



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, November 10, 2022
Board Room
5:30 p.m.**

NOTE:

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

IVCC'S MISSION STATEMENT

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

BOARD AGENDA ITEMS

January

February

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

March

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

April

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

May

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

June

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

July

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

August

Budget
a. Public Hearing
b. Resolution to Adopt Budget

September

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

October

Authorize Preparation of Levy
Audit Report
IVCC Foundation Update

November

Adopt Tentative Tax Levy

December

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

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees Meeting
Thursday, November 10, 2022 – 5:30 p.m. – Board Room (C307)

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

A G E N D A

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 6.1 Approval of Minutes – October 13, 2022 Board Meeting (Pages 1-6)
 - 6.2 Approval of Bills - \$1,519,582.61
 - 6.2.1 Education Fund - \$894,988.54
 - 6.2.2 Operations & Maintenance Fund - \$124,793.61
 - 6.2.3 Operations & Maintenance (Restricted Fund) - \$120,778.35
 - 6.2.4 Auxiliary Fund - \$102,148.24
 - 6.2.5 Restricted Fund - \$203,273.65
 - 6.2.6 Liability, Protection & Settlement Fund - \$73,600.22
 - 6.3 Treasurer’s Report (Pages 7-26)
 - 6.3.1 Financial Highlights (Page 8)
 - 6.3.2 Balance Sheet (Pages 9-10)
 - 6.3.3 Summary of FY23 Budget by Fund (Pages 11-18)
 - 6.3.4 Budget to Actual by Budget Officers (Page 19)
 - 6.3.5 Statement of Cash Flows (Page 20)
 - 6.3.6 Investment Status Report (Pages 21-24)
 - 6.3.7 Disbursements - \$5,000 or more (Pages 25-26)
 - 6.4 Personnel – Stipends for Pay Periods Ending October 8, 2022 and October 22, 2022 & Part-Time Faculty and Staff Appointments October 2022 (Pages 27-29)

7. President's Report
8. Committee Reports
9. Tentative Tax Levy 2022 (Pages 30-33)
10. Matching Commitment – USDA DLT Grant (Page 34)
11. Approval – Emergency Medical Technician Certificate (Page 35)
12. Schedule of Regular Meeting Dates and Times (Page 36)
13. Proposal Results – Truck Driver Training Tractor Lease (Page 37)
14. Purchase Request – Board Room Technology Upgrade (Page 38)
15. Items for Information (Pages 39-52)
 - 15.1 FY23 Budget for Student Activities (Pages 39-40)
 - 15.2 IGEN Grant – Solar Array Consultant (Pages 41-45)
 - 15.3 Staff Appointment – Jacob Taylor, IT Infrastructure Operations Engineer – Information Technology Services (Page 46)
 - 15.4 Staff Resignation – Shelley Kveton, Part-time Administrative Assistant, Adult Education (Page 47)
 - 15.5 Administrative Procedure 3.4 – Hotel Reimbursable Rate Change (Pages 48-52)
16. Trustee Comment
17. Closed Session – 1) the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; 2) collective negotiations; and 3) closed session minutes
18. Possible Approval of Pay Adjustment for Employees Affected by the Redistribution of Duties and Responsibilities within the Division of Academic Affairs
19. Approval of Closed Session Minutes
20. Other
21. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
October 13, 2022

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 5:30 p.m. on Thursday, October 13, 2022 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Everett J. Solon, Chair
Jay K. McCracken, Vice Chair
Angela M. Stevenson, Secretary
Amy L. Boyles (entered at 5:50 p.m.)
Jane E. Goetz
William F. Hunt
Austin F. Dille, Student Trustee

Members Virtually Present:

Members Telephonically Present:

Members Absent: Maureen O. Rebholz

Others Physically Present: Jerry Corcoran, President
Gary Roberts, Vice President for Academic Affairs
Mark Grzybowski, Vice President for Student Services
Fran Brolley, Executive Director of Community Relations & Development
Mary Beth Herron, Director of Human Resources
Samantha Manahan, Administrative Assistant Community Relations
Walt Zukowski, Attorney

Others Virtually Present: Matthew Seaton, Vice President for Business Services & Finance

Mr. Solon informed of the following: Provisions within Section 7(e) of the Open Meetings Act, allowing for Board meetings to be virtual and without requiring the physical presence of a quorum of the members, continue to apply to our Board meetings due to (a) Governor Pritzker's most recent disaster proclamation; and (b) my determination that in-person meetings are not practical or prudent (for all board members and members of the public) because of the disaster. It is the custom and practice of the college to record Board meetings and the meeting was being recorded both audio and video. Anyone joining the meeting virtually, please mute until you are ready to speak.

APPROVAL OF AGENDA

It was moved by Mr. McCracken and seconded by Mr. Hunt to approve the agenda.

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

PUBLIC COMMENT

None

COMMUNITY RELATIONS & FOUNDATION CAMPUS UPDATE

Fran Brolley reported that the Illinois Valley Community College Foundation enjoyed a successful year in 2021-22 and 2022-23 looks equally promising. This fall and spring, the Foundation will award \$420,000 in scholarships to 266 students. Mr. Brolley added that nearly \$1.4 million in scholarships and program support has been provided by the Foundation the past three years combined. The 26th annual Scholarship Recognition Reception on September 1, drew a record 441 scholarship recipients, donors, parents and guests in attendance. That event preceded the 21st Century Scholars Society dinner on September 29. The giving circle rewarded four finalists and two merit winners considered among IVCC’s most promising second-year students. Ms. Manahan introduced the Trustees to the college’s new “Brand Identity & Graphic Guidelines” including core colors, fonts, logos and other college marks. She noted that the guideline booklet was released across the college this fall. The brand standards provide a consistent and unified identify on the web, in social media, on postcards, fliers, envelopes and billboards and wherever IVCC’s image is displayed.

CONSENT AGENDA ITEMS

It was moved by Ms. Goetz and seconded by Ms. Stevenson to approve the consent agenda, as presented.

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

The following items were approved in the consent agenda:

Approval of Minutes – September 8, 2022 Board Meeting.

Approval of Bills - \$3,573,298.51

Education Fund - \$2,141,126.34; Operations & Maintenance Fund - \$295,748.74; Operations & Maintenance (Restricted Fund) - \$442,358.80; Auxiliary Fund - \$353,185.10; Restricted Fund - \$259,170.85; Audit - \$13,561.00; Liability, Protection & Settlement Fund - \$62,137.41; and Grants, Loans & Scholarships - \$6,010.27.

Treasurer’s Report

Personnel

Approved stipends for pay periods ending September 10, 2022 and September 24, 2022 & Part-time Faculty and Staff Appointments September 2022.

PRESIDENT'S REPORT

Dr. Corcoran reported that as Fran said, the 21st Century Scholars Society program was a big hit, especially having an in-person event for the first time in several years. He extended thanks again to board members who have joined the Society and so many friends of the college for supporting the cause. Dr. Corcoran noted that we had a delightful visit with State Senator Win Stoller on September 28th. He added that this was his first time on campus and since his committee assignments include higher education, it was a great opportunity for Senator Stoller to get to know us and the challenges and opportunities that lie ahead for the college. Dr. Corcoran noted that as always, many thanks to Reed Wilson for handling all the details regarding this meeting. He informed that last week our Admissions and Records staff had 73 Ottawa Township High School seniors on campus who had expressed an interest in knowing more about IVCC and the program went very well. This was the first time that the college had planned for bussing the students to the campus for a half-day of activities. Dr. Corcoran noted that based on feedback to Tom Quigley and his Student Services colleagues, the college will plan on more of these events in the future. Dr. Corcoran reported that our agriculture program team members held a successful Crop Research Field Day event with Illinois Extension on Friday, September 23rd on the south end of the campus. More than 70 people attended and the feedback was all positive. Dr. Corcoran noted that Dean Ron Groleau and co-program coordinators Willard Mott and Dr. Jennifer Timmers are doing excellent work. He added to keep in mind that we have grown from two agriculture courses on the books to where we stand today at 21. Dr. Corcoran noted that of course, as most everyone knows by now, the biggest news we have had lately regarding the agriculture program came on September 27th from the US Department of Commerce Economic Development Administration's decision to award the college \$3.5 million to construct a new agriculture education facility in order to train and upskill agriculture workers, aid in the development of new technology, and develop sustainable practices. He added that the announcement came with flattering comments about IVCC from Governor Pritzker, Senator Durbin and Senator Duckworth. Dr. Corcoran noted that as he has said before, lots of people have played critical roles in moving the new ag program forward, but the people who worked so hard on the grant application were Dr. Matt Seaton and Reed Wilson from the college along with Duane Calbow and Kevin Lindeman from the North Central Council of Governments. Dr. Corcoran extended thanks to everyone on a job well done. He informed that our team visited with EDA representatives last week to review a few logistical matters and now a virtual kick-off meeting is scheduled for next week. Dr. Corcoran noted that he is proud of our group. Everyone's hard work has paid off – now it's full steam ahead.

COMMITTEE REPORTS

None

PHS PROJECTS FOR TAX YEAR 2022

It was moved by Ms. Goetz and seconded by Mr. Hunt to approve the three Protection, Health, and Safety projects as presented for a cost of \$1,222,810 and authorize the administration to include within the levy accordingly for the projects in coordination with the Tax Levy resolution. Student Advisory Vote: "Aye" – Mr. Dille. Roll Call Vote: "Ayes" – Dr. Boyles, Ms. Goetz, Mr. Hunt, Ms. Stevenson, Mr. McCracken and Mr. Solon. "Nay" – none. Motion carried.

RESOLUTION AUTHORIZING PREPARATION OF THE 2022 TAX LEVY

It was moved by Ms. Stevenson and seconded by Dr. Boyles to approve to authorize Dr. Jerry Corcoran to begin preparing the 2022 tax levy.

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

ACADEMIC CALENDARS 2023-2024 & 2024-2025

It was moved by Mr. McCracken and seconded by Ms. Stevenson to approve the college calendars, as presented for the following semesters: Fall 2023, Spring 2024, Summer 2024, Fall 2024, Spring 2025 and Summer 2025.

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

HIGH DEDUCTIBLE HEALTH PLAN/HEALTH SAVINGS ACCOUNTS

It was moved by Dr. Boyles and seconded by Ms. Goetz to approve the authorization to contribute to employee Health Savings Plans, as presented for employees electing the High Deductible Health Plan beginning January 1, 2023.

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

It was moved by Ms. Stevenson and seconded by Mr. Hunt to approve the authorization to contribute to employee Health Reimbursement Accounts, as presented for employees electing the High Deductible Health Plan beginning January 1, 2023.

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

FACULTY APPOINTMENT – LYNDSLEY BEETZ, INTERIM DENTAL HYGIENE INSTRUCTOR

It was moved by Dr. Boyles and seconded by Mr. McCracken to approve the appointment of Lyndsey Beetz as Interim Dental Hygiene Instructor (full-time) effective October 17, 2022 at Step A-8, an annualized salary of \$54,390 on the 2022/2023 faculty salary schedule.

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

PROPOSAL RESULTS – FARM TILING PROJECT PHASE I

It was moved by Mr. Hunt and seconded by Ms. Goetz to approve to accept the proposal from McCoy and Sons LLC for the Farm Tiling Project Phase I at a cost not to exceed \$100,000.

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

PURCHASE REQUEST – CONSULTATION & IMPLEMENTATION OF COLLEAGUE STUDENT RETENTION ALERT SYSTEM

It was moved by Ms. Stevenson and seconded by Ms. Goetz to approve to authorize the purchase of consultation and implementation support from Ellucian for the Student Retention Alert system for \$29,456.

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

RFP – TEXTBOOK & ONLINE COURSE MATERIAL MANAGEMENT VENDOR

It was moved by Ms. Stevenson and seconded by Mr. McCracken to approve eCampus.com higher Ed as the college’s provider for Textbook and Online Course Material Management Vendor for an initial period of five years at no cost to the College.

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

BOARD TRAVEL

It was moved by Dr. Boyles and seconded by Ms. Stevenson to approve the reimbursement of expenses in the amount of \$310.28 incurred by Ms. Goetz for attending the 2022 ICCTA meeting on September 9 and 10, 2022.

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

LASALLE POWER STATION SETTLEMENT AGREEMENT

It was moved by Ms. Goetz and seconded by Mr. McCracken to approve the LaSalle Power Station Real Property Tax Assessment Settlement Agreement through tax year 2026, as presented.

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

MOU WITH SEIU LOCAL 138

It was moved by Dr. Boyles and seconded by Ms. Goetz to approve the Memorandum of Understanding with the Service Employees International Union Local 138, as presented.

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

STAFF PROMOTION – GERILYNN SCHULTZ, FACILITIES SUPERVISOR

It was moved by Mr. Hunt and seconded by Ms. Stevenson to approve the promotion of Gerilynn Schultz as Facilities Supervisor effective October 23, 2022 with a stepped increase. Effective October 23, 2022 annualized salary will increase to \$37,440; effective April 23, 2023 annualized salary will increase to \$39,520; effective October 22, 2023 annualized salary will increase to \$41,600.

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

ITEMS FOR INFORMATION

Mr. Solon pointed out the information items on pages 74-83 of the Board book.

TRUSTEE COMMENT

Dr. Boyles extended kudos and thanks to all involved in the “One College, One Book” program. She expressed kudos to Mr. Whaley and the Wind Ensemble for the great concert presented last

week. Dr. Boyles commented that she attended the concert with her daughter and noted that it is a true gem within our community to have the arts represented in our outstanding IVCC Cultural Centre facility and thanked all involved.

CLOSED SESSION

Mr. Solon requested a motion and a roll call vote at 6:10 p.m. to enter into a closed session to discuss: 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) collective negotiations; and 3) closed session minutes. Motion made by Dr. Boyles and seconded by Ms. Stevenson to enter into a closed session.

Student Advisory Vote: “Aye” – Mr. Dille. Roll Call Vote: “Ayes” – Dr. Boyles, Ms. Goetz, Mr. Hunt, Ms. Stevenson, Mr. McCracken and Mr. Solon. “Nay” – none. Motion carried. The Board entered closed session at 6:15 p.m.

Motion made by Ms. Stevenson and seconded by Mr. McCracken to return to the regular meeting. Student Advisory Vote: “Aye” – Mr. Dille. Roll Call Vote: “Ayes” – Dr. Boyles, Ms. Goetz, Mr. Hunt, Ms. Stevenson, Mr. McCracken and Mr. Solon. “Nay” – none. Motion carried. The regular meeting resumed at 6:48 p.m.

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

No action was taken on this item.

CLOSED SESSION MINUTES

It was moved by Ms. Goetz and seconded by Dr. Boyles to approve and retain the closed session minutes of the September 8, 2022 Board meetings.

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

OTHER

None

ADJOURNMENT

Mr. Solon declared the meeting adjourned at 6:50 p.m.

Everett J. Solon, Board Chair

Angela M. Stevenson, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

OCTOBER 2022

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

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – October 2022

Revenues

- As of October 31, the headcount for Fall semester stood at 2,718, which is 110 students more than at the same point in time last year. Credit hours for Fall 2022 were 22,306, which is an increase of 1,222.5 credit hours, or 5.8 percent from one year ago.
- Of particular note, Ottawa Center credit generation is up 14.75 percent and Dual Credit enrollment is up 8.61 percent over this same time last year.
- Current budgeted credit hours enrolled are 25,736 out of 43,788 or 58.8 percent, which will position the College nicely to meet budget goals for the fiscal year.

Expenses

- Tuition Waivers are up due to the waiving of late-start class tuition for students. The College is planning to provide a similar incentive to Spring enrollees to boost Spring enrollments as well after the success of this effort.
- Some individual lines in the budget detail for the Auxiliary fund show variances due to the spending of HEERF funds out of different accounts than which it was budgeted.
- We continue to monitor the investment climate for the College's funds. We have met recently with PMA to slightly modify our strategy to take advantage of much higher interest rates on CD's and other securities in the short term.

Protection, Health & Safety Projects

- The D201 project is still on track to be complete mid-Spring. Drywall is set to be installed as early as the week of the Board meeting.
- The construction for the CDB project for exterior sealing should begin soon. The contractors are ordering materials currently.

Other Building and Grant Work

- The USDA Distance Learning grant will be submitted soon. A recommendation to approve the local match is included in your packet.
- We have employed a consultant to assist with the engineering and design of our IGEN grant-funded solar project. Specifications and bid documents will be prepared in the near future.

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 October 31, 2022
 Unaudited

	Governmental Funds Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency	General Fixed Assets	General Long-Term Debt	
Assets and Other Debits								
Cash and cash equivalents	\$ 8,300,989	\$ 4,664,064	\$ 211,724	\$ (103,208)	\$ 792,715	\$ -	\$ -	13,866,284
Investments	12,698,032	6,036,301	620,082	-	526,342	-	-	19,880,757
Receivables								-
Property Taxes	10,750,087	2,752,230	-	-	-	-	-	13,502,317
Governmental claims	-	623,536	-	-	3,861	-	-	627,397
Tuition and fees	130,242	-	-	397,294	-	-	-	527,536
Due from other funds	3,378,516	-	-	-	1,986	-	-	3,380,502
Due to/from student groups	-	-	-	-	-	-	-	-
Bookstore inventories	-	-	-	366,291	-	-	-	366,291
Other assets	308,969	277,304	2,188	629	-	-	-	589,090
Deferred Outflows	-	-	-	-	-	-	618,688	618,688
Fixed assets - net	-	-	-	42,040	-	58,821,568	-	58,863,608
Other debits								-
Amount available in								-
Debt Service Fund	-	-	-	-	-	-	-	-
Amount to be provided								-
to retire debt	-	-	-	-	-	-	14,077,183	14,077,183
Total assets and deferred outflows	\$ 35,566,835	\$ 14,353,435	\$ 833,993	\$ 703,046	\$ 1,324,903	\$ 58,821,568	\$ 14,695,871	\$ 126,299,652

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 October 31, 2022
 Unaudited

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	Governmental Funds Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency	General Fixed Assets	General Long-Term Debt	
Liabilities								
Accounts payable	98,891	8,563	-	1,640	9,423	-	-	118,516
Accrued salaries & benefits	1,326,663	29,189	-	13,607	-	-	-	1,369,459
Post-retirement benefits & other	132,132	-	-	1,217	-	-	-	133,349
Unclaimed property	404	-	-	-	-	-	-	404
Due to other funds	54,767	2,202,223	-	4,504	1,119,009	-	-	3,380,502
Due to student groups/deposits	-	-	-	-	196,472	-	-	196,472
Deferred inflows								
Property taxes	5,378,338	1,376,744	-	-	-	-	-	6,755,082
Tuition and fees	-	-	-	39,808	-	-	-	39,808
Grants	-	-	-	-	-	-	-	-
OPED	-	-	-	-	-	-	2,835,268	2,835,268
OPEB long term debt	-	-	-	-	-	-	11,860,603	11,860,603
Total Liabilities	6,991,194	3,616,718	-	60,776	1,324,904	-	14,695,871	26,689,463
Net Position/Net Assets								
Net investment in general fixed assets	-	-	-	-	-	58,821,568	-	58,821,568
Fund balance	-	-	-	-	-	-	-	-
Reserved for restricted purposes	-	10,736,717	-	-	-	-	-	10,736,717
Reserved for debt service	-	-	833,993	-	-	-	-	833,993
Unreserved	28,575,641	-	-	642,270	-	-	-	29,217,911
Total liabilities and net position	\$ 35,566,835	\$ 14,353,435	\$ 833,993	\$ 703,046	\$ 1,324,904	\$ 58,821,568	\$ 14,695,871	\$ 126,299,653

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Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2023 Revenues & Expenditures by Fund
 For the one month ended October 31, 2022
 Unaudited

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Restricted Fund	Debt Service Fund	Auxiliary Enterprise Fund	Restricted Purposes Fund	Working Cash Fund	Audit Fund	Liability Protection & Settlement Fund	Total (Memorandum Only)
Actual Revenue	\$ 15,315,429	\$ 2,146,325	\$ 1,151,182	\$ (11,540)	\$ 731,534	\$ 1,729,758	\$ (30,556)	\$ 41,821	\$ 1,500,882	\$ 22,574,835
Actual Expenditures	6,620,720	1,106,980	514,229	355	771,239	3,487,414	796	27,122	396,964	12,925,819
Other Financing Sources (Uses)	-	-	-	-	-	-	-	-	-	-
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	8,694,709	1,039,345	636,953	(11,896)	(39,705)	(1,757,656)	(31,351)	14,699	1,103,918	9,649,016
Fund balances July 1, 2022	15,745,140	3,956,385	4,407,233	848,220	(61,311)	(592,241)	5,119,919	43,312	1,116,921	30,583,578
Fund balances October 31, 2022	<u>\$ 24,439,849</u>	<u>\$ 4,995,730</u>	<u>\$ 5,044,186</u>	<u>\$ 836,324</u>	<u>\$ (101,016)</u>	<u>\$ (2,349,897)</u>	<u>\$ 5,088,568</u>	<u>\$ 58,011</u>	<u>\$ 2,220,839</u>	<u>\$ 40,232,594</u>

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2023 Revenues & Expenditures by Fund
 For the one month ended October 31, 2022
 Unaudited

	Annual Budget		Actual/Budget	Annual Budget		Actual/Budget
	10/31/2022	FY2023	33.3%	10/31/2021	FY2022	33.3%
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 9,001,577	\$ 9,530,789	94.4%	\$ 9,532,092	\$ 8,713,650	109.4%
Corporate Personal Property Replacement Tax	1,331,130	2,294,700	58.0%	512,239	1,006,250	50.9%
Tax Increment Financing Distributions	216,724	450,000	48.2%	225,668	400,000	56.4%
Total Local Government	10,549,431	12,275,489	85.9%	10,269,999	10,119,900	101.5%
State Government:						
ICCB Credit Hour Grant	696,479	1,798,075	38.7%	660,498	1,733,248	38.1%
Equalization Grant	16,667	50,000	33.3%	16,667	50,000	33.3%
Career/Technical Education Formula Grant	113,412	220,500	51.4%	-	210,000	0.0%
Other	-	-	-	-	-	-
Total Statement Government	826,557	2,068,575	40.0%	677,164	1,993,248	34.0%
Federal Government						
PELL Administrative Fees	-	7,825	0.0%	-	7,825	0.0%
Total Federal Government	-	7,825	0.0%	-	7,825	0.0%
Student Tuition and Fees:						
Tuition	3,392,314	5,811,200	58.4%	3,301,369	5,989,253	55.1%
Fees	425,251	687,900	61.8%	349,222	759,550	46.0%
Total Tuition and Fees	3,817,565	6,499,100	58.7%	3,650,591	6,748,803	54.1%
Other Sources:						
Public Service Revenue	69,277	244,050	28.4%	67,193	242,450	27.7%
Other Sources:	52,599	151,361	34.8%	46,820	155,442	30.1%
Total Other Sources	121,876	395,411	30.8%	114,013	397,892	28.7%
TOTAL EDUCATION FUND REVENUE	15,315,429	21,246,400	72.1%	14,711,768	19,267,668	76.4%
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	2,632,178	\$ 8,281,122	31.8%	2,488,517	\$ 7,671,022	32.4%
Employee Benefits	550,147	1,834,306	30.0%	519,573	1,751,176	29.7%
Contractual Services	24,212	120,175	20.1%	27,128	119,415	22.7%
Materials & Supplies	133,323	451,389	29.5%	78,430	497,459	15.8%
Conference & Meeting	16,623	169,594	9.8%	3,490	163,405	2.1%
Fixed Charges	17,844	58,000	30.8%	14,938	58,000	25.8%
Capital Outlay	93,668	114,000	0.0%	-	-	0.0%
Other	200	-	0.0%	-	-	0.0%
Total Instruction	3,468,194	11,028,586	31.4%	3,132,077	10,260,477	30.5%

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2023 Revenues & Expenditures by Fund
 For the one month ended October 31, 2022
 Unaudited

	Annual Budget		Actual/Budget	Annual Budget		Actual/Budget
	10/31/2022	FY2023	33.3%	10/31/2021	FY2022	33.3%
Academic Support:						
Salaries	388,018	1,161,476	33.4%	338,854	1,094,032	31.0%
Employee Benefits	63,543	189,892	33.5%	62,165	216,560	28.7%
Contractual Services	48,374	135,277	35.8%	80,782	218,886	36.9%
Materials & Supplies	98,578	246,620	40.0%	104,739	270,468	38.7%
Conference & Meeting	1,302	18,875	6.9%	411	20,950	2.0%
Utilities	6,000	26,445	22.7%	3,000	26,445	11.3%
Capital Outlay	-	-	0.0%	-	-	-
Other	-	-	0.0%	-	-	-
Total Academic Support	605,816	1,778,585	34.1%	589,950	1,847,341	31.9%
Student Services:						
Salaries	451,337	1,527,744	29.5%	428,410	1,321,319	32.4%
Employee Benefits	109,539	431,688	25.4%	114,146	389,719	29.3%
Contractual Services	9,388	46,702	20.1%	3,358	33,981	9.9%
Materials & Supplies	23,961	93,215	25.7%	9,719	75,901	12.8%
Conference & Meeting	5,638	43,505	13.0%	880	41,925	2.1%
Utilities	-	-	0.0%	-	-	-
Total Student Services	599,864	2,142,854	28.0%	556,513	1,862,845	29.9%
Public Services/Continuing Education:						
Salaries	130,533	339,647	38.4%	116,021	326,240	35.6%
Employee Benefits	32,540	105,920	30.7%	31,120	81,443	38.2%
Contractual Services	22,737	111,000	20.5%	16,616	82,500	20.1%
Materials & Supplies	22,084	75,300	29.3%	12,271	83,450	14.7%
Conference & Meeting	1,849	4,950	37.4%	1,062	5,650	18.8%
Utilities	-	-	0.0%	-	-	-
Other	124	-	-	-	-	-
Total Public Services/Continuing Education	209,868	636,817	33.0%	177,089	579,283	30.6%
Institutional Support:						
Salaries	698,718	2,051,151	34.1%	667,796	1,884,628	35.4%
Employee Benefits	217,401	767,396	28.3%	238,297	741,287	32.1%
Contractual Services	137,091	691,913	19.8%	436,787	734,799	59.4%
Materials & Supplies	184,127	340,789	54.0%	154,639	377,630	40.9%
Conference & Meeting	10,167	67,370	15.1%	6,519	67,925	9.6%
Utilities	9,267	10,715	86.5%	8,999	26,315	34.2%
Capital Outlay	9,472	125,000	7.6%	-	-	-
Other	758	(11,300)	-6.7%	(34)	29,550	-0.1%
Provision for Contingency	-	621,083	0.0%	-	245,588	0.0%
Total Institutional Support	1,267,001	4,664,117	27.2%	1,513,005	4,107,722	36.8%
Scholarships, Grants and Waivers	469,977	698,000	67.3%	379,033	600,000	63.2%
TOTAL EDUCATION FUND EXPENDITURES	\$ 6,620,720	\$ 20,948,959	31.6%	\$ 6,347,666	\$ 19,257,668	33.0%
INTERFUND TRANSFERS - NET	\$ -	\$ (297,441)	0.0%	\$ -	\$ (10,000)	0.0%

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2023 Revenues & Expenditures by Fund
 For the one month ended October 31, 2022
 Unaudited

	Annual Budget		Actual/Budget	Annual Budget		Actual/Budget
	10/31/2022	FY2023	33.3%	10/31/2021	FY2022	33.3%
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,430,892	\$ 1,537,224	93.1%	\$ 1,524,724	\$ 1,404,861	108.5%
Corporate Personal Property Replacement Tax	234,905	404,900	58.0%	90,395	175,000	51.7%
Tax Increment Financing Disbursements	72,241	140,000	51.6%	58,972	130,000	45.4%
Total Local Government	1,738,038	2,082,124	83.5%	1,674,091	1,709,861	97.9%
State Government:						
ICCB Credit Hour Grant	118,069	307,029	38.5%	115,991	305,023	38.0%
Total State Government	118,069	307,029	38.5%	115,991	305,023	38.0%
Student Tuition and Fees						
Tuition	267,024	450,300	59.3%	265,202	476,979	55.6%
Total Tuition and Fees	267,024	450,300	59.3%	265,202	476,979	55.6%
Other Sources:						
Facilities Revenue	27,390	120,000	22.8%	36,123	120,000	30.1%
Investment Revenue	(5,796)	15,000	-38.6%	1,324	22,650	5.8%
Other	1,600	3,000	53.3%	846	4,000	21.2%
Total Other Sources	23,194	138,000	16.8%	38,293	146,650	26.1%
TOTAL OPERATIONS & MAINTENANCE REVENUES	\$ 2,146,325	\$ 2,977,453	72.1%	\$ 2,093,578	\$ 2,638,513	79.3%
OPERATIONS & MAINTENANCE FUND EXPENDITURES						
Operations & Maintenance of Plant:						
Salaries	340,098	1,038,766	32.7%	322,040	995,322	32.4%
Employee Benefits	95,887	340,760	28.1%	92,683	319,272	29.0%
Contractual Services	29,167	219,900	13.3%	32,379	167,000	19.4%
Materials & Supplies	63,385	265,750	23.9%	47,863	271,204	17.6%
Conference & Meeting	-	1,200	0.0%	-	1,200	0.0%
Fixed Charges	117,805	172,300	68.4%	55,492	117,250	47.3%
Utilities	351,869	623,550	56.4%	126,074	753,450	16.7%
Capital Outlay	84,526	216,000	39.1%	-	19,000	0.0%
Provision for Contingency	-	50,000	0.0%	-	25,600	0.0%
Other	-	(56,700)	0.0%	-	(63,000)	0.0%
Total Operations & Maintenance of Plant	1,082,737	2,871,526	37.7%	676,531	2,606,298	26.0%
Institutional Support:						
Salaries	10,832	52,384	20.7%	9,609	16,107	59.7%
Employee Benefits	8,233	42,894	19.2%	3,378	6,333	53.3%
Contractual Services	-	2,700	0.0%	2,615	2,700	96.9%
Materials & Supplies	979	3,750	26.1%	378	3,275	11.5%
Fixed Charges	4,199	4,199	100.0%	4,199	3,800	110.5%
Other	-	-	-	-	-	-
Total Institutional Support	24,243	105,927	22.9%	20,179	32,215	62.6%
TOTAL OPERATIONS & MAINTENANCE EXPENDITURES	\$ 1,106,980	\$ 2,977,453	37.2%	\$ 696,710	\$ 2,638,513	26.4%

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Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2023 Revenues & Expenditures by Fund
 For the one month ended October 31, 2022
 Unaudited

	10/31/2022	Annual Budget FY2023	Actual/Budget 33.3%	10/31/2021	Annual Budget FY2022	Actual/Budget 33.3%
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources:						
Current Taxes	1,131,598	1,115,918	101.4%	893,103	1,290,694	69.2%
State Government Sources	-	-	0.0%	-	-	0.0%
Investment Revenue	19,583	50,000	39.2%	13,831	48,000	28.8%
Other	-	-	0.0%	-	-	0.0%
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	\$ 1,151,182	\$ 1,165,918	98.7%	\$ 906,934	\$ 1,338,694	67.7%
OPERATIONS & MAINTENANCE FUND RESTRICTED EXPENDITURES						
Contractual Services	\$ 28,024	\$ -	0.0%	\$ -	\$ -	0.0%
Materials and Supplies	\$ 18,921	\$ -	0.0%	-	-	0.0%
Fixed Charges	-	-	0.0%	-	-	0.0%
Capital Outlay	467,284	2,874,558	16.3%	132,098	1,338,694	9.9%
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	\$ 514,229	\$ 2,874,558	17.9%	\$ 132,098	\$ 1,338,694	9.9%
DEBT SERVICE FUND						
Investment Revenue	\$ (11,540)	\$ 2,000	-577.0%	\$ 334	\$ 2,500	13.4%
TOTAL DEBT SERVICE FUND REVENUES	\$ (11,540)	\$ 2,000	-577.0%	\$ 334	\$ 2,500	13.4%
TOTAL DEBT SERVICE FUND EXPENDITURES	355.25	-		-	-	0.0%
AUXILIARY ENTERPRISES FUND REVENUE						
Service Fees	\$ 730,517	\$ 1,288,125	56.7%	\$ 628,222	\$ 1,442,584	43.5%
Investment Revenue	72	25,500	0.3%	-	26,000	0.0%
Other Revenue	944	1,000	94.4%	2,224	1,000	222.4%
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	\$ 731,534	\$ 1,314,625	55.6%	\$ 630,447	\$ 1,469,584	42.9%
AUXILIARY ENTERPRISES FUND EXPENSES						
Salaries	\$ 121,617	\$ 377,906	32.2%	\$ 110,860	\$ 410,026	27.0%
Employee Benefits	25,072	77,266	32.4%	25,187	97,199	25.9%
Contractual Services	83,721	53,149	157.5%	27,427	60,175	45.6%
Materials & Supplies	498,520	981,291	50.8%	486,080	1,013,081	48.0%
Conference & Meeting	16,053	28,788	55.8%	13,396	25,780	52.0%
Fixed Charges	26,255	44,380	59.2%	27,062	50,000	54.1%
Capital Outlay/Depreciation	-	-	0.0%	9,580	11,600	82.6%
Other	-	92,700	0.0%	1,500	103,000	1.5%
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	\$ 771,239	\$ 1,655,480	46.6%	\$ 701,092	\$ 1,770,861	39.6%
AUXILIARY ENTERPRISES INTERFUND TRANSFERS - NET	\$ -	\$ 348,855	0.0%	\$ -	\$ 61,414	0.0%

Illinois Valley Community College District No. 513
Summary of Fiscal Year 2023 Revenues & Expenditures by Fund
For the one month ended October 31, 2022
Unaudited

	Annual Budget		Actual/Budget	Annual Budget		Actual/Budget
	10/31/2022	FY2023	33.3%	10/31/2021	FY2022	33.3%
RESTRICTED PURPOSE FUND REVENUES						
State Government Sources	\$ -	\$ 550,541	0.0%	\$ 20,533	\$ 288,331	7.1%
Federal Government Sources	1,725,691	8,584,119	20.1%	3,428,179	7,818,367	43.8%
Nongovernmental Gifts or Grants	-	-	0.0%	5,065	18,000	28.1%
Other Revenue	4,067	34,000	0.0%	421	-	0.0%
TOTAL RESTRICTED PURPOSE FUND REVENUES	\$ 1,729,758	\$ 9,168,660	18.9%	\$ 3,454,198	\$ 8,124,698	42.5%
RESTRICTED PURPOSE FUND EXPENDITURES						
Instruction:						
Salaries	\$ 148,646	\$ 622,412	23.9%	\$ 129,070	\$ 486,214	26.5%
Employee Benefits	48,982	202,001	24.2%	36,340	166,927	21.8%
Contractual Services	12,173	59,115	20.6%	16,475	52,163	31.6%
Materials & Supplies	24,857	63,704	39.0%	10,529	29,825	35.3%
Conference & Meeting	4,551	72,091	6.3%	662	14,847	4.5%
Utilities	-	900	0.0%	-	850	0.0%
Capital Outlay	50,160	-	-	-	-	0.0%
Other	-	-	-	-	-	0.0%
Total Instruction	289,369	1,020,223	28.4%	193,075	750,826	25.7%
Academic Support						
Salaries	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Employee Benefits	-	-	0.0%	-	-	0.0%
Contractual Services	-	-	0.0%	\$ -	100,000	0.0%
Materials and Supplies	-	-	0.0%	54,136	150,000	36.1%
Conference & Meeting	-	-	0.0%	-	-	0.0%
Total Academic Support	-	-	-	54,136	250,000	21.7%
Student Services:						
Salaries	\$ 74,185	\$ 222,081	33.4%	\$ 73,398	\$ 212,637	34.5%
Employee Benefits	23,281	80,328	29.0%	21,467	75,553	28.4%
Contractual Services	43,556	4,781	911.0%	19,998	259,467	7.7%
Materials & Supplies	5,258	2,800	187.8%	16,060	16,600	96.7%
Conference & Meeting	4,861	6,100	79.7%	2,523	11,500	21.9%
Utilities	6,907	-	0.0%	6,914	-	0.0%
Capital Outlay	-	-	0.0%	-	8,000	0.0%
Tuition Waivers (TRiO Grant)	19,772	28,000	70.6%	15,600	30,000	52.0%
Total Student Services	177,818	344,090	51.7%	155,960	613,757	25.4%
Public Services/Continuing Education:						
Contractual Services	2,995	-	0.0%	575	-	0.0%
Total Public Services:	2,995	-	0.0%	575	-	0.0%
Operations & Maintenance of Plant:						
Contractual Services	3,417	45,450	-	-	-	-
Capital Outlay	-	195,338	-	-	-	-
Maintenance supplies	-	-	0.0%	7,574	-	0.0%
Total Operations & Maintenance of Plant	3,417	240,788	0.0%	7,574	-	0.0%
Institutional Support:						

Illinois Valley Community College District No. 513
Summary of Fiscal Year 2023 Revenues & Expenditures by Fund
For the one month ended October 31, 2022
Unaudited

	Annual Budget		Actual/Budget	Annual Budget		Actual/Budget
	10/31/2022	FY2023	33.3%	10/31/2021	FY2022	33.3%
Salaries (Federal Work Study)	35,935	129,761	27.7%	26,971	84,412	32.0%
Contractual Services	369,462	2,006,361	18.4%	1,948	50,000	3.9%
Institutional Support	-	-	0.0%	44,432	-	0.0%
SURS on-behalf	-	-	0.0%	-	-	0.0%
Other	939,243	501,881	187.1%	1,694,300	2,000,000	84.7%
Total Institutional Support	1,344,640	2,638,003	51.0%	1,767,650	2,134,412	82.8%
Student Grants and Waivers (PELL & SEOG & HEERF)	1,669,175	4,933,556	33.8%	1,662,512	4,383,703	37.9%
TOTAL RESTRICTED FUND EXPENDITURES	\$ 3,487,414	\$ 8,935,872	39.0%	\$ 3,841,483	\$ 8,132,698	47.2%
RESTRICTED INTERFUND TRANSFERS - NET	\$ -	\$ 2,000	0.0%	\$ -	\$ 10,000	0.0%
WORKING CASH FUND REVENUES						
Investment Revenue	\$ (30,556)	\$ 55,000	-55.6%	\$ 19,749	\$ 55,000	35.9%
WORKING CASH INTERFUND TRANSFERS - NET/EXP	\$ 796	\$ -	0.0%	\$ -	\$ -	#DIV/0!

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2023 Revenues & Expenditures by Fund
 For the one month ended October 31, 2022
 Unaudited

	Annual Budget		Actual/Budget	Annual Budget		Actual/Budget
	10/31/2022	FY2023	33.3%	10/31/2021	FY2022	33.3%
AUDIT FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 41,702	\$ 42,273	98.6%	\$ 42,672	\$ 38,634	110.5%
Investment Revenue	120	150	79.7%	16	150	10.9%
TOTAL AUDIT FUND REVENUES	41,821	42,423	98.6%	42,689	38,784	110.1%
AUDIT FUND EXPENDITURES						
Contractual Services	27,122	41,000	66.2%	5,500	40,000	13.8%
TOTAL AUDIT FUND EXPENDITURES	\$ 27,122	\$ 41,000	66.2%	\$ 5,500	\$ 40,000	13.8%
LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE						
Local Government Sources:						
Current Taxes	\$ 1,497,539	\$ 1,525,695	98.2%	\$ 1,658,440	\$ 1,522,557	108.9%
Investment Revenue	3,343	2,000	167.2%	1,608	2,000	80.4%
Other Revenue	-	-		-	-	0.0%
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE	1,500,882	1,527,695	98.2%	1,660,047	1,524,557	108.9%
LIABILITY, PROTECTION & SETTLEMENT FUND EXPENDITURES						
Student Services:						
Salaries	28,426	81,824	34.7%	26,953	77,160	34.9%
Employee Benefits	8,539	28,819	29.6%	8,333	28,585	29.2%
Contractual Services	-	125,500	0.0%	3,508	25,500	13.8%
Materials & Supplies	856	200	428.0%	210	3,400	6.2%
Total Student Services	37,820	236,343	16.0%	39,004	134,645	29.0%
Operations & Maintenance of Plant:						
Contractual Services	162,371	461,600	35.2%	96,191	531,600	18.1%
Materials & Supplies	205	100	205.5%	15	150	10.0%
Utilities	212	500	42.4%	139	500	27.9%
Total Operations & Maintenance of Plant	162,789	462,200	35.2%	96,346	532,250	18.1%
Institutional Support:						
Salaries	29,792	81,940	36.4%	27,430	74,987	36.6%
Employee Benefits	5,714	218,974	2.6%	5,062	208,505	2.4%
Contractual Services	126,230	142,000	88.9%	14,992	37,750	39.7%
Materials & Supplies	-	1,500	0.0%	607	2,500	24.3%
Conference & Meeting	-	4,500	0.0%	-	4,500	0.0%
Fixed Charges	34,619	240,200	14.4%	99,458	257,200	38.7%
Total Institutional Support	196,355	689,114	28.5%	147,550	585,442	25.2%
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND EXPENDITURES	\$ 396,964	\$ 1,387,657	28.6%	\$ 282,899	\$ 1,252,337	22.6%

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

Department	Actual FY2023	Annual Budget FY2023	Actual/ Budget 33.3%
President	138,848	387,369	35.8%
Board of Trustees	6,909	14,875	46.4%
Community Relations	105,482	356,467	29.6%
Foundation	30,841	94,661	32.6%
Continuing Education	209,868	636,817	33.0%
Facilities	1,592,225	5,696,084	28.0%
Information Technologies	531,267	1,999,584	26.6%
Institutional Research	39,333	111,691	35.2%
Academic Affairs	100,873	269,430	37.4%
Academic Affairs (AVPCE)	86,580	292,201	29.6%
Carl Perkins (Grant)	52,642	233,057	22.6%
ECACE Early Childhood (Grant)	33,843	273,116	12.4%
GEER (Grant)	11,357	30,649	37.1%
HEERF (Grant)	1,391,644	4,152,631	33.5%
Adult Education	143,546	482,050	29.8%
Learning Resources	519,272	1,644,261	31.6%
Workforce Development Division	868,029	2,593,569	33.5%
Natural Sciences & Business Division	999,894	3,236,614	30.9%
Humanities & Fine Arts/Social Science Division	949,908	2,984,064	31.8%
Health Professions Division	558,399	1,952,000	28.6%
Admissions & Records	135,358	486,526	27.8%
Counseling	194,908	644,285	30.3%
Student Services	94,629	318,814	29.7%
Financial Aid	1,786,950	3,559,497	50.2%
Career Services	14,871	47,229	31.5%
Athletics	133,899	355,755	37.6%
TRiO (Student Success Grant)	128,854	344,090	37.4%
Ottawa Center	31,182	100,688	31.0%
Campus Security	134,136	460,600	29.1%
Business Services/General Institution	498,411	1,058,942	47.1%
College Bridge (Grant)	36,000	220,000	16.4%
DCEO-Ag Site work (Grant)	-	240,788	0.0%
Risk Management	196,355	690,714	28.4%
Tuition Waivers	469,977	723,000	65.0%
Purchasing	43,228	130,976	33.0%
Human Resources	82,454	204,938	40.2%
Bookstore	523,904	1,196,441	43.8%
Shipping & Receiving	23,674	105,927	22.3%
Copy Center	26,269	60,284	43.6%
Total FY23 Expenditures	11,292,819	38,390,684	33.7%

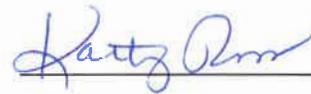
19

Illinois Valley Community College
Statement of Cash Flows
for the Month ended October 31, 2022

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 7,616,277.29	\$ 553,508.82	\$ 1,220,465.43	\$ 205,269.78	\$ (130,633.01)	\$ (2,030,667.17)	\$ 1,940,483.12	\$ 47,503.56	\$ 1,016,932.56	\$ 409,296.51	\$ 10,848,436.89
Total Receipts	1,244,058.75	160,424.72	115,508.18	-	74,314.94	-	1,761.91	4,234.10	157,664.06	9,758.50	1,767,725.16
Total Cash	8,860,336.04	713,933.54	1,335,973.61	205,269.78	(56,318.07)	(2,030,667.17)	1,942,245.03	51,737.66	1,174,596.62	419,055.01	12,616,162.05
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	-	-	1,004,262.00	-	-	-	-	-	-	-	1,004,262.00
Expenditures	(1,449,818.94)	(227,202.79)	(120,778.35)	-	(147,854.17)	(292,171.43)	-	-	(89,170.43)	-	(2,326,996.11)
ACCOUNT BALANCE	7,410,517.10	486,730.75	2,219,457.26	205,269.78	(204,172.24)	(2,322,838.60)	1,942,245.03	51,737.66	1,085,426.19	419,055.01	11,293,427.94
Deposits in Transit	(1,002,761.08)										(1,002,761.08)
Outstanding Checks	393,764.51										393,764.51
BANK BALANCE	6,801,520.53	486,730.75	2,219,457.26	205,269.78	(204,172.24)	(2,322,838.60)	1,942,245.03	51,737.66	1,085,426.19	419,055.01	10,684,431.37
Certificates of Deposit	-	-	1,266,385.82	-	-	-	1,587,417.28	-	105,406.27	-	2,959,209.37
Illinois Funds	7,266,086.15	2,547,870.95	478,814.56	19,233.35	-	656,160.90	56,707.05	-	-	526,341.55	11,551,214.51
ISDLAF+ Funds	-	-	-	-	-	-	-	-	-	-	-
PMA Holdings- MM	51,889.46	-	-	-	-	-	-	-	-	-	51,889.46
Capital Dev. Fund-MD			539,572.19								539,572.19
Total Investment	\$ 7,317,975.61	\$ 2,547,870.95	\$ 2,284,772.57	\$ 19,233.35	\$ -	\$ 656,160.90	\$ 1,644,124.33	\$ -	\$ 105,406.27	\$ 526,341.55	\$ 15,101,885.53

LaSalle State Bank	\$ 216,290.71
Midland States Bank	<u>10,468,140.66</u>
	<u>\$ 10,684,431.37</u>

Respectfully submitted,

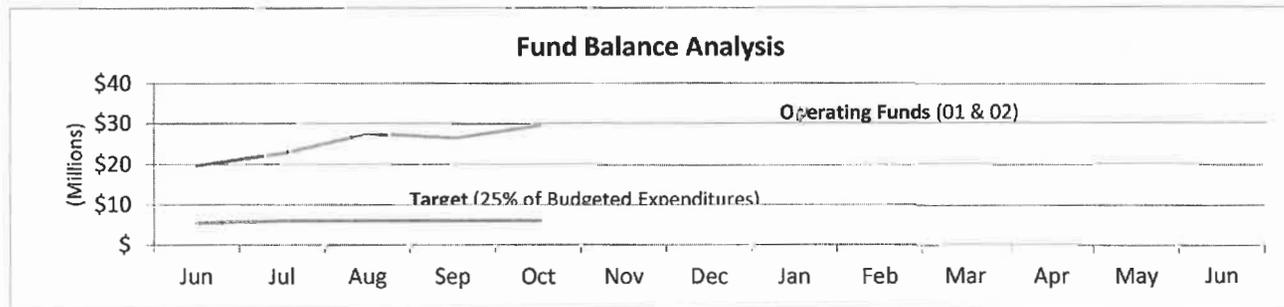
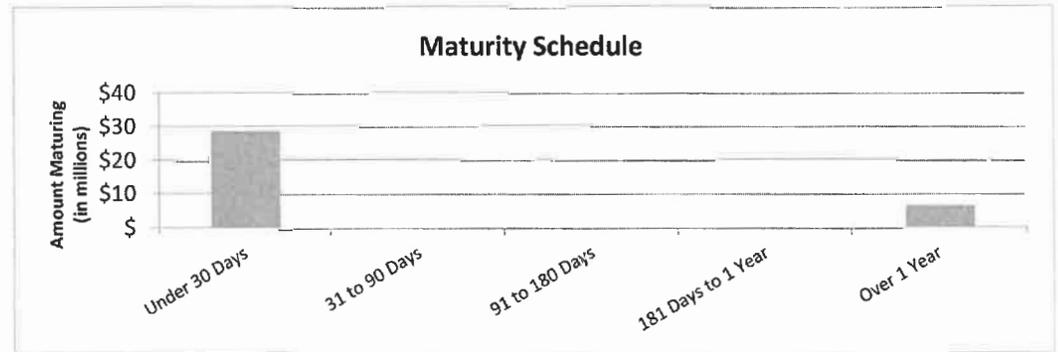
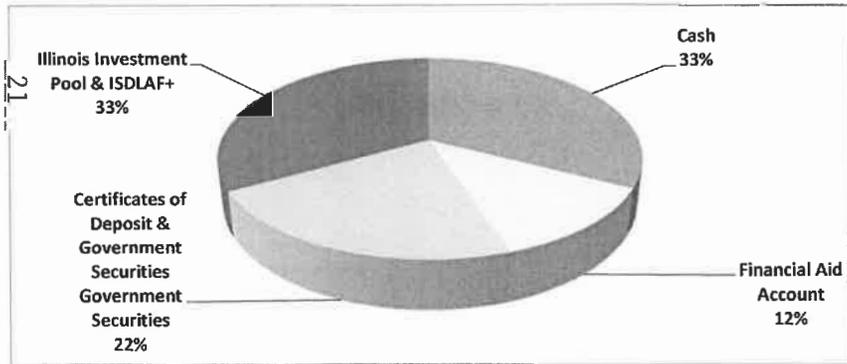


Kathy Ross
Controller

Illinois Valley Community College District No. 513
Investment Status Report
All Funds
October 31, 2022

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	32.6%	\$ 11,439,362	2.890%
Financial Aid Account	12.2%	4,266,260	2.750%
Certificates of Deposit & Government Securities	22.2%	7,790,034	2.530%
Illinois Investment Pool & ISDLAF+	33.0%	11,551,215	2.850%
Total		\$ 35,046,871	2.780%

Institution	Illinois Investment Pool ISDLAF+	Certificates of Deposit Government Securities	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 11,551,215	-	-	11,551,215	33%
ISDLAF+ Funds	-	-	-	-	0%
Midland States Bank	-	-	10,468,141	10,468,141	30%
Midland States-F/A	-	-	4,266,260	4,266,260	12%
Midland States-Bldg	-	-	539,572	539,572	2%
LaSalle State Bank	-	-	216,291	216,291	1%
Commerce Bank	-	989,588	-	989,588	3%
Multi Bank Securities	-	445,905	-	445,905	1%
Hometown Ntl Bank	-	212,323	-	212,323	1%
PMA Holdings	-	4,830,825	51,889	4,882,714	14%
Heartland Bank	-	-	163,469	163,469	0%
Marseilles Bank	-	1,311,394	-	1,311,394	4%
	\$ 11,551,215	\$ 7,790,034	\$ 15,705,622	\$ 35,046,871	100%



ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
 October 31, 2022

<u>DUE</u>	<u>Education</u>	<u>Oper & Maint</u>	<u>O&M Restricted</u>	<u>Bond & Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection & Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
11/7/2022						151,925		151,925	MB	0.85%	0.85%	15192
11/23/2022			1,054,063					1,054,063	MB	2.65%	2.67%	17012
11/23/2022							105,406	105,406	MB	2.65%	2.67%	17013
7/17/2023			212,323					212,323	HNB	0.60%	0.60%	600092-1002
11/7/2023						197,905		197,905	CB	3.50%	3.50%	Goldman Sachs
11/7/2023						197,888		197,888	CB	3.50%	3.50%	UBS Bank USA
11/8/2023						197,998		197,998	CB	3.55%	3.55%	Morgan Stanley Bank
11/8/2023						197,860		197,860	CB	3.55%	3.55%	Morgan Stanley
11/15/2023						197,937		197,937	CB	3.55%	3.55%	Comenity Capital
8/12/2024						229,357		229,357	MBS	0.70%	0.70%	Sallie Mae Bank
2/25/2026						216,548		216,548	MBS	0.65%	0.65%	State Bank of India
Total CD	-	-	1,266,385	-	-	1,587,417	105,406	2,959,209				

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

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ILLINOIS VALLEY COMMUNITY COLLEGE
PMA INVESTMENT STATUS REPORT
October 31, 2022

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<u>DUE</u>	<u>Education</u>	<u>Oper & Maint</u>	<u>O&M Restricted</u>	<u>Bond & Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection & Settlement</u>	<u>Total</u>	<u>Holder</u>	<u>Note Number</u>	<u>Rate %</u>	<u>Investment Description</u>
3/31/2024	364,836	182,418		114,011		255,385		916,650	Goldman Sachs	91282CEG2	2.25%	Govt Treasuries
7/25/2024	58,469	29,235		18,272		40,928		146,904	FHLMC	3137BDCW4	3.30%	Govt Treasuries
3/15/2025	260,474	130,237		81,398		182,331		654,440	Nomura Securities	91282CED9	1.75%	Govt Treasuries
9/25/2025	18,848	9,424		5,890		13,193		47,355	FHLMC	3137BS6F5	2.74%	Govt Treasuries
12/1/2025	38,614	19,307		12,067		27,030		97,018	FNMA	3140HR4Y6	3.61%	Govt Treasuries
3/31/2026	155,498	77,749		48,593		108,849		390,689	J.P. Morgan	91282CBT7	0.75%	Govt Treasuries
4/1/2026	34,335	17,167		10,730		24,034		86,266	FNMA	3138LDSW4	2.67%	Govt Treasuries
7/1/2026	50,393	25,197		15,748		35,275		126,612	FNMA	3138LDY80	2.53%	Govt Treasuries
3/31/2027	155,039	77,520		48,450		108,528		389,536	J.P. Morgan	91282CEF4	2.50%	Govt Treasuries
6/25/2027	93,641	46,820		29,263		65,549		235,273	FHLMC	3137F2LJ3	3.12%	Govt Treasuries
12/25/2027	55,935	27,968		17,480		39,155		140,537	FNMA	3136AY7L1	2.99%	Govt Treasuries
3/15/2024	38,674	19,337		12,086		27,072		97,168	Goldman Sachs	38141GZP2	3.00%	Corporate Issue
3/16/2024	38,961	19,481		12,175		27,273		97,890	J.P. Morgan	46647PBZ8	0.70%	Corporate Issue
6/27/2024	38,227	19,114		11,946		26,759		96,046	American Honda	02665WCZ2	2.40%	Corporate Issue
10/26/2024	38,293	19,147		11,967		26,805		96,212	Bb T Corporation	05531FBB8	2.85%	Corporate Issue
2/4/2025	37,824	18,912		11,820		26,477		95,034	Bank of America	06051GKG3	1.84%	Corporate Issue
2/15/2025	38,434	19,217		12,011		26,904		96,565	Comcast	20030NBL4	3.38%	Corporate Issue
3/25/2025	38,599	19,299		12,062		27,019		96,979	Intel Corporation	458140BP4	3.40%	Corporate Issue
3/15/2025	38,291	19,146		11,966		26,804		96,207	Abbott Labs	002824BB5	2.95%	Corporate Issue
5/13/2025	38,462	19,231		12,019		26,923		96,636	Caterpillar	14913R2V8	3.40%	Corporate Issue
3/10/2025	38,149	19,074		11,922		26,704		95,849	Charles Schwab	808513AL9	3.00%	Corporate Issue
5/3/2024	38,810	19,405		12,128		27,167		97,509	American Express	025816CV9	3.38%	Corporate Issue
11/15/2023	39,164	19,582		12,239		27,415		98,400	Delmarva Power	247109BS9	3.50%	Corporate Issue
6/13/2025	38,779	19,389		12,118		27,145		97,431	Bank New York	06406RBF3	3.43%	Corporate Issue
8/18/2025	38,538	19,269		12,043		26,976		96,826	Toyota Corp	89236TKF1	3.65%	Corporate Issue
9/9/2025	29,328	14,664		9,165		20,530		73,688	Wal-Mart	931142EW9	3.90%	Corporate Issue

ILLINOIS VALLEY COMMUNITY COLLEGE
PMA INVESTMENT STATUS REPORT
October 31, 2022

6/1/2027	34,195	17,098		10,686		23,937		85,915	Connecticut	20772KNY1	1.50%	Municipal Issue
6/30/2027	33,906	16,953		10,596		23,735		85,190	Multnomah Co.	625517NG8	1.25%	Municipal Issue
Total PMA	1,922,716	961,358	-	600,849	-	1,345,901	-	4,830,825				

\$5,000 and Over Disbursements
10/01/22 - 10/31/22

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
ACH	10/4/2022		Quadient-USPS	5,000.00	postage replenishment for meter
777791	10/6/2022	209546	Allied Universal Security Services	15,876.05	Security Services - Main Campus & OTC (9/09-9/15 & 8/12-8/18)
777806	10/6/2022	209907	Ellucian Company, L.P.	9,302.75	Ellucian Professional & On-Site Consulting
777821	10/6/2022	1389	Illinois Valley YMCA	6,562.50	Childcare Partnership
777837	10/6/2022	233618	Moran Technology Consulting, Inc	68,210.00	Consultant Fees - IT and Cybersecurity
777849	10/6/2022	217287	Rehmann Technology Solutions	6,844.20	Veeam 1 Year Migration & SKT Migration B/U
777862	10/6/2022	230599	Tri-Electronics, Inc	89,366.85	Key Card Access System
777863	10/6/2022	230599	Tri-Electronics, Inc	30,016.50	Key Card Access System
ACH	10/7/2022		Prudential	5,845.79	Life Insurance (October 2022)
777949	10/12/2022	209546	Allied Universal Security Services	8,587.95	Security Services - Main Campus & OTC (9/16-9/22)
777959	10/12/2022	149548	Burwood Group	76,118.91	Phones; Voice Gateway; Audio Codes; Licensing
777964	10/12/2022	140900	CollegeNET, Inc	5,387.03	Service Fee: 25Live; Service Fee: S25i; Colleague LYNX
777970	10/12/2022	1111	Dell Marketing LP	15,280.86	Computer: OptiPlex 5000; Dell 24 Monitor - P2422H
778018	10/12/2022	214555	Southern Bus & Mobility, Inc	17,536.00	Annual Lease Payment 15-passenger 2018 Ford
778021	10/12/2022	199299	Steve Weiss Music, Inc	9,178.00	Adams 26" Timpani; Adams 23" Timpani
778037	10/13/2022	82897	SURS	52,540.44	Payroll Deductions (10/13/22)
ACH	10/13/2022		Internal Revenue Service	63,809.67	Federal Payroll Taxes
ACH	10/13/2022		Illinois Department of Revenue	23,851.26	State Payroll Taxes
ACH	10/13/2022		TSA EPARS	8,419.14	403(b) & 457(b) Payroll
ACH	10/13/2022		CCHC	277,133.70	Health Insurance (October 2022)
778054	10/20/2022	209546	Allied Universal Security Services	14,443.73	Security Services - Main Campus (9/23-9/29) & OTC (9/23-9/29)
778060	10/20/2022	235388	Arbor Management	28,547.16	Food Service Monthly Billing
778062	10/20/2022	218596	Bushue HR, Inc	15,000.00	Human Resources, Safety and Insurance Consulting
778066	10/20/2022	235988	Casey's	15,009.99	Gift Cards - Early Registration and Payment for Spring 2023
778068	10/20/2022	1139	CDW Government, Inc	13,112.25	Epson Classroom Projector; NetGear 16-port
778078	10/20/2022	209567	Delta Dental of Illinois	9,893.37	Monthly Dental Insurance 09/01-09/30
778106	10/20/2022	204158	Interact Communications, Inc	21,000.00	College App Database; Marketing Plan; Develop Messaging Plan
778149	10/20/2022	1450	Thyssenkrupp Elevator Corporation	7,882.89	Quarterly Billing for Annual Maintenance
778155	10/20/2022	126119	Vissering Construction Company	81,675.70	Dental Program Renovation
778156	10/20/2022	209294	Vital Source Technologies, Inc	10,535.63	Inclusive Access Fees
778159	10/20/2022	228741	Watermark Insights, LLC	16,800.00	SWRnwl : Catalog; SWRnwl : Curriculum

\$5,000 and Over Disbursements
10/01/22 - 10/31/22

Check	Check	Vendor	Check	Check	
778186	10/26/2022	209546	Allied Universal Security Services	13,976.52	Security Services - Main Campus & OTC (9/30-10/6 & 10/14-10/20)
778188	10/26/2022	1369	Ameren Illinois	7,468.22	Monthly Utilities : Gas - Numerous Accounts
778243	10/26/2022	915	The Douglas Stewart Co Inc	14,648.55	Supplies for Resale : Bookstore
778265	10/27/2022	82897	SURS	52,351.11	Payroll Deductions (10/27/22)
ACH	10/27/2022		Internal Revenue Service	61,922.75	Federal Payroll Taxes
ACH	10/27/2022		Illinois Department of Revenue	23,593.73	State Payroll Taxes
ACH	10/27/2022		TSA EPARS	8,519.14	403(b) & 457(b) Payroll
ACH	10/31/2022		Prudential	5,888.30	Life Insurance (November 2022)
				\$ 1,217,136.64	

*Protection, Health, & Safety (PHS) Projects





IVCC Stipend Board Report for Payroll Ending 10/08/2022

Name	Desc	Start Date	End Date	Last Pay Date	Base	Base Amount	GL No	Section Name	Section Title	Comments
Avila, Jaime	Clothing Allowance	10/08/2022	10/08/2022	10/13/2022	TF	275.00	027110471052900			
Baracani, Del Geno	FCL Clothing Allowance	09/25/2022	09/25/2022	10/13/2022	ST	134.10	027110471052900			
Carlson, James Edward	Presidential Search Consultant	09/25/2022	10/08/2022	10/13/2022	ST	1200.00	018440184051220			
Fish, Nicholas R	Basic Life Support-CPR Trainng	09/29/2022	09/29/2022	10/13/2022	ST	40.00	014110394151320			
Fitzpatrick, Sara Elizabeth	That's the Way We Roll Sushi	10/05/2022	10/05/2022	10/13/2022	ST	150.00	014110394151320			
Francisco, Marjorie Lynn	ACEN Accrediation	08/22/2022	10/13/2022	10/13/2022	SG	2475.00	061320152751900			
Jenrich, Chuck	SABIC ISO 9001 2015IntAuditor	09/27/2022	09/28/2022	10/13/2022	ST	2000.00	014210331051320			
Jenrich, Chuck	TransWld ISO 9001 2015 Implntn	10/04/2022	10/04/2022	10/13/2022	ST	750.00	014210331051320			
Kuester, David A	Drctr-2 stds enrolled1005/2005	08/15/2022	08/15/2022	08/15/2022	ST	700.00	011120650051340			per contract - End Date 12/14/22
Pytel, Kyle Edwin	Driver Imprvmt-LaSalle County	10/01/2022	10/01/2022	10/13/2022	ST	200.00	014110394251320			
Schneider, Gregg A	Driver Imprvmt-LaSalle County	09/24/2022	09/24/2022	10/13/2022	ST	200.00	014110394251320			
Schneider, Gregg A	Driver Imprvmt-LaSalle County	10/05/2022	10/05/2022	10/13/2022	ST	160.00	014110394251320			
Schultz, Eugene Carl	FY23 Clothing Allowance	10/08/2022	10/08/2022	10/13/2022	TF	150.00	027110471052900			
Smith, Sara E	FSS In-Person & Re-Test	09/27/2022	10/06/2022	10/13/2022	ST	600.00	014110394151320			
Sondgeroth, Anthony Lee	Carus Welding Prgm-Year 4	09/26/2022	09/26/2022	10/13/2022	ST	450.00	014210331051320			
Sondgeroth, Anthony Lee	Carus Welding Prgm-Year 1	09/27/2022	09/27/2022	10/13/2022	ST	450.00	014210331051320			
Sondgeroth, Anthony Lee	Carus Welding Prgm-Year 4	10/03/2022	10/03/2022	10/13/2022	ST	450.00	014210331051320			
Sondgeroth, Anthony Lee	Carus Welding Prgm-Year 1	10/04/2022	10/04/2022	10/13/2022	ST	450.00	014210331051320			
Thompson, Jason O	Survival Skills-Tracking	09/24/2022	09/24/2022	10/13/2022	ST	100.00	014110394151320			

\$ 10,934.10

Matthew Seaton

Dr. Matthew Seaton
Vice President of Business Services and Finance

Jerry Corcoran
Dr. Jerry Corcoran
President

10/11/2022

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



**IVCC Stipend Board Report for Payroll Ending
10/22/2022**

Name	Desc	Start Date	End Date	Last Pay Date	Base	Base Amount	GL No	Section Name	Section Title	Comments
Angell, Molly Renee	ALH-1214-603 Lab/Clinical	10/10/2022	12/14/2022	12/22/2022	ST	4,300.00	011420730051320	ALH-1214-603	Certified Nursing Assistant	
Balensiefen, Tara M	ALH 1214-04 Lab/Clinical	10/10/2022	12/14/2022	12/22/2022	ST	4,581.25	011420730051320	ALH-1214-04	Certified Nursing Assistant	
Balzarini, Doreen J	Computer Basics & Internet Sec	09/23/2022	10/14/2022	10/27/2022	ST	420.00	014110394151320			
Beetz, Lyndsey Nicole	PT to FT DLA Series1200 Payout	08/15/2022	10/22/2022	10/27/2022	ST	49.50	011420410051310			
Beetz, Lyndsey Nicole	PT to FT DLA-1216-100 1 Wk	10/10/2022	10/14/2022	10/27/2022	ST	98.88	011420410051310			
Boelli, Joseph August	FY23 Clothing Allowance	10/22/2022	10/22/2022	10/27/2022	TF	150.00	027110471052900			
Bray, Kristal A	ALH 1214-03 Lab/Clinical	10/10/2022	12/14/2022	12/22/2022	ST	5,362.50	011420730051320	ALH-1214-03	Certified Nursing Assistant	
Brewer, George William	40 hrs Equip Refresher TDT	10/04/2022	10/11/2022	10/27/2022	ST	910.00	014210331051320			
Carlson, James Edward	Presidential Search Consultant	10/09/2022	10/22/2022	10/27/2022	ST	1,200.00	018440184051220			
Dellinger, Douglas Albert	Beginning Photography	09/13/2022	10/18/2022	10/27/2022	ST	630.00	014110394151320			
Dickey, Lisa Kay	ECE 1205 100	10/10/2022	12/14/2022	12/22/2022	ST	2,373.00	011220650051320	ECE-1205-100	Mathematics for Young Children	
Dzurisin, Juliana Mae	ALH 1214-603, 604 Lecture	10/10/2022	12/14/2022	12/22/2022	ST	4,719.00	011420730051320	ALH-1214-603	Certified Nursing Assistant	
Greve, Mary Ann	ALH 1252-300, 301 Clinical	10/10/2022	12/14/2022	12/22/2022	ST	5,797.50	011420730051320	ALH-1252-300	Prin. & Pract. of Phlebotomy	
Hauser, Jennifer Nicole	ALH 1214-604 Lab/Clinical	10/10/2022	12/14/2022	12/22/2022	ST	4,300.00	011420730051320	ALH-1214-604	Certified Nursing Assistant	
Hejl, Jill Ellen	Spice of India	10/20/2022	10/20/2022	10/27/2022	ST	150.00	014110394151320			
Hermes, Kevin Michael	CRJ 2030-100	10/10/2022	12/14/2022	12/22/2022	ST	2,373.00	011120570051320	CRJ-2030-100	Evidence and Criminal Proced	
Jenrich, Chuck	J.Hardle Lean6 Sigma GreenBelt	10/12/2022	10/12/2022	10/27/2022	ST	500.00	014210331051320			
Klieber, Tracie Marie	AM Yoga Unique to U In-Per&Onl	09/14/2022	10/12/2022	10/27/2022	ST	280.00	014110394151320			
Klieber, Tracie Marie	PM Yoga Unique to U In-Per&Onl	09/14/2022	10/12/2022	10/27/2022	ST	280.00	014110394151320			
Nickel, Paul A	WLD Series 24	10/10/2022	12/14/2022	12/22/2022	ST	2,574.00	011320410051320	WLD-1204-24	SMAW Mild Steel,Overhead Pos.	
Nickel, Paul A	Multi-Preps 24	10/10/2022	12/14/2022	12/22/2022	ST	429.00	011320410051320	WLD-1204-24	SMAW Mild Steel,Overhead Pos.	
Pytel, Kyle Edwin	Driver Imprvmnt-LaSalle County	10/15/2022	10/15/2022	10/27/2022	ST	200.00	014110394251320			
Roach, Josh Joseph	Multi-Preps 321	10/10/2022	12/14/2022	12/22/2022	ST	412.50	011320410051320	WLD-1202-321	SMAW Mild Steel,Vertical Pos.	
Roach, Josh Joseph	WLD Series 321	10/10/2022	12/14/2022	12/22/2022	ST	2,475.00	011320410051320	WLD-1202-321	SMAW Mild Steel,Vertical Pos.	
Schomas, Jane Elizabeth	Wedding Reception Survival	09/13/2022	10/18/2022	10/27/2022	ST	450.00	014110394151320			
Schomas, Jane Elizabeth	Intermediate Swing Dance	09/13/2022	10/18/2022	10/27/2022	ST	450.00	014110394151320			
Schuerman, Patrick	GNT 1208-300	10/10/2022	12/14/2022	12/22/2022	ST	825.00	011320410051320	GNT-1208-300	Industrial Safety	
Sondgeroth, Anthony Lee	Carus Welding Prgm-Year 4	10/10/2022	10/10/2022	10/27/2022	ST	450.00	014210331051320			
Sondgeroth, Anthony Lee	Carus Welding Prgm-Year 1	10/11/2022	10/11/2022	10/27/2022	ST	450.00	014210331051320			
Sondgeroth, Anthony Lee	Carus Welding Prgm-Year 4	10/17/2022	10/17/2022	10/27/2022	ST	450.00	014210331051320			
Sondgeroth, Anthony Lee	Carus Welding Prgm-Year 1	10/18/2022	10/18/2022	10/27/2022	ST	450.00	014210331051320			
Stevenson, Keith Howard	WHS 1200-02	10/15/2022	11/12/2022	11/24/2022	ST	1,324.50	014110394151320	WHS-1200-02	Basic Forklift Operation	

28

\$ 49,414.63

Dr. Matthew Seaton
Vice President of Business Services and Finance

Dr. Jerry Corcoran
President

10/27/2022

*Earn Types

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

**Part-time Faculty/Staff Appointments
October 2022**

Employee Name	Position	Department	Hourly/Lab* Rate	Credit Hour Rate
Pichman, Brian	Chief Information Security Officer	Information Technology	32.50	N/A

29

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



Dr. Matt Seaton
Vice President for Business Services & Finance

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



Dr. Jerry Corcoran
President

10/30/2022

2022 Tentative Tax Levy

The Tax Levy for the upcoming tax cycle is based on an estimated 7.57% increase in Equalized Assessed Valuation (EAV) for all combined counties. The increase is largely due to the new negotiated agreement with Constellation with regards to the increase in value for the LaSalle generating station. Because the EAV is increasing by more than 5.0%, the Board of Trustees may elect to hold a Truth-in-Taxation Hearing to access all available funds to the District.

The administration is suggesting a levy of \$14,345,630 for tax year 2022. This is a 6.47 percent increase from the 2021 actual tax extension of \$13,509,711. This levy will result in a decrease of 0.005 cents in tax rate. The average \$100,000 home will realize a decrease of approximately \$1.65 cents in taxes.

The Board of Trustees will need to conduct a Truth-in-Taxation hearing at the December Board Meeting.

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

Payable 2023 Fund	Total Extension 2022	Projected Tax Rate	Levy Request
Education	4,794,050.73	0.1300	5,174,085
Operations and Maint.	1,475,092.53	0.0400	1,592,026
Additional Education	4,451,171.13	0.1125	4,477,574
Tort	1,345,496.64	0.0339	1,350,000
Social Security/Medicare	198,365.16	0.0050	200,000
Audit	43,052.99	0.0012	43,500
PHS	1,166,639.11	0.0379	1,508,445
Other Special Tax	-	-	-
<u>Total w/o Bonds</u>	<u>13,473,868.29</u>	<u>0.3605</u>	<u>14,345,630.00</u>

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

Recommendation:

The administration recommends the Board adopt the Resolution approving a Tentative Tax Levy that would decrease the tax rate for all District stakeholders and schedule a Truth-in-Taxation hearing at the December Board of Trustees meeting.

RESOLUTION APPROVING A TENTATIVE TAX LEVY

RESOLUTION

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

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

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

APPROVED this 10th day of November, 2022.

Chairperson, Board of Trustees

ATTEST:

Secretary, Board of Trustees

TENTATIVE CERTIFICATE OF TAX LEVY

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

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

We hereby certify that we require:

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

Signed this 10th day of November, 2022

Chair of the Board of Said Community College District

Secretary of the Board of Said Community College District

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

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

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

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

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

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

Date

County Clerk and County



September 26, 2022

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

Dear Dr. Corcoran,

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

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

Sincerely,

Brian Durham, PhD.
Executive Director

cc: Cheryl Roelfsema, CFO

Matching Commitment – USDA DLT Grant

The Business Office along with 10 regional high schools is applying for a USDA Distance Learning and Telemedicine Grant. Each of the 10 high schools and IVCC will be outfitted with high-quality distance learning equipment in classrooms of their choice. Each high school will get one classroom and IVCC will get 9-11 classrooms with new equipment depending on the amount of the final grant award.

There is a 15% match to this grant. The total grant award cannot exceed \$1.15 million. In order for IVCC to complete 9-11 classrooms, the College's match would not exceed \$89,981.22.

If approved, this funding would be budgeted into the FY2024 budget. Installation of the equipment would begin as soon as summer of 2023, if awarded.

Recommendation:

It is recommended that the Board of Trustees approve the submission of the USDA DLT Grant and match not to exceed \$89,981.22, as presented.

KPI 5: District Population Served

Approval – Emergency Medical Technician Certificate

Shane Lange, Dean Workforce Development, has been working closely with faculty (Mr. Nick Fish), local industry, and the advisory group to develop a 10-hour certificate for the Emergency Medical Technician Program. Currently, EMS 2201 Emergency Medical Technician is a stand-alone course that can lead to State Certification however participants do not receive an IVCC certificate. Creation of this certificate would allow students to achieve a credential and for IVCC to count students as program completers.

The proposed Emergency Medical Technician Certificate would include the updated EMS 2201 course and the new EMS 2202 course as shown in the proposed guide sheet below:

Emergency Medical Technician (EMT)	
Any Semester	Credits
EMS 2201 Emergency Medical Technician	9
EMS 2202 Emergency Medical Technician Practicum	1
Total Credit Hours:	10

The IVCC Curriculum Committee is recommending that the Board of Trustees approve the Certificate for Emergency Medical Technician as shown in the curriculum guide above.

Recommendation:

The administration recommends Board approval of the Emergency Medical Technician Certificate, as presented.

KPI 1: Student Academic Success

KPI 5: District Population Served

Schedule of Regular Meeting Dates and Times

In accordance with the Illinois Public Community College Act and the Illinois Open Meetings Act, the Board shall provide public notice of the schedule of regular meetings in the beginning of each calendar year.

Recommendation:

The administration recommends Board approval of the following dates for 2023 and will provide public notice of this schedule. All meetings will take place at 5:30 p.m. in Room C-307, The Board Room, on the campus of Illinois Valley Community College, 815 North Orlando Smith Road, Oglesby, Illinois.

Thursday, January 12, 2023

Thursday, February 9, 2023

Thursday, March 9, 2023

Thursday, April 13, 2023

Thursday, May 11, 2023

Thursday, June 8, 2023

Thursday, July 13, 2023

Thursday, August 17, 2023

Thursday, September 14, 2023

Thursday, October 12, 2023

Thursday, November 9, 2023

Thursday, December 14, 2023

KPI 5: District Population Served

Proposal Results – Truck Driver Training Tractor Lease

Proposals were received and publicly opened on October 28, 2022 for the leasing or purchase of two (2) tractors for the Truck Driver Training Program. The initial 36-month lease agreement between CIT Group Leasing, Inc. and the College was extended several times due to Covid-19 and shortages of vehicles. The existing lease is due to expire on January 31, 2023. The original three-year lease was an annual cost of \$63,192. The current extension has an approximate annual cost of \$55,970.

Current average mileage was estimated at 25,000 miles per year for each vehicle. The following proposals were received:

Vendor	Monthly Rental (2) Tractors	Monthly Maint. Fee Per Mile (2) Vehicles	Tractor Model	Estimated Total Cost Per Year
Central Truck Leasing, LLC Normal, IL 36-month Lease	\$7,990/month for (2) Tractors	\$.12 per Mile per Vehicle	2024 KW T680	\$101,880
Central Truck Leasing, LLC Normal, IL 60-month Lease	\$6,990/month for (2) Tractors	\$.16 per Mile per Vehicle	2024 KW T680	\$91,880

Recommendation:

The administration recommends Board approval to enter into a 60-month lease with Central Truck Leasing, LLC at \$6,990 per month plus a 16 cent per mile maintenance fee per vehicle for two (2) 2024 Kenworth T680 Sleeper tractors.

- KPI 3: Support for Students
- KPI 6: Resource Management

Purchase Request – Board Room Technology Upgrade

The College is seeking to upgrade the conference technology utilized within the main campus Board Room. This room is regularly used for meetings that may have remote attendance. The upgrade to our conference technology will take a streamlined approach, eliminating the need for multiple podium technology setups, as well as upgrading the displays, audio, microphones, and user interface. These state-of-the-art enhancements will streamline the user experience and increase the quality of audio and video within the room.

After thorough research, we recommend Burwood Group, Inc., be selected to work with us on the project and the expense would be funded by HEERF. The initial quote is \$40,702.03, but the IT department is requesting a not-to-exceed cost of \$45,000 in case unknowns are encountered. This will be paid for with Federal HEERF funding.

Recommendation:

The administration recommends the Board authorize the purchase of Board Room Technology Upgrades by Burwood Group, Inc. in the amount of \$45,000.

KPI 6: Resource Management

MEMORANDUM

TO: Mark Grzybowski
Vice-President for Student Services

FROM: Cory Tomasson 
Coordinator of Student Activities

RE: FY '23 Student Organization Budgets

DATE: October 5, 2022

Attached is the proposed 2022-2023 Budget for Student Activities.

This budget has been created and approved by the Student Government Association and approved by the Coordinator of Student Activities. We would ask for your approval of these allocations for the 2022-2023 academic year.

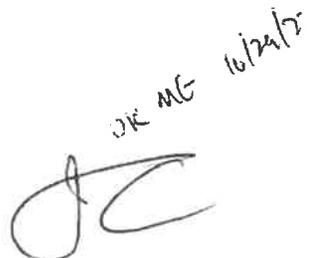


Lauren Phillips



Raven Bridges




OK MG 10/24/22

	ORGANIZATION	2021-2022 Allocation	2022-2023 Proposed Allocation
1	Ag Club	500	500
2	Alpha Delta Nu (Nursing Honors)	500	500
3	American Chemical Society	2500	2500
4	Art Club	0	250
5	Auto Club	250	250
6	Bio Club	500	500
7	Black Student Association	500	750
8	Chess Club	250	250
9	College Democrats	525	500
10	D-322	0	250
11	Disc Golf Club	500	500
12	Eagle Pong	250	250
13	Economics Student Association	500	250
14	Gaming Society	500	500
15	Gay/Straight Alliance	500	500
16	Hispanic Leadership Team	500	500
17	Honors Program	250	0
18	Indefinite Limits (Math Club)	750	750
19	IVLeader	9000	9000
20	IVNUA (Women In Technology now)	500	500
21	Lambda Alpha Epsilon (CRJ)	1500	500
22	One Room	500	500
23	OSAKA Anime Club	500	500
24	Phi Theta Kappa	2500	2500
25	Physics Club	0	0
26	Project Success Leadership Team	500	500
27	Psychology Club	500	500
28	Red Cross	750	750
29	River Currents	1500	1500
30	Rotaract	500	500
31	Running Club	0	0
32	SAGE	500	500
33	Sigma Delta Mu (Spanish)	500	500
34	Sigma Kappa Delta (English)	1500	1500
35	Student Organizaton of Dental Assistants	250	250
36	SPAMO	1500	1500
37	Student Ambassadors	1000	1000
38	Student Government Association	2000	2000
39	Student Nurses Association	2500	2500
40	Student Veteran's Association	250	250
41	TEACH	1000	1000
42	Transformed	250	250
43	Welding Club	0	250
44	Women's Health and Wellness	0	250
45	World Languages	500	500
46	Young Republicans	500	500

Subtotal 39775 39500

Athletics 61414 61414

TOTAL \$ 101,189.00 \$ 100,914.00

DRAFT DRAFT DRAFT

IGEN Grant - Solar Array Consultant

The Illinois Green Economy Network (IGEN) is a consortium open to all 39 Illinois community college districts, formed in 2008 through an intergovernmental agreement. Recently, the College was provided with a \$100,000 grant to develop and build a solar array on campus.

Dr. Seaton and Mr. Curley met with a solar consulting firm called Straight Up Solar to gain assistance in developing a plan that would maximize the scope of the grant.

The proposal from Straight Up Solar is attached. They will complete the feasibility study and design for the solar project for \$17,575. We were provided with this group's contact information by the IGEN network who has worked with them before.

The cost for the consultant will be paid out of the IGEN grant and no local money will be committed to this project.



October 31, 2022

Dear Matt and Scott,

Thank you again for your time last week, and of course congratulations on your IGEN Grant Award. To quickly recap the call, we talked briefly about the diverse types of solar projects, the importance of energy analysis in relationship to the design, incentive compliance, and acquisition models. At the end of the call, I made a commitment to get a quote for upfront design and consulting work for your consideration in soliciting proposals to build your project.

What follows is a short scope of work and pricing for those efforts. If upon review you would like to discuss this scope further, we would welcome that call. However, if you chose to proceed, we will provide as much assistance as possible! We're grateful for your interest in solar and the work you put in to win the Grant.

Solar RFP Design and Preparation Scope

Initial Site Survey: StraightUp Solar will conduct a brief onsite survey to determine the best possible locations for solar. We will also identify the meters to be used for interconnection. StraightUp Solar will determine the type of solar that is best suited as well as the exact location. This will include looking at rooftops and possible ground mounted options. This information will be shared with IVCC staff and jointly agree array site to utilize for the IGEN Grant project.

Energy Analysis: StraightUp solar will collect all electric utility bills along with your Interval usage data to complete a very granular energy analysis for the utility meter(s) selected for this project. This information will be used to correctly size the array as the project is moved into the design phase. It will also be critical in determining the actual financial performance of the proposed project. StraightUp solar will be responsible to collect this information directly from the utility and begin analysis once the meter(s) has been selected.

Technical Onsite: Once the site has been confirmed and the energy analysis has been conducted, our Field Engineering team will conduct a thorough technical onsite inspection. This will include accurate measurements of the array location to include roofs or potential ground mount areas. This will also include an exhaustive electrical inspection. The exact interconnection location will be determined along with any additional required electrical equipment to perform the interconnection. Conduit run locations and lengths will be determined.

Permit Review: Our Permitting and compliance team will note all requirements for Solar installation required by the authorities having jurisdiction for your location. These requirements will be incorporated into the final design to insure there will be no permit issues and the design will be “buildable.”

Solar Design: Our engineering department will consolidate all the analysis and onsite inspection data to develop a design set that can be used for RFP distribution. This design set will include enough detail to allow perspective bidders to accurately price the procurement and installation of your array and ensure that the bids are competitive and easy to review and make your final selection. We will be happy to provide a sample engineering document stack prior to your issuance of a Purchase Order. The winning bidder will be provided with all engineering documents required

for installation and interconnection application work. We would also be happy to provide these samples as well.

Commissioning: Once construction is complete and the contractor is ready to submit for Permission To Operate (PTO) to the utility, Straight Up solar will come onsite and commission the project to make certain it was constructed to specifications. Once the project has been determined to have been built to specifications, should the utility fail the PTO inspection, StraightUp Solar will collaborate directly with the contractor and the Utility to resolve any issues.

These services tend to reduce the overall cost of these projects as it breaks it into easily managed components by the contractors. Because all the design work is done upfront and the array that provides the best energy and financial performance is specific before pricing, it removes much of the risk many contractors will price "reserve" into the bid, lowering the final price. It will also provide you with much better data to analyze in selection of the winning bidder. Our scope of work eliminates the challenge of selecting both the best design and most qualified bidder or trying to strike a balance between the two. You can focus your efforts on selecting the best construction company to build the array.

In addition, because of our relationship with AMICUS and the pricing benefits that brings to the procurement of the major solar components, we can also provide product to the winning contractor at a lower price than they can purchase directly. This ultimately lowers your cost as well! Our agreement with AMICUS is that we can only purchase products through the consortium for solar projects we are performing. Because of the proceeding scope this project would qualify, so we will offer that pricing to the contractors.

While I believe you have a specific process you will follow for listing projects in particular places for bidding, StraightUp Solar can also provide you with a list of qualified electrical contractors in your area that have extensive experience installing solar projects. We will make sure your pool of respondents includes the absolute best contractors for this project.

Our cost for this scope is \$17,575.

Best regards,

Dan Hancock

Senior Project Developer

(636) 222-3938

dan.hancock@straightupsolar.com

RECOMMENDED FOR STAFF APPOINTMENT
2022-2023

GENERAL INFORMATION:

POSITION TO BE FILLED: IT Infrastructure Operations Engineer
NUMBER OF APPLICANTS: 3 (2 withdrew)
NUMBER OF APPLICANTS INTERVIEWED: 1
APPLICANTS INTERVIEWED BY: Justin Denton, Terry Wallin, Dawn Watson, and Michelle Story

APPLICANT RECOMMENDED:

Jacob Taylor

EDUCATIONAL PREPARATION:

- Northern Illinois University, DeKalb, IL – BS, Biology

EXPERIENCE:

- Aldi Incorporated, Aurora, IL – Application Specialist
- Aldi Incorporated, Aurora, IL – IT Help Desk

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

1. Experience that will allow the candidate to contribute immediately, while furthering knowledge and skillset on the job.
2. Excellent communication skills.
3. Personality traits that will be an asset to the Information Technology Services team environment

RECOMMENDED SALARY: \$60,000 annualized; effective 10/17/2022

Mary Beth Herron
Director of Human Resources

Wednesday October 12, 2022

Dear Sara,

Unfortunately, due to health issues, I am going to have to resign my position as Administrative Assistant for the Adult Education Department effective immediately. I am so sorry for any inconvenience this causes and am very grateful for the opportunity to work in your department! Best wished to you all!

Shelley Kveton

Illinois Valley Community College Board Policy

Subject: Business Travel, Conference and Meeting Expenses	Effective Date: 10/19/10
	Last Reviewed: 10/19/10
Number: 3.4	Last Revised: 10/19/10

Illinois Valley Community College will reimburse college employees and students for official college travel. Reimbursements will be for official college events or meetings of state and national associations which conduct educational programs in the disciplines and professions associated with community college programs and operations. Further, the College will reimburse employees for attendance at routine business meetings of the Illinois Community College Board, the Illinois Board of Higher Education, the General Assembly and executive branch agencies which may be conducting business which may affect Illinois Valley Community College.

Illinois Valley Community College Administrative Procedure

Subject: Business Travel, Conference and Meeting Expense	Effective Date: 10/19/10
	Last Reviewed: 3/29/22
Number: 3.4	Last Revised: 7/14/22 10/1/22

Application for Travel

An application for travel form must be completed and approved in advance for all travel. Prior approval signatures should be on the appropriate lines on the left side of the form. Approval signatures are required per the following guidelines:

Travel cost of \$500 or less – two signatures – traveler and immediate supervisor.

Travel cost of \$500 - \$1,999 – three signatures – traveler, immediate supervisor and appropriate VP or President.

Travel cost of \$2,000 or more – four signatures – traveler, immediate supervisor and two VPs or one VP and President.

After the trip is complete, the same set of approval signatures should be on the appropriate lines on the right side of the form. Whenever a travel request is initiated, it must be completed whether expenses, as a result of the travel, are incurred or not.

If the travel expenses exceed any of the maximum amounts allowed under this policy, the travel expenses must be approved by a roll-call during an open meeting of the Board of Trustees.

If the travel is for a conference or professional development activity, a written summary of what was gained by the experience should be delivered to the appropriate supervisor along with the request for reimbursement.

All out of state travel requests must include a rationale explaining what the employee will gain from the experience. The President's approval signature is required for out of state travel requests.

WHITE COPY - hold until travel is complete, then fill in the column "Itemized Expenses" and submit for approval. After payment is made, the white copy is filed in the accounts payable files.

YELLOW COPY - returned to traveler

PINK COPY - if an advance check is required (registration fees, airfare, cash advance) forward pink copy to the Accounting Office. Also attach documentation for the registration fees and airfare. If no advance is required, send pink copy to Accounting with appropriate signatures and keep white copy until travel is completed and forward for approvals then to the Accounting office.

Any travel forms submitted to the accounting office by Monday at 4:30 p.m. will be paid the following Thursday. Per IRS regulations, any expenses for reimbursement submitted 60 days after the expenses have been incurred will be taxable to the employee.

Travel Expenditures

All official college travel must be supported by receipts for actual expenditures, and all expenses must be itemized for reimbursement on the travel form. Itemizing will include all dollar expenditures, participants involved and the function or purpose of the meeting. Cash advances may be issued for anticipated costs of at least \$100. Lesser expenses will be handled on a reimbursement-by-receipt basis.

Mileage Reimbursement

To qualify for mileage reimbursement for use of a personal vehicle, employees must comply with the vehicle use administrative procedure. Proof of vehicle insurance (copy of insurance card) must be submitted with the application to travel form prior to travel.

Mileage reimbursement may be taxable if travel originates at the employee's home rather than workplace. Employees are encouraged to consult the College Controller with questions about taxable reimbursement.

Reimbursement for personal vehicle use will be at the Board approved rate.

Commercial Travel

Commercial travel shall be reimbursed at actual cost. All receipts for air, bus, rail or other travel must be submitted with the official college travel form in order to claim reimbursement. All travel will be at coach rates.

Lodging

Reimbursement for lodging shall cover actual room cost for a standard room. If a double room is used, the individual will reimburse the college for the difference between single and double room costs. Receipts for all lodging must be submitted with the travel form in order to claim reimbursement.

Meals

Meals will be reimbursed for only those consumed while actually traveling on college business. Itemized receipts for all meals consumed while actually traveling must be attached to the travel form in order to claim reimbursement. Meal reimbursement will be the actual cost up to a maximum of \$35 per day including gratuities for non-metropolitan areas (e.g. Springfield, IL) and a maximum of \$45 per day including gratuities for metropolitan areas (e.g. Chicago).

No reimbursement will be made for alcoholic beverages.

Phone Calls

Only personal phone calls of five minutes or less will be reimbursed, as long as the call is to provide notice of safe arrival, change in schedule, etc. Necessary business calls are permitted.

Tours and Social Activities

No reimbursement will be made for tours, social activities, or entertainment.

PERMISSIBLE TRAVEL EXPENSES

The maximum reimbursable rates for travel are set forth as follows. Any expenses of a College Board member, administrator, employee, student or candidate for employment that exceeds the maximum allowed under the regulations adopted in this Procedure must be preapproved by the President or Vice President for Business Services and Finance prior to the travel commencing.

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS Standard Mileage Rate at time of reimbursement (\$0.625 as of 7/1/22)
Rental Car	Lowest reasonable rate (midsize)

Rail or Bus	Lowest reasonable rate and cost shall not exceed Air Travel
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

Maximum Reimbursable Rates for Meals	
Per Day - nonmetropolitan	\$35.00
Per Day – metropolitan (Chicago)	\$45.00

Maximum Reimbursable Rates for Lodging – 20223 rates per US General Services Administration (as of 10/1/2122)	
Chicago, Suburban Cook County, and Lake County	\$218.00/ night
DuPage County	\$114.00/ night
St. Clair County (St. Louis area)	\$141.00/ night
Will County	\$105.00/ night
All other Illinois Counties	\$9698.00/ night
Outside of Illinois	\$218.00/ night or as approved by the Board
NOTE: When staying at a hotel designated by a Conference, the conference rate will be the approved rate, even if it exceeds the allowable per diem rate.	

Official Functions

The College will support the cost of official functions which are conducted for the primary purpose of carrying out the business of the college. The college President and/or the appropriate Vice President shall, in advance, approve all expenditures for meals and other official functions. Authorized expenditures are categorized as follows:

1. Official college committees and advisory groups meeting outside of normal work hours
2. Official external committees, advisory groups and guests providing services and/or advice and counsel to the college
3. College receptions, honors and award activities

4. Faculty and staff development, in-service and training functions
5. College-sponsored student functions
6. Official functions of the Board of Trustees.

TRAVEL OBJECT CODES

- 55111 Admin/Staff - Conference/Meeting** (Registration Fees for Conference or Meeting)
- 55211 Admin/Staff - Travel/In State** (Mileage, Hotel, Meals, Parking, Shuttles, etc.)
- 55311 Admin/Staff - Travel/Out of State** (Mileage, Train, Airfare, Hotel, Meals, Parking, Shuttles, etc.)
- 55112 Instructional - Conference/Meeting** (Registration Fees for Conference or Meeting)
- 55210 Extension Site Mileage**
- 55212 Instructional - Travel/In State** (Mileage, Hotel, Meals, Parking, Shuttles, etc.)
- 55312 Instructional - Travel/Out of State** (Mileage, Train, Airfare, Hotel, Meals, Parking, Shuttles, etc.)

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.