



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, January 13, 2022
Board Room
5:30 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
College Insurance

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

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 13, 2022 – 5:30 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. Campus Update – IVCC Employee Demographics (Leslie Hofer)
7. Consent Agenda Items – Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 7.1 Approval of Minutes – November 29, 2021 Audit Finance Committee Meeting; December 9, 2021 Closed Session Minutes Committee Meeting; & December 9, 2021 Board Meeting (Pages 1-12)
 - 7.2 Approval of Bills - \$1,536,812.39
 - 7.2.1 Education Fund - \$985,698.24
 - 7.2.2 Operations & Maintenance Fund - \$173,691.65
 - 7.2.3 Operations & Maintenance (Restricted Fund) - \$13,515.86
 - 7.2.4 Auxiliary Fund - \$75,163.33
 - 7.2.5 Restricted Fund - \$228,682.62
 - 7.2.6 Audit Fund - \$12,500.00
 - 7.2.7 Liability, Protection & Settlement Fund – \$47,537.27
 - 7.2.8 Grants, Loans, and Scholarships - \$23.42
 - 7.3 Treasurer’s Report (Pages 13-29)
 - 7.3.1 Financial Highlights (Page 14)
 - 7.3.2 Balance Sheet (Pages 15-16)
 - 7.3.3 Summary of FY22 Budget by Fund (Pages 17-24)
 - 7.3.4 Budget to Actual by Budget Officers (Page 25)
 - 7.3.5 Statement of Cash Flows (Page 26)
 - 7.3.6 Investment Status Report (Pages 27-28)
 - 7.3.7 Disbursements - \$5,000 or more (Page 29)

- 7.4 Personnel – Stipends for Pay Periods Ending December 4, 2021 & PT Faculty and Staff Appointments December 2021 (Pages 30-32)
8. President’s Report
9. Committee Reports
10. Proposal Results – Learning Management System (LMS) (Pages 33-34)
11. Approval – Basic Manufacturing, Intermediate Manufacturing & Advanced Manufacturing Certificates (Pages 35-38)
12. Approval – ECE Licensure Endorsement Certificate (Pages 39-40)
13. Purchase Request – IT Backup Battery System (Page 41)
14. Approval – Illinois Valley YMCA for Child Activity Center (Pages 42-46)
15. Approval – Third Party IT Assessment (Page 47)
16. Semi-annual Review of Closed Session Minutes (Page 48)
17. Faculty Appointment – Agriculture Instructor
18. Items for Information (Pages 49-56)
 - 18.1 Employment of Temporary IT Director/Project Manager (Page 49)
 - 18.2 Test Question Development Training (Page 50)
 - 18.3 Revised Associate in General Studies (AGS) Degree Requirements – (Pages 51-52)
 - 18.4 IBHE Approval – Associate of Applied Science in Dental Assisting (Page 53)
 - 18.5 Staff Appointment – Samantha Manahan, Administrative Assistant I, Community Relations & Development (Page 54)
 - 18.6 Staff Resignation – Edgar Lucero Castillo, Staff Accountant (Page 55)
 - 18.7 Staff Resignation – Jill Thompson, Assessment Center Assistant (Page 56)
19. Trustee Comment
20. Closed Session – 1) complaint lodged against an official or employee of the public body; 2) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 3) collective negotiations; and 4) closed session minutes
21. Request from Employee – Temporary Reassignment from Full-time to Part-time Position
22. Items for Information (Pages 57-60)
 - 22.1 Memorandum of Understanding – COVID-19 Quarantine and Testing Days (Pages 57-58)
 - 22.2 Memorandum of Understanding – Full-time Counselor Alternative Service Delivery (Pages 59-60)

23. Approval – Closed Session Minutes
24. Other
25. Adjournment

**ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees**

**Audit Finance Committee Meeting
November 29, 2021**

The Audit/Finance Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5:00 p.m. on Monday, November 29, 2021 in the Board Room (C307) at Illinois Valley Community College.

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

Committee Members Amy L. Boyles
Virtually Present:

Committee Members
Absent:

Board Members William F. Hunt
Physically Present:

Others Physically Present: Jerry Corcoran, President
Matthew Seaton, Vice President for Business Services and Finance
Deborah Anderson, Vice President for Academic Affairs
Kathy Ross, Controller

Others Virtually Present: Mark Grzybowski, Vice President for Student Services

The meeting was called to order at 5:00 p.m. by Mr. McCracken.

PUBLIC COMMENT

Mr. McCracken expressed sympathy to Judy Day, Secretary to the Board on the recent passing of her mother, Sylvia Eaton.

2021 TAX LEVY

The committee discussed the tentative \$13.9 million 2021 tax levy that includes a 9.3 percent increase over last year's \$12.5 million levy. The levy is based on a nearly 9 percent increase in the district's equalized assessed valuation (EAV). Dr. Seaton informed that the levy will keep the tax rate nearly flat for tax payers. With the EAV increasing more than 5 percent, the Board will hold a truth-in-taxation hearing on December 9. Mr. McCracken noted that the spreadsheet provided to the committee was very helpful. The committee recommended that the 2021 Tax Levy be presented to the full Board,

COMPREHENSIVE STUDY & RECOMMENDATIONS

Dr. Seaton reported that beginning in 2020, the college began experiencing turnover in several hourly positions and most of these were in skilled areas such as technology, accounting or business services. Input from exit interviewing indicated that wage was a primary concern for support staff leaving the college. While IVCC offers competitive benefits, the wages provided in some cases were not competitive with private and public sector positions within the Illinois Valley. A comprehensive study was conducted and the data presented in the report represents all current full and part-time non-exempt employees in Levels five through eight. Dr. Seaton noted that the study provides research that the Board and administration can use when making compensation decisions for current and future employees. He added that the compensation study was conducted by the Business Office in consultation with the Business Employment Skills Team (BEST). A breakdown of recommendations was provided in the report for Committee review. Dr. Boyles thanked Dr. Seaton, Ms. Hofer and Ms. Ross for the informative report. Dr. Rebholz and Mr. Hunt both expressed appreciation and support for the study and recommendations. Mr. McCracken noted that the information presented provides a pattern for budget planning.

REQUEST FOR PURCHASE -- INVESTMENT SERVICES

Dr. Seaton informed of the benefits of employing a third-party vendor to manage the college's investments and strategies. The committee was supportive of the proposal and Mr. McCracken noted that it was an excellent idea.

REQUEST FOR PURCHASE -- REVIEW OF IT SERVICES

Dr. Seaton proposed hiring CampusWorks at a cost of \$45,000 to do a 360-degree evaluation of IT services, protocols, security and staffing. He noted that if the Board approves, the contract would be paid for with HEERF funding. Dr. Seaton added that our plan is to gather as much information as possible about our current state prior to making any major changes. Mr. McCracken called for a motion to approve the recommendation going to the whole Board. Motion made by Dr. Rebholz and seconded by Dr. Boyles to approve taking the request for purchase for review of IT services to the full Board.

Roll Call Vote: "Ayes" – Dr. Rebholz, Dr. Boyles, Mr. Hunt and Mr. McCracken. Motion carried.

AUDIT UPDATE

Dr. Seaton informed that the audit has been delayed due to some data issues that are coming from the Illinois Community College Board (ICCB). Dr. Seaton noted that the plan is to complete the audit in January or February. ICCB has granted all community colleges an extension to March 31, 2022 to complete the audit.

EMPLOYMENT OF COVID-19 SPECIALIST

Dr. Seaton informed of transitioning our COVID Coordinator, Ms. Kimber King to a full-time employee with the cost of transitioning to a full-time position split between the HEERF funds and the GEER II grant. The committee expressed support for the employment transition. This item will be an information item for the December Board meeting.

SIX-MONTH BUDGET UPDATE

Dr. Seaton reported that nearing the half-way point of the 2022 fiscal year we are spending less in our funds as we are utilizing available HEERF funding. We are on track to be very favorably positioned for mid-year.

HEERF FUNDING UPDATE

Dr. Seaton informed that we have proposals for spending down HEERF funding such as HVAC and technology upgrades and the purchase of a master scheduling system. He noted that spring semester students enrolled in 12 or more hours will receive \$1,000 and those in 6 to 11 hours will receive \$500. Payments will be made after April 7. In addition, high school students enrolled in all IVCC dual credit and some dual enrollment courses will have tuition waived.

DENTAL LAB EXPANSION

Dr. Seaton reported that the Dental Lab expansion project is currently out for bid. The estimated cost for the project will be near \$852,000. The plan is for the Dental Assisting program to move to the upper floor of G-Building with a dental hygiene program being added in fall 2023. Dr. Seaton noted that the Board will be presented with the low bidder information at the December Board Meeting.

PHS PROJECTS 2021

Dr. Seaton informed of financial considerations for \$2.7 million in PHS projects including upgrades and repairs in Building C boiler room for \$206,195; parking lot 1 repairs for \$53,130; and removal and resurfacing of lot 5 for \$718,200. A proposed complete renovation of the band room for \$1.7 million includes elevator replacement, asbestos abatement and removal of the raised floor. Dr. Seaton noted that if the levy is finalized in December, \$1.17 million will be levied for these projects. Options for covering the remaining amount for the projects were presented.

ATHLETIC COACH SALARY & WAIVER

Mr. Grzybowski presented an athletic waiver reallocation update. He reported that we are moving forward with our commitment and reallocation of waivers to utilize our lineup of athletic opportunities to retain in-district students as well as recruit out-of-district students to attend IVCC. Mr. Grzybowski added that reallocating waivers so that all IVCC athletic teams can benefit will greatly assist in being able to spread waivers more broadly and thus increase roster sizes.

Mr. Grzybowski informed of the IVCC Athletic Department recommendation to adopt a new salary schedule for all coaches. The plan is to pay all newly hired head coaches \$8,000 and assistants \$4,000 to be more in line with pay scales at other regional community colleges. Coaches who have not reached the threshold will have stipends increased to that level. Mr. Grzybowski noted that this move represents a more equitable scale for all coaches. Dr. Corcoran added that the recommendation would allow IVCC to attract quality applicants for vacant positions and retain quality coaches in current positions. The committee thanked Mr. Grzybowski and Dr. Corcoran for the information and updates.

OTHER

Dr. Seaton informed that a meeting of the Audit Finance Committee would be scheduled in February to address tuition and course fees and a potential audit.

Mr. McCracken expressed appreciation for all of the information presented from the IVCC team of experts.

ADJOURNMENT

Mr. McCracken declared the meeting adjourned at 5:45 p.m.

Jay K. McCracken
Audit Finance Committee Chair

Everett J. Solon, Board Chair

Angela M. Stevenson, Board Secretary

**ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees**

**Closed Session Minutes Committee Meeting
December 9, 2021**

The Closed Session Minutes Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5:30 p.m. on Thursday, December 9, 2021 in the Board Room – C-307 at Illinois Valley Community College.

Committee Members Angela M. Stevenson, Chair
Physically Present: Jane E. Goetz
 William F. Hunt

**Committee Members
Absent:**

**Others Physically
Present:**

The meeting was called to order at 5:30 p.m. by Ms. Stevenson.

PUBLIC COMMENT

None

CLOSED SESSION

It was moved by Mr. Hunt and seconded by Ms. Goetz to convene a closed session at 5:32 p.m. to review and discuss the minutes of meetings lawfully closed under the Open Meetings Act. Motion passed by voice vote.

On a motion by Ms. Goetz, seconded by Mr. Hunt, and carried unanimously, the regular meeting resumed at 5: 39 p.m.

ADJOURNMENT

It was moved by Ms. Goetz and seconded by Mr. Hunt to adjourn the meeting. Motion passed by voice vote. Ms. Stevenson declared the meeting adjourned at 5:40 p.m.

Angela M. Stevenson, Committee Chair

Everett J. Solon, Board Chair

Angela M. Stevenson, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
December 9, 2021

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, December 9, 2021 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Everett J. Solon, Chair
Jay K. McCracken, Vice Chair
Angela M. Stevenson, Secretary
Jane E. Goetz
William F. Hunt
Maureen O. Rebholz

Members Virtually Present: Amy L. Boyles
Madison N. Miranda, Student Trustee

Members Telephonically Present:

Members Absent:

Others Physically Present: Jerry Corcoran, President
Matthew Seaton, Vice President for Business Services & Finance
Deborah Anderson, Vice President for Academic Affairs
Mark Grzybowski, Vice President for Student Services
Leslie Hofer, Director of Human Resources
Patrice Hess, Director of Learning Resources
Kathy Ross, Controller
Walt Zukowski, Attorney

Others Virtually Present:

MOMENT OF SILENCE

Sylvia (Jackson) Eaton of Ottawa passed away on Sunday, November 21, 2021 at Pleasant View Lutheran Home at the age of 92. She was the mother of Judy Day, executive assistant to the IVCC President and secretary to the IVCC Board of Trustees. Please join me in a moment of silence in memory of Sylvia (Jackson) Eaton.

PUBLIC HEARING

This being the time and place published for a Public Hearing regarding the FY2021 Tax Levy, Mr. Solon called for questions and/or comments from the audience. Since there were no questions

and/or comments, Mr. Solon called for a motion to close the Public Hearing. It was moved by Ms. Goetz and seconded by Ms. Stevenson to close the Public Hearing.

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

Mr. Solon informed of the following 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

Mr. Solon recommended the postponement of Action Item #14 for the Proposal for Technology Assessment. It was moved by Dr. Rebholz and seconded by Ms. Stevenson to approve the agenda with Action Item #14 postponed.

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

PUBLIC COMMENT

None

CAMPUS UPDATE – IVCC ONLINE FOOTPRINT – DR. PATRICE HESS

Dr. Hess reported that IVCC is providing new, innovative programs and services for online learners. As a result of remote operations, IVCC provides student technology help desk support, library services, subject tutoring, and writing consultation through virtual services. The programs may serve the needs of online students and are available to all students and to community members. Dr. Hess noted highlights of IVCC’s pre-pandemic and current online footprint during fall 2019 to fall 2021: Increase of 53 percent in online class sections; increase of 86 percent in online enrollments; increase of 83 percent in online credit hours; greater variety in online offerings, such as virtual class meeting classes, flexible delivery classes, and short-term classes; and online/remote academic and technical services for students and faculty. Dr. Hess informed that while it is possible to earn, fully online, an AA or AS from IVCC, there are a number of AAS and Certificate Programs now available in online and/or flexible delivery format. She noted that those programs are listed on the IVCC online learning website, www.ivv.edu/online. Mr. McCracken inquired about online dual credit course success. Dr. Hess noted that she would get that data and then make it available to the administration to be shared with the Board.

CONSENT AGENDA ITEMS

It was moved by Mr. McCracken and seconded by Dr. Rebholz to approve the consent agenda, as presented.

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

The following items were approved in the consent agenda:

Approval of Minutes – November 18, 2021 Planning Committee Meeting and the November 18, 2021 Board Meeting.

Approval of Bills - \$848,386.77

Education Fund - \$674,950.20; Operations & Maintenance Fund - \$50,131.07; Auxiliary Fund - \$16,970.41; Restricted Fund - \$64,073.58; Audit Fund - \$11,000.00; and Liability, Protection & Settlement Fund - \$31,261.51.

Treasurer's Report

Personnel

Approved stipends for pay periods ending November 20, 2021 & Part-time Faculty and Staff Appointments November 2021.

PRESIDENT'S REPORT

Dr. Corcoran reported that early feedback on our decision to offer winter intercession classes has been positive. The following classes begin December 21 and run through January 7:

- Introduction to Chemistry (CHM1000) with Promise Yong;
- Wellness (HPE1000) and First-Aid (HPE1004) with Tony Ruda;
- Introduction to Psychology (PSY1000) with Jill Urban-Bollis;
- Marriage and Family (SOC1002) with Dr. Rick Mangold; and
- Intercultural Communications (SPH1003) with Cory Tomasson.

Dr. Corcoran noted that we are also pleased to be offering late-start 12-week online classes beginning February 7 and running until May 14. The three-hour classes are math for liberal arts, English composition I and II, the global environment, introduction to sociology, music appreciation and human growth & development. Instructors include David Garrison, Randy Rambo, Nora Villarreal, Eric Schroeder, Dr. Rick Mangold and Mike Pecherek. Dr. Corcoran offered kudos to the faculty, staff and administrators who made all of this happen. He added that you know who you are; please know that we are grateful. Dr. Corcoran noted that he was equally happy with the effort that folks have put into negotiating a partnership with the Peru YMCA director for a child care center to be housed in the Community Technology Center. He added that Dr. Seaton and Mark Grzybowski are working out the details on this project and we are optimistic that we can have the center up and going in the spring semester serving no more than 18 children at a time that are 3 years of age or older. Dr. Corcoran informed that our Medical Assisting Pinning ceremony will be held on Wednesday, December 15 at 6 p.m. in the Dr. Mary Margaret Weeg Cultural Centre. As Program Coordinator Kaity Ritter said recently, it has been a challenge creating this program under tough circumstances the last two years but she is proud of our graduates and he noted that we are proud of her. He informed that a zoom link will go out through Community Relations shortly, and we will be happy to pass it along to you. Join us if you can. Dr. Corcoran reported that at the end of business on Tuesday, the Foundation's 2021 Annual Appeal had raised nearly \$30,000 from 92 donors. Fran, Donna and Janice thank everyone who has

contributed. Dr. Corcoran informed that last night's Show and Enroll event at the IVCC Ottawa Center was a success because of some very dedicated folks in our Student Services division. Dr. Corcoran reported that Mark Grzybowski and Dr. Seaton have been finding a number of wonderful uses for HEERF funds and a nice story he heard about today was the preparation of nearly 50 food boxes for students to be given away very soon to those who might have a need over the semester break. He added that there are five meals in each box. Dr. Corcoran informed that the college's compliance with the Governor's mandate regarding COVID-19 mitigations has been nothing short of extraordinary. Dr. Corcoran noted that he was really proud of all the work that has gone into publishing our Covid-19 testing and vaccinations protocol and the great response we have seen by our employees. He added that the plan has been to reach 100% employee compliance and it looks like we will be there by the end of the semester. As Deputy Governor Martin Torres told a group of presidents this morning, mitigations are saving lives especially when you compare Illinois to other states. Dr. Corcoran encouraged to keep up the good work, folks, we are proud of you. Dr. Corcoran noted that although there is no mention of it in tonight's board meeting agenda, he wanted to recognize Jim Anderson, front desk security officer for G4S/Allied Universal, for his seven years of great service. Dr. Corcoran noted that he has often said, Jim is the guy you want at the front door, a true gentleman. His last day before retiring will be Monday December 20th. Dr. Corcoran informed that Dr. Gary Roberts plans to join us for a few days next week as our new Chief Academic Officer. Dr. Corcoran thanked Vice President Dr. Deborah Anderson for her seven years of faithful service to the district and wished her nothing but the best as a proud IVCC retiree. He noted that it is fitting that Dr. Patrice Hess handled tonight's campus update regarding the college's online footprint, because that was always a priority for Dr. Anderson and thanks to Deb and Patrice, we have made great strides forward in this regard. Congratulations, Dr. Anderson.

COMMITTEE REPORTS

Ms. Goetz, Chair of the Planning Committee, noted that the minutes of the Planning Committee Meeting on November 18 are in the Board Book.

TAX LEVY 2021

It was moved by Ms. Goetz and seconded by Dr. Rebholz to adopt the Tax Levy Resolution, Certificate of Tax Levy, Resolution of Intent, Notice of Intent to Increase Tax Levy, and Certificate of Compliance with the Truth and Taxation Act, as presented.

Student Advisory Vote: – "Aye" – Ms. Miranda. Roll Call Vote: "Ayes" – Dr. Boyles, Ms. Goetz, Mr. Hunt, Mr. McCracken, Ms. Stevenson, Dr. Rebholz and Mr. Solon. "Nay" – none. Motion carried.

BID RESULTS – DENTAL PROGRAM RENOVATIONS

It was moved by Mr. McCracken and seconded by Mr. Hunt to approve to accept the base bid and Alternate No. 2 from Vissering Construction Company, Streator, Illinois, in the amount of \$555,200 for the Dental Program Renovations to be paid from fund balance.

Student Advisory Vote: – "Aye" – Ms. Miranda. Roll Call Vote: "Ayes" – Dr. Boyles, Ms. Goetz, Mr. Hunt, Mr. McCracken, Ms. Stevenson, Dr. Rebholz and Mr. Solon. "Nay" – none. Motion carried

MATCHING COMMITMENT – EDA GRANT FOR AGRICULTURE BUILDING

It was moved by Dr. Rebholz and seconded by Ms. Stevenson to approve the match letter, as presented. Mr. McCracken noted that it was an incredible opportunity to have this kind of match from grant funds.

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

PROPOSAL – TECHNOLOGY ASSESSMENT FOR STUDENT SUPPORT

This item was postponed.

BOARD TRAVEL

It was moved by Mr. McCracken and seconded by Ms. Stevenson to approve the reimbursement of expenses in the amount of \$188.80 incurred by Ms. Goetz for attending the ICCTA Seminar and Meeting November 2021.

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

STAFF APPOINTMENT – DEAN OF HUMANITIES/FINE ARTS/SOCIAL SCIENCES

It was moved by Ms. Goetz and seconded by Mr. McCracken to approve the appointment of Dr. Lirim Neziroski as Dean of Humanities, Fine Arts, and Social Sciences at an annualized salary of \$80,000, effective January 5, 2022.

Student Advisory Vote: – “Aye” – Ms. Miranda. Roll Call Vote: “Ayes” – Dr. Boyles, Ms. Goetz, Mr. Hunt, Mr. McCracken, Ms. Stevenson, Dr. Rebholz and Mr. Solon. “Nay” – none. Motion carried. Dr. Neziroski was present virtually and the Board welcomed and congratulated him.

FACULTY RESIGNATION

It was moved by Dr. Rebholz and seconded by Ms. Stevenson to accept with regret the resignation of Caitlinn Hubbell, Agriculture Instructor and Co-Program Coordinator, effective December 21, 2021.

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

FACULTY APPOINTMENT – CRIMINAL JUSTICE INSTRUCTOR

It was moved by Ms. Goetz and seconded by Mr. Hunt to approve the appointment of Jonathan Hubbell as Criminal Justice Instructor effective January 7, 2022 at Step D-7, an annualized salary of \$58,944 prorated January 7 through May 14, 2022 on the 2021/2022 faculty salary schedule.

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

ITEMS FOR INFORMATION

Mr. Solon pointed out the information items on pages 52-57 of the Board book.

TRUSTEE COMMENT

Ms. Goetz reminded that there is still time to support the Foundation Annual Appeal and encouraged all to do so.

Dr. Boyles commended all who were involved in Wellness Week and noted that the event showed the commitment of faculty and staff to IVCC students.

Mr. McCracken thanked Dr. Deborah Anderson for her years of fine service as academic leader at the college. Dr. Corcoran noted that it has been an honor and privilege to work with Dr. Anderson these past seven years. All present gave Dr. Anderson a standing ovation.

CLOSED SESSION

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

Student Advisory Vote: – “Aye” – Ms. Miranda. Roll Call Vote: “Ayes” – Dr. Boyles, Ms. Goetz, Mr. Hunt, Mr. McCracken, Ms. Stevenson, Dr. Rebholz and Mr. Solon. “Nay” – none. Motion carried. The Board immediately entered closed session at 7:12 p.m.

Motion made by Dr. Rebholz and seconded by Mr. McCracken to return to the regular meeting. Student Advisory Vote: – “Aye” – Ms. Miranda. Roll Call Vote: “Ayes” – Dr. Boyles, Ms. Goetz, Mr. Hunt, Mr. McCracken, Ms. Stevenson, Dr. Rebholz and Mr. Solon. “Nay” – none. Motion carried. The regular meeting resumed at 7:50 p.m.

POSSIBLE APPROVAL OF RETIREMENT AGREEMENTS

No action was taken on this item.

CLOSED SESSION MINUTES

It was moved by Dr. Rebholz and seconded by Ms. Goetz to approve and retain the closed session minutes of November 18, 2021.

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

OTHER

None

ADJOURNMENT

Mr. Solon declared the meeting adjourned at 7:55 p.m.

Everett J. Solon, Board Chair

Angela M. Stevenson, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

DECEMBER 2021

Dr. Matthew Seaton
Vice President for Business Services and Finance/Treasurer

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – December 2021

Revenues

- As of January 4, the headcount for fall semester 2021 was 2,586 which is 103 students more than at the same point in time last year. Fall credit hours were at 20,515, a 2.4 percent decrease from one year ago. Traditional credit hours were down by 6.96 percent, however Dual Credit courses and courses at the Ottawa Center were up 31.46% and 48.83% respectively.

Spring semester classes begin on January 10. As of January 4, headcount for spring semester was 1,988 which is 17 students, or 0.86 percent, more than at the same point in time last year. Credit hours were down to 17,240.5, a 1.11 percent decrease from spring 2020. Traditional credit hours are down 2.48 percent. The drop date for non-payment was pushed back to the first week in January for the first time to help keep students enrolled for the spring semester.

Expenses

- Overall, expenses are running at 47.4 percent of budget. One year ago, at this point in time, expenses were 50.2 percent of budget.
- At the half-way point through the fiscal year, the expenditure rates are at as expected throughout all departments. We continue to focus on the expenditure of the HEERF and GEER funding by the appropriate deadlines for each.

Protection, Health & Safety Projects

- The D201 Renovation project is in initial design phases. Faculty and facilities staff have been involved in multiple meetings thus far with the architects.
- Parking Lot work in Lots 1 and 5 have also begun and are in the engineering phase.

Other Projects

- The Dental Lab project contracts have been signed and the project is slated to begin any day.

Other Items for Consideration:

- We currently have an RFP “on the streets” for Investment Services. The Audit Finance Committee will assist in reviewing these proposals after the response deadline passes later this month.
- The Audit is nearing completion. We anticipate that final touches will be added in the coming weeks.
- It’s hard to believe, but we are already strategizing for budgetary planning for next year. The Budget Council process will begin soon.

Illinois Valley Community College District No. 513
Combined Balance Sheet
All Fund Types and Account Groups
December 31, 2021
Unaudited

	Governmental Funds Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency	General Fixed Assets	General Long-Term Debt	
Assets and Other Debits								
Cash and cash equivalents	\$ 8,285,775	\$ 5,770,310	\$ 703,554	\$ (346,768)	\$ 764,012	\$ -	\$ -	15,176,883
Investments	9,111,768	7,064,345	143,991	-	433,047	-	-	16,753,151
Receivables								-
Property Taxes	10,362,059	2,431,042	-	-	-	-	-	12,793,101
Governmental claims	-	25,089	-	-	16,601	-	-	41,691
Tuition and fees	1,644,078	-	-	273,082	-	-	-	1,917,160
Due from other funds	3,468,544	7	-	637,162	-	-	-	4,105,712
Due to/from student groups	-	-	-	-	-	-	-	-
Bookstore inventories	-	-	-	397,348	-	-	-	397,348
Other assets	197,603	148,282	-	-	-	-	-	345,885
Deferred Outflows	-	-	-	-	-	-	618,688	618,688
Fixed assets - net	-	-	-	27,466	-	61,396,703	-	61,424,169
Other debits								-
Amount available in Debt Service Fund	-	-	-	-	-	-	-	-
Amount to be provided to retire debt	-	-	-	-	-	-	14,077,183	14,077,183
Total assets and deferred outflows	\$ 33,069,827	\$ 15,439,075	\$ 847,545	\$ 988,289	\$ 1,213,661	\$ 61,396,703	\$ 14,695,871	\$ 127,650,972

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 December 31, 2021
 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	
Liabilities								
Accounts payable	43,858	8,563	-	4,820	7,357	-	-	64,598
Accrued salaries & benefits	1,703,517	23,434	-	13,698	-	-	-	1,740,648
Post-retirement benefits & other	152,495	-	-	1,812	-	-	-	154,307
Unclaimed property	378	-	-	-	-	-	-	378
Due to other funds	-	3,067,810	-	-	1,037,902	-	-	4,105,712
Due to student groups/deposits	89,250	-	-	-	168,402	-	-	257,652
Deferred inflows								-
Property taxes	5,183,158	1,216,086	-	-	-	-	-	6,399,244
Tuition and fees	742	-	-	-	-	-	-	742
Grants	-	-	-	-	-	-	-	-
OPED	-	-	-	-	-	-	2,835,268	2,835,268
OPEB long term debt	-	-	-	-	-	-	11,860,603	11,860,603
Total Liabilities	7,173,398	4,315,892	-	20,329	1,213,661	-	14,695,871	27,419,151
Net Position/Net Assets								
Net investment in general fixed assets	-	-	-	-	-	61,396,703	-	61,396,703
Fund balance	-	-	-	-	-	-	-	-
Reserved for restricted purposes	-	11,123,183	-	-	-	-	-	11,123,183
Reserved for debt service	-	-	847,545	-	-	-	-	847,545
Unreserved	25,896,429	-	-	967,960	-	-	-	26,864,389
								-
Total liabilities and net position	\$ 33,069,827	\$ 15,439,075	\$ 847,545	\$ 988,289	\$ 1,213,661	\$ 61,396,703	\$ 14,695,871	\$ 127,650,973

Illinois Valley Community College District No. 513
Summary of Fiscal Year 2022 Revenues & Expenditures by Fund
For the one month ended December 31, 2021
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	\$ 17,654,539	\$ 2,373,473	\$ 937,949	\$ 730	\$ 799,066	\$ 3,719,931	\$ 891	\$ 49,457	\$ 1,698,424	\$ 27,234,459
Actual Expenditures	9,067,197	1,116,970	388,731	-	869,551	4,360,703	-	29,000	396,541	16,228,692
Other Financing Sources (Uses)	-	-	-	-	-	-	-	-	-	-
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	8,587,342	1,256,503	549,218	730	(70,485)	(640,772)	891	20,457	1,301,883	11,005,767
Fund balances July 1, 2021 (est)	11,465,052	4,044,459	4,801,634	846,443	900,970	58,848	4,950,801	32,327	239,060	27,339,594
Fund balances December 31, 2021	<u>\$ 20,052,394</u>	<u>\$ 5,300,962</u>	<u>\$ 5,350,852</u>	<u>\$ 847,173</u>	<u>\$ 830,485</u>	<u>\$ (581,924)</u>	<u>\$ 4,951,692</u>	<u>\$ 52,784</u>	<u>\$ 1,540,943</u>	<u>\$ 38,345,361</u>

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2022 Revenues & Expenditures by Fund
 For the one month ended December, 2021
 Unaudited

	Annual Budget		Actual/Budget	Annual Budget		Actual/Budget
	12/31/2021	FY2022	50.0%	12/31/2020	FY2021	50.0%
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 9,772,318	\$ 8,713,650	112.1%	\$ 8,276,634	\$ 8,579,643	96.5%
Corporate Personal Property Replacement Tax	610,992	1,006,250	60.7%	261,838	900,513	29.1%
Tax Increment Financing Distributions	225,668	400,000	56.4%	234,513	387,250	60.6%
Total Local Government	<u>10,608,978</u>	<u>10,119,900</u>	104.8%	<u>8,772,985</u>	<u>9,867,406</u>	88.9%
State Government:						
ICCB Credit Hour Grant	831,708	1,733,248	48.0%	794,875	1,728,400	46.0%
Equalization Grant	25,000	50,000	50.0%	20,833	50,000	41.7%
Career/Technical Education Formula Grant	104,289	210,000	49.7%	105,577	200,000	52.8%
Other	-	-	-	-	-	-
Total Statement Government	<u>960,997</u>	<u>1,993,248</u>	48.2%	<u>921,285</u>	<u>1,978,400</u>	46.6%
Federal Government						
PELL Administrative Fees	-	7,825	0.0%	-	7,975	0.0%
Total Federal Government	<u>-</u>	<u>7,825</u>	0.0%	<u>-</u>	<u>7,975</u>	0.0%
Student Tuition and Fees:						
Tuition	5,299,960	5,989,253	88.5%	5,288,577	6,586,152	80.3%
Fees	630,307	759,550	83.0%	626,187	837,700	74.8%
Total Tuition and Fees	<u>5,930,267</u>	<u>6,748,803</u>	87.9%	<u>5,914,764</u>	<u>7,423,852</u>	79.7%
Other Sources:						
Public Service Revenue	100,826	242,450	41.6%	96,908	341,879	28.3%
Other Sources:	53,471	155,442	34.4%	42,715	234,613	18.2%
Total Other Sources	<u>154,297</u>	<u>397,892</u>	38.8%	<u>139,623</u>	<u>576,492</u>	24.2%
TOTAL EDUCATION FUND REVENUE	<u>\$ 17,654,539</u>	<u>\$ 19,267,668</u>	91.6%	<u>\$ 15,748,657</u>	<u>\$ 19,854,125</u>	79.3%
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	3,560,761	\$ 7,671,022	46.4%	\$ 3,914,497	\$ 8,239,344	47.5%
Employee Benefits	737,570	1,751,176	42.1%	722,300	1,705,720	42.3%
Contractual Services	40,769	119,415	34.1%	39,165	146,565	26.7%
Materials & Supplies	122,026	497,459	24.5%	136,769	404,772	33.8%
Conference & Meeting	10,747	163,405	6.6%	7,576	162,988	4.6%
Fixed Charges	139,137	58,000	239.9%	27,254	55,000	49.6%
Capital Outlay	-	-	0.0%	-	-	0.0%
Other	-	-	0.0%	-	-	0.0%
Total Instruction	<u>4,611,008</u>	<u>10,260,477</u>	44.9%	<u>4,847,561</u>	<u>10,714,389</u>	45.2%

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2022 Revenues & Expenditures by Fund
 For the one month ended December, 2021
 Unaudited

	Annual Budget		Actual/Budget		Annual Budget		Actual/Budget
	12/31/2021	FY2022	50.0%	12/31/2020	FY2021	50.0%	
Academic Support:							
Salaries	493,272	1,094,032	45.1%	452,119	1,003,192	45.1%	
Employee Benefits	88,208	216,560	40.7%	79,708	211,676	37.7%	
Contractual Services	81,830	218,886	37.4%	165,330	197,118	83.9%	
Materials & Supplies	116,897	270,468	43.2%	105,934	306,822	34.5%	
Conference & Meeting	411	20,950	2.0%	1,558	20,595	7.6%	
Utilities	7,500	26,445	28.4%	17,175	26,445	64.9%	
Capital Outlay	-	-	0.0%	12,348	-	0.0%	
Other	-	-	0.0%	-	-	0.0%	
Total Academic Support	788,119	1,847,341	42.7%	834,172	1,765,848	47.2%	
Student Services:							
Salaries	616,467	1,321,319	46.7%	628,808	1,121,572	56.1%	
Employee Benefits	162,869	389,719	41.8%	167,477	385,992	43.4%	
Contractual Services	3,999	33,981	11.8%	9,866	40,777	24.2%	
Materials & Supplies	18,697	75,901	24.6%	20,635	77,202	26.7%	
Conference & Meeting	1,500	41,925	3.6%	195	45,075	0.4%	
Utilities	-	-	0.0%	442	-	0.0%	
Total Student Services	803,531	1,862,845	43.1%	827,423	1,670,618	49.5%	
Public Services/Continuing Education:							
Salaries	168,755	326,240	51.7%	161,930	344,429	47.0%	
Employee Benefits	48,834	81,443	60.0%	35,120	77,863	45.1%	
Contractual Services	34,120	82,500	41.4%	31,790	258,400	12.3%	
Materials & Supplies	15,669	83,450	18.8%	16,218	92,800	17.5%	
Conference & Meeting	1,733	5,650	30.7%	691	18,950	3.6%	
Utilities	-	-	0.0%	-	-	0.0%	
Other	-	-	-	-	300	0.0%	
Total Public Services/Continuing Education	269,111	579,283	46.5%	245,749	792,742	31.0%	
Institutional Support:							
Salaries	955,912	1,884,628	50.7%	924,921	1,856,317	49.8%	
Employee Benefits	350,602	741,287	47.3%	378,912	691,890	54.8%	
Contractual Services	482,969	734,799	65.7%	498,456	569,172	87.6%	
Materials & Supplies	222,521	377,630	58.9%	205,547	381,678	53.9%	
Conference & Meeting	8,155	67,925	12.0%	10,560	69,225	15.3%	
Utilities	9,286	26,315	35.3%	4,139	26,315	15.7%	
Capital Outlay	-	-	0.0%	12,348	176,381	7.0%	
Other	(36)	29,550	-0.1%	(55)	29,550	-0.2%	
Provision for Contingency	-	245,588	0.0%	-	500,000	0.0%	
Total Institutional Support	2,029,410	4,107,722	49.4%	2,034,828	4,300,528	47.3%	
Scholarships, Grants and Waivers	566,017	600,000	94.3%	472,501	600,000	78.8%	
TOTAL EDUCATION FUND EXPENDITURES	\$ 9,067,197	\$ 19,257,668	47.1%	\$ 9,262,234	\$ 19,844,125	46.7%	
INTERFUND TRANSFERS - NET	\$ -	\$ (10,000)	0.0%	\$ -	\$ (10,000)	0.0%	

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2022 Revenues & Expenditures by Fund
 For the one month ended December, 2021
 Unaudited

	Annual Budget		Actual/Budget	Annual Budget		Actual/Budget
	12/31/2021	FY2022	50.0%	12/31/2020	FY2021	50.0%
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,564,000	\$ 1,404,861	111.3%	\$ 1,334,400	\$ 1,383,200	96.5%
Corporate Personal Property Replacement Tax	107,822	175,000	61.6%	46,207	225,000	20.5%
Tax Increment Financing Disbursements	58,972	130,000	45.4%	78,171	130,000	60.1%
Total Local Government	<u>1,730,794</u>	<u>1,709,861</u>	101.2%	<u>1,458,778</u>	<u>1,738,200</u>	83.9%
State Government:						
ICCB Credit Hour Grant	146,205	305,023	47.9%	134,579	305,023	44.1%
Total State Government	<u>146,205</u>	<u>305,023</u>	47.9%	<u>134,579</u>	<u>305,023</u>	44.1%
Student Tuition and Fees						
Tuition	428,411	476,979	89.8%	439,572	512,448	85.8%
Total Tuition and Fees	<u>428,411</u>	<u>476,979</u>	89.8%	<u>439,572</u>	<u>512,448</u>	85.8%
Other Sources:						
Facilities Revenue	63,331	120,000	52.8%	38,451	133,500	28.8%
Investment Revenue	3,040	22,650	13.4%	2,942	50,000	5.9%
Other	1,692	4,000	42.3%	2,908	2,500	116.3%
Total Other Sources	<u>68,063</u>	<u>146,650</u>	46.4%	<u>44,301</u>	<u>186,000</u>	23.8%
TOTAL OPERATIONS & MAINTENANCE REVENUES	<u>\$ 2,373,473</u>	<u>\$ 2,638,513</u>	90.0%	<u>\$ 2,077,230</u>	<u>\$ 2,741,671</u>	75.8%
OPERATIONS & MAINTENANCE FUND EXPENDITURES						
Operations & Maintenance of Plant:						
Salaries	472,969	995,322	47.5%	444,904	972,207	45.8%
Employee Benefits	131,141	319,272	41.1%	121,521	292,487	41.5%
Contractual Services	125,452	167,000	75.1%	41,722	169,100	24.7%
Materials & Supplies	73,351	271,204	27.0%	64,581	240,250	26.9%
Conference & Meeting	200	1,200	16.7%	-	1,175	0.0%
Fixed Charges	55,523	117,250	47.4%	189,265	117,250	161.4%
Utilities	231,378	753,450	30.7%	222,256	762,347	29.2%
Capital Outlay	-	19,000	0.0%	-	102,832	0.0%
Provision for Contingency	-	25,600	0.0%	-	100,000	0.0%
Other	-	(63,000)	0.0%	-	(63,000)	0.0%
Total Operations & Maintenance of Plant	<u>1,090,015</u>	<u>2,606,298</u>	41.8%	<u>1,084,249</u>	<u>2,694,648</u>	40.2%
Institutional Support:						
Salaries	14,374	16,107	89.2%	7,675	31,342	24.5%
Employee Benefits	4,961	6,333	78.3%	2,497	6,076	41.1%
Contractual Services	2,615	2,700	96.9%	2,615	2,700	96.9%
Materials & Supplies	806	3,275	24.6%	994	3,105	32.0%
Fixed Charges	4,199	3,800	110.5%	3,688	3,800	97.1%
Other	-	-	0.0%	-	-	0.0%
Total Institutional Support	<u>26,955</u>	<u>32,215</u>	83.7%	<u>17,469</u>	<u>47,023</u>	37.1%
TOTAL OPERATIONS & MAINTENANCE EXPENDITURES	<u>\$ 1,116,970</u>	<u>\$ 2,638,513</u>	42.3%	<u>\$ 1,101,718</u>	<u>\$ 2,741,671</u>	40.2%

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2022 Revenues & Expenditures by Fund
 For the one month ended December, 2021
 Unaudited

	Annual Budget		Actual/Budget	12/31/2020	Annual Budget	Actual/Budget
	12/31/2021	FY2022	50.0%		FY2021	50.0%
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources:						
Current Taxes	919,093	1,290,694	71.2%	1,329,893	1,556,066	85.5%
State Government Sources	-	-	0.0%	-	750,000	0.0%
Investment Revenue	18,856	48,000	39.3%	32,880	65,000	50.6%
Other	-	-	0.0%	-	-	0.0%
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	\$ 937,949	\$ 1,338,694	70.1%	\$ 1,362,773	\$ 2,371,066	57.5%
OPERATIONS & MAINTENANCE FUND RESTRICTED EXPENDITURES						
Contractual Services	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Fixed Charges	-	-	0.0%	-	-	0.0%
Capital Outlay	388,731	1,338,694	29.0%	715,346	2,250,000	31.8%
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	\$ 388,731	\$ 1,338,694	29.0%	\$ 715,346	\$ 2,250,000	31.8%
DEBT SERVICE FUND						
Investment Revenue	\$ 730	\$ 2,500	29.2%	\$ 802	\$ 10,500	7.6%
TOTAL DEBT SERVICE FUND REVENUES	\$ 730	\$ 2,500	29.2%	\$ 802	\$ 10,500	7.6%
TOTAL DEBT SERVICE FUND EXPENDITURES	-	-		-	-	
AUXILIARY ENTERPRISES FUND REVENUE						
Service Fees	\$ 793,046	\$ 1,442,584	55.0%	\$ 834,602	\$ 1,316,000	63.4%
Investment Revenue	-	26,000	0.0%	96	4,500	2.1%
Other Revenue	6,019	1,000	601.9%	11,301	4,000	282.5%
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	\$ 799,066	\$ 1,469,584	54.4%	\$ 845,999	\$ 1,324,500	63.9%
AUXILIARY ENTERPRISES FUND EXPENSES						
Salaries	\$ 168,243	\$ 410,026	41.0%	\$ 160,962	\$ 346,958	46.4%
Employee Benefits	36,684	97,199	37.7%	39,073	118,699	32.9%
Contractual Services	45,986	60,175	76.4%	23,995	63,265	37.9%
Materials & Supplies	559,741	1,013,081	55.3%	680,756	1,014,882	67.1%
Conference & Meeting	15,087	25,780	58.5%	4,357	24,938	17.5%
Fixed Charges	32,731	50,000	65.5%	28,538	50,200	56.8%
Capital Outlay/Depreciation	9,580	11,600	82.6%	-	600	0.0%
Other	1,500	103,000	1.5%	1,500	103,000	1.5%
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	\$ 869,551	\$ 1,770,861	49.1%	\$ 939,181	\$ 1,722,542	54.5%
AUXILIARY ENTERPRISES INTERFUND TRANSFERS - NET	\$ -	\$ 61,414	0.0%	\$ -	\$ 61,414	0.0%

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2022 Revenues & Expenditures by Fund
 For the one month ended December, 2021
 Unaudited

	Annual Budget		Actual/Budget 50.0%	12/31/2020	Annual Budget		Actual/Budget 50.0%
	12/31/2021	FY2022			FY2021		
RESTRICTED PURPOSE FUND REVENUES							
State Government Sources	\$ 82,544	\$ 288,331	28.6%	\$ 15,000	\$ 289,245		5.2%
Federal Government Sources	3,630,332	7,818,367	46.4%	2,617,849	4,437,598		59.0%
Nongovernmental Gifts or Grants	5,065	18,000	28.1%	21,077	2,500		843.1%
Other Revenue	1,990	-	0.0%	1,168	-		0.0%
TOTAL RESTRICTED PURPOSE FUND REVENUES	\$ 3,719,931	\$ 8,124,698	45.8%	\$ 2,655,094	\$ 4,729,343		56.1%
RESTRICTED PURPOSE FUND EXPENDITURES							
Instruction:							
Salaries	\$ 191,935	\$ 486,214	39.5%	\$ 166,188	\$ 363,617		45.7%
Employee Benefits	52,584	166,927	31.5%	45,147	122,265		36.9%
Contractual Services	21,185	52,163	40.6%	24,467	24,242		100.9%
Materials & Supplies	44,361	29,825	148.7%	40,068	24,388		164.3%
Conference & Meeting	1,049	14,847	7.1%	(330)	13,491		-2.4%
Utilities	-	850	0.0%	-	450		0.0%
Capital Outlay	-	-		45,968	15,000		306.5%
Other	-	-		-	-		
Total Instruction	311,113	750,826	41.4%	321,508	563,453		57.1%
Academic Support							
Contractual Services	\$ 100	\$ 100,000	0.1%	\$ -	\$ -		0.0%
Materials and Supplies	98,615	150,000	65.7%	-	-		0.0%
Total Academic Support	98,715	250,000		-	-		0.0%
Student Services:							
Salaries	\$ 104,573	\$ 212,637	49.2%	\$ 102,915	\$ 203,035		50.7%
Employee Benefits	30,585	75,553	40.5%	29,879	71,700		41.7%
Contractual Services	21,796	259,467	8.4%	919	15,800		5.8%
Materials & Supplies	34,417	16,600	207.3%	50,669	15,440		328.2%
Conference & Meeting	3,685	11,500	32.0%	2,816	10,600		26.6%
Utilities	10,416	-	0.0%	3,657	-		0.0%
Capital Outlay	-	8,000	0.0%	-	-		0.0%
Tuition Waivers (TRiO Grant)	15,600	30,000	52.0%	14,300	18,425		77.6%
Total Student Services	221,071	613,757	36.0%	205,155	335,000		61.2%
Public Services/Continuing Education:							
Contractual Services	575	-	0.0%	-	-		0.0%
Total Public Services:	575	-	0.0%	-	-		0.0%
Operations & Maintenance of Plant:							
Maintenance supplies	-	-	0.0%	7,998	-		0.0%
Total Operations & Maintenance of Plant	-	-	0.0%	7,998	-		0.0%
Institutional Support:							
Salaries (Federal Work Study)	41,308	84,412	48.9%	19,658	90,390		21.7%
Contractual Services	2,449	50,000	4.9%	-	-		0.0%
Institutional Support	154,405	-	0.0%	-	-		0.0%
SURS on-behalf	-	-	0.0%	-	-		0.0%
Other	50,562	2,000,000	0.0%	-	-		0.0%

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2022 Revenues & Expenditures by Fund
 For the one month ended December, 2021
 Unaudited

	12/31/2021	Annual Budget FY2022	Actual/Budget 50.0%	12/31/2020	Annual Budget FY2021	Actual/Budget 50.0%
AUDIT FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 49,413	\$ 38,634	127.9%	\$ 37,281	\$ 41,840	89.1%
Investment Revenue	43	150	29.0%	33	150	22.0%
TOTAL AUDIT FUND REVENUES	49,457	38,784	127.5%	37,314	41,990	88.9%
AUDIT FUND EXPENDITURES						
Contractual Services	29,000	40,000	72.5%	39,050	39,050	100.0%
TOTAL AUDIT FUND EXPENDITURES	\$ 29,000	\$ 40,000	72.5%	\$ 39,050	\$ 39,050	100.0%
LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE						
Local Government Sources:						
Current Taxes	\$ 1,696,379	\$ 1,522,557	111.4%	\$ 1,178,122	\$ 1,040,539	113.2%
Investment Revenue	2,045	2,000	102.3%	1,485	2,500	59.4%
Other Revenue	-	-		97,114	-	
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE	1,698,424	1,524,557	111.4%	\$ 1,276,721	\$ 1,043,039	122.4%
LIABILITY, PROTECTION & SETTLEMENT FUND EXPENDITURES						
Student Services:						
Salaries	38,930	77,160	50.5%	37,431	70,249	53.3%
Employee Benefits	12,036	28,585	42.1%	11,521	27,305	42.2%
Contractual Services	5,294	25,500	20.8%	4,950	23,000	21.5%
Materials & Supplies	258	3,400	7.6%	561	3,700	15.2%
Total Student Services	56,519	134,645	42.0%	54,463	124,254	43.8%
Operations & Maintenance of Plant:						
Contractual Services	161,584	531,600	30.4%	152,960	519,557	29.4%
Materials & Supplies	15	150	10.0%	23	170	13.5%
Utilities	211	500	42.2%	(242)	650	-37.2%
Total Operations & Maintenance of Plant	161,810	532,250	30.4%	152,741	520,377	29.4%
Institutional Support:						
Salaries	38,259	74,987	51.0%	36,018	66,197	54.4%
Employee Benefits	7,161	208,505	3.4%	5,965	208,438	2.9%
Contractual Services	32,522	37,750	86.2%	161,914	35,750	452.9%
Materials & Supplies	813	2,500	32.5%	9,485	2,100	451.7%
Conference & Meeting	-	4,500	0.0%	-	4,700	0.0%
Fixed Charges	99,458	257,200	38.7%	222,236	244,750	90.8%
Total Institutional Support	178,212	585,442	30.4%	435,618	561,935	77.5%
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND EXPENDITURES	\$ 396,541	\$ 1,252,337	31.7%	\$ 642,822	\$ 1,206,566	53.3%

Illinois Valley Community College District No. 513
Summary of Fiscal Year 2022 Revenues & Expenditures by Fund
For the one month ended December, 2021
Unaudited

	Annual Budget		Actual/Budget 50.0%	12/31/2020	Annual Budget		Actual/Budget 50.0%
	12/31/2021	FY2022			FY2021		
Total Institutional Support	248,724	2,134,412	11.7%	19,658	90,390		21.7%
Student Grants and Waivers (PELL & SEOG & HEERF)	3,480,504	4,383,703	79.4%	2,442,242	3,748,000		65.2%
TOTAL RESTRICTED FUND EXPENDITURES	\$ 4,360,703	\$ 8,132,698	53.6%	\$ 2,996,561	\$ 4,736,843		63.3%
RESTRICTED INTERFUND TRANSFERS - NET	\$ -	\$ 10,000	0.0%	\$ 10,000	\$ 10,000		100.0%
WORKING CASH FUND REVENUES							
Investment Revenue	\$ 891	\$ 55,000	1.6%	\$ 37,481	\$ 60,000		62.5%
WORKING CASH INTERFUND TRANSFERS - NET	\$ -	\$ -	0.0%	\$ -	\$ -		0.0%

Illinois Valley Community College District No. 513
Fiscal Year 2022 Budget to Actual Comparison
All Funds - By Budget Officer
as of December 31, 2021
Unaudited

Department	Actual FY2022	Annual Budget FY2022	Actual/ Budget 50.0%
President	187,190	369,634	50.6%
Board of Trustees	12,167	14,850	81.9%
Community Relations	137,552	346,706	39.7%
Foundation	42,972	92,742	46.3%
Continuing Education	269,111	579,283	46.5%
Facilities	1,420,920	4,007,992	35.5%
Information Technologies	1,081,486	2,010,518	53.8%
Institutional Research	57,120	111,029	51.4%
Academic Affairs	114,416	233,115	49.1%
Academic Affairs (AVPCE)	134,033	294,469	45.5%
Carl Perkins (Grant)	36,439	228,075	16.0%
CTE Leadership (Grant)	32,953	49,665	66.3%
GEER (Grant)	2,087	22,000	9.5%
HEERF (Grant)	2,107,478	3,234,228	65.2%
Adult Education	231,065	457,086	50.6%
Learning Resources	664,629	1,441,116	46.1%
Workforce Development Division	985,962	2,222,147	44.4%
Natural Sciences & Business Division	1,428,038	3,072,938	46.5%
Humanities & Fine Arts/Social Science Division	1,287,286	2,860,116	45.0%
Health Professions Division	639,307	1,765,763	36.2%
Admissions & Records	188,292	409,321	46.0%
Counseling	255,354	574,813	44.4%
Student Services	123,885	319,689	38.8%
Financial Aid	1,917,968	4,162,829	46.1%
Career Services	17,490	40,266	43.4%
Athletics	176,137	326,677	53.9%
TRiO (Student Success Grant)	161,903	344,090	47.1%
Ottawa Center	159,311	114,844	138.7%
Campus Security	161,010	530,650	30.3%
Business Services/General Institution	630,796	1,203,089	52.4%
Risk Management	178,272	587,042	30.4%
Tuition Waivers	566,017	600,000	94.3%
Purchasing	61,072	126,274	48.4%
Human Resources	59,096	135,108	43.7%
Bookstore	636,741	1,238,501	51.4%
Shipping & Receiving	26,955	32,215	83.7%
Copy Center	36,186	114,753	31.5%
Total FY22 Expenditures	<u>16,228,692</u>	<u>34,273,633</u>	47.4%

Illinois Valley Community College
Statement of Cash Flows
for the Month ended December 31, 2021

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 5,573,383.13	\$ 2,646,078.14	\$ 1,058,152.51	\$ 703,478.98	\$ (384,751.22)	\$ (874,204.44)	\$ 1,649,160.59	\$ 35,716.95	\$ 611,383.05	\$ 419,643.94	\$ 11,438,041.63
Total Receipts	515,470.82	74,467.23	21,881.44	-	32,479.66	-	575.34	6,547.05	30,305.96	2,555.00	\$ 684,282.50
Total Cash	6,088,853.95	2,720,545.37	1,080,033.95	703,478.98	(352,271.56)	(874,204.44)	1,649,735.93	42,264.00	641,689.01	422,198.94	12,122,324.13
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	-	-	-	-	-	-	-	-	-	-	-
Expenditures	(1,506,557.31)	(271,288.86)	(13,515.86)	-	(111,694.28)	(292,884.61)	-	(12,500.00)	(61,799.61)	(23.42)	(2,270,263.95)
ACCOUNT BALANCE	4,582,296.64	2,449,256.51	1,066,518.09	703,478.98	(463,965.84)	(1,167,089.05)	1,649,735.93	29,764.00	579,889.40	422,175.52	9,852,060.18
Deposits in Transit	-	-	-	-	-	-	-	-	-	-	-
Outstanding Checks	153,655.00	-	-	-	-	-	-	-	-	-	153,655.00
BANK BALANCE	4,735,951.64	2,449,256.51	1,066,518.09	703,478.98	(463,965.84)	(1,167,089.05)	1,649,735.93	29,764.00	579,889.40	422,175.52	10,005,715.18
Certificates of Deposit	-	-	2,237,093.90	-	-	-	2,941,265.00	-	102,667.56	-	5,281,026.46
Illinois Funds	7,480,328.42	1,631,439.56	473,982.74	143,990.68	-	276,758.35	455,979.37	-	-	433,047.39	10,895,526.51
Capital Dev. Fund-HTL	-	-	37,429.81	-	-	-	-	-	-	-	37,429.81
Capital Dev. Fund-MD	-	-	539,168.20	-	-	-	-	-	-	-	539,168.20
Total Investment	\$ 7,480,328.42	\$ 1,631,439.56	\$ 3,287,674.65	\$ 143,990.68	\$ -	\$ 276,758.35	\$ 3,397,244.37	\$ -	\$ 102,667.56	\$ 433,047.39	\$ 16,753,150.98

LaSalle State Bank	\$ 315,471.80
Midland States Bank	9,690,243.38
	<u>\$ 10,005,715.18</u>

Respectfully submitted,



Kathy Ross
Controller

**ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
December 31, 2021**

<u>DUE</u>	<u>Education</u>	<u>Oper & Maint</u>	<u>O&M Restricted</u>	<u>Bond & Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection & Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
1/17/2022			210,418					210,418	HNB	0.60%	0.60%	600092-1002
5/3/2022						250,316		250,316	MBS	2.35%	2.35%	American Express
5/3/2022						250,316		250,316	MBS	2.35%	2.35%	Capital One
7/19/2022						250,228		250,228	MBS	2.25%	2.25%	Discover Bank
7/19/2022						250,307		250,307	MBS	2.30%	2.30%	Capital One
7/19/2022						250,295		250,295	MBS	2.30%	2.30%	Wells Fargo
10/26/2022			1,000,000					1,000,000	MB	0.85%	0.85%	17050
11/7/2022						151,284		151,284	MB	0.85%	0.85%	15192
11/23/2022			1,026,676					1,026,676	MB	2.65%	2.67%	17012
11/23/2022							102,668	102,668	MB	2.65%	2.67%	17013
11/7/2023						210,658		210,658	CB	3.50%	3.50%	Goldman Sachs
11/7/2023						210,672		210,672	CB	3.50%	3.50%	UBS Bank USA
11/8/2023						210,588		210,588	CB	3.55%	3.55%	Morgan Stanley Bank
11/8/2023						210,855		210,855	CB	3.55%	3.55%	Morgan Stanley
11/15/2023						210,961		210,961	CB	3.55%	3.55%	Comenity Capital
8/12/2024						244,437		244,437	MBS	0.70%	0.70%	Sallie Mae Bank
2/25/2026						240,347		240,347	MBS	0.65%	0.65%	State Bank of India
Total CD	-	-	2,237,094	-	-	2,941,265	102,668	5,281,026				

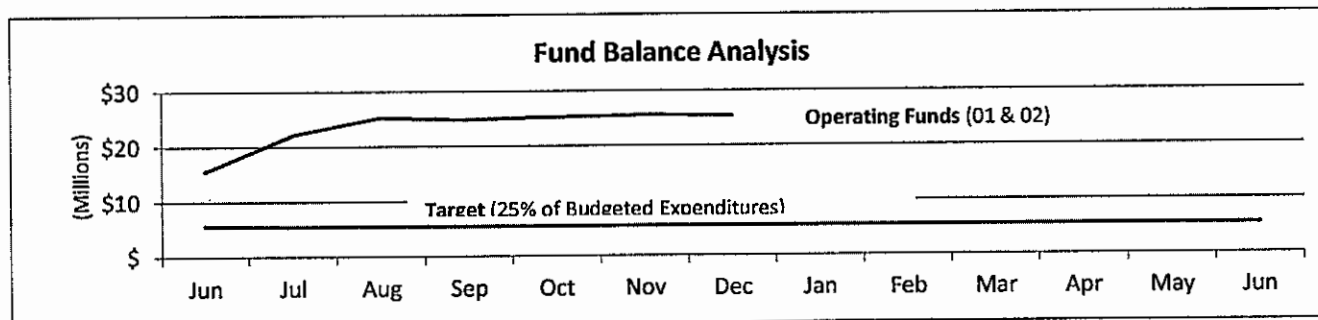
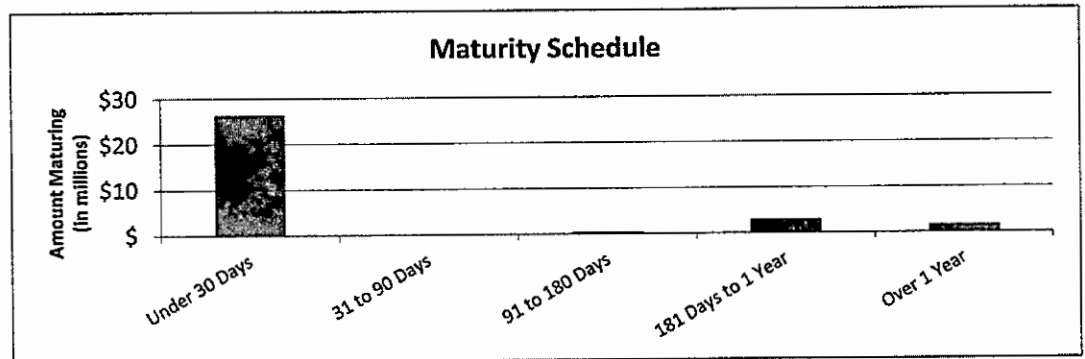
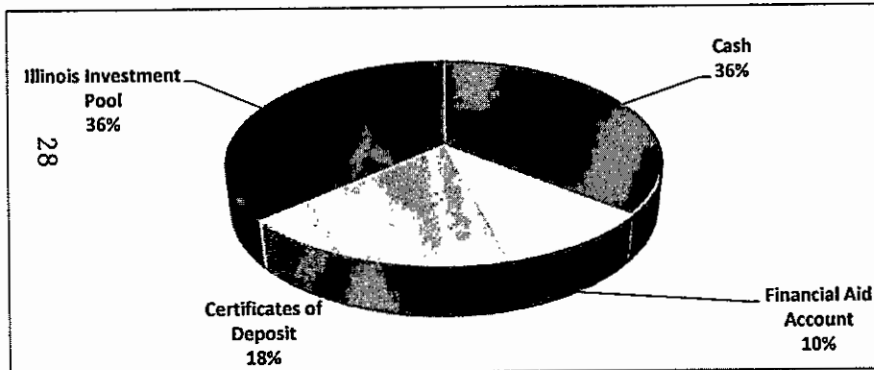
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CB	Commerce Bank	LSB	LaSalle State Bank	MBS	Multi-Bank Securities, Inc.
CTB	Central Bank	MB	Marseilles Bank	MSB	Midland States Bank
HNB	Hometown National Bank				

**Illinois Valley Community College District No. 513
Investment Status Report
All Funds
December 31, 2021**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	35.9%	\$ 10,752,841	0.350%
Financial Aid Account	10.0%	2,988,245	0.350%
Certificates of Deposit	17.7%	5,281,026	1.984%
Illinois Investment Pool	36.4%	10,895,527	0.089%
Total		\$ 29,917,638	0.543%

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 10,895,527	-	-	\$ 10,895,527	36%
IL Funds -Building	-	-	-	-	0%
Midland States Bank	-	-	9,690,243	9,690,243	32%
Midland States-F/A	-	-	2,988,245	2,988,245	10%
Midland States-Bldg	-	-	539,191	539,191	2%
LaSalle State Bank	-	-	315,472	315,472	1%
Commerce Bank	-	1,053,734	-	1,053,734	4%
Multi Bank Securities	-	1,736,247	-	1,736,247	6%
Hometown Ntl Bank	-	210,418	-	210,418	1%
Heartland Bank-Bldg	-	-	37,430	37,430	0%
Heartland Bank	-	-	170,504	170,504	1%
Marseilles Bank	-	2,280,627	-	2,280,627	8%
	\$ 10,895,527	\$ 5,281,026	\$ 13,741,086	\$ 29,917,638	100%



**\$5,000 and Over Disbursements
12/01/21 - 12/31/21**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
770629	12/2/2021	209546	Allied Universal Security Service	\$ 10,072.33	Main Campus Security 10/29/21 - 11/04/21
770630	12/2/2021	209546	Allied Universal Security Service	7,413.09	Main Campus Security 10/22/21 - 10/28/21
770647	12/2/2021	149548	Burwood Group	51,438.21	Subscription Renewal
770653	12/2/2021	1139	CDW Government, Inc	14,561.13	Computer Supplies-Grant Funded
770656	12/2/2021	115159	City of Ottawa	115,500.00	Building Rental Fee - Ottawa Center
770666	12/2/2021	209567	Delta Dental of Illinois	14,035.42	Dental Insurance (October 2021)
770670	12/2/2021	209495	Drake Lake Training	5,500.00	Presenter Fee - 09/27/21 - 10/29/21
770723	12/2/2021	176682	Lite Construction, Inc	10,869.20	Fireplace Lounge upgrades
770740	12/2/2021	149061	National Curriculum & Training	5,168.28	Driver Imp. LaSalle Cty : FICA
770745	12/2/2021	53392	NC State University	5,000.00	PACE Survey
770747	12/2/2021	1011	NILRC	15,431.85	Visible Body Human Anatomy Atlas Perpetual Access
770753	12/2/2021	210438	Petty Cash	14,000.00	Books for resale
770755	12/2/2021	210438	Petty Cash	5,000.00	Books for resale
770805	12/2/2021	1927	Walter J Zukowski & Associates	14,681.15	Legal Services
770877	12/8/2021	229686	Augusoft, inc	22,776.00	Annual Subscription 02/01/2022 - 01/31/2023
770902	12/8/2021	209567	Delta Dental of Illinois	12,091.96	Dental Insurance (November 2021)
770903	12/8/2021	174412	Demonica Kemper Architects	89,071.10	Dental Program Renovations
770904	12/8/2021	224427	Dresbach Distributing Company	8,158.50	Grounds : Maintenance supplies
770920	12/8/2021	5259	ICCTA	5,775.00	2nd Half of Assoc. Dues
770952	12/8/2021	1052	Quill Corporation	5,690.00	Bookstore: Supplies for Resale
29 770957	12/8/2021	232702	resero Retail Technologies LLC	7,699.00	Campus Cloud Annual Subscription
770988	12/9/2021	82897	SURS	47,130.19	Payroll Deductions (12/04/21)
ACH	12/9/2021		Internal Revenue Service	57,550.41	Federal Payroll Taxes
ACH	12/9/2021		Illinois Department of Revenue	21,150.16	State Payroll Taxes
ACH	12/9/2021		TSA EPARS	7,658.30	403(b) & 457(b)Payroll
771001	12/16/2021	209546	Allied Universal Security Service	16,398.22	Main Campus Security 12/03/21 - 12/09/21
771014	12/16/2021	1139	CDW Government, Inc	21,879.24	Computer Supplies-Grant Funded (\$20,432.19) and
771018	12/16/2021	214499	Constellation NewEnergy, Inc	33,890.24	Utilities : Electricity
771026	12/16/2021	1111	Dell Marketing LP	148,030.40	Computer Supplies-Grant Funded
771120	12/16/2021	209296	Sikich LLP	12,500.00	Billing for Audit
ACH	12/16/2021		CCHC	260,491.07	Health Insurance (December 2021)
ACH	12/16/2021		Quadient-USPS	5,000.00	Postage for Meter
771178	12/17/2021	105972	Amazon.Com	7,042.78	Gen Institution : Credit Card
771194	12/23/2021	82897	SURS	47,951.52	Payroll Deductions (12/18/21)
ACH	12/23/2021		Internal Revenue Service	59,269.28	Federal Payroll Taxes
ACH	12/23/2021		Illinois Department of Revenue	21,777.87	State Payroll Taxes
ACH	12/23/2021		TSA EPARS	7,658.30	403(b) & 457(b)Payroll
				<u>\$ 1,215,310.20</u>	

*Protection, Health, & Safety (PHS) Projects

JL
1/3/2022

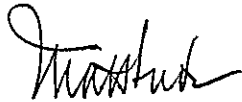


Stipends for Pay Period 12/4/21

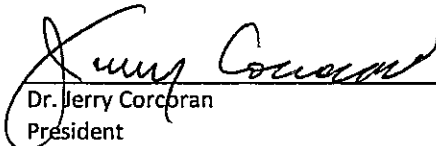
Name	Desc	Start Date	End Date	Last Pay Date	Base	Base Amount	GL No	Section Name	Section Title	Comments
Bias, Timothy John	US Silica/Mechanic Tst/Prp/Grd	11/13/2021	11/13/2021	12/09/2021	ST	800.00	014210331051320			
Black, Mary A	1 hr Ovrlt rt for EOT Facilitn	10/13/2021	11/04/2021	12/09/2021	SG	740.00	062430238451900			
Black, Wesley Taylor	Online Tech Class	10/13/2021	11/04/2021	12/09/2021	SG	150.00	062430238451900			
Blaydes, Christine Ann	Annual Dual Credit Meeting	11/18/2021	11/18/2021	12/09/2021	ST	25.00	018120080051900			
Cinotte, Lori Maret	Annual Dual Credit Meeting	11/18/2021	11/18/2021	12/09/2021	ST	25.00	018120080051900			
Czubachowski, Brandon Lee	Annual Dual Credit Meeting	11/18/2021	11/18/2021	12/09/2021	ST	50.00	018120080051900			
Data, Dorene Marie	Online Tech Class	10/13/2021	11/04/2021	12/09/2021	SG	150.00	062430238451900			
Ewers, Kathryn Clara	Annual Dual Credit Meeting	11/18/2021	11/18/2021	12/09/2021	ST	50.00	018120080051900			
Fish, Nicholas R	Reach One, Teach One Access	10/14/2021	11/17/2021	12/09/2021	SG	150.00	062430238451900			
Forst, Jeanne M	Annual Dual Credit Meeting	11/18/2021	11/18/2021	12/09/2021	ST	25.00	018120080051900			
Francisco, Marjorie Lynn	Survey Monkey/ACEN Data Collect	11/21/2021	12/04/2021	12/09/2021	OV	2220.00	011420730051340			
Gibson, Stephen Benton	Vactor Elect Maint Fac/Prep/Gr	11/18/2021	11/21/2021	12/09/2021	ST	825.00	014210331051320			
Hubbell, Caitlinn B	Reach 1 Teach 1 Accessibility	10/14/2021	11/17/2021	12/09/2021	SG	150.00	062430238451900			
Koesler, Zachary Thomas	Annual Dual Credit Meeting	11/18/2021	11/18/2021	12/09/2021	ST	50.00	018120080051900			
Kuester, David A	Directing based on Enrollment	08/18/2021	12/09/2021	12/09/2021	ST	250.00	011120650051340			
Landgraf, Tammy L	Reach 1 Teach 1 Accessibility	10/14/2021	11/17/2021	12/09/2021	SG	150.00	062430238451900			
Landgraf, Tammy L	Annual Dual Credit Meeting	11/18/2021	11/18/2021	12/09/2021	ST	25.00	018120080051900			
Leonard, Bryan Donald	Annual Dual Credit Meeting	11/18/2021	11/18/2021	12/09/2021	ST	50.00	018120080051900			
Olson, Rachael Z	Online Tech Class	10/13/2021	11/04/2021	12/09/2021	SG	150.00	062430238451900			
Pytel, Kyle Edwin	Driver Improvement-LS Cnty	11/20/2021	11/20/2021	12/09/2021	ST	160.00	014110394251320			
Pytel, Kyle Edwin	Drive Imprvmt-LaSalle Cnty	12/04/2021	12/04/2021	12/09/2021	ST	200.00	014110394251320			
Reese, Robert C	Reach 1 Teach 1 Accessibility	10/14/2021	11/17/2021	12/09/2021	SG	150.00	062430238451900			
Roberts, Gary C.	Academic Affairs	11/22/2021	11/23/2021	12/09/2021	ST	1000.00	018120080051900			
Robinson, Delores R.	Annual Dual Credit Meeting	11/18/2021	11/18/2021	12/09/2021	ST	25.00	018120080051900			
Ruda, Anthony J	Retirement/Resignation Agrmnt	12/04/2021	04/14/2022	04/14/2022	MI	10000.00	011120570051310			

Schneider, Gregg A	Driver Imprmnt-LaSalle Cnty	12/01/2021	12/01/2021	12/09/2021	ST	160.00	014110394251320			
Sondgeroth, Anthony	Carus Weld Prgm 8/31-12/14	11/23/2021	11/30/2021	12/09/2021	ST	900.00	014210331051320			
Story, Michelle M	Annual Dual Credit Meeting	11/18/2021	11/18/2021	12/09/2021	ST	25.00	018120080051900			
Tunnell, Thomas D	Annual Dual Credit Meeting	11/18/2021	11/18/2021	12/09/2021	ST	25.00	018120080051900			
Urban-Bollis, Jill L	1 hr Ovrid rt for EOT Facilitn	10/13/2021	11/04/2021	12/09/2021	SG	740.00	062430238451900			

\$19,420.00



Dr. Matthew Seaton
Vice President of Business Services and Finance



12/14/2021

Dr. Jerry Corcoran
President

*Earn Types

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

**Part-time Faculty/Staff Appointments
December 2021**

Employee Name	Position	Department	Hourly/Lab*	Credit Hour
			Rate	Rate
Klag, Jeremiah	PT Instructor - Computer Networking	WFD	N/A	688.00
Fox, Scott	PT Instructor - CNC/Mfg	WFD	N/A	688.00
Norlin, Kaye	PT Instructor - Health Prof.	NUR	N/A	785.00
Williams, Hailey	PT Bookstore Asst.	Bookstore	13.75	N/A
Dean, Meaghan	PT Instructor - Accounting	NSB	N/A	688.00
Qesse, William	PT Instructor - Computer Networking	WFD	N/A	688.00

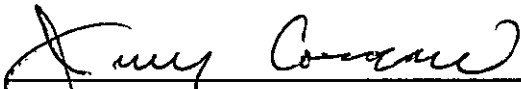
32

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



Dr. Matt Seaton
Vice President for Business Services & Finance

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



1/4/2022

Dr. Jerry Corcoran
President

Proposal Results – Learning Management System (LMS)

IVCC published an RFP for Learning Management Systems (LMS) in fall 2021. Review of three proposals from LMS vendors resulted in a recommendation to license Brightspace by Desire2Learn (D2L) starting in July, 2022. IVCC will migrate from Blackboard Learn to D2L from July, 2022 to May, 2023. IVCC's current 2-year contract with Blackboard will expire July, 2023. Licensing D2L in 2022 will provide summer, fall, and spring semesters for transition from Blackboard to D2L. IVCC will go live with D2L for summer 2023 classes.

This recommendation is built on nearly two years of due diligence to IVCC's mission-critical LMS. The LMS needs assessment and evaluation involved students, faculty, and staff. This effort was important now because even if IVCC would have continued with Blackboard as a vendor, IVCC LMS users would have had to migrate from Blackboard Learn to Blackboard Ultra, the next version of Blackboard, in the upcoming months.

The assessment and evaluation process included investigation of tools, features, usability, reporting, analytics, outcomes assessment, surveys, third-party integrations, stability, security, maintenance, and content migration. The process also involved thorough reference checking among in-state and out-of-state colleges and universities.

The recommendation to license Brightspace by D2L focused on three primary factors:

1. Being a customer
2. The learning management system
3. Cost

During the assessment and evaluation, D2L provided an overwhelmingly positive customer experience that was tailored to IVCC's needs. References among current D2L customers indicate this level of service does not end after the sale. IVCC has experienced a significant amount of turnover among Blackboard representatives. Additionally, IVCC was involved in a system back-end upgrade to Blackboard in May, 2021. Our experience as a customer was mediocre. For these reasons, we lack confidence in Blackboard as our partner and trusted LMS vendor for the future. After extensive review of the RFPs and involvement with vendor demonstrations and meetings, the IVCC Learning Management System Administration Team (comprised of IT and Learning Resources personnel) recommended licensing D2L. Feedback from faculty and from students also support licensing D2L. Of primary concern was migrating and maintaining the volume of course content IVCC has in Blackboard after 20+ years as a customer. Testing during the evaluation project indicated the migration process might demonstrate better outcomes if content is moved from Blackboard Learn to D2L as compared to Blackboard Learn to Blackboard Ultra.

D2L's first-year pricing, including implementation fees, bundled with costs of add-on features for advanced plagiarism checking, course feedback surveys, and accessibility tools, will be \$600 more than IVCC's FY22 Blackboard license. This cost includes a deeply discounted implementation fee for year one, offered by D2L to offset the need for IVCC to license both Blackboard and D2L during the transition year.

Pricing for Canvas in year 1 was quoted at \$20,000 more than either D2L or Blackboard. While Blackboard's pricing for a license starting in 2023 was decreased from the rates of IVCC's current two-year license and was comparable to D2L's pricing, the D2L proposal provides significant system and service advantages over the software, data, plagiarism, and webinar tools delivered in Blackboard.

The three-year average cost to use D2L (\$54,000 annually) will be \$504 more per year than Blackboard and \$12,200 less than Canvas per the RFPs received in 2021. The Software for D2L includes the D2L insight and reporting tool for free in years 1 and 2, and then the cost of this tool is bundled into the software cost in year 3. IVCC anticipates gains in accessing and using learning management system data with D2Ls reporting tools.

D2L and add-ons for learning management at IVCC:

D2L Ltd, Desire2Learn Software Product: Brightspace	2022-2023	2023-2024	2024-2025
Course Feedback Survey Tool	\$8,000.00	\$8,000.00	\$8,000.00
Blackboard Ally	\$7,500.00	\$7,500.00	\$7,500.00
Anti-Plagiarism Tool	\$8,000.00	\$8,000.00	\$8,000.00
Software	\$21,341.95	\$21,982.21	\$29,438.22
Discounts	-\$6,135.81	\$0.00	\$0.00
Implementation	\$14,800.00	\$0.00	\$0.00
Support	\$3,201.29	\$3,297.33	\$4,415.73
	\$56,707.43	\$48,779.54	\$57,353.95

Recommendation:

The administration recommends Board authorization to license Brightspace by Desire2Learn for a three-year contract starting 2022 through 2025.

KPI 6: Resource Management

Approval – Basic Manufacturing; Intermediate Manufacturing; Advanced Manufacturing Certificates

Shane Lange, Dean of Workforce Development, has been working closely with faculty, local industry, advisory groups, and our Secondary Education partners to develop stackable certificates for the Manufacturing Program. The new framework will allow for multiple entry and exit points by including three stackable certificates and an AAS Degree. The changes will take into account industry and student needs for successful entry into the workforce, as well as career advancement.

The curriculum changes will align student and industry needs with the college's course and program offerings. The new direction of the technical programming should more efficiently prepare students for technical careers in manufacturing. The new certificates, because of the inclusion of technical electives, may also provide for specific concentration areas to better serve needs of specific manufacturers. The desire is to give students a pathway to promote career success without additional requirements and barriers. These changes should also encourage students to complete more courses, as the three certificates create stepping stones toward completion.

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

Recommendation:

The administration recommends Board approval of the Basic Manufacturing, Intermediate Manufacturing, and Advanced Manufacturing Certificates, as presented.

KPI 1: Student Academic Success

KPI 5: District Population Served

Basic Manufacturing Certificate

REQUIRED	Fall	Spring
IMT 1208 Industrial Safety or OSHA 10 Card	1	
MET 1202 Manufacturing Materials & Processes I	4	
MET 1203 Manufacturing Materials & Processes II		3
MET 1204 Tooling Processes I	3	
TECHNICAL ELECTIVES	Any Semester	
Pick a minimum of 5 Credits from the following courses		
CNC 1200 Fundamentals of CNC Operations		3
GNT 1209 Blueprint Reading		3
IMT 1205 Industrial Hydraulics		3
IMT 1206 Industrial Pneumatics		2
IMT 1220 Rigging Systems		3
MET 1200 Inspection, Measurement, & Quality		3
MET 1205 Tooling Processes II		3
WLD 1200 SMAW Mild Steel, Flat Position		2
WLD 1209 GMAW Flat and Horizontal Position		2
TOTAL CREDIT HOURS		16

Intermediate Manufacturing Certificate

REQUIRED	Fall	Spring
IMT 1208 Industrial Safety or OSHA 10 Card	1	
MET 1202 Manufacturing Materials & Processes I	4	
MET 1203 Manufacturing Materials & Processes II		3
MET 1204 Tooling Processes I	3	
GNT 1209 Blueprint Reading		3
MET 1200 Inspection, Measurement, & Quality		3
IMT 1220 Rigging Systems	3	
TECHNICAL ELECTIVES	Any Semester	
Pick a minimum of 10 Credits from the following courses		
CNC 1200 Fundamentals of CNC Operations		3
IMT 1205 Industrial Hydraulics		3
IMT 1206 Industrial Pneumatics		2
MET 1205 Tooling Processes II		3
WLD 1200 SMAW Mild Steel, Flat Position		2
WLD 1209 GMAW Flat and Horizontal Position		2
TOTAL CREDIT HOURS		30

Advanced Manufacturing Certificate

REQUIRED	Fall	Spring
IMT 1208 Industrial Safety or OSHA 10 Card	1	
MET 1202 Manufacturing Materials & Processes I	4	
MET 1203 Manufacturing Materials & Processes II		3
MET 1204 Tooling Processes I	3	
GNT 1209 Blueprint Reading (new course)		3
MET 1200 Inspection, Measurement, & Quality		3
CNC 1200 Fundamentals of CNC Operations		3
IMT 1220 Rigging Systems	3	
IMT 1205 Industrial Hydraulics	3	
IMT 1206 Industrial Pneumatics		2
Technical Electives (ELE, ELT, IMT MET, WED, WLD MTH**)	Any Semester	
	17	
<hr/>		
TOTAL CREDIT HOURS		45

**Three credits of MTH 1206 or another college level math course.

Approval – Early Childhood Education (ECE) Licensure Endorsement Certificate

Tammy Landgraf, Early Childhood Education Program Coordinator, has been working with Ron Groleau, Interim Dean Humanities, Fine Arts and Social Sciences to create the Early Childhood Education (ECE) Licensure Endorsement Certificate. The Illinois State Board of Education (ISBE) has identified specific IVCC courses that align with teacher licensure for this ECE Endorsement. Teachers in the incumbent workforce, who have already obtained their Professional Educator License (PEL) can now take ISBE-approved courses in ECE at IVCC. This allows teachers within IVCC's district to take coursework that allows them to add to their professional development hours as well as expand their opportunities to teach a wider range of ages in the school system.

This IVCC ECE Licensure Endorsement Certificate is projected to assist in addressing the teacher shortage, specifically in early childhood education. There is also the potential for students pursuing their Associate in Arts Degree toward their elementary or special education baccalaureate degree to obtain this certificate, and upon completion of their PEL and ECE Content Area exam obtain their ECE Endorsement.

The courses offered within the certificate are either offered online or in a flexible delivery model. This will allow the incumbent workforce to take courses that work best with their schedule. The certificate is comprised of eighteen credit hours which will ensure students who qualify for financial aid to declare this as an option and receive those financial supports.

The IVCC Curriculum Committee is recommending that the Board of Trustees approve the Early Childhood Education (ECE) Licensure Certificate as presented in the attached curriculum guide.

Recommendation:

The administration recommends Board approval for the Early Childhood Education Licensure Endorsement Certificate, as presented.

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

ECE Licensure Endorsement Certificate (18 credit hours)

This certificate is intended for students who already have their Professional Educator License (PEL) and are pursuing their ECE Endorsement through the Illinois State Board of Education.

PSY 2001 – Child Growth and Development (3)

ECE 2202 – Curriculum Programming (3)

ECE 2207 – Observation and Assessment (3)

ECE 1027 Child, Family, School & Community (3)

ECE 2208 – Language Development (3)

ECE 1205 – Math for Young Children (3)

Purchase Request – Battery Backup System (UPS System)

Currently, our servers do not have a reliable battery backup system. As we work to streamline our server operations, we are requesting that the Board authorize the purchase of up to eight (8) Eaton 9PX3000RT-L systems for \$5,309.99 each from CDW.

We may not need all eight once we work with our IT assessment provider, so the cost will not exceed \$42,479.92. This expense will be paid with HEERF funds.

Recommendation:

It is recommended that the Board of Trustees approve the purchase of up to eight (8) Eaton 9PX3000RT-L systems at a cost not-to-exceed \$42,479.92.

KPI 6: Resource Management

Approval – Agreement with Illinois Valley YMCA for Child Activity Center

Through a focus group session, the availability of childcare was cited as a barrier for enrollment of potential students. Working with Faculty and Staff, a program that would partner with the Illinois Valley YMCA for a short-term child watch center was developed. The YMCA will staff the center and provide all necessary basic materials. The College will provide a room, some larger child-sized furniture items, and in-kind services like utilities. The YMCA will charge the College \$50/hour with the schedule to be determined on an on-going basis.

The program will be open to students' children only at first with more opportunities opening as the center develops. The Center will be located on the second floor of the CTC building in what is now the HVAC classroom. Those classes will be moved to another available classroom.

It is anticipated that this room could open as early as February pending the YMCA having staff to run it.

Recommendation:

It is recommended that the Board of Trustees approve the contractual agreement with the Illinois Valley YMCA for a Child Activity Center to be located on the College's campus.

KPI 3: Support for Students

FACILITY USE AND SERVICE AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, _____, by and between Illinois Valley Community College District No. 513, 815 North Orlando Smith Road, Oglesby, IL 61348 (hereinafter referred to as "the College") and the Illinois Valley YMCA, 300 Walnut Drive, Peru, Illinois 61354 (hereinafter referred to as "the YMCA"),

WHEREAS, the College desires to secure the provision of child care services for the benefit of its enrolled students while in attendance on the College campus; and

WHEREAS, the YMCA is in a position to provide desired child care services to the College.

NOW THEREFORE, the Parties hereto agree as follows:

1. **TERM:** This Agreement shall begin on the ____ day of _____, 2021, and shall continue through _____. The term of this Agreement may be extended by the mutual written agreement of the Parties hereto.
2. **SERVICE FACILITY:** The College does hereby permit YMCA the use the following described on-campus office space (hereinafter, the "Service Facility") for the provision of Services described herein:

Office space in Building ____ (Room _____) (approximately _____ square feet), at Illinois Valley Community College, 815 North Orlando Smith Road, Oglesby, IL 61348.

No rent nor utilities for use of such office space shall be charged YMCA.

3. **SERVICES:** YMCA will use the Service Facility for the provision of child care services (hereinafter, the "Services") for the children of students enrolled with the College and receiving at least three (3) credit hours of instruction while such students are on campus and attending classes. Such students shall not be charged for such Services, and the College shall not be charged for such Services beyond the cost set forth herein. Such children must be three (3) years of age or older. Such Services shall be provided Monday through Friday between the hours of 9:00 A.M. and 2:00 P.M., excluding days during which courses are not provided on campus. Such dates and hours of operation are subject to change by mutual written agreement of the Parties. The YMCA shall be responsible for all aspects of the administration of such Services. The YMCA shall be responsible with regard to any and all governmental reporting necessitated by the provision of such Services that may now or hereafter be required by any governmental agency.
4. **FEE FOR SERVICES:** The College agrees to pay YMCA at the rate of Fifty Dollars (\$50.00) per hour of services provided (One Thousand Two Hundred Fifty Dollars (\$1,250) per full week of services), paid monthly, for the provision of Services at the

Service Facility. There shall be no limit upon the number of children to be serviced beyond the operational capacity of the Service Facility. The Parties may, by mutual written agreement increase or decrease the aforementioned hourly rate based upon the number of children regularly receiving such Services on an hourly basis.

5. INITIAL EQUIPMENT AND START-UP SUPPLIES: The College agrees to equip the Service Facility in a manner appropriate for the Services to be provided by the YMCA, as mutually agreed upon by and between the Parties hereto. The College agrees to provide funds to the YMCA in the amount of One Thousand Dollars (\$1,000.00) for the purchase of start-up supplies.
6. MAINTENANCE OF SUPPLIES: The YMCA agrees that after receipt of the payment for start-up supplies referenced in Section 4 hereinabove the YMCA shall maintain appropriate supplies on hand (and an inventory of appropriate supplies) for the provision of the Services to be provided by the YMCA. Upon termination of this Agreement, YMCA shall be allowed to retain all supplies/equipment provided by YMCA.
7. IMPROVEMENTS OR ALTERATIONS: No improvements or alterations of the Service Facility used by YMCA may be made without the express written approval of the College.
8. RELEASE AND INDEMNIFICATION: The YMCA (including its governing board, affiliates, officers, directors, agents, and employees (all hereinafter collectively referred to as "the YMCA")) agrees to release, defend, indemnify, and hold harmless the College (including its Board of Trustees, Administration, officers, agents, and employees (all hereinafter collectively referred to as "the College")) from and against all claims, damages, losses, and expenses, including attorneys' fees, of every kind and nature arising out of the YMCA's negligent or wrongful acts or omissions during the course of its provision of Services hereunder.
9. INSURANCE: YMCA will, at its sole cost and expense, at all times during the term of this Agreement, maintain in full force a policy or policies of insurance, written by one or more responsible insurance carriers, which will insure the College against liability for bodily injury and/or property damage occurring in or about the Service Facility. The liability under such insurance will not be less than \$1,000,000 per occurrence with \$2,000,000 aggregate coverage. YMCA will annually provide the College, on the anniversary date of YMCA's liability insurance renewal, with a certificate of insurance naming the College as additional insured on a primary and non-contributory basis with regard to liability the College could incur as a result of the operations of the YMCA at the Service Facility. The coverage shall include a waiver of subrogation in favor of the College and severability of interest. YMCA agrees to provide thirty (30) days advance written notice of any policy cancellation.

The College shall maintain premises liability insurance regarding the Service Facility during the term of this Agreement.

10. REPAIRS AND MAINTENANCE: The YMCA will pay to College the reasonable cost of any repairs or maintenance required as a direct result of the negligent acts or omissions of YMCA, its agents, or employees. The College acknowledges that normal wear and tear will occur and that YMCA is not responsible for such.
11. STAFFING: The YMCA shall be responsible for providing appropriately trained and credentialed (and, to the extent now or hereinafter required, licensed and/or certificated) employees and agents with the appropriate skills and knowledge appropriate for the provision of all Services referenced herein. All such employees and agents shall be under the direct supervision of the YMCA. All such employees and agents shall be subject to compliance with the policies of the College Board of Trustees and shall be subject to all reasonable directives issued by the College Administration. The YMCA shall further designate a YMCA employee who shall be responsible for supervising the provision of Services hereunder (the "Supervisor"). The YMCA shall provide the College with the name, work address and contact information (phone number and email address) of the Supervisor.
12. ASSIGNMENT: YMCA will not assign all or any portion of its obligations hereunder without the prior written consent of the College.
13. DEFAULT: If a party hereto is in default of this Agreement the non-defaulting party may exercise any or all rights available to the non-defaulting party under the laws of the State of Illinois. The non-defaulting party may further unilaterally terminate this Agreement upon the provision of written notice thereof to the non-defaulting party.
14. EARLY TERMINATION: In the event of funding cuts or child enrollment reductions, the College shall have the option to terminate this Agreement by giving sixty (60) days written notice to the YMCA of its intentions to exercise this option.
15. SUCCESSORS AND ASSIGNS BOUND: The terms, conditions, and covenants of this Agreement shall apply to and be binding upon the Parties of this Agreement and their successors, assigns, representatives, administrators, and nominees.
16. ALTERATIONS OR AMENDMENTS TO AGREEMENT: This written instrument provides all of the terms and conditions entered into and agreed to by the Parties hereto, and there are no other further agreements between the Parties other than that contained herein. Any additions, alterations, or amendments hereto shall be made in writing, signed by all Parties hereto, and attached to and made a part of this Agreement.
17. COUNTERPARTS: This Agreement may be signed in counterparts.
18. COMPLIANCE WITH LEGAL REQUIREMENTS: The YMCA, its employees and agents shall, at all times during this Agreement, remain in full compliance with all applicable State and Federal laws and regulations concerning the provision of its Services hereunder, and further agrees to indemnify the College against any claims of non-

compliance with any such law or regulation relating to the provision of the YMCA's services hereunder.

19. INDEPENDENT CONTRACTOR: Nothing in this Agreement shall be considered to create the relationship of employer and employee between these Parties. The YMCA shall be deemed at all times to be an independent contractor and retains sole liability for any withholding, sales, Social Security and unemployment taxes. Nothing in this Agreement shall create an exclusive relationship between the Parties.

20. INTERPRETATION. Any ambiguities in this Agreement will not be construed against the College and shall be resolved by applying the most reasonable interpretation, after considering the intent of the Parties.

21. LAW AND FORUM APPLICABLE. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, and any litigation concerning this Agreement shall be field in the County of LaSalle and State of Illinois.

COLLEGE

Illinois Valley Community College
District No. 513

By: _____

Printed Name: Jerry Corcoran

Title: President

Date: _____

YMCA

Illinois Valley YMCA

By: _____

Printed Name: _____

Title: _____

Date: _____

Approval – Third Party IT Assessment

As you all know, we have received a proposal from CampusWorks to complete an IT assessment for the amount of \$45,000. At last month's Board meeting, we requested that the Board table this item due to some changes that had recently occurred. This gave the administration time to seek out additional proposals from other vendors.

We anticipate the proposals to be returned after the Board packet goes to print. We will make a recommendation for the IT assessment at the meeting and provide all necessary supporting documentation as soon as it is available.

Recommendation:

Recommendation to be provided.

KPI 6: Resource Management

Semi-annual Review of Closed Session Minutes

The Closed Session Minutes Committee met on Thursday, December 9, 2021 to discuss the minutes of meetings lawfully closed under the Open Meetings Act. The Committee's recommendation follows:

Recommendation:

The Closed Session Minutes Committee recommends Board approval to release the following closed session minutes:

August 30, 2021	Selection of a Person to Fill Trustee Vacancy
September 2, 2021	Selection of a Person to Fill Trustee Vacancy

KPI 5: District Population Served



MEMORANDUM

TO: Dr. Jerry Corcoran

FROM: Dr. Matt Seaton

DATE: December 13, 2021

SUBJECT: Employment of Temporary IT Director/Project Manager

As you know, we have received a request from Chris Dunlap to step away from his duties as Director of Information Technology. I have begun serving in this role in the short term.

We have also secured the commitment of a proven leader in Dr. Jim Carlson to serve as an interim in this role. Dr. Carlson brings years of organizational leadership skill to the College and I am confident that he will be able to lead the IT Department through this transition period.

As Dr. Carlson's specific job duties get worked out, I would appreciate your support in offering Dr. Carlson a daily rate of \$300 per day to take the reigns of the department. Dr. Carlson will be processed through payroll as a member of the Support Staff.

This position is considered temporary, however, the College may request Dr. Carlson continue to work with us for a period of six months to a year to ensure a smooth transition into a permanent director in the coming year.

Thank you for your consideration on this matter.



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Memorandum

To: Jerry Corcoran, Ed.D., President

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

Date: December 13, 2021

Subject: Test Question Development Training

In response to your inquiry about how we have responded to preparing faculty to create appropriate test questions:

- We have committed to an instructional design subscription called the *20-Minute Mentor* that provides faculty with suggestions in all areas of their instruction, including test development.
- CETLA will make test question development training available to all faculty as one of their workshops. This could include bringing outside experts in for consultation.

Additional opportunities for providing faculty with testing resources are being explored by Learning Resources.



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Information Item 18.3

Memorandum

To: Jerry Corcoran, Ed.D., President

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

Date: December 8, 2021

Subject: Revised Associate in General Studies (AGS) Degree Requirements

Upon review of the degree requirements for the Associate in General Studies (AGS) degree, the Teaching and Learning Committee recommended that the total number of required credits be reduced from 64 to 60. The Curriculum Committee approved this change at its December 6, 2021 meeting.

Associate in General Studies

The Associate in General Studies Degree (AGS) requires completion of **60 semester hours** and is an individualized degree that meets the needs and interests of the student. This degree allows for the combination of both transfer and career courses. While not intended to be a transfer degree, the AGS degree recognizes completion of 60 semester hours of credit with a minimum cumulative GPA of 2.0. The requirements of the degree are listed below. General Education requirements for this degree are met by successful completion of courses approved in the curriculum areas listed below.

GENERAL EDUCATION REQUIREMENTS FOR A.G.S. DEGREE

(Select from course prefixes listed below)

Curriculum Area	Minimum Credit Hours	Minimum # of Courses
Communications	6	2
Computers	3	1
Health & Wellness	1	1
Humanities/Fine Arts*	1	1
Mathematics	3	1
Science	3	1
Social Sciences	3	1
Total	20	8

* All Humanities/Fine Arts courses listed for either the AA or AS degree will meet requirement.

Additional Area of Concentration Required

The student pursuing this degree will be required to take twelve (12) additional credit hours beyond the minimum of eight (8) courses in General Education. These twelve additional credit hours must be taken from one of the following curriculum areas and must be college level credit.

Curriculum Area Prefix of Courses

Curriculum Area	Prefix of Courses
Agriculture	AGR
Business	ACT, BFC , BUL, BUS, CSM, ECN, FIN, MGT, MKT
Communication	ENG (Communication Courses), JRN, SPH
Computers	CSC, CSD, CSI, CSM, CSN, CSO, CSP, CSS, CSW
English	ENG, LIT
Education	ECE, EDC
Fine Arts	ART, MUP, MUS, THE
Foreign Languages	FEN, GER, ITL, SPN
Health & Wellness	ALH, DLA, HPE, EMS, NUR, THM
Humanities	FLM, GEN, HFA, HIS-1000, HIS-1001, HON, LIB , LIT, PHL, RED, SFC
Industrial Technology	ATO, CAD, CNC, DFT, ELE, ELT, GNT, HVC, IMT, MET, RBA , WED, WLD, WND, WWT
Mathematics	BUS (Math for Business and Finance), MTH, ECN-2004
Science	BIO, CHM, GEG, GEL, PHY, PSC , TAM
Social Science & Public Service	ANT, CRJ, ECN (except ECN 2004), FST , HIS (except for 1000 & 1001), PSI, PSY, SOC

ILLINOIS BOARD OF HIGHER EDUCATION
1 NORTH OLD STATE CAPITOL PLAZA, SUITE 333
SPRINGFIELD, ILLINOIS 62701-1377



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Phone 217.782.2551

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TTY 888.261.2881

Printed on Recycled Paper

December 17, 2021

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

Dear President Corcoran:

At its December 14, 2021, meeting, the Illinois Board of Higher Education granted authority to Illinois Valley Community College to establish the following program:

- Associate of Applied Science in Dental Assisting

Please contact Dr. Stephanie Bernoteit (bernoteit@ibhe.org) if you have any questions.

Let me wish you every success with this program, which will serve the residents of Illinois Valley Community College #513.

Sincerely,

Ginger Ostro
Executive Director

RECOMMENDED FOR STAFF APPOINTMENT

2021-2022

Information Item 18.5

GENERAL INFORMATION:

POSITION TO BE FILLED: Administrative Assistant I, Community Relations and Development

NUMBER OF APPLICANTS: 8

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Mr. Brolley, Ms. Loveland, Mr. Schenck, Ms. Van Nielen

APPLICANT RECOMMENDED:

Samantha Manahan

EDUCATIONAL PREPARATION:

Northern Illinois University, DeKalb, IL – B.S. in Marketing; M.S. in Digital Marketing expected December 2022

Illinois Valley Community College, Oglesby, IL – Credits toward degree

EXPERIENCE:

Hornbaker Gardens, Princeton, IL – Event Coordinator

Illinois Valley Community College, Oglesby, IL – Enrollment Services Assistant

Acquaviva Winery, Maple Park, IL – Event Coordinating Intern

Jerry L. Johns Literacy Clinic, DeKalb, IL – Tutor and Social Media Assistant

Northern Star, DeKalb, IL – Assistant Digital Editor

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

1. Interviewed extremely well, asked intelligent questions, and delivered a compelling social media marketing plan presentation including goals, branding, content and messaging calendar.
2. Bachelor's in marketing with certificate in digital studies; expected completion of Master's in digital studies in December 2022.
3. Newsroom experience at NIU student newspaper, Northern Star, while an undergrad.
4. Work history of 9 months with IVCC admissions department; reinvented Hype Crew.
5. Experience with Colleague, WebAdvisor, HootSuite, Instagram, Twitter and more.

RECOMMENDED SALARY: \$15.00 per hour, effective January 3, 2022

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

From: Edgar Lucero Castillo
Sent: Thursday, December 2, 2021 3:35 PM
To: Kathy Ross <Kathy_Ross@ivcc.edu>
Subject: Notice of Resignation

Dear Kathy,

Regretfully, I am writing to inform you that I will be resigning from my position as Staff Accountant. My last day will be December 20, 2021.

It has been a pleasure working with you and everybody in the office. It truly has been a difficult decision, as I have really enjoyed coming back to IVCC and the area. Although short-lived, I have learned a great deal from you about leadership, which was what encouraged me to take the position from the beginning.

I would like to help in the transition in any way I can in order to help things go smoothly. Please let me know if there is anything I can do to help.

Thanks,
Edgar Lucero Castillo

12/14/2021

To whom it may concern,

I, Jill Thompson will be resigning from my position at IVCC in the assessment center.

I have taken a full-time position at NIU starting in January, 2022.

My last day at IVCC will be December 20th, 2021.

Thank you for a great 3 years.



Jill Thompson

RECEIVED

DEC 14 2021

HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

2021-04

COVID-19 Quarantine & Testing Days

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 14, 2022.

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 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.

No Federation member will be required to use currently available personal days or unpaid leave in the event that a Federation member or a member of Federation member's household regarding whom the Federation member is a primary caregiver (hereinafter, the "ill person") becomes symptomatic with one or more COVID-19 symptoms (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea) and the Federation member cannot meet a scheduled in-person teaching or counseling obligation so long as the delivery of instruction and services are maintained during period of testing. The Federation member (a) is required to get tested or seek medical advice within two (2) business days of discovery of symptoms and (b) is responsible for providing the College proof of test results or medical diagnosis no later than 5 business days after testing. If the ill person is not so tested and/or so medically diagnosed, or if such test results or medical diagnosis is not so provided to the College, then proof of delivery of such remote instruction shall not be sufficient to avoid taking sick days or personal days in these circumstances. The Federation member is required to return to regularly scheduled in-person teaching or counseling obligations once the Federation member receives a negative test result or non-COVID diagnosis.

A Federation member who is required to quarantine or is waiting on a COVID-19 test 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 or discovery of an ill-person's symptoms.

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 Dean may deny the use of remote delivery if the Dean reasonably believes that a high level of instruction cannot be delivered (in, for example, a shop class) by remote instructional means.

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 or while waiting for an ill-person's COVID-19 test result 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 14, 2022 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

PRESIDENT
COMMUNITY COLLEGE DISTRICT 513

By: _____

By: _____

Date: _____

Date: _____

AMENDED

MEMORANDUM OF UNDERSTANDING

2021-05

Full-Time Counselor Alternative Service Delivery

Community College District 513 (the College) and the American Federation of Teachers Local 1810 (the Federation) temporarily agree to the terms set forth in this document between the dates of January 1 and May 14, 2022 (hereinafter, the "MOU Period"). The terms of this Agreement shall apply during any such period when the entire jurisdiction of the College enters "Phase 4" of Governor Pritzker's "Restore Illinois" plan as currently written (or achieves the functional equivalence of such status). This Agreement, will be applicable only to full-time Counselors (hereinafter, "Counselors").

The Parties agree that there will be full-time Counselors on campus as set forth on exhibits to be prepared and be mutually agreed upon by the Vice President for Student Services and the counselors in a manner as practicable with previously prepared exhibits, unless superseded by the limitation set forth above. Modifications to the Exhibits shall be proposed by the Counselors, but subject to the determination of the Vice President for Student Services. When not working on campus Counselors shall satisfy their originally scheduled 7-hour days of counseling service remotely. They may do so in various ways, including but not limited to personal phones, video conferencing, etc.

The College shall make a computer lab available to students who do not have access to other electronic devices for purposes of participating in remote online (e.g. "Zoom") meetings with Counselors.

The College shall make a classroom available for face-to-face meetings between Counselors and students such that meetings shall not be required to take place in the office of a Counselor. Such classroom will be cleaned between meetings by persons other than the Counselor, in accordance with the College's room-cleaning protocol. Students and Counselors will be required to wear masks and to maintain social distance during such meetings.

The College will provide access to computers, to be used by the Counselors only for work-related purposes, which shall provide access to the "Colleague" software system at the College. Such computers shall remain the property of the College and the College may take whatever security precautions regarding such computers from time to time as it deems appropriate.

This Agreement may be extended upon mutual written agreement of both Parties. Upon the Memorandum Termination Date the Parties shall return to the resumption of the working conditions, Board Policies, Employee Handbook, and College custom which existed immediately prior to the first Covid related MOU on or about March 16, 2020.

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.

AMERICAN FEDERATION OF
TEACHERS LOCAL 1810

PRESIDENT
COMMUNITY COLLEGE DISTRICT 513

By: _____

By: _____

Date: _____

Date: _____

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.