

**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Thursday, August 15, 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, August 15, 2019 – 6:30 p.m. – Board Room (C307)**

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

1. Public Hearing
2. Call to Order
3. Pledge of Allegiance
4. Roll Call
5. Approval of Agenda
6. Public Comment
7. Recognition – Dr. Rose Marie Lynch
8. 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.
  - 8.1 Approval of Minutes – July 11, 2019 Board Meeting (Pages 1-5)
  - 8.2 Approval of Bills - \$1,703,528.86
    - 8.2.1 Education Fund - \$1,346,068.43
    - 8.2.2 Operations & Maintenance Fund - \$84,231.00
    - 8.2.3 Operations & Maintenance (Restricted Fund) - \$157,659.59
    - 8.2.4 Auxiliary Fund - \$57,487.50
    - 8.2.5 Restricted Fund - \$26,340.69
    - 8.2.6 Liability, Protection & Settlement Fund - \$31,741.65
  - 8.3 Treasurer's Report (Pages 6-23)
    - 8.3.1 Financial Highlights (Pages 7-8)
    - 8.3.2 Balance Sheet (Pages 9-10)
    - 8.3.3 Summary of FY20 Budget by Fund (Page 11)
    - 8.3.4 Budget to Actual Comparison (Page 12-17)
    - 8.3.5 Budget to Actual by Budget Officers (Page 18)
    - 8.3.6 Statement of Cash Flows (Page 19)
    - 8.3.7 Investment Status Report (Pages 20-21)
    - 8.3.8 Disbursements - \$5,000 or more (Page 22-23)
  - 8.4 Personnel – Stipends for Pay Periods Ending July 6, 2019 and July 20, 2019 & Part-time Faculty and Staff Appointments July 2019 (Pages 24-27)

- 8.5 Purchase Request – Nebraska Book Company Software Support (Page 28)
- 8.6 Purchase Request – Continuing Education Trip (Page 29)
- 8.7 Purchase Request – Library Renewals (Page 30)
- 8.8 Purchase Request – ICCTA Dues (Page 31)
9. President’s Report
10. FY2020 Budget (Pages 32-35)
11. Insurance Renewal (Pages 36-47)
12. Transfer of Funds – Capital Development Board Trust Account (Page 48)
13. Faculty Appointment – David Garrison, Mathematics Instructor (Pages 49-50)
14. Items for Information (Pages 51-67)
  - 14.1 Staff Appointment – Alyssa Boaz, Textbook Buyer (Page 51)
  - 14.2 Staff Appointment – Isamar Taylor, Financial Aid & Veterans Benefits Advisor (Page 52)
  - 14.3 Staff Appointment – Destiny Griffin, Custodian (Page 53)
  - 14.4 Staff Appointment – Benjamin Simpson, Custodian (Page 54)
  - 14.5 Staff Resignation – Janine Full, Administrative Assistant III, Business Services and Finance (Page 55)
  - 14.6 Staff Resignation – Jeannie Franklin, Payroll & Benefits Coordinator (Page 56)
  - 14.7 Part-time Staff Retirement – Dava McNally, Cashier (Page 57)
  - 14.8 Part-time Staff Resignation – Lacey Meyer, Assessment Center Assistant (Page 58)
  - 14.9 Gainful Employment Rescission (Pages 59-60)
  - 14.10 Accelerated Credit Programs (Pages 61-62)
  - 14.11 ICCB Approval – Medical Assistant Certificate (Page 63)
  - 14.12 Sabbatical Leave Update – Delores Robinson (Page 64)
  - 14.13 Sigma Kappa Delta Recognition – Dr. Kimberly Radek-Hall and Delores Robinson (Pages 65-66)
  - 14.14 Administrative Procedure – Personal Leave (Page 67)
15. Trustee Comment

16. Closed Session – 1) the selection of a person to fill a vacancy in a public office; 2) collective negotiations; 3) pending litigation; 4) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; and 5) closed session minutes
17. Approval of Closed Session Minutes
18. Other
19. Adjournment

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

**Minutes of Regular Meeting**  
**July 11, 2019**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Thursday, July 11, 2019 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Jane E. Goetz, Chair  
Everett J. Solon, Vice Chair  
Amy L. Boyles  
David O. Mallery  
Jay K. McCracken  
Matthew H. Klein, Student Trustee

**Members Absent:** Angela M. Stevenson, Secretary  
Melissa M. Olivero

**Members Telephonically Present:**

**Others Physically Present:** Jerry Corcoran, President  
Deborah Anderson, Vice President for Academic Affairs  
Mark Grzybowski, Vice President for Student Services  
Quintin Overocker, Director of Admissions, Records & Transfer Services  
Kathy Ross, Controller  
Walt Zukowski, Attorney

**APPOINTMENT OF SECRETARY PRO-TEM**  
Ms. Goetz appointed Mr. Mallery as secretary pro-tem in the absence of Ms. Stevenson.

**APPROVAL OF AGENDA**  
It was moved by Mr. Solon and seconded by Mr. McCracken to approve the agenda, as presented. Motion passed by voice vote.

**PUBLIC COMMENT**  
None

**CAMPUS UPDATE – IVCC TRANSFER ACADEMY**  
Mr. Grzybowski and Mr. Overocker presented a campus update on the IVCC Transfer Academy. The design of the Transfer Academy is rooted in the Guided Pathways model, which places an emphasis on student success through clearly mapping academic pathways, assisting students with

program entrance, supporting student academic success, and ensuring that learning happens. Mr. Grzybowski noted that by leveraging resources and making minor adjustments to course offerings, IVCC is able to offer an IAI pathway of courses at the Ottawa Center and is in the process of developing a STEM pathway on the Main Campus. Mr. Overocker informed that interested high school students will be able to enroll in Transfer Academy courses at the dual credit/dual enrollment reduced tuition rate while completing coursework and accessing student support services on an IVCC campus. Mr. Overocker added that the Academy allows high school students to be released each afternoon to attend two courses at the Ottawa Center or on the Main Campus. Mr. Grzybowski noted that without a collaborative effort from all interested stakeholders, this promising program would not be possible. There are 22 Transfer Academy students enrolled this summer at the Ottawa Center from Serena High School, Marquette Academy and Henry-Senachwine. Streater and LaSalle-Peru high school students are expected to enroll in 2020. Mr. Grzybowski added that the Academy positions students for seamless transfer to a university. Mr. McCracken congratulated the presenters on an outstanding program. Mr. McCracken suggested that the marketing be fine-tuned to incorporate all IVCC dual credit/dual enrollment opportunities including the College Start and Career Start programs. Mr. McCracken noted that adding a tool to the presentation that would encompass all options available would be helpful to high school students, parents and administration.

### **CONSENT AGENDA ITEMS**

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

The following items were approved in the consent agenda:

Approval of Minutes – June 4, 2019 Facilities Committee Meeting; June 13, 2019 Board Meeting; June 18, 2019 Closed Session Minutes Committee Meeting; and June 24, 2019 Audit Finance Committee Meeting

Approval of Bills - \$1,044,063.15

Education Fund - \$743,778.99; Operations & Maintenance Fund - \$71,566.06; Operations & Maintenance (Restricted Fund) - \$130,988.70; Auxiliary Fund - \$14,613.11; Restricted Fund - \$7,823.87; Audit Fund - \$2,000.00; Liability, Protection & Settlement Fund - \$70,192.42; and Grants, Loans & Scholarships - \$3,100.00.

Treasurer's Report

Personnel

Approved the stipends for pay periods ending May 25, 2019; June 8, 2019; and June 22, 2019 & the Part-time Faculty and Staff Appointments of June 2019.

### **PRESIDENT'S REPORT**

Dr. Corcoran requested that the Board members consider highlighting on their calendars Monday, July 22 at 5 p.m. when, thanks to Julie Hogue, our director of nursing, we will hold our annual LPN pinning ceremony in the Dr. Mary Margaret Weeg Cultural Centre. There are 15 graduates.

Also, on Wednesday, July 31, at 6 p.m. we will be recognizing this year's graduating class of the massage therapy program in room C-316. Although program coordinator Roxanne Cherpeske has advised that there are only a handful of graduates because of some timing issues, she is optimistic about fall semester enrollments which now stand at 13. Dr. Corcoran reported that late last month we received the news that Sigma Kappa Delta, the English Honor Society for two-year colleges, once again chose to recognize our Mu Alpha chapter as a 2019 Ivy Chapter because of the fine work of Dr. Kim Radek-Hall and Delores Robinson who are excellent at promoting the society and its mission on our campus. Dr. Corcoran congratulated Kim and Delores on a job well done. Dr. Corcoran noted that our commitment to becoming a leader in the field of Agriculture education has been favorably received by the community and it has made an impression upon high school Ag instructors and their students when deciding upon where to go to college. Dr. Corcoran informed that one of our past exemplary Ag students was Martha Hoffman who received recognition and scholarships while at IVCC and has now moved on to NIU. Her sister, Miriam— incoming freshman and Ag major—is following in her footsteps. First, Miriam was elected to the Illinois FFA as the state organization's secretary, and just this week we heard that she has been selected as this year's National Officer Candidate from Illinois. Always quick to recognize others, one of the first people Miriam contacted with the good news was our Ag program co-coordinator, Willard Mott. Dr. Corcoran reported that in Willard's eyes, "she is the top FFA member in Illinois. Her commitment to the FFA and Agriculture education is top-notch." "She was selected by her peers to represent Illinois FFA for a year and has now been selected by her peers and a selection committee composed of Ag industry representatives, Ag teachers, and other Ag leaders to represent Illinois FFA as a National Officer candidate. Each state can only send one and she is ours." Dr. Corcoran noted that we are happy for and proud of Miriam Hoffman, a rising star in the exciting field of Agriculture.

### **COMMITTEE REPORTS**

The meeting minutes for the Facilities Committee, the Closed Session Minutes Committee, and the Audit Finance Committee were included in the Board book.

### **IVCC BOARD OF TRUSTEES RESIGNATION – MELISSA M. OLIVERO**

Motion made by Mr. Solon and seconded by Mr. McCracken to accept with regret the resignation of Ms. Melissa M. Olivero as a member of the IVCC Board of Trustees, effective July 11, 2019. Motion passed by voice vote.

### **FY2020 TENTATIVE BUDGET**

It was moved by Mr. McCracken and seconded by Mr. Klein to adopt the Resolution approving the FY2020 Tentative Budget as presented and to authorize publication of the Notice of Public Hearing. Mr. Mallery noted that when looking at the figures over the past four to five years, the college has been pushing more financial responsibility to taxpayers and to students in tuition increases. He inquired about funding expectations and if that can be considered during discussions on the tax levy request. Mr. Mallery asked that consideration be given to placement of a mechanism that would allow the college to reassess its levy to not ask for more from the taxpayers and give some relief there if the higher amount of funding comes in. Mr. Solon advised that discussion or decision would occur in December. Ms. Goetz added that the motion before the Board is to accept the tentative budget. Motion passed by voice vote.

### **STUDENT ATHLETIC INSURANCE RENEWALS**

It was moved by Mr. Mallery and seconded by Mr. McCracken to approve the renewal from Guarantee Trust Life for the student athletic insurance coverage with 1<sup>st</sup> Agency at \$30,318. Motion passed by voice vote.

It was moved by Dr. Boyles and seconded by Mr. Klein to approve the renewal from Gerber Life Insurance Company for the student athletic catastrophic insurance coverage with Zevitz Student Accident Insurance at \$2,990. Motion passed by voice vote.

### **REQUEST FOR PROPOSAL RESULTS – COPIER LEASE**

It was moved by Mr. Mallery and seconded by Mr. Solon to approve the proposal from Marco Technologies, LLC – Peru, IL for a 60-month rental agreement at an estimated annual cost of \$25,286.40. Motion passed by voice vote.

### **BOARD TRAVEL**

It was moved by Mr. Solon and seconded by Mr. Klein to approve the reimbursement of expenses in the amount of \$82.36 incurred by Ms. Goetz for attending the 2019 ICCTA Convention and Trustee Leadership Training Sessions on June 6 and 7, 2019.

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

### **SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES**

It was moved by Dr. Boyles and seconded by Mr. McCracken to approve the release of the closed session minutes from December 10, 2015; December 8, 2016; November 28, 2017; April 12, 2018; June 21, 2018; and January 29, 2018, as presented. Motion passed by voice vote.

### **TRUSTEE COMMENT**

Mr. Klein thanked the Facilities and Grounds teams for the beautiful, well-kept IVCC campus.

Ms. Goetz reported that there was record attendance at the 2019 ICCTA Convention, Mike Monaghan retired as the ICCTA Executive Director, Jim Reed is the incoming Executive Director; and Bill Taylor received ICCTA’s 2019 Distinguished Alumnus Award. Ms. Goetz shared the community college trustee training booklet with the Board.

Mr. McCracken thanked Mark Grzybowski and Bonnie Campbell as he shared that the proposal on the Career Start Program has been accepted for the ICCTA Forum for Excellence on September 24 and 25.

### **CLOSED SESSION**

It was moved by Mr. Solon and seconded by Mr. Klein to convene a closed session at 7:25 p.m. to discuss 1) the selection of a person to fill a vacancy in a public office; 2) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 3) collective negotiations; 4) pending litigation; and 5) closed session minutes. Motion passed by voice vote.

After a brief break the Board entered closed session at 7:29 p.m. On a motion by Mr. Solon and seconded by Dr. Boyles, the regular meeting resumed at 8:55 p.m. Motion passed by voice vote.

**APPROVAL OF CLOSED SESSION MINUTES**

It was moved by Mr. Klein and seconded by Mr. McCracken to approve and retain the Closed Session minutes of the June 13, 2019 Closed Session Meeting and the June 18, 2019 Closed Session Minutes Committee Meeting. Motion passed by voice vote.

**OTHER**

None

**ADJOURNMENT**

Ms. Goetz declared the meeting adjourned at 8:56 p.m.

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Jane E. Goetz, Board Chair

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Angela M. Stevenson, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

JULY 2019

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

Kathy Ross  
Controller

## FINANCIAL HIGHLIGHTS – July 2019

### Revenues

- As of August 1, the headcount for summer semester was 994, which is 18 students less than at the same point in time last year. Credit hours for summer 2019 were 4,638, a decrease of 30 credit hours, or less than a one percent decrease from one year ago. Traditional credit hours are down by 95 hours and the Ottawa Center credit hours are down by 91 hours. Dual credit hours increased 156 hours over the same point in time one year ago.

As of August 1, the headcount for fall semester 2019 was 2,239, which is 346 students less than at the same point in time last year. Fall credit hours are at 22,874, a 5.53 percent decrease from one year ago. Traditional credit hours are down 4.66 percent, Ottawa Center credit hours are up by 4.59 percent, and dual credit hours are down by 18.75 percent due to a timing in those registrations.

There are 58 Transfer Academy credit hours included in the Ottawa Center Summer 2019 credit hours and 38 credit hours for Fall 2019.

Budgeted credit hours for FY2020 are 53,000, a decrease of 1.0 percent from FY2019 actual.

	Summer 2018	Fall 2018	Spring 2019	Total FY19
<b>Credit Hours</b>	4,690	25,382	23,607	<b>53,679</b>

- The FY20 state allocations were published on June 27. IVCC’s allocations are as follows:

<b>Grant</b>	<b>FY2020 Allocation</b>	<b>FY2019 Allocation</b>	<b>Difference</b>	<b>FY2020 Budget</b>
Base Operating	\$2,045,800	\$1,893,970	\$151,830	\$1,845,000
Small College	32,258	36,560	(4,302)	0
Equalization	50,000	50,000	0	50,000
Veterans Grant	144,400	144,400	0	144,400

- The district EAV (equalized assessed valuation) increased by \$74.7 million, or 2.3 percent over 2017. The largest increase came from farm land values, followed by residential, and a \$5 million increase in the EAV of Exelon’s LaSalle Generating Plant. In 2009 the District’s EAV was \$3,198,644,044 and then decreased for five years down to \$2,994,383,259, followed by four years of increases to \$3,270,669,451 for 2018.

The seven-year agreement with Exelon expires with tax year 2019. In 2017, the 11 affected taxing bodies entered into an intergovernmental agreement for negotiations with Exelon for a new agreement. Exelon chose to postpone the negotiations. It is anticipated that negotiations will start in the summer of 2020.

### **Expenditures**

- Education Fund – Instruction – Fixed Charges – includes \$115,500 annual rent for the Ottawa Center.
- Education Fund – Institutional Support – Contractual Services – includes annual Ellucian software support for \$272,490.

### **Protection, Health & Safety Projects**

- Building D Air Handler/Chiller Replacement – Project complete.
- Campus-Wide Security Camera Upgrade – Project complete.
- Building E Air Handler/Chiller Replacement – working on punch list items.
- Building C Air Handler/Chiller Replacement – Preconstruction meeting scheduled for August 9.

### **Other Projects**

- Agriculture Storage Building – Bid documents should be available in late August with a bid due date in mid-September.
- Agriculture Classroom and Lab Building – submitting Resource Allocation Management Plan (RAMP) to ICCB.
- Roadway and Parking Lot Resealing Project – asking for Board authorization to establish trust account for Capital Development Board's (CDB) required 25 percent match from the College. CDB is advertising for architecture/engineer to oversee the project.

### **Technology Projects**

- Website redesign project – webpage went live July 25. Staff continue to work on pages to improve user friendliness. The new content management system (CMS) was a great improvement for mobile devices such as phones and tablets. Surveys show that over 50 percent of those accessing our website use mobile devices.
- Student Planner program installation is complete. Student Services personnel had training in May. Due to some unforeseen changes to the degree audit module, the roll out will be delayed until February 2020 when students begin registering for summer and fall 2020 classes. Training for the degree audit upgrade will take place in November.
- Class and meeting room scheduling software, R25, was upgraded to 25Live in July.
- Approximately 70 new computers were installed in the computer labs. Remaining lab and office computers will also be upgraded to Windows 10 during summer and fall.

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

	Governmental Fund Types			Proprietary	Fiduciary	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General	General	
						Fixed Assets	Long-Term Debt	
<b>Assets and Other Debits</b>								
Cash and cash equivalents	\$ 2,538,491	\$ 1,081,853	\$ 186,567	\$ 446,912	\$ 123,468	\$ -	\$ -	\$ 4,377,291
Investments	8,574,599	9,084,398	641,555	248,000		-	-	18,548,552
Receivables								
Property taxes	9,490,779	2,460,262	-	-	-	-	-	11,951,041
Governmental claims	-	133,549	-	-	-	-	-	133,549
Tuition and fees	2,249,909	-	-	174,991	-	-	-	2,424,900
Due from other funds	796,504	995	-	-	-	-	-	797,499
Due to/from student groups	178,013	-	-	-	-	-	-	178,013
Bookstore inventories	-	-	-	509,515	-	-	-	509,515
Other assets	227,509	101,343	1,603	571	-	-	-	331,026
Deferred Outflows	-	-	-	-	-	-	216,452	216,452
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
<b>Other Debits</b>	<u>\$24,055,804</u>	<u>\$12,862,400</u>	<u>\$ 829,725</u>	<u>\$ 1,416,266</u>	<u>\$ 123,468</u>	<u>\$60,156,595</u>	<u>\$12,972,143</u>	<u>\$ 112,416,401</u>

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Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 July 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	
<b>Liabilities</b>								
Accounts payable	\$ 183,052	\$ -	\$ -	\$ 11,786	\$ 6,864	\$ -	\$ -	\$ 201,702
Accrued salaries & benefits	1,382,785	18,925	-	14,206	-	-	-	1,415,916
Post-retirement benefits & other	132,540	-	-	-	-	-	-	132,540
Unclaimed property	955	3	-	-	27	-	-	985
Due to other funds	169,919	537,229	-	90,351	-	-	-	797,499
Due to student groups/deposits	64,947	-	-	-	116,577	-	-	181,524
Deferred revenue								
Property taxes	4,745,390	1,230,132	-	-	-	-	-	5,975,522
Tuition and fees	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-
Deferred Inflows	-	-	-	-	-	-	1,028,799	1,028,799
OPEB Long term debt	-	-	-	-	-	-	11,943,344	11,943,344
Bonds Payable	-	-	-	-	-	-	-	-
Total liabilities	<u>6,679,588</u>	<u>1,786,289</u>	<u>-</u>	<u>116,343</u>	<u>123,468</u>	<u>-</u>	<u>12,972,143</u>	<u>21,677,831</u>
<b>Equity and Other Credits</b>								
Investment in general fixed assets	-	-	-	-	-	60,156,595	-	60,156,595
Contributed capital	-	-	-	-	-	-	-	-
Retained earnings	-	-	-	-	-	-	-	-
Fund balance								
Reserved for restricted purposes	-	11,076,111	-	-	-	-	-	11,076,111
Reserved for debt service	-	-	829,725	-	-	-	-	829,725
Unreserved	17,376,216	-	-	1,299,923	-	-	-	18,676,139
Total equity and other credits	<u>17,376,216</u>	<u>11,076,111</u>	<u>829,725</u>	<u>1,299,923</u>	<u>-</u>	<u>60,156,595</u>	<u>-</u>	<u>90,738,570</u>
<b>Total Liabilities, Equity and Other Credits</b>	<u>\$24,055,804</u>	<u>\$12,862,400</u>	<u>\$ 829,725</u>	<u>\$ 1,416,266</u>	<u>\$ 123,468</u>	<u>\$60,156,595</u>	<u>\$12,972,143</u>	<u>\$ 112,416,401</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 2020 Revenues & Expenditures by Fund  
 For the one month ended July 31, 2019

Unaudited

	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	\$ 6,154,577	\$ 653,418	\$ 345,641	\$ -	\$ 1,850	\$ 157,618	\$ 246,314	\$ 234,221	\$ 8,817	\$ 7,802,456
Actual Expenditures	(1,999,493)	(136,828)	-	-	-	(106,696)	(296,552)	(45,824)	-	(2,585,393)
Other Financing Sources (Uses)			-	-	-	-	-	-	-	-
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	4,155,084	516,590	345,641	-	1,850	50,922	(50,238)	188,397	8,817	5,217,063
Fund balances July 1, 2019	9,592,961	3,111,583	5,519,443	829,725	4,783,043	1,249,000	60,630	184,127	34,405	25,364,917
Fund balances July 31, 2019	<u>\$ 13,748,045</u>	<u>\$ 3,628,173</u>	<u>\$ 5,865,084</u>	<u>\$ 829,725</u>	<u>\$ 4,784,893</u>	<u>\$ 1,299,922</u>	<u>\$ 10,392</u>	<u>\$ 372,524</u>	<u>\$ 43,222</u>	<u>\$ 30,581,980</u>

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Illinois Valley Community College District No. 513  
 Fiscal Year 2020 Budget to Actual Comparison  
 For the one month ended July 31, 2019

	Annual Budget FY2020	Unaudited Actual 7/31/19	Act/Budget 8.3%	Actual 7/31/18	Act/Budget 8.3%	Annual Budget FY2019
<b>EDUCATION FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 8,209,880	\$ 1,939,466	23.6%	\$ 3,821,717	47.7%	\$ 8,006,010
Corporate Personal Property Replacement Tax	905,250	-	0.0%	-	0.0%	1,065,000
TIF Revenues	387,250	21,323	5.5%	-	0.0%	370,000
Total Local Government	<u>9,502,380</u>	<u>1,960,789</u>	20.6%	<u>3,821,717</u>	40.5%	<u>9,441,010</u>
State Government:						
ICCB Credit Hour Grant	1,568,250	255,055	16.3%	247,551	19.0%	1,301,458
Equalization	50,000	4,167	8.3%	-	0.0%	50,000
Career/Technical Education Formula Grant	200,000	-	0.0%	-	0.0%	200,000
Other	-	-	0.0%	-	-	-
Total State Government	<u>1,818,250</u>	<u>259,222</u>	14.3%	<u>247,551</u>	16.0%	<u>1,551,458</u>
Federal Government						
PELL Administrative Fees	7,325	-	0.0%	-	0.0%	7,300
Total Federal Government	<u>7,325</u>	<u>-</u>	0.0%	<u>-</u>	0.0%	<u>7,300</u>
Student Tuition and Fees:						
Tuition	6,886,576	3,479,681	50.5%	3,668,785	53.0%	6,925,880
Fees	877,300	445,940	50.8%	440,796	51.1%	862,025
Total Tuition and Fees	<u>7,763,876</u>	<u>3,925,621</u>	50.6%	<u>4,109,581</u>	52.8%	<u>7,787,905</u>
Other Sources:						
Public Service Revenue	287,450	6,964	2.4%	18,475	6.4%	287,000
Other	233,839	1,981	0.8%	9,000	6.8%	132,317
Total Other Sources	<u>521,289</u>	<u>8,945</u>	1.7%	<u>27,475</u>	6.6%	<u>419,317</u>
<b>TOTAL EDUCATION FUND REVENUE</b>	<u>\$ 19,613,120</u>	<u>\$ 6,154,577</u>	31.4%	<u>\$ 8,206,324</u>	42.7%	<u>\$ 19,206,990</u>
<b>EDUCATION FUND EXPENDITURES</b>						
Instruction:						
Salaries	\$ 8,192,913	699,703	8.5%	689,306	8.5%	8,122,944
Employee Benefits	1,822,252	122,600	6.7%	111,878	6.4%	1,760,576
Contractual Services	161,549	8,657	5.4%	5,693	4.7%	121,005
Materials & Supplies	429,721	11,046	2.6%	10,633	2.6%	412,513
Conference & Meeting Expenses	142,376	3,222	2.3%	273	0.2%	110,606
Fixed Charges	189,000	119,914	63.4%	4,378	2.3%	190,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 10,937,811</u>	<u>\$ 965,142</u>	8.8%	<u>\$ 822,161</u>	7.7%	<u>\$ 10,717,644</u>

Illinois Valley Community College District No. 513  
Fiscal Year 2020 Budget to Actual Comparison  
For the one month ended July 31, 2019

EDUCATION FUND EXPENDITURES (continued)	Annual Budget FY2020	Unaudited Actual 7/31/19	Act/Budget 8.3%	Actual 7/31/18	Act/Budget 8.3%	Annual Budget FY2019
<b>Academic Support:</b>						
Salaries	\$ 982,326	\$ 72,597	7.4%	\$ 50,745	5.5%	\$ 926,210
Employee Benefits	172,141	10,980	6.4%	8,148	5.9%	138,002
Contractual Services	191,657	82,971	43.3%	93,426	48.7%	191,650
General Materials & Supplies	278,128	5,545	2.0%	932	0.3%	270,926
Conference & Meeting Expenses	16,955	804	4.7%	88	0.6%	14,175
Utilities	25,650	-	0.0%	2,700	10.9%	24,665
Capital Outlay	-	-	0.0%	-	0.0%	115,000
Other	-	-	0.0%	-	0.0%	-
<b>Total Academic Support</b>	<b>1,666,857</b>	<b>172,897</b>	<b>10.4%</b>	<b>156,039</b>	<b>9.3%</b>	<b>1,680,628</b>
<b>Student Services:</b>						
Salaries	1,293,469	100,864	7.8%	95,218	7.3%	1,308,889
Employee Benefits	366,444	21,704	5.9%	24,096	7.0%	342,482
Contractual Services	22,778	2,071	9.1%	466	2.5%	18,288
Materials & Supplies	68,187	5,080	7.5%	3,946	5.7%	69,552
Conference & Meeting Expenses	45,075	217	0.5%	166	0.5%	33,683
Other	-	19	0.0%	-	0.0%	-
<b>Total Student Services</b>	<b>1,795,953</b>	<b>129,955</b>	<b>7.2%</b>	<b>123,892</b>	<b>7.0%</b>	<b>1,772,894</b>
<b>Public Services/Continuing Education:</b>						
Salaries	367,282	30,069	8.2%	45,510	13.2%	343,940
Employee Benefits	80,616	10,389	12.9%	5,202	6.9%	75,574
Contractual Services	248,250	9,154	3.7%	74,412	35.6%	209,000
Materials & Supplies	89,250	10,695	12.0%	8,767	9.5%	92,100
Conference & Meeting Expenses	20,550	432	2.1%	177	0.9%	19,950
Other	200	-	0.0%	-	0.0%	200
<b>Total Public Services/Continuing Education</b>	<b>806,148</b>	<b>60,739</b>	<b>7.5%</b>	<b>134,068</b>	<b>18.1%</b>	<b>740,764</b>
<b>Institutional Support:</b>						
Salaries	1,804,720	134,540	7.5%	130,253	7.5%	1,737,749
Employee Benefits	673,288	83,930	12.5%	75,406	11.0%	685,412
Contractual Services	634,007	307,004	48.4%	312,822	51.3%	609,340
Materials & Supplies	429,645	32,815	7.6%	27,027	6.7%	405,704
Conference & Meeting Expenses	68,285	190	0.3%	503	0.8%	62,755
Utilities	26,050	47	0.2%	775	3.0%	26,200
Capital Outlay	25,875	-	0.0%	213,409	123.0%	173,500
Other	15,550	(13)	-0.1%	(20)	-0.2%	9,400
Provision for Contingency	156,931	-	0.0%	-	0.0%	-
<b>Total Institutional Support</b>	<b>3,834,351</b>	<b>558,513</b>	<b>14.6%</b>	<b>760,175</b>	<b>20.5%</b>	<b>3,710,060</b>
Scholarships, Grants and Waivers	577,000	112,247	19.5%	85,648	15.7%	546,000
<b>TOTAL EDUCATION FUND EXPENDITURES</b>	<b>\$ 19,618,120</b>	<b>\$ 1,999,493</b>	<b>10.2%</b>	<b>\$ 2,081,983</b>	<b>10.9%</b>	<b>\$ 19,167,990</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ (250,000)</b>

Illinois Valley Community College District No. 513  
 Fiscal Year 2020 Budget to Actual Comparison  
 For the one month ended July 31, 2019

	Annual Budget FY2020	Unaudited Actual 7/31/19	Act/Budget 8.3%	Actual 7/31/18	Act/Budget 8.3%	Annual Budget FY2019
<b>OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 1,307,306	\$ 309,135	23.6%	\$ 595,127	47.9%	\$ 1,243,160
Corporate Personal Property Replacement Tax	230,000	-	0.0%	-	0.0%	190,000
TIF	130,000	7,108	5.5%	-	0.0%	122,000
Total Local Government	<u>1,667,306</u>	<u>316,243</u>	19.0%	<u>595,127</u>	38.3%	<u>1,555,160</u>
State Government:						
ICCB Credit Hour Grant	276,750	45,010	16.3%	43,685	19.1%	228,542
Total State Government	<u>276,750</u>	<u>45,010</u>	16.3%	<u>43,685</u>	19.1%	<u>228,542</u>
Student Tuition and Fees:						
Tuition	535,702	284,588	53.1%	596,323	81.9%	728,480
Total Tuition and Fees	<u>535,702</u>	<u>284,588</u>	53.1%	<u>596,323</u>	81.9%	<u>728,480</u>
Other Sources:						
Facilities Revenue	138,941	6,702	4.8%	6,875	4.9%	138,941
Investment Revenue	45,000	-	0.0%	3,747	23.4%	16,000
Other	2,500	875	35.0%	98	-	2,500
Total Other Sources	<u>186,441</u>	<u>7,577</u>	4.1%	<u>10,720</u>	6.8%	<u>157,441</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>	<b>\$ 2,666,199</b>	<b>\$ 653,418</b>	<b>24.5%</b>	<b>\$ 1,245,855</b>	<b>46.7%</b>	<b>\$ 2,669,623</b>
<b>OPERATIONS &amp; MAINTENANCE FUND</b>						
Operations & Maintenance of Plant:						
Salaries	\$ 968,783	\$ 66,306	6.8%	\$ 67,271	7.2%	\$ 935,842
Employee Benefits	326,311	17,613	5.4%	19,361	6.1%	316,108
Contractual Services	169,400	8,799	5.2%	7,237	3.3%	219,000
General Materials & Supplies	277,787	20,888	7.5%	6,957	2.4%	291,970
Conference & Meeting Expenses	5,675	-	0.0%	-	0.0%	5,675
Fixed Charges	68,250	-	0.0%	11,489	17.8%	64,500
Utilities	762,600	14,556	1.9%	11,382	1.5%	752,500
Capital Outlay	84,000	-	0.0%	-	0.0%	83,000
Other	(63,000)	-	0.0%	-	0.0%	(63,000)
Total Operations & Maintenance of Plant	<u>2,599,806</u>	<u>128,162</u>	4.9%	<u>123,697</u>	4.7%	<u>2,605,595</u>
Institutional Support:						
Salaries	45,186	4,494	9.9%	3,274	7.4%	44,278
Employee Benefits	11,846	830	7.0%	748	6.3%	11,865
Contractual Services	2,491	2,615	105.0%	2,491	346.0%	720
Materials & Supplies	3,050	727	23.8%	302	10.2%	2,955
Fixed Charges	3,820	-	0.0%	-	0.0%	4,210
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>66,393</u>	<u>8,666</u>	13.1%	<u>6,815</u>	10.6%	<u>64,028</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>	<b>\$ 2,666,199</b>	<b>\$ 136,828</b>	<b>5.1%</b>	<b>\$ 130,512</b>	<b>4.9%</b>	<b>\$ 2,669,623</b>

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Illinois Valley Community College District No. 513  
 Fiscal Year 2020 Budget to Actual Comparison  
 For the one month ended July 31, 2019

	Unaudited					
	Annual Budget FY2020	Actual 7/31/19	Act/Budget 8.3%	Actual 7/31/18	Act/Budget 8.3%	Annual Budget FY2019
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Local Government Sources						
Current Taxes	\$ 1,518,973	\$ 340,310	22.4%	\$ 740,513	0.0%	\$ 1,488,019
State Government Sources	-	-	0.0%	-	0.0%	-
Investment Revenue	65,000	5,331	8.2%	4,844	0.0%	32,500
Other Revenue	-	-	0.0%	-	0.0%	250,000
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) REVENUES</b>	<b>\$ 1,583,973</b>	<b>345,641</b>	<b>21.8%</b>	<b>745,357</b>	<b>0.0%</b>	<b>1,770,519</b>
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Operations & Maintenance						
Contractual Services	\$ -	-	0.0%	-	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	1,500,000	-	0.0%	-	0.0%	3,656,726
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>	<b>\$ 1,500,000</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>3,656,726</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>
<b>BOND &amp; INTEREST FUND</b>						
Local Government Sources						
Current Taxes	\$ -	-	0.0%	-	0.0%	-
Investment Revenue	3,600	-	0.0%	263	0.0%	1,600
<b>TOTAL BOND &amp; INTEREST FUND REVENUES</b>	<b>3,600</b>	<b>-</b>	<b>0.0%</b>	<b>263</b>	<b>0.0%</b>	<b>1,600</b>
<b>BOND &amp; INTEREST FUND</b>						
Institutional Support:						
Debt Principal Retirement	\$ -	-	0.0%	-	0.0%	-
Interest on Bonds	-	-	0.0%	-	0.0%	-
Fees	-	-	0.0%	-	0.0%	-
<b>TOTAL BOND &amp; INTEREST EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>
<b>WORKING CASH FUND</b>						
Investment Revenue	\$ 70,000	\$ 1,850	2.6%	\$ 2,046	5.8%	\$ 35,000
<b>TOTAL WORKING CASH REVENUES</b>	<b>70,000</b>	<b>1,850</b>	<b>2.6%</b>	<b>2,046</b>	<b>5.8%</b>	<b>35,000</b>
Transfers In (Out)	\$ -	-	0.0%	-		\$ -

Illinois Valley Community College District No. 513  
 Fiscal Year 2020 Budget to Actual Comparison  
 For the one month ended July 31, 2019

	Annual Budget FY2020	Unaudited Actual 7/31/19	Act/Budget 8.3%	Actual 7/31/18	Act/Budget 8.3%	Annual Budget FY2019
<b>AUXILIARY ENTERPRISES FUND</b>						
Service Fees	\$ 1,664,665	\$ 157,618	9.5%	\$ 100,883	5.6%	\$ 1,801,765
Other Revenue	8,000	-	0.0%	1,433	36.4%	3,940
Investment Revenue	4,500	-	0.0%	111	2.5%	4,500
<b>TOTAL AUXILIARY ENTERPRISES FUND REVENUES</b>	<b>1,677,165</b>	<b>157,618</b>	<b>9.4%</b>	<b>102,427</b>	<b>5.7%</b>	<b>1,810,205</b>
<b>AUXILIARY ENTERPRISES FUND</b>						
Salaries	\$ 352,435	22,819	6.5%	18,267	5.8%	313,439
Employee Benefits	70,612	3,522	5.0%	3,711	5.5%	67,816
Contractual Services	66,198	423	0.6%	423	0.7%	64,831
Materials & Supplies	1,291,728	77,182	6.0%	138,273	9.6%	1,442,162
Conference & Meeting	22,951	-	0.0%	-	0.0%	26,583
Fixed Charges	49,700	2,750	5.5%	602	1.2%	51,300
Capital Outlay/Depreciation	1,322	-	0.0%	-	0.0%	1,322
Other	103,000	-	0.0%	-	0.0%	103,000
<b>TOTAL AUXILIARY ENTERPRISES EXPENDITURES</b>	<b>1,957,946</b>	<b>106,696</b>	<b>5.4%</b>	<b>161,276</b>	<b>7.8%</b>	<b>2,070,453</b>
<b>Transfer In (Out)</b>			-	\$ -	0.0%	\$ (198,586)

	Annual Budget FY2020	Actual 7/31/19	Act/Budget 8.3%	Actual 7/31/18	Act/Budget 8.3%	Annual Budget FY2019
<b>RESTRICTED PURPOSES FUND</b>						
State Government Sources	\$ 285,285	\$ -	0.0%	-	0.0%	\$ 280,032
Federal Government Sources	4,951,874	246,314	5.0%	214,278	4.4%	4,876,221
Nongovernmental gifts or grants	36,700	-	0.0%	-	0.0%	85,000
Other Revenue	-	-	0.0%	318	9.1%	3,500
<b>TOTAL RESTRICTED PURPOSES FUND REVENUES</b>	<b>5,273,859</b>	<b>246,314</b>	<b>4.7%</b>	<b>214,596</b>	<b>4.1%</b>	<b>5,244,753</b>

	Annual Budget FY2020	Actual 7/31/19	Act/Budget 8.3%	Actual 7/31/18	Act/Budget 8.3%	Annual Budget FY2019
<b>RESTRICTED PURPOSES FUND</b>						
Instruction:						
Salaries	\$ 426,869	\$ 12,862	3.0%	13,611	3.6%	375,521
Employee Benefits	141,592	6,134	4.3%	7,117	4.9%	144,268
Contractual Services	23,293	-	0.0%	-	0.0%	25,090
Materials & Supplies	39,765	4,001	10.1%	1,377	1.2%	110,679
Conference & Meeting	41,065	850	2.1%	2,078	6.0%	34,409
Utilities	949	-	0.0%	-	0.0%	1,250
Capital Outlay	22,000	6,592	30.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
<b>Total Instruction</b>	<b>\$ 695,533</b>	<b>\$ 30,439</b>	<b>4.4%</b>	<b>\$ 24,183</b>	<b>3.5%</b>	<b>\$ 691,217</b>

Illinois Valley Community College District No. 513  
 Fiscal Year 2020 Budget to Actual Comparison  
 For the one month ended July 31, 2019

	Annual Budget FY2020	Unaudited Actual 7/31/19	Act/Budget 8.3%	Actual 7/31/18	Act/Budget 8.3%	Annual Budget FY2019
<b>RESTRICTED PURPOSES FUND</b>						
Student Services						
Salaries	\$ 198,634	\$ 14,403	7.3%	14,227	7.4%	192,097
Employee Benefits	69,755	4,396	6.3%	4,345	6.1%	71,188
Contractual Services	6,000	1,000	16.7%	-	0.0%	3,500
Materials & Supplies	9,330		0.0%	6,237	107.8%	5,787
Conference & Meeting	9,300		0.0%	185	2.8%	6,500
Capital Outlay	-			-	0.0%	-
Tuition Waivers (TRiO Grant)	25,873		0.0%	6,350	31.8%	20,000
<b>Total Student Services</b>	<b>318,892</b>	<b>19,799</b>	<b>6.2%</b>	<b>31,344</b>	<b>10.5%</b>	<b>299,072</b>
Institutional Support						
Salaries (Federal Work Study)	94,035	-	0.0%	-	0.0%	95,683
SURS On-behalf	-	-		-	0.0%	-
<b>Total Institutional Support</b>	<b>94,035</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>95,683</b>
Student grants and waivers (PELL & SEOG)	4,170,699	246,314	5.9%	249,283	6.0%	4,165,281
<b>TOTAL RESTRICTED FUND EXPENDITURES</b>	<b>\$ 5,279,159</b>	<b>\$ 296,552</b>	<b>5.6%</b>	<b>\$ 273,466</b>	<b>5.2%</b>	<b>\$ 5,251,253</b>
Transfer In (Out)			-	-	0.0%	10,000

	Annual Budget FY2020	Actual 7/31/19	Act/Budget 8.3%	Actual 7/31/18	Act/Budget 8.3%	Annual Budget FY2019
<b>AUDIT FUND</b>						
Local Government Sources	\$ 38,150	\$ 8,817	23.1%	\$ 17,552	4.6%	\$ 379,528
Investment Revenue	100		0.0%	11	13.8%	80
<b>TOTAL AUDIT FUND REVENUES</b>	<b>38,250</b>	<b>8,817</b>	<b>23.1%</b>	<b>17,563</b>	<b>4.6%</b>	<b>379,608</b>
<b>AUDIT FUND</b>						
Contractual Services	38,150	-	0.0%	-	0.0%	37,300
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<b>\$ 38,150</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 37,300</b>

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Illinois Valley Community College District No. 513  
Fiscal Year 2020 Budget to Actual Comparison  
For the one month ended July 31, 2019

Unaudited

LIABILITY, PROTECTION, & SETTLEMENT FUND	Annual Budget FY2020	Actual 7/31/19	Act/Budget 8.3%	Actual 7/31/18	Act/Budget 8.3%	Annual Budget FY2019
Local Government Sources	\$ 1,136,999	\$ 234,221	20.6%	\$ 257,638	0.0%	\$ 826,509
Investment Revenue	2,000	-	0.0%	81	0.0%	6,000
Other	-	-	0.0%	-	0.0%	-
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUES</b>	<b>\$ 1,138,999</b>	<b>\$ 234,221</b>	<b>20.6%</b>	<b>\$ 257,719</b>	<b>31.0%</b>	<b>\$ 832,509</b>
<b>LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>						
Student Services						
Salaries	111,403	5,150	4.6%	5,150	5.0%	102,355
Employee Benefits	26,762	1,726	6.4%	1,687	6.4%	26,286
Contractual Services	23,000	2,150	9.3%	-	0.0%	22,500
Materials & Supplies	400	-	0.0%	7	1.1%	650
Total for Student Services	<u>161,565</u>	<u>9,026</u>	5.6%	<u>6,844</u>	4.5%	<u>151,791</u>
Operations & Maintenance of Plant						
Contractual Services	547,500	29,643	5.4%	25,218	5.0%	502,800
Material & Supplies	150	-	0.0%	13	6.5%	200
Utilities	425	57	13.4%	34	-	450
Total for Operations & Maintenance of Plant	<u>548,075</u>	<u>29,700</u>	5.4%	<u>25,265</u>	5.0%	<u>503,450</u>
Institutional Support						
Salaries	70,825	5,447	7.7%	5,242	7.6%	68,917
Employee Benefits	202,997	898	1.3%	874	0.4%	214,823
Contractual Services	34,000	534	1.6%	-	0.0%	40,500
Materials & Supplies	4,700	219	4.7%	-	0.0%	5,000
Conference & Meeting	5,200	-	0.0%	-	0.0%	500
Fixed Charges	275,500	-	0.0%	72,928	24.6%	297,000
Total Institutional Support	<u>593,222</u>	<u>7,098</u>	1.2%	<u>79,044</u>	12.6%	<u>626,740</u>
<b>TOTAL LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>	<b>\$ 1,302,862</b>	<b>\$ 45,824</b>	<b>3.5%</b>	<b>\$ 104,309</b>	<b>8.1%</b>	<b>\$ 1,281,981</b>

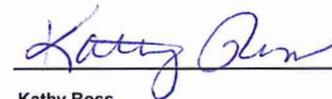
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**Illinois Valley Community College**  
**Statement of Cash Flows**  
**for the Month ended July 31, 2019**

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 852,854.93	\$ 331,853.04	\$ 281,914.55	\$ 186,566.73	\$ 368,331.95	\$ (112,467.80)	\$ 451,975.70	\$ 15,819.96	\$ (442,406.47)	\$ 25,525.67	\$ 1,959,968.26
Total Receipts	2,849,973.38	385,730.34	365,976.78	68.63	90,213.64	5.90	10,047.98	8,820.35	234,077.52	70,954.00	\$ 4,015,868.52
Total Cash	3,702,828.31	717,583.38	647,891.33	186,635.36	458,545.59	(112,461.90)	462,023.68	24,640.31	(208,328.95)	96,479.67	5,975,836.78
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	-	-	-	-	-	-	-	-	-	-	-
Expenditures	(1,891,017.68)	(173,473.20)	(157,659.59)	-	(84,419.47)	(66,294.42)	-	-	(44,962.83)	-	(2,417,827.19)
ACCOUNT BALANCE	1,811,810.63	544,110.18	490,231.74	186,635.36	374,126.12	(178,756.32)	462,023.68	24,640.31	(253,291.78)	96,479.67	3,558,009.59
Deposits in Transit	(282,263.78)										(282,263.78)
Outstanding Checks	120,010.81										120,010.81
BANK BALANCE	1,649,557.66	544,110.18	490,231.74	186,635.36	374,126.12	(178,756.32)	462,023.68	24,640.31	(253,291.78)	96,479.67	3,395,756.62
Certificates of Deposit	-	-	2,716,316.23	500,000.00	248,000.00	-	3,366,928.47	-	101,987.86	-	6,933,232.56
Illinois Funds	6,272,783.14	2,318,916.96	795,451.04	141,836.18	-	27,812.37	942,156.83	-	-	40,030.64	10,538,987.16
Bldg Reserve-ILLFund			678,411.65								678,411.65
Total Investment	\$ 6,272,783.14	\$ 2,318,916.96	\$ 4,190,178.92	\$ 641,836.18	\$ 248,000.00	\$ 27,812.37	\$ 4,309,085.30	\$ -	\$ 101,987.86	\$ 40,030.64	\$ 18,150,631.37

LaSalle State Bank	\$ 436,791.62
Midland States Bank	<u>2,958,965.00</u>
	<u>\$ 3,395,756.62</u>

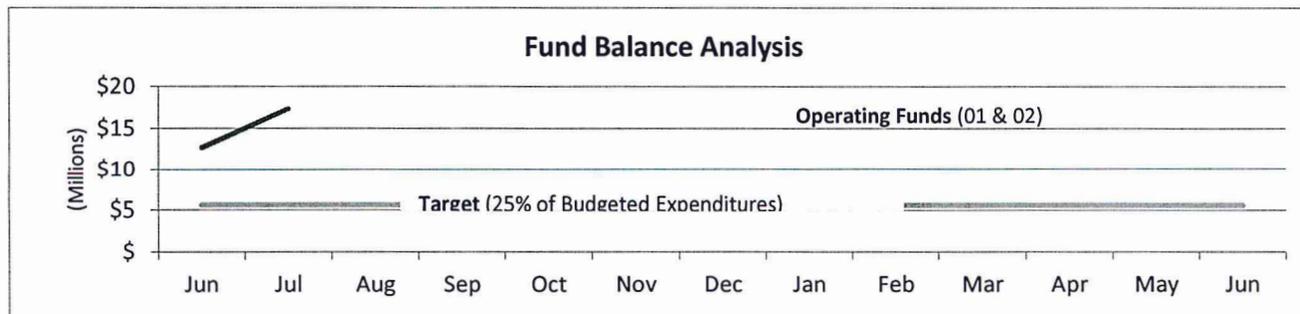
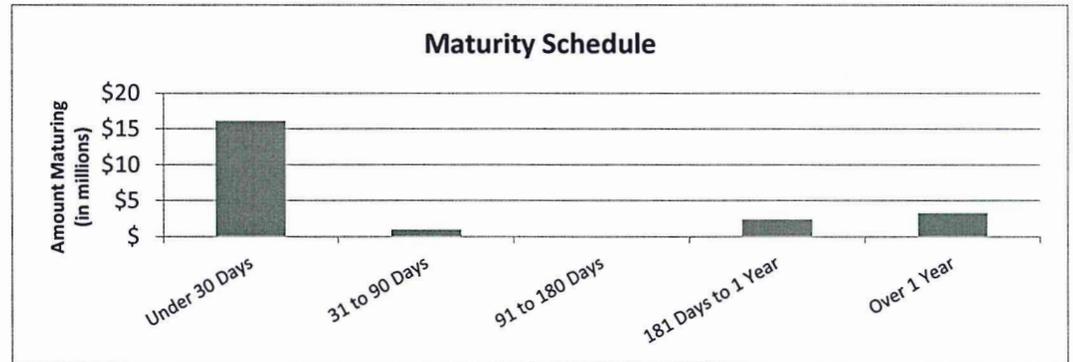
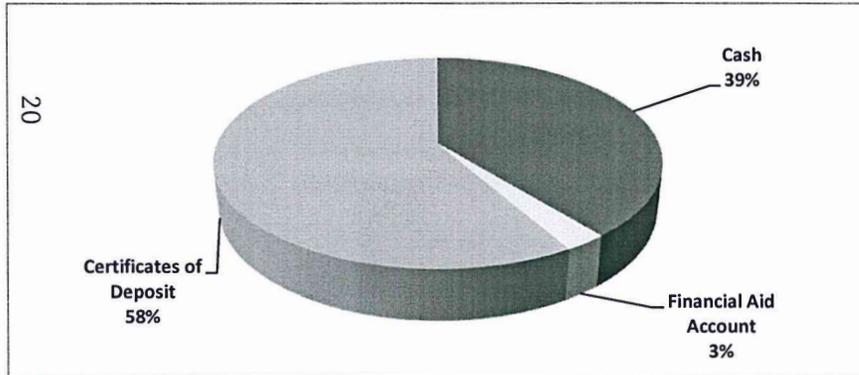
Respectfully submitted,

  
 \_\_\_\_\_  
 Kathy Ross  
 Controller

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

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	20.2%	\$ 4,656,240	0.35%
Financial Aid Account	1.3%	307,824	0.35%
Certificates of Deposit	30.0%	6,933,232	2.66%
Illinois Investment Pool		11,195,141	2.30%
<b>Total</b>		<b>\$ 23,092,437</b>	<b>1.99%</b>

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 10,518,108	-	-	\$ 10,518,108	46%
IL Funds -Building	677,033			677,033	3%
Midland Sates Bank	-		3,488,572	3,488,572	15%
Midland States-F/A			307,824	307,824	1%
Midland States-Bldg			460,210	460,210	2%
LaSalle State Bank	-	-	583,990	583,990	3%
Central Bank	-	1,000,000	-	1,000,000	4%
Commerce Bank	-	1,000,000	-	1,000,000	4%
Hometown Bank	-	204,020	-	204,020	1%
Multi Bank Securities	-	2,465,000	-	2,465,000	11%
Heartland Bank	-	-	123,468	123,468	1%
Marseilles Bank	-	2,264,212	-	2,264,212	10%
	<b>\$ 11,195,141</b>	<b>\$ 6,933,232</b>	<b>\$ 4,964,064</b>	<b>\$ 23,092,437</b>	<b>100%</b>



OK

ILLINOIS VALLEY COMMUNITY COLLEGE  
INVESTMENT STATUS REPORT  
July 31, 2019

<u>DUE</u>	<u>Education</u>	<u>Oper &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
10/26/2019			1,012,296					1,012,296	MB	2.55%	2.58%	16885
11/7/2019						151,916		151,916	MB	2.55%	2.55%	15192
4/13/2020			500,000	500,000				1,000,000	CTB	2.39%	2.40%	106342
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
7/17/2020			204,020					204,020	HNB	2.48%	2.50%	600092-1002
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			1,000,000					1,000,000	MB	2.65%	2.67%	17012
11/23/2022						100,000		100,000	MB	2.65%	2.67%	17013
11/7/2023						200,000		200,000	CB	3.50%	3.50%	Goldman Sachs
11/7/2023						200,000		200,000	CB	3.50%	3.50%	UBS Bank USA
11/8/2023						200,000		200,000	CB	3.55%	3.55%	Morgan Stanley Bank
11/8/2023						200,000		200,000	CB	3.55%	3.55%	Morgan Stanley
11/15/2023						200,000		200,000	CB	3.55%	3.55%	Comenity Capital
<b>Total CD</b>	-	-	2,716,316	500,000	248,000	3,468,916	-	6,933,232				

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

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

**07/01/19 - 07/31/19**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Check Description
749760	07/03/19	181795	G4S Secure Solutions (USA) Inc.	\$ 8,635.10	Security Services-Main & Ottawa Campus (06/03/19-06/09/19)
749768	07/03/19	222852	Kanopy Inc.	8,000.00	Streaming Film Platform
ACH	07/08/19		Prudential	5,229.98	Life Insurance (July)
ACH	07/09/19		CCHC	249,909.53	Health Insurance (July)
749799	07/10/19	140960	EMSI	5,500.00	Subscription Renewal
749802	07/10/19	214499	Constellation NewEnergy, Inc.	36,013.89	Electricity (05/10/19-06/11/19)
749806	07/10/19	212441	Educational Assessments Corporation	8,900.00	Visual Data License Renewal
749808	07/10/19	209907	Ellucian Company, L.P.	6,283.50	Consulting Student Planning Project
749811	07/10/19	181795	G4S Secure Solutions (USA) Inc.	8,293.04	Security Services-Main & Ottawa Campus (06/10/19-06/16/19)
749824	07/10/19	99744	S.J. Smith Co. Inc.	6,980.77	Welders (Carl Perkins Grant)
ACH	07/11/19		American Express	58,741.82	Credit Card Purchases (June)
ACH	07/11/19		Internal Revenue Service	68,618.39	Federal Payroll Taxes (07/11/19)
ACH	07/11/19		Illinois Department of Revenue	21,351.83	State Payroll Taxes (07/11/19)
ACH	07/11/19		VALIC Retirement Services	10,382.44	403(b) & 457(b)Payroll (07/11/19)
750029	07/11/19	82897	SURS	47,426.57	Payroll (07/11/19)
22 750039	07/17/19	173266	Chicago Office Technology Group	5,520.16	Print Management Fees
750040	07/17/19	220420	Chicago Productions Media	5,500.00	Video Productions
750042	07/17/19	115159	City of Ottawa	115,500.00	Facility Rental (07/01/19-06/30/20)
750044	07/17/19	209567	Delta Dental of Illinois	9,890.01	Dental Insurance (June)
750072	07/17/19	209524	RedShelf, Inc.	14,905.47	Books for Resale
750078	07/17/19	82897	SURS	14,852.62	6% Penalty-Baker
750103	07/24/19	215643	Total Automation Concepts, Inc.	38,662.10	Campus Wide Security Upgrades*
750110	07/24/19	140900	CollegeNET, Inc.	11,698.82	Consulting-25 Live Upgrade
750119	07/24/19	209907	Ellucian Company, L.P.	277,428.00	Software License and Maintenance Renewals
750121	07/24/19	181795	G4S Secure Solutions (USA) Inc.	8,395.61	Security Services-Main & Ottawa Campus (06/24/19-06/30/19)
750144	07/24/19	170561	Respondus, Inc.	8,840.00	License Renewal
750146	07/24/19	185561	S & K Excavating & Trucking, Inc.	6,312.00	Barn Demolition
750154	07/24/19	221234	Thermosystems, LLC	7,575.00	HVAC Repairs
750155	07/24/19	1450	Thyssenkrupp Elevator Corporation	7,154.45	Elevator Maintenance/Repair
750160	07/24/19	96904	The Higher Learning Commission	5,770.20	Dues
750162	07/24/19	212769	The PIPCO Companies, Ltd.	111,746.34	Building "D" Chiller/Air Handler Replacement *

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

**07/01/19 - 07/31/19**

<b>Check Number</b>	<b>Check Date</b>	<b>Vendor Number</b>	<b>Payee</b>	<b>Check Amount</b>	<b>Description</b>
ACH	07/25/19		Internal Revenue Service	65,605.84	Federal Payroll Taxes (07/25/19)
ACH	07/25/19		Illinois Department of Revenue	21,073.74	State Payroll Taxes (07/25/19)
ACH	07/25/19		VALIC Retirement Services	9,759.44	403(b) & 457(b)Payroll (07/25/19)
750187	07/25/19	82897	SURS	47,006.42	Payroll (07/25/19)
750200	07/31/19	206430	Arends Hogan Walker Llc	5,230.00	Snow Pushers
750210	07/31/19	185245	El Dorado Trading Group	7,177.51	Supplies for Resale
750236	07/31/19	117010	Patterson Dental Supply, Inc.	6,592.00	Sterilization Center-Dental (Carl Perkins Grant)

**\$ 1,362,462.59**

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

Stipends For Pay Period 07/06/19

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Arteaga, Rey Alberto	Women's Head Soccer Coach	07/01/19	06/20/20	06/20/20	ST	\$3,325.00	056430360651900			
Ault, Richard L	Chemical Hygiene Officer	07/01/19	06/20/20	06/20/20	ST	\$3,000.00	128640090151900			
Balzarini, Doreen J	One on One Sessions	06/27/19	07/06/19	07/06/19	SS	\$175.00	014110394151320	CEX-1218-06	One on One Sessions	
Cottingim, Timothy Michael	Men's Head Soccer Coach	07/01/19	06/20/20	06/20/20	ST	\$3,408.00	056430360551900			
Furlan, Patricia Louise	Viakable Co Training Class	06/20/19	06/25/19	07/06/19	SS	\$80.00	014210331051320			
Goode, Jason Reynolds	Men's Head Basketball Coach	07/01/19	06/20/20	06/20/20	SS	\$7,365.00	056430360151900			
Groleau, Ronald W	First Responder FY20	07/01/19	06/20/20	06/20/20	ST	\$3,000.00	128640090151900			
Haynes, Tricia Lynn	Radical Robots	06/17/19	06/20/19	07/06/19	SS	\$300.00	014110394151320	YOU-2124-06	Radical Robotics	
Herman, Christopher W	Men's Head Basketball Coach	07/01/19	06/20/20	06/20/20	ST	\$7,994.00	056430360251900			
Hodgson, Laura Ann	Class Preparation for Freshman	06/23/19	07/06/19	07/06/19	SS	\$1,558.50	011420730051340			
Jauch, Christian Martin	Microsoft Office Examination Reimbursement	03/11/19	07/06/19	07/06/19	MI	\$100.00	011320410055190			
Kennedy, Sean W	Golf Coach	07/01/19	06/20/20	06/20/20	ST	\$4,368.00	056430360451900			
Killian, Melissa J	14 Overload Sessions	06/23/19	07/06/19	07/06/19	OV	\$465.50	013230030851540			
Millota, Julie Kristine	Men's and Women's Tennis Coach	07/01/19	06/20/20	06/20/20	ST	\$3,370.00	056430360951900			
Moriarity, Brittney Lee	Women's Assistant Basketball Coach	07/01/19	06/20/20	06/20/20	ST	\$4,941.00	056430360351900			
Moskalewicz, James P	28 Overload Sessions	06/23/19	07/06/19	07/06/19	OV	\$931.00	013230030851540			
Nauman, Josh T	Men's Assistant Basketball Coach	07/01/19	06/20/20	06/20/20	ST	\$4,941.00	056430360351900			
Newell, Leonard Steven	Men's Assistant Baseball Coach	07/01/19	06/20/20	06/20/20	ST	\$4,941.00	056430360151900			
Polte, Erin Riley	Women's Head Volleyball Coach	07/01/19	06/20/20	06/20/20	ST	\$6,873.00	056430361151900			
Prine, Renee Marie	7 Overload Sessions	06/23/19	07/06/19	07/06/19	OV	\$232.75	013230030851540			
Pytel, Kyle Edwin	LC Driver Improvement GDL	06/22/19	06/22/19	07/06/19	SS	\$175.00	014110394251320	CDV-6000-16	LC Driver Improvement GDL	
Rambo, Randy R	ENG 1002 101 100	06/12/19	08/07/19	08/17/19	SS	\$2,793.00	011120650051340	ENG-1002-100	English Composition II	correction of overload for summer on previously submitted stipend
Schneider, Gregg A	LC Driver Improvement	06/26/19	06/26/19	07/06/19	SS	\$140.00	014110394251320	CDV-6000-316	LC Driver Improvement	
Seghi, Heather Nicole	DLA 1206 01 Course Development	01/09/19	05/18/19	07/06/19	ST	\$2,660.00	011420410051340			Spring 19
Serrano Garcia, Mariela	Women's Assistant Volleyball	07/01/19	06/20/20	06/20/20	ST	\$3,303.00	056430361151900			
Smith, Mary Helen	Fab Lab / Advanced Excel Fast Track	06/21/19	06/27/19	07/06/19	SS	\$700.00	014110394151320		Fab Lab / Advanced Excel Fast Track	
Smith, Sara E	Food Service Sanitation 8 Hour	06/17/19	06/27/19	07/06/19	SS	\$600.00	014110394151320	CEU-1503-636	Food Service Sanitation 8 Hour	
Smith, Tanya Allison	Storytime Stem	06/17/19	06/27/19	07/06/19	SS	\$600.00	014110394151320	YOU-2320-06	Storytime Stem	
Stefenel, Maria	Fundamentals of Speech	07/08/19	07/29/19	08/03/19	SS	\$2,115.00	011120650051320	SPH 1001 422	Fundamentals of Speech	
Tomasson, Cory J	Athletic Director FY20	07/01/19	06/20/20	06/20/20	ST	\$16,795.00	056430361451220			

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Stipends For Pay Period 07/06/19

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Tomasson, Cory J	Student Activities Coordinator	07/01/19	06/20/20	06/20/20	ST	\$15,000.00	013830030051900			
Tomasson, Cory J	Women's Head Softball Coach	07/01/19	06/20/20	06/20/20	ST	\$9,593.00	056430360751900			
Trager, Lindsey	Awesome Art Assistant	06/24/19	06/27/19	07/06/19	SS	\$115.50	014110394151320			
Total						115,958.25				

*Cheryl Roelfsema*

Cheryl Roelfsema  
Vice President of Business Services and Finance

*Jerry Corcoran 7/27/19*

Dr. Jerry Corcoran  
President

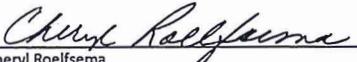
\*Earn types

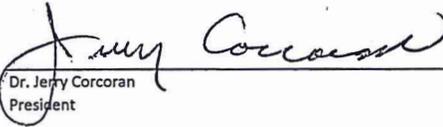
RE=Regular, TF=Taxable Reimbursements, ST/SG=Stipend, ES=SURS Exempt  
Stipend, OV=Overload, VA=Vacation Payout, ML= Commuting Mileage  
MI=Miscellaneous, SS=Summer School

**Stipends For Pay Period 07/20/19**

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Balzarini, Doreen J	One on One Sessions	7/11/2019	7/11/2019	7/20/2019	SS	\$210.00	014110394151320	CEX-1218-06	One on One Sessions	
Bias, Timothy John	PQ Corp Utica Maintenance	7/10/2019	7/12/2019	7/20/2019	SS	\$750.00	014210331051320			
Dellatori, Beth Ann	Discover Native American Life	7/8/2019	7/11/2019	7/20/2019	SS	\$350.00	014110394151320	YOU-3305-07	Discover Native American Life	
Fitzpatrick, Sara Elizabeth	Snack Attack	7/16/2019	7/16/2019	7/20/2019	SS	\$150.00	014110394151320	YOU-4210-07	Snack Attack	
Killian, Melissa J	14 Overload Sessions	7/7/2019	7/20/2019	7/20/2019	OV	\$465.50	013230030851540			
Makransky, Martin Thomas	Battle Royale	7/15/2019	7/18/2019	7/20/2019	SS	\$350.00	014110394151320	YOU-2131-07	Battle Royale	
Prine, Renee Marie	14 Overload Sessions	7/7/2019	7/20/2019	7/20/2019	OV	\$465.50	013230030851540			
Pytel, Kyle Edwin	LC Driver Improvement GDL	7/13/2019	7/13/2019	7/20/2019	SS	\$175.00	014110394251320	CDV-6000-07	LC Driver Improvement GDL	
Sarver, Gregory Stephen	LC Driver Improvement	7/10/2019	7/10/2019	7/20/2019	SS	\$150.00	014110394251320	CDV-6000-307	LC Driver Improvement	
Sarver, Gregory Stephen	BC Driver Improvement	7/13/2019	7/13/2019	7/20/2019	SS	\$150.00	014110394351320	CDV-7000-02	BC Driver Improvement	
Swanson, Ashley Sue	Snack Attack Assistant	7/16/2019	7/16/2019	7/20/2019	SS	\$33.00	014110394151320			
<b>Total</b>						<b>3,249.00</b>				

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 Cheryl Roelfsema  
 Vice President of Business Services and Finance

 7/27/19  
 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



**Purchase Request – Nebraska Book Company Software Support**

The bookstore uses Nebraska Book Company WinPrism software as a retail management system to aid in the following Bookstore functions:

- Source of used textbooks for resale in the bookstore
- Text book buyback for students
- Point of Sale (POS) system
- Inventory management
- Accounting system to track sales data and student financial aid purchases
- Provides PCI compliant software for credit card payments through Shift4<sup>®</sup>

**Recommendation:**

**The administration recommends the Board authorize the purchase of Nebraska Book Company software maintenance and support from PrismRBS, LLC for FY2020 in the amount of \$12,026.**

KPI 3: Support for Students

**Purchase Request – Continuing Education Trip**

Each year, IVCC’s Continuing Education Center offers several bus trips. In FY2020 the Meet Me in Missouri! Trip arranged by Are We There Yet? is estimated to cost \$50,770 plus \$5,150 for the bus service from Green River Lines Inc.

These costs are recovered through Continuing Education fees charged to clients.

**Recommendation:**

**The administration recommends Board approval to pay Are We There Yet? an estimated \$50,770 for the Meet Me in Missouri! Trip plus \$5,150 to Green River Lines Inc. for the bus service.**

KPI 5: District Population Served.

**Purchase Request – Various Library Resource Renewals**

<b>Item</b>	<b>Vendor</b>	<b>Total Purchase Amount</b>	<b>Description</b>
Library renewals and CARLI fees	University of Illinois	\$27,975.01	I-Share Assessment Fee, CARLI Membership Fee, brokered library database subscription renewals
Library renewals and NILRC fee	NILRC	\$11,974.63	NILRC Membership Fee, brokered library database and service renewals

**Recommendation:**

**The administration recommends the Board authorize the renewal of the various annual services and renewals from the University of Illinois in the amount of \$27,975.01 and NILRC in the amount of \$11,974.63.**

KPI 3: Support for Students

**Purchase Request – Illinois Community College Trustees Association (ICCTA) Dues**

The College relies on the ICCTA to provide the following:

- Legislative advocacy – tracking state and federal legislation
- Organize Lobby Days in Springfield and Washington DC
- Honor outstanding faculty, graduates, and business partners
- New trustee orientation as required by state law
- Timely information for trustees through news releases and mailings
- Legislative updates through regular legislative alerts,

**Recommendation:**

**The administration recommends the Board authorize the payment of FY2020 annual dues to the ICCTA in the amount of \$11,550.**

KPI 6: Resource Management

**FY2020 Budget – Resolution to Adopt the Budget**

A notice of Public Hearing was published designating August 15, 2019 at 6:30 p.m. in the Board Room (C307) on the campus of Illinois Valley Community College for a public hearing. The tentative FY2020 budget has been on display in the Business Office since July 15, 2019.

**Recommendation:**

**The administration requests approval of the resolution to adopt the FY2020 Budget, as presented.**

KPI 5: District Population Served

RESOLUTION TO ADOPT BUDGET

RESOLUTION

WHEREAS, the Board of Trustees of Illinois Valley Community College District No. 513, counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board have made the same conveniently available to public inspection for at least 30 days prior to final action thereon; and

WHEREAS, a Public Hearing was held as to such budget on the 15th day of August, 2019, notice of said hearing was given at least 30 days prior thereto as required by law, and all other legal requirements have been complied with;

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

SECTION 1: That the fiscal year of this School District be and the same hereby is fixed and declared to commence July 1, 2019, and to end June 30, 2020.

SECTION 2: That the following Budget, attached hereto and made a part hereof, contains an estimate of amounts available in each fund, separately, and of expenditures from each fund be and the same is hereby adopted as the Budget of Illinois Valley Community College District No. 513 for said fiscal year.

Upon motion by Member \_\_\_\_\_ to adopt the above resolution, seconded by Member \_\_\_\_\_, a roll call vote was taken and the Members voted as follows:

Members Voting Aye

Members Voting Nay

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RESOLUTION TO ADOPT BUDGET  
Page 2

The Chairperson declared the Motion duly carried this 15th day of  
August, 2019.

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Chair, Board of Trustees

ATTEST:

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Secretary, Board of Trustees

**ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT 513**  
**SCHEDULE OF BUDGETED REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES (SUMMARY)**  
**FISCAL YEAR Ending June 30, 2020**

	General Fund		Special Revenue Funds				Debt Service Fund	Proprietary Fund	Total (Memorandum Only)	
	Education Fund	Operations and Maintenance Fund	Operations and Maintenance Fund (Restricted)	Restricted Purposes Fund	Working Cash Fund	Liability, Protection, and Settlement Fund	Audit Fund	Bond and Interest Fund		Auxiliary Enterprises Fund
Budgeted Revenues	\$ 19,613,120	\$ 2,666,199	\$ 1,583,973	\$ 5,273,859	\$ 70,000	\$ 1,138,999	\$ 38,250	\$ 3,600	\$ 1,677,165	\$ 32,065,165
Budgeted Expenditures	(19,618,120)	(2,666,199)	(1,500,000)	(5,279,159)	-	(1,302,862)	(38,150)	-	(1,957,946)	(32,362,436)
Other Financing Sources	15,000	-	-	10,000	-	-	-	-	61,414	86,414
Other Financing Uses	(10,000)	-	-	-	-	-	-	-	-	(10,000)
Excess of Revenues and other financing sources over expenditures and other financing uses	-	-	83,973	4,700	70,000	(163,863)	100	3,600	(219,367)	(220,857)
<b>Fund balances July 1, 2019 (estimated)</b>	<u>12,325,056</u>	<u>5,470,364</u>	<u>5,631,501</u>	<u>50,525</u>	<u>4,757,534</u>	<u>163,863</u>	<u>34,111</u>	<u>829,018</u>	<u>1,299,802</u>	<u>30,561,774</u>
<b>Fund balance June 30, 2020</b>	<u>\$ 12,325,056</u>	<u>\$ 5,470,364</u>	<u>\$ 5,715,474</u>	<u>\$ 55,225</u>	<u>\$ 4,827,534</u>	<u>\$ -</u>	<u>\$ 34,211</u>	<u>\$ 832,618</u>	<u>\$ 1,080,435</u>	<u>\$ 30,340,917</u>

Official Budget was approved by the BOARD OF TRUSTEES:

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

**Insurance Renewals**

All lines of insurance coverage have been reviewed by the College's insurance consultant, Bushue HR. They are recommending that the College renew all the following policies with current carriers.

- Property
- General Liability
- Commercial Auto
- Workers' Compensation
- School Board Legal Liability
- Umbrella
- Law Enforcement
- Media Liability
- Student Malpractice
- Foreign Liability

Corkill Insurance Agency is the agent with Erie Insurance the carrier for workers' compensation and Wright Specialty Insurance for all other lines.

Also attached is a summary listing the expiring and renewal premiums. Overall there was a decrease of \$6,632, or 2.94 percent. The Workers' Compensation premium decreased by \$15,866 due to a decrease from 1.11 to .99 in our experience modification. The standard experience modification rate is 1.00. The premiums for other coverages increased \$9,234 or 8.5 percent.

It is the practice to bid the College insurance every three (3) years. It was last bid in 2018; therefore, all lines of insurance will be rebid in 2021 for coverage beginning September 1, 2021.

**Recommendation:**

**The administration recommends the Board accept the recommendation of the insurance consultant to renew all coverages with the same carriers at \$218,681.**

KPI 5: Resource Management



**Bushue HR, Inc.** Phone: (217) 342-3046  
P.O. Box 89 Fax: (217) 342-5673  
Effingham, IL 62401 Email: info@bushuehr.com

*An Outsourced Risk Management Company Focusing on Human Resources, Insurance, Background Screening and Fingerprinting*

July 30, 2019

Illinois Valley Community College (IVCC)  
815 N. Orlando Smith Rd.  
Oglesby, IL. 61348  
Attention: Dr. Jerry Corcoran

Dear Dr. Corcoran,

**RE: PROPERTY/CASUALTY/LIABILITY INSURANCE RENEWALS**

The attached summary illustrates the expiring and renewal coverages with the current Insurance Carriers, Wright Specialty Insurance (WSI) and Erie Insurance through Corkill Insurance Agency from Elk Grove Village, IL. and Travelers through Nixon Insurance Agency from Peoria, IL.

Our attached Renewal Worksheet Forms show the expiring and renewal coverage from WSI, Erie Insurance, and Travelers. The first column of each page is the expiring insurance coverage for the College. The second column is the renewal coverage as presented by the current Insurance Carrier and Agent.

**Following are some changes from the expiring:**

- The Blanket Limit and Statement of Values (SOV) have been reviewed with Administration, and the values have been increased to better reflect Replacement Cost Values. The Blanket Limit increased from \$105,112,491 to \$108,265,866.
- Under the Inland Marine, the Audio/Visual, Cameras, Projections, Etc. value increased from \$100,000 to \$200,000; per the College’s request.
- Under the Inland Marine, the Dwellings Under Construction by Vocational Shop Classes value decreased from \$100,000 to \$0; per the College’s request.
- The Workers’ Compensation payrolls increased, per the College’s request. The 8868 Class Code (Colleges or Schools, Teachers) payroll increased from \$13,319,177 to \$13,827,700 and the 9101 Class Code (All Other Employees) payroll increased from \$724,864 to \$791,600.
- The Workers’ Compensation rates decreased for the renewal. The 8868 Class Code (Colleges or Schools, Teachers) rate decreased from 0.48 to 0.44 and the 9101 Class Code (All Other Employees) rate decreased from 5.32 to 4.70.
- The Workers’ Compensation Experience Modification Rating decreased from 1.11 in 2018 to a 0.99 for 2019. The standard rating is 1.00.
- The Limits of the Anatomical Bonds increased from \$2,300 to \$2,450; per the College’s request.

# **Bushue HR, Inc.**

Bushue HR, Inc.  
P.O. Box 89  
Effingham, IL 62401

Phone: (217) 342-3046  
Fax: (217) 342-5673  
Email: info@bushuehr.com

*An Outsourced Risk Management Company Focusing on Human Resources, Insurance,  
Background Screening and Fingerprinting*

We are pleased to see that this renewal reflects a savings of \$6,632; which is 2.94% less than the expiring. We appreciate the opportunity to serve the College. If you have any questions, please feel free to contact our office.

Respectfully,



Travis J. Bushue  
President, Bushue HR, Inc.

VSS

**Illinois Valley Community College (IVCC) - Renewal Date: 09/01/2019**  
**Property & General Liability Renewal Form**

<b>Insurance Agency Name</b>	<b>Corkill Ins. Agency</b>	
<b>Insurance Carrier Name</b>	<b>Wright Specialty Insurance</b>	<b>Wright Specialty Insurance</b>
<b>Limit of Liability - Property - Blanket/All Risk</b>	<b>Current</b>	<b>Renewal</b>
Blanket, All Risk	105,112,491	108,265,866
Overall Building Limit	Included	Included
College Personal Property	Included	Included
Replacement Cost/ACV	RC	RC
Deductible Per Occurrence	5,000	5,000
Coinsurance %	90%	90%
Earthquake Coverage Limit	5,000,000	5,000,000
Earthquake Coverage Deductible Per Occurrence	5%	5%
Rate Level Guaranteed (If yes, how long)	-	One (1) Year
<b><u>Date Compromise Coverage</u></b>	-	-
<b><u>Section 1 - Response Expense</u></b>	-	-
Data Compromise Response Expense Limit	100,000	100,000
<b><u>Sub-Limits</u></b>	-	-
Named Malware (Section 1)	50,000	50,000
Forensic Information Technology (IT) Review	50,000	50,000
Legal Review	50,000	50,000
Public Relations (PR) Services	5,000	5,000
Regulatory Fines and Penalties	50,000	50,000
PCI Fines and Penalties	50,000	50,000
Response Expenses and Deductible Per Occurrence	1,000	1,000
<b><u>Section 2 - Defense Liability</u></b>	-	-
Data Compromise Defense and Liability Limit	100,000	100,000
<b><u>Sub-Limits</u></b>	-	-
Named Malware (Section 2)	50,000	50,000
Defense and Liability Deductible Per Occurrence	1,000	1,000
<b>Total Property Premium</b>	<b>\$49,495.00</b>	<b>\$50,328.00</b>

<b>Will the policy provide full coverage, up to maximum policy Limits, for Backup of Sewer/Surface Water coverage?</b>	Yes	Yes
<i>If no, please state the Limit.</i>	-	-
<b>Does the policy provide coverage for Flood Coverage?</b>	Yes	Yes
<i>If yes, please state the Limit.</i>	5,000,000	5,000,000
<i>If yes, please state the Flood Coverage Deductible Per Occurrence.</i>	100,000	100,000
<b>Does the policy provide coverage for Mine Subsidence?</b>	Yes	Yes
<i>If yes, please state the Limit.</i>	750,000	750,000
<i>Blanket Limit, If Applicable.</i>	-	-
<b>Does the policy provide Ordinance or Law coverage?</b>	Yes	Yes
<i>Limit Per Coverage A.</i>	110% of Building Value	110% of Building Value
<i>Limit Per Coverage B.</i>	1,000,000	1,000,000
<i>Limit Per Coverage C.</i>	1,000,000	1,000,000
<i>Limit Per Building, If Applicable.</i>	-	-
<i>Blanket Limit, If Applicable.</i>	-	-
<b>Does the policy have Time Element (Extra Expense) Coverage, if so please state the Limit(s)?</b>	Yes	Yes
<i>Blanket Limit, If Applicable.</i>	4,400,000	4,400,000
<i>Per Location Limit, If Applicable.</i>	-	-
<b>Does the policy have Business Income Coverage, if so please state the Limit(s)?</b>	Yes	Yes
<i>Blanket Limit, If Applicable.</i>	Included	Included
<i>Per Location Limit, If Applicable.</i>	-	-

**Illinois Valley Community College (IVCC) - Renewal Date: 09/01/2019**  
**Property & General Liability Renewal Form**

<b>Insurance Carrier Name: Wright Specialty Insurance</b>	<b>Wright Specialty Insurance</b>	<b>Wright Specialty Insurance</b>
<b>Limit of Liability - General Liability</b>	<b>Current</b>	<b>Renewal</b>
General Aggregate Limit	2,000,000	2,000,000
Each Occurrence Limit	1,000,000	1,000,000
Products Completed Ops.	2,000,000	2,000,000
Personal & Advertising Injury	1,000,000	1,000,000
Damage to Premises Rented to You	500,000	500,000
Medical Expense Limit	15,000	15,000
Deductible Per Occurrence	0	0
<u>Employee Benefits Liability</u>	-	-
Annual Aggregate	3,000,000	3,000,000
Each Claim	1,000,000	1,000,000
Deductible Per Occurrence	1,000	1,000
Retroactive Date	4/17/2006	4/17/2006
<u>Sexual Abuse or Molestation</u>	-	-
Annual Aggregate	2,000,000	2,000,000
Each Claim	1,000,000	1,000,000
Innocent Party Defense	300,000	300,000
Policy Form: Claims Made or Occurrence	Occurrence	Occurrence
<u>Adverse Event Response Coverage</u>	-	-
Adverse Event Response Expenses & Loss Aggregate Limit	300,000	300,000
Adverse Event Response Expenses & Loss Each Adverse Event Limit	300,000	300,000
Adverse Event Loss - Each Person Limit	50,000	50,000
<u>Illinois Counseling Professional Liability</u>	-	-
Aggregate Limit	3,000,000	3,000,000
Each Wrongful Act	1,000,000	1,000,000
<u>Unmanned Aircraft Coverage</u>	-	-
Limited, Designated Unmanned Aircraft Aggregate Limit	1,000,000	1,000,000
<b>Total Liability Premium</b>	<b>\$24,479.00</b>	<b>\$27,109.00</b>

<b>Insurance Carrier Name: Wright Specialty Insurance</b>	<b>Wright Specialty Insurance</b>	<b>Wright Specialty Insurance</b>
<b>Limit of Liability - Crime</b>	<b>Current</b>	<b>Renewal</b>
Employee Theft - Blanket Limit	100,000	100,000
Deductible Per Occurrence	5,000	5,000
Forgery or Alteration Coverage	30,000	30,000
Deductible Per Occurrence	5,000	5,000
Computer Fraud Coverage Limit	100,000	100,000
Deductible Per Occurrence	5,000	5,000
Money Orders and Counterfeit Money	25,000	25,000
Deductible Per Occurrence	5,000	5,000
Inside Premises	25,000	25,000
Outside Premises	25,000	25,000
Deductible Per Occurrence	5,000	5,000
<b>Total Crime Premium</b>	<b>\$291</b>	<b>\$294</b>

<b>Insurance Carrier Name</b>	<b>Wright Specialty Insurance</b>	<b>Wright Specialty Insurance</b>
<b>Limit of Liability - Boiler &amp; Machinery</b>	<b>Current</b>	<b>Renewal</b>
Per Accident	105,112,491	108,265,866
Deductible Per Occurrence	5,000	5,000
Extra Expense	Included	Included
<b>Total Boiler &amp; Machinery Premium</b>	<b>\$5,550</b>	<b>\$5,746</b>

**Illinois Valley Community College (IVCC) - Renewal Date: 09/01/2019**  
**Property & General Liability Renewal Form**

Insurance Carrier Name	Wright Specialty Insurance	
	Current	Renewal
<b>Limit of Liability - Inland Marine</b>		
Electronic Data Processing (EDP) Equipment (Including Software)	472,875	472,875
Contractors Equipment	450,000	450,000
<u>Miscellaneous Articles</u>	-	-
Electronic Scoreboard	12,000	12,000
Band Uniforms, Choir Robes, & Musical Equipment	100,000	100,000
Audio/Visual, Cameras, Projection Machines, Etc.	100,000	200,000
Athletic Equipment, Uniforms, and Similar & Related Equipment & Accessories	50,000	50,000
Cameras, Projection Machines, Films, and Similar & Related Equipment & Accessories	50,000	50,000
Dwellings Under Construction by Vocational Shop Classes	100,000	0
Deductible Per Occurrence	500	500
<b>Total Inland Marine Premium</b>	<b>\$1,698</b>	<b>\$1,810</b>

Premium	Wright Specialty Insurance	
	Current	Renewal
Total Property Premium	49,495.00	50,328.00
Total Liability Premium	24,479.00	27,109.00
Total Crime Premium	291.00	294.00
Total Boiler & Machinery Premium	5,550.00	5,746.00
Total Inland Marine Premium	1,698.00	1,810.00
<b>Total Premium</b>	<b>\$81,513.00</b>	<b>\$85,287.00</b>

Does the coverages and premiums include Terrorism Risk Insurance Act (TRIA) coverage? Yes Yes

**Note:**  
Wright Specialty Insurance (WSI)  
 \* The General Liability provides coverage for Media Liability, Student Medical Malpractice Liability, Foreign Liability, and Law Enforcement Liability

These Proposal worksheets were provided and prepared as a service to Illinois Valley Community College (IVCC). These worksheets or excerpts thereof contain information that (a) is or may be LEGALLY PRIVILEGED, CONFIDENTIAL, PROPRIETARY IN NATURE, OR OTHERWISE PROTECTED BY LAW FROM DISCLOSURE, and (b) is intended only for the use of Illinois Valley Community College (IVCC). You are hereby notified that using, copying, or distributing any part of these proposal worksheets is strictly prohibited. Copyright 2019 Bushue HR, Inc.

**Illinois Valley Community College (IVCC) - Renewal Date: 09/01/2019**  
**Automobile Renewal Form**

<b>Insurance Agency Name</b>	<b>Corkill Ins. Agency</b>	<b>Corkill Ins. Agency</b>
<b>Insurance Carrier Name</b>	<b>Wright Specialty Insurance</b>	<b>Wright Specialty Insurance</b>
<b>Limits of Liability - Auto</b>	<b>Current</b>	<b>Renewal</b>
Number of Vehicles	12	12
Liability Limit	1,000,000	1,000,000
Medical Payments	5,000	5,000
Uninsured Limit	1,000,000	1,000,000
Underinsured Limit	1,000,000	1,000,000
Hired Auto	1,000,000	1,000,000
Non--Owned Auto	1,000,000	1,000,000
Garage Liability	1,000,000	1,000,000
Garage Keepers Legal Liability	300,000	300,000
<b>Deductible Per Occurrence</b>	-	-
Comprehensive	500 / 1,000	500 / 1,000
Collision	1,000	1,000
<b>Total Automobile Premium</b>	<b>\$9,728.00</b>	<b>\$10,594.00</b>

<b>Does the coverage and premium include Terrorism Risk Insurance Act (TRIA) coverage?</b>	No	No
Will the insurance carrier grant permission to operate the buses under conditions where a charge would be made to the students?	No Exposure	No Exposure
Will the insurer provide coverage for all additional insured's, including coverage for Board of Trustee Members, Employees, and Volunteers while using their own vehicles on behalf of the College?	Yes - Excess Basis	Yes - Excess Basis
Will the insurance carrier provide coverage for rental vehicles?	Yes	Yes
Please advise if the insurance carrier provides coverage for Truck Driver Training Programs?	Yes	Yes

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**Illinois Valley Community College (IVCC) - Renewal Date: 09/01/2019  
Umbrella Renewal Form**

<b>Insurance Agency Name</b>	<b>Corkill Ins. Agency</b>	<b>Corkill Ins. Agency</b>
<b>Insurance Carrier Name</b>	<b>Wright Specialty Insurance</b>	<b>Wright Specialty Insurance</b>
<b>Limits of Liability - Umbrella</b>	<b>Current</b>	<b>Renewal</b>
General Aggregate Limit	10,000,000	10,000,000
Occurrence Limit	10,000,000	10,000,000
Self-Insured Retention (SIR)	0	0
Automotive Liability	1,000,000	1,000,000
General Liability (Includes Media Liability, Student Medical Malpractice Liability, Foreign General Liability, Foreign Auto Liability)	1,000,000	1,000,000
Employers Liability - Workers' Compensation	1,000,000	1,000,000
Legal Liability	1,000,000	1,000,000
Employee Benefits Liability	1,000,000	1,000,000
Sexual Misconduct & Molestation	1,000,000	1,000,000
Law Enforcement Liability	No Exposure	No Exposure
Professional Liability	1,000,000	1,000,000
<b>Total Annual Premium</b>	<b>\$10,107.00</b>	<b>\$11,636.00</b>

**Does the coverage and premium include Terrorism Risk Insurance Act (TRIA) coverage?** Yes Yes

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**Illinois Valley Community College (IVCC) - Renewal Date: 09/01/2019**  
**Workers' Compensation Renewal Form**

<b>Insurance Agency Name</b>	<b>Corkill Ins. Agency</b>		<b>Corkill Ins. Agency</b>	
<b>Insurance Carrier Name</b>	<b>Erie Insurance</b>		<b>Erie Insurance</b>	
<b>Employers Liability Limits</b>	<b>Current</b>		<b>Renewal</b>	
Bodily Injury by Accident (Each Accident)	1,000,000		1,000,000	
Bodily Injury by Disease (Each Employee)	1,000,000		1,000,000	
Bodily Injury by Disease (Policy Limit)	1,000,000		1,000,000	
<b>Codes</b>	<b>Estimated Payroll</b>	<b>Rate Per \$100</b>	<b>Estimated Payroll</b>	<b>Rate Per \$100</b>
8868: Colleges or Schools, Teachers	\$13,319,177	0.48	\$13,827,700	0.44
7380: Drivers, Chauffeurs, and Their Helpers	\$0	12.79	\$0	11.55
9101: All Other Employees	\$724,864	5.32	\$791,600	4.70
<b>Total Estimated Premium</b>	\$116,283.00		\$100,417.00	

Experience Modification 1.11

Experience Modification 0.99

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**Illinois Valley Community College (IVCC) - Renewal Date: 09/01/2019**  
**Legal Liability Renewal Form**

<b>Insurance Agency Name</b>	<b>Corkill Ins. Agency</b>	<b>Corkill Ins. Agency</b>
<b>Insurance Carrier Name</b>	<b>Wright Specialty Insurance</b>	<b>Wright Specialty Insurance</b>
<b>Legal Liability</b>	<b>Current</b>	<b>Renewal</b>
Aggregate Limit	1,000,000	1,000,000
Occurrence Limit	1,000,000	1,000,000
Deductible Per Occurrence	50,000	50,000
Employment Practices Liability Insurance (EPLI) Deductible Per Occurrence	50,000	50,000
<b>Non-Monetary Defense Expense</b>	-	-
Aggregate Limit	100,000	100,000
Each Claim Limit	100,000	100,000
Non-Monetary Defense Expense Deductible Per Occurrence	50,000	50,000
Crisis Management Fund	25,000	25,000
FLSA Defense Sub-Limit of Liability	100,000	100,000
FLSA Defense Deductible Per Occurrence	50,000	50,000
<b>Total Annual Premium</b>	<b>\$7,482.00</b>	<b>\$10,547.00</b>

*\* All taxes, surplus line charges, fees, etc. must be included in the Annual Premium.*

<b>Does the coverage and premium include Terrorism Risk Insurance Act (TRIA) coverage?</b>	Yes	Yes
Does a Retroactive Date apply? <i>If yes, please advise the date.</i>	Yes Full Prior Acts	Yes Full Prior Acts
Please indicate whether coverage is on Claims Made or Occurrence Basis.	Claims Made	Claims Made
For Claims Made policies, is Prior Acts coverage available? <i>If yes, please indicate the additional cost.</i>	Full Prior Acts - Up to the Retroactive Date Included	Full Prior Acts - Up to the Retroactive Date Included
If additional requirements must be met prior to binding please indicate.	N/A	None
Does the above proposal provide full coverage for Sexual Misconduct/Abuse/Molestation/Harassment?	Covered Under General Liability	Covered Under General Liability
Does the policy provide coverage for Defense Costs, even if not successful?	Yes	Yes
Does the policy provide coverage for IEP Hearings (Due Process, etc.)? <i>State Sub-Limit for this, if any.</i>	Yes -	Yes -
Does the policy provide a Consent to Settle Provision?	Yes	Yes
Are Defense Expenses within the Limit of Liability? <i>State Sub-Limit for Defense Expenses, if any.</i>	Outside -	Outside -
<b>Please Describe any policy Sub-Limits: (Please list other Sub-Limits not included in this list below)</b>		
Limit/Sub-Limit Breach of Contract.	-	-
Limit/Sub-Limit Sexual Abuse/Molestation.	-	-

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**Illinois Valley Community College (IVCC) - Renewal Date: 09/01/2019**

**Bond Renewal Form**

<b>Insurance Agency Name</b>	<b>Nixon Ins. Agency</b>	<b>Nixon Ins. Agency</b>
<b>Insurance Carrier Name</b>	<b>Travelers</b>	<b>Travelers</b>
<b>Anatomical Bond</b>	<b>Current</b>	<b>Renewal</b>
Principal on Bond	Anatomical Gift Association of Illinois	Anatomical Gift Association of Illinois
Limit of Bond	2,300	2,450
Term of Bond	September 1, 2018 - September 1, 2019	September 1, 2019 - September 1, 2020
Bond Number	104028862	104028862
<b>Total Estimated Premium</b>	<b>\$100.00</b>	<b>\$100.00</b>

<b>Insurance Agency Name</b>	<b>Nixon Ins. Agency</b>	<b>Nixon Ins. Agency</b>
<b>Insurance Carrier Name</b>	<b>Travelers</b>	<b>Travelers</b>
<b>Anatomical Bond</b>	<b>Current</b>	<b>Renewal</b>
Principal on Bond	Anatomical Gift Association of Illinois	Anatomical Gift Association of Illinois
Limit of Bond	2,300	2,450
Term of Bond	September 1, 2018 - September 1, 2019	September 1, 2019 - September 1, 2020
Bond Number	104028868	104028868
<b>Total Estimated Premium</b>	<b>\$100.00</b>	<b>\$100.00</b>

These Proposal worksheets were provided and prepared as a service to Illinois Valley Community College (IVCC). These worksheets or excerpts thereof contain information that (a) is or may be LEGALLY PRIVILEGED, CONFIDENTIAL, PROPRIETARY IN NATURE, OR OTHERWISE PROTECTED BY LAW FROM DISCLOSURE, and (b) is intended only for the use of Illinois Valley Community College (IVCC). You are hereby notified that using, copying, or distributing any part of these proposal worksheets is strictly prohibited. Copyright 2019 Bushue HR, Inc.

**Illinois Valley Community College (IVCC) - Renewal Date: 09/01/2019**

**Totals**

<b>Insurance Agency Name</b>	<b>Corkill Ins. Agency / Nixon Ins. Agency</b>	<b>Corkill Ins. Agency / Nixon Ins. Agency</b>
<b>Insurance Carrier Name</b>	<b>Wright Specialty Insurance / Erie Insurance / Travelers</b>	<b>Wright Specialty Insurance / Erie Insurance / Travelers</b>
<b>Coverage</b>	<b>Current</b>	<b>Renewal</b>
Total Property Premium	49,495.00	50,328.00
Total Liability Premium	24,479.00	27,109.00
Total Crime Premium	291.00	294.00
Total Boiler & Machinery Premium	5,550.00	5,746.00
Total Inland Marine Premium	1,698.00	1,810.00
<b>Commercial Auto</b>	9,728.00	10,594.00
<b>Umbrella</b>	10,107.00	11,636.00
<b>Workers' Compensation</b>	116,283.00	100,417.00
<b>Legal Liability</b>	7,482.00	10,547.00
<b>Bonds</b>	200.00	200.00
<b>Total Premium</b>	<b>\$225,313.00</b>	<b>\$218,681.00</b>
<b>Savings</b>		6,632.00
<b>Percentage of Increase</b>		-2.94%

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For your review, we have prepared an illustrative summary which provides a brief outline of coverages provided. This summary is for illustrative purposes only, and does not provide a comprehensive overview of your complete policies, please refer to your complete policy for review of all endorsements, limitations, and exclusions. If you feel that any of these coverages or limits are not correct, inadequate, please let us know.

**Transfer of Funds – Capital Development Board Trust Account**

In May 2019, the Capital Development Board (CDB) approved Project #810-046-019 for roadway and parking lot repaving. The CDB approved \$675,000 in deferred maintenance funds with a match from the College of \$225,000. In July the CDB began advertising for an architect/engineering firm to design and oversee the project since the College does not currently work with a civil engineer approved by the CDB. Once a civil engineer has been selected and the College's matching funds are deposited, work on this project will begin.

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 \$225,000 to the Capital Development Board trust account at Heartland Bank and Trust Company from the restricted operations and maintenance fund so design work can begin.

**Recommendation:**

**The administration recommends Board approval to transfer \$225,000 to the Capital Development Board trust account at Heartland Bank and Trust Company to cover anticipated costs for Project No. 810-046-019 to begin the project specifications.**

KPI 6: Resource Management

**Faculty Appointment – David Garrison, Mathematics Instructor**

The search advisory committee has selected David Garrison as Mathematics Instructor to fill the vacancy created by the resignation of Emily Lesman. Information on this candidate is attached.

**Recommendation:**

**The administration recommends the appointment of David Garrison as Mathematics Instructor at B-2, an annualized salary of \$45,327 on the 2019/2020 faculty salary schedule.**

KPI 4: Support for Employees

**RECOMMENDED FOR FACULTY APPOINTMENT**  
**2019-2020**

**GENERAL INFORMATION:**

POSITION TO BE FILLED: Mathematics Instructor

NUMBER OF APPLICANTS: 23

NUMBER OF APPLICANTS INTERVIEWED: 6

APPLICANTS INTERVIEWED BY:

Ms. Black, Mr. Black, Mr. Groleau, Mr. Serafini, Mr. Tunnell, Ms. Wiggins

APPLICANT RECOMMENDED:

David Garrison

**EDUCATIONAL PREPARATION:**

Northern Illinois University, DeKalb, IL – M.S., Pure Mathematics in August 2019

University of Iowa, Iowa City, IA – B.A., Mathematics

Scott Community College, Bettendorf, IA – A.A., A.S.

**EXPERIENCE:**

Lime Education, St. Louis, MO – Math Tutor

Northern Illinois University, DeKalb, IL – Graduate Teaching Assistant

Scott Community College, Bettendorf, IA – Adjunct Faculty/Math Tutor/Lab Assistant

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

1. Master's degree in Pure Mathematics from NIU expected August 2019.
2. Teaching and tutoring experience at a community college in both face-to-face and on-line formats, plus additional experience as a graduate assistant.
3. Experience teaching both developmental and college-level courses and students.
4. Excellent interview with well thought out answers to the questions and excellent articulation as to why he wants to be a community college mathematics instructor.
5. Very well prepared for his teaching demonstration in which he exhibited excellent knowledge of the solving of quadratic equations.

**RECOMMENDED SALARY:** B-2, \$45,327 annualized, effective August 13, 2019

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

**RECOMMENDED FOR STAFF APPOINTMENT**  
**2019-2020**

GENERAL INFORMATION:

POSITION TO BE FILLED: Textbook Buyer

NUMBER OF APPLICANTS: 10

NUMBER OF APPLICANTS INTERVIEWED: 5

APPLICANTS INTERVIEWED BY:

Ms. Catalina, Ms. Chapman, Mr. Dunlap, Ms. Kreiser

APPLICANT RECOMMENDED:

Alyssa Boaz

EDUCATIONAL PREPARATION:

Arizona State University, Tempe, AZ – Graphic Information Technology, In Progress  
Illinois Valley Community College, Oglesby, IL – A.A.

EXPERIENCE:

Liberty Laser Solutions, Marseilles, IL – Marketing and Business Development  
Coordinator

World Class Getaways, Conroe, TX – Verification Officer

Bridal Elegance, Ottawa, IL – Marketing and Purchasing/General Manager/Store  
Manager/Executive Assistant

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

1. Retail and purchasing experience with different types of software including POS, Inventory Management and Accounting.
2. Negotiated with vendors on large orders.
3. Experienced with technology including Word and Excel.
4. Created a computer barcode inventory system for monthly inventories.
5. Successfully completed all assessment testing.

RECOMMENDED SALARY: \$15.47 per hour, effective July 29, 2019

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

**RECOMMENDED FOR STAFF APPOINTMENT**  
**2019-2020**

GENERAL INFORMATION:

POSITION TO BE FILLED: Financial Aid and Veterans Benefits Advisor

NUMBER OF APPLICANTS: 10

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Ms. Brown, Mr. Grzybowski, Mr. Johnson, Mr. Tomasson, Ms. Wohrley

APPLICANT RECOMMENDED:

Isamar Taylor

EDUCATIONAL PREPARATION:

Northern Illinois University, DeKalb, IL – B.A., Public Administration/Spanish, May 2020  
Illinois Valley Community College, Oglesby, IL – A.A.

EXPERIENCE:

Northern Illinois University, DeKalb, IL – Bilingual Financial Aid Student Worker  
Illinois Valley Community College, Oglesby, IL – Financial Aid Student Worker  
Verizon Wireless, Peru, IL – Sales Representative  
Peoplelink Staffing Solutions, Peru, IL – Account Coordinator

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

1. Associate's degree and on track to complete Bachelor's degree in May 2020.
2. Three years of experience working in a Financial Aid Office at IVCC and NIU; comfortable with Microsoft Office and Ellucian Colleague.
3. Calming and reassuring personality, thoughtful, well spoken with a strong understanding for time management and attention to detail techniques when working in a financial aid office.
4. Has held student leadership roles and won customer service awards.
5. Extremely positive reference checks lauding her communication skills, ability to learn tasks quickly, and coordinate efforts.

RECOMMENDED SALARY: \$14.56 per hour, effective August 12, 2019

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

**RECOMMENDED FOR STAFF APPOINTMENT**  
**2019-2020**

GENERAL INFORMATION:

POSITION TO BE FILLED: Custodian, 3<sup>rd</sup> Shift

NUMBER OF APPLICANTS: 11

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Mr. Curley, Mr. Gillio, Ms. Smith

APPLICANT RECOMMENDED:

Destiny Griffin

EDUCATIONAL PREPARATION:

Hall High School, Spring Valley, IL – High School Diploma

EXPERIENCE:

St. Margaret's Hospital, Spring Valley, IL – Operating Room Assistant

Quality Care Cleaning, Ottawa, IL – Custodian

Jimmy Johns, Spring Valley and Peru, IL – Shift Leader

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

1. Custodial/janitorial field experience of three years in a hospital setting.
2. Experience using commercial cleaning equipment and familiar with the cleaning chemicals used at IVCC.
3. Good attendance record as proven by positive reference checks.
4. Prepared for interview and communicated more in-depth answers.
5. Good written and oral communication skills with customer service experience.

RECOMMENDED SALARY: \$20.75 per hour, effective July 22, 2019

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

**RECOMMENDED FOR STAFF APPOINTMENT**  
**2019-2020**

GENERAL INFORMATION:

POSITION TO BE FILLED: Custodian, 2nd Shift

NUMBER OF APPLICANTS: 11

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Mr. Curley, Mr. Gillio, Ms. Smith

APPLICANT RECOMMENDED:

Benjamin Simpson

EDUCATIONAL PREPARATION:

Streator Township High School, Streator, IL – High School Diploma

EXPERIENCE:

Illinois Valley Community College, Oglesby, IL – Custodian, Part Time  
Manpower, Peru, IL – Custodian placements at IVCC on two occasions, part time,  
temporary  
ABM Industry Groups, Lisle, IL – Janitor

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

1. Recent custodial/janitorial field experience of three to four years.
2. Experience working in educational facilities.
3. Knowledge of the campus, equipment, and facility procedures.
4. Good written communication skills.
5. Good attendance record.

RECOMMENDED SALARY: \$20.75 per hour, effective July 29, 2019

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

RECEIVED

JUL 17 2019

HUMAN RESOURCES

July 17, 2019

Ms. Cheryl Roelfsema, CPA, CMA, CPFO  
Vice-President of Business Services & Finance  
815 N. Orlando Smith Road  
Oglesby, IL 61348

Dear Cheryl:

Due to unforeseen circumstances, I am submitting my resignation from IVCC effective at the end of the day, August 16, 2019. Thank you for your consideration of my work here over the past year. I will miss my fellow support staff, the administrators, faculty and our office.

Thank you.

Sincerely,

*Janine Full*

Janine Full

Cc: Human Resources  
Ms. Leslie Hofer  
IVCC

July 31, 2019

Dear Kathy;

I am writing to formally inform you of my resignation as Payroll and Benefits Coordinator, at Illinois Valley Community College. I was recently offered a position with another employer and have decided to accept their offer. My last day of work will be Wednesday, the 28<sup>th</sup> of August, 2019.

The opportunities afforded to me here have been countless and invaluable. Thank you for the experience I have gained working for IVCC. I appreciate the advice, support and understanding you especially have given me.

I will certainly miss the incredible people I have come to know as my work family. I am happy to assist in any way I can during my final weeks here at IVCC. I do wish you all the very best.

Sincerely;



Jeannie Franklin

[Jeanniefranklin61@yahoo.com](mailto:Jeanniefranklin61@yahoo.com)

815 878 4733

RECEIVED

JUL 31 2019

HUMAN RESOURCES

July 10, 2019

Carolyn Chapman  
Assistant Controller Bursar  
Illinois Valley Community College  
815 Orlando Smith Road  
Oglesby, IL 61348

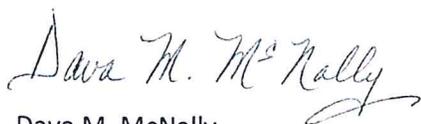
Dear Carolyn,

This letter represents my official notice of retirement from my position as an account receivable specialist in the cashier department. The effective date of my retirement will be October 11, 2019. I am giving a three month notice to ensure a smooth transition period with a new replacement.

It is with a heavy heart that I leave the position but it is necessary due to the windfall elimination provision under the social security act. I have truly enjoyed working for IVCC and appreciate the support provided to me during my employment. I will miss being part of a great team and the interaction with the students.

I will always appreciate the experience and knowledge I gained during my time here.

Sincerely,



Dava M. McNally

RECEIVED

JUL 15 2019

HUMAN RESOURCES

**From:** Leslie Hofer  
**Sent:** Friday, August 02, 2019 6:03 AM  
**To:** Paula Hallock  
**Subject:** FW: hearing

Lacey's last day will be Aug. 14th.

Leslie

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**From:** Patrice Hess  
**Sent:** Wednesday, July 31, 2019 8:17 AM  
**To:** Lacey Meyer  
**Cc:** Leslie Hofer; Sarah Trager  
**Subject:** RE: hearing

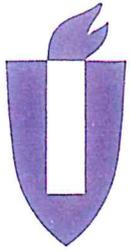
Please provide a specific date of your last day of work and we'll proceed accordingly.

Thank you,  
Patrice

-----Original Message-----

**From:** Lacey Meyer  
**Sent:** Wednesday, July 31, 2019 8:09 AM  
**To:** Patrice Hess <Patrice\_Hess@ivcc.edu>  
**Subject:** RE: hearing

I will give the standard two week notice so that Sarah may begin the search for my replacement.



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

815 N. Orlando Smith Road  
Oglesby, IL 61348-9692  
Telephone: 815-224-2720  
Fax: 815-224-3033

## Memorandum

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**To:** Dr. Jerry Corcoran, President  
**From:** Mark Grzybowski, Vice President for Student Services *MG*  
**Cc:** Eric Johnson, Director of Financial Aid  
**Date:** July 3, 2019  
**Subject:** Gainful Employment Rescission

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Dr. Corcoran – this memo is to inform you that Illinois Valley Community College has adopted early implementation of the rescission of Gainful Employment regulations effective July 1, 2019. IVCC's decision to adopt early implementation of rescission is aligned with several other Illinois community colleges.

IVCC's July 1, 2019 rescission includes the following Gainful Employment requirements:

- IVCC will not be required to report Gainful Employment data for the 2018-2019 award year to NSLDS, which will be due October 1, 2019.
- IVCC will not be required to comply with the requirements stated in 34 CFR 668.412 (d) and (e) regarding the inclusion of disclosure templates, or a link thereto, with Gainful Employment program promotional materials.
- IVCC will not be required to directly distribute the disclosure template to prospective students prior to making an enrollment decision or financial commitment to the institution.
- IVCC will not be required to post the Gainful Employment Disclosure Template and may remove the template and/or any other related disclosures that were required under 34 CFR 668.412 from institutional web pages.
- IVCC will not be required to comply with the certification requirements for Gainful Employment programs under 34 CFR 668.414.

This memorandum will be available to the Department of Education upon request.

For reference, a copy of the announcement permitting early implementation appears with this memorandum.



Posted Date: June 28, 2019

Author: Office of Postsecondary Education

Subject: Gainful Employment Electronic Announcement #122 – Early Implementation of the Rescission of the Gainful Employment Rule

On July 1, 2019, the Department of Education will publish a final rule rescinding the Department's gainful employment (GE) regulations (2014 Rule) in the Federal Register. In this electronic announcement, we provide guidance to institutions on what the rescission means and what institutions can do should they choose early implementation.

Section 482 (c) of the Higher Education Act of 1965, as amended, requires that regulations affecting programs under Title IV of the HEA be published in final form by November 1, prior to the start of the award year (July 1) to which they become effective. This section also permits the Secretary to designate any regulation as one that an entity subject to the regulations may choose to implement earlier, as well as conditions for early implementation. For this rescission, the Secretary is exercising her authority under section 482 (c) of the HEA to designate the regulatory changes to subpart Q and subpart R of the Student Assistance General Provisions at Title 34 part 668 of the Code of Federal Regulations for early implementation.

An institution that early implements the rescission must document its early implementation internally. It does not have to publish its decision to do so; however, it must make such documentation available upon request by the Department. Institutions that do not early implement the rule are expected to comply with the 2014 rule until the rescission becomes effective on July 1, 2020.

Institutions that early implement the rescission of the GE rule will not be required to report GE data for the 2018-2019 award year to NSLDS, which will be due October 1, 2019. Additionally, those institutions that early implement will not be required to comply with the current requirements in 34 CFR 668.412 (d) and (e) that require institutions to include the disclosure template, or a link thereto, in their GE program promotional materials and directly distribute the disclosure template to prospective students, which will be required starting on July 1, 2019. Institutions that early implement will no longer be required to post the GE Disclosure Template and may remove the template and any other GE disclosures that are required under 34 CFR 668.412 from their web pages. Finally, an institution that early implements will not be required to comply with the certification requirements for GE programs under 34 CFR 668.414.



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

815 N. Orlando Smith Road  
Oglesby, IL 61348-9692  
Telephone: 815-224-2720  
Fax: 815-224-3033

# Memorandum

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**To:** Dr. Corcoran  
**From:** Mark Grzybowski, Vice President for Student Services  
**Date:** July 30, 2019  
**Subject:** Accelerated Credit Program Informational Piece

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The accompanying document is an informational piece that was recently developed from feedback received during the July 2019 meeting of the IVCC Board of Trustees. The piece highlights the college's accelerated credit program options and highlights differentiation among them.

The piece was created using a template provided by Interact Communications that several departments utilize when creating official IVCC documents for dissemination.

Creation of the piece is prudent, as the number of programs offered by the college has grown significantly in recent years. Programs are also currently under development with the Serena and Henry-Senachwine high school districts, further adding to the litany of dual credit/dual enrollment programs that IVCC will offer.

In July of 2019, the Illinois Community College Board and the Illinois State Board of Education jointly approved and released the Model Partnership Agreement under the Dual Credit Quality Act. The provisions of this document are designed to guide local partnerships between high schools and colleges towards the successful implementation of quality dual credit courses and related student supports. As a result of the release of the Model Partnership Agreement, appropriate personnel from all areas of the college will review and reassess the current tuition and fee structure(s) for all dual credit/dual enrollment courses. This review will take place over the course of the upcoming fall semester.

# ACCELERATED CREDIT PROGRAMS

<p>MARQUETTE ACADEMY RUNNING START</p>	<p>JUNIORS &amp; SENIORS</p>	<p>25% TUITION DISCOUNT DUAL CREDIT &amp; DUAL ENROLLMENT IAI OR ASSOCIATE'S DEGREE COMPLETION UNLIMITED # OF STUDENTS</p>
<p>PUTNAM COUNTY COLLEGE START HALL COLLEGE START LA MOILLE COLLEGE START</p>	<p>SENIORS</p>	<p>DUAL CREDIT &amp; DUAL ENROLLMENT ANY TRANSFER ACADEMIC PROGRAM ALL COURSES ON IVCC'S CAMPUS/ONLINE COMPLETE HS RELEASE PROGRAM LIMITED # OF STUDENTS</p>
<p>LA MOILLE CAREER START</p>	<p>JUNIORS &amp; SENIORS</p>	<p>DUAL CREDIT &amp; DUAL ENROLLMENT ANY CTE PROGRAM COURSES AT IVCC/ONLINE OR AT THE LASALLE-PERU ACC</p>
<p>IVCC TRANSFER ACADEMY</p>	<p>JUNIORS &amp; SENIORS</p>	<p>25% TUITION DISCOUNT DUAL CREDIT &amp; DUAL ENROLLMENT IAI OR ASSOCIATE'S DEGREE COMPLETION COURSES IN THE AFTERNOON/EVENING/ONLINE AT IVCC IAI PATHWAY (IVCC OTTAWA CENTER) STEM PATHWAY (IVCC MAIN CAMPUS)</p>
<p>ALL HIGH SCHOOLS</p>		<ul style="list-style-type: none"> <li>• FREE &amp; REDUCED LUNCH DC/DE WAIVER—STUDENT PAYS ONLY THE \$5 REGISTRATION FEE</li> <li>• 30 FOR 30 CREDENTIAL COMPLETION PROGRAM—GRANDFATHERS STUDENT'S TUITION RATE AT THE DUAL CREDIT RATE</li> </ul>
<p>SRAVTE SCHOOLS</p>		<ul style="list-style-type: none"> <li>• CTE DUAL CREDIT—TUITION FREE</li> <li>• ONLINE DUAL CREDIT OPTIONS—REDUCED TUITION RATE</li> <li>• EARLY ENTRY TO COLLEGE (E<sup>2</sup>C) - DUAL CREDIT/DUAL ENROLLMENT PROGRAM</li> </ul>

FOR MORE INFORMATION, CONTACT  
SUSAN\_MONROE@IVCC.EDU

815 North Orlando Smith Road • Oglesby, IL 61348 • 815.224.0598 • [www.ivcc.edu/dualcredit](http://www.ivcc.edu/dualcredit)





July 25, 2019

Dr. Jerry Corcoran, President  
Illinois Valley Community College  
825 North Orlando Smith Road  
Oglesby, Illinois 61348

Dear Dr. Corcoran,

This letter is notification that the following Certificate program was granted approval on behalf of the Illinois Community College Board, effective July 24, 2019:

- Medical Assistant Certificate (29.5 credit hours)

Because certificates do not require approval of the Illinois Board of Higher Education, this basic certificate program can be implemented immediately. If you have not already done so, please submit the required curriculum and related course addition requests for updating your college's master files at this time. Doing so will ensure the college receives the appropriate credit hour reimbursement funding.

Sincerely,

Brian Durham, Ed.D.  
Executive Director

Cc: Deborah Anderson, Vice President of Academic Affairs – IVCC  
Tricia Broughton - ICCB

989 Partridge Ln  
Morris, IL 60450  
815-557-8910  
delores\_robinson@ivcc.edu

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

30 July 2019

Dear Dr. Corcoran,

According to the agreement in the faculty contract, faculty members granted sabbatical leave for formal study must submit a transcript of credit and a brief description of the program undertaken while on sabbatical leave.

Enclosed, please find my current transcripts from Illinois State University where I am enrolled as a doctoral candidate in the English Studies program of the English Department. While on sabbatical during the Spring 2019 semester, I continued my individually paced work on my dissertation. Specifically, I researched and prepared my proposal for my qualifying exam paper, and I communicated as needed with my dissertation advisor about my progress.

I anticipate that the qualifying exams portion of my doctoral program will be completed by December, at which point I will begin writing the dissertation, itself.

Please let me know if you need further documentation of my work at ISU and my progress toward my degree.

Sincerely,



Delores Robinson

# SIGMA KAPPA DELTA

## THE ENGLISH HONOR SOCIETY

FOR TWO-YEAR COLLEGES

June 2019

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

Dear Dr. Corcoran,

The Sigma Kappa Delta Board of Directors recognizes outstanding chapters with the designation of Ivy Chapter. Faculty members Dr. Kimberly Radek-Hall and Delores Robinson have done an outstanding job promoting the society and its mission on your campus.

We applaud their dedication and steadfastness in keeping Mu Alpha Chapter active and thriving last school year. Their commitment to Illinois Valley Community College as well as to  $\Sigma\kappa\Delta$  is commendable, and they deserve the recognition and gratitude we hope you will bestow upon them and the chapter with the enclosed certificate.

Please choose a time you think appropriate to make this award.

Sigma Kappa Delta has now grown to 141 chapters nationwide, and Mu Alpha Chapter continues to be a leader among us. Thank you for your support of your advisors and of Sigma Kappa Delta.

Sincerely,



Dr. Sheila Byrd  
Executive Director



*Sigma Kappa Delta*

is pleased to recognize

MU ALPHA CHAPTER  
ILLINOIS VALLEY COMMUNITY COLLEGE

as a

*2019 Ivy Chapter*

Thank you for your continued service in advancing the mission of  $\Sigma\kappa\Delta$  and growing and developing its members.

*Shelia H. Byrd*

SKD National Executive Director

*Leigh Ann Rhea*

SKD National President

**Personal Leave**

Twenty-four hours (3 days) of personal leave time per year may be granted to full-time staff upon request submitted to the administrator directly responsible for the supervision of the employee. Any unused personal leave will be applied to rolled into sick leave not reported to SURS at the end of the fiscal year. ~~Personal leave may not be used as vacation or to extend weekends or holidays.~~ This is to remain compliant with the SURS rule, Title 80, Chapter II, 1600.250 (e), regarding sick leave accruals.

# 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.