



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, May 13, 2021
Board Room
6:30 p.m.**

NOTE:

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

IVCC'S MISSION STATEMENT

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

BOARD AGENDA ITEMS

January

February

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

March

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

April

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

May

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

June

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

July

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

August

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

September

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

October

Authorize Preparation of Levy
Audit Report
IVCC Foundation Update

November

Adopt Tentative Tax Levy

December

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

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees Meeting
Thursday, May 13, 2021 – 6:30 p.m. – Board Room (C307)

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

A G E N D A

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 6.1 Approval of Minutes – April 8, 2021 Board Meeting (Pages 1-5)
 - 6.2 Approval of Bills - \$1,810,495.36
 - 6.2.1 Education Fund - \$1,130,542.80
 - 6.2.2 Operations & Maintenance Fund - \$94,578.68
 - 6.2.3 Operations & Maintenance (Restricted Fund) - \$430,892.33
 - 6.2.4 Auxiliary Fund - \$66,740.07
 - 6.2.5 Restricted Fund - \$53,405.96
 - 6.2.6 Audit Fund - \$1,700.00
 - 6.2.7 Liability, Protection & Settlement Fund - \$32,565.52
 - 6.2.8 Grants, Loans and Scholarships - \$70.00
 - 6.3 Treasurer's Report (Pages 6-13)
 - 6.3.1 Financial Highlights (Pages 7-8)
 - 6.3.2 Budget to Actual by Budget Officers (Page 9)
 - 6.3.3 Statement of Cash Flows (Page 10)
 - 6.3.4 Investment Status Report (Page 11)
 - 6.3.5 Disbursements - \$5,000 or more (Pages 12-13)
 - 6.4 Personnel - Stipend for Pay Period Ending March 27, 2021 and April 10, 2021 (Pages 14-15)
7. President's Report
8. Committee Reports
9. Request for Proposals – Audit Services (Page 16)

10. Purchase Request – Facilities Truck Purchase (Page 17)
11. Approve Certificate – Advanced Cannabis Production (Pages 18-19)
12. Faculty Appointment – Christina Boughton, Nursing Instructor (Pages 20-21)
13. Faculty Appointment – Samantha Whiteaker, Nursing Instructor (Pages 22-23)
14. Faculty Appointment – Caitlinn Hubbell, Agriculture Instructor (Pages 24-25)
15. Faculty Appointment – Emily Morgan, Mathematics Instructor (Pages 26-27)
16. Faculty Retirement – Gina Elias, Computer Networking Instructor (Pages 28-29)
17. Staff Resignation – Quintin Overocker, Director of Admissions, Records & Transfer Services (Pages 30-31)
18. Staff Retirement – Dr. Deborah Anderson, Vice President for Academic Affairs (Pages 32-33)
19. President’s Contract – Approve a three-year employment contract for President Dr. Jerry Corcoran from July 1, 2021 to June 30, 2024 with a salary increase of 2.5 percent for FY2022, providing for an annual salary of \$216,047 as well as benefits and other conditions presented in the contract (Page 34)
https://www.ivcc.edu/board/contracts/Employment_Agreement_J_Corcoran-FY22.pdf
20. Items for Information (Pages 35-43)
 - 20.1 Leave of Absence Request – Sarah Trager (Page 35)
 - 20.2 Leave of Absence Request – Ben Simpson (Page 36)
 - 20.3 Part-Time Faculty Retirement – Lynne Weber, Early Childhood Education Instructor (Page 37)
 - 20.4 Part-Time Faculty Retirement – Kevin Corrigan, Astronomy Instructor (Page 38)
 - 20.5 Staff Resignation – Becky Biers, Administrative Assistant I, Counseling (Page 39)
 - 20.6 Staff Resignation – Samantha Manahan, Enrollment Services (Page 40)
 - 20.7 Direct to Success Program Letter – Tammy Landgraf (Pages 41-42)
 - 20.8 City of Oglesby Letter – Proposed Pre-Annexation Agreement (Page 43)
21. Trustee Comment
22. Closed Session – 1) pending or imminent litigation; 2) complaint lodged against an official or employee of the public body; 3) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 4) collective negotiations; and 5) closed session minutes
23. Approval of Closed Session Minutes
24. Other
25. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
April 8, 2021

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, April 8, 2021 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Jane E. Goetz, Chair
Everett J. Solon, Vice Chair
Angela M. Stevenson, Secretary
Amy L. Boyles
Jay K. McCracken

Members Virtually Present: David O. Mallery
Naomi Ochuba, Student Trustee
Madison N. Miranda, Student Trustee-Elect

Members Telephonically Present:

Members Absent: Maureen O. Rebholz

Others Physically Present: Jerry Corcoran, President
Chris Dunlap, Director of Information Technology Services
Walt Zukowski, Attorney

Others Virtually Present: Cheryl Roelfsema, Vice President for Business Services & 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

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

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None

RECOGNITION – NAOMI OCHUBA, STUDENT TRUSTEE

Ms. Goetz read a resolution and presented it to Naomi Ochuba along with a gift on behalf of the Board of Trustees to express sincere appreciation that Naomi has given generously of her time, energy, and talents in her responsibilities as Student Trustee to the College. Board members thanked Ms. Ochuba for her service.

Ms. Goetz was joined by the Board members in welcoming Madison Miranda as the newly elected Student Trustee for 2021-2022.

CONSENT AGENDA ITEMS

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

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

The following items were approved in the consent agenda:

Approval of Minutes – March 11, 2021 Board Meeting.

Approval of Bills - \$981,879.61

Education Fund - \$734,057.86; Operations & Maintenance Fund - \$86,544.49; Operations & Maintenance (Restricted Fund) - \$98,270.38; Auxiliary Fund - \$14,671.45; Restricted Fund - \$11,983.86; Audit Fund - \$1,100.00; and Liability, Protection & Settlement Fund - \$35,251.57.

Treasurer’s Report

Personnel

Approved stipends for pay periods ending March 13, 2021 & Part-time Faculty and Staff Appointments of March 2021.

PRESIDENT’S REPORT

Dr. Corcoran noted how beautiful the campus looks, especially this time of year when spring is in the air, flowers are blooming, all the grass has recently been cut, and spring sports are underway. Dr. Corcoran noted that Scott Curley’s custodial, maintenance and grounds-keeping staff do great work and he is proud of them. Dr. Corcoran informed that last night Cory Tomasson filled us in on the Student Government Association election results: Student Trustee - Madison Miranda; President – Emme Bottom; Vice-President – Eva Smush; Secretary – Nicolette Kendall; Treasurer – Helena Ogle; and Sophomore Programming Board – Emily Walker. Dr. Corcoran extended congratulations to all of the students who stepped forward to serve in these leadership positions. He added that we are looking forward to working with you over the next year. Dr. Corcoran noted that Judy Day and he have had delightful conversations with Madison Miranda and it is clear that she is taking the position of Student Trustee very seriously like her friends Naomi Ochuba and

Toni Galindo did before her. Dr. Corcoran reported that our Academic Affairs division is proud to announce that IVCC is partnering with the Southern Illinois University Edwardsville School of Nursing on an RN-to-bachelor's program. He noted that the "Pathway RN/BS Program" allows seamless transfer of IVCC credit to SIUE for completion of the nursing baccalaureate. Students complete the AAS and the majority of the general education requirements prior to attending SIUE. Dr. Corcoran informed that students may enroll in two of the university's nursing courses prior to obtaining RN licensure. SIUE's accelerated program is offered in an 8-week, online format to accommodate the needs of working RNs. Dr. Corcoran noted that it can be completed in one year (three semesters) if most gen-ed requirements are met at admission. Students can also choose a slower program progression. Dr. Corcoran reported that IVCC Director of Nursing Jennifer Grobe is on record as saying "Much like our program, SIUE's School of Nursing is an excellent value, is well-respected and affordable. "Nursing students often have to keep up with demanding courses while also juggling family and work responsibilities. The IVCC-SIUE partnership is a way to earn a BSN with minimal expense and travel." Dr. Corcoran noted that Dr. Grobe is the college's point person on this terrific partnership – in the short amount of time since joining us, Dr. Grobe has hit the ground running. Dr. Corcoran reported that as of Wednesday, the Foundation's fifth annual Giving Day on April 1 had raised over \$31,000, an increase of more than \$7,000 from the previous year. There were 107 donors, up from 76 one year ago. Dr. Corcoran extended special thanks to Janice Corrigan for coordinating the campaign and to all the trustees who contributed so generously. Dr. Corcoran informed that tomorrow, April 9 the Illinois Community College Career Services Professionals Commission is hosting a statewide virtual career fair from 10 a.m. until 4 p.m. He added that IVCC is one of 19 community colleges participating in the program thanks to Lisa Witalka, the college's career services specialist. Dr. Corcoran reported that as of a few days ago 251 employers were registered to participate. He shared that employer industries to be represented range from advertising, agriculture, automotive, engineering, banking, construction, insurance, manufacturing, retail, transportation and logistics, and utilities/renewable energy. Dr. Corcoran noted that we appreciate Lisa's fine work and hope that tomorrow is a success. He added that the goal is to have 500 participants /candidates attend. Dr. Corcoran informed that a few days ago he had an enjoyable meeting with Oglesby Mayor Dom Rivara and Commissioner Jason Curran about the city of Oglesby's continuing interest in building a solar energy-generating facility on college property in order to demonstrate the city's immediate commitment to renewable energy and long-term interest in providing electricity to our campus. Dr. Corcoran noted that once he has a proposal in writing from them, he will be happy to bring it to the attention of the board's facilities committee for consideration. Dr. Corcoran was delighted to share that Ida Brown, long-time financial aid office employee who is retiring at the end of the month, was awarded the Lifetime Achievement Award at the Illinois Association of Financial Aid Administrators Conference this afternoon. Dr. Corcoran added that the award is well-deserved and offered congratulations to Ida on a job well done.

COMMITTEE REPORTS

None

APPROVAL OF THE CERTIFICATE: HELP DESK

It was moved by Mr. Solon and seconded by Dr. Boyles to approve the Help Desk Certificate, as presented.

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

FACULTY RETIREMENT – LAURA HODGSON, LABORATORY INSTRUCTOR FOR NURSING

It was moved by Mr. McCracken and seconded by Mr. Mallery to accept with regret the retirement notice of Laura Hodgson, Laboratory Instructor for Nursing, effective May 31, 2021.

Student Advisory Vote: – “Aye” – Ms. Ochuba. Roll Call Vote: “Ayes”– Mr. Solon, Ms. Stevenson, Mr. Mallery, Mr. McCracken, Dr. Boyles and Ms. Goetz. “Nay” – none. Motion carried. The Board members expressed congratulations and best wishes to Ms. Hodgson on her retirement.

TRANSFER OF FUNDS – CAPITAL DEVELOPMENT BOARD TRUST ACCOUNT

It was moved by Ms. Stevenson and seconded by Dr. Boyles to approve the transfer of \$55,400 to the Capital Development Board trust account at Heartland Bank and Trust Company to cover additional costs for Project No. 810-046-019, as presented.

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

ITEMS FOR INFORMATION

Ms. Goetz noted that the letter for the 2021 Outstanding Full-time Faculty Member Award Nomination, Dr. Kimberly Radek-Hall is an item for information. Another item is the letter for the 2021 Outstanding Part-time Faculty Member Award Nomination, Christina Boughton. Congratulations were extended to both Dr. Radek-Hall and Ms. Boughton. Ms. Goetz informed that the ICCTA Annual Conference is set for June 4 and 5 at Bloomington-Normal with the Annual Awards Ceremony occurring the evening of June 4.

TRUSTEE COMMENT

Ms. Goetz noted that an organizational meeting of the Board needs to be scheduled after canvassing the votes from the April 6th election. A special meeting of the Board was set for Monday, May 3 at 5:00 p.m. in the Board Room.

Ms. Goetz thanked Leslie Hofer and Paula Hallock for their work in scheduling the recent activities and open forums for the vice president candidates. Ms. Goetz thanked the Trustees for attending the open forum.

CLOSED SESSION

Ms. Goetz requested a motion and a roll call vote at 6:50 p.m. to enter into a closed session to discuss: 1) pending or imminent litigation; 2) security procedures, school building safety and security; 3) complaint lodged against an official or employee of the public body; 4) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 5) collective negotiations; and 6) closed session minutes. Motion made by Ms. Stevenson and seconded by Mr. Solon to enter into a closed session.

Student Advisory Vote: – “Aye” – Ms. Ochuba. Roll Call Vote: “Ayes” – Mr. Solon, Ms. Stevenson, Mr. Mallery, Mr. McCracken, Dr. Boyles and Ms. Goetz. “Nay” – none. Motion carried. The Board entered closed session at 6:55 p.m.

Motion made by Dr. Boyles and seconded by Ms. Stevenson to return to the regular meeting. Student Advisory Vote: – “Aye” – Ms. Ochuba. Roll Call Vote: “Ayes” – Mr. Solon, Ms. Stevenson, Mr. Mallery, Mr. McCracken, Dr. Boyles and Ms. Goetz. “Nay” – none. Motion carried. The regular meeting resumed at 8:40 p.m.

POSSIBLE APPOINTMENT – VICE PRESIDENT FOR BUSINESS SERVICES & FINANCE

There was no action on this item.

CLOSED SESSION MINUTES

It was moved by Mr. Solon and seconded by Dr. Boyles to approve and retain the closed session minutes of March 11, 2021.

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

OTHER

Mr. Mallery requested that the documents or a summary for the solar energy facility at the college be forwarded to him. Dr. Corcoran advised that while there continues to be cordial discussions with the City of Oglesby officials regarding the solar energy proposal, he has no paperwork on it at this time. Dr. Corcoran assured that should he receive any documentation on the proposal it would be shared first with Mr. Mallery, Chair of the Facilities Committee. Ms. Goetz expressed appreciation to Mr. Mallery on behalf of the Board for all that he does as Facilities Committee Chair.

ADJOURNMENT

Ms. Goetz declared the meeting adjourned at 8:50 p.m.

Everett J. Solon, Board Chair

Angela M. Stevenson, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

APRIL 2021

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

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – April 2021

Revenues

- As of April 23, headcount for spring semester was 2,623 which is 388 students, or 12.89 percent, less than at the same point in time last year. Credit hours were down 3,037, a 13.16 percent decrease from spring 2020. Traditional credit hours are down 11.57 percent. Dual credit and dual enrollments are up slightly. Part of the variance continues to be attributed to the timing for when PCCS hours are entered into our system.

According to the ICCB’s Spring Semester Enrollment Survey, the substantial drop IVCC has experienced in both headcount and credit hours is comparable to the rest of the community colleges. What is encouraging is our spring internet enrollment has more than tripled.

Credit Hour Comparison FY2020 to FY2021

	Summer	Fall	Spring	Total
2019/2020	4,638	23,985	22,894	51,517
2020/2021	3,995	21,013	20,045*	45,053
Difference	(643)	(2,972)	(2,849)	(6,464)
%	(13.9)	(12.4)	(12.4)	(12.5)

*estimated credit hours

Budgeted credit hours for FY2021 were 51,000. Credit hours for FY2022 will be budgeted at 47,400.

- Corporate Personal Property Replacement Tax (CPPRT) receipts as of April 30 were \$922,431, or 82 percent of the budgeted \$1,125,500. As of March 31, tax increment finance district (TIF) receipts were \$539,151, or 1.04 percent of the budgeted \$517,250.
- The State continues to be current with monthly credit hour grant and equalization grant payments. The first installment, \$105,000, of the \$210,000 CTE formula grant has also been received. The proposed budget from the governor’s office is showing flat spending for higher education.

Expenses

- Overall, expenses are running at 83.0 percent of budget.
- Expense line item- Employee Benefits includes the yearly H.S.A. contributions of \$622,500.
- Expense line items showing a significant variance from budget are 1) Annual Ellucian software maintenance costs of \$286,114; 2) Counselors’ salaries are running higher than budget; 3) Financial Aid includes \$686,650 in CARES Act monies disbursed to students; 3) Legal expenses include \$32,441 for data breach services and \$81,997 for general counsel; 4) Risk Management includes \$157,000 in data breach costs; 5) General Institution includes \$225,154 in CARES Act Institutional monies and 5) Bookstore expenses include a computer upgrade and annual software support.

Protection, Health & Safety Projects

- Building G Air Handling Units Replacement – units are set in place with all completely piped and insulated; ductwork is complete; electrical is 95% complete; controls and programming are 95% complete;
- Key Card Access Upgrade – Tri-Electronics, Inc. from Hammond, IN was the accepted bid at \$288,165; pre-construction meeting was held on March 17; construction to begin in April;
- Fireplace Lounge Ramp Replacement – Lite Construction, Inc. from Montgomery, IL was the accepted bid at \$108,700; pre-construction meeting to be scheduled; construction to begin in May;

Other Projects

- Roadway and Parking Lot Resealing CBD Project – CDB approved the single bidder. Estimated project start date is May 2021. This project has a budget of \$900,000 with \$675,000 in state funding and \$280,400 from local funds.
- Lumens (Augusoft) Continuing Education Enrollment Management Project- training for Continuing Ed. and other departments such as Accounting IT, has begun; estimated “go-live” date is August.
- HR Self-Service Project- Human Resources, Accounting and IT have begun building the self-service module; it will be rolled out to employees in phases: first phase is scheduled for August.

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

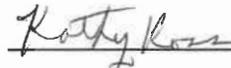
Department	Annual Budget FY2021	Actual FY2021	Actual/ Budget 83.3%	
President	359,006	290,930	81.0%	
Board of Trustees	14,850	15,911	107.1%	Includes ICCTA annual dues of \$11,550
Community Relations	426,113	324,199	76.1%	
Continuing Education	792,742	414,222	52.3%	
Facilities	4,400,359	3,289,019	74.7%	
Information Technologies	1,978,064	1,652,960	83.6%	
Academic Affairs	232,682	172,005	73.9%	
Academic Affairs (AVPCE)	482,229	539,627	111.9%	
Adult Education	453,005	362,914	80.1%	
Learning Resources	1,321,356	1,014,369	76.8%	
Workforce Development Division	2,301,036	1,754,884	76.3%	
Natural Sciences & Business Division	3,162,592	2,519,245	79.7%	
6 Humanities & Fine Arts/Social Science Division	3,117,822	2,303,680	73.9%	
Health Professions Division	1,848,823	1,491,082	80.7%	
Admissions & Records	405,117	331,403	81.8%	
Counseling	401,226	407,953	101.7%	Salaries running at 90 percent of budget
Student Services	289,261	221,011	76.4%	
Financial Aid	4,140,591	4,170,521	100.7%	includes \$686,560 of CARES Act funding
Career Services	40,209	27,640	68.7%	
Athletics	309,616	202,339	65.4%	
TRiO (Student Success Grant)	335,000	279,231	83.4%	
Campus Security	537,420	269,052	50.1%	
Business Services/General Institution	1,060,283	1,363,055	128.6%	Data Breach \$32,441; Zukowski \$81,997; includes \$225,154 CARES Act Inst.
Risk Management	561,935	518,601	92.3%	\$157,000 data breach costs;
Tuition Waivers	600,000	623,619	103.9%	Summer, fall and spring waivers
Purchasing	122,831	99,986	81.4%	
Human Resources	135,665	100,623	74.2%	
Bookstore	1,255,451	1,065,251	84.9%	Computer upgrade and annual software support
Shipping & Receiving	47,023	25,962	55.2%	
Copy Center	114,475	72,170	63.0%	
Total FY21 Expenditures	31,246,782	25,923,463	83.0%	

Illinois Valley Community College
Statement of Cash Flows
for the Month ended April 30, 2021

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 3,954,784.42	\$ 2,337,702.85	\$ 718,752.01	\$ 702,287.66	\$ (179,542.95)	\$ (673,454.88)	\$ 1,592,935.41	\$ 14,963.46	\$ (44,042.17)	\$ 180,744.04	\$ 8,605,129.85
Total Receipts	352,024.11	16,994.83	(1,870.58)	-	27,255.43	8,000.00	1,764.89	-	-	10,421.20	\$ 414,589.88
Total Cash	4,306,808.53	2,354,697.68	716,881.43	702,287.66	(152,287.52)	(665,454.88)	1,594,700.30	14,963.46	(44,042.17)	191,165.24	9,019,719.73
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	-	-	55,400.00	-	-	-	-	-	-	-	55,400.00
Expenditures	(1,787,500.86)	(235,004.49)	(430,892.33)	-	(115,957.44)	(275,787.03)	-	(1,700.00)	(54,076.93)	(70.00)	(2,900,989.08)
ACCOUNT BALANCE	2,519,307.67	2,119,693.19	341,389.10	702,287.66	(268,244.96)	(941,241.91)	1,594,700.30	13,263.46	(98,119.10)	191,095.24	6,174,130.65
Deposits in Transit	-	-	-	-	-	-	-	-	-	-	-
Outstanding Checks	413,619.19	-	-	-	-	-	-	-	-	-	413,619.19
BANK BALANCE	2,932,926.86	2,119,693.19	341,389.10	702,287.66	(268,244.96)	(941,241.91)	1,594,700.30	13,263.46	(98,119.10)	191,095.24	6,587,749.84
Certificates of Deposit	-	-	2,210,418.34	-	-	-	2,877,000.02	-	100,000.00	-	5,187,418.36
Illinois Funds	6,456,344.10	1,269,416.36	807,381.62	143,963.52	-	360,492.59	455,892.04	-	-	310,735.12	9,804,225.35
Bldg Reserve-ILLFund	-	-	405,540.52	-	-	-	-	-	-	-	405,540.52
Total Investment	\$ 6,456,344.10	\$ 1,269,416.36	\$ 3,423,340.48	\$ 143,963.52	\$ -	\$ 360,492.59	\$ 3,332,892.06	\$ -	\$ 100,000.00	\$ 310,735.12	\$ 15,397,184.23

LaSalle State Bank	\$ 152,338.33
Midland States Bank	6,435,411.51
	<u>\$ 6,587,749.84</u>

Respectfully submitted,


Kathy Ross
Controller

ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
April 30, 2021

<u>DUE</u>	<u>Education</u>	<u>Oper & Maint</u>	<u>O&M Restricted</u>	<u>Bond & Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection & Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
10/26/2021			1,000,000					1,000,000	MB	0.85%	0.85%	17050
11/7/2021						150,000		150,000	MB	0.85%	0.85%	15192
5/3/2022						248,000		248,000	MBS	2.35%	2.35%	American Express
5/3/2022						248,000		248,000	MBS	2.35%	2.35%	Capital One
7/19/2022						247,000		247,000	MBS	2.25%	2.25%	Discover Bank
7/19/2022						247,000		247,000	MBS	2.30%	2.30%	Capital One
7/19/2022						247,000		247,000	MBS	2.30%	2.30%	Wells Fargo
11/23/2022			1,210,418					1,210,418	MB	2.65%	2.67%	17012
11/23/2022							100,000	100,000	MB	2.65%	2.67%	17013
6/16/2023						245,000		245,000	MBS	0.70%	0.70%	Texas Exchange Bank
11/7/2023						200,000		200,000	CB	3.50%	3.50%	Goldman Sachs
11/7/2023						200,000		200,000	CB	3.50%	3.50%	UBS Bank USA
11/8/2023						200,000		200,000	CB	3.55%	3.55%	Morgan Stanley Bank
11/8/2023						200,000		200,000	CB	3.55%	3.55%	Morgan Stanley
11/15/2023						200,000		200,000	CB	3.55%	3.55%	Comenity Capital
2/25/2026						245,000		245,000	MBS	0.65%	0.65%	State Bank of India
Total CD	-	-	2,210,418	-	-	2,877,000	100,000	5,187,418				

CB Commerce Bank
CTB Central Bank
HNB Hometown National Bank

LSB LaSalle State Bank
MB Marseilles Bank

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

\$5,000 and Over Disbursements

4/01/21 - 4/30/21

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
763672	4/1/2021	82897	SURS	\$ 58,914.04	Payroll (4/01/21)
ACH	4/1/2021		Internal Revenue Service	58,964.05	Federal Payroll Taxes (4/01/2021)
ACH	4/1/2021		Illinois Department of Revenue	21,147.39	State Payroll Taxes (4/01/2021)
ACH	4/1/2021		VALIC	10,018.01	403 (b) & 457 (b) Payroll (4/01/2021)
763681	4/1/2021	1139	CDW Government, Inc	23,983.77	Laptops
763685	4/1/2021	112536	Comercial Mechanical, Inc	279,732.64	Bldg G HVAC Replacement*
763695	4/1/2021	181795	G4S Secure Solutions (USA) Inc	6,661.86	Security Services- Main Campus (3/01/21-3/07/21)
763698	4/1/2021	213868	Grit Digital Health, LLC	7,000.00	License Fee-YOU@IVCC
763706	4/1/2021	1261	Kaplan, Inc	6,000.00	First Year Nursing Simulations
763741	4/1/2021	66555	United States Postal Service	5,000.00	Postage Meter Reimbursement
763744	4/1/2021	1927	Walter J Zukowski & Assoc	16,342.35	Legal Services
763778	4/7/2021	209567	Delta Dental of Illinois	14,498.03	Dental Insurance (March 2021)
763780	4/7/2021	109033	Elsevier Science	6,441.37	Books for Resale
763831	4/7/2021	2577	AT & T	11,864.11	Telephone Services
12 ACH	4/8/2021		CCHC	275,080.64	Health Insurance (April 2021)
763978	4/14/2021	214499	Constellation NewEnergy, Inc	34,098.29	Electricity (2/12/21-3/11/21)
763988	4/14/2021	128916	Hagerty Steel and Aluminum	6,611.20	Welding Supplies
764027	4/14/2021	214047	Symmetry Energy Solutions, LLC	8,587.36	Gas (February 2021)
764035	4/14/2021	195549	Heartland Bank and Trust	55,400.00	CDB Trust Account Transfer
76406	4/15/2021	82897	SURS	47,401.35	Payroll (4/15/21)
ACH	4/15/2021		Internal Revenue Service	60,714.64	Federal Payroll Taxes (4/15/2021)
ACH	4/15/2021		Illinois Department of Revenue	21,717.41	State Payroll Taxes (4/15/2021)
ACH	4/15/2021		VALIC	10,311.21	403 (b) & 457 (b) Payroll (4/15/2021)
764074	4/21/2021	112536	Commercial Mechanical, Inc	83,237.22	Bldg G HVAC Replacement*
764085	4/21/2021	181795	G4S Secure Solutions (USA) Inc	7,027.70	Security Services- Main Campus (3/22/21-3/28/21)
764126	4/21/2021	1450	Thyssenkrupp Elevator Corp	7,390.08	Elevator Inspections and Maintenance
764267	4/28/2021	174412	Demonica Kemper Architects	12,522.47	Key Card Access System Upgrade*
764274	4/28/2021	181795	G4S Secure Solutions (USA) Inc	13,741.19	Security Services- Main Campus (3/29/21-4/04/21)
764291	4/28/2021	210438	Petty Cash	5,000.00	Bookstore Buyback Funds
764300	4/28/2021	66555	United States Postal Service	5,000.00	Postage Meter Reimbursement

\$5,000 and Over Disbursements

4/01/21 - 4/30/21

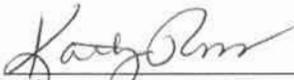
Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
764307	4/28/2021	201725	Zoom Video Communications, Inc	14,617.87	Educational Annual License
764308	4/28/2021	210438	Petty Cash	7,180.00	Bookstore Rental Return Funds
764309	4/28/2021	210438	Petty Cash	7,000.00	Bookstore Rental Return Funds
764310	4/28/2021	210438	Petty Cash	7,000.00	Bookstore Rental Return Funds
764320	4/29/2021	82897	SURS	47,007.62	Payroll (4/29/21)
ACH	4/29/2021		Internal Revenue Service	59,080.76	Federal Payroll Taxes (4/29/2021)
ACH	4/29/2021		Illinois Department of Revenue	21,377.02	State Payroll Taxes (4/29/2021)
ACH	4/29/2021		VALIC	10,401.21	403 (b) & 457 (b) Payroll (4/29/2021)
ACH	4/30/2021		Prudential	\$ 5,478.43	Life Insurance (May 2021)

\$ 1,359,551.29

*Protection, Health, & Safety (PHS) Projects

Stipends For Pay Period 04/10/2021

Name		Start Date	End Date	Last Pay	Earn	Amount	GL No.	Section Name	Section Title	Comments
Balzarini, Doreen J.	Beginning Excel	03/04/2021	04/01/2021	04/10/2021	ST	\$ 420.00	014110394151320			
Blaydes, Christine A.	ALH 1214-653	03/22/2021	05/22/2021	05/22/2021	OV	\$ 3,967.20	011420730051340	ALH-1214-653	Certified Nursing Assistant	
Jenrich, Chuck	River Front Machinery	03/23/2021	03/24/2021	04/10/2021	ST	\$ 2,000.00	014210331051320			
Naszke, Joseph M.	Cannabis Dispensary Patient Care	03/31/2021	05/05/2021	05/08/2021	ST	\$ 1,200.00	014110394151320	CEU-9906-303	Cannabis Dispensary Patient Care	
Prine, Renee M.	Addendum Pay	01/03/2021	01/16/2021	04/10/2021	AD	\$ 903.28	013230030851540			
Pytel, Kyle E.	Driver Improvement	04/10/2021	04/10/2021	04/10/2021	ST	\$ 140.00	014110394251320	CDV-6000-04	LaSalle County	
Schneider, Gregg A.	Mileage Reimbursement	03/27/2021	04/10/2021	04/10/2021	ML	\$ 78.40	014110394355212			
Schneider, Gregg A.	Driver Improvement	03/31/2021	03/31/2021	04/10/2021	ST	\$ 140.00	014110394251320	CDV-6000-313	LaSalle County	
Schneider, Gregg A.	Driver Improvement	04/07/2021	04/07/2021	04/10/2021	ST	\$ 140.00	014110394251320	CDV-6000-304	LaSalle County	
Schneider, Gregg A.	Driver Improvement	04/10/2021	04/10/2021	04/10/2021	ST	\$ 140.00	014110394251320	CDV-7000-02	Bureau/Putnam County	
Sondgeroth, Anthony L.	CARUS Welding Program	03/30/2021	04/06/2021	04/10/2021	ST	\$ 1,200.00	014210331051320			
						\$ 10,328.88				


 Kathy Ross
 Controller

*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

15  7/15/2021
 Dr. Jerry Corcoran
 President

Request for Proposal Results - Audit Services

Board Policy requires the College to perform a RFP for audit services at least every six years.

For the last six years, Wipfli LLP was engaged to perform the annual audit of the College. The audit fees for fiscal year 2020 totaled \$40,150.

Complete proposals were received from three (3) firms: Clifton Larson Allen, LLP; Sikich, LLP; and Wipfli, LLP. All three (3) proposals indicated that the firms have the necessary credentials and experience to perform a financial audit for the College, as required by Board Policy 4.6 - Audits. The proposed fees for the audit, preparation of the General Purpose Financial Statements and Supplemental Schedules for the Comprehensive Annual Financial Report, preparation of the Uniform Financial Statements as required by the Illinois Community College Board (ICCB) and federal single audits for the next three (3) years are displayed below.

	<u>2021</u>	<u>2022</u>	<u>2023</u>
Sikich, LLP	\$39,500	\$40,685	\$41,950
Wipfli, LLP	\$42,750	\$40,250	\$41,250
Clifton Larson Allen, LLP	\$49,875	\$51,371	\$52,912

In addition to proposing the overall lowest cost for audit services for the College, Sikich currently audits more than 20 higher education institutions, including seven community colleges. In 2020, Sikich, LLP performed audits for the following Illinois community colleges: Kishwaukee College, Elgin Community College, McHenry County College, Oakton Community College, Rock Valley College, and Waubensee Community College. Sikich understands the task in today's environment is to keep up with the ever-changing standards from GASB and the Office of Management and Budget with the new Uniform Guidance. Sikich is on the leading edge of the standards that are being developed. Their leadership has recently presented through CACUBO on HEERF funding, and the ICCCFD on governmental accounting and financial reporting updates. IVCC will remain abreast of regulatory changes and best organizational practices through relevant complimentary seminars. Their specific audit approach is to *operate in a way that provides full attention to evaluating significant areas, including those that present the greatest risk and where new opportunities for financial and operational improvement may exist.*

Recommendation:

The administration recommends Board approval to accept the proposal of Sikich, LLP for audit services.

KPI 5: District Population Served

Purchase Request – 2021 Ford F-350 Truck with Dump Box and Plow

Currently, the College is utilizing a 2008 Ford Explorer with 36,000 miles as part of our facilities fleet. Because of the age and use, this vehicle has deteriorated and has outlived its useful life. It is no longer cost effective to repair and maintain. It is being recommended to replace this vehicle with a new 2021 Ford F-350 truck with a dump box and plow.

The Illinois Department of Central Management Services (CMS) provides programs, services, and bid purchases, both to state and public agencies. Because these are state approved purchases, these are the lowest prices offered. Therefore, bidding becomes unnecessary since any purchases, and vendors, on the State Contract have been bid by and approved through the state for local government and public agency use and joint purchase. Morrow Brothers Ford, of Greenfield, Illinois has been approved by the State under Contract Number 19-416CMS-BOSS4-P-11453 through the State of Illinois Central Management Services for Joint Purchasing.

Funds for this purchase were budgeted in Fiscal Year 2021.

Recommendation:

The administration recommends the Board authorize the purchase of a 2021 Ford F-350 truck using the State Contract Number 19-416CMS-BOSS4-P-11453 through the State of Illinois Central Management Services for Purchasing from Morrow Brothers Ford of Greenfield, IL at a cost of \$58,870.

KPI 6: Resource Management

Approval of the Certificate: Advanced Cannabis Production

Kathryn Seebruck, Agriculture Program Coordinator, and Ron Groleau, Dean Natural Science and Business Division, have been working closely with local agriculture employers in the cannabis-growing industry to create a second short-term certificate option in cannabis production. With the legalization of medical marijuana in Illinois in 2013, the passage of the 2014 and 2018 Farm Bills and their allowance of industrial hemp production, and the legalization of recreational marijuana in Illinois in 2020, there continues to be a rise in the number of jobs being created in these areas. In May, 2020, the short-term certificate in Cannabis Production was approved by the IVCC Board of Trustees, and subsequently by the ICCB. The proposed Advanced Cannabis Production Certificate will build on that foundation and provide students with more in-depth knowledge of cannabis production in addition to business proficiency, thus giving them the skills necessary for self-employment or employment at local cannabis companies. This short term certificate will total 10 credit hours and could be completed in one semester. It will enhance knowledge in the areas of cannabis science and production, best business practices, and legal compliance. As with the Cannabis Production Certificate, the Advanced Cannabis Production Certificate is stackable into the Agronomy AAS degree.

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

Recommendation:

Approve the Advanced Cannabis Production Certificate, as presented.

KPI 1: Student Academic Success

KPI 5: District Population Served

Advanced Cannabis Production Certificate

Semester 1	Credit Hours
AGR 1200 Introduction to Agricultural Business Management	3
AGR 1221 Advanced Cannabis Production (proposed course)	4
AGR 1226 Greenhouse Management	3
<i>Total Credit Hours</i>	10

Faculty Appointment – Christina Boughton, Nursing Instructor

The search advisory committee has selected Christina Boughton as Nursing Instructor to fill the vacancy created by the retirement of Deb Pumo. Information on this candidate is attached.

Recommendation:

The administration recommends the appointment of Christian Boughton as Nursing Instructor effective August 16, 2021 at Step B-5, an annualized salary of \$51,496, subject to terms and conditions of the 2021-2022 faculty contract to be negotiated.

KPI 4: Support for Employees

RECOMMENDED FOR FACULTY APPOINTMENT
2021-2022

GENERAL INFORMATION:

POSITION TO BE FILLED: Nursing Instructor

NUMBER OF APPLICANTS: 4

NUMBER OF APPLICANTS INTERVIEWED: 2

APPLICANTS INTERVIEWED BY:

Ms. Bruch, Mr. Fish, Dr. Grobe, Ms. Knowlton, Ms. Scheri

APPLICANT RECOMMENDED:

Christina Boughton

EDUCATIONAL PREPARATION:

Northern Illinois University, DeKalb, IL – M.S., Nursing; B.S., Nursing
Illinois Valley Community College, Oglesby, IL – A.A.S., Nursing
Rock Valley Community College, Rockford, IL – A.A.

EXPERIENCE:

Illinois Valley Community College, Oglesby, IL – Adjunct Nursing Instructor
Perry Memorial Hospital, Princeton, IL – Registered Nurse, Emergency Department;
Registered Nurse, Medical/Surgical Unit; Emergency Room Technician

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

1. Lecture demonstration was done well as she included a number of references to teaching styles that are currently being introduced to the faculty.
2. The presentation was very interactive and appeared to engage the audience.
3. Appeared comfortable teaching and well prepared for anything that was asked of her.
4. Master of Science in Nursing, ten years' experience as a registered nurse, and interested in teaching med-surg, ER, and psych.
5. Recipient of the 2021 IVCC Outstanding Part-Time Faculty Award.

RECOMMENDED SALARY: B-5, \$51,496* annualized, effective August 16, 2021

*Subject to terms and conditions of the 2021-2022 contract to be negotiated.

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

Faculty Appointment – Samantha Whiteaker, Nursing Instructor

The search advisory committee has selected Samantha Whiteaker as Nursing Instructor to fill the vacancy created by the retirement of Pam Mammano. Information on this candidate is attached.

Recommendation:

The administration recommends the appointment of Samantha Whiteaker as Nursing Instructor effective August 16, 2021 at Step B-11, an annualized salary of \$61,572, subject to terms and conditions of the 2021-2022 faculty contract to be negotiated.

KPI 4: Support for Employees

RECOMMENDED FOR FACULTY APPOINTMENT
2021-2022

GENERAL INFORMATION:

POSITION TO BE FILLED: Nursing Instructor

NUMBER OF APPLICANTS: 4

NUMBER OF APPLICANTS INTERVIEWED: 2

APPLICANTS INTERVIEWED BY:

Ms. Bruch, Mr. Fish, Dr. Grobe, Ms. Knowlton, Ms. Scheri

APPLICANT RECOMMENDED:

Samantha Whiteaker

EDUCATIONAL PREPARATION:

Lewis University, Shorewood, IL - M.S. in Nursing Education

OSF St. Francis Medical Center College of Nursing, Peoria, IL - B.S. in Nursing

Illinois Central College, Peoria, IL – Nursing pre-requisites

EXPERIENCE:

University of St. Francis, Joliet, IL – Nursing Instructor

MidwivesCare, LLC, Joliet, IL – Homebirth Midwife Assistant (PRN)

Illinois Valley Community College, Oglesby, IL – Nursing Instructor

OSF St. Joseph Medical Center, Bloomington, IL – Staff Nurse, Family Birth Center

OSF St. James Medical Center, Pontiac, IL – Staff Nurse, Family Birth Center

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

1. Terrific lecture demonstration with easy to understand concepts that met all of the teaching demo requirements.
2. Master of Science in Nursing with eight years teaching experience in a variety of topics at a community college and a four-year college.
3. Holds a CNE certification with 10 years' experience as a nurse in the clinical setting.
4. Added a great deal of information on diversity and appears to infuse this message into her teaching style.

RECOMMENDED SALARY: B-11, \$61,572* annualized, effective August 16, 2021

*Subject to terms and conditions of the 2021-2022 contract to be negotiated.

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

Faculty Appointment – Caitlinn Hubbell, Agriculture Instructor

The search advisory committee has selected Caitlinn Hubbell as Agriculture Instructor to fill the vacancy created by the resignation of Kathryn Seebruck. Information on this candidate is attached.

Recommendation:

The administration recommends the appointment of Caitlinn Hubbell as Agriculture Instructor effective August 16, 2021 at Step B-1, an annualized salary of \$45,327, subject to terms and conditions of the 2021-2022 faculty contract to be negotiated.

KPI 4: Support for Employees

RECOMMENDED FOR FACULTY APPOINTMENT
2021-2022

GENERAL INFORMATION:

POSITION TO BE FILLED: Agriculture Instructor

NUMBER OF APPLICANTS: 5

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Mr. Groleau, Ms. Johnson, Mr. Mott, Mr. Schroeder

APPLICANT RECOMMENDED:

Caitlinn Hubbell

EDUCATIONAL PREPARATION:

Michigan State University, East Lansing, MI – M.S., Agriculture, Food & Resource
Economics

Purdue University, West Lafayette, IN – B.S., Food Science

EXPERIENCE:

Michigan State University, East Lansing, MI – Research Assistant

Purdue University, West Lafayette, IN – Undergraduate Research Assistant

Agricultural Economic Insights, West Lafayette, IN – Marketing/Business Development
Intern

Cargill, Inc., Blair, NE – Food Safety & Quality Chemist Intern

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

1. Excellent interview with well-articulated answers including a vision for emphasis on technology and use of statistics for future Ag program direction and courses
2. Well planned, organized teaching demonstration in which very good interaction occurred with the lecture participants within the 30-minute time limit
3. Experience with on-line teaching and an expressed desire to bring this method of instruction to the IVCC Ag program in order to grow enrollments that will include students from a non-agricultural background
4. Excellent reference checks indicating she will work collaboratively with Willard Mott, IVCC agriculture students, and the IVCC agriculture community

RECOMMENDED SALARY: B-1, \$45,327* annualized, effective August 16, 2021

*Subject to terms and conditions of the 2021-2022 contract to be negotiated.

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

Faculty Appointment – Emily Morgan, Mathematics Instructor

The search advisory committee has selected Emily Morgan as Mathematics Instructor to fill the vacancy created by the retirement of Dan Serafini. Information on this candidate is attached.

Recommendation:

The administration recommends the appointment of Emily Morgan as Mathematics Instructor effective August 16, 2021 at Step B-5, an annualized salary of \$51,496, subject to terms and conditions of the 2021-2022 faculty contract to be negotiated.

KPI 4: Support for Employees

RECOMMENDED FOR FACULTY APPOINTMENT
2021-2022

GENERAL INFORMATION:

POSITION TO BE FILLED: Mathematics Instructor

NUMBER OF APPLICANTS: 13

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Ms. Black, Mr. Black, Ms. Chambers, Mr. Garrison, Mr. Groleau,
Mr. Tunnell

APPLICANT RECOMMENDED:

Emily Morgan

EDUCATIONAL PREPARATION:

Aurora University, Aurora, IL – M.S., Mathematics
Northern Illinois University, DeKalb, IL – B.S., Mathematics
Kishwaukee College, Malta, IL – A.S.

EXPERIENCE:

Rock Valley College, Rockford, IL – Adjunct Faculty, Mathematics
Kishwaukee College, Malta, IL – Adjunct Mathematics Faculty, Temporary Full-Time
Mathematics Faculty, Bookstore Clerk, Mathematics Tutor
Waubensee Community College, Sugar Grove, IL – Instructor for Bridge Program and
Adjunct Faculty, Mathematics

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

1. Excellent interview articulating commitment to the multiple roles of a community college faculty member that involves teaching and participation in other roles such as committee work.
2. Very good teaching demonstration in which the topic was presented in a highly organized and easy to understand manner.
3. Smart room technology used during the teaching demonstration which also included a demonstration of proper calculator usage displayed on the document camera.
4. Infectious passion for the teaching of mathematics at the community college level with 10 years of adjunct teaching experience at area community colleges.
5. Excellent reference checks with the candidate highly recommended.

RECOMMENDED SALARY: B-5, \$51,496* annualized, effective August 16, 2021

*Subject to terms and conditions of the 2021-2022 contract to be negotiated.

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

Faculty Retirement – Gina Elias, Computer Networking Instructor

Gina Elias, Computer Networking Instructor, has submitted a notice of retirement effective July 2, 2021. Her retirement letter is attached.

We thank Gina for her 31.5 years of dedicated service teaching computer programming and networking part-time for 10 years and full-time for the last 21.5 years, and wish her well in retirement.

Recommendation:

Accept with regret the retirement of Gina Elias, Computer Networking Instructor, effective July 2, 2021.

KPI 4: Support for Employees

4/12/2021

Illinois Valley Community College
Human Resources, Leslie Hofer
815 N. Orlando Smith Rd.
Oglesby, IL 61348

Dear Leslie:

This letter serves as my formal notice to you, the IVCC administration, and the IVCC Board of Trustees, that I am retiring from full-time teaching at IVCC effective July 2, 2021.

I have enjoyed teaching computer programming and networking for the past 30+ years. I am an IVCC alumni and have greatly appreciated the college as both a student and a faculty member. I have had such wonderful students and have enjoyed watching them progress from struggling with a new, complicated topic to graduating with the knowledge, ability, and skills necessary to work in an ever-changing field. I also enjoyed working and learning from my colleagues during my time at IVCC.

I want to thank you all for the opportunity to educate such terrific students of the Illinois Valley. I wish for the continued success of these and future students as well as the success of the college. This area needs and deserves a community college that practices our core values of responsibility, caring, honesty, fairness, and respect. I wish you all the best.

Sincerely,

Gina Elias

Gina Elias

Staff Resignation – Quintin Overocker, Director of Admissions, Records, and Transfer Services

Quintin Overocker, Director of Admissions, Records, and Transfer Services, has submitted his notice of resignation effective June 30, 2021, with Quintin’s last work day being May 28, 2021. His resignation letter is attached.

Recommendation:

Accept with regret the resignation Quintin Overocker, Director of Admissions, Records, and Transfer Services, effective June 30, 2021.

KPI 4: Support for Employees

From: Mark Grzybowski
Sent: Monday, April 26, 2021 11:14 AM
To: Leslie Hofer
Subject: FW: Quintin Overocker Resignation Letter

fyi

Mark Grzybowski
Vice President for Student Services
Illinois Valley Community College
815-224-0393

Pronouns – he, him, his

From: Quintin Overocker
Sent: Friday, April 23, 2021 3:35 PM
To: Mark Grzybowski <mark_grzybowski@ivcc.edu>
Subject: Quintin Overocker Resignation Letter

Dear Mark,

Please accept this email as formal notice of my resignation from the position of Director of Admissions, Records, & Transfer Services at Illinois Valley Community College. My last day of employment will be June 30, with my last physical day on campus being May 28, 2021.

I have been incredibly fortunate to work at IVCC for the past 5.5 years. I've had the privilege of working and becoming close friends with so many good, kind, and caring people in Student Services and across the college, all of whom share the same purpose: giving students access to higher education.

IVCC made my educational and professional career possible, and I will miss the college and the people who work here.

Quintin

Quintin Overocker
Director of Admissions, Records, & Transfer Services
Illinois Valley Community College
(815) 224-0437



Staff Retirement – Dr. Deborah Anderson, Vice President for Academic Affairs

Dr. Deborah Anderson, Vice President for Academic Affairs has submitted her notice of retirement effective January 1, 2022 with her last day of employment being Friday, December 31, 2021. Her retirement letter is attached. We sincerely thank Deb for her years of dedicated leadership and service and wish her well in retirement.

Recommendation:

Accept with regret the retirement of Dr. Deborah Anderson, Vice President for Academic Affairs, effective January 1, 2022.

KPI 4: Support for Employees

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

April 15, 2021

Dear Jerry:

Please accept this as my letter of retirement effective January 1, 2022. My last day of employment will be Friday, December 31, 2021.

My tenure as the Vice President for Academic Affairs has been incredibly rewarding. Academic Affairs at IVCC has progressed in several areas: the divisions have been reorganized, creating a division devoted to academic support for students and faculty; an academic plan and an academic continuity of operations plan have been developed, implemented, and tested; programs have been prioritized, added, and retired; the enhancement plan process for struggling career and technical programs has been established and implemented; the internal transfer review has been established, allowing us to apply data-driven decisions to our transfer programs and courses; career and technical program curriculum has been developed, creating stackable credentials for those looking to return to work as quickly as possible; institutional learning outcomes have replaced general education goals, creating the opportunity for more effective assessment of student learning. More work remains, particularly in the areas of curriculum and assessment, but I am confident that the college will meet these challenges. Additionally, the work I have done in the areas of accreditation and strategic planning should lay a foundation for the college as it moves forward to meet the challenges of the 21st century.

I would like to thank you, the Board of Trustees, the administrative team, the staff and faculty for the opportunity to serve the college during the past seven years. It has been an honor and a privilege to come to work every day to serve our students. I would also like to thank you, specifically, for the guidance and wisdom you have provided me over the years. I am grateful to be a member of the IVCC family.

Sincerely,



Deborah L. Anderson, Ph.D.

President's Contract

Pursuant to the Board's performance evaluation procedures, an annual evaluation for Dr. Jerry Corcoran was conducted by the Board of Trustees. As a result of the evaluation, a recommendation for Board action follows.

Recommendation:

Approve a three-year employment contract for President Dr. Jerry Corcoran from July 1, 2021 to June 30, 2024 with a salary increase of 2.5 percent for FY2022, providing for an annual salary of \$216,047 as well as benefits and other conditions presented in the contract.

KPI 5: District Population Served

Leave of Absence Request – Sarah Trager

Sarah has requested a leave of absence for medical reasons under Board Policy 3.22. Board Policy 3.22 provides for employees who are unable to return to work after exhausting their paid leave and/or FMLA benefits to request additional unpaid medical leave in increments of up to three months.

Ms. Trager's paid medical leave has been exhausted effective April 23, 2021 and she has requested a leave of absence through July 1, 2021. The administration is recommending a second 30-day leave of absence through June 22, 2021.

KPI 4: Support for Employees

Leave of Absence Request – Ben Simpson

Mr. Simpson has requested a leave of absence for medical reasons under Board Policy 3.22. Board Policy 3.22 provides for employees who are unable to return to work after exhausting their paid leave and/or FMLA benefits to request additional unpaid medical leave in increments of up to three months.

Mr. Simpson's paid medical leave will be exhausted on May 5, 2021. The administration is recommending a 30-day leave of absence through June 4, 2021.

KPI 4: Support for Employees

From: Robyn Schiffman
Sent: Friday, April 2, 2021 9:11 AM
To: Leslie Hofer; Paula Hallock
Subject: FW: Intent to Retire

From: Lynne Weber
Sent: Friday, April 2, 2021 9:10 AM
To: Robyn Schiffman <robyn_schiffman@ivcc.edu>; Tammy Landgraf <Tammy_Landgraf@ivcc.edu>
Subject: Intent to Retire

April 2, 2021

Robyn and Tammy,
I am submitting my letter of intent to retire from my position as ECE instructor, effective May 15, 2021.

Thank you for the numerous opportunities for professional and personal growth throughout my years at IVCC. I have enjoyed working with all the amazing students, administrators, teachers and staff and will miss you all.

If I can be of any assistance during this transition, please let me know.

Lynne Weber

From: Ron Groleau
Sent: Thursday, April 1, 2021 7:16 AM
To: Kevin Corrigan
Cc: Jerry Corcoran; Deborah Anderson; Leslie Hofer; Paula Hallock
Subject: Re: GEG-1005/Astronomy

Kevin,

You have been a true asset to the Natural Sciences and Business Division and Illinois Valley Community College over these past 30+ years. I appreciate your willingness and flexibility to always work with students and their many issues. You always put their learning first. Thank you for responding to requests from the media and community members on questions regarding astronomy. Your ability to share your knowledge in an easy-to-understand manner is impressive.

I would also like to extend a big thank you for your work during the pandemic. It certainly required a great deal of effort on your part and is much appreciated. Know that you will be missed. Enjoy your retirement.

Ron

From: Kevin Corrigan <kcorrigan314@gmail.com>
Sent: Thursday, April 1, 2021 6:07 AM
To: Ron Groleau <ron_groleau@ivcc.edu>
Subject: GEG-1005/Astronomy

CAUTION: EXTERNAL EMAIL

Do not click links or open attachments unless you recognize and trust the sender's email address.
IVCC IT

Ron-

I've made the difficult decision to retire at the end of the semester. I have enjoyed the years I've spent at IVCC, and I know that I will miss teaching, but I believe it is time to move on. I hope that I have had a positive impact on the students. I also know that I have learned a great deal from this experience, and I want you to know that I appreciate all the support that you have provided me over the course of my tenure here. Thank you.

Kevin Corrigan

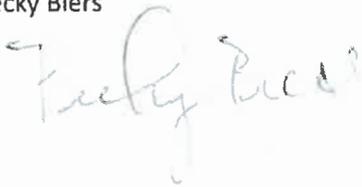
Dear Mark-

Through this letter, I Hereby announce my resignation from the IVCC Counseling Administrative Assistant position, effective May 12th, 2021.

It has been a pleasure working with you and the staff at IVCC for the past 6-7 years.

Sincerely,

Becky Biers

A handwritten signature in cursive script that reads "Becky Biers".

RECEIVED

APR 23 2021

HUMAN RESOURCES

From: Quintin Overocker
Sent: Tuesday, April 27, 2021 2:24 PM
To: Leslie Hofer; Mark Grzybowski
Subject: Fwd: Resignation Letter

FYI

Quintin Overocker
Illinois Valley Community College

*sent from my phone

From: Samantha Manahan <Samantha_Manahan@ivcc.edu>
Sent: Tuesday, April 27, 2021 11:38:13 AM
To: Quintin Overocker <quintin_overocker@ivcc.edu>
Subject: Resignation Letter

Hi Quintin,

I regret to inform you that I am resigning from my position as the Enrollment Assistant Services position with Illinois Valley Community College, effective May 5.

I want to thank you for this opportunity with IVCC and for all the fun we've had in the department. I have enjoyed my time here and appreciate the continued support from you and the rest of the staff.

If I can be of any help during this transition, please let me know.

Thank you,
Samantha Manahan



LETTER OF INTEREST

Partner Participation in National Louis University's Direct to Success Program

April 15, 2021

Dear Tammy Landgraf:

National Louis University is excited to launch our ***Direct to Success Program (D2S)*** to provide your students, upon completion of their associates degree, the support, programs, services, and affordability to continue their education in an NLU bachelor's degree program and accelerate toward career success. Participation in this program is non-binding and requires minimal commitment from the Community College, yet offers the students great benefits including our Direct to Success Scholarship Program, a 25% value of NLU tuition.

Key benefits to the National Louis University ***Direct to Success Program (D2S)*** are:

Generous Credit Transfer and Seamless Transfer Experience

A dedicated Community College Success Team will advise the student all the way through completion of the associate's degree, successfully transferring with generous credit aligned with the Illinois Articulation Initiative (IAI), and through graduation at National Louis University.

Convenient, Predictable Schedule

Our full-time academic course sequence enables graduation within two years with maximum application of financial aid benefits. This convenient and predictable scheduling is tailored to working adults and blends the best of online and on campus modalities, with students having day-time, evening/weekend, and online course options.

Career Acceleration

At National Louis University, integrated career development keeps a student focused on career objectives throughout the completion of the bachelor's degree. A dedicated Career Advisor and the opportunity to participate in the Braven Career Accelerator, a best in class career development program, accelerates the student toward the main objective; launching a career!

Support to Succeed

Smaller class sizes, typically under 30, are fueled by active learning and taught by expert faculty. They are complemented with a structured, co-curricular third year experience to ensure a smooth transition into NLU and a dedicated Transfer Student Support Center with academic and wrap around support for students with any schedule.

Inclusive Community

National Louis University is a diverse and transfer-friendly school community dedicated to social belonging, racial equity, and empowering student voices through engagement.



Outstanding Value

National Louis University has created a D2S Scholarship for your students that keeps their education affordable and a sound investment. The D2S Scholarship covers **25% of the NLU tuition**, with rates as follow:

Per Quarter Hour	\$323
Per Term	\$4,845 (based on 15 QH)
Per Academic Year	\$14,535 (based on 45 QH)

This scholarship makes us among the most affordable private universities for transfer students. To be eligible for the D2S Scholarship, students must meet all graduation requirements for the associate's degree at your college and have achieved a 2.0 GPA and successfully transfer to National Louis University within one year of graduation from the college. To maintain the scholarship, students must complete the NLU bachelor's degree requirements within three years of the first start of NLU classes.

Participation of Partner Colleges in the NLU Direct to Success Program

To make these benefits available to your students, the Partner College only need to designate your interest to participate in the program on this document. The NLU Community College Relationship Manager will monitor participation regularly and, upon request, will coordinate reporting on success of the transfer students, subject to FERPA requirements. Additional agreements are as follows:

- NLU and the partner college agree to provide updated catalogs to each other immediately upon availability.
- NLU and the partner college agree to assist each other in promoting this agreement appropriately in their respective promotional materials, events, websites, and reports.
- The partner college will agree to publicize the NLU Direct to Success program to all students and, whenever possible, provide NLU with designated workspace from which to conduct outreach and provide advisement to program participants.
- NLU will continually enhance our student friendly transfer guides to reflect program specific articulation agreements, for both revisions to existing agreements and addition of new agreements.
- Participation of the partner college in the NLU D2S program will remain in effect until terminated by either party in writing with a thirty-day notice. In the event of a termination, the students already enrolled in the program will be honored for the D2S scholarship.

National Louis University looks forward to serving your students in the Direct to Success program. A designated signature below represents the interest of the Partner College to provide these benefits to its students.

x *Stephanie Alban Kake*
Community College Relationship Manager
National Louis University

x *Jerry Corcoran 7/19/2011*
Dr. Jerry Corcoran, President
(Illinois Valley Community College)

110 E. Walnut St.
Oglesby, IL 61348
Tel. 815/883-3389
Fax 815/883-9858



www.oglesby.il.us
oglesbyclerk@yahoo.com

March 29, 2021

Dr. Jerry Corcoran.

If the college would enter into a pre-annexation agreement to the city for the land South and West of the college, the city would agree to lease the land at the exact same rate the city would be compensated for any tax increase to the city, from the college. Therefore, essentially there should be no new net cost increase to the college. Part of the agreement could also be for the potential possibility of a solar farm on at least a portion of the property should the opportunity arise to build one there, including potentially a portion to be used for a training program at the college, at a timeline beneficial to the college. If agreed upon, the city would also install and maintain lighting alongside Orlando Smith road leading up to the South entrance parking lot of the college.

The City of Oglesby appreciates the opportunity to continue to have a prosperous relationship with IVCC and hopes this can continue for decades ahead. Again, as always, thank you for taking the time to meet with us.

Very Respectfully,

Dominic Rivara
Mayor
City of Oglesby

Jason Curran
US Navy Chief (Ret.)
Oglesby Utilities Commissioner

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.