



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Thursday, January 14, 2021  
Board Room  
6:30 p.m.**

**NOTE:**

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

## IVCC'S MISSION STATEMENT

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

### BOARD AGENDA ITEMS

#### **January**

#### **February**

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

#### **March**

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

#### **April**

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

#### **May**

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

#### **June**

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

#### **July**

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

#### **August**

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

#### **September**

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

#### **October**

Authorize Preparation of Levy  
Audit Report  
IVCC Foundation Update

#### **November**

Adopt Tentative Tax Levy

#### **December**

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

**ILLINOIS VALLEY COMMUNITY COLLEGE**  
**Board of Trustees Meeting**  
**Thursday, January 14, 2021 – 6:30 p.m. – Board Room (C307)**

---

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

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
  - 6.1 Approval of Minutes – December 10, 2020 Planning Committee Meeting and December 10, 2020 Board Meeting (Pages 1-11)
  - 6.2 Approval of Bills - \$1,078,176.60
    - 6.2.1 Education Fund - \$730,673.52
    - 6.2.2 Operations & Maintenance Fund - \$55,862.10
    - 6.2.3 Auxiliary Fund - \$92,485.14
    - 6.2.4 Restricted Fund - \$14,732.32
    - 6.2.5 Audit - \$2,500.00
    - 6.2.6 Liability, Protection & Settlement Fund - \$181,918.52
    - 6.2.7 Grants, Loans & Scholarships - \$5.00
  - 6.3 Treasurer's Report (Pages 12-28)
    - 6.3.1 Financial Highlights (Page 13)
    - 6.3.2 Balance Sheet (Pages 14-15)
    - 6.3.3 Summary of FY21 Budget by Funds (Pages 16-22)
    - 6.3.4 Budget to Actual by Budget Officers (Page 23)
    - 6.3.5 Statement of Cash Flows (Page 24)
    - 6.3.6 Investment Status Report (Pages 25-26)
    - 6.3.7 Disbursements - \$5,000 or more (Page 27)
  - 6.4 Personnel – Stipends for Pay Periods Ending December 5, 2020 & December 19, 2020 and Part-time Faculty & Staff Appointments December 2020 (Pages 28-30)

7. Committee Reports
8. President's Report
9. Approval of Certificate: Criminology (Pages 31-32)
10. Approval of Certificate: Social Justice (Pages 33-34)
11. Approval of Certificate: Forensic Science (Pages 35-36)
12. Bid Results – Multi-Stage Welders (Page 37)
13. Blackboard License Renewal (Pages 38-42)
14. Truck Lease Extension (Page 43)
15. Central Illinois Manufacturing Academy (Pages 44-48)
16. Approval – Emergency Underground Pipe Repairs (Pages 49-50)
17. Faculty Appointment – Theresa Molln, Welding Instructor (Pages 51-52)
18. Faculty Resignation – Kathryn Seebruck, Agriculture Instructor (Pages 53-54)
19. Faculty Retirement – Pamela Mammano, Nursing Instructor (Pages 55-56)
20. Staff Retirement – Cheryl Roelfsema, Vice President Business/Finance (Pages 57-58)
21. Board Policies (Pages 59-69)
  - 21.1 Alternative Credit – Policy 2.6 (Pages 60-65)
  - 21.2 Chronic Communicable Diseases – Policy 2.8 (Pages 66-68)
  - 21.3 Required Placement Testing (Academic Placement) – Policy 2.22 (Page 69)
22. Items for Information (Pages 70-79)
  - 22.1 Memorandum of Understanding – COVID-19 Quarantine Day (Pages 70-71)
  - 22.2 Student Code of Conduct Update (Pages 72-73)
  - 22.3 Digital Marketing Campaign (Page 74)
  - 22.4 Staff Resignation – Vicky Jackson, Information Specialist (Page 75)
  - 22.5 Building C Change Order (Pages 76-78)
  - 22.6 Fall 2020 Graduation (Page 79)
23. Trustee Comment
24. Closed Session – 1) pending or imminent litigation; 2) complaint lodged against an official or employee of the public body; 3) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 4) collective negotiations; and 5) closed session minutes
25. Approval of Closed Session Minutes
26. Other
27. Adjournment

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

**Planning Committee Meeting**  
**December 10, 2020**

The Planning Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5:30 p.m. on Thursday, December 10, 2020 in the Board Room (C307) at Illinois Valley Community College.

**Committee Members**

**Physically Present:**

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

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

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

**Others Physically Present:** Jerry Corcoran, President  
Deborah Anderson, Vice President for Academic Affairs  
Cheryl Roelfsema, Vice President for Business Services and Finance  
Bonnie Campbell, Associate Vice President for Academic Affairs

**Others Virtually Present:** Mark Grzybowski, Vice President for Student Services  
Matt Suerth, Director of Institutional Research

The meeting was called to order at 5:35 p.m. by Mr. McCracken.

**PUBLIC COMMENT**

None

**BOARD POLICIES**

The committee members reviewed policies with proposed revisions highlighted.

- Policy 2.6 – Alternative Credit  
New language added credit for Prior Learning to include portfolio assessment for work experience, technical/vocational training, industry certification, licensure, registry, or other learning experiences such as training evaluation, continuing education units or other competency-based equivalency reviews. Ms. Campbell noted that the added language is to streamline the process for students to gain credit for prior learning. The overall idea is to remove barriers for students and provide an incentive to complete.

- Policy 2.8 – Chronic Communicable Diseases  
A statement was added to the policy that the college will follow all recommendations as set forth by the Center for Disease Control and/or Illinois Department of Health, i.e. *the wearing of face masks is recommended and will be required on campus.*
- Policy 2.22 – Required Placement Testing (Academic Placement)  
Language regarding required placement testing was removed. New language was added for placement in English and math courses to be completed through multiple measures. It was proposed that the subject for the policy be changed to *Academic Placement.*

Mr. McCracken commented that the proposed changes to the policies were appropriate. The committee recommended that the proposed revised Board policies be shared with the full Board, as presented.

### **STUDENT CODE OF CONDUCT**

Proposed new language was added to Item #20 of the code about adhering to recommendations set forth by the Center for Disease Control or Illinois Department of Public Health (i.e. *wearing facial coverings during the Coronavirus pandemic which are required when on campus*). Dr. Corcoran noted that the updated Student Code of Conduct would be presented as an information item at the January Board meeting.

### **DIVERSITY, EQUITY AND INCLUSION UPDATE**

An update was provided by Mark Grzybowski, Vice President for Student Services. The goal of the DEI Committee is to collect feedback from all college stakeholders during the construction of the DEI Plan. Mr. Grzybowski noted that the guide was first circulated to the IVCC Board of Trustees in early November. Currently it is being distributed to administration, faculty and staff. Prior to the winter break the collective responses from the stakeholders will then be shared with Dr. Paul Gorski, an educator who specializes in educational equity and justice. Dr. Gorski and his team have been invited to guide IVCC through the next steps of creating the institutional DEI plan at the January 2021 all-staff Development Day. Mr. Grzybowski noted that the DEI Committee sincerely appreciates IVCC Board of Trustee support of this initiative and valuable feedback that has already been provided.

### **ICCB PROGRAM REVIEW REPORT**

Dr. Deborah Anderson provided highlights of the Community College Program Review Report submitted to the Illinois Community College Board (ICCB). Dr. Anderson informed that certain programs are reviewed each year and over a course of five years every program is reviewed. The following programs were reviewed in FY 2020: the academic discipline of the Humanities and Fine Arts; student and academic support services of Disability Services, Counseling and Advising, the Library; cross-disciplinary instruction area of Adult Education and English as a Second Language; Career and Technical Education programs of Agriculture and Agronomy, Renewable Energy, Nursing (RN and LPN), Nursing (CNA), and Marketing and Retailing/Merchandising. Dr. Anderson noted that program reviews include information and data about their need, cost-effectiveness, and quality to demonstrate their continued viability. Highlights from the external program review included:

- Humanities and Fine Arts struggled with declining enrollments, creating a need to better match course and section offerings with enrollment.

- Disability Services actively accommodates approximately 155 students per fiscal year. Changes since the last review contain the addition of automated tracking services, the implementation of summer orientation, the utilization of more electronic and digital resources, and the addition of the well-being portal YOU@IVCC.
- Counseling and Advising implemented additional services since the previous review including a counseling syllabus, improved orientation and retention processes, counseling podcasts and student wellness fairs, and degree audit and student planner software.
- The Library added more group study space containing an Active Learning Area since the previous review. The Library experienced a decline in gate count numbers from an average of 1,857 people per week in 2014 to an average of 686 people per week in 2019. Library spaces will be updated to meet the study needs of patrons as IVCC develops its Student Success Center.
- The Adult Education program has developed career pathway flowcharts allowing students to transition from HSE and ESL into CTE and other pathways. Since the previous review an average of 24 HSE completers transitioned to IVCC through the First-Class-Free program.
- Agriculture has been reinstated at IVCC during the current review cycle. Labor market data indicates need for the program. The program has developed industry partnerships and scholarship opportunities. IVCC has initiated a two-phase Agriculture Complex construction project and Phase I, a 6,000 square-foot storage facility, was completed in 2020. Phase II consists of instructional and lab space for the program.
- Nursing (RN/LPN) will update its curriculum during the next review cycle in preparation for its ACEN visit. Innovations since the last review include the development of a remediation program to address the needs of students with unsuccessful HESI scores. NCLEX pass rates over the review cycle averaged 91 percent.
- Nursing (CNA) anticipates increasing need over the next five years indicating IVCC may consider additional sections to meet this demand. Pass rates for licensure for the past five years averaged 87 percent.

Areas and programs scheduled for review in fiscal year 2021 include: the academic discipline of Social and Behavioral Sciences; Student and Academic Support Areas of Business Services, Athletics, Student Activities; and Career and Technical Programs of Engineering Technologies, Manufacturing, Early Childhood Development, Maintenance, Automotive, and Truck Driver Training.

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

Dr. Anderson noted that the NCCBP report indicates how IVCC compares with participating community colleges across the nation on key performance metrics. Institutional Research will submit its report on the results of this year's survey after the first of the year. Dr. Anderson provided highlights from the survey's Report of National Aggregate Data.

- IVCC completion rates ranks the college in the 83<sup>rd</sup> percentile. The persistence rates at IVCC compare favorably to national institutions. Fall-to-fall persistence is 55.26 percent, ranking the college in the 88<sup>th</sup> percentile.
- The college's academic support services compare favorably based on our Noel-Levitz and CCSSE results, placing the college in the 88<sup>th</sup> and 83<sup>rd</sup> percentiles respectively. IVCC also ranks well nationally on satisfaction with service in Admissions and Financial Aid (78<sup>th</sup>

percentile), Safety and Security (76<sup>th</sup> percentile), and overall service excellence (76<sup>th</sup> percentile) based on the college's most recent Noel-Levitz Student Satisfaction Inventory results.

- Areas for improvement include the most recent CCSSE benchmark results in Academic Challenge (20<sup>th</sup> percentile) and Active and Collaborative Learning (16<sup>th</sup> percentile).

Mr. Suerth commented that there was a decline in the number of colleges participating in the NCCBP this year because of COVID and, therefore, the numbers are affected due to this lack of participation. Mr. McCracken thanked Dr. Anderson for the report and Mr. Suerth for his insight into the reported results.

### **HIGH SCHOOL TO IVCC FEEDBACK REPORT**

Dr. Anderson reported on the summary of the progress of the 2019 cohort of high school graduates who attended IVCC during the 2019-2020 academic year. The cohort is comprised of graduates from the district's high schools: Bureau Valley, DePue, Earlville, Fieldcrest, Hall, Henry-Senachwine, LaMoille, LaSalle-Peru, Marquette, Mendota, Ottawa, Princeton, Putnam County, Seneca, Serena, St. Bede, Streator, and Woodland. Dr. Anderson noted that results of individual high schools were shared with district superintendents and high school principals during the summer of 2020.

- Total term enrollments for the 2019-2020 academic year were 977: 19.6 percent of enrollments occurred during the summer 2019 term; 90.3 percent occurred during the fall 2019 term; and 83.9 percent occurred during the spring 2020 term.
- Students were placed based on the results of their ACT, SAT or ACCUPLACER standardized test scores. Fifty-six or 5.7 percent students placed into developmental reading.
- Of the 357 students who were placed in English courses, 7.8 percent were placed into developmental English classes; 12.9 percent were placed into developmental classes and progressed to college-level course work during the academic year; and 79.3 percent placed into college-level course work.
- Of the 330 students who were placed in math courses, 12.4 percent were placed into developmental math classes; 5.5 percent were placed into developmental classes and progressed to college-level course work during the academic year; and 82.1 percent placed into college-level course work.
- The average ACT composite score was 21.3 and 154 students submitted ACT scores.
- The average SAT composite score was 980 and 954 students submitted SAT scores.
- Seventy-four students in the cohort submitted both ACT and SAT scores.
- Based on students' performance in selected classes during the fall 2019 term, the average cohort success rate was 82.92 percent. Course success is defined as a grade 'C' or better.

### **OTHER**

None

### **ADJOURNMENT**

Mr. McCracken thanked everyone involved for the outstanding work and reports. Mr. McCracken requested a motion to adjourn. Motion made by Dr. Boyles and seconded by Ms. Goetz to adjourn the meeting.



Roll Call Vote: “Ayes” – Dr. Boyles, Ms. Goetz and Mr. McCracken. “Nay” – none. Motion carried.

Mr. McCracken declared the meeting adjourned at 6:10 p.m.

---

Jay K. McCracken, Planning Committee Chair

---

Jane E. Goetz, Board Chair

---

Angela M. Stevenson, Board Secretary

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

**Minutes of Regular Meeting**  
**December 10, 2020**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, December 10, 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 L. Boyles  
David O. Mallery  
Jay K. McCracken  
Manuel “Tony” Galindo, Student Trustee  
Naomi Ochuba, Student Trustee-Elect

**Members Telephonically Present:**

**Members Absent:** Maureen O. Rebholz

**Others Physically Present:** Jerry Corcoran, President  
Cheryl Roelfsema, Vice President for Business Services & Finance  
Leslie Hofer, Director of Human Resources  
Chris Dunlap, Director of Information Technology Services  
Walt Zukowski, Attorney

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

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

**APPROVAL OF AGENDA**

It was moved by Mr. Solon and seconded by Mr. McCracken to approve the agenda, as presented. Student Advisory Vote: – “Aye” – Mr. Galindo. Roll Call Vote: “Ayes” – Mr. Mallery, Mr. McCracken, Dr. Boyles, Mr. Solon, Ms. Stevenson, and Ms. Goetz. “Nay” – none. Motion carried.

### **RECOGNITION – MANUEL “TONY” GALINDO, STUDENT TRUSTEE**

Ms. Goetz read a resolution honoring Tony Galindo 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 to the College as a student Board member. Mr. Galindo thanked the Board for the great experience and the opportunities in serving as Student Trustee. He added that he would be transferring to the University of Iowa this coming spring semester to study neuroscience.

Ms. Goetz was joined by all Board members in welcoming Naomi Ochuba, Student Trustee for 2021.

### **PUBLIC COMMENT**

Tracy Lee thanked Dr. Patrice Hess and her Learning Resources Center team for assisting faculty to meet the needs of students with online instruction throughout the fall semester. Ms. Lee expressed her appreciation to these devoted employees and recognized CETLA, the Library, Student Help Desk, Writing Center, Tutoring Center, Disability Services and Assessment Center.

### **CAMPUS UPDATE – IVCC EMPLOYEE DEMOGRAPHICS**

Leslie Hofer, Director of Human Resources, presented IVCC’s demographics for fiscal year 2020. Ms. Hofer noted that IVCC employees in the white, non-Hispanic category had a slight decrease from last year’s numbers along with a decrease in our student population whereas our district population had a slight increase over last year. Our Black/African American category shows that our student and district populations decreased while the employee population is trending upward. IVCC’s Hispanic employee category continues to increase. Ms. Hofer informed that IVCC makes a concerted effort to recruit a diverse pool of candidates for each open position. Supervisors and selection committee members are provided with training to ensure that the hiring process is handled fairly and the best candidates are selected for employment. In FY20 the majority of our new hires continue to be females. Of the 21 full-time positions filled in FY20 eight were advertised outside of the Illinois Valley which is the college’s practice when filling administrative, faculty, and traditionally hard-to-fill professional/technical positions. Part-or full-time support staff positions are not normally advertised outside of the local area as the local pool of qualified applicants for these positions is typically higher than the local pool for faculty and administrative positions. Among the top recruitment sources from the Applitrack data are IVCC website and internet. In FY20, HR worked with Indeed to pick up all new postings at no cost to the college. Ms. Hofer noted that the HR department also focuses on new employee orientation, development, training, wellness and compliance activities.

### **CONSENT AGENDA ITEMS**

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

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

The following items were approved in the consent agenda:

Approval of Minutes – November 12, 2020 Board Meeting.

Approval of Bills - \$1,143,895.59

Education Fund - \$764,686.79; Operations & Maintenance Fund - \$50,265.81; Operations & Maintenance (Restricted Fund) - \$72,827.54; Auxiliary Fund - \$179,072.29; Restricted Fund - \$40,229.83; Audit - \$11,550.00; and Liability, Protection & Settlement Fund - \$25,263.33.

Treasurer's Report

Personnel

Approved stipends for pay periods ending November 7, 2020 and November 21, 2020 & Part-time Faculty and Staff Appointments of November 2020.

**APPOINTMENT OF SECRETARY PRO-TEM**

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

**PRESIDENT'S REPORT**

Dr. Corcoran reported that in late October the Department of Commerce and Economic Opportunity announced a notice of funding opportunity for two manufacturing academies to be created in the central and southern regions of the state. Up to \$15 million is available to support the academies. Dr. Corcoran added that individual community colleges may go it alone with their plans in pursuit of these funds, or a consortium of community colleges may choose to work together. Dr. Corcoran informed that the administration is giving serious consideration to joining a consortium of Illinois community colleges with districts that represent more than one-third of Central Illinois's manufacturers, and where manufacturing jobs are projected to increase from 2020 to 2025 between 5 – 10 percent (EMSI Labor Market Analytics). Dr. Corcoran noted that IVCC's Peter Miller Community Technology Center is state of the art, so we are not interested in capital funds for construction that would come to the consortium, but we are definitely interested in being part of a Manufacturing Academy consortium where partner colleges would work together in developing shared curricula with shared instructional materials for advanced manufacturing programs and related stackable-credential programs. If our consortium were to be selected for funding, the Manufacturing Academy would be located in one location with consortium colleges serving as satellites. Foundational credit and non-credit-bearing courses would be offered at the Academy satellites with advanced manufacturing courses offered either online or at the Academy home site. Dr. Corcoran informed that we are not ready to make an official recommendation for Board consideration and approval tonight, however, we wanted to let you know that we are very interested in working with other colleges on manufacturing-related programs that would benefit traditional students upon leaving the high school, the non-traditional student population made up of people who want to upgrade their skills, and employers in need of incumbent worker training. Dr. Corcoran noted that Bonnie Campbell, Dr. Shane Lange, Jennifer Scheri and Jen Sowers are doing a fine job of gathering information on the proposal and interacting with manufacturers in the district. He advised to stay tuned for more to follow next month on this subject. Dr. Corcoran noted that on a different subject, the Project Success performance report has come in from the Department of Education and once again, Chris Herman and his hard-working staff of Cynthia Cardosi, Diane Scoma, and Terumi Scully excelled in all categories including persistence, academic standing, degrees, certificates and transfer rates. Congratulations to Chris, his coworkers and 165 Project Success students on a job well done. Dr. Corcoran noted that as you may have

seen in one of Fran Brolley's recent press releases, results of the 2020 SGA are in and Grace Sparling is the SGA president, Isabel Lueck vice president, Gorge Leon secretary, Naomi Ochuba treasurer, sophomore representative Reid Tomasson and sophomore programming board member Gabrielle Englehaupt. He added that obviously, with Naomi moving into the Trustee position, there is a vacancy that must be filled so the SGA will meet soon and address the open Treasurer spot. Dr. Corcoran expressed many thanks to the SGA members for stepping forward to serve in these leadership roles, and to Cory Tomasson and Mark Grzybowski for always doing such a fine job of handling these matters.

## **COMMITTEE REPORTS**

None

### **2020 TAX LEVY**

It was moved by Mr. Solon and seconded by Mr. McCracken to adopt the Tax Levy Resolution, Certificate of Tax Levy, Resolution of Intent, Notice of Intent to Increase Tax Ley, and Certificate of Compliance with the Truth in Taxation Act, as presented.

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

### **ADMINISTRATIVE ASSISTANT I CONTINUING EDUCATION & BUSINESS SERVICES**

It was moved by Dr. Boyles and seconded by Ms. Stevenson to approve the addition of a full-time Administrative Assistant to the Continuing Education and Business Services Department.

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

### **FACULTY RETIREMENT – DAN SERAFINI, MATHEMATICS INSTRUCTOR**

It was moved by Mr. McCracken and seconded by Mr. Mallery to accept with regret the retirement of Dan Serafini, Mathematics Instructor, effective July 31, 2021.

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

### **FACULTY RETIREMENT – RICK SERAFINI, ACCOUNTING INSTRUCTOR**

It was moved by Mr. Solon and seconded by Ms. Stevenson to accept with regret the retirement of Rick Serafini, Accounting Instructor, effective July 31, 2021.

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

Dr. Corcoran noted that the college has been very fortunate to have both Dan Serafini and Rick Serafini as instructors. He added that we have benefited from their professionalism every day and both are deserving of a fine retirement.

### **SCHEDULE OF REGULAR MEETING DATES AND TIMES**

It was moved by Ms. Stevenson and seconded by Dr. Boyles to approve the following meeting dates for 2021 and provide public notice of this schedule. All meetings will take place at 6:30 p.m. in Room C-307, The Board Room, on the campus of Illinois Valley Community College, 815 North Orlando Smith Road, Oglesby, Illinois.

Thursday, January 14, 2021  
Thursday, February 11, 2021  
Thursday, March 11, 2021  
Thursday, April 8, 2021  
Thursday, May 13, 2021  
Thursday, June 10, 2021

Thursday, July 8, 2021  
Thursday, August 12, 2021  
Thursday, September 9, 2021  
Thursday, October 14, 2021  
Thursday, November 18, 2021  
Thursday, December 9, 2021

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

### **TRUSTEE COMMENT**

Ms. Goetz wished all a safe and healthy holiday season.

### **CLOSED SESSION**

Ms. Goetz requested a motion and a roll call vote at 7:10 p.m. to enter into a closed session to discuss: 1) imminent or pending litigation; 2) complaint lodged against an official or employee of the public body; 3) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 4) collective negotiations; and 5) closed session minutes. Motion made by Ms. Stevenson and seconded by Mr. McCracken to enter into a closed session.

Student Advisory Vote: – “Aye” – Mr. Galindo. Roll Call Vote: “Ayes” – Mr. Mallery, Mr. McCracken, Dr. Boyles, Mr. Solon, Ms. Stevenson, and Ms. Goetz. “Nay” – none. Motion carried. The Board immediately entered closed session at 7:15 p.m.

Motion made by Mr. McCracken and seconded by Ms. Stevenson to return to the regular meeting. Student Advisory Vote: – “Aye” – Mr. Galindo. Roll Call Vote: “Ayes” – Mr. Mallery, Mr. McCracken, Dr. Boyles, Mr. Solon, Ms. Stevenson, and Ms. Goetz. “Nay” – none. Motion carried. The regular meeting resumed at 7:58 p.m.

### **CLOSED SESSION MINUTES**

It was moved by Dr. Boyles and seconded by Ms. Stevenson to approve and retain the closed session minutes of November 12, 2020.

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

**OTHER**

Dr. Corcoran noted that the Popular Annual Financial Report for the fiscal year ending June 30, 2020 was available at the table to those Board members physically present and the report would be mailed to all other Board members. He thanked Cheryl Roelfsema and her team for the fine report.

**ADJOURNMENT**

Ms. Goetz declared the meeting adjourned at 8:00 p.m.

---

Jane E. Goetz, Board Chair

---

Angela M. Stevenson, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

DECEMBER 2020

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

Kathy Ross  
Controller



## FINANCIAL HIGHLIGHTS – December 2020

### Revenues

- As of December 18, the headcount for fall semester 2020 was 2,483 which is 469 students less than at the same point in time last year. Fall credit hours were at 21,019, a 12.36 percent decrease from one year ago. Traditional credit hours were down by 10.28 percent with the additional decrease coming from dual credit/dual enrollment and the Ottawa Center.

Spring semester classes begin on January 14. As of December 18, headcount for spring semester was 2,002 which is 136 students, or 6.36 percent, less than at the same point in time last year. Credit hours were down 2,868, a 13.94 percent decrease from spring 2020. Traditional credit hours are down 13.48 percent. On a positive note, counseling and registration were very busy the first week of January.

- Property tax collections as of December 31, were \$12,360,458, or 98.8 percent of the \$12,506,170 requested levy for tax year 2019. The final Real Property Tax Assessment Settlement Agreement among Exelon Generation Company and the twelve taxing districts has been filed with the LaSalle County Circuit Court. This agreement establishes the EAV of the LaSalle Generation Plant at \$460 million for tax years 2020 and 2021, the same EAV as tax year 2019.
- The State continues to be current with monthly credit hour grant and equalization grant payments. The first installment, \$105,000, of the \$210,000 CTE formula grant has also been received. With the defeat of the graduated tax amendment, it is likely there will be a reduction in state funding for FY2021 and future years but as of yet there is nothing definite from the ICCB or the governor's office.

### Expenses

- Overall, expenses are running at 50.2 percent of budget. One year ago at this point in time, expenses were 46.0 percent of budget.
- Expense line items showing a significant variance from budget are 1) Annual Ellucian software maintenance costs of \$286,114; 2) Counselors' salaries are running higher than budget; 3) Financial Aid includes \$686,650 in CARES Act monies disbursed to students; 3) Legal expenses include \$16,045 for data breach services and \$50,825 for general counsel – \$39,370 over budget; 4) Risk Management includes \$100,000 in data breach costs; and 5) Bookstore expenses include a computer upgrade and annual software support.

### Protection, Health & Safety Projects

- Building G Air Handling Units Replacement – project should be complete by the end of January;
- Key Card Access Upgrade – bid documents out by February 1; construction starts in March;
- Fireplace Lounge Ramp Replacement – bid documents out by February 1; construction starts in March.

### Other Projects

- Roadway and Parking Lot Resealing Project – a CDB project – Bids were opened on January 8. The CDB will review and make a recommendation. Estimated project start date is April 2021. This project has a budget of \$900,000 with \$675,000 in state funding and \$225,000 from local funds.

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

	Governmental Funds Types			Proprietary	Fiduciary	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency	General Fixed Assets	General Long-Term Debt	
<b>Assets and Other Debts</b>								
Cash and cash equivalents	\$ 10,454,812	\$ 3,073,062	\$ 701,293	\$ 240,843	\$ 338,768	\$ -	\$ -	13,504,309
Investments	5,805,640	7,244,116	143,911	-	310,642	-	-	-
Receivables								
Property Taxes	9,833,025	2,603,964	-	-	-	-	-	12,436,989
Governmental claims	-	(54,181)	-	-	46,184	-	-	(7,997)
Tuition and fees	1,296,398	3,184	-	372,787	-	-	-	1,672,369
Due from other funds	1,495,856	-	-	-	-	-	-	1,495,856
Due to/from student groups	-	-	-	-	-	-	-	-
Bookstore inventories	-	-	-	484,292	-	-	-	484,292
Other assets	74,247	33,830	-	-	-	-	-	108,077
Deferred Outflows	-	-	-	-	-	-	524,832	524,832
Fixed assets - net	-	-	-	30,181	-	59,786,846	-	59,817,027
Other debits								
Amount available in								
Debt Service Fund	-	-	-	-	-	-	-	-
Amount to be provided								
to retire debt	-	-	-	-	-	-	13,919,226	13,919,226
<b>Total assets and deferred outflows</b>	<b>\$ 28,959,978</b>	<b>\$ 12,903,975</b>	<b>\$ 845,204</b>	<b>\$ 1,128,103</b>	<b>\$ 695,594</b>	<b>\$ 59,786,846</b>	<b>\$ 14,444,058</b>	<b>\$ 118,763,758</b>

14

*cf*

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

	Governmental Funds Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency	General Fixed Assets	General Long-Term Debt	
<b>Liabilities</b>								
Accounts payable	58,905	-	-	4,104	6,864	-	-	69,873
Accrued salaries & benefits	2,005,990	22,375	-	13,703	-	-	-	2,042,068
Post-retirement benefits & other	144,090	-	-	-	-	-	-	144,090
Unclaimed property	207	-	-	-	-	-	-	207
Due to other funds	74,679	690,662	-	238,591	491,924	-	-	1,495,856
Due to student groups/deposits	93,934	-	-	-	196,806	-	-	290,740
Deferred inflows								-
Property taxes	4,916,513	1,301,982	-	-	-	-	-	6,218,495
Tuition and fees	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-
OPED	-	-	-	-	-	-	2,311,278	-
OPEB long term debt	-	-	-	-	-	-	12,132,780	12,132,780
<b>Total Liabilities</b>	<b>7,294,318</b>	<b>2,015,019</b>	<b>-</b>	<b>256,398</b>	<b>695,594</b>	<b>-</b>	<b>14,444,058</b>	<b>24,705,387</b>
<b>Net Position/Net Assets</b>								
Net investment in general fixed assets	-	-	-	-	-	59,786,846	-	59,786,846
Fund balance								-
Reserved for restricted purposes	-	10,888,956	-	-	-	-	-	10,888,956
Reserved for debt service	-	-	845,204	-	-	-	-	845,204
Unreserved	21,665,660	-	-	871,705	-	-	-	22,537,365
								-
<b>Total liabilities and net position</b>	<b>\$ 28,959,978</b>	<b>\$ 12,903,975</b>	<b>\$ 845,204</b>	<b>\$ 1,128,103</b>	<b>\$ 695,594</b>	<b>\$ 59,786,846</b>	<b>\$ 14,444,058</b>	<b>\$ 118,763,758</b>

*al*

Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2021 Revenues & Expenditures by Fund  
 For the six months ended December 31, 2020  
 Unaudited

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Restricted Fund	Debt Service Fund	Auxillary Enterprise Fund	Restricted Purposes Fund	Working Cash Fund	Audit Fund	Liability Protection & Settlement Fund	Total (Memorandum Only)
Actual Revenue	\$ 15,748,657	\$ 2,077,230	\$ 1,362,773	\$ 802	\$ 845,999	\$ 2,655,094	\$ 37,481	\$ 37,314	\$ 1,276,721	\$ 24,042,071
Actual Expenditures	9,262,234	1,101,718	715,346	-	939,181	2,996,561	-	39,050	642,822	15,696,912
Other Financing Sources (Uses)	(10,000)	-	-	-	-	10,000	-	-	-	-
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	6,476,423	975,512	647,427	802	(93,182)	(331,467)	37,481	(1,736)	633,899	8,345,159
Fund balances July 1, 2020	10,586,964	3,626,764	4,743,808	844,402	964,888	56,851	4,886,316	36,029	180,346	25,926,368
Fund balances December 31, 2020	\$ 17,063,387	\$ 4,602,276	\$ 5,391,235	\$ 845,204	\$ 871,706	\$ (274,616)	\$ 4,923,797	\$ 34,293	\$ 814,245	\$ 34,271,527

*cl*

**Illinois Valley Community College District No. 513**  
**Summary of Fiscal Year 2021 Revenues & Expenditures by Fund**  
**For the six months ended December 31, 2020**  
**Unaudited**

	Annual Budget FY2021	12/31/2020	Actual/Budget 50.0%	12/31/2019	Annual Budget FY2020	Actual/Budget 50.0%
<b>EDUCATION FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 8,579,643	\$ 8,276,634	96.5%	\$ 8,136,011	\$ 8,209,880	99.1%
Corporate Personal Property Replacement Tax	900,513	261,838	29.1%	348,514	905,250	38.5%
Tax Increment Financing Distributions	387,250	234,513	60.6%	151,606	387,250	39.1%
Total Local Government	<u>9,867,406</u>	<u>8,772,985</u>	88.9%	<u>8,636,131</u>	<u>9,502,380</u>	90.9%
State Government:						
ICCB Credit Hour Grant	1,728,400	794,875	46.0%	909,015	1,568,250	58.0%
Equalization Grant	50,000	20,833	41.7%	20,833	50,000	41.7%
Career/Technical Education Formula Grant	200,000	105,577	52.8%	-	200,000	0.0%
Other	-	-	-	-	-	-
Total Statement Government	<u>1,978,400</u>	<u>921,285</u>	46.6%	<u>929,848</u>	<u>1,818,250</u>	51.1%
Federal Government						
PELL Administrative Fees	7,975	-	0.0%	255	7,325	3.5%
Total Federal Government	<u>7,975</u>	<u>-</u>	0.0%	<u>255</u>	<u>7,325</u>	3.5%
Student Tuition and Fees:						
Tuition	6,586,152	5,288,577	80.3%	6,270,855	6,886,576	91.1%
Fees	837,700	626,187	74.8%	809,525	877,300	92.3%
Total Tuition and Fees	<u>7,423,852</u>	<u>5,914,764</u>	79.7%	<u>7,080,380</u>	<u>7,763,876</u>	91.2%
Other Sources:						
Public Service Revenue	341,879	96,908	28.3%	157,577	287,450	54.8%
Other Sources:	234,613	42,715	18.2%	109,804	233,839	47.0%
Total Other Sources	<u>576,492</u>	<u>139,623</u>	24.2%	<u>267,381</u>	<u>521,289</u>	51.3%
<b>TOTAL EDUCATION FUND REVENUE</b>	<u>\$ 19,854,125</u>	<u>\$ 15,748,657</u>	79.3%	<u>\$ 16,913,995</u>	<u>\$ 19,613,120</u>	86.2%
<b>EDUCATION FUND EXPENDITURES</b>						
Instruction:						
Salaries	\$ 8,239,344	\$ 3,914,497	47.5%	\$ 3,948,308	\$ 8,192,913	48.2%
Employee Benefits	1,705,720	722,300	42.3%	747,177	1,822,252	41.0%
Contractual Services	146,565	39,165	26.7%	39,241	161,549	24.3%
Materials & Supplies	404,772	136,769	33.8%	138,644	429,721	32.3%
Conference & Meeting	162,988	7,576	4.6%	21,805	142,376	15.3%
Fixed Charges	55,000	27,254	49.6%	143,321	189,000	75.8%
Capital Outlay	-	-	0.0%	-	-	0.0%
Other	-	-	-	-	-	-
Total Instruction	<u>10,714,389</u>	<u>4,847,561</u>	45.2%	<u>5,038,496</u>	<u>10,937,811</u>	46.1%

Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2021 Revenues & Expenditures by Fund  
 For the six months ended December 31, 2020  
 Unaudited

	Annual Budget FY2021	12/31/2020	Actual/Budget 50.0%	12/31/2019	Annual Budget FY2020	Actual/Budget 50.0%
<b>Academic Support:</b>						
Salaries	1,003,192	452,119	45.1%	476,672	982,326	48.5%
Employee Benefits	211,676	79,708	37.7%	70,121	172,141	40.7%
Contractual Services	197,118	165,330	83.9%	139,649	191,657	72.9%
Materials & Supplies	306,822	105,934	34.5%	127,581	278,128	45.9%
Conference & Meeting	20,595	1,558	7.6%	4,603	16,955	27.1%
Utilities	26,445	17,175	64.9%	15,075	25,650	58.8%
Capital Outlay	-	12,348		-	-	0.0%
Other	-	-		-	-	
<b>Total Academic Support</b>	<u>1,765,848</u>	<u>834,172</u>	47.2%	<u>833,701</u>	<u>1,666,857</u>	50.0%
<b>Student Services:</b>						
Salaries	1,121,572	628,808	56.1%	654,382	1,293,469	50.6%
Employee Benefits	385,992	167,477	43.4%	146,202	366,444	39.9%
Contractual Services	40,777	9,866	24.2%	46,193	22,778	202.8%
Materials & Supplies	77,202	20,635	26.7%	31,192	68,187	45.7%
Conference & Meeting	45,075	195	0.4%	11,341	45,075	25.2%
Utilities	-	442	0.0%	402	-	0.0%
<b>Total Student Services</b>	<u>1,670,518</u>	<u>827,423</u>	49.5%	<u>889,712</u>	<u>1,795,953</u>	49.5%
<b>Public Services/Continuing Education:</b>						
Salaries	344,429	161,930	47.0%	190,599	367,282	51.9%
Employee Benefits	77,863	35,120	45.1%	35,722	80,616	44.3%
Contractual Services	258,400	31,790	12.3%	132,391	248,250	53.3%
Materials & Supplies	92,800	16,218	17.5%	42,070	89,250	47.1%
Conference & Meeting	18,950	691	3.6%	3,381	20,550	16.5%
Utilities	-	-	0.0%	-	-	-
Other	300	-	0.0%	-	200	0.0%
<b>Total Public Services/Continuing Education</b>	<u>792,742</u>	<u>245,749</u>	31.0%	<u>404,163</u>	<u>806,148</u>	50.1%
<b>Institutional Support:</b>						
Salaries	1,856,317	924,921	49.8%	868,425	1,804,720	48.1%
Employee Benefits	691,890	378,912	54.8%	349,294	673,288	51.9%
Contractual Services	569,172	498,456	87.6%	400,890	634,007	63.2%
Materials & Supplies	381,678	205,547	53.9%	212,417	429,645	49.4%
Conference & Meeting	69,225	10,560	15.3%	14,158	68,285	20.7%
Utilities	26,315	4,139	15.7%	5,403	26,050	20.7%
Capital Outlay	176,381	12,348	7.0%	-	25,875	0.0%
Other	29,550	(55)	-0.2%	(69)	15,550	-0.4%
Provision for Contingency	500,000	-	0.0%	-	156,931	
<b>Total Institutional Support</b>	<u>4,300,528</u>	<u>2,034,828</u>	47.3%	<u>1,850,518</u>	<u>3,834,351</u>	48.3%
Scholarships, Grants and Waivers	600,000	472,501	78.8%	336,434	577,000	58.3%
<b>TOTAL EDUCATION FUND EXPENDITURES</b>	<u>\$ 19,844,125</u>	<u>\$ 9,262,234</u>	46.7%	<u>\$ 8,948,861</u>	<u>\$ 19,618,120</u>	45.6%
<b>INTERFUND TRANSFERS - NET</b>	<u>\$ (10,000)</u>	<u>\$ (10,000)</u>	100.0%	<u>\$ (10,000)</u>	<u>\$ 5,000</u>	-200.0%

*cl*

Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2021 Revenues & Expenditures by Fund  
 For the six months ended December 31, 2020  
 Unaudited

	Annual Budget FY2021	12/31/2020	Actual/Budget 50.0%	12/31/2019	Annual Budget FY2020	Actual/Budget 50.0%
<b>OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 1,383,200	\$ 1,334,400	96.5%	\$ 1,296,181	\$ 1,307,306	99.1%
Corporate Personal Property Replacement Tax	225,000	46,207	20.5%	61,502	230,000	26.7%
Tax Increment Financing Disbursements	130,000	78,171	60.1%	50,331	130,000	38.7%
Total Local Government	<u>1,738,200</u>	<u>1,458,778</u>	83.9%	<u>1,408,014</u>	<u>1,667,308</u>	84.4%
State Government:						
ICCB Credit Hour Grant	305,023	134,579	44.1%	153,435	276,750	55.4%
Total State Government	<u>305,023</u>	<u>134,579</u>	44.1%	<u>153,435</u>	<u>276,750</u>	55.4%
Student Tuition and Fees						
Tuition	512,448	439,572	85.8%	509,749	535,702	95.2%
Total Tuition and Fees	<u>512,448</u>	<u>439,572</u>	85.8%	<u>509,749</u>	<u>535,702</u>	95.2%
Other Sources:						
Facilities Revenue	133,500	38,451	28.8%	73,218	138,941	52.7%
Investment Revenue	50,000	2,942	5.9%	27,513	45,000	61.1%
Other	2,500	2,908	116.3%	776	2,500	31.0%
Total Other Sources	<u>186,000</u>	<u>44,301</u>	23.8%	<u>101,507</u>	<u>186,441</u>	54.4%
<b>TOTAL OPERATIONS &amp; MAINTENANCE REVENUES</b>	<b>\$ 2,741,671</b>	<b>\$ 2,077,230</b>	<b>75.8%</b>	<b>\$ 2,172,705</b>	<b>\$ 2,666,201</b>	<b>81.5%</b>
<b>OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>						
Operations & Maintenance of Plant:						
Salaries	972,207	444,904	45.8%	455,549	968,783	47.0%
Employee Benefits	292,487	121,521	41.5%	121,440	326,311	37.2%
Contractual Services	169,100	41,722	24.7%	28,759	169,400	17.0%
Materials & Supplies	240,250	64,581	26.9%	60,354	277,787	21.7%
Conference & Meeting	1,175	-	0.0%	170	5,675	3.0%
Fixed Charges	117,250	189,265	161.4%	61,720	68,250	90.4%
Utilities	762,347	222,256	29.2%	252,804	762,600	33.2%
Capital Outlay	102,832	-	0.0%	-	84,000	0.0%
Provision for Contingency	100,000	-	0.0%	-	-	0.0%
Other	(63,000)	-	0.0%	-	(63,000)	0.0%
Total Operations & Maintenance of Plant	<u>2,694,648</u>	<u>1,084,249</u>	40.2%	<u>980,796</u>	<u>2,599,806</u>	37.7%
Institutional Support:						
Salaries	31,342	7,675	24.5%	20,803	45,186	46.0%
Employee Benefits	6,076	2,497	41.1%	3,894	11,846	32.9%
Contractual Services	2,700	2,615	96.9%	-	2,491	0.0%
Materials & Supplies	3,105	994	32.0%	1,293	3,050	42.4%
Fixed Charges	3,800	3,688	97.1%	3,688	3,820	96.5%
Other	-	-	0.0%	-	-	0.0%
Total Institutional Support	<u>47,023</u>	<u>17,469</u>	37.1%	<u>29,678</u>	<u>66,393</u>	44.7%
<b>TOTAL OPERATIONS &amp; MAINTENANCE EXPENDITURES</b>	<b>\$ 2,741,671</b>	<b>\$ 1,101,718</b>	<b>40.2%</b>	<b>\$ 1,010,474</b>	<b>\$ 2,666,199</b>	<b>37.9%</b>

*CR*

Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2021 Revenues & Expenditures by Fund  
 For the six months ended December 31, 2020  
 Unaudited

	Annual Budget FY2021	12/31/2020	Actual/Budget 50.0%	12/31/2019	Annual Budget FY2020	Actual/Budget 50.0%
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Local Government Sources:						
Current Taxes	1,556,066	1,329,893	85.5%	1,426,407	1,518,973	93.9%
State Government Sources	750,000	-	0.0%	-	-	0.0%
Investment Revenue	65,000	32,880	50.6%	35,935	65,000	55.3%
Other	-	-	0.0%	-	-	0.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) REVENUES</b>	<b>2,371,066</b>	<b>1,362,773</b>	<b>57.5%</b>	<b>1,462,342</b>	<b>1,583,973</b>	<b>92.3%</b>
<b>OPERATIONS &amp; MAINTENANCE FUND RESTRICTED EXPENDITURES</b>						
Contractual Services	-	-		-	-	
Fixed Charges	-	-		-	-	
Capital Outlay	2,250,000	715,346	31.8%	370,517	1,500,000	24.7%
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>	<b>2,250,000</b>	<b>715,346</b>	<b>31.8%</b>	<b>370,517</b>	<b>1,500,000</b>	<b>24.7%</b>
<b>DEBT SERVICE FUND</b>						
Investment Revenue	10,500	802	7.6%	1,926	3,600	53.5%
<b>TOTAL DEBT SERVICE FUND REVENUES</b>	<b>10,500</b>	<b>802</b>	<b>7.6%</b>	<b>1,926</b>	<b>3,600</b>	<b>53.5%</b>
<b>TOTAL DEBT SERVICE FUND EXPENDITURES</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	
<b>AUXILIARY ENTERPRISES FUND REVENUE</b>						
Service Fees	1,316,000	834,602	63.4%	885,687	1,664,665	53.2%
Investment Revenue	4,500	96	2.1%	2,929	4,500	65.1%
Other Revenue	4,000	11,301	282.5%	7,347	8,000	91.8%
<b>TOTAL AUXILIARY ENTERPRISES FUND REVENUES</b>	<b>1,324,500</b>	<b>845,999</b>	<b>63.9%</b>	<b>895,963</b>	<b>1,677,165</b>	<b>53.4%</b>
<b>AUXILIARY ENTERPRISES FUND EXPENSES</b>						
Salaries	346,958	160,962	46.4%	147,899	352,435	42.0%
Employee Benefits	118,699	39,073	32.9%	24,744	68,134	36.3%
Contractual Services	63,265	23,995	37.9%	42,583	66,198	64.3%
Materials & Supplies	1,014,882	680,756	67.1%	701,923	1,292,478	54.3%
Conference & Meeting	24,938	4,357	17.5%	13,186	24,679	53.4%
Fixed Charges	50,200	28,538	56.8%	34,805	49,700	70.0%
Capital Outlay/Depreciation	600	-	0.0%	6,070	1,322	459.2%
Other	103,000	1,500	1.5%	1,500	103,000	1.5%
<b>TOTAL AUXILIARY ENTERPRISES EXPENDITURES</b>	<b>1,722,542</b>	<b>939,181</b>	<b>54.5%</b>	<b>972,710</b>	<b>1,957,946</b>	<b>49.7%</b>
<b>AUXILIARY ENTERPRISES INTERFUND TRANSFERS - NET</b>	<b>61,414</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>61,414</b>	<b>0.0%</b>

*ak*



**Illinois Valley Community College District No. 513**  
**Summary of Fiscal Year 2021 Revenues & Expenditures by Fund**  
**For the six months ended December 31, 2020**  
**Unaudited**

	Annual Budget FY2021	12/31/2020	Actual/Budget 50.0%	12/31/2019	Annual Budget FY2020	Actual/Budget 50.0%
<b>RESTRICTED PURPOSE FUND REVENUES</b>						
State Government Sources	\$ 289,245	\$ 15,000	5.2%	\$ -	\$ 285,285	0.0%
Federal Government Sources	4,437,598	2,617,849	59.0%	2,214,963	4,951,574	44.7%
Nongovernmental Gifts or Grants	2,500	21,077	843.1%	2,500	32,000	7.8%
Other Revenue	-	1,168		1,647	4,700	35.0%
<b>TOTAL RESTRICTED PURPOSE FUND REVENUES</b>	<b>\$ 4,729,343</b>	<b>\$ 2,655,094</b>	<b>56.1%</b>	<b>\$ 2,219,110</b>	<b>\$ 5,273,559</b>	<b>42.1%</b>
<b>RESTRICTED PURPOSE FUND EXPENDITURES</b>						
<b>Instruction:</b>						
Salaries	\$ 363,617	\$ 166,188	45.7%	\$ 175,962	\$ 426,869	41.2%
Employee Benefits	122,265	45,147	36.9%	48,470	141,592	34.2%
Contractual Services	24,242	24,467	100.9%	23,225	23,293	99.7%
Materials & Supplies	24,388	40,068	164.3%	30,053	39,765	75.6%
Conference & Meeting	13,491	(330)	-2.4%	15,102	41,065	36.8%
Utilities	450	-	0.0%	446	949	47.0%
Capital Outlay	15,000	45,968	306.5%	30,362	22,000	138.0%
Other	-	-		-	-	
<b>Total Instruction</b>	<b>563,453</b>	<b>321,508</b>	<b>57.1%</b>	<b>323,620</b>	<b>695,533</b>	<b>46.5%</b>
<b>Student Services:</b>						
Salaries	\$ 203,035	\$ 102,915	50.7%	\$ 98,173	\$ 198,634	49.4%
Employee Benefits	71,700	29,879	41.7%	29,043	69,755	41.6%
Contractual Services	15,800	919	5.8%	5,589	6,000	93.2%
Materials & Supplies	15,440	50,669	328.2%	2,034	9,330	21.8%
Conference & Meeting	10,600	2,816	26.6%	3,172	9,300	34.1%
Utilities	-	3,657	0.0%	-	-	0.0%
Capital Outlay	-	-	0.0%	-	-	0.0%
Tuition Waivers (TRIO Grant)	18,425	14,300	77.6%	8,850	25,873	34.2%
<b>Total Student Services</b>	<b>335,500</b>	<b>205,155</b>	<b>61.2%</b>	<b>146,861</b>	<b>318,892</b>	<b>46.1%</b>
<b>Operations &amp; Maintenance of Plant:</b>						
Maintenance supplies	-	7,998		-	-	
<b>Total Operations &amp; Maintenance of Plant</b>	<b>-</b>	<b>7,998</b>		<b>-</b>	<b>-</b>	
<b>Institutional Support:</b>						
Salaries (Federal Work Study)	90,390	19,658	21.7%	45,229	94,035	48.1%
SURS on-behalf	-	-		-	-	
<b>Total Institutional Support</b>	<b>90,390</b>	<b>19,658</b>	<b>21.7%</b>	<b>45,229</b>	<b>94,035</b>	<b>48.1%</b>
Student Grants and Waivers (PELL & SEOG)	3,748,000	2,442,242	65.2%	2,041,240	4,170,699	48.9%
<b>TOTAL RESTRICTED FUND EXPENDITURES</b>	<b>\$ 4,736,843</b>	<b>\$ 2,996,561</b>	<b>63.3%</b>	<b>\$ 2,556,950</b>	<b>\$ 5,279,159</b>	<b>48.4%</b>
<b>RESTRICTED INTERFUND TRANSFERS - NET</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>100.0%</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>100.0%</b>
<b>WORKING CASH FUND REVENUES</b>						
Investment Revenue	\$ 60,000	\$ 37,481	62.5%	\$ 57,716	\$ 70,000	82.5%
<b>WORKING CASH INTERFUND TRANSFERS - NET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2021 Revenues & Expenditures by Fund  
 For the six months ended December 31, 2020  
 Unaudited

	Annual Budget FY2021	12/31/2020	Actual/Budget 50.0%	12/31/2019	Annual Budget FY2020	Actual/Budget 50.0%
<b>AUDIT FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 41,840	\$ 37,281	89.1%	\$ 36,933	\$ 38,150	96.8%
Investment Revenue	150	33	22.0%	89	100	89.0%
<b>TOTAL AUDIT FUND REVENUES</b>	<b>41,990</b>	<b>37,314</b>	<b>88.9%</b>	<b>37,022</b>	<b>38,250</b>	<b>96.8%</b>
<b>AUDIT FUND EXPENDITURES</b>						
Contractual Services	39,050	39,050	100.0%	36,150	38,150	94.8%
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<b>\$ 39,050</b>	<b>\$ 39,050</b>	<b>100.0%</b>	<b>\$ 36,150</b>	<b>\$ 38,150</b>	<b>94.8%</b>
<b>LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUE</b>						
Local Government Sources:						
Current Taxes	\$ 1,040,539	\$ 1,178,122	113.2%	\$ 981,704	\$ 1,136,999	86.3%
Investment Revenue	2,500	1,485	59.4%	1,195	2,000	59.8%
Other Revenue	-	97,114		-	-	
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUE</b>	<b>1,043,039</b>	<b>1,276,721</b>	<b>122.4%</b>	<b>\$ 982,899</b>	<b>\$ 1,138,999</b>	<b>86.3%</b>
<b>LIABILITY, PROTECTION &amp; SETTLEMENT FUND EXPENDITURES</b>						
Student Services:						
Salaries	70,249	37,431	53.3%	32,175	111,403	28.9%
Employee Benefits	27,305	11,521	42.2%	11,201	26,762	41.9%
Contractual Services	23,000	4,950	21.5%	7,056	23,000	30.7%
Materials & Supplies	3,700	561	15.2%	250	400	62.5%
Total Student Services	124,254	54,463	43.8%	50,682	161,565	31.4%
Operations & Maintenance of Plant:						
Contractual Services	519,557	152,960	29.4%	186,531	547,500	34.1%
Materials & Supplies	170	23	13.5%	149	150	99.3%
Utilities	650	(242)	-37.2%	168	425	39.5%
Total Operations & Maintenance of Plant	520,377	152,741	29.4%	186,848	548,075	34.1%
Institutional Support:						
Salaries	66,197	36,018	54.4%	34,688	70,825	49.0%
Employee Benefits	208,438	5,965	2.9%	5,803	202,997	2.9%
Contractual Services	35,750	161,914	452.9%	25,715	34,000	75.6%
Materials & Supplies	2,100	9,485	451.7%	1,863	4,700	39.6%
Conference & Meeting	4,700	-	0.0%	-	5,200	0.0%
Fixed Charges	244,750	222,236	90.8%	248,301	275,500	90.1%
Total Institutional Support	561,935	435,618	77.5%	316,370	593,222	53.3%
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND EXPENDITURES</b>	<b>\$ 1,206,566</b>	<b>\$ 642,822</b>	<b>53.3%</b>	<b>\$ 553,900</b>	<b>\$ 1,302,862</b>	<b>42.5%</b>

22

**Illinois Valley Community College District No. 513  
Fiscal Year 2021 Budget to Actual Comparison  
All Funds - By Budget Officer  
as of December 31, 2020  
Unaudited**

<b>Department</b>	<b>Annual Budget FY2021</b>	<b>Actual FY2021</b>	<b>Actual/ Budget 50.0%</b>	
President	359,006	179,797	50.1%	
Board of Trustees	14,850	12,086	81.4%	Includes ICCTA annual dues of \$11,550
Community Relations	426,113	189,079	44.4%	
Continuing Education	792,742	245,750	31.0%	
Facilities	4,400,359	1,799,595	40.9%	
Information Technologies	1,978,064	1,142,839	57.8%	
Academic Affairs	232,682	100,371	43.1%	
Academic Affairs (AVPCE)	482,229	281,844	58.4%	
Adult Education	453,005	222,995	49.2%	
Learning Resources	1,321,356	643,175	48.7%	
Workforce Development Division	2,301,036	1,012,760	44.0%	
Natural Sciences & Business Division	3,162,592	1,451,634	45.9%	
23 Humanities & Fine Arts/Social Science Division	3,117,822	1,382,438	44.3%	
Health Professions Division	1,848,823	869,235	47.0%	
Admissions & Records	405,117	197,206	48.7%	
Counseling	401,226	256,186	63.9%	Salaries running at 71 percent of budget
Student Services	289,261	125,163	43.3%	
Financial Aid	4,140,591	2,642,195	63.8%	includes \$686,560 of CARES Act funding
Career Services	40,209	17,145	42.6%	
Athletics	309,616	121,222	39.2%	
TRiO (Student Success Grant)	335,000	169,582	50.6%	
Campus Security	537,420	151,946	28.3%	
Business Services/General Institution	1,060,283	643,740	60.7%	Legal services - Data Breach \$16,045; Zukowski \$50,825; \$39,370 over budget
Risk Management	561,935	436,412	77.7%	\$100,000 data breach costs;
Tuition Waivers	600,000	472,501	78.8%	Summer and fall waivers
Purchasing	122,831	58,445	47.6%	
Human Resources	135,665	53,650	39.5%	
Bookstore	1,255,451	759,638	60.5%	Computer upgrade and annual software support
Shipping & Receiving	47,023	17,470	37.2%	
Copy Center	114,475	40,813	35.7%	
<b>Total FY21 Expenditures</b>	<b>31,246,782</b>	<b>15,696,912</b>	<b>50.2%</b>	

*ca*

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

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 8,026,294.37	\$ 2,926,436.03	\$ 959,672.55	\$ 701,293.48	\$ 50,696.88	\$ (322,204.59)	\$ 1,578,038.00	\$ 17,543.61	\$ 297,567.43	\$ 68,763.19	\$ 14,304,100.95
Total Receipts	826,722.87	88,822.18	28,833.16	-	61,277.24	5,091.62	575.34	809.27	74,098.81	1,000.00	1,087,230.49
Total Cash	8,853,017.24	3,015,258.21	988,505.71	701,293.48	111,974.12	(317,112.97)	1,578,613.34	18,352.88	371,666.24	69,763.19	15,391,331.44
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	-	-	-	-	-	-	-	-	-	-	-
Expenditures	(1,243,400.76)	(157,432.97)	-	-	(123,566.16)	(66,425.05)	-	(2,500.00)	(195,934.38)	(5.00)	(1,789,264.32)
ACCOUNT BALANCE	7,609,616.48	2,857,825.24	988,505.71	701,293.48	(11,592.04)	(383,538.02)	1,578,613.34	15,852.88	175,731.86	69,758.19	13,602,067.12
Deposits in Transit	(65,598.11)										(65,598.11)
Outstanding Checks	86,126.49										86,126.49
BANK BALANCE	7,630,144.86	2,857,825.24	988,505.71	701,293.48	(11,592.04)	(383,538.02)	1,578,613.34	15,852.88	175,731.86	69,758.19	13,622,595.50
Certificates of Deposit	-	-	2,210,418.34	-	-	-	2,877,000.02	-	100,000.00	-	5,187,418.36
Illinois Funds	4,813,516.60	1,037,632.70	807,211.94	143,933.26	-	87,430.20	455,796.23	-	-	311,301.98	7,656,822.91
Bldg Reserve-ILLFund	-	-	460,842.51	-	-	-	-	-	-	-	460,842.51
Total Investment	\$ 4,813,516.60	\$ 1,037,632.70	\$ 3,478,472.79	\$ 143,933.26	\$ -	\$ 87,430.20	\$ 3,332,796.25	\$ -	\$ 100,000.00	\$ 311,301.98	\$ 13,305,083.78

LaSalle State Bank	\$ 735,958.46
Midland States Bank	12,886,637.04
	<u>\$ 13,622,595.50</u>

Respectfully submitted,

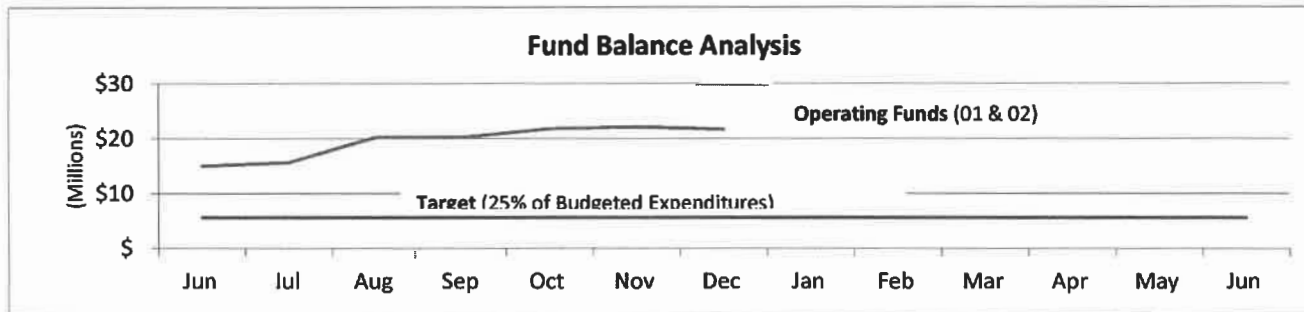
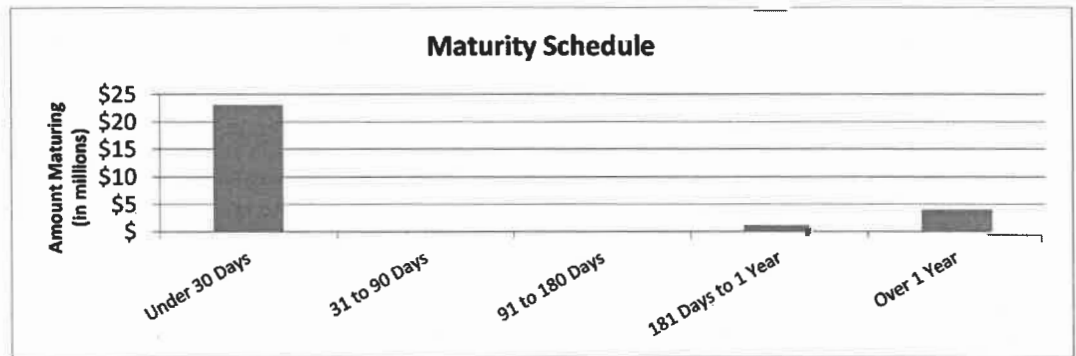
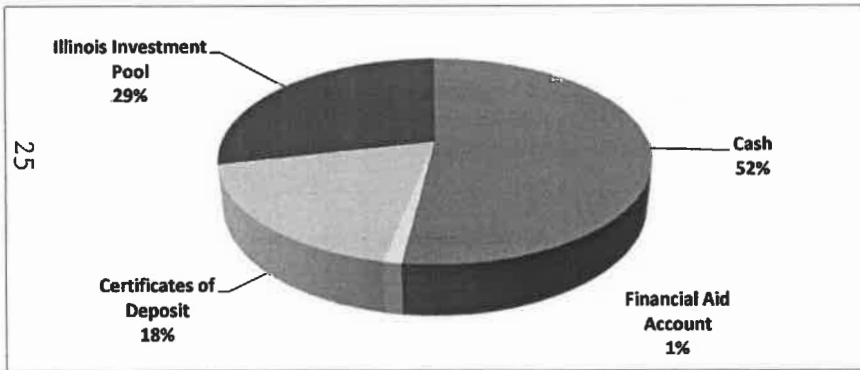


Kathy Ross  
Controller

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

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	52.0%	\$ 14,734,350	0.350%
Financial Aid Account	1.1%	316,867	0.350%
Certificates of Deposit	18.3%	5,187,418	2.148%
Illinois Investment Pool	28.5%	8,071,199	0.089%
<b>Total</b>		<b>\$ 28,309,834</b>	<b>0.605%</b>

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 7,610,428	-	-	\$ 7,610,428	27%
IL Funds -Building	460,771	-	0	460,771	2%
Midland Sates Bank	-	-	13,568,375	13,568,375	48%
Midland States-F/A	-	-	316,867	316,867	1%
Midland States-Bldg	-	-	20,615	20,615	-
LaSalle State Bank	-	-	718,538	718,538	-
Commerce Bank	-	1,000,000	-	1,000,000	4%
Multi Bank Securities	-	1,972,000	-	1,972,000	7%
Heartland Bank-Bldg	-	-	225,077	225,077	1%
Heartland Bank	-	-	201,745	201,745	1%
Marseilles Bank	-	2,215,418	-	2,215,418	8%
	<b>\$ 8,071,199</b>	<b>\$ 5,187,418</b>	<b>\$ 15,051,217</b>	<b>\$ 28,309,834</b>	<b>100%</b>



ILLINOIS VALLEY COMMUNITY COLLEGE  
INVESTMENT STATUS REPORT  
December 31, 2020

<u>DUE</u>	<u>Education</u>	<u>Oper &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
10/26/2021			1,000,000					1,000,000	MB	0.85%	0.85%	17050
11/7/2021						150,000		150,000	MB	0.85%	0.85%	15192
5/3/2022						248,000		248,000	MBS	2.35%	2.35%	American Express
5/3/2022						248,000		248,000	MBS	2.35%	2.35%	Capital One
7/19/2022						247,000		247,000	MBS	2.25%	2.25%	Discover Bank
7/19/2022						247,000		247,000	MBS	2.30%	2.30%	Capital One
7/19/2022						247,000		247,000	MBS	2.30%	2.30%	Wells Fargo
11/22/2022						245,000		245,000	MBS	0.55%	0.55%	BMO Harris Bank
11/23/2022			1,210,418					1,210,418	MB	2.65%	2.67%	17012
11/23/2022							100,000	100,000	MB	2.65%	2.67%	17013
6/16/2023						245,000		245,000	MBS	0.70%	0.70%	Texas Exchange Bank
11/7/2023						200,000		200,000	CB	3.50%	3.50%	Goldman Sachs
11/7/2023						200,000		200,000	CB	3.50%	3.50%	UBS Bank USA
11/8/2023						200,000		200,000	CB	3.55%	3.55%	Morgan Stanley Bank
11/8/2023						200,000		200,000	CB	3.55%	3.55%	Morgan Stanley
11/15/2023						200,000		200,000	CB	3.55%	3.55%	Comenity Capital
<b>Total CD</b>	-	-	<b>2,210,418</b>	-	-	<b>2,877,000</b>	<b>100,000</b>	<b>5,187,418</b>				

CB Commerce Bank  
CTB Central Bank  
HNB Hometown National Bank

LSB LaSalle State Bank  
MB Marseilles Bank

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

*ck*

**\$5,000 and Over Disbursements**  
**12/01/20 - 12/31/20**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Check Description
761556	12/2/2020	1169	City of Oglesby	9,527.25	Police Protection (October-November 2020) & Water Service (10/19/20-11/19/20)
761557	12/2/2020	214499	Constellation NewEnergy, Inc	24,994.38	Electricity (10/9/20-11/7/20)
761565	12/2/2020	181795	G4S Secure Solutions (USA) Inc	6,417.54	Security Services Main Campus (11/2/20-11/8/20)
761589	12/2/2020	229171	VDA Labs, LLC	44,154.00	Palo Alto Networks AC Power supplies
761593	12/2/2020	210438	Petty Cash	7,500.00	Rental Buyback Money
761594	12/2/2020	210438	Petty Cash	7,500.00	Rental Buyback Money
761628	12/9/2020	218596	Bushue HR, Inc	5,025.00	Insurance Consulting
761629	12/9/2020	1520	Cengage Learning Inc	17,494.39	Books for Resale
761635	12/9/2020	109033	Elsevier Science	18,746.20	Books for Resale
761637	12/9/2020	181795	G4S Secure Solutions (USA) Inc	6,420.00	Security Services Main Campus (11/9/20-11/15/20)
761640	12/9/2020	5259	ICCTA	5,775.00	2nd Half of Association Dues
761645	12/9/2020	229205	Kroll Associates, Inc	133,850.52	Incident Response Services
ACH	12/9/2020		CCHC	251,487.73	Health Insurance (December 2020)
ACH	12/9/2020		Prudential	5,043.17	Life Insurance (December 2020)
761684	12/10/2020	82897	SURS	46,522.75	Payroll (12/10/20)
ACH	12/10/2020		Internal Revenue Service	60,235.63	Federal Payroll Taxes (12/10/20)
ACH	12/10/2020		Illinois Department of Revenue	21,487.08	State Payroll Taxes (12/10/20)
27 ACH	12/10/2020		VALIC	11,141.01	403 (b) & 457 (b) Payroll (12/10/20)
761759	12/17/2020	209567	Delta Dental of Illinois	9,045.90	Dental Insurance (November 2020)
761785	12/17/2020	181795	G4S Secure Solutions (USA) Inc	19,215.10	Security Services Main Campus (11/22/20-12/06/20)
761908	12/17/2020	229290	PhishingBox, LLC	6,619.20	PhishingBox 2-year License Agreement
761972	12/17/2020	221913	The Home Depot Pro	7,998.00	Clorox Total 360 Sprayer
761976	12/17/2020	66555	United States Postal Service	5,000.00	Postage Meter Reimbursement
762016	12/24/2020	82897	SURS	46,237.78	Payroll (12/24/20)
ACH	12/24/2020		Internal Revenue Service	59,271.09	Federal Payroll Taxes (12/24/20)
ACH	12/24/2020		Illinois Department of Revenue	21,259.72	State Payroll Taxes (12/24/20)
ACH	12/24/2020		VALIC	11,141.01	403 (b) & 457 (b) Payroll (12/24/20)
				<b>\$ 869,109.45</b>	

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

Stipends For Pay Period 12/05/20

Name		Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Cinotte, Lori M.	Reach & Teach Class	09/23/2020	12/02/2020	12/05/2020	ST	\$ 150.00	012420380151900			
Dickey, Lisa K.	Development of ECE 1205 Online	08/14/2020	12/05/2020	12/05/2020	ST	\$ 2,226.00	011220650051320			
Elias, Gina R.	Reach & Teach Class	09/23/2020	12/02/2020	12/05/2020	ST	\$ 150.00	012420380151900			
Gibson, Stephen B.	PLC Consulting/Training - Advantage Logistics	09/10/2020	09/10/2020	12/05/2020	ST	\$ 225.00	014210331051320			
Klopcic, Elizabeth A.	Reach & Teach Class	09/23/2020	12/02/2020	12/05/2020	ST	\$ 150.00	012420380151900			
Leonard, Bryan D.	Development of CHEM 1004	08/14/2020	12/05/2020	12/05/2020	OV	\$ 2,502.00	011120570051340			
Mott, Willard D.	Additional Farm Management Duties	11/01/2020	11/30/2020	12/05/2020	ST	\$ 360.00	027810480051900			
Ossola, Jyllian	Curbside Art Vintage Calendar	11/23/2020	11/23/2020	12/05/2020	ST	\$ 29.00	014110394151320	HLR-2316-41	Christmas Calendar Vintage White	
Ossola, Jyllian	Curbside Art Ornament Kits	11/23/2020	11/23/2020	12/05/2020	ST	\$ 144.00	014110394151320	HLR-2779-21	Family Ornament Kits	
Padilla, Michael J.	Aviation Private Pilot Course	09/12/2020	12/05/2020	12/05/2020	ST	\$ 1,300.00	014110394151320	CEU-8151-09	Private Pilot Ground Training	
Pytel, Kyle E.	Driver Improvement LaSalle County	12/05/2020	12/05/2020	12/05/2020	ST	\$ 175.00	014110394251320	CDV-6000-12	LaSalle County Driver Improvement	
Smith, Sara E.	Food Service Sanitation	11/10/2020	11/19/2020	12/05/2020	ST	\$ 600.00	014110394151320	CEU-1503-631	Food Service Sanitation-8 Hour	
Sondgeroth, Anthony L.	CARUS Welding Program	11/17/2020	11/17/2020	12/05/2020	ST	\$ 600.00	014210331051320			
Sondgeroth, Anthony L.	CARUS Welding Program	11/24/2020	11/24/2020	12/05/2020	ST	\$ 600.00	014210331051320			
Theisinger, Christine E.	German Tutoring - Owens Corporation	11/16/2020	11/18/2020	12/05/2020	ST	\$ 120.00	014210331051320			
Urban-Bollis, Jill L.	Reach & Teach Class	09/23/2020	12/02/2020	12/05/2020	ST	\$ 150.00	012420380151900			
						\$ 9,481.00				

28

*Cheryl Roelfsema*

Cheryl Roelfsema  
Vice President of Business Services and Finance

*Dr. Jerry Corcoran*

Dr. Jerry Corcoran  
President

(1/7/2021)

\*Earn Types

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



Stipends For Pay Period 12/19/20

Name		Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Black, Mary A.	Amend Stipend EOT facilitation	11/04/2020	11/24/2020	12/19/2020	ST	\$ 150.00	012420380151900			
Gibson, Stephen B.	PLC Consulting/Training Advantage Logistics	12/07/2020	12/07/2020	12/19/2020	ST	\$ 150.00	014210331051320			
Gibson, Stephen B.	Covia Electrical Test Development	12/07/2020	12/07/2020	12/19/2020	ST	\$ 112.50	014210331051320			
Gibson, Stephen B.	Covia - Electrical Testing	12/12/2020	12/12/2020	12/19/2020	ST	\$ 300.00	014210331051320			
Jenrich, Chuck	River Front Machine Project	12/02/2020	12/02/2020	12/19/2020	ST	\$ 250.00	014210331051320			
Jenrich, Chuck	River Front Machine Project	12/10/2020	12/10/2020	12/19/2020	ST	\$ 250.00	014210331051320			
Klieber, Tracie M.	Yoga Unique to You	11/18/2020	12/16/2020	12/19/2020	ST	\$ 320.00	014110394151320	HLR-6218-310	Yoga Unique To You	
Ossola, Jyllian	Holiday Ornaments	12/14/2020	12/14/2020	12/19/2020	ST	\$ 198.00	014110394151320	HLR-2779-12	Ornament Kits	
Ossola, Jyllian	Be Merry Porch Sign	12/14/2020	12/14/2020	12/19/2020	ST	\$ 63.00	014110394151320	HLR-2319-22	Holiday Be Merry Sign	
Ossola, Jyllian	Holiday Tag Sign	12/14/2020	12/14/2020	12/19/2020	ST	\$ 20.00	014110394151320	HLR-2312-12	Holiday Door Tag	
Ossola, Jyllian	Holiday Welcome Sign	12/14/2020	12/14/2020	12/19/2020	ST	\$ 168.00	014110394151320	HLR-2319-12	Holiday Welcome Sign	
Raimondi, Charles E.	Curriculum Development Revisions	08/14/2020	12/11/2020	12/19/2020	ST	\$ 2,160.00	061320152751900			
Sabotta, Maria L.	Prenatal Massage	12/04/2020	12/04/2020	12/19/2020	ST	\$ 500.00	014110394151320	CPD-3160-12	Prenatal Massage	
Schneider, Gregg A.	Driver Improvement LaSalle County	12/09/2020	12/09/2020	12/19/2020	ST	\$ 140.00	014110394251320	CDV-6000-312	LaSalle County Driver Improvement	
Smith, Sara E.	Food Service Sanitation Ottawa	12/01/2020	12/10/2020	12/19/2020	ST	\$ 600.00	014110394151320	CEU-1503-632	Food Service Sanitation-8 Hour	
Sondgeroth, Anthony L.	CARUS Welding Program	12/01/2020	12/01/2020	12/19/2020	ST	\$ 600.00	014210331051320			
Sondgeroth, Anthony L.	CARUS Welding Program	12/08/2020	12/08/2020	12/19/2020	ST	\$ 600.00	014210331051320			
Theisinger, Christine E.	German Tutoring Owens Corporation	11/30/2020	11/30/2020	12/19/2020	ST	\$ 40.00	014210331051320			
Theisinger, Christine E.	German Tutoring Owens Corporation	12/01/2020	12/01/2020	12/19/2020	ST	\$ 40.00	014210331051320			
Theisinger, Christine E.	German Tutoring Owens Corporation	12/02/2020	12/02/2020	12/19/2020	ST	\$ 40.00	014210331051320			
Urban-Bollis, Jill L.	EOT facilitation 1 hour	11/04/2020	11/24/2020	12/19/2020	ST	\$ 720.00	012420380151900			
						\$ 7,421.50				

29

*Cheryl Roelfsema*

Cheryl Roelfsema  
Vice President of Business Services and Finance

*Jerry Corcoran*

Dr. Jerry Corcoran  
President

1/4/2021

\*Earn Types

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



**Approval of Certificate: Criminology**

Kevin Hermes, Criminal Justice Program Coordinator and Ron Groleau, Dean of Natural Sciences and Business, have been working closely with students, law enforcement executives, and social service agencies to create this short-term certificate in Criminal Justice. The Certificate in Criminology is tailored to those students who are interested in sociology and psychology, while still expressing a more definitive interest in the criminal mind and what makes a person commit crime. The certificate program introduces a student to a foundational understanding of sociology and psychology, coupled with courses such as Introduction to Criminal Justice, Juvenile Delinquency, Abnormal Psychology, and Criminology. The 21 credit hour certificate blends well with the AAS, AA, or AS degree options. The certificate is attainable within one academic year and meets financial aid guidelines.

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

**Recommendation:**

**The administration recommends Board approval of the Certificate in Criminology, as presented.**

KPI 1: Student Academic Success

KPI 5: District Population Served

**CRIMINAL JUSTICE**  
**CERTIFICATE IN CRIMINOLOGY**

WHAT FOLLOWS IS THE PROGRAM OUTLINE. This program offers a pathway toward continued education within the Associate of Applied Science in Criminal Justice degree. All CRJ courses are applicable toward the AAS degree. Additional courses may be considered as general education courses toward the AAS degree. Consult with a counselor before pursuing a degree program.

<b>Fall Year 1</b>	<b>Fall</b>	<b>Spring</b>
CRJ 1000 Introduction to Criminal Justice Prerequisite – none.	3	
PSY 1000 General Psychology Prerequisite - none	3	
SOC 1000 Introduction to Sociology Prerequisite - none	3	
CRJ 1030 Juvenile Delinquency Prerequisites – none	3	
<b>Spring Year 1</b>		
CRJ 1070 Corrections in America Prerequisite - none		3
PSY 2006 Abnormal Psychology Prerequisite – PSY 1000		3
CRJ 2040 Criminology Prerequisite - CRJ 1000 Intro to CJ		3

**Total Credit Hours: 21**

**Approval of Certificate: Social Justice**

Kevin Hermes, Criminal Justice Program Coordinator and Ron Groleau, Dean of Natural Sciences and Business, have been working closely with students, law enforcement executives and social service agencies to create this short-term certificate in Criminal Justice. The Certificate in Social Justice is designed for those students who are interested in racial disparity, unequal representation, and overarching governmental control, among an imbalanced criminal justice system. The certificate program introduces students to courses such as: American African History, Women through Culture and Centuries, American National Government, Police Community Relations, and Social Problems. An emphasis is placed upon both historical foundations within these subject areas as well as current events. The 21 credit hour certificate blends well with the AAS, AA, or AS degree options. The certificate is attainable within one academic year and meets financial aid guidelines.

The IVCC Curriculum Committee is recommending that the Board of Trustees approve the Certificate in Social Justice, as presented in the attached curriculum guide.

**Recommendation:**

**The administration recommends Board approval of the Certificate in Social Justice, as presented.**

KPI 1: Student Academic Success  
KPI 5: District Population Served

**CRIMINAL JUSTICE**  
**CERTIFICATE IN SOCIAL JUSTICE**

WHAT FOLLOWS IS THE PROGRAM OUTLINE. This program offers a pathway toward continued education within the Associate of Applied Science in Criminal Justice degree. All CRJ courses are applicable toward the AAS degree. Additional courses may be considered as general education courses toward the AAS degree. Consult with a counselor before pursuing a degree program.

<b>Fall Year 1</b>	<b>Fall</b>	<b>Spring</b>
CRJ 1000 Introduction to Criminal Justice Prerequisite – none.	3	
PSI 1000 American National Government Prerequisite - none	3	
SOC 1000 Introduction to Sociology Prerequisite - none	3	
CRJ 1210 Policing in America Prerequisite – none	3	
<b>Spring Year 1</b>		
HIS 1006 African American History <b>or</b> GEN 2000 Women Through Culture and Centuries Prerequisite - none		3
SOC 2001 Social Problems Prerequisite - SOC 1000		3
CRJ 2260 Police Community Relations Prerequisite – none		3

**Total Credit Hours: 21**

**Approval of Certificate: Forensic Science**

Kevin Hermes, Criminal Justice Program Coordinator and Ron Groleau, Dean of Natural Sciences and Business, have been working closely with students, law enforcement executives and social service agencies to create this short-term certificate in Criminal Justice. The Certificate in Forensic Science is tailored to those students who are interested in the physical sciences, while equally interested in the field of criminal justice, in particular scientific criminal investigation. The Certificate in Forensic Science exposes the student to a basic understanding of scientific investigation as it parallels the natural sciences, such as chemistry and biology. Considering careers in forensic science require no less than a baccalaureate degree and more often a graduate degree, the Certificate in Forensic Science offers potential students the opportunity to gain insight into the complex world of scientific criminal investigation. The 20 credit hour certificate blends well with the AAS degree and AS degree transfer option. The certificate is attainable within one academic year and meets financial aid guidelines.

The IVCC Curriculum Committee is recommending that the Board of Trustees approve the Certificate in Forensic Science, as presented in the attached curriculum guide.

**Recommendation:**

**The administration recommends Board approval of the Certificate in Forensic Science, as presented.**

KPI 1: Student Academic Success

KPI 5: District Population Served

**CRIMINAL JUSTICE**  
**CERTIFICATE IN FORENSIC SCIENCE**

WHAT FOLLOWS IS THE PROGRAM OUTLINE. This program offers a pathway toward continued education within the Associate of Applied Science in Criminal Justice degree. All CRJ courses are applicable toward the AAS degree. Additional courses may be considered as general education courses toward the AAS degree. Consult with a counselor before pursuing a degree program.

<b>Fall Year 1</b>	<b>Fall</b>	<b>Spring</b>
CRJ 1000 Introduction to Criminal Justice Prerequisite – none.	3	
BIO 1001 General Biology I Prerequisite – none	4	
CRJ 1001 Introduction to Forensic Science Prerequisite - none	3	
<b>Spring Year 1</b>		
CHM 1000 Introduction to Chemistry Prerequisite - none		3
BIO 1002 General Biology II Prerequisite – BIO 1001		4
CRJ 2010 Criminal Investigation Prerequisites – CRJ 1000 Intro to CJ		3

**Total Credit Hours: 20**



**Bid Results – Multi-Stage Welders**

Bids for 20 multi-stage welders were received and publicly opened on December 14, 2020. A summary of the bids received is shown below.

<b>Bidder</b>	<b>Manufacturer &amp; Model</b>	<b>Cost per Welder</b>	<b>Total Cost for 20 Welders</b>
<b>Airgas USA, Chicago, IL</b>	<b>ESAB Rebel™ 285ic with Torch Outfit Tig &amp; Control Food Utility</b>	<b>\$2,993.64</b>	<b>\$59,872.80</b>
Sid Tool Company dba MSC Industrial Supply Co. Melville, NY	Lincoln Power MIG® 360MP	\$5,978.00	\$119,560.00

**Recommendation:**

**The administration recommends the Board accept the bid from Airgas USA, LLC as the lowest, most responsible bid for 20 ESAB Rebel™ 285ic multi-stage welders in the amount of \$59,872.80.**

KPI 6: Resource Management

**Blackboard License Renewal**

During the fall 2020 semester, IVCC faculty and staff engaged in a learning management system needs assessment process that determined IVCC should license Blackboard for two more years. Before the end of the first year of the new license, the college will determine if we license Blackboard in 2023 and beyond or if we will make a plan to select and implement a different learning management system. IVCC was able to secure the no-cost upgrade and a two-year renewal agreement with Blackboard. The Blackboard renewal proposal is valid until January 21, 2021. This service is detailed in the product and pricing summary of the renewal proposal which is attached.

**Recommendation:**

**The administration recommends Board approval of the two-year contract with Blackboard for FY22 at \$56,072.95 (after a credit of \$7,548.38) and FY23 at \$57,351.00, as presented.**

KPI 3: Support for Students

KPI 4: Support for Employees

KPI 6: Resource Management

December 16, 2020

To: Dr. Corcoran, Dr. Anderson, Ms. Roelfsema, and the Board of Trustees

RE: Blackboard License Renewal for 2021-2023

From: Dr. Patrice Hess, Learning Resources

Colleagues: During the fall 2020 semester, IVCC faculty and staff engaged in a learning management system needs assessment process. This process helped inform next steps in IVCC's license for a learning management system. Participants examined three commercial learning management systems; Blackboard Ultra (a next generation product from IVCC's current Blackboard Learn); Brightspace by Desire to Learn (D2L); and Canvas by Instructure. Eleven full-time faculty participated in live or recorded demonstrations of systems. Fifty-three full-time faculty responded to a survey of preferences on LMS licensing.

The needs assessment process determined IVCC should license Blackboard for 2 years. In the past, IVCC's Blackboard license was for 3 to 5 years. During the next license period, the needs assessment process will continue to engage stakeholders in testing Blackboard Ultra, D2L, and Canvas. Before the end of year 1 of the new license, IVCC will determine if we license Blackboard in 2023 and beyond or if we will make a plan to select and implement a different learning management system. The needs assessment process indicated faculty at IVCC are interested in considering an alternate system. However, the timeframe before our renewal and the extraordinary conditions of the pandemic influenced our decision to not change systems in 2021, but instead extend our needs assessment process for another calendar year.

IVCC worked with Blackboard to plan for a system back end upgrade in 2021, anticipated in May. This upgrade was presented to IVCC several years ago at a cost of \$20,000. During renewal conversations, Blackboard proposed waiving the cost of the upgrade if a 3-year renewal commitment was made. Through additional conversations, IVCC was able to secure the no-cost upgrade and a 2-year renewal agreement. This service is detailed as the Learn Migration Archive in the product and pricing summary on page 1 of the renewal proposal.

The product and pricing summary indicates IVCC's Period #1 cost as \$63,621.33. Page 2 of 3, section D. Special Provisions, item 2. Indicates IVCC will receive an unused license credit of \$7,548.38 in 2021-22. This credit should result in a first year invoice of \$56,072.95, which is slightly under what IVCC paid, \$56,227.70, in 2020-2021 for an annual Blackboard license. In year 2 of the license, IVCC will see a 2% increase in licensing year 1 to year 2.

The Blackboard renewal proposal is valid until 1/21/21. If additional information is required to consider or approve the renewal proposal, please contact Patrice Hess.

# Blackboard

This Blackboard Order Form ("Order Form") by and between **Blackboard Inc.** ("Blackboard") and **Illinois Valley Community College** ("Customer") details the terms of Customer's use of the products and services set forth below ("Product and Pricing Summary"). This Order Form, together with the Blackboard Master Agreement located at <http://agreements.blackboard.com/bbinc/blackboard-new-master-agreement-all-products.aspx> and incorporated by this reference, form the entire agreement between the parties in respect of the products and services set forth in the Product and Pricing Summary. Notwithstanding anything to the contrary in any purchase order or other document provided by Customer, any product or service provided by Blackboard to Customer in connection with a purchase order related to this Order Form is conditioned upon Customer's acceptance of this Order Form and the Blackboard Master Agreement. Any additional, conflicting or different terms proffered by Customer in a purchase order or otherwise shall be deemed null and void. Each of the individuals executing this Order Form represent and warrant that he or she is authorized to execute the Agreement on behalf of Customer or Blackboard, as applicable.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

## A. Software & Services Product and Pricing Summary

Qty	Product Code	Product or Service	Initial Term Period #1 Effective Dates	Initial Term Period #1 (USD)	Initial Term Period #2 03-Jul-2022 - 02-Jul-2023 (USD)
1	SAAS2-LC-HE-P	LEARNING CORE SAAS PLUS, 1 - 2,000 FTE TO INCLUDE: - BLACKBOARD LEARN SAAS PLUS	15-May-2021 - 02-Jul-2022	\$63,621.33	\$57,351.00
1	AS-MIGR-ARCHIVE	LEARN MIGRATION ARCHIVE	15-May-2021 - 02-Jul-2022	\$0.00	NA
			<b>Total</b>	<b>\$63,621.33</b>	<b>\$57,351.00</b>

## B. Terms

- The Initial Term of this Order Form shall be as specified in the Product and Services Pricing Summary above.
- Unless otherwise specified in the Product or Service Description above, this Order Form shall be renewed automatically for successive periods of one (1) year (each a "Renewal Term") after the expiration of the Initial Term and any subsequent Renewal Term, unless Customer provides Blackboard, or Blackboard provides Customer, with a written notice to the contrary thirty (30) days prior to the end of the Initial Term or Renewal Term, as applicable.
- Effective Date: May 15, 2021**

**C. Payment Terms**

1. All initial and subsequent payments shall be due Net 30. Unless otherwise stated, all prices are in United States currency.
2. Sales Tax: If applicable, a copy of your Sales Tax Direct Pay Certificate or your Sales Tax Exemption Certificate must be returned with this Order Form.

**D. Special Provisions**

1. Customer will continue Managed Hosting term license in production through Learn SaaS Effective Date. Migration to SaaS, including provisioning of environments to support testing, shall begin approximately 120 days prior to the Learn SaaS Effective Date, or at another mutually agreed upon date within the Managed Hosting term, and be completed on or around the Learn SaaS Effective Date. Upon the Learn SaaS Effective Date, Blackboard will maintain the Managed Hosting environment for up to 30 additional days before decommissioning. If Customer wishes to continue to use the Managed Hosting license past that point, current fees will apply.
2. For purposes of clarification, a one-time unused license credit in the amount of \$7,548.38 shall be applied to Customer's first invoice.
3. The parties agree that one terabyte (1TB) of storage is included with the SaaS product for the combined number of Periods as outlined in Section A.
4. The parties agree that additional storage can be purchased as needed in increments of 1TB at a cost of Twelve Thousand U.S. Dollars (\$12,000.00).



**Truck Lease Extension**

The contract with Central Truck Leasing for the leasing of two (2) trucks for the IVCC truck driver training program will expire on May 1, 2021. We have asked that the current contract be renewed for one (1) additional year.

The administration is requesting Board approval to extend the existing lease with Central Truck Leasing for the two (2) Volvo trucks for one (1) additional year in the amount of \$44,631.60. Feedback from the program coordinator was that the trucks were still in good working condition and meet the needs of the College. There is a lack of truck rental vendors that have a local repair facility making it difficult to get a competitive bid.

**Recommendation:**

**The administration recommends Board approval to extend the existing contract for two (2) Volvo trucks with Central Truck Leasing for one (1) additional year ending May 1, 2022 in the amount of \$44,631.60.**

KPI 6: Resource Management

**Central Illinois Manufacturing Academy**

Illinois Central College, Illinois Valley Community College, Lincoln Land Community College and Spoon River College are partnering to form a consortium that focuses on meeting the advanced manufacturing workforce needs of companies across their districts through the development and sustainability of a Central Illinois Manufacturing Academy. The four-college consortium is pursuing a \$7.5 million Manufacturing Academy grant from the Illinois Department of Commerce and Economic Opportunity (DCEO). If the consortium is awarded the grant, a Memorandum of Agreement will be executed. The agreement is attached.

**Recommendation:**

**The administration recommends the Board authorize Dr. Jerry Corcoran to sign the Memorandum of Agreement for the Central Illinois Manufacturing Academy, as presented.**

KPI 6: Resource Management



# **Memorandum of Understanding**

**between  
Illinois Central College,  
Illinois Valley Community College,  
Lincoln Land Community College,  
and  
Spoon River College**

Illinois Central College, Illinois Valley Community College, Lincoln Land Community College, and Spoon River College are partnering to form a consortium that focuses on meeting the advanced manufacturing workforce needs of companies across their districts through the development and sustainability of a Central Illinois Manufacturing Academy. The four-college consortium is pursuing a \$7.5-million Manufacturing Academy grant from the Illinois Department of Commerce and Economic Opportunity (DCEO). If the consortium is awarded the grant, a Memorandum of Agreement will be executed.

The consortium is formed to meet the advanced manufacturing workforce needs of companies throughout the consortium college districts through two pathways: an upskilling incumbent worker pathway and a credit-based emerging worker pathway. The incumbent worker pathway will equip current employees for high-demand jobs within their companies. Incumbent workers will be upskilled, forging career paths within their companies toward jobs in areas such as CNC, additive, or digital manufacturing; machining; or robotics. At the same time, colleges will help companies backfill the jobs vacated by upskilled workers by preparing an emerging workforce for entry-level roles in welding, machining, assembly or warehousing. Each of the colleges will coordinate this entry level training locally to serve their local employers, which will include essential skills.

Most upskilling labs will be available at the new Central Illinois Manufacturing Academy facility in East Peoria, Illinois. The Academy will be a state-of-the-art facility with programming that provides NIMS credentials along both the upskilling incumbent and emerging worker pathways. Additionally, American Welding Society (AWS) industry credentialing and testing will be delivered at the East Peoria Campus Satellite location. The Academy will also provide a network of registered manufacturing apprenticeship programs for use of the partner colleges.

The purpose of this Memorandum of Understanding (MOU) is to identify the roles of the Central Illinois Manufacturing Academy, the consortium colleges (*i.e.*, Illinois Central College, Illinois Valley Community College, Lincoln Land Community College, and Spoon River College), and Illinois Central College, specifically, in relation to the Central Illinois Manufacturing Academy facilities and programming and the Manufacturing Academy grant program funded by the Illinois DCEO.

Responsibilities of each partner are outlined as follows.

**I. The Central Illinois Manufacturing Academy will:**

- a. Provide priority reservation of the state-of-the-art Manufacturing Academy lab and/or classroom space to consortium member colleges;
- b. Provide a Lab Assistant to support programming delivered through the state-of-the-art labs at the Central Illinois Manufacturing Academy's main campus;
- c. Design and execute marketing for Manufacturing Academy programming and events, coordinating and issuing invitations to employers within a member college's district in collaboration with the partner's manufacturing workforce designee;
- d. Plan and coordinate Manufacturing Academy-sponsored events to heighten awareness of the importance of advanced manufacturing to the Central Illinois economy and to build support for manufacturing companies across the consortium college districts;
- e. Plan and coordinate Manufacturing Academy tours at the request of consortium colleges, including tours for K-12 students, manufacturing companies across the consortium college districts, government officials, and other stakeholder groups;
- f. Pursue certification for the Manufacturing Academy as an AWS Testing Center at the East Peoria Campus Satellite location and once awarded, offer coordinated marketing to each consortium member college to promote AWS credentialing opportunities to its faculty, students, and/or noncredit participants; and
- g. Provide consortium member colleges with exclusive access to the Central Illinois Manufacturing Academy Apprenticeship Network.

**II. Each Consortium College will:**

- a. Act as a satellite site of the Manufacturing Academy by providing a lab and content specialty in their district;
- b. Receive up to \$100,000 in DCEO grant funds to establish or upgrade a manufacturing lab with equipment as an investment in each consortium college's manufacturing programs. This lab will be made available to other consortium members to meet company needs;
- c. Commit to three-year membership in the Central Illinois Manufacturing Academy consortium at a membership rate of \$40,000 per year, which will contribute to the operational expenses including compensation for a full-time manager and a lab assistant, marketing for Manufacturing Academy programming and events, utilities, and facility/grounds maintenance;
- d. Benefit a growing number of students by providing credentials that pay a family sustaining wages;
- e. Add advanced manufacturing programs to the consortium college's program offerings and noncredit customized training, by sharing advanced level courses across the consortium and leveraging the shared resources of the Manufacturing Academy;
- f. Provide value to their College district by provided critical workforce development support to maintain and grow manufacturers in each local district;
- g. Share program curricula with other colleges across the consortium that offer like programs, with faculty representation from each consortium college in the review and revision of curricula, which will be centered on industry standards with preparation for appropriate industry credentialing;

- h. Remain the workforce partner and point-of-contact for all employers within the consortium member college's district;
- i. Pay a usage fees for instructional and non-instructional (*e.g.*, course materials, textbooks, food) services provided at the Manufacturing Academy which will be passed on to the clients, at a market determined rate that provides a return to the College;
- j. Benefit from the option to share curriculum and with other consortium colleges, of particular benefit for programs with small enrollments that otherwise would not be feasible to run;
- k. Offer a dual credit manufacturing pathway;
- l. Be involved in constructing a plan for the long-term maintenance and/or replacement of equipment located at the Manufacturing Academy; and
- m. Participate in quarterly Governing Board meetings for the Central Illinois Manufacturing Academy, with the Governing Board comprised of the consortium college presidents.

**III. Illinois Central College will:**

- a. Own the property and building that house the Central Illinois Manufacturing Academy;
- b. Insure the Central Illinois Manufacturing Academy building and equipment;
- c. Fund standard building maintenance and upkeep of the Manufacturing Academy;
- d. Fund application and renewal of the East Peoria Manufacturing Academy Satellite as a certified AWS Testing Center;
- e. Provide Essential Skills curriculum to partner Colleges;
- f. Share existing manufacturing curriculum with the consortium;
- g. Provide access to engineers from major manufactures to co-create cutting edge curriculum as the industry evolves beginning with rapid prototyping and digital manufacturing;
- h. Maintain the employees of the Academy; and
- i. Provide the coordination and writing of the grant submission as its own cost.

This MOU will take effect January 20, 2021 and represent the commitment of each consortium member as documented in the grant submission. If awarded the DCEO grant—the consortium college presidents will execute a Memorandum of Agreement.

---

Sheila Quirk-Bailey, President  
 Illinois Central College  
 1 College Drive  
 East Peoria, Illinois 61635

---

Date

---

Jerome Corcoran, President  
Illinois Valley Community College  
815 N. Orlando Smith Road  
Oglesby, Illinois 61348

---

Date

---

Charlotte Warren, President  
Lincoln Land Community College  
5250 Shepherd Rd.  
Springfield, Illinois 62794

---

Date

---

Curt Oldfield, President  
Spoon River College  
23235 N. County 22  
Canton, Illinois 61520

---

Date

**Approval of Emergency Underground Pipe Repairs**

IVCC maintenance staff noticed the closed loop heating water system was losing water at a rate of 25 gallons per day. After a lengthy investigation it was determined that the underground heating water return pipe between Building C and Building G was leaking. Scott Curley, director of facilities, contacted John's Service & Sales, Inc. for help in excavating and repairing the pipe. After consulting with a locator and excavating the sites suggested, the leak was not located and it was determined to expose more pipe. Once the pipe between the Building G access road and Building C access road was exposed, the leak was determined to be in a very tight area between the steps and the transformer pad on the north side of Building G. The leak was on an area of unprotected pipe that was used as a thrust block and was encased in concrete. Up until this point, it was estimated the repair would be less than \$25,000.

In order to properly repair the pipe, all of the concrete was chipped out and removed. In doing this, the pipe bollards were undermined and caused a potential cave-in hazard to anyone working in the trench. To avoid this situation, new piping was extended beyond the transformer pad and to the other side of the access road. The new pipe is pre-insulated and sealed and what is commonly used in underground applications. The total cost of the repair ended up being \$37,811.

IVCC Board Policy 4.11 provides the following:

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

110 ILCS 805/3-27.1 (j) exempts the following from the bidding process:

"contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility."

Although in December 2019, the administration recommended we update the administrative procedure guideline threshold for bidding from \$10,000 to \$25,000, because of the circumstances surrounding this unique situation, the administration respectfully asks for approval to pay John's Service and Sales, Inc. for the work completed at the amount of \$37,811, well within the State of Illinois limit of \$50,000.

**Recommendation:**

**Approve emergency underground pipe repairs completed by John's Service and Sales, Inc. in the amount of \$37,811.**

KPI 6: Resource Management

**Service Invoice**

**John's Service & Sales, Inc.**

119 West Walnut Street  
Oglesby, IL 61348  
Phone: (815)883-3637 Fax: (815)883-7028



Billed Customer: #001618

Site ID: # 001618-0001

ILLINOIS VALLEY COMMUNITY COLLEGE  
815 NORTH ORLANDO SMITH AVENUE  
#513  
OGLESBY, IL 61348

ILLINOIS VALLEY COMMUNITY COLLEGE  
815 NORTH ORLANDO SMITH AVENUE  
#513  
OGLESBY, IL 61348

55973	12/31/2020	S-53402	12/31/2020	Amount Paid	<input type="text"/>
Call Slip Number	Invoice Date	Invoice Number	Due Date		
55973	12/31/2020	S-53402	12/31/2020		

**Problem Reported:**

\*\*\* PL-INS-PLUMBING COMMERCIAL \*\*\*

We were called to assist with locating and then repair a leak in the underground piping between the Building C Boiler Room and the Gym Building. We contacted Lucky Locators who we have used to locate leaks successfully at IVCC and other locations in the past. Lucky was uncertain but directed us to check in a couple locations. We dug in these locations but did not find the leak. The decision was made to expose all the pipe until we found the leak. After digging all the pipe up between the gym access road and building c access road we noticed water coming from towards the gym building so we continued to dig between the gym access road and the building which was very tight since it is between the steps and the transformer pad. Once we opened up the area we found the leak was on an area of unprotected pipe that was used as a thrust block so it was encased in concrete. The area was very precarious with the sidewalk and transformer pad and in order to do a proper fix all of the concrete needed to be chipped out and removed. It was decided that working in the trench in this area was not safe due to undermined pipe bollard foundations. This turned out to be the correct call because they did end up caving in like Mr. Curley was worried about. In order to work in a safe location, new piping had to be extended beyond the transformer pad, which put the connections under the access road so it was determined to extend a few additional feet to the other side of the access road and replace a section of the concrete. This way the repair is done properly and there are no joints between the connection up near the building and the other side of the access road. The pipe material was ordered from Rovanco in Joliet (this is pre-insulated and sealed piping commonly used underground in this application). We drove to pick it up to expedite. After the pipe was installed and tested the joints were checked and wrapped and the pipe was backfilled carefully to prevent damage.

LABOR	16680.00
INSULATED PIPING FROM ROVANCO	5230.00
EQUIPMENT	500.00
LUCKY LOCATORS	934.00
-LOCATED LEAK ON BOILER SUPPLY LINE FROM BOILER TO GYMNASIUM.	
ILL VALLEY EXCAVATING	14467.00
-EXCAVATION WORK AND TRUCKING FOR REPLACEMENT OF THE UNDERGROUND STEAM LINES.	
<b>TOTAL</b>	<b>\$37,811.00</b>

SS

**Grand Total 37,811.00**

**Faculty Appointment – Theresa Molln, Welding Instructor**

The search advisory committee has selected Theresa Molln as Welding Instructor to fill the newly created faculty position. The appointment form for Ms. Molln is attached.

**Recommendation:**

**The administration recommends the appointment of Theresa Molln as Welding Instructor at Step A-3, an annualized salary of \$46,387 prorated January 13 through May 22, 2021 on the 2020/2021 faculty salary schedule.**

KPI 4: Support for Employees

**RECOMMENDED FOR FACULTY APPOINTMENT**  
**2020-2021**

**GENERAL INFORMATION:**

POSITION TO BE FILLED: Welding Instructor

NUMBER OF APPLICANTS: 2

NUMBER OF APPLICANTS INTERVIEWED: 1

APPLICANTS INTERVIEWED BY:

Mr. Koudelka, Dr. Lange, Mr. Sondgeroth, Ms. Sowers

APPLICANT RECOMMENDED:

Theresa Molln

**EDUCATIONAL PREPARATION:**

Illinois Valley Community College, Oglesby, IL – A.A.S. Welding Production Tech;  
Certificate Honors: Gas Metal Arc Welding, Production Welding, Gas Tungsten Arc  
Welding, and AWS Certified Associate Welding Inspector

**EXPERIENCE:**

Illinois Valley Community College, Oglesby, IL – Part Time Welding Instructor and  
Welding Laboratory Instructor  
Molln Farms, LaMoille, IL – Owner  
Lee County Courthouse, Dixon, IL – Certified Election Judge  
Stoncroft Village Retirement and Assisted Living Community, Mendota, IL – Resident  
Assistant (RA)

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

1. Possesses industry recognized credentials and an applied degree.
2. Confident and skilled welder with innate ability to lead students.
3. Experience with IVCC applied degree program.
4. Knowledge of our current LMS system.
5. Focused student centered learning and growth; loyal and passionate instructor.
6. References expressed confidence in her abilities as a welder and leader.

**RECOMMENDED SALARY: A-3, \$46,387 annualized, effective January 13, 2021**

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



**Faculty Resignation – Kathryn Seebruck – Agriculture Instructor**

Kathryn Seebruck, Agriculture Instructor hired August 2019 has submitted a notice of resignation effective May 22, 2021. Kathryn's resignation letter is attached.

We thank Kathryn for her dedicated service and wish her well in her new endeavors.

**Recommendation:**

**Accept with regret the resignation of Kathryn Seebruck, Agriculture Instructor effective May 22, 2021.**

KPI 4: Support for Employees

**Kathryn J. Seebruck**  
P.O. Box 85 Holcomb, Illinois 61043  
(815) 994-1838 | klillie95@gmail.com

December 18, 2020

Board of Trustees  
Illinois Valley Community College  
815 N. Orlando Smith Road  
Oglesby, Illinois 61348

To the Board of Trustees:

Please accept this letter as my resignation from my position as Agriculture Instructor and Program Co-Coordinator. I greatly appreciate the opportunity to teach and help lead the agriculture program at IVCC over the past two years. It has been extremely rewarding to share my knowledge and love of agriculture with my students.

Teaching was not my original intention following graduation, but I am glad to have had this experience. It has challenged me and taught me many valuable lessons that I will carry with me into my future endeavors. I hope my next career enables me to educate others in some way, but I am a scientist both by training and by heart and hope to pursue it as my profession.

It will be difficult to leave the faculty, staff, and administration at IVCC. I have greatly benefited from the support and guidance provided by my peers and superiors. I wish nothing but success for the agriculture program, and I look forward to watching it grow to be even greater than it already is.

Sincerely,

A handwritten signature in cursive script that reads "Kathryn Seebruck". The signature is written in black ink and is positioned below the word "Sincerely,".

Kathryn Seebruck

**Faculty Retirement – Pamela Mammano, Nursing Instructor**

Pamela Mammano, Nursing Instructor, has submitted a notice of retirement effective August 14, 2021. Ms. Mammano has taught at the college for over 30 years beginning in August 1989 and was hired full-time in January 1993. Her retirement letter is attached.

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

**Recommendation:**

**The Board accepts with regret the retirement of Pamela Mammano, Nursing Instructor, effective August 14, 2021.**

KPI 4: Support for Employees

Pamela M. Mammano, RN, MS  
2421 Reynolds Manor Drive  
Ottawa, IL 61350

1-5-2021

Dr. Jerry Corcoran  
IVCC Board  
815 North Orlando Smith Road  
Oglesby, IL

Dear Dr. Corcoran and IVCC Board:

I have spoken with Mrs. Leslie Hofer and Dr. Jennifer Grobe of my intention of leaving IVCC at the end of the semester. I would like to inform you that I am resigning from my position of Nursing Professor, effective 8-14-21, at the end of this semester.

I have enjoyed working with the students and my co-workers for the last 30 plus years. I am excited with the direction, that I believe, Dr. Grobe will lead the Nursing Division.

Sincerely,

Pamela M. Mammano, RN, MS.

**Staff Retirement – Cheryl Roelfsema – Vice President for Business Services and Finance/Treasurer**

Cheryl Roelfsema, Vice President for Business Services and Finance/Treasurer, has submitted a notice of retirement effective July 31 2021. Her retirement letter is attached.

Cheryl has served the college in various positions in her 20 plus years of employment. She was hired as a part-time instructor in August 1999. Cheryl was appointed Controller in June 2005, served as Interim Vice President for Business Services and Finance from April to December 2008, and has been employed in her current position as Vice President for Business Services and Finance/ Treasurer since December 18, 2008.

We sincerely thank Cheryl for her financial expertise, years of dedicated leadership and service, and wish her well in retirement.

**Recommendation:**

**Accept with regret the retirement of Cheryl Roelfsema, Vice President for Business Services and Finance/Treasurer, effective July 31, 2021.**

KPI 4: Support for Employees

**CHERYL ROELFSEMA**

*Certified Public Accountant – Certified Management Accountant*

3129 E 27<sup>th</sup> Road, Marseilles, IL 61341 ~ (815) 795-5030 ~ [croelf@mtco.com](mailto:croelf@mtco.com)

Dr. Jerry Corcoran  
Illinois Valley Community College  
815 N. Orlando Smith Road  
Oglesby, IL, 61348

Dear Jerry,

After much deliberation, I have decided to resign my position as Vice President of Business Services and Finance/Treasurer of Illinois Valley Community College effective July 31, 2021.

I have enjoyed working with you for the past 20 years but it is time to start a new chapter in my life. It has been a privilege to be part of your management team and I appreciate the confidence and trust that you and the Board of Trustees have placed in me. Under your leadership the College has continued to provide excellent educational opportunities for the District and is in a strong financial position.

Again, thank you for the opportunities that you have given me.



Cheryl Roelfsema

**Board Policies**

Three Board Policies proposed for revision were reviewed by the Board Planning Committee at a meeting on December 10, 2020. The following revised Board Policies are presented for Board review and consideration.

**Revised Board Policies**

- 2.6 -- Alternative Credit
- 2.8 -- Chronic Communicable Diseases
- 2.22 -- Required Placement Testing (Academic Placement)

**Recommendation:**

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

KPI 5: District Population Served

### Illinois Valley Community College Board Policy

Subject: **Alternative Credit**  
Number: **2.6**

Effective Date: 1/11/18  
Last Reviewed: 12/10/20  
Last Revised: 12/10/20

It is the policy of the Board of Trustees to award alternative credit to students documenting college-level learning in any combination of the methods listed below. Students may be awarded credit for up to a maximum of 75% of the credits for a degree and/or certificate based upon any combination of methods listed below. When applicable, individual credit limits are noted within each method's subsection in the accompanying Administrative Procedure.

- Advanced Placement (AP)
- College Level Examination Program (CLEP)
- Military Prior Learning Assessment (MPLA) and Defense Activity for Non-Traditional Education/DSST Credit by Exam (DANTES/DSST/DD-214)
- International Baccalaureate (IB)
- High School Equivalency/General Education Development (HSE/GED) Test results
- ~~Prior Learning Portfolio Assessment (PLA), National College Credit Recommendation Service (NCCRS) Transcript~~
- ~~Professional Development, Training Evaluation, or competency-based equivalency reviews (e.g., C.E.U.'s, Police Training Academy, etc.)~~
- **Credit for Prior Learning**
  - *Portfolio Assessment (work experience, technical/vocational training, industry certification, licensure, registry, or other learning experiences such as training evaluation, continuing education units (CEUs), or other competency-based equivalency reviews)*
  - **IVCC Proficiency Examination results**

### Illinois Valley Community College Administrative Procedure

Subject: **Alternative Credit**  
Number: **2.6**

Effective Date: 1/11/18  
Last Reviewed: 12/10/20  
Last Revised: 12/10/20



## Advanced Placement (AP)

Students will be awarded credit for scores of 3, 4, and 5 on the Educational Testing Services Advanced Placement Examinations. Credit will be awarded for those examinations which correspond to equivalent Illinois Valley Community College courses, which can be found in the table below. Students who have taken Advanced Placement Examinations must have their official score reports submitted to the Office of Admissions and Records to receive credit.

AP EXAMINATION	SCORE	IVCC COURSE	CREDIT GRANTED
CALCULUS	3	MTH 2001	5 hrs.
STATISTICS	3	MTH 1008	3 hrs.
CHEMISTRY	3	CHM 1004	4 hrs.
BIOLOGY	3	BIO 1001	4 hrs.
ENVIROMENTAL SCIENCE	3	P9 901	3 hrs.
PHYSICS 1 AND 2	3	P1 900	3 hrs.
EUROPEAN HISTORY	3	HIS 1000 and HIS 1001	6 hrs.
WORLD HISTORY	3	H2 906 and H2 907 or S2 912N and S2 913N	6 hrs.
ART HISTORY	3	ART 1000 and ART 1010	6 hrs.
MACROECONOMICS	3	ECN 2003	3 hrs.
MICROECONOMICS	3	ECN 2002	3 hrs.
US HISTORY	3	HIS 2000 AND HIS 2001	6 hrs.
HUMAN GEOGRAPHY	3	GEG 1003	3 hrs.
US GOVERNMENT	3	PSI 1000	3 hrs.
COMPARATIVE GOVERNMENT AND POLITICS	3	S5 905	3 hrs.
PSYCHOLOGY	3	PSY 1000	3 hrs.
SPANISH LANGUAGE AND CULTURE	4 or 5	SPN 2002	4 hrs.
	3	SPN 0000	3 hrs.
ENGLISH LANGUAGE/COMPOSITION*	3	ENG 1001 or ENG 0000	3 hrs.
ENGLISH LITERATURE/COMPOSITION*	3	ENG 1001 or ENG 0000	3 hrs.
ART 2D DESIGN	3	ART 1005	3 hrs.
MUSIC THEORY	3	MUS 0000	3 hrs.
COMPUTER SCIENCE	3	CSI 1011	4 hrs.
GERMAN	4 or 5	GER 2002	4 hrs.
	3	GER 0000	3 hrs.

\*In the event a student receives a 3, 4, or 5 on both AP LANG/COMP and AP LIT/COMP, the student will get 6 course equivalency credits (for ENG 1001 and another elective class) but will be required to take ENG 1002.

### College Level Examination Program (CLEP)

Students are able to earn a maximum of 12 credits through CLEP. Students will be awarded for those examinations which correspond to equivalent Illinois Valley Community College courses, which can be found in the table below.

General CLEP Exams Accepted by IVCC			
Exam	Required Min. Score	Credit Granted	Equivalent Course
Humanities	57	6 Hrs.	Humanities Elective
Mathematics	55	3 Hrs.	Math Elective
Natural Science	50	3 Hrs.	Geography Elective
Social Science & History	50	6 Hrs.	Sociology Elective (3) History Elective (3)

Specific CLEP Course Exams Offered by IVCC			
Exam	Required Min. Score	Credit Granted	Equivalent Course
American Government	50	3 Hrs.	PSI 1000
Principles of Microeconomics	52	3 Hrs.	ECN 2002
Principles of Macroeconomics	50	3 Hrs.	ECN 2003
Introductory Psychology	57	3 Hrs.	PSY 1000
Introductory Sociology	54	3 Hrs.	SOC 1000
Western Civilization I	51	3 Hrs.	HIS 1000
Western Civilization II	50	3 Hrs.	HIS 1001
College Algebra	50	3 Hrs.	MTH 1003
Biology	50	4 Hrs.	BIO 1001
Calculus	50	5 Hrs.	MTH 2001
Chemistry	50	5 Hrs.	CHM 1006

Financial Accounting	50	3 Hrs.	ACT 1010
Principles of Management	56	3 Hrs.	MGT 2010
Principles of Marketing	54	3 Hrs.	MKT 1210

**Defense Activity for Non-Traditional Education/DSST Credit (DANTES/DSST)**

Military veterans will be awarded a maximum of four hours of credit in physical education and two hours in health for completion of basic training on a Pass/Fail basis. Note: a maximum of 12 credit hours with grades of "P" (Pass) are allowed to be accepted by IVCC.

Additional credit will be available for veterans who request an evaluation of the military training programs they have completed while in the service. The request should be made to the Director of Admissions and Records supported by evidence of program completion such as the Joint Services Transcript (JST) or DD-214.

Credit will be awarded according to the American Council on Education’s Guide to the Evaluation of Educational Experiences in the Armed Services.

**International Baccalaureate (IB)**

Per SB 2505, IVCC will award credit to students who score a 4 or higher on the International Baccalaureate Diploma Program examination in order to satisfy degree requirements.

Similar to Advanced Placement, the International Baccalaureate (IB) Program offers a series of high school courses that are capped with examinations at the conclusion of the program. IVCC course equivalencies are currently under review.

**High School Equivalency/General Education Development (HSE/GED)**

Students who score in certain ranges within the last two years when taking subject areas for the High School Equivalency (HSE) through IVCC are eligible to use those scores for placement or for college credit. You will find IVCC’s HSE placement equivalency table below.

	GED	HiSET	Course Placement
LANGUAGE ARTS	165-174		ENG 1001 (Placement)
	175-200	15 with at least a 4 on the essay	ENG 1001 (Credit) - 3 hrs
READING		15	No reading requirement
MATH	165-174		MTH 1008 (Placement)
MATH	175-200	15	MTH 1003 (Credit) - 3 hrs *recommended to still take IVCC placement exam

SOCIAL SCIENCE	175-200	15	Soc/Humanity transfer elective (Credit) - 3 hrs
SCIENCE	175-200	15	PSC 1000 (Credit) - 3 hrs

~~Prior Learning Assessment (PLA) & National College Credit Recommendation Service (NCCRS) Credit for Prior Learning~~

Students may be eligible to earn credit for prior learning, which refers to the evaluation and assessment of a student's life learning through employment, training, and experiences outside an academic environment from which skills that comprise terminal objectives are mastered to an acceptable degree of proficiency for college credit, certification, or advanced standing toward further education or training.

Students who have demonstrated a learned competency through his or her life experiences will have the opportunity to compile a portfolio demonstrating said competency, *successfully complete an IVCC Proficiency Exam within the content area, and/or provide evidence of suitable and appropriate industry certification, licensure, or registry.* ~~through the Council of Adult and Experiential Learning (CAEL), who will then review the portfolio and issue a transcript.~~ Credit will then be based on ~~the transcript received from the National College Credit Recommendation Service (NCCRS)~~ *the review of said portfolio, credentials, or exam results by a content expert.*

*Note that acceptance of credit for prior learning varies among transfer institutions. Credit for prior learning experiences does not count toward residency requirement for a degree or certificate at IVCC except for credits by proficiency examination. Fifteen hours toward a degree or 25% of the required credits for a certificate must be completed at the college prior to awarding credit for prior learning for degree or certificate seeking students.*

- *Portfolio Evaluation*

*Students may be eligible to earn credit for prior learning through the development of a portfolio to demonstrate learned competency resulting from life learning through evaluation of work experience, technical/vocational training, work-based training, continuing education units (CEUs), or other appropriate professional development.*

*Students who have successfully completed state and/or national certification, licensing or registry examinations, and/or submit a transcript from the National College Credit Recommendation Service (NCCRS) may also request course credit. The credit requested must be applied in the program in which the student is currently enrolled. The portfolio will be evaluated by an appropriate faculty member/program coordinator and an academic dean to determine whether outcomes for the course have been met. Recommendations for the granting of credit will be based upon the results of the faculty/dean review and communicated to the Vice President for Academic Affairs.*

- *Proficiency Examinations*

*Proficiency examinations are available to students who, in the judgment of the faculty member/Program Coordinator and Dean, may potentially meet the course outcomes through previous course work, professional experience, or a combination of both. Proficiency credit can be earned through a comprehensive examination that tests the student's understanding of the course's learning outcomes. Testing methods include, but*

*are not limited to: multiple-choice exams (paper/pencil or computer-based), written submissions/essays, short answer tests, etc. A "hands-on" demonstration of the necessary skills required to meet the core learning outcomes of the course may also apply. A maximum of 25% of the semester hours required to complete a certificate or a degree may be earned through proficiency examinations. Credit will be recorded as a "P" (pass) and will not be included in the grade point average.*

~~*A non-refundable exam fee is payable at the time the student makes application for a proficiency examination. If the student passes the exam, the student must then pay the regular tuition for the course to receive credit.*~~

*A non-refundable fee of \$20/credit hour is due at the time the student makes application to receive credit for prior learning. Students must show proof of payment when turning in a portfolio for review or before taking a proficiency exam.*

● ***Professional Development***

~~*Students who have completed workplace training or continuing education units may also have their documentation reviewed by qualified faculty for competency-based equivalence granting of credit.*~~

~~*Course materials should be submitted to qualified faculty for review. Faculty will compare the outcomes of the training or CEU materials to outcomes listed in specific IVCC courses. Based upon this comparison, faculty will make a recommendation about whether the outcomes of the course have been met by the training or CEU curriculum. Assuming satisfactory performance by the requesting student in each of these outcomes, credit for courses will be granted based upon the recommendation that results from the faculty review.*~~

Illinois Valley Community College Board Policy

Subject: <b>Chronic Communicable Diseases</b>	Effective Date: 10/19/10
Number: <b>2.8</b>	Last Reviewed: 12/10/20
	Last Revised: 12/10/20

Illinois Valley Community College is dedicated to promoting and maintaining a healthy environment for students and employees. The College places a high priority on the need to prevent the spread of chronic communicable diseases on its campus. Chronic communicable diseases include those diseases and conditions which have been declared by the Center for Disease Control to be contagious, infectious, communicable, and dangerous to the public health. The College is committed to educating students, employees, and the community-at-large about chronic communicable diseases. *The College will follow all recommendations as set forth by the Center for Disease Control and/or Illinois Department of Health, i.e. if wearing face masks is recommended, they will be required on campus.*

The College will not engage in screening activities for the purpose of identifying prospective students or employees with chronic communicable diseases. When an IVCC class is offered in conjunction or in agreement with an outside agency, IVCC students and employees must abide by the policies and procedures of the outside agency relating to chronic communicable diseases.

### Students with Chronic Communicable Diseases

Students who know they have a chronic communicable disease have the obligation to inform the Vice President for Student Services of their condition. It is the policy of the Board of Trustees of Illinois Valley Community College that students with chronic communicable diseases may attend classes in the regular classroom setting whenever, through reasonable accommodation, the risk of transmission of the disease, or the risk of further injury to the student, is sufficiently remote in such a setting.

The determination of whether a student with a chronic communicable disease may attend classes shall be made on an individual basis, according to procedures implemented by the College, in consultation with the Vice President for Student Services, other appropriate College personnel, and such others as a physician or consultant selected by the Vice President or his/her designee, the student's physician, public health personnel and the student.

The student's placement shall be determined in accordance with the above standards and upon the following risk factors: the risk of transmission of disease to others; the health risk to the particular student; and reasonable accommodations which can be made without undue hardship to reduce the health risk to the student and others. The student shall be re-evaluated periodically, at least once a year, to determine whether the student's placement continues to be appropriate. The student's medical condition will be disclosed only to the extent necessary to minimize the health risks to the student, employees or others. Persons deemed to have a "direct need to know" will be provided with appropriate information;

however, these persons shall not further disclose such information. The College will strictly observe public health reporting requirements for all chronic communicable diseases and will provide referral services to students who request assistance.

The Vice President for Student Services may establish additional rules and regulations designed to implement this policy.

## Employees with Chronic Communicable Diseases

Employees who know that they have a chronic communicable disease have the obligation to inform the Director of Human Resources of their condition.

Employees with identified chronic communicable diseases shall retain their positions whenever, through reasonable accommodation of the employee's physical condition and without undue hardship to the employer, there is no reasonable risk of transmission of the disease to others. Such employees shall remain subject to the Board's employment policies, including but not limited to current collective bargaining agreements in effect, sick leave, physical examinations, temporary and permanent disability and termination.

Employment decisions will be made utilizing the general legal standard in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged. Decisions will be made based upon the facts of the particular case. The determination of an employee's continued employment status will be made in accordance with procedures implemented by the College.

The College shall respect the right to privacy of any employee who has a chronic communicable disease. The employee's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the employee and others. The number of personnel aware of the employee's medical condition will be kept at the minimum needed to detect situations in which the potential for transmission may increase. Persons deemed to have a "direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.

The Director of Human Resources may establish additional rules and regulations designed to implement this policy.

### Preventive Measures

Laboratories used in a teaching context, such as biology, dental assisting, nursing, and childcare, should be safe experiences. Given the fact that the existence and identity of persons with chronic communicable diseases may not be known, procedures for the decontamination of environmental surfaces and objects soiled by blood or body fluids will be adopted and implemented for each laboratory.

College personnel who may be exposed to blood or body fluids, such as those giving first-aid or handling contaminated wastes, shall follow the appropriate guidelines established by the Center for Disease Control.



Illinois Valley Community College Board Policy

Subject:	<del>Required Placement Testing</del> <u>Academic Placement</u>	Effective
Date:	10/19/10	
Number:	2.22	Last Reviewed: 01/12/17
	12/10/20	

~~Placement testing and counseling appointments are required for all first-time, full-time students. Placement testing is also required for placement into all English and math courses. Transfer students may be exempt from placement tests if they can provide proof of completion of pre-requisite courses or testing. ACT, SAT, and PARCC scores may be used in lieu of placement testing. Placement test scores, ACT scores, and SAT scores are valid for a period of two years. PARCC scores are valid for a period of five years.~~

Placement in English and math courses is done through multiple measures, including, but not limited to, high school grade point average, successful completion of high school coursework, standardized testing, or high school equivalency testing.

IVCC recommends all students take math placement tests.

Administrative Procedure

The IVCC Course Placement Guide describes how multiple measures are used for placement. The guide can be found at [www.ivcc.edu/placement](http://www.ivcc.edu/placement)

## MEMORANDUM OF UNDERSTANDING

2021-01

### COVID-19 Quarantine Day

In the event that the FFCRA Act is not renewed or expires before the end of the Spring 2021 semester, 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 January 1 and May 22, 2021.

No Federation member will be required to use currently available personal days or unpaid leave during a mandated quarantine due to (a) a close contact with a known or probable case of COVID-19 (as required by (a) the College or a governmental agency of competent jurisdiction; or (b) due to a mandatory “stay at home” Executive Order issued by the Governor of the State of Illinois) if the act of quarantining means they cannot meet a scheduled in-person teaching or counseling obligation so long as the delivery of instruction and services are maintained during period of mandated quarantine.

A Federation member who is required to quarantine may choose to use remote delivery for their scheduled class content, office hours, or counseling appointments.

Federation members shall notify their dean or director of their intention to move to remote delivery of instruction or services as soon as reasonably possible upon notice of the mandated quarantine.

The means of remote delivery of content for teaching faculty is to be determined by the individual faculty member in coordination with and subject to the considered approval and voluntary consent of the appropriate dean or director. Such approval and consent, which shall not be unreasonably withheld, shall be timely, and shall be primarily focused on the dean or director’s verification that all information described in the applicable course syllabus is taught. Faculty members will make reasonable efforts to remain in communication with their students and maintain scheduled instruction and services during the period of remote delivery.

The means of remote delivery of services for counselors will be the same means used during regularly scheduled remote days per the Memo of Understanding 2020-02 Full Time Counselor Alternative Service Delivery, and shall be subject to the same terms and conditions of such Memorandum of Understanding. This Memorandum does not otherwise extend the term of said Memorandum of Understanding.

Federation members who choose not to move to remote delivery during a period of mandated quarantine will be required to use currently available personal or unpaid leave for cancelling in-person class sessions, office hours, or counseling services.

This agreement may be extended, if necessary, upon mutual written agreement of both parties. Barring a mutually agreed-upon extension, beginning on May 23, 2021 OR the

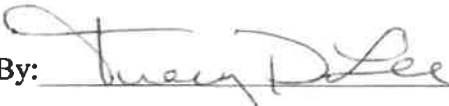
renewal/reinstatement of the FFCRA Act (which shall likewise act to terminate this Memorandum of Understanding) both parties agree that Federation members will return to all previous Faculty Contract language, Board Policy, and Faculty Handbook expectations.

The Parties acknowledge that the terms of this MOU are based on the unique facts and circumstances set forth in this MOU. The Parties acknowledge that the arrangements set forth herein shall be non-precedential, and in no way can be construed to require either party to make the same, similar or other adjustment in future documents.


The Parties acknowledge that by agreeing to this MOU: (a) there is no need to re-open the current Collective Bargaining Agreement between the Parties.

The parties waive their rights to raise additional issues relating to the issues of modified working conditions and modes of education delivery discussed hereinabove.

AMERICAN FEDERATION OF  
TEACHERS LOCAL 1810

By:   
Date: Dec. 11, 2020

PRESIDENT  
COMMUNITY COLLEGE DISTRICT 513

By:   
Date: DEC 7 2020

**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 on campus property.
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 but not limited to ~~the failure of a registered sex offender to register with campus security~~ *adhering to recommendations set forth by the Center for Disease Control or Illinois Department of Public Health (i.e. wearing facial coverings during the Coronavirus pandemic which are required when on campus).*
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.

Dec. 17, 2020

To: Dr. Jerry Corcoran  
From: Fran Brolley  
Re: Digital marketing with Cumulus Media Chicago

We are contracting with Cumulus Media Chicago to provide a digital marketing campaign from mid-February through mid-August to drive summer and fall 2021 enrollment.

The six-month, \$24,000 activity-based\* campaign promises to increase enrollment in credit courses, increase awareness of offerings and strengthen engagement with high school prospects, parents, online learners and nontraditional adults.

Cumulus will direct traffic to IVCC's website and social media platforms via:

- Display advertising, i.e. highly-targeted banners for desktop and mobile within IVCC district zip codes.
- 15- and 30-second pre-roll IVCC commercials preceding videos the user has selected. (Video ads are remembered for at least 30 days by 80 percent of viewers.)
- Native ad placements that appear organically like a story, not a traditional web ad, and provide much higher visibility with prospects.
- Placement of 15- and 30-second IVCC video commercials appearing alongside personal interest sites on Facebook and Instagram.
- Streaming Audio of 15- and 30-second IVCC commercials to specific listeners. Audio is delivered through Cumulus mobile apps, music platforms and websites. Companion banners with a click-through URL are included.

In addition, Cumulus will develop web landing pages custom-built for IVCC and identify all conversions. Monthly campaign results will be provided and over 1.3 million impressions generated.

Cumulus is the second largest radio company in the world and provides service in 87 metro areas across the U.S. including Bloomington, Chicago and Peoria. Digital campaign references include Valparaiso University, Loyola University Chicago and Lehigh Carbon (Pa.) Community College.

A recent Cumulus campaign for Moraine Valley Community College in Palos Hills cultivated 36,000 prospects via email, display, mobile, video, and social media. It resulted in 420,000 impressions and 4,200 website visits. More importantly, 247 enrollments were directly linked to the campaign driving over \$1.1 million in tuition.

\*Individual performs a specific, trackable activity identifying them as a highly-prequalified candidate. Prospects will reside in-district and exhibit behavior indicating an interest in community college, transfer, 2-year degrees and more.

**From:** Vicky Jackson  
**Sent:** Tuesday, December 29, 2020 10:58 AM  
**To:** Jeannette Frahm  
**Cc:** Leslie Hofer  
**Subject:** Vicky Jackson - resignation letter

With heavy heart, I hereby announce my resignation from the position of Information Specialist at the Ivcc Ottawa Center. I give my two week notice, effective 12/29/2020.

It has been a pleasure working with the Ottawa Center staff for ten years. I would like to thank Jeannette Frahm, and my co-workers, for providing a rewarding learning experience, in a warm working environment.

If there is anything I can do to help with the transition of responsibilities, please let me know.

Sincerely,

Vicky Jackson

**Change Order #1 –Building C AHU/Chiller Replacement**

To be in compliance with Board Policy 4.11, the administration wishes to advise the Board of Trustees of change order #1 for a total increase of \$13,673 for the Building C AHU Chiller Replacement PHS project. The change orders consist of the following changes:

<b>Original contract sum</b>	<b>\$1,469,000</b>
<b>Change Order #1*</b>	<b><u>13,673</u></b>
<b>New Contract Sum</b>	<b>\$1,482,673</b>

\*Provide face and bypass dampers in air handling unit

KPI 6: Resource Management



October 8, 2019

DKA/Millies Engineering

Attn: Joe Cash

RE: IVCC Building C  
C3 Damper Change Order

Pricing below is for the added face & bypass damper in each AHU from JCI, additional sheetmetal, insulation labor, rigging, layout & concrete work associated with this work:

JCI		\$ 4,200.00
John's S&S		
Material	\$ 750.00	
Fab Labor	1,840.00	
Install Labor	2,530.00	
Subtotal	\$ 5,120.00	
OHP	512.00	
Total		\$ 5,632.00
Gatza Electric		N/C
DCI		N/C
Dodson P&H		\$ 808.00
Insulation		\$ 1,250.00
OHP		\$ 1,783.00
<b>TOTAL:</b>		<b>\$ 13,673.00</b>

---

Mark Ficek, Corporate Secretary  
Dodson Plumbing, Heating & Air Conditioning, Inc.



**AIA**

# Document G701™ – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Building C AHU - Chiller Replacement Illinois Valley Community College	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: April 03, 2019	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 001 Date: August 26, 2020
<b>OWNER:</b> <i>(Name and address)</i> Illinois Valley Community College  815 N. Orlando Smith Road Oglesby, IL 61348	<b>ARCHITECT:</b> <i>(Name and address)</i> Demonica Kemper Architects, LLC  125 N. Halsted St. Suite 301 Chicago, IL 60661	<b>CONTRACTOR:</b> <i>(Name and address)</i> Dodson Plumbing, Heating & Air Conditioning, Inc. 823 N. Ladd St. P.O. Box 560 Pontiac, IL 61764

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Do not include agreed upon adjustments attributable to executed Construction Change Directives.*

Provide face and bypass dampers in air handling unit from JCT

The original Contract Sum was	\$ 1,469,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,469,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 13,673.00
The new Contract Sum including this Change Order will be	\$ 1,482,673.00
The Contract Time will be unchanged by Zero (0) days	
The new date of Substantial Completion will be unchanged	

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Demonica Kemper Architects, LLC

Dodson Plumbing, Heating & Air  
Conditioning, Inc.

Illinois Valley Community College

**ARCHITECT** *(Firm name)*

**CONTRACTOR** *(Firm name)*

**OWNER** *(Firm name)*

**SIGNATURE**

**SIGNATURE**

**SIGNATURE**

Mr. Dominick Demonica, AIA, NCARB  
LEED AP, Principal

Mr. Thomas Fieck, President

Ms. Cheryl Roellessma, Vice President for  
Business Services & Finance

**PRINTED NAME AND TITLE**

**PRINTED NAME AND TITLE**

**PRINTED NAME AND TITLE**

**9-2-20**

**9-2-20**

**9-2-20**

**DATE**

**DATE**

**DATE**

**Fall 2020 Graduation**

There were 160 graduating students earning a total of 175 degrees and certificates in the following areas:

- 19 Associate in Arts degree
- 27 Associate in Science degree
- 13 Associate in Applied Science degree
- 2 Associate in General Studies degree
- 114 Certificates of Completion

By comparison, in Fall 2019, we graduated 153 students with a total of 178 degrees and certificates.

# 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.