/16/2020	5/23/2020	ST	2,265.00	011120650051320	MUP-1004-300	Jazz Ensemble	
Czubachowski, Gina Lynn	PT Orientation	1/11/2020	1/11/2020	1/18/2020	ST	75.00	012420380151900			
Dickey, Lisa Kay	ECE 1204 100 2203 150	1/9/2020	5/16/2020	5/23/2020	ST	5,430.00	011220650051320	ECE-2203-150	Supervision and Administration	
Dockins, Sherry Marie	HSR 1204 01	1/9/2020	5/16/2020	5/23/2020	ST	2,340.00	011120650051320	HSR-1204-01	Addictive Disorders	
Dove, Christine E	SOC 1000 101 598 798	1/9/2020	5/16/2020	5/23/2020	ST	4,530.00	011120650051320	SOC-1000-598	Introduction To Sociology	
Dzurisin, Juliana Mae	ALH 1214 600 601 Lab/Clinical	1/9/2020	3/5/2020	3/14/2020	ST	8,391.65	011420730051320	ALH-1214-600	Certified Nursing Assistant	
Eccles, Kimberly A	CSS 2200 100	1/9/2020	3/5/2020	3/14/2020	ST	1,258.50	011320410051320	CSS-2200-100	Advanced Excel	
Eccles, Kimberly A	CSP 2203 100	1/9/2020	5/16/2020	5/23/2020	ST	2,936.50	011320410051320	CSP-2203-100	Microsoft Office ProfessII	
Ennenbach, William Ross	PSI 2000 560	1/9/2020	5/16/2020	5/23/2020	ST	2,172.00	011120650051320	PSI-2000-560	International Relations	
Erb, Thomas J	ENG 1001 630	1/9/2020	5/16/2020	5/23/2020	ST	2,172.00	011120650051320	ENG-1001-630	English Composition I	
Ewers, Kathryn Clara	BIO 1000 500	1/9/2020	5/16/2020	5/23/2020	ST	2,265.00	011120570051320	BIO-1000-500	The Global Environment	
Faber, Susan Lynn	BION 1009 300	1/9/2020	5/16/2020	5/23/2020	ST	1,629.00	011120570051320	BION-1009-300	Microbiology Night Lab	
Fess, Frederick E	ELT 1203 300	1/9/2020	5/16/2020	5/23/2020	ST	2,238.50	011320410051320	ELT-1203-300	Industrial Instrumentation	
Fitzpatrick-Grabow, Colleen Marie	THM 1226 01 Seminar	1/9/2020	5/16/2020	5/23/2020	ST	2,172.00	011420410051320	THM-1226-01	Therapeutic Massage Business Practice/Ethics	
Fogle, Kyle Kurt	BION 1008 303 HPE 1004 02 03	1/9/2020	5/16/2020	5/23/2020	ST	4,525.00	011120570051320	HPE-1004-02	First Aid	
Fowler, David Lee	Scoreboard Women's BB 4 games	11/14/2019	12/7/2019	1/18/2020	ST	120.00	056430360351900			
Gibbs, Kathryn Ann	ENG 0900 600 RED 0900 600	1/9/2020	5/16/2020	5/23/2020	ST	5,034.00	011520650051320	ENG-0900-600	Basic Composition II	
Greve, Mary Ann	ALH 1250 300 Lecture 1251 01 Lecture/Clinical	1/9/2020	3/5/2020	3/14/2020	ST	4,242.00	011420730051320	ALH-1250-300	Principle/Practice Phlebotomy	

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Stipends For Pay Period 01/18/20

Name		Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Greve, Mary Ann	Program Coordinator	1/9/2020	5/16/2020	5/23/2020	ST	2,121.00	011420730051320			
Groleau, Ronald W	BIO 1008 07 08 09 1200 02	1/9/2020	5/16/2020	5/23/2020	ST	9,157.50	011120570051320	BIO-1200-02	Human Body Structure & Function	
Grubar, Scott James	PT Orientation	1/11/2020	1/11/2020	1/18/2020	ST	75.00	012420380151900			
Grubar, Scott James	Carus Welding Program	1/14/2020	5/12/2020	5/23/2020	ST	2,240.00	014210331051320			
Gustafson, Janelle I.	ECE 2005 100	1/9/2020	5/16/2020	5/23/2020	ST	2,340.00	011120650051320	ECF-2005-100	The Exceptional Learner	
Hall, Nicole Lynn	CRJ 1070 300	1/9/2020	5/16/2020	5/23/2020	ST	2,064.00	011120570051320	CRJ-1070-300	Corrections in America	
Hall, Nicole Lynn	PT Orientation	1/11/2020	1/11/2020	1/18/2020	ST	75.00	012420380151900			
Harlow, Gary Dean	IMT 1207 300	1/9/2020	5/16/2020	5/23/2020	ST	1,810.00	011320410051320	IMT-1207-300	Pipefitting	
Henkel, Katie Jean	DLA 2205 150 151	1/9/2020	1/24/2020	2/1/2020	ST	1,882.40	011420410051320	DLA-2205-151	Expanded Functions I	
Henkel, Katie Jean	DLA 2204 01 02 03 Lab/Lecture	1/9/2020	5/16/2020	5/23/2020	ST	4,199.20	011420410051320	DLA-2204-01	Dental Radiography Lab I	
Hinterlong, James Edward	BUL 2000 01	1/9/2020	5/16/2020	5/23/2020	ST	2,442.00	011120570051320	BUL-2000-01	The Legal Environment of Business	
Hitchins, Robert James	IMT 1220 300 WLD 2209 311	1/9/2020	5/16/2020	5/23/2020	ST	4,525.00	011320410051320	WLD-2209-311	Fabrication	
Jauch, Christian Martin	CSI 1002 02 100	1/9/2020	5/16/2020	5/23/2020	ST	5,670.00	011120410051320	CSI-1002-100	Intro To Business Computer Systems	
Jenrich, Chuck	PGI MFG Project/AS 9100	1/7/2020	1/7/2020	1/18/2020	ST	400.00	014210331051320			
Johnson, D Scott	Program Coordinator	1/9/2020	5/16/2020	5/23/2020	ST	2,172.00	011320410051320			
Johnson, D Scott	HVC 1240 300 2210 300	1/9/2020	5/16/2020	5/23/2020	ST	5,068.00	011320410051320	HVC-1240-300	Design Installation/Serviceing	
Killian, Melissa J	Addendum 14 Sessions	1/5/2020	1/18/2020	1/18/2020	AD	814.18	013230030851540			
Killian, Melissa J	Addendum 14 Sessions	12/22/2019	1/4/2020	1/18/2020	AD	814.18	013230030851540			
Kirk, Janet M	ALH 1214 02 Lab/Clinical	1/9/2020	3/5/2020	3/14/2020	ST	3,757.56	011420730051320	ALH-1214-02	Certified Nursing Assistant	
Koesler, Zachary Thomas	CSN 1230 300	1/9/2020	5/16/2020	5/23/2020	ST	2,408.00	011320410051320	CSN-1230-300	Network Administration I	
Kusek, Karl Kenneth	ELE 1206 300	1/9/2020	5/16/2020	5/23/2020	ST	1,962.50	011320410051320	ELE-1206-300	Electrical Wiring	
Lamboley, Wendy Lynn	THM 1212 300	1/9/2020	5/16/2020	5/23/2020	ST	2,430.00	011420410051320	THM-1212-300	Pathology for Massage Therapy	
Lau, Michael F	PSY 1000 707 710	1/9/2020	5/16/2020	5/23/2020	ST	4,884.00	011120650051320	PSY-1000-707	General Psychology	
Leonard, Bryan Donald	CHM 1004 403	1/9/2020	5/16/2020	5/23/2020	ST	3,663.00	011120570051320	CHM-1004-403	Chemistry	
Leynaud, Donald Craig	Open Lab Hours	1/9/2020	5/16/2020	5/23/2020	ST	3,932.25	011120570051320			
Lynch, Kevin Robert	WLD Series 312 Multi-Prep	1/9/2020	4/21/2020	4/25/2020	ST	2,064.00	011320410051320			
Lynch, Kevin Robert	PT Orientation	1/11/2020	1/11/2020	1/18/2020	ST	75.00	012420380151900			
Malavolti, Steven Otto	ELE 1206 01	1/11/2020	5/9/2020	5/9/2020	ST	1,962.50	011320410051320	ELE-1206-01	Electrical Wiring	
Mandujano, James Edward	CRJ 2050 01	1/9/2020	5/16/2020	5/23/2020	ST	2,355.00	011220570051320	CRJ-2050-01	Issues in Criminal Justice	
Mandujano, James Edward	CRJ 2260 01	1/9/2020	5/16/2020	5/23/2020	ST	2,355.00	011220570051320	CRJ-2260-01	Police Community Relations	
Matejewski, Robin L	THM 1214 01 Co Lab	1/9/2020	5/16/2020	5/23/2020	ST	1,158.40	011420410051320	THM-1214-01	Therapeutic Massage Tech II	
McKee, Larry E	MLC IVCC Nights	1/9/2020	5/16/2020	5/23/2020	ST	4,884.00	011520570051320			
McManus, Douglas Edward	Correction	11/14/2019	12/7/2019	1/18/2020	ST	30.00	056430360251900			
McManus, Douglas Edward	Shot Clock Women's BB 4 Games	11/14/2019	12/7/2019	1/18/2020	ST	120.00	056430360351900			

Stipends For Pay Period 01/18/20

Name		Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Mentgen, Danny Lee	WLD Series 301 Multi-Prep	1/9/2020	3/5/2020	3/14/2020	ST	2,064.00	011320410051320			
Mills, Jennifer P	MUS 1000 595 600 630	1/9/2020	5/16/2020	5/23/2020	ST	4,530.00	011120650051320	MUS-1000-600	Music Appreciation	
Mize, Adam	ALH 1214 03 Lab/Clinical	1/9/2020	3/5/2020	3/14/2020	ST	3,757.56	011420730051320	ALH-1214-03	Certified Nursing Assistant	
Molln, Theresa Marie	PT Orientation	1/11/2020	1/11/2020	1/18/2020	ST	75.00	012420380151900			
Moskalewicz, James P	Addendum 7 Sessions	12/22/2019	1/4/2020	1/18/2020	AD	529.15	013230030851540			
Newburn, Rebecca L	MUS 1000 509	1/9/2020	5/16/2020	5/23/2020	ST	2,064.00	011120650051320	MUS-1000-509	Music Appreciation	
Newburn, Rebecca L	PT Orientation	1/11/2020	1/11/2020	1/18/2020	ST	75.00	012420380151900			
Nickel, Paul A	WLD Series 04 Multi-Prep	1/9/2020	3/5/2020	3/14/2020	ST	2,355.00	011320410051320			
O'Brien, Tina Marie	MLC OTTC Nights	1/9/2020	5/16/2020	5/23/2020	ST	3,256.00	011520570051320			
Olsen, Susan Janell	NUR 1210 03 05 Clinical/Orientation	1/9/2020	3/5/2020	3/14/2020	ST	2,573.12	011420730051320	NUR-1210-03	Mental Health Nursing	
Opsal, James Allen	BIO 1008 09	1/9/2020	5/16/2020	5/23/2020	ST	1,698.75	011120570051320	BIO-1008-09	Anatomy & Physiology II	
Prine, Renee Marie	Addendum 14 Sessions	1/5/2020	1/18/2020	1/18/2020	AD	890.80	013230030851540			
Prine, Renee Marie	Addendum 14 Sessions	12/22/2019	1/4/2020	1/18/2020	AD	890.80	013230030851540			
Pytel, Kyle Edwin	Driver Improvement LaSalle GDL	1/11/2020	1/11/2020	1/18/2020	ST	175.00	014110394251320	CDV-6000-01	LaSalle Co Driver Improvement	
Rearдон, Emily Elyse	SPH 1001 300	1/9/2020	5/16/2020	5/23/2020	ST	2,172.00	011120650051320	SPH-1001-300	Fundamentals of Speech	
Retoff, Dan J	PHL 1002 600	1/9/2020	5/16/2020	5/23/2020	ST	2,442.00	011120650051320	PHL-1002-600	Ethics	
Retoff, Dan J	ALH 1030 0 103 01 1002 600	1/9/2020	5/16/2020	5/23/2020	ST	5,698.00	011420730051320	ALH-1002-600	Human Growth & Development	
Roether, Jenilyn E	MUP 1001 01 300	1/9/2020	5/16/2020	5/23/2020	ST	1,629.00	011120650051320	MUP-1001-01	Collegiate Chorale	
Sarver, Gregory Stephen	Driver Improvement LaSalle	1/8/2020	1/8/2020	1/18/2020	ST	150.00	014110394251320	CDV-6000-301	LaSalle Co Driver Improvement	
Sarver, Gregory Stephen	Driver Improvement BC	1/11/2020	1/11/2020	1/18/2020	ST	150.00	014110394351320	CDV-7000-02	Bureau Co Driver Improvement	
Skoflanc, Francie A	GDT 1202 01	1/9/2020	5/16/2020	5/23/2020	ST	3,517.20	011320650051320	GDT-1202-01	Photoshop I for Graphic Design	
Smith, Mary Helen	CAD 1203 300	1/9/2020	5/16/2020	5/23/2020	ST	2,025.00	011320410051320	CAD-1203-300	Electronics Drafting	
Smith, Paul C	CAD 2204 300 MET 1200 300	1/9/2020	5/16/2020	5/23/2020	ST	4,907.50	011320410051320	CAD-2204-300	Geometric Dimension & Tolerance	
Sondgeroth, Anthony Lee	Carus Welding Program	1/14/2020	5/12/2020	5/23/2020	ST	4,800.00	014210331051320	CEU-5206-01	Carus Welding Program Level 1	
Sproul, Ethan Andrew	CSN 2250 300	1/9/2020	5/16/2020	5/23/2020	ST	1,991.00	011320410051320	CSN-2250-300	Specialty Servers	
Swett, Steven A	MKT 1220 80 Ind Study	1/9/2020	5/16/2020	5/23/2020	ST	150.00	011220570051320			
Tonioni, Nicole Heather	SWK 1000 01	1/9/2020	5/16/2020	5/23/2020	ST	2,064.00	011220650051320	SWK-1000-01	Introduction To Social Work	
Urbanc, Jacob James	WLD Series 311 Multi-Prep	1/9/2020	4/21/2020	4/25/2020	ST	2,064.00	011320410051320			
Urbanc, Jacob James	PT Orientation	1/11/2020	1/11/2020	1/18/2020	ST	75.00	012420380151900			
Vahle, Larry E	MLC OTTC Days	1/9/2020	5/16/2020	5/23/2020	ST	4,530.00	011520570051320			
Vogelgesang, Eugene Edward	Correction	11/14/2019	12/7/2019	1/18/2020	ST	30.00	056430360251900			
Vogelgesang, Eugene Edward	Scorebook Women's BB 4 games	11/14/2019	12/7/2019	1/18/2020	ST	120.00	056430360351900			
Whalen, Patrick Eugene	Announcer Women's BB 4 Games	11/14/2019	12/7/2019	1/18/2020	ST	120.00	056430360351900			
Whalen, Patrick Eugene	Correction	11/14/2019	12/7/2019	1/18/2020	ST	30.00	056430360251900			

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Stipends For Pay Period 01/18/20

Name		Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Whaley, Philip A	MUP 1002 300	1/9/2020	5/16/2020	5/23/2020	ST	2,064.00	011120650051320	MUP-1002-300	Wind Ensemble	
Whaley, Philip A	PT Orientation	1/11/2020	1/11/2020	1/18/2020	ST	75.00	012420380151900			
Whightsil, Greg Allen	ELE 1201 300	1/9/2020	5/16/2020	5/23/2020	ST	3,925.00	011320410051320	ELE-1201-300	Basic Industrial Electricity II	
Whightsil, Greg Allen	ELE 1200 01	1/11/2020	5/9/2020	5/9/2020	ST	3,925.00	011320410051320	ELE-1200-01	Basic Industrial Electricity I	
Zellmer, Donald G	Spring 2020 Duties	1/9/2020	4/30/2020	5/9/2020	ST	3,500.00	013620620151900			
						\$ 269,916.50				
<p><i>Cheryl Roelfsema</i> Cheryl Roelfsema Vice President of Business Services and Finance</p> <p><i>Dr. Jerry Corcoran</i> Jan. 24, 2020 Dr. Jerry Corcoran President</p>										
<p align="center">* Earntypes RE=Regular, TF=Taxable Reimbursements, ST/SG=Stipend, ES=SURS Exempt Stipend, OV=Overload, VA=Vacation Payout, ML= Commuting Mileage MI=Miscellaneous, SS=Summer School</p>										

**Part-time Faculty/Staff Appointments
January 2020**

Employee Name	Position	Department	Hourly/Lab* Rate	Credit Hour Rate
Alvarado, Amie	PT Tutor	Learning Resources	16.47	N/A
Grubar, Scott	PT Faculty	WFD - Welding Lab	32.25	N/A
Koesler, Zachary	PT Faculty	WFD - Cyber Security	N/A	688.00
Lynch, Kevin	PT Faculty	WFD - Welding	N/A	688.00
Olsen, Susan	PT Faculty	Nursing	33.06	705.00
Reeland, Kim	PT Staff	IT - Cybersecurity Analyst	17.25	N/A
Rogowski, Amy	PT Intern	Student Services	9.25	N/A
Simcich, Heather	PT Faculty	WFD - Dental Assisting	32.25	N/A
Sopko, Melanie	PT Faculty	Nursing	33.97	724.00
Stiel, Christine	PT Staff	Interim Writing Ctr Coord.	21.29	N/A
Urbanc, Jacob	PT Faculty	WFD - Welding	N/A	688.00

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

Cheryl Roelfsema

Cheryl Roelfsema
Vice President for Business Services & Finance

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

Jerry Corcoran 2/4/2020
Dr. Jerry Corcoran
President

Faculty Tenure Recommendation – Tracey Antle, Nursing Instructor

Dr. Deborah Anderson, Vice President for Academic Affairs, Bonnie Campbell, Associate Vice President for Academic Affairs and Julie Hogue, Director of Nursing & Health Professions have completed their evaluations of Tracey Antle, Nursing Instructor. The tenure recommendation is attached.

Recommendation:

The administration recommends the approval of tenure for Tracey Antle, Nursing Instructor, as presented.

KPI 5: District Population Served



ILLINOIS VALLEY
COMMUNITY COLLEGE

Memorandum

To: Jerry Corcoran, Ed.D, President
From: Deborah Anderson, PhD, Vice-President for Academic Affairs *da*
CC: Julie Hogue, Director of Nursing and Health Professions
Date: January 16, 2020
Subject: Tracey Antle Tenure Recommendation

It is customary that individuals eligible for tenure present their portfolios to the Dean or Director, Associate Vice-President, and Vice-President prior to the presentation to the Board to gain administrative approval and feedback to strengthen the portfolio and assure it accurately represents the faculty member's accomplishments.

To confirm that Ms. Antle met all requirements prior to her eligibility date, she met with Dr. Anderson, Associate Vice President Campbell, and Director Hogue for the initial presentation of her portfolio on January 7, 2020. In addition to evaluation documents, items of recognition, student course feedback, professional development, community service, and examples of contributions to the institution, Ms. Antle's portfolio included artifacts from her classroom as evidence of her excellent teaching.

Ms. Antle's accomplishments include the development of active learning strategies for the Pharmacology course in collaboration with another instructor. Additionally, she has revised the curriculum for the course in mental health. Ms. Antle is committed to life-long learning and sees her role as part of that ongoing process. Director Hogue noted Ms. Antle's growth over the past couple of years when she wrote: "Her expectations of herself have now become more realistic but her enthusiasm and dedication remain as strong as ever." Indeed, we are fortunate to have her as a member of our Nursing faculty.

Director Hogue, Associate Vice President Campbell, and Dr. Anderson were in unanimous agreement that Ms. Antle meets the requirements for tenure outlined in the IVCC Guidelines for Non-tenured Faculty Evaluation System.

We look forward to Ms. Antle's sharing her portfolio and celebrating her success with the Board of Trustees at the February 13, 2020 meeting.

**Recommendation for Tenure
In a Teaching Position at
Illinois Valley Community College**

Tracey Antle is being recommended for tenure in her position as a Nursing Instructor at Illinois Valley Community College. This tenure appointment will commence with the fall 2020 semester.

This recommendation is based on the following:

1. Exemplary Teaching Performance:

Tracey Antle began her teaching experience at IVCC as an adjunct Nursing Instructor. She taught a Second-Year Medical/Surgical clinical in the spring of 2017, then taught LPN clinical in the summer of 2017 before joining our faculty on a full-time basis in the fall of 2017. Tracey's nursing background is primarily in obstetrics and she has maintained a special interest in Mental Health Care for several years. In regard to learning, Tracey recently wrote down her thoughts on learning, she wrote, "Learning was presented to me as a lifelong process when I began nursing school 29 years ago. There is never a time when we have captured all there is to know, but rather we keep learning throughout the entirety of our lives." This philosophy has served Tracey well and she frequently shares this with her students.

In the fall of 2017, Tracey approached a full load of classes at IVCC with high expectations of herself, so much enthusiasm, and with dedication to do all that she could to impact her students in a positive way. Tracey has grown so much since her early days at IVCC. Her expectations of herself have now become more realistic but her enthusiasm and dedication remain as strong as ever. She is now confident in what she says, does, and requests of her students. She began lecturing Pharmacology right away and settled into teaching the Fundamentals of Nursing in the fall. It was in the spring when Tracey gave more of her time and effort to the Nursing Program and the College by picking up the reins of the Mental Health Nursing Course. Tracey shook away the aged material and infused new life into the Mental Health lectures and curriculum. She lectured both sections that semester while still taking groups of students to clinical and guiding and mentoring them as they participated in sanctioned Alternative Experiences. All three years she has stepped up and taken on more responsibility as staffing issues continued to plague the Nursing Program, filling in gaps and working well with several different adjunct faculty members in order to meet student needs.

Tracey Antle's primary professional focus has been on obstetrics for years. While she has taken a break from teaching about that, it is my hope as Director that she will soon transition from teaching Fundamentals in the fall to teaching Obstetric and Pediatric care. In an area where she already shines, she will be an awesome addition to the team that is already in place.

2. Contributions to the College:

Tracey Antle is committed to IVCC and the Nursing Program. The following list illustrates examples of her participation in division and college initiatives.

- Active participant in Nursing Division Meetings
- Participant in New Faculty Orientation class
- Active participant in weekly Nursing Faculty Meetings
- Active participant in rotating committee to review Nursing Appeals
- Supports the members of the Alpha Delta Nu Honor Society

- Participated in a fundraiser for the Student Nurse Association in 2018
- Actively participates in the Career Expo held every year in the spring
- Participates in Student Convocation and Commencement every year
- Is a member of the Wellness Committee
- She worked with Tina Hardy to create a module on anxiety. Tracey focused on test anxiety. Together, they have presented the module to students in the fall and plan to present several times during the spring semester.

3. Contribution to the Community:

Tracey continues to participate in multiple community activities along with her thriving family. She has participated in the following community events:

- Active participant in annual Nursing/CNA Advisory Council
- Is currently employed part-time at St. Margaret's Hospital in Spring Valley, IL in the OB department
- Recently participated in Princeton's Annual Christmas Walk
- Participated in the Ladd Community Education & Enrichment Foundation fundraiser
- Participated in "Discarded: A Trashion Show". As part of the event gently used garments were collected to be distributed to the needy.
- Regularly attends the LaSalle Farmer's Market
- Supports St. Bede Academy

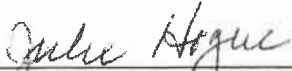
4. Professional Involvement:

Tracey has attended several professional conferences; she has represented IVCC and brought valuable information back to the Nursing Faculty. The following is a list of professional organizations and activities she is involved with and certifications she has obtained:

- Is board certified as a Registered Nurse and an Advanced Practice Nurse. She currently holds 5 certificates from:
 - o The American Midwifery Certification Board
 - o Basic Cardiovascular Resuscitation including AED training.
 - o Neonatal Advanced Life Support
- Has completed all required programs in SafeColleges for IVCC
- Has completed several continuing education programs through HealthStream at St. Margaret's hospital
- Is a member of the National League for Nurses

In conclusion, Tracey Antle, RN, MSN has shown herself to be a valuable asset to the College, the Nursing Program and her community. She is knowledgeable, caring, well-spoken and devoted to IVCC and the success of her students. She exemplifies the Mission, Vision, and Core Values of Illinois Valley Community College.

Recommended by:


 Director of the Nursing Division

1/15/2020

Date


 Vice President for Academic Affairs

1-16-20

Date

Faculty Tenure Recommendation – Taylor Myers, Nursing Instructor

Dr. Deborah Anderson, Vice President for Academic Affairs, Bonnie Campbell, Associate Vice President for Academic Affairs and Julie Hogue, Director of Nursing & Health Professions have completed their evaluations of Taylor Myers, Nursing Instructor. The tenure recommendation is attached.

Recommendation:

The administration recommends the approval of tenure for Taylor Myers, Nursing Instructor, as presented.

KPI 5: District Population Served



ILLINOIS VALLEY
COMMUNITY COLLEGE

Memorandum

To: Jerry Corcoran, Ed.D, President
From: Deborah Anderson, PhD, Vice-President for Academic Affairs *da*
CC: Julie Hogue, Director of Nursing and Health Professions
Date: January 16, 2020
Subject: Taylor Myers Tenure Recommendation

It is customary that individuals eligible for tenure present their portfolios to the Dean or Director, Associate Vice-President, and Vice-President prior to the presentation to the Board to gain administrative approval and feedback to strengthen the portfolio and assure it accurately represents the faculty member's accomplishments.

To confirm that Ms. Myers met all requirements prior to her eligibility date, she met with Dr. Anderson, Associate Vice President Campbell, and Director Hogue for the initial presentation of her portfolio on January 6, 2020. In addition to evaluation documents, items of recognition, student course feedback, professional development, community service, and examples of contributions to the institution, Ms. Myers' portfolio included artifacts from her classroom as evidence of her excellent teaching.

Ms. Myers' accomplishments include the development of active learning strategies for the Pharmacology course in collaboration with another nursing instructor. Additionally, Ms. Myers has taught both the first and second year Nursing curriculum, giving her a well-rounded understanding of the program as a whole. Ms. Myers' growth as an instructor is noted by Director Hogue: "She has grown from a tentative, insightful nursing instructor into an instructor who is still insightful but also firm in her convictions, and confident in her nursing/teaching practice." Indeed, we are fortunate to have her as a member of our Nursing faculty.

Director Hogue, Associate Vice President Campbell, and Dr. Anderson were in unanimous agreement that Ms. Myers meets the requirements for tenure outlined in the IVCC Guidelines for Non-tenured Faculty Evaluation System.

We look forward to Ms. Myers sharing her portfolio and celebrating her success with the Board of Trustees at the February 13, 2020 meeting.

**Recommendation for Tenure
In a Teaching Position at
Illinois Valley Community College**

Taylor Myers is being recommended for tenure in her position as a Nursing Instructor at Illinois Valley Community College. This tenure appointment will commence with the fall 2020 semester.

This recommendation is based on the following:

1. Exemplary Teaching Performance:

Taylor Myers began her teaching experience at IVCC during the fall of 2017 as a full-time non-tenured faculty member. Taylor came to us with a rich experience of emergency room nursing. Her experience gives the Nursing faculty additional insight into walk-in/outpatient care, a trend that all of healthcare is moving toward. Taylor also came to IVCC with all her proper credentials and youth on her side. Many times, by the time nurses have gained experience and the proper credentials to teach, youth is no longer part of the picture. Taylor's perspective is in the "now." She prompts the Nursing Faculty from wallowing overlong in the "well, this is what we used to do."

Taylor jumped right in with a full load and rosters of students. From the beginning, the students have provided overwhelmingly positive feedback to Taylor in regard to her teaching style, patience, caring, and knowledge. Taylor has specific standards and expectations of her clinical students that leaves no doubt that she anticipates professional, accountable, caring behavior from her clinical students.

Taylor has greatly improved her teaching practice over the last three years. She is receptive to feedback, and seeks out help when needed. She has grown from a tentative, insightful Nursing instructor into an instructor who is still insightful but also firm in her convictions, and confident in her nursing/teaching practice.

The second year of Taylor's employment here, she was asked to switch from instructing Second-Year students to First-Year students. This was a huge request, and Taylor readily agreed to the switch in order to facilitate the smooth running of the Nursing Program. She also performed well in the transition and will confirm that she gained much from the experience as she now has insight into the entire Nursing Program.

2. Contributions to the College:

Taylor is committed to IVCC and the Nursing Program. The following list illustrates examples of her participation in division and college initiatives.

- Active participant in Nursing Division Meetings
- Participant in New Faculty Orientation class
- Active participant in weekly Nursing Faculty Meetings
- Active participant in rotating committee to review Nursing Appeals
- Supports the members of the Alpha Delta Nu Honor Society
- Participated in a fundraiser for the Student Nurse Association in 2018
- Actively participates in the Career Expo held every year in the spring
- Participates in Student Convocation and Commencement every year

3. Contribution to the Community:

Taylor recognizes the value in community involvement to both the College and to her family. In addition to investing herself in all that has been described above, she also brought twins into the world in the spring of 2018. As bright, active toddlers Eleanor and Henry keep their parents on the go! With all that Taylor has going on, she has participated in the following community events:

- Active participant in annual Nursing/CNA Advisory Council
- Is currently employed part-time at St. Margaret's Hospital in Spring Valley, IL in the emergency room department
- Supported the 36th and 37th Annual Sublette Farm Toy Show that raised funds for the Sublette Fire Department
- Participated in the 71st and 72nd Mendota Sweet Corn Festival
- Through her participation in Church functions Taylor has:
 - o Participated in the 1st and 2nd annual "trunk or treat" with the twins
 - o Raised funds for the church through helping with their Semi-annual Beef Dinners
 - o Donated the loan of a hayrack and tractor to the church "Hayride and Bon Fire"
 - o Donated funds and assistance to a Pig Roast that raised donations for the Mendota Lutheran Home.

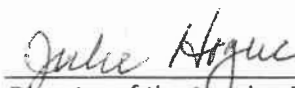
4. Professional Involvement:

Taylor's professional involvement is focused on expanding her knowledge base to better serve the students she teaches. She also continues to practice as a nurse in the emergency department as a means of staying up with current practice. The following is a list of professional organizations and activities she is involved with:

- Is board certified as a Registered Nurse. She is currently certified as a:
 - o Trauma Nurse
 - o Advanced Cardiovascular Resuscitation and Basic Cardiovascular Resuscitation including AED training.
 - o Pediatric Advanced Life Support
- Has completed all required programs in SafeColleges for IVCC
- Is a member of the National League for Nurses
- Has begun her journey toward an Ed.D. on January 13, 2020 at Capella University.

In conclusion, Taylor Myers, RN, MSN has proven to be a valuable asset to the College, the Nursing Program and her community. She exemplifies the Mission, Vision, and Core Values of Illinois Valley Community College. Her plans for the future are grounded within her role as a nurse educator at IVCC.


Recommended by:



Director of the Nursing Division

1/14/2020

Date



Vice President for Academic Affairs

1-16-20

Date

Faculty Tenure Recommendation – Dr. Jean Forst, English/Reading Instructor

Dr. Deborah Anderson, Vice President for Academic Affairs, Bonnie Campbell, Associate Vice President for Academic Affairs and Dr. Robyn Schiffman, Dean of Humanities, Fine Arts and Social Sciences have completed their evaluations of Dr. Jean Forst, English/Reading Instructor. The tenure recommendation is attached.

Recommendation:

The administration recommends the approval of tenure for Dr. Jean Forst, English/Reading Instructor, as presented.

KPI 5: District Population Served



ILLINOIS VALLEY
COMMUNITY COLLEGE

Memorandum

To: Jerry Corcoran, Ed.D., President
From: Deborah Anderson, Ph.D., Vice-President for Academic Affairs *da*
Date: January 13, 2020
Subject: Dr. Jean Forst Tenure Recommendation

An item for information was included in the November 2019 Board Report about the status of Dr. Jean Forst's progress toward tenure. Her tenure was effective in January 2020; consequently, she was not recognized during the Board meeting last March.

It is customary that each individual eligible for tenure present his/her portfolio to the Dean, Associate Vice President, and Vice President prior to the presentation to the Board to gain administrative approval and feedback to strengthen the portfolio and assure it accurately represents the faculty member's accomplishments.

To confirm that Dr. Forst met all requirements prior to her eligibility date, she met with Dr. Anderson and Dr. Schiffman for the initial presentation of her portfolio on October 11, 2019. In addition to evaluation documents, letters of recommendation, student course feedback, professional development, community service, and examples of contributions to the institution, Dr. Forst's portfolio included artifacts from her classroom as evidence of student learning.

Dr. Forst has grown steadily in her ability as an instructor, working with both developmental and honors students. She has sought professional development opportunities and completed additional graduate coursework during her time at IVCC. As noted by her Dean, Dr. Robyn Schiffman, "Dr. Forst exemplifies all the good that IVCC offers. She is a talented educator... She is easy to mentor and quick to like."

Dr. Schiffman and Dr. Anderson were in unanimous agreement that she met the requirements for tenure outlined in the IVCC Guidelines for Non-tenured Faculty Evaluation System.

**Recommendation for Tenure
In a Teaching Position at
Illinois Valley Community College**

Dr. Jean Forst is being recommended for tenure in her position as English/Reading Instructor at Illinois Valley Community College. This tenure appointment will commence with the Spring 2020 semester.

This recommendation is based on the following:

1. Exemplary Teaching Performance

Dr. Forst had many years of teaching experience before coming to IVCC. Her classes are efficient and well run with clear goals written on the board each lesson. Student feedback reveals she is highly engaged, energetic, and lively. Dr. Forst has recently been teaching our most motivated students in the Honors Program, in Literature courses, and in Dual Credit courses, and so this praise is well received.

2. Contributions to the College

Dr. Forst has participated in several Faculty Summer Institutes. She is a member of the Honors Team, and teaches a core class in the program. She has helped review syllabi for our Transitional English work. She's participated in Bridging the Gap and Dual Credit Meetings (as a presenter). She helps to judge the Richard Publow Award. She was co-Director of the Writing Center for two semesters and has tutored there regularly. Dr. Forst is very involved in campus life by attending Women's History Month events and musicals at our Weeg Cultural Centre.

3. Contributions to the Community

Dr. Forst is a passionate supporter of animals and volunteers at IVAR. She has judged the Illinois Association of Teachers of English's Annual Poetry and Prose Writing Contest for Junior High and High School students.

4. Professional Involvement

Dr. Forst has had the opportunity to attend the Illinois Reading Council every year and two major conferences: the Modern Language Association (where she also presented a paper) and the National Collegiate Honors Conference. She also attended the Illinois Summer Poetry Institute. She just completed a certificate of graduate work in Post-secondary Literacy from NIU.

5. Summary

Dr. Forst exemplifies all the good that IVCC offers. She is a talented educator who completed a graduate certificate even after her doctorate. She is an active community member concerned about animals and has participated in national conversations in her field. She is easy to mentor and quick to like.

Recommended by:



Dr. Robyn L. Schiffman
Dean of Humanities, Fine Arts, and Social Sciences

10/16/2019

Date



Dr. Deborah Anderson
Vice President for Academic Affairs

10-17-19

Date

Resolution Designating the Fiscal Year

The administration requests Board authorization to designate a fiscal year. In keeping with past practice, the recommended fiscal year would be from July 1, 2020 to June 30, 2021. The following resolution and budget calendar are therefore presented for Board consideration.

Recommendation:

The administration recommends the Board take the following action:

- 1. Adopt the resolution designating the fiscal year be from July 1, 2020 to June 30, 2021;**
- 2. Approve the budget calendar, as presented.**

KPI 6: Resource Management

RESOLUTION TO DESIGNATE A FISCAL YEAR

RESOLUTION

_____ moved, seconded by _____,
that the fiscal year of Illinois Valley Community College, District No. 513, Counties of
LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston, in the State of
Illinois, be July 1, 2020 to June 30, 2021.

ADOPTED this 13th day of February, 2020.

Chair, Board of Trustees

ATTEST:

Secretary, Board of Trustees

ILLINOIS VALLEY COMMUNITY COLLEGE

BUDGET CALENDAR — FY2021

- | | | |
|-------------------|---|--|
| February 13, 2020 | | Resolution to Designate a Fiscal Year |
| July 9, 2020 | - | Resolution to Adopt Tentative Budget
Notice of Public Hearing |
| July 13, 2020 | - | Budget Available for Public Inspection |
| July 13, 2020 | - | Notice of Public Hearing published |
| August 13, 2020 | - | Public Hearing — 6:30 p.m.
Resolution to Adopt Budget |

Course Fees/Adjustments

Course fees are reviewed annually by Program Coordinators and Deans using the approved Course Fee Guidelines. A copy of the current course fee guidelines are attached along with a copy of the proposed fee changes for FY21.

As per the Guidelines, courses taught in a dedicated instructional computer lab will have a technical support fee included in the final course fee. Based on expenditures to support computers in instructional labs, the FY21 lab component of the course fee has been calculated at \$5.00 per credit hour, which is unchanged from FY20.

All significant changes (more than a \$10 increase) have a brief rationale listed after the proposed fee.

There are currently 374 active courses with approved course fees. This recommendation is to change 77 course fees: 60 increases, 11 new courses, 1 decrease, plus the assignment of a course fee to 5 existing courses.

Recommendation:

The administration recommends changing 77 course fees: 60 increases, 11 new courses, 1 decrease, plus the assignment of a course fee to 5 existing courses as presented in the attached document.

KPI 6: Resource Management

Course Fee Guidelines

Qualifying Expenses

Course fees may be charged in order to cover costs of the following.

Per course section

1. Consumable supplies
2. Printing (handouts of less than 10 pages)
3. Program or course-specific software and licenses, other than those applications in use by the general student body, such as Microsoft Office Products
4. Lab assistants for specific programs courses
5. Expert guest speakers

Per credit hour

6. Technical support of instructional computer labs

Per student

7. Special 3rd party or certification/licensure testing
8. Extra-ordinary instructional costs, such as per hour pay for private music lessons.

Expenses covered by grants or other external sources are not to be considered.

Calculation of Fees

$$\begin{aligned} & (\text{Expenses per course section}) / (\text{enrollments in all sections}) \\ & + (\text{Per credit hour expenses}) \times \text{credit hours} \\ & + \underline{(\text{Per student expenses})} \\ & \text{Course Fee} \end{aligned}$$

1. Estimate the dollar amount to be spent on identified qualifying expenses, per course section, through review of past expenditures and consideration of anticipated variances.
2. Annualize irregular expenditures by dividing the total expense by the useful life of the supply, service, or license.
3. Sum all expenses.
4. Divide that amount by the number of students enrolled in all sections of the course (or those consuming the resource) for the previous year or the minimum number of students per section, whichever is larger.
5. Add in technical support for classes taught in instructional computer labs. The fee is calculated by ITS annually as the cost of support per computer lab PC divided by the average annual credit hours generated in instructional labs. The calculation does not include costs covered by student technology fees. The technical support element must be multiplied by the number of credit hours in the course.
6. Add special, per student fees, such as insurance, testing and criminal background checks at the actual anticipated rate per student.

The resulting figure, rounded to the next dollar, is the course fee to be assessed. The maximum increase in a course fee will not exceed 50% in a given year.

Review and Adjustment of Fees

Course fees should be reviewed annually by Program Coordinators and Deans.

Course	Title	Credits	2013-14 Fees	2014-15 Fees	2015-16 Fees	2016-17 Fees	2017-18 Fees	2018-19 Fees	2019-20 Fees	Proposed Fee Changes for 2020-21	Rationale for Increases over \$10
ART 1009	Ceramics I	3.0	60	40						20	
AGR 1003	Introduction to Animal Science	4.0								45	New course added to Agriculture curriculum
ATO 1210	Basic Gas Engines	5.0	85							95	Increasing cost of supplies used in course
ATO 1220	Basic Automotive Electricity	3.0	85							95	Increasing cost of supplies used in course
ATO 1240	Power Trans. And Manual Trans.	3.5	85							95	Increasing cost of supplies used in course
ATO 1250	Engine Performance	3.0	85							95	Increasing cost of supplies used in course
ATO 1260	Steering and Suspension Systems	4.5	85							95	Increasing cost of supplies used in course
ATO 1270	Service Management	5.0	2							12	SP/2 software is purchased yearly and used in this course
ATO 2200	Brake Systems	5.0	85							95	Increasing cost of supplies used in course
ATO 2210	Advanced Engine Performance & Driveability	5.0	85							95	Increasing cost of supplies used in course
ATO 2220	Fuel Systems & Emission Controls	4.5	85							95	Increasing cost of supplies used in course
ATO 2230	Automatic Transmissions/Trans-Axles	4.5	85							95	Increasing cost of supplies used in course
ATO 2240	Automotive Accessories	3.0	85							95	Increasing cost of supplies used in course
ATO 2250	Heating and Air Conditioning	4.5	85							95	Increasing cost of supplies used in course
ATO 2260	Advanced Drivelines	3.0	85							95	Increasing cost of supplies used in course
ATO 2270	Automotive Service	4.0	85							95	Increasing cost of supplies used in course
ATO 2280	Computerized Engine Controls	3.0	85							95	Increasing cost of supplies used in course
ATO 2290	Automotive Certification	1.0	2							12	SP/2 Software is purchased yearly and used in this course
CMA 1240	Medical Assisting Skills III	7.0								150	This is a new course offered in a new program. This fee will apply to lab equipment and supplies that will be used by the students.
CMA 1250	Medical Assisting Skills IV	4.0								90	This is a new course offered in a new program. This fee will apply to lab equipment and supplies that will be used by the students.
CSC 1201	Managing Information Security	3.0								10	Cost of supplies for new course
CSC 2200	Digital Forensics	3.0								125	New course with specialized software
CSC 2201	Ethical Hacking I	3.0								10	Cost of supplies for new course
CSC 2202	Cybersecurity Scripting	3.0								10	Cost of supplies for new course
CSC 2203	Computer Ethics	3.0								10	Cost of supplies for new course
CSC 2204	Security+	3.0								10	Cost of supplies for new course
CSC 2205	Ethical Hacking II	3.0								10	Cost of supplies for new course
DLA 1200	Dental Science I	1.0								10	
DLA 1210	Dental Science II	1.0								37	Dental Assisting National Board (DANB) Exam Fee (\$475) split over 13 courses
DLA 1201	Dental Materials & Lab Procedures	4.0	198			203				240	DANB Exam Fee (\$475) split over 13 courses

DLA 1202	Supervised Dental Assisting Practice	1.5	35				140		200	237	DANB Exam Fee (\$475) split over 13 courses
DLA 1203	Chairside Assisting I	4.0	65				170			207	DANB Exam Fee (\$475) split over 13 courses
DLA 1204	Dental Radiography I	2.0	160	165						202	DANB Exam Fee (\$475) split over 13 courses
DLA 1205	Preventive Dentistry I	1.5								10	
DLA 1206	Dental Office Management	3.0							60	70	
DLA 1208	Coronal Scaling	2.0								37	DANB Exam Fee (\$475) split over 13 courses
DLA 2200	Dental Science II	2.0							105	142	DANB Exam Fee (\$475) split over 13 courses
DLA 2201	Dental Laboratory Procedures II	2.0	125			130			190	227	DANB Exam Fee (\$475) split over 13 courses
DLA 2202	Clinical Practice	5.0	35						95	132	DANB Exam Fee (\$475) split over 13 courses
DLA 2203	Chairside Assisting II	3.0	65				170		230	267	DANB Exam Fee (\$475) split over 13 courses
DLA 2204	Dental Radiography II	2.0	180	185					245	282	DANB Exam Fee (\$475) split over 13 courses
DLA 2205	Expanded Functions	1.5								37	DANB Exam Fee (\$475) split over 13 courses
DLA 2208	Restorative Functions	2.0								37	DANB Exam Fee (\$475) split over 13 courses (new course)
WLD 1200	Stick, Plate, Flat Arc Welding	2.0	109		136					146	Cost of product increase
WLD 1201	Stick, Plate, Horizontal Arc Welding	2.0	109		136					146	Cost of product increase
WLD 1202	Stick, Plate, Vertical-up Arc Welding	2.0	109		136					146	Cost of product increase
WLD 1203	Stick, Plate, Vertical-down Arc Welding	2.0	109		136					146	Cost of product increase
WLD 1204	Stick, Plate, Overhead Arc Welding	2.0	109		136					146	Cost of product increase
WLD 1205	Plate, Tig, Flat	2.0	125	109	136					146	Cost of product increase
WLD 1206	Plate, Tig, Horizontal	2.0	125	109	136					146	Cost of product increase
WLD 1207	Plate, Tig, Vertical	2.0	125	109	136					146	Cost of product increase
WLD 1208	Plate, Tig, Overhead	2.0	125	109	136					146	Cost of product increase
WLD 1209	MIG(wire) Flat Plate Arc Welding	2.0	109		136					146	Cost of product increase
WLD 1210	GMAW (MIG) Mild Steel	2.0	115	109	136					146	Cost of product increase
WLD 1211	GMAW (MIG) Stainless Steel	2.0	129		146					156	Cost of product increase
WLD 1212	GMAW (MIG) Non-Ferrous Alloys	2.0	129		146					156	Cost of product increase
WLD 1213	GMAW (MIG) Pipe - All Positions	2.0	139		156					166	Cost of product increase
WLD 1220	GTAW (TIG) Mild Steel	2.0	109		136					146	Cost of product increase
WLD 1221	GTAW (TIG) Stainless Steel	1.0	129		146					156	Cost of product increase
WLD 1222	GTAW (TIG) Non Ferrous Alloys	2.0	129		146					156	Cost of product increase
WLD 1230	Dual Sheild and Metal Core	2.0	109		136					146	Cost of product increase
WLD 2200	MIG(wire) Horizontal Plate Arc Welding	2.0	109		136					146	Cost of product increase
WLD 2201	MIG(wire) Vertical Plate Arc Welding	2.0	125	109	136					146	Cost of product increase
WLD 2202	MIG(wire) Overhead Plate Arc Welding	2.0	125	109	136					146	Cost of product increase
WLD 2203	Pipe, Stick, 2G Position	2.0	139		156					166	Cost of product increase
WLD 2205	Pipe, MIG	2.0	135	139	156					166	Cost of product increase
WLD 2206	Gas Welding & Brazing, Flat & Horizontal	2.0	109		136					146	Cost of product increase
WLD 2207	OAW Vertical Up, Overhead, and Steel Pipe	2.0	109		136					146	Cost of product increase
WLD 2208	Cutting Torch and Plasma Arc Cutting	2.0	109		136					146	Cost of product increase
WLD 2209	Fabrication	2.0	129		146					156	Cost of product increase
WLD 2210	GMAW (MIG) Mild Steele	2.0	125	109	136					146	Cost of product increase
WLD 2211	OAW Special Topics	2.0	125	109	136					146	Cost of product increase
WLD 2213	Pipe, Stick, 5G Position	2.0	139		156					166	Cost of product increase
WLD 2220	GTAW (TIG) Mild Steel	2.0	125	109	136					146	Cost of product increase
WLD 2223	Pipe, Stick, 6G Position	2.0	139		156					166	Cost of product increase
WLD 2230	FCAW Mild Steel	2.0	125	109	136					146	Cost of product increase
WLD 2233	Pipe, Stick, TIG - Root All Positions	2.0	139		156					166	Cost of product increase

College and Career Start Tuition/Fee Adjustments

In an effort to promote our new and improved College and Career Start Program, the administration recommends the college adjust its dual credit/dual enrollment tuition and fee structure to reflect the following:

- Courses taught at the high school by a qualified high school instructor would have a flat fee of \$30.00 per course.
- Courses taught at high schools by IVCC instructors would be at 75 percent of the current tuition rate.
- Courses taught at the College, including online courses, would be at 75 percent of the current tuition rate.
- Free and Reduced Lunch discount would be maintained (i.e., \$5.00 registration fee only).
- The 30 for 30 discount would be maintained (i.e., students with 30 credit hours through dual credit/dual enrollment are eligible to take another 30 credit hours at a reduced tuition rate).

Recommendation:

The administration recommends Board approval of the College and Career Start Tuition Fee Adjustments, as presented.

KPI 6: Resource Management

Faculty Resignation – David Barnes – Economics Instructor

David Barnes, Economics Instructor, hired August 2018 has submitted a notice of resignation effective May 16, 2020. His resignation letter is attached.

We thank David for his dedicated service and wish him well in his new endeavors.

Recommendation:

Accept with regret the resignation of David Barnes, Economics Instructor effective May 16, 2020.

KPI 4: Support for Employees



January 29, 2020

Ron Groleau
Dean of Natural Sciences and Business
Illinois Valley Community College
815 North Orlando Smith Street
Oglesby, Illinois 61348

Dear Ron,

Thank you for the opportunity to work with IVCC. The faculty and administration are wonderful, and the students and staff made this the best experience imaginable.

Unfortunately, in two weeks I am moving to Wisconsin to accept a new position. So, please accept my resignation as Economics Instructor. My new position does not start immediately, of course, so I have arranged to commute back for the remaining weeks to complete our Spring 2020 semester.

And I will be glad to help in any way needed with the transition.

This truly has been an honor and joy. If there is anything I can ever do for the college, feel free to contact my personal email (DBarnes_942@hotmail.com) or to call me on my cell at 443-945-1251.

Best wishes,

A handwritten signature in black ink, appearing to read "David Barnes".

David Barnes

815 N. Orlando Smith Rd. Oglesby, IL 61348

Faculty Retirement – James Gibson – Electricity/Electronics and Renewable Energy Instructor/Program Coordinator

James Gibson, Electricity and Electronics Program Coordinator and Renewable Energy Program Coordinator, hired in January 1994 and teaching for over 26 years, has submitted a notice of retirement effective with Academic Year 2020. His retirement letter is attached.

We thank Jim for his years of dedicated service and wish him well in retirement.

Recommendation:

Accept with regret the retirement of James Gibson, Electricity/Electronics and Renewable Energy Instructor/Program Coordinator, effective the end of Academic Year 2020.

KPI 4: Support for Employees

1/28/2020

Professor James Gibson
Illinois Valley Community College
815 N. Orlando Smith Ave. Oglesby Il. 61348

Dr. Jerry Corcoran and the Board of Trustees

I am planning on retiring from the college this summer. Diana and I have purchased a home in southern Indiana and look forward to a rewarding retirement. Hopefully travel, industry training, and relaxing around the lake will help to fill my days.

Thank you for all the wonderful support over the years. The programs are in much better shape than when I was hired all those years ago. With fond memories, I wish to say goodbye and good luck in the future.

Have a great day, and wishing you all my best,



Professor James Gibson
Electricity and Electronics Program Coordinator
Renewable Energy Program Coordinator
Principle Investigator NSF Grant # 1003730
Co-PI NSF Grant # 0802505
Illinois Valley Community College

RECEIVED

JAN 28 2020

HUMAN RESOURCES

From: Shane Lange
Sent: Tuesday, January 21, 2020 12:09 PM
To: Leslie Hofer <Leslie_Hofer@ivcc.edu>
Subject: FW: Retirement

From: Bruce Hartman
Sent: Friday, January 17, 2020 8:17 AM
To: Shane Lange <Shane_Lange@ivcc.edu>
Subject: Retirement

Let this email serve as notice of my intention to retire from the IVCC Truck Driver Training Program .
My last day to work will be April 30, 2020. My first day of retirement will be May 1, 2020.

Drive : Safe,
Bruce Hartman
Illinois Valley Community College
Program Coordinator
Truck Driver Training Program
Phone 815-224-0266
Fax 815-224-0262

From: Robyn Schiffman
Sent: Thursday, January 02, 2020 8:49 AM
To: Leslie Hofer; Paula Hallock
Subject: FW: Spring Syllabi

Retirement notice for my part-time THE and SPH adjunct, Donna Stone.

From: Donna Stone [mailto:stone8355@icloud.com]
Sent: Monday, December 23, 2019 5:38 PM
To: Robyn Schiffman <Robyn_Schiffman@ivcc.edu>
Subject: Re: Spring Syllabi

{CAUTION: EXTERNAL EMAIL Do not click links or open attachments unless you recognize and trust the sender's email address.}

Unless you have a class for me to teach, I plan to retire immediately. SURS already has all of my paperwork. I will certainly miss my students and colleagues. Marlene is a gem who made it so easy to teach without worrying about administrative details. Good luck to you, Robyn.

Sincerely,
Donna Stone
dstone@livcc.edu
847-226-4799

Mr. Mark Grzybowski
Vice President, Student Services
Illinois Valley Community College

Dear Mark,

Please consider this as my notice to leave IVCC at the end of spring semester. I will be relocating to the Indianapolis area to live near my children.

I have enjoyed and appreciated the opportunity to work at IVCC part-time since 2000. This decision is definitely bittersweet, but it is the right decision at this time of my life.

Thank you, sincerely, for the opportunities and support you have given me in the counseling center through the years. I wish you all the best.

Sincerely,



Karen Stachowiak
Part-time Counselor
IVCC

RECEIVED

JAN 21 2021

HUMAN RESOURCES

January 13, 2020

Cory Tomasson
Athletic Director
Illinois Valley Community College
815 N Orlando Smith St.
Oglesby, IL 61348

Dear Cory,

Please accept this letter of resignation as the current Assistant Volleyball Coach in my pursuit of my career and starting a family. I would like to thank yourself and Erin for the opportunity to help me grow as a person and as a mentor. I have learned a great deal from this position and will use these skills in my workplace and in my family life. I will miss this job very much and it saddens me to have to step away, however I need to focus on my career and my family more at this time.

Sincerely,

Mariela Bima

Mariela Bima

Received CT

RECEIVED

JAN 31 2020

HUMAN RESOURCES 58

OFFICE OF THE PRESIDENT

Bonnie Charpentier, Ph.D.
President-Elect, 2018
President, 2019
Immediate Past President, 2020

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

December 18, 2019

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

Dear Dr. Groleau:

I am very pleased to inform you that the American Chemical Society (ACS) at Illinois Valley Community College has been selected to receive an Outstanding award for its activities conducted during the 2018-2019 academic year.

For the 2018-2019 academic year, over 380 chapter activity reports were submitted and the Society Committee on Education presented **59 Outstanding**, **135 Commendable**, and **156 Honorable Mention** awards. The award list is going to be on the Student Communities website. In addition, inChemistry will be posting an infographic and linking to the [Awards](#) page. The award winning chapters will also be honored at the ACS National Meeting in Philadelphia, PA.

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

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

Sincerely,



Bonnie Charpentier, Ph.D.
2019 President
American Chemical Society

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



January 28, 2020

Mark Grzybowski
Illinois Valley Community College
815 N. Orlando Smith Rd.
RR1
Oglesby, IL 61348

Dear Mark:

Thank you for coordinating the Thursday, January 23, 2020 blood drive. We were very pleased with the drive overall, and the willingness of the donors to share this life saving gift.

The efforts of Illinois Valley Community College have always been greatly appreciated and their support of the community blood program will go a long way toward replenishing blood supplies and ultimately saving lives.

In addition, we very much appreciate your efforts during this crucial time. You may be interested to know that 46 donors registered, 3 donors were deferred and 48 units were collected! We also registered 18 first time donors!

Again, thank you for your contribution and ongoing support of this important community program. I look forward to working with you again on an upcoming blood drive.

Sincerely,

A handwritten signature in blue ink that reads "Tammy Hibser".

Tammy Hibser
Donor Recruitment Representative
American Red Cross

Fall 2019 Graduation

There were 153 graduating students earning a total of 178 degrees and certificates in the following areas:

16	Associate in Arts Degree
25	Associate in Science Degree
18	Associate in Applied Science Degree
1	Associate in Engineering Science
1	Associate in General Studies Degree
117	Certificates of Completion

By comparison, in Fall 2018, we graduated 165 students with a total of 186 degrees and certificates.

MEMORANDUM

TO: Mark Grzybowski
Vice-President for Student Services

FROM: Cory Tomasson *CT*
Coordinator of Student Activities

RE: FY '20 Student Organization Budgets

DATE: November 25, 2020

Attached is the proposed 2019-2020 Budget for Student Activities.

This budget has been created by the Student Government Association and approved by the Coordinator of Student Activities. We would ask for your approval of these allocations for the 2019-2020 academic year.

Matthew Klein

Lillian

Kaitlyn Ruppert

Ciena Espinoza

Megan Brooks

Karlee Arjes

Naomi Ochuba

Dany Fittante

Andrea Medina

	ORGANIZATION	2017-2018 Allocations	2018-2019 Allocations	Proposed Allocations
1	Ag Club	\$250.00	\$165.00	500
2	Alpha Delta Nu (Nursing Honors)	\$300.00	\$200.00	500
3	American Chemical Society	\$4,000.00	\$2,600.00	2500
4	Auto Club	\$300.00	\$200.00	250
5	Bio club	\$0.00	\$100.00	500
6	Black Student Association	\$400.00	\$275.00	500
7	Chess Club	\$300.00	\$165.00	250
8	College Democrats	\$550.00	\$375.00	500
9	Disc Golf Club	\$375.00	\$250.00	500
10	Eagle Pong	\$250.00	\$165.00	250
11	Economics Student Association	\$300.00	\$200.00	500
12	Focus On Fitness*	\$1,000.00	\$0.00	0
13	Gaming Society	\$800.00	\$520.00	500
14	Gay/Straight Alliance	\$750.00	\$490.00	500
15	Hispanic Leadership Team	\$400.00	\$275.00	500
16	Honors Program	\$400.00	\$275.00	250
17	Human Service Honors Society *	\$400.00	\$275.00	0
18	Human Service Organization*	\$1,000.00	\$675.00	0
19	Indefinite Limits (Math Club)	\$850.00	\$575.00	750
20	International Society	\$1,200.00	\$500.00	500
21	IVLeader	\$11,000.00	\$9,000.00	9000
22	IVNUA (Women In Technology now)	\$750.00	\$500.00	500
23	Lambda Alpha Epsilon (CRJ)	\$2,000.00	\$1,300.00	1500
24	One Room	\$250.00	\$150.00	500
25	OSAKA Anime Club	\$750.00	\$500.00	500
26	Phi Theta Kappa	\$3,100.00	\$2,100.00	2500
27	Physics Club	\$0.00	\$0.00	0
28	Project Success Leadership Team	\$400.00	\$275.00	500
29	Psychology Club	\$600.00	\$400.00	500
30	Red Cross	\$750.00	\$500.00	750
31	River Currents	\$1,500.00	\$1,500.00	1500
32	Rotorac	\$0.00	\$100.00	500
33	Running Club	\$0.00	\$0.00	0
34	SAGE	\$500.00	\$330.00	500
35	Sigma Delta Mu (Spanish)	\$100.00	\$100.00	500
36	Sigma Kappa Delta (English)	\$1,600.00	\$1,100.00	1500
37	SPAMO	\$2,000.00	\$1,325.00	1500
38	Student Ambassadors	\$750.00	\$750.00	1000
39	Student Government Association	\$4,000.00	\$2,200.00	2000
40	Student Nurses Association	\$7,000.00	\$4,200.00	4000
41	Student Veteran's Association	\$400.00	\$270.00	250
42	TEACH	\$1,000.00	\$650.00	1000
43	Transformed**	\$0.00	\$0.00	250
44	World Languages	\$500.00	\$325.00	500
45	Young Republicans	\$500.00	\$335.00	500
	Subtotal	\$53,275.00	\$36,190.00	41500
	Coordinator Stipend	\$15,000.00	\$15,000.00	0
	Athletics	\$61,414.00	\$61,414.00	61414
	TOTAL	\$129,689.00	\$112,604.00	102914

* No Longer Active

**New or reactivated

OK
MLG
12/16/14

Course Schedule Consulting – Additional Services

At the September 2019 Board of Trustees meeting, the administration was authorized to enter into an agreement with RSM US LLP for course schedule consulting not to exceed \$50,000. Work began immediately with RSM personnel coming to campus in October 2019 to gather information from stakeholders. A course schedule model was developed. This was the culmination of the work covered in the original agreement. RSM was asked to provide further services including another visit to campus to work with the academic deans. Additional fees beyond the original agreement include:

Professional fees	\$5,000
Administrative costs	2,750
Travel	<u>4,407</u>
Total	\$12,157

The result of the engagement is a course scheduling model that will serve as a tool for developing academic schedules over the next several years. It will help identify trends in course section enrollments so that the College resources can be better utilized by changing the time of day a section is offered or the delivery method of the section.



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Memorandum

To: Jerry Corcoran
From: Cheryl Roelfsema
Date: January 9, 2020
Subject: Ottawa Route 71 TIF Agreement Revision

In November 2019 a revised Intergovernmental Agreement (IGA) with the City of Ottawa for reimbursements from the new Ottawa Rt 71 TIF District was presented to the Board of Trustees as an item for information. Inadvertently, a copy of the original agreement was included in the board packet. Included in the February board packet is a copy of the revised IGA which was modified as follows:

1. Item #6 on page 1 to reflect that the TIF District has been adopted;
2. Section I.A on page 2 to reflect the appropriate percentage and further except the modifications of I.A. 1 and 2. where applicable; and
3. Updated Exhibits A (Rt 6 Surplus Parcels) and Exhibit B (Ottawa Industrial Park Excluded Parcels) where applicable.

The original language would have included some parcels in more than one category for reimbursement which was not the original intent.

I would recommend approval of the revised agreement.

**OTTAWA ROUTE 71 TIF DISTRICT
INTERGOVERNMENTAL AGREEMENT**

by and between

**THE CITY OF OTTAWA, ILLINOIS
and**

ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513

This Intergovernmental Agreement is entered into by and between the City of Ottawa, an Illinois Municipal Corporation, and Illinois Valley Community College District No.513, an Illinois Community College District, pursuant to the 1970 Illinois Constitution and Illinois Revised Statutes.

In consideration of their mutual promises, the Parties hereto agree as follows:

1. The City of Ottawa (“City”) is an Illinois Municipal Corporation organized under the Constitution and Statutes of the State of Illinois.
2. The Illinois Valley Community College District No. 513 (“Community College District”) is an Illinois Community College District organized under the Statutes of the State of Illinois.
3. The 1970 Illinois Constitution, Article VII, Section 10, and the Illinois Compiled Statutes 2009, Ch. 5 Section 220/1 et seq. provide legal authority for intergovernmental privileges and authority to be enjoyed jointly by counties and municipalities as well as other public bodies politic.
4. Pursuant to Section 65 ILCS 5/8-1-2.5 of the Illinois Municipal Code, the Corporate Authorities of the City may appropriate and expend funds for economic development purposes, including, without limitation, the making of grants to any other governmental entity or commercial enterprise that are deemed necessary or desirable for the promotion of economic development within the municipality.
5. The Tax Increment Allocation Redevelopment Act (“TIF Act”), Illinois Compiled Statutes, 2009, as amended, Ch. 65 Section 5/11-74.4-1 et seq. authorizes a municipality to enter into all contracts necessary or incidental to the implementation and furtherance of its redevelopment plan and project.
6. The City has adopted a Redevelopment Plan and Projects and designated a Redevelopment Area pursuant to the TIF Act for the Ottawa Route 71 TIF District (“TIF District”) which is an area located in the Community College District and which may impact growth of the Community College District’s tax base.

7. The City has determined that it wishes to reduce the potential negative impact on the real estate tax base of the Community College District caused by the creation of the TIF District.
8. The Parties declare that this Agreement is adopted pursuant to the 1970 Illinois Constitution, Article VII, Section 10 and Chapter 65 Section 5/11-74.4-4(b) of the TIF Act.
9. The City agrees to exercise its authority under Section 5/11-74.4-3(q)(7) of the TIF Act to reduce the negative impact on the real estate base of the Community College District from the establishment of the TIF District by reimbursing, certain capital costs incurred in furtherance of the objectives of the TIF District Redevelopment Plan and Projects as described below.
10. The Community College District shall use any payments received pursuant to Section 5/11-74.4-3(q)(7) for reimbursement of capital and equipment expenditures as allowed by law.
11. The Parties declare that this Agreement is adopted pursuant to the 1970 Illinois Constitution, Article VII, Section 10 and Chapter 65 Section 5/11-74.4-4(b) of the TIF Act.

NOW, THEREFORE, the Parties agree to implement these policies as follows:

I. REIMBURSEMENT

A. REIMBURSEMENT CALCULATION

Each year during the term of this Agreement, the City agrees to reimburse to the Community College District from the Special Tax Allocation Fund a sum equal to **three percent (3%)** of the annual gross real estate tax increment created by any development or increase in equalized assessed valuation within the TIF District, except as modified by Section 1. and 2. below, for expenditures of capital costs and job training, advanced vocational education and other career education purposes, as set for in the TIF Act.

1. Surplus Designation Areas: Notwithstanding anything contained herein to the contrary, the City agrees to annually declare a One Hundred percent (100%) surplus, pursuant to the TIF Act, on all of the parcels with a fully completed and assessed building value or with a fully completed and assessed parking lot value as of 12/31/14, that are being removed from the Route 6 East TIF District and being included in this TIF District, hereinafter the "Surplus Parcels" such parcels identified on the attached *Exhibit A*.
2. Exclusion: Notwithstanding anything contained to the contrary herein, the parties agree that any real estate tax increment generated by those parcels that were a part of the Ottawa Industrial Park TIF District, and those parcels to be annexed adjacent to said parcels, hereinafter the "Excluded Parcels" identified on the attached *Exhibit B*, shall not be subject to this Agreement and that the School District shall not receive any reimbursement of real

estate tax increment generated from those parcels of land.

B. TAX INCREMENT

The Parties agree that the LaSalle County Clerk will provide to the Parties the actual annual gross real estate tax increment generated within the TIF District and within the boundaries of the Community College District and report such increment to the Parties.

C. IMPACT FEE

The City will pay the sum described in Paragraph A above to the Community College District from the Special Tax Allocation Fund as an impact fee to be used for capital costs and job training, advanced vocational education and other career education purposes, pursuant to current Section 4-3(q)(7) and (10) of the TIF Act, and the Community College District shall provide the City with a list of the expenditures annually.

D. ACCOUNTING

If a refund or reimbursement of real estate tax increment (including any statutory interest thereon) is potentially due from the City's Special Tax Allocation Fund for any reason including, but not limited to any tax objection, assessment challenge or formal appeal to the Illinois Property Tax Appeal Board (PTAB), issuance of a certificate of error or any other similar action, including any appeals therefrom for any property located within the TIF District, the City may at its sole discretion withhold the Community College District's share of any such refund or reimbursement from payments due the Community College District under this Agreement until the time such action is resolved.

Any funds withheld by the City under this *Section* shall be deposited by it into a separate interest bearing bank account. Upon final determination of the assessed value of the parcel or parcels, the City shall pay to the Community College District the principal amount due, if any, under this Agreement as recalculated. The City shall be entitled to retain any interest earned on the account as partial payment for the administration of the account due to the delay of the determination of the final evaluation and recalculation of the benefits due to the Community College District under this Agreement.

If it appears to the City that it will be unable to recover the Community College District's share of any such refund from remaining future reimbursements due the Community College District under this Agreement, then the Community College District shall reimburse the City for its remaining unpaid share of such refund (including any accrued statutory interest thereon) within thirty (30) days upon receiving written demand of the same from the City.

Notwithstanding anything in this Agreement to the contrary, the obligations contained in this *Section* shall remain in effect for the life of the TIF District. Furthermore, the obligations set forth in this *Section* shall survive the expiration of the TIF District if a tax objection or other such action taken by a property owner is pending prior to the expiration of the TIF District and shall continue until final disposition of such action.

E. REIMBURSEMENT TIMING

The City shall pay the sum determined above to the Community College District within sixty (60) days of the City's receipt of the real estate tax increment generated as a preference and in the same proportions as actually received by the City provided that the Community College District has filed with the City a list of eligible project costs equal to or exceeding the calculated sum to be paid to the Community College District under the terms of this Agreement.

II. GENERAL

Binding Effect:

This Agreement shall be binding on the Parties and their respective successors, including successors in office. Should the Community College District merge, this Agreement shall apply to the successor community college district.

Governing Law:

This Agreement is governed by and shall be construed in accordance with the laws of the State of Illinois.

Term:

This Agreement shall become effective upon the establishment of the TIF District and shall remain in effect until either the City adopts an Ordinance dissolving the TIF District or until the termination of the TIF District even if the termination occurs after the initial term of 23 years. Whether the TIF District exists for the entire term as called for under the TIF Plan, is extended, or terminates at some other time, the City will pay from incremental real estate taxes distributed to the City in the year following termination, the sums due the Community College District for the prior year which remains unpaid, if such increments are received by the City from the Community College District.

Amendments, Waivers, Modifications:

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

Waiver of All Rights to Contest TIF District/Objection to Reimbursements:

The Community College District by its execution and approval of this Agreement hereby waives forever any and all right to directly or indirectly set aside, modify or contest in any manner the establishment of the TIF District including the Redevelopment Plan, Projects and Area. Nothing contained herein is to be construed to give the Community College District any right to participate in this administration of the TIF District or Plan or Project. Further, the Community College District, or its agents, employees, or officer shall not aid or assist in any manner any other party or entity seeking to challenge the TIF District.

The Community College District agrees that any objection to any reimbursement received under this Agreement must be provided by written notice to the City not more than one hundred twenty (120) days after the date of the payment, whether made by check or electronic transfer, and if not timely made, such objection is forever waived and barred.

Amending the TIF District:

The City will not otherwise amend the TIF Plan except after providing written notice to the Community College District and holding such public hearings as required by statute.

Real Estate Tax Increment Information:

- (1) The Administrators of the TIF Plan and City agree to provide the Community with information developed to establish the initial equalized assessed valuation of the TIF District and the calculations for successive years' computation of the real estate tax increment for the TIF District as a whole and, if possible, for the Community College District alone.
- (2) The City agrees that its Administrators shall provide the Community College District with a copy of the TIF Annual Report when it is presented to the City Council. Such Report shall set forth: (a) the balance in the Special Tax Allocation Fund ("Fund") at the beginning of the year; (b) all amounts deposited in the Fund by source; (c) all expenditures from the Fund by categories; and (d) the balance in the Fund at the end of the year by source.

Complete Agreement:

This Agreement expresses the complete and final understanding of the Parties with respect to the subject matter.

Authority to Execute:

The undersigned represent that they have the authority of their respective governing authorities to execute this Agreement.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on _____, 2019.

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

CITY OF OTTAWA,
an Illinois Municipal Corporation

By: _____
Chair

By: _____
Mayor

Attest: _____
Secretary

Attest: _____
City Clerk

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Attachment:

Exhibit A - Surplus Parcels

Exhibit B - Excluded Parcels from this Agreement

EXHIBIT A

OTTAWA ROUTE 71 TIF DISTRICT

IMPROVED PARCELS REMOVED FROM U.S. ROUTE 6 EAST TIF DISTRICT:

	PARCEL #	GIS MAP #	TAXCODE	TAXPAYER	DEVELOPMENT TYPE
1	15-41-300-000	19-05-300-001	RU012	HALTERMAN-REYNOLDS, LLC	INDUSTRIAL
2	15-41-315-000	19-05-300-009	RU012	MANN, STEPHEN SCOTT	COMMERCIAL
3	15-44-100-002	19-08-101-002	RU012	BUCKMAN IRON & METAL CO, INC.	COMMERCIAL
4	15-44-100-009	19-08-101-009	RU012	MINIGRIP ZIP/PAK	INDUSTRIAL
5	15-44-100-011	19-08-101-011	RU012	CARRI SCHARF MATERIALS CO	COMMERCIAL

OTTAWA ROUTE 71 TIF DISTRICT

PARCELS REMOVED FROM OIP TIF DISTRICT:

	PARCEL #	GIS MAP #	TAXCODE
1	15-44-104-000	19-08-100-006	RU016
2	15-44-105-000	19-08-100-007	RU016
3	15-44-101-006	19-08-102-006	RU016
4	15-44-101-018	19-08-102-018	RU016
5	15-44-102-001	19-08-102-019	RU016
6	15-44-102-002	19-08-102-020	RU016
7	15-44-101-019	19-08-102-021	RU016
8	15-44-210-000	19-08-200-018	RU016
9	15-44-211-000	19-08-200-019	RU016
10	15-44-202-001	19-08-201-001	RU016
11	15-44-202-002	19-08-201-002	RU016
12	15-44-202-003	19-08-201-003	RU016
13	15-44-202-004	19-08-201-004	RU016
14	15-44-202-005	19-08-201-005	RU016
15	15-44-202-006	19-08-201-006	RU016
16	15-44-202-007	19-08-201-007	RU016
17	15-44-202-008	19-08-201-008	RU016
18	15-44-202-009	19-08-201-009	RU016
19	15-44-202-010	19-08-201-010	RU016
20	15-44-202-011	19-08-201-011	RU016
21	15-44-202-012	19-08-201-012	RU016
22	15-44-202-013	19-08-201-013	RU016
23	15-44-202-014	19-08-201-014	RU016
24	15-44-202-015	19-08-201-015	RU016
25	15-44-202-016	19-08-201-016	RU016
26	15-44-308-000	19-08-326-001	RU016
27	15-44-406-000	19-08-401-001	RU016
28	15-44-453-000	19-08-426-003	RU016
29	15-45-104-000 PT	19-09-100-002 PT	RU016
30	15-45-108-000 PT	19-09-100-007 PT	RU016
31	15-45-204-000	19-09-200-003	RU016
32	15-45-300-000	19-09-301-001	RU016
33	15-45-409-000	19-09-400-010	RU016

OTHER ANNEXED INDUSTRIAL PARK PARCELS:

	PARCEL #	GIS MAP #	TAXCODE	NOTES
1	15-45-308-000	19-09-301-002	RU005	ANNEXED
2	15-45-302-000	19-09-352-001	RU005	ANNEXED
3	15-52-107-000	19-16-100-001	RU005	ANNEXED
4	15-45-405-000	19-09-400-005	RU005	ANNEXED
5	15-46-301-000 PT	19-10-300-002 PT	RU005	PART ANNEXED - SPLIT PARCEL
6	15-51-102-000	19-15-100-004	RU005	ANNEXED

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: 08/17/17
Number: 3.4	Last Revised: 10/1/19

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 – 2020 rates per IRS (as of 10/1/19)	
Chicago, Suburban Cook County, and Lake County	\$229.00/ night
DuPage County	\$114.00/ night
St. Clair County (St. Louis area)	\$135.00 / night
Will County	\$106.00/ night
All other Illinois Counties	\$96.00/ night
Outside of Illinois	\$229.00 / night or as approved by the Board

Official Functions

The College will support the cost of official functions which are conducted for the primary purpose of carrying out the business of the college. 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.