



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, March 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, March 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. Campus Update – Fall 2021 Student Demographic Report (Mark Grzybowski)
7. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 7.1 Approval of Minutes – February 10, 2022 Audit Finance Committee Meeting & February 10, 2022 Board Meeting (Pages 1-11)
 - 7.2 Approval of Bills - \$1,984,527.88
 - 7.2.1 Education Fund - \$1,518,660.92
 - 7.2.2 Operations & Maintenance Fund - \$112,517.04
 - 7.2.3 Operations & Maintenance (Restricted Fund) - \$656.10
 - 7.2.4 Auxiliary Fund - \$192,126.98
 - 7.2.5 Restricted Fund - \$67,825.48
 - 7.2.6 Liability, Protection & Settlement Fund - \$31,769.64
 - 7.2.7 Grants, Loans & Scholarships - \$1,505.09
 - 7.3 Treasurer’s Report (Pages 12-28)
 - 7.3.1 Financial Highlights (Page 13)
 - 7.3.2 Balance Sheet (Pages 14-15)
 - 7.3.3 Summary of FY22 Budget by Fund (Pages 16-23)
 - 7.3.4 Budget to Actual by Budget Officers (Page 24)
 - 7.3.5 Statement of Cash Flows (Page 25)
 - 7.3.6 Investment Status Report (Pages 26-27)
 - 7.3.7 Disbursements - \$5,000 or more (Page 28)

- 7.4 Personnel – Stipends for Pay Periods Ending February 12, 2022 and February 26, 2022 & PT Faculty and Staff Appointments February 2022 (Pages 29-31)
8. President’s Report
9. Committee Reports
10. Approval – Food Service Contract with Arbor Management (Pages 32-38)
11. Request for Inactivation – Process Operators Certificate (Pages 39-42)
12. Items for Information (Pages 43-56)
 - 12.1 Renewal of Non-Tenured Faculty 2022/2023 (Page 43))
 - 12.2 Staff Appointment – Tracy Schwemlein, Staff Accountant (Page 44)
 - 12.3 Staff Appointment – Angela Partridge, Administrative Assistant III, Student Services (Page 45)
 - 12.4 NAEYC (National Association for the Education of Young Children) Accreditation Deactivation (Page 46)
 - 12.5 Administrative Procedure 3.16 – Family and Medical Leave (Pages 47-56)
13. Trustee Comment
14. Closed Session – 1) complaint lodged against an official or employee of the public body; 2) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 3) pending litigation; 4) collective negotiations; 5) security procedures, school building safety and security; and 6) closed session minutes
15. Approval of Closed Session Minutes
16. Other
17. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Audit/Finance Committee Meeting
February 10, 2022

The Audit/Finance Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 4:00 p.m. on Thursday, February 10, 2022 in the Board Room (C307) at Illinois Valley Community College.

Committee Members Jay K. McCracken, Committee Chair
Physically Present: Amy L. Boyles
Maureen O. Rebholz

Committee Members
Virtually Present:

Committee Members
Absent:

Board Members Everett J. Solon, Board Chair (entered at 4:20 p.m.)
Physically Present: Angela M. Stevenson, Secretary
Jane E. Goetz
William F. Hunt

Others Physically Present: Jerry Corcoran, President
Matt Seaton, Vice President for Business Services and Finance
Gary Roberts, Vice President for Academic Affairs
Mark Grzybowski, Vice President for Student Services
Leslie Hofer, Director of Human Resources
Kathy Ross, Controller

Others Virtually Present: Bonnie Campbell, Associate Vice President for Academic Affairs
Anthony Cervini, Sikich, LLP
Lindsey Fish, Sikich, LLP
Brian Hextell, PMA Financial Services
Thomas Lanzara, PMA Financial Services

The meeting was called to order at 4:00 p.m. by Mr. McCracken.

PUBLIC COMMENT

None

AUDIT

The comprehensive annual financial report for fiscal year ending June 30, 2021 was reviewed by Anthony Cervini and Lindsey Fish from Sikich LLP. The auditors advised that the audit for IVCC earned a “clean” and unmodified report with no deficiencies or material weaknesses. Mr. Cervini noted that this opinion is the highest level of assurance that the auditors can offer. He congratulated the college, administration, faculty and staff on this achievement and for a job well done. Mr. Cervini pointed out the Certificate of Achievement for Excellence in Financial Reporting presented to IVCC for its Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2020 awarded by the Government Finance Officers Association.

SELECTION OF A FIRM FOR INVESTMENT SERVICES

Dr. Seaton informed that the RFP for investment services has been returned and the respondents have been ranked by a committee. Team members of this committee are: Jerry Corcoran, Kathy Ross, Mark Grzybowski, Michelle Carboni and Matthew Seaton. Five responses were received and the respondents were ranked on the following categories:

- Structure and experience of the firm;
- Compliance with applicable state laws, regulations and policy;
- Proposed portfolio structure, monitoring and performance;
- Fees; and
- Local presence.

The team proposed that the Audit Finance Committee recommend PMA Financial Services as the college’s investment manager to the Board of Trustees for consideration. Motion made by Dr. Rebholz and seconded by Dr. Boyles to recommend PMA Financial Services to the full Board, as presented.

Committee Roll Call Vote: “Ayes” – Dr. Rebholz, Dr. Boyles and Mr. McCracken. “Nay” – none. Motion carried. All Board members present voiced support for the recommendation going forward.

TUITION/FEE RECOMMENDATION FOR 2022-2023 ACADEMIC YEAR

Dr. Seaton informed that after review of our current tuition, fees and enrollment statistics it is recommended that the Committee approve a freeze once again for tuition and universal fee. Dr. Seaton noted that the college’s excellent financial health and projected growth in the district’s Equalized Assessment Valuation (EAV) have allowed the college to hold the line on tuition. Dr. Corcoran advised that the SGA has been informed of this decision and were fully supportive of leaving the tuition and fees as is. Dr. Seaton advised that we are seeing a trend among other colleges and universities of combining tuition and universal fee into one charge. The amount remains the same but is rolled in together for one total fee.

COURSE FEES/ADJUSTMENTS

Ms. Campbell noted that course fees are reviewed annually by Program Coordinators and Deans using the approved Course Fee Guidelines. Ms. Campbell advised that there are currently 350 active courses with approved course fees. The recommendation is to change 114 course fees to include 59 increases, 7 new courses, and the removal of course fees from 48 existing courses (19 courses have been withdrawn, 4 replaced by another course and 25 are no longer offered). The guidelines and a list of the proposed course fee changes were provided for the Committee to review.

Motion made by Dr. Boyles and seconded by Dr. Rebholz to recommend the course fees and adjustments be presented to the full Board. Motion passed by voice vote.

HEERF FUNDING UPDATE

Dr. Seaton informed that the college has been allotted over \$6 million in HEERF dollars to be used for COVID-related expenses. He advised that the college has received an extension to expend the funds by May 2023. To date, the college has committed just over \$3.8 million with approximately \$1.7 of that provided in cash to students to offset education-related expenses. Dr. Seaton provided the committee with a spreadsheet detailing HEERF funding projects, purchase ideas, estimated costs and current status of the projects.

IT ASSESSMENT UPDATE

Proposals from vendors for a comprehensive IT assessment were reviewed by a team of two IT staff members, two cybersecurity and networking faculty members, and Dr. Jim Carlson. The team recommended that the Audit Finance Committee recommend to the Board of Trustees the bid from Moran Technology Consultants for \$79,578 to complete phase 2 of a plan that would provide a robust cybersecurity review and complete programmatic review of all IT services. Dr. Boyles noted that she appreciated the very thorough report on the IT assessment that was provided to the committee. Motion made by Dr. Rebholz and seconded by Dr. Boyles to recommend Moran Technology Consultants for the review of IT services to the full Board, as presented.

Committee Roll Call Vote: “Ayes” – Dr. Rebholz, Dr. Boyles, and Mr. McCracken. “Nay” – none. Motion carried. All Board members present voiced support for the recommendation moving forward.

GRANT PROJECTS UPDATE

Dr. Seaton advised the committee on grants that the college has recently received and those that the college has applied for. The list included:

- IGEN (Illinois Green Economy Network) - \$5,000 – This grant has been received and will be used towards the purchase of a used electric vehicle as a “lab tool” for the automotive students.
- COVaC Mini-Grant - \$3,000 – This grant has been received and will be used towards the purchase of new flat screen televisions throughout the campus and software to manage the messaging that is displayed on them.
- FEMA Grant - \$6,138 – This grant has been received and will be used to reimburse the college for pandemic-related expenses.
- EDA Grant – \$4,426,500 – This grant was submitted February 8 to construct an Ag classroom and lab building. IVCC’s portion would be \$885,300. We may know by March about the status of the EDA Grant.
- DCEO Grant - \$240,788 – This grant has been approved by the State of Illinois for advancement. These funds will be used to pay for part of the new Agriculture Building parking lot paving.

OTHER

Dr. Seaton noted that the PMA representatives, Mr. Hextell and Mr. Lanzara will join the regular Board meeting at 5:30 p.m. virtually to be available to answer questions that the Board members may have regarding the proposal from PMA Financial Services.

ADJOURNMENT

Mr. McCracken declared the meeting adjourned at 4:42 p.m.

Jay K. McCracken
Audit/Finance Committee Chair

Everett J. Solon, Board Chair

Angela M. Stevenson, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
February 10, 2022

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 5:30 p.m. on Thursday, February 10, 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
Jane E. Goetz
William F. Hunt
Maureen O. Rebholz

Members Virtually Present: Madison N. Miranda, Student Trustee

Members Telephonically Present:

Members Absent:

Others Physically Present: Jerry Corcoran, President
Matthew Seaton, Vice President for Business Services & Finance
Gary Roberts, Vice President for Academic Affairs
Mark Grzybowski, Vice President for Student Services
Leslie Hofer, Director of Human Resources
Shane Lange, Dean of Workforce Development
Kathy Ross, Controller
Walt Zukowski, Attorney

Others Virtually Present: Bonnie Campbell, Associate Vice President for Academic Affairs
Ron Groleau, Dean of Natural Sciences & Business
Brian Hextell, PMA Financial Services
Thomas Lanzara, PMA Financial Services

MOMENT OF SILENCE

Jimmie Lansford, passed away on January 15, 2022. He was appointed to the Illinois Valley Community College Board of Trustees in 1997 and served with distinction for eight years, two terms as chairman. He delivered the commencement address to our graduates in 2016 and was inducted into IVCC's hall of fame. Mr. Solon invited everyone to join him in a moment of silence in memory of one of the college's biggest supporters, Jimmie Lansford.

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

APPROVAL OF AGENDA

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

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

PUBLIC COMMENT

Delores Robinson, English instructor featured electronics and electricity instructor and program coordinator Charles Raimondi in her monthly “Spotlight on Faculty and Students.” Ms. Robinson noted that a few years ago Mr. Raimondi began organizing enrichment programs for young people to get them interested in science, technology, engineering and mathematics and founded DeKalb STEM. The goal of DeKalb STEM is to bridge the STEM gap by getting younger kids to engage in various fun activities that are also educational and that given them a sense of the broad application of STEM in the world. Another goal is to get students to think about STEM careers through activities, mentoring and field trips.

CONSENT AGENDA ITEMS

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

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

The following items were approved in the consent agenda:

Approval of Minutes – January 13, 2022 Board Meeting.

Approval of Bills - \$1,685,242.30

Education Fund - \$1,325,433.61; Operations & Maintenance Fund - \$96,250.60; Auxiliary Fund - \$164,942.36; Restricted Fund - \$42,835.74; Audit Fund - \$6,500.00; Liability, Protection & Settlement Fund - \$49,279.99.

Treasurer's Report

Personnel

Approved stipends for pay periods ending January 15, 2022 and January 29, 2022 & Part-time Faculty and Staff Appointments January 2022.

PRESIDENT'S REPORT

Dr. Corcoran reported that Kaity Ritter, medical assistant program coordinator, has rescheduled her Medical Assistant Pinning Ceremony for Friday, March 18 at 6 p.m. in the Dr. Mary Margaret Weeg Cultural Centre. Seventeen graduates from 2020 and 2021 have been invited to participate. He commented to please feel free join us if you can. Dr. Corcoran informed that on January 27 several members of the college's administration met with representatives of the Ottawa YMCA and University of Illinois Extension regarding new opportunities for partnerships once the new building is ready to go in less than two years. Dr. Corcoran noted that when one considers that the new "Y" will be literally only a stone's throw away from the IVCC Ottawa Center, it is pretty exciting to think about what could happen as a result of more exposure to IVCC programs by the Ottawa YMCA membership base. Dr. Corcoran commented that this could also serve as a new model for YMCA and IVCC partnerships across the IVCC district. He advised to stay tuned for more to follow on that front. Dr. Corcoran informed that Paula Hallock and Leslie Hofer are happy to report that our annual recognition event is scheduled to take place at Grand Bear Lodge on Friday, April 22 from 4:00 – 7:00 p.m. He noted that he realized that is 2 ½ months from now, however, pre-COVID-19, this was always one of our most enjoyable events where we honor employees for their great work, so please consider adding a placeholder to your calendar and hopefully you will be able to join us. Dr. Corcoran reported that Dr. Matt Seaton confirmed for us that the grant application for EDA support of our \$4.4 million Phase 2 Agriculture Complex was submitted on February 8th. (He noted that will be an easy date for him to remember!) With the governor's budget proposal **not** including new capital construction, Dr. Corcoran expressed that we are lucky to be working with the North Central Illinois Council of Governments on this particular project, so thanks are in order to Dr. Seaton, Reed Wilson, Duane Calbow and Kevin Lindeman for their fine work on IVCC's behalf. Dr. Corcoran reported that other highlights for community colleges from Governor Pritzker's FY23 budget include a 5% increase in funding in base operating and equalization grants, a 5% increase for adult education and CTE education, and more money for MAP grants even for typical, community college students who are enrolled in short-term credential-programs not previously eligible for MAP financial support. Dr. Corcoran noted that although enrollments are not where he wished they were, the drop we have seen in the district population and our high schools, along with ICCB and NIU projections for these declines to continue, coupled with the COVID-19 effect need to be front and center for our planning purposes going forward. He informed, however, he was encouraged by the fine work being done by so many people across the campus, especially those who are new to the IVCC family. Dr. Corcoran noted that always a farmer and optimist at heart, he had no problem saying good things lie ahead for IVCC.

COMMITTEE REPORTS

None

TENURE RECOMMENDATIONS

Dr. Roberts noted that the tenure process requires faculty demonstrate exemplary teaching performance, contributions to the college, contribution to the community and professional involvement. Faculty employed for three consecutive years earn tenure and create a portfolio covering rigorous components of review by administration. Dr. Roberts noted that these candidates come with the unanimous recommendation from the Academic Dean, Associate Vice President

for Academic Affairs, and Vice President for Academic Affairs that they be granted tenure: Nick Fish, David Garrison, Richard Marko, Amber Robertson, Tony Sondgeroth, and Stephen Gibson.

Nick Fish – Emergency Medical Services Instructor

It was moved by Ms. Goetz and seconded by Dr. Rebholz to approve the tenure for Nick Fish, Emergency Medical Services Instructor, as presented. Dean Lange informed in his tenure recommendation that Mr. Fish cares about the EMS program, the students and the impact that students have on the community. Dr. Lange noted that Nicholas has made tremendous strides in building a professional, nationally accredited EMS program and challenges students to become caring professionals by facilitating engaging learning opportunities.

Student Advisory Vote: – “Aye” – Ms. Miranda. Roll Call Vote: “Ayes”– Mr. Hunt, Mr. McCracken, Ms. Stevenson, Dr. Rebholz, Dr. Boyles, Ms. Goetz and Mr. Solon. “Nay” – none. Motion carried. Mr. Fish was present virtually to share his portfolio and was congratulated by the Board of Trustees on his tenure appointment.

David Garrison – Mathematics Instructor

It was moved by Dr. Boyles and seconded by Mr. McCracken to approve the tenure for David Garrison, Mathematics Instructor, as presented. Dean Groleau noted in his tenure recommendation that a top priority for David is to ensure students will know how to apply the math being learned to future courses and their eventual professional employment. From creating discipline specific worksheets in technical math, to being the faculty sponsor for Indefinite Limit (student math club), to volunteer work in the community (Nahant Marsh Education Center), Mr. Garrison has demonstrated his commitment to the mission of IVCC, to its students, and to the surrounding community.

Student Advisory Vote: – “Aye” – Ms. Miranda. Roll Call Vote: “Ayes”– Mr. Hunt, Mr. McCracken, Ms. Stevenson, Dr. Rebholz, Dr. Boyles, Ms. Goetz and Mr. Solon. “Nay” – none. Motion carried. Mr. Garrison was present remotely to share his portfolio and celebrate his success with the Board of Trustees.

Richard Marko – Automotive Technology Instructor

It was moved by Ms. Stevenson and seconded by Dr. Rebholz to approve the tenure for Richard Marko, Automotive Technology Instructor, as presented. Dr. Lange informed that Mr. Marko’s evaluations, items of recognition, student feedback, professional development and community service are all outstanding. Dean Lange noted one student’s comment that “it would be hard to find a teacher who is more passionate and loves his job.” Dean Lange noted that this level of passion resonates throughout Mr. Marko’s portfolio.

Student Advisory Vote: – “Aye” – Ms. Miranda. Roll Call Vote: “Ayes”– Mr. Hunt, Mr. McCracken, Ms. Stevenson, Dr. Rebholz, Dr. Boyles, Ms. Goetz and Mr. Solon. “Nay” – none. Motion carried. Mr. Marko was present remotely to share his portfolio and was congratulated by the Board of Trustees on his tenure appointment.

Amber Robertson – Nursing Instructor

It was moved by Dr. Rebholz and seconded by Ms. Goetz to approve the tenure for Amber Robertson, Nursing Instructor, as presented. Ms. Campbell noted that Amber has demonstrated

that she is a teacher who cares. She cares about the students in her classroom, and she cares about the appropriateness of their education related to current demands and trends in the field of nursing. Student Advisory Vote: – “Aye” – Ms. Miranda. Roll Call Vote: “Ayes”– Mr. Hunt, Mr. McCracken, Ms. Stevenson, Dr. Rebholz, Dr. Boyles, Ms. Goetz and Mr. Solon. “Nay” – none. Motion carried. Ms. Robertson was present virtually to share her portfolio and celebrate her success with the Board of Trustees.

Tony Sondgeroth, Welding Instructor

It was moved by Dr. Boyles and seconded by Mr. McCracken to approve the tenure for Tony Sondgeroth, Welding Instructor, as presented. Dr. Lange informed that Mr. Sondgeroth revised the welding curriculum, creating short-term credentials for students looking to enter the work force and collaborated with community partners including businesses and labor unions. Dean Lange noted that Tony cares about the welding program, the students, and impact that students have on the community.

Student Advisory Vote: – “Aye” – Ms. Miranda. Roll Call Vote: “Ayes”– Mr. Hunt, Mr. McCracken, Ms. Stevenson, Dr. Rebholz, Dr. Boyles, Ms. Goetz and Mr. Solon. “Nay” – none. Motion carried. Mr. Sondgeroth was present virtually to share his portfolio and celebrate his success with the Board of Trustees.

Stephen Gibson – Industrial Maintenance

It was moved by Mr. McCracken and seconded by Mr. Hunt to approve the tenure for Stephen Gibson, Industrial Maintenance Instructor, as presented. Dr. Lange noted that whether it be through the one-on-one guidance that Steve provides his students in the classroom, the level of energy and excitement he brings to a Career or Manufacturing Expo, or the help he lends local industry by developing competency-based tests for their hiring processes, Mr. Gibson has clearly demonstrated his commitment to the mission of IVCC.

Student Advisory Vote: – “Aye” – Ms. Miranda. Roll Call Vote: “Ayes”– Mr. Hunt, Mr. McCracken, Ms. Stevenson, Dr. Rebholz, Dr. Boyles, Ms. Goetz and Mr. Solon. “Nay” – none. Motion carried. Mr. Gibson was present remotely to share his portfolio and was congratulated by the Board of Trustees on his tenure appointment.

RESOLUTION DESIGNATING THE FISCAL YEAR

It was moved by Ms. Stevenson and seconded by Dr. Rebholz to adopt the resolution designating the fiscal year be from July 1, 2022 to June 30, 2023 and approve the budget calendar, as presented. Student Advisory Vote: – “Aye” – Ms. Miranda. Roll Call Vote: “Ayes” – Mr. Hunt, Mr. McCracken, Ms. Stevenson, Dr. Rebholz, Dr. Boyles, Ms. Goetz and Mr. Solon. “Nay” – none. Motion carried.

COURSE FEES/ADJUSTMENTS

It was moved by Mr. McCracken and seconded by Dr. Boyles to approve changing 114 course fees with 59 increases, 7 new courses, and the removal of course fees from 48 courses, as presented.

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

INTERGOVERNMENTAL AGREEMENT FOR EXELON NEGOTIATIONS

It was moved by Ms. Goetz, seconded by Mr. Hunt to approve the intergovernmental agreement as presented to engage with other taxing bodies for negotiations with Exelon.

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

IT ASSESSMENT

It was moved by Ms. Stevenson and seconded by Dr. Rebholz to approve the bid from Moran Technology Consultants for \$79,578 to complete phase 2 of a plan that will provide a robust cybersecurity review and complete programmatic review of all IT services.

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

RFP – INVESTMENT SERVICES

It was moved by Dr. Rebholz and seconded by Dr. Boyles to approve the agreement with PMA Financial Services to manage the college’s investments for an initial period of three years.

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

ITEMS FOR INFORMATION

Mr. Solon pointed out the information items on pages 71-86 of the Board book.

TRUSTEE COMMENT

Mr. Solon reminded that the President’s Evaluation and Board’s Self-Evaluation forms were emailed to Board members this week. The completed forms should be emailed to Judy Day by Friday, February 18.

CLOSED SESSION

Mr. Solon requested a motion and a roll call vote at 6:01 p.m. to enter into a closed session to discuss: 1) complaint lodged against an official or employee of the public body; 2) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 3) collective negotiations; 4) security procedures, school building safety and security; and 5) closed session minutes. Motion made by Dr. Boyles and seconded by Ms. Goetz to enter into a closed session.

Student Advisory Vote: – “Aye” – Ms. Miranda. Roll Call Vote: “Ayes”– Mr. Hunt, Mr. McCracken, Ms. Stevenson, Dr. Rebholz, Dr. Boyles, Ms. Goetz and Mr. Solon. “Nay” – none. Motion carried. The Board entered closed session at 6:05 p.m.

Motion made by Dr. Rebholz and seconded by Dr. Boyles to return to the regular meeting.

Student Advisory Vote: – “Aye” – Ms. Miranda. Roll Call Vote: “Ayes”– Mr. Hunt, Mr. McCracken, Ms. Stevenson, Dr. Rebholz, Dr. Boyles, Ms. Goetz and Mr. Solon. “Nay” – none. Motion carried. The regular meeting resumed at 6:35 p.m.

CLOSED SESSION MINUTES

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

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

OTHER

Board members voiced that they were encouraged by the formation of the Transfer Advisory Council and looked forward to hearing more about the progress of this workgroup as it moves forward.

ADJOURNMENT

Mr. Solon declared the meeting adjourned at 6:36 p.m.

Everett J. Solon, Board Chair

Angela M. Stevenson, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

FEBRUARY 2022

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

Kathy Ross
Controller

FINANCIAL HIGHLIGHTS – February 2022

Revenues

- As of February 25, headcount for spring semester was 2,456 which is 28 students, or 1.13 percent, less than at the same point in time last year. Credit hours were down 753.5, a 3.74 percent decrease from spring 2021. Traditional credit hours are down 6.82 percent. Dual credit and dual enrollments are up slightly. Ottawa Center credits are down 29.16 percent.

Community Colleges across the state continue to see declines in headcounts and enrollments, so IVCC is not alone. Summer and Fall enrollment drives are underway and our recruiting season is “heating up” with continuous work with local high schools.

- State and local payments have been received in a timely fashion throughout the year. Our TIF agreement revenues have exceeded budget at \$403,531 with a budget of \$400,000 for this year. Tuition and fees are running under budgeted amounts with only \$6,667,911 received thus far. Tuition and fees are budgeted for a revenue of \$7,225,782.

Expenses

- Overall, Education Fund expenses are running at 64.4 percent of budget. Operation and Maintenance Fund expenses are running at 66.5 percent of budget.
- Thus far, we have not needed to access the funds available in our Provision for Contingency, although we likely will as the Dental Lab project progresses.
- Expense line items showing a significant variance from budget are 1) O&M Fixed Charges – we moved the Ottawa Center Rental expense to this line item in discussions with our Auditor; 2) Non-governmental Grants reflect an unexpected donation from an estate of over \$30,000; 3) Restricted fund line items that are over reflect HEERF spending that was not able to be budgeted in the last cycle.

Protection, Health & Safety Projects

- Parking lot resurfacing continue to be in the design phases and will be set to go in the Spring/Summer.
- The D201 Renovation is in the final design phases. It should be ready to kick off this summer.
- Mechanical control systems upgrades are in the design phase and is scheduled to be completed by the end of the summer.

Other Projects

- The Dental Lab expansion is continuing. The contractor is waiting on some equipment to be delivered. The project remains underbudget and on schedule.
- The exterior water/air sealing project is nearing its starting date. We have a status meeting with the CDB on March 10.

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 February 28, 2022
 Unaudited

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	Governmental Funds Types			Proprietary	Fiduciary	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	\$ 5,525,012	\$ 5,838,390	\$ 703,660	\$ (372,144)	\$ 954,211	\$ -	\$ -	12,649,128
Investments	8,313,751	6,751,864	144,000	-	433,047	-	-	15,642,662
Receivables								-
Property Taxes	10,362,059	2,431,042	-	-	-	-	-	12,793,101
Governmental claims	-	73,938	-	-	12,630	-	-	86,568
Tuition and fees	7,570	-	-	276,674	-	-	-	284,244
Due from other funds	5,313,468	7	-	510,008	-	-	-	5,823,483
Due to/from student groups	-	-	-	-	306,340	-	-	306,340
Bookstore inventories	-	-	-	397,348	-	-	-	397,348
Other assets	197,603	148,282	-	-	-	-	-	345,885
Deferred Outflows	-	-	-	-	-	-	618,688	618,688
Fixed assets - net	-	-	-	27,466	-	61,396,703	-	61,424,169
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	\$ 29,719,463	\$ 15,243,523	\$ 847,660	\$ 839,351	\$ 1,706,228	\$ 61,396,703	\$ 14,695,871	\$ 124,448,799

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 February 28, 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	
Liabilities								
Accounts payable	132,848	8,563	-	57,107	7,452	-	-	205,969
Accrued salaries & benefits	2,256,642	23,434	-	13,698	-	-	-	2,293,773
Post-retirement benefits & other	152,495	-	-	1,561	-	-	-	154,056
Unclaimed property	378	-	-	-	-	-	-	378
Due to other funds	-	4,124,707	-	-	1,698,776	-	-	5,823,483
Due to student groups/deposits	91,928	-	-	-	-	-	-	91,928
Deferred inflows								-
Property taxes	5,183,158	1,216,086	-	-	-	-	-	6,399,244
Tuition and fees	742	-	-	-	-	-	-	742
Grants	-	-	-	-	-	-	-	-
OPED	-	-	-	-	-	-	2,835,268	2,835,268
OPEB long term debt	-	-	-	-	-	-	11,860,603	11,860,603
Total Liabilities	7,818,191	5,372,789	-	72,365	1,706,228	-	14,695,871	29,665,445
Net Position/Net Assets								
Net investment in general fixed assets	-	-	-	-	-	61,396,703	-	61,396,703
Fund balance	-	-	-	-	-	-	-	-
Reserved for restricted purposes	-	9,870,733	-	-	-	-	-	9,870,733
Reserved for debt service	-	-	847,660	-	-	-	-	847,660
Unreserved	21,901,272	-	-	766,986	-	-	-	22,668,258
Total liabilities and net position	\$ 29,719,463	\$ 15,243,522	\$ 847,660	\$ 839,351	\$ 1,706,228	\$ 61,396,703	\$ 14,695,871	\$ 124,448,799

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Illinois Valley Community College District No. 513
Summary of Fiscal Year 2022 Revenues & Expenditures by Fund
For the one month ended February 28, 2022
Unaudited

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Restricted Fund	Debt Service Fund	Auxiliary Enterprise Fund	Restricted Purposes Fund	Working Cash Fund	Audit Fund	Liability Protection & Settlement Fund	Total (Memorandum Only)
Actual Revenue	\$ 17,992,563	\$ 2,444,757	\$ 870,478	\$ 845	\$ 1,021,613	\$ 4,341,349	\$ 7,735	\$ 45,478	\$ 1,545,141	\$ 28,269,959
Actual Expenditures	12,395,010	1,754,874	427,269	-	1,287,495	5,832,866	-	35,500	519,847	22,252,861
Other Financing Sources (Uses)	-	-	-	-	-	-	-	-	-	-
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	5,597,554	689,882	443,209	845	(265,882)	(1,491,517)	7,735	9,978	1,025,294	6,017,098
Fund balances July 1, 2021	11,704,505	3,907,998	4,320,004	846,815	215,579	58,180	5,063,720	33,276	416,318	26,566,395
Fund balances February 28, 2022	\$ 17,302,059	\$ 4,597,880	\$ 4,763,213	\$ 847,660	\$ (50,303)	\$ (1,433,337)	\$ 5,071,455	\$ 43,254	\$ 1,441,612	\$ 32,583,493

Illinois Valley Community College District No. 513
Summary of Fiscal Year 2022 Revenues & Expenditures by Fund
For the one month ended February 28, 2022
Unaudited

	Annual Budget		Actual/Budget	Annual Budget		Actual/Budget
	2/28/2022	FY2022	66.7%	2/28/2021	FY2021	66.7%
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 8,887,133	\$ 8,713,650	102.0%	\$ 8,420,526	\$ 8,579,643	98.1%
Corporate Personal Property Replacement Tax	973,397	1,006,250	96.7%	479,897	900,513	53.3%
Tax Increment Financing Distributions	403,531	400,000	100.9%	318,267	387,250	82.2%
Total Local Government	<u>10,264,061</u>	<u>10,119,900</u>	101.4%	<u>9,218,690</u>	<u>9,867,406</u>	93.4%
State Government:						
ICCB Credit Hour Grant	1,160,349	1,733,248	66.9%	1,132,244	1,728,400	65.5%
Equalization Grant	33,333	50,000	66.7%	29,167	50,000	58.3%
Career/Technical Education Formula Grant	104,289	210,000	49.7%	105,577	200,000	52.8%
Other	-	-	-	-	-	-
Total State Government	<u>1,297,972</u>	<u>1,993,248</u>	65.1%	<u>1,266,987</u>	<u>1,978,400</u>	64.0%
Federal Government						
PELL Administrative Fees	-	7,825	0.0%	-	7,975	0.0%
Total Federal Government	<u>-</u>	<u>7,825</u>	0.0%	<u>-</u>	<u>7,975</u>	0.0%
Student Tuition and Fees:						
Tuition	5,560,409	5,989,253	92.8%	5,629,043	6,586,152	85.5%
Fees	657,839	759,550	86.6%	660,436	837,700	78.8%
Total Tuition and Fees	<u>6,218,247</u>	<u>6,748,803</u>	92.1%	<u>6,289,479</u>	<u>7,423,852</u>	84.7%
Other Sources:						
Public Service Revenue	135,775	242,450	56.0%	122,197	341,879	35.7%
Other Sources:	76,508	155,442	49.2%	73,623	234,613	31.4%
Total Other Sources	<u>212,283</u>	<u>397,892</u>	53.4%	<u>195,820</u>	<u>576,492</u>	34.0%
TOTAL EDUCATION FUND REVENUE	\$ 17,992,563	\$ 19,267,668	93.4%	\$ 16,970,977	\$ 19,854,125	85.5%
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	4,995,273	\$ 7,671,022	65.1%	5,411,484	\$ 8,239,344	65.7%
Employee Benefits	1,271,166	1,751,176	72.6%	1,276,238	1,705,720	74.8%
Contractual Services	54,139	119,415	45.3%	58,507	146,565	39.9%
Materials & Supplies	178,225	497,459	35.8%	187,513	404,772	46.3%
Conference & Meeting	23,054	163,405	14.1%	11,199	162,988	6.9%
Fixed Charges	32,447	58,000	55.9%	28,634	55,000	52.1%
Capital Outlay	-	-	0.0%	-	-	0.0%
Other	200	-	0.0%	-	-	0.0%
Total Instruction	<u>6,554,504</u>	<u>10,260,477</u>	63.9%	<u>6,973,574</u>	<u>10,714,389</u>	65.1%

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2022 Revenues & Expenditures by Fund
 For the one month ended February 28, 2022
 Unaudited

	2/28/2022	Annual Budget FY2022	Actual/Budget 66.7%	2/28/2021	Annual Budget FY2021	Actual/Budget 66.7%
Academic Support:						
Salaries	636,641	1,094,032	58.2%	577,386	1,003,192	57.6%
Employee Benefits	148,026	216,560	68.4%	139,642	211,676	66.0%
Contractual Services	86,227	218,886	39.4%	225,178	197,118	114.2%
Materials & Supplies	135,163	270,468	50.0%	124,842	306,822	40.7%
Conference & Meeting	1,561	20,950	7.5%	1,583	20,595	7.7%
Utilities	9,000	26,445	34.0%	23,325	26,445	88.2%
Capital Outlay	-	-	0.0%	12,348	-	0.0%
Other	-	-	0.0%	-	-	0.0%
Total Academic Support	1,016,618	1,847,341	55.0%	1,104,303	1,765,848	62.5%
Student Services:						
Salaries	796,764	1,321,319	60.3%	805,561	1,121,572	71.8%
Employee Benefits	281,384	389,719	72.2%	289,967	385,992	75.1%
Contractual Services	5,823	33,981	17.1%	11,774	40,777	28.9%
Materials & Supplies	19,723	75,901	26.0%	27,833	77,202	36.1%
Conference & Meeting	4,147	41,925	9.9%	301	45,075	0.7%
Utilities	-	-	0.0%	562	-	0.0%
Total Student Services	1,107,842	1,862,845	59.5%	1,135,999	1,670,618	68.0%
Public Services/Continuing Education:						
Salaries	219,584	326,240	67.3%	203,232	344,429	59.0%
Employee Benefits	82,942	81,443	101.8%	61,010	77,863	78.4%
Contractual Services	37,901	82,500	45.9%	39,687	258,400	15.4%
Materials & Supplies	29,434	83,450	35.3%	25,739	92,800	27.7%
Conference & Meeting	2,119	5,650	37.5%	720	18,950	3.8%
Utilities	-	-	0.0%	-	-	0.0%
Other	-	-	0.0%	-	300	0.0%
Total Public Services/Continuing Education	371,980	579,283	64.2%	330,388	792,742	41.7%
Institutional Support:						
Salaries	1,246,476	1,884,628	66.1%	1,206,556	1,856,317	65.0%
Employee Benefits	538,351	741,287	72.6%	575,958	691,890	83.2%
Contractual Services	520,676	734,799	70.9%	537,430	569,172	94.4%
Materials & Supplies	263,394	377,630	69.7%	288,484	381,678	75.6%
Conference & Meeting	13,406	67,925	19.7%	7,329	69,225	10.6%
Utilities	13,906	26,315	52.8%	5,436	26,315	20.7%
Capital Outlay	-	-	0.0%	12,348	176,381	7.0%
Other	6,727	29,550	22.8%	(68)	29,550	-0.2%
Provision for Contingency	-	245,588	0.0%	-	500,000	0.0%
Total Institutional Support	2,602,934	4,107,722	63.4%	2,633,472	4,300,528	61.2%
Scholarships, Grants and Waivers	741,131	600,000	123.5%	579,849	600,000	96.6%
TOTAL EDUCATION FUND EXPENDITURES	\$ 12,395,010	\$ 19,257,668	64.4%	\$ 12,757,585	\$ 19,844,125	64.3%
INTERFUND TRANSFERS - NET	\$ -	\$ (10,000)	0.0%	\$ (10,000)	\$ (10,000)	100.0%

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2022 Revenues & Expenditures by Fund
 For the one month ended February 28, 2022
 Unaudited

	Annual Budget		Actual/Budget	Annual Budget		Actual/Budget
	2/28/2022	FY2022	66.7%	2/28/2021	FY2021	66.7%
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,421,739	\$ 1,404,861	101.2%	\$ 1,357,584	\$ 1,383,200	98.1%
Corporate Personal Property Replacement Tax	171,776	175,000	98.2%	84,688	225,000	37.6%
Tax Increment Financing Disbursements	118,260	130,000	91.0%	106,089	130,000	81.6%
Total Local Government	<u>1,711,775</u>	<u>1,709,861</u>	100.1%	<u>1,548,361</u>	<u>1,738,200</u>	89.1%
State Government:						
ICCB Credit Hour Grant	204,200	305,023	66.9%	194,115	305,023	63.6%
Total State Government	<u>204,200</u>	<u>305,023</u>	66.9%	<u>194,115</u>	<u>305,023</u>	63.6%
Student Tuition and Fees						
Tuition	449,664	476,979	94.3%	461,678	512,448	90.1%
Total Tuition and Fees	<u>449,664</u>	<u>476,979</u>	94.3%	<u>461,678</u>	<u>512,448</u>	90.1%
Other Sources:						
Facilities Revenue	73,423	120,000	61.2%	47,785	133,500	35.8%
Investment Revenue	3,511	22,650	15.5%	5,690	50,000	11.4%
Other	2,184	4,000	54.6%	2,908	2,500	116.3%
Total Other Sources	<u>79,118</u>	<u>146,650</u>	53.9%	<u>56,382</u>	<u>186,000</u>	30.3%
TOTAL OPERATIONS & MAINTENANCE REVENUES	\$ 2,444,757	\$ 2,638,513	92.7%	\$ 2,260,536	\$ 2,741,671	82.5%
OPERATIONS & MAINTENANCE FUND EXPENDITURES						
Operations & Maintenance of Plant:						
Salaries	625,499	995,322	62.8%	601,380	972,207	61.9%
Employee Benefits	237,718	319,272	74.5%	224,389	292,487	76.7%
Contractual Services	174,345	167,000	104.4%	74,512	169,100	44.1%
Materials & Supplies	93,510	271,204	34.5%	128,076	240,250	53.3%
Conference & Meeting	200	1,200	16.7%	200	1,175	17.0%
Fixed Charges	171,128	117,250	146.0%	189,323	117,250	161.5%
Utilities	411,965	753,450	54.7%	326,951	762,347	42.9%
Capital Outlay	-	19,000	0.0%	-	102,832	0.0%
Provision for Contingency	-	25,600	0.0%	-	100,000	0.0%
Other	-	(63,000)	0.0%	-	(63,000)	0.0%
Total Operations & Maintenance of Plant	<u>1,714,366</u>	<u>2,606,298</u>	65.8%	<u>1,544,832</u>	<u>2,694,648</u>	57.3%
Institutional Support:						
Salaries	19,138	16,107	118.8%	10,001	31,342	31.9%
Employee Benefits	13,619	6,333	215.0%	4,538	6,076	74.7%
Contractual Services	2,615	2,700	96.9%	2,615	2,700	96.9%
Materials & Supplies	937	3,275	28.6%	1,163	3,105	37.5%
Fixed Charges	4,199	3,800	110.5%	3,688	3,800	97.1%
Other	-	-	0.0%	-	-	0.0%
Total Institutional Support	<u>40,509</u>	<u>32,215</u>	125.7%	<u>22,005</u>	<u>47,023</u>	46.8%
TOTAL OPERATIONS & MAINTENANCE EXPENDITURES	\$ 1,754,874	\$ 2,638,513	66.5%	\$ 1,566,837	\$ 2,741,671	57.1%

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2022 Revenues & Expenditures by Fund
 For the one month ended February 28, 2022
 Unaudited

	2/28/2022	Annual Budget FY2022	Actual/Budget 66.7%	2/28/2021	Annual Budget FY2021	Actual/Budget 66.7%
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources:						
Current Taxes	835,764	1,290,694	64.8%	1,352,996	1,556,066	86.9%
State Government Sources	-	-	0.0%	105,261	750,000	14.0%
Investment Revenue	34,714	48,000	72.3%	34,059	65,000	52.4%
Other	-	-	0.0%	-	-	0.0%
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	\$ 870,478	\$ 1,338,694	65.0%	\$ 1,492,317	\$ 2,371,066	62.9%
OPERATIONS & MAINTENANCE FUND RESTRICTED EXPENDITURES						
Contractual Services	-	-	0.0%	-	-	0.0%
Fixed Charges	-	-	0.0%	-	-	0.0%
Capital Outlay	427,269	1,338,694	31.9%	1,002,015	2,250,000	44.5%
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	\$ 427,269	\$ 1,338,694	31.9%	\$ 1,002,015	\$ 2,250,000	44.5%
DEBT SERVICE FUND						
Investment Revenue	845	2,500	33.8%	1,462	10,500	13.9%
TOTAL DEBT SERVICE FUND REVENUES	\$ 845	\$ 2,500	33.8%	\$ 1,462	\$ 10,500	13.9%
TOTAL DEBT SERVICE FUND EXPENDITURES	-	-		-	-	
AUXILIARY ENTERPRISES FUND REVENUE						
Service Fees	1,012,655	1,442,584	70.2%	1,135,403	1,316,000	86.3%
Investment Revenue	-	26,000	0.0%	96	4,500	2.1%
Other Revenue	8,958	1,000	895.8%	11,301	4,000	282.5%
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	\$ 1,021,613	\$ 1,469,584	69.5%	\$ 1,146,800	\$ 1,324,500	86.6%
AUXILIARY ENTERPRISES FUND EXPENSES						
Salaries	224,469	410,026	54.7%	212,789	346,958	61.3%
Employee Benefits	64,086	97,199	65.9%	67,512	118,699	56.9%
Contractual Services	49,686	60,175	82.6%	24,275	63,265	38.4%
Materials & Supplies	883,894	1,013,081	87.2%	904,968	1,014,882	89.2%
Conference & Meeting	17,394	25,780	67.5%	4,357	24,938	17.5%
Fixed Charges	36,886	50,000	73.8%	30,909	50,200	61.6%
Capital Outlay/Depreciation	9,580	11,600	82.6%	-	600	0.0%
Other	1,500	103,000	1.5%	1,500	103,000	1.5%
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	\$ 1,287,495	\$ 1,770,861	72.7%	\$ 1,246,310	\$ 1,722,542	72.4%
AUXILIARY ENTERPRISES INTERFUND TRANSFERS - NET	\$ -	\$ 61,414	0.0%	\$ -	\$ 61,414	0.0%

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2022 Revenues & Expenditures by Fund
 For the one month ended February 28, 2022
 Unaudited

	Annual Budget		Actual/Budget	Annual Budget		Actual/Budget
	2/28/2022	FY2022	66.7%	2/28/2021	FY2021	66.7%
RESTRICTED PURPOSE FUND REVENUES						
State Government Sources	\$ 137,573	\$ 288,331	47.7%	\$ 123,362	\$ 289,245	42.6%
Federal Government Sources	4,159,377	7,818,367	53.2%	4,049,353	4,437,598	91.3%
Nongovernmental Gifts or Grants	42,389	18,000	235.5%	16,966	2,500	678.7%
Other Revenue	2,009	-	0.0%	1,427	-	0.0%
TOTAL RESTRICTED PURPOSE FUND REVENUES	\$ 4,341,349	\$ 8,124,698	53.4%	\$ 4,191,108	\$ 4,729,343	88.6%
RESTRICTED PURPOSE FUND EXPENDITURES						
Instruction:						
Salaries	\$ 251,020	\$ 486,214	51.6%	\$ 217,758	\$ 363,617	59.9%
Employee Benefits	88,429	166,927	53.0%	78,442	122,265	64.2%
Contractual Services	55,872	52,163	107.1%	47,136	24,242	194.4%
Materials & Supplies	76,192	29,825	255.5%	44,293	24,388	181.6%
Conference & Meeting	2,269	14,847	15.3%	(130)	13,491	-1.0%
Utilities	-	850	0.0%	-	450	0.0%
Capital Outlay	-	-	-	45,968	15,000	306.5%
Other	-	-	-	-	-	-
Total Instruction	473,781	750,826	63.1%	433,467	563,453	76.9%
Academic Support						
Contractual Services	\$ 125	\$ 100,000	0.1%	-	-	0.0%
Materials and Supplies	105,448	150,000	70.3%	-	-	0.0%
Total Academic Support	105,573	250,000		-	-	0.0%
Student Services:						
Salaries	\$ 137,256	\$ 212,637	64.5%	\$ 134,250	\$ 203,035	66.1%
Employee Benefits	48,803	75,553	64.6%	49,217	71,700	68.6%
Contractual Services	22,588	259,467	8.7%	3,734	15,800	23.6%
Materials & Supplies	45,634	16,600	274.9%	51,488	15,440	333.5%
Conference & Meeting	5,051	11,500	43.9%	2,816	10,600	26.6%
Utilities	12,146	-	0.0%	5,613	-	0.0%
Capital Outlay	-	8,000	0.0%	-	-	0.0%
Tuition Waivers (TRIO Grant)	27,800	30,000	92.7%	25,900	18,425	140.6%
Total Student Services	299,279	613,757	48.8%	273,017	335,000	81.5%
Public Services/Continuing Education:						
Contractual Services	3,570	-	0.0%	-	-	0.0%
Total Public Services:	3,570	-	0.0%	-	-	0.0%
Operations & Maintenance of Plant:						
Maintenance supplies	16,035	-	0.0%	8,207	-	0.0%
Total Operations & Maintenance of Plant	16,035	-	0.0%	8,207	-	0.0%
Institutional Support:						
Salaries (Federal Work Study)	52,716	84,412	62.5%	28,927	90,390	32.0%
Contractual Services	2,941	50,000	5.9%	-	-	0.0%
Institutional Support	219,009	-	0.0%	-	-	0.0%
SURS on-behalf	-	-	0.0%	-	-	0.0%
Other	46,565	2,000,000	0.0%	-	-	0.0%

Illinois Valley Community College District No. 513
 Summary of Fiscal Year 2022 Revenues & Expenditures by Fund
 For the one month ended February 28, 2022
 Unaudited

	2/28/2022	Annual Budget FY2022	Actual/Budget 66.7%	2/28/2021	Annual Budget FY2021	Actual/Budget 66.7%
AUDIT FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 45,430	\$ 38,634	117.6%	\$ 37,931	\$ 41,840	90.7%
Investment Revenue	48	150	32.2%	48	150	32.0%
TOTAL AUDIT FUND REVENUES	45,478	38,784	117.3%	37,979	41,990	90.4%
AUDIT FUND EXPENDITURES						
Contractual Services	35,500	40,000	88.8%	39,050	39,050	100.0%
TOTAL AUDIT FUND EXPENDITURES	\$ 35,500	\$ 40,000	88.8%	\$ 39,050	\$ 39,050	100.0%
LIABILITY, PROTECTION & SETTLEMENT FUND						
REVENUE						
Local Government Sources:						
Current Taxes	\$ 1,541,636	\$ 1,522,557	101.3%	\$ 1,198,590	\$ 1,040,539	115.2%
Investment Revenue	3,506	2,000	175.3%	1,641	2,500	65.6%
Other Revenue	-	-		48,557	-	
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND	1,545,141	1,524,557	101.4%	\$ 1,248,788	\$ 1,043,039	119.7%
LIABILITY, PROTECTION & SETTLEMENT FUND						
EXPENDITURES						
Student Services:						
Salaries	50,553	77,160	65.5%	48,450	70,249	69.0%
Employee Benefits	20,815	28,585	72.8%	20,210	27,305	74.0%
Contractual Services	5,952	25,500	23.3%	7,843	23,000	34.1%
Materials & Supplies	258	3,400	7.6%	592	3,700	16.0%
Total Student Services	77,578	134,645	57.6%	77,094	124,254	62.0%
Operations & Maintenance of Plant:						
Contractual Services	225,915	531,600	42.5%	217,057	519,557	41.8%
Materials & Supplies	15	150	10.0%	28	170	16.7%
Utilities	247	500	49.3%	(160)	650	-24.6%
Total Operations & Maintenance of Plant	226,176	532,250	42.5%	216,926	520,377	41.7%
Institutional Support:						
Salaries	49,088	74,987	65.5%	47,842	66,197	72.3%
Employee Benefits	11,804	208,505	5.7%	10,561	208,438	5.1%
Contractual Services	33,508	37,750	88.8%	172,176	35,750	481.6%
Materials & Supplies	813	2,500	32.5%	9,485	2,100	451.7%
Conference & Meeting	-	4,500	0.0%	-	4,700	0.0%
Fixed Charges	120,880	257,200	47.0%	222,236	244,750	90.8%
Total Institutional Support	216,093	585,442	36.9%	462,301	561,935	82.3%
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND	\$ 519,847	\$ 1,252,337	41.5%	\$ 756,321	\$ 1,206,566	62.7%

Illinois Valley Community College District No. 513
Summary of Fiscal Year 2022 Revenues & Expenditures by Fund
For the one month ended February 28, 2022
Unaudited

	Annual Budget		Actual/Budget	2/28/2021	Annual Budget		Actual/Budget
	2/28/2022	FY2022	66.7%		FY2021	66.7%	
Total Institutional Support	321,231	2,134,412	15.1%	28,927	90,390	32.0%	
Student Grants and Waivers (PELL & SEOG & HEERF)	4,613,398	4,383,703	105.2%	3,750,346	3,748,000	100.1%	
TOTAL RESTRICTED FUND EXPENDITURES	\$ 5,832,866	\$ 8,132,698	71.7%	\$ 4,493,964	\$ 4,736,843	94.9%	
RESTRICTED INTERFUND TRANSFERS - NET	\$ -	\$ 10,000	0.0%	\$ 10,000	\$ 10,000	100.0%	
WORKING CASH FUND REVENUES							
Investment Revenue	\$ 7,735	\$ 55,000	14.1%	\$ 47,674	\$ 60,000	79.5%	
WORKING CASH INTERFUND TRANSFERS - NET	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	

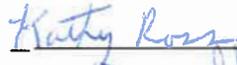
Illinois Valley Community College District No. 513
 Fiscal Year 2022 Budget to Actual Comparison
 All Funds - By Budget Officer
 as of February 28, 2022
 Unaudited

Department	Actual FY2022	Annual Budget FY2022	Actual/ Budget 66.7%
President	241,893	369,634	65.4%
Board of Trustees	12,317	14,850	82.9%
Community Relations	182,967	346,706	52.8%
Foundation	61,039	92,742	65.8%
Continuing Education	371,980	579,283	64.2%
Facilities	2,071,685	4,007,992	51.7%
Information Technologies	1,262,831	2,010,518	62.8%
Institutional Research	73,784	111,029	66.5%
Academic Affairs	161,230	233,115	69.2%
Academic Affairs (AVPCE)	193,878	294,469	65.8%
Carl Perkins (Grant)	75,528	228,075	33.1%
CTE Leadership (Grant)	48,848	49,665	98.4%
GEER (Grant)	29,056	22,000	132.1%
HEERF (Grant)	2,180,130	3,234,228	67.4%
Adult Education	309,467	457,086	67.7%
Learning Resources	853,474	1,441,116	59.2%
Workforce Development Division	1,398,511	2,222,147	62.9%
Natural Sciences & Business Division	2,064,474	3,072,938	67.2%
Humanities & Fine Arts/Social Science Division	1,804,557	2,860,116	63.1%
Health Professions Division	1,045,669	1,765,763	59.2%
Admissions & Records	263,603	409,321	64.4%
Counseling	341,621	574,813	59.4%
Student Services	173,915	319,689	54.4%
Financial Aid	3,181,244	4,162,829	76.4%
Career Services	22,865	40,266	56.8%
Athletics	218,205	326,677	66.8%
TRiO (Student Success Grant)	224,341	344,090	65.2%
Ottawa Center	58,400	114,844	50.9%
Campus Security	224,576	530,650	42.3%
Business Services/General Institution	891,974	1,203,089	74.1%
Risk Management	216,153	587,042	36.8%
Tuition Waivers	741,131	600,000	123.5%
Purchasing	84,627	126,274	67.0%
Human Resources	81,772	135,108	60.5%
Bookstore	991,194	1,238,501	80.0%
Shipping & Receiving	40,509	32,215	125.7%
Copy Center	53,414	114,753	46.5%
Total FY22 Expenditures	22,252,861	34,273,633	64.9%

Illinois Valley Community College
Statement of Cash Flows
for the Month ended February 28, 2022

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 3,736,273.52	\$ 2,117,847.51	\$ 1,066,108.88	\$ 703,659.81	\$ (552,718.58)	\$ (1,297,857.44)	\$ 1,652,237.43	\$ 23,268.88	\$ 509,218.99	\$ 446,160.42	\$ 8,404,199.42
Total Receipts	290,936.02	10,045.67	32,853.98	-	20,314.98	38,823.85	594.52	-	-	13,498.94	\$ 407,067.96
Total Cash	4,027,209.54	2,127,893.18	1,098,962.86	703,659.81	(532,403.60)	(1,259,033.59)	1,652,831.95	23,268.88	509,218.99	459,659.36	8,811,267.38
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	3,620,000.00	125,000.00	-	-	175,000.00	1,380,000.00	-	-	-	-	5,300,000.00
Expenditures	(2,365,089.44)	(215,061.03)	(656.10)	-	(225,808.48)	(156,530.39)	-	-	(44,887.10)	(1,505.09)	(3,009,537.63)
ACCOUNT BALANCE	5,282,120.10	2,037,832.15	1,098,306.76	703,659.81	(583,212.08)	(35,563.98)	1,652,831.95	23,268.88	464,331.89	458,154.27	11,101,729.75
Deposits in Transit	(1,000,000.00)										(1,000,000.00)
Outstanding Checks	1,069,905.43										1,069,905.43
BANK BALANCE	5,352,025.53	2,037,832.15	1,098,306.76	703,659.81	(583,212.08)	(35,563.98)	1,652,831.95	23,268.88	464,331.89	458,154.27	11,171,635.18
Certificates of Deposit	-	-	2,252,713.95	-	-	-	2,914,112.78	-	104,039.08	-	5,270,865.81
Illinois Funds	6,560,251.04	1,753,499.63	474,012.91	143,999.84	-	2,503.92	456,008.39	-	-	433,047.39	9,823,323.12
Capital Dev. Fund-HTL	-	-	-	-	-	-	-	-	-	-	-
Capital Dev. Fund-MD			539,213.99								539,213.99
Total Investment	\$ 6,560,251.04	\$ 1,753,499.63	\$ 3,265,940.85	\$ 143,999.84	\$ -	\$ 2,503.92	\$ 3,370,121.17	\$ -	\$ 104,039.08	\$ 433,047.39	\$ 15,633,402.92
LaSalle State Bank	\$ 20,389.70										
Midland States Bank	11,151,245.48										
	<u>\$ 11,171,635.18</u>										

Respectfully submitted,


Kathy Ross
Controller

ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
February 28, 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>
5/3/2022						248,851		248,851	MBS	2.35%	2.35%	American Express
5/3/2022						248,851		248,851	MBS	2.35%	2.35%	Capital One
7/19/2022						248,785		248,785	MBS	2.25%	2.25%	Discover Bank
7/19/2022						248,852		248,852	MBS	2.30%	2.30%	Capital One
7/19/2022						248,854		248,854	MBS	2.30%	2.30%	Wells Fargo
10/26/2022			1,000,000					1,000,000	MB	0.85%	0.85%	17050
11/7/2022						151,284		151,284	MB	0.85%	0.85%	15192
11/23/2022			1,040,391					1,040,391	MB	2.65%	2.67%	17012
11/23/2022							104,039	104,039	MB	2.65%	2.67%	17013
7/17/2023			212,323					212,323	HNB	0.60%	0.60%	600092-1002
11/7/2023						207,166		207,166	CB	3.50%	3.50%	Goldman Sachs
11/7/2023						207,177		207,177	CB	3.50%	3.50%	UBS Bank USA
11/8/2023						207,338		207,338	CB	3.55%	3.55%	Morgan Stanley Bank
11/8/2023						207,098		207,098	CB	3.55%	3.55%	Morgan Stanley
11/15/2023						207,385		207,385	CB	3.55%	3.55%	Comenity Capital
8/12/2024						243,436		243,436	MBS	0.70%	0.70%	Sallie Mae Bank
2/25/2026						239,036		239,036	MBS	0.65%	0.65%	State Bank of India
Total CD	-	-	2,252,714	-	-	2,914,113	104,039	5,270,866				

CB Commerce Bank
CTB Central Bank
HNB Hometown National Bank

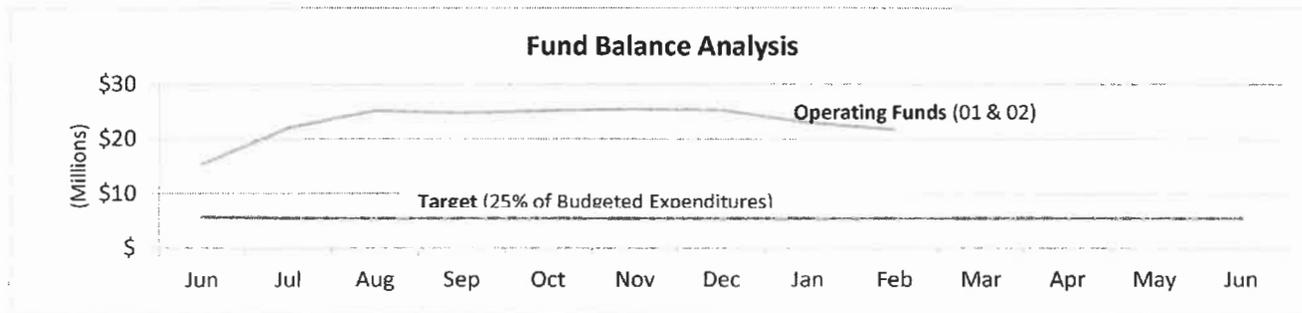
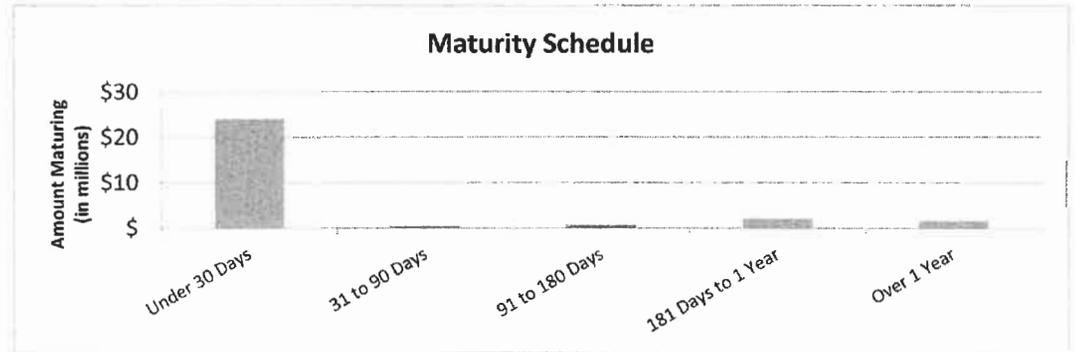
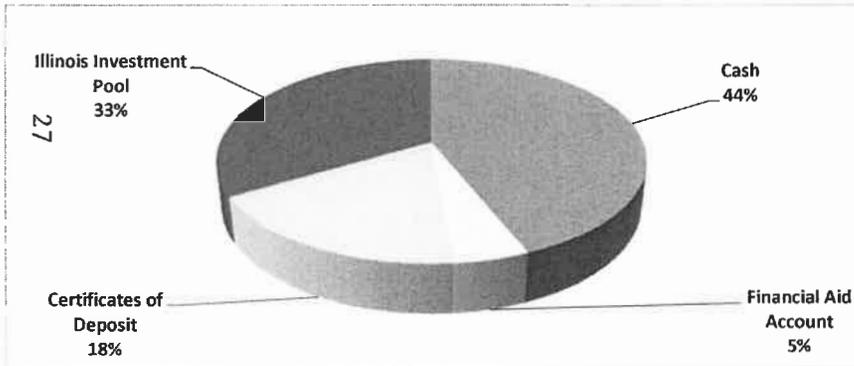
LSB LaSalle State Bank
MB Marseilles Bank

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

**Illinois Valley Community College District No. 513
Investment Status Report
All Funds
February 28, 2022**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	43.8%	\$ 12,880,168	0.350%
Financial Aid Account	4.8%	1,406,785	0.350%
Certificates of Deposit	17.9%	5,270,866	2.024%
Illinois Investment Pool	33.4%	9,823,323	0.089%
Total		\$ 29,381,142	0.563%

Institution	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 9,823,323	-	-	\$ 9,823,323	33%
IL Funds -Building	-	-	-	-	0%
Midland States Bank	-	-	12,151,245	12,151,245	41%
Midland States-F/A	-	-	1,406,785	1,406,785	5%
Midland States-Bldg	-	-	539,214	539,214	2%
LaSalle State Bank	-	-	20,390	20,390	0%
Commerce Bank	-	1,036,164	-	1,036,164	4%
Multi Bank Securities	-	1,726,664	-	1,726,664	6%
Hometown Ntl Bank	-	212,323	-	212,323	1%
Heartland Bank-Bldg	-	-	-	-	0%
Heartland Bank	-	-	169,319	169,319	1%
Marseilles Bank	-	2,295,714	-	2,295,714	8%
	\$ 9,823,323	\$ 5,270,866	\$ 14,286,953	\$ 29,381,142	100%



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**\$5,000 and Over Disbursements
02/01/22 - 02/28/22**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Check Description
771554	2/3/2022	82897	SURS	85,648.33	Payroll Deductions (2/3/22)
771558	2/3/2022	209546	Allied Universal Security Services	7,437.24	Main Campus Security 01/07/22-01/13/22
771571	2/3/2022	1139	CDW Government, Inc	7,042.27	Adobe Acrobat Pro DC/Tripp Lite Interactive/Microsoft 365/55" Samsung TV
ACH	2/3/2022		Internal Revenue Service	152,500.23	Federal Payroll Taxes
ACH	2/3/2022		Illinois Department of Revenue	40,013.70	State Payroll Taxes
ACH	2/3/2022		TSA EPARS	7,658.30	403(b) & 457(b)Payroll
771626	2/9/2022	209546	Allied Universal Security Services	6,854.19	Main Campus Security 01/14/22-01/20/22
771636	2/9/2022	209567	Delta Dental of Illinois	8,011.16	Dental Insurance (January 2022)
ACH	2/9/2022		American Express	8,358.60	Credit Card Payment (February 2022)
ACH	2/15/2022		Illinois Department of Revenue	12,517.00	Sales Tax
ACH	2/15/2022		CCHC	272,951.92	Health Insurance (February 2022)
771722	2/16/2022	209546	Allied Universal Security Services	7,491.16	Main Campus Security 01/21/22-01/27/22
771727	2/16/2022	226063	Ampliyus	11,790.00	MiniPCR Thermal Cycler; BlueGel Electrophoresis; Micropipettes Sets; Micropipette Rack
771737	2/16/2022	214499	Constellation NewEnergy, Inc	29,482.37	Main Campus Electric Service 12/09/21-01/12/22
771752	2/16/2022	82971	United States Treasury	6,767.19	Federal Tax Deposit
771755	2/16/2022	1501	Jostens, Inc	8,333.51	Diploma Covers
771758	2/16/2022	117036	Liebovich Steel & Aluminum Company	6,569.26	Welding Fabrication Supplies
771787	2/16/2022	1450	Thyssenkrupp Elevator Corporation	7,632.29	Elevator Inspections
771791	2/16/2022	182943	Vernier Software & Technology	6,223.98	Go Direct Mini GC; Hamilton Syringe, 1 uL; Mini-USB Cable
771792	2/16/2022	233294	Vibe Inc	6,998.00	Vibe Smartboards 55"; Portable Stands
771793	2/16/2022	209294	Vital Source Technologies, Inc	123,914.58	Spring 2022 Inclusive
771807	2/16/2022	82897	SURS	50,388.78	Payroll Deductions (2/17/22)
ACH	2/17/2022		Internal Revenue Service	61,104.43	Federal Payroll Taxes
ACH	2/17/2022		Illinois Department of Revenue	22,669.79	State Payroll Taxes
ACH	2/17/2022		TSA EPARS	12,783.30	403(b) & 457(b)Payroll
771819	2/23/2022	209546	Allied Universal Security Services	6,092.53	Main Campus Security 01/28/22-02/03/22
771820	2/23/2022	1369	Ameren Illinois	6,754.59	Main Campus Gas 01/01/22-02/01/22; OTC Electric 12/29-01/30
771821	2/23/2022	86873	American Dental Association	16,850.00	Initial Accreditation for Dental Hygiene Program CY 2022
771825	2/23/2022	140960	EMSI	15,000.00	SkillsMatch Subscription
771827	2/23/2022	132827	Chamlin & Associates, Inc	14,300.00	Grant Application Assistance - Traffic Impact Study
771832	2/23/2022	174412	Demonica Kemper Architects	12,779.60	Key Card Access System Upgrade* ; Dental Program Renovations
771848	2/23/2022	233357	Mansfield Power & Gas LLC	17,365.23	Main Campus Gas Service 01/01/22-1/31/22
771882	2/23/2022	209294	Vital Source Technologies, Inc	10,358.17	Books for resale
ACH	2/25/2022		Prudential	5,649.02	Life Insurance (March 2022)
				\$ 1,076,290.72	

*Protection, Health, & Safety (PHS) Projects



IVCC Stipend Report Payroll Ending 2/12/22

Name	Desc	Start Date	End Date	Last Pay Date	Base	Base Amount	GL No	Section Name	Section Title	Comments
Beetz, Lyndsey Nicole	DLA-1208-150, 151	02/10/2022	03/03/2022	03/17/2022	ST	4566.00	011420410051310			
Bouxsein, Jessie Lynn	21/22 Overload	08/18/2021	12/16/2021	02/17/2022	OV	296.00	011420730051340			Entered 2/11/22 NUR-1200-05
Carlson, James Edward	IT Interim Director	01/30/2022	02/12/2022	02/12/2022	ST	1500.00	012410595051110			
Carlson, James Edward	IT Interim Director	01/30/2022	02/12/2022	02/17/2022	ST	1500.00	018810595051110			
Francisco, Marjorie Lynn	Took over clinical NUR-1211-01	01/10/2022	03/03/2022	04/14/2022	ST	2116.40	011420730051320			
Leynaud, Donald Craig	Open Lab Hours	01/10/2022	05/14/2022	05/26/2022	ST	3537.00	011120570051320			
Molln, Richard D.	40 hr Equipment Refresher	02/05/2022	02/05/2022	02/17/2022	ST	332.50	014210331051320			
Nestler, Thomas E	40 hr Equipment Refresher	01/24/2022	01/27/2022	02/17/2022	ST	442.00	014210331051320			
Pytel, Kyle Edwin	Driver Imprvmt-LaSalle County	01/29/2022	01/29/2022	02/17/2022	ST	200.00	014110394251320			
Rambo, Randy R	Retirement Incentive	02/01/2022	02/12/2022	02/17/2022	ST	3500.00	011120650051310			
Smith, Mary Helen	Central Bank 1 on 1 Computer	02/11/2022	02/11/2022	02/17/2022	ST	105.00	014110394151320			

\$18,094.90

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Dr. Matthew Seaton
Vice President of Business Services and Finance

Dr. Jerry Corcoran
President

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



IVCC Stipend Board Report for Payroll Ending 2/26/22

Name	Desc	Start Date	End Date	Last Pay Date	Base	Base Amount	GL No	Section Name	Section Title	Comments
Boyle- Bruch, Ida Lee	Online 8hr FSS w/In-Person Exm	02/18/2022	02/18/2022	03/03/2022	ST	100.00	014110394151320			
Calvetti, Valery Anderson	Retro Pay 8/16/21 - 2/12/22	02/26/2022	02/26/2022	02/26/2022	MI	400.42	013230030851528			Discrepancy found between 2 positions
Carlson, James Edward	IT Interim Director	02/13/2022	02/26/2022	03/03/2022	ST	1500.00	018810595051110			
Carlson, James Edward	IT Interim Director	02/13/2022	02/26/2022	02/26/2022	ST	1500.00	012410595051110			
Fitzpatrick, Sara Elizabeth	That's the Way We Roll-Sushi	02/23/2022	02/23/2022	03/03/2022	ST	150.00	014110394151320			
Haynes, Tricia Lynn	SAT Test Prep Class 1590	02/12/2022	02/12/2022	03/03/2022	ST	225.00	014110394151320			
Klieber, Tracie Marie	Yoga Unique to You	01/10/2022	02/16/2022	03/03/2022	ST	440.00	014110394151320			
Klieber, Tracie Marie	Strength, Cardio, Core Pymt Corr	11/02/2021	12/09/2021	03/03/2022	ST	50.00	014110394151320			
Molln, Theresa Marie	Gen Constructors Bettendorf, IA	02/07/2022	02/09/2022	03/03/2022	ST	500.00	014210331051320			
Moore, Bernard A	SAT Test Prep; Class ID 1590	02/19/2022	02/19/2022	03/03/2022	ST	170.00	014110394151320			
Mott, Willard D	Hrs Wrkd on Ag Search-WntrBrk	12/21/2021	01/02/2022	03/03/2022	OV	555.00	011120570051340			
Ossola, Jyllian	PutnamCnty Art Class Kits/Dlvd	02/26/2022	02/28/2022	03/03/2022	ST	345.00	014210331051320			
Pytel, Kyle Edwin	Driver Imprvmnt-LaSalle County	02/12/2022	02/12/2022	03/03/2022	ST	200.00	014110394251320			
Pytel, Kyle Edwin	Driver Imprvmnt-LaSalle Cnty	02/26/2022	02/26/2022	03/03/2022	ST	200.00	014110394251320			
Schneider, Gregg A	Driver Imprvment-Bureau Cnty	02/12/2022	02/12/2022	03/03/2022	ST	160.00	014110394351320			
Schneider, Gregg A	Driver Imprvment-LaSalle Cnty	02/16/2022	02/16/2022	03/03/2022	ST	160.00	014110394251320			
Schneider, Gregg A	Driver Imprvmnt-LaSalle Cnty	02/23/2022	02/23/2022	03/03/2022	ST	160.00	014110394251320			
Schneider, Gregg A	Mileage-Drvr Imprmt-BureauCnty	11/13/2021	02/12/2022	03/03/2022	ML	122.85	014110394355212			
Smith, Sara E	In-Person 8hr Food Sanitation	02/08/2022	02/22/2022	03/03/2022	ST	600.00	014110394151320			
Sondgeroth, Anthony Lee	Gen Constructors-Bettendorf, IA	02/07/2022	02/09/2022	03/03/2022	ST	1000.00	014210331051320			
Sondgeroth, Anthony Lee	Carus Welding Prgram '21	02/15/2022	02/22/2022	03/03/2022	ST	900.00	014210331051320			

\$9,438.27

Dr. Matthew Seaton
Vice President of Business Services and Finance

3/1/2022

Dr. Jerry Corcoran
President

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

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

Employee Name	Position	Department	Hourly/Lab* Rate	Credit Hour Rate
Hubbell, Caitlinn	PT Faculty - Ag	NSB	N/A	688.00
Hintzsche, Riley	PT Faculty - Ag	NSB	N/A	688.00
Sampo, Alexander	PT Academic Support Tech	LRT	15.00	N/A
Pleiss, Laura	PT Library Tech	LRT	17.50	N/A
Sadnick, Adam	Welding Lab Assistant	WFD	25.00	N/A
Shirley, Scott	Asst. Softball Coach	Athletics	5,064 per season	N/A

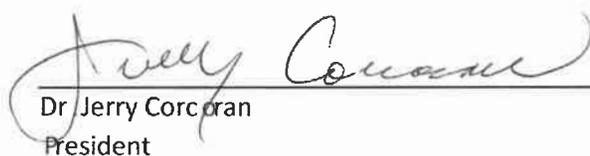
31

*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

3/2/2022

Approval – Food Service Contract with Arbor Management

During the summer term, 2021, DeMilio's notified the College that they would not be returning as our food service vendor for the 2021-2022 academic year. The Business Office promptly issued an RFP for Food Services per the College's normal business practices.

The RFP closed in the Fall and there were no responses from any vendors to provide the service. The Business Office began contacting potential vendors to perform the service. The only response we received was from Arbor Management. To date, we have received no other proposals.

Arbor currently works with Mendota High School, Rochelle High School, and Streator High School among others.

Arbor has proposed to provide a full food service offering at a cost of \$2,500/month in fees. Arbor would employ any necessary employees and bill the College for the wages in addition to the monthly fees. The College would retain all profit and loss from the operation of food services.

It is estimated that the College would need to have gross revenues of about \$1,400 per day to break even, which translates to about 200 meals per day.

The contract is for a one-year period (the 2022-2023 Academic Year). The Business Office will be able to review the year's financials at that time and make any recommendations necessary for the subsequent Academic Year.

For the 2022-2023 Academic Year, any losses that may be incurred can be covered using HEERF funds based on the rationale that having a food service program is a retention effort for students to persist.

Recommendation:

It is recommended that the Board of Trustees approve a one-year contract with Arbor Management, Inc. to perform food services for the Oglesby campus for the 2022-2023 Academic Year.

KPI 3: Support for Students

KPI 4: Support for Employees

CONTRACT AGREEMENT

THIS AGREEMENT, made this 28th day of February, 2022 between the Illinois Valley Community College, hereinafter called "IVCC" with offices located at 815 N. Orlando Smith Rd. Oglesby, IL 61348 and ARBOR MANAGEMENT, INC., hereinafter called "Arbor" with its principal office located at 917 W. Hawthorn Dr. Itasca, IL 60143.

WHEREAS, Arbor is experienced in managing cafeterias and has developed plans, methods and specifications, procedures and systems for efficient and economical food service operation and management; and

WHEREAS, it is mutually desired by IVCC and Arbor that Arbor be employed as agent of IVCC to manage for the IVCC the Cafeteria which IVCC owns and operates at the above address for the benefit of its students and staff;

NOW THEREFORE, it is mutually agreed as follows:

1) SERVICES.

- a) IVCC hereby retains the services of Arbor for the one-year period commencing July 1, 2022, and shall continue from year to year thereafter unless terminated by either party with sixty (60) days written notice, to manage as agent of IVCC the Cafeterias which the IVCC owns and operates at the above address for the benefit of its students and staff and Arbor does hereby accept such engagement.

2) EQUIPMENT AND FACILITIES.

- a) IVCC shall provide and install at its expense the fixed and moveable equipment, fixtures and furniture necessary or convenient to the efficient operation and control of the food services to be performed by Arbor. IVCC shall maintain, repair and replace such equipment in a manner satisfactory to Arbor at IVCC's expense, except for repairs or replacements made necessary by Arbor's negligence which shall be the responsibility of Arbor. IVCC shall also provide heat, gas, hot and cold water, electricity, dining room porter service, mopping of kitchen and dining room floors, garbage removal, exterminating service, and telephone service.
- b) IVCC shall replace tableware, kitchenware and other expendable equipment as the items become worn, broken, used, lost or otherwise disposed of up to the amount of the original inventory, except for replacements caused by Arbor's negligence, which shall be the responsibility of Arbor.
- c) Arbor shall place garbage and trash in containers as specified by IVCC and place them in designated areas. IVCC shall remove all garbage and trash from the designated areas. Arbor shall clean the kitchen area including, but not limited to, sinks, counters, prep tables, flatware, and utensils. Arbor shall operate and care for all equipment and food service areas in a clean, safe, and healthy condition in accordance with standards acceptable to the IVCC and comply with all applicable laws, ordinances, regulations, and rules of the federal, state, and local authorities. IVCC shall clean grease traps, walls, floors, light fixtures, window coverings, ducts, and hoods above the filter line as applicable. The IVCC shall provide extermination services as needed. IVCC shall clean the dining/cafeteria/kiosk areas, including tables, chairs, and floors after the meal service.

- d) Arbor shall take reasonable care in the use of the premises, equipment, and other items furnished by IVCC.

3) FOOD SERVICE.

- a) The variety of the hot and cold foods, beverages, and other products sold by IVCC, the prices charged by the IVCC, the days and times food service shall be available, and the portions served shall be determined by the IVCC.
- b) IVCC shall have the right and authority to:
 - 1. Approve the menus and recipes for meals and other food to be served.
 - 2. Inspect the meals served, the food preparation, storage and service areas, to determine the adequacy of Arbor's cleaning and sanitation practices.
- c) Arbor shall serve, on such days, at such times and at such prices as IVCC and Arbor mutually agree, such other food as maybe agreed upon by Arbor and IVCC.
- d) Arbor shall cooperate with IVCC in the establishment of an advisory board composed of parents, teachers, students, and Arbor staff to assist in menu planning.
- e) No payment or reimbursement hereunder shall be due to Arbor for meals that are spoiled or unwholesome at time of delivery, do not meet applicable specifications or do not otherwise meet the requirements of this Agreement.
- f) Arbor shall cooperate with IVCC in promoting the nutritional educational aspects of IVCC's food service program and in the efforts of IVCC to coordinate those aspects with classroom instruction.

4) EMPLOYEES.

- a) Arbor Management / Professional Employees. Arbor shall provide qualified management / professional employees to manage the Food Service operations and supervise all employees employed therein.
- b) Hourly Employees. All Food Service employees, other than volunteers, shall be employees of Arbor Management, Inc. Arbor's manager shall direct and supervise all employees assigned to Food Service operations, provided that the IVCC shall be responsible for obligations described in Section 4d.
- c) Student Workers. IVCC may assign students for work in Food Service operations in such numbers as are mutually agreed upon by IVCC and Arbor in furtherance of IVCC's policy to provide work experience for students. Arbor shall supervise such students with IVCC's authorized representatives, as agent for IVCC.

- d) Personnel Obligations. Each party hereto shall be solely responsible for employees on its respective payroll, including responsibility for recruitment, employment, promotion, transfer, lay off and termination. Each party shall prepare and process the payroll for its employees and shall withhold and pay all applicable federal and state employment taxes and payroll insurance relating to its employees, including any income, social security and unemployment taxes and workers' compensation costs. Each party shall indemnify, defend and hold the other harmless from and against any claims, liabilities and expenses related to or arising out of the indemnifying party's failure to fulfill its responsibilities under this Section.
- e) Agreement Not To Hire. IVCC shall not, without Arbor's written consent, hire, make any agreement with, or permit the employment in any operation providing Food Service, any person who has been an Arbor management level employee providing Food Service within one (1) year after said employee terminates employment with Arbor or within one (1) year after termination of this agreement. IVCC agrees that Arbor management level employees have acquired special knowledge, information, skills and contacts as a result of being employed with and trained by Arbor. If IVCC hires, makes any agreement with or permits employment of any such employee, in any operation providing Food Service within the restricted period, it is agreed by IVCC that Arbor shall suffer damages and IVCC shall pay Arbor liquidated damages in an amount equal to twenty-five thousand dollars (\$25,000.00). This sum has been determined to be reasonable by both parties after due consideration of all relevant circumstances. This provision shall survive termination of the Agreement.
- f) Equal Opportunity and Affirmative Action Employer. Neither party shall discriminate because of race, color, religion, sex, age, national origin, or status as a Vietnam veteran, as defined and prohibited by applicable law, in the recruitment, selection, training, utilization, promotion, termination, or other employment related activities concerning Food Service employees. Arbor affirms that it is an equal opportunity and affirmative action employer and shall comply with all applicable federal, state and local laws and regulations including, but not limited to, Executive Order 11246 as amended by 11375 and 12086; 12138; 11625; 11758; 12073; the Rehabilitation Act of 1973, as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1975; Civil Rights Act of 1964; Equal Pay Act of 1963; Age Discrimination in Employment Act of 1967; Immigration Reform and Control Act of 1986; Public Law 95 – 507; and any additions or amendments thereto.

5) SALES RECORDS.

- a) All food for sale in the Cafeteria shall be owned by IVCC and all sales shall be made by IVCC at its direction. All receipts from sales of food in the Cafeteria shall be deposited by IVCC in a special bank account in the name of IVCC.
- b) Arbor shall keep and maintain for IVCC complete records and books of account relating to the operation of the Cafeteria; such books and records shall be open to inspection at any time during customary business hours. Such records and books shall be kept available for a period of three years after the end of the Federal fiscal year to which they pertain; except that, if audit findings have not been resolved, the records and books shall be retained beyond the three year period as long as required for the resolution of the issues raised by the audit.
- c) Arbor shall report on its operation of the Cafeteria and its related books and records promptly following the end of each accounting period.

- d) To the extent required by applicable federal regulations, the State Agency, School Food Authority, the Department of Agriculture, and the United States General Accounting Office, as each of such terms is defined in such regulations, or any of their duly authorized representatives shall have access to the books, documents, papers and records of Arbor which are directly pertinent to the operations of the School Lunch program for the purpose of making audits, examinations, excerpts and transcripts.

6) LICENSES AND PERMITS.

- a) Arbor agrees to comply with all applicable health regulations promulgated by federal, state, county and city governments. IVCC will procure all necessary licenses and permits which may be required. These licenses/permits will be paid by IVCC.

7) INSURANCE.

- a) Insurance. Arbor shall obtain and keep in force during the term of this Agreement, for the protection of the IVCC and Arbor, Comprehensive General Bodily Injury and Property Damage Liability Insurance in the Combined Single Limit of not less than One Million Dollars (\$1,000,000), an excess liability of Ten Million Dollars (\$10,000,000), including but not limited to Personal Injury Liability, Broad Form Property Damage Liability, Blanket Contractual Liability and Products Liability, covering only the operations and activities of Arbor under this Agreement. The insurance policy shall contain a covenant by the issuing company that coverage shall not be cancelled unless a thirty (30) day prior written notice is given to the IVCC.
- b) Waiver of Recovery. Each party to this Agreement mutually agrees to waive its rights, as well as the rights of its subsidiaries and affiliates, of recovery for loss or damage to each respective party's building, equipment, improvements or other property whatsoever because of fire, explosion or any other cause normally covered in standard form endorsements. IVCC shall keep its building, including Food Service, its contents, and other property insured against loss or damage by fire, explosion and similar casualties.

8) INDEMNITY.

- a) Except as otherwise expressly provided, Arbor and IVCC shall defend, indemnify and hold each other harmless from and against all claims, liability, loss and expense, including reasonable costs, collection expenses and attorney's fee incurred, which arise by reason of the acts or omissions of the indemnifying party, its agent or employees in the performance of its obligations under this agreement.

9) COMPENSATION.

- a) For its services hereunder, Arbor shall be entitled to an annual Management Fee of \$15,000.00. This Fee will be based on thirty-seven (37) operating weeks and will be payable at the close of Arbor's accounting periods.

10) REIMBURSEMENT.

- a) It is understood and agreed that IVCC shall reimburse Arbor for all expenses incurred or advanced by Arbor in the operation of the Cafeteria, including but not limited to the following:
1. Arbor's actual cost of all food, on-site labor, including payroll taxes and fringe benefits, and all direct operating costs (including by way of example and not of limitation, paper supplies, laundry services, license fees and insurance premiums).
 2. Arbor's indirect overhead costs, known as Administrative Fees, (including by way of example and not of limitation, accounting, dietary and administration expenses) in the annual amount of \$15,000.00 based on thirty-seven (37) operating weeks and will be payable at the close of Arbor's accounting period.
 3. The actual cost of all state, county and city retailers' occupation, service occupation, inventory, sales or use taxes, if any, which Arbor may be required to pay as Agent for the District in connection with the sale, servicing or consumption of food.
 4. Reimbursement shall be due at the same times as the Management Fee hereunder.

11) SETTLEMENT OF ACCOUNTS.

- a) Within twenty (20) days following the close of each reporting period, the IVCC and Arbor shall make a settlement of accounts to each other for all monies received, disbursements made and expenses incurred for the reporting period. Any amounts remaining unpaid thereafter shall bear a service charge of the rate of 1.25% per month.
- b) In the event that total receipts from IVCC cafeteria sales exceed expenses, the difference shall be referred to as the Operating Excess. A negative difference shall be referred to as the Operating Deficit.
- c) In the event that there is an Operating Deficit, IVCC shall reimburse Arbor for such deficit.
- d) In the event that there is an Operating Excess, IVCC may retain the same provided that there are no prior deficits against which it should be applied.

12) SEVERABILITY.

- a) If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent or for any reason be invalid or unenforceable, the remainder of the Agreement and the application of such term or provision to any person or circumstance other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each remaining term and provision of the Agreement shall be valid and enforceable to the fullest extent permitted by law.

13) TERM, RENEWAL, TERMINATION.

- a) This Agreement shall be effective until expiration of the one year period referred to in paragraph 1 (a) hereof and shall remain in force from year to year after expiration of said one (1) year period, unless terminated on sixty (60) days prior written notice as of the end of any such year. Notwithstanding anything which may appear to the contrary in this Agreement, either party may cancel this Agreement, with or without cause, upon not less than sixty (60) days advance notice as of the end of any calendar month.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first written above, all by proper authority previously given.

ILLINOIS VALLEY COMMUNITY COLLEGE

ARBOR MANAGEMENT, INC.

BY: _____

BY: Jeff Kruse 

TITLE: _____

TITLE: Vice President, Sales

DATE: _____

DATE: 2/28/22

Request for Inactivation – Process Operators Certificate

The Process Operators certificate was created out of a perceived need for lab technicians in our local industry. However, there has not been a student demand for the program and there have been zero completions over the last six fiscal years.

Recommendation:

The administration recommends that the Process Operators certificate be inactivated. This will include a one-year teach-out for students wishing to complete their studies.

KPI 5: District Population Served



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Memorandum

To: Jerry Corcoran, Ed.D., President

From: Gary Roberts, Ph.D., Vice President for Academic Affairs *GR*

Date: February 22, 2022

Subject: IVCC Process Operators Certificate

As part of the external review process, the college is asked to weigh the viability of programs based on student outcomes. The performance and equity study led to the decision to discontinue the Process Operators Certificate. The following data was used to come to this conclusion.

Enrollment and Completions

Enrollment Measures	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Number of Students Enrolled	0	2	1	0	0	4
Credits Generated	0	0	0	0	0	0

Completions	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
CERT.PRO	0	0	0	0	0	0

The Process Operators Certificate was created out of a perceived need for lab technicians in our local industry. Due to this perceived need, the college put together a certificate comprised of courses that were already offered. There was never a student demand for the program. It appears from the research that students over the years had it as a declared program of study, but they never registered for any of the courses. There were zero completions over the last six fiscal years.

Program Analysis

Two external Program Reviews were completed for the Process Operator Program in FY 2015 and FY 2021. Extensive changes were made to the curriculum as a result of the FY 2015 external review. There was not an increase in registrations or completions during the FY 2021 review cycle as a result of those changes. The lack of registration and completers during the FY 2021 review cycle led to the decision to deactivate the program.

Cost Analysis

The current certificate program does not require additional costs due to the courses being part of the current offerings for other programs.

Recommendation

In the current climate, there is zero demand for students with the Process Operators Certificate. If a new demand were to arise, a new market demand and curriculum analysis would need to occur in order to develop a program to meet this new need. The Division of Workforce Development recommends the deactivation of the Process Operators Certificate.



To: Bonnie Campbell

Cc: Sandy Beard

Date: 1/31/2022

Subject: Deactivation of Process Operator

The outcome of the most recent External Program Review for the Process Operators Certificate is the recommendation to deactivate the program. There were three students that declared the Process Operators Certificate as their Program of Study in the past five years. None of these students completed the certificate. None of the local industry partners require the certificate for skilled labor employment.

If a need were to arise for a similar certificate, it would be necessary to do a complete analysis of the regional demand. This would include curriculum development, with aligned regional competencies, and an estimate of annual need of employees with this skillset. So at this time, we ask to deactivate the Process Operator Certificate.

A handwritten signature in blue ink, appearing to read 'Shane Lange', is positioned above the printed name.

Shane Lange
Dean of Workforce Development

Renewal of Non-Tenured Faculty for 2022/2023

The administration is pleased to announce the following non-tenured faculty will have their contracts renewed for the academic year 2022/2023:

Christina A. Boughton, Nursing Instructor
Jonathan M. Hubbell, Criminal Justice Instructor
Cathy J. Lenkaitis, Laboratory Nursing Instructor
Nancy A. McDonnell, Cybersecurity Instructor
Theresa M. Molln, Welding Instructor
Emily J. Morgan, Mathematics Instructor
Rick D. Pretzsch, Economics Instructor
Charles E. Raimondi, Electricity and Electronics Instructor
Kathryn R. Ritter, Certified Medical Assistant Instructor
Samantha D. Whiteaker, Nursing Instructor

KPI 3: Support for Students

KPI 5: District Population Served

RECOMMENDED FOR STAFF APPOINTMENT
2021-2022

GENERAL INFORMATION:

POSITION TO BE FILLED: Staff Accountant

NUMBER OF APPLICANTS: 6

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Ms. Ross, Ms. Scheri, Dr. Seaton, Ms. Swiskoski

APPLICANT RECOMMENDED:

Tracy Schwemlein

EDUCATIONAL PREPARATION:

Lincoln College, ABE Program, Oglesby, IL – B.B.A.

Illinois Valley Community College, Oglesby, IL – A.S.

EXPERIENCE:

Tonica Grade School, Tonica, IL – Bookkeeper

Illinois Valley Community College, Oglesby, IL – Payroll and Benefits Coordinator

Del Monte Corporation, Mendota, IL – Procurement Coordinator/Payroll Clerk; Raw Product Clerk/Associate Accountant; Accounts Payable Clerk

Amcore Bank/Midland States Bank, Mendota, IL – Bank Teller

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

1. 14 years of accounting experience at Del Monte, progressively moving up in responsibilities
2. Experience with fund accounting in Colleague and K-12 grants and reporting in Teacher Ease
3. Bachelor's degree in Business Administration with a major in Business Management; Associate's Degree from IVCC
4. Proven advanced Excel skills and payroll knowledge
5. Proven self-starter and excellent work ethic

RECOMMENDED SALARY: \$21.50 per hour, effective February 25, 2022

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

RECOMMENDED FOR STAFF APPOINTMENT
2021-2022

GENERAL INFORMATION:

POSITION TO BE FILLED: Administrative Assistant III, Student Services

NUMBER OF APPLICANTS: 7

NUMBER OF APPLICANTS INTERVIEWED: 3

APPLICANTS INTERVIEWED BY:

Ms. Credi, Mr. Grzybowski, Dr. Lange, Ms. Loveland, Ms. Van Nielen

APPLICANT RECOMMENDED:

Angela Partridge

EDUCATIONAL PREPARATION:

Grantham University, Lenexa, KS – Medical Billing & Coding Certificate
LaSalle-Peru Township High School, LaSalle, IL – H.S. Diploma

EXPERIENCE:

Blanco Kays Corgiat Eyecare, LLC, Spring Valley, IL – Practice Administrator

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

1. Ample experience working in a professional services office setting, managing sensitive information. Displayed ability to calmly diffuse tense situations while providing excellent customer service.
2. Familiar with an ERP system and has helped transition entire office to a new information system.
3. Performed very well on both computer assessments and writing scenario.
4. Strong oral and written communication skills; explained importance of being detail oriented; displayed a patient behavior; appeared poised and under control during the interview.
5. Very positive reference check ratings and comments.

RECOMMENDED SALARY: \$20.50 per hour, effective March 16, 2022

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



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Memorandum

To: Jerry Corcoran, Ed.D., President

From: Gary Roberts, Ph.D., Vice President for Academic Affairs *GR*

Date: February 28, 2022

Subject: National Association for the Education of Young Children (NAEYC Accreditation Deactivation)

Ms. Tammy Landgraf, ECE Program Coordinator, Dr. Lirim Neziroski, Dean of Humanities, Fine Arts and Social Sciences, and Dr. Gary Roberts, Vice President for Academic Affairs, recommend that the Early Childhood Program remove itself from accreditation with the National Association for the Education of Young Children (NAEYC). The rationale for this decision is briefly discussed below:

1. In the past two years, the state ECE system (Gateways) has aligned their standards/competencies to NAEYC's Professional Standards and Competencies. IVCC is a Gateways-Entitled Institution and will always have to report out to Gateways. Reporting out to NAEYC has become a duplication of processes.
2. The ECE Advisory Council, comprised of early childhood providers, district principals, university partners, counselors, Regional Office of Education leadership, high school dual credit partners, reported that accreditation status is not even considered for hiring, enrollment, or transfer.
3. The work of the ECE Consortium in the state has required and will continue to require focused time, supports, and resources.
4. The ECE Consortium law (signed into law by Governor Pritzker as of July 28th, 2021), states all universities in the State of Illinois must accept AAS.ECE graduates in full, junior-status, without adding more credit hours than an A.A. transfer, native student.
5. Enrollment and transfer are not affected or influenced by NAEYC accreditation status.
6. IVCC's program will continue to align to the NAEYC Professional Standards and Competencies for Early Childhood Educators because it is a best practice. What we would not continue with is data collection per standards and competencies for NAEYC, separate rubrics for each key element, and annual reports. We will always have to report out to Gateways (which is aligned to NAEYC).

Illinois Valley Community College Board Policy

Subject: Family and Medical Leave	Effective Date: 10/19/10
Number: 3.16	Last Reviewed: 06/21/11
	Last Revised: 06/21/11

It is the policy of the Board of Trustees of Illinois Valley Community College to fully comply with the Family and Medical Leave Act of 1993, in its original form and as amended by law.

It is the policy of the Board of Trustees of Illinois Valley Community College to fully comply with the Illinois Family Military Leave Act, in its original form and as amended by law.

Illinois Valley Community College Administrative Procedure

Subject: Family and Medical Leave	Effective Date: 10/19/10
Number: 3.16	Last Reviewed: 10/19/10
	Last Revised: 10/19/10

~~The College is committed to compliance with the Family and Medical Leave Act of 1993 ("FMLA"). The FMLA allows eligible employees to obtain leaves of absence for family and medical reasons for up to 12 weeks, and up to 26 weeks of leave in any single 12-month period in compliance with the expansion of FMLA under the National Defense Authorization Act, with job protection and no loss of service accumulated prior to the commencement of the leave, provided the employee returns to work.~~

Eligibility

~~To be eligible for leave under the FMLA, an employee must:~~

- ~~1. have been employed by the College for a total of at least 12 months; and~~
- ~~2. have worked at least 1,250 hours during the 12 months before commencement of the leave.~~

Available Family and Medical Leave

(a) Generally

~~Eligible employees are entitled to take up to 12 work weeks of leave during a 12-month period for any of the following reasons:~~

- ~~1. the birth and care of a child of the employee;~~
- ~~2. the placement of a child with the employee for adoption or foster care;~~
- ~~3. to care for a spouse, child (who is under 18 years of age or incapable of self care due to a disability), or parent (not parent-in-law) with a serious health condition; or~~

- ~~4. an employee's own serious health condition which renders the employee unable to perform his or her job;~~
- ~~5. a qualifying exigency involving an employee's spouse, son, daughter or parent for the purpose of covered active duty, or call to covered active duty, or call to covered active duty in the Armed Forces, or a reserve component of the Armed Forces who has been deployed to a foreign country; or~~
- ~~6. care of the employee's spouse, son, daughter, parent or next of kin (nearest blood relative) who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces), provided that such injury or illness may render the service member medically unfit to perform duties of his/her office, grade, rank or rating. This provision also applies to a veteran of the Armed Forces whose injury or illness was incurred in line of duty on active duty (or existed before the beginning of the service member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the service member became a veteran. This leave may extend up to 26 weeks in a single, 12-month period.~~

~~For purposes of this policy, the College will use a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave, with the exception of military caregiver leave, which is measured as a single, 12-month period forward.~~

~~Any leave taken for the birth or care of a child or the placement of a child for adoption or foster care must be completed within one year after the date of birth or placement.~~

(b) Serious Health Condition

~~For purposes of the FMLA, "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:~~

- ~~1. inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, or any period of incapacity or subsequent treatment connected with such inpatient care; or~~
- ~~2. any period of incapacity due to the serious health condition (i.e., inability to work, attend school, or perform other regular daily activities) which is more than three full, consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that involves:
 - ~~A. two or more treatments within 30 days of the first day of incapacity, unless extenuating circumstances exist, by, or under the supervision of a health care provider, or~~
 - ~~B. one treatment by a health care provider which results in a regimen of continuing treatment under the supervision of a health care provider.~~~~

- ~~C.—The requirements in paragraph A and B in this section require that the first (or only) in-person treatment visit must take place within seven days of the first day of incapacity.~~
- ~~3.— pregnancy or for prenatal care;~~
 - ~~4.— a chronic, serious health condition that requires periodic treatments at least twice a year by (or under the supervision of) a health care provider, continues over an extended period of time (including recurring episodes of a single underlying condition), and may cause episodic incapacity rather than a continuing period of incapacity (a “chronic serious health condition” such as asthma, diabetes, or epilepsy);~~
 - ~~5.— permanent or long-term conditions due to a condition for which treatment may not be effective, but for which the employee or family member is under the continuing supervision of a health care provider (e.g., Alzheimer’s disease, or terminal stages of any disease);~~
 - ~~6.— any period of absence to receive multiple treatments by (or under the supervision of) a health care provider either for restorative surgery after an accident or injury, or for a condition that would likely result in a period of incapacity of more than three full, consecutive calendar days in the absence of medical intervention or treatment such as cancer (i.e., chemotherapy, radiation, etc.) or kidney disease (i.e., dialysis).~~

~~Ordinarily, unless complications arise, the common cold, flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, and similar afflictions are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave.~~

~~With regard to substance abuse (including alcohol abuse), FMLA leave may only be taken for treatment of substance abuse by (or on referral from) a health care provider. Absence caused by the employee’s use of the substance, rather than for treatment, does not qualify for FMLA leave.~~

~~(c) Health Care Provider~~

~~For purposes of the FMLA, “health care provider” means:~~

- ~~1.— doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctor practices; or~~
- ~~2.— podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or~~
- ~~3.— nurse practitioners, nurse-midwives, physician assistants and clinical social workers authorized to practice, and performing within the scope of their practice, as defined under state law; or~~
- ~~4.— Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or~~

5. — any other health care provider from whom the College or the College's health plan benefit manager will accept medical certification of the existence of a serious health condition to substantiate a claim for benefits.

~~(d) A Qualifying Exigency Involving a Covered Family Member's Covered Active Duty or Call to Covered Active Duty in the regular or reserve component of the Armed Forces during the deployment of the service member to a foreign country.~~

~~An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.~~

~~This type of leave may commence as soon as the individual receives the call-up notice. Employees requesting this type of FMLA leave must provide proof (copy of military orders or other official National Guard or Reserves communication) of the qualifying family member's call-up or active military service before leave is granted. (Son or daughter for this type of FMLA leave does not have to be a minor.)~~

~~Eligible employees may take FMLA leave while the employee's spouse, son, daughter, or parent ("the covered service member") is on covered active duty or call to covered active duty status as defined by one or more of the following qualifying exigencies:~~

1. — short notice deployment to address any issue that arises from the fact that a covered military member is notified of an impending call or order to active duty in support of a contingency operation seven or less calendar days prior to the date of deployment; leave taken for this purpose can be used for a period of seven calendar days beginning on the date a covered military member is notified of an impending call or order to active duty; or
2. — to attend any official ceremony program or event sponsored by the military that is related to the active duty or call to active duty status of a covered military member; and to attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross; or
3. — to arrange for alternative childcare when the active duty or call to active duty status necessitates a change in the existing childcare arrangements; to provide childcare on an urgent, immediate need basis (but not on a routine, regular or everyday basis); to enroll in or transfer to a new school or day care; to attend meetings with staff at a school or daycare facility; or
4. — to make or update financial or legal arrangements to address the covered military member's absence; to act as the covered military member's representative before a federal, state or local agency for purposes of obtaining, arranging or appealing military service benefits while the covered military member is on active duty or call to active duty status, and for a period of 90 days following the termination of the covered military member's active duty status; or
5. — to attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or for the covered military member's child; or

- ~~6. to spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment, up to five days of leave for each instance; or~~
- ~~7. to attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of 90 days following the termination of the active duty status; to address issues that arise from the death of a covered military member while on active duty status, such as meeting and recovering the body of the covered military member and making funeral arrangements; or~~
- ~~8. to address other events which arise out of the covered military member's active duty or call to active duty status, provided that the College and employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.~~

(e) Care for an Injured or Ill Service Member

~~Eligible employees are entitled to up to 26 weeks of FMLA leave to care for a spouse, son, daughter, parent or next of kin who is a current member of the Armed Forces (including a member of the National Guard or Reserves), who has a serious injury or illness incurred in the line of duty while on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may take leave under this provision to care for a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or, Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy. Serious injury or illness is (A) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and (B) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy when a qualifying injury or illness was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty in the Armed Forces) and that manifested itself before or after the member became a veteran. Next of kin is defined as the closest blood relative of the injured or recovering service member.~~

~~Employees requesting this type of FMLA leave must provide certification of the family member's injury, recovery or need for care. This certification is not tied to a serious health condition as for other types of FMLA leave.~~

(f) Where Husband and Wife are Both College Employees

~~If both the husband and wife are employed by the college and eligible for FMLA leave, they are permitted to take only a combined total of 12 weeks of leave during a 12-month period if the leave is for the birth and care of a child, the placement of a child for adoption or foster care, to care for a parent (not a parent-in-law) with a serious health condition, or a qualifying military~~

~~exigency. For the care of an injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave during a single 12-month period.~~

(g) ~~Reduced or Intermittent Leave~~

~~An eligible employee who requests medical leave based upon the serious health condition of the employee, the employee's family member, a qualifying military exigency, or the serious injury or illness of a covered service member may request that such leave be taken on an intermittent or a reduced leave schedule. "Intermittent leave" is leave of one hour or more that is taken during any nonconsecutive time period (e.g., one week on, one week off). "Reduced leave" is leave that is taken by reducing the employee's normal working hours (e.g., from eight hours to four hours per day). A request for either intermittent or reduced leave will be granted only where medically necessary, as established by information requested in the College's FMLA medical certification form.~~

~~If such intermittent or reduced leave is foreseeable, the College may alter the employee's existing job (while maintaining existing pay and benefits), or may temporarily transfer the employee to a different position with equivalent pay and benefits, in order to best serve the College's operational needs during the leave.~~

~~The College may consider requests for intermittent or reduced leave in conjunction with the birth, adoption or foster placement of a child, but the College is not obligated to grant such requests under any circumstances and will do so only at its sole discretion.~~

Procedures for Leave

(h) ~~Requesting a Leave~~

~~An employee must direct his or her request to take FMLA leave to the appropriate supervisor who shall forward the "Family Leave and Medical Request" form to the Human Resources Department. The Human Resources staff will verify eligibility and notify the employee of his or her eligibility and along with a Notice of Rights and Responsibilities within five business days, absent extenuating circumstances.~~

~~If the need for leave is foreseeable, the employee must provide the College with at least 30 calendar days advance notice prior to the expected start of the leave. When 30 days notice is not possible, the employee must provide notices as soon as practicable and generally must comply with the College's normal call-in procedures. If required notice is not provided, the College may delay the start of the leave to the extent of any required notice period. If the employee is physically or mentally unable to notify the College, a member of employee's family or other representative must do so on the employee's behalf.~~

~~If leave is due to the serious health condition of the employee or the employee's family member, and is for planned medical treatment, the employee must attempt to schedule treatment so as not to unduly disrupt College operations.~~

~~In addition, if leave is due to the serious health condition of the employee or the employee's family member, the employee is required in all cases to provide a health care provider's certification of the serious health condition on a form that will be provided by the College at the time the request~~

~~for leave is made. If leave is due to a qualifying military exigency or other reason, appropriate certification may be required. In any case, the completed certification must be submitted by the employee to the college within 15 calendar days after the College requests it.~~

~~With respect to the medical certification of a serious health condition, the College has the right to require the employee to obtain a second opinion at the College's expense. In the event of conflicting opinions, the College may require the employee to obtain certification from a third health care provider who is designated or approved jointly by the College and the employee, again at the College's expense. The third opinion will be final and binding.~~

~~(i) Approval of the Leave~~

~~Once the College is aware of the request for FMLA leave, a "Notice of Eligibility and Rights and Responsibilities" form will be provided to the individual to establish eligibility and request additional documentation (if necessary) in order for the leave request to be considered complete and sufficient. Once sufficient documentation is provided, the College will designate the requested leave accordingly within five business days through the approved "Designation Notice" form, absent extenuating circumstances. If additional information is needed or requires clarification, the employee will be notified and extended seven calendar days to provide the additional documentation.~~

~~The College may designate an employee's leave as FMLA leave after the employee has returned to work if the employee satisfies the procedures for the leave request, or the FMLA leave may be denied.~~

~~If leave is taken for an FMLA reason and has not been so designated by the College, but the employee desires that the leave be counted as FMLA leave, the employee must notify the College within five business days of returning to work. If timely notice is not provided by the employee, the employee may not subsequently assert FMLA protections for the absence.~~

~~(j) Substitution of Paid Leave~~

~~If the employee has any accrued vacation, sick or other paid personal time, this paid time must be used before any unpaid time. In addition, if the requested leave is due to the serious health condition of the employee, any salary continuation benefits for which the employee is otherwise eligible pursuant to a disability benefit plan or workers' compensation law, may be used in conjunction with paid vacation or other paid personal time, provided that total payments do not exceed 100 percent of normal base pay. All paid leave will run concurrently with the employee's FMLA leave entitlement. The employee must comply with all requirements of the policy or plan providing for paid leave.~~

~~(k) Reporting Requirements During the Leave~~

~~During the FMLA leave, the employee is required to contact the Human Resources staff at least every four weeks to verify their status and their intent to return to work.~~

~~Where the leave is due to the serious health condition of the employee or the employee's family member, the College may require subsequent recertification of the serious medical condition on a reasonable basis (generally not more often than every 30 days), and will require recertification if~~

~~the employee requests a leave extension, circumstances otherwise change significantly, or the College receives information that casts doubt upon the employee's stated reason for the absence.~~

~~The employee is responsible for timely requesting any desired extension of FMLA leave. Extension of a leave should be requested, if circumstances allow, at least seven days prior to the expiration of the initial leave.~~

~~(I) Requirements Prior to Return from Leave~~

~~Where the leave is based upon the employee's own serious health condition, the employee must provide medical certification that the employee is able to return to work before the employee will be permitted to return to work.~~

Status of Employee Benefits During Leave of Absence

The employee must make arrangements with the College for the payment of the employee's share of the health insurance premium during the leave period (which in any event cannot exceed the amount the employee would have paid for coverage if the employee had continued to work. The College will maintain and pay for an eligible employee's group health insurance coverage (including dependent coverage) during the period of an FMLA leave, under the same terms and conditions as if the employee had continued to work, unless and until the employee declares an intent not to return to work following the leave. Employees who do not comply with premium payment obligations during the leave period may be dropped from the plan coverage until such time as the leave period terminates and they return to work.

~~The College is not obligated to maintain life insurance or other benefits during the leave period. In order to continue such benefits during the leave, the employee may be required, through the same procedure utilized for the continuation of group health insurance, to make arrangements with the College for timely payment of the entire cost of such benefits.~~

Consistent with College policy regarding all types of leave, employees on FMLA leave will not continue to accrue seniority, vacation or other benefits during the period of the leave. In addition, employees will not be paid for holidays that occur during the leave.

In the event an employee informs the College of an intent not to return to work from the leave, or otherwise fails to return to work upon completion of the leave, the College may recover from the employee the premiums paid by the College during the leave to maintain the employee's group health insurance coverage, unless the failure to return to work was due to the recurrence or onset of a serious health condition, or was otherwise beyond the employee's control.

Reinstatement at the Conclusion of the Leave

a) Generally

~~An employee who timely returns from FMLA leave and who used the leave for the stated purpose will be reinstated to the same position that the employee would have held had the employee not taken leave, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment, unless the employee would no longer be employed had the employee not taken leave. In addition, an employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave.~~

Prohibitions

1. ~~Engaging in fraud, misrepresentation or providing false information to the College or any health care provider~~
2. ~~Having other employment during the leave, without prior written approval from his/her department head or immediate supervisor~~
3. ~~Failure to comply with the employee's obligations under this policy~~
4. ~~Failure to timely return from the leave.~~

~~Employees who engage in such conduct will be subject to loss of benefits, denial or termination of leave, and discipline, up to and including discharge.~~

Application of State and Local Laws

~~The College recognizes the co-existence of state and/or local laws regarding family and medical leaves. Where such laws apply and provide greater family or medical leave rights than the FMLA, the College will comply with those laws.~~

Unlawful Acts

~~It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided by FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to FMLA.~~

Enforcement

~~FMLA is enforced, including investigation of complaints, by the U.S. Labor Department's Employment Standards Administration, Wage and Hour Division. If violations cannot be satisfactorily resolved, the Department may bring action in court to compel compliance. An eligible employee may also bring a private civil action against an employer for violations.~~

Other Provisions

~~Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under Regulations, 29 CFR Part 541, do not lose their FLSA exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for FLSA's exemption extends only to "eligible" employees' use of leave required by FMLA.~~

Appropriate Forms:

[Printable FMLA Policy](#)

[FMLA Request Form](#)

[FMLA Notice of Eligibility and Rights & Responsibilities](#)

[FMLA Designation Notice](#)

[Certification of Health Care Provider for Employee's Serious Health Condition](#)

[Certification of Health Care Provider for Family Member's Condition](#)

[Certification of Qualifying Exigency for Military Family Leave](#)
[Certification for Serious Injury or Illness of Covered Service member](#)
[FMLA Poster](#)

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.