



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Monday, May 18, 2020  
Board Room  
6:30 p.m.**

**NOTE:**

**If you are unable to attend this meeting, or if you have questions regarding the agenda, please call the President's office, 224-0402.**

## IVCC'S MISSION STATEMENT

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

### BOARD AGENDA ITEMS

#### January

#### February

Fiscal Year & Budget Calendar  
Reduction in Force  
Tuition and Fee Review  
Three-year Financial Forecast  
Tenure Recommendations  
ICCTA Award Nominations  
(Alumnus, Student Trustee, Ethical)

#### March

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

#### April

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

#### May

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

#### June

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

#### July

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

#### August

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

#### September

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

#### October

Authorize Preparation of Levy  
Audit Report  
IVCC Foundation Update

#### November

Adopt Tentative Tax Levy

#### December

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

**ILLINOIS VALLEY COMMUNITY COLLEGE**  
**Board of Trustees Meeting**  
**Monday, May 18, 2020 – 6:30 p.m. – Board Room (C307)**

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

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Consent Agenda Items – Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
  - 6.1 April 9, 2020 Board Meeting; April 22, 2020 Board Planning Committee Meeting; and April 25, 2020 Special Emergency Board Meeting (Pages 1-12)
  - 6.2 Treasurer’s Report (Pages 13-16)
    - 6.2.1 Financial Highlights (Page 14)
    - 6.2.2 Investment Status Report (Page 15)
    - 6.2.3 Disbursements - \$5,000 or more (Page16)
  - 6.3 Personnel – Stipends for Pay Periods Ending March 28, 2020 and April 11, 2020 (Pages 17-23)
7. President’s Report
8. Faculty Appointment – Rick Pretzsch, Economics Instructor (Pages 24-25)
9. Faculty Appointment – Charles Raimondi, Electricity/Electronics Instructor (Pages 26-27)
10. Board Policies (Pages 28-44)
  - 10.1 Employment at Will – Policy 3.11 (Pages 29-30)
  - 10.2 Discipline – Policy 3.31 (Pages 31-35)
  - 10.3 Classification of Employees – Policy3.1 (Page 36)
  - 10.4 Cannabis – Policy 6.7 (Pages 37-40)

- 10.5 Medical Leave/Termination – Policy 3.22 (Pages 41-42)
- 10.6 Certification of Health – Policy 3.5 (Page 43)
- 10.7 Drug-Free Work Campus – Policy 6.5 (Page 44)
11. Ottawa Center Lease (Pages 45-51)
12. Approval – Cannabis Production Certificate (Pages 52-53)
13. Faculty Retirement – Steve Alvin, History Instructor (Pages 54-55)
14. Information Items (Pages 56-66)
  - 14.1 Student Code of Conduct (Pages 56-57)
  - 14.2 Memorandum of Understanding 2020-01 2<sup>nd</sup> Extension (Page 58)
  - 14.3 Memorandum of Understanding 2020-01 1<sup>st</sup> Extension (Page 59)
  - 14.4 Memorandum of Understanding 2020-01 (Page 60)
  - 14.5 IVCC Temporary Pandemic Leave Procedure (Page 61)
  - 14.6 IVCC Temporary Pandemic Leave Procedure – SEIU (Page 62)
  - 14.7 Response to Board Member Inquiries (Page 63)
  - 14.8 Web Server Hosting IVCC Website (Page 64)
  - 14.9 Retirement Date Change – Jim Gibson (Page 65)
  - 14.10 Thank You Letter – Starved Rock Country Community Foundation (Page 66)
15. Trustee Comment
16. Closed Session – 1) litigation; 2) collective negotiations; and 3) security procedures, school building safety and security
17. Possible Approval of Agreement with Rehmann Technology Solutions, LLC
18. Other
19. Adjournment

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

**Minutes of Regular Meeting**  
**April 9, 2020**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, April 9, 2020 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Jane E. Goetz, Chair  
Everett J. Solon, Vice Chair

**Members Virtually Present:** Angela M. Stevenson, Secretary  
Amy J. Boyles  
Jay K. McCracken  
David O. Mallery  
Maureen O. Rebholz  
Matthew H. Klein, Student Trustee (2019-2020)  
Manuel “Tony” Galindo, Student Trustee (2020-2021)

**Members Absent:**

**Others Physically Present:** Jerry Corcoran, President  
Cheryl Roelfsema, Vice President for Business Services and Finance  
Chris Dunlap, Director of Information Technology  
Fran Brolley, Director of Community Relations and Development

**Others Virtually Present:** Walt Zukowski, Attorney

Ms. Goetz informed that it is the custom and practice of the College to record Board meetings and all present were informed that the meeting was being recorded both audio and video.

**APPOINTMENT OF SECRETARY PRO-TEM**

Ms. Goetz appointed Mr. Solon as secretary pro-tem in the physical absence of Ms. Stevenson.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None

### **RECOGNITION – MATTHEW H. KLEIN, STUDENT TRUSTEE**

Ms. Goetz read a resolution and presented it to Matthew H. Klein along with a gift on behalf of the Board of Trustees to express sincere appreciation that he has given generously of his time, energy, and talents in his responsibilities as Student Trustee to the College for 2019-2020. Board members thanked Mr. Klein for an awesome job.

Ms. Goetz was joined by the Board members in welcoming Tony Galindo as the newly elected Student Trustee for 2020-2021.

### **CONSENT AGENDA ITEMS**

It was moved by Dr. Rebholz 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 – March 12, 2020 Board Meeting

#### Approval of Bills - \$1,053,403.40

Education Fund - \$813,906.63; Operations & Maintenance Fund - \$52,999.19; Operations & Maintenance (Restricted Fund) - \$55,122.25; Auxiliary Fund - \$63,698.55; Restricted Fund - \$13,791.01; Liability, Protection & Settlement Fund - \$50,561.34; and Grants, Loans & Scholarships - \$3,324.43.

#### Treasurer's Report

#### Personnel

Approved the stipends for pay periods ending February 29, 2020 and March 14, 2020 and the Part-time Faculty and Staff Appointments of March 2020.

### **PRESIDENT'S REPORT**

Dr. Corcoran congratulated Tony Galindo on being elected by his peers as our new Student Trustee. Dr. Corcoran noted that in his almost 30 years at the college and 12 in his current position he has marveled at the perspective that each student trustee has brought to the table, and after Judy Day and he visited with Tony and Matthew Klein a few days ago, he had no doubt that Tony will carry on that same legacy of excellence. Dr. Corcoran thanked Tony for stepping forward to serve the student body. Dr. Corcoran thanked the Student Government Association as well for facilitating this year's virtual election. Dr. Corcoran thanked everyone affiliated with the college for the fine job IVCC has done in responding to the COVID-19 pandemic and stay-at-home executive order. He noted that although change can often be unsettling, the move to delivering course content strictly online for the last eight-weeks of the spring semester has gone incredibly well. Dr. Corcoran added that our faculty are professionals who are deeply committed to teaching, learning and assessment. He noted that our administrators and support staff have risen to the challenge and are working hard to make sure that no students are left behind. Dr. Corcoran reported that many of our typical major events have been postponed or are being delivered in new and creative ways.

Examples include:

- A virtual Explore IVCC program was created to replace one of our most successful traditional face-to-face programs of the year.
- College Parent 101 and Nursing Program Information sessions are now completely online;
- A financial aid Q & A session was recently conducted via Zoom;
- New podcasts have been recorded and distributed on accessing remote services and tips for destressing during uncertain times.
- Recruitment specialists are reaching out to applicants, students and parents by way of text messages, email and social media;
- Our career services folks are considering a virtual job fair; and
- Commencement and our nursing pinning are both scheduled for May 16 so instead of traditional ceremonies, our plan is to move forward with a virtual event next month, and to invite this year's graduates to join us at the May 2021 commencement.

Dr. Corcoran reported that the ICCB is working with other state agencies on a plan for possibly offering students and faculty more pass/fail options for consideration given the extraordinary circumstances everyone is facing this semester. He added that our current policy No. 2.17, states in part that no more than 20 percent of semester hours earned in pass/fail courses are applicable to a degree or toward a certificate offered by the college. Dr. Corcoran noted that we do not have a recommendation at this time, however, he would respectfully ask that once a decision is made at the state level, we be allowed some flexibility in this regard as long as what we are doing is in-step with other Illinois community colleges, has the blessing of the IAI panels, and is what we determine to be in our students' best interests. Dr. Corcoran announced that as of 4:09 p.m. today a communication was received from ICCB jointly with IBHE and the IAI panels that courses completed under these crisis-driven alternative course delivery methods shall be deemed transferable and earn credit as they were originally intended during the spring 2020 semester and be applied toward major, minor and general education requirements. Regarding the application of courses completed with a passing grade, institutions are expected to treat transfer courses the same as they treat their own courses that fall within this framework and time. He added that the guidelines go on to state that regardless of how or if an individual institution chooses to implement a pass/fail grade option for students, no student shall be required to repeat an IAI general education course for general education credit who received a P or passing grade at any IAI participating institution. Dr. Corcoran noted that we are looking for the flexibility for this semester only so as to not leave any student behind. Mr. Mallery commented that ISU's policy is a grade of C or above for undergraduates that would result in a "pass" with a notation on the transcript to indicate the circumstances and wondered if the College could something similar. Dr. Corcoran thanked Mr. Mallery for his input. In other matters, Dr. Corcoran informed that work is progressing nicely on the new agriculture storage and routine maintenance facility. He was pleased to share that everything is on schedule. Dr. Corcoran offered kudos to Scott Curley and our facilities staff for doing an excellent job of deep-cleaning in order to lessen the likelihood of spreading the coronavirus. Dr. Corcoran was delighted to announce that Dean Shane Lange recently successfully defended his dissertation entitled Examining Career and Technical Education Practitioner Preparation and Professional Development Needs and he will officially be granted his EdD from ISU in May. Dr. Corcoran congratulated Dr. Lange on a job well done.

### **SABBATICAL LEAVE REQUEST – DR. JARED OLESEN**

It was moved by Mr. Solon and seconded by Mr. Mallery to approve the sabbatical leave for Dr. Jared Olesen for the 2020-2021 academic years, as presented. Motion passed by voice vote.

### **INFORMATION ITEMS**

Ms. Goetz directed attention to pages 36 and 37 of the Board book for the Outstanding Full-Time Faculty Member Award 2020 and recipient of the Stephen Charry Memorial Award for Teaching Excellence to Dr. Matthew Johll and the Outstanding Part-Time Faculty Member Award 2020 to Jennifer Mills. Ms. Goetz offered congratulations to both Dr. Johll and Ms. Mills for their work, service and dedication to our students.

### **TRUSTEE COMMENT**

- Ms. Goetz thanked the administration, faculty and staff who have worked overtime to take care of our students. On behalf of the Board we thank you for your dedicated service to the College and wish you and your family good health and safety.
- Mr. Mallery commented that he has heard positive feedback about the transitioning of classes to an online format. Kudos to all.
- Mr. McCracken thanked IVCC's faculty, administration and staff for their work and service. Kudos to everyone.
- Mr. Solon noted that for two months in a row we have had positive results in enrollment and credit hours, especially with the online classes. Dr. Corcoran added that the positive outcomes are a credit to our faculty and staff.
- Mr. Mallery informed that at ISU the drop deadline was extended to May 4 and asked if moving the deadline had been considered at the College. Mr. Grzybowski noted that we have moved the date out by two weeks to April 22 at IVCC and we could consider going further out if we need to in order to be in line with the pass/fail decision.
- Ms. Goetz extended special thanks to Mr. Dunlap for his expertise and assistance with this evening's Board meeting.

### **OTHER**

None

### **ADJOURNMENT**

Ms. Goetz declared the meeting adjourned at 6:47 p.m.

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Jane E. Goetz, Board Chair

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Angela M. Stevenson, Secretary



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

**Planning Committee Meeting**  
**April 22, 2020**

The Planning Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 3:00 p.m. on Wednesday, April 22, 2020 in the Board Room (C307) at Illinois Valley Community College.

**Committee Members**      Jay K. McCracken, Committee Chair  
**Virtually Present:**      Amy L. Boyles

**Committee Members**      Everett Solon, Board Vice Chair  
**Absent:**

**Board Members**              Jane E. Goetz, Board Chair  
**Virtually Present:**

**Others Physically**              Jerry Corcoran, President  
**Present:**                      Chris Dunlap, Director of Information Technology

**Others Virtually**              Cheryl Roelfsema, Vice President for Business Services and Finance  
**Present:**                      Mark Grzybowski, Vice President for Student Services  
   Bonnie Campbell, Associate Vice President for Academic Affairs  
   Matt Suerth, Director of Institutional Research  
   Fran Brolley, Director of Community Relations and Development

The meeting was called to order at 3:00 p.m. by Mr. McCracken.

**PUBLIC COMMENT**

None

**BOARD POLICIES**

The committee members reviewed policies with proposed revisions highlighted. Ms. Roelfsema noted that Walt Zukowski, attorney for the college, has reviewed all of the proposed revised policies.

- Policy 3.11 – Employment at Will  
New language more clearly defines ‘Employment at Will’ and a statement was added, “At-will employees are not subject to the provisions of Board Policy 3.31.”

- Policy 3.31 – Suspension was changed to Discipline  
Revisions for 3.31 specified that the policy is intended to provide employees who are not at-will employees of the college with general guidance. Language was revised on Suspension with Pay, Suspension without Pay and Termination.
- Policy 3.1 – Classification of Employees  
Updated language states that the college recognizes five employment designations: (1) Faculty; (2) Support Staff; (3) Administration; (4) Part-time Classroom and Laboratory Instructors and locally-funded Counselors; and (5) Other. The classification of “Other” includes all other employees not listed, i.e., coaches, temporary positions and Continuing Education instructors
- Policy 6.7 – Cannabis was changed from Medical Cannabis  
Language was updated: the use of marijuana (cannabis) is allowed in Illinois under the Cannabis Regulation and Tax Act.” Language on definitions, prohibition, employment and confidentiality were update. Ms. Campbell informed that a Cannabis Production Certificate has recently been approved by the Curriculum Committee and we are anticipating the submission of the certificate for Board consideration and approval at the May Board meeting. The certificate would then be sent to ICCB for approval to be offered in the fall term.
- Policy 3.22 – Medical Leave/Termination of Employment Due to Incapacity  
Language on requests for an extension were clarified. Ms. Roelfsema noted that the language has been updated for clarity and to bring the policy in line with what we do in practice.
- Policy 3.5 – Certification of Health  
A sentence was added at the end of the policy, “Positions as outlined in Board Policy 3.31 – Medical/Occupational Examinations will be required to undergo an occupational examination at the college’s expense prior to returning to work following an injury or illness.” Dr. Corcoran clarified that the occupational exams would apply to such position as those in facilities and shipping/receiving while the medical exam would be for full-time faculty and administration.
- Policy 6.5 – Drug-Free Work Campus (changed from Work Place)  
Language was added to the first paragraph of the policy, “While the use of marijuana (cannabis) is allowed in Illinois under the Cannabis Regulation and Tax Act, no person shall use medical cannabis or possess any cannabis product while on any college property or while participating in any college-sponsored programs or events, whether on or off-campus.” Language was added to the second paragraph, “No employees, college representatives, students, or visitors are to consume or be under the influence of alcoholic beverages, *cannabis or controlled substances* while on any college property.” Ms. Campbell clarified that for the proposed Cannabis Production Certificate no students would have access to the product in their possession and noted that labs and internships are to be

conducted off-site. Dr. Corcoran confirmed that the Ottawa Center is included with this drug-free work campus policy.

- Policy 2.9 – Code of Conduct

The Code of Conduct referenced in Policy 2.9 was updated to include as prohibited conduct the unauthorized and/or illegal possession, use, distribution or being under the influence of any alcoholic beverage or *marijuana* on campus property *or in connection with any college-sponsored activity*.

Mr. McCracken noted that the changes to the Board Policies as presented are appropriate. The committee recommended that the proposed revised policies be presented to the full Board.

### **NATIONAL COMMUNITY COLLEGE BENCHMARK PROJECT (NCCBP)**

This project has been conducted annually, during the spring term at IVCC since 2007 to gain a better understanding of where IVCC ranks nationally among community colleges on a variety of predetermined benchmarks. State and National participation rates fluctuate from year-to-year which changes IVCC percentile rankings on any given measure. Dr. Corcoran noted that the committee reviewed the NCCBP at its meeting in October 2019. Since then the college has received the Executive Report on the six key national benchmarks and how IVCC compares to national data representing 219 community colleges. Mr. Suerth reported that the college ranked very high in persistence, completions/transfers and developmental completion success rates. He pointed out that while IVCC had six opportunities for improvement there were 17 strengths. Mr. McCracken thanked Mr. Suerth for a thorough report.

### **HIGH SCHOOL MARKET PENETRATION RATE**

The Institutional Research Office tracks IVCC's high school market penetration rates in six-year intervals. The penetration rate reflects the percent of recent high school graduates that subsequently matriculate to IVCC and shows how well IVCC is promoted to district high school students. The 2019 Enrolled Penetration rate is 27.1 percent, declining from the class of 2018's rate of 29.5 percent. However, the six-year average increased to 27.2 percent. This number accounts for high school graduates who enrolled at IVCC during the 2014-2019 academic years. Despite a general overall high school enrollment decline, a slight majority of high schools are growing modestly in size at least in the interim. For the immediate future, senior class size enrollments at nine of 17 public high schools increased modestly while eight schools declined in size. Calculated for the second year by Institutional Research, National Student Clearinghouse (NSC) data indicates 42.6 percent of spring 2019 high school graduates did not attend college in the first fall term after graduating high school. Of district graduates that attended community college, 79 percent attended IVCC. An additional 18 percent enrolled in community colleges adjacent to or just beyond District #513's boundary. District #513's graduating 2019 class size increase equaled 2016's class size which bodes well in the short term. Three of the last six years have seen class size exceed 1,800 graduates. New freshmen enrollments, as well as penetration rates, have leveled off over the past three years. Fall 2019 was the first year since 2015 when dual enrollment last dropped below 18 percent of college enrollment (17.8 percent). This percent decrease was achieved despite enrolling 507 unduplicated students in multiple sections covering 29 courses taken at 15 District schools including both public and private institutions. The combined

penetration/enrollment rate for dual-credit students and high school graduates was 44.9 percent, a drop from 49.9 percent in fall 2018. Mr. Suerth noted that in conclusion the penetration rate acts as a proxy indicating how well IVCC's educational reach extends into the district it serves. While the overall rate declined slightly to 27.1 percent, the underlying demographic realities will continue to present challenges to IVCC's educational mission. Mr. McCracken thanked Mr. Suerth for an excellent report and noted that the data underscores the need to address that population not pursuing an advanced degree and the importance of marketing the Career Start programs. While 42.6 percent of district graduates did not attend college, Dr. Corcoran pointed out that we can be very proud that of those district graduates attending community college, 79 percent chose IVCC.

### **INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM (IPEDS)**

The IPEDS is a system of survey components that collects data from about 6,400 institutions that provide postsecondary education across the United States. IPEDS collects institution-level data on student enrollment, graduation rates, student charges, program completions, faculty staff and finances. IVCC uses the IPEDS Feedback Report for benchmarking against a group of Illinois peer institutions (9) and for tracking IVCC statistical trends over time. Mr. Suerth noted that the Hispanic/Latino population remains at 15 percent as of fall 2018, an increase of six percentage points since fall 2012. This continues a slow, but steady upward trend. The total number of degrees and certificates awarded decreased by 74 awards, for a total of 968 graduates. Compared to its peers, IVCC ranked fifth for the second year in the total number of degrees/certificates awarded even though our enrollment headcount is substantially lower than many of its peers. IVCC awarded 497 associate degrees, up from 468 from FY2017, while the peer group median increased to 480. The net price of attendance decreased to 15.9 percent in fiscal year 2018 and IVCC now ranks ninth among its peers in cost of attendance. The percent of first-time, full-time students receiving Pell Grants decreased from 51 to 46 percent. IVCC now ranks fourth in Pell Grant aid. The percent receiving State/Local grants increased from 21 to 28 percent and the college now places first in this type of aid. Retention rates of first-time degree/certificate seeking students from the fall 2017 cohort increased significantly from 59 percent to 70 percent in the 2019 report. IVCC's first-time, full-time students retained at 70 percent while the peer group median retained at 67 percent. The part-time retention rate increased slightly from 45 to 46 percent and now exceeds the peer median of 43 percent, ranking IVCC fourth among peer institutions. Mr. Suerth noted that in conclusion, the college should continue to review these important metrics and take steps to improve them as needed. Mr. McCracken thanked Mr. Suerth for the excellent report. Dr. Corcoran noted that this report also highlights that the college is doing a fine job with retention. Ms. Campbell addressed the number of certificates awarded and noted that we will be coming forward with additional short-term stackable certificates such as the welding certificates that were approved by the Board at the April meeting.

### **RESPONSE TO BOARD MEMBER INQUIRIES**

Mr. Grzybowski provided responses to inquiries received from Board members at the March 12, 2020 meeting of the Board of Trustees.

- One inquiry involved figuring the percentage of the in-district high school graduating class of 2019 who completed at least one IVCC credit hour before graduating from high school. The annual High School Market Penetration Report indicates that there were 1,864 in-

district high school class of 2019 graduates. Mr. Grzybowski informed that when we filter those high school graduates through two data sources, the National Student Clearing House and a customized internal data query, we find that 695 or 37 percent of the total for the class of 2019 graduated from high school in 2019 having earned at least one credit hour from IVCC.

- Another inquiry involved looking into a reference that “90 percent of IVCC students were eligible for student aid during the 2014-15 academic year.” After several days of looking into this by current IVCC Financial Aid Director Eric Johnson and staff and contacting former IVCC Financial Aid Director Patty Williamson for assistance, Mr. Grzybowski reported that he was unable to verify that percentage. Ms. Williamson thought that it could possibly be “90 percent of students eligible for a loan,” which is federal aid. Mr. Grzybowski advised that he and the Financial Aid staff are still checking into this inquiry.
- A request was made to recalculate the number of students enrolling from the east side of the district in the same manner it was done in 2009 when IVCC was planning to open the IVCC Ottawa Center. Mr. Grzybowski reported that from a memo dated June 8, 2009 sent by former IR Director Cathy Bangert and former IR Analyst Bob Mattson to the administration, it was stated that “approximately 1,500 students enroll each semester...from the east side communities.” The memo identified the following cities as being included: Ottawa, Streator, Marseilles, Earlville, Sheridan, Seneca Grand Ridge, Ransom, Serena and Naplate. It also listed “several smaller surrounding communities” as being included as well. When only focusing on the identified cities, the enrollment during Fall 2019 totaled 1,047 students (37 percent of the 2,841 Fall 2019 tenth day figure). Mr. Grzybowski noted that the number would be closer to 1,500 once the “several smaller surrounding communities” are identified and included. The 40 percent measure that was referenced during the Board meeting could be in reference to a meeting between IVCC and City of Ottawa officials wherein it was referenced by our former VP for Academic Affairs and Student Services that “40 percent of students lived closer to Ottawa than Oglesby.” Mr. Grzybowski noted that replicating that figure would require additional time and a deeper data mining project by the Office of Institutional Research.

Mr. McCracken thanked Mr. Grzybowski for the follow-up and for providing such helpful information.

#### **OTHER**

Mr. McCracken extended on behalf of the Board of Trustees our deepest sympathy to Dr. Anderson on the recent loss in her family. Mr. McCracken thanked everyone for attending the Board Planning Committee meeting both physically and remotely.

#### **ADJOURNMENT**

Mr. McCracken requested a motion to adjourn. Motion made by Dr. Boyles and seconded by Ms. Goetz to adjourn the meeting. Motion passed by voice vote. Mr. McCracken declared the meeting adjourned at 4:01 p.m.

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Jay K. McCracken, Planning Committee Chair

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Jane E. Goetz, Board Chair

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Angela M. Stevenson, Board Secretary

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

**Minutes of Special Emergency Meeting**  
**April 25, 2020**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a special emergency session at 9:30 a.m. on Saturday, April 25, 2020 in the Board Room (C307) at Illinois Valley Community College.

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

**Members Telephonically Present:** Everett J. Solon, Vice Chair

**Members Absent:**

**Others Physically Present:** Jerry Corcoran, President  
Cheryl Roelfsema, Vice President for Business Services and Finance  
Chris Dunlap, Director of Information Technology  
Fran Brolley, Director of Community Relations and Development

**Others Virtually Present:** Walt Zukowski, Attorney

Ms. Goetz called the meeting to order at 9:35 a.m. It is the custom and practice of the college to record Board meetings and all present were informed that the meeting was being recorded both audio and video.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None

**COMPUTER SYSTEM BREACH UPDATE**

Dr. Corcoran informed that on Friday the IVCC computer system was compromised and an intruder locked the college's email system and servers. Dr. Corcoran noted that the Board was able to meet for a special emergency session because of the need to expedite the investigation and the

state's attorney, attorney general, FBI and other law enforcement might be contacted. Ms. Roelfsema noted that time is of the essence to search for the solution to and investigation of the internet breach. Ms. Roelfsema informed that in addition to blocking emails, the problem hinders registration for courses, which is ongoing, the administrative software, Colleague and working many of IVCC's daily operations are currently at a standstill. She added that restoring the network and completing the forensic audit could take nine to ten days. Dr. Corcoran advised that Rehmann Robson LLC, which the college has worked with in the past, is ready to investigate and solve the breach, however approval is needed to move forward. He noted that additional companies that were involved in helping with IVCC information technology in the past might get involved as well, but Rehmann would take the lead. For example, Robert Ferrilli, whose firm already works with the college's Information Technology, called Saturday and offered to help. Mr. Zukowski requested a copy of the incident response authorization as well as the original agreement with Rehmann Robson LLC. Ms. Roelfsema informed that the college has up to \$100,000 in insurance coverage for the matter and a claim has already been filed. Dr. Corcoran advised that we need to move as quickly as possible.

#### **POSSIBLE ENGAGEMENT OF SERVICES WITH CONSULTING FIRM**

Motion made by Mr. Mallery and seconded by Ms. Stevenson to authorize Dr. Corcoran and the administration to proceed in securing a contract to unlock the college's information system and provide for a forensics investigation. Motion passed by voice vote.

#### **TRUSTEE COMMENTS**

- Mr. McCracken thanked the entire IVCC team for all of their work at the college.
- Ms. Goetz thanked the Board members for taking the time to come together on short notice.

#### **OTHER**

None

#### **ADJOURNMENT**

Ms. Goetz declared the meeting adjourned at 9:58 a.m.

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Jane E. Goetz, Board Chair

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Angela M. Stevenson, Secretary



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

**TREASURER'S REPORT**

**APRIL 2020**

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

**Kathy Ross  
Controller**

## **FINANCIAL HIGHLIGHTS – April 2020**

### **Revenues**

- The State budget for FY2020 has not been reduced, however, the State Comptroller, Susanna Mendoza, warns that payments will be late. Even before the Covid-19 pandemic, the State had a backlog of \$7 billion in unpaid bills.

For state grant funding that had to be expended by June 30, 2020, the grant period has been extended to June 30, 2021.

- For most counties the property tax payment due dates are not changing but taxpayers will not be charged interest on the first installment amount if the total tax is paid by the second payment date. This could create cash flow hardships for smaller taxing districts. Fortunately, IVCC has cash reserves to cover expenses while waiting for both tax payments and state funding.
- IVCC enrollment numbers for summer and fall are not available. Most community colleges are planning a decline in enrollments for both semesters of 10-15 percent from previous year numbers. The Continuing Education Department has had to cancel several classes due to the stay-at-home executive order.

### **Expenses**

- Expenses for FY2020 have been well within the budget parameters. Information Technology (IT) expenses will be high in April and May, but we should not exceed our total budget for FY2020.
- Work is being done by IT to migrate our website to a web hosting service giving us a more reliable website in the event of utility and server outages.

### **Protection, Health & Safety Projects**

- Building G Air Handling Units Replacement – bids are due June 2, 2020.
- Building F Air Handling Units Replacement – project will start May 18, 2020.
- Building J Exhaust System Upgrades – project is underway.
- Building G Bleacher Replacement – bleachers have been removed; walls are being painted.

### **Other Projects**

- Agriculture Complex Phase I – exterior frame is up; depending on weather roof and insulation will be done by May 18; walls will be up by May 25.
- Agriculture Complex Phase II – submitted Resource Allocation Management Plan (RAMP) to ICCB.
- Roadway and Parking Lot Resealing Project – construction is scheduled for fall 2020.

Illinois Valley Community College  
Investment Status Report  
April 30, 2020

Maturity Date	Funds				Auxiliary	Working Cash	Liability Protection & Settlement	Total	Bank	Rate %	APY %	Certificate #
	Education	Operations & Maintenance	O&M Restricted	Bond & Interest								
5/4/2020					245,000	245,000	245,000	MBS	2.70%	2.70%	2.70%	Morgan Stanley PVI
5/4/2020					245,000	245,000	245,000	MBS	2.75%	2.75%	2.75%	CitiBank NA
5/4/2020					245,000	245,000	245,000	MBS	2.70%	2.70%	2.70%	Israel Discount Bank
5/20/2020						248,000	248,000	MBS	2.05%	2.05%	2.05%	American Express
7/17/2020			204,020			204,020	204,020	HNB	2.48%	2.50%	2.50%	600092-1002
10/26/2020			1,000,000			1,000,000	1,000,000	MB	2.25%	2.26%	2.26%	17050
11/7/2020					150,000	150,000	150,000	MB	2.25%	2.26%	2.26%	15192
5/3/2022					248,000	248,000	248,000	MBS	2.35%	2.35%	2.35%	American Express
5/3/2022					248,000	248,000	248,000	MBS	2.35%	2.35%	2.35%	Capital One
7/19/2022					247,000	247,000	247,000	MBS	2.25%	2.25%	2.25%	Discover Bank
7/19/2022					247,000	247,000	247,000	MBS	2.30%	2.30%	2.30%	Capital One
7/19/2022					247,000	247,000	247,000	MBS	2.30%	2.30%	2.30%	Wells Fargo
11/23/2022			1,000,000			1,000,000	1,000,000	MB	2.65%	2.67%	2.67%	17012
11/23/2022						100,000	100,000	MB	2.65%	2.67%	2.67%	17013
11/7/2023					200,000	200,000	200,000	CB	3.50%	3.50%	3.50%	Goldman Sachs
11/7/2023					200,000	200,000	200,000	CB	3.50%	3.50%	3.50%	UBS Bank USA
11/8/2023					200,000	200,000	200,000	CB	3.55%	3.55%	3.55%	Morgan Stanley
11/8/2023					200,000	200,000	200,000	CB	3.55%	3.55%	3.55%	Morgan Stanley
11/15/2023					200,000	200,000	200,000	CB	3.55%	3.55%	3.55%	Comenity Capital
<b>Total CDs</b>	-	-	<b>2,204,020</b>	-	<b>248,000</b>	<b>3,367,000</b>	<b>100,000</b>					

CR

**Illinois Valley Community College**  
**\$5,000 and over Disbursements**  
**for the period April 1 - April 30, 2020**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
	4/1/2020		SURS	\$ 48,371.55	4/1/2020 Payroll
ACH	4/1/2020		Valic	13,327.54	4/1/2020 Payroll
ACH	4/1/2020		Internal Revenue Service	64,603.94	4/1/2020 Payroll
ACH	4/1/2020		Illinois Department of Revenue	22,932.50	4/1/2020 Payroll
755577	4/1/2020	181795	G4S Secure Solutions	19,552.46	Security- Main Campus \$16,070.18;
755728	4/7/2020	173266	Chicago Office Technology Group	5,040.71	Ottawa Center \$3,482.28
755731	4/7/2020	214499	Constellation NewEnergy, Inc.	24,333.23	Printer maintenance and supplies
755734	4/7/2020	130732	Dodson Plumbing, Heating and Air Conditioning	135,000.00	Natural Gas (2/11 - 3/12, 2020)
755736	4/7/2020	227476	Swift River Online Learning	6,750.00	Building C HVAC*
755897	4/14/2020	204066	Moss Enterprises	168,300.00	Nursing Virtual Lab
755905	4/14/2020	1927	Walter J. Zukowski & Associates	8,699.50	10 PLC Trainers-Electronics
ACH	4/16/2020		Valic	13,553.36	Legal Fees
	4/16/2020		SURS	49,885.11	4/16/2020 Payroll
ACH	4/16/2020		Illinois Department of Revenue	23,081.47	4/16/2020 Payroll
ACH	4/16/2020		Internal Revenue Service	65,731.46	4/16/2020 Payroll
ACH	4/20/2020		CCHC	261,297.59	Health Insurance - April
755961	4/21/2020	1139	CDW Government, Inc.	7,496.10	Computer peripherals contract
755966	4/21/2020	209567	Delta Dental of Illinois	10,074.36	Dental Insurance-March
755997	4/21/2020	1450	Thyssenkrupp Elevator Corporation	7,152.65	Maintenance Agreement-Quarterly
ACH	4/30/2020		Internal Revenue Service	63,131.16	4/30/2020 Payroll
ACH	4/30/2020		Illinois Department of Revenue	22,735.10	4/30/2020 Payroll

\*Protection, Health & Safety Project

Stipends For Pay Period 03/28/20

Name	Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Alvin, Stephen R	2/5/2020	3/16/2020	3/28/2020	ST	83.36	011120650055210			
Arbuckle, Dennis Wayne	3/15/2020	3/28/2020	3/28/2020	CVWO	216.91	027210472051710			
Arbuckle, Kathleen Ann	3/15/2020	3/28/2020	3/28/2020	CVWO	216.91	027210472051710			
Avila, Jaime	3/15/2020	3/28/2020	3/28/2020	CVWO	432.00	027210472051710			
Avila, Shante De'l	3/15/2020	3/28/2020	3/28/2020	CVWO	108.96	018240082051610			
Baker, Karol Lynn	3/15/2020	3/28/2020	3/28/2020	CVWO	449.00	027210472051710			
Baracani, Del Geno	3/15/2020	3/28/2020	3/28/2020	CVWO	565.00	027310473051710			
Bland, Tonya R	3/15/2020	3/28/2020	3/28/2020	CVWO	449.00	027210472051710			
Boaz, Alyssa Rae	3/15/2020	3/28/2020	3/28/2020	CVWO	83.15	056240262051610			
Bollell, Joseph August	3/15/2020	3/28/2020	3/28/2020	CVWO	565.00	027110471051710			
Brown, Ida L	3/15/2020	3/28/2020	3/28/2020	CVWO	51.67	013430031051610			
Buck, Catherine Margaret	3/15/2020	3/28/2020	3/28/2020	CVWO	62.24	014110394151220			
Burns, Carey Ann	3/15/2020	3/28/2020	3/28/2020	CVWO	315.63	018310183051610			
Corrigan, Janice Marie	3/15/2020	3/28/2020	3/28/2020	CVWO	242.51	018610293051620			
Crawley, Heather A	3/15/2020	3/28/2020	3/28/2020	CVWO	380.00	012420395351220			
Credi, Crystal Lynne	3/15/2020	3/28/2020	3/28/2020	CVWO	79.08	013830030051610			
Davey, Barbara Ann	3/15/2020	3/28/2020	3/28/2020	CVWO	54.00	014810342051620			
Delaney, John Albert	3/15/2020	3/28/2020	3/28/2020	CVWO	66.00	027210472051720			
Dellinger, Douglas Albert	2/18/2020	3/10/2020	3/28/2020	ST	455.00	014110394151320	HLR-2506-302	Beginning Photography DSLR	
Dodge, David Alan	3/15/2020	3/28/2020	3/28/2020	CVWO	22.49	018310183051620			
Duffy, Samantha Margarita	3/15/2020	3/28/2020	3/28/2020	CVWO	8.09	011120570051800			
Evancheck, Ellen M	3/15/2020	3/28/2020	3/28/2020	CVWO	525.60	012220322251210			
Forbes, Maria Kay	3/15/2020	3/28/2020	3/28/2020	CVWO	207.66	027210472051710			
Gaskill, Quillie Sue	3/15/2020	3/28/2020	3/28/2020	CVWO	44.04	012120321251620			
Gillio, Steve Anthony	3/15/2020	3/28/2020	3/28/2020	CVWO	449.00	027210472051710			
Gregorich, Karen L	3/15/2020	3/28/2020	3/28/2020	CVWO	80.44	013830030051610			
Greve, Mary Ann	3/16/2020	5/16/2020	5/23/2020	ST	2,121.00	011420730051320	ALH-1251-03	Phlebotomy Practicum	
Griffin, Destiny Rae	3/15/2020	3/28/2020	3/28/2020	CVWO	415.00	027210472051710			
Hallock, Paula L	3/15/2020	3/28/2020	3/28/2020	CVWO	98.50	018440184051620			
Harding, Suzanne	3/15/2020	3/28/2020	3/28/2020	CVWO	60.27	056430361451610			

**Stipends For Pay Period 03/28/20**

Name	Start Date	End Date	Last Pay	Earn	Amount	Gl. No.	Section Name	Section Title	Comments
Harron, Wendi Suzanne	3/15/2020	3/28/2020	3/28/2020	CVWO	106.20	013230030851520			
Hartwig, Paul R.	3/15/2020	3/28/2020	3/28/2020	CVWO	565.00	027110471051710			
Herout, Kimberly Ruth	3/15/2020	3/28/2020	3/28/2020	CVWO	132.56	011320410051610			
Jasiak, Bonnie J.	3/15/2020	3/28/2020	3/28/2020	CVWO	57.60	014810842051610			
Jennrich, Chuck	3/12/2020	3/19/2020	3/28/2020	ST	800.00	014210331051320			
Jennrich, Chuck	3/24/2020	3/24/2020	3/28/2020	ST	400.00	014210331051320			
Johannsen-Talsky, Karen K	3/15/2020	3/28/2020	3/28/2020	CVWO	110.56	056240262051620			
Kettman, Maryann	3/15/2020	3/28/2020	3/28/2020	CVWO	190.67	018240082051610			
Klieber, Tracie Marie	3/2/2020	3/11/2020	3/28/2020	ST	160.00	014110394151320	HLR-6218-303	Yoga Unique To You	
Klieber, Tracie Marie	3/16/2020	3/18/2020	3/28/2020	ST	80.00	014110394151320	HLR-6218-303	Yoga Unique To You	
Kreiser, Diane Marie	3/15/2020	3/28/2020	3/28/2020	CVWO	289.08	018240082051610			
Liss, Mary B	3/15/2020	3/28/2020	3/28/2020	CVWO	34.20	011320410451620			
Lock, Cynthia Marie	3/15/2020	3/28/2020	3/28/2020	CVWO	69.72	061620269051610			
Lockwood, DawnAnne	3/15/2020	3/28/2020	3/28/2020	CVWO	517.32	012220322251220			
Lynch, Kevin Robert	3/3/2020	3/3/2020	3/28/2020	ST	107.50	011320410051320			
Martyn, Susan Lynn	3/15/2020	3/28/2020	3/28/2020	CVWO	48.68	061620298051620			
Merkel, Marlene Kay	3/15/2020	3/28/2020	3/28/2020	CVWO	76.52	011120650051610			
Morgensen, Sarah Elizabeth	3/15/2020	3/28/2020	3/28/2020	CVWO	197.96	028440378051610			
Padilla, Michael John	3/7/2020	3/14/2020	3/28/2020	ST	216.68	014110394151320	CEU-8151-03	Private Pilot Ground Training	
Phillips, Matthew James	3/15/2020	3/28/2020	3/28/2020	CVWO	176.41	013130030751620			
Popurella, Sheryl L	3/15/2020	3/28/2020	3/28/2020	CVWO	51.78	012120321251620			
Ragazinsky, Polly Ann	3/15/2020	3/28/2020	3/28/2020	CVWO	115.52	011420730051610			
Retoff, Dan J	2/4/2020	3/3/2020	3/28/2020	ST	218.75	014110394151320	HLR-6101-302	Beginning Yoga	
Rogowski, Amy Marie	3/15/2020	3/28/2020	3/28/2020	CVWO	30.06	013230030851900			
Sarver, Gregory Stephen	3/11/2020	3/11/2020	3/28/2020	ST	187.50	014110394251920			
Sarver, Gregory Stephen	3/14/2020	3/14/2020	3/28/2020	ST	150.00	014110394351920	CDV-7000-02	Bureau Co. Driver Improvement	
Schomas, Jane Elizabeth	2/4/2020	3/10/2020	3/28/2020	ST	360.00	014110394151320			
Schomas, Jane Elizabeth	2/6/2020	3/12/2020	3/28/2020	ST	360.00	014110394151320			
Schomas, Jane Elizabeth	2/6/2020	3/12/2020	3/28/2020	ST	360.00	014110394151320			
Schultz, Eugene Carl	3/15/2020	3/28/2020	3/28/2020	CVWO	565.00	027110471051710			

### Stipends For Pay Period 03/28/20

Name	Start Date	End Date	Last Pay	Earn	Amount	Gl. No.	Section Name	Section Title	Comments
Scully, Terumi	3/15/2020	3/28/2020	3/28/2020	CVWG	53.64	0692305300151620			
Seeger, Andrew P	3/16/2020	3/16/2020	3/28/2020	OV	6,300.00	0111120650051340			
Simpson, Benjamin Michael	3/15/2020	3/28/2020	3/28/2020	CVWO	415.00	027210472051710			
Small, Elizabeth Anne	3/15/2020	3/28/2020	3/28/2020	CVWO	46.23	012120321251620			
Smith, Gerilynn	3/15/2020	3/28/2020	3/28/2020	CVWO	263.60	027810480051610			
Smith, Mary Helen	3/15/2020	3/28/2020	3/28/2020	CVWO	538.20	012220322251220			
Smith, Sara E	3/10/2020	3/12/2020	3/28/2020	ST	300.00	014110394151320	CEU-1503-633	Food Service Sanitation-8 Hour	
Sorenson, Gabriella Loren	3/15/2020	3/28/2020	3/28/2020	CVWO	32.95	056240262051610			
Stachowiak, Karen Ann	3/15/2020	3/28/2020	3/28/2020	CVWO	143.10	013230030851520			
Swett, Steven A	3/16/2020	5/16/2020	5/23/2020	ST	977.00	011420730051320	ALH-1221-301	Industrial First Aid	
Swiskoski, Donna J	3/15/2020	3/28/2020	3/28/2020	CVWO	407.79	018610293051610			
Taylor, Isamar	3/15/2020	3/28/2020	3/28/2020	CVWO	47.32	013430031051610			
Templeton, Erin Marie	3/15/2020	3/28/2020	3/28/2020	CVWO	126.20	012220322251620			
Theisinger, Christine Elisabeth	3/2/2020	3/11/2020	3/28/2020	ST	260.00	014210331051320			
Theisinger, Christine Elisabeth	3/19/2020	3/25/2020	3/28/2020	ST	240.00	014210331051320			
Thompson, Jill A	3/15/2020	3/28/2020	3/28/2020	CVWO	40.77	013920322251520			
Trench, Manessa Deon	3/15/2020	3/28/2020	3/28/2020	CVWO	48.03	056940569051610			
VannNielen, Nicole A.	3/15/2020	3/28/2020	3/28/2020	CVWO	302.58	018240082051610			
Witaika, Lisa A	3/15/2020	3/28/2020	3/28/2020	CVWO	128.70	013230067051610			
Wohrley, Jill Diane	3/15/2020	3/28/2020	3/28/2020	CVWO	55.30	013430031051610			
Woods, Amy Nichole	3/15/2020	3/28/2020	3/28/2020	CVWO	43.34	013430031051610			
Young, Katharine Irene	3/15/2020	3/28/2020	3/28/2020	CVWO	425.88	018810595051210			
					\$ 26,838.41				
<i>Cheryl Roelfsema</i>									
Cheryl Roelfsema Vice President of Business Services and Finance									
<i>Jimmy Corcoran</i>									
Dr. Jerry Corcoran President									

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

**Stipends For Pay Period 04/11/20**

Name	Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Ault, Richard L	3/6/2020	3/6/2020	4/11/2020	SG	25.00	061320152751900			
Avila, Jaime	3/29/2020	4/11/2020	4/11/2020	CWVO	864.00	027210472051710			
Avila, Shante De'l	3/29/2020	4/11/2020	4/11/2020	CWVO	108.96	018240082051610			
Baker, Karol Lynn	3/29/2020	4/11/2020	4/11/2020	CWVO	898.00	027210472051710			
Baracani, Del Geno	3/29/2020	4/11/2020	4/11/2020	CWVO	1,130.00	027310473051710			
Beard, Sandra J	3/29/2020	4/11/2020	4/11/2020	CWVO	139.88	011120116051610			
Bland, Tonya R	3/29/2020	4/11/2020	4/11/2020	CWVO	898.00	027210472051710			
Boaz, Alyssa Rae	3/29/2020	4/11/2020	4/11/2020	CWVO	185.64	056240262051610			
Bolelli, Joseph August	3/29/2020	4/11/2020	4/11/2020	CWVO	1,130.00	027110471051710			
Bouxsein, Jessie Lynn	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Brouley, Vincent Depaul	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Brown, Ida L	3/29/2020	4/11/2020	4/11/2020	CWVO	209.04	013430031051610			
Bruch, Anna Marie Falletti	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Bubb, Jennifer Lee	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Burns, Carey Ann	3/29/2020	4/11/2020	4/11/2020	CWVO	60.12	018310183051610			
Caley Opsal, Susan Mary	3/6/2020	3/6/2020	4/11/2020	SG	25.00	061320152751900			
Cherpeke, Roxanne Gay	3/6/2020	3/6/2020	4/11/2020	SG	150.00	061320152751900			
Cinotte, Lori Maret	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Crawley, Heather A	3/29/2020	4/11/2020	4/11/2020	CWVO	610.00	012420395351220			
Data, Dorene Marie	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Dickey, Lisa Kay	3/6/2020	3/6/2020	4/11/2020	SG	150.00	061320152751900			
Evencheck, Ellen M	3/29/2020	4/11/2020	4/11/2020	CWVO	644.02	012220922251210			
Fish, Nicholas R	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Fish, Nicholas R	7/1/2019	4/6/2020	4/11/2020	SG	2,100.00	061320152751900			
Fitzpatrick-Grabow, Colleen Marri	3/6/2020	3/6/2020	4/11/2020	SG	150.00	061320152751900			
Forst, Jeanne M	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Fox, Amber Rae	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Francisco, Marjorie Lynn	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Gibson, James A	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Gibson, Stephen Benton	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Gillio, Steve Anthony	3/29/2020	4/11/2020	4/11/2020	CWVO	898.00	027210472051710			

OK




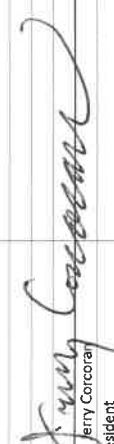
**Stipends For Pay Period 04/11/20**

Name	Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Griffin, Destiny Rae	3/29/2020	4/11/2020	4/11/2020	CVWO	830.00	027210472051710			
Grubar, Scott James	3/6/2020	3/6/2020	4/11/2020	SG	150.00	061320152751900			
Heilcock, Paula L	3/29/2020	4/11/2020	4/11/2020	CVWO	147.75	018440184051620			
Hamilton, Nora Beth	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Hartford, Carmen Nichole	3/6/2020	3/6/2020	4/11/2020	SG	25.00	061320152751900			
Hartman, Bruce Charles	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Hartwig, Paul R.	3/29/2020	4/11/2020	4/11/2020	CVWO	565.00	027110471051710			
Henkel, Katie Jean	3/6/2020	3/6/2020	4/11/2020	SG	150.00	061320152751900			
Herout, Kimberly Ruth	3/29/2020	4/11/2020	4/11/2020	CVWO	16.57	011320410051610			
Hodgson, Laura Ann	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Jasiak, Bonnie J.	3/29/2020	4/11/2020	4/11/2020	CVWO	136.80	014810342051610			
Jennrich, Chuck	3/30/2020	3/30/2020	4/11/2020	ST	800.00	014210331051320			
Jennrich, Chuck	4/7/2020	4/9/2020	4/11/2020	ST	800.00	014210331051320			
Johli, Matthew E	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Johnson, LeeAnn	3/6/2020	3/6/2020	4/11/2020	SG	25.00	061320152751900			
Kettman, Maryann	3/29/2020	4/11/2020	4/11/2020	CVWO	80.28	018240082051610			
Kloptic, Elizabeth Ann	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Knoblauch, Heather Anne	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Koudelka, Arthur Edward	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Kreiser, Diane Marie	3/29/2020	4/11/2020	4/11/2020	CVWO	485.15	018240082051610			
Kuester, David A	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Landgraf, Tammy L	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Lee, Tracy Denise	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Liss, Mary B	3/29/2020	4/11/2020	4/11/2020	CVWO	25.65	011320410451620			
Lock, Cynthia Marie	3/29/2020	4/11/2020	4/11/2020	CVWO	87.15	061620269051610			
Lockwood, DawnAnne	3/29/2020	4/11/2020	4/11/2020	CVWO	715.50	012220322251220			
Mangold, Richard F	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Marko, Richard Edward	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Martyn, Susan Lynn	3/29/2020	4/11/2020	4/11/2020	CVWO	42.19	061620298051620			
Merkei, Marlene Kay	3/29/2020	4/11/2020	4/11/2020	CVWO	153.04	011120650051610			
Mollin, Theresa Marie	3/6/2020	3/6/2020	4/11/2020	SG	150.00	061320152751900			

**Stipends For Pay Period 04/11/20**

Name	Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Morgensen, Sarah Elizabeth	3/29/2020	4/11/2020	4/11/2020	CWVO	219.17	028440378051610			
Mott, Willard D	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Pecherek, Michael John	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Phillips, Matthew James	3/29/2020	4/11/2020	4/11/2020	CWVO	239.20	013130030751620			
Phillips, Michael Alan	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Pratt, Jamie Lee	3/29/2020	4/11/2020	4/11/2020	CWVO	56.24	061620298051610			
Radek, Kimberly M	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Rambo, Randy R	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Reese, Robert C	3/2/2020	4/6/2020	4/11/2020	SG	1,400.00	061320152751900			
Reese, Robert C	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Robinson, Delores R.	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Ruda, Anthony J	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Sarsah, Dominic K	3/6/2020	3/6/2020	4/11/2020	SG	25.00	061320152751900			
Schroeder, Eric Steven	3/6/2020	3/6/2020	4/11/2020	SG	25.00	061320152751900			
Schuerman, Patrick	3/6/2020	3/6/2020	4/11/2020	SG	150.00	061320152751900			
Schultz, Eugene Carl	3/29/2020	4/11/2020	4/11/2020	CWVO	1,130.00	027110471051710			
Scully, Terumi	3/29/2020	4/11/2020	4/11/2020	CWVG	18.93	063230530151620			
Seghi, Heather Nicole	3/6/2020	3/6/2020	4/11/2020	SG	150.00	061320152751900			
Simcich, Hannah M	3/6/2020	3/6/2020	4/11/2020	SG	150.00	061320152751900			
Simpson, Benjamin Michael	3/29/2020	4/11/2020	4/11/2020	CWVO	415.00	027210472051710			
Smith, Gerilyn	3/29/2020	4/11/2020	4/11/2020	CWVO	316.32	027810480051610			
Smith, Mary Helen	3/29/2020	4/11/2020	4/11/2020	CWVO	645.84	012220322251220			
Sondgeroth, Anthony Lee	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Sorenson, Gabriella Loren	3/29/2020	4/11/2020	4/11/2020	CWVO	92.26	056240262051610			
Swett, Steven A	3/6/2020	3/6/2020	4/11/2020	SG	150.00	061320152751900			
Swiskoski, Donna J	3/29/2020	4/11/2020	4/11/2020	CWVO	301.41	018610293051610			
Taylor, Isamar	3/29/2020	4/11/2020	4/11/2020	CWVO	47.32	013430031051610			
Templeton, Erin Marie	3/29/2020	4/11/2020	4/11/2020	CWVO	121.47	012220322251620			
Theisinger, Christine Elisabeth	3/31/2020	4/8/2020	4/11/2020	ST	200.00	014210331051320			
Tomasson, Cory J	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Towne, Brian J	3/6/2020	3/6/2020	4/11/2020	SG	150.00	061320152751900			

### Stipends For Pay Period 04/11/20

Name	Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Tunneil, Thomas D	3/6/2020	3/6/2020	4/11/2020	SG	25.00	061320152751900			
Urban-Bollis, Jill L	3/6/2020	3/6/2020	4/11/2020	SG	25.00	061320152751900			
VanNielen, Nicole A.	3/29/2020	4/11/2020	4/11/2020	CVWO	337.16	018240082051610			
Villarreal, Nora Lynn	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Watson, Dawn	3/29/2020	4/11/2020	4/11/2020	CVWO	410.40	018120080051610			
Weber, Lynne Suzanne	3/6/2020	3/6/2020	4/11/2020	SG	150.00	061320152751900			
Wohrley, Jill Diane	3/29/2020	4/11/2020	4/11/2020	CVWO	158.00	013430031051610			
Woods, Amy Nichole	3/29/2020	4/11/2020	4/11/2020	CVWO	90.62	013430031051610			
Yong, Promise K	3/6/2020	3/6/2020	4/11/2020	SG	50.00	061320152751900			
Young, Katharine Irene	3/29/2020	4/11/2020	4/11/2020	CVWO	486.72	018810595051210			
Zeilman, Karen Elaine	2/9/2020	3/5/2020	4/11/2020	ST	1,500.00	011120650051900			
Zellmer, Donald G	3/6/2020	3/6/2020	4/11/2020	SG	150.00	061320152751900			
					26,896.80				
Cheryl Roelfsema Vice President of Business Services and Finance									
									
Dr. Jerry Corcoran President									

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

**Faculty Appointment – Rick Pretzsch, Economics Instructor**

The search advisory committee has selected Rick Pretzsch as Economics Instructor to fill the vacancy created by the resignation of David Barnes. Information on this candidate is attached.

**Recommendation:**

**The administration recommends the appointment of Rick Pretzsch as Economics Instructor effective August 12, 2020 at Step B-13, an annualized salary of \$64,892 on the 2020-2021 faculty salary schedule.**

**KPI 4: Support for Employees**

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

**GENERAL INFORMATION:**

POSITION TO BE FILLED: Economics Instructor

NUMBER OF APPLICANTS: 18

NUMBER OF APPLICANTS INTERVIEWED: 6

APPLICANTS INTERVIEWED BY:

Ms. Fox, Mr. Groleau, Mr. Reese, Mr. Serafini

APPLICANT RECOMMENDED:

Rick Pretzsch

**EDUCATIONAL PREPARATION:**

The John Marshall Law School, Chicago, IL – Juris Doctorate of Law  
Roosevelt University, Chicago, IL – M.A., B.A., Economics

**EXPERIENCE:**

Temple College, Temple, TX – Associate Professor of Economics  
Central Texas College, Killeen, TX – Professor of Economics  
Eastern Gateway Community College, Cleveland, OH – Economics Instructor, on-line  
Alamo College, North West Vista Campus, TX – Economics Instructor

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

1. Teaching experience of 15 years with extensive on-line experience in course delivery and development.
2. Master of Arts in Economics with honors.
3. Excellent interview with strong answers to every question.
4. Well prepared, engaging teaching demonstration with excellent knowledge of subject matter.
5. Positive reference checks with consensus that the candidate excels at collegiality.

**RECOMMENDED SALARY:** B-13, \$64,892 annualized, effective August 12, 2020

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

**Faculty Appointment – Charles Raimondi, Electricity/Electronics Instructor**

The search advisory committee has selected Charles Raimondi as Electricity and Electronics Instructor to fill the vacancy created by the retirement of Jim Gibson. Information on this candidate is attached.

**Recommendation:**

**The administration recommends the appointment of Charles Raimondi as Electricity/Electronics Instructor effective August 12, 2020 at Step B-13, an annualized salary of \$64,892 on the 2020-2021 faculty salary schedule.**

**KPI 4: Support for Employees**

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

**GENERAL INFORMATION:**

POSITION TO BE FILLED: Electricity and Electronics Instructor

NUMBER OF APPLICANTS: 1

NUMBER OF APPLICANTS INTERVIEWED: 1

APPLICANTS INTERVIEWED BY:

Mr. Koudelka, Mr. Lange, Ms. Scheri

APPLICANT RECOMMENDED:

Charles Raimondi

**EDUCATIONAL PREPARATION:**

National-Louis University, Lisle, IL – M.A. in Teaching

Western Illinois University, Macomb, IL – M.S.M.E.S., Manufacturing Engineering

DeVry University, Addison, IL – B.S.E.E.T., Electronics Engineering Technology

**EXPERIENCE:**

Kishwaukee College, Malta, IL – Electronics and Industrial Automation Instructor

Most Blessed Trinity Academy, Waukegan, IL – Science Teacher

Elgin Community College, Elgin, IL – Integrated Systems Technology Administrator

United States Air Force and Illinois Air National Guard, Springfield, IL – Avionics

Electronics Technician

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

1. Highly skilled electrician with tested experience in industry.
2. Exceeds educational requirements with a Master's in Manufacturing Engineer Systems and a Master of Arts in Teaching.
3. Teaching experience of 11 years and higher education experience of 10 years.
4. Tenure project was redesign of the ELE Department and rebuild of ELE curriculum.
5. Reference checks recommend the candidate without reservation. Kishwaukee administration has full confidence in him, and they believe he is a leader.

RECOMMENDED SALARY: B-13, \$64,892 annualized, effective August 12, 2020

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

**Board Policies**

Seven Board Policies proposed for revision were reviewed by the Board Planning Committee at a meeting on April 22, 2020. The following revised Board Policies are presented for Board review and consideration.

**Revised Board Policies**

- 3.11 -- Employment At-Will
- 3.31 -- Discipline
- 3.1 -- Classification of Employees
- 6.7 -- Cannabis
- 3.22 -- Medical Leave/Termination
- 3.5 -- Certification of Health
- 6.5 -- Drug-Free Work Campus

**Recommendation:**

**The administration recommends the Board approve the changes to the Board Policies, as presented.**

**KPI 5: District Population Served**



Illinois Valley Community College Board Policy

Subject: **Employment at Will**  
Number: **3.11**

Effective Date: 5/14/20  
Last Reviewed: 5/14/20  
Last Revised: 5/14/20

Except as provided pursuant to an explicit provision of a collective bargaining agreement, other written contractual arrangement, the tenure provisions of the Community College Act, or any Motion or Resolution of the College Board of Trustees, College employees are presumed to be employed at-will and to serve at the pleasure of the Board. The employment relationship between the Board and at-will employees may be terminated by either the employee or the Board at any time, with or without cause but not for a reason prohibited by State or federal law. At-will employees are not subject to the provisions of Board Policy 3.31.

Illinois Valley Community College Board Policy

Subject: **Employment at Will**  
Number: **3.11**

Effective Date: 10/19/105/14/20  
Last Reviewed: 10/19/105/14/20  
Last Revised: 10/19/105/14/20

~~It is~~ Except as provided pursuant to an explicit provision of a collective bargaining agreement, other written contractual arrangement, the ~~policy tenure provisions of the Board of Trustees of Illinois Valley Community College to recognize the concept of employment at will.~~ All Act, or any Motion or Resolution of the College Board of Trustees, College employees without contract shall be presumed to be employed at-will and to serve at the discretion-pleasure of the Board. All disciplinary matters ~~The employment relationship between the Board and at-will be brought to the attention of the Director of Human Resources and a legal opinion will~~ employees may be sought, if necessary, whenever termination of an terminated by either the employee employee is being considered. The Board of Trustees will act upon all recommendations or the Board at any time, with or without cause but not for termination a reason prohibited by State or federal law. At-will employees are not subject to the provisions of Board Policy 3.31.

## Illinois Valley Community College Board Policy

Subject: **Discipline**  
Number: **3.31**

Effective Date: 5/14/20  
Last Reviewed: 5/14/20  
Last Revised: 5/14/20

This Policy is intended to provide employees who are not “at-will” employees of the College with general guidance about the College’s current rules and operating procedures regarding suspension of all such employees not affected by a labor agreement (hereinafter, “subject employees”). The employment of “at-will” employees is addressed within Board Policy 3.11, and this policy does not affect the at-will status of any at-will employees. The College may reinterpret, change, supplement, or rescind any part of this policy or any of its other policies from time to time as it deems appropriate. Nothing in this Policy is an express or implied contract, promise, legal interest, or property right. Suspension or termination of an employee with an Employment Contract for defined term shall also be subject to the applicable terms of that person’s Employment Contract, if any.

### Suspension With Pay

Either the Board or President may suspend a subject employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever such employee's continued presence in his or her position would not be in the College's best interests; (2) as a disciplinary measure for misconduct that is detrimental to the College; (3) pending a Board hearing to suspend an employee without pay; or (4) pending a Board hearing to terminate an employee.

Misconduct that is detrimental to the College includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational or administrative program or process;
- Conduct that violates any State or federal law that relates to the employee’s duties; and
- Other sufficient causes.

The Board or President, or their respective designees, depending upon the source recommending the proposed suspension with pay, shall meet with the subject employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.

If a subject employee is suspended with pay pending the outcome of a criminal investigation or prosecution, and the subject employee is later terminated for any reason related to his or her criminal conviction, the employee must repay to the College all compensation and the value of all benefits received by him or her during the suspension. The President or the President’s designee will notify the employee of this requirement when the employee is suspended.

### Suspension Without Pay

The Board and President are both authorized to suspend without pay: 1) a subject employee pending a dismissal hearing, or (2) a subject employee as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the College as defined above. Administrative staff members may not be suspended without pay as a disciplinary measure. The Board may appoint a hearing examiner and promulgate procedures to be followed at any suspension hearing.

The Board and President are both authorized to issue a pre-suspension notification to a subject employee. This notification shall include the length and reason for the suspension as well as the deadline for the employee to exercise his or her right to appeal the suspension to the Board or Board-appointed hearing examiner before it is imposed. At the request of the professional employee made within five calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the subject employee of the date and time of the hearing. At the pre-suspension hearing the subject employee and/or his/her representative, if any (whom shall be selected by the employee at the subject employee's expense) may present evidence, present witnesses and cross examine witnesses who testify, and to present any other reason as to why he or she should not be suspended without pay. If said employee does not appeal the pre-suspension notification received from the President, the President or President's designee shall report the action to the Board at its next regularly scheduled meeting.

### Termination

The College may terminate a subject employee for misconduct that is detrimental to the College as defined above. The Board may appoint a hearing examiner and promulgate procedures to be followed at any suspension hearing. The Board and President are both authorized to issue a termination notification to a subject employee. This notification shall include the reason for the termination as well as an invitation to the employee to attend the termination hearing to be conducted by the Board or Board-appointed hearing examiner before the termination is imposed. The Board or Board-appointed hearing examiner will therefore conduct a termination hearing. The Board, President or their respective designee shall notify the subject employee of the date and time of the termination hearing. At the termination hearing, the subject employee and/or his/her representative, if any (whom shall be selected by the employee at the subject employee's expense), may present evidence, present witnesses and cross examine witnesses who testify, and to present any other reason as to why he or she should not be terminated.

Illinois Valley Community College Board Policy

Subject: **Suspension Discipline**  
Number: **3.31**

Effective Date: 6/21/115/14/20  
Last Reviewed: 6/21/115/14/20  
Last Revised: 6/21/115/14/20

This Policy is intended to provide employees who are not "at-will" employees of the College with general guidance about the College's current rules and operating procedures regarding suspension of all such employees not affected by a labor agreement (hereinafter, "subject employees"). The employment of "at-will" employees is addressed within Board Policy 3.11, and this policy does not affect the at-will status of any at-will employees. The College may reinterpret, change, supplement, or rescind any part of this policy or any of its other policies from time to time as it deems appropriate. Nothing in this Policy is an express or implied contract, promise, legal interest, or property right. ~~This policy does not affect the at-will status of employees.~~ Suspension or termination of an employee with an Employment Contract for defined term shall also be subject to the applicable terms of that person's Employment Contract, if any.

Suspension With Pay

~~The~~ Either the Board or President may suspend ~~an~~ a subject employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever ~~the~~ such employee's continued presence in his or her position would not be in the College's best interests; (2) as a disciplinary measure for misconduct that is detrimental to the College; ~~as defined above,~~ (3) pending a Board hearing to suspend an employee without pay; or (4) pending a Board hearing to terminate an employee.

Misconduct that is detrimental to the College includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational or administrative program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

~~An employee with an Employment Contract for a defined term may not be suspended without pay until that employee has been provided notice and/or hearing as required pursuant to the terms of that person's Employment Contract, if any.~~

The Board or President, or their respective designees, depending upon the source recommending the proposed suspension with pay, shall meet with the subject employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.

If a subject employee is suspended with pay pending the outcome of a criminal investigation or prosecution, and the subject employee is later terminated for any reason related to his or her

criminal conviction, the employee must repay to the College all compensation and the value of all benefits received by him or her during the suspension. The President or the President's designee will notify the employee of this requirement when the employee is suspended.

#### Suspension Without Pay For 5 or Less Working Days

~~In cases of employee misconduct where a danger is presented to others at the college, or the misconduct was otherwise sufficiently severe or recurrent, a suspension without pay can be instituted requiring only abbreviated notice and an abridged pre-suspension hearing in front of the person/entity recommending the suspension. A suspension under such terms may be for no more than 5 working days.~~

~~The Board or President, depending upon the source recommending the proposed suspension without pay, shall meet with the employee to present the allegations in writing and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end and suspension can thereafter commence immediately. Upon the written request of the impacted employee within 5 calendar days of the commencement of the suspension, the Board shall schedule a post-suspension hearing and provide written notice to the employee.~~

~~At the post-suspension hearing, the employee or his/her representative may present evidence and cross-examine witnesses. If the suspension is found by the Board to be invalid or unsupported by the evidence, it will order the payment of income lost by the employee during the suspension period and will have the employee's record purged of documentation relating to the suspension. The Board may also order any other relief it deems necessary.~~

~~If the Board or President wishes to suspend the employee without pay for up to an additional 25 days, such information will be provided in the notice to the employee regarding the post-suspension hearing and said hearing will be held consistent with the procedures set forth in this policy.~~

#### Suspension Without Pay For More Than 5 Working Days

~~The Board or President may suspend an employee without pay: (1) pending a dismissal hearing, or (2) as a disciplinary measure for misconduct that is detrimental to the College (the President may not suspend an employee without pay for more than thirty (30) employment days) or (3) during an investigation into allegations of misconduct.~~

MisconductThe Board and President are both authorized to suspend without pay: 1) a subject employee pending a dismissal hearing, or (2) a subject employee as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the College as defined above. Administrative staff members may not be suspended without pay as a disciplinary measure. The Board may appoint a hearing examiner and promulgate procedures to be followed at any suspension hearing.

The Board and President are both authorized to issue a pre-suspension notification to a subject employee. This notification shall include the length and reason for the suspension as well as the deadline for the employee to exercise his or her right to appeal the suspension to the Board or Board-appointed hearing examiner before it is imposed. At the request of the professional

employee made within five calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the subject employee of the date and time of the hearing. At the pre-suspension hearing the subject employee and/or his/her representative, if any (whom shall be selected by the employee at the subject employee's expense) may present evidence, present witnesses and cross examine witnesses who testify, and to present any other reason as to why he or she should not be suspended without pay. If said employee does not appeal the pre-suspension notification received from the President, the President or President's designee shall report the action to the Board at its next regularly scheduled meeting.

### Termination

The College may terminate a subject employee for misconduct that is detrimental to the College includes: as defined above. The Board may appoint a hearing examiner and promulgate procedures to be followed at any suspension hearing. The Board and President are both authorized to issue a \_\_\_\_\_

- Insubordination, including any failure to follow an oral or written directive from a supervisor; \_\_\_\_\_
- Violation of Board policy or Administrative Procedure; \_\_\_\_\_
- Conduct that disrupts or may disrupt the educational or administrative program or process; \_\_\_\_\_
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

At the request of the employee made within 5 calendar days of receipt of a written pre-suspension termination notification to a subject employee, This notification shall include the reason for the termination as well as an invitation to the employee to attend the termination hearing to be conducted by the Board or Board-appointed hearing examiner before the termination is imposed. The Board or Board-appointed hearing examiner will therefore conduct a pre-suspension termination hearing. The Board, President or their respective designees designee shall notify the subject employee of of the alleged charges and the date and time of the termination hearing. At the termination pre-suspension hearing, the subject employee and/or his/her representative, if any (whom shall be selected by the employee at the subject employee's expense), may present evidence, present witnesses and cross examine witnesses.

### Criminal Convictions

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the College all compensation who testify, and the value of all benefits received by the employee during the suspension. to present any other reason as to why he or she should not be terminated.

Illinois Valley Community College Board Policy

Subject: **Classification of Employees**  
Number: **3.1**

Effective Date: 5/14/20  
Last Reviewed: 5/14/20  
Last Revised: 5/14/20

IVCC recognizes ~~four~~ five distinct employment designations, specifically; (1) Faculty; (2) Support Staff; (3) Administration; (4) ~~Other~~ Part-time Classroom and Laboratory Instructors and locally-funded Counselors; and (5) Other. Within each of these designations are categories that further distinguish the job status (full-time/part-time), job role, and job description.

Faculty include full-time teaching personnel, full-time laboratory instructors, and full-time counselors (with the exception of externally-funded advisors or counselors which are considered Support Staff.) ~~The faculty and counselors are represented by the IFT Local 1810. Part time faculty and counselors are hired as needed based upon enrollment. Therefore, part time faculty and counselors are not guaranteed continuous or consecutive employment each semester.~~

Support Staff includes a wide range of positions and associated qualification levels (~~Level 5—Level 9~~), and may be full- or part-time and exempt or nonexempt personnel. ~~Full-time maintenance and custodial employees are represented by the Service Employees International Union Local 138. Externally-funded advisors or counselors are considered Support Staff.~~

Administration includes a range of positions and associated qualification levels (~~Level 10—13~~), and may be full- or part-time. All Administrators are exempt personnel. ~~Administrators carry out the policies and initiatives of the Board of Trustees. They are not represented by a collective bargaining agreement.~~

Part-time classroom and laboratory instructors and locally-funded counselors are hired as needed based upon enrollment. Part-time instructors and counselors are not guaranteed continuous or consecutive employment.

Other includes all other employees not listed above, i.e., coaches, temporary positions, and Continuing Education instructors.

Exempt personnel are employees who, because of their positional duties and responsibilities and level of decision-making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

Non-exempt personnel are employees who, because of the type of duties performed, the usual level of decision-making authority, and the method of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime.



Illinois Valley Community College Board Policy

Subject: ~~Medical Cannabis~~  
Number: 6.7

Effective Date: 4/10/15  
Last Reviewed: ~~4/10/15~~ 4/14/20  
Last Revised: ~~4/10/15~~ 4/14/20

To promote a healthy and safe learning environment, and in compliance with existing state and federal law, the college complies with the Drug-Free Schools and Communities Act of 1989. This Act prohibits the use, sale, distribution, manufacture and/or possession of drugs including controlled substances. While the use of ~~medical~~-marijuana (cannabis) is allowed in Illinois under the ~~Compassionate Use of Medical Cannabis Pilot Program Act~~ Cannabis Regulation and Tax Act, no person shall use ~~medical~~ cannabis or possess any cannabis product while on any college property or while participating in any college sponsored programs or events, whether on or off campus.

Illinois Valley Community College Administrative Procedure

Subject: ~~Medical Cannabis~~  
Number: 6.7

Effective Date: 4/10/15  
Last Reviewed: 4/14/16  
Last Revised: 4/14/16

Definitions:

"Use" is defined as the ingestion by smoking, eating, or by any other means, of medical cannabis or any product infused with medical cannabis in its natural form, extracted form or converted form.

"Campus" means all property, including buildings, grounds, parking lots, and vehicles that are owned or operated by IVCC.

"College property or college premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks) and including work locations, work areas, or vehicles owned, leased, rented, used, or that are under the control of IVCC.

~~"Debilitating medical condition" means one or more of the following: (1) cancer, glaucoma, positive status for human immunodeficiency virus, acquired immune deficiency syndrome, hepatitis C, amyotrophic lateral sclerosis, Crohn's disease, agitation of Alzheimer's disease, cachexia/wasting syndrome, muscular dystrophy,~~

severe fibromyalgia, spinal cord disease, including but not limited to arachnoiditis, Tarlov cysts, hydromyelia, syringomyelia, Rheumatoid arthritis, fibrous dysplasia, spinal cord injury, traumatic brain injury and post-concussion syndrome, Multiple Sclerosis, Arnold-Chiari malformation and Syringomyelia, Spinocerebellar Ataxia (SCA), Parkinson's, Tourette's, Myoclonus, Dystonia, Reflex Sympathetic Dystrophy, RSD (Complex Regional Pain Syndromes Type I), Causalgia, CRPS (Complex Regional Pain Syndromes Type II), Neurofibromatosis, Chronic Inflammatory Demyelinating Polyneuropathy, Sjogren's syndrome, Lupus, Interstitial Cystitis, Myasthenia Gravis, Hydrocephalus, nail-patella syndrome, residual limb pain, or the treatment of these conditions; or (2) any other debilitating medical condition or its treatment that is added by the Department of Public Health.

"Medical use" means the acquisition; administration; delivery; possession; transfer; transportation; or use of cannabis to treat or alleviate a registered qualifying patient's debilitating medical condition or symptoms associated with the patient's debilitating medical condition.

"Qualifying patient" means a person who has been diagnosed by a physician as having a debilitating medical condition.

"Registry identification card" means a document issued by the Department of Public Health that identifies a person as a registered qualifying patient or registered designated caregiver.

"Cardholder" means a qualifying patient or a designated caregiver who has been issued and possesses a valid registry identification card by the Department of Public Health.

"College" means Illinois Valley Community College (IVCC).

"Public place" means any place where an individual could reasonably be expected to be observed by others.

#### Prohibition:

Marijuana continues to be prohibited under the Federal Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989 ~~item~~ and students' use of marijuana (or any other drug) on IVCC's premises is strictly forbidden and subject to action under the Student Code of Conduct and this administrative procedure.

Although Illinois State law permits the use of ~~medical cannabis, i.e., used by persons possessing lawfully issued medical cannabis cards;~~ federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of all recipients of Federal Funds.

~~Pursuant to Illinois Act 98-0122, Section 30(a)(3)(F); No person shall possess medical cannabis or any product containing medical cannabis in natural form, extract(ed) or converted form while on any IVCC property. The use, possession, cultivation, or distribution of marijuana for any reason, including medical purposes, is therefore not allowed on or in public places on IVCC property nor is allowed at IVCC sponsored events or activities off campus.~~

~~Medical Cannabis cannot be used:~~

- ~~• In any motor vehicle— driver or passenger, in any public place.~~
- ~~• Knowingly in close proximity to anyone under the age of 18 years of age.~~
- ~~• Smoking medical cannabis in any public place, in a health care facility, or any other place where smoking is prohibited under the Smoke Free Illinois Act.~~
- ~~• While operating, navigating, or being in physical control of any motor vehicle while using or under the influence of cannabis in violation of Sections 11-501 and 11-502.1 of the Illinois Vehicle Code.~~
- ~~• If the person does not have debilitating medical condition and is not a registered qualifying patient or caregiver.~~
- ~~• If the cannabis is transferred to any person contrary to the provisions of the Act.~~
- ~~• Allowing any person who is not allowed to use cannabis under this Act to use cannabis that a cardholder is allowed to possess under this Act.~~
- ~~• By an active duty law enforcement officer.~~
- ~~• By a person who has a school bus permit or a Commercial Driver's License.~~

Employment:

- No employee shall undertake any task under the influence of cannabis, when doing so would constitute negligence, professional malpractice or professional misconduct.
- An employee who is a qualified registered medical cannabis card holder may be considered impaired when he/she manifests specific articulable symptoms while working which decrease his or her performance of work duties such as in speech, dexterity, agility, coordination, demeanor, or exhibiting irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery, disregard for the safety of the employee or others, or involvement in an accident that results in serious damage to equipment or property, disruption of a production process, or carelessness that results in any injury to the employee or others.
- The Board retains the right to enforce its drug testing, zero tolerance and drug free workplace policies in a nondiscriminatory manner, and regardless of whether an employee is a registered medical cannabis card holder, and the Board may discipline an employee for violation of any workplace drug related policies.
- No employee whose job duties require a Commercial Driver's License (CDL) may use medical cannabis. Any such employee shall immediately notify his/her supervisor should they obtain a medical cannabis card.
- No College employee shall operate any IVCC vehicle or College rented/leased vehicle if they have ingested or consumed any cannabis or cannabis-infused product.

- An employee who violates this policy and administrative procedure may be subject to disciplinary action up to and including termination of employment.

Confidentiality:

~~The status of any person as a medical cannabis card holder is confidential and not subject to disclosure to any individual or public or private entity, except as necessary for authorized employees to perform official duties and as required by law.~~

Enforcement:

Enforcement of this administrative procedure depends on the cooperation of all IVCC faculty, staff and students to comply with this administrative procedure. Suspected violations should be reported to Campus Security for the main campus or the Ottawa Site Coordinator for the Ottawa Center. Violators of this administrative procedure will be referred to the appropriate administrative office for review and appropriate administrative action. Violations of this administrative procedure, or parts thereof, may result in disciplinary action up to and including termination/expulsion.

Illinois Valley Community College Board Policy

Subject:	<b>Medical Leave/Termination of Employment Due to Incapacity</b>	Effective Date:	5/14/20
		Last Reviewed:	5/14/20
Number:	<b>3.22</b>	Last Revised:	5/14/20

Employees who are unable to work due to medical incapacity must use accrued sick, personal, and vacation leave time, if available, to maintain their compensation. Employees who qualify for leave under the Family and Medical Leave Act (FMLA) may also avail themselves of the Act's benefits. ~~ts. Or any other applicable Federal and State law.~~

Full-time employees who are unable to return to work after exhausting their paid leave and/or FMLA benefits may request additional unpaid medical leave in increments of up to three months. Such leave may be granted at the sole discretion of the College, and it will typically be granted only where it will clearly benefit the College as well as the employee. ~~A request for renewal for an additional.~~ Requests in 30-day increments up to three months will be considered. More than one extension will be granted only in rare and compelling circumstances. If an extension is not requested in a timely manner, or is granted and the employee is unable to return to work, employment will be terminated.

~~For unpaid leaves less than 30 days, the maximum is 40 hours if FMLA has been exhausted.~~

~~Illinois Valley Community College Administrative Procedure~~

~~Subject: Medical Leave/Termination of Effective Date: 10/19/10~~

~~Employment Due to Incapacity Last Reviewed: 10/19/10~~

~~Number: 3.22 Last Revised: 10/19/10~~

In order to be eligible for additional unpaid medical leave, employees must follow the following procedures:-

- ~~A.~~ ~~A.~~ An employee may be required to submit medical documentation establishing incapacity. If the College requests a second opinion from a physician of its choosing, it will pay the cost. An employee on leave may be required periodically to update his or her medical certification.
- ~~B.~~ ~~B.~~ Upon completion of leave, the employee may be required to establish fitness to return to duty.
- ~~C.~~ ~~C.~~ Upon completion of a leave that extends beyond any leave taken under the FMLA, the College will endeavor to return the employee to a position that is the same or similar to the one held prior to the leave, but at its discretion may reassign the employee to another position for operational reasons. If no positions are available or anticipated in the near future, employment may be terminated.

- D. ~~D.~~ An employee must submit a request for renewal at least two weeks prior to their scheduled return date.
- E. ~~E.~~ To the extent an employee qualifies for greater leave benefits from other sources, such as the Family and Medical Leave Act, the Americans With Disabilities Act, the Illinois Public Community College Act, or a collective bargaining agreement, such benefits will be provided.
- F. ~~F.~~ An employee who is not able to return to work, with or without reasonable accommodation, has exhausted all paid leave and/or FMLA benefits and is not covered under an unpaid medical leave, his/her employment relationship will be terminated and he/she will be eligible for COBRA benefits.

Illinois Valley Community College Board Policy

Subject: **Certification of Health**

Effective Date: 10/19/105/14/20

Last Reviewed: 10/19/105/14/20

Number: **3.5**

Last Revised: 10/19/105/14/20

It is the policy of the Board of Trustees of Illinois Valley Community college that the administration may require a Physician's statement as a basis to pay for a leave of personal illness, and/or as a means of verifying an individual's ability to return to work and continue working.

Positions as outlined in Board Policy 3.21 – Medical/Occupational Examinations will be required to undergo an occupational examination at the College's expense prior to returning to work following an injury or illness.

## Illinois Valley Community College Board Policy

Subject: <b>Drug-Free Work Place</b> <u>Campus</u>	Effective Date: <u>01/17/125/14/20</u>
Number: <b>6.55</b>	Last Reviewed: <u>4/12/175/14/20</u>
	Last Revised: <u>4/12/175/14/20</u>

Illinois Valley Community College complies with the Federal Drug-Free Workplace Act of 1988, the Drug-Free Workplace Act, 30 ILCS 580/1 et seq. and the Federal Drug-Free Schools and Communities Amendments Act of 1989, 20 USC section 3171 et seq. While the use of marijuana (cannabis) is allowed in Illinois under the Cannabis Regulation and Tax Act, no person shall use medical cannabis or possess any cannabis product while on any College property or while participating in any College-sponsored programs or events, whether on or off campus. IVCC seeks to improve the work environment, as well as the campus atmosphere, by eliminating drugs and alcohol in the workplace and on the College campus.

The consumption of alcoholic beverages or drugs is forbidden in all areas of the College unless a special permit for the consumption of alcoholic beverages on campus has been issued by the Board of Trustees. No employees, College representatives, students, or visitors are to consume or be under the influence of alcoholic beverages, cannabis, or controlled substances while on any College property. Those found in violation of this policy are subject to criminal prosecution and/or College disciplinary procedures.

The Board of Trustees is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages at the College. (See Board Policy "Alcoholic Beverage Sales #6.17) Alcoholic beverages shall not be served on campus except in accordance with the established administrative procedure. The administrative procedure allows for limited alcoholic beverage use as part of community education courses and programs, as well as events approved by the Board of Trustees. Persons in attendance at such an approved event may not be under the influence of alcohol to the degree that their behavior is disruptive to the event or to the operation of the College.



**Ottawa Center Lease Agreement**

On May 11, 2017 the Board of Trustees approved an addendum to the lease agreement between the City of Ottawa and IVCC for the Ottawa Center whereby the annual rent was reduced in year three (of five years) from \$13.50 per square foot to \$10.50 per square foot and from \$14.00 to \$10.50 per square foot in years four and five. As discussed at the January 28, 2020 IVCC Audit Finance Committee meeting, the City of Ottawa would like to continue with the partnership that is in place for another three years and keep the lease amount at the current \$10.50 per square foot. The City of Ottawa views the Ottawa Center as an asset to the community because of its versatility such as being:

1. A service center where a student can see an academic counselor, financial aid representative, enroll in classes and pay tuition;
2. An adult education delivery site for ESL, HSE and Bridge students;
3. A location for continuing education classes;
4. A destination for ROE high school completion program coursework;
5. Delivery site for Transfer Academy students; and
6. Extension site for the launching of our Prior Learning Assessment initiative – incentivizing nontraditional adult students to return for continuing education and an expedited pathway to a credential.

**Recommendation:**

**The administration recommends approval of the three-year lease with the City of Ottawa, as presented.**

**KPI 5: District Population Served**

**KPI 6: Resource Management**

## LEASE

THIS LEASE is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between the City of Ottawa, an Illinois Municipal Corporation, hereinafter called "Lessor", and the Illinois Valley Community College, hereinafter called "Lessee".

IN CONSIDERATION OF THE MUTUAL COVENANTS AND AGREEMENTS HEREIN CONTAINED, THE PARTIES HERETO AGREE AS FOLLOWS:

1. Premises. Lessor hereby leases to Lessee, for Lessee's exclusive use, and Lessee hereby leases from Lessor, the premises legally described as follows, including the structure located at 321 W. Main Street, Ottawa, Illinois, containing 11,000 square feet of leased space, upon the terms and conditions stated hereunder:

Sub Lot 3 in Lot 1; Sub Lot 5 in Lot 2; Sub Lot 3 in Lot 3; Sub Lot 2 in Lot 3, and all of Lot 4 in Block 16 in the Original Town of Ottawa, according to the plat thereof recorded in Plat Book "A", page 21, and Plat Book "F", at page 9 in LaSalle County, Illinois. (PIN: 21-11-406-001).

2. Term. The term of this Lease shall be from July 1, 2020, to June 30, 2023.

3. Rent. Lessee agrees to pay to Lessor the monthly sum of Ten and 50/100 Dollars (\$10.50) per square foot of leased space. Rent shall be paid on the first day of each month.

4. Purpose. Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the leased premises for the purpose of operating a "satellite" campus offering such classes and any and all services as Lessee may deem necessary or beneficial, subject to the provisions of this agreement. Lessee may otherwise use the Premises for any lawful purpose not inconsistent with the aforementioned purposes and may sublease any portion of the premises for any purpose not inconsistent with the aforementioned purpose, in accordance with the Lessee's facility use policies and procedures. Lessor represents and warrants that use of the Premises as a "satellite" campus does not violate application zoning ordinances or other application use restrictions.

5. Lessor's Obligations. Lessor shall provide the following:

- a. Sewer and hot and cold water service to the Premises.
- b. Food service via separate contract with a local vendor. The on-site food vendor will be the exclusive provider of food and beverages for college-sponsored events as well as all events resulting from a sub-lease of the facility. In the event the food vendor is not able to provide the service or declines the request, the college and any sub-lessees may seek other vendors to provide food and beverages on the Premises.
- c. Landscaping, mowing and parking lot development.

- d. Comprehensive in-kind support for the marketing efforts by Lessee.
- e. Parking for students, faculty, staff and visitors along the west side of the premises on Canal Street together with parking in the public City parking lot adjacent to and south of the building as depicted on Exhibit A, which is attached hereto and incorporated by reference, and provide prompt snow removal from therefrom. At the request of Lessee, certain parking spaces may be reserved for faculty, staff and student usage.
- f. Lessor acknowledges and agrees that the service above mentioned are vital to Lessee's continued peaceful occupation of the Premises. Lessor shall, to the extent reasonably possible, continue to provide all such services. If Lessor fails or is unable to provide those services, Lessee may, in addition to all other remedies available to Lessee under this Lease, offset any damages incurred by Lessee by reason of Lessor's failure to provide those services from rent due under this Lease and, if such interruption of services makes impossible the Lessee's continued peaceful occupation of the Premises for the purpose for which they are intended, Lessee may terminate this Lease upon Thirty (30) days' prior written notice to Lessor unless those services are restored within the Thirty (30) day period.
- g. Lessor agrees to hire, at lessor's expense, an Ottawa based janitorial/cleaning firm to clean the Premises on a three or four day schedule when cleaning is needed. The schedule will take into consideration the weeks when the college is closed or when weeks are shortened by holidays or the summer class schedule of the college.

6. Lessee's Obligations. In addition to paying rent as provided in Paragraph 3, Lessee shall provide the following:

- a. Natural gas and electrical service to the Premises. Lessor shall provide appropriate metering.
- b. All furnishings, equipment and computers, including wiring and cabling from the outlets and installation of all computers and technology to be used in the building.
- c. An aggressive and comprehensive marketing campaign designed to build awareness throughout the Ottawa, Streater and east side of La Salle County areas about the educational opportunities available at the Premises.
- d. A security system, including video cameras, and all security-related equipment. Lessor shall provide wiring for the security system.

7. Insurance. Lessee agrees to take out and maintain with a reputable insurance company, at its sole cost and expense, liability insurance with minimum liability coverage of

\$1,000,000.00 against property damage or personal injury growing out of the use of or occupation on or about the Premises. Lessor shall be named as an additional insured on such policy. Lessee shall pay for all costs of said insurance. Lessee shall provide Lessor with a certificate of insurance evidencing compliance with this paragraph. If Lessee allows such premiums to lapse, Lessor reserves the right to make such premium payments and charge such to Lessee.

8. 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.

9. Miscellaneous.

- a. The paragraph captions in this Lease are for convenience only and shall not in any way limit or be deemed to construe or interpret the terms and provisions hereof.
- b. This Lease shall be construed and enforced in accordance with the laws of the State of Illinois.
- c. This Lease shall be interpreted in such manner as to be effective and valid under applicable law and the expressed intent of the parties, and shall not be presumptively construed or interpreted against the drafter.
- d. The invalidity of any paragraph or subparagraph of this Lease shall not impair the validity of any other paragraph or subparagraph. If any provision of this Lease is determined to be unenforceable, such provision shall be determined severable and this Lease may be enforced with such provision severed or as modified by such court.

10. Successors. All of the terms, covenants, and conditions hereof, shall be binding upon and inure to the benefit of the heirs, executors, administrators, successors entities and assigns of the parties hereto, and any sublessee of the Lessee, provided that nothing in this paragraph shall be deemed to permit any assignment, subletting, occupancy, or use contrary to the provisions of this Lease.

11. Destruction of Premises. In the event the structure upon the Premises is damaged by fire or other cause without the fault of Lessee or Lessee's agents or employees, and the damage is so extensive as to amount to total destruction of the structure, or if the Lessor shall within a reasonable time decide not to rebuild, this Lease shall cease and come to an end, and the rent shall be prorated to the time of the damage. In all other cases where the structure upon the

Premises is damaged by fire without the fault of the Lessee or of Lessee's agents or employees, the Lessor shall repair the damage, if it is economically reasonable to do so and insurance proceeds are sufficient, with reasonable dispatch after notice of damage, and if the damage has rendered the structure upon the Premises untenable in whole or in part, there shall be a proration of the rent until the damage has been repaired.

12. Construction, Alteration and Improvement. Lessee may install a sign or signs upon the Premises designating its business, which signs shall remain trade fixtures and may be removed by lessee upon termination of this Lease, provided, however, any damages to the Premises done by such removal shall be repaired by Lessee. Lessee may, at its own expense, make any non-structural improvements to the Premises as it deems necessary for its use. Lessee shall not make any structural improvements, alterations or addition to the Premises or the structure on the Premises without Lessor's prior written consent, which consent shall not be unreasonably withheld or delayed. Lessee shall keep the Premises free from any and all liens arising out of any work performed, material furnished or obligation incurred by Lessee.

13. Environmental Condition of the Premises. Lessor shall not place any Hazardous Substances (defined below) on the Premises after Lessee's occupancy. As used in this Lease, "Hazardous Substances" means any hazardous, etiological, toxic or radioactive substance, material, matter or waste that is or becomes during the Lease term regulated by an applicable federal, state or local law, ordinance, order, rule, regulation, code or any other governmental restriction or requirement and shall include but not be limited to asbestos, petroleum products, polychlorinated biphenyls and substances or materials included in the terms "Hazardous Substance" and "Hazardous Waste" as defined in the Comprehensive Environmental Response, Compensation and Liability Act, as amended, 42 U.S.C. §9601, *et seq.*, and the Resource Conservation and Recovery Act, as amended 42 U.S.C. §6901, *et seq.* If the Premises is determined to be contaminated by the presence of Hazardous Substances placed on the Premises prior to Lessee's taking possession of the Premises, and if Lessor would otherwise be legally liable to Lessee for damages resulting therefrom, Lessor shall indemnify, hold harmless and, at Lessee's option, defend Lessee and its agents, employees, officers and directors, if any, from any and all claims, demands, damages, expenses, fees, costs, fines, penalties, proceedings, actions, causes of action, and losses of any and every kind and nature that may arise from that contamination, including, without limitation, damages for the loss or restriction on use of the tenantable or usable space or of any amenity of the Premises or any amenity of the structure on the Premises, loss of business from the Premises and reasonable attorney fees that may arise during the Lease term. This includes, without limitation, costs and expenses incurred in connection with any investigation of site conditions or any cleanup, remediation, removal or restoration work required by any federal, state or local governmental agency or political subdivision thereof because of Hazardous Substances present on or about the Premises (excluding those Hazardous Substances that were caused or permitted, by Lessee, to be brought or remain on or kept or used in or about the Premises, whether Lessee's action was knowing or unknowing). Without limiting the above, if the presence of any Hazardous Substances on or about the Premises which was caused or permitted by Lessor results in any contamination of the Premises, Lessor shall, at its sole expense, promptly take all action required by law to return the Premises to the condition existing prior to the introduction of any such Hazardous Substances to the Premises. Should the presence of Hazardous Substances on the Premises, for which the

Lessee is not liable pursuant to this section, effectively prohibit Lessee from conducting business on the Premises for more than Fifteen (15) consecutive business days, Lessee shall have the right to terminate this Lease upon Thirty (30) days' written notice to Lessor, which termination shall be effective upon the expiration of said Thirty (30) day period, unless Lessor corrects or rectifies the situation in such a fashion as to allow Lessee to resume business upon the Premises within said Thirty (30) day period.

14. Indemnification. Lessee agrees to indemnify and hold the lessor free and harmless from any and all claims for property damage and/or personal injury arising out of lessee's use of and operation on the Premises resulting from any negligent or intentional act of lessee or any of its agents, servants and employees. Lessor agrees to indemnify and hold the lessee free and harmless from and claims for property damage and/or personal injury arising out of or caused by the any negligent or intentional act of Lessor or any of its agents, servants or employees.

IN WITNESS WHEREOF, Lessor and Lessee have executed this Lease effective as of the day and year first above written.

**LESSOR:**

**LESSEE:**

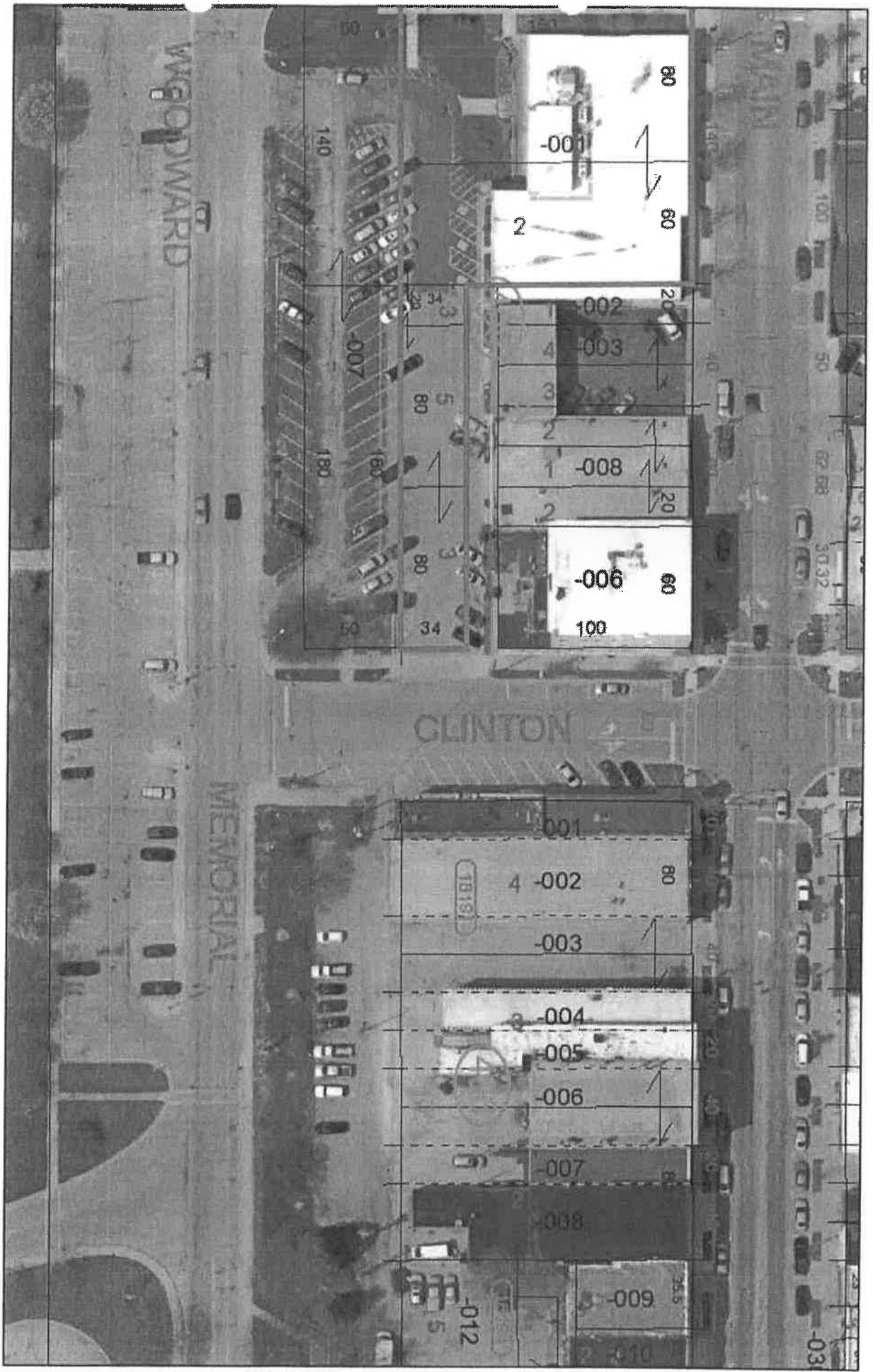
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**Daniel F. Aussem, Mayor  
City of Ottawa**

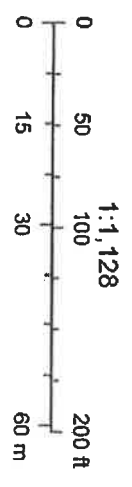
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**Dr. Jerry Corcoran, President  
Illinois Valley Community College**

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February 7, 2020



**Approval of Certificate – Cannabis Production Certificate**

Kathryn Lillie and Willard Mott, Agriculture Program Co-Coordinator, and Ron Groleau, Dean of Natural Sciences and Business, have been working closely with local employers in the cannabis-growing industry to create a short-term certificate option in Agriculture. With the legalization of medical marijuana in Illinois in 2013, the passage of the 2014 and 2018 Farm Bills and their allowance of industrial hemp production, and the legalization of recreational marijuana in Illinois in 2020, there has come a rise in the number of jobs being created in these areas. Creation of a short-term certificate in cannabis production would allow IVCC to award this certificate to individuals so that they would have the necessary skills to obtain employment at local cannabis-related companies. Representatives of these companies have expressed a need for individuals with basic knowledge of the cannabis plant, the production and processing practices of its numerous uses, as well as the cannabis industry itself. Other key areas of study include: soil fertility, pest management, and employability skills. Completion of the proposed thirteen-hour certificate would prepare students for an entry-level position in the growing cannabis industry. The certificate is not terminal, and students can continue in the Agriculture program and complete an Associate of Applied Science (AAS) degree in Agronomy.

The IVCC Curriculum Committee is recommending that the Board of Trustees approve the Cannabis Production Certificate, as presented in the curriculum grid.

**Recommendation:**

**The administration recommends the approval of the Cannabis Production Certificate, as presented.**

**KPI 1: Student Academic Success**

**KPI 5: District Population Served**



## Cannabis Production Certificate

<b>Fall Year 1</b>		
	<b>Fall</b>	<b>Spring</b>
AGR 1220 Introduction to Cannabis Production	3	
AGR 1218 Crop Pest Management	3	
<i>Semester Total</i>	<b>6</b>	
<b>Spring Year 1</b>		
	<b>Fall</b>	<b>Spring</b>
AGR 1217 Soil Fertility and Fertilizers		3
AGR 1213 Agricultural Internship		3
AGR 1214 Agricultural Internship Seminar		1
<i>Semester Total</i>		<b>7</b>

**Total Credit Hours: 13**

**Faculty Retirement – Steve Alvin, History Instructor**

Steve Alvin, History Instructor, hired in August 1998 and teaching for 22 years has submitted a notice of retirement effective May 31, 2020. His retirement letter is attached.

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

**Recommendation:**

**Accept with regret the retirement of Steve Alvin, History Instructor, effective May 31, 2020.**

**KPI 4: Support for Employees**

600 Main Street  
Henry, IL 61537

Ms Leslie Hofer  
Department of Human Resources  
Illinois Valley Community College  
Oglesby, IL 61348

April 23, 2020

Dear Leslie,

The second half of this semester has given me plenty of opportunity to think about my future. After discussing it with my wife, we both agree that this is a good time to retire.

This letter is to officially notify the College that my last day of employment will be May 31, 2020 with retirement beginning on June 1, 2020.

Please feel free to contact me if you need any more information.

Sincerely,

Steve Alvin

# Code of Conduct

Discipline may be imposed whenever a student commits or attempts to commit any act of misconduct on the College campus, or at a sporting event, activity, function or other event sponsored or supervised by the College.

Prohibited conduct includes, but is not limited to:

1. Possession, use, distribution or being under the influence of an illegal or controlled substance or look-alike drug.
2. Unauthorized and/or illegal possession, use, distribution, or being under the influence of any alcoholic beverage or marijuana on campus property or in connection with any college sponsored activity.
3. Theft of property or services.
4. Intentional or willful and wanton destruction of property.
5. Assault and/or battery.
6. Conduct which constitutes harassment, sexual or otherwise, or abuse that threatens the mental well-being, health or safety of any individual, including peer harassment of fellow students.
7. Conduct which constitutes hazing or any related act or activity that might inflict or intend to cause physical or mental harm or anxieties; that may demean, degrade or disgrace any person, regardless of location, intent or consent of participants. The intent of the act or the consent or the cooperation of the hazing recipient shall not constitute a defense of hazing. The College or the hazing recipient may charge an individual and/or the recognized student organization with responsibility for the hazing act(s) committed either online or on or off campus.
8. Possession of a firearm or other weapon, dangerous chemical or explosive substance or device.
9. Trespassing on College property or other unauthorized use of College property or services.
10. Academic dishonesty (see also Academic Integrity section). Such matters will be addressed by the Office of the Vice President for Academic Affairs.
11. Disruption of the educational process or related activity.
12. Failure to comply with the direction of an authorized College employee or representative who is performing her/his duties.
13. Verbal abuse to any individual including blatant profanity or gross disrespect to a student, faculty member, or staff member.
14. Stalking any individual.
15. Gambling.
16. Unauthorized use of College phones or facsimile (fax) machines.
17. Intentional willful or wanton tampering with computer equipment or networks, to include but are not limited to destruction of files, illegal or unauthorized file transfers or copying, introduction of a computer virus, unauthorized use of copyrighted software, altering or attempting to alter official College computer records, accessing offensive Web sites, malicious tampering, or any other violation of the computer use policies.

18. Gang recruitment and/or activities.
19. Any conduct which constitutes a violation of the terms of any discipline imposed in accordance with this procedure.
20. Any conduct which constitutes a violation of a Federal or State law, local ordinance or College rule or regulation, including failure of a registered sex offender to register with campus security.
21. Failure of a registered sex offender to register with Campus Security as required by Illinois State Law.
22. Violation of the Campus Smoking Policy.
23. Multiple parking violations.
24. Gross misconduct by any standard.

## MEMORANDUM OF UNDERSTANDING

2020-01

### Sick and Personal Leave Related to COVID-19 Alternative Content/Services Delivery

Community College District 513 (the College) and the American Federation of Teachers Local 1810 (the Federation) temporarily agree to the terms set forth in this document between the dates of April 27 and May 15, 2020. This agreement will not set future precedent.

Face-to-face attendance of division meetings will not be mandatory. Faculty members may choose to use alternative delivery of their otherwise face-to-face or blended class content without being required to use personal or sick pay leave for cancelling face-to-face class meeting time. Faculty members shall notify their dean/director of their intention to use the alternative delivery option. Faculty members can also choose to make face-to-face and/or blended class attendance optional.

Faculty members may choose to satisfy their currently scheduled on-campus office hours by means of online communication with students, including but not limited to personal phones, video conferencing, etc.

Counselors may choose to satisfy their originally scheduled 7-hour days of counseling service remotely without being required to use personal or sick pay leave. They may do so in various ways, including but not limited to personal phones, video conferencing, etc. Counselors shall notify their dean/director of their intention to work remotely from home.

The means of alternative delivery of content or services is to be determined by the individual faculty member or counselor as long as the individual is making reasonable efforts to maintain communication and delivery of content or services.

Faculty members who choose not to provide alternative content delivery or counselors who choose not to work remotely from home will be required to use personal or sick pay leave for cancelling face-to-face class meeting times or failure to fulfill their scheduled obligation.

This agreement may be extended, if necessary, upon mutual agreement of both parties. Barring mutually agreed upon extension, beginning on May 15, 2020, both parties agree that faculty members and counselors will return to all previous Faculty Contract language, Board Policy, and Faculty Handbook expectations.

AMERICAN FEDERATION OF  
TEACHERS LOCAL 1810

PRESIDENT  
COMMUNITY COLLEGE DISTRICT 513

By: Tracy D. Lee

By: 

Date: April 27, 2020

Date: April 27, 2020

## MEMORANDUM OF UNDERSTANDING

2020-01

### Sick and Personal Leave Related to COVID-19 Alternative Content/Services Delivery

Community College District 513 (the College) and the American Federation of Teachers Local 1810 (the Federation) temporarily agree to the terms set forth in this document between the dates of April 6 and April 24, 2020. This agreement will not set future precedent.

Face-to-face attendance of division meetings will not be mandatory. Faculty members may choose to use alternative delivery of their otherwise face-to-face or blended class content without being required to use personal or sick pay leave for cancelling face-to-face class meeting time. Faculty members shall notify their dean/director of their intention to use the alternative delivery option. Faculty members can also choose to make face-to-face and/or blended class attendance optional.

Faculty members may choose to satisfy their currently scheduled on-campus office hours by means of online communication with students, including but not limited to personal phones, video conferencing, etc.

Counselors may choose to satisfy their originally scheduled 7-hour days of counseling service remotely without being required to use personal or sick pay leave. They may do so in various ways, including but not limited to personal phones, video conferencing, etc. Counselors shall notify their dean/director of their intention to work remotely from home.

The means of alternative delivery of content or services is to be determined by the individual faculty member or counselor as long as the individual is making reasonable efforts to maintain communication and delivery of content or services.

Faculty members who choose not to provide alternative content delivery or counselors who choose not to work remotely from home will be required to use personal or sick pay leave for cancelling face-to-face class meeting times or failure to fulfill their scheduled obligation.

This agreement may be extended, if necessary, upon mutual agreement of both parties. Barring mutually agreed upon extension, beginning on April 24, 2020, both parties agree that faculty members and counselors will return to all previous Faculty Contract language, Board Policy, and Faculty Handbook expectations.

AMERICAN FEDERATION OF  
TEACHERS LOCAL 1810

PRESIDENT  
COMMUNITY COLLEGE DISTRICT 513

By: Tracy D. Lee

By: Jerry Corcoran

Date: April 2, 2020

Date: April 2, 2020

# MEMORANDUM OF UNDERSTANDING

2020-01

## Sick and Personal Leave Related to COVID-19 Alternative Content/Services Delivery

Community College District 513 (the College) and the American Federation of Teachers Local 1810 (the Federation) temporarily agree to the terms set forth in this document between the dates of March 16 and April 3, 2020. This agreement will not set future precedent.

Face-to-face attendance of division meetings will not be mandatory. Faculty members may choose to use alternative delivery of their otherwise face-to-face or blended class content without being required to use personal or sick pay leave for cancelling face-to-face class meeting time. Faculty members shall notify their dean/director of their intention to use the alternative delivery option. Faculty members can also choose to make face-to-face and/or blended class attendance optional.

Faculty members may choose to satisfy their currently scheduled on-campus office hours by means of online communication with students, including but not limited to personal phones, video conferencing, etc.

Counselors may choose to satisfy their originally scheduled 7-hour days of counseling service remotely without being required to use personal or sick pay leave. They may do so in various ways, including but not limited to personal phones, video conferencing, etc. Counselors shall notify their dean/director of their intention to work remotely from home.

The means of alternative delivery of content or services is to be determined by the individual faculty member or counselor as long as the individual is making reasonable efforts to maintain communication and delivery of content or services.

Faculty members who choose not to provide alternative content delivery or counselors who choose not to work remotely from home will be required to use personal or sick pay leave for cancelling face-to-face class meeting times or failure to fulfill their scheduled obligation.

This agreement may be extended, if necessary, upon mutual agreement of both parties. Barring mutually agreed upon extension, beginning on April 4, 2020, both parties agree that faculty members and counselors will return to all previous Faculty Contract language, Board Policy, and Faculty Handbook expectations.

AMERICAN FEDERATION OF  
TEACHERS LOCAL 1810

PRESIDENT  
COMMUNITY COLLEGE DISTRICT 513

By: 

By: 

Date: 3/16/2020

Date: 3/16/2020



## **Illinois Valley Community College Temporary Pandemic Leave Procedure**

The College understands that in pandemic situations, employees are ordered to quarantine by federal, state, and local governmental agencies or they may wish to self-quarantine.

In an effort to support employees during this time, IVCC has created a temporary leave procedure. This procedure will be effective immediately and apply to all IVCC employees not affected by a collective bargaining agreement. The procedure will remain in effect through April 3, 2020.

Employees who prefer not to or are unable to report to campus during this time period will receive their regular wages. Part-time employees and student workers will be paid for their normally scheduled work hours.

Employees must work with their supervisors to cover any essential positions during this time period. If non-exempt (hourly) employees are requested by their supervisor to report to campus to work, they will receive pay at a rate of 1.5 times their regular rate. No one is required to report to campus, if they are uncomfortable doing so.

Exempt (salaried) employees are responsible for seeing that all essential services are covered during this time period.

### **April 2, 2020**

On April 1, 2020 Governor Pritzker signed an Executive Order to extend the state's stay-at-home order. Based on this information, the Temporary Pandemic Leave Procedure has been extended for an additional three-week period, through April 24, 2020.

### **April 25, 2020**

Per the recommendation of the Illinois Community College Board, the Temporary Pandemic Leave Procedure has been extended through the end of the spring semester, May 16, 2020.

**Illinois Valley Community College Temporary Pandemic Leave Procedure - SEIU**

The College understands that in pandemic situations, employees are ordered to shelter-in-place or quarantine by federal, state, and local governmental agencies or they may wish to self-quarantine.

In an effort to support employees during this time, IVCC has created a temporary leave procedure for IVCC employees of the Service Employees International Union Local #138. This procedure will be effective as of March 23, 2020. The procedure will remain in effect through April 3, 2020.

Employees must work with their supervisor to cover any essential positions during this time period. If non-exempt (hourly) employees are requested by their supervisor to report to campus to work, they will receive pay at a rate of 1.5 times their regular rate. No one is required to report to campus, if they are uncomfortable doing so. Employees who are not considered essential, prefer not to or are unable to report to campus during this time period will receive their regular wages.

Jimmy Cooney 3/24/2020 Erge Shley 3-24-2020  
Illinois Valley Community College Date Service Employees International #138 Date

April 2, 2020

On April 1, 2020 Governor Pritzker signed an Executive Order to extend the state's stay-at-home order. Based on this information, the Temporary Pandemic Leave Procedure has been extended for an additional three-week period, through April 24, 2020.

Jimmy Cooney 4/2/2020 Erge Shley 4-2-2020  
Illinois Valley Community College Date Service Employees International #138 Date

April 25, 2020

Per the recommendation of the Illinois Community College Board, the Temporary Pandemic Leave Procedure has been extended through the end of the spring semester, May 16, 2020.

Jimmy Cooney 5/16/2020 Erge Shley 5-6-20  
Illinois Valley Community College Date Service Employees International #138 Date



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

## Memorandum

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**To:** Dr. Jerry Corcoran, President  
**From:** Mark Grzybowski, Vice President for Student Services *MG*  
**Date:** April 14, 2020  
**Subject:** Response to Board Member Inquiries

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This memo is in response to inquiries received by board members at the March 12, 2020 meeting of the Board of Trustees.

One inquiry involved figuring the percentage of the in-district High School graduating class of 2019 who completed at least one IVCC credit hour before graduating from high school. As I mentioned at the March meeting of the Board of Trustees, the Director of Institutional Research is in the midst of completing the annual High School Market Penetration Report. The report, now in its final draft stages, indicates that there were 1,864 in-district high school class of 2019 graduates. When we then filter those high school graduates through two data sources, the National Student Clearing House and a customized internal data query, we find that 695 (or 37% of the total for the class of 2019) graduated from high school in 2019 having earned at least one credit hour from IVCC.

Another inquiry involved looking into a reference that "90% of IVCC students were eligible for student aid during the 2014-15 academic year". After several days of looking into this by current IVCC Financial Aid staff and contacting former IVCC Financial Aid Director Patty Williamson for assistance, I was unable to verify that percentage.

Finally, a request was made to recalculate the number of students enrolling from the east side of the district in the same manner it was done in 2009 when IVCC was planning to open the IVCC Ottawa Center. From a memo dated June 8, 2009 sent by former IR Director Cathy Bangert and former IR Analyst Bob Mattson to the administration, it was stated that "approximately 1,500 students enroll each semester...from the east side communities". The memo identified the following cities as being included: Ottawa, Streator, Marseilles, Earlville, Sheridan, Seneca, Grand Ridge, Ransom, Serena, and Naplate. It also listed "several smaller surrounding communities" as being included as well. When only focusing on the identified cities, the enrollment during Fall 2019 totaled 1,047 students (37% of the 2,841 Fall 2019 10<sup>th</sup> day figure). I suspect that number would be closer to 1,500 once the "several smaller surrounding communities" are identified and included. Additionally, the percentage would also increase with those smaller communities included.

The 40% measure that was referenced during the Board meeting could be in reference to a meeting between IVCC and City of Ottawa officials wherein it was referenced by our former VP of Academic Affairs and Student Services that "40% of students lived closer to Ottawa than Oglesby". Replicating that figure will require additional time and a deeper data mining project by the Office of Institutional Research.

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**INTEROFFICE MEMORANDUM**

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**TO:** Dr. Jerry Corcoran  
**FROM:** Cheryl Roelfsema *CR*  
**SUBJECT:** Web Server Hosting – IVCC Website  
**DATE:** May 5, 2020

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Our Information Technology Services (ITS) staff reached out to OmniUpdate for a quote for hosting our website. OmniUpdate is the platform on which our new website is built.

In the past our website has been down because of power outages and more recently because of a data breach. In order to avoid these outages and be able to provide timely information to our students and other stakeholders, the suggestion was made to use web server hosting.

We currently are paying \$14,000 per year for the license and OmniUpdate support. OmniUpdate's proposal would increase the license and support fee to \$21,000 per year with a one-time \$5,000 charge to migrate the data. The current license is paid through December 31, 2020. The additional license fee and set up charge would add \$12,000 for this calendar year. For years two and three, it would be an additional \$7,000 per year but provide us with a much more reliable website.

This change would eliminate the need for local server capacity for the website and IT staff time spent monitoring the server, thus creating some savings. Changes to the website would still be made by IT staff and the end users would not notice any change. This is an opportune time to make the move to Software as a Service (SaaS) as our current server needs to be rebuilt and files transferred before we are back online.

## Fw: Retirement date

leslie hofer <leshofer@yahoo.com>

Wed 5/6/2020 2:20 PM

To: Chris Dunlap <cdunlap@office365.ivcc.edu>

Sent from Yahoo Mail on Android

----- Forwarded Message -----

**From:** "Jim Gibson" <jimgibson.ivcc@gmail.com>

**To:** "leshofer@yahoo.com" <leshofer@yahoo.com>

**Sent:** Wed, May 6, 2020 at 2:18 PM

**Subject:** Retirement date

Leslie,

Thank you for reaching out.

I would like to retire July 1st, making my last day June 30th.

I'm sorry that I can't have a going away party. I was willing to cook allot of brat-burgers.

Have a great day,  
Jim



March 31, 2020

PRESIDENT

Pamela Beckett

BOARD OF DIRECTORS

Tom Justice, Chairman

Bob Eschbach, Vice-Chairman

John McCormick, Treasurer

Chuck Beckett

Tara Bedei

Keith Cain

Inga Carus

Tom Heimsoth

Tom Heitmann

Boyd Palmer

Susan Thornton

Reed Wilson

Larry Windsor

Gerilynn Smith  
Illinois Valley Community College  
815 N. Orlando Smith  
Oglesby, IL 61348

Dear Gerilynn,

I am writing on behalf of the entire team of the Strong Towns Speakers Forum event held at IVCC on March 5<sup>th</sup>. The event was a huge success with over one hundred (100) attendees, who enjoyed the beautiful venue, excellent speakers, delicious lunch, and spirited discussions afterwards.

Much of the credit of this successful event is due to your exceptional organizational skills in handling the reservation and making sure that the room was properly set-up, including the pre-function spaces in the hall. Your competent, professional service and attention to every detail in the reservation made my job much easier and certainly attributed to the success of the event.

I want you to know, Gerilynn, that I have enjoyed working with you and look forward to working with you again. You are certainly a credit to the IVCC staff!

Sincerely,

Pamela Beckett

PAB:cr

cc: Dr. Jerry Corcoran

STARVED ROCK COUNTRY COMMUNITY FOUNDATION

718 Columbus Street, Ottawa, IL 61350 815.252.2906 [www.srccf.org](http://www.srccf.org) [pamela@srccf.org](mailto:pamela@srccf.org)

# 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.