



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, February 14, 2019
Board Room
6:30 p.m.**

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

IVCC'S MISSION STATEMENT

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

BOARD AGENDA ITEMS

January

February

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

March

Tenure Recommendations
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
Prevailing Wage Resolution
Authorization of Continued Payment for
Standard Operating Expenses
Semi-annual Review of Closed Session
Minutes

July

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

August

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

September

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

October

Authorize Preparation of Levy
Audit Report
IVCC Foundation Update

November

Adopt Tentative Tax Levy

December

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

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees Meeting
Thursday, February 14, 2019 – 6:30 p.m. – Board Room (C307)

A G E N D A

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 6.1 Approval of Minutes – January 10, 2019 Facilities Committee Meeting; January 10, 2019 Board Meeting; January 29 Closed Session Minutes Committee Meeting; and January 29, 2019 Audit Finance Committee Meeting (Pages 1 - 12)
 - 6.2 Approval of Bills - \$1,680,799.25
 - 6.2.1 Education Fund - \$1,320,687.93
 - 6.2.2 Operations & Maintenance Fund - \$62,442.84
 - 6.2.3 Operations & Maintenance (Restricted Fund) - \$74,481.97
 - 6.2.4 Auxiliary Fund - \$95,411.66
 - 6.2.5 Restricted Fund - \$62,368.62
 - 6.2.6 Audit Fund - \$2,000.00
 - 6.2.7 Liability, Protection & Settlement Fund - \$63,406.23
 - 6.3 Treasurer's Report (Pages 13 - 31)
 - 6.3.1 Financial Highlights (Pages 14 - 15)
 - 6.3.2 Balance Sheet (Pages 16 - 17)
 - 6.3.3 Summary of FY19 Budget by Fund (Page 18)
 - 6.3.4 Budget to Actual Comparison (Pages 19 - 25)
 - 6.3.5 Budget to Actual By Budget Officers (Page 26)
 - 6.3.6 Statement of Cash Flows (Page 27)
 - 6.3.7 Investment Status Report (Pages 28 - 29)
 - 6.3.8 Disbursements - \$5,000 or more (Pages 30 - 31)

- 6.4 Personnel - Stipends for Pay Periods Ending January 5, 2019 and January 19, 2019 & Part-time Faculty and Staff Appointments January 2019 (Pages 32 - 37)
7. President's Report
8. Committee Reports
9. Resolution Designating the Fiscal Year (Pages 38 - 40)
10. Course Fees/Adjustments (Pages 41 - 45)
11. Master Plan (Page 46)
12. Transfer of Funds – CDB Transfer (Page 47)
13. Request for Inactivation – Graphic Design Technology Degree and Certificate (Page 48)
14. Request for Inactivation – Human Services Degree and Certificates (Page 49)
15. Semi-annual Review of Closed Session Minutes (Page 50)
16. Event Requesting to Serve Alcoholic Beverages (Pages 51 - 52)
17. Intergovernmental Agreement With the City of Streator (Pages 53 - 65)
18. Ottawa Downtown TIF Extension (Pages 66 - 71)
19. Items for Information (Pages 72 - 85)
 - 19.1 Financial Forecast
 - 19.2 Barn Demolition – Change Order (Pages 72 - 73)
 - 19.3 Exterior Stairs – Change Order (Pages 74 - 75)
 - 19.4 Student Activities Budget (Pages 76 - 77)
 - 19.5 Administrative Policy – Vehicle Usage (Pages 78 - 83)
 - 19.6 Thank you – University of Illinois Extension (Page 84)
 - 19.7 Fall 2018 Graduation (Page 85)
20. Trustee Comment
21. 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
22. Employee Termination
23. Approval of Closed Session Minutes
24. Other
25. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Facilities Committee Meeting
January 10, 2019

The Facilities Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5:30 p.m. on Thursday, January 10, 2019 in the Board Room (C307) at Illinois Valley Community College.

Committee Members David O. Mallery, Committee Chair
Physically Present: Angela M. Stevenson

Committee Members Melissa M. Olivero
Absent:

Other Board Members Jane E. Goetz, Board Chair
Present:

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Deborah Anderson, Vice President for Academic Affairs
Mark Grzybowski, Vice President for Student Services
Bonnie Campbell, Associate Vice President for Academic Affairs
Fran Brolley, Director of Community Relations and Development
Scott Curley, Director of Facilities
Michelle Carboni, Director of Purchasing
Willard Mott, Instructor of Agriculture
Dominick Demonica, Demonica/Kemper Architects

Mr. Mallery called the meeting to order at 5:34 p.m.

MASTER PLAN

Illinois Community Colleges are required to submit updated master facility plans for the ICCB recognition process. IVCC's recognition visit is scheduled for later in FY2019. Our last master plan was adopted by the Board of Trustees in September 2011. Dominick Demonica of Demonica Kemper Architects was involved in the master plan of January 2005, the update in September 2011, and was again retained to update the college's plan. Ms. Roelfsema reported that the September 2011 master plan was the basis for the proposed plan. Ms. Roelfsema added that changes and enhancements to the plan include:

- The Community Technology Center and the maintenance shop were proposed in September 2011 and are now part of the existing facilities;
- The automotive technology building now includes the two proposed additions and was renamed Building J;
- Added to the list of proposed facilities were new agriculture facilities where the barn was previously located; and

- A building for truck driver training students to learn to perform pre- and post-trip inspections of the vehicles.

Ms. Roelfsema noted that renovations proposed in the September 2011 plan which are now completed include:

- Life and physical science labs;
- Lower level technology labs to emergency medical services and forensics lab;
- Former counseling center into Student Life Center;
- New larger elevator in Building E;
- Dislocated Workers Center in Building D is now the center for the Early Childhood Education program;
- Building D lecture hall – the renovation included new wall coverings, lowered ceilings, and new technology;
- Continuing Education Department area is now the home of Business Employment Skills Team (BEST) in Building C;
- Adult Education area in Building E is now home of North Central Illinois Economic Development Corp. and the Center for Excellence in Teaching, Learning, and Assessment (CETLA); and
- Massage Therapy program was relocated to Building G.

Mr. Demonica commented that IVCC has done well in following its master plan.

AGRICULTURE PROGRAM BUILDING PROPOSAL

Dr. Corcoran reported that thanks to Board Chair Jane Goetz and Foundation Director Karen Nussbaum, agriculture faculty and administrators have been working with W. Kyle Dooley of CNH Industrial on a plan that will result in CASE IH high-tech equipment soon being available for IVCC faculty and student use. It was noted that Mr. Dooley and his associates hope to begin this new arrangement by delivering to the campus a tractor, field cultivator and planter in time for use during the spring semester and planting season. Dr. Corcoran informed that ideally, more equipment will then follow, resulting in a year-round, first-class IVCC student experience.

The Committee reviewed options for a replacement facility of the demolished barn that could be an asset to our Agriculture program in many ways, including providing storage for equipment. Images of the proposed facility were shown by architect Dominick Demonica as a part of the college's master plan update. The proposed 7,500-square foot building would house a tractor, field cultivator and planter for use by IVCC Ag students and instructors. The facility would have four parking bays, two overhead doors and a training lab area in a covered space. In a second phase of the master plan project, it is proposed that a lab for the agronomy program be added. Mr. Demonica informed that phase two would be a more academic space and include: a classroom with computers around the perimeter; a lab space; lab prep and storage space; conference room; office space for two faculty; student collaboration space; and toilet facilities. Parking would be created with potentially in the long-term a walkway to accommodate overflow parking for other college events.

Mr. Mallery inquired about an existing building shown on a map of the master plan; he asked if there is a way to use it for farm equipment that could arrive early. Mr. Curley informed that the

building is currently used for storage that is shared; it is two-thirds theatre production storage and the remaining space used by facilities. Dr. Corcoran noted that we have already begun the process of making the existing building available for the farm equipment upon its arrival. Mr. Mott added that the tenant, Mr. Luke Holly has been included in the conversations regarding the Ag building proposal and he has been receptive to working collaboratively with the college and the Ag students in all aspects.

Dr. Corcoran noted that IVCC has secured nearly \$165,000 in deferred maintenance funding from the state for the project, requiring a \$60,210 match from the college, and the college will seek additional state dollars if there is a capital bill. Dr. Corcoran added that our political sources suggest that it is wise to have a project on the list for the new legislative session. Mr. Mallery inquired about an approximate cost for the project. Mr. Demonica advised that the budget for the project would be \$675,000. The committee recommended sharing the master plan with the full Board.

REQUEST TO SEEK BIDS FOR TILING

The IVCC farm field drainage tile is in need of being replaced. Dr. Corcoran reported that ponding in several areas along with excessive moisture in others make routine field work challenging throughout the growing season. The installation of new field drainage tile will improve the productivity of the farmland being farmed by the tenant, provide additional earning opportunities and an improved learning experience for the agriculture students, and could also be a benefit to the University of Illinois Extension research. Mr. Mallery inquired if Mr. Holly has any yield mapping that he would share with us and how much longer does the current tenant have on his agreement with the college. Mr. Mott noted that he would ask Mr. Holly about the yield map documentation. Ms. Carboni advised that Mr. Holly is starting the second year in 2019 of a four-year agreement. Ms. Goetz commented that the project would provide a great teaching and learning resource for the Ag students.

The next step would be for Mr. Mott to complete the FSA Form 1026 to begin the process. The committee recommended moving forward with the proposal.

OTHER

None

ADJOURNMENT

Mr. Mallery declared the meeting adjourned at 6:20 p.m.

David O. Mallery, Committee Chair

Jane E. Goetz, Board Chair

David O. Mallery, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
January 10, 2019

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, January 10, 2019 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Jane E. Goetz, Chair
Everett J. Solon, Vice Chair
David O. Mallery, Secretary
Amy L. Boyles
Jay K. McCracken (entered at 6:34 p.m.)
Angela M. Stevenson
Joseph M. Marendia, Student Trustee

Members Absent: Melissa M. Olivero

Members Telephonically Present:

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Deborah Anderson, Vice President for Academic Affairs
Mark Grzybowski, Vice President for Student Services
Bonnie Campbell, Associate Vice President for Academic Affairs
Leslie Hofer, Director of Human Resources
Walt Zukowski, Attorney

APPROVAL OF AMENDED AGENDA

It was moved by Dr. Boyles and seconded by Mr. Solon to approve the agenda as amended (agenda item #9 deleted). Motion passed by voice vote.

PUBLIC COMMENT

Tracy Lee, president of AFT Local 1810, addressed the Board regarding an issue that the union raised at the October 2018 Board meeting. Ms. Lee noted that the local has not received a formal response of the Board's final discussion. Ms. Lee left information for Board review and requested a formal written response.

CONSENT AGENDA ITEMS

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

The following items were approved in the consent agenda:

Approval of Minutes – December 6, 2018 Audit Finance Committee Meeting and December 13, 2018 Board Meeting.

Approval of Bills - \$1,113,071.74

Education Fund - \$683,025.47; Operations & Maintenance Fund - \$162,036.93; Operations & Maintenance (Restricted Fund) - \$4,367.98; Auxiliary Fund - \$160,839.68; Restricted Fund - \$73,080.90; Audit Fund - \$4,000.00; and Liability, Protection & Settlement Fund - \$25,720.78.

Treasurer's Report

Personnel

Approved the stipends for pay periods ending December 8, 2018 and December 22, 2018 and part-time faculty and staff appointments December 2018.

PRESIDENT'S REPORT

Dr. Corcoran thanked trustees Goetz, McCracken and Solon for attending our employee holiday luncheon on December 18 and assisting in recognizing our staff for all they do to carry out the college's mission "to provide high-quality, accessible and affordable education that inspires individuals and our community to thrive." Dr. Corcoran noted that DeMilio's Italian Deli did a nice job of handling the menu for that event and several others that have followed since we returned for the spring semester. Dr. Corcoran extended thanks as well to Dr. Anderson's leadership team, especially Dr. Patrice Hess, for very worthwhile in-service activities during the day and evening for full- and part-time faculty on Tuesday as a kick-off to the spring semester. He noted that updates on dual credit, student engagement and assessment were the focus of the day's discussions. Dr. Corcoran reported that enrollments continue to struggle and the staff is doing everything that they can think of to close the gap between budgeted and actual credit hours. Dr. Corcoran informed that Nicholas Fish, our new full-time EMS instructor, is on board and very optimistic about the potential for his program; and Gracelyn Quesse, our new student recruitment specialist, has joined us. He noted that our new cybersecurity program is in the process of being approved by ICCB and IBHE personnel for fall semester enrollments. Dr. Corcoran reported that we are putting the final touches on our new medical assistant program and that, too, will meet our goal for a fall semester launching. Dr. Corcoran noted that the bottom line is we are optimistic about how our new programs, and new ways of marketing them, will be received by the community. In conclusion Dr. Corcoran thanked Judy Day for making the Popular Annual Financial Report available to the Board members this evening and thanked Cheryl Roelfsema and the Business Office staff for preparing the document.

COMMITTEE REPORTS

- Mr. Solon reported that at the December 6th Audit Finance Committee meeting the auditors reviewed the comprehensive annual financial report and the opinion of the auditors was that IVCC earned an unmodified report and the audit is clean with no deficiencies. He informed that we also learned of the College Insurance Plan (CIP) and that retiree costs are shifting from the state to the local districts. Mr. Solon commended Dr. Corcoran, Ms.

Roelfsema and the entire IVCC team for a job well done. The minutes from the Audit Finance Committee meeting are included in the Board book

- Mr. Mallery reported that the Facilities Committee met today at 5:30 p.m. and reviewed the master plan, details for a proposed agriculture facility, and recommendation for replacement of damaged drainage tiles in campus farm fields. Mr. Mallery informed that the full Board would be receiving the documents from that meeting and that those planning documents would serve as a blueprint of what the future results could be.
- Dr. Corcoran noted that a meeting of the Audit Finance Committee would be set for later this month, either January 29 or 30 depending on the availability of the committee members.

PROPOSED RESULTS – ENROLLMENT DRIVER MAGAZINE

It was moved by Mr. McCracken and seconded by Mr. Solon to authorize contracting with Indiana Printing and Publishing Company, Inc. for the printing and mailing of the Enrollment Driver magazine for \$13,853.18. Mr. Mallery inquired if there was data that tracked the effectiveness that the Enrollment Driver has on enrollment. Dr. Corcoran noted that information is not available, however, we will follow through with data tracking the effectiveness of the publication as suggested. Motion passed by voice vote.

REQUEST – ILLINOIS VALLEY LABOR MANAGEMENT BUSINESS AFTER HOURS

It was moved by Ms. Stevenson and seconded by Mr. Solon to grant permission for the Illinois Valley Labor Management Group to host two business after-hours events with local chambers using college facilities. Motion passed by voice vote.

CAREER AND TECHNICAL EDUCATION TUITION WAIVER AGREEMENT IN AUTOMOTIVE TECHNOLOGY

It was moved by Mr. Mallery and seconded by Mr. Solon to approve the Automotive Technology tuition waiver for both SRAVTE students and those students attending other in-district high schools not included by SRAVTE effective Fall 2019, as presented. Motion passed by voice vote.

CAREER AND TECHNICAL EDUCATION TUITION WAIVER AGREEMENT IN AGRICULTURE

It was moved by Mr. Solon and seconded by Mr. McCracken to approve the Agriculture tuition waiver for both SRAVTE students and those students attending other in-district high schools not included by SRAVTE effective Fall 2019, as presented. Motion passed by voice vote.

TRUSTEE COMMENT

None

CLOSED SESSION

It was moved by Ms. Stevenson and seconded by Dr. Boyles to convene a closed session at 6:45 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance or

dismissal of specific employees of the public body; 2) student discipline; and 3) closed session minutes. Motion passed by voice vote.

The Board immediately entered closed session at 6:45 p.m. On a motion by Mr. Solon and seconded by Ms. Stevenson the regular meeting resumed at 7:04 p.m. Motion passed by voice vote.

APPROVAL OF CLOSED SESSION MINUTES

It was moved by Mr. McCracken and seconded by Dr. Boyles to approve and retain the closed session minutes of the December 13, 2018 Closed Session Board Meeting. Motion passed by voice vote.

OTHER

None

ADJOURNMENT

Ms. Goetz declared the meeting adjourned at 7:05 p.m.

Jane E. Goetz, Board Chair

David O. Mallery, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Closed Session Minutes Committee Meeting
January 29, 2019

The Closed Session Minutes Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 4:20 p.m. on Tuesday, January 29, 2019 in the Board Room – C-307 at Illinois Valley Community College.

Committee Members Jay K. McCracken, Committee Chair
Physically Present: Melissa M. Olivero
 Amy L. Boyles

Others Present: Jane E. Goetz, Board Chair

Committee Members
Absent:

Mr. McCracken called the meeting to order at 4:22 p.m.

CLOSED SESSION

It was moved by Ms. Goetz and seconded by Dr. Boyles to convene a closed session at 4:25 p.m. to discuss the minutes of meetings lawfully closed under the Open Meetings Act. Motion passed by voice vote.

On a motion by Dr. Boyles, seconded by Ms. Olivero, and carried unanimously, the regular meeting resumed at 5:10 p.m.

ADJOURNMENT

It was moved by Ms. Goetz and seconded by Ms. Olivero to adjourn the meeting. Motion passed by voice vote. Mr. McCracken declared the meeting adjourned at 5:12 p.m.

Jay K. McCracken, Committee Chair

Jane E. Goetz, Board Chair

David O. Mallery, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Audit/Finance Committee Meeting
January 29, 2019

The Audit/Finance Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5:30 p.m. on Tuesday, January 29, 2019 in the Board Room (C307) at Illinois Valley Community College.

Committee Members Everett J. Solon, Committee Chair
Physically Present: David O. Mallery
 Jay K. McCracken

Board Members Jane E. Goetz, Board Chair
Present:

Others Physically Jerry Corcoran, President
Present: Cheryl Roelfsema, Vice President for Business Services and Finance
 Deborah Anderson, Vice President for Academic Affairs
 Mark Grzybowski, Vice President for Student Services
 Bonnie Campbell, Associate Vice President for Academic Affairs
 Fran Brolley, Director of Community Relations and Development
 Kathy Ross, Controller

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

THREE-YEAR FINANCIAL PLAN (FY2020 – FY2022)

Cheryl Roelfsema presented the three-year financial plan covering the fiscal years 2020 through 2022. Ms. Roelfsema informed that the financial plan is intended to be a guide in developing the FY2020 budget and carrying out the college's strategic plan. The goal is to present a balanced operating budget and the changes in all funds except Restricted for the next three years. The assumption is that Restricted Fund revenues will equal Restricted Fund expenditures. Ms. Roelfsema noted that this plan is optimistic about enrollment growth and cautious on state funding. She reported that the district's equalized assessed valuation (EAV) is projected to increase 1.5 percent each year. Over the last ten years the average annual increase has been 1.7 percent. The EAV of the Exelon Generating Station will increase to \$460 million from \$435 million in tax year 2019 which affects fiscal year 2020 and 2021. Credit hours are projected to decline to 56,000 in FY2020 and then increase by one percent each year for FY2021 and FY2022. Ms. Roelfsema noted that budgeted credit hours for FY2019 were 58,000. Annual salary increases average 2.5 percent for all three years. The plan includes adding four faculty members: Agriculture, Cybersecurity, Medical Assistant, and Industrial Maintenance/Electronics. There are no anticipated retirements. Ms. Roelfsema reported that three of the positions, Cybersecurity, Medical Assistant and Industrial Maintenance/Electronics were include in the FY2019 budget but

the positions were not filled. Benefits are projected to increase by 5.0 percent each year. Ms. Roelfsema added that overall health care cost increases are driving this. Contract services and materials and supplies include a two percent annual inflation rate. Professional development and travel costs are budgeted at FY2018 actual costs. The American Federation of Teachers Local 1810 contract provides \$1,000 annually per faculty member for professional development funds starting with FY2020. Assuming for 80 faculty members, the cost would be \$80,000 with the projected travel budget for each of the three years at \$120,000. Capital expenditures in the operating funds are projected to range from \$120,000 to \$220,000 which is an increase from recent years. This will cover upgrades to IT infrastructure and minor facility upgrades. The Protection, Health and Safety levy will cover the costs to replace air handlers and chillers in Building C in FY2020. Caulking the exterior envelop of Buildings A through E is a potential project for FY2021 and FY2022. A \$10,000 match for Project Success is included in each year of the plan. Interest monies from the working cash fund will be used as a contingency and transferred as needed. There is approximately \$225,000 in interest earning in the working cash fund. In summary, Ms. Roelfsema noted that the struggle to maintain enrollments is the highest priority of the college. Over the next three years it will be important to match personnel with enrollments. Ms. Roelfsema added that new programs will need to be considered and current programs evaluated for viability.

TUITION UPDATE

Ms. Roelfsema informed that the administration is recommending no tuition increase at Illinois Valley Community College in 2019-2020. Dr. Corcoran added that there will not be many community colleges in the state that will make that statement. IVCC's \$133 rate compares to a peer average of other community colleges of similar size, location and resources of \$133.68 and a state average of \$144.36. The committee recommended that the tuition update be shared with the whole Board.

COURSE FEES/ADJUSTMENTS

Course fees are reviewed annually by program coordinators and deans using approved course fee guidelines. We currently have 365 active courses with approved course fees. The recommendation is to change 86 course fees for FY2020: 62 increases, 2 new courses, 15 decreases, plus the assignment of a course fee to 7 existing courses. A list of 86 courses were reviewed by the committee members. Dr. Corcoran noted that some courses have additional fees because of consumables, software needed, guest speakers and materials unique to the course. Ms. Campbell added that the assignment of fees to existing courses is predominately for Dental Assisting courses to cover increased cost of materials. The committee recommended that the fee changes and adjustments be presented to the whole Board.

CAPITAL DEVELOPMENT BOARD TRUST ACCOUNT

The Capital Development Board (CDB) approved project #810-046-018 for construction of an agriculture program equipment storage building in September 2018. The CDB approved \$164,790 in deferred maintenance funds with a match from the college of \$60,201. On November 13, 2018 the CDB awarded a contract for design to Demonica Kemper Architects, LLC. Dominick

Demonica met with college employees including agriculture program faculty to help determine the needs for equipment storage. An orientation meeting was held with the CDB project manager, Steve Halm, on January 7. With input from both Steve Halm and Dominick Demonica it was determined that for the size building that is needed the budget should be \$675,000. The design work cannot progress until the college has committed these funds to the project. In FY2001 monies were transferred from operating funds to the restricted operations and maintenance fund for future building projects which were undetermined at that time. The Administration is requesting IVCC Board authorization to transfer \$450,000 to the Capital Development Board trust account at Midland States Bank from the restricted operations and maintenance fund so that design work can continue. This will bring the trust account balance to \$460,910. The transfer does not authorize the project to go beyond the design stage. Dr. Corcoran noted that the building design will require IVCC Board approval before it can proceed. The committee was in agreement that the request for transfer of funds be presented to the whole Board.

OTTAWA DOWNTOWN TIF EXTENSION - IGA

The City of Ottawa is asking the college to support extending the life of the Downtown TIF District for an additional twelve years. The TIF is scheduled to expire in 2022. The college does not have an intergovernmental agreement (IGA) with the City of Ottawa to share in the tax increment revenues. In return for support of the TIF district extension, the city has proposed an IGA which would provide for the following items:

1. The city would declare as “surplus funds” fifty percent (50%) of the gross real estate tax increment which would be distributed by LaSalle County based on each taxing bodies’ tax rate.
2. The tax increment from any increased assessment resulting from new construction, expansion, or rehabilitation/renovation projects pursuant to a redevelopment agreement approved by the city after January 1, 2019 would be exempt from the fifty percent (50%) surplus funds. The city would reimburse the Community College District a sum equal to three percent (3%) of the annual gross real estate tax increment from the properties.

The committee recommended that the proposed intergovernmental agreement for the Ottawa Downtown TIF Extension be presented to the whole Board.

OTHER

None

ADJOURNMENT

Mr. Solon declared the meeting adjourned at 6:05 p.m.

Everett J. Solon
Audit/Finance Committee Chair

Jane E. Goetz, Board Chair

David O. Mallery, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

JANUARY 2019

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

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – January 2019

Revenues

- As of February 1, the headcount for spring semester was 2,797, which is 325 students less than at the same point in time last year. Credit hours were 23,201, an 8.13 percent decrease from one year ago. Some of this decrease is caused by the timing of registrations for dual enrollment courses which is approximately 312 credit hours. Traditional credit hours are down by 1,645 hours and Ottawa Center credit hours are down by 208 hours.

Credit Hour Comparison FY2018 to FY2019

	Summer	Fall	Spring	Total
2017/2018	5,400	27,355	25,575	58,330
2018/2019	4,690	25,382	*23,500	53,572
Difference	(710)	(1,973)	(2,035)	(4,718)
%	(13.1)	(7.2)	(8.0)	(8.0)

*estimated credit hours

Budgeted credit hours for FY2019 were 58,000. Credit hours for FY2020 will be budgeted at 56,000.

- The FY19 base operating grant will be paid from the State’s education assistance fund (EAF) - eight monthly payments totaling \$729,026. Four quarterly payments totaling \$1,287,686 will be from corporate personal property replacement tax (CPPRT). As of December 31, the College has received three quarterly payments of \$291,236 each and four monthly payments of \$91,128 each.
- Tax collections as of January 31 were \$11,578,312, or 99 percent of the \$11,670,435 levy.

Expenditures

- Education Fund – Academic Support – Contractual Services – Blackboard annual contract of \$53,000; OmniUpdate (website maintenance) is \$10,500; \$12,000 to Burwood for phone and voice mail support; \$52,000 for other software support programs;
- Education Fund – Public Service – Contractual Services - \$38,500 for mini course instructional programs; \$108,000 for continuing education trip contractual services; and \$58,350 for business training contractual services;
- Education Fund – Institutional Support – Contractual Services – Legal fees of \$27,500; \$42,250 to Burwood Group for software support; annual maintenance fee to Ellucian (administrative software) of \$264,217; \$16,475 to upgrade check printing software; \$10,500 to Ferrilli for contractual IT support;
- Education Fund – Institutional Support – Capital Outlay – includes \$184,950 for server replacements and \$28,450 for the website upgrade.

Protection, Health & Safety Projects

- Building D Air Handler/Chiller Replacement – punch list items to be completed;
- Campus-Wide Security Camera Upgrade – old cameras and wiring were removed over semester break;
- Cultural Centre Accessibility Upgrades – project is completed and in full use by College staff;
- Building E Air Handler/Chiller Replacement – new air handler is in place and control work is nearly complete;
- Building C Air Handler/Chiller Replacement – Finalizing bid documents; project will be out for bid in February.

Other Projects

- Agriculture Storage Building – Capital Development Board is working with architect on design; waiting to see if a capital bill will be part of the FY2020 state budget.

Technology Projects

- Website redesign project – the CMS provider, OU Campus, has started to build out the actual webpages. Anticipated “go-live” date has been moved to mid-March 2019.
- Colleague servers are installed and data has been migrated. IT’s portion of the Student Planner program is complete. Student Services will now finish the implementation and the program will be rolled out to new students registering for fall of 2019.
- Class and meeting room scheduling software, R25, is being upgraded to a cloud-based program. The current version is no longer supported by the software developer.

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 January 31, 2019
 Unaudited

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Assets and Other Debits								
Cash and cash equivalents	\$ 3,680,762	\$ 74,816	\$ 178,717	\$ 486,897	\$ 193,925	\$ -	\$ -	\$ 4,615,117
Investments	8,866,020	10,348,697	639,839	248,000		-	-	20,102,556
Receivables								
Property taxes	9,484,466	2,181,721	-	-	-	-	-	11,666,187
Governmental claims	-	-	-	-	-	-	-	-
Tuition and fees	1,998,757	167,811	-	105,079	-	-	-	2,271,647
Due from other funds	1,312,976		-			-	-	1,312,976
Due to/from student groups	9,157	-	-	-	1,927	-	-	11,084
Bookstore inventories	-	-	-	537,788	-	-	-	537,788
Other assets	125,764	71,786	1,603	571	-	-	216,452	416,176
Fixed assets - net where applicable	-	-	-	36,277	-	60,156,595	-	60,192,872
Other debits								
Amount available in Debt Service Fund	-	-	-	-	-	-	-	-
Amount to be provided to retire debt	-	-	-	-	-	-	12,755,691	12,755,691
Other Debits	<u>\$25,477,902</u>	<u>\$12,844,831</u>	<u>\$ 820,159</u>	<u>\$ 1,414,612</u>	<u>\$ 195,852</u>	<u>\$60,156,595</u>	<u>\$12,972,143</u>	<u>\$ 113,882,094</u>

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Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 January 31, 2019

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
Liabilities								
Accounts payable	\$ 724,233	\$ -	\$ -	\$ 12,437	\$ 15,390	\$ -	\$ -	\$ 752,060
Accrued salaries & benefits	1,390,011	19,417	-	14,498	-	-	-	1,423,926
Post-retirement benefits & other	128,627	-	-	-	-	-	-	128,627
Unclaimed property	955	3	-	-	27	-	-	985
Due to other funds	302,018	888,742	-	122,216	-	-	-	1,312,976
Due to student groups/deposits	-	-	-	-	180,435	-	-	180,435
Deferred revenue								-
Property taxes	4,743,959	1,091,261	-	-	-	-	-	5,835,220
Tuition and fees	1,795	-	-	-	-	-	-	1,795
Grants	-	-	-	-	-	-	-	-
OPEB Long term debt	-	-	-	-	-	-	12,972,143	-
Bonds Payable	-	-	-	-	-	-	-	-
Total liabilities	<u>7,291,598</u>	<u>1,999,423</u>	<u>-</u>	<u>149,151</u>	<u>195,852</u>	<u>-</u>	<u>12,972,143</u>	<u>22,608,167</u>
Equity and Other Credits								
Investment in general fixed assets	-	-	-	-	-	60,156,595	-	60,156,595
Contributed capital	-	-	-	-	-	-	-	-
Retained earnings	-	-	-	-	-	-	-	-
Fund balance								
Reserved for restricted purposes	-	10,845,408	-	-	-	-	-	10,845,408
Reserved for debt service	-	-	820,159	-	-	-	-	820,159
Unreserved	18,186,304	-	-	1,265,461	-	-	-	19,451,765
Total equity and other credits	<u>18,186,304</u>	<u>10,845,408</u>	<u>820,159</u>	<u>1,265,461</u>	<u>-</u>	<u>60,156,595</u>	<u>-</u>	<u>91,273,927</u>
Total Liabilities, Equity and Other Credits	<u>\$25,477,902</u>	<u>\$12,844,831</u>	<u>\$ 820,159</u>	<u>\$ 1,414,612</u>	<u>\$ 195,852</u>	<u>\$60,156,595</u>	<u>\$12,972,143</u>	<u>\$ 113,882,094</u>

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

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Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2019 Revenues & Expenditures by Fund
 For the seven months ended January 31, 2019
 January 31, 2019

	Education	Operations & Maintenance	Operations & Maintenance	Bond & Interest	Working Cash	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 17,495,471	\$ 2,197,690	\$ 1,624,568	\$ 1,771	\$ 57,824	\$ 1,160,594	\$ 2,272,102	\$ 550,304	\$ 37,453	\$ 25,397,777
Actual Expenditures	(10,841,543)	(1,521,517)	(1,283,132)	-	-	(1,329,797)	(2,764,732)	(665,364)	(34,800)	(18,440,885)
Other Financing Sources (Uses)	(10,000)	-	-	-	-	-	10,000	-	-	-
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	6,643,928	676,173	341,436	1,771	57,824	(169,203)	(482,630)	(115,060)	2,653	6,956,892
Fund balances July 1, 2018	7,971,049	2,895,148	5,738,508	818,389	4,669,681	1,434,664	45,834	553,308	33,853	24,160,434
Fund balances January 31, 2019	<u>\$ 14,614,977</u>	<u>\$ 3,571,321</u>	<u>\$ 6,079,944</u>	<u>\$ 820,160</u>	<u>\$ 4,727,505</u>	<u>\$ 1,265,461</u>	<u>\$ (436,796)</u>	<u>\$ 438,248</u>	<u>\$ 36,506</u>	<u>\$ 31,117,326</u>

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**Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
For the seven months ended January 31, 2019**

	Annual Budget FY2019	Actual 1/31/19	Act/Budget 58.3%	Actual 1/31/18	Act/Budget 58.3%	Annual Budget FY2018
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 8,006,010	\$ 8,144,687	101.7%	\$ 7,941,593	98.9%	\$ 8,026,700
Corporate Personal Property Replacement Tax	1,065,000	190,447	17.9%	265,995	24.1%	1,101,797
TIF Revenues	370,000	229,982	62.2%	300,131	82.1%	365,700
Total Local Government	9,441,010	8,565,116	90.7%	8,507,719	89.6%	9,494,197
State Government:						
ICCB Credit Hour Grant	1,301,458	1,101,953	84.7%	1,337,346	145.4%	920,000
Equalization	50,000	25,002	50.0%	29,167	58.3%	50,000
Career/Technical Education Formula Grant	200,000	104,680	52.3%	-	0.0%	195,000
Other	-	-	0.0%	-	-	-
Total State Government	1,551,458	1,231,635	79.4%	1,366,513	117.3%	1,165,000
Federal Government						
PELL Administrative Fees	7,300	295	4.0%	330	4.6%	7,215
Total Federal Government	7,300	295	4.0%	330	4.6%	7,215
Student Tuition and Fees:						
Tuition	6,925,880	6,601,035	95.3%	6,954,361	101.0%	6,882,640
Fees	862,025	817,457	94.8%	839,389	92.6%	906,850
Total Tuition and Fees	7,787,905	7,418,492	95.3%	7,793,750	100.1%	7,789,490
Other Sources:						
Public Service Revenue	287,000	162,398	56.6%	116,500	41.3%	282,109
Other	132,317	117,535	88.8%	78,599	66.1%	118,891
Total Other Sources	419,317	279,933	66.8%	195,099	48.7%	401,000
TOTAL EDUCATION FUND REVENUE	\$ 19,206,990	\$ 17,495,471	91.1%	\$ 17,863,411	94.7%	\$ 18,856,902
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	\$ 8,125,944	4,416,459	54.4%	4,518,109	54.1%	8,348,942
Employee Benefits	1,760,576	1,128,533	64.1%	1,136,593	67.6%	1,680,827
Contractual Services	121,965	52,501	43.0%	36,309	19.3%	188,269
Materials & Supplies	417,890	147,629	35.3%	130,185	30.7%	424,327
Conference & Meeting Expenses	114,256	26,696	23.4%	21,556	22.3%	96,840
Fixed Charges	190,000	23,458	12.3%	142,300	72.2%	197,000
Other	-	-	0.0%	-	0.0%	-
Total Instruction	\$ 10,730,631	\$ 5,795,276	54.0%	\$ 5,985,052	54.7%	\$ 10,936,205

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**Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
For the seven months ended January 31, 2019**

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2019	Actual 1/31/19	Act/Budget 58.3%	Actual 1/31/18	Act/Budget 58.3%	Annual Budget FY2018
Academic Support:						
Salaries	\$ 923,210	\$ 461,436	50.0%	\$ 333,019	51.0%	\$ 652,484
Employee Benefits	138,002	98,514	71.4%	90,361	58.6%	154,279
Contractual Services	191,650	151,029	78.8%	161,469	83.9%	192,544
General Materials & Supplies	266,724	71,021	26.6%	89,283	38.9%	229,247
Conference & Meeting Expenses	11,075	4,892	44.2%	2,242	25.1%	8,920
Utilities	24,665	14,850	60.2%	15,975	67.4%	23,700
Capital Outlay	115,000	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	1,670,326	801,742	48.0%	692,349	54.9%	1,261,174
Student Services:						
Salaries	1,308,889	726,430	55.5%	660,229	53.9%	1,225,294
Employee Benefits	342,482	239,015	69.8%	201,871	59.6%	338,817
Contractual Services	17,428	10,529	60.4%	2,688	30.8%	8,735
Materials & Supplies	68,377	27,431	40.1%	25,363	45.3%	55,972
Conference & Meeting Expenses	33,033	9,245	28.0%	8,744	33.3%	26,260
Other	-	-	0.0%	-	0.0%	-
Total Student Services	1,770,209	1,012,650	57.2%	898,895	54.3%	1,655,078
Public Services/Continuing Education:						
Salaries	343,940	216,323	62.9%	189,014	47.8%	395,571
Employee Benefits	75,574	53,892	71.3%	48,751	70.0%	69,659
Contractual Services	209,000	204,822	98.0%	112,109	55.0%	203,900
Materials & Supplies	92,100	52,395	56.9%	50,342	57.7%	87,275
Conference & Meeting Expenses	19,950	8,611	43.2%	5,359	31.2%	17,150
Other	200	195	97.5%	360	70.6%	510
Total Public Services/Continuing Education	740,764	536,238	72.4%	405,935	52.4%	774,065
Institutional Support:						
Salaries	1,737,749	992,016	57.1%	962,260	53.4%	1,803,308
Employee Benefits	685,412	494,758	72.2%	530,688	83.3%	637,253
Contractual Services	609,340	436,483	71.6%	392,094	76.4%	513,288
Materials & Supplies	405,704	213,464	52.6%	219,935	50.3%	436,870
Conference & Meeting Expenses	62,755	23,574	37.6%	15,844	28.1%	56,480
Utilities	26,200	5,811	22.2%	6,137	23.3%	26,370
Capital Outlay	173,500	213,409	123.0%	79,952	91.9%	87,000
Other	9,400	2,026	21.6%	(310)	-1.1%	29,400
Provision for Contingency	289,000	-	0.0%	-	0.0%	217,661
Total Institutional Support	3,999,060	2,381,541	59.6%	2,206,600	58.0%	3,807,630
Scholarships, Grants and Waivers	546,000	314,096	57.5%	352,490	70.5%	499,750
TOTAL EDUCATION FUND EXPENDITURES	\$ 19,456,990	\$ 10,841,543	55.7%	\$ 10,541,321	55.7%	\$ 18,933,902
INTERFUND TRANSFERS - NET	\$ 250,000	\$ (10,000)	-4.0%	\$ 5,000	6.5%	\$ 77,000

**Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
For the seven months ended January 31, 2019**

	<u>Annual Budget FY2019</u>	<u>Actual 1/31/19</u>	<u>Act/Budget 58.3%</u>	<u>Actual 1/31/18</u>	<u>Act/Budget 58.3%</u>	<u>Annual Budget FY2018</u>
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,243,160	\$ 1,268,398	102.0%	\$ 1,226,323	99.2%	\$ 1,236,300
Corporate Personal Property Replacement Tax	190,000	33,608	17.7%	46,940	25.0%	187,981
TIF	122,000	76,595	62.8%	99,838	81.8%	122,000
Total Local Government	<u>1,555,160</u>	<u>1,378,601</u>	88.6%	<u>1,373,101</u>	88.8%	<u>1,546,281</u>
State Government:						
ICCB Credit Hour Grant	228,542	185,733	81.3%	116,280	145.4%	80,000
Total State Government	<u>228,542</u>	<u>185,733</u>	81.3%	<u>116,280</u>	145.4%	<u>80,000</u>
Student Tuition and Fees:						
Tuition	728,480	527,197	72.4%	553,487	78.0%	722,820
Total Tuition and Fees	<u>728,480</u>	<u>527,197</u>	72.4%	<u>553,487</u>	78.0%	<u>722,820</u>
Other Sources:						
Facilities Revenue	138,941	77,775	56.0%	82,053	59.1%	138,941
Investment Revenue	16,000	26,088	163.1%	14,193	141.9%	10,000
Other	2,500	2,296	91.8%	1,586	-	-
Total Other Sources	<u>157,441</u>	<u>106,159</u>	67.4%	<u>97,832</u>	65.7%	<u>148,941</u>
TOTAL OPERATIONS & MAINTENANCE FUND REVENUES	<u>\$ 2,669,623</u>	<u>\$ 2,197,690</u>	82.3%	<u>\$ 2,150,700</u>	86.1%	<u>\$ 2,498,042</u>
OPERATIONS & MAINTENANCE FUND						
Operations & Maintenance of Plant:						
Salaries	\$ 935,842	\$ 516,189	55.2%	\$ 486,513	0.0%	\$ 923,374
Employee Benefits	316,108	216,151	68.4%	204,080	0.0%	301,674
Contractual Services	219,000	95,050	43.4%	93,648	0.0%	242,276
General Materials & Supplies	291,970	126,475	43.3%	71,144	0.0%	225,070
Conference & Meeting Expenses	5,675	170	3.0%	499	0.0%	5,675
Fixed Charges	64,500	78,717	122.0%	80,301	0.0%	64,500
Utilities	752,500	366,933	48.8%	330,550	0.0%	733,413
Capital Outlay	83,000	80,485	97.0%	-	0.0%	-
Other	(63,000)	-	0.0%	-	0.0%	(63,000)
Total Operations & Maintenance of Plant	<u>2,605,595</u>	<u>1,480,170</u>	56.8%	<u>1,266,735</u>	0.0%	<u>2,432,982</u>
Institutional Support:						
Salaries	44,278	25,656	57.9%	24,502	0.0%	46,489
Employee Benefits	11,865	8,169	68.8%	9,308	0.0%	10,758
Contractual Services	720	2,491	346.0%	2,491	0.0%	750
Materials & Supplies	2,955	1,343	45.4%	2,690	0.0%	2,853
Fixed Charges	4,210	3,688	87.6%	4,210	100.0%	4,210
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>64,028</u>	<u>41,347</u>	64.6%	<u>43,201</u>	0.0%	<u>65,060</u>
TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	<u>\$ 2,669,623</u>	<u>\$ 1,521,517</u>	57.0%	<u>\$ 1,309,936</u>	0.0%	<u>\$ 2,498,042</u>

Illinois Valley Community College District No. 513
 Fiscal Year 2019 Budget to Actual Comparison
 For the seven months ended January 31, 2019

	Annual Budget FY2019	Actual 1/31/19	Act/Budget 58.3%	Actual 1/31/18	Act/Budget 58.3%	Annual Budget FY2018
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources						
Current Taxes	\$ 1,488,019	\$ 1,579,248	106.1%	\$ 1,401,576	0.0%	\$ 1,545,381
State Government Sources	-	-	0.0%	-	0.0%	-
Investment Revenue	32,500	45,320	139.4%	22,757	0.0%	30,600
Other Revenue	250,000	-	0.0%	345,767	0.0%	-
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	\$ 1,770,519	1,624,568	91.8%	1,770,100	0.0%	1,575,981
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Operations & Maintenance						
Contractual Services	\$ -	3,716	0.0%	-	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	3,656,726	1,279,416	35.0%	927,567	0.0%	1,500,000
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	\$ 3,656,726	1,283,132	35.1%	927,567	0.0%	1,500,000
INTERFUND TRANSFERS - NET	\$ -	\$ -		\$ -		\$ -
BOND & INTEREST FUND						
Local Government Sources						
Current Taxes	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
Investment Revenue	1,600	1,771	110.7%	1,251	0.0%	3,200
TOTAL BOND & INTEREST FUND REVENUES	1,600	1,771	110.7%	1,251	0.0%	3,200
BOND & INTEREST FUND						
Institutional Support:						
Debt Principal Retirement	\$ -	\$ -	0.0%	-	0.0%	-
Interest on Bonds	-	-	0.0%	-	0.0%	-
Fees	-	-	0.0%	-	0.0%	-
TOTAL BOND & INTEREST EXPENDITURES	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
WORKING CASH FUND						
Investment Revenue	\$ 35,000	\$ 57,824	165.2%	\$ 26,780	83.7%	\$ 32,000
TOTAL WORKING CASH REVENUES	35,000	57,824	165.2%	26,780	83.7%	32,000
Transfers In (Out)	\$ -	\$ -	0.0%	\$ -		\$ -

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**Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
For the seven months ended January 31, 2019**

	<u>Annual Budget FY2019</u>	<u>Actual 1/31/19</u>	<u>Act/Budget 58.3%</u>	<u>Actual 1/31/18</u>	<u>Act/Budget 58.3%</u>	<u>Annual Budget FY2018</u>
AUXILIARY ENTERPRISES FUND						
Service Fees	\$ 1,801,765	\$ 1,152,023	63.9%	\$ 1,252,665	55.2%	\$ 2,268,600
Other Revenue	3,940	5,386	136.7%	3,305	0.0%	5,700
Investment Revenue	4,500	3,185	70.8%	3,639	130.0%	2,800
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	<u>1,810,205</u>	<u>1,160,594</u>	<u>64.1%</u>	<u>1,259,609</u>	<u>55.3%</u>	<u>2,277,100</u>
AUXILIARY ENTERPRISES FUND						
Salaries	\$ 313,439	181,263	57.8%	185,012	57.5%	321,509
Employee Benefits	70,294	40,930	58.2%	40,525	60.4%	67,134
Contractual Services	64,831	47,498	73.3%	37,012	74.1%	49,922
Materials & Supplies	1,441,412	1,016,852	70.5%	1,220,540	67.2%	1,817,195
Conference & Meeting	24,855	12,134	48.8%	13,553	52.3%	25,909
Fixed Charges	51,300	29,620	57.7%	17,413	43.5%	40,075
Capital Outlay/Depreciation	1,322	-	0.0%	-	0.0%	19,832
Other	103,000	1,500	1.5%	64	0.1%	103,000
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	<u>2,070,453</u>	<u>1,329,797</u>	<u>64.2%</u>	<u>1,514,119</u>	<u>61.9%</u>	<u>2,444,576</u>
Transfer In (Out)	<u>\$ (198,586)</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ 61,414</u>	<u>-240.0%</u>	<u>\$ (25,586)</u>

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	<u>Annual Budget FY2019</u>	<u>Actual 1/31/19</u>	<u>Act/Budget 58.3%</u>	<u>Actual 1/31/18</u>	<u>Act/Budget 58.3%</u>	<u>Annual Budget FY2018</u>
RESTRICTED PURPOSES FUND						
State Government Sources	\$ 280,032	\$ -	0.0%	169,412	0.0%	\$ 292,545
Federal Government Sources	4,876,221	2,268,678	46.5%	2,408,965	49.8%	4,839,519
Nongovernmental gifts or grants	-	599	0.0%	35,220	0.0%	-
Other Revenue	88,500	2,825	3.2%	3,617	10.6%	34,000
TOTAL RESTRICTED PURPOSES FUND REVENUES	<u>\$ 5,244,753</u>	<u>2,272,102</u>	<u>43.3%</u>	<u>2,617,214</u>	<u>50.7%</u>	<u>5,166,064</u>

	<u>Annual Budget FY2019</u>	<u>Actual 1/31/19</u>	<u>Act/Budget 58.3%</u>	<u>Actual 1/31/18</u>	<u>Act/Budget 58.3%</u>	<u>Annual Budget FY2018</u>
RESTRICTED PURPOSES FUND						
Instruction:						
Salaries	\$ 375,521	\$ 197,463	52.6%	209,444	46.1%	454,373
Employee Benefits	144,268	77,899	54.0%	79,721	61.7%	129,112
Contractual Services	25,090	28,697	114.4%	13,613	53.9%	25,260
Materials & Supplies	110,679	61,731	55.8%	59,731	199.5%	29,946
Conference & Meeting	34,409	21,738	63.2%	7,522	40.3%	18,660
Utilities	1,250	901	72.1%	902	0.0%	2,500
Capital Outlay	-	77,830	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 691,217</u>	<u>\$ 466,259</u>	<u>67.5%</u>	<u>\$ 370,933</u>	<u>56.2%</u>	<u>\$ 659,851</u>

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**Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
For the seven months ended January 31, 2019**

RESTRICTED PURPOSES FUND	Annual Budget FY2019	Actual 1/31/19	Act/Budget 58.3%	Actual 1/31/18	Act/Budget 58.3%	Annual Budget FY2018
Student Services						
Salaries	\$ 192,097	\$ 110,698	57.6%	107,070	56.8%	188,414
Employee Benefits	71,188	42,797	60.1%	41,514	59.4%	69,834
Contractual Services	3,500	5,355	153.0%	4,317	172.7%	2,500
Materials & Supplies	5,787	12,423	214.7%	11,078	186.9%	5,926
Conference & Meeting	6,500	4,115	63.3%	3,843	48.2%	7,978
Tuition Waivers (TRiO Grant)	20,000	21,450	107.3%	14,380	89.9%	16,000
Total Student Services	299,072	196,838	65.8%	182,202	62.7%	290,652
Institutional Support						
Salaries (Federal Work Study)	95,683	54,774	57.2%	55,085	68.3%	80,632
Total Institutional Support	95,683	54,774	57.2%	55,085	68.3%	80,632
Student grants and waivers (PELL & SEOG)	4,165,281	2,046,861	49.1%	2,179,009	52.6%	4,142,929
TOTAL RESTRICTED FUND EXPENDITURES	\$ 5,251,253	\$ 2,764,732	52.6%	\$ 2,605,027	50.3%	\$ 5,174,064
Transfer In (Out)	\$ 10,000	\$ 10,000	100.0%	\$ 10,000	100.0%	\$ 10,000

AUDIT FUND	Annual Budget FY2019	Actual 1/31/19	Act/Budget 58.3%	Actual 1/31/18	Act/Budget 58.3%	Annual Budget FY2018
Local Government Sources	\$ 37,928	\$ 37,358	98.5%	\$ 36,479	94.8%	\$ 38,480
Investment Revenue	80	95	118.8%	79	98.8%	80
TOTAL AUDIT FUND REVENUES	38,008	37,453	98.5%	36,558	94.8%	38,560
AUDIT FUND						
Contractual Services	37,300	34,800	93.3%	34,250	93.8%	36,500
TOTAL AUDIT FUND EXPENDITURES	\$ 37,300	\$ 34,800	93.3%	\$ 34,250	93.8%	\$ 36,500

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Illinois Valley Community College District No. 513
 Fiscal Year 2019 Budget to Actual Comparison
 For the seven months ended January 31, 2019

LIABILITY, PROTECTION, & SETTLEMENT FUND	Annual Budget FY2019	Actual 1/31/19	Act/Budget 58.3%	Actual 1/31/18	Act/Budget 58.3%	Annual Budget FY2018
Local Government Sources	\$ 826,509	\$ 548,621	66.4%	\$ 672,285	0.0%	\$ 751,210
Investment Revenue	6,000	1,683	28.1%	5,538	0.0%	9,500
Other	-	-	0.0%	1,165	0.0%	-
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUES	\$ 832,509	\$ 550,304	66.1%	\$ 678,988	89.3%	\$ 760,710
LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES						
Student Services						
Salaries	102,355	57,871	56.5%	53,125	-	109,334
Employee Benefits	26,286	19,222	73.1%	18,367	-	25,832
Contractual Services	22,500	2,495	11.1%	13,865	-	11,000
Materials & Supplies	650	243	37.4%	342	-	-
Total for Student Services	<u>151,791</u>	<u>79,831</u>	<u>52.6%</u>	<u>85,699</u>	<u>-</u>	<u>146,166</u>
Operations & Maintenance of Plant						
Contractual Services	502,800	251,005	49.9%	226,954	41.4%	547,700
Material & Supplies	200	63	31.5%	29	16.6%	175
Utilities	450	273	60.7%	206	41.2%	500
Capital Outlay	-	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	<u>503,450</u>	<u>251,341</u>	<u>49.9%</u>	<u>227,189</u>	<u>41.4%</u>	<u>548,375</u>
Institutional Support						
Salaries	68,917	39,860	57.8%	45,477	0.0%	76,673
Employee Benefits	214,823	9,214	4.3%	9,942	0.0%	206,121
Contractual Services	40,500	25,308	62.5%	41,554	0.0%	19,500
Materials & Supplies	5,000	-	0.0%	-	0.0%	200
Conference & Meeting	500	-	0.0%	470	0.0%	2,000
Fixed Charges	297,000	259,810	87.5%	293,050	110.8%	264,500
Capital Outlay	-	-	0.0%	6,680	0.0%	-
Other	-	-	0.0%	75,000	0.0%	-
Total Institutional Support	<u>626,740</u>	<u>334,192</u>	<u>53.3%</u>	<u>472,173</u>	<u>83.0%</u>	<u>668,994</u>
TOTAL LIABILITY, PROTECTION, & SETTLEMENT FUND EXPENDITURES	\$ 1,281,981	\$ 665,364	51.9%	\$ 699,362	55.3%	\$ 1,263,535

**Illinois Valley Community College District No. 513
Fiscal Year 2019 Budget to Actual Comparison
All Funds - By Budget Officer
January 31, 2019
Unaudited**

<u>Department</u>	<u>Annual Budget FY2019</u>	<u>Actual FY2019</u>	<u>Act/Budget 58.3%</u>	<u>Explanation</u>
President	\$ 341,407	\$ 200,910	58.8%	
Board of Trustees	14,750	13,914	94.3%	Includes annual ICCTA dues
Community Relations	416,182	229,301	55.1%	
Continuing Education	740,764	547,034	73.8%	Several continuing education trips since July 1, 2018
Facilities	6,315,321	2,815,530	44.6%	
Information Technologies	2,146,368	1,353,935	63.1%	
Academic Affairs	252,363	123,950	49.1%	
Academic Affairs (AVPCE)	644,917	290,075	45.0%	
Adult Education	447,165	279,541	62.5%	
Learning Resources	1,231,673	648,602	52.7%	
Career & Tech Education Division	2,191,125	1,076,127	49.1%	
Natural Science & Business Division	3,109,589	1,738,871	55.9%	
Humanities & Fine Arts/Social Science Division	3,318,464	1,874,317	56.5%	
Health Professions Division	1,717,616	963,883	56.1%	
Admissions & Records	367,560	206,759	56.3%	
Counseling	553,068	316,121	57.2%	
Student Services	250,736	157,523	62.8%	
Financial Aid	4,649,462	2,326,931	50.0%	
Career Services	39,671	19,950	50.3%	
Athletics	285,212	179,737	63.0%	
TRiO (Student Success Grant)	299,072	196,838	65.8%	
Campus Security	500,150	250,556	50.1%	
Business Services/General Institution	1,074,183	669,318	62.3%	
Risk Management	630,040	334,977	53.2%	
Tuition Waivers	546,000	314,096	57.5%	
Purchasing	116,616	69,492	59.6%	
Human Resources	129,583	70,286	54.2%	
Bookstore	1,638,940	1,080,027	65.9%	
Shipping & Receiving	64,028	41,347	64.6%	
Copy Center	103,301	50,937	49.3%	
Total FY19 Expenditures	\$ 34,135,326	\$ 18,440,885	54.0%	

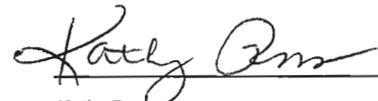
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Illinois Valley Community College
Statement of Cash Flows
for the Month ended January 31, 2019

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 4,356,894.59	\$ 663,274.62	\$ 95,236.77	\$ 178,717.23	\$ 297,751.96	\$ (655,329.84)	\$ 405,592.36	\$ 17,301.82	\$ 129,928.71	\$ 49,801.10	\$ 5,539,169.32
Total Receipts	461,955.25	47,881.56	6.35	54.71	202,731.74	-	2,372.73	4.68	14.01	19,325.00	\$ 734,346.03
Total Cash	4,818,849.84	711,156.18	95,243.12	178,771.94	500,483.70	(655,329.84)	407,965.09	17,306.50	129,942.72	69,126.10	6,273,515.35
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	(8,022.74)	-	-	-	-	14,743.02	-	-	-	-	6,720.28
Expenditures	(1,673,106.47)	(225,416.91)	(74,481.97)	-	(135,154.84)	(143,258.80)	-	(2,000.00)	(84,156.11)	-	(2,337,575.10)
ACCOUNT BALANCE	3,137,720.63	485,739.27	20,761.15	178,771.94	365,328.86	(783,845.62)	407,965.09	15,306.50	45,786.61	69,126.10	3,942,660.53
Deposits in Transit	(11,599.47)										(11,599.47)
Outstanding Checks	52,615.67										52,615.67
BANK BALANCE	3,178,736.83	485,739.27	20,761.15	178,771.94	365,328.86	(783,845.62)	407,965.09	15,306.50	45,786.61	69,126.10	3,983,676.73
Certificates of Deposit	-	-	2,710,082.19	500,000.00	248,000.00	-	3,368,916.47	-	100,980.82	-	6,927,979.48
Illinois Funds	6,573,972.55	2,445,831.76	1,827,281.69	140,123.46	-	286,764.05	930,779.94	2,394.50	46.40	3,910.20	12,211,104.55
Bldg Reserve-ILLFund			1,119,732.44								1,119,732.44
Total Investment	\$ 6,573,972.55	\$ 2,445,831.76	\$ 5,657,096.32	\$ 640,123.46	\$ 248,000.00	\$ 286,764.05	\$ 4,299,696.41	\$ 2,394.50	\$ 101,027.22	\$ 3,910.20	\$ 20,258,816.47

LaSalle State Bank	\$ 83,581.29
Midland States Bank	3,900,095.44
	<u>\$ 3,983,676.73</u>

Respectfully submitted,


 Kathy Ross
 Controller

ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
January 31, 2019

<u>DUE</u>	<u>Education</u>	<u>Oper & Maint</u>	<u>O&M Restricted</u>	<u>Bond & Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection & Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
4/13/2019			500,000	500,000				1,000,000	CTB	1.50%	1.51%	105233
4/16/2019			200,000					200,000	HNB	2.00%	2.01%	600092
7/13/2019			1,010,082					1,010,082	MB	2.00%	2.01%	16776
7/22/2019							100,981	100,981	MB	2.00%	2.01%	16783
10/26/2019			1,000,000					1,000,000	MB	2.55%	2.58%	16885
11/7/2019						151,916		151,916	MB	2.55%	2.55%	915192
5/4/2020						245,000		245,000	MBS	2.70%	2.70%	Morgan Stanley PVT
5/4/2020						245,000		245,000	MBS	2.75%	2.75%	CitiBank NA
5/4/2020						245,000		245,000	MBS	2.70%	2.70%	Israel Discount Bank
5/4/2020						245,000		245,000	MBS	2.75%	2.75%	Morgan Stanley NA
5/20/2020					248,000			248,000	MBS	2.05%	2.05%	American Express
5/3/2022						248,000		248,000	MBS	2.35%	2.35%	American Express
5/3/2022						248,000		248,000	MBS	2.35%	2.35%	Capital One
7/19/2022						247,000		247,000	MBS	2.25%	2.25%	Discover Bank
7/19/2022						247,000		247,000	MBS	2.30%	2.30%	Capital One
7/19/2022						247,000		247,000	MBS	2.30%	2.30%	Wells Fargo
11/7/2023						200,000		200,000	CB	3.50%	3.50%	Goldman Sachs
11/7/2023						200,000		200,000	CB	3.50%	3.50%	UBS Bank USA
11/8/2023						200,000		200,000	CB	3.55%	3.55%	Morgan Stanley Bank
11/8/2023						200,000		200,000	CB	3.55%	3.55%	Morgan Stanley
11/15/2023						200,000		200,000	CB	3.55%	3.55%	Comenity Capital
Total CD	-	-	2,710,082	500,000	248,000	3,368,916	100,981	6,927,979				

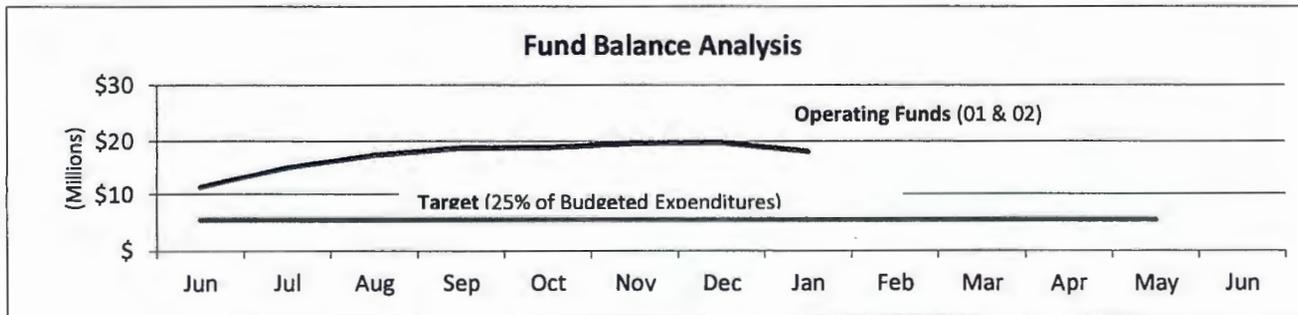
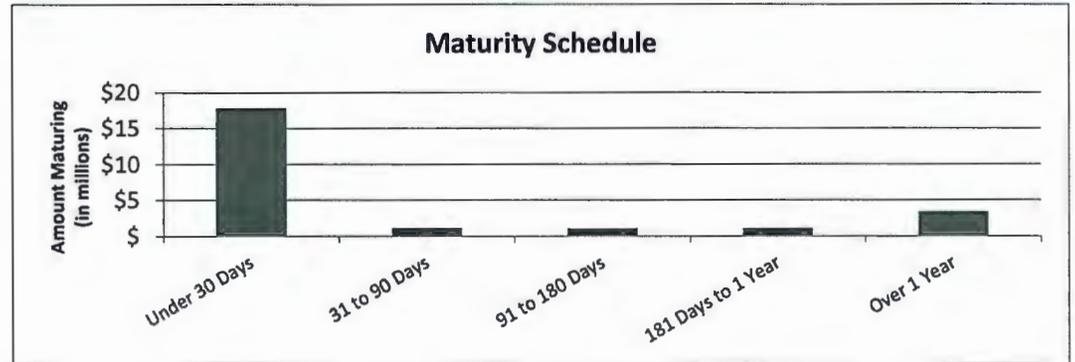
CB	Commerce Bank	LSB	LaSalle State Bank	MBS	Multi-Bank Securities, Inc.
CTB	Central Bank	MB	Marseilles Bank	MSB	Midland States Bank
HNB	Hometown National Bank				

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**Illinois Valley Community College District No. 513
Investment Status Report
All Funds
January 31, 2019**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	18.7%	\$ 4,626,107	0.35%
Financial Aid Account	0.3%	65,095	0.35%
Certificates of Deposit	27.9%	6,927,979	2.41%
Illinois Investment Pool	53.1%	13,168,277	2.42%
Total	100.0%	\$ 24,787,458	2.02%

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 12,050,843	-	-	\$ 12,050,843	49%
IL Funds -Building	1,117,434			1,117,434	5%
Midland States Bank	-		4,333,932	4,333,932	17%
Midland States Bank			65,095	65,095	0%
Midland States-Bldg			10,210	10,210	0%
LaSalle State Bank	-	-	88,040	88,040	0%
Central Bank	-	1,000,000	-	1,000,000	4%
Commerce Bank	-	1,000,000	-	1,000,000	4%
Hometown Bank	-	200,000	-	200,000	1%
Multi Bank Securities	-	2,465,000	-	2,465,000	10%
Heartland Bank	-	-	193,925	193,925	1%
Marseilles Bank	-	2,262,979	-	2,262,979	9%
	\$ 13,168,277	\$ 6,927,979	\$ 4,691,202	\$ 24,787,458	100%



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\$5,000 and Over Disbursements
01/01/19 - 01/31/19

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
746365	01/03/19	0181795	G4S Secure Solutions (USA) Inc.	\$ 30,418.68	Security Services-Main Campus (11/05/18-12/02/18), Ottawa Campus (12/03/18-12/09/18)
746379	01/03/19	0088855	NAPA	7,520.24	Auto Shop Supplies (November & December)
	ACH 01/05/19		Prudential	5,454.67	Life Insurance (January)
746406	01/09/19	0130732	Dodson Plumbing, Heating and Air Conditioning	67,500.00	Building "E" AHU Replacement*
746410	01/09/19	0181795	G4S Secure Solutions (USA) Inc.	17,507.99	Security Services-Main Campus (12/03/18-12/16/18), Ottawa Campus (12/10/18-12/16/18)
746434	01/09/19	0000948	Nebraska Book Co., Inc.	20,016.16	Books for Resale
746456	01/10/19	0082994	Eureka Savings Bank	305,000.00	HSA Contributions (01/10/19)
746457	01/10/19	0082994	Eureka Savings Bank	50,000.00	HSA Contributions (01/10/19)
746458	01/10/19	0195549	Heartland Bank and Trust	235,000.00	HSA Contributions (01/10/19)
746459	01/10/19	0195549	Heartland Bank and Trust	42,500.00	HSA Contributions (01/10/19)
30	ACH 01/10/19		American Express	40,058.09	Credit Card Purchases (December)
	ACH 01/10/19		CCHC	249,537.86	Health Insurance (January)
	ACH 01/10/19		Internal Revenue Service	48,608.26	Federal Payroll Taxes (01/10/19)
	ACH 01/10/19		Illinois Department of Revenue	17,398.34	State Payroll Taxes (01/10/19)
	ACH 01/10/19		VALIC Retirement Services	13,121.94	403(b) & 457(b)Payroll (01/10/19)
746466	01/10/19	0082897	SURS	40,380.04	Payroll (01/10/19)
746547	01/16/19	0209567	Delta Dental of Illinois	6,412.07	Dental Insurance (December)
746553	01/16/19	0108802	Filter Services Inc.	5,258.40	Air Handler Filters
746554	01/16/19	0181795	G4S Secure Solutions (USA) Inc.	5,612.52	Security Services-Main Campus (12/17/18-12/23/18), Ottawa Campus (12/17/18-12/23/18)
746562	01/16/19	0191569	HFO Chicago, LLC	51,628.75	Haas Lathe (Capital Campaign Funds)
746670	01/23/19	0214499	Constellation NewEnergy, Inc.	29,111.15	Electricity (11/07/18-12/08/18)
746675	01/23/19	0174412	Demonica Kemper Architects	9,788.88	Barn Demolition, Building "E" AHU Replacement,* Master Plan Update
746720	01/23/19	0001450	ThyssenKrupp Elevator Corporation	6,926.85	Elevator Maintenance/Repair
746726	01/23/19	0066555	United States Postal Service	5,000.00	Reimburse Postage Meter
746735	01/24/19	0082994	Eureka Savings Bank	5,000.00	HSA Contributions (01/24/19)

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**\$5,000 and Over Disbursements
01/01/19 - 01/31/19**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
746737	01/24/19	0195549	Heartland Bank and Trust	5,000.00	HSA Contributions (01/24/19)
ACH	01/24/19		Internal Revenue Service	57,655.28	Federal Payroll Taxes (01/24/19)
ACH	01/24/19		Illinois Department of Revenue	20,927.18	State Payroll Taxes (01/24/19)
ACH	01/24/19		VALIC Retirement Services	13,471.94	403(b) & 457(b) Payroll (01/24/19)
746744	01/24/19	0082897	SURS	45,757.16	Payroll (01/24/19)
ACH	01/31/19		EBC	<u>7,556.24</u>	H.R.A., F.S.A., Cobra (January)
				\$ 1,465,128.69	
					*Protection, Health, & Safety (PHS) Projects

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Stipends For Pay Period 01/05/19

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	Gl No.	Section Name	Section Title	Comments
Cinotte, Lori Maret	EDC 1202 150	10/25/18	12/06/18	01/05/19	ST	\$150.00	012420380151900			
Killian, Melissa J	21 Sessions	12/23/18	01/02/19	01/05/19	ST	\$1,151.94	013230030851540			
Klopcic, Elizabeth Ann	EDC-1202-150	10/25/18	12/06/18	01/05/19	ST	\$150.00	012420380151900			
Moskalewicz, James P	21 Sessions	12/23/18	01/02/19	01/05/19	ST	\$1,556.40	013230030851540			
Prine, Renee Marie	7 Sessions	12/23/18	01/02/19	01/05/19	ST	\$436.67	013230030851540			
Quincer, Mark Stephen	Clothing Allowance	11/15/18	01/05/19	01/05/19	TF	\$53.82	027110471052900			
Urban-Bollis, Jill L	EDC 1202 150	10/25/18	12/06/18	01/05/19	ST	\$150.00	012420380151900			
Total						3,648.83				

Cheryl Roelfsema

Cheryl Roelfsema
Vice President of Business Services and Finance

Jerry Corcoran 1/10/19
Dr. Jerry Corcoran
President

*Earntypes

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

Stipends For Pay Period 01/19/19

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Alvarado, Ruben Joseph	SPN 1002 630	01/09/19	05/18/19	05/18/19	ST	\$3,056.00	011120650051320	SPN-1002-630	SPN-1002-630	Elementary Spanish II
Atkinson, Benjamin Scott	CRJ 1030 01	01/09/19	05/18/19	05/18/19	ST	\$2,064.00	011120570051320	CRJ-1030-01	CRJ-1030-01	Juvenile Delinquency
Beetz, Lyndsey Nicole	DIA 2201 2203 01 02 LAB	01/09/19	05/18/19	05/18/19	ST	\$5,640.00	011420410051320	DIA-2201-01	DIA-2201-01	Dental Lab Procedures II / Chairside Assisting II
Bhattacharya, Abhijeet	BUS 2000 ECN 2002 100 ECN 1202 100	01/09/19	05/18/19	05/18/19	ST	\$6,876.00	011120570051320	BUS-2000-100	BUS-2000-100	International Business / Principles of Microeconomics / Fundamentals of Economics
Bokus, Michael Todd	CSP 2201 300	01/09/19	05/18/19	05/18/19	ST	\$1,782.00	011320410051320	CSP-2201-300	CSP-2201-300	Help Desk / User Support
Bouxsein, Barbara Jean	CAD1200 300	01/09/19	05/18/19	05/18/19	ST	\$2,772.00	011320410051320	CAD-1200-300	CAD-1200-300	Computer Aided Draft I / AutoCAD
Bray, Kristal A	ALH 1214 01 Lab/Clinical	01/09/19	03/16/19	03/16/19	ST	\$3,965.16	011420730051320	ALH-1214-01	ALH-1214-01	Certified Nursing Assistant
Brown, Jerry Alan	MGT 2220 300	01/09/19	05/18/19	05/18/19	ST	\$2,115.00	011220570051320	MGT-2220-300	MGT-2220-300	Principles of Supervision
Buck, Catherine Margaret	SDT 1203 01	01/09/19	03/16/19	03/16/19	ST	\$735.00	011120410051320	SDT-1203-01	SDT-1203-01	Job Seeking Skills
Carey, Lauri L	EDC 1202 150	10/25/18	12/06/18	01/19/19	ST	\$150.00	012420380151900			
Carter, John James	CNC Series 300 Multi-Prep	01/09/19	05/18/19	05/18/19	ST	\$3,438.00	011320410051320			
Castaneda, Craig Alexander	BIO 1008 1200 BION 1008	01/09/19	05/18/19	05/18/19	ST	\$9,741.00	011120570051320	BIO-1008-10	BIO-1008-10	Anatomy & Physiology II
Cherpeske, Roxanne Gay	THM 1214 01 LAB Lecture Program Co	01/09/19	05/18/19	05/18/19	ST	\$8,585.20	011420410051320	THM-1214-01	THM-1214-01	Therapeutic Massage Tech I II / Program Coordinator
Christmann, Mark Henry	ELE 1203 300	01/09/19	05/18/19	05/18/19	ST	\$2,101.00	011320410051320	ELE-1203-300	ELE-1203-300	Motors and Controls II
Collins, Bret Edward	CSN 1225 2260 300	01/09/19	05/18/19	05/18/19	ST	\$5,145.00	011320410051320	CSN-1225-300	CSN-1225-300	Core Networking Technologies / Network Routing
Corrigan, Kevin J	GEG 1005 300	01/09/09	05/18/19	05/18/19	ST	\$3,564.00	011120570051320	GEG-1005-300	GEG-1005-300	Introduction To Astronomy
Crubachowski, Brandon Lee	MUP 1004 300	01/09/19	05/18/19	05/18/19	ST	\$2,205.00	011120650051320	MUP-1004-300	MUP-1004-300	Jazz Ensemble
Dickey, Lisa Kay	ECE 2203 150	01/09/19	05/18/19	05/18/19	ST	\$2,820.00	011120650051320			
Dockins, Sherry Marie	HSR 1204 01	01/09/19	05/18/19	05/18/19	ST	\$2,355.00	011120650051320	HSR-1204-01	HSR-1204-01	Addictive Disorders
Dove, Christine E	SOC 1000 599 798 799	01/09/19	05/18/19	05/18/19	ST	\$4,410.00	011120650051320	SOC-1000-599	SOC-1000-599	Introduction To Sociology
Durning, Matthew C	IMT 1205 300 1206 300	01/09/19	05/18/19	05/18/19	ST	\$4,230.00	011320410051320	IMT-1205-300	IMT-1205-300	Industrial Hydraulics / Industrial Pneumatics
Dzurisin, Juliana Mae	ALH 1214 600 601 Lab/Clinical	01/09/19	03/16/19	03/16/19	ST	\$8,167.16	011420730051320	ALH-1214-600	ALH-1214-600	Certified Nursing Assistant
Eccles, Kimberly A	CSN 1200 100	01/09/19	05/18/19	05/18/19	ST	\$2,859.50	011320410051320	CSN-1200-100	CSN-1200-100	Using Internet / World Wide Web
Engelman, John Arthur	WLD Series 02 04 Multi-Prep	01/09/19	05/18/19	05/18/19	ST	\$4,410.00	011320410051320			
Ennenbach, William Ross	HIS 1000 530	01/09/19	05/18/19	05/18/19	ST	\$2,115.00	011120650051320	HIS-1000-530	HIS-1000-530	History of Western Civilization I
Erb, Thomas J	ENG 1002 300 1001 630	01/09/19	05/18/19	05/18/19	ST	\$4,230.00	011120650051320	ENG-1001-630	ENG-1001-630	English Composition I II
Evers, Patricia Lucille	ECE 1204 100	01/09/19	05/18/19	05/18/19	ST	\$2,115.00	011120650051320	ECE-1204-100	ECE-1204-100	DAP Infants / Toddlers / Twos
Ewers, Kathryn Clara	BIO 1000 500 600	01/09/19	05/18/19	05/18/19	ST	\$4,410.00	011120570051320	BIO-1000-600	BIO-1000-600	The Global Environment
Faber, Susan Lynn	BION 1009 300 301	01/09/19	05/18/19	05/18/19	ST	\$3,172.50	011120570051320	BION-1009-300	BION-1009-300	Microbiology Night Lab
Fess, Frederick E	ELT 1203 300 2254 300	01/09/19	05/18/19	05/18/19	ST	\$4,950.00	011320410051320	ELT-1203-300	ELT-1203-300	Industrial Instrumentation / Electrical Capstone
Fitzpatrick-Grabow, Colleen	THM 1226 01	01/09/19	05/18/19	05/18/19	ST	\$2,115.00	011420410051320	THM-1226-01	THM-1226-01	Therapeutic Massage Business Practical / Ethics

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Stipends For Pay Period 01/19/19

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Forge, Kyle Kurt	BION 1008 301 303 HPE 1004	01/09/19	05/18/19	05/18/19	ST	\$6,697.50	011120570051320	HPE-1000-02	HPE-1000-02	Anatomy Physiology II / Night Lab / Wellness / First Aid
Frahm, Jeannette Michelle	SFC1000 650	01/09/19	05/18/19	05/18/19	ST	\$1,528.00	011120650051320	SFC-1000-650	SFC-1000-650	Strategies for College
Frederick, Alissa Ann	AGR 1215 01	01/09/19	05/18/19	05/18/19	ST	\$2,064.00	011220570051320	AGR-1215-01	AGR-1215-01	Agricultural Marketing
Fruind, Jacob Curtis	CRJ 1030 300	01/09/19	05/18/19	05/18/19	ST	\$2,115.00	011120570051320	CRJ-1030-300	CRJ-1030-300	Juvenile Delinquency
Furlan, Michael John	EGR 1000 300	01/09/19	05/18/19	05/18/19	ST	\$3,650.00	011120410051320	EGR-1000-300	EGR-1000-300	Engineering Graphics I
Gibbs, Kathryn Ann	ENG 900 600 RED 900 600	01/09/19	05/18/19	05/18/19	ST	\$4,902.00	011120650051320	RED-0900-600	RED-0900-600	Basic Reading II / Basic Composition II
Gonda, Michael J	WLD Series 01 Multi-Prep	01/14/19	05/18/19	05/18/19	ST	\$2,115.00	011320410051320			
Greve, Mary Ann	ALH 1250 300 Lecture	01/09/19	03/07/19	03/16/19	ST	\$2,064.00	011420730051320	ALH-1250-300	ALH-1250-300	Principle/Practice Phlebotomy
Groleau, Ronald W	BIO 1008 09 10 11 1200 02	01/09/19	05/18/19	05/18/19	ST	\$8,910.00	011120570051320	BIO-1008-10	BIO-1008-10	Anatomy & Physiology II / Human Body Structure & Function
Gustafson, Janelle L	ECE 2005 100	01/09/19	05/18/19	05/18/19	ST	\$2,280.00	011120650051320	ECE-2005-100	ECE-2005-100	The Exceptional Learner
Harlow, Gary Dean	IMT 1207 300	01/09/19	05/18/19	05/18/19	ST	\$1,762.50	011320410051320	IMT-1207-300	IMT-1207-300	Pipefitting
Harvey, Eva M	PHL 1001 1002 100	01/09/19	05/18/19	05/18/19	ST	\$4,410.00	011120650051320	PHL-1001-100	PHL-1001-100	Introduction To Philosophy Ethics
Haskell Free, Stephanie A	SPH 1001 705	01/11/19	05/18/19	05/18/19	ST	\$2,064.00	011120650051320	SPH-1001-705	SPH-1001-705	Fundamentals of Speech
Henkel, Katie Jean	DLA 2204 2205 01 02 03 LAB/LEC	01/09/19	05/18/19	05/18/19	ST	\$7,050.00	011420410051320	DLA-2204-01	DLA-2204-01	Dental Radiography II / Expanded Functions I
Hinterlong, James Edward	BUL 2000 01	01/09/19	05/18/19	05/18/19	ST	\$2,376.00	011120570051320	BUL-2000-01	BUL-2000-01	The Legal Environment of Business
Jauch, Christian Martin	CSI 1002 01 02 100	01/09/19	05/18/19	05/18/19	ST	\$8,284.50	011120410051320	CSI-1002-01	CSI-1002-01	Introduction To Business / Computer Systems
Johnson, D Scott	HVC 1240 300 2210 300 Program Coordinator	01/09/19	05/18/19	05/18/19	ST	\$7,050.00	011320410051320	HVC-1240-300	HVC-1240-300	Design Installation / Servicing Advanced Heating
Killian, Melissa J	21 Sessions rate change	12/23/18	01/16/19	01/19/19	AD	\$52.53	013230030851540			
Kirk, Janet M	ALH 1214 02 Lab/Clinical	01/09/19	03/16/19	03/16/19	ST	\$3,658.95	011420730051320	ALH-1214-02	ALH-1214-02	Certified Nursing Assistant
Kowalski, Andrea Beth	SPH 1001 300 630	01/09/19	05/18/19	05/18/19	ST	\$4,752.00	011120650051320	SPH-1001-630	SPH-1001-630	Fundamentals of Speech
Kusek, Karl Kenneth	ELE 1206 300	01/09/19	05/18/19	05/18/19	ST	\$1,910.00	011320410051320	ELE-1206-300	ELE-1206-300	Electrical Wiring
Lamboley, Wendy Lynn	THM 1212 300 Lecture	01/09/19	03/16/19	03/16/19	ST	\$1,578.00	011420410051320	THM-1212-300	THM-1212-300	Pathology for Massage Therapy
Lange, Marilyn Lee	MTH 0907 09	01/09/19	05/18/19	05/18/19	ST	\$3,550.50	011520570051320	MTH-0907-09	MTH-0907-09	Intermediate Algebra
Lau, Michael F	PSY 1000 509 710	01/09/19	05/18/19	05/18/19	ST	\$4,752.00	011120650051320	PSY-1000-509	PSY-1000-509	General Psychology
Leonard, Bryan Donald	CHM 1004 403	01/09/19	05/18/19	05/18/19	ST	\$3,564.00	011120570051320	CHM-1004-403	CHM-1004-403	Chemistry
Leynaud, Donald Craig	Open Lab Hours	01/09/19	05/18/19	05/18/19	ST	\$3,832.50	011120570051320			
Lockwood, DawnAnne	EDC 1203 150	01/09/19	05/18/19	05/18/19	ST	\$2,451.00	011120650051320	EDC-1203-150	EDC-1203-150	Educational Technology
Malavolti, Steven Otto	ELE 1206 01 WND 2200 300	01/09/19	05/18/19	05/18/19	ST	\$5,730.00	011320410051320	WND-2200-300	WND-2200-300	Wind Turbine Control Operations / Electrical Wiring
Mandujano, James Edward	CRJ 2260 01	01/09/19	05/18/19	05/18/19	ST	\$2,292.00	011220570051320	CRJ-2260-01	CRJ-2260-01	Police Community Relations
Matelewski, Robin L	THM 1212 300 Lab	01/09/19	05/18/19	05/18/19	ST	\$1,128.00	011420410051320	THM-1212-300	THM-1212-300	Pathology for Massage Therapy
McCabe-Pinn, Linda	ALH 1002 300 Lecture	01/09/19	05/18/19	05/18/19	ST	\$2,376.00	011420730051320	ALH-1002-300	ALH-1002-300	Human Growth & Development

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Stipends For Pay Period 01/19/19

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
McCarthy, Melissa R	PHL 1013 02 PSY 1000 560	01/09/19	05/18/19	05/18/19	ST	\$4,410.00	011120650051320	PHL-1013-02	PHL-1013-02	Comparative Religions / General Psychology
McDonnell, Nancy Ann	CSI 1011 300	01/09/19	05/18/19	05/18/19	ST	\$3,307.50	011320410051320	CSI-1011-300	CSI-1011-300	Computer Science I
McKee, Larry E	MLC IVCC Nights	01/09/19	05/18/19	05/18/19	ST	\$4,752.00	011520570051320			
Mills, Jennifer P	MUS 1000 500 630	01/09/19	05/18/19	05/18/19	ST	\$4,410.00	011120650051320	MUS-1000-500	MUS-1000-500	Music Appreciation
Montgomery, D Gene	MUP 1002 300	01/09/19	05/18/19	05/18/19	ST	\$2,376.00	011120650051320	MUP-1002-300	MUP-1002-300	Wind Ensemble
Moshage, Lynda Marlene	THM 1212 300 Lecture	01/09/19	03/16/19	03/16/19	ST	\$735.00	011420410051320	THM-1212-300	THM-1212-300	Pathology for Massage Therapy
Moskalewicz, James P	7 Sessions	01/06/19	01/14/19	01/19/19	AD	\$518.80	013230030851540			
Nickel, Paul A	IMT 1220 300 301	01/09/19	05/18/19	05/18/19	ST	\$5,730.00	011320410051320	IMT-1220-300	IMT-1220-300	Rigging Systems
Norlin, Marilyn Kaye	PSY 1000 707 2200 300	01/09/19	05/18/19	05/18/19	ST	\$4,584.00	011120650051320	PSY-1000-707	PSY-1000-707	Human Relations / World of Work / General Psychology
O'Brien, Tina Marie	MLC OTTC STRE Nights	01/09/19	05/18/19	05/18/19	ST	\$6,336.00	011520570051320			
Opsal, James Allen	BIO 1008 11	01/09/19	05/18/19	05/18/19	ST	\$1,653.75	011120570051320	BIO-1008-11	BIO-1008-11	Anatomy & Physiology II
Prine, Renee Marie	7 Sessions	01/06/19	01/14/19	01/19/19	AD	\$436.67	013230030851540			
Pytel, Kyle Edwin	LC Driver Improvement GDL	01/12/19	01/12/19	01/19/19	ST	\$175.00	014110394251320			LC Driver Improvement GDL
Retoff, Dan J	ALH 1030 01 1003 600 PHL 1002 600	01/09/19	05/18/19	05/18/19	ST	\$7,920.00	011420730051320	ALH-1030-01	ALH-1030-01	Yoga Tai Chi / Human Growth & Development / Ethics
Roach, Josh Joseph	WLD Series 407 Multi-Prep	01/09/19	05/18/19	05/18/19	ST	\$2,205.00	011320410051320			
Robertson, Amber Lynn	ALH 1000 600 1001 01	01/09/19	05/18/19	05/18/19	ST	\$4,230.00	011420730051320	ALH-1000-600	ALH-1000-600	Introduction To Nutrition / Terminology Health Field
Roether, Jenilyn E	MUP 1001 01 300	01/09/19	05/18/19	05/18/19	ST	\$1,586.25	011120650051320	MUP-1001-300	MUP-1001-300	Collegiate Chorale
Sarver, Gregory Stephen	BC Driver Improvement	01/12/19	01/12/19	01/19/19	ST	\$150.00	014110394351320	CDV-7000-02	CDV-7000-02	BC Driver Improvement
Scherl, Jennifer C	Mileage Reimbursement	10/10/18	12/08/18	01/19/19	ML	\$50.69	014210331055211			
Schuerman, Patrick	SDT 1203 300	01/09/19	03/16/19	03/16/19	ST	\$735.00	011120410051320	SDT-1203-300	SDT-1203-300	Job Seeking Skills
Sidhu, Gagandip K	AGR 1004 300	01/09/19	05/18/19	05/18/19	ST	\$2,408.00	011120570051320	AGR-1004-300	AGR-1004-300	Microcomputer Application In Agriculture
Skoflanc, Francie A	GDT 2202 2211 2232 150	01/10/19	05/18/19	05/18/19	ST	\$11,412.00	011320650051320	GDT-2202-150	GDT-2202-150	Photoshop II/Illustrator II / Design Solutions I
Smith, Alex Hilton	ELE 1205 300	01/09/19	05/18/19	05/18/19	ST	\$2,408.00	011320410051320	ELE-1205-300	ELE-1205-300	Programmable Logic Controls II
Smith, Mary Helen	Cad 1203 300	01/09/19	05/18/19	05/18/19	ST	\$1,972.50	011320410051320	CAD-1203-300	CAD-1203-300	Electronics Drafting
Smith, Paul C	CAD 22047 300 ELE 1202 MET 120	01/09/19	05/18/19	05/18/19	ST	\$6,798.75	011320410051320	CAD-2204-300	CAD-2204-300	Geometric Dimension & Tolerance / Motors & Controls I / Inspection Measurement & Quality
Sondgeroth, Anthony Lee	WED 2200 300 MET 1209 300	01/09/19	05/18/19	05/18/19	ST	\$4,935.00	011320410051320	MET-1209-300	MET-1209-300	Welding Metallurgy / Welding Blueprint Reading
Sopko, Melanie Rae	ALH 1001 01 Lecture	01/09/19	05/18/19	05/18/19	ST	\$2,115.00	011420730051320	ALH-1001-01	ALH-1001-01	Terminology Health Field / Certified Nursing Assistant
Sopko, Melanie Rae	ALH 1214 600 Lab/Clinical	01/09/19	03/16/19	03/16/19	ST	\$3,658.95	011420730051320	ALH-1214-600	ALH-1214-600	
Spayer, Rodney Gene	ELT 2204 01 1204 300	01/09/19	05/18/19	05/18/19	ST	\$6,982.50	011320410051320	ELT-2204-01	ELT-2204-01	Digital Micro / Principles Application

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Stipends For Pay Period 01/19/19

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Sproul, Ethan Andrew	CSP 2200 350	01/09/19	05/18/19	05/18/19	ST	\$2,467.50	011320410051320	CSP-2200-350	CSP-2200-350	PC Troubleshoot Upgrade & Repair
Stone, Donna P	SPH 1001 601	01/09/19	05/18/19	05/18/19	ST	\$2,205.00	011120650051320	SPH-1001-601	SPH-1001-601	Fundamentals of Speech
Swett, Steven A	MKT 1220 300	01/09/19	05/18/19	05/18/19	ST	\$2,853.00	011220570051320	MKT-1220-300	MKT-1220-300	Sales Retailing
Towne, Brian J	CRJ 2020 300	01/09/19	05/18/19	05/18/19	ST	\$2,376.00	011120570051320	CRJ-2020-300	CRJ-2020-300	Criminal Law
Vahle, Larry E	MLC OTTC Days	01/09/19	05/18/19	05/18/19	ST	\$4,410.00	011520570051320			
Wasmer, Susan Marie	Program Coordinator	01/09/19	05/18/19	05/18/19	ST	\$2,292.00	011420730051320			
Wasmer, Susan Marie	ALH 1251 01 02 Lecture/Clinical	01/09/19	03/16/19	03/16/19	ST	\$2,292.00	011420730051320	ALH-1251-01	ALH-1251-01	Phlebotomy Practicum
Weber, Lynne Suzanne	EDC 1000 150	01/09/19	05/18/19	05/18/19	ST	\$2,451.00	011120650051320	EDC-1000-150	EDC-1000-150	Introduction To Education
Whightsil, Greg Allen	ELE 1200 01 1201 300	01/09/19	05/18/19	05/18/19	ST	\$7,640.00	011320410051320	ELE-1200-01	ELE-1200-01	Basfc Industrial Electricity I II
Winn, Christopher Daniel	WLD Series 301 312 Multi-Prep	01/09/19	05/18/19	05/18/19	ST	\$4,410.00	011320410051320			
Zellmer, Donald G	Spring Show Choir 2019	01/09/19	05/18/19	05/18/19	ST	\$2,620.00	011120650051900			
Total						362,252.36				

Cheryl Roelfsema

Cheryl Roelfsema
Vice President of Business Services and Finance

Dr. Jerry Corcoran 1/29/19

Dr. Jerry Corcoran
President

*Earn Types

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

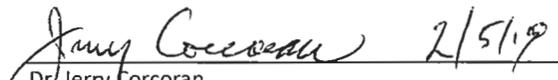
**Part-time Faculty/Staff Appointments
January 2019**

Employee Name	Position	Department	Hourly/Lab* Rate	Credit Hour Rate
Nestler, Thomas	PT Academic Support	WFD - Truck Driver Training	18.00	N/A
Fitpatrick-Grabos, Collee	PT Faculty	WFD - Massage Therapy	N/A	705.00
Frederick, Alissa	PT Faculty	NSB - Agriculture	N/A	705.00
Gonda, Michael	PT Faculty	WFD - Welding	N/A	705.00
Guzior, Steven	PT Faculty	WFD - Electricity	N/A	688.00
Haskell-Free, Stephanie	PT Faculty	HFSS - Speech	N/A	705.00
Matejewski, Robin	PT Faculty	WFD - Massage Therapy	N/A	705.00
McKinney, Kenneth	PT Faculty	WFD - Welding	N/A	688.00
Schulte, Glen	PT Faculty	WFD - Welding	N/A	735.00
Skoflanc, Francie	PT Faculty	HFSS - Graphic Design	N/A	951.00
Smith, Alex	PT Faculty	WFD - Electricity	N/A	688.00

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


 Cheryl Roelfsema
 Vice President for Business Services & Finance

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


 Dr. Jerry Corcoran
 President

Resolution Designating the Fiscal Year

The administration requests Board authorization to designate a fiscal year. In keeping with past practice, the recommended fiscal year would be from July 1, 2019 to June 30, 2020. The following resolution and budget calendar are therefore presented for Board consideration.

Recommendation:

The administration recommends the Board take the following action:

- 1. Adopt the resolution designating the fiscal year be from July 1, 2019 to June 30, 2020;**
- 2. Approve the budget calendar, as presented.**

KPI 6: Resource Management

RESOLUTION TO DESIGNATE A FISCAL YEAR

RESOLUTION

_____ moved, seconded by _____, that the fiscal year of Illinois Valley Community College, District No. 513, Counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy, and Livingston, in the State of Illinois, be July 1, 2019 to June 30, 2020.

ADOPTED this 14th day of February, 2019.

Chair, Board of Trustees

ATTEST:

Secretary, Board of Trustees

ILLINOIS VALLEY COMMUNITY COLLEGE

BUDGET CALENDAR — FY2020

- February 14, 2019 - Resolution to Designate a Fiscal Year
- July 11, 2019 - Resolution to Adopt Tentative Budget
Notice of Public Hearing
- July 15, 2019 - Budget Available for Public Inspection
- July 15, 2019 Notice of Public Hearing published
- August 15, 2019 - Public Hearing — 6:30 p.m.
Resolution to Adopt Budget

Course Fees/Adjustments

Course fees are reviewed annually by Program Coordinators and Deans using the approved Course Fee Guidelines. A copy of the current course fee guidelines is attached along with a copy of the proposed fee changes for FY20.

As per the Guidelines, courses taught in a dedicated instructional computer lab will have a technical support fee included in the final course fee. Based on expenditures to support computers in instructional labs, the FY20 lab component of the course fee has been calculated at \$5.00 per credit hour. This is a decrease from \$5.50 per credit hour in FY19.

All significant changes (more than a \$10 increase) have a brief rationale listed after the proposed fee.

There are currently 365 active courses with approved course fees. This recommendation is to change 86 course fees: 62 increases, 2 new courses, 15 decreases, plus the assignment of a course fee to 7 existing courses.

Recommendation:

The administration recommends changing 86 course fees: 62 increases, 2 new courses, 15 decreases, plus the assignment of a course fee to 7 existing courses as presented in the attached document.

KPI 6: Resource Management



ILLINOIS VALLEY
COMMUNITY COLLEGE

Date: January 18, 2019

To: Dr. Deborah Anderson
Vice President for Academic Affairs

From: Bonnie Campbell 
Associate Vice President for Academic Affairs

SUBJECT: Recommendation for Course Fee Changes for FY20

Course fees are reviewed annually by Program Coordinators and Deans using the approved Course Fee Guidelines. A copy of the current course fee guidelines are attached along with a copy of the proposed fee changes for FY20.

As per the Guidelines, courses taught in a dedicated instructional computer lab will have a technical support fee included in the final course fee. Based on expenditures to support computers in instructional labs, the FY20 lab component of the course fee has been calculated at \$5.00 per credit hour. This is unchanged from FY19. Expenses considered in this calculation are staff wages of those people providing support to academic computers. That dollar amount is essentially divided by the 3-year average of credit hours generated in instructional labs.

All significant changes (more than a \$10 increase) have a brief rationale listed after the proposed fee.

We currently have 365 active courses with approved course fees. This recommendation is to change 86 course fees: 62 increases, 2 new courses, 15 decreases, plus the assignment of a course fee to 7 existing courses.

Course Fee Guidelines

Qualifying Expenses

Course fees may be charged in order to cover costs of the following.

Per course section

1. Consumable supplies
2. Printing (handouts of less than 10 pages)
3. Program or course-specific software and licenses, other than those applications in use by the general student body, such as Microsoft Office Products
4. Lab assistants for specific programs courses
5. Expert guest speakers

Per credit hour

6. Technical support of instructional computer labs

Per student

7. Special 3rd party or certification/licensure testing
8. Extra-ordinary instructional costs, such as per hour pay for private music lessons.

Expenses covered by grants or other external sources are not to be considered.

Calculation of Fees

$$\begin{aligned} & (\text{Expenses per course section}) / (\text{enrollments in all sections}) \\ & + (\text{Per credit hour expenses}) \times \text{credit hours} \\ & + \underline{(\text{Per student expenses})} \\ & \text{Course Fee} \end{aligned}$$

1. Estimate the dollar amount to be spent on identified qualifying expenses, per course section, through review of past expenditures and consideration of anticipated variances.
2. Annualize irregular expenditures by dividing the total expense by the useful life of the supply, service, or license.
3. Sum all expenses.
4. Divide that amount by the number of students enrolled in all sections of the course (or those consuming the resource) for the previous year or the minimum number of students per section, whichever is larger.
5. Add in technical support for classes taught in instructional computer labs. The fee is calculated by ITS annually as the cost of support per computer lab PC divided by the average annual credit hours generated in instructional labs. The calculation does not include costs covered by student technology fees. The technical support element must be multiplied by the number of credit hours in the course.
6. Add special, per student fees, such as insurance, testing and criminal background checks at the actual anticipated rate per student.

The resulting figure, rounded to the next dollar, is the course fee to be assessed. The maximum increase in a course fee will not exceed 50% in a given year.

Review and Adjustment of Fees

Course fees should be reviewed annually by Program Coordinators and Deans.

IVCC COURSE FEES

Course	Title	Credits	2013-14 Fees	2014-15 Fees	2015-16 Fees	2016-17 Fees	2017-18 Fees	2018-19 Fees	Proposed Fee Changes for 2019-20	Rationale for Increases over \$10
ACT 1280	QuickBooks- Pro Accounting	3.0	36	38	40			42	44	
AGR 1000	Introduction to Field Crop Science						50		60	
AGR 1002	Introduction Agricultural Mechanics	3.0	72	75			80		90	
AGR 1005	Introductory Soil Science	4.0	77	82			85		95	
AGR 1007	Precision Agriculture	3.0					50		60	
AGR 1209	Crop Production and Management	3.0							25	New course, printing & greenhouse consumables (plants, soils, containers, etc.)
AGR 1217	Soil Fertility and Fertilizers	3.0						25	35	
AGR 1218	Crop Pest Management	3.0							25	New course, printing & greenhouse consumables (plants, soils, containers, etc.)
ALH 1250	Phlebotomy Techniques	4.0	15						25	
ALH 1251	Phlebotomy Practicum	3.0							10	
BIO 1001	General Biology I	4.0	34	36	38		250		42	No longer offer a lab section with the \$250 fee.
BIO 1002	General Biology II	4.0	34	36	38			42	44	
BIO 1003	Principles of Biology	4.0	34	36	38			42	44	
BIO 1004	Biological Diversity	4.0			25	30	35	42	44	
BIO 1007	Anatomy & Physiology I	4.0	40	42	44			45	47	
BIO 1008	Anatomy & Physiology II	4.0	32	34	36		40		42	
BIO 1009	Microbiology	4.0	32	34	38			42	45	
CHM 1004	Chemistry	4.0	26	28	30		34	36	38	
CHM 1006	General Chemistry I	5.0	26	28	30		34	36	38	
CHM 1007	General Chemistry II	5.0	31	33	35		34	36	38	
CHM 2002	Organic Chemistry I	5.0	32	34	35			36	38	
CHM 2003	Organic Chemistry II	5.0	32	34	35			35	38	
CRJ 1000	Introduction to Criminal Justice	3.0	8	10	12		16	18	20	
CRJ 1030	Juvenile Delinquency	3.0	2						0	
CRJ 1070	Corrections in America	3.0	2						0	
CRJ 1210	Policing in America	3.0	2						0	
CRJ 2010	Criminal Investigation	3.0	2						0	
CRJ 2020	Criminal Law	3.0	2						0	
CRJ 2030	Evidence & Criminal Procedures	3.0	2						0	
CRJ 2040	Criminology	3.0	2						0	
CRJ 2050	Issues in Criminal Justice	3.0	2						0	
CRJ 2060	Police Community Relations	3.0	2						0	
DLA 1200	Dental Science I	3.0							10	
DLA 1201	Dental Materials & Lab Procedures	4.0	198			203			213	
DLA 1202	Supervised Dental Assisting Practice	1.5	35				140		150	
DLA 1203	Chairside Assisting I	4.0	65				170		180	
DLA 1204	Dental Radiography I	2.0	160	165					175	
DLA 1205	Preventive Dentistry I	1.5							10	
DLA 1206	Dental Office Management	3.0							10	
DLA 1209	Infection Control Practices	1.5							10	
DLA 2200	Dental Science II	2.0							10	
DLA 2201	Dental Laboratory Procedures II	2.0	125						135	
DLA 2202	Clinical Practice	5.0	35						45	
DLA 2203	Chairside Assisting II	3.0	65				170		180	
DLA 2204	Dental Radiography II	2.0	180	185					195	

IVCC COURSE FEES

Course	Title	Credits	2013-14 Fees	2014-15 Fees	2015-16 Fees	2016-17 Fees	2017-18 Fees	2018-19 Fees	Proposed Fee Changes for 2019-20	Rationale for Increases over \$10
DLA 2205	Expanded Functions	2.0							45	HESI Dental Assistant Exit Exam
ECE 1005	Health, Safety & Nutrition	3.0			25				35	
ECE 1203	Creative Activities	3.0	15		25				35	
ECE 1205	Math for Young Children	3.0						25	35	
ECE 2202	Curriculum Programming	3.0	15		25		50		60	
ECE 2206	E-Portfolio	1.0	6						16	
ECE 2208	Language Development	3.0	15		25				35	
ECE 2219	Practicum/Student Teaching	5.0	15		25		50		60	
EGR 1000	Engineering Graphics I	4.0	116		82				92	
FRS 1000	Introduction to Forensic Science	3.0	17	18	20			22	0	FRS courses no longer offered
FRS 2010	Basic Principles of Forensic Doc. and Comm.	3.0	18	19	20				0	
FRS 2030	Trace Evidence Analysis	3.0	15						0	
FRS 2040	Forensic Photography	3.0	15						0	
FRS 2050	Crime Scene Analysis	3.0	15						0	
GEL 1007	Environmental Geology	4.0	14	16	18		22	23	25	
GEL 1008	Physical Geology	4.0	14	16	18		22	23	25	
GEL 1009	Historical Geology	4.0	14	16	18		22	23	25	
HPE 1004	First Aid	2.0	40	42	43		50		55	
HPE 1020	Physical Fitness I	1.0	42	44	45		47	48	50	
HPE 1021	Physical Fitness II	1.0	42	44	45		47	48	50	
HPE 1201	Physical Fitness in The Workplace	1.0	42	44	45		47	48	50	
HPE 1301	Physical Fitness in The Workplace II	1.0	42	44	45		47	48	50	
HPE 1302	Physical Fitness Workplace III	1.0	42	44	45		47	48	50	
HPE 1303	Physical Fitness Workplace IV	1.0	42	44	45		47	48	50	
HPE 1304	Physical Fitness Workplace V	1.0	42	44	45		47	48	50	
HPE 1305	Physical Fitness Workplace VI	1.0	42	44	45		47	48	50	
HPE 1306	Physical Fitness Workplace VII	1.0	42	44	45		47	48	50	
HPE 1307	Physical Fitness Workplace VIII	1.0	42	44	45		47	48	50	
HPE 1308	Physical Fitness Workplace IX	1.0	42	44	45		47	48	50	
HPE 1309	Physical Fitness Workplace X	1.0	42	44	45		47	48	50	
HPE 1310	Physical Fitness Workplace XI	1.0	42	44	45		47	48	50	
HPE 2020	Physical Fitness III	1.0	42	44	45		47	48	50	
HPE 2021	Physical Fitness IV	1.0	42	44	45		47	48	50	
HVC 1210	Basic Heating	3.0	42	47					57	
HVC 1220	Basic Refrigeration	3.0	42	47			57		67	
HVC 1230	Sheet Metal Fabrication	3.0	42	47			57		67	
PHY 1001	Gen Physics (Mechanical) Engineering	4.0	35	37	40		44	45	47	
PHY 2001	Gen Physics (Heat, Wave, Motion, Sound and E	4.0	35	37	40		44	45	47	
PHY 2002	Gen Physics (Electricity, Magnetism, Light) Eng	4.0	35	37	40		44	45	47	
PHY 2003	Gen Physics (Mechanical, Heat, Wave, Motion	5.0	35	37	40		44	45	47	
PHY 2004	Gen Physics (Electricity, Magnetism, Light, Ator	5.0	35	37	40		44	45	47	

Master Plan – December 2018

Illinois Community Colleges are required to submit updated master facility plans for the ICCB recognition process. IVCC's recognition visit is scheduled for later in FY2019. Our last master plan was adopted by the Board of Trustees in September 2011.

Dominick Demonica, of Demonica Kemper Architects, was involved in the master plan of January 2005, the update in September 2011, and was again retained to update the plan.

The September 2011 master plan was the basis for the proposed plan.

Changes/enhancements to the plan include:

- The Community Technology Center and the maintenance shop were proposed in September 2011, but are now part of the existing facilities.
- The automotive technology building now includes the two proposed additions and was renamed Building J;
- Added to the list of proposed facilities were new agriculture facilities where the barn was previously located; and,
- A building for truck driver training students to learn to perform pre- and post-trip inspections of the vehicles has been added.

Renovations proposed in the September 2011 plan which are now completed include:

- Renovation of life science and physical science labs;
- Renovation of lower level technology labs to emergency medical services and forensics labs;
- Renovation of former counseling center into Student Life Center;
- New larger elevator in Building E;
- Building D Dislocated Workers Center is now the center for our Early Childhood Education program;
- Renovation of Building D lecture hall;
- Building C Continuing Education Department area is now the home of Business Employment Skills Team (BEST);
- Building E Adult Education area is now home of North Central Illinois Economic Development Corp. and the Center for Excellence in Teaching, Learning, and Assessment (CETLA); and,
- Massage Therapy program was relocated to Building G.

Recommendation:

The administration recommends the Board accept the December 2018 Master Plan, as presented.

KPI 5: District Population Served

Transfer of Funds – Capital Development Board Trust Account

In September 2018, the Capital Development Board (CDB) approved Project #810-046-018 for construction of an agriculture program equipment storage building. The CDB approved \$164,790 in deferred maintenance funds with a match from the College of \$60,201. On November 13, 2018, the CDB awarded a contract for design to Demonica Kemper Architects, LLC. Dominick Demonica met with College employees including agriculture program faculty to help determine the needs for equipment storage. Building sizes ranged from 60x140 to 60x100 with 18’ sidewalls allowing a large enough door to move tractors in and out. An orientation meeting was held with the CDB project manager, Steve Halm, on January 7. With input from both Steve Halm and Dominick Demonica it was determined that for the size building that was needed the budget should be increased to \$675,000. The design work cannot progress until the College has committed these funds to the project.

The administration will be working with Senator Rezin and Representative Yednock to get phases 1 and 2 of the agriculture facilities project on the list of projects for the capital bill that is likely to be approved by the state legislature this spring.

In FY2001 monies were transferred from operating funds to the restricted operations and maintenance fund for future building projects which were undetermined at the time. The administration is requesting IVCC Board authorization to transfer the \$450,000 to the Capital Development Board trust account at Midland States Bank from the restricted operations and maintenance fund so design work can continue. This will bring the trust account balance to \$460,910. The transfer does not authorize the project to go beyond the design stage. The administration’s goal will be to move beyond storage to allow students to learn how cutting-edge precision agriculture technology equipment works, inspect the equipment and perform minor routine maintenance out of the weather. It will also allow for future expansion in other agriculture related programs. A design would need Board approval before the project would proceed to the next stage.

Recommendation:

The administration recommends Board approval to transfer \$450,000 to the Capital Development Board trust account at Midland States Bank to cover anticipated costs for Project No. 810-046-018 to continue design development.

KPI 6: Resource Management

Request for Inactivation – Graphic Design Technology Degree and Certificate

Due to the retirement of the instructor and program coordinator at the end of the 2017-2018 academic year, a staffing vacuum was created for this program. Despite efforts to find area instructors to teach the courses on a part-time basis, the college was unable to offer Graphic Design Technology courses during the fall of 2018. While some limited instruction is available for the spring of 2019, it is unclear if that will generate the credit hours necessary to demonstrate program viability.

Enrollment and Completions

Enrollment Measures	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Duplicated Headcount	199	181	138	72	129	199	148
Credits Generated	577	514	384	206	351	557	422

GDT courses only.

Completions	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
AAS. GDT	5	4	4	2	1	3	5
CERT. GDT	9	8	4	2	1	8	6
TOTAL	14	12	8	4	2	11	11

Efforts to reinvigorate the Graphic Design Technology program remain incomplete. An opportunity exists to retire this program and develop similar programs that are better able to meet student and industry needs.

Recommendation:

The administration recommends the inactivation of the Graphic Design Technology degree and certificate. The inactivation will include a one-year teach-out for students currently enrolled in the program.

KPI 5: District Population Served

Request for Inactivation – Human Services Degree and Certificates

Cycles in enrollment and completion of the Human Services degree and certificates exhibit a steady decline since 2012 despite recent efforts to reinvigorate the program. Capacity for this program fell to 23.5% during the last fiscal year, down from 26.4% during the previous year. Importantly, enrollments in the Substance Abuse certificates continue to struggle. A total of 8 substance abuse certificates have been awarded since 2012; only one basic certificate has been awarded after 2012.

Enrollments and Completions

Enrollment Measures	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Duplicated Headcount	140	88	133	126	88	84	61
Credits Generated	420	266	398	376	266	255	180

Completions	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
AAS.HSR	3	1	1	2	5	2	1
CERT.HSR	2	2	1	2	7	2	2
CERT.SAT.ADV	2	0	0	0	0	0	0
CERT.SAT.BAS	5	0	0	0	1	0	0
TOTAL	12	3	2	4	13	4	3

In a very humane sense, this program underscores our mission to contribute to the quality of life in the Illinois Valley. Unfortunately, the dire need for people to serve in this field in the area has not attracted students to the program.

The Program Coordinator, Jean Batson-Turner, is qualified and competent to teach college-level courses in other content areas.

Recommendation:

The administration recommends the board inactivate the Human Service degree and certificates. The inactivation will include a one-year teach-out for students already enrolled in the program.

KPI 5: District Population Served

Semi-annual Review of Closed Session Minutes

The Closed Session Minutes Committee met on Tuesday, January 29, 2019 to discuss the minutes of meetings lawfully closed under the Open Meetings Act. The Committee's recommendation follows:

Recommendation:

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

October 12, 2017 Closed Session Minutes

KPI 5: District Population Served

Event Requesting to Serve Alcoholic Beverages

The Illinois Native Plant Society has requested permission to host their June 21-22, 2019 meeting using college facilities. They have also requested permission to serve alcoholic beverages with their dinners on June 21 and 22 from 4:00 PM to 8:30 PM.

Recommendation:

The administration recommends that permission be granted for the Illinois Native Plant Society to host their June 21-22 meeting using college facilities and serving alcoholic beverages during the specified hours.

KPI 5: District Population Served

Illinois Valley Community College District 513
Events Requesting to Serve Alcoholic Beverages Checklist

Event Title:

Event Date: Event Time:

Agency Hosting the Event

IVCC Rooms Requested for the event:

Facilities Rental Policy received and reviewed. Yes No Date:

Facilities Rental Agreement filled out and submitted to IVCC: Yes No Date:

Certificate of Liability Insurance, with IVCC and Board of Trustees as additional insured, submitted to IVCC? Yes No Date:

Proof of Agency's Dram Shop license submitted to IVCC, if appropriate Yes No Date:

Caterer

Proof of Caterer's Dram Shop insurance submitted to IVCC Yes No Date:

Caterer's Certificate of Liability Insurance submitted, with Workers' Compensation included, submitted to IVCC Yes No Date:

IVCC Employees Attending

Intergovernmental Agreement With the City of Streator

The City of Streator has established a new tax increment financing (TIF) district, the Route 18 East TIF. The City has proposed an intergovernmental agreement with all taxing bodies where a surplus would be declared each year and distributed to the taxing bodies as follows:

- Targeted Parcels – 100 percent of increment retained by the City
- Residential Parcels – 51 percent of increment declared a surplus and distributed
- All Other Parcels – 51 percent of increment declared a surplus and distributed

This is the same language as the intergovernmental agreements with Streator’s Northpoint TIF and South Industrial TIF.

Recommendation:

The administration recommends Board approval of the intergovernmental agreement with the City of Streator, as presented.

KPI 6: Resource Management

INTERGOVERNMENTAL COOPERATION AGREEMENT

This Agreement is entered into by and between the CITY OF STREATOR, ("the CITY") and LASALLE COUNTY, OTTER CREEK TOWNSHIP, OTTER CREEK TOWNSHIP ROAD AND BRIDGE, STREATOR GRADE SCHOOL DISTRICT NO. 44, ALLEN TOWNSHIP GRADE SCHOOL DISTRICT NO. 65, STREATOR TOWNSHIP HIGH SCHOOL DISTRICT NO. 40 and ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513, (hereinafter collectively referred to as the "TAXING BODIES", and individually as a "TAXING BODY").

W I T N E S S E T H:

WHEREAS, the City and the Taxing Bodies are public agencies as that term is defined in the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et. seq.); and

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes the City and the Taxing Bodies to contract or otherwise associate among themselves to obtain or share services, or to exercise, combine or transfer any power or function, in any manner not prohibited by law or by ordinance; and

WHEREAS, the City has lawfully established the Streator Route 18 East Tax Increment Financing (TIF) District; and

WHEREAS, the Tax Increment Allocation Redevelopment Act ("TIF Act"), Illinois Compiled Statutes, as amended, 65 ILCS 5/11-74.4-1 et seq. authorizes a municipality to enter into all contracts necessary or incidental to the implementation and furtherance of its redevelopment plan and projects; and

WHEREAS, Otter Creek Township, Otter Creek Township Road and Bridge, Streator Grade School District No. 44, Allen Township Grade School District No. 65, Streator Township High School District No. 40, LaSalle County and Illinois Valley Community College District No. 513 (the " Taxing Bodies") are Illinois Taxing Districts organized under the Statutes of the State of Illinois and are the Taxing Districts exercising taxing authority within the Streator Route 18 East TIF District, and

WHEREAS, the Taxing Bodies shall use any payments received pursuant to this Agreement for purposes as allowed by law; and

WHEREAS, any surplus declarations and/or distributions provided for hereunder are not payments in lieu of taxes as defined by the TIF Act; and

WHEREAS, in consideration of the City's obligations and agreements as set forth below, the Taxing Bodies agree that each shall support the City's establishment of the TIF District as provided in this Agreement; and

WHEREAS, the Parties declare that this Agreement is adopted pursuant to the 1970 Illinois Constitution, Article VII, Section 10; Illinois Compiled Statutes, Ch. 5 Section 220/1 et seq.; the Tax Increment Allocation Redevelopment Act, Illinois Compiled Statutes, as amended, Ch. 65 Section 5/11-74.4-1 et seq.; and other applicable statutes.

AGREEMENTS

NOW, THEREFORE, the Parties agree as follows:

1. **INCORPORATION OF PREAMBLES** The Parties find that all of the recitals contained in the preamble to this Agreement are full, true and correct and incorporate them into this Agreement by this reference.

2. **DEFINITIONS:**

As used herein, unless the context indicates otherwise, or unless specifically defined otherwise, the following terms shall be accorded the following meanings:

2.1 **TIF Act.** The Tax Increment Allocation Redevelopment Act of Illinois, (65 ILCS 5/11-74.4.1 et seq.) as amended, and as it may hereafter be amended from time to time.

2.2 **Redevelopment Project Area.** The portion of the City designated as a Redevelopment Project Area in attached *Exhibit A*, except as may be modified consistent with this Agreement and as allowed by law.

2.3 **Plan and Project.** The Redevelopment Plans and Redevelopment Projects defined as the "Plan" and the "Project" in such ordinances relating to the TIF as may be adopted by the City.

2.4 **Incremental Revenues.** The amount of real estate tax revenues from each parcel which is required to be deposited into the City's special tax allocation fund pursuant to Section 11-74.4-8(b) of the Act and in consequence of the City's designation of the Redevelopment Project Areas.

2.5 **Surplus Funds.** For purposes of this Agreement shall mean the specific percentages of the Incremental Revenues received in each calendar year as stated in Sections 4.1, 4.2 and 4.3 and any other amounts declared surplus at the discretion of the City pursuant to the TIF Act, and as provided herein.

2.6 **Targeted Parcels.** Those parcels within the TIF District which are identified in *Appendix I* (attached hereto and made a part hereof) by specific "Property Identification Number" or "PIN".

2.7 **Residential Parcels.** Those parcels within the TIF District not identified in *Appendix I* and which are designated for tax assessment purposes by the local assessing authorities as "residential" property. Notwithstanding anything to the contrary herein,

the parties acknowledge that individual, housing units restricted to age 55 and older residents, nursing homes, assisted/independent living facilities, memory care facilities, rehabilitation facilities, and/or veteran's facilities are not considered Residential Parcels for purposes of this Agreement regardless of applicable zoning.

2.8 **"All Other Parcels"**. Those parcels within the TIF District which are neither Targeted Parcels nor Residential Parcels.

3. **EDUCATIONAL COSTS**

3.1 **Educational Costs**. The City shall first make from the TIF Funds on an annual basis all such payments to School District No. 40, School District No. 44 and School District No. 65, for the increased educational operational costs of students as required-by the TIF Act.

4. **TIF SURPLUS AND DISTRIBUTION**

4.1 **Targeted Parcels**. The City shall retain up to 100% of the increment generated by the Targeted Parcels for uses as authorized by the TIF Act and Illinois Law, provided such Targeted Parcels are subject to a City Council approved redevelopment agreement signed by a specific developer and specifically pertaining to the Targeted Parcel and further provided that substantive redevelopment activities have commenced. Until such a redevelopment agreement has been so approved and signed and substantive redevelopment activities have commenced, parcels designated by this agreement as "Targeted Parcels" will be treated as "All Other Parcels," as per Section 4.3 of this agreement below. For purposes of this agreement, "substantive redevelopment activities" shall mean that construction, reconstruction, renovation, rehabilitation, site preparation and/or demolition activities have commenced or been permitted by the City.

4.2 **Residential Parcels**. The City agrees to annually declare as Surplus Funds not less than Fifty-One Percent (51%) of all Incremental Revenues generated by the Residential Parcels and pay such surplus to the respective county for distribution to the Taxing Bodies and other Taxing Districts in accordance with the TIF Act, even if such residential parcels and uses are on tracts identified herein as Targeted Parcels, for so long as they remain Residential Parcels as such term is defined herein.

4.3 **All Other Parcels**. The City agrees to annually declare as Surplus Funds not less than fifty-one Percent (51%) of all incremental revenue generated by All Other Parcels and pay such surplus to the County for distribution to the Taxing Bodies in accordance with the TIF Act, except for "Targeted Parcels" where such delineated tracts are the subject of an approved and executed redevelopment agreement as provided in Paragraph 4.1 hereinabove.

4.4 **Notice**: The City will annually notify the LaSalle County Supervisor of Assessments and the Taxing Bodies at the annual JRB meeting or otherwise in writing of a change in the designation of any parcel from "Residential" or "Other" to "Targeted" as provided herein. Any change will be effective for surplus distribution purposes in the

next tax year following commencement of substantive development or redevelopment as described above in Section 4.1.

5. **MODIFICATIONS TO TIF DISTRICT**

5.1 **Amendment.** Any amendment adding territory to a TIF District shall be in accordance with the requirements of the law.

5.2 **Termination and New TIF.** In the event the City establishes a new TIF which includes any parcels originally included in the Streator Route 18 East TIF, the Taxing Bodies shall have the option of enforcing the provisions of this Agreement with respect to such included parcels or agreeing to an amendment to this Agreement. The Taxing Bodies reserve all rights with respect to new TIFs.

5.3 **Extensions.** Any extension to the term of this TIF District shall be in accordance with the requirements of the law. The Taxing Bodies expressly do not waive any approval required for such extension by law or practice of the General Assembly.

6. **ADDITIONAL CITY OBLIGATIONS**

6.1. **Use of TIF funds.** Incremental revenues received from any TIF District shall be used and/or distributed in accordance with the requirements of law and the terms of this Agreement.

6.2 **Notification of Future TIFs.** The City shall provide the Taxing Bodies with notice of any proposed new tax increment redevelopment project area in accordance with the requirements of law.

7. **WAIVERS**

7.1 **Waiver of Objections (Streator Route 18 East TIF):** LaSalle County, Otter Creek Township, Otter Creek Township Road and Bridge, Streator Grade School District No. 44, Allen Township Grade School District No. 65, Streator Township High School District No. 40, and Illinois Valley Community College District No. 513 by its execution and approval of this Agreement hereby waive forever any and all right to directly or indirectly set aside, modify or contest in any manner, including any and all judicial and/or administrative challenges, to the establishment of the Streator Route 18 East TIF District including the Redevelopment Plan, Projects and Area as approved by the City, as of September 19, 2018. Nothing contained herein is to be construed to give the Taxing Bodies any right to participate in the administration of the TIF District Redevelopment Plan or Projects.

8. **BINDING EFFECT** This Agreement shall be binding on the Parties and their respective successors-including successors in office. Should any entity merge, this Agreement shall apply to the successor entity.

9. **GOVERNING LAW** This Agreement is governed by and shall be construed in accordance with the laws of the State of Illinois.

10. **TERM** This Agreement shall become effective upon the establishment of the TIF District and shall remain in effect until either the City adopts an Ordinance dissolving the TIF District or until the scheduled termination of the TIF District on December 31, 2042, with final real estate increment received in 2043. Whether the TIF District exists for the entire 23 years as called for under the TIF Plan or terminates at some other time, the City will pay from incremental real estate taxes distributed to the City in the year following termination, the sums due the Taxing Bodies for the prior year which remain unpaid, if such increments are received by the City from the County. The parties acknowledge that the City has entered into certain Redevelopment Agreements prior to the adoption of this Agreement. Such previously executed Agreements shall remain in full force and effect regardless of any terms of this Agreement.
11. **AMENDMENTS, WAIVERS, MODIFICATIONS** No amendment, waiver or modification of any term or condition of this Agreement shall be binding or effective for any purpose unless expressed in writing and adopted by each of the Parties as required by law.
12. **REAL ESTATE INCREMENT INFORMATION** The Administrator of the TIF Plan and City agree to provide the Taxing Bodies with information developed to establish the initial equalized assessed valuation of the TIF District, and the calculations for successive years' computation of the real estate increment for the TIF District as a whole and the calculations of amounts due each of the Taxing Bodies. The Administrator further agree to provide the Taxing Bodies with a copy of the TIF Annual Reports when they are presented to the City Council and such other documents or information required by law to be given to taxing bodies.

The City further agrees, to the extent permitted by law, that any redevelopment agreement with a developer or entity, which agreement provides for the payment of any TIF funds, shall include a provision that requires the developer to dismiss any pending tax assessment or tax rate challenge affecting any parcel in the Streator Route 18 East TIF, and shall also include a provision prohibiting any payment to a developer or for the developer's benefit from the tax increment for any year when any tax assessment appeal or tax rate objection for any parcel in the Streator Route 18 East TIF has been filed by the developer. This provision shall apply to any property subject to a Redevelopment Agreement adopted after the date of the approval of this agreement, for so long as the applicable redevelopment agreement is in effect and has not expired or been terminated.
13. **ENFORCEMENT** The City and Taxing Bodies agree that in the event either party to this Agreement should fail to perform or avoid its obligations hereunder, the party not in breach may initiate an action in the local circuit court to enforce the terms and conditions set forth herein and shall be permitted to assess all costs and reasonable attorneys' fees incurred by reason of such enforcement action against the party in breach, which costs and reasonable attorneys' fees shall be promptly paid.
14. **COMPLETE AGREEMENT** This Agreement expresses the complete and final understanding of the Parties with respect to the subject matter as of the date of its execution. Each party acknowledges that no representations have been made which have

not been set forth herein.

15. **SEVERABILITY** If any section, subsection, sentence, clause or phrase of this Agreement is for any reason held to be invalid by any court of competent jurisdiction, such decision or decisions shall not affect the validity of the remaining portions of this Agreement.

16. **NOTICES** All notices, demands, requests, consents, approvals or other instruments required or permitted by this Agreement shall be in writing and shall be executed by the party or an officer, agent or attorney of the party, and shall be deemed to have been effective as of the date of actual delivery, if delivered personally, or as of the third (3rd) day from and including the date of posting, if mailed by registered or certified mail, return receipt requested, with postage prepaid addressed as follows:

To City:
City Manager, City of Streator
204 S. Bloomington Street
Streator, Illinois 61364

Superintendent
Streator Elementary School District No. 44
1520 N. Bloomington Street
Streator, Illinois 61364

With Copy To:
Jacob & Klein, Ltd
The Economic Development Group, Ltd.
1701 Clearwater Avenue
Bloomington, Illinois 61704

Superintendent
Allen-Otter Creek Central Consolidated
School District No. 65
400 S. Lane Street
Ransom, Illinois 60470

Illinois Valley Community College
Attn: President Jerome Corcoran
815 North Orlando Smith Road
Oglesby, Illinois 61348

Superintendent
Streator Township High School Dist. No. 40
202 W. Lincoln Ave.
Streator, Illinois 61364

LaSalle County Board
Attn: Chairman
707 E. Etna Road
Ottawa, IL 61350

Otter Creek Twp & Road District
Attn: Road Commissioner
PO Box 285
Streator, IL 61364

Otter Creek Township
Attn: Supervisor
1524 Little Main Street
Streator, IL 61364

17. **HOLD HARMLESS / DELAYED PAYMENT** The involved or affected Taxing Body(ies) which is/are the subject of any challenge to the payment or eligibility of payments received hereunder shall hold the City harmless from any claim or damages, including reasonable attorney fees of the City in any action or proceeding which may be threatened or commenced challenging the payments made hereunder. The Taxing Bodies recognize that the City may be enjoined from making any payments required hereunder

pending resolution of any challenge and hold the City harmless from any non-payment or delayed payment due to this reason.

18. **REIMBURSEMENT OF TAXING DISTRICT'S PROPORTIONATE SHARE OF TAX OBJECTION REFUNDS**

If a refund or reimbursement of tax increment (including any accrued statutory interest thereon) is due from the City's Special Tax Allocation (TIF) Fund for any reason, including but not limited to a final order in any tax objection, assessment challenge or formal appeal to the Illinois Property Tax Appeal Board (PTAB), issuance of a certificate of error or other such action, including any appeals therefrom, concerning the reduction of assessed value of any parcel of real property which is located within the TIF District Redevelopment Project Area, then the Taxing Bodies shall reimburse the City for their unpaid share of such refund (including any accrued statutory interest thereon) within thirty (30) days upon receiving written demand of the same from the City. Notwithstanding anything in this Agreement to the contrary, the obligations contained in this Section shall remain in effect for the remaining life of the TIF District, whether the TIF District expires upon the current expiration of the Redevelopment Plan and Projects adopted by the City, at an earlier time if the City passes an ordinance terminating the TIF District, or at a later time if the TIF District is legislatively extended. Furthermore, the obligations set forth in this Section shall survive the expiration of the TIF District.

Should any Taxing Body fail to reimburse the City as provided herein, the City may withhold the sum not reimbursed from future payments otherwise due the Taxing Body under this agreement.

If a Taxing Body is the subject of proceedings to dissolve or to terminate its existence, the City may, in its sole discretion, withhold the Surplus designated share of any possible refund (including any accrued statutory interest thereon) from future reimbursements required to be paid under this Agreement. Any funds withheld by the City in this circumstance shall be deposited by City into a separate interest bearing bank account. Upon final determination of the assessed value of the parcels or parcels, the City shall pay to the Taxing Bodies the principal amount due, if any, under this Agreement as recalculated. The City shall be entitled to retain any interest earned on the account as partial payment for the administration of an account due to the delay of the determination of the final evaluation and recalculation of the amounts due under this Agreement.

19. **AUTHORITY TO EXECUTE** The undersigned represent that they have the authority of their respective governing authorities to execute the Agreement.

[Remainder of Page Left Blank]

IN WITNESS, WHEREOF, the Parties hereto have executed this Agreement on the

_____ day of _____, 2019.

**CITY OF STREATOR,
an Illinois Municipal Corporation:**

By: _____
Mayor, City of Streator

Attest: _____
Clerk, City of Streator

**STREATOR ELEMENTARY
SCHOOL DISTRICT NO. 44**

By: _____
President, Board of Education
Streator Elementary School
District No. 44

Attest: _____
Secretary, Board of Education
Streator Elementary School
District No. 44

**STREATOR TOWNSHIP
HIGH SCHOOL DISTRICT NO. 40**

By: _____
President, Board of Education
Streator Township High School
District No. 40

Attest: _____
Secretary, Board of Education
Streator Township High School
District No. 40

**ALLEN-OTTER CREEK CENTRAL
CONSOLIDATED SCHOOL
DISTRICT NO. 65**

By: _____
President, Board of Education
Allen-Otter Creek Central
Consolidated School District No. 65

Attest: _____
Secretary, Board of Education
Allen-Otter Creek Central
Consolidated School District No. 65

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

By: _____
President, Board of Trustees
Illinois Valley Community
College District No. 513

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

LASALLE COUNTY

By: _____
Chairman, LaSalle County Board

Attest: _____
County Clerk, LaSalle County

OTTER CREEK TOWNSHIP

By: _____
Supervisor

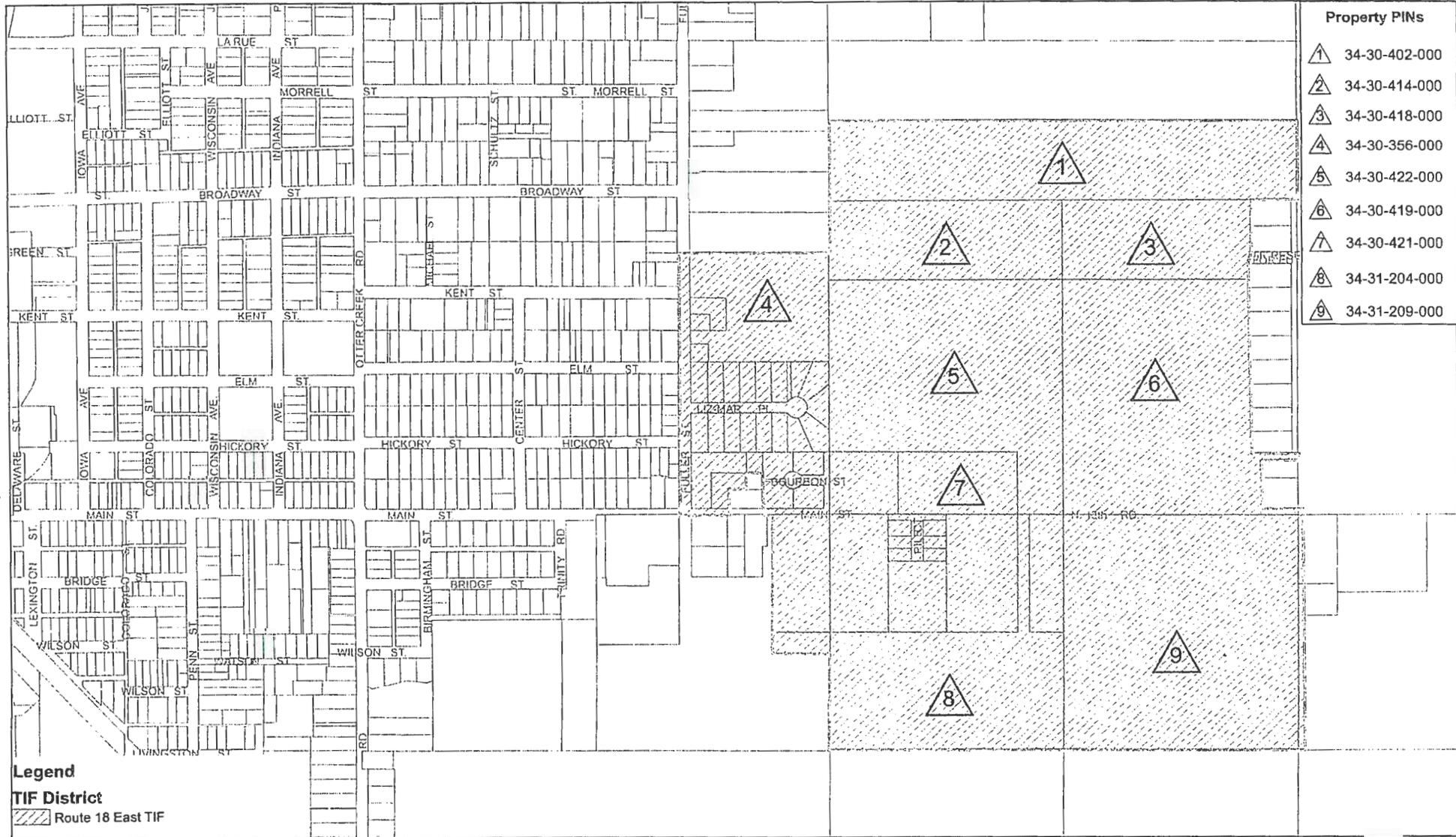
Attest: _____
Clerk

**OTTER CREEK TOWNSHIP
ROAD AND BRIDGE**

By: _____
Road Commissioner

Attest: _____
Clerk

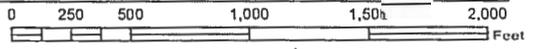
Route 18 East TIF District - 2018 - Targeted Parcels



Property PINs

▲ 1	34-30-402-000
▲ 2	34-30-414-000
▲ 3	34-30-418-000
▲ 4	34-30-356-000
▲ 5	34-30-422-000
▲ 6	34-30-419-000
▲ 7	34-30-421-000
▲ 8	34-31-204-000
▲ 9	34-31-209-000

EXHIBIT A STREATOR ROUTE 18 EAST TAX INCREMENT FINANCING DISTRICT



69

APPENDIX I

**STREATOR ROUTE 18 EAST TAX INCREMENT FINANCING DISTRICT
TARGET PARCELS**

LASALLE COUNTY TAX ID NO. (Referenced PIN#)

1. 34-30-402-000
2. 34-30-414-000
3. 34-30-418-000
4. 34-30-356-000
5. 34-30-422-000
6. 34-30-419-000
7. 34-30-421-000
8. 34-31-204-000
9. 34-31-209-000

APPENDIX II

STREATOR ROUTE 18 EAST TIF DISTRICT

LEGAL DESCRIPTION

The City of Streator Tax Increment Financing (TIF) District V is comprised of an area made up of parts of Section 36, Township 31 North, Range 3 East of the Third Principal Meridian and parts of Sections 30 and 31, Township 31 North, Range 4 East of the Third Principal Meridian in Streator Illinois, LaSalle County, more particularly described as follows: Beginning at a point at the intersection of the south line of the north quarter of Section 31, Township 31 North, Range 4 East of the Third Principal Meridian and the east right-of-way line of E. 19th Road; thence north along said east right-of-way line to its project intersection with the north right-of-way line of Illinois Route 18 (Main Street); thence west along said north right-of-way line to the southwest corner of LaSalle County parcel 34-30-413-000; thence north along the west property line of said parcel to the northwest corner of LaSalle County parcel 34-30-417-000; thence east along the north property line of said parcel to the northeast corner of said parcel; thence north to the southeast corner of LaSalle County parcel 34-30-401-008; thence west along the south property line of said parcel to its intersection with the east property line of LaSalle County parcel 34-30-419-000; thence north along said east property line to the southeast corner of LaSalle County parcel 34-30-418-000; thence north along the east property line of said parcel to its intersection with the south property line of LaSalle County parcel 34-30-402-000; thence east along said south property line to its projected intersection with the east right-of-way line of E. 19th Road; thence north along said east right-of-way line to a point due east of the northeast corner of LaSalle County parcel 34-30-402-000; thence west to said northeast corner of LaSalle County parcel 34-30-402-000; thence west along the north property line of said parcel to the northwest corner of said parcel; thence south along the west property line of said parcel to the northwest corner of LaSalle County parcel 34-30-414-000; thence south along the west property line of said parcel to the northeast corner of LaSalle County parcel 34-30-356-000, thence west along the north property line of said parcel to its projected intersection with the west right-of-way of Fuller Avenue; thence south along said west right-of-way line to its projected intersection with the south right-of-way line of Illinois Route 18 (Main Street); thence east along said south right-of-way line to the northwest corner of LaSalle County parcel 34-31-122-000; thence south along the west property line of said parcel to the northwest corner of LaSalle County parcel 34-31-133-000; thence south along the west property line of said parcel to the southwest corner of said parcel; thence east along the south property line of said parcel to its intersection with the west property line of LaSalle County parcel 34-31-204-000; thence south along said west property line to the southwest corner of said parcel, said southwest corner lying on the south line of the north quarter of Section 31, Township 31 North, Range 4 East of the Third Principal Meridian; thence east along said south line to the point of beginning.

Ottawa Downtown TIF Extension

The City of Ottawa is asking the College to support extending the life of the Downtown Tax Increment Financing (TIF) District for an additional 12 years. The TIF is scheduled to expire in 2022.

The College does not have an intergovernmental agreement (IGA) with the City of Ottawa to share in the tax increment revenues for the TIF district. In return for support of the TIF district extension, the City has proposed an IGA which would provide for the following:

1. The City would declare as “surplus funds” fifty percent (50%) of the gross real estate tax increment which would be distributed by LaSalle County based on each taxing body’s tax rate.
2. The tax increment from any increased assessments resulting from new construction, expansion, or rehabilitation/renovation projects pursuant to a redevelopment agreement approved by the City after January 1, 2019 would be exempt from the fifty percent (50%) surplus funds. The City would reimburse the Community College District a sum equal to three percent (3%) of the annual gross real estate tax increment from the properties.

Recommendation:

- 1) **The Administration recommends Board approval of the intergovernmental agreement with the City of Ottawa, as presented.**
- 2) **Authorize the administration to send letters of support to Representative Yednock and Senator Rezin.**

KPI 6: Resource Management

**OTTAWA DOWNTOWN AREA TIF DISTRICT
INTERGOVERNMENTAL AGREEMENT**

by and between

**THE CITY OF OTTAWA, ILLINOIS
and**

ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513

This Intergovernmental Agreement by and between the City of Ottawa, an Illinois Municipal Corporation, and Illinois Valley Community College District No. 513, an Illinois Community College District, is entered into pursuant to the 1970 Illinois Constitution and Illinois Revised Statutes.

In consideration of their mutual promises, the Parties hereto agree as follows:

1. The City of Ottawa (“City”) is an Illinois Municipal Corporation organized under the Constitution and Statutes of the State of Illinois.
2. The Illinois Valley Community College District No. 513 (“Community College District”) is an Illinois Community College District organized under the Statutes of the State of Illinois.
3. The 1970 Illinois Constitution, Article VII, Section 10, and the Illinois Compiled Statutes, as amended, Ch. 5 Section 220/1 et seq. provide legal authority for intergovernmental privileges and authority to be enjoyed jointly by counties and municipalities as well as other public bodies politic.
4. The Tax Increment Allocation Redevelopment Act (“TIF Act”), Illinois Compiled Statutes, as amended, Ch. 65 Section 5/11-74.4-1 et seq. authorizes a municipality to enter into all contracts necessary or incidental to the implementation and furtherance of its redevelopment plan and project.
5. On August 17, 1999 the City approved a Redevelopment Plan and Projects, designated a Redevelopment Project Area and adopted Tax Increment Financing pursuant to the TIF Act for the Ottawa Project Area No. 3 (Downtown Area) TIF District (the “Downtown TIF District”), which is an area located in the Community College District and which impacts the growth of the Community College District's tax base.
6. Pursuant to Section 11-74.4-3 (et. seq.) of the TIF Act, the City is seeking an extension of the term of the TIF District from twenty-three (23) years to a total of thirty-five (35) years.
7. This Intergovernmental Agreement is contingent in its entirety upon the Legislature’s passage and the Governor’s approval of a Bill to extend the life of the Ottawa Downtown TIF District for an additional twelve (12) years beyond its current scheduled termination in tax year 2022 payable 2023 and further, subsequent approval of an Ordinance by the City adopting the extension.

8. The City has determined that it wishes to reduce some of the negative impact on the real estate tax base of the Community College District caused by the creation and extension of the TIF District.
9. The City wishes to exercise its authority under Section 5/11-74.4-7 of the TIF Act to declare, on an annual basis, a certain amount of the incremental property tax revenues as surplus funds (as defined in the TIF Act), to be returned to the County Collector of LaSalle County for distribution to all taxing districts as described in *Section I(B)(1)* below, including the Community College District, from the Special Tax Allocation Fund established for the Ottawa Downtown TIF District. Any surplus payments provided for hereunder are not payments in lieu of taxes as defined in the TIF Act.
10. In consideration of the City's pledge to reimburse the Community College District as described herein, the Community College District agrees that it shall provide a written letter and/or resolution of support that is acceptable to City and further take no action, directly or indirectly, to object to the City's initiative to secure an extension of the term of the Ottawa Downtown TIF District for an additional twelve year period.
11. The Parties declare that this Agreement is adopted pursuant to the 1970 Illinois Constitution, Article VII, Section 10 and Chapter 65 Section 5/11-74.4-4(b) of the TIF Act and other applicable statutes and will become effective on January 1, 2023, contingent upon the TIF District being legislatively extended.

NOW, THEREFORE, the Parties agree as follows:

I. REIMBURSEMENT

A. TAX INCREMENT

The Parties agree that the LaSalle County Clerk will provide to the Parties the actual annual gross real estate tax increment generated within the TIF District and within the boundaries of the Community College District and report such increment to the Parties.

B. REIMBURSEMENT CALCULATION

1. Surplus Funds:

- a. In exchange for the Community College District's support, the City agrees that commencing with tax year 2023 payable 2024 the City will declare as "Surplus Funds" and set aside annually for the life of the TIF extension **fifty percent (50%)** of the gross real estate tax increment deposited into the Ottawa Downtown Area Special Tax Allocation Fund for all parcels within the TIF District, subject to paragraph b. below. The Community College District shall then receive from the LaSalle County Collector, pursuant to Section 11-74.4-7 of the TIF Act, its pro-rata share of the total amount of declared "surplus funds" as part of the annual distribution to the respective taxing districts in the same manner and proportion as the most recent distribution by the LaSalle County Collector to the affected districts of real property taxes from real property in the TIF District Redevelopment Project Area. The Community College District shall use such funds received under this paragraph for any purposes as allowed

by law.

- b. All new annual real estate tax increment that is generated due to increased assessments resulting from new construction, expansion or rehabilitation/renovation projects (“new development”), pursuant to a Redevelopment Agreement approved by the City after January 1, 2019, shall be exempt from the Surplus declaration and such parcels are known as the “Exempt Parcels”.

2. **Payment by City to IVCC for Reimbursement of Capital Costs:**

- a. Commencing in tax year 2023 payable 2024 and each year thereafter during the term of the TIF District, the City agrees to annually reimburse to the Community College District a sum equal to **three percent (3%)** of the gross real estate tax increment generated by any Exempt Parcels. The Community College District shall use this reimbursed sum for the expenditures of capital costs as authorized by law.
- b. The City will pay the sums described in this Section 2. To the Community College District from the Special Tax Allocation Fund as an impact fee to be used for capital costs, pursuant to current Section 4-3(q)(7) of the TIF Act, and the Community College District shall provide the City with a list of such expenditures annually.

C. REIMBURSEMENT TIMING

The City shall pay the sum determined above to the Community College District in two installments, such being made within sixty (60) days of the City’s receipt from the County of the second installment and the final installment, respectively, of real estate tax increment generated as a preference and in the same proportions as actually received by the City provided that the Community College District has filed with the City a list of eligible project costs equal to or exceeding the calculated sum to be paid to the Community College District to the extent that any funds received are for capital costs under Section I(B) above.

II. GENERAL

Binding Effect:

This Agreement shall be binding on the Parties and their respective successors--including successors in office.

Governing Law:

This Agreement is governed by and shall be construed in accordance with the laws of the State of Illinois.

Term:

This Agreement shall become effective on January 1, 2023, provided the TIF District is legislatively extended. The obligation of the Parties hereto shall continue for the duration of the TIF District extension period. The TIF District shall terminate upon completion of all redevelopment projects or thirty-five (35) years from the creation of the TIF District, if legislatively extended, whichever occurs first. Whether the TIF District exists for the entire thirty-five (35) years or terminates

earlier upon completion of all redevelopment projects, the City will pay in the following year thereafter, the sums due to the Community College District for the prior year or years. The City shall terminate the District upon completion of payment of costs paid for any bond debt service, private redevelopment agreement obligations, and any public redevelopment and other eligible project costs.

Amendments, Waivers, Modifications:

No amendment, waiver or modification of any term or condition of this Agreement shall be binding or effective for any purpose unless expressed in writing and adopted by each of the Parties as required by law.

Waiver of All Rights to Contest TIF District:

The Community College District by its execution and approval of this Agreement hereby waives forever any and all right to directly or indirectly set aside, modify or contest in any manner the establishment, administration or legislative extension of the Ottawa Downtown TIF District including the Redevelopment Project Area, Plan and Projects. Nothing contained herein is to be construed to give the Community College District any right to participate in the administration of the TIF District or Plan or Projects.

Enlargement of the TIF District:

The City agrees that it will notify the Community College District of any proposed enlargement of the TIF District at least 60 days prior to the adoption of ordinances changing the District boundaries.

Amending the TIF District:

The City will not otherwise amend the TIF Plan except after providing written notice to the Community College District and holding such public hearings as required by statute.

Real Estate Tax Increment Information:

- (1) The Administrators of the TIF Plan and City agree to provide the Community College District with information developed to establish the initial equalized assessed valuation of the TIF District and the calculations for successive years' computation of the real estate tax increment for the TIF District as a whole and, if possible, for the Community College District alone.
- (2) The City agrees that its Administrators shall provide the Community College District with a copy of the TIF Annual Report when it is presented to the City Council. Such Report shall set forth: (a) the balance in the Special Tax Allocation Fund ("Fund") at the beginning of the year; (b) all amounts deposited in the Fund by source; (c) all expenditures from the Fund by categories; and (d) the balance in the Fund at the end of the year by source.

Complete Agreement:

This Agreement expresses the complete and final understanding of the Parties with respect to the subject matter. Any existing agreements in conflict herewith are hereby repealed.

Authority to Execute:

The undersigned represent that they have the authority of their respective governing authorities to execute this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on this _____ day of _____, 2019.

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

CITY OF OTTAWA,
an Illinois Municipal Corporation

By: _____
Chair

By: _____
Mayor

Attest: _____
Secretary

Attest: _____
City Clerk

H:\OTC\WFA\TH-3 Downtown TH Extension\IGC\IV\CC\IV\CC_JGA_Downtown TH Extension_draft_rsd_1 21 2019.rpd

Change Order #1 – Barn Demolition

To be in compliance with Board Policy 4.11, the administration wishes to advise the Board of Trustees of Change Order #1 for a decrease of \$1,132.93 for the Barn Demolition project. The change order consists of the following changes:

Original contract sum	\$50,750.00
Change Order #1	
Less concrete disposal than included in bid	<u>(1,132.93)</u>
New contract sum	<u>\$49,617.07</u>

AIA[®] Document G701[™] – 2017

Change Order

PROJECT: <i>(Name and address)</i> Barn Demolition Illinois Valley Community College 815 N. Orlando Smith Street Oglesby, IL 61348	CONTRACT INFORMATION: Contract For: General Construction Date: November 2, 2018	CHANGE ORDER INFORMATION: Change Order Number: 001 Date: December 17, 2018
OWNER: <i>(Name and address)</i> Illinois Valley Community College 815 N. Orlando Smith Road Oglesby, IL 61348	ARCHITECT: <i>(Name and address)</i> Demonica Kemper Architects 125 N. Halsted St., Suite 301 Chicago, IL 60661	CONTRACTOR: <i>(Name and address)</i> S & K Excavating & Trucking, Inc. 904 E. Route 71 P.O. Box 655 Newark, IL 60541

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

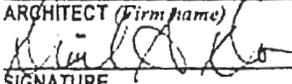
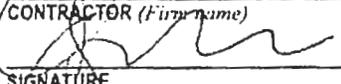
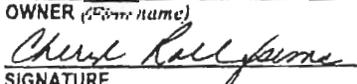
Change Order No. 1 is to revise commencement date to December 3, 2018 and date of substantial completion to December 7, 2018, and to decrease the Contract Sum based on differences in foundation depth determined during demolition.

The original Contract Sum was	\$ 50,750.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 50,750.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 1,132.93
The new Contract Sum including this Change Order will be	\$ 49,617.07

The Contract Time will be unchanged by zero (0) days.
The new date of Substantial Completion will be December 7, 2018

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

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

<u>Demonica Kemper Architects</u> ARCHITECT <i>(Firm name)</i>	<u>S & K Excavating & Trucking, Inc.</u> CONTRACTOR <i>(Firm name)</i>	<u>Illinois Valley Community College</u> OWNER <i>(Firm name)</i>
 SIGNATURE	 SIGNATURE	 SIGNATURE
Mr. Dominick Demonica, Principal	Ms. Jessica Anderson, Secretary	Ms. Cheryl Roelfsema, Vice President for Business Services & Finance
<u>12-17-18</u> DATE	<u>12/18/18</u> DATE	<u>1-16-2019</u> DATE

Change Order #2 – Exterior Stair Upgrade

To be in compliance with Board Policy 4.11, the administration wishes to advise the Board of Trustees of Change Order #2 for an increase of \$1,750 for the Exterior Stair Upgrade PHS project. The change order consists of the following changes:

Original contract sum	\$107,200
Change Order #1	1,603
Change Order #2	
Upgrade to detectable warning strips	<u>1,750</u>
 New contract sum	 <u>\$110,553</u>

AIA[®] Document G701[™] - 2017

Change Order

PROJECT: (Name and address) Exterior Stair Upgrades Illinois Valley Community College 815 N. Orlando Smith Road Oglesby, IL 61348	CONTRACT INFORMATION: Contract For: General Construction Date: April 16, 2018	CHANGE ORDER INFORMATION: Change Order Number: 002 Date: December 19, 2018
OWNER: (Name and address) Illinois Valley Community College 815 N. Orlando Smith Road Oglesby, IL 61348	ARCHITECT: (Name and address) Demonica Kemper Architects 125 N. Halsted St., Suite 301 Chicago, IL 60661	CONTRACTOR: (Name and address) Vanguard Contractors, Inc. 15 S. Capitol Street, Suite 217 Pekin, IL 61554

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

The original Contract Sum was	\$ 107,200.00
The net change by previously authorized Change Orders	\$ 1,603.00
The Contract Sum prior to this Change Order was	\$ 108,803.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 1,750.00
The new Contract Sum including this Change Order will be	\$ 110,553.00

The Contract Time will be increased by Zero (0) days.
 The new date of Substantial Completion will be

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

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

Demonica Kemper Architects ARCHITECT <i>(Firm name)</i> SIGNATURE Mr. Dominick Demonica, Principal PRINTED NAME AND TITLE 12-19-18 DATE	Vanguard Contractors, Inc. CONTRACTOR <i>(Firm name)</i> SIGNATURE Mr. Matt Balagna, Vice President PRINTED NAME AND TITLE 1-4-19 DATE	Illinois Valley Community College OWNER <i>(Firm name)</i> SIGNATURE Ms. Cheryl Roelfsema, Vice President for Business Services & Finance PRINTED NAME AND TITLE 1-16-2019 DATE
---	--	--

MEMORANDUM

TO: Mark Grzybowski
Vice-President for Student Services

FROM: Cory Tomasson
Coordinator of Student Activities

RE: FY '19 Student Organization Budgets

DATE: January 28, 2019

Attached is the proposed 2018-2019 Budget for Student Activities.

This budget has been created by the Student Government Association and approved by the Coordinator of Student Activities. We would ask for your approval of these allocations for the 2018-2019 academic year.

Joseph Mooney

Rachel Brown

Julia Brown

Jessica Jayaram

Brian Shue

Kevin Brown

Cory Tomasson

	ORGANIZATION	2017-2018 Allocations	2018-2019 Allocations
1	Ag Club *	\$250.00	\$165.00
2	Alpha Delta Nu (Nursing Honors)	\$300.00	\$200.00
3	American Chemical Society	\$4,000.00	\$2,600.00
4	Auto Club	\$300.00	\$200.00
5	Black Student Association	\$400.00	\$275.00
6	Chess Club	\$300.00	\$165.00
7	College Democrats	\$550.00	\$375.00
8	Disc Golf Club	\$375.00	\$250.00
9	Eagle Pong	\$250.00	\$165.00
10	Economics Student Association	\$300.00	\$200.00
11	Focus On Fitness	\$1,000.00	\$0.00
12	Gaming Society	\$800.00	\$520.00
13	Gay/Straight Alliance	\$750.00	\$490.00
14	Hispanic Leadership Team	\$400.00	\$275.00
15	Honors Program	\$400.00	\$275.00
16	Human Service Honors Society	\$400.00	\$275.00
17	Human Service Organization	\$1,000.00	\$675.00
18	Indefinite Limits (Math Club)	\$850.00	\$575.00
19	International Society	\$1,200.00	\$500.00
20	IVLeader	\$11,000.00	\$9,000.00
21	IVNUA (Information Tech) (WIT now)	\$750.00	\$500.00
22	IVSustainability	\$1,000.00	\$0.00
23	Lambda Alpha Epsilon (CRJ)	\$2,000.00	\$1,300.00
24	One Room	\$250.00	\$150.00
25	OSAKA Anime Club	\$750.00	\$500.00
26	Phi Theta Kappa	\$3,100.00	\$2,100.00
27	Physics Club	\$0.00	\$0.00
28	Project Success Leadership Team	\$400.00	\$275.00
29	Psychology Club	\$600.00	\$400.00
30	Red Cross	\$750.00	\$500.00
31	River Currents	\$1,500.00	\$1,500.00
32	Running Club	\$0.00	\$0.00
33	SAGE	\$500.00	\$330.00
34	Sigma Delta Mu (Spanish)	\$100.00	\$100.00
35	Sigma Kappa Delta (English)	\$1,600.00	\$1,100.00
36	SPAMO	\$2,000.00	\$1,325.00
37	Student Ambassadors	\$750.00	\$750.00
38	Student Government Association	\$4,000.00	\$2,200.00
39	Student Nurses Association	\$7,000.00	\$4,200.00
40	Student Veteran's Association	\$400.00	\$270.00
41	TEACH	\$1,000.00	\$650.00
42	World Languages	\$500.00	\$325.00
43	Young Republicans	\$500.00	\$335.00
44	Bio club	\$0.00	\$100.00
45	Rotorac	\$0.00	\$100.00
	Subtotal	\$54,275.00	\$36,190.00
	Coordinator Stipend	\$15,000.00	\$15,000.00
	Athletics	\$61,414.00	\$61,414.00
	TOTAL	\$130,689.00	\$112,604.00

MG 2/14/19
JC 2/15/19

Use of College Vehicle

ADMINISTRATIVE POLICY: Vehicles owned or leased by Illinois Valley Community College are intended to be used by authorized drivers for the purpose of conducting College-related business. It is expected that authorized drivers will ensure that the guidelines outlined below are followed. Intentional misuse or negligent use of College vehicles and/or failure to adhere to the guidelines established may result in disciplinary action for the employee. Only those employees who have been designated as “authorized drivers” may drive a College vehicle.

[DEFINITIONS](#) [DETAILS](#) [MVR](#) [RESERVATION AND USE](#) [USE OF PERSONAL VEHICLE](#) [ISSUES DURING TRIP](#)

DEFINITIONS:

Authorized Driver: Full-time and part-time employees, coaches, and other authorized individuals over 21 years old who have had their motor vehicle record (MVR) checked and approved by the College are considered authorized drivers of Illinois Valley Community College vehicles. Authorized drivers will lose College vehicle driving privileges when their MVR reflects any of the following:

- All Type A violations in the last ~~5~~ 3 years;
- ~~Five (5) Three (3)~~ or more accidents (regardless of fault) in the last ~~five (5) three (3)~~ years;
- Three (3) or more Type B violations in the last ~~five (5) three (3)~~ years; or
- Any combination of accidents and Type B violations which equal four (4) or more in the last ~~five (5) three (3)~~ years.

Type A Violation:

- ~~1. Driving while intoxicated;~~
 - ~~2. Driving while under the influence of drugs or alcohol;~~
 - ~~3. Negligent homicide arising out of the use of a motor vehicle (gross negligence);~~
~~— Operating a motor vehicle during a period of suspension or revocation;~~
 - ~~4. Using a motor vehicle for the commission of a felony;~~
 - ~~4. Aggravated assault with a motor vehicle;~~
 - ~~4. Operating a motor vehicle without the owners authority (grand theft);~~
 - ~~4. Permitting an unlicensed person to drive;~~
 - ~~4. Reckless driving;~~
 - ~~4. Speed contest (racing);~~
 - ~~4. Hit and run (bodily injury or property damage).~~
1. A violation in connection with a fatal accident.
 2. Any felony involving the use of an automobile.
 3. Driving under a suspended, revoked, or expired license.

4. Driving under the influence of drugs or alcohol and/or the refusal to take a blood/breath test.
5. Fleeing or attempting to elude the police; failure to stop and report an accident in which the driver was involved.
6. Negligent vehicular homicide.
7. Operating a motor vehicle without the owner's permission.
8. Permitting an unlicensed person to drive.
9. Reckless, negligent, careless driving or racing.
10. Speeding in excess of 20 mph over the speed limit.

Type B Violation:

1. All moving violations not listed as Type A violations.

DETAILS:

1. Authorized drivers who drive College vehicles on authorized business must possess a current and valid driver's license.
2. Texting and use of a cell phone or any other devices (including portable GPS devices without audio) that can cause distractions while driving is prohibited.
3. Authorized drivers must obtain necessary approvals for the use of a College vehicle and authorize the College to obtain a copy of their motor vehicle record (MVR) prior to driving a College vehicle. The College may revoke authorized driver status of College vehicles if driving status changes.
4. The Office of Human Resources will process all MVR's and will communicate the names of authorized drivers to the appropriate departments (facilities, athletics, etc.)~~Reservation Coordinator~~. The ~~Reservation Coordinator~~ appropriate departments will be responsible for maintaining the authorized driver list and verifying that the individual is on the authorized driver list before reserving a College vehicle.
5. Vehicle use is limited to College business only. Only an authorized driver may drive a College vehicle.
6. An employee who possesses a valid driver's license may drive their own personal vehicle even if they are not an authorized driver for IVCC.
7. Authorized drivers must report a Type A violation to the Office of Human Resources the next business day following the incident.
8. An Illinois Valley Community College employee must be in the College vehicle at all times when it is in use. The employee must be the main driver of the College vehicle during long trips where shared driving is required. Authorization for Facilities' student workers to use College vehicles must be approved by the Vice President for Business Services and Finance.

9. Authorized drivers are not permitted under any circumstances to operate a College vehicle when any physical or mental impairment causes the driver to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the driver is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.
10. Smoking or the use of other tobacco products in any College vehicle is strictly forbidden.

IVCC reserves the right to require driving record checks of any driver of College vehicles. Driving privileges of a College vehicle may be revoked if the record shows significant traffic violations.

IVCC's insurance covers everyone in the vehicle, no matter if they are employees, students, or guests of the College.

MOTOR VEHICLE RECORDS (MVR):

1. An updated MVR will be obtained for all employees whose work responsibilities require driving and may be obtained for other employees whose responsibilities may include occasional driving.
2. MVR's will be checked upon the hiring of a new employee and at least annually thereafter. Current employees whose work responsibilities include driving will have an MVR check as needed, but at least annually, and employees whose responsibilities may include occasional driving will also have an MVR check at least annually.
3. Applicants for employment whose work responsibilities will require a significant amount of driving and whose MVR reflects Type A or Type B violations may be denied employment based upon the results of the MVR. MVR's and the status of driving privileges for these particular employment candidates should be included as part of the employment interview.
4. Current employees whose work responsibilities require a significant amount of driving and whose MVR reflects Type A or Type B violations may be restricted and/or denied access to College vehicles and may not be permitted to use personal or rental vehicles for College business. Employees in this category risk disciplinary action which may include suspension and/or termination, if they are no longer legally able to operate a motor vehicle and such is required for continued employment at IVCC.

RESERVATION AND USE OF A COLLEGE VEHICLE:

1. College shuttles are leased primarily for use by Athletics. Shuttles may be available for other groups when not in use by Athletics.

2. Scheduling of all College shuttles will be done via a request made through R25. The ~~appropriate department Reservation Coordinator~~ will verify the driver is on the approved list. If the driver is on the list and a College shuttle is available, the ~~athletic department Reservation Coordinator~~ will approve the reservation and confirm the request within 24 hours of the request. If the requesting driver is not on the approved list, the request will be denied and the requesting driver should contact the Office of Human Resources and request an MVR as soon as possible, as the MVR check may take up to one week.
3. If other occupants will be driving the vehicle at any time, that information must be communicated ~~to the Reservation Coordinator~~ to determine if they are on the authorized driver list.
4. Authorized drivers must complete the [Vehicle Use Form](#) to provide Campus Security with passenger names, date(s) of travel, estimated departure and return times, and destination. The requesting driver must provide the names of all occupants in the vehicle to Campus Security.
5. College shuttles are parked in Lot 4 and must be returned to Lot 4. Shuttle keys are located at the Athletics office.
6. I-PASS: I-Pass transponders are installed in the shuttles. Please note that if you use an I-PASS lane without the transponder, any penalties incurred will be deducted from your next payroll check.
7. Return from Journey: Clean up the shuttle interior when you are done and lock the shuttle. Return keys to the Athletic office or Campus Security. DO NOT leave keys on the Information Desk counter. If the College is closed, keys may be deposited in the library drop box. Report any vehicle problem or abnormality to Campus Security immediately.
8. Cancellation of Travel Plans: Contact the ~~appropriate department Reservation Coordinator~~ as soon as possible to release the reservation of a College shuttle.

IVCC is not responsible for any traffic fines, tickets and such received while driving a College shuttle.

USE OF PERSONAL VEHICLE FOR COLLEGE BUSINESS:

1. Employees or volunteers using a personal vehicle for College-approved travel shall follow all traffic laws and use safe driving practices. If an employee or volunteer uses a personal vehicle to transport other employees or students for College-approved travel, the guidelines of this policy must be followed. For trips greater than 50 miles, one-way, rental cars are available. Please contact Purchasing.
2. No reimbursement will be made for accident-related repairs to a personal vehicle, whether these costs result from your own acts or acts of others. It is the personal obligation of the owner of such vehicle to adhere to the State of Illinois' mandatory auto liability insurance law.

3. Mileage will be reimbursed for personal use of vehicles for College travel as per Board policy.
4. Any traffic citations received during the use of a personal vehicle or College vehicle are the responsibility of the driver.

VEHICLE ISSUES DURING TRIP

Authorized drivers should call Campus Security at 815-224-0314 or 815-739-1290 for 24-hour emergency response in the case of an accident, breakdown, flat tire, or other emergency situations.

ACCIDENTS

If involved in an accident, Illinois law requires an accident report be completed. Show the law enforcement agency your driver's license and the insurance card (located in the glove compartment). Call Campus Security at 815-224-0314 or 815-739-1290.

Drivers are expected to cooperate fully with the authorities in the event of an accident. However, drivers should make no voluntary statement other than in reply to questions of investigating officers.

Do not admit fault. Do not discuss the details of the accident with anyone except the police.

Report any accident involving a College vehicle to Campus Security and your supervisor, regardless of the extent of damage or lack of injuries. The supervisor will notify the Office of Human Resources for follow-up on injuries and medical insurance coverage. Such reports must be made as soon as possible, but no later than 48 hours after the accident.

Record accident details on the Accident Report Form (included in the accident kit in the glove compartment), including information about other people involved in the accident or anyone who may have witnessed the accident, noting both the number of passengers and their names.

Take photos of the accident, if camera is available.

Report accident to IVCC immediately.

Do not correspond with anyone by phone or email, other than College officials, regarding the accident. Contact Campus Security upon your return and give them a copy of the accident report.

STOLEN VEHICLE

Immediately report the theft to the nearest police department. Call Campus Security at 815-224-0314 or 815-739-1290.

FLAT TIRE, MECHANICAL ISSUES

If the vehicle becomes disabled, please contact Campus Security at 815-224-0314 or 815-739-1290 and they will direct you on how to proceed. If the vehicle is disabled, have it towed off the

roadway and get the name, address, and telephone number of the towing company so that arrangements can be made by Campus Security to have it towed to the College.

Forms:

[Vehicle Use Form](#)

[MVR Authorization](#)

Posted 7/29/09

Modified ~~2/15/2019~~ 3/10/17



January 23, 2019

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

Dr. Corcoran and IVCC Board:

I just wanted to take a few minutes of your time to personally and sincerely thank you, your administration and Board of Trustees for the establishment of an outstanding community college agricultural program. After being in agricultural education for 40 years at the high school, community college and university levels, I cannot tell you how much I appreciate your support of our young people in the agriculture industry.

Your addition of a new full-time instructor, land lab, and an additional advanced course structure is truly exciting. University of Illinois Extension and I personally are very proud of IVCC's involvement.

I was with you from day one on this venture and look forward to any continued support I can offer. Thank you. Call anytime.

Your friend in agriculture,

Daryle Wragge
Ag Program Coordinator
University of Illinois Extension
509 Front Street, Suite 4
Henry, IL 61540

Fall 2018 Graduation

There were 165 graduating students earning a total of 186 degrees and certificates in the following areas:

26	Associate in Arts Degree
30	Associate in Science Degree
11	Associate in Applied Science Degree
4	Associate in General Studies Degree
115	Certificates of Completion

By comparison, in Fall 2017, we graduated 161 students with a total of 202 degrees and certificates.

ILLINOIS VALLEY COMMUNITY COLLEGE

College Core Values

Responsibility Caring Honesty Fairness Respect

Vision Statement

Illinois Valley Community College is the preferred gateway to advance individual and community success.

Mission Statement

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

Purposes of IVCC

- * The successful completion of courses and degrees required for effective transfer to baccalaureate degree programs.
- * Occupational/technical courses, certificates and degrees leading directly to successful employment or transfer into baccalaureate degree programs.
- * Courses and academic support services designed to prepare students to succeed in college-level coursework.
- * Continuing education courses and community activities that encourage lifelong learning and contribute to the growth and enrichment of students in our community.
- * Student support services to assist in developing personal, social, academic and career goals.
- * Academic and student support programs designed to supplement and enhance teaching and learning.

Principles of Work

Illinois Valley Community College is a system of programs, services and people – the entire system committed to continuous improvement. Nothing stays the same; everything is in a constant process of discovery, creating, and accomplishment. The people of IVCC daily strive to improve the organization's work systems and processes toward higher levels of satisfaction, achievement, and excellence among students and other stakeholders.

College Goals

1. Raise community appreciation for post-secondary education and the opportunities it provides.
2. Provide resources and support systems that cultivate success for our students, employees, and community.
3. Serve as responsible stewards of college, community, state, and donor resources.