



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Thursday, March 12, 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

## **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. Campus Update – Fall 2019 Student Demographic Report (Mark Grzybowski)
7. 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.
  - 7.1 Approval of Minutes – February 13, 2020 Board Meeting (Pages 1–5)
  - 7.2 Approval of Bills - \$2,785,033.32
    - 7.2.1 Education Fund - \$1,790,436.07
    - 7.2.2 Operations & Maintenance Fund - \$80,143.59
    - 7.2.3 Operations & Maintenance (Restricted Fund) - \$682,200.00
    - 7.2.4 Auxiliary Fund - \$165,362.62
    - 7.2.5 Restricted Fund - \$16,881.51
    - 7.2.6 Liability, Protection & Settlement Fund - \$50,009.53
  - 7.3 Treasurer’s Report (Pages 6-22)
    - 7.3.1 Financial Highlights (Page 7)
    - 7.3.2 Balance Sheet (Pages 8-9)
    - 7.3.3 Summary of FY20 Budget by Fund (Page 10)
    - 7.3.4 Budget to Actual Comparison (Pages 11-17)
    - 7.3.5 Budget to Actual By Budget Officers (Page 18)
    - 7.3.6 Statement of Cash Flows (Page 19)
    - 7.3.7 Investment Status Report (Pages 20-21)
    - 7.3.8 Disbursements - \$5,000 or more (Page 22)
  - 7.4 Personnel - Stipends for Pay Periods Ending February 1, 2020 and February 12, 2020 & Part-time Faculty and Staff Appointments February 2020 (Pages 23-28)

8. President's Report
9. Approval – Welding Certificates (Pages 29-34)
10. Bid Results – Building F AHU & Building J Exhaust Upgrades (Pages 35-37)
11. Bid Results – Building G Bleacher Replacement (Pages 38-40)
12. Central Illinois Police Mobile Training Unit (MTU) #7 Agreement (Pages 41-45)
13. Approval – CAREER Agreement (Pages 46-54)
14. Items for Information (Pages 55-69)
  - 14.1 Renewal of Non-Tenured Faculty 2020/2021 (Page 55)
  - 14.2 Staff Appointment – Grace Norris, Electronic Resources Librarian (Page 56)
  - 14.3 Staff Appointment – Katharine Young, Help Desk Specialist (Page 57)
  - 14.4 Staff Retirement – Diane Kreiser, Interim Payroll/Benefits Coordinator (Page 58)
  - 14.5 Staff Retirement – Katherine (Kathy) Sramek, Administrative Assistant, Admissions, Records & Transfer Services (Page 59)
  - 14.6 Staff Resignation – Leslie Martinez, Enrollment Services Assistant (Page 60)
  - 14.7 Staff Resignation – Ashlee Fitzpatrick, Administrative Assistant, Continuing Education & Business Services (Page 61)
  - 14.8 IVCC Transfer Student Success (Page 62)
  - 14.9 BEST Lease Agreement (Pages 63-66)
  - 14.10 Statement of Completion – Campus-Wide Security Upgrades (Page 67)
  - 14.11 Digital Marketing Campaign (Page 68)
  - 14.12 Thank you – LaSalle-Peru Township High School (Page 69)
15. Trustee Comment
16. Closed Session – 1) appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body and 2) closed session minutes.
17. Approval of Closed Session Minutes
18. Other
19. Adjournment

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

**Minutes of Regular Meeting**  
**February 13, 2020**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, February 13, 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  
Jay K. McCracken  
Maureen O. Rebholz  
Matthew H. Klein, Student Trustee

**Members Absent:**

**Members Telephonically Present:** David O. Mallery

**Others Physically Present:** Jerry Corcoran, President  
Cheryl Roelfsema, Vice President for Business Services & Finance  
Mark Grzybowski, Vice President for Student Services  
Bonnie Campbell, Associate Vice President for Academic Affairs  
Robyn Schiffman, Dean of Humanities/Fine Arts/Social Sciences  
Julie Hogue, Director of Nursing & Health Professions  
Leslie Hofer, Director of Human Resources  
Walt Zukowski, Attorney

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None

**CONSENT AGENDA ITEMS**

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

The following items were approved in the consent agenda:

Approval of Minutes – January 9, 2020 Board Meeting and January 28, 2020 Audit Finance Committee Meeting.

Approval of Bills - \$1,537,949.80

Education Fund - \$1,352,282.10; Operations & Maintenance Fund - \$61,390.79; Operations & Maintenance (Restricted Fund) - \$4,658.89; Auxiliary Fund - \$90,605.86; Restricted Fund - \$3,019.09; and Liability, Protection & Settlement Fund - \$25,993.07.

Treasurer's Report

Personnel

Approved the stipends for pay periods ending January 4, 2020 and January 18, 2020 & the Part-time Faculty and Staff Appointments of January 2020.

### **PRESIDENT'S REPORT**

Dr. Corcoran reported that the annual Academic Challenge was held on campus last Friday and it was another great success because of the hard work of Dean Ron Groleau, who has taken the lead on the program for 25 years, and a very special group of team members who worked closely with him including Dawn Watson, Karen and Gary Talsky, Polly Ragazincky, Fran Brolley, Quintin Overocker, Aseret Loveland, and alumnus and keynote speaker Nic Bollis. Dr. Corcoran informed that we had 217 students compete in the subject areas of biology, chemistry, computer science, engineering graphics, mathematics and physics. He was delighted to report that the feedback was excellent. There were 11 high schools represented: L-P, Streator, Ottawa, Hall, Mendota, Seneca, St. Bede, Midland, LaMoille, Putnam County and Marquette. Dr. Corcoran noted that first and second place teams from the three divisions will now advance to the Eureka College Sectional on March 13. Dr. Corcoran congratulated everyone who competed. Dr. Corcoran reported that NCLEX state board pass rates have been received by Julie Hogue, our terrific director of nursing, and the results are impressive. Of the 53 RN students taking the exam, 48 passed on the first attempt for a 91% pass rate compared to the national and state averages of 88 percent. All five of the students who did not pass on the first attempt did the second time around. He added that regarding the much smaller class of 12 LPN students, 10 passed on the first attempt for a rate of 83% compared to national and state averages of 86 and 89 percent, however, the two who were unsuccessful on the first attempt were successful the second time. Dr. Corcoran congratulated our Nursing students and Nursing faculty on a job well done. Dr. Corcoran noted that a few days ago he was asked to sign off on new articulation agreements that have been developed with Illinois State University for our agriculture students whereby our associate of applied science degree programs in both agronomy and agribusiness have been accepted as meeting all of the requirements for students choosing to move on to ISU for the bachelor of science in agriculture degree. He added that this is great news for our agriculture students, and the result of fine work by Kathryn Lillie, Willard Mott and their dean Ron Groleau. Dr. Corcoran informed that although we have several matters pertaining to personnel to be acted upon this evening as stand-alone action items, he wanted to be sure to draw attention to the Items for Information section of the board book where we have two 20-year Support Staff employees who have submitted their retirement notices:

Bruce Hartman and Karen Stachowiak. Dr. Corcoran noted that Bruce has been the “face” of our revered truck driver training program for all of his 20 years at the college. Bruce has always been a great team player and we will miss him. Dr. Corcoran added that although Bruce was full-time and Karen part-time, her impact on IVCC has also been noteworthy. Along with being a wonderful counselor, Karen was always happy to be here and a great team player. He noted that even on her days off, she would remind Mark Grzybowski “I’m only a phone call away if you need me.” Dr. Corcoran thanked them both for a job well done.

### **TENURE RECOMMENDATIONS**

Ms. Campbell advised that the tenure process requires faculty demonstrate exemplary teaching, contributions to the college and community, and involvement with professional organizations. Faculty recommended for tenure are: Tracey Antle, Taylor Myers and Dr. Jean Forst.

#### **Tracey Antle – Nursing Instructor**

Director Hogue reported that Ms. Antle is committed to life-long learning and sees her role as part of that ongoing process. Ms. Hogue informed that Ms. Antle’s accomplishments include the development of active learning strategies for the pharmacology course in collaboration with another instructor. Additionally, Ms. Antle has revised the curriculum for the course in mental health.

#### **Taylor Myers – Nursing Instructor**

Director Hogue informed that 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. Hogue noted that Ms. Myers has grown into an instructor who is insightful but also firm in her convictions and confident in her nursing/teaching practice.

It was moved by Dr. Rebholz and seconded by Mr. Solon to approve the tenure for Nursing Instructors Tracey Antle and Taylor Myers, as presented. Motion passed by voice vote. Ms. Antle and Ms. Myers were present to share their portfolios and celebrate their success with the Board of Trustees.

#### **Dr. Jean Forst – English/Reading Instructor**

Dean Schiffman informed that Dr. Forst has grown steadily in her ability as an instructor, working with both developmental and honors students. Dr. Forst has sought professional development opportunities and completed additional graduate coursework during her time at IVCC. Dr. Schiffman noted that Jean Forst exemplifies all the good that IVCC offers; she is a talented educator. It was moved by Mr. McCracken and seconded by Ms. Stevenson to approve the tenure for Dr. Jean Forst, English/Reading Instructor, as presented. Motion passed by voice vote. Dr. Forst was present to share her portfolio and celebrate her success with the Board of Trustees.

### **RESOLUTION DESIGNATING THE FISCAL YEAR**

It was moved by Mr. Solon and seconded by Dr. Boyles to adopt the resolution designating the fiscal year from July 1, 2020 to June 30, 2021. Motion passed by voice vote.

It was moved by Mr. Solon and seconded by Mr. Klein to approve the budget calendar, as presented. Motion passed by voice vote.

**COLLEGE FEES/ADJUSTMENTS**

It was moved by Dr. Rebholz and seconded by Mr. Klein to change 77 course fees: 60 increases, 11 new courses, 1 decrease, plus the assignment of a course fee to 5 existing courses, as presented. Motion passed by voice vote. Dr. Corcoran acknowledged Bonnie Campbell for her coordination efforts in working with the Deans and Program Coordinators on reviewing and adjusting the course fees.

**COLLEGE AND CAREER START TUITION/FEE ADJUSTMENTS**

It was moved by Mr. McCracken and seconded by Dr. Boyles to approve the College and Career Start Tuition Fee Adjustments, as presented. Motion passed by voice vote. Mr. McCracken thanked Bonnie Campbell, Mark Grzybowski and the entire staff for their work in moving College and Career Start in this direction. Mr. McCracken added that the College and Career Start tuition and fee adjustments will benefit students, parents and schools. Dr. Corcoran pointed out the new College and Career Start flyer available at the Board table.

**FACULTY RESIGNATION – DAVID BARNES, ECONOMICS INSTRUCTOR**

It was moved by Ms. Stevenson and seconded by Mr. Klein to accept with regret the resignation of David Barnes, Economics Instructor effective May 16, 2020. Motion passed by voice vote. Dr. Corcoran noted that we are appreciative of the work that Mr. Barnes has done with his students while at IVCC as well as his work and contributions to the 21<sup>st</sup> Century Scholars and we wish him well as he moves forward.

**FACULTY RETIREMENT – JAMES GIBSON, ELECTRICITY/ELECTRONICS AND RENEWABLE ENERGY INSTRUCTOR/PROGRAM COORDINATOR**

It was moved by Mr. Solon and seconded by Ms. Stevenson to accept with regret the retirement of James Gibson, Electricity/Electronics and Renewable Energy Instructor/Program Coordinator, effective the end of the Academic Year 2020. Motion passed by voice vote. Dr. Corcoran noted that Jim Gibson has had a monumental impact on our college and students in the trades in his 26 years of service at the college. Dr. Corcoran added that Mr. Gibson facilitated the electrician’s apprenticeship with the IBEW and was critically important to the success of our Making Industry Meaningful in College (MIMIC) program and our National Science Foundation grants.

**TRUSTEE COMMENT**

Ms. Goetz informed that Matthew Klein has been nominated for the ICCTA 2020 Gigi Campbell Student Trustee Excellence Award. She noted that Mr. Klein has performed superbly in his role as IVCC Student Trustee. Ms. Goetz informed that Judy Day has been nominated for the 2020 ICCTA Professional Board Staff Member Award. She noted that Ms. Day, Board Secretary, demonstrates a sincere commitment to our five core values every day of her life. The Board congratulated Mr. Klein and Ms. Day on their nominations.



### **CLOSED SESSION**

Ms. Goetz requested a motion and a roll call vote at 6:53 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 Mr. Solon and seconded by Ms. Stevenson to enter into a closed session.

Student Advisory Vote: “Aye” – Mr. Klein. Roll Call Vote: “Ayes” – Ms. Stevenson, Dr. Rebholz, Mr. McCracken, Dr. Boyles, Mr. Solon Mr. Mallery and Ms. Goetz. “Nay” – none. Motion carried. The Board immediately entered closed session at 6:55 p.m.

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

Student Advisory Vote: “Aye” – Mr. Klein. Roll Call Vote: “Ayes” – Ms. Stevenson, Dr. Rebholz, Mr. McCracken, Dr. Boyles, Mr. Solon, Mr. Mallery and Ms. Goetz. “Nay” – none. Motion carried. The regular meeting resumed at 7:32 p.m.

### **POSSIBLE ACTION 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**

It was moved by Dr. Rebholz and seconded by Ms. Stevenson to authorize the President to sign the agreement with IT employee James Niessner, as presented. Motion passed by voice vote.

It was moved by Dr. Boyles and seconded by Dr. Rebholz to approve the termination of employee Amber Gonzalez. Motion passed by voice vote.

### **APPROVAL OF CLOSED SESSION MINUTES**

It was moved by Mr. Solon and seconded by Mr. McCracken to approve and retain the closed session minutes of the January 9, 2020 Closed Session Meeting. Motion passed by voice vote.

### **OTHER**

Ms. Goetz reminded the Board that the President’s evaluation and the Board’s self-assessment are due on February 26, 2020. The evaluations will be compiled for the March 12<sup>th</sup> Board meeting.

### **ADJOURNMENT**

Ms. Goetz declared the meeting adjourned at 7:35 p.m.

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Jane E. Goetz, Board Chair

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Angela M. Stevenson, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

FEBRUARY 2020

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

Kathy Ross  
Controller

## FINANCIAL HIGHLIGHTS – February 2020

### Revenues

- As of February 28, the headcount for spring semester was 3,019, which is 118 students more than at the same point in time last year. Credit hours for spring 2020 were 23,804, an increase of 274 credit hours, or 1.17 percent from one year ago. Traditional credit hours are up by 241 credit hours, or just over one percent. Online credit hours are up by 15.7 percent, or 496 credit hours. Dual credit hours are down by 25 percent or 590 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. Second 8-week classes begin on March 16.

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. Four monthly installments have been received for Adult Education. MAP (Monetary Award Program) funds of \$336,024 have been disbursed to students in anticipation of payments from the State.
- Tax year 2018 property tax receipts are at \$11,902,888 or 99.6 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 April 9 meeting.
- Overall, expenditures are running 67.4 percent of budget; one year ago expenditures were at 65.1 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 – Asking Board to approve bids.
- Building J Exhaust System Upgrades – Asking Board to approve bids.
- Building G Bleacher Replacement – Asking Board to approve bids.

### 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  
 February 29, 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	
<b>Assets and Other Debits</b>								
Cash and cash equivalents	\$ 1,605,734	\$ 3,234,675	\$ 187,305	\$ 382,772	\$ 527,026	\$ -	\$ -	\$ 5,937,512
Investments	10,001,954	9,248,231	643,400	248,000	3,475	-	-	20,145,060
Receivables								
Property taxes	9,490,779	2,460,262	-	-	-	-	-	11,951,041
Governmental claims	-	-	-	-	102,068	-	-	102,068
Tuition and fees	382,166	-	-	206,656	-	-	-	588,822
Due from other funds	3,910,426	8,980	-	-	9,415	-	-	3,928,821
Due to/from student groups	-	-	-	-	224,972	-	-	224,972
Bookstore inventories	-	-	-	550,474	-	-	-	550,474
Other assets	114,374	51,381	2,554	571	-	-	-	168,880
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
<b>Other Debits</b>	<u>\$25,505,433</u>	<u>\$15,003,529</u>	<u>\$ 833,259</u>	<u>\$ 1,418,853</u>	<u>\$ 866,956</u>	<u>\$59,879,059</u>	<u>\$13,799,644</u>	<u>\$ 117,306,733</u>

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Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 February 29, 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	
<b>Liabilities</b>								
Accounts payable	\$ 64,761	\$ -	\$ -	\$ 12,001	\$ 6,864	\$ -	\$ -	\$ 83,626
Accrued salaries & benefits	1,510,918	18,925	-	14,206	-	-	-	1,544,049
Post-retirement benefits & other	132,541	-	-	-	-	-	-	132,541
Unclaimed property	167	-	-	-	27	-	-	194
Due to other funds	382,669	2,579,858	-	106,229	860,065	-	-	3,928,821
Due to student groups/deposits	49,839	-	-	-	-	-	-	49,839
Deferred revenue								-
Property taxes	4,745,390	1,230,132	-	-	-	-	-	5,975,522
Tuition and fees	1,495	-	-	-	-	-	-	1,495
Grants	-	-	-	-	-	-	-	-
Deferred Inflows	-	-	-	-	-	-	1,930,561	1,930,561
OPEB Long term debt	-	-	-	-	-	-	11,869,083	11,869,083
Bonds Payable	-	-	-	-	-	-	-	-
<b>Total liabilities</b>	<b>6,887,780</b>	<b>3,828,915</b>	<b>-</b>	<b>132,436</b>	<b>866,956</b>	<b>-</b>	<b>13,799,644</b>	<b>25,515,731</b>
<b>Equity and Other Credits</b>								
Investment in general fixed assets	-	-	-	-	-	59,879,059	-	59,879,059
Contributed capital	-	-	-	-	-	-	-	-
Retained earnings	-	-	-	-	-	-	-	-
Fund balance								
Reserved for restricted purposes	-	11,174,614	-	-	-	-	-	11,174,614
Reserved for debt service	-	-	833,259	-	-	-	-	833,259
Unreserved	18,617,653	-	-	1,286,417	-	-	-	19,904,070
<b>Total equity and other credits</b>	<b>18,617,653</b>	<b>11,174,614</b>	<b>833,259</b>	<b>1,286,417</b>	<b>-</b>	<b>59,879,059</b>	<b>-</b>	<b>91,791,002</b>
<b>Total Liabilities, Equity and Other Credits</b>	<b>\$25,505,433</b>	<b>\$15,003,529</b>	<b>\$ 833,259</b>	<b>\$ 1,418,853</b>	<b>\$ 866,956</b>	<b>\$59,879,059</b>	<b>\$13,799,644</b>	<b>\$ 117,306,733</b>

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

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Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2020 Revenues & Expenditures by Fund  
 For the eight months ended February 29, 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	\$ 17,948,848	\$ 2,359,823	\$ 1,471,364	\$ 2,845	\$ 71,378	\$ 1,310,931	\$ 4,137,231	\$ 985,017	\$ 37,149	\$ 28,324,586
Actual Expenditures	(12,879,898)	(1,403,587)	(1,061,815)	-	-	(1,319,348)	(4,326,593)	(672,011)	(36,150)	(21,699,402)
Other Financing Sources (Uses)			-	-	-	-	10,000	-	-	10,000
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	5,068,950	956,236	409,549	2,845	71,378	(8,417)	(179,362)	313,006	999	6,635,184
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 February 29, 2020	\$ 14,661,911	\$ 4,067,819	\$ 5,928,992	\$ 832,570	\$ 4,854,421	\$ 1,240,583	\$ (118,732)	\$ 497,133	\$ 35,404	\$ 32,000,101

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**Illinois Valley Community College District No. 513  
Fiscal Year 2020 Budget to Actual Comparison  
For the eight months ended February 29, 2020**

	<b>Annual Budget FY2020</b>	<b>Unaudited Actual 2/29/20</b>	<b>Act/Budget 66.7%</b>	<b>Actual 2/28/19</b>	<b>Act/Budget 66.7%</b>	<b>Annual Budget FY2019</b>
<b>EDUCATION FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 8,209,880	\$ 8,153,589	99.3%	\$ 8,144,687	101.7%	\$ 8,006,010
Corporate Personal Property Replacement Tax	905,250	519,878	57.4%	305,578	28.7%	1,065,000
TIF Revenues	387,250	370,464	95.7%	348,501	94.2%	370,000
Total Local Government	<u>9,502,380</u>	<u>9,043,931</u>	95.2%	<u>8,798,766</u>	93.2%	<u>9,441,010</u>
State Government:						
ICCB Credit Hour Grant	1,568,250	1,168,237	74.5%	1,179,412	90.6%	1,301,458
Equalization	50,000	20,833	41.7%	33,336	66.7%	50,000
Career/Technical Education Formula Grant	200,000	-	0.0%	104,680	52.3%	200,000
Other	-	-	0.0%	-	-	-
Total State Government	<u>1,818,250</u>	<u>1,189,070</u>	65.4%	<u>1,317,428</u>	84.9%	<u>1,551,458</u>
Federal Government						
PELL Administrative Fees	7,325	255	3.5%	295	4.0%	7,300
Total Federal Government	<u>7,325</u>	<u>255</u>	3.5%	<u>295</u>	4.0%	<u>7,300</u>
Student Tuition and Fees:						
Tuition	6,886,576	6,524,972	94.7%	6,651,431	96.0%	6,925,880
Fees	877,300	834,091	95.1%	823,238	95.5%	862,025
Total Tuition and Fees	<u>7,763,876</u>	<u>7,359,063</u>	94.8%	<u>7,474,669</u>	96.0%	<u>7,787,905</u>
Other Sources:						
Public Service Revenue	287,450	190,767	66.4%	174,642	60.9%	287,000
Other	233,839	165,762	70.9%	148,600	112.3%	132,317
Total Other Sources	<u>521,289</u>	<u>356,529</u>	68.4%	<u>323,242</u>	77.1%	<u>419,317</u>
<b>TOTAL EDUCATION FUND REVENUE</b>	<b>\$ 19,813,120</b>	<b>\$ 17,948,848</b>	91.5%	<b>\$ 17,914,400</b>	93.3%	<b>\$ 19,206,990</b>
<b>EDUCATION FUND EXPENDITURES</b>						
Instruction:						
Salaries	\$ 8,192,913	5,510,094	67.3%	5,318,588	65.5%	8,122,944
Employee Benefits	1,822,252	1,289,980	70.8%	1,249,328	71.0%	1,760,576
Contractual Services	161,549	66,978	41.5%	61,790	51.1%	121,005
Materials & Supplies	429,721	191,095	44.5%	170,138	41.2%	412,513
Conference & Meeting Expenses	142,376	31,496	22.1%	29,241	26.4%	110,606
Fixed Charges	189,000	155,886	82.5%	150,700	79.3%	190,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 10,937,811</u>	<u>\$ 7,245,529</u>	66.2%	<u>\$ 6,979,785</u>	65.1%	<u>\$ 10,717,644</u>

**Illinois Valley Community College District No. 513  
Fiscal Year 2020 Budget to Actual Comparison  
For the eight months ended February 29, 2020**

<b>EDUCATION FUND EXPENDITURES (continued)</b>	<b>Annual Budget FY2020</b>	<b>Unaudited Actual 2/29/20</b>	<b>Act/Budget 66.7%</b>	<b>Actual 2/28/19</b>	<b>Act/Budget 66.7%</b>	<b>Annual Budget FY2019</b>
<b>Academic Support:</b>						
Salaries	\$ 982,326	\$ 616,342	62.7%	\$ 530,993	57.3%	\$ 926,210
Employee Benefits	172,141	124,561	72.4%	108,265	78.5%	138,002
Contractual Services	191,657	144,085	75.2%	151,029	78.8%	191,650
General Materials & Supplies	278,128	140,697	50.6%	78,761	29.1%	270,926
Conference & Meeting Expenses	16,955	6,321	37.3%	5,119	36.1%	14,175
Utilities	25,650	20,475	79.8%	15,975	64.8%	24,665
Capital Outlay	-	-	0.0%	92,477	80.4%	115,000
Other	-	-	0.0%	-	0.0%	-
<b>Total Academic Support</b>	<b>1,666,857</b>	<b>1,052,481</b>	<b>63.1%</b>	<b>982,619</b>	<b>58.5%</b>	<b>1,680,628</b>
<b>Student Services:</b>						
Salaries	1,293,469	848,380	65.6%	821,053	62.7%	1,308,889
Employee Benefits	366,444	262,311	71.6%	263,041	76.8%	342,482
Contractual Services	22,778	79,896	350.8%	10,641	58.2%	18,288
Materials & Supplies	68,187	39,476	57.9%	32,057	46.1%	69,552
Conference & Meeting Expenses	45,075	14,429	32.0%	11,433	33.9%	33,683
Utilities	-	635	0.0%	-	0.0%	-
<b>Total Student Services</b>	<b>1,795,953</b>	<b>1,245,127</b>	<b>69.3%</b>	<b>1,138,225</b>	<b>64.2%</b>	<b>1,772,894</b>
<b>Public Services/Continuing Education:</b>						
Salaries	367,282	231,766	63.1%	238,736	69.4%	343,940
Employee Benefits	80,616	60,995	75.7%	58,974	78.0%	75,574
Contractual Services	248,250	146,853	59.2%	207,428	99.2%	209,000
Materials & Supplies	89,250	54,694	61.3%	61,802	67.1%	92,100
Conference & Meeting Expenses	20,550	4,068	19.8%	8,931	44.8%	19,950
Other	200	-	0.0%	195	97.5%	200
<b>Total Public Services/Continuing Education</b>	<b>806,148</b>	<b>498,376</b>	<b>61.8%</b>	<b>576,066</b>	<b>77.8%</b>	<b>740,764</b>
<b>Institutional Support:</b>						
Salaries	1,804,720	1,131,510	62.7%	1,122,192	64.6%	1,737,749
Employee Benefits	673,288	520,110	77.2%	531,909	77.6%	685,412
Contractual Services	634,007	424,191	66.9%	451,049	74.0%	609,340
Materials & Supplies	429,645	268,384	62.5%	260,182	64.1%	405,704
Conference & Meeting Expenses	68,285	18,417	27.0%	24,563	39.1%	62,755
Utilities	26,050	7,365	28.3%	6,363	24.3%	26,200
Capital Outlay	25,875	-	0.0%	92,477	53.3%	173,500
Other	15,550	(69)	-0.4%	2,026	21.6%	9,400
Provision for Contingency	156,931	-	0.0%	-	0.0%	-
<b>Total Institutional Support</b>	<b>3,834,351</b>	<b>2,369,908</b>	<b>61.8%</b>	<b>2,490,761</b>	<b>67.1%</b>	<b>3,710,060</b>
Scholarships, Grants and Waivers	577,000	468,477	81.2%	427,806	78.4%	546,000
<b>TOTAL EDUCATION FUND EXPENDITURES</b>	<b>\$ 19,618,120</b>	<b>\$ 12,879,898</b>	<b>65.7%</b>	<b>\$ 12,595,262</b>	<b>65.7%</b>	<b>\$ 19,167,990</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ 5,000</b>	<b>\$ (10,000)</b>	<b>0.0%</b>	<b>\$ 5,000</b>	<b>-2.0%</b>	<b>\$ (250,000)</b>

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**Illinois Valley Community College District No. 513  
Fiscal Year 2020 Budget to Actual Comparison  
For the eight months ended February 29, 2020**

	<u>Annual Budget FY2020</u>	<u>Unaudited Actual 2/29/20</u>	<u>Act/Budget 66.7%</u>	<u>Actual 2/28/19</u>	<u>Act/Budget 66.7%</u>	<u>Annual Budget FY2019</u>
<b>OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 1,307,306	\$ 1,298,979	99.4%	\$ 1,268,398	102.0%	\$ 1,243,160
Corporate Personal Property Replacement Tax	230,000	91,743	39.9%	53,926	28.4%	190,000
TIF	130,000	123,283	94.8%	116,102	95.2%	122,000
Total Local Government	<u>1,667,306</u>	<u>1,514,005</u>	90.8%	<u>1,438,426</u>	92.5%	<u>1,555,160</u>
State Government:						
ICCB Credit Hour Grant	276,750	198,445	71.7%	199,402	87.2%	228,542
Total State Government	<u>276,750</u>	<u>198,445</u>	71.7%	<u>199,402</u>	87.2%	<u>228,542</u>
Student Tuition and Fees:						
Tuition	535,702	520,821	97.2%	528,063	72.5%	728,480
Total Tuition and Fees	<u>535,702</u>	<u>520,821</u>	97.2%	<u>528,063</u>	72.5%	<u>728,480</u>
Other Sources:						
Facilities Revenue	138,941	87,754	63.2%	82,067	59.1%	138,941
Investment Revenue	45,000	36,782	81.7%	36,027	225.2%	16,000
Other	2,500	2,016	80.6%	2,577	103.1%	2,500
Total Other Sources	<u>186,441</u>	<u>126,552</u>	67.9%	<u>120,671</u>	76.6%	<u>157,441</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>	<b>\$ 2,666,199</b>	<b>\$ 2,359,823</b>	<b>88.5%</b>	<b>\$ 2,286,562</b>	<b>85.7%</b>	<b>\$ 2,669,623</b>
<b>OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>						
Operations & Maintenance of Plant:						
Salaries	\$ 968,783	\$ 601,418	62.1%	\$ 590,266	63.1%	\$ 935,842
Employee Benefits	326,311	218,160	66.9%	237,259	75.1%	316,108
Contractual Services	169,400	42,566	25.1%	97,087	44.3%	219,000
General Materials & Supplies	277,787	89,854	32.3%	141,153	48.3%	291,970
Conference & Meeting Expenses	5,675	326	5.7%	170	3.0%	5,675
Fixed Charges	68,250	61,777	90.5%	78,982	122.5%	64,500
Utilities	762,600	335,371	44.0%	414,190	55.0%	752,500
Capital Outlay	84,000	17,350	20.7%	87,070	104.9%	83,000
Other	(63,000)	-	0.0%	-	0.0%	(63,000)
Total Operations & Maintenance of Plant	<u>2,599,806</u>	<u>1,368,822</u>	52.6%	<u>1,646,177</u>	63.2%	<u>2,605,595</u>
Institutional Support:						
Salaries	45,186	25,212	55.8%	29,015	65.5%	44,278
Employee Benefits	11,846	5,936	50.1%	8,918	75.2%	11,865
Contractual Services	2,491	-	0.0%	2,491	346.0%	720
Materials & Supplies	3,050	1,929	63.2%	1,540	52.1%	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>36,765</u>	55.4%	<u>45,652</u>	71.3%	<u>64,028</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>	<b>\$ 2,666,199</b>	<b>\$ 1,403,587</b>	<b>52.6%</b>	<b>\$ 1,691,829</b>	<b>63.4%</b>	<b>\$ 2,669,623</b>

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Illinois Valley Community College District No. 513  
 Fiscal Year 2020 Budget to Actual Comparison  
 For the eight months ended February 29, 2020

	Unaudited					
	Annual Budget FY2020	Actual 2/29/20	Act/Budget 66.7%	Actual 2/28/19	Act/Budget 66.7%	Annual Budget FY2019
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Local Government Sources						
Current Taxes	\$ 1,518,973	\$ 1,429,485	94.1%	\$ 1,579,248	0.0%	\$ 1,488,019
State Government Sources	-	-	0.0%	-	0.0%	-
Investment Revenue	65,000	41,879	64.4%	55,768	0.0%	32,500
Other Revenue	-	-	0.0%	308,980	0.0%	250,000
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) REVENUES</b>	<b>\$ 1,583,973</b>	<b>1,471,364</b>	<b>92.9%</b>	<b>1,943,996</b>	<b>0.0%</b>	<b>1,770,519</b>
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Operations & Maintenance						
Contractual Services	\$ -	-	0.0%	3,716	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	1,500,000	1,061,815	70.8%	1,322,721	0.0%	3,656,726
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>	<b>\$ 1,500,000</b>	<b>1,061,815</b>	<b>70.8%</b>	<b>1,326,437</b>	<b>0.0%</b>	<b>3,656,726</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>
<b>BOND &amp; INTEREST FUND</b>						
Investment Revenue	\$ 3,600	\$ 2,845	79.0%	\$ 2,425	0.0%	\$ 1,600
<b>TOTAL BOND &amp; INTEREST FUND REVENUES</b>	<b>\$ 3,600</b>	<b>\$ 2,845</b>	<b>79.0%</b>	<b>\$ 2,425</b>	<b>0.0%</b>	<b>\$ 1,600</b>
<b>BOND &amp; INTEREST FUND</b>						
Institutional Support:						
Debt Principal Retirement	\$ -	\$ -	0.0%	-	0.0%	-
Interest on Bonds	-	-	0.0%	-	0.0%	-
Fees	-	-	0.0%	-	0.0%	-
<b>TOTAL BOND &amp; INTEREST EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>
<b>WORKING CASH FUND</b>						
Investment Revenue	\$ 70,000	\$ 71,378	102.0%	\$ 69,078	197.4%	\$ 35,000
<b>TOTAL WORKING CASH REVENUES</b>	<b>70,000</b>	<b>71,378</b>	<b>102.0%</b>	<b>69,078</b>	<b>197.4%</b>	<b>35,000</b>
Transfers In (Out)	\$ -	\$ -	0.0%	\$ -		\$ -

**Illinois Valley Community College District No. 513  
Fiscal Year 2020 Budget to Actual Comparison  
For the eight months ended February 29, 2020**

	<b>Annual Budget FY2020</b>	<b>Unaudited Actual 2/29/20</b>	<b>Act/Budget 66.7%</b>	<b>Actual 2/28/19</b>	<b>Act/Budget 66.7%</b>	<b>Annual Budget FY2019</b>
<b>AUXILIARY ENTERPRISES FUND</b>						
Service Fees	\$ 1,664,665	\$ 1,300,159	78.1%	\$ 1,412,558	78.4%	\$ 1,801,765
Other Revenue	8,000	7,726	96.6%		0.0%	3,940
Investment Revenue	4,500	3,046	67.7%	3,337	74.2%	4,500
<b>TOTAL AUXILIARY ENTERPRISES FUND REVENUES</b>	<b>1,677,165</b>	<b>1,310,931</b>	<b>78.2%</b>	<b>5,584</b>	<b>0.3%</b>	<b>1,810,205</b>

<b>AUXILIARY ENTERPRISES FUND</b>						
Salaries	\$ 352,435	198,902	56.4%	206,151	65.8%	313,439
Employee Benefits	70,612	60,870	86.2%	45,472	67.1%	67,816
Contractual Services	66,198	54,581	82.5%	47,921	73.9%	64,831
Materials & Supplies	1,291,728	938,535	72.7%	1,099,712	76.3%	1,442,162
Conference & Meeting	22,951	15,973	69.6%	13,204	49.7%	26,583
Fixed Charges	49,700	42,917	86.4%	32,643	63.6%	51,300
Capital Outlay/Depreciation	1,322	6,070	459.2%	-	0.0%	1,322
Other	103,000	1,500	1.5%	1,500	1.5%	103,000
<b>TOTAL AUXILIARY ENTERPRISES EXPENDITURES</b>	<b>1,957,946</b>	<b>1,319,348</b>	<b>67.4%</b>	<b>1,446,603</b>	<b>69.9%</b>	<b>2,070,453</b>

<b>Transfer In (Out)</b>	\$ -	\$ -	-	\$ 61,414	-30.9%	\$ (198,586)
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	<b>Annual Budget FY2020</b>	<b>Actual 2/29/20</b>	<b>Act/Budget 66.7%</b>	<b>Actual 2/28/19</b>	<b>Act/Budget 66.7%</b>	<b>Annual Budget FY2019</b>
<b>RESTRICTED PURPOSES FUND</b>						
State Government Sources	\$ 285,285	\$ 112,332	39.4%	55,395	0.0%	\$ 280,032
Federal Government Sources	4,951,874	4,020,359	81.2%	3,977,638	81.6%	4,876,221
Nongovernmental gifts or grants	36,700	2,500	6.8%	52,228	0.0%	85,000
Other Revenue	-	2,040	0.0%	3,771	107.7%	3,500
<b>TOTAL RESTRICTED PURPOSES FUND REVENUES</b>	<b>5,273,859</b>	<b>4,137,231</b>	<b>78.4%</b>	<b>4,089,032</b>	<b>78.0%</b>	<b>5,244,753</b>

<b>RESTRICTED PURPOSES FUND</b>						
Instruction:						
Salaries	\$ 426,869	\$ 222,643	52.2%	223,186	59.4%	375,521
Employee Benefits	141,592	80,237	56.7%	85,889	59.5%	144,268
Contractual Services	23,293	33,044	141.9%	29,860	119.0%	25,090
Materials & Supplies	39,765	37,760	95.0%	68,479	61.9%	110,679
Conference & Meeting	41,065	18,258	44.5%	23,034	66.9%	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%	-
<b>Total Instruction</b>	<b>\$ 695,533</b>	<b>\$ 422,750</b>	<b>60.8%</b>	<b>\$ 509,179</b>	<b>73.7%</b>	<b>\$ 691,217</b>

**Illinois Valley Community College District No. 513  
Fiscal Year 2020 Budget to Actual Comparison  
For the eight months ended February 29, 2020**

	<b>Annual Budget FY2020</b>	<b>Unaudited Actual 2/29/20</b>	<b>Act/Budget 66.7%</b>	<b>Actual 2/28/19</b>	<b>Act/Budget 66.7%</b>	<b>Annual Budget FY2019</b>
<b>RESTRICTED PURPOSES FUND</b>						
Student Services						
Salaries	\$ 198,634	\$ 128,452	64.7%	\$ 125,589	65.4%	\$ 192,097
Employee Benefits	69,755	48,016	68.8%	47,137	66.2%	71,188
Contractual Services	6,000	6,016	100.3%	5,355	153.0%	3,500
Materials & Supplies	9,330	2,215	23.7%	13,062	225.7%	5,787
Conference & Meeting	9,300	3,993	42.9%	4,926	75.8%	6,500
Capital Outlay	-	-	-	-	0.0%	-
Tuition Waivers (TRiO Grant)	25,873	18,200	70.3%	33,600	168.0%	20,000
<b>Total Student Services</b>	<b>318,892</b>	<b>206,892</b>	<b>64.9%</b>	<b>229,669</b>	<b>76.8%</b>	<b>299,072</b>
Institutional Support						
Salaries (Federal Work Study)	94,035	65,887	70.1%	63,240	66.1%	95,683
SURS On-behalf	-	-	-	-	0.0%	-
<b>Total Institutional Support</b>	<b>94,035</b>	<b>65,887</b>	<b>70.1%</b>	<b>63,240</b>	<b>66.1%</b>	<b>95,683</b>
Student grants and waivers (PELL & SEOG)	4,170,699	3,631,064	87.1%	3,622,572	87.0%	4,165,281
<b>TOTAL RESTRICTED FUND EXPENDITURES</b>	<b>\$ 5,279,159</b>	<b>\$ 4,326,593</b>	<b>82.0%</b>	<b>\$ 4,194,991</b>	<b>79.9%</b>	<b>\$ 5,251,253</b>
<b>Transfer In (Out)</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>-</b>	<b>\$ 10,000</b>	<b>100.0%</b>	<b>\$ 10,000</b>
	<b>Annual Budget FY2020</b>	<b>Actual 2/29/20</b>	<b>Act/Budget 66.7%</b>	<b>Actual 2/28/19</b>	<b>Act/Budget 66.7%</b>	<b>Annual Budget FY2019</b>
<b>AUDIT FUND</b>						
Local Government Sources	\$ 38,150	\$ 37,013	97.0%	\$ 37,358	9.8%	\$ 379,528
Investment Revenue	100	136	136.0%	110	137.5%	80
<b>TOTAL AUDIT FUND REVENUES</b>	<b>38,250</b>	<b>37,149</b>	<b>97.1%</b>	<b>37,468</b>	<b>9.9%</b>	<b>379,608</b>
<b>AUDIT FUND</b>						
Contractual Services	38,150	36,150	94.8%	34,800	93.3%	37,300
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<b>\$ 38,150</b>	<b>\$ 36,150</b>	<b>94.8%</b>	<b>\$ 34,800</b>	<b>93.3%</b>	<b>\$ 37,300</b>

**Illinois Valley Community College District No. 513  
Fiscal Year 2020 Budget to Actual Comparison  
For the eight months ended February 29, 2020**

**Unaudited**

	<b>Annual Budget FY2020</b>	<b>Actual 2/29/20</b>	<b>Act/Budget 66.7%</b>	<b>Actual 2/28/19</b>	<b>Act/Budget 66.7%</b>	<b>Annual Budget FY2019</b>
<b>LIABILITY, PROTECTION, &amp; SETTLEMENT FUND</b>						
Local Government Sources	\$ 1,136,999	\$ 983,822	86.5%	\$ 548,621	66.4%	\$ 826,509
Investment Revenue	2,000	1,195	59.8%	1,706	28.4%	6,000
Other	-	-	0.0%	-	-	-
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUES</b>	<b>\$ 1,138,999</b>	<b>\$ 985,017</b>	<b>86.5%</b>	<b>\$ 550,327</b>	<b>66.1%</b>	<b>\$ 832,509</b>
<b>LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>						
<b>Student Services</b>						
Salaries	111,403	40,709	36.5%	63,156	61.7%	102,355
Employee Benefits	26,762	19,704	73.6%	20,949	79.7%	26,286
Contractual Services	23,000	8,125	35.3%	2,495	11.1%	22,500
Materials & Supplies	400	250	62.5%	435	66.9%	650
<b>Total for Student Services</b>	<b>161,565</b>	<b>68,788</b>	<b>42.6%</b>	<b>87,035</b>	<b>57.3%</b>	<b>151,791</b>
<b>Operations &amp; Maintenance of Plant</b>						
Contractual Services	547,500	248,118	45.3%	276,908	55.1%	502,800
Material & Supplies	150	149	99.3%	157	78.5%	200
Utilities	425	218	51.3%	332	73.8%	450
<b>Total for Operations &amp; Maintenance of Plant</b>	<b>548,075</b>	<b>248,485</b>	<b>45.3%</b>	<b>277,397</b>	<b>55.1%</b>	<b>503,450</b>
<b>Institutional Support</b>						
Salaries	70,825	45,546	64.3%	45,175	65.5%	68,917
Employee Benefits	202,997	10,257	14.5%	10,107	4.7%	214,823
Contractual Services	34,000	43,027	126.6%	26,819	66.2%	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	253,942	92.2%	259,810	87.5%	297,000
<b>Total Institutional Support</b>	<b>593,222</b>	<b>354,738</b>	<b>59.8%</b>	<b>341,911</b>	<b>54.6%</b>	<b>626,740</b>
<b>TOTAL LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>	<b>\$ 1,302,862</b>	<b>\$ 672,011</b>	<b>51.6%</b>	<b>\$ 619,308</b>	<b>48.3%</b>	<b>\$ 1,281,981</b>

**Illinois Valley Community College District No. 513**  
**Fiscal Year 2020 Budget to Actual Comparison**  
**All Funds - By Budget Officer**  
**February 29, 2020**  
**Unaudited**

<u>Department</u>	<u>Annual Budget FY2020</u>	<u>Actual FY2020</u>	<u>Act/Budget 66.7%</u>	<u>Explanation</u>
President	\$ 356,966	\$ 232,664	65.2%	
Board of Trustees	14,825	13,494	91.0%	Includes \$11,550 for ICCTA annual dues
Community Relations	422,032	255,700	60.6%	
Continuing Education	825,541	498,376	60.4%	
Facilities	4,099,806	2,428,637	59.2%	
Information Technologies	2,030,378	1,301,591	64.1%	
Academic Affairs	231,727	138,055	59.6%	
Academic Affairs (AVPCE)	700,194	481,639	68.8%	Includes \$115,500 annual rent for Ottawa Center
Adult Education	467,386	290,128	62.1%	
Learning Resources	1,323,809	815,039	61.6%	
Career & Tech Education Division	2,265,590	1,486,681	65.6%	
Natural Science & Business Division	3,198,400	2,140,021	66.9%	
Humanities & Fine Arts/Social Science Division	3,226,936	2,108,402	65.3%	
Health Professions Division	1,823,278	1,215,770	66.7%	
Admissions & Records	360,719	277,196	76.8%	
Counseling	543,087	365,285	67.3%	
Student Services	281,511	244,582	86.9%	Includes \$62,157 for course scheduling consulting
Financial Aid	4,666,455	3,919,696	84.0%	Includes financial aid for summer, fall, and spring
Career Services	41,825	23,236	55.6%	
Athletics	306,602	216,004	70.5%	
TRiO (Student Success Grant)	318,892	206,893	64.9%	
Campus Security	545,575	245,989	45.1%	
Business Services/General Institution	1,052,321	697,355	66.3%	
Risk Management	595,722	357,233	60.0%	
Tuition Waivers	577,000	468,479	81.2%	Includes waivers for fall and spring
Purchasing	120,078	80,583	67.1%	
Human Resources	134,113	80,306	59.9%	
Bookstore	1,508,000	1,015,928	67.4%	
Shipping & Receiving	66,393	36,765	55.4%	
Copy Center	100,344	57,675	57.5%	
<b>Total FY20 Expenditures</b>	<b>\$ 32,205,505</b>	<b>\$ 21,699,402</b>	<b>67.4%</b>	

**Illinois Valley Community College**  
**Statement of Cash Flows**  
**for the Month ended February 29, 2020**

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 2,977,511.42	\$ 821,531.71	\$ 1,165,112.67	\$ 187,305.27	\$ 230,720.74	\$ (471,326.53)	\$ 504,955.03	\$ 16,715.53	\$ (45,579.19)	\$ 70,634.05	\$ 5,457,580.70
Total Receipts	393,640.86	30,154.80	3,757.86	261.92	26,080.16	-	8,061.84	102.65	2,117.93	5,213.12	\$ 469,391.14
Total Cash	3,371,152.28	851,686.51	1,168,870.53	187,567.19	256,800.90	(471,326.53)	513,016.87	16,818.18	(43,461.26)	75,847.17	5,926,971.84
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	800,000.00	-	-	-	-	200,000.00	-	-	-	-	1,000,000.00
Expenditures	(2,604,164.22)	(174,577.43)	(682,200.00)	-	(199,744.44)	(88,020.61)	-	-	(62,371.90)	-	(3,811,078.60)
ACCOUNT BALANCE	1,566,988.06	677,109.08	486,670.53	187,567.19	57,056.46	(359,347.14)	513,016.87	16,818.18	(105,833.16)	75,847.17	3,115,893.24
Deposits in Transit	(7,771.65)										(7,771.65)
Outstanding Checks	1,058,424.85										1,058,424.85
<b>BANK BALANCE</b>	<b>2,617,641.26</b>	<b>677,109.08</b>	<b>486,670.53</b>	<b>187,567.19</b>	<b>57,056.46</b>	<b>(359,347.14)</b>	<b>513,016.87</b>	<b>16,818.18</b>	<b>(105,833.16)</b>	<b>75,847.17</b>	<b>4,166,546.44</b>
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	7,410,854.36	2,591,099.18	804,220.13	143,399.78	-	113,963.89	952,543.22	-	-	3,475.00	12,019,555.56
Bldg Reserve-ILLFund			459,207.92								459,207.92
Total Investment	\$ 7,410,854.36	\$ 2,591,099.18	\$ 3,967,448.39	\$ 643,399.78	\$ 248,000.00	\$ 113,963.89	\$ 4,319,543.22	\$ -	\$ 100,000.00	\$ 3,475.00	\$ 19,397,783.82

LaSalle State Bank	\$ 315,324.95
Midland States Bank	<u>3,851,221.49</u>
	<u>\$ 4,166,546.44</u>

Respectfully submitted,



Kathy Ross  
Controller

ILLINOIS VALLEY COMMUNITY COLLEGE  
INVESTMENT STATUS REPORT  
February 29, 2020

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

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

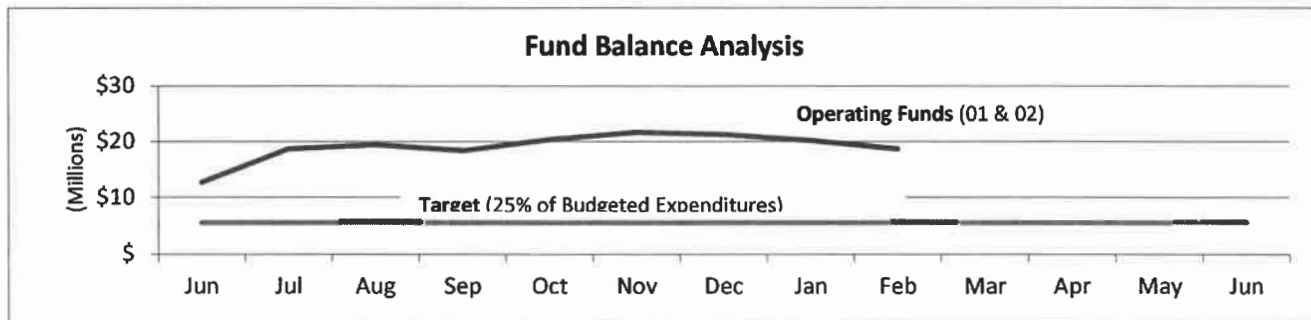
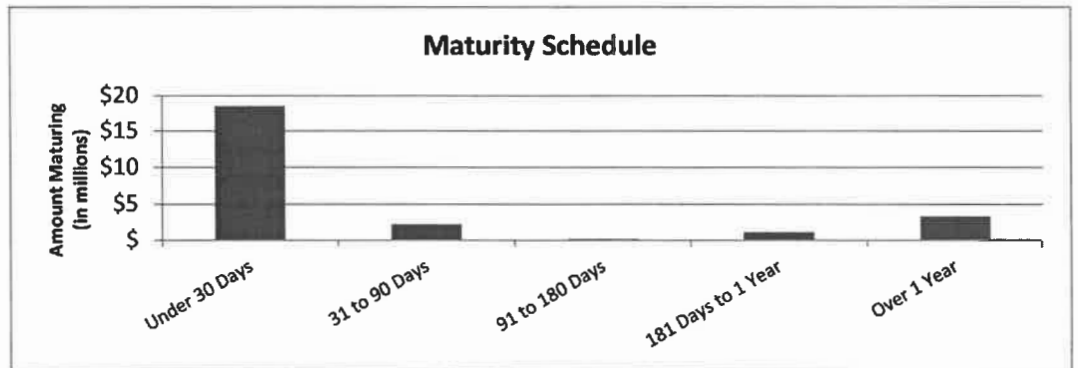
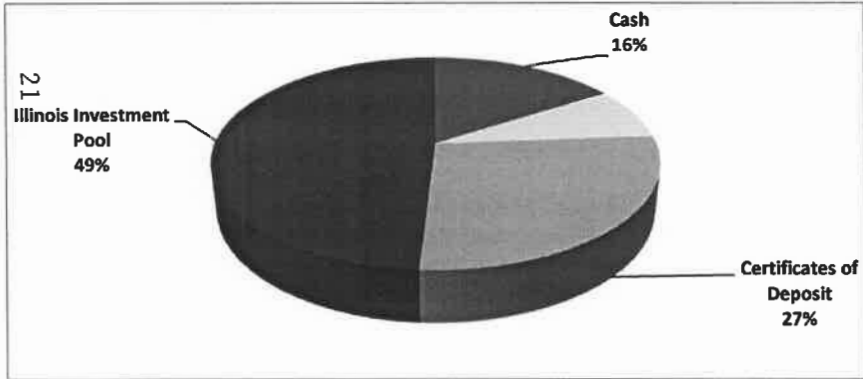
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**Illinois Valley Community College District No. 513  
Investment Status Report  
All Funds  
February 29, 2020**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	16.0%	\$ 4,065,333	1.14%
Financial Aid Account	7.8%	1,996,693	1.14%
Certificates of Deposit	27.2%	6,919,020	2.60%
Illinois Investment Pool	49.0%	12,478,764	1.64%
<b>Total</b>		<b>\$ 25,459,810</b>	<b>1.78%</b>

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 12,019,556	-	-	\$ 12,019,556	47%
IL Funds -Building	459,208	-	0	459,208	2%
Midland Sates Bank	-	-	2,819,589	2,819,589	11%
Midland States-F/A	-	-	1,996,693	1,996,693	8%
Midland States-Bldg	-	-	522,246	522,246	2%
LaSalle State Bank	-	-	319,682	319,682	1%
Central Bank	-	1,000,000	-	1,000,000	4%
Commerce Bank	-	1,000,000	-	1,000,000	4%
Hometown Bank	-	204,020	-	204,020	1%
Multi Bank Securities	-	2,465,000	-	2,465,000	10%
Heartland Bank-Bldg	-	-	225,029	225,029	1%
Heartland Bank	-	-	178,787	178,787	1%
Marseilles Bank	-	2,250,000	-	2,250,000	9%
	<b>\$ 12,478,764</b>	<b>\$ 6,919,020</b>	<b>\$ 6,062,026</b>	<b>\$ 25,459,810</b>	<b>100%</b>



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**\$5,000 and Over Disbursements  
02/01/2020-02/29/2020**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
ACH	02/04/20		Illinois Department of Revenue	\$ 19,577.00	Sales Tax
753903	02/06/20	0214499	Constellation NewEnergy, Inc	23,511.59	Electricity (12/10/19-01/11/20)
753912	02/06/20	0226878	Erie Insurance Exchange	5,641.00	Workers' Compensation Insurance
753916	02/06/20	0184108	German-Bliss Equipment Inc	17,350.00	Utility Vehicle
ACH	02/06/20		Internal Revenue Service	155,074.32	Federal Payroll Taxes (02/06/20)
ACH	02/06/20		Illinois Department of Revenue	40,133.41	State Payroll Taxes (02/06/20)
ACH	02/06/20		VALIC Retirement Services	34,853.56	403(b) & 457(b)Payroll (02/06/20)
753888	02/06/20	0082897	SURS	85,557.75	Payroll (02/06/20)
ACH	02/11/20		CCHC	258,744.89	Health Insurance (February)
753983	02/13/20	0105972	Amazon.Com	5,182.34	Books for Resale
753990	02/13/20	0218596	Bushue HR, Inc	5,025.00	Insurance Consulting
753991	02/13/20	0128254	Cargill Inc. Salt Division	6,972.83	Road Salt
753999	02/13/20	0209567	Delta Dental of Illinois	11,505.58	Dental Insurance (January)
754001	02/13/20	0130732	Dodson Plumbing, Heating and Air Conditioning	682,200.00	Building "C" Chiller/Air Handler Replacement*
754005	02/13/20	0181795	G4S Secure Solutions (USA) Inc	15,357.06	Security Services Main & Ottawa Campus (01/06/20-01/19/20)
754039	02/13/20	0001927	Walter J Zukowski & Associates	7,089.10	Legal Services
22 ACH	02/20/20		Internal Revenue Service	65,104.72	Federal Payroll Taxes (02/20/20)
ACH	02/20/20		Illinois Department of Revenue	23,201.26	State Payroll Taxes (02/20/20)
ACH	02/20/20		VALIC Retirement Services	13,169.53	403(b) & 457(b)Payroll (02/20/20)
754055	02/20/20	0082897	SURS	85,557.75	Payroll (02/20/20)
754074	02/20/20	0140960	EMSI	7,500.00	Program Demand Gap Analysis (Carl Perkins Grant)
754084	02/20/20	0181795	G4S Secure Solutions (USA) Inc	8,511.80	Security Services Main & Ottawa Campus (01/20/20-01/26/20), Ottawa Campus (11/04/19-11/10/19)
754092	02/20/20	0226103	Quad-city Times	6,756.08	Continuing Education Spring 2020 Schedule
754096	02/20/20	0199805	Marco, Inc	6,362.01	Copier Usage
754108	02/20/20	0209524	RedShelf, Inc	65,837.91	Books for Resale
754827	02/27/20	0173266	Chicago Office Technology Group	5,948.88	Print Management Fees
754835	02/27/20	0001317	Elsevier, Inc	24,128.00	Books for Resale
754840	02/27/20	0181795	G4S Secure Solutions (USA) Inc	7,693.94	Security Services Main & Ottawa Campus (01/27/20-02/02/20)
754847	02/27/20	0089031	IBEW 176 JATC	14,805.00	Instructional Service Contract
754891	02/27/20	0187054	RSM US LLP	31,136.81	Master Course Consulting
ACH	02/27/20		Prudential	5,394.45	Life Insurance (March)
				<b>\$ 1,744,883.57</b>	

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

**Stipends For Pay Period 02/01/20**

Name		Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Alvin, Stephen R	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	4,200.00	011120650051340			
Antle, Tracey Ann	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	10,178.00	011420730051340			
Auit, Richard L	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	1,330.00	011120570051340			
Bias, Timothy John	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	7,145.00	011320410051340			
Black, Mary A	19/20 Overload	8/15/2019	12/13/2019	2/1/2020	OV	2,366.00	011520570051340			
Black, Wesley Taylor	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	6,300.00	011120570051340			
Black, Wesley Taylor	19/20 Overload	8/15/2019	12/13/2019	2/1/2020	OV	560.00	011520570051340			
Blaydes, Christine Ann	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	13,748.00	011420730051340			
Bouxsein, Jessie Lynn	19/20 Overload	10/9/2019	3/14/2020	3/14/2020	OV	9,506.00	011420730051340			
Brolley, Vincent Depaul	19/20 Overload	8/15/2019	12/13/2019	2/1/2020	OV	2,100.00	011120570051340			
Bruch, Anna Marie Faletti	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	17,269.00	011420730051340			
Caley Opsal, Susan Mary	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	4,410.00	011120570051340			
Carey, Lauri L	19/20 Overload	1/9/2020	2/1/2020	2/1/2020	OV	5,145.00	011120570051340			
Chambers, Dawn M	19/20 Overload	8/15/2019	12/13/2019	2/1/2020	OV	560.00	011520570051340			
Chambers, Dawn M	19/20 Overload	8/15/2019	12/13/2019	2/1/2020	OV	4,060.00	011120570051340			
Cinotte, Lori Maret	19/20 Overload	1/9/2020	2/1/2020	2/1/2020	OV	150.00	011120650051340			
Cinotte, Lori Maret	Union Treasurer	8/15/2019	2/15/2020	2/15/2020	OV	1,400.00	01864091051900			
Cinotte, Lori Maret	19/20 Overload	8/15/2019	2/15/2020	2/15/2020	OV	4,500.00	011120650051340			
Cook Fesperman, Amanda Pauline	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	4,900.00	011120650051340			
Data, Dorene Marie	19/20 overload	8/15/2019	2/1/2020	2/1/2020	OV	11,592.00	011320410051340			
Elias, Gina Rae	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	700.00	011220410051340			
Elias, Gina Rae	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	6,420.00	011320410051340			
Fesperman, Jeffrey Norris	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	5,600.00	011120570051340			
Fish, Nicholas R	19/20 Overload	8/15/2019	3/14/2020	3/14/2020	OV	10,500.00	011420410051340			
Forst, Jeanne M	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	2,100.00	011120650051340			
Fox, Amber Rae	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	6,160.00	011220570051340			
Frahm, Jeannette Michelle	SFC 1000 80	1/9/2020	5/16/2020	5/23/2020	ST	100.00	011120650051320	SFC-1000-80	Strategies for College	
Francisco, Marjorie Lynn	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	12,600.00	011420730051340			
Garrison, David M	19/20 Overload	1/9/2020	2/1/2020	2/1/2020	OV	2,100.00	011120570051340			
Garrison, David M	19/20 Overload	8/15/2019	12/13/2019	2/1/2020	OV	2,366.00	011520570051340			
Gibson, James A	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	2,520.00	011120410051340			
Gibson, James A	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	15,641.00	011320410051340			

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**Stipends For Pay Period 02/01/20**

Name		Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Gibson, Stephen Benton	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	2,590.00	011320410051340			
Griswold, Kathryn R	19/20 Overload	1/9/2020	2/1/2020	2/1/2020	OV	420.00	011420730051340			
Hamilton, Nora Beth	19/20 Overload	10/9/2019	2/1/2020	2/1/2020	OV	8,750.00	011420730051340			
Hartford, Carmen Nichole	19/20 Overload	8/15/2019	3/14/2020	3/14/2020	OV	6,440.00	011120570051340			
Henkel, Katie Jean	DLA 1208 150	1/27/2020	2/12/2020	2/15/2020	ST	1,882.40	011420410051320	DLA-1208-150	Prev. II - Coronal Scaling	
Hermes, Kevin Michael	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	5,834.15	011220570051340			
Hodgson, Laura Ann	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	7,000.00	011420730051340			
Jenrich, Chuck	PGI MFG Project AS 9100	1/17/2020	1/17/2020	2/1/2020	ST	400.00	014210331051320			
Johl, Matthew E	19/20 Overload	8/15/2019	12/13/2019	2/1/2020	OV	700.00	011120570051340			
Johnson, LeeAnn	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	910.00	011120570051340			
King, Keith Robert	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	3,815.00	011120570051340			
Knoblauch, Heather Anne	19/20 Overload	10/9/2019	3/14/2020	3/14/2020	OV	9,800.00	011420730051340			
Knowlton, Amber Sue	19/20 Overload	10/9/2019	12/13/2019	2/1/2020	OV	6,650.00	011420730051340			
Koudelka, Arthur Edward	19/20 Overload	8/15/2019	3/14/2020	3/14/2020	OV	18,628.00	011320410051340			
Kuester, David A	19/20 Overload	1/9/2020	3/14/2020	3/14/2020	OV	1,050.00	011120650051340			
Kuester, David A	19/20 Overload	8/15/2019	3/14/2020	3/14/2020	OV	3,000.00	011120650051340			
Landgraf, TammyL	19/20 Overload	1/9/2020	2/1/2020	2/1/2020	OV	50.00	011220650051340			
Landgraf, Tammy L	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	6,440.00	011220650051340			
Lee, Tracy Denise	Union President	8/15/2019	2/1/2020	2/1/2020	OV	1,400.00	018640091051900			
Lillie, Kathryn J	19/20 Overload	8/15/2019	12/13/2019	2/1/2020	OV	1,015.00	011220570051340			
Lillie, Kathryn J	19/20 Overload	8/15/2019	12/13/2019	2/1/2020	OV	1,050.00	011120570051340			
Lockwood, Kirk D	19/20 Overload	1/9/2020	2/1/2020	2/1/2020	OV	2,100.00	011120650051340			
Mangold, Richard F	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	8,400.00	011120650051340			
Mangold, Richard F	19/20 Overload	8/15/2019	12/13/2019	2/1/2020	OV	2,100.00	011420730051340			
Marko, Richard Edward	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	3,660.00	011320410051340			
McDonnell, Nancy Ann	19/20 Overload	1/9/2020	2/1/2020	2/1/2020	OV	4,480.00	011320410051340			
Mott, Willard D	19/20 Overload	1/9/2020	2/1/2020	2/1/2020	OV	231.70	011320570051340			
Mott, Willard D	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	3,150.00	011120570051340			
Mott, Willard D	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	3,268.30	011220570051340			
Myers, Taylor Marie	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	17,605.00	011420730051340			
Oldaker, Adam Gregory	19/20 Overload	9/4/2019	12/13/2019	2/1/2020	OV	3,500.00	011120650051340			
Olesen, Jared Jeffrey	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	9,800.00	011120650051340			

24

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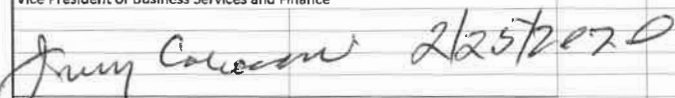
**Stipends For Pay Period 02/01/20**

Name		Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Olsen, Susan Janell	Correction	1/9/2020	3/5/2020	3/14/2020	ST	63.58	011420730051320			
Ossola, Jyllian	Putnam County Picassos	11/24/2019	1/27/2020	2/1/2020	ST	400.00	014210331051320	YOU-1120-11	Putnam County Picassos	
Padoan-Gallardo, Atti V	FEN 2002 80 ITL 1000 80 SPN 1	1/9/2020	5/16/2020	5/23/2020	ST	650.00	011120650051320	FEN-2002-80	Intermediate French II	
Pecherek, Michael John	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	2,240.00	011120650051340			
Phillips, Michael Alan	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	7,840.00	011120570051340			
Pumo, Deborah J	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	21,000.00	011420730051340			
Radek, Kimberly M	19/20 Overload	1/9/2020	2/1/2020	2/1/2020	OV	600.00	011120650051340			
Radek, Kimberly M	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	6,300.00	011120650051340			
Reese, Robert C	19/20 Overload	1/9/2020	2/1/2020	2/1/2020	OV	465.85	011220570051340			
Reese, Robert C	19/20 Overload	8/29/2019	2/1/2020	2/1/2020	OV	4,154.15	011220570051340			
Reese, Robert C	19/20 Overload	8/29/2019	2/1/2020	2/1/2020	OV	4,725.00	011120570051340			
Robertson, Amber Lynn	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	8,442.00	011420730051340			
Ruda, Anthony J	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	13,300.00	011120570051340			
Sarsah, Dominic K	19/20 Overload	8/15/2019	12/13/2019	2/1/2020	OV	4,340.00	011120570051340			
Sarver, Gregory Stephen	Driver Improvement LaSalle GDL	1/25/2020	1/25/2020	2/1/2020	ST	187.50	014110394251320	CDV-6000-11	LaSalle Co Driver Improvement	
Schroeder, Eric Steven	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	11,025.00	011120570051340			
Seeger, Andrew P	19/20 Overload	8/15/2019	12/13/2019	2/1/2020	OV	6,300.00	011120650051340			
Seghi, Heather Nicole	19/20 Overload	5/18/2019	2/1/2020	2/1/2020	OV	14,980.00	011420410051340			
Serafini, Daniel J	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	4,900.00	011120570051340			
Serafini, Daniel J	19/20 Overload	8/15/2019	12/13/2019	2/1/2020	OV	560.00	011520570051340			
Serafini, Richard Joseph	19/20 Overload	1/9/2020	2/1/2020	2/1/2020	OV	210.00	011120570051340			
Serafini, Richard Joseph	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	3,990.00	011220570051340			
Skoflanc, Francie A	GDT 1222 80	1/9/2020	5/16/2020	5/23/2020	ST	540.00	011320650051320	GDT-1222-80	Introduction To Illustrator	
Sondgeroth, Anthony Lee	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	15,337.00	011320410051340			
Sopko, Melanie R	Retro Pay/Correction Hourly Wage	1/18/2020	1/23/2020	2/1/2020	ST	8.60	011420730051320			
Spanbauer, Jeffrey A	19/20 Overload	8/15/2019	12/13/2019	3/14/2020	OV	2,100.00	011120650051340			
Story, Michelle M	19/20 Overload	1/9/2020	3/14/2020	3/14/2020	OV	1,792.00	011320410051340			
Story, Michelle M	19/20 Overload	8/15/2019	3/14/2020	3/14/2020	OV	3,136.00	011320410051340			
Tonioni, Nicole Heather	HSR 120080 1207 01	1/9/2020	5/16/2020	5/23/2020	ST	712.32	011220650051320	HSR-1200-80	Portfolio Development	
Torbeck, Joel A	ENC 2003 300	1/9/2020	5/16/2020	5/23/2020	ST	2,442.00	011120570051320	ECN-2003-300	Principles of Macroeconomics	
Tunnell, Thomas D	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	7,200.00	011120570051340			
Tunnell, Thomas D	19/20 Overload	8/15/2019	12/13/2019	2/1/2020	OV	560.00	011520570051340			

25

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**Stipends For Pay Period 02/01/20**

Name		Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Urban-Bollis, Jill L	19/20 Overload	8/15/2019	12/13/2019	2/1/2020	OV	2,100.00	011120650051340			
Yong, Promise K	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	1,540.00	011120570051340			
Zeilman, Karen Elaine	19/20 Overload	8/15/2019	2/1/2020	2/1/2020	OV	10,500.00	011120650051340			
Zellmer, Donald G	THE 1005 81 2005 81	1/9/2020	5/16/2020	5/23/2020	ST	600.00	011120650051320	THE-2005-81	Theatre Play Production	
						\$ 489,586.55				
 Cheryl Roelfsema Vice President of Business Services and Finance							*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			
 2/25/2020 Dr. Jerry Corcoran President										

**Stipends For Pay Period 02/15/20**

Name		Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Blaydes, Christine Ann	19/20 Overload	1/28/2020	3/9/2020	3/14/2020	OV	2,688.00	011420730051340			Cover for J. Dzurlisin
Jakubek, Kathleen Ann	ALH 1215 630 Lab/Clinical	2/12/2020	3/4/2020	3/14/2020	ST	1,510.00	011420730051320	ALH-1215-630	Certified Nurse Assistant Refresher	
Kuester, David A	Directing THE 1005/2005	1/9/2020	2/15/2020	2/15/2020	OV	250.00	011120650051340			
Kuester, David A	Correction	8/15/2019	12/13/2019	2/15/2020	OV	100.00	011120650051340			
Lynch, Kevin Robert	Sub Pay for WLD Sec 02	2/5/2020	2/5/2020	2/15/2020	ST	107.50	011320410051320			
Nickel, Paul A	Sub Pay for WLD Sec 02	2/5/2020	2/5/2020	2/15/2020	ST	122.66	011320410051320			
Sarver, Gregory Stephen	Mileage Reimbursement	1/11/2020	2/8/2020	2/15/2020	ML	57.50	014110394355212			
Sarver, Gregory Stephen	Driver Improvement Bureau County	2/8/2020	2/8/2020	2/15/2020	ST	150.00	014110394351320	CDV-7000-02	Bureau Co Driver Improvement	
Schneider, Gregg A	Driver Improvement LaSalle	1/29/2020	1/29/2020	2/15/2020	ST	140.00	014110394251320	CDV-6000-17	LaSalle Co Driver Improvement	
Story, Michelle M	Clerical Exams City of Ottawa	2/6/2020	2/6/2020	2/15/2020	ST	112.50	014210331051320			
Theisinger, Christine Elisabeth	German Tutoring-Owens	2/5/2020	2/12/2020	2/15/2020	ST	320.00	014210331051320			
				Total		\$ 5,558.16				
<p><i>Cheryl Roelfsema</i>                  Cheryl Roelfsema                  Vice President of Business Services and Finance</p> <p><i>Dr. Jerry Corcoran</i> 2/25/2020                  Dr. Jerry Corcoran                  President</p> <p align="right">*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>										

27

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

<b>Employee Name</b>	<b>Position</b>	<b>Department</b>	<b>Hourly/Lab* Rate</b>	<b>Credit Hour Rate</b>
Delaney, John	PT Custodian	Facilities	12.00	N/A
Klieber, Tracie	Therapeutic Massage Presenter	WFD	32.25	N/A
Monterastelli, Cherie	Therapeutic Massage Presenter	WFD	45.80	N/A

28

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



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



Dr. Jerry Corcoran  
President



**Approval of Certificates: GMAW Intermediate Welding; GMAW Advanced Welding; SMAW Basic Welding; SMAW Intermediate Welding; SMAW Advanced Welding**

Anthony Sondgeroth, Welding Program Coordinator, and Shane Lange, Dean of Workforce Development, have been working closely with local leaders and representatives on both the Welding Advisory Committee and Chief Manufacturing Executives group to create shorter-term, stackable certificate options, with multiple exit and entry points in welding. Different levels of welding skills are necessary among employees according to local and regional employers. It is becoming more common for maintenance employees to need welding skills as well. The stackable certificates make it easy for students and employers to navigate the welding program to reach the desired level of skill attainment, and it also allows students to advance their skills at any time by stacking the certificates together.

The IVCC Curriculum Committee is recommending that the Board of Trustees approve the Certificates in Welding: GMAW Intermediate; GMAW Advanced; SMAW Basic; SMAW Intermediate; and SMAW Advanced as presented in the attached curriculum guides.

**Recommendation:**

**Approve the Certificates in GMAW Intermediate Welding; GMAW Advanced Welding; SMAW Basic Welding; SMAW Intermediate Welding; and SMAW Advanced Welding, as presented.**

KPI 1: Student Academic Success

KPI 5: District Population Served



# ILLINOIS VALLEY COMMUNITY COLLEGE

## Certificate outline: **GMAW INTERMEDIATE WELDING CERTIFICATE**

This program is not designed for students transferring to other colleges or universities. As a rule, courses with the second digit "0" are designed for transfer. Students planning to transfer should consult a counselor to verify the transferability of courses. Prerequisites for courses are noted in the IVCC Catalog. Program Pre-Admission Information is included, if applicable.

First Semester [Fall]				Credits
	16wks	1 <sup>st</sup> 8 wks.	2 <sup>nd</sup> 8 wks.	Total
<b>WLD 1209</b> GMAW Flat & Horizontal Position		2		2
<b>WLD 2206</b> OAW Gas Welding & Brazing, Flat & Horizontal		2		2
<b>WLD 2208</b> OAW Oxy, Plasma Cutting, Air Carbon Arc			2	2
<b>WLD 2201</b> GMAW Vertical Up			2	2
<b>WED 2200</b> Welding Blueprint Reading	3			3
Semester Total				11
Second Semester [Spring]				Credits
	16wks	1 <sup>st</sup> 8 wks.	2 <sup>nd</sup> 8 wks.	Total
<b>WLD 1220</b> GTAW Mild Steel, All Positions		2		2
<b>WLD 1212</b> GMAW Non-Ferrous, All Positions		2		2
<b>WLD 1230</b> FCAW Mild Steel, All Positions			2	2
<b>WLD 1211</b> GMAW Stainless Steel, All Positions			2	2
<b>MET 1209</b> Welding Metallurgy	3			3
Semester Total				11
<b>Total credit hours for: GMAW INTERMEDIATE CERTIFICATE</b>				<b>22</b>

For additional information please consult any counselor at (815)224-0360, CTC 202, or contact the Workforce Development Division Office at (815)-224-0233.

All New welding students must register through a Welding information session, call the Workforce Development Division Office at (815)-224-0233.

**Industry/Occupation:** Production welding in manufacturing facilities, Fabrication shops, general maintenance welding.



# ILLINOIS VALLEY COMMUNITY COLLEGE

## Certificate outline: **GMAW ADVANCED WELDING CERTIFICATE**

This program is not designed for students transferring to other colleges or universities. As a rule, courses with the second digit "0" are designed for transfer. Students planning to transfer should consult a counselor to verify the transferability of courses. Prerequisites for courses are noted in the IVCC Catalog. Program Pre-Admission Information is included, if applicable.

First Semester [Fall]				Credits
	16wks	1 <sup>st</sup> 8 wks.	2 <sup>nd</sup> 8 wks.	Total
<b>WLD 1209</b> GMAW Flat & Horizontal Position		2		2
<b>WLD 2206</b> OAW Gas Welding & Brazing, Flat & Horizontal		2		2
<b>WLD 2208</b> OAW Oxy, Plasma Cutting, Air Carbon Arc			2	2
<b>WLD 2201</b> GMAW Vertical Up			2	2
<b>WED 2200</b> Welding Blueprint Reading	3			3
Semester Total				11

Second Semester [Spring]				Credits
	16wks	1 <sup>st</sup> 8 wks.	2 <sup>nd</sup> 8 wks.	Total
<b>WLD 1211</b> GMAW Stainless Steel, All positions		2		2
<b>WLD 1212</b> GMAW Non-Ferrous, All Positions			2	2
<b>IMT 1220</b> Rigging	3			3
<b>MET 1209</b> Welding Metallurgy	3			3
<b>MET 1200</b> Inspection, Measurement and Quality	3			3
Semester Total				13

Third Semester [Fall]				Credits
	16wks	1 <sup>st</sup> 8 wks.	2 <sup>nd</sup> 8 wks.	Total
<b>WLD 1232</b> GMAW Open Root, All Positions		2		2
<b>WLD 1220</b> GTAW Mild Steel, All Positons		2		2
<b>WLD 1213</b> GMAW Pipe, All Positions		2		2
<b>WLD 1221</b> GTAW Stainless Steel, All Positions			2	2
<b>WLD 1222</b> GTAW Non-Ferrous Alloys, All Positions			2	2
<b>WLD 1230</b> FCAW Mild Steel, All Positions			2	2
<b>WLD 2209</b> Introduction to Fabrication	2			2
Semester Total				14

**Total credit hours for: GMAW ADVANCED CERTIFICATE 38**

For additional information please consult any counselor at (815)224-0360, CTC 202, or contact the Workforce Development Division Office at (815)-224-0233.

All New welding students must register through a Welding information session, call the Workforce Development Division Office at (815)-224-0233.

**Industry/Occupation:** Production welding in manufacturing facilities, Fabrication shops, general maintenance welding.



# ILLINOIS VALLEY COMMUNITY COLLEGE

## Certificate outline: SMAW BASIC WELDING CERTIFICATE

This program is not designed for students transferring to other colleges or universities. As a rule, courses with the second digit "0" are designed for transfer. Students planning to transfer should consult a counselor to verify the transferability of courses. Prerequisites for courses are noted in the IVCC Catalog. Program Pre-Admission Information is included, if applicable.

First Semester [Fall]				Credits
	16wks	1 <sup>st</sup> 8 wks.	2 <sup>nd</sup> 8 wks.	Total
<b>WLD 1200</b> SMAW Mild Steel, Flat Position		2		2
<b>WLD 1201</b> SMAW Mild Steel, Horizontal Position			2	2
<b>WED 2200</b> Welding Blueprint Reading	3			3
Semester Total				7
Second Semester [Spring]				Credits
	16wks	1 <sup>st</sup> 8 wks.	2 <sup>nd</sup> 8 wks.	Total
<b>WLD 1202</b> SMAW Mild Steel, Vertical Position			2	2
<b>WLD 2208</b> OAW Oxy, Plasma Cutting, Air Carbon Arc			2	2
Semester total				4
<b>Total credit hours for: SMAW BASIC CERTIFICATE</b>				<b>11</b>

For additional information please consult any counselor at (815)224-0360, CTC 202, or contact the Workforce Development Division Office at (815)-224-0233.

All New welding students must register through a Welding information session, call the Workforce Development Division Office at (815)-224-0233.

**Industry/Occupation:** Construction welding, Pipefitters apprenticeship, Boilermaker apprenticeship, Ironworker apprenticeship, Operating Engineers mechanic, Fabrication shops



# ILLINOIS VALLEY COMMUNITY COLLEGE

## Certificate outline: SMAW INTERMEDIATE WELDING CERTIFICATE

This program is not designed for students transferring to other colleges or universities. As a rule, courses with the second digit "0" are designed for transfer. Students planning to transfer should consult a counselor to verify the transferability of courses. Prerequisites for courses are noted in the IVCC Catalog. Program Pre-Admission Information is included, if applicable.

First Semester [Fall]		Credits		
	16wks	1 <sup>st</sup> 8 wks.	2 <sup>nd</sup> 8 wks.	Total
<b>WLD 1200</b> SMAW Mild Steel, Flat Position		2		2
<b>WLD 1202</b> SMAW Mild Steel, Vertical Position		2		2
<b>WLD 2208</b> OAW Oxy, Plasma Cutting, Air Carbon Arc			2	2
<b>WLD 1201</b> SMAW Mild Steel, Horizontal Position			2	2
<b>WED 2200</b> Welding Blueprint Reading	3			3
Semester Total				11
Second Semester [Spring]		Credits		
	16wks	1 <sup>st</sup> 8 wks.	2 <sup>nd</sup> 8 wks.	Total
<b>WLD 1204</b> SMAW Mild Steel, Overhead Position		2		2
<b>WLD 1231</b> SMAW Mild Steel, Open Root, All Positions		2		2
<b>WLD 2206</b> OAW Mild Steel, Flat & Horizontal		2		2
<b>WLD 2203</b> SMAW Pipe, 2G			2	2
<b>WLD 1220</b> GTAW Mild Steel, All Positions			2	2
<b>MET 1209</b> Welding Metallurgy	3			3
Semester total				13
<b>Total credit hours for: SMAW INTERMEDIATE CERTIFICATE</b>				<b>24</b>

For additional information please consult any counselor at (815)224-0360, CTC 202, or contact the Workforce Development Division Office at (815)-224-0233.

All New welding students must register through a Welding information session, call the Workforce Development Division Office at (815)-224-0233.

**Industry/Occupation:** Construction welding, Pipefitters apprenticeship, Boilermaker apprenticeship, Ironworker apprenticeship, Operating Engineers mechanic, Fabrication shops.



# ILLINOIS VALLEY COMMUNITY COLLEGE

## Certificate outline: SMAW ADVANCED WELDING CERTIFICATE

This program is not designed for students transferring to other colleges or universities. As a rule, courses with the second digit "0" are designed for transfer. Students planning to transfer should consult a counselor to verify the transferability of courses. Prerequisites for courses are noted in the IVCC Catalog. Program Pre-Admission Information is included, if applicable.

	First Semester [Fall]			Credits
	16wks	1 <sup>st</sup> 8 wks.	2 <sup>nd</sup> 8 wks.	Total
<b>WLD 1200</b> SMAW Mild Steel, Flat Position		2		2
<b>WLD 1201</b> SMAW Mild Steel, Horizontal Position		2		2
<b>WLD 2208</b> OAW Oxy, Plasma Cutting, Air Carbon Arc			2	2
<b>WLD 1202</b> SMAW Mild Steel, Vertical Position			2	2
<b>WED 2200</b> Welding Blueprint Reading	3			3
Semester Total				11

	Second Semester [Spring]			Credits
	16wks	1 <sup>st</sup> 8 wks.	2 <sup>nd</sup> 8 wks.	Total
<b>WLD 1204</b> SMAW Mild Steel, Overhead Position		2		2
<b>WLD 1231</b> SMAW Mild Steel, Open Root, All Positions		2		2
<b>WLD 2206</b> OAW Gas Welding & Brazing, Flat & Horizontal			2	2
<b>WLD 2203</b> SMAW Pipe, 2G			2	2
<b>MET 1209</b> Welding Metallurgy	3			3
<b>MET 1200</b> Inspection, Measurement and Quality	3			3
Semester Total				14

	Third Semester [Fall]			Credits
	16wks	1 <sup>st</sup> 8 wks.	2 <sup>nd</sup> 8 wks.	Total
<b>WLD 2213</b> SMAW Pipe, 5G		2		2
<b>WLD 1230</b> FCAW Mild Steel, All Positions		2		2
<b>WLD 2223</b> SMAW Pipe, 6G			2	2
<b>WLD 1220</b> GTAW Mild Steel, All Positions			2	2
<b>WLD 2209</b> Introduction to Fabrication	2			2
<b>IMT 1220</b> Rigging	3			3
Semester Total				13

**Total credit hours for: SMAW ADVANCED CERTIFICATE 38**

For additional information please consult any counselor at (815)224-0360, CTC 202, or contact the Workforce Development Division Office at (815)-224-0233.

All New welding students must register through a Welding information session, call the Workforce Development Division Office at (815)-224-0233.

**Industry/Occupation:** Construction welding, Pipefitters apprenticeship, Boilermaker apprenticeship, Operating Engineers mechanic, Ironworker, Fabrication shops.

**Bid Results – Building F AHU and Building J Exhaust Upgrades**

Bids for the Building F Air Handling Unit and Building J Exhaust Upgrades were received and publicly opened on February 27, 2020.

John’s Service & Sales, Inc. Oglesby, Illinois, submitted the low bid and met all bidding requirements and specifications. Attached is a letter of recommendation from Demonica Kemper Architects. A summary of bids received is listed below.

<b>Contractor</b>	<b>Base Bid</b>	<b>Alternate No.1</b>	<b>Alternate No. 2</b>
John’s Service & Sales, Inc. Oglesby, IL	\$539,000	\$2,500	\$69,000
Commercial Mechanical, Inc. Dunlap, IL	\$606,500	No change	\$47,500
The PIPCO Companies Ltd. Peoria, IL	\$640,000	\$5,000	\$17,000

**Alternate No. 1** Deduct to eliminate the Liquidated Damages Clause.

**Alternate No. 2** Add to the Lump Sum base to replace existing piping within Building F as indicated on the drawings.

**Recommendation:**

**The administration recommends Board approval to accept the base bid and Alternate No. 2 from John’s Service & Sales, Inc., Oglesby, Illinois in the amount of \$608,000 for the Building F Air Handling Unit and Building J Exhaust Upgrades.**

KPI 6: Resource Management



DEMONICA KEMPER ARCHITECTS

125 North Halsted Street, Suite 301 Chicago, Illinois 60661 T 312.496.0000 F 312.496.0001  
www.dka-design.com

March 3, 2020

Ms. Michelle Carboni, Director of Purchasing  
Illinois Valley Community College  
815 N. Orlando Smith Street  
Oglesby, IL 61348

Re: Building F AHU Replacement / Building J Exhaust Upgrades  
**Letter of Recommendation to Award a Construction Contract**

Dear Ms. Carboni,

Bids were received on the above referenced project at 2:30 PM on February 27, 2020. Four (4) bidders were Bidders of Record and three (3) bids were received.

Upon review of the bid submittals and project scope with the low bidder, John's Service & Sales, Inc., it is clear that they met the bidding requirements for the project and included all of the required work per the Bidding Documents within their bid. Additionally, we have found no evidence which would disqualify them from being awarded the contract for this work. Therefore, Demonica Kemper Architects recommends that the Board of Trustees of Illinois Valley Community College consider awarding the contract for construction to:

John's Service and Sales, Inc.  
119 West Walnut Street  
Oglesby, Illinois 61348

The contract amount shall include the Base Bid and Alternate Bid No. 2 for the replacement of existing piping within Building F for a total contract amount of \$608,000.00. Work shall be substantially complete as indicated in the bidding documents.

If you have any questions regarding the bidding of this project, please do not hesitate to call. Demonica Kemper Architects looks forward to working with the college toward the successful completion of this project.

Sincerely,

Mr. Dominick Demonica, AIA, LEED AP  
Principal

cc: Cheryl Roelfsema, IVCC  
Scott Curley, IVCC





**Bid Results – Building G Bleacher Replacement**

Bids for the Building G Bleacher Replacement were received and publicly opened on February 27, 2020.

Carroll Seating Company, Elk Grove Village, Illinois, submitted the low bid and met all bidding requirements and specifications. Attached is a letter of recommendation from Demonica Kemper Architects. A summary of bids received is listed below.

<b>Contractor</b>	<b>Base Bid</b>	<b>Alternate No.1</b>	<b>Alternate No. 2</b>	<b>Alternate No. 3</b>
Carroll Seating Company Elk Grove Village, IL	\$266,850	\$0	\$900	NO BID
Irwin Seating Company Altamont, IL	\$166,031.10	No change	\$1,524	\$0
Larson Equipment & Furniture Co. Schaumburg, IL	No Mandatory Site Visit			

**Alternate No. 1** Deduct from the Lump Sum base bid to eliminate the Liquidated Damages clause from the contract.

**Alternate No. 2** Add to the Lump Sum base bid to provide custom graphics on (2) safety end curtains.

**Alternate No. 3** Add or Deduct from the Lump Sum base bid to provide telescoping stands from the list of Other Acceptable Manufacturers included in section 12 66 13.

**Recommendation:**

**The administration recommends Board approval to accept the base bid and Alternate No. 2 from Carroll Seating Company, Elk Grove Village, Illinois in the amount of \$267,750 for the Building G Bleacher Replacement.**

KPI 6: Resource Management



DEMONICA KEMPER ARCHITECTS

125 North Halsted Street, Suite 301 Chicago, Illinois 60661 T 312.296.0000 F 312.495.0001  
www.dka-design.com

March 3, 2020

Ms. Michelle Carboni, Director of Purchasing  
Illinois Valley Community College  
815 N. Orlando Smith Street  
Oglesby, IL 61348

Re: **Building G Bleacher Replacement**  
**Letter of Recommendation to Award a Construction Contract**

Dear Ms. Carboni,

Bids were received on the above referenced project at 2:00 PM on February 27, 2020. Three (3) bidders were Bidders of Record, three (3) bids were received, and one (1) bid was disqualified / unopened since they did not visit the site prior to the receipt of bids as required by the Bidding Documents.

Upon review of the bid submittals and project scope with the low bidder, Northstar Equipment, it was noted that they did not include painting work and electrical work in their base bid as required by the Bidding Documents, and as a result, have requested to withdraw their bid. Subsequently, we reviewed the bid submittals and project scope from the next low bidder, Carroll Seating. Based on our review, it is clear that Carroll Seating met the bidding requirements for the project and included all of the required work per the Bidding Documents within their bid. Additionally, we have found no evidence which would disqualify them from being awarded the contract for this work. Therefore, Demonica Kemper Architects recommends that the Board of Trustees of Illinois Valley Community College consider awarding the contract for construction to:

Carroll Seating Company  
2105 Lunt Avenue  
Elk Grove Village, Illinois 60007

The contract amount shall include the Base Bid and Alternate Bid No. 2 to provide graphics on two safety end curtains associated with the bleacher units for a total contract amount of \$267,750.00. Work shall be substantially complete as indicated in the bidding documents.

If you have any questions regarding the bidding of this project, please do not hesitate to call. Demonica Kemper Architects looks forward to working with the college toward the successful completion of this project.

Sincerely,

Mr. Dominick Demonica, AIA, LEED AP  
Principal

cc: Cheryl Roelfsema, IVCC  
Scott Curley, IVCC

Bidder	Bid Documents Submitted					Bid Amounts Submitted				
	Bid Form	Bid Bond	Subst. Sheet	Non-Collusion	Qualifications	Rank	Base Bid	Alternate 1 (Deduct)	Alternate 2 (Add)	Alternate 3 (Add / Deduct)
Carroll Seating	X	X	X	X	X		\$ 266,850.00	\$ -	\$ 900	\$ -
Larson Equipment & Furniture	DISQUALIFIED - DID NOT VISIT SITE									
Norhstar Equipment	X	X	X	X	X		\$ 166,031.10	\$ -	\$ 1,524	\$ -

Alternate 1: DEDUCT amount to eliminate the liquidated damages clause from the contract.  
 Alternate 2: ADD amount to provide custom graphics on (2) safety end curtains.  
 Alternate 3: ADD or DEDUCT amount to provide product by Acceptable Alternate manufacturers.

**Central Illinois Police Mobile Training Unit (MTU) #7 and Illinois Valley Community College Agreement**

Discussion with representatives of the Central Illinois Police Training Center MTU #7 and Illinois Valley Community College has resulted in an agreement to establish an office for the MTU on the College campus. The MTU will occupy an office in the Community Technology Center and have access to a classroom for their training programs. This arrangement will provide for a safer campus and allow for unique experiences for the criminal justice students.

The agreement will take effect June 1, 2020 and end May 31, 2023 pending appropriations for MTU #7.

**Recommendation:**

**The administration recommends approval of the Central Illinois Police Training Center MTU #7 and Illinois Valley Community College agreement to establish an office for the MTU on the IVCC main campus to take effect June 1, 2020 through May 31, 2023, as presented.**

KPI 5: District Population Served

## REAL ESTATE LEASE AGREEMENT

THIS AGREEMENT, made and entered into this 1<sup>st</sup> day of June 2020, by and between Illinois Valley Community College District No. 513, 815 North Orlando Smith Road, Oglesby, IL 61348 (hereinafter referred to as LANDLORD) AND Central Illinois Police Training Center MTU #7, 5407 N University Street, Poplar Hall 100, Peoria, IL 61635 (hereinafter referred to as TENANT),

### WITNESSETH:

1. **PREMISES:** LANDLORD does hereby lease to said TENANT the following described property, situated in the County of LaSalle:
  - a. 1,015 square feet of office and classroom space in the Community Technology Center (Rooms CTC 214 & CTC 220E), Illinois Valley Community College, 815 North Orlando Smith Road, Oglesby, IL 61348,
  - b. For the term of three (3) years, beginning the 1<sup>st</sup> day of June 2020 and ending the 31<sup>st</sup> day of May 2023.
2. **RENT:** TENANT agrees to pay rent at the following rates:
  - a. 6/1/2020 – 5/31/2021                      \$12,386 annually                      (\$1,032.17 per month)
  - b. 6/1/2021 – 5/31/2022                      \$13,298 annually                      (\$1,108.17 per month)
  - c. 6/1/2022 – 5/31/2023                      \$14,210 annually                      (\$1,184.17 per month)
  - d. Payments will be due on the 1<sup>st</sup> of each month, beginning June 1, 2020 and ending May 31, 2023.
3. **USE:** TENANT will use the Premises for office and classroom space.
4. **IT SERVICES:** LANDLORD agrees to provide VoIP telephones with hands-free capabilities in each office along with internet connectivity for the tenant-owned PC and printer. We will assist with the initial network connection for these devices. Since the tenant device must be attached to the IVCC network to provide internet service, we ask that antivirus software be installed. If none is installed, IVCC will provide Malwarebytes antivirus software for them for the safety of campus computers. Once installation of tenant equipment is complete, LANDLORD will provide up to four hours of assistance per month with PC or printer issues. In the event a support call requires repair or replacement of tenant owned hardware, we will assist the tenant in locating a repair person if one is not available through the parent organization.
5. **UTILITIES:** LANDLORD shall provide utilities including internet access, natural gas, electricity, water, and sewer, throughout the term of the Lease.
6. **SERVICES:** LANDLORD will provide janitorial services, including waste removal, pest control, and snow removal.
7. **TELEPHONE SERVICE:** LANDLORD will provide telephone service at a rate of \$19 per month per extension plus long distance charges at 11 cents per minute. This includes telephone hardware. If actual provider charges are greater, the TENANT will be charged the actual amount.

8. **COPY SERVICES:** TENANT will have access to copy machines in the Copy Center as well as Counseling and Building C third floor. Charges for copies will be five cents for black and white and eight cents for color copies.
9. **PARKING:** TENANT and TENANT's clients will be allowed to park vehicles in Parking lot #7. No parking permit is required in this lot other than for the special low-emission spaces.
10. **IMPROVEMENTS OR ALTERATIONS:** All improvements or alterations done by TENANT must first be approved by the LANDLORD.
11. **ENTRY BY LANDLORD:** TENANT will permit LANDLORD and LANDLORD's agents to enter the Premises, with reasonable advance written notice (except in the case of emergency), provided such entry is made in a reasonable manner and does not unreasonably interfere with the conduct of TENANT's business.
12. **INDEMNIFICATION:** It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law, and this Agreement shall not be construed as seeking to either enlarge or diminish any obligation or duty owed by one party against the other or against third parties.
13. **INSURANCE:** LANDLORD will, at its sole cost and expense, at all times during Agreement Term, maintain in full force a policy or policies of insurance, written by one or more responsible insurance carriers, which will insure TENANT against liability for bodily injury and/or property damage occurring in or about the common facilities.

TENANT: TENANT will, at its sole cost and expense, at all times during the Agreement Term, maintain in full force a policy or policies of insurance, written by one or more responsible insurance carriers, which will insure LANDLORD against liability for bodily injury and/or property damage occurring in or about Premises. The liability under such insurance will not be less than \$1,000,000 per occurrence with \$2,000,000 aggregate coverage. TENANT will annually provide LANDLORD, on the anniversary date of TENANT's liability insurance renewal, with a certificate of insurance naming the LANDLORD and its subsidiaries, affiliates, officers, directors, and employees as additional insured on a primary and non-contributory basis as it respects liability the LANDLORD incurs as a result of the operations of the TENANT on the leased premises. The coverage includes a waiver of subrogation in favor of the LANDLORD and severability of interest. TENANT agrees to provide thirty (30) days advance written notice of cancellation.

14. **REPAIRS AND MAINTENANCE: Negligent Acts or Omissions of TENANT:** TENANT will pay to LANDLORD the reasonable cost of any repairs or maintenance required as a direct result of the negligent acts or omissions of TENANT, its agents, or employees.

**Failure of LANDLORD to Make Repairs:** If LANDLORD fails to maintain the Premises or to make the repairs within a reasonable time after written notice from TENANT, TENANT may perform such maintenance or make such repairs at its expense and demand reimbursement from LANDLORD.

**DESTRUCTION: Total Destruction:** If the Premises are totally destroyed by fire or other casualty, either LANDLORD or TENANT may terminate this Lease immediately by giving notice to the other party. In case of destruction during the Lease Term, rent will abate during the period and to the extent that the Premises are rendered unusable for TENANT's purposes.

**PARTIAL DESTRUCTION: Notification by LANDLORD:** If the Premises are partially destroyed, LANDLORD must within thirty (30) days of the destruction notify TENANT, in writing, of the time period in which restoration will be complete. Rent will abate during the period and to the extent that the Premises are rendered unusable for TENANT's purposes.

**Notification by TENANT:** TENANT may terminate this Lease by giving written notice within thirty (30) days after any of the following: If it is determined LANDLORD cannot restore the Premises to substantially the same condition as before destruction; if TENANT is notified that such restoration period will be more than one hundred twenty (120) days. Rent will abate during the period and to the extent that the Premises are rendered unusable for TENANT's purposes.

**ASSIGNMENT AND SUBLETTING:** TENANT will not assign or sublet all or any portion of the Premises without the prior written consent of LANDLORD, which consent will not be unreasonably withheld.

15. **YIELDING POSSESSION:** TENANT covenants with the LANDLORD that, at the expiration of the term of this Lease, TENANT will yield up the premises to the LANDLORD without further notice in as good condition as when the same was entered upon by the TENANT, loss by ordinary wear excepted.
16. **DEFAULT BY TENANT:** If any of the following events occur, each such event will constitute a material breach of this Lease, and LANDLORD may, at LANDLORD's option, exercise any or all rights available to a LANDLORD under the laws of the State of Illinois:

A default in the payment of rent when such a default continues for a period of thirty (30) days after written notice, or

TENANT fails to faithfully perform or observe any other covenant or undertaking required under this Lease and such failure continues for a period of thirty (30) days after written notice thereof.

**Remedies:** If this Lease terminates pursuant to a default by TENANT hereunder, LANDLORD may immediately enter upon and repossess the Premises and seek any remedies allowable under the laws of the State of Illinois, including specific performance.

17. **DEFAULT BY LANDLORD:** LANDLORD will be in default if LANDLORD fails to perform its obligations under this Lease within thirty (30) days after written notice by TENANT to LANDLORD specifying wherein LANDLORD has failed to perform such obligations. If the nature of LANDLORD's obligation is such that more than thirty (30) days are required for performance, then LANDLORD will not be in default if LANDLORD commences performance within such thirty (30) day period and thereafter diligently prosecutes the same to completion.



**Remedies:** If LANDLORD fails to cure a default within the time period set forth herein, TENANT will have the option to terminate this Lease, in addition to any other remedies allowable under the Laws of the State of Illinois, including specific performance.

- 18. **EARLY TERMINATION:** In the event of funding cuts or reductions, TENANT shall have the option to terminate this Lease by giving sixty (60) days written notice to LANDLORD of its intentions to exercise this option.
- 19. **CARE AND MAINTENANCE:** LANDLORD shall provide and pay all costs related to maintenance and janitorial services within the TENANT rental space.
- 20. **APPLICABILITY OF LEASE:** The terms, conditions, and covenants of this Lease shall apply to and be binding upon the parties of this Lease and their successors, assigns, representatives, administrators, executors, heirs, and nominees.
- 21. **REMEDIES:** The parties hereto may, in law or in equity, by suit, action, mandamus or any other proceeding, including, without limitation, specific performance, enforce or compel the performance of the terms and conditions of this lease, including the recovery of monetary damages. In the event of a judicial proceeding brought by one party to this Lease against the other party, the prevailing party in such judicial proceeding shall be entitled to reimbursement from the unsuccessful party of all costs and expenses, including reasonable attorneys' fees incurred in connection with the enforcement of this Lease and with such judicial proceeding.
- 22. **ALTERATIONS OR AMENDMENTS TO LEASE:** This written instrument provides all of the terms and conditions entered into and agreed to by the parties hereto, and there are no other further agreements between the parties other than that contained herein. Any additions, alterations, or amendments hereto shall be made in writing, signed by all parties hereto, and attached to and made a part of this Lease.
- 23. **SEVERABILITY:** The invalidity of any provision of this Lease as determined by a court of competent jurisdiction will in no way affect the validity of any other provision hereof.

LANDLORD  
Illinois Valley Community College  
District No. 513  
815 N Orlando Smith Road  
Oglesby, IL 61348

TENANT  
Central Illinois Police Training Center  
Commission MTU #7  
5407 N University Street  
Peoria, IL 61635

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

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

Printed Name: Jerry Corcoran

Printed Name: Brian B. Fengel

Title: President

Title: Director/Coordinator

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

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

**Approval - CAREER Agreement**

The Illinois Community College Board has asked every community college to approve the following new CAREER Agreement as it relates to recruitment and marketing activities. The overarching goal of the revised agreement is to send a clear message to our stakeholders that every Illinois community college is committed to working together collaboratively and cooperatively.

**Recommendation:**

**The administration recommends Board approval of the CAREER Agreement, as presented.**

KPI 5: District Population Served

Lazaro Lopez, Ed.D.  
Chairman



Brian Durham, Ed.D.  
Executive Director

401 East Capitol Avenue • Springfield, Illinois 62701 • (217) 785-0123 • [www.iccb.org](http://www.iccb.org)

**DATE:** February 12, 2020  
**TO:** Community College Presidents  
**FROM:** Dr. Brian Durham, Executive Director  
**SUBJECT:** FINAL CAREER Agreement as Approved on January 24, 2020 / Recruitment & Marketing

---

I am pleased to provide the final approved version of the *Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER)*, available at <https://www.iccb.org/cte/projects-initiatives/> or by clicking [here](#).

**The ICCB approved the agreement on January 24, 2020 and it is effective immediately.** All 48 colleges (39 districts) are currently signatories to the agreement. I encourage you to review the agreement again in its entirety and share it with your teams.

The ICCB will be working over the next year to get revised signature pages and updated approvals from each community college district, in the interest of keeping these up to date. To expedite this process, we encourage you to move forward with this agreement as attached, to obtain those revised signatures and send the signed agreement to my attention once the agreement is signed. In the meantime, the ICCB will provide you with periodic updates about the commitments we (ICCB) have made in the context of the agreement (program directory, common logo / language, etc.).

In addition, I did want to provide some clarification on the issue of out of district recruitment and marketing, both which continue to be lingering questions in the system, but which the CAREER agreement does address.

- 1) Per Section 8. **Resident Eligibility:** The agreement enables students to take advantage of programs not offered by their home districts. The agreement does not speak to modality. Thus, the mode of instruction is not a relevant consideration when making decisions about the eligibility of a program as a CAREER agreement program. Here is the language:

Upon approval from the Sending College, a resident may take advantage of the educational opportunity provided through this Agreement to apply for acceptance at a program not available in his/her home district.

and,

Delivery methods and minor program differences (e.g. length of semester, online versus face-to-face, competency-based, differences in program credit hours, minor course requirement differences, etc.) do not constitute a difference in program. Generally, differences should be based upon CIP codes and Occupational Outlook for completers.

- 2) Furthermore, per Section 8. **Resident Eligibility:** Students may not enroll outside of his/her home district if the program exists in their home district...“a resident may not enroll under the provisions of this Agreement in a program of a participating institution outside of his/her own if that resident’s educational objective can be met in the college of his/her home district.”
- 3) Regarding marketing, colleges may do limited marketing outside their district related to CAREER specific programs. Here is the language from the agreement [*emphasis mine*]:

“In the spirit of raising awareness and providing access to students, colleges may market and recruit for programs articulated in the ICCB Program Directory outside their own district so long as advance notification has been provided to the sending district’s college president...”

For the purposes of this agreement, marketing and recruiting activities include participation in career fairs, college fairs, high school visits, company visits, traditional advertising, and digital advertising. In these instances, **the primary marketing message in both the materials made available and any advertisements should be the availability of Career Agreement programs** listed in the ICCB Program Directory. General college materials may also be made available upon request of the student.

**General college marketing outside of a college’s home district is not permitted without the permission of the sending district.** Permission requirements do not apply to shared media markets or shared high school districts. Permission requirements do not apply when a college is invited to attend a specific event (e.g. FFA meetings, career fairs, college fairs, etc.).

- 4) Based upon the agreement it is improper to recruit from neighboring districts, exceptions in the revised CAREER agreement notwithstanding.
- 5) **Dispute Resolution:** I also wanted to note that there is now a process described in the agreement for settling disputes. The ICCB only operates in an advisory capacity in this process. Here is that language:

All disputes that arise through this agreement shall follow the arbitration process outlined below:

- a. Involved parties shall attempt to settle the dispute through mutual agreement.
- b. In the event that mutual agreement cannot be reached, parties may request a decision by a committee of their peers. If requested, a committee of three college presidents shall be appointed by the President of the ICCCP within 14 business days of the request. In the event that the President of the ICCCP is party to the disagreement, the Secretary shall appoint the committee.
- c. Said parties may request an advisory opinion from the ICCB. Upon request, the ICCB shall provide this opinion to the affected parties within 14 business days of the request. This request may be made concurrently with or independently of the committee process.
- d. The decision of the committee shall be considered final and all parties agree to be bound by the committee’s decision.

As a final note, the CAREER program is an important way in which the community college system is able to demonstrate commitment to students, flexibility and responsiveness, and the ability to work collaboratively and cooperatively.

Please let me know if you have any questions.

## ***Community College Educational Agreement***

### ***Comprehensive Agreement Regarding the Expansion of Educational Resources***

**THIS AGREEMENT** is entered into by and among the **BOARD OF TRUSTEES** from each participating community college for the expressed purpose of providing additional educational programs to the residents of each district involved in this Agreement.

**Black Hawk College  
Carl Sandburg College  
City Colleges of Chicago  
College of DuPage  
College of Lake County  
Danville Area Community College  
Elgin Community College  
Heartland Community College  
Highland Community College  
Illinois Central College  
Illinois Eastern Community Colleges  
Illinois Valley Community College  
John A. Logan College  
John Wood Community College  
Joliet Junior College  
Kankakee Community College  
Kaskaskia College  
Kishwaukee College  
Lake Land College  
Lewis and Clark Community College  
Lincoln Land Community College  
McHenry County College  
Moraine Valley Community College  
Morton College  
Oakton Community College  
Parkland College  
Prairie State College  
Rend Lake College  
Richland Community College  
Rock Valley College  
Sauk Valley Community College  
Shawnee Community College  
South Suburban College  
Southeastern Illinois College  
Southwestern Illinois College  
Spoon River College  
Triton College  
Waubonsee Community College  
William Rainey Harper College**

**WITNESSETH:**

**WHEREAS**, it is the desire of the parties hereto to expand educational services to the greatest number of students in each district served by the parties; and

**WHEREAS**, the parties hereto believe this Agreement should be one of the means to establish a viable method of cooperation between the parties hereto; and

**WHEREAS**, by means of this agreement, the parties hereto desire to share programs of each institution and thereby maximize the utilization of the finances, facilities, equipment, and personnel of each institution, and by so doing, provide educational services which might otherwise be impracticable for any of the parties individually; and

**WHEREAS**, the parties hereto believe that the implementation of this Agreement holds great promise for further development of higher education in Illinois; and

**WHEREAS**, this Agreement supersedes and takes the place of any and all prior cooperative agreements, and that all said prior agreements are hereby terminated.

**NOW THEREFORE**, in consideration of the mutual covenants hereinafter contained, the parties hereto agree as follows:

**1. Institutional Identification**

For the purpose of this Agreement, the college district sending the students to another college will be referred to as the "Sending College" and the college receiving students from another college district will be referred to as the "Receiving College".

**2. Terms of Agreement**

The educational programs offered by the colleges as part of this Agreement shall be programs approved by the Illinois Community College Board (ICCB) and the Illinois Board of Higher Education. The Agreement is explicitly for programs of study leading to an Associate in Applied Science degree or certificate in Career and Technical Education.

**3. Duration of Agreement**

This Agreement shall be in force upon adoption by the Board of Trustees of each of the participating colleges and will continue until terminated under the provision of item seven (7).

**4. Amendments to Agreement**

Amendments and/or revisions to this Agreement may be made at a time by mutual consent of all parties in writing. Such amendments and/or revisions shall be prepared in the form of an addendum agreement. The procedure for approval of such addenda and/or revisions shall follow the same procedure employed in securing approval by all parties in the original Agreement. All amendments to the agreement require the approval of the ICCB.

In the event of amendments and/or revisions to this Agreement, students who have entered an educational program shall be allowed to complete the program under the terms of this Agreement.

**5. Coordination of Agreement**

This Agreement shall commence in April 2017 and shall be continuous with automatic renewal. The ICCB in consultation with member institutions will coordinate changes and distribution of those changes to the other colleges on an annual basis when necessary.

6. **Program Eligibility**

The ICCB shall maintain a Program Directory on the ICCB website to assist the colleges in determining which programs qualify under the agreement. At a minimum, this list shall provide a comparison of program titles and CIP codes.

Delivery methods and minor program differences (e.g. length of semester, online versus face-to-face, competency-based, differences in program credit hours, minor course requirement differences, etc.) do not constitute a difference in program. Generally, differences should be based upon CIP codes and Occupational Outlook for completers.

7. **Termination of Agreement**

The participation of any college(s) in this Agreement may be terminated at the end of any spring semester to be in effect the following fall term at the request of the College President. Notice shall be given in writing on or before March 1 of the preceding academic year to each of the other College Presidents and the ICCB. In the event of such termination, students who have entered an educational program shall be allowed to complete the program under the terms of this Agreement.

8. **Residents Eligibility**

Approval for students participating within this Agreement resides with the Sending College. Upon approval from the Sending College, a resident may take advantage of the educational opportunity provided through this Agreement to apply for acceptance at a program not available in his/her home district. Furthermore, a resident may not enroll under the provisions of this Agreement in a program of a participating institution outside of his/her own if that resident's educational objective can be met in the college of his/her home district.

Students may choose to complete some or all of any required Illinois Articulation Initiative general education coursework at their Home College (Sending College) or the Receiving College, as appropriate.

9. **Registration**

Upon written approval from the Sending College, students shall register at the Receiving College and shall be members of that district for the terms of their enrollments. Under the terms of this agreement, students may take approved courses at either institution. Upon successful completion, courses taken at the Sending College shall be acceptable to transfer to the Receiving College for completion of the program, or vice versa.

10. **Additional Educational Services**

The Receiving College shall provide access to its Learning Resources Center and other instructional resources for students from the Sending College, equal to those provided for any other student at their campus. The Receiving College shall also provide counseling/guidance and other services that will facilitate the learning process.

11. **Records and Recognition of Completion**

The Receiving College shall maintain admissions records and transcripts and issue any and all degrees or certificates to students completing the educational program. The Receiving College will provide copies of such records to the Sending College at the student's request.

12. **Scholarships and Student Activities**

The Receiving College shall be considered the home district for athletic eligibility and/or any activity where the student officially represents an institution as well as for military and Illinois State Student Assistance Commission Scholarships. Athletic eligibility will be determined by the

rules of the college's athletic conference. Students from any Sending College may be eligible at any Receiving College for any other extracurricular activities, scholarships, or other recognition of excellence in the program for which they are attending at the Receiving College.

**13. Publicity**

The educational programs offered through this Agreement shall be noted in college catalogs and publicized by the participating districts in a manner consistent with ICCB requirements and institutional publicity policies.

In the spirit of raising awareness and providing access to students, colleges may market and recruit for programs articulated in the ICCB Program Directory outside their own district so long as advance notification has been provided to the sending district's college president. Such notification should reference the ICCB Program Directory listing and lack of availability within the sending district. Colleges are free to enter into less strenuous notification procedures should they wish. If such agreements are made, notification should be immediately provided to ICCB for documentation.

For the purposes of this agreement, marketing and recruiting activities include participation in career fairs, college fairs, high school visits, company visits, traditional advertising, and digital advertising. In these instances, the primary marketing message in both the materials made available and any advertisements should be the availability of Career Agreement programs listed in the ICCB Program Directory. General college materials may also be made available upon request of the student.

General college marketing outside of a college's home district is not permitted without the permission of the sending district. Permission requirements do not apply to shared media markets or shared high school districts. *Permission requirements do not apply* when a college is invited to attend a specific event (e.g. FFA meetings, career fairs, college fairs, etc.)."

The ICCB, in consultation with the ICCCP, shall develop common language and a common logo for the purposes of advertising educational programs offered through this agreement. Colleges shall adopt this common language and common logo for the purposes of advertising educational programs offered through this agreement in their catalogs and on their respective websites.

**14. Communication of Agreement**

The Sending College shall communicate the terms of this Agreement to its students attending a Receiving College. Said students will be responsible for all normal operating rules and conditions of the campus he/she is on at any given time.

**15. Reimbursement**

The Receiving College shall be eligible to file all claims for State apportionment for any student from the Sending College enrolled in the Receiving College's programs covered by this Agreement.

**16. Transportation**

Students shall be responsible for their own transportation to and from Sending and Receiving Colleges.

**17. Tuition and Fees**



Students from the Sending College will pay the resident tuition and fees of the Receiving College. All students seeking state or federal financial assistance are required to make application at the Receiving College.

**18. FTE Reporting**

For purposes of capital (construction space), FTE enrollment in the classes taken are reported by the Receiving College.

**19. Student Enrollments**

The cooperating institutions in this Agreement shall be treated as one district in relation to admission policies for the programs included herein; however, residents of the respective college districts may have priority consideration where limited program space is available.

**20. Chargeback**

Colleges sending students to receiving colleges identified in this Agreement will not pay chargebacks. Procedurally, students who wish to enroll at a Receiving College herein identified will secure from their home college a letter designating them as participants in an approved program. A copy of such letter will be sent to the Receiving College, which will thus know not to charge the out-of-district rate.

**21. Dispute Resolution**

All disputes that arise through this agreement shall follow the arbitration process outlined below:

- a. Involved parties shall attempt to settle the dispute through mutual agreement.
- b. In the event that mutual agreement cannot be reached, parties may request a decision by a committee of their peers. If requested, a committee of three college presidents shall be appointed by the President of the ICCCP within 14 business days of the request. In the event that the President of the ICCCP is party to the disagreement, the Secretary shall appoint the committee.
- c. Said parties may request an advisory opinion from the ICCB. Upon request, the ICCB shall provide this opinion to the affected parties within 14 business days of the request. This request may be made concurrently with or independently of the committee process.
- d. The decision of the committee shall be considered final and all parties agree to be bound by the committee's decision.

**22. Special Note**

Nothing contained in this Agreement shall operate to create a relationship of Principal and Agent between the Parties.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date and year first above written.

## ***Community College Educational Agreement***

### ***Comprehensive Agreement Regarding the Expansion of Educational Resources***

#### **PARTICIPATING INSTITUTIONS**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Black Hawk College</b><br><input type="checkbox"/> <b>Carl Sandburg College</b><br><input type="checkbox"/> <b>City Colleges of Chicago</b><br><input type="checkbox"/> <b>College of DuPage</b><br><input type="checkbox"/> <b>College of Lake County</b><br><input type="checkbox"/> <b>Danville Area Community College</b><br><input type="checkbox"/> <b>Elgin Community College</b><br><input type="checkbox"/> <b>Heartland Community College</b><br><input type="checkbox"/> <b>Highland Community College</b><br><input type="checkbox"/> <b>Illinois Central College</b><br><input type="checkbox"/> <b>Illinois Eastern Community Colleges</b><br><input type="checkbox"/> <b>Illinois Valley Community College</b><br><input type="checkbox"/> <b>John A. Logan College</b><br><input type="checkbox"/> <b>John Wood Community College</b><br><input type="checkbox"/> <b>Joliet Junior College</b><br><input type="checkbox"/> <b>Kankakee Community College</b><br><input type="checkbox"/> <b>Kaskaskia College</b><br><input type="checkbox"/> <b>Kishwaukee College</b><br><input type="checkbox"/> <b>Lake Land College</b><br><input type="checkbox"/> <b>Lewis and Clark Community College</b> | <input type="checkbox"/> <b>Lincoln Land Community College</b><br><input type="checkbox"/> <b>McHenry County College</b><br><input type="checkbox"/> <b>Moraine Valley Community College</b><br><input type="checkbox"/> <b>Morton College</b><br><input type="checkbox"/> <b>Oakton Community College</b><br><input type="checkbox"/> <b>Parkland College</b><br><input type="checkbox"/> <b>Prairie State College</b><br><input type="checkbox"/> <b>Rend Lake College</b><br><input type="checkbox"/> <b>Richland Community College</b><br><input type="checkbox"/> <b>Rock Valley College</b><br><input type="checkbox"/> <b>Sauk Valley Community College</b><br><input type="checkbox"/> <b>Shawnee Community College</b><br><input type="checkbox"/> <b>South Suburban College</b><br><input type="checkbox"/> <b>Southeastern Illinois College</b><br><input type="checkbox"/> <b>Southwestern Illinois College</b><br><input type="checkbox"/> <b>Spoon River College</b><br><input type="checkbox"/> <b>Triton College</b><br><input type="checkbox"/> <b>Waubonsee Community College</b><br><input type="checkbox"/> <b>William Rainey Harper College</b> |
|---|--|

#### **Local District Signature Page**

College	District Number
College Designee for Agreement	Contact Information
Chair of the Board of Trustees	Date
President	Date

**Renewal of Non-Tenured Faculty for 2020/2021**

The administration is pleased to announce the following non-tenured faculty will have their contracts renewed for the academic year 2020/2021:

Jessie Bouxsein, Nursing Instructor  
Nicholas Fish, Emergency Medical Services Instructor  
Amber Fox, Accounting Instructor  
David Garrison, Mathematics Instructor  
Stephen Gibson, Industrial Maintenance and Electricity Instructor  
Kevin Hermes, Criminal Justice Instructor  
Kathryn Lillie, Agriculture Instructor  
Richard Marko, Automotive Technology Instructor  
Nancy McDonnell, Cybersecurity Instructor  
Kathryn (Griswold) Ritter, Medical Assistant Instructor  
Amber Robertson, Nursing Instructor  
Anthony Sondgeroth, Welding Instructor

KPI 3: Support for Students

KPI 5: District Population Served

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

**GENERAL INFORMATION:**

POSITION TO BE FILLED: Electronic Resources Librarian

NUMBER OF APPLICANTS: 5

NUMBER OF APPLICANTS INTERVIEWED: 2

APPLICANTS INTERVIEWED BY:

Dr. Forst, Dr. Hess, Ms. King, Ms. Leipart Guttilla, Mr. Overocker,  
Ms. Robinson, Ms. Smith

APPLICANT RECOMMENDED:

Grace Norris

**EDUCATIONAL PREPARATION:**

University of Illinois, Urbana-Champaign, IL – M.S., Library and Information Science

Illinois State University, Normal, IL – B.A., English Studies

Illinois Valley Community College, Oglesby, IL – A.S., General Studies

**EXPERIENCE:**

Illinois Valley Community College, Oglesby, IL – On-Call Librarian

Kate Fehr, Fairbury, IL and Steve Koehler, Normal, IL – Nanny

Rising Stars Academy, Bloomington, IL – Gymnastics Instructor

Illinois Valley YMCA: Tumbling and Trampoline, Peru, IL – Assistant Tumbling Coordinator

Dr. Jo Ann Rayfield Archive at ISU, Normal, IL – Intern

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

1. Formal education in library science required for the position
2. As on-call librarian has gained some of the experience and training needed to be successful
3. Current, relevant experience in technology systems; link resolver and working with vendors
4. Reliable, dedicated on-call librarian likely to grow and contribute to the leadership team
5. Familiar working with the Jacobs Library website

**RECOMMENDED SALARY: \$42,500 annualized, effective March 9, 2020**

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

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

**GENERAL INFORMATION:**

POSITION TO BE FILLED: Help Desk Specialist

NUMBER OF APPLICANTS: 10

NUMBER OF APPLICANTS INTERVIEWED: 2

APPLICANTS INTERVIEWED BY:

Mr. Dunlap, Ms. Hart, Ms. Stash, Ms. Trager

APPLICANT RECOMMENDED:

Katharine Young

**EDUCATIONAL PREPARATION:**

Ashford University, San Diego, CA – M.A., Teaching and Learning with Technology  
Liberty University, Lynchburg, VA – B.S., Education

**EXPERIENCE:**

Illinois Valley Community College, Oglesby, IL – Academic Support Technologist  
Holy Family School, Oglesby, IL – Preschool Aide  
LaSalle State Bank, LaSalle, IL – Loan Processor

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

1. Degree in instructional technology and design helps to better understand the classroom software needs of instructors
2. Familiar with IVCC student systems and procedures, possesses working knowledge of the student help desk
3. Varied technical experience meets the skill set for help desk specialist
4. Interviewed well, responding quickly with well thought out, specific answers
5. Positive attitude, drive, and willingness to learn came through during interview

**RECOMMENDED SALARY:** \$15.21 per hour, effective March 2, 2020

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

February 20, 2020

Kathy Ross  
Controller  
Illinois Valley Community College  
815 N. Orlando Smith Road  
Oglesby, IL 61348

Dear Kathy,

Please accept this letter as my formal notice of retirement as Interim Payroll and Benefits Coordinator at Illinois Valley Community College. My last day of employment will be August 31, 2020.

I have decided after 30 years of working at IVCC, it is time to move on to new adventures. It has been a great experience working at IVCC. I will take with me many special memories and friendships. I have been a champion for IVCC since I was a student and will continue to be one. It is my hope as an observer from the sidelines, I will watch IVCC grow and flourish.

Thank you for allowing me to serve the IVCC district, and I wish the best for all of you in the future.

Sincerely,

A handwritten signature in blue ink that reads "Diane Kreiser". The signature is written in a cursive, flowing style.

Diane Kreiser  
Interim Payroll and Benefits Coordinator

cc: Human Resources

Katherine Sramek  
2028 Prospect Ave.  
Peru, IL 61354  
February 10, 2020

Leslie Hofer  
Human Resources Director  
Illinois Valley Community College  
815 N. Orlando Smith Rd.  
Oglesby, IL 61348

Dear Leslie Hofer:

It is with very mixed feelings that I submit this letter of retirement. Illinois Valley Community College has been my home away from home for nearly 29 years in addition to the years prior to marriage and children. I've never regretted for a minute choosing to work in education. I will miss the interaction with students and my colleagues. Choosing to retire is both exciting and scary; nevertheless, it is time to spend more time with my grandchildren, travel, and spend more time in my flower gardens.

My anticipated last day at Illinois Valley Community College will be July 31. I would be happy to meet with you at your convenience to discuss the transition of my duties to my successor.

I wish the College every success in the future.

Sincerely,



Katherine Sramek  
Admissions, Records, & Transfer Services  
Administrative Assistant

RECEIVED

FEB 11 2020

HUMAN RESOURCES

## Letter of Resignation

Leslie Martinez

1150 Hennepin St.

LaSalle IL, 61301

Quintin Overocker

Director of Admissions, Records and Transfer Services

Illinois Valley Community College

815 N Orlando Smith St.

Oglesby IL 61348 Date

Dear Mr. Overocker,

Please accept this letter as a notice that I will be resigning from my job here at Illinois Valley Community College as an Enrollment Services Assistant in effective March 12, 2020. I am resigning my position due to the birth of my first child.

I am forever grateful for the opportunity and support that I have received in the past six months that I have worked here. I have enjoyed working with such an amazing team of people. I will miss everyone immensely and wish Illinois Valley Community College continued success.

Sincerely,



Leslie Martinez

Enrollment Services Assistant

RECEIVED

FEB 10

HUMAN RESOURCES



**From:** Jennifer Scheri  
**Sent:** Thursday, February 06, 2020 11:32 AM  
**To:** Paula Hallock; Leslie Hofer  
**Subject:** FW: Official Resignation

FYI ...

**From:** Ashlee Fitzpatrick  
**Sent:** Thursday, February 06, 2020 10:54 AM  
**To:** Jennifer Scheri <Jennifer\_Scheri@ivcc.edu>  
**Subject:** Official Resignation

Per our conversation, here is the official notice:

I am resigning to accept a full-time position outside of IVCC. I will be out of the office Feb 20<sup>th</sup>-27<sup>th</sup>, with my final working day being February 28<sup>th</sup>.

*Ashlee Fitzpatrick*  
Administrative Assistant  
Continuing Education & Business Training Center  
Illinois Valley Community College  
815.224.0427



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

# Memorandum

**To:** Jerry Corcoran, President  
**From:** Mark Grzybowski, Vice President for Student Services *MG*  
**Date:** February 20, 2020  
**Subject:** IVCC Transfer Student Success

Dr. Corcoran – I recently received reports from IVCC’s two largest transfer institutions, Illinois State and Northern Illinois, detailing how our students perform academically after transferring. The reports show that our students continue to excel academically after leaving IVCC, which is something all of us should be proud of. Summary tables of both reports can be found below.

**Northern Illinois University**

	COUNT	MEAN GPA
IVCC Students	153	3.19
All Comm. Coll. Students	6,605	3.07
All IL Comm. Coll. Students	6,252	3.07
Native NIU Students	6,315	2.90
Transfer Students	5,240	3.04

**Illinois State University**

	COUNT	MEAN GPA
IVCC Students	168	3.23
All Comm. Coll. Students	3,912	3.07
Four-Year Institutions	1,131	3.06
Native ISU Undergrads	11,408	3.03
All ISU Undergrads	17,085	3.04

## REAL ESTATE LEASE AGREEMENT

THIS AGREEMENT, made and entered into this 1<sup>st</sup> day of January, 2020, by and between Illinois Valley Community College District No. 513, 815 North Orlando Smith Road, Oglesby, IL 61348 (hereinafter referred to as LANDLORD) AND Business Employment Skills Team, Inc., 815 N Orlando Smith Road, Oglesby, IL 61348 (hereinafter referred to as TENANT),

### WITNESSETH:

1. **PREMISES:** LANDLORD does hereby lease to said TENANT the following described property, situated in the County of LaSalle:  
  
1,485 square feet of office space in Building C (Rooms C327, C328, C329, C330, C331, C332, C333, C334, C335, C336), Illinois Valley Community College, 815 North Orlando Smith Road, Oglesby, IL 61348,  
  
For the term of three (3) years, beginning the 1<sup>st</sup> day of January 2020 and ending the 31<sup>st</sup> day of December 2022.
2. **RENT:** TENANT agrees to pay rent at the rate of twenty thousand seven hundred ninety dollars (\$20,790) per year. Payments in the amount of \$1,732.50 will be due on the 1<sup>st</sup> of each month, beginning January 1, 2020 and ending December 31, 2022.
3. **USE:** TENANT will use the Premises for office space. TENANT may alter said use to any lawful purpose, upon the written consent of LANDLORD, which consent will not be unreasonably withheld.
4. **UTILITIES:** LANDLORD shall provide utilities including internet access, natural gas, electricity, water, and sewer, throughout the term of the Lease.
5. **SERVICES:** LANDLORD will provide janitorial services, including waste removal, pest control, and snow removal.
6. **TELEPHONE SERVICE:** LANDLORD will provide telephone service at a rate of \$19 per month per extension, which includes telephone hardware. If actual provider charges are greater, the TENANT will be charged the actual amount.
7. **PARKING:** TENANT and TENANT's clients will be allowed to park vehicles in Parking lot #7. No parking permit is required in this lot other than for the special low-emission spaces.
8. **ADVERTISING:** Any advertising on the premises will be at the expense of the TENANT but must first be approved by the LANDLORD.
9. **IMPROVEMENTS OR ALTERATIONS:** All improvements or alterations done by TENANT must first be approved by the LANDLORD.
10. **ENTRY BY LANDLORD:** TENANT will permit LANDLORD and LANDLORD's agents to enter the Premises, with reasonable advance written notice (except in the case of emergency), provided

such entry is made in a reasonable manner and does not unreasonably interfere with the conduct of TENANT's business.

11. **INDEMNIFICATION:** It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law, and this Agreement shall not be construed as seeking to either enlarge or diminish any obligation or duty owed by one party against the other or against third parties.
12. **INSURANCE:** LANDLORD will, at its sole cost and expense, at all times during Agreement Term, maintain in full force a policy or policies of insurance, written by one or more responsible insurance carriers, which will insure TENANT against liability for bodily injury and/or property damage occurring in or about the common facilities.

TENANT: TENANT will, at its sole cost and expense, at all times during the Agreement Term, maintain in full force a policy or policies of insurance, written by one or more responsible insurance carriers, which will insure LANDLORD against liability for bodily injury and/or property damage occurring in or about Premises. The liability under such insurance will not be less than \$1,000,000 per occurrence with \$2,000,000 aggregate coverage. TENANT will annually provide LANDLORD, on the anniversary date of TENANT's liability insurance renewal, with a certificate of insurance naming the LANDLORD and its subsidiaries, affiliates, officers, directors, and employees as additional insured on a primary and non-contributory basis as it respects liability the LANDLORD incurs as a result of the operations of the TENANT on the leased premises. The coverage includes a waiver of subrogation in favor of the LANDLORD and severability of interest. TENANT agrees to provide thirty (30) days advance written notice of cancellation.

13. **REPAIRS AND MAINTENANCE: Negligent Acts or Omissions of TENANT:** TENANT will pay to LANDLORD the reasonable cost of any repairs or maintenance required as a direct result of the negligent acts or omissions of TENANT, its agents, or employees.

**Failure of LANDLORD to Make Repairs:** If LANDLORD fails to maintain the Premises or to make the repairs within a reasonable time after written notice from TENANT, TENANT may perform such maintenance or make such repairs at its expense and demand reimbursement from LANDLORD.

**DESTRUCTION: Total Destruction:** If the Premises are totally destroyed by fire or other casualty, either LANDLORD or TENANT may terminate this Lease immediately by giving notice to the other party. In case of destruction during the Lease Term, rent will abate during the period and to the extent that the Premises are rendered unusable for TENANT's purposes.

**PARTIAL DESTRUCTION: Notification by LANDLORD:** If the Premises are partially destroyed, LANDLORD must within thirty (30) days of the destruction notify TENANT, in writing, of the time period in which restoration will be complete. Rent will abate during the period and to the extent that the Premises are rendered unusable for TENANT's purposes.

**Notification by TENANT:** TENANT may terminate this Lease by giving written notice within thirty (30) days after any of the following: If it is determined LANDLORD cannot restore the Premises to substantially the same condition as before destruction; if TENANT is notified that such

restoration period will be more than one hundred twenty (120) days. Rent will abate during the period and to the extent that the Premises are rendered unusable for TENANT's purposes.

**ASSIGNMENT AND SUBLETTING:** TENANT will not assign or sublet all or any portion of the Premises without the prior written consent of LANDLORD, which consent will not be unreasonably withheld.

14. **YIELDING POSSESSION:** The TENANT covenants with the LANDLORD that, at the expiration of the term of this Lease, TENANT will yield up the premises to the LANDLORD without further notice in as good condition as when the same was entered upon by the TENANT, loss by ordinary wear excepted.

15. **DEFAULT BY TENANT:** If any of the following events occur, each such event will constitute a material breach of this Lease, and LANDLORD may, at LANDLORD's option, exercise any or all rights available to a LANDLORD under the laws of the State of Illinois:

A default in the payment of rent when such a default continues for a period of thirty (30) days after written notice, or

TENANT fails to faithfully perform or observe any other covenant or undertaking required under this Lease and such failure continues for a period of thirty (30) days after written notice thereof.

**Remedies:** If this Lease terminates pursuant to a default by TENANT hereunder, LANDLORD may immediately enter upon and repossess the Premises and seek any remedies allowable under the laws of the State of Illinois, including specific performance.

16. **DEFAULT BY LANDLORD:** LANDLORD will be in default if LANDLORD fails to perform its obligations under this Lease within thirty (30) days after written notice by TENANT to LANDLORD specifying wherein LANDLORD has failed to perform such obligations. If the nature of LANDLORD's obligation is such that more than thirty (30) days are required for performance, then LANDLORD will not be in default if LANDLORD commences performance within such thirty (30) day period and thereafter diligently prosecutes the same to completion.

**Remedies:** If LANDLORD fails to cure a default within the time period set forth herein, TENANT will have the option to terminate this Lease, in addition to any other remedies allowable under the Laws of the State of Illinois, including specific performance.

17. **EARLY TERMINATION:** In the event of funding cuts or reductions, TENANT shall have the option to terminate this Lease by giving sixty (60) days written notice to LANDLORD of its intentions to exercise this option.

18. **CARE AND MAINTENANCE:** LANDLORD shall provide and pay all costs related to maintenance and janitorial services within the TENANT rental space.

19. **APPLICABILITY OF LEASE:** The terms, conditions, and covenants of this Lease shall apply to and be binding upon the parties of this Lease and their successors, assigns, representatives, administrators, executors, heirs, and nominees.

20. **REMEDIES:** The parties hereto may, in law or in equity, by suit, action, mandamus or any other proceeding, including, without limitation, specific performance, enforce or compel the performance of the terms and conditions of this lease, including the recovery of monetary damages. In the event of a judicial proceeding brought by one party to this Lease against the other party, the prevailing party in such judicial proceeding shall be entitled to reimbursement from the unsuccessful party of all costs and expenses, including reasonable attorneys' fees incurred in connection with the enforcement of this Lease and with such judicial proceeding.

21. **ALTERATIONS OR AMENDMENTS TO LEASE:** This written instrument provides all of the terms and conditions entered into and agreed to by the parties hereto, and there are no other further agreements between the parties other than that contained herein. Any additions, alterations, or amendments hereto shall be made in writing, signed by all parties hereto, and attached to and made a part of this Lease.

22. **SEVERABILITY:** The invalidity of any provision of this Lease as determined by a court of competent jurisdiction will in no way affect the validity of any other provision hereof.

LANDLORD  
Illinois Valley Community College  
District No. 513

By: Jerry Corcoran

Printed Name: Jerry Corcoran

Title: President

Date: 2/20/2020

TENANT  
Business Employee Skills Team, Inc.

By: Pam Furlan

Printed Name: PAM FURLAN

Title: EXECUTIVE DIRECTOR

Date: 2-20-20

**Locally Funded Project**  
**Statement of Final Construction Compliance**

Project Title: Campus-Wide Security Upgrades

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Demonica Kemper Architects  
125 North Halsted St., Ste 301  
Chicago, IL 60661

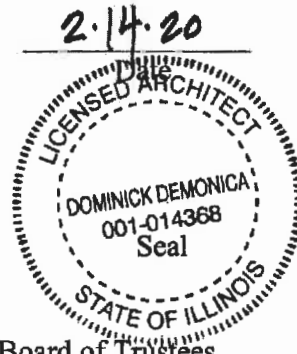
Final cost of the project:

Approved Budget \$ 1,442,996    Actual Cost \$ 493,127

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

  
\_\_\_\_\_  
Architect/Engineer's Signature

001-014368  
\_\_\_\_\_  
Illinois Registration or License Number



Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

# Memorandum

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**To:** Dr. Jerry Corcoran  
**From:** Fran Brolley *FB*  
**Date:** March 3, 2020  
**Subject:** Digital Marketing Campaign

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Community Relations has contracted with Studstill Media of Peru on a six-month digital marketing campaign to increase enrollment for the 2020 summer session and fall semester.

The contract includes branding and lead generation. Branding consists of custom audience, Facebook and video audience targeting to prospects in three categories:

- Students and adults age 18-24
- Dual credit and dual enrollment high school students, and
- High school students who have taken the SAT or PSAT exams.

Audiences will be targeted using geo-fencing. Display ads will be delivered to smart phones, laptops and tablets as Studstill creates up to 60,000 impressions per month.

Lead generation will be accomplished through Search Engine Marketing (SEM) to capture consumers who are actively looking for colleges. Through SEM, Studstill will cast a wide net over Google and Bing users and increase the likelihood IVCC will be found in college searches.

Campaign activity will be monitored daily on a dashboard and updates will be reported at monthly meetings with Studstill and Community Relations. Website 'viewthroughs,' engagement, reach and more will be measured as we assess ROI.

The contract will pay Studstill \$3,910 per month or \$23,460 over the course of the contract running March through August. The campaign will be paid for by not publishing an Enrollment Driver magazine. With the average high school student spending nine hours a day on digital devices, we believe a comprehensive digital marketing campaign will have greater impact on enrollment. Digital engagement is *the* most effective strategy for recruiting teens and young adults.





## LASALLE-PERU TOWNSHIP HIGH SCHOOL DISTRICT 120

541 Chartres Street • LaSalle, Illinois 61301  
Phone (815) 223-1721 • Fax (815) 223-3444  
[www.lphs.net](http://www.lphs.net)

March 3, 2020

Mr. Jerry Corcoran  
Illinois Valley Community College  
815 North Orlando Smith Rd.  
Oglesby, IL 61348

Dear Mr. Corcoran:

On behalf of the students and administration of LaSalle-Peru Township High School, I wish to express our sincere appreciation to you for making this year's High Scholarship Legion program a special occasion. Preparing and delivering an inspirational speech is a difficult and time-consuming task. The excellent attention of the audience and the many favorable comments we received indicate that your efforts were most successful.

Thank you for taking the time to speak to our students and guests. Also, thank you for donating your speaker fee to the school.

Sincerely,

Ingrid Cushing  
Principal Elect

# 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.