



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Thursday, December 8, 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, December 8, 2022 – 5:30 p.m. – Board Room (C307)**

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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. Public Hearing
2. Call to Order
3. Pledge of Allegiance
4. Roll Call
5. Approval of Agenda
6. Public Comment
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 3, 2022 Special Board Meeting; November 10, 2022 Board Meeting; November 15, 2022 Special Board Meeting; November 16, 2022 Special Board Meeting; & November 21, 2022 Special Board Meeting (Pages 1-13)
  - 7.2 Approval of Bills - \$3,482,960.17
    - 7.2.1 Education Fund - \$2,683,111.57
    - 7.2.2 Operations & Maintenance Fund - \$77,674.76
    - 7.2.3 Operations & Maintenance (Restricted Fund) - \$499,934.69
    - 7.2.4 Auxiliary Fund - \$153,317.59
    - 7.2.5 Restricted Fund - \$33,474.20
    - 7.2.6 Audit - \$13,561.00
    - 7.2.7 Liability, Protection & Settlement Fund - \$21,313.84
    - 7.2.8 Grants, Loans & Scholarships - \$572.52
  - 7.3 Treasurer's Report (Pages 14-32)
    - 7.3.1 Financial Highlights (Page 15)
    - 7.3.2 Balance Sheet (Pages 16-17)
    - 7.3.3 Summary of FY23 Budget by Fund (Pages 18-25)
    - 7.3.4 Budget to Actual by Budget Officers (Page 26)
    - 7.3.5 Statement of Cash Flows (Page 27)
    - 7.3.6 Investment Status Report (Pages 28-31)
    - 7.3.7 Disbursements - \$5,000 or more (Page 32)

- 7.4 Personnel – Stipends for Pay Periods Ending November 5, 2022 and November 19, 2022 & Part-Time Faculty and Staff Appointments November 2022 (Pages 33-36)
8. President’s Report
9. Committee Reports
10. Tax Levy 2022 (Pages 37-44)
11. Ottawa Center Lease Agreement (Pages 45-51)
12. Ottawa Chamber of Commerce Lease Agreement (Pages 52-56)
13. Interact Digital Marketing Campaign (Page 57)
14. Board Travel (Page 58)
15. Purchase Request – Fabrication Equipment (Pages 59-60)
16. Faculty Resignation – Charles Raimondi, Electronics Instructor (Pages 61-62)
17. Items for Information (Pages 63-73)
  - 17.1 Innovative Bridge and Transitions Grant (Page 63)
  - 17.2 Remote Work Arrangement – ITS Pilot Program (Page 64)
  - 17.3 Tenure Recommendation – Nancy McDonnell, Cybersecurity (Pages 65-67)
  - 17.4 Tenure Recommendation – Kaity Ritter, Medical Assisting (Pages 68-70)
  - 17.5 Staff Appointment – Kelsey Forkner, Student Services Information Specialist (Page 71)
  - 17.6 Faculty Retirement – Dan Retoff, Health Professions (part-time) (Page 72)
  - 17.7 Staff Retirement – Paul Hartwig, Maintenance (Page 73)
18. Trustee Comment
19. Closed Session – 1) the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; 2) collective negotiations; and 3) closed session minutes
20. Possible Approval – Memorandum of Understanding
21. Approval of Closed Session Minutes
22. Other
23. Adjournment

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

**Minutes of Special Meeting**  
**November 3, 2022**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a special session at 6:00 p.m. on Thursday, November 3, 2022 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Jay K. McCracken, Vice Chair  
Angela M. Stevenson, Secretary  
Amy L. Boyles  
Jane E. Goetz  
William F. Hunt  
Maureen O. Rebholz

**Members Absent:** Everett J. Solon, Board Chair  
Austin F. Dille, Student Trustee

**Others Physically Present:** Jerry Corcoran, President  
Jim Carlson, Search Consultant

**CALL TO ORDER**

Mr. McCracken called the meeting to order at 6:00 p.m.

**PUBLIC COMMENT**

None

**CLOSED SESSION**

It was moved by Ms. Goetz and seconded by Mr. Hunt to convene a closed session at 6:02 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

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

On a motion by Dr. Boyles and seconded by Dr. Rebholz, the special meeting resumed at 6:50 p.m.

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

**OTHER**

None

**ADJOURNMENT**

Mr. McCracken declared the meeting adjourned at 6:51 p.m.

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Everett J. Solon, Board Chair

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Angela M. Stevenson, Secretary

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

**Minutes of Regular Meeting**  
**November 10, 2022**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 5:30 p.m. on Thursday, November 10, 2022 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Everett J. Solon, Chair  
Jay K. McCracken, Vice Chair  
Amy L. Boyles  
Jane E. Goetz  
William F. Hunt  
Maureen O. Rebholz

**Members Virtually Present:** Angela M. Stevenson, Secretary

**Members Telephonically Present:**

**Members Absent:** Austin F. Dille, Student Trustee

**Others Physically Present:** Jerry Corcoran, President  
Gary Roberts, Vice President for Academic Affairs  
Matthew Seaton, Vice President for Business Services & Finance  
Mark Grzybowski, Vice President for Student Services  
Mary Beth Herron, Director of Human Resources  
Walt Zukowski, Attorney

**Others Virtually Present:**

**MOMENT OF SILENCE**

Thomas J. Hunt, father of Board Trustee William F. Hunt, passed away October 16. Dr. Corcoran invited everyone present to join him in a moment of silence in memory of Thomas J. Hunt.

**BOARD CHAIR – OPENING REMARKS**

Mr. Solon informed of the following: Provisions within Section 7(e) of the Open Meetings Act, allowing for Board meetings to be virtual and without requiring the physical presence of a quorum of the members, continue to apply to our Board meetings due to (a) Governor Pritzker’s most recent disaster proclamation; and (b) my determination that in-person meetings are not practical or prudent (for all board members and members of the public) because of the disaster. It is the

custom and practice of the college to record Board meetings and the meeting was being recorded both audio and video. Anyone joining the meeting virtually, please mute until you are ready to speak.

### **APPROVAL OF AGENDA**

It was moved by Dr. Boyles and seconded by Dr. Rebholz to approve the agenda.

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

### **APPOINT SECRETARY PRO-TEM**

Mr. Solon appointed Ms. Goetz as Secretary Pro-Tem due to the physical absence of Ms. Stevenson.

### **PUBLIC COMMENT**

None

### **CONSENT AGENDA ITEMS**

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

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 – October 13, 2022 Board Meeting.

Approval of Bills - \$1,519,582.61

Education Fund - \$894,988.54; Operations & Maintenance Fund - \$124,793.61; Operations & Maintenance (Restricted Fund) - \$120,778.35; Auxiliary Fund - \$102,148.24; Restricted Fund - \$203,273.65; Liability, Protection & Settlement Fund - \$73,600.22.

Treasurer’s Report

Personnel

Approved stipends for pay periods ending October 8, 2022 and October 22, 2022 & Part-time Faculty and Staff Appointments October 2022.

### **PRESIDENT’S REPORT**

Dr. Corcoran reported that our president’s council had a good meeting with the student government association last week to talk about some special events the student leaders would like to launch over the next few months. He added that it’s always nice to hear what is on the group’s mind, answer any questions they may have, and work together on how we might better serve the needs of our constituents. Dr. Corcoran noted that two examples of change that were made for the greater good involved the hours of operation for our childcare center and fitness center. Dr. Corcoran extended welcome to our new freshmen SGA members Gracyee Funderberg, Libby Boyles and



Drew Knipper and thanks once again to SGA advisor Cory Tomasson for 29 years of his great work in this regard. Dr. Corcoran reported that approximately 100 people attended the dental lab grand opening and program advisory committee meeting held on October 26. He noted that feedback was extraordinarily positive, in fact, just yesterday Heather Seghi showed off the new lab at a health resource fair and she reported that our dental assisting students were able to schedule 30 new appointments in our clinic during the event for IVCC students who had no idea that we offered free services! Dr. Corcoran added that in case you are wondering what those services are they include cleaning, exam, oral cancer screening, x-rays, sealants, fluoride, treatment planning, referrals and hopefully at the end of this semester we will have time to schedule some fillings! Our investment in dental assisting and dental hygiene is definitely paying off. Dr. Corcoran informed that we had over 200 high school students attend our October 25<sup>th</sup> manufacturing career expo. IVCC's partners on the event were the North Central Regional Betterment Coalition and Starved Rock Associates Vocational & Technical Education. He added that students began their day by visiting local manufacturers for a guided tour and presentation from different functions of the business. Dr. Corcoran noted that this year's lineup included visits to: Black Brothers Co., Canam Steel Corporation, Carus LLC, Epsilyte, HCC, Inc.; Machinery Maintenance, Inc.; On Site Repair Services, Inc., Valley Fabrication, Inc.; SABIC, and Vactor Manufacturing. Eakas and Starved Rock Wood Products also supported the event. Following the guided tour, students were transported to IVCC for lunch and a keynote address by Peru native, distinguished IVCC graduate and Oertel Metal Vice-President of Strategic Development, Brian Krzyaniak. Dr. Corcoran extended congratulations to Jennifer Scheri and the large team she assembled to make the day's activities, despite a little rain, a big success. He informed that we had a nice turnout at last night's Explore IVCC recruiting event. Dr. Corcoran extended congratulations to Tom Quigley, Aseret Loveland and Samantha Manahan on the excellent agenda and marketing plan and for the lineup of enthusiastic faculty and staff who were happy to be here and engage students and their loved ones in discussion about all IVCC has to offer to help students achieve their academic and career goals. Dr. Corcoran noted that the Foundation's 2022 Annual Appeal is underway and going well. He added that to date, 36 donors have contributed \$12,575.

## **COMMITTEE REPORTS**

None

## **2022 TENTATIVE TAX LEVY**

It was moved by Mr. McCracken and seconded by Ms. Goetz to adopt the Resolution approving a Tentative Tax Levy that would decrease the tax rate for all District stakeholders and schedule a Truth-in-Taxation hearing at the December Board of Trustees meeting.

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

## **MATCHING COMMITMENT – USDA DLT GRANT**

It was moved by Ms. Goetz and seconded by Dr. Boyles to approve the submission of the USDA DLT Grant and match not to exceed \$89,981.22, as presented.

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

**APPROVAL – EMERGENCY MEDICAL TECHNICIAN CERTIFICATE**

It was moved by Dr. Rebholz and seconded by Mr. Hunt to approve the Emergency Medical Technician Certificate, as presented.

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

**SCHEDULE OF REGULAR MEETING DATES AND TIMES**

It was moved by Mr. Hunt and seconded by Dr. Boyles to approve the following meeting dates for 2023 and provide public notice of this schedule. All meetings will take place at 5:30 p.m. in Room C-307, the Board Room, on the campus of Illinois Valley Community College, 815 North Orlando Smith Road, Ogleby, Illinois.

Thursday, January 12, 2023  
Thursday, February 9, 2023  
Thursday, March 9, 2023  
Thursday, April 13, 2023  
Thursday, May 11, 2023  
Thursday, June 8, 2023

Thursday, July 13, 2023  
Thursday, August 17, 2023  
Thursday, September 14, 2023  
Thursday, October 12, 2023  
Thursday, November 9, 2023  
Thursday, December 14, 2023

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

**PROPOSAL RESULTS – TRUCK DRIVER TRAINING TRACTOR LEASE**

It was moved by Dr. Rebholz and seconded by Ms. Goetz to approve to enter into a 60-month lease with Central Truck Leasing, LLC at \$6,990 per month plus a 16 cent per mile maintenance fee per vehicle for two (2) 2024 Kenworth T680 Sleeper tractors.

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

**PURCHASE REQUEST – BOARD ROOM TECHNOLOGY UPGRADE**

It was moved by Dr. Boyles and seconded by Mr. McCracken to approve to authorize the purchase of Board Room Technology Upgrades by Burwood Group, Inc. in the amount of \$45,000.

Roll Call Vote: “Ayes” – Dr. Boyles, Ms. Goetz, Mr. Hunt, Ms. Stevenson, Mr. McCracken, Dr. Rebholz and Mr. Solon. “Nay” – none. Motion carried. Dr. Boyles noted that the cost for the technology upgrade would be paid for by Higher Education Emergency Relief Funds (HEERF).

**ITEMS FOR INFORMATION**

Mr. Solon pointed out the information items on pages 39-52 of the Board book. Dr. Corcoran noted the FY2023 Budget for Student Activities that was created and approved by the Student Government Association. He expressed appreciation to Cory Tomasson and Mark Grzybowski for their fine work with the SGA.

### **TRUSTEE COMMENT**

Mr. McCracken thanked Dr. Seaton and the IVCC administrative team for the leadership and work on the USDA grant. He noted that IVCC has done a phenomenal job in working with the district high schools and it is much appreciated.

### **CLOSED SESSION**

Mr. Solon requested a motion and a roll call vote at 5:48 p.m. to enter into a closed session to discuss: 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) collective negotiations; and 3) closed session minutes. Motion made by Dr. Rebholz and seconded by Ms. Goetz to enter into a closed session.

Roll Call Vote: “Ayes”– Dr. Boyles, Ms. Goetz, Mr. Hunt, Ms. Stevenson, Mr. McCracken, Dr. Rebholz and Mr. Solon. “Nay” – none. Motion carried. The Board immediately entered closed session at 5:50 p.m.

Motion made by Ms. Goetz and seconded by Mr. Hunt to return to the regular meeting.

Roll Call Vote: “Ayes”– Dr. Boyles, Ms. Goetz, Mr. Hunt, Ms. Stevenson, Mr. McCracken, Dr. Rebholz and Mr. Solon. “Nay” – none. Motion carried. The regular meeting resumed at 6:34 p.m.

### **POSSIBLE APPROVAL OF PAY ADJUSTMENT FOR EMPLOYEES AFFECTED BY THE REDISTRIBUTION OF DUTIES AND RESPONSIBILITIES WITHIN THE DIVISION OF ACADEMIC AFFAIRS**

It was moved by Dr. Rebholz and seconded by Dr. Boyles to approve the pay adjustments for each of the employees affected by the redistribution of duties and responsibilities within the Division of Academic Affairs effective retroactively to the date that the additional duties were assumed, as presented.

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

### **CLOSED SESSION MINUTES**

It was moved by Mr. McCracken and seconded by Ms. Goetz to approve and retain the closed session minutes of the October 13, 2022 Board meeting.

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

### **OTHER**

None

### **ADJOURNMENT**

Mr. Solon declared the meeting adjourned at 6:35 p.m.

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Everett J. Solon, Board Chair

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Angela M. Stevenson, Secretary

**ILLINOIS VALLEY COMMUNITY COLLEGE**

**Board of Trustees**

**Minutes of Special Meeting**

**November 15, 2022**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a special session at 5:45 p.m. on Tuesday, November 15, 2022 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Everett J. Solon, Board Chair  
Jay K. McCracken, Vice Chair  
Amy L. Boyles  
Jane E. Goetz  
William F. Hunt  
Maureen O. Rebholz

**Members Virtually Present:** Angela M. Stevenson, Secretary

**Members Absent:** Austin F. Dille, Student Trustee

**Others Physically Present:** Matthew Seaton, Presidential Candidate  
Jim Carlson, Search Consultant

**CALL TO ORDER**

With members present, Mr. Solon called the meeting to order at 5:30 p.m.

**PUBLIC COMMENT**

None

**CLOSED SESSION**

It was moved by Ms. Goetz and seconded by Dr. Rebholz to convene a closed session at 5:50 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

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

On a motion by Mr. McCracken and seconded by Ms. Goetz, the regular meeting resumed at 7:30 p.m.

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

**OTHER**

None

**ADJOURNMENT**

Mr. Solon declared the meeting adjourned at 7:31 p.m.

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Everett J. Solon, Board Chair

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Angela M. Stevenson, Secretary

**ILLINOIS VALLEY COMMUNITY COLLEGE**

**Board of Trustees**

**Minutes of Special Meeting**

**November 16, 2022**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a special session at 5:45 p.m. on Wednesday, November 16, 2022 in the Board Room (C307) at Illinois Valley Community College.

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

**Members Absent:** Austin F. Dille, Student Trustee

**Members Virtually Present**

**Others Physically Present:** Tracy Morris, Presidential Candidate  
Jim Carlson, Search Consultant

**CALL TO ORDER**

With members present, Mr. Solon called the meeting to order at 5:35 p.m.

**PUBLIC COMMENT**

None

**CLOSED SESSION**

It was moved by Dr. Boyles and seconded by Dr. Rebholz to convene a closed session at 6:05 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

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

On a motion by Ms. Stevenson and seconded by Ms. Goetz, the regular meeting resumed at 8:08 p.m.

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

**OTHER**

None

**ADJOURNMENT**

Mr. Solon declared the meeting adjourned at 8:10 p.m.

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Everett J. Solon, Board Chair

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Angela M. Stevenson, Secretary

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

**Minutes of Special Meeting**  
**November 21, 2022**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a special session at 5:30 p.m. on Monday, November 21, 2022 in the Board Room (C307) at Illinois Valley Community College.

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

**Members Absent:** Austin F. Dille, Student Trustee

**Others Physically Present:** Jerry Corcoran, President  
Walt Zukowski, Attorney  
Jim Carlson, Search Consultant

**CALL TO ORDER**

Mr. Solon called the meeting to order at 5:30 p.m.

**PUBLIC COMMENT**

None

**CLOSED SESSION**

It was moved by Ms. Stevenson and seconded by Dr. Boyles to convene a closed session at 5:31 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

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

On a motion by Mr. McCracken and seconded by Dr. Boyles, the special meeting resumed at 8:40 p.m.

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

**OTHER**

The Board extended compliments and thanks to Dr. Carlson for his superior work as Search Consultant.



**ADJOURNMENT**

Mr. Solon declared the meeting adjourned at 8:40 p.m.

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Everett J. Solon, Board Chair

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Angela M. Stevenson, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT  
NOVEMBER 2022

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

Kathy Ross  
Controller

## FINANCIAL HIGHLIGHTS – November 2022

### Revenues

- As of November 17, the headcount for Fall semester stood at 2,706, which is 116 students more than at the same point in time last year. Credit hours for Fall 2022 were 21,948, which is an increase of 1,444 credit hours, or 7.04 percent from one year ago.
- Of particular note, Ottawa Center credit generation is up 17.75 percent and Dual Credit enrollment is up 9.3 percent over this same time last year.
- Current budgeted credit hours enrolled are 25,378 out of 43,788 or 58.0 percent, which will position the College nicely to meet budget goals for the fiscal year.
- Spring Enrollments have been strong thus far through registration. Currently, headcount for Spring stands at 1,162 students and credit hours are at 11,720.5. This is an increase of 11.62 percent and 18.72 percent respectively over the same time period last year. The early registration surge may partially be due to the incentives the College offered for early enrollment and making payment arrangements before Fall semester ends.

### Expenses

- The Utilities line item is up significantly, currently running about 72 percent of budget. We budgeted for an increase in utilities, but the expense has outpaced our budget thus far. We continue to develop the solar panel project which will help offset some of these utility costs in the future.
- The Auxiliary fund shows an increase in contractual services due to the coding of the new food program. There are offsetting revenues for this increase in expense shown on the revenue side.
- We have been moving some more of our investment funds to PMA. We decided to keep some in on a cash basis temporarily as we continue to monitor the market with guidance from PMA.

### Protection, Health & Safety Projects

- D201 is progressing, although a little slower at this point. We are still on track to be done on time.

### Other Building and Grant Work

- We hosted a representative from our solar consultant on-site to do the initial survey of where best to place a solar array. The consulting firm will be providing the College with multiple options for install.
- The RFQ process for the architectural services for the Agriculture Building project will begin soon. It is a requirement that we seek proposals from interested architecture firms and select one based on a criterion developed in consultation with the EDA.
- As noted as an information item in your packet, Dr. Hess and Dr. Seaton recently co-wrote a grant and were awarded \$108,650 to support a website redesign and our successful “Get Set” program run through Learning Resources. With this grant, the College has been awarded nearly \$4 million from competitive grants this fiscal year. The Distance Learning Grant will likely be submitted prior to the Board meeting and will be in the range of \$1.15 million as well.

Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 November 30, 2022  
 Unaudited

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	Governmental Funds Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency	General Fixed Assets	General Long-Term Debt	
<b>Assets and Other Debits</b>								
Cash and cash equivalents	\$ 5,476,124	\$ 4,452,160	\$ 212,546	\$ (164,656)	\$ 790,956	\$ -	\$ -	10,767,129
Investments	12,796,123	6,105,193	617,308	-	579,977	-	-	20,098,600
Receivables								-
Property Taxes	10,750,087	2,752,230	-	-	-	-	-	13,502,317
Governmental claims	-	1,187,786	-	-	3,861	-	-	1,191,647
Tuition and fees	1,602,279	-	-	408,066	-	-	-	2,010,346
Due from other funds	5,501,858	6	-	42,418	6,430	-	-	5,550,712
Due to/from student groups	-	-	-	-	-	-	-	-
Bookstore inventories	-	-	-	366,291	-	-	-	366,291
Other assets	308,860	277,253	2,165	251	-	-	-	588,529
Deferred Outflows	-	-	-	-	-	-	618,688	618,688
Fixed assets - net	-	-	-	42,040	-	58,821,568	-	58,863,608
Other debits								-
Amount available in								-
Debt Service Fund	-	-	-	-	-	-	-	-
Amount to be provided								-
to retire debt	-	-	-	-	-	-	14,077,183	14,077,183
<b>Total assets and deferred outflows</b>	<b>\$ 36,435,331</b>	<b>\$ 14,774,627</b>	<b>\$ 832,019</b>	<b>\$ 694,410</b>	<b>\$ 1,381,224</b>	<b>\$ 58,821,568</b>	<b>\$ 14,695,871</b>	<b>\$ 127,635,051</b>

Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 November 30, 2022  
 Unaudited

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	Governmental Funds Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency	General Fixed Assets	General Long-Term Debt	
<b>Liabilities</b>								
Accounts payable	114,650	8,563	-	1,640	8,706	-	-	133,559
Accrued salaries & benefits	1,792,858	23,354	-	13,607	-	-	-	1,829,819
Post-retirement benefits & other	132,132	-	-	1,206	-	-	-	133,338
Unclaimed property	389	-	-	-	-	-	-	389
Due to other funds	80,487	4,315,470	-	-	1,154,755	-	-	5,550,712
Due to student groups/deposits	-	-	-	-	217,762	-	-	217,762
Deferred inflows								
Property taxes	5,378,170	1,376,744	-	-	-	-	-	6,754,914
Tuition and fees	-	-	-	39,808	-	-	-	39,808
Grants	-	-	-	-	-	-	-	-
OPEB	-	-	-	-	-	-	2,835,268	2,835,268
OPEB long term debt	-	-	-	-	-	-	11,860,603	11,860,603
<b>Total Liabilities</b>	<b>7,498,685</b>	<b>5,724,131</b>	<b>-</b>	<b>56,261</b>	<b>1,381,223</b>	<b>-</b>	<b>14,695,871</b>	<b>29,356,172</b>
<b>Net Position/Net Assets</b>								
Net investment in general fixed assets	-	-	-	-	-	58,821,568	-	58,821,568
Fund balance	-	-	-	-	-	-	-	-
Reserved for restricted purposes	-	9,050,497	-	-	-	-	-	9,050,497
Reserved for debt service	-	-	832,019	-	-	-	-	832,019
Unreserved	28,936,646	-	-	638,149	-	-	-	29,574,795
<b>Total liabilities and net position</b>	<b>\$ 36,435,331</b>	<b>\$ 14,774,627</b>	<b>\$ 832,019</b>	<b>\$ 694,410</b>	<b>\$ 1,381,223</b>	<b>\$ 58,821,568</b>	<b>\$ 14,695,871</b>	<b>\$ 127,635,051</b>

Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2023 Revenues & Expenditures by Fund  
 For the one month ended November 30, 2022  
 Unaudited

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Restricted Fund	Debt Service Fund	Auxiliary Enterprise Fund	Restricted Purposes Fund	Working Cash Fund	Audit Fund	Liability Protection & Settlement Fund	Total (Memorandum Only)
Actual Revenue	\$ 17,100,191	\$ 2,290,902	\$ 1,165,358	\$ (13,415)	\$ 908,363	\$ 2,899,180	\$ (27,238)	\$ 42,092	\$ 1,509,194	\$ 25,874,626
Actual Expenditures	7,940,040	1,331,100	1,007,602	407	940,416	5,548,341	912	27,122	433,618	17,229,559
Other Financing Sources (Uses)	-	-	-	-	-	-	-	-	-	-
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	9,160,151	959,802	157,756	(13,822)	(32,053)	(2,649,161)	(28,151)	14,970	1,075,576	8,645,067
Fund balances July 1, 2022	15,745,140	3,956,385	4,407,233	848,220	(61,311)	(592,241)	5,119,919	43,312	1,116,921	30,583,578
Fund balances November 30, 2022	<u>\$ 24,905,291</u>	<u>\$ 4,916,187</u>	<u>\$ 4,564,989</u>	<u>\$ 834,398</u>	<u>\$ (93,364)</u>	<u>\$ (3,241,402)</u>	<u>\$ 5,091,768</u>	<u>\$ 58,282</u>	<u>\$ 2,192,497</u>	<u>\$ 39,228,645</u>

Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2023 Revenues & Expenditures by Fund  
 For the one month ended November 30, 2022  
 Unaudited

	Annual Budget		Actual/Budget	Annual Budget		Actual/Budget
	11/30/2022	FY2023	41.7%	11/30/2021	FY2022	41.7%
<b>EDUCATION FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 9,042,119	\$ 9,530,789	94.9%	\$ 9,541,735	\$ 8,713,650	109.5%
Corporate Personal Property Replacement Tax	1,331,130	2,294,700	58.0%	512,239	1,006,250	50.9%
Tax Increment Financing Distributions	227,169	450,000	50.5%	225,668	400,000	56.4%
Total Local Government	10,600,418	12,275,489	86.4%	10,279,641	10,119,900	101.6%
State Government:						
ICCB Credit Hour Grant	791,175	1,798,075	44.0%	660,498	1,733,248	38.1%
Equalization Grant	16,667	50,000	33.3%	16,667	50,000	33.3%
Career/Technical Education Formula Grant	113,412	220,500	51.4%	-	210,000	0.0%
Other	-	-	-	-	-	-
Total Statement Government	921,254	2,068,575	44.5%	677,164	1,993,248	34.0%
Federal Government						
PELL Administrative Fees	-	7,825	0.0%	-	7,825	0.0%
Total Federal Government	-	7,825	0.0%	-	7,825	0.0%
Student Tuition and Fees:						
Tuition	4,789,616	5,811,200	82.4%	4,535,863	5,989,253	75.7%
Fees	628,073	687,900	91.3%	519,286	759,550	68.4%
Total Tuition and Fees	5,417,689	6,499,100	83.4%	5,055,149	6,748,803	74.9%
Other Sources:						
Public Service Revenue	82,875	244,050	34.0%	87,202	242,450	36.0%
Other Sources:	77,956	151,361	51.5%	51,043	155,442	32.8%
Total Other Sources	160,831	395,411	40.7%	138,245	397,892	34.7%
<b>TOTAL EDUCATION FUND REVENUE</b>	<b>\$ 17,100,191</b>	<b>\$ 21,246,400</b>	<b>80.5%</b>	<b>\$ 16,150,199</b>	<b>\$ 19,267,668</b>	<b>83.8%</b>
<b>EDUCATION FUND EXPENDITURES</b>						
Instruction:						
Salaries	3,193,770	\$ 8,281,122	38.6%	3,018,935	\$ 7,671,022	39.4%
Employee Benefits	667,328	1,834,306	36.4%	628,504	1,751,176	35.9%
Contractual Services	43,743	120,175	36.4%	28,262	119,415	23.7%
Materials & Supplies	154,082	451,389	34.1%	85,076	497,459	17.1%
Conference & Meeting	22,535	169,594	13.3%	3,843	163,405	2.4%
Fixed Charges	17,844	58,000	30.8%	18,657	58,000	32.2%
Capital Outlay	93,668	114,000	0.0%	-	-	0.0%
Other	200	-	0.0%	-	-	0.0%
Total Instruction	4,193,170	11,028,586	38.0%	3,783,277	10,260,477	36.9%

**Illinois Valley Community College District No. 513**  
**Summary of Fiscal Year 2023 Revenues & Expenditures by Fund**  
**For the one month ended November 30, 2022**  
**Unaudited**

	Annual Budget 11/30/2022 FY2023	Actual/Budget 41.7%	Annual Budget 11/30/2021 FY2022	Actual/Budget 41.7%
<b>Academic Support:</b>				
Salaries	483,368	1,161,476	41.6%	417,954
Employee Benefits	76,369	189,892	40.2%	75,221
Contractual Services	48,604	135,277	35.9%	80,901
Materials & Supplies	103,568	246,620	42.0%	105,392
Conference & Meeting	1,102	18,875	5.8%	411
Utilities	6,000	26,445	22.7%	4,500
Capital Outlay	-	-	0.0%	-
Other	-	-	0.0%	-
<b>Total Academic Support</b>	<b>719,011</b>	<b>1,778,585</b>	<b>40.4%</b>	<b>684,380</b>
<b>Student Services:</b>				
Salaries	552,186	1,527,744	36.1%	523,079
Employee Benefits	133,721	431,688	31.0%	138,623
Contractual Services	15,346	46,702	32.9%	3,364
Materials & Supplies	29,827	93,215	32.0%	10,248
Conference & Meeting	5,876	43,505	13.5%	1,003
Utilities	-	-	0.0%	-
<b>Total Student Services</b>	<b>736,956</b>	<b>2,142,854</b>	<b>34.4%</b>	<b>676,318</b>
<b>Public Services/Continuing Education:</b>				
Salaries	163,160	339,647	48.0%	142,446
Employee Benefits	39,890	105,920	37.7%	41,936
Contractual Services	26,808	111,000	24.2%	25,552
Materials & Supplies	23,990	75,300	31.9%	13,837
Conference & Meeting	2,565	4,950	51.8%	1,625
Utilities	-	-	0.0%	-
Other	183	-	-	-
<b>Total Public Services/Continuing Education</b>	<b>256,595</b>	<b>636,817</b>	<b>40.3%</b>	<b>225,396</b>
<b>Institutional Support:</b>				
Salaries	856,690	2,051,151	41.8%	811,728
Employee Benefits	255,924	767,396	33.3%	302,369
Contractual Services	155,776	691,913	22.5%	441,082
Materials & Supplies	218,306	340,789	64.1%	158,679
Conference & Meeting	13,153	67,370	19.5%	7,300
Utilities	9,419	10,715	87.9%	8,999
Capital Outlay	9,472	125,000	7.6%	-
Other	870	(11,300)	-7.7%	(34)
Provision for Contingency	-	621,083	0.0%	-
<b>Total Institutional Support</b>	<b>1,519,608</b>	<b>4,664,117</b>	<b>32.6%</b>	<b>1,730,124</b>
Scholarships, Grants and Waivers	514,700	698,000	73.7%	412,827
<b>TOTAL EDUCATION FUND EXPENDITURES</b>	<b>\$ 7,940,040</b>	<b>\$ 20,948,959</b>	<b>37.9%</b>	<b>\$ 7,512,321</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ -</b>	<b>\$ (297,441)</b>	<b>0.0%</b>	<b>\$ -</b>

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Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2023 Revenues & Expenditures by Fund  
 For the one month ended November 30, 2022  
 Unaudited

	Annual Budget		Actual/Budget 41.7%	Annual Budget		Actual/Budget 41.7%
	11/30/2022	FY2023		11/30/2021	FY2022	
<b>OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 1,437,360	\$ 1,537,224	93.5%	\$ 1,526,261	\$ 1,404,861	108.6%
Corporate Personal Property Replacement Tax	234,905	404,900	58.0%	90,395	175,000	51.7%
Tax Increment Financing Disbursements	75,723	140,000	54.1%	58,972	130,000	45.4%
Total Local Government	<u>1,747,988</u>	<u>2,082,124</u>	84.0%	<u>1,675,628</u>	<u>1,709,861</u>	98.0%
State Government:						
ICCB Credit Hour Grant	134,780	307,029	43.9%	115,991	305,023	38.0%
Total State Government	<u>134,780</u>	<u>307,029</u>	43.9%	<u>115,991</u>	<u>305,023</u>	38.0%
Student Tuition and Fees						
Tuition	379,071	450,300	84.2%	361,681	476,979	75.8%
Total Tuition and Fees	<u>379,071</u>	<u>450,300</u>	84.2%	<u>361,681</u>	<u>476,979</u>	75.8%
Other Sources:						
Facilities Revenue	29,713	120,000	24.8%	37,883	120,000	31.6%
Investment Revenue	(2,250)	15,000	-15.0%	2,840	22,650	12.5%
Other	1,600	3,000	53.3%	1,578	4,000	39.5%
Total Other Sources	<u>29,063</u>	<u>138,000</u>	21.1%	<u>42,301</u>	<u>146,650</u>	28.8%
<b>TOTAL OPERATIONS &amp; MAINTENANCE REVENUES</b>	<b>\$ 2,290,902</b>	<b>\$ 2,977,453</b>	<b>76.9%</b>	<b>\$ 2,195,601</b>	<b>\$ 2,638,513</b>	<b>83.2%</b>
<b>OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>						
Operations & Maintenance of Plant:						
Salaries	417,737	1,038,766	40.2%	397,769	995,322	40.0%
Employee Benefits	117,497	340,760	34.5%	111,917	319,272	35.1%
Contractual Services	32,298	219,900	14.7%	32,880	167,000	19.7%
Materials & Supplies	73,083	265,750	27.5%	48,413	271,204	17.9%
Conference & Meeting	-	1,200	0.0%	-	1,200	0.0%
Fixed Charges	117,834	172,300	68.4%	55,492	117,250	47.3%
Utilities	451,118	623,550	72.3%	172,643	753,450	22.9%
Capital Outlay	92,829	216,000	43.0%	-	19,000	0.0%
Provision for Contingency	-	50,000	0.0%	-	25,600	0.0%
Other	-	(56,700)	0.0%	-	(63,000)	0.0%
Total Operations & Maintenance of Plant	<u>1,302,395</u>	<u>2,871,526</u>	45.4%	<u>819,116</u>	<u>2,606,298</u>	31.4%
Institutional Support:						
Salaries	13,379	52,384	25.5%	11,991	16,107	74.4%
Employee Benefits	10,065	42,894	23.5%	4,169	6,333	65.8%
Contractual Services	-	2,700	0.0%	2,615	2,700	96.9%
Materials & Supplies	1,062	3,750	28.3%	643	3,275	19.6%
Fixed Charges	4,199	4,199	100.0%	4,199	3,800	110.5%
Other	-	-	-	-	-	-
Total Institutional Support	<u>28,705</u>	<u>105,927</u>	27.1%	<u>23,618</u>	<u>32,215</u>	73.3%
<b>TOTAL OPERATIONS &amp; MAINTENANCE EXPENDITURES</b>	<b>\$ 1,331,100</b>	<b>\$ 2,977,453</b>	<b>44.7%</b>	<b>\$ 842,734</b>	<b>\$ 2,638,513</b>	<b>31.9%</b>

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Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2023 Revenues & Expenditures by Fund  
 For the one month ended November 30, 2022  
 Unaudited

	11/30/2022	Annual Budget FY2023	Actual/Budget 41.7%	11/30/2021	Annual Budget FY2022	Actual/Budget 41.7%
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Local Government Sources:						
Current Taxes	1,136,725	1,115,918	101.9%	894,005	1,290,694	69.3%
State Government Sources	-	-	0.0%	-	-	0.0%
Investment Revenue	28,632	50,000	57.3%	18,657	48,000	38.9%
Other	-	-	0.0%	-	-	0.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) REVENUES</b>	<b>\$ 1,165,358</b>	<b>\$ 1,165,918</b>	<b>100.0%</b>	<b>\$ 912,661</b>	<b>\$ 1,338,694</b>	<b>68.2%</b>
<b>OPERATIONS &amp; MAINTENANCE FUND RESTRICTED EXPENDITURES</b>						
Contractual Services	\$ 28,024	\$ -	0.0%	\$ -	\$ -	0.0%
Materials and Supplies	\$ 18,921	\$ -	0.0%	-	-	0.0%
Fixed Charges	-	-	0.0%	-	-	0.0%
Capital Outlay	960,657	2,874,558	33.4%	142,968	1,338,694	10.7%
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>	<b>\$ 1,007,602</b>	<b>\$ 2,874,558</b>	<b>35.1%</b>	<b>\$ 142,968</b>	<b>\$ 1,338,694</b>	<b>10.7%</b>
<b>DEBT SERVICE FUND</b>						
Investment Revenue	\$ (13,415)	\$ 2,000	-670.7%	\$ 720	\$ 2,500	28.8%
<b>TOTAL DEBT SERVICE FUND REVENUES</b>	<b>\$ (13,415)</b>	<b>\$ 2,000</b>	<b>-670.7%</b>	<b>\$ 334</b>	<b>\$ 2,500</b>	<b>13.4%</b>
<b>TOTAL DEBT SERVICE FUND EXPENDITURES</b>	<b>407.25</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>AUXILIARY ENTERPRISES FUND REVENUE</b>						
Service Fees	\$ 907,346	\$ 1,288,125	70.4%	\$ 721,237	\$ 1,442,584	50.0%
Investment Revenue	72	25,500	0.3%	-	26,000	0.0%
Other Revenue	944	1,000	94.4%	2,626	1,000	262.6%
<b>TOTAL AUXILIARY ENTERPRISES FUND REVENUES</b>	<b>\$ 908,363</b>	<b>\$ 1,314,625</b>	<b>69.1%</b>	<b>\$ 723,863</b>	<b>\$ 1,469,584</b>	<b>49.3%</b>
<b>AUXILIARY ENTERPRISES FUND EXPENSES</b>						
Salaries	\$ 141,320	\$ 377,906	37.4%	\$ 137,539	\$ 410,026	33.5%
Employee Benefits	30,120	77,266	39.0%	30,813	97,199	31.7%
Contractual Services	119,540	53,149	224.9%	30,137	60,175	50.1%
Materials & Supplies	607,045	981,291	61.9%	493,803	1,013,081	48.7%
Conference & Meeting	15,385	28,788	53.4%	14,191	25,780	55.0%
Fixed Charges	27,005	44,380	60.8%	29,472	50,000	58.9%
Capital Outlay/Depreciation	-	-	0.0%	9,580	11,600	82.6%
Other	-	92,700	0.0%	1,500	103,000	1.5%
<b>TOTAL AUXILIARY ENTERPRISES EXPENDITURES</b>	<b>\$ 940,416</b>	<b>\$ 1,655,480</b>	<b>56.8%</b>	<b>\$ 747,034</b>	<b>\$ 1,770,861</b>	<b>42.2%</b>
<b>AUXILIARY ENTERPRISES INTERFUND TRANSFERS - NET</b>	<b>\$ -</b>	<b>\$ 348,855</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ 61,414</b>	<b>0.0%</b>

Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2023 Revenues & Expenditures by Fund  
 For the one month ended November 30, 2022  
 Unaudited

	Annual Budget		Actual/Budget	Annual Budget		Actual/Budget
	11/30/2022	FY2023	41.7%	11/30/2021	FY2022	41.7%
<b>RESTRICTED PURPOSE FUND REVENUES</b>						
State Government Sources	\$ 430,318	\$ 550,541	78.2%	\$ 27,515	\$ 288,331	9.5%
Federal Government Sources	2,463,155	8,584,119	28.7%	3,581,883	7,818,367	45.8%
Nongovernmental Gifts or Grants	-	-	0.0%	5,065	18,000	28.1%
Other Revenue	5,708	34,000	0.0%	1,132	-	0.0%
<b>TOTAL RESTRICTED PURPOSE FUND REVENUES</b>	<b>\$ 2,899,180</b>	<b>\$ 9,168,660</b>	<b>31.6%</b>	<b>\$ 3,615,595</b>	<b>\$ 8,124,698</b>	<b>44.5%</b>
<b>RESTRICTED PURPOSE FUND EXPENDITURES</b>						
Instruction:						
Salaries	\$ 190,735	\$ 622,412	30.6%	\$ 166,256	\$ 486,214	34.2%
Employee Benefits	60,572	202,001	30.0%	44,794	166,927	26.8%
Contractual Services	12,400	59,115	21.0%	16,835	52,163	32.3%
Materials & Supplies	28,098	63,704	44.1%	18,129	29,825	60.8%
Conference & Meeting	5,342	72,091	7.4%	762	14,847	5.1%
Utilities	-	900	0.0%	-	850	0.0%
Capital Outlay	50,160	-	-	-	-	0.0%
Other	1,494	-	-	-	-	0.0%
<b>Total Instruction</b>	<b>348,800</b>	<b>1,020,223</b>	<b>34.2%</b>	<b>246,776</b>	<b>750,826</b>	<b>32.9%</b>
Academic Support						
Salaries	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Employee Benefits	-	-	0.0%	-	-	0.0%
Contractual Services	-	-	0.0%	100	100,000	0.1%
Materials and Supplies	-	-	0.0%	75,626	150,000	50.4%
Conference & Meeting	-	-	0.0%	-	-	0.0%
<b>Total Academic Support</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75,726</b>	<b>250,000</b>	<b>30.3%</b>
Student Services:						
Salaries	\$ 90,144	\$ 222,081	40.6%	\$ 89,124	\$ 212,637	41.9%
Employee Benefits	28,149	80,328	35.0%	26,055	75,553	34.5%
Contractual Services	47,050	4,781	984.1%	20,497	259,467	7.9%
Materials & Supplies	5,830	2,800	208.2%	10,553	16,600	63.6%
Conference & Meeting	5,082	6,100	83.3%	2,620	11,500	22.8%
Utilities	8,728	-	0.0%	6,914	-	0.0%
Capital Outlay	-	-	0.0%	-	8,000	0.0%
Tuition Waivers (TRIO Grant)	19,772	28,000	70.6%	15,600	30,000	52.0%
<b>Total Student Services</b>	<b>204,756</b>	<b>344,090</b>	<b>59.5%</b>	<b>171,364</b>	<b>613,757</b>	<b>27.9%</b>
Public Services/Continuing Education:						
Contractual Services	2,995	-	0.0%	575	-	0.0%
<b>Total Public Services:</b>	<b>2,995</b>	<b>-</b>	<b>0.0%</b>	<b>575</b>	<b>-</b>	<b>0.0%</b>
Operations & Maintenance of Plant:						
Contractual Services	3,417	45,450	7.5%	-	-	-
Capital Outlay	-	195,338	0.0%	-	-	-
Maintenance supplies	-	-	0.0%	7,574	-	0.0%
<b>Total Operations &amp; Maintenance of Plant</b>	<b>3,417</b>	<b>240,788</b>	<b>0.0%</b>	<b>7,574</b>	<b>-</b>	<b>0.0%</b>
Institutional Support:						

Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2023 Revenues & Expenditures by Fund  
 For the one month ended November 30, 2022  
 Unaudited

	Annual Budget		Actual/Budget 41.7%	Annual Budget		Actual/Budget 41.7%
	11/30/2022	FY2023		11/30/2021	FY2022	
Salaries (Federal Work Study)	45,208	129,761	34.8%	31,266	84,412	37.0%
Contractual Services	401,364	2,006,361	20.0%	1,649	50,000	3.3%
Institutional Support	-	-	0.0%	55,828	-	0.0%
SURS on-behalf	-	-	0.0%	-	-	0.0%
Other	946,470	501,881	188.6%	37,370	2,000,000	1.9%
Total Institutional Support	1,393,042	2,638,003	52.8%	126,112	2,134,412	5.9%
Student Grants and Waivers (PELL & SEOG & HEERF)	3,595,332	4,933,556	72.9%	3,412,726	4,383,703	77.9%
<b>TOTAL RESTRICTED FUND EXPENDITURES</b>	<b>\$ 5,548,341</b>	<b>\$ 8,935,872</b>	<b>62.1%</b>	<b>\$ 4,040,853</b>	<b>\$ 8,132,698</b>	<b>49.7%</b>
<b>RESTRICTED INTERFUND TRANSFERS - NET</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>0.0%</b>
<b>WORKING CASH FUND REVENUES</b>						
Investment Revenue	\$ (27,238)	\$ 55,000	-49.5%	\$ 32,995	\$ 55,000	60.0%
<b>WORKING CASH INTERFUND TRANSFERS - NET/EXP</b>	<b>\$ 912</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>

Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2023 Revenues & Expenditures by Fund  
 For the one month ended November 30, 2022  
 Unaudited

	11/30/2022	Annual Budget FY2023	Actual/Budget 41.7%	11/30/2021	Annual Budget FY2022	Actual/Budget 41.7%
<b>AUDIT FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 41,892	\$ 42,273	99.1%	\$ 42,715	\$ 38,634	110.6%
Investment Revenue	200	150	133.5%	41	150	27.4%
<b>TOTAL AUDIT FUND REVENUES</b>	<b>42,092</b>	<b>42,423</b>	<b>99.2%</b>	<b>42,756</b>	<b>38,784</b>	<b>110.2%</b>
<b>AUDIT FUND EXPENDITURES</b>						
Contractual Services	27,122	41,000	66.2%	16,500	40,000	41.3%
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<b>\$ 27,122</b>	<b>\$ 41,000</b>	<b>66.2%</b>	<b>\$ 16,500</b>	<b>\$ 40,000</b>	<b>41.3%</b>
<b>LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUE</b>						
Local Government Sources:						
Current Taxes	\$ 1,504,326	\$ 1,525,695	98.6%	\$ 1,660,113	\$ 1,522,557	109.0%
Investment Revenue	4,868	2,000	243.4%	1,950	2,000	97.5%
Other Revenue	-	-		-	-	0.0%
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUE</b>	<b>1,509,194</b>	<b>1,527,695</b>	<b>98.8%</b>	<b>1,662,062</b>	<b>1,524,557</b>	<b>109.0%</b>
<b>LIABILITY, PROTECTION &amp; SETTLEMENT FUND EXPENDITURES</b>						
Student Services:						
Salaries	34,720	81,824	42.4%	32,983	77,160	42.7%
Employee Benefits	10,436	28,819	36.2%	10,185	28,585	35.6%
Contractual Services	1,358	125,500	1.1%	3,790	25,500	14.9%
Materials & Supplies	1,070	200	534.9%	210	3,400	6.2%
Total Student Services	47,583	236,343	20.1%	47,168	134,645	35.0%
Operations & Maintenance of Plant:						
Contractual Services	182,287	461,600	39.5%	120,546	531,600	22.7%
Materials & Supplies	341	100	340.9%	15	150	10.0%
Utilities	265	500	53.0%	139	500	27.9%
Total Operations & Maintenance of Plant	182,893	462,200	39.6%	120,700	532,250	22.7%
Institutional Support:						
Salaries	36,522	81,940	44.6%	32,845	74,987	43.8%
Employee Benefits	6,958	218,974	3.2%	6,112	208,505	2.9%
Contractual Services	126,364	142,000	89.0%	28,855	37,750	76.4%
Materials & Supplies	-	1,500	0.0%	783	2,500	31.3%
Conference & Meeting	-	4,500	0.0%	-	4,500	0.0%
Fixed Charges	33,298	240,200	13.9%	99,458	257,200	38.7%
Total Institutional Support	203,142	689,114	29.5%	168,052	585,442	28.7%
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND EXPENDITURES</b>	<b>\$ 433,618</b>	<b>\$ 1,387,657</b>	<b>31.2%</b>	<b>\$ 335,920</b>	<b>\$ 1,252,337</b>	<b>26.8%</b>

Illinois Valley Community College District No. 513  
 Fiscal Year 2022 Budget to Actual Comparison  
 All Funds - By Budget Officer  
 as of November 30, 2022  
 Unaudited

Department	Actual FY2023	Annual Budget FY2023	Actual/ Budget 41.7%
President	168,317	387,369	43.5%
Board of Trustees	7,060	14,875	47.5%
Community Relations	130,632	356,467	36.6%
Foundation	37,755	94,661	39.9%
Continuing Education	256,595	636,817	40.3%
Facilities	2,305,255	5,696,084	40.5%
Information Technologies	609,619	1,999,584	30.5%
Institutional Research	48,067	111,691	43.0%
Academic Affairs	119,715	269,430	44.4%
Academic Affairs (AVPCE)	96,605	292,201	33.1%
Carl Perkins (Grant)	62,377	233,057	26.8%
ECACE Early Childhood (Grant)	39,806	273,116	14.6%
GEER (Grant)	14,071	30,649	45.9%
HEERF (Grant)	3,280,747	4,152,631	79.0%
Adult Education	233,504	482,050	48.4%
Learning Resources	577,733	1,644,261	35.1%
Workforce Development Division	1,042,982	2,593,569	40.2%
Natural Sciences & Business Division	1,215,680	3,236,614	37.6%
Humanities & Fine Arts/Social Science Division	1,157,047	2,984,064	38.8%
Health Professions Division	678,631	1,952,000	34.8%
Admissions & Records	167,379	486,526	34.4%
Counseling	235,483	644,285	36.5%
Student Services	118,998	318,814	37.3%
Financial Aid	1,895,059	3,559,497	53.2%
Career Services	17,758	47,229	37.6%
Athletics	148,139	355,755	41.6%
TRiO (Student Success Grant)	150,476	344,090	43.7%
Ottawa Center	37,546	100,688	37.3%
Campus Security	154,241	460,600	33.5%
Business Services/General Institution	622,550	1,058,942	58.8%
College Bridge (Grant)	36,000	220,000	16.4%
DCEO-Ag Site work (Grant)	-	240,788	0.0%
Risk Management	203,142	690,714	29.4%
Tuition Waivers	514,700	723,000	71.2%
Purchasing	52,956	130,976	40.4%
Human Resources	98,322	204,938	48.0%
Bookstore	636,143	1,196,441	53.2%
Shipping & Receiving	28,054	105,927	26.5%
Copy Center	30,415	60,284	50.5%
<b>Total FY23 Expenditures</b>	<b>17,229,559</b>	<b>38,390,684</b>	<b>44.9%</b>

**Illinois Valley Community College**  
**Statement of Cash Flows**  
for the Month ended November 30, 2022

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 8,369,492.37	\$ 487,410.20	\$ 2,222,895.81	\$ 205,587.81	\$ (177,412.22)	\$ (3,158,214.00)	\$ 1,945,254.24	\$ 51,817.82	\$ 971,688.77	\$ 419,055.01	\$ 11,337,575.81
Total Receipts	326,038.07	24,387.96	8,026.59	-	52,769.59	-	164,464.05	133.50	11,964.10	500.00	\$ 588,283.86
Total Cash	8,695,530.44	511,798.16	2,230,922.40	205,587.81	(124,642.63)	(3,158,214.00)	2,109,718.29	51,951.32	983,652.87	419,555.01	11,925,859.67
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	-	-	1,063,829.25	-	-	-	-	-	106,382.45	-	1,170,211.70
Expenditures	(2,966,870.97)	(128,530.26)	(499,934.69)	-	(167,112.67)	(79,717.79)	-	(13,561.00)	(29,481.83)	(572.52)	(3,885,781.73)
ACCOUNT BALANCE	5,728,659.47	383,267.90	2,794,816.96	205,587.81	(291,755.30)	(3,237,931.79)	2,109,718.29	38,390.32	1,060,553.49	418,982.49	9,210,289.64
Deposits in Transit	(1,571,618.56)										(1,571,618.56)
Outstanding Checks	932,157.57										932,157.57
BANK BALANCE	5,089,198.48	383,267.90	2,794,816.96	205,587.81	(291,755.30)	(3,237,931.79)	2,109,718.29	38,390.32	1,060,553.49	418,982.49	8,570,828.65
Certificates of Deposit	-	-	212,322.79	-	-	-	1,432,312.20	-	-	-	1,644,634.99
Illinois Funds	7,360,782.57	2,564,582.08	478,814.56	19,233.35	-	886,361.82	56,707.05	-	-	579,976.55	11,946,457.98
ISDLAF+ Funds	-	-	-	-	-	-	-	-	-	-	-
PMA Holdings- MM	55,946.28	-	-	-	-	-	-	-	-	-	55,946.28
Capital Dev. Fund-MD			539,572.19								539,572.19
Total Investment	\$ 7,416,728.85	\$ 2,564,582.08	\$ 1,230,709.54	\$ 19,233.35	\$ -	\$ 886,361.82	\$ 1,489,019.25	\$ -	\$ -	\$ 579,976.55	\$ 14,186,611.44

LaSalle State Bank	\$ 377,962.16
Midland States Bank	<u>8,192,866.49</u>
	<u>\$ 8,570,828.65</u>

Respectfully submitted,

  
Kathy Ross  
Controller

ILLINOIS VALLEY COMMUNITY COLLEGE  
PMA INVESTMENT STATUS REPORT  
November 30, 2022

<u>DUE</u>	<u>Education</u>	<u>Oper &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Holder</u>	<u>Note Number</u>	<u>Rate %</u>	<u>Investment Description</u>
3/31/2024	363,764	181,882		113,676		254,635		913,957	Goldman Sachs	91282CEG2	2.25%	Govt Treasuries
7/25/2024	58,066	29,033		18,146		40,646		145,892	FHLMC	3137BDCW4	3.30%	Govt Treasuries
3/15/2025	259,857	129,928		81,205		181,900		652,890	Nomura Securities	91282CED9	1.75%	Govt Treasuries
9/25/2025	18,741	9,371		5,857		13,119		47,088	FHLMC	3137BS6F5	2.74%	Govt Treasuries
12/1/2025	38,348	19,174		11,984		26,844		96,349	FNMA	3140HR4Y6	3.61%	Govt Treasuries
3/31/2026	154,957	77,479		48,424		108,470		389,330	J.P. Morgan	91282CBT7	0.75%	Govt Treasuries
4/1/2026	33,955	16,977		10,611		23,768		85,312	FNMA	3138LDSW4	2.67%	Govt Treasuries
7/1/2026	49,763	24,882		15,551		34,834		125,030	FNMA	3138LDY80	2.53%	Govt Treasuries
3/31/2027	153,989	76,994		48,121		107,792		386,897	J.P. Morgan	91282CEF4	2.50%	Govt Treasuries
6/25/2027	92,685	46,342		28,964		64,879		232,870	FHLMC	3137F2LJ3	3.12%	Govt Treasuries
12/25/2027	55,197	27,599		17,249		38,638		138,683	FNMA	3136AY7L1	2.99%	Govt Treasuries
3/15/2024	38,478	19,239		12,025		26,935		96,677	Goldman Sachs	38141GZP2	3.00%	Corporate Issue
3/16/2024	39,029	19,515		12,197		27,320		98,061	J.P. Morgan	46647PBZ8	0.70%	Corporate Issue
6/27/2024	38,111	19,056		11,910		26,678		95,754	American Honda	02665WCZ2	2.40%	Corporate Issue
10/26/2024	37,991	18,996		11,872		26,594		95,453	Bb T Corporation	05531FBB8	2.85%	Corporate Issue
2/4/2025	37,711	18,855		11,785		26,397		94,748	Bank of America	06051GKG3	1.84%	Corporate Issue
2/15/2025	38,349	19,174		11,984		26,844		96,351	Comcast	20030NBL4	3.38%	Corporate Issue
3/25/2025	38,468	19,234		12,021		26,928		96,651	Intel Corporation	458140BP4	3.40%	Corporate Issue
3/15/2025	38,152	19,076		11,922		26,706		95,856	Abbott Labs	002824BB5	2.95%	Corporate Issue
5/13/2025	38,425	19,213		12,008		26,898		96,543	Caterpillar	14913R2V8	3.40%	Corporate Issue
3/10/2025	37,930	18,965		11,853		26,551		95,300	Charles Schwab	808513AL9	3.00%	Corporate Issue
5/3/2024	38,603	19,301		12,063		27,022		96,990	American Express	025816CV9	3.38%	Corporate Issue
11/15/2023	39,286	19,643		12,277		27,500		98,706	Delmarva Power	247109BS9	3.50%	Corporate Issue
6/13/2025	38,609	19,304		12,065		27,026		97,005	Bank New York	06406RBF3	3.43%	Corporate Issue
8/18/2025	38,312	19,156		11,972		26,818		96,258	Toyota Corp	89236TKF1	3.65%	Corporate Issue
9/9/2025	29,226	14,613		9,133		20,458		73,430	Wal-Mart	931142EW9	3.90%	Corporate Issue



ILLINOIS VALLEY COMMUNITY COLLEGE  
PMA INVESTMENT STATUS REPORT  
November 30, 2022

6/1/2027	34,031	17,016		10,635		23,822		85,503	Connecticut	20772KNY1	1.50%	Municipal Issue
6/30/2027	33,806	16,903		10,564		23,664		84,938	Multnomah Co.	625517NG8	1.25%	Municipal Issue
<b>Total PMA</b>	<b>1,913,839</b>	<b>956,919</b>	<b>-</b>	<b>598,075</b>	<b>-</b>	<b>1,339,687</b>	<b>-</b>	<b>4,808,520</b>				

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ILLINOIS VALLEY COMMUNITY COLLEGE  
INVESTMENT STATUS REPORT  
November 30, 2022

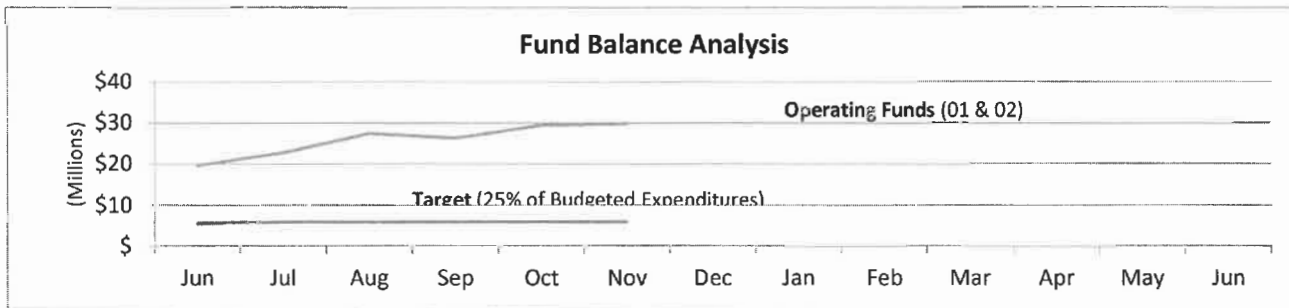
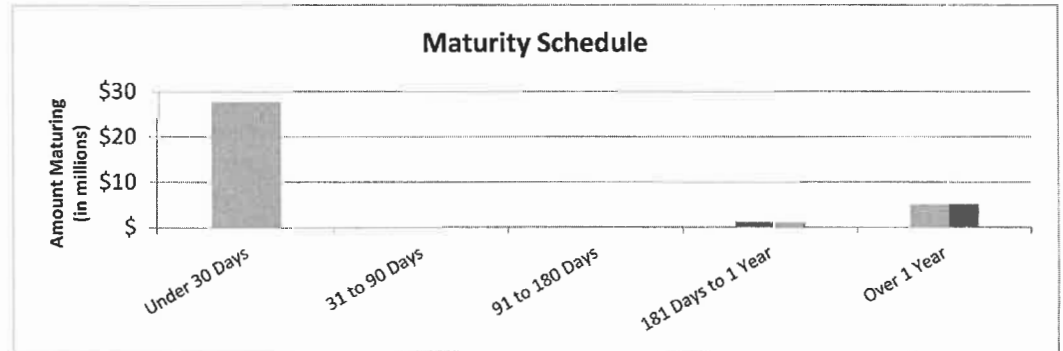
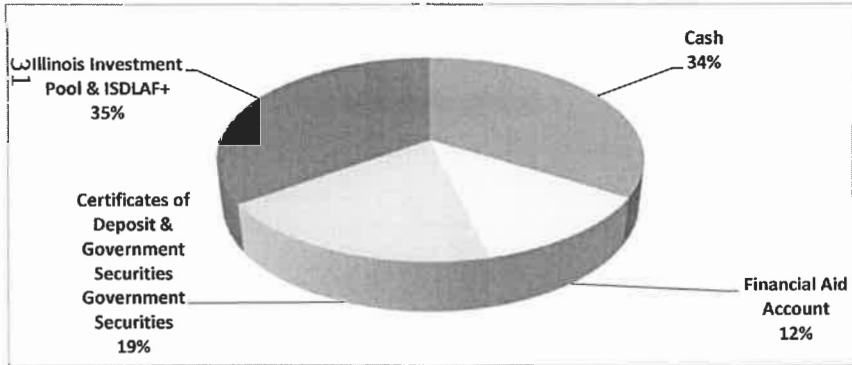
<u>DUE</u>	<u>Education</u>	<u>Oper &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
7/17/2023			212,323					212,323	HNB	0.60%	0.60%	600092-1002
11/7/2023						197,905		197,905	CB	3.50%	3.50%	Goldman Sachs
11/7/2023						197,888		197,888	CB	3.50%	3.50%	UBS Bank USA
11/8/2023						197,998		197,998	CB	3.55%	3.55%	Morgan Stanley Bank
11/8/2023						197,860		197,860	CB	3.55%	3.55%	Morgan Stanley
11/15/2023						197,937		197,937	CB	3.55%	3.55%	Comenity Capital
8/12/2024						228,445		228,445	MBS	0.70%	0.70%	Sallie Mae Bank
2/25/2026						214,289		214,289	MBS	0.65%	0.65%	State Bank of India
<b>Total CD</b>	-	-	212,323	-	-	1,432,322	-	1,644,645				

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**  
**November 30, 2022**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	33.9%	\$ 11,604,335	2.890%
Financial Aid Account	12.4%	4,266,260	2.750%
Certificates of Deposit & Government Securities	18.8%	6,453,166	2.530%
Illinois Investment Pool & ISDLAF+	34.9%	11,946,458	2.850%
<b>Total</b>		<b>\$ 34,270,219</b>	<b>2.791%</b>

Institution	Illinois Investment Pool ISDLAF+	Certificates of Deposit Government Securities	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 11,946,458	-	-	11,946,458	35%
ISDLAF+ Funds	-	-	-	-	0%
Midland States Bank	-	-	10,468,141	10,468,141	31%
Midland States-F/A	-	-	4,266,260	4,266,260	12%
Midland States-Bldg	-	-	539,572	539,572	2%
LaSalle State Bank	-	-	377,207	377,207	1%
Commerce Bank	-	989,588	-	989,588	3%
Multi Bank Securities	-	442,735	-	442,735	1%
Hometown Ntl Bank	-	212,323	-	212,323	1%
PMA Holdings	-	4,808,520	55,946	4,864,466	14%
Heartland Bank	-	-	163,469	163,469	0%
Marseilles Bank	-	-	-	-	0%
	<b>\$ 11,946,458</b>	<b>\$ 6,453,166</b>	<b>\$ 15,870,595</b>	<b>\$ 34,270,219</b>	<b>100%</b>



AC

**\$5,000 and Over Disbursements**

**11/01/22 - 11/30/22**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Check Description
778272	11/2/2022	209546	Allied Universal Security Services	5,948.73	Security Services - Main Campus & OTC (10/07-10/13)
778288	11/2/2022	109033	Elsevier Science	77,019.61	Elsevier 360 Access for Nursing - RN
778327	11/2/2022	232702	resero Retail Technologies LLC	7,184.04	Campus Cloud Annual
780925	11/9/2022	209546	Allied Universal Security Services	7,170.24	Security Services - Main Campus & OTC (10/28-11/03)
780936	11/9/2022	214499	Constellation New Energy, Inc	47,824.02	Main Campus Monthly Electric Service (09/09-10/08)
780941	11/9/2022	174412	Demonica Kemper Architects	6,561.93	CETLA Band Room Reno Project ** / Parking Lot Upgrades
780943	11/9/2022	209907	Ellucian Company, L.P.	12,822.50	Transition Services / Ellucian Professional
780948	11/9/2022	1389	Illinois Valley YMCA	6,250.00	Childcare Partnership
780979	11/9/2022	1927	Walter J Zukowski & Associates	9,761.25	Legal Services
780990	11/10/2022	82897	SURS	52,993.84	Payroll Deductions (11/10/22)
ACH	11/10/2022		Internal Revenue Service	61,847.92	Federal Payroll Taxes
ACH	11/10/2022		Illinois Department of Revenue	23,664.15	State Payroll Taxes
ACH	11/10/2022		TSA EPARS	8,369.14	403(b) & 457(b) Payroll
ACH	11/10/2022		CCHC	270,688.80	Health Insurance (November 2022)
780997	11/17/2022	209546	Allied Universal Security Services	7,325.40	Security Services - Main Campus & OTC (10/21-10/27)
781023	11/17/2022	102229	Elan Cardmember Services	8,141.65	Monthly Credit Card Charges
781028	11/17/2022	89031	IBEW 176 JATC	15,561.00	Contractual Coop Agreement with IBEW
781037	11/17/2022	235100	Lo Destro Construction	155,743.30	CETLA Band Room Renovation Project **
781057	11/17/2022	209296	Sikich LLP	13,561.00	Audit Services FY22
781095	11/22/2022	235388	Arbor Management	29,869.19	Food Service Monthly Billing
781107	11/22/2022	209567	Delta Dental of Illinois	8,605.38	Monthly Dental Insurance 10/01-10/31
781108	11/22/2022	209907	Ellucian Company, L.P.	8,333.00	Transition Services
781123	11/22/2022	235100	Lo Destro Construction	337,629.46	CETLA Band Room Renovation Project **
781135	11/22/2022	221913	The Home Depot Pro	8,303.00	Advance SC1500 Eco Flex System Auto Scrubber
781152	11/23/2022	82897	SURS	51,968.12	Payroll Deductions (11/23/22)
ACH	11/23/2022		Internal Revenue Service	59,393.80	Federal Payroll Taxes
ACH	11/23/2022		Illinois Department of Revenue	22,992.92	State Payroll Taxes
ACH	11/23/2022		TSA EPARS	8,394.14	403(b) & 457(b) Payroll
ACH	11/28/2022		Prudential	5,939.63	Life Insurance (December 2022)
ACH	11/30/2022		EBC	7,476.71	H.R.A., F.S.A., Cobra (November 2022)
				<b><u>\$ 1,347,343.87</u></b>	

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



## IVCC Stipend Board Report for Payroll Ending 11/05/2022

Name	Desc	Start Date	End Date	Last Pay Date	Base	Base Amount	GL No	Section Name	Section Title	Comments
Balzarini, Doreen J	One-on-One Computer Session	11/04/2022	11/04/2022	11/04/2022	ST	105.00	014110394151320			
Carlson, James Edward	Presidential Search Consultant	10/23/2022	11/05/2022	11/10/2022	ST	1500.00	018440184051220			
Dzurisin, Juliana Mae	ALH 1214-603, 604 Lecture	11/01/2022	12/14/2022	12/22/2022	ST	4719.00	011420730051320	ALH-1214-603	Certified Nursing Assistant	
Gibson, Stephen Benton	WashMills Maint Assessment	10/21/2022	10/21/2022	11/10/2022	ST	487.50	014210331051320			
Gibson, Stephen Benton	US Silica Electrical Testing	10/22/2022	10/22/2022	11/10/2022	ST	450.00	014210331051320			
Gibson, Stephen Benton	US Silica Maint Testing	11/04/2022	11/04/2022	11/10/2022	ST	412.50	014210331051320			
Hodgson, Laura Ann	Nursing Elsevier Pckg-Part 3	09/12/2022	10/28/2022	11/10/2022	SG	1000.00	061320152751900			
Jenrich, Chuck	TransWrd ISO9001 2015 Impltn	10/24/2022	10/24/2022	11/10/2022	ST	625.00	014210331051320			
Jenrich, Chuck	J.Hardie Lean6 Sigma GreenBelt	11/02/2022	11/02/2022	11/10/2022	ST	500.00	014210331051320			
Knoblauch, Heather Anne	NUR 2202-06-09 Cvrdr for Tracey	10/09/2022	10/22/2022	11/10/2022	OV	90.75	011420730051340			
MolIn, Theresa Marie	WashMills Maint Assesmnt	10/21/2022	10/21/2022	11/10/2022	ST	300.00	014210331051320			
MolIn, Theresa Marie	US Silica Maint Testing	11/04/2022	11/04/2022	11/10/2022	ST	243.75	014210331051320			
Monroe, Susan Marie	Mfg Expo Prep & Execution	08/04/2022	10/25/2022	11/10/2022	SG	1859.55	061320152751900			
Nestler, Thomas E	TDT 40hr Equip Refresher	10/24/2022	10/29/2022	11/10/2022	ST	600.00	014210331051320			
Ossola, Jyllian	Painted Barn Quilt Workshop	10/22/2022	10/22/2022	11/10/2022	ST	175.00	014110394151320			
Ossola, Jyllian	Refurbished Furniture Workshop	11/05/2022	11/05/2022	11/10/2022	ST	175.00	014110394151320			
Pierski, Brittany Kay	FY23 Clothing Reimbursement	10/27/2022	10/27/2022	11/10/2022	TF	123.13	027110471052900			
Pytel, Kyle Edwin	Driver Imprvmnt-LaSalle County	10/26/2022	10/26/2022	11/10/2022	ST	160.00	014110394251320			
Retoff, Dan J	Introductory Yoga	09/13/2022	11/01/2022	11/10/2022	ST	280.00	014110394151320			
Retoff, Dan J	Breathing for Life	10/05/2022	10/26/2022	11/10/2022	ST	140.00	014110394151320			
Schneider, Gregg A	Driver Imprvmnt-Bur/Put Cnty	10/29/2022	10/29/2022	11/10/2022	ST	160.00	014110394351320			
Sondgeroth, Anthony Lee	WashingtonMills Maint Assessmnt	10/21/2022	10/21/2022	11/10/2022	ST	375.00	014210331051320			
Sondgeroth, Anthony Lee	Carus Welding Prgm-Year 4	10/24/2022	10/24/2022	11/10/2022	ST	450.00	014210331051320			

\$ 14,931.18

Dr. Matthew Seaton  
Vice President of Business Services and Finance

Dr. Jerry Corcoran  
President

11/9/2022

\*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



## IVCC Stipend Board Report for Payroll Ending 11/19/2022

Name	Desc	Start Date	End Date	Last Pay Date	Base	Base Amount	GL No	Section Name	Section Title	Comments
Beetz, Lyndsey Nicole	D2L Training	10/17/2022	11/04/2022	11/24/2022	ST	150.00	012420380151900			
Beyer, Jason Adam	Online Teaching Workshop	11/02/2022	11/14/2022	11/24/2022	ST	150.00	012420380151900			
Black, Mary A	D2L Training	10/14/2022	11/04/2022	11/24/2022	ST	150.00	012420380151900			
Black, Mary A	1hr OV Rate EOT Facilitation	11/02/2022	11/14/2022	11/24/2022	ST	825.00	012420380151900			
Boughton, Christina A.	Covered NUR1200-06 Lab-OV	11/06/2022	11/19/2022	11/24/2022	OV	156.75	011420730051340			
Boyle- Bruch, Ida Lee	FSS In-Person, Online & ReTest	11/14/2022	11/14/2022	11/24/2022	ST	500.00	014110394151320			
Caley Opsal, Susan Mary	D2L Training	10/14/2022	11/04/2022	11/24/2022	ST	150.00	012420380151900			
Carlson, James Edward	Presidential Search Candidate	11/06/2022	11/19/2022	11/24/2022	ST	2100.00	018440184051220			
Cinotte, Lori Maret	D2L Training	10/14/2022	11/04/2022	11/24/2022	ST	150.00	012420380151900			
Cook Fesperman, Amanda	D2L Training	10/14/2022	11/04/2022	11/24/2022	ST	150.00	012420380151900			
Cotter, Mark S	Bal due hrs w/EquRefresher Stu	10/31/2022	11/12/2022	11/24/2022	ST	175.00	014210331051320			
Fish, Nicholas R	Online Teaching Workshop	11/02/2022	11/14/2022	11/24/2022	ST	150.00	012420380151900			
Fish, Nicholas R	P. View/Ottawa CPR/1st Aid	11/08/2022	11/10/2022	11/24/2022	ST	675.00	014210331051320			
Fitzpatrick, Sara Elizabeth	Flavor of Fall	11/09/2022	11/09/2022	11/23/2022	ST	150.00	014110394151320			
Greenwell, Kayla M	Online Teaching Workshop	11/02/2022	11/14/2022	11/24/2022	ST	150.00	012420380151900			
Jenrich, Chuck	TransWrd ISO 9001:2015 Impltn	11/07/2022	11/08/2022	11/23/2022	ST	1500.00	014210331051320			
Klieber, Tracie Marie	Strength, Cardio, Core	09/29/2022	10/27/2022	11/24/2022	ST	320.00	014110394151320			
Klieber, Tracie Marie	PM Yoga Unique 2U-I/P & Online	10/17/2022	11/09/2022	11/24/2022	ST	320.00	014110394151320			
Klieber, Tracie Marie	AM Yoga Unique 2 U I/P & Onlin	10/17/2022	11/09/2022	11/24/2022	ST	320.00	014110394151320			
Landgraf, Tammy L	D2L Training	10/14/2022	11/04/2022	11/24/2022	ST	150.00	012420380151900			
Lockwood, Kirk D	D2L Training	10/14/2022	11/01/2022	11/24/2022	ST	150.00	012420380151900			
Molln, Theresa Marie	D2L Training	10/14/2022	11/04/2022	11/24/2022	ST	150.00	012420380151900			
Ossola, Jyllian	Little Red Truck Porch Sign	11/12/2022	11/12/2022	11/24/2022	ST	125.00	014110394151320			at Habitat Restore
Pytel, Kyle Edwin	Driver Imprvmnt-LaSalle County	11/12/2022	11/12/2022	11/24/2022	ST	200.00	014110394251320			
Radek, Kimberly M	D2L Training	10/14/2022	11/04/2022	11/24/2022	ST	150.00	012420380151900			
Safranske, Sandra Kay	FY23 Clothing Allowance	11/07/2022	11/07/2022	11/24/2022	TF	241.87	027110471052900			
Schneider, Gregg A	Driver Imprvmnt-LaSalle County	11/09/2022	11/09/2022	11/24/2022	ST	160.00	014110394251320			
Schneider, Gregg A	Driver Imprvmnt-LaSalle County	11/16/2022	11/16/2022	11/24/2022	ST	160.00	014110394251320			
Schroeder, Eric Steven	D2L Training	10/14/2022	11/04/2022	11/24/2022	ST	150.00	012420380151900			
Seghi, Heather Nicole	D2L Training	10/14/2022	11/04/2022	11/24/2022	ST	150.00	012420380151900			
Sondgeroth, Anthony Lee	Carus Wldng Prgm-Year 4	11/14/2022	11/14/2022	11/23/2022	ST	450.00	014210331051320			
Sondgeroth, Anthony Lee	Carus Wldng Prgm-Year 1	11/15/2022	11/15/2022	11/24/2022	ST	450.00	014210331051320			
Urban-Bollis, Jill L	1 hr OV Rate EOT Facilitation	11/02/2022	11/14/2022	11/24/2022	ST	825.00	012420380151900			

\$ 11,753.62

34

*Matthew Seaton*

Dr. Matthew Seaton  
Vice President of Business Services and Finance

*Jerry Corcoran*

Dr. Jerry Corcoran  
President

*11/22/2022*

\*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  
November 2022**

<b>Employee Name</b>	<b>Position</b>	<b>Department</b>	<b>Hourly/Lab* Rate</b>	<b>Credit Hour Rate</b>
Forkner, Zachariah	Professional Tutor, Writing Center	Learning Resources	21.50	N/A
Leiteritz, Lexis	Program Manager, Health Care/Accelerated Careers Program	Continuing Education	21.25	N/a

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\*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

 11/29/2022  
 \_\_\_\_\_  
 Dr. Jerry Corcoran  
 President

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



**2022 Tax Levy**

The administration is suggesting a levy of \$14,345,630 for tax year 2022. This is a 6.47 percent increase from the 2021 actual tax levy of \$13,509,711. This levy is based on a 7.57 percent increase in the District's equalized assessed valuation (EAV) and will result in a decrease of 0.005 cents in tax rate. The District's EAV for tax year 2022 was \$3,980,086,437.

Because the recommended tentative levy is more than 105 percent of last year's extension, a hearing will be required to comply with the Truth in Taxation Act.

The levy request is based on the following rates and amounts:

<b>Fund</b>	<b>Tax Rate</b>	<b>Tax Levy</b>
Education	0.1300	\$5,174,085
Operations & Maintenance	0.0400	1,592,026
Additional Education	0.1125	4,477,574
Tort	0.0339	1,350,000
Social Security/Medicare	0.0050	200,000
Audit	0.0012	43,500
PHS	0.0379	1,508,445
<b>Totals</b>	<b><u>.3605</u></b>	<b><u>\$14,345,630</u></b>

The Education and Operations and Maintenance levies are at the maximum rates of .13 and .04, respectively. The Additional Tax rate authorized by the Illinois Community College Board (ICCB) has been set at .1133, however, the administration is recommending a levy at the lesser rate of .1125. The Additional Tax is used exclusively for educational purposes.

**Recommendation:**

**The administration recommends the Board 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.**

KPI 6: Resource Management



Lazaro Lopez, Ed.D.  
Chairman

Brian Durham, Ph.D.  
Executive Director

Illinois Community College Board

September 26, 2022

Dr. Jerry Corcoran, President  
Illinois Valley Community College  
815 North Orlando Smith Road  
Oglesby, IL 613348

Dear Dr. Corcoran,

At the meeting held on September 16, 2022, the Illinois Community College Board authorized your district's eligibility for the special tax levy pursuant to 110 ILCS 805, Section 3-14.3. Please note the provisions of this section which specify that your board of trustees must adopt a resolution expressing its intent to levy the tax; and thereby, giving voters an opportunity to request a referendum on the proposed additional levy. The state average combined educational and operations and maintenance purposes tax rate is 28.33 cents, and Illinois Valley can levy an additional 11.33 cents. The levy does not circumvent tax cap legislation.

If you have any questions, please contact Jennifer Franklin, Deputy Director for Finance and Administration, at (217)-785-0031 or at [Jennifer.L.Franklin2@Illinois.gov](mailto:Jennifer.L.Franklin2@Illinois.gov).

Sincerely,

Brian Durham, Ed.D.  
Executive Director

cc: Dr. Matthew Seaton, CFO

RESOLUTION APPROVING A TAX LEVY

RESOLUTION

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513, COUNTIES OF LASALLE, BUREAU, MARSHALL, LEE, PUTNAM, DEKALB, GRUNDY, AND LIVINGSTON, AND THE STATE OF ILLINOIS as follows:

SECTION 1: That the following amounts of money, as indicated on the Certificate of Tax Levy hereto attached and made a part hereof, must be raised for the various purposes as in said Certificate of Tax Levy and that the levy for the year 2022 be allocated 50 percent for FY 2023 and 50 percent for FY 2024.

SECTION 2: That the Chairperson and Secretary are hereby authorized and directed to sign said Certificate and related documents.

APPROVED this 8th day of December, 2022.

\_\_\_\_\_  
Chairperson, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

CERTIFICATE OF TAX LEVY

Community College District No. 513 Counties LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy & Livingston

Community College District Name Illinois Valley Community College and State of Illinois

We hereby certify that we require:

- the sum of \$ 5,174,085 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
- the sum of \$ 1,592,026 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ 4,477,574 to be levied as an additional tax for educational purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 1,350,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and
- the sum of \$ 200,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 43,500 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 1,508,445 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
- the sum of \$ -0- to be levied as a special tax for (specify) \_\_\_\_\_ purposes, on the taxable property of our community college district for the year 20 \_\_\_\_.

Signed this 8<sup>th</sup> day of December, 2022

\_\_\_\_\_  
Chair of the Board of Said Community College District

\_\_\_\_\_  
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 0.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

-----  
(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 513 County(ies) of \_\_\_\_\_ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2022 was filed in the office of the County Clerk of this county on \_\_\_\_\_, 2022.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2022 is \$ \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Clerk and County

RESOLUTION OF INTENT

RESOLUTION

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT 513, COUNTIES OF LASALLE, BUREAU, MARSHALL, LEE, PUTNAM, DEKALB, GRUNDY, AND LIVINGSTON, AND THE STATE OF ILLINOIS as follows:

SECTION 1: That it is the intent of Illinois Valley Community College District 513 to levy a tax pursuant to 110 ILCS 805/3-14.3 for an amount of money as indicated on the Certificate of Tax Levy hereto attached and made a part hereof, for the various purposes as expressed in said Statute.

SECTION 2: That the Chair and Secretary are hereby authorized and directed to file this Resolution and related documents or cause the same to be filed with the County Clerks of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston Counties on or before the last Tuesday in December of this year.

SECTION 3: That the College shall cause to be attached to this Resolution, when filed with the appropriate County Clerks, the applicable Certificate of Eligibility from the State of Illinois pertaining to the issuance of this additional tax.

SECTION 4: This Resolution, in the absence of a Petition received by the College, consistent with the requirements of the aforesaid Statute, shall be authority for the College to levy such additional tax.

SECTION 5: The filing of these documents with the appropriate County Clerks shall be the authority for said Clerks to extend such a tax in the absence of other subsequently filed documents relating to said additional tax.

SECTION 6: The Chair and Secretary shall see that all other provisions of the aforesaid Statute are satisfied and to take such other actions as are necessary or appropriate to comply with the letter and spirit of this Resolution.

APPROVED this 8<sup>th</sup> day of December, 2022.

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Chair, Board of Trustees

ATTEST:

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Secretary, Board of Trustees

## NOTICE OF INTENT TO INCREASE TAX LEVY

Notice is hereby given that the Board of Trustees of Illinois Valley Community College District No. 513, LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston counties, and the State of Illinois, adopted, on December 8, 2022, its annual tax levy including an additional tax levy of \$4,477,574 for educational purposes, as provided in Section 805/3-14.3 of Chapter 110 of the Illinois Compiled Statutes, as amended.

In accordance with the provisions of Section 805/3-14.3 of Chapter 110 of the Illinois Compiled Statutes, as amended, the following information is provided:

A petition may be filed with the Secretary of the Board of Trustees of Illinois Valley Community College in Building C, Room C-301, at 815 North Orlando Smith Road, Oglesby, Illinois 61348-9692, on or before 4:30 p.m., CDT, January 9, 2023, signed by not less than 9,419 registered voters of the Illinois Valley Community College District No. 513 requesting that an election be held on the 4<sup>th</sup> day of April, 2023, to determine whether the increased levy should be authorized. If no such petition is filed with the Secretary of the Board of Trustees on or before January 9, 2023, then the District shall be authorized to levy the additional tax. Petition forms are available at the Information Desk from December 9 through December 20, 2022; in Building H from December 21, 2022 through January 1, 2023; and at the Information Desk from January 2 through January 9, 2023.

Dated this 8<sup>th</sup> day of December, 2022.

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Secretary, Board of Trustees, District No. 513  
Illinois Valley Community College

CERTIFICATE OF COMPLIANCE WITH THE TRUTH IN TAXATION ACT

I, the undersigned, do hereby certify that I am the Chair of the Board of Trustees of Illinois Valley Community College District No. 513, Counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, Livingston, State of Illinois; and

I do further certify that the Board of Trustees of said District at a regularly convened meeting held on the 8th day of December, 2022, adopted a motion to prepare and approve a tax levy, a true and correct copy of which is attached hereto and which was and has been available for public inspection at least twenty (20) days preceding the adoption of the aggregate tax levy of the district; and

That the tax levy resolution was adopted pursuant to and in all respect in compliance with the provisions of 35 ILCS 200/18-60 through 35 ILCS 200/18-85 of the Truth in Taxation Act; and

That the tax levy for the District being more than 105% of the amount of taxes extended, exclusive of election costs for the District for the previous year, a hearing in compliance with the Truth in Taxation Act was required; and

The notice and hearing requirements of 35 ILCS 200/18-70 of the Truth in Taxation Act are applicable and satisfied.

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Chair, Board of Trustees  
Illinois Valley Community College District No. 513,  
Counties of LaSalle, Bureau, Marshall, Lee, Putnam,  
DeKalb, Grundy and Livingston, State of Illinois

STATE OF ILLINOIS )  
 )  
COUNTY OF \_\_\_\_\_ )

PETITION

We, the undersigned, do hereby certify that we are voters of Community College District No. 513, Counties of La Salle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston and State of Illinois, and as such voters, we do hereby request that the following proposition be submitted to the voters of said Community College District: "Shall the Board of Trustees of Community College District No. 513, Counties of La Salle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston and State of Illinois, be authorized to levy an additional tax of \$4,477,574 for educational purposes, as provided in Section 805/3-14.3 of Chapter 110 of the Illinois Compiled Statutes, as amended; and we do hereby further request that the Secretary of said Board of Trustees of said Community College District certify said proposition to the County Clerks of the counties of La Salle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, Illinois, for submission to said voters at the election to be held 4<sup>th</sup> day of April, 2023.

<i>SIGNATURE</i>	<i>ADDRESS</i>
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois
_____	_____, Illinois

The undersigned, being first duly sworn, deposes and certifies that he/she is now and at all times he/she circulated this petition was a registered voter of Community College District 513, counties of La Salle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, and state of Illinois, that his/her residence address is \_\_\_\_\_, \_\_\_\_\_, Illinois, that the signatures on the foregoing petition were signed in his/her presence and are genuine, that to the best of his/her knowledge and belief the persons so signing were at the time of signing said petition registered voters of said Community College District and that their respective residences are correctly stated therein.

Signed and sworn to before me \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

(NOTARY SEAL)

My Commission expires: \_\_\_\_\_, 20 \_\_\_\_.



**Ottawa Center Lease Agreement**

The City of Ottawa would like to continue with the partnership that is in place for another four years and keep the lease amount at the current \$10.50 per square foot. The City of Ottawa views the Ottawa Center as an asset to the community because of its versatility such as being:

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

The only significant change to the lease is that the College will now be responsible for mowing, landscaping, and snow removal. The College will likely seek out a contractor from the Ottawa area to complete this work on a contractual basis.

In addition, this lease paves the way for the College to partner with the Ottawa Chamber of Commerce on a sub-lease. The Chamber lease is also up for approval at this meeting and will begin in January 2023.

**Recommendation:**

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

KPI 5: District Population Served

KPI 6: Resource Management

## LEASE

THIS LEASE is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the City of Ottawa, an Illinois Municipal Corporation, hereinafter called “Lessor”, and the Illinois Valley Community College, hereinafter called “Lessee”.

WHEREAS, the parties executed a lease effective from July 1, 2020 to June 30, 2023; and,

WHEREAS, the parties have agreed to re-negotiate the lease between the parties executed May 19, 2020 prior to the expiration of the prior lease to modify certain terms; and,

WHEREAS, the parties agree to terminate and revoke the prior lease executed between the parties on May 19, 2020 and have this lease supersede the prior lease.

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

1. Recitals and Revocation. That the foregoing recitals are incorporated herein by reference as if included herein, including the termination and revocation of the prior lease agreement executed by the parties on May 19, 2020.

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

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

3. Term. The term of this Lease shall be from July 1, 2023, to June 30, 2027.

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

5. Purpose. Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the leased premises for the purpose of operating a “satellite” campus offering such classes and any and all services as Lessee may deem necessary or beneficial, subject to the provisions of this agreement. Lessee may otherwise use the Premises for any other lawful purpose as long as that purpose is related to any civic or charitable use. Lessor represents and warrants that use of the Premises as a “satellite” campus does not violate application zoning ordinances or other application use restrictions.

6. Sublease. Lessee may sublease any portion of the premises to any civic, charitable, or other not-for-profit entity for any lawful purpose related to the entity's civic, charitable, or not-for-profit purpose and in accordance with the Lessee's facility use policies and procedures. Any sublease by Lessee will require approval of Lessor.

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

- a. Sewer and hot and cold water service to the Premises.
- b. Food service via separate contract with a local vendor. The on-site food vendor will be the exclusive provider of food and beverages for college-sponsored events as well as all events resulting from a sub-lease of the facility. In the event the food vendor is not able to provide the service or declines the request, the college and any sub-lessees may seek other vendors to provide food and beverages on the Premises.
- c. Parking lot development.
- d. Comprehensive in-kind support for the marketing efforts by Lessee.
- e. Parking for students, faculty, staff and visitors along the west side of the premises on Canal Street together with parking in the public City parking lot adjacent to and south of the building as depicted on Exhibit A, which is attached hereto and incorporated by reference. At the request of Lessee, certain parking spaces may be reserved for faculty, staff, and student usage.
- f. Lessor acknowledges and agrees that the service above mentioned are vital to Lessee's continued peaceful occupation of the Premises. Lessor shall, to the extent reasonably possible, continue to provide all such services. If Lessor fails or is unable to provide those services, Lessee may, in addition to all other remedies available to Lessee under this Lease, offset any damages incurred by Lessee by reason of Lessor's failure to provide those services from rent due under this Lease and, if such interruption of services makes impossible the Lessee's continued peaceful occupation of the Premises for the purpose for which they are intended, Lessee may terminate this Lease upon Thirty (30) days' prior written notice to Lessor unless those services are restored within the Thirty (30) day period.
- g. Lessor agrees to hire, at lessor's expense, an Ottawa based janitorial/cleaning firm to clean the Premises on a three- or four-day schedule when cleaning is needed. The schedule will take into consideration the weeks when the college is closed or when weeks are shortened by holidays or the summer class schedule of the college.

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

- a. Natural gas and electrical service to the Premises. Lessor shall provide appropriate metering.
- b. All furnishings, equipment, and computers, including wiring and cabling from the outlets and installation of all computers and technology to be used in the building.
- c. An aggressive and comprehensive marketing campaign designed to build awareness throughout the Ottawa, Streator and east side of La Salle County areas about the educational opportunities available at the Premises.
- d. A security system, including video cameras, and all security-related equipment. Lessor shall provide wiring for the security system.
- e. Maintenance of the grass, including grass mowing, and landscaping, and snow and/or ice removal for any parking spaces reserved for faculty, staff, and student usage.

9. Insurance. Lessee agrees to take out and maintain with a reputable insurance company, at its sole cost and expense, liability insurance with minimum liability coverage of \$1,000,000.00 against property damage or personal injury growing out of the use of or occupation on or about the Premises. Lessor shall be named as an additional insured on such policy. Lessee shall pay for all costs of said insurance. Lessee shall provide Lessor with a certificate of insurance evidencing compliance with this paragraph. If Lessee allows such premiums to lapse, Lessor reserves the right to make such premium payments and charge such to Lessee.

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

11. Miscellaneous.

- a. The paragraph captions in this Lease are for convenience only and shall not in any way limit or be deemed to construe or interpret the terms and provisions hereof.
- b. This Lease shall be construed and enforced in accordance with the laws of the State of Illinois.

- c. This Lease shall be interpreted in such manner as to be effective and valid under applicable law and the expressed intent of the parties, and shall not be presumptively construed or interpreted against the drafter.
- d. The invalidity of any paragraph or subparagraph of this Lease shall not impair the validity of any other paragraph or subparagraph. If any provision of this Lease is determined to be unenforceable, such provision shall be determined severable and this Lease may be enforced with such provision severed or as modified by such court.

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

13. Destruction of Premises. In the event the structure upon the Premises is damaged by fire or other cause without the fault of Lessee or Lessee's agents or employees, and the damage is so extensive as to amount to total destruction of the structure, or if the Lessor shall within a reasonable time decide not to rebuild, this Lease shall cease and come to an end, and the rent shall be prorated to the time of the damage. In all other cases where the structure upon the Premises is damaged by fire without the fault of the Lessee or of Lessee's agents or employees, the Lessor shall repair the damage, if it is economically reasonable to do so and insurance proceeds are sufficient, with reasonable dispatch after notice of damage, and if the damage has rendered the structure upon the Premises untenable in whole or in part, there shall be a proration of the rent until the damage has been repaired.

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

15. Environmental Condition of the Premises. Lessor shall not place any Hazardous Substances (defined below) on the Premises after Lessee's occupancy. As used in this Lease, "Hazardous Substances" means any hazardous, etiological, toxic or radioactive substance, material, matter or waste that is or becomes during the Lease term regulated by an applicable federal, state or local law, ordinance, order, rule, regulation, code or any other governmental restriction ore requirement and shall include but not be limited to asbestos, petroleum products, polychlorinated biphenyls and substances or materials included in the terms "Hazardous

Substance” and “Hazardous Waste” as defined in the Comprehensive Environmental Response, Compensation and Liability Act, as amended, 42 U.S.C. §9601, *et seq.*, and the Resource Conservation and Recovery Act, as amended 42 U.S.C. §6901, *et seq.* If the Premises is determined to be contaminated by the presence of Hazardous Substances placed on the Premises prior to Lessee’s taking possession of the Premises, and if Lessor would otherwise be legally liable to Lessee for damages resulting therefrom, Lessor shall indemnify, hold harmless and, at Lessee’s option, defend Lessee and its agents, employees, officers and directors, if any, from any and all claims, demands, damages, expenses, fees, costs, fines, penalties, proceedings, actions, causes of action, and losses of any and every kind and nature that may arise from that contamination, including, without limitation, damages for the loss or restriction on use of the tenantable or usable space or of any amenity of the Premises or any amenity of the structure on the Premises, loss of business from the Premises and reasonable attorney fees that may arise during the Lease term. This includes, without limitation, costs and expenses incurred in connection with any investigation of site conditions or any cleanup, remediation, removal or restoration work required by any federal, state or local governmental agency or political subdivision thereof because of Hazardous Substances present on or about the Premises (excluding those Hazardous Substances that were caused or permitted, by Lessee, to be brought or remain on or kept or used in or about the Premises, whether Lessee’s action was knowing or unknowing). Without limiting the above, if the presence of any Hazardous Substances on or about the Premises which was caused or permitted by Lessor results in any contamination of the Premises, Lessor shall, at its sole expense, promptly take all action required by law to return the Premises to the condition existing prior to the introduction of any such Hazardous Substances to the Premises. Should the presence of Hazardous Substances on the Premises, for which the Lessee is not liable pursuant to this section, effectively prohibit Lessee from conducting business on the Premises for more than Fifteen (15) consecutive business days, Lessee shall have the right to terminate this Lease upon Thirty (30) days’ written notice to Lessor, which termination shall be effective upon the expiration of said Thirty (30) day period, unless Lessor corrects or rectifies the situation in such a fashion as to allow Lessee to resume business upon the Premises within said Thirty (30) day period.

16. Entire Agreement: This Lease contains the entire agreement between the parties. It may not be modified or terminated except as provided herein or by written agreement between the parties.

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

**[Signature page to follow]**

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

**LESSOR:**

**LESSEE:**

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

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

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**Ottawa Chamber of Commerce Lease Agreement**

The Ottawa Chamber of Commerce and the IVCC Business Office are proposing a lease agreement by which the Chamber would move into the Ottawa Center. The lease is commiserated with the other lease agreements that the College has done in the past with other partners such as BEST, Inc., and the U of I Extension. The lease amount is set at the same rate as the other lessee's pay and is currently \$14.00 per square foot.

**Recommendation:**

**The administration recommends approval of the four and ½ year lease with the Ottawa Chamber of Commerce beginning January 1, 2023, as presented.**

KPI 5: District Population Served

KPI 6: Resource Management



## REAL ESTATE LEASE AGREEMENT

THIS AGREEMENT, made and entered into this 1<sup>st</sup> day of January, 2023, by and between Illinois Valley Community College District No. 513, 815 North Orlando Smith Road, Oglesby, IL 61348 (hereinafter referred to as LANDLORD) AND Ottawa Chamber of Commerce, (Insert Address Here), IL 61350 (hereinafter referred to as TENANT),

### WITNESSETH:

1. PREMISES: LANDLORD does hereby lease to said TENANT the following described property, situated in the County of LaSalle:

418 square feet of office space in Ottawa Center (Room 124 and Adjacent Storage Area/Safe), Illinois Valley Community College Ottawa Center, 321 W. Main St., Ottawa, IL 61350,

For the term of four and a half (4.5) years, beginning the 1<sup>st</sup> day of January 2023 and ending the 30<sup>th</sup> day of June 2027.

2. RENT: TENANT agrees to pay rent at the rate of five thousand eight hundred fifty two dollars (\$5,852) per year. Payments in the amount of \$487.67 will be due on the 1<sup>st</sup> of each month, beginning January 1, 2023 and ending June 30, 2027.
3. USE: TENANT will use the Premises for office space. TENANT may alter said use to any lawful purpose, upon the written consent of LANDLORD, which consent will not be unreasonably withheld.
4. UTILITIES: LANDLORD shall provide utilities including internet access, natural gas, electricity, water, and sewer, throughout the term of the Lease.
5. SERVICES: LANDLORD will provide janitorial services, including waste removal, pest control, and snow removal.
6. TELEPHONE SERVICE: LANDLORD will provide telephone service at a rate of \$19 per month per extension, which includes telephone hardware. If actual provider charges are greater, the TENANT will be charged the actual amount. Fax services will be charged the actual amount per month.
7. PARKING: TENANT and TENANT's clients will be allowed to park vehicles in parking lots as needed. No parking permit is required in this lot other than for the special low-emission spaces.
8. ADVERTISING: Any advertising on the premises will be at the expense of the TENANT but must first be approved by the LANDLORD.
9. IMPROVEMENTS OR ALTERATIONS: All improvements or alterations done by TENANT must first be approved by the LANDLORD.
10. ENTRY BY LANDLORD: TENANT will permit LANDLORD and LANDLORD's agents to enter the Premises, with reasonable advance written notice (except in the case of emergency), provided

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

LANDLORD  
Illinois Valley Community College  
District No. 513

TENANT  
Ottawa Chamber of Commerce

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

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

Printed Name: Jerry Corcoran

Printed Name: \_\_\_\_\_

Title: President

Title: \_\_\_\_\_

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

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

**Interact Digital Marketing Campaign**

In August, the board approved an 18-month marketing campaign with Interact Communications. The contract is being financed through an ICCB Bridge grant.

Interact is a full-service marketing and enrollment management agency that works exclusively with community colleges. In fact, they have assisted more than 700 community colleges.

A key recommendation of the Interact plan is a digital marketing campaign. Specifically:

- Pay-per-click search engine marketing;
- Facebook/Instagram lead generation;
- Spotify streaming audio and voiceover; and
- Digital display advertising.

We now request contracting with Interact for a five-month campaign to employ these digital tools. We believe their expertise will stretch our media buys further and its massive collection of student data will enhance the campaign messaging.

As the author of our overall marketing campaign, Interact Communications can ensure its creative recommendations are implemented online.

The college will receive monthly campaign reports and Interact will meet periodically with our Strategic Marketing Committee.

Finally, the digital campaign will allow us to maintain the promising enrollment numbers we have seen this fall and in early spring 2023 headcount and credit hour reports.

**Recommendation:**

**The administration recommends Board approval of a five-month digital marketing campaign with Interact Communications for \$49,999.13.**

KPI 5: District Population Served

**Approval – Board Travel**

Per the Illinois Community College Act (50 ILCS 150/15), travel expenses for any member of the Board of Trustees must be approved by a roll-call vote during an open meeting of the Board of Trustees.

Ms. Jane Goetz incurred expenses of \$75.00 in order to attend an ICCTA meeting on November 11 and 12, 2022. Ms. Goetz is the ICCTA Representative for Illinois Valley Community College.

**Recommendation:**

**The administration recommends approval for reimbursement of expenses in the amount of \$75.00 incurred by Ms. Goetz for attending the ICCTA meeting on November 11 and 12, 2022.**

KPI 6: Resource Management

**Purchase Request – Fabrication Equipment for Welding/Warehousing Lab**

IVCC's participation in the Access to Training Opportunities in Manufacturing and Technology Consortium has awarded the college funding to purchase three (3) pieces of manufacturing equipment. Two pieces of equipment were identified for purchase during the first fiscal year of the grant. The first is a CNC controlled hydraulic press brake, and the second is a Robotic Welder.

IVCC's allocation for these two pieces of equipment is \$123,862. There is additional funding in the grant to cover costs exceeding this amount due to the current issues related to the supply chain.

**Recommendation:**

**The administration recommends Board authorization to seek bids to purchase these two pieces of manufacturing equipment needed for the Welding, Fabrication, and Manufacturing programs at an estimated cost of \$124,000.**

KPI 1: Student Academic Success

Attachment 2.a.

Budget Narrative: Subgrantees

*Access to Training Opportunities in Manufacturing and Technology (ATOMAT)*

**Illinois Valley Community College**

Category	Year 1	Year 2	Year 3	Year 4	Total
<b>Personnel</b>	\$ 9,900.00	\$ 55,221.00	\$ 46,208.00	\$ 47,363.00	\$ 158,692.00
<b>Fringe Benefits</b>	\$ 1,238.00	\$ 46,247.00	\$ 36,780.00	\$ 37,699.00	\$ 121,964.00
<b>Travel</b>					\$ -
<b>Equipment</b>	\$ 123,862.00	\$ 25,000.00			\$ 148,862.00
<b>Supplies</b>					
<b>Contractual</b>		\$ 8,532.00	\$ 10,000.00	\$ 10,000.00	\$ 28,532.00
<b>Construction</b>					\$ -
<b>Other</b>			\$ 42,012.00	\$ 39,938.00	\$ 90,482.00
<b>Total</b>	\$ 135,000.00	\$ 135,000.00	\$ 135,000.00	\$ 135,000.00	\$ 540,000.00

**Personnel:**

Full time Career Navigator (100%)

Year 2: \$45,081

Year 3: \$ 46,208

Year 4: \$ 47,363

Faculty stipends for curriculum development

Year 1: \$9,900

Year 2: \$10,140

**Fringe Benefits:**

Full-time Career Navigator

Year 1: \$17,550

Year 2: 35,980

Year 3: \$36,780

Year 4: \$37,699

Faculty benefits for curriculum development

Year 1: \$1,238

Year 2: \$1,267

**Equipment:**

Year 1: CNC Hydraulic Press Brake – \$73,862

Year 1: Robotic Welder - \$50,000

Year 2: Hydraulic Slip Roll - \$25,000



**Faculty Resignation – Charles Raimondi – Career and Technical Programs,  
Electronics Instructor**

Charles Raimondi, Electronics Instructor, has submitted a notice of resignation effective December 17, 2022. His resignation letter is attached.

**Recommendation:**

**Accept the resignation of Charles Raimondi, Electronics Instructor, effective December 17, 2022.**

KPI 4: Support for Employees

Charles Raimondi  
ELE/ELT Program Coordinator and Instructor  
1449 Hulmes Drive | DeKalb, IL 60115

November 30, 2022

Dr. Gary Roberts  
Vice President of Academic Affairs  
Illinois Valley Community College

Dear Dr. Roberts,

I am informing you of my resignation as the ELE/ELT Program Coordinator at Illinois Valley Community College at the end of the Fall 2022 Semester (December 17, 2022). Thank you for two and one-half years of teaching and leading the ELE/ELT Department at Illinois Valley Community College. I had the opportunity to work with great colleagues and staff. I truly enjoyed teaching at the College and engaging with some of the brightest students. I do wish the best to you and Illinois Valley Community College.

I am open to assisting you with any necessary Spring transitions. If you have any questions, you can contact me by email at [craimondi@live.com](mailto:craimondi@live.com) or by my cell number at 847-738-3324.

Sincerely,

A handwritten signature in black ink, appearing to read 'Charles Raimondi', written in a cursive style.

Charles Raimondi

**Innovative Bridge and Transitions Grant**

We are pleased to report that the College has been named the recipient of a competitive grant from ICCB in the amount of \$108,650 to fund two projects. Working collaboratively on the grant, Dr. Patrice Hess and Dr. Matt Seaton wrote the grant to fund the continuation of the successful “Get Set” program through the Learning Resources Division. In particular, the program focuses on:

- Developing a student support center model that will enhance services to underrepresented populations;
- Creating support services that will reduce barriers to populations and enhance their educational successes;
- Developing support services models that include wrap-around services for basic needs that will reduce barriers to educational success for students with risk factors.

In addition to funding the continuation of the Get Set program, the grant also includes funding for needed upgrades to the College’s website to support the wrap-around services for students in the Get Set program as well as all of the other services currently offered to students on campus.

The College is moving to a self-service model for all students which would allow students to access information on services, courses, programs, grades and success metrics, and graduation requirements. The new website would complement the new self-service model to support students with a reliable, accessible, and effective portal for wrap-around services the College offers.

**Remote Work Arrangement – Information Technology Services Pilot Program**

In order to recruit (and retain) highly skilled Information Technology staff, we are implementing a remote work arrangement pilot program in IVCC's Information Technology Services Department.

The Remote Work Arrangement Pilot Program is separate of the four remote-work days recently approved for staff not covered by a collective bargaining agreement. This Pilot Program will evaluate the suitability of a remote work schedule on an ongoing basis.



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

# Memorandum

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**To:** Jerry Corcoran, Ed.D., President

**From:** Gary Roberts, Vice President for Academic Affairs */v*  
Shane Lange, Dean of Workforce Development

**Date:** November 22, 2022

**Subject:** Tenure Recommendation for Nancy McDonnell, Cybersecurity

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Typically, faculty eligible for tenure in August are recognized at the February meeting of the Board of Trustees. This year we have an exception: Nancy McDonnell is eligible for tenure as of January 2023. It is customary that individuals eligible for tenure present their portfolios to the appropriate Dean and Vice-President prior to the presentation to the Board to gain administrative approval and feedback to strengthen the portfolio and assure it accurately represents the faculty member's accomplishments.

To confirm that Ms. McDonnell met all requirements prior to her eligibility date, she met with Dr. Lange and Dr. Roberts for the initial presentation of her portfolio on November 22, 2022. In addition to evaluation documents, items of recognition, student course feedback, professional development, community service, and examples of contributions to the institution, Ms. McDonnell's portfolio included artifacts from her classroom as evidence of his excellent teaching.

Ms. McDonnell began her career at IVCC in the Spring of 2020 as a full-time instructor for Cybersecurity. Her time at IVCC began as a student, and after some time in industry, she returned to support students as a part-time instructor in 2015. Ms. McDonnell has worked both in the public and private sectors. In fact, she served as the Chief Information Officer at Illinois Valley Community Hospital for more than a decade. Ms. McDonnell holds a host of certifications (in addition to her degrees), including Microsoft Technical Support, Microsoft Certified System Engineer, and Certified Information System Security Professional, among others. She and the college partnered with IVCC district Chambers of Commerce to provide professional development on cybersecurity. The session, "Cybersecurity Today," presented the state of security for small business, and she offered resources for assessing and mitigating risk." Ms. McDonnell exemplifies the core values of IVCC.

Dr. Lange and Dr. Roberts were both in agreement that Ms. McDonnell meets the requirements for tenure outlined in the *IVCC Guidelines for Non-tenured Faculty Evaluation System*.

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

Nancy McDonnell is being recommended for tenure in her position as Cybersecurity instructor at Illinois Valley Community College. The tenure appointment will commence with the spring 2023 semester.

This recommendation is based on the following:

1. Exemplary Teaching Performance

Nancy was hired for the full-time tenure track Cybersecurity instructor position beginning the spring of 2020. She began teaching for the college as an adjunct instructor during the spring of 2015. Nancy began her computer science education at IVCC. She then worked in industry and completed a Bachelor's Degree in Network Management. Nancy received practical knowledge while working as the Chief Information Officer at IVCH for more than a decade and had various other related roles for the eight years preceding that. She has received excellent evaluations and student feedback since she began teaching for IVCC.

Nancy cares about the students at IVCC, and the impact that they have in the community. She challenges students to become skilled professionals by facilitating engaging learning opportunities. Students experience practical situations and guidance with her use of simulated and live security practice. She has a knack for modeling professional performance, and students get a wide range of experience with the virtual environment that she has constructed for student success. Nancy has built a comfortable learning community, and the students trust her.

2. Contributions to the College

A major contribution Nancy has made to the college was assisting with the development of the program that ultimately led to the creation of the tenure track position in Cybersecurity. As she was working part-time as a Networking instructor, she took a major role with the steering committee to investigate, and eventually develop, the curriculum for the cybersecurity program. Nancy has also been an active member of the college by participating in committees.

- Active participant in Workforce Development Division Meetings
- Participant in the New Faculty Orientation Class
- Actively participates in the Career Expo held every spring
- Participates in program information sessions and recruiting efforts
- Nancy has participated actively with the curriculum committee for program advancement and has weighed in on many decisions for the computer programs at IVCC.
- Identity theft breakout session for Support Staff Development Day

- Nancy was a member of the search committee for the Networking instructor, and she was essential during the search by teaching Networking courses.

3. Contributions to the Community

Nancy has partnered with local chambers of commerce to educate business on topics related to cybersecurity. One example was *The State of Security for Small Business to include the Solar Winds Breach*. Nancy and students have discovered security flaws with business and corporate websites. They have worked with the companies to help solve the situations. She has helped to support the local hospital on a number of occasions during her transition to IVCC. Her professionalism and desire to play a positive role in the community led to her starting a full-time position at IVCC a semester later. She wanted to make sure that the local hospital was on a stable security foundation before transitioning.

4. Professional Involvement

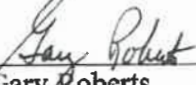
Nancy has a number of professional certifications to include: Certified Secure Computer User, Microsoft Technical Support, Certified Information System Security Professional, and Microsoft Certified System Engineer. She stays up-to-date with computer security knowledge and is very active with the Cybersecurity Advisory group.

Nancy McDonnell has proven herself to be a dedicated and skilled instructor who exemplifies the Mission, Vision, and Core Values of Illinois Valley Community College. Nancy is an asset to both the Division of Workforce Development and Illinois Valley Community College.

  
\_\_\_\_\_  
Dr. Shane Lange  
Dean of Workforce Development

11/22/2022

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dr. Gary Roberts  
Vice President for Academic Affairs

11/28/2022

\_\_\_\_\_  
Date



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

# Memorandum

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**To:** Jerry Corcoran, Ed.D., President

**From:** Gary Roberts, Vice President for Academic Affairs *for*  
Ron Groleau, Dean of Natural Sciences and Business

**Date:** November 28, 2022

**Subject:** Tenure Recommendation for Kaity Ritter, Medical Assisting

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Typically, faculty eligible for tenure in August are recognized at the February meeting of the Board of Trustees. This year we have an exception: Kaity Ritter is eligible for tenure as of January 2023. It is customary that individuals eligible for tenure present their portfolios to the appropriate Dean or Director and Vice-President prior to the presentation to the Board to gain administrative approval and feedback to strengthen the portfolio and assure it accurately represents the faculty member's accomplishments.

To confirm that Ms. Ritter met all requirements prior to her eligibility date, she met with Mr. Ron Groleau and Dr. Gary Roberts for the initial presentation of her portfolio on November 28, 2022. In addition to evaluation documents, items of recognition, student course feedback, professional development, community service, and examples of contributions to the institution, Ms. Ritter's portfolio included artifacts from her classroom as evidence of her excellent teaching.

Ms. Ritter began her career at IVCC in January of 2020 as the Program Coordinator for Medical Assisting. Since then, Ms. Ritter has implemented two virtual simulation programs for her students, including EHRgo and Simtics. Both programs give students real-world experiences, as far as creating patient charts and applying their clinical skills in an online environment. Ms. Ritter has also worked on several certificates, including a certificate in Diversity, Equity, and Inclusion from the University of South Florida College of Business and a certificate in "Helping Students with Grief and Loss" from the American Federation of Teachers. Ms. Ritter has created an online Medical Assisting webpage and has written a handbook for the Medical Assisting program for her students. At present, Ms. Ritter is working toward the accreditation of her program through the American Association of Medical Assistants (AAMA).

Mr. Groleau and Dr. Roberts were both in agreement that Ms. Ritter meets the requirements for tenure outlined in the *IVCC Guidelines for Non-tenured Faculty Evaluation System*.



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

Kaity Ritter is being recommended for tenure in her position as Medical Assisting instructor/ program coordinator at Illinois Valley Community College. The tenure appointment will commence with the spring 2023 semester.

This recommendation is based on the following:

1. Exemplary Teaching Performance

Kaity was hired for the full-time tenure track Medical Assisting instructor/ program coordinator position beginning in January of 2020. As Kaity herself notes in her online portfolio: "Giving students the best, well-rounded experience during their time with me is an important aspect of designing my program. To facilitate this learning experience, I've conducted many hours of research comparing, reading and participating in demos to find the best tools and methods of giving students a solid foundation." The learning experience that Kaity points out in the above statement is clearly seen in her classes.

2. Contributions to the College

Since coming on board in 2019, Kaity has exhibited the very essence of what it means to be a "college citizen." Among her more pronounced contributions include:

- Implementation of two virtual simulation programs (i.e., EHRgo and Simtics).
- Member of the Diversity, Equity, and Inclusion Committee.
- Chair of a subgroup that focused on equity among students.
- Creation and implementation of a Medical Assisting webpage, which includes an online application, program requirements, the admissions process, and a checklist for students that provides them with a list of supplies they will need to be successful.
- Creation and implementation of a student handbook for Medical Assisting students.
- Update to many of the courses found in Medical Assisting, a stand-alone Electronic Health Records course.
- Shifted start date for students from Spring to Fall, which allows students to run on an academic year.
- Conducting a self-study to apply for accreditation through the Medical Assisting Education Review Board (MAERB) for Fall, 2024.

3. Contributions to the Community

Kaity has also been as busy in the community as she has been in the classroom. For example:

- Contracted with local hospitals to allow IVCC students to have clinical time at their locations.

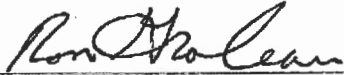
- Participated in Summer Camp for kids, which led to a 3-hour class session and handouts to introduce high school students to Medical Assisting.
- Established and maintains an IVCC Medical Assisting Facebook page for graduates and prospective students to receive the latest news and updates about the program.
- Participated in several radio and print advertisements about Medical Assisting.
- Created an informational Podcast and YouTube videos that were posted on IVCCEagles YouTube page.
- Participated in IVCC's academic showcase on the Health Professions.

4. Professional Involvement

Kaity holds numerous credentials, including:

- Phlebotomy Certificate/ EMT-B (2004-08), Illinois Valley Community College
- Medical Assisting Diploma (2016), Rasmussen University
- Bachelors of Science (2019), Rasmussen University
- Certified Allied Health Instructor, American Medical Technologists
- Certified Medical Assistant – American Association of Medical Assistants
- Diversity, Equity, and Inclusion in the Workplace, University of South Florida College

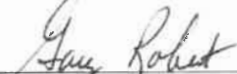
Kaity Ritter has proven herself to be a dedicated and skilled instructor who exemplifies the Mission, Vision, and Core Values of Illinois Valley Community College. Kaity is an asset to both the Division of Health Professions and Illinois Valley Community College.



Mr. Ron Groleau  
Dean of Natural Sciences and Business

11/28/22

Date



Dr. Gary Roberts  
Vice President for Academic Affairs

11/28/2022

Date

**RECOMMENDED FOR STAFF APPOINTMENT**  
**2022-2023**

**GENERAL INFORMATION:**

<b>POSITION TO BE FILLED:</b> Student Services Information Specialist
<b>NUMBER OF APPLICANTS:</b> 10
<b>NUMBER OF APPLICANTS INTERVIEWED:</b> 3 (6 were invited; 3 withdrew)
<b>APPLICANTS INTERVIEWED BY:</b> Tom Quigley, Ashton Linson, Lynn Moore, Miguel Hermosillo, and Kathy Ross

**APPLICANT RECOMMENDED:**

**Kesley Forkner**

**EDUCATIONAL PREPARATION:**

- Illinois State University, Normal, IL – Master of Science, English
- College of the Ozarks, Point Lookout, MO – Bachelor of Science, English; minors in literature and rhetoric

**EXPERIENCE:**

- Chili Piper, Remote – Sales Development Representative
- Texas Tech University, Lubbock, TX – Writing Center Consultant; Graduate Coordinator
- Lubbock Public Library, Lubbock, TX – Library Assistant
- IVCC, Oglesby, IL – Adjunct English Instructor; Writing Tutor

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

1. Experience in higher education.
2. Background and prior experiences show strong communication and customer service skills that will bring added value to Student Services at IVCC.
3. Committee unanimously agreed that Kelsey would be a great fit for IVCC.

**RECOMMENDED SALARY:** \$16.75 per hour; effective 11/14/2022

Mary Beth Herron  
Director of Human Resources



Dan Retoff

November 9, 2022

Dr. Gary Roberts  
Interim Dean of Health Professions  
Illinois Valley Community College  
815 N. Orlando Smith Ave.  
Oglesby, IL 61348

CC: Human Resources

Dear Dr. Roberts,

The purpose of this letter is to advise you of my intention to retire from employment at IVCC effective December 31, 2022.

Sincerely,

Dan Retoff  
Faculty Adjunct  
Health Professions

**RECEIVING**

NOV 10 2022

**HUMAN RESOURCES**

Paul Hartwig  
605 Magnolia Lane  
Ottawa, IL 61350

October 12, 2022

IVCC  
Mary Beth Herron  
Director of Human Resources  
815 N Orlando Smith Ave  
Oglesby, IL 61348

Dear Ms. Herron,

Please accept this letter as formal notification that I intent to retire my position of Maintenance Personnel with the IVCC Facilities Department on December 31, 2022.

Thank you for the oppotunities that you have provided me during my time with the department.

Sincerely,

  
Paul Hartwig

**RECEIVING**

NOV 16 2022

**HUMAN RESOURCES**

# 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.