



ILLINOIS VALLEY
COMMUNITY COLLEGE

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

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

**Thursday, November 9, 2023
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
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)

October

Authorize Preparation of Levy
Audit Report
IVCC Foundation Update

November

Adopt Tentative Tax Levy
Student Fall/Employee Demographic Reports

December

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

Tentative Board Committee Meetings

Audit Finance Committee: January, April, June, and November

Planning Committee: February and October

Facilities Committee: May and August

Closed Session Meeting Minutes Committee: June and December

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees Meeting
Thursday, November 9, 2023 – 5:30 p.m. – Board Room (C-307)

The meeting can be accessed by the public at link <https://ivcc-edu.zoom.us/j/83809710224> and meeting ID 838 0971 0224 number. For dial-in, call 1 (312) 626-6799.

A G E N D A

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Roll Call
5. Approval of Agenda
6. Public Comment
7. Student Fall Demographic and Employee Demographic Reports – Mark Grzybowski and Mary Beth Herron
8. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 8.1 Approval of Minutes – October 12, 2023 Planning Committee Meeting and October 12, 2023 Board Meeting (Pages 1-8)
 - 8.2 Approval of Bills - \$1,694,813.20
 - 8.2.1 Education Fund - \$964,374.67
 - 8.2.2 Operations and Maintenance Fund - \$175,874.63
 - 8.2.3 Operations and Maintenance Fund (Restricted) - \$196,129.37
 - 8.2.4 Auxiliary Fund - \$80,860.39
 - 8.2.5 Restricted Fund - \$200,207.23
 - 8.2.6 Grants, Loans, and Scholarships Fund - \$77,366.91
 - 8.3 Treasurer's Report (Pages 9-30)
 - 8.3.1 Financial Highlights (Pages 10-11)
 - 8.3.2 Balance Sheet (Pages 12-13)
 - 8.3.3 Summary of FY24 Budget by Fund (Pages 14-21)
 - 8.3.4 Budget to Actual by Budget Officers (Page 22)
 - 8.3.5 Statement of Cash Flows (Page 23)
 - 8.3.6 Investment Status Report (Pages 24-28)
 - 8.3.7 Disbursements - \$5,000 or more (Pages 2-30)
 - 8.4 Personnel – Stipends for Pay Periods Ending October 7, 2023 and October 21,

2023 (Pages 31-33)

9. President's Report
10. Student Trustee's Report
11. Committee Reports
12. Protection, Health, and Safety (PHS) Projects for Tax Year 2023 (Pages 34-57)
13. 2023 Tentative Tax Levy (Pages 58-61)
14. Approval – Equity Adjustments for FY 24 – Identified Employees Not Affected by a Negotiated Labor Agreement (Page 62)
15. Resolution for Emeritus Status – Dr. Thomas J. McCormack (Pages 63-64)
16. Resolution for Emeritus Status – Dr. Frank Jensen (Pages 65-66)
17. Resolution for Emeritus Status – Dr. Francis H. Dolan (Pages 67-68)
18. Board Policy 01.21 Policy Formulation and Adoption (Pages 69-72)
19. Board Policy 02.08 Chronic Communicable Diseases (Pages 73-75)
20. Board Policy 06.02 Animals/Pets on Campus (Pages 76-78)
21. Request for Inactivation – Forensic Science Certificate (Pages 79-80)
22. Change Order for Site Lighting and Security Upgrades (Page 81)
23. Faculty Appointment – Christian Carboni, Welding Instructor (Pages 82-83)
24. Staff Appointment – Eric Johnson, Controller (Pages 84-85)
25. Items for Information (Pages 86-99)
 - 25.1 ACEN Letter for Continued Accreditation, Associate Nursing Program (Pages 86-87)
 - 25.2 Thank you note from the family of Ron Lindner (Page 88)
 - 25.3 Certificate of Achievement for Excellence in Financial Reporting - FY 2022 Annual Comprehensive Financial Report (Page 89)
 - 25.4 Change Order – Parking Lot Lighting Project (Page 90)
 - 25.5 Business Travel, Conference and Meeting Expense Procedure (Pages 91-94)
 - 25.6 Staff Appointment – Susan Monroe, Alumni and Donor Relations Coordinator (Page 95)
 - 25.7 Staff Appointment – Laurie Polte, Student Services Information Specialist (Page 96)
 - 25.8 Staff Appointment – Karsen Gromm, Marketing Coordinator (Page 97)
 - 25.9 Staff Resignation – Tina Lowande, Assessment Center Specialist (Page 98)
 - 25.10 Staff Resignation – Grace Norris, Electronic Resources Librarian (Page 99)

- 25.11 Staff Resignation – Barbara Tauscher, Part-Time GED Instructor, Adult Education
- 25.12 Staff Resignation – Chandler Goodchild, Part-Time Nursing Lab Instructor
- 26. Trustee Comment
- 27. Closed Session – 1) the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; 2) pending or imminent litigation; and 3) closed session minutes.
- 28. Approval – Closed Session Minutes for September 14, 2023 and October 12, 2023
- 29. Possible Approval – Staff retirement through the Retirement Planning Program
- 30. Other
- 31. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Planning Committee Meeting
October 12, 2023

The Planning Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 4:00 p.m. on Thursday, October 12, 2023 in the Board Room (C307) at Illinois Valley Community College.

Committee Members Jane E. Goetz, Committee Chair
Physically Present: Amy L. Boyles
 Rebecca Donna

Committee Members
Virtually Present:

Committee Members
Absent:

Board Members
Present:

Board Members
Virtually Present:

Others Physically Present: Tracy Morris, President
 Gary Roberts, Vice President for Academic Affairs
 Mark Grzybowski, Vice President for Student Services
 Kathy Ross, Vice President for Business Services and Finance
 Mary Beth Herron, Director of Human Resources

Others Virtually Present:

The meeting was called to order at 4:00 p.m. by Ms. Goetz.

PUBLIC COMMENT
None

REVIEW OF BOARD POLICY 01.21 POLICY FORMULATION ADOPTION

Dr. Morris presented and mapped out the streamlined policy process that was discussed at the Board Retreat in July 2023. The process still allows the Planning Committee to review policies. New policies will come to a Planning Committee meeting for review and discussion. If there are no issues, the policy will be presented at the next month's Board of Trustees meeting for a vote. Exceptions to this would be if there are six or more policies tabled or there is impact from pending legislation. In these cases, a Planning Committee meeting will be scheduled.

JEG EJS AMS

Existing policies that are a review only will be sent to the Planning Committee electronically and if there are no issues, the policy will be presented at the next month's Board of Trustees meeting as an item for information. If there are issues, the policy will be tabled until the next Planning Committee meeting.

Existing policies with revisions will be sent to the Planning Committee electronically and if there are no issues, the policy will be presented at the next month's Board of Trustees meeting for a vote. If there are issues, the policy will be tabled until the next Planning Committee meeting.

The target is for all policies to be on a 4-year review cycle. Procedures generally will not come to the Planning Committee or the Board of Trustees unless it is a procedure for a Board Trustees policy, it significantly impacts the campus and the Board needs to be aware or give guidance, and upon request. Efforts to improve transparency to allow the campus to see updates and changes to policies and procedures, in accordance with existing Board policy, are underway. This policy will be presented to the Board of Trustees for a vote in November.

REVIEW OF BOARD POLICY 02.08 CHRONIC COMMUNICABLE DISEASES – (PROPOSE CHANGING TO BOARD POLICY 06.19)

Dr. Morris indicated many tactical areas were moved from the policy to the procedure. Ms. Herron stated language was added to show that we look to the Centers for Disease Control and Prevention (CDC) and/or the Illinois Department of Public Health (IDPH) for recommendations. It is recommended the policy and procedure move to section 6 because it impacts both students and employees. This policy will be presented to the Board of Trustees for a vote in November.

REVIEW OF BOARD POLICY 06.02 ANIMALS/PETS ON CAMPUS

Dr. Morris stated changes to this policy include moving sections to the procedure and outlines in clear terms the definition of a service animal, as outlined by the Americans with Disabilities Act (ADA). Service animals are dogs or miniature horses that are trained to perform a specific function. Emotional support animals are allowed for approved sanctioned events only. The policy also includes circumstances for removing a service animal, if necessary. This policy will be presented to the Board of Trustees for a vote in November.

UPDATE ON MISSION, VISION, VALUES

Dr. Morris reviewed the components of a Strategic Plan, the process that will be used to develop the plan, and the tentative timeline. The mission, vision, and values discussions have been completed. The process has taken time but employees and students are excited and it has reengaged the Strategic Leadership and Planning as the planning council that guides planning and makes recommendations for the institution. All will be brought forward to the Board of Trustees for affirmation in November and in the form of a policy in December for a vote. The next step of conducting SWOT Analysis sessions begins next week.

UPDATE ON SUCCESSION PLANNING

Dr. Morris provided the action steps that will be used to develop a succession plan. President's Council has been reviewing best practices from two of the top areas in human resources and then came together on October 9 for their first planning retreat. Discussion included why are we doing it and what does this look like for IVCC. The first big task is integrating job descriptions and

developing core skills by roles. Once core skills are identified, opportunities should be offered to any employee who wants to gain core skills for higher level positions. Another step is determining what the retirement planning process looks like going forward. An opportunity to show where those progressive opportunities are is by using the new grids with current positions. The goal is to develop the framework with 2 to 3 years' worth of goals and to prioritize the goals for year 1.

UPDATE ON FACILITY MASTER PLANNING

Dr. Morris indicated many well-attended and informative sessions were held with staff, faculty, administration, community, and students. The architects are summarizing the data from the sessions and will present it to the Facility Master Planning Steering Committee (FMPSC). FMPSC will discuss priorities, which will be vetted through the Operations Committee for input. FMPSC will then share the priorities with the Board Facilities Committee and the Board of Trustees. Finally, the FMPSC will work with the architects to develop the Facilities Master Plan, which will be shared with the Board Facilities Committee and the Board of Trustees.

OTHER

Dr. Morris stated another Planning Committee meeting is necessary in December to review HR policy changes affected by legislation that go into effect on January 1, 2024. These policies will be presented to the Board of Trustees for a vote in December.

ADJOURNMENT

Ms. Goetz declared the meeting adjourned at 4:54 p.m.

Jane E. Goetz, Planning Committee Chair

Everett J. Solon, Board Chair

Angela M. Stevenson, Board Secretary

JEG

EJS

AMS

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
October 12, 2023

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 5:30 p.m. on Thursday, October 12, 2023 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
Rebecca Donna
Jane E. Goetz
Maureen O. Rebholz
Elizabeth G. Boyles, Student Trustee

Members Virtually Present:

Members Telephonically Present:

Members Absent:

Others Physically Present: Tracy Morris, President
Gary Roberts, Vice President for Academic Affairs
Mark Grzybowski, Vice President for Student Services
Kathy Ross, Vice President for Business Services and Finance
Mary Beth Herron, Director of Human Resources
Walt Zukowski, Attorney

Others Virtually Present:

MOMENT OF SILENCE

There was a moment of silence to remember Tracy Allen Smith of Marseilles, sister of Dr. Shane Lange, Dean of Workforce Development; Ron Lindner, a longtime adjunct faculty in the Business and Engineering Division; former Project NOA employee, Rose Smith; and former Senator Gary Dahl, who has been a 21st Century Scholar Society member since 2007 and generous scholarship donor.

APPROVAL OF AGENDA

It was moved by Ms. Stevenson and seconded by Dr. Donna to approve the agenda.
Student Advisory Vote: "Aye" – Ms. Boyles. Roll Call Vote: "Ayes" – Dr. Boyles, Ms. Goetz, Dr. Donna, Ms. Stevenson, Mr. McCracken, Dr. Rebholz, and Mr. Solon. "Nay" – none. Motion carried.

EJS

AMS

PUBLIC COMMENT

None

CONSENT AGENDA ITEMS

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

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

The following items were approved in the consent agenda:

Approval of Minutes – September 14, 2023 Board Meeting.

Approval of Bills - \$2,826,977.53

Education Fund - \$2,343,089.02; Operations and Maintenance Fund - \$125,640.31; Operations and Maintenance (Restricted Fund) - \$94,803.57; Auxiliary Fund - \$142,834.70; Restricted Fund - \$54,731.55; Liability, Protection and Settlement Fund - \$64,878.38; and Grants, Loans, and Scholarship Fund - \$1,000.00.

Treasurer’s Report

Personnel

Approved stipends for pay periods ending September 9, 2023 and September 23, 2023 and Part-Time Faculty and Staff Appointments September 2023.

PRESIDENT’S REPORT

Dr. Morris reported recent displays on campus include the Hispanic Heritage Month display, the second annual Celebration of Day of the Dead Altar dedicated to loved ones, and the annual Clothesline Project display for Domestic Violence Awareness Month. Dr. Morris highlighted the Hispanic Leadership Team and their work on the Hispanic Heritage Month activities, noted Ms. Boyles did an amazing job at the Investiture, stated over 200 students voted for vision and core values, and shared that the recent IBEW graduation had 21 graduates.

Dr. Morris noted financial aid of almost \$2.8 million to 1,282 students was disbursed. Our Financial Aid department has implemented the College Cost Transparency Initiative. The IBHE Faculty Advisory Council recently held a meeting on campus. Two car shows were held on campus in September and October. This year marks the 50th College Night, which served over 130 students and prospective students.

Dr. Morris recognized Human Resources, Professional Development Committee, Counselor Connection planning group, and Faculty Development work group for all their hard work in organizing great events and activities for Development Day held on October 6. Additional efforts on campus include partnering with Single Stop in effort to ensure students basic needs are fulfilled to help them persist in college, the continued success of Eagle’s Peak Pantry, the average

utilization rate for the Tutor and Writing Center is 65.4%, and reviewed the Tutor and Writing Center's two initiatives that include a tours and visits program and chemistry study groups.

Dr. Morris congratulated Director of Continuing Education and Business Services, Jennifer Scheri on being named an IVAC inaugural Community Cornerstone award recipient.

Dr. Morris' monthly updates included continued work on the Strategic Plan, ICCB release of its updated allocations and IVCC received a slight increase of just over \$14,000, and updates that our financial aid default rate has gotten smaller over the last 5 years because of initiatives such as additional communication and steps in the process.

STUDENT TRUSTEE'S REPORT

Ms. Boyles' presentation highlighted that the newest issue of the IV Leader was released and their social media presence is growing. Ms. Boyles updated the Board on the achievements of the men's golf, women's tennis, women's volleyball, men's soccer, and cross country teams. Events that have been held and those coming up for Hispanic Heritage Month and LGBTQIA+ History Month were detailed. The IVCC Theatre Department announced a one night only performance of Terror in the Aisles on October 28.

COMMITTEE REPORTS

Ms. Goetz reported the Planning Committee met today and reviewed some policies and procedures and they will be presented to the Board of Trustees for approval at the November meeting.

RESOLUTION FOR EMERITUS STATUS – DR. ALFRED WISGOSKI

It was moved by Dr. Boyles and seconded by Dr. Rebholz to approve the Resolution for Emeritus status for Dr. Alfred Wisgoski, as presented.

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

RESOLUTION FOR EMERITUS STATUS – DR. JEROME CORCORAN

It was moved by Mr. McCracken and seconded by Ms. Goetz to approve the Resolution for Emeritus status for Dr. Jerome Corcoran, as presented.

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

RESOLUTION AUTHORIZING PREPARATION OF THE 2023 TAX LEVY

It was moved by Ms. Stevenson and seconded by Dr. Donna to authorize Dr. Tracy Morris to begin preparing the 2023 tax levy.

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

HIGH DEDUCTIBLE HEALTH PLAN/HEALTH SAVINGS ACCOUNTS

It was moved by Ms. Goetz and seconded by Dr. Rebholz to authorize the College to contribute to employee Health Savings Plans as stated for employees electing the High Deductible Health Plan, beginning January 1, 2024.

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

It was moved by Mr. McCracken and seconded by Dr. Donna to authorize to contribute to employee Health Reimbursement Accounts as stated for employees electing the High Deductible Health Plan, beginning January 1, 2024.

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

BID RESULTS – SALT STORAGE FACILITY

It was moved by Dr. Boyles and seconded by Ms. Stevenson to accept the base bid from Vissering Construction Company, Streator, Illinois, in the amount of \$299,980 for the Salt Storage Facility to be paid from fund balance.

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

PURCHASE REQUEST – FURNITURE UPGRADES FOR VICE PRESIDENT OFFICES IN BUILDING C

It was moved by Ms. Goetz and seconded by Dr. Rebholz to approve the purchase of furniture for the three Vice President offices in C building not to exceed \$33,000.

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

APPROVAL – MICROSOFT OFFICE SPECIALIST CERTIFICATE, THE ADMINISTRATIVE OFFICE SUPPORT CERTIFICATE, AND THE OFFICE MANAGEMENT CERTIFICATE

It was moved by Mr. McCracken and seconded by Dr. Donna to approve the Microsoft Office Specialist Certificate, the Administrative Office Support Certificate, and Office Management Certificate, as presented.

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

CONFIRMATION OF STAFF APPOINTMENT – TRACY BEATTIE, EXECUTIVE DIRECTOR OF THE FOUNDATION

It was moved by Ms. Stevenson and seconded by Mr. McCracken to approve the appointment of Tracy Beattie as Executive Director of the Foundation at an annualized salary of \$88,347, effective October 16, 2023.

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

ITEMS FOR INFORMATION

Mr. Solon pointed out the information items on pages 53-59 of the Board book.

TRUSTEE COMMENT

Dr. Rebholz read a letter from Cathy Lenkaitis, IVCC Nursing Lab Instructor. The letter expressed her gratitude for the Board’s support in building a simulation room for the Nursing Program. Ms. Lenkaitis said, “Adding this active learning resource to the curriculum will enhance the nursing student’s comprehension and promote the delivery of safe competent patient care when the students graduate and enter the workforce.” Student comments included in the letter were overwhelmingly positive.

CLOSED SESSION

Mr. Solon requested a motion and a roll call vote at 6:09 p.m. to enter into a closed session to discuss: 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) pending or imminent litigation; and 3) closed session minutes.

It was moved by Ms. Goetz and seconded by Dr. Boyles to enter into a closed session.

Student Advisory Vote: “Aye” – Ms. Boyles. Roll Call Vote: “Ayes” – Dr. Boyles, Ms. Goetz, Dr. Donna, Ms. Stevenson, Mr. McCracken, Dr. Rebholz, and Mr. Solon. “Nay” – none. Motion carried. The Board entered closed session at 6:13 p.m.

It was moved by Ms. Goetz and seconded by Ms. Stevenson to return to the regular meeting.

Student Advisory Vote: “Aye” – Ms. Boyles. Roll Call Vote: “Ayes” – Dr. Boyles, Ms. Goetz, Dr. Donna, Ms. Stevenson, Mr. McCracken, Dr. Rebholz, and Mr. Solon. “Nay” – none. Motion carried. The regular meeting resumed at 6:54 p.m.

OTHER

Dr. Morris reported the College was made aware of changes to the Illinois Paid Leave for All Act during a recent Robbins Schwartz conference. This is required by law and it will have an impact on our institution. Possible solutions to address the changes are being vetted and a proposal will be presented to the Board in November or December.

ADJOURNMENT

Mr. Solon declared the meeting adjourned at 6:56 p.m.

Everett J. Solon, Board Chair

Angela M. Stevenson, Secretary



**ILLINOIS
VALLEY
COMMUNITY
COLLEGE**

DISTRICT NO. 513

TREASURER'S REPORT

October 2023

Kathy Ross
V.P. for Business Services and Finance

FINANCIAL HIGHLIGHTS – October 2023

Revenues

- As of October 27, credit hours for Fall 2023 are 22,743, or an increase of 1.74 percent from one year ago. Total credit hours as of October 27 are 26,547 or 57.1 percent of the total FY2024 budgeted credit hours of 46,532. Spring early registration for Project Success and Veteran students has begun. As of October 27, this equates to 83 students and 1,016 credit hours.
- Total tax collections as of October 31 are \$13,074,387 of the \$14,329,964 levy.
- As reported in the August Financial Highlights, IDOR has posted that the anticipated adjustments to the Corporate Personal Property Replacement Tax will be made to the October 2023, January 2024, April 2024, May 2024 and June 2024 disbursements. Our first payment with the adjustment was received in October. This payment was \$529,771, or 62 percent of the October 2022 payment of \$857,073. Year to date comparison is \$1,271,976, or 81 percent of FY2023 year to date payments of \$1,566,035.
- ICCB released the FY2024 CTE allocations in October. IVCC's allocation will be \$233,038. This is \$6,038 more than the \$227,000 FY2024 budget.
- We continue to try to maximize Investment income and transfer (or hold) to higher percentage investment accounts such as IL Funds and ISDLAF. Investment income as of October 31 is \$309,666 or 79.8 percent of the budgeted \$387,700.

Expenses

- Overall, expenses are running at 33.7 percent of budget.
- Facilities includes \$115,500 annual rent for the Ottawa Center.
- Information Technologies running at 46.3 percent; however, several annual software support renewals are paid in July, including Ellucian Colleague for \$429,971.
- Financial Aid running at 60.6 percent; Fall disbursement of financial aid was in September.
- Risk Management running at 31.1 percent; however, insurance renewals are paid in July.
- Bookstore running at 88.6 percent; this is the first full fiscal year with books outsourced through e-Campus. While expenses are running higher than expected, revenues are also running higher than expected at 51.2 percent greater than the budgeted amount.

Protection, Health & Safety Projects

- The D201 project is in substantial completion minus the elevator. The elevator was delivered to IVCC on September 13, 2023. Installation work for the elevator began on September 18, 2023. Due to some unexpected complications the anticipated completion date for the elevator is now mid-November. The rest of the technology for the space may take until April 2024.
- The exterior sealing project is progressing nicely; substantial completion date was October 25, 2023. A punch list item was approved. Final completion date is scheduled for December 13, 2023. This is a CDB funded project.
- The lighting and security upgrades pre-construction meeting was held on September 27, 2023. Directional boring work began on October 9, 2023. This work uncovered some unforeseen issues with the conduit. A change order not to exceed \$100,000 is pending board approval. The truck driver training lot will be the first lot. The projected schedule has a substantial completion date of January 12, 2024.
- The salt shed pre-construction meeting was held on October 30, 2023. The building has a six-week lead time so expected delivery is end of December. Site preparation work to begin in November.

Other Building and Grant Work

- Design planning continues for the new Agriculture Facility. A schematic design was reviewed on July 24, 2023. An updated schematic design was reviewed on August 19, 2023. Soil borings were completed in October after the crops are harvested. We are currently looking at a completion date of June 2025.
- Farm Tiling project is set to begin next week. Anticipated completion date for the project is the end of November.

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 October 31, 2023
 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	General		Total		
								General	Fixed Assets			
Assets and Other Debits												
Cash and cash equivalents	\$ 3,652,568	\$ 5,309,596	\$ 217,759	\$ 281,503	\$ 543,954	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10,005,380
Investments	18,728,124	7,396,410	635,213	-	761,208	-	-	-	-	-	-	27,520,954
Receivables												
Property Taxes	11,225,557	3,098,803	-	-	-	-	-	-	-	-	-	14,324,360
Governmental claims	-	60,217	-	-	-	-	-	-	-	-	-	60,217
Tuition and fees	2,414,616	-	-	217,091	-	-	-	-	-	-	-	2,631,707
Lease	292,734	-	-	-	-	-	-	-	-	-	-	-
Due from other funds	4,701,722	1,806	-	-	11,110	-	-	-	-	-	-	4,714,638
Due to/from student groups	-	-	-	-	155,993	-	-	-	-	-	-	155,993
Bookstore inventories	-	-	-	108,697	-	-	-	-	-	-	-	108,697
Other assets	147,879	101,045	3,814	8,201	-	-	-	-	-	-	-	260,939
Deferred Outflows	-	-	-	-	-	-	-	-	386,693	-	-	386,693
Fixed assets - net	-	-	-	46,687	-	59,850,109	-	-	-	-	-	59,896,796
Other debits												
Amount available in												
Debt Service Fund	-	-	-	-	-	-	-	-	-	-	-	-
Amount to be provided to retire debt	-	-	-	-	-	-	-	-	12,112,693	-	-	12,112,693
Total assets and deferred outflows	\$ 41,163,200	\$ 15,967,877	\$ 856,785	\$ 662,179	\$ 1,472,264	\$ 59,850,109	\$ 12,499,386	\$ -	\$ -	\$ -	\$ -	\$ 132,471,802

Illinois Valley Community College District No. 513
 Combined Balance Sheet
 All Fund Types and Account Groups
 October 31, 2023
 Unaudited

	Governmental Funds Types			Proprietary Fund Types		Fiduciary Fund Types		Account Groups			Total Memorandum (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency	General Fixed Assets	Long-Term Debt	General	Long-Term Debt	Memorandum Only	
Liabilities											
Accounts payable	131,371	64,902	-	-	7,897	-	-	-	-	-	204,170
Accrued salaries & benefits	2,352,101	7,332	-	15,380	-	-	-	-	-	-	2,374,813
Post-retirement benefits & other	157,118	18,866	-	-	-	-	-	-	-	-	175,984
Unclaimed property	315	-	-	-	-	-	-	-	-	-	315
Due to other funds	-	3,050,081	-	200,190	1,464,367	-	-	-	-	-	4,714,638
Due to student groups/deposits	75,073	-	-	-	-	-	-	-	-	-	75,073
Current Portion-Capital Lease	-	-	-	17,323	-	-	-	-	-	-	17,323
Accrued Interest	-	-	-	-	-	-	-	-	12,551	-	12,551
Capital Lease Payable	-	-	-	131	-	-	-	-	98	-	98
Deferred inflows	-	-	-	-	-	-	-	-	12,265	-	12,265
Property taxes	5,614,975	1,550,008	-	-	-	-	-	-	-	-	7,164,983
Tuition and fees	17,885	-	-	50,809	-	-	-	-	-	-	68,694
Grants	-	-	-	-	-	-	-	-	-	-	-
Lease Receivable	292,734	-	-	-	-	-	-	-	-	-	292,734
OPEB	-	-	-	-	-	-	-	-	8,130,432	-	8,130,432
OPEB long term debt	-	-	-	-	-	-	-	-	4,344,040	-	4,344,040
Total Liabilities	8,641,573	4,691,189	-	283,833	1,472,264	-	-	59,850,109	12,499,386	-	27,588,245
Net Position/Net Assets											
Net investment in general fixed assets	-	-	-	-	-	-	-	59,850,109	-	-	59,850,109
Fund balance	-	-	-	-	-	-	-	-	-	-	-
Reserved for restricted purposes	-	11,276,688	-	-	-	-	-	-	-	-	11,276,688
Reserved for debt service	-	-	856,785	-	-	-	-	-	-	-	856,785
Unreserved	32,521,628	-	-	378,347	-	-	-	-	-	-	32,899,975
Total liabilities and net position	\$ 41,163,200	\$ 15,967,877	\$ 856,785	\$ 662,179	\$ 1,472,264	\$ 59,850,109	\$ 12,499,386	\$ 12,499,386	\$ 132,471,802	\$ -	\$ 132,471,802

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

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Restricted Fund	Debt Service Fund	Auxiliary Enterprise Fund	Restricted Purposes Fund	Working Cash Fund	Audit Fund	Liability Protection & Settlement Fund	Total (Memorandum Only)
Actual Revenue	\$ 15,194,839	\$ 2,101,697	\$ 1,396,115	\$ 3,172	\$ 692,001	\$ 2,357,981	\$ 49,215	\$ 40,140	\$ 1,416,508	\$ 23,251,667
Actual Expenditures	7,611,744	1,154,693	332,338	241	570,339	2,765,232	541	35,000	484,070	12,954,198
Other Financing Sources (Uses)										
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	7,583,095	947,004	1,063,777	2,930	121,662	(407,252)	48,675	5,140	932,439	10,297,470
Fund balances July 1, 2023 (est.)	17,919,402	4,069,635	3,067,178	856,471	542,329	69,614	5,064,158	41,332	1,103,623	30,975,799
Fund balances October 31, 2023	\$ 25,502,497	\$ 5,016,639	\$ 4,130,955	\$ 859,401	\$ 663,990	\$ (337,638)	\$ 5,112,833	\$ 46,472	\$ 2,036,062	\$ 41,273,269

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

	10/31/2023	Annual Budget FY2024	Actual/Budget 33.0%	10/31/2023	Annual Budget FY2023	Actual/Budget 33.0%
EDUCATION FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 8,797,705	\$ 9,820,615	89.6%	\$ 9,001,577	\$ 9,530,789	94.4%
Corporate Personal Property Replacement Tax	1,081,179	2,716,250	39.8%	1,331,130	2,294,700	58.0%
Tax Increment Financing Distributions	186,220	440,000	42.3%	216,724	450,000	48.2%
Total Local Government	10,065,104	12,976,865	77.6%	10,549,431	12,275,489	85.9%
State Government:						
ICCB Credit Hour Grant	746,302	1,832,250	40.7%	696,479	1,798,075	38.7%
Equalization Grant	12,500	52,500	23.8%	16,667	50,000	33.3%
Career/Technical Education Formula Grant	-	227,000	0.0%	113,412	220,500	51.4%
Other	-	-	-	-	-	-
Total State Government	758,802	2,111,750	35.9%	826,557	2,068,575	40.0%
Federal Government						
PELL Administrative Fees	-	7,950	0.0%	-	7,825	0.0%
Total Federal Government	-	7,950	0.0%	-	7,825	0.0%
Student Tuition and Fees:						
Tuition	3,599,640	6,189,780	58.2%	3,427,012	5,811,200	59.0%
Fees	457,876	843,315	54.3%	424,091	687,900	61.7%
Total Tuition and Fees	4,057,516	7,033,095	57.7%	3,851,103	6,499,100	59.3%
Other Sources:						
Public Service Revenue	89,345	256,050	34.9%	77,367	244,050	31.7%
Other Sources:	224,072	311,884	71.8%	77,831	151,361	51.4%
Total Other Sources	313,418	567,934	55.2%	155,198	395,411	39.2%
TOTAL EDUCATION FUND REVENUE	\$ 15,194,839	\$ 22,697,594	66.9%	\$ 15,382,289	\$ 21,246,400	72.4%
EDUCATION FUND EXPENDITURES						
Instruction:						
Salaries	2,749,771	8,443,208	32.6%	2,629,904	8,281,122	31.8%
Employee Benefits	517,495	1,680,112	30.8%	551,578	1,834,306	30.1%
Contractual Services	55,241	114,182	48.4%	26,519	120,175	22.1%
Materials & Supplies	95,904	596,178	16.1%	137,452	451,389	30.5%
Conference & Meeting	29,458	178,713	16.5%	16,650	169,594	9.8%
Fixed Charges	35,754	92,000	38.9%	17,844	58,000	30.8%
Capital Outlay	-	87,811	0.0%	93,668	114,000	0.0%
Other	200	-	0.0%	200	-	0.0%
Total Instruction	3,483,823	11,192,204	31.1%	3,473,814	11,028,586	31.5%

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

	10/31/2023	Annual Budget FY2024	Actual/Budget 33.0%	10/31/2023	Annual Budget FY2023	Actual/Budget 33.0%
Academic Support:						
Salaries	438,308	1,350,414	32.5%	388,236	1,161,476	33.4%
Employee Benefits	62,966	246,975	25.5%	63,543	189,892	33.5%
Contractual Services	50,025	175,990	28.4%	61,305	135,277	45.3%
Materials & Supplies	88,753	271,555	32.7%	102,506	246,620	41.6%
Conference & Meeting	2,688	20,095	13.4%	2,445	18,875	13.0%
Utilities	10,800	-	#DIV/0!	6,000	26,445	22.7%
Capital Outlay	-	24,495	0.0%	-	-	-
Other	-	-	0.0%	-	-	-
Total Academic Support	653,540	2,089,524	31.3%	624,037	1,778,585	35.1%
Student Services:						
Salaries	494,555	1,690,670	29.3%	451,337	1,527,744	29.5%
Employee Benefits	105,814	419,426	25.2%	109,539	431,688	25.4%
Contractual Services	16,583	78,657	21.1%	9,415	46,702	20.2%
Materials & Supplies	16,326	106,390	15.3%	27,830	93,215	29.9%
Conference & Meeting	3,901	56,562	6.9%	6,548	43,505	15.1%
Utilities	159	-	0.0%	-	-	-
Total Student Services	637,339	2,351,705	27.1%	604,669	2,142,854	28.2%
Public Services/Continuing Education:						
Salaries	144,669	383,399	37.7%	130,533	339,647	38.4%
Employee Benefits	33,350	107,740	31.0%	32,540	105,920	30.7%
Contractual Services	83,557	128,000	65.3%	32,742	111,000	29.5%
Materials & Supplies	33,895	75,850	44.7%	22,489	75,300	29.9%
Conference & Meeting	2,260	17,800	12.7%	1,849	4,950	37.4%
Utilities	-	-	0.0%	-	-	-
Other	-	-	0.0%	4,864	-	-
Total Public Services/Continuing Education	297,730	712,789	41.8%	225,018	636,817	35.3%
Institutional Support:						
Salaries	733,578	2,440,995	30.1%	698,718	2,051,151	34.1%
Employee Benefits	217,572	742,516	29.3%	219,003	767,396	28.5%
Contractual Services	857,271	1,117,108	76.7%	187,642	691,913	27.1%
Materials & Supplies	190,989	399,548	47.8%	242,854	340,789	71.3%
Conference & Meeting	16,438	90,614	18.1%	12,115	67,370	18.0%
Utilities	5,278	12,290	42.9%	9,267	10,715	86.5%
Capital Outlay	-	281,223	0.0%	9,472	125,000	-
Other	(38)	24,700	-0.2%	758	(11,300)	-6.7%
Provision for Contingency	-	152,506	0.0%	-	621,083	0.0%
Total Institutional Support	2,021,089	5,261,501	38.4%	1,379,828	4,664,117	29.6%
Scholarships, Grants and Waivers	518,225	800,400	64.7%	469,977	698,000	67.3%
TOTAL EDUCATION FUND EXPENDITURES	\$ 7,611,744	\$ 22,408,122	34.0%	\$ 6,777,344	\$ 20,948,959	32.4%
INTERFUND TRANSFERS - NET	\$ -	\$ (289,472)	0.0%	\$ -	\$ (297,441)	0.0%

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

	10/31/2023	Annual Budget FY2024	Actual/Budget 33.0%	10/31/2023	Annual Budget FY2023	Actual/Budget 33.0%
OPERATIONS & MAINTENANCE FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 1,449,824	\$ 1,619,895	89.5%	\$ 1,430,892	\$ 1,537,224	93.1%
Corporate Personal Property Replacement Tax	190,796	544,968	35.0%	234,905	404,900	58.0%
Tax Increment Financing Disbursements	62,073	125,000	49.7%	72,241	140,000	51.6%
Total Local Government	1,702,694	2,289,863	74.4%	1,738,038	2,082,124	83.5%
State Government:						
ICCB Credit Hour Grant	127,301	318,132	40.0%	118,069	307,029	38.5%
Total State Government	127,301	318,132	40.0%	118,069	307,029	38.5%
Student Tuition and Fees						
Tuition	204,345	350,662	58.3%	267,024	450,300	59.3%
Total Tuition and Fees	204,345	350,662	58.3%	267,024	450,300	59.3%
Other Sources:						
Facilities Revenue	29,920	115,000	26.0%	27,390	120,000	22.8%
Investment Revenue	36,657	65,000	56.4%	(2,270)	15,000	-15.1%
Other	779	5,000	15.6%	1,600	3,000	53.3%
Total Other Sources	67,356	185,000	36.4%	26,720	138,000	19.4%
TOTAL OPERATIONS & MAINTENANCE REVENUES	\$ 2,101,697	\$ 3,143,657	66.9%	\$ 2,149,851	\$ 2,977,453	72.2%
OPERATIONS & MAINTENANCE FUND EXPENDITURES						
Operations & Maintenance of Plant:						
Salaries	371,311	1,068,967	34.7%	340,098	1,038,766	32.7%
Employee Benefits	96,691	330,353	29.3%	95,887	340,760	28.1%
Contractual Services	37,619	178,700	21.1%	29,167	219,900	13.3%
Materials & Supplies	114,745	290,250	39.5%	63,433	265,750	23.9%
Conference & Meeting	159	1,300	12.2%	-	1,200	0.0%
Fixed Charges	212,496	173,100	122.8%	197,303	172,300	114.5%
Utilities	185,038	780,900	23.7%	351,869	623,550	56.4%
Capital Outlay	96,668	193,000	50.1%	84,526	216,000	39.1%
Provision for Contingency	-	23,573	0.0%	-	50,000	0.0%
Other	-	-	#DIV/0!	-	(56,700)	0.0%
Total Operations & Maintenance of Plant	1,114,727	3,040,143	36.7%	1,162,283	2,871,526	40.5%
Institutional Support:						
Salaries	20,463	50,087	40.9%	10,832	52,384	20.7%
Employee Benefits	11,832	41,219	28.7%	8,233	42,894	19.2%
Contractual Services	2,773	2,700	102.7%	-	2,700	0.0%
Materials & Supplies	832	5,308	15.7%	1,062	3,750	28.3%
Fixed Charges	4,066	-	#DIV/0!	4,199	4,199	100.0%
Other	-	4,200		-	-	
Total Institutional Support	39,966	103,514	38.6%	24,326	105,927	23.0%
TOTAL OPERATIONS & MAINTENANCE EXPENDITURES	\$ 1,154,693	\$ 3,143,657	36.7%	\$ 1,186,609	\$ 2,977,453	39.9%

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

	10/31/2023	Annual Budget FY2024	Actual/Budget 33.0%	10/31/2023	Annual Budget FY2023	Actual/Budget 33.0%
OPERATIONS & MAINTENANCE FUND (RESTRICTED)						
Local Government Sources:						
Current Taxes	1,374,381	1,784,074	77.0%	1,131,598	1,115,918	101.4%
State Government Sources	-	240,788	0.0%	-	-	0.0%
Federal Government Sources	-	3,500,000	0.0%	-	-	0.0%
Investment Revenue	21,734	48,000	45.3%	24,283	50,000	48.6%
Other	-	-	0.0%	-	-	0.0%
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) REVENUES	\$ 1,396,115	\$ 5,572,862	25.1%	\$ 1,155,882	\$ 1,165,918	99.1%
OPERATIONS & MAINTENANCE FUND RESTRICTED EXPENDITURES						
Contractual Services	\$ 519	\$ 625,827	0.0%	\$ 28,024	\$ -	0.0%
Materials and Supplies	\$ 24,300	\$ -	0.0%	\$ 18,921	\$ -	0.0%
Fixed Charges	-	-	0.0%	-	-	0.0%
Capital Outlay	307,519	4,609,771	6.7%	467,284	2,874,558	16.3%
TOTAL OPERATIONS & MAINTENANCE FUND (RESTRICTED) EXPENDITURES	\$ 332,338	\$ 5,235,598	6.3%	\$ 514,229	\$ 2,874,558	17.9%
DEBT SERVICE FUND						
Investment Revenue	\$ 3,172	\$ 8,000	39.6%	\$ (13,415)	\$ 2,000	-670.7%
TOTAL DEBT SERVICE FUND REVENUES	\$ 3,172	\$ 8,000	39.6%	\$ -	\$ 2,000	0.0%
TOTAL DEBT SERVICE FUND EXPENDITURES	\$ 241	\$ -	0.0%	\$ 407	\$ -	0.0%
AUXILIARY ENTERPRISES FUND REVENUE						
Service Fees	\$ 689,581	\$ 723,727	95.3%	\$ 771,241	\$ 1,288,125	59.9%
Investment Revenue	-	200	0.0%	72	25,500	0.3%
Other Revenue	2,419	31,500	7.7%	944	1,000	94.4%
TOTAL AUXILIARY ENTERPRISES FUND REVENUES	\$ 692,001	\$ 755,427	91.6%	\$ 772,258	\$ 1,314,625	58.7%
AUXILIARY ENTERPRISES FUND EXPENSES						
Salaries	\$ 128,802	\$ 368,206	35.0%	\$ 121,617	\$ 377,906	32.2%
Employee Benefits	21,541	77,480	27.8%	25,072	77,266	32.4%
Contractual Services	176,119	274,302	64.2%	83,721	53,149	157.5%
Materials & Supplies	206,562	301,846	68.4%	506,162	981,291	51.6%
Conference & Meeting	26,600	29,196	91.1%	16,053	28,788	55.8%
Fixed Charges	10,010	49,452	20.2%	26,255	44,380	59.2%
Capital Outlay/Depreciation	-	-	0.0%	-	-	#DIV/0!
Other	705	-	#DIV/0!	-	92,700	0.0%
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	\$ 570,339	\$ 1,100,482	51.8%	\$ 778,880	\$ 1,655,480	47.0%
AUXILIARY ENTERPRISES INTERFUND TRANSFERS - NET	\$ -	\$ 366,239	0.0%	\$ -	\$ 348,855	0.0%

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

	10/31/2023	Annual Budget FY2024	Actual/Budget 33.0%	10/31/2023	Annual Budget FY2023	Actual/Budget 33.0%
RESTRICTED PURPOSE FUND REVENUES						
State Government Sources	\$ 278,980	\$ 874,788	31.9%	\$ 291,854	\$ 550,541	53.0%
Federal Government Sources	2,047,409	4,310,895	47.5%	3,029,531	8,584,119	35.3%
Nongovernmental Gifts or Grants	21,772	-	0.0%	-	-	#DIV/0!
Other Revenue	9,820	2,000	491.0%	13,788	34,000	0.0%
TOTAL RESTRICTED PURPOSE FUND REVENUES	\$ 2,357,981	\$ 5,187,683	45.5%	\$ 3,335,172	\$ 9,168,660	36.4%
RESTRICTED PURPOSE FUND EXPENDITURES						
Instruction:						
Salaries	\$ 193,985	\$ 703,243	27.6%	\$ 148,646	\$ 622,412	23.9%
Employee Benefits	52,624	266,294	19.8%	48,982	202,001	24.2%
Contractual Services	53,052	92,241	57.5%	12,173	59,115	20.6%
Materials & Supplies	81,621	100,897	80.9%	25,480	63,704	40.0%
Conference & Meeting	4,584	69,580	6.6%	4,551	72,091	6.3%
Utilities	-	-	#DIV/0!	-	900	0.0%
Capital Outlay	92,367	314,028	-	50,160	-	0.0%
Other	962	-	-	-	-	0.0%
Total Instruction	479,196	1,546,283	31.0%	289,992	1,020,223	28.4%
Academic Support						
Salaries	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Employee Benefits	-	-	0.0%	-	-	0.0%
Contractual Services	-	-	0.0%	-	-	#DIV/0!
Materials and Supplies	2,584	-	0.0%	-	-	#DIV/0!
Conference & Meeting	-	-	0.0%	-	-	0.0%
Total Academic Support	2,584	-	0.0%	-	-	#DIV/0!
Student Services:						
Salaries	\$ 75,109	\$ 223,904	33.5%	\$ 74,185	\$ 222,081	33.4%
Employee Benefits	20,444	80,330	25.5%	23,281	80,328	29.0%
Contractual Services	3,132	4,781	65.5%	47,050	4,781	984.1%
Materials & Supplies	2,115	1,900	111.3%	5,737	2,800	204.9%
Conference & Meeting	1,491	5,175	23.0%	4,861	6,100	79.7%
Utilities	-	-	0.0%	6,907	-	0.0%
Capital Outlay	102,379	-	0.0%	-	-	#DIV/0!
Tuition Waivers (TRIO Grant)	15,010	28,000	53.6%	19,772	28,000	70.6%
Total Student Services	219,581	344,090	63.8%	181,792	344,090	52.8%
Public Services/Continuing Education:						
Salaries	10,582	-	0.0%	-	-	0.0%
Employee Benefits	167	-	0.0%	-	-	0.0%
Materials and Supplies	-	-	0.0%	-	-	0.0%
Contractual Services	37,735	-	0.0%	2,995	-	0.0%
Total Public Services:	48,484	-	0.0%	2,995	-	0.0%
Operations & Maintenance of Plant:						
Contractual Services	-	-	#DIV/0!	3,417	45,450	0.0%
Capital Outlay	239	-	#DIV/0!	-	195,338	0.0%
Maintenance supplies	-	-	0.0%	-	-	0.0%

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

	10/31/2023	Annual Budget FY2024	Actual/Budget 33.0%	10/31/2023	Annual Budget FY2023	Actual/Budget 33.0%
Total Operations & Maintenance of Plant	239	-	0.0%	3,417	240,788	0.0%
Institutional Support:						
Salaries (Federal Work Study)	42,501	99,574	42.7%	44,373	129,761	34.2%
Contractual Services	-	78,650	0.0%	369,462	2,006,361	18.4%
Institutional Support	-	7,300	0.0%	-	-	0.0%
SURS on-behalf	-	-	0.0%	-	-	0.0%
Other	832	-	#DIV/0!	930,591	501,881	185.4%
Total Institutional Support	43,333	185,524	23.4%	1,344,426	2,638,003	51.0%
Student Grants and Waivers (PELL & SEOG & HEERF)	1,972,016	3,119,786	63.2%	1,671,770	4,933,556	33.9%
TOTAL RESTRICTED FUND EXPENDITURES	\$ 2,765,232	\$ 5,195,683	53.2%	\$ 3,494,391	\$ 8,132,698	43.0%
RESTRICTED INTERFUND TRANSFERS - NET	\$ -	\$ 200	0.0%	\$ -	\$ 2,000	0.0%
WORKING CASH FUND REVENUES	\$ 49,215	\$ 75,000	65.6%	\$ (39,778)	\$ 55,000	-72.3%
Investment Revenue						
TOTAL WORKING CASH FUND EXPENDITURES	\$ 541	\$ -	0.0%	\$ 912	\$ -	0.0%
WORKING CASH INTERFUND TRANSFERS - NET	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%

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

	10/31/2023	Annual Budget FY2024	Actual/Budget 33.0%	10/31/2023	Annual Budget FY2023	Actual/Budget 33.0%
AUDIT FUND REVENUES						
Local Government Sources:						
Current Taxes	\$ 39,966	\$ 46,899	85.2%	\$ 41,702	\$ 42,273	98.6%
Investment Revenue	174	500	34.8%	200	150	133.2%
TOTAL AUDIT FUND REVENUES	40,140	47,399	84.7%	41,901	42,423	98.8%
AUDIT FUND EXPENDITURES						
Contractual Services	35,000	46,500	75.3%	27,122	41,000	66.2%
TOTAL AUDIT FUND EXPENDITURES	\$ 35,000	\$ 46,500	75.3%	\$ 27,122	\$ 40,000	67.8%
LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE						
Local Government Sources:						
Current Taxes	\$ 1,412,511	\$ 1,552,546	91.0%	\$ 1,497,539	\$ 1,525,695	98.2%
Investment Revenue	3,997	13,000	30.7%	4,847	2,000	242.3%
Other Revenue	-	-	-	-	-	0.0%
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE	1,416,508	1,565,546	90.5%	1,502,386	1,527,695	98.3%
LIABILITY, PROTECTION & SETTLEMENT FUND EXPENDITURES						
Student Services:						
Salaries	30,091	86,210	34.9%	28,426	81,824	34.7%
Employee Benefits	7,627	29,273	26.1%	8,539	28,819	29.6%
Contractual Services	701	125,500	0.6%	1,070	125,500	0.9%
Materials & Supplies	198	500	39.7%	-	200	0.0%
Total Student Services	38,618	241,483	16.0%	38,034	236,343	16.1%
Operations & Maintenance of Plant:						
Contractual Services	171,211	512,000	33.4%	162,371	461,600	35.2%
Materials & Supplies	1,149	100	1149.0%	341	100	340.9%
Utilities	129	500	25.8%	212	500	42.4%
Total Operations & Maintenance of Plant	172,489	512,600	33.6%	162,924	462,200	35.2%
Institutional Support:						
Salaries	27,961	90,922	30.8%	29,792	81,940	36.4%
Employee Benefits	6,344	262,251	2.4%	5,714	218,974	2.6%
Contractual Services	68,461	140,000	48.9%	126,230	142,000	88.9%
Materials & Supplies	2,719	1,500	181.3%	-	1,500	0.0%
Conference & Meeting	-	4,500	0.0%	-	4,500	0.0%
Fixed Charges	167,478	255,000	65.7%	203,220	240,200	84.6%
Total Institutional Support	272,963	754,173	36.2%	364,956	689,114	53.0%
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND EXPENDITURES	\$ 484,070	\$ 1,508,256	32.1%	\$ 565,914	\$ 1,252,337	45.2%

Illinois Valley Community College District No. 513
Fiscal Year 2023 Budget to Actual Comparison
All Funds - By Budget Officer
as of October 31, 2023

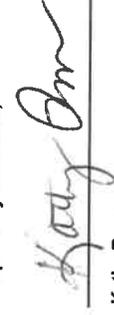
Unaudited

Department	Actual		Annual Budget		Actual/ Budget
	FY2024	FY2024	FY2024	FY2024	
President	164,262	333,745	333,745	333,745	33.0%
Board of Trustees	6,563	14,900	14,900	14,900	44.0%
Marketing and Communications	31,012	373,532	373,532	373,532	8.3%
Foundation	27,583	136,919	136,919	136,919	20.1%
Continuing Education	305,304	712,789	712,789	712,789	42.8%
Facilities	1,429,960	4,534,953	4,534,953	4,534,953	31.5%
Information Technologies	1,303,758	2,814,297	2,814,297	2,814,297	46.3%
Institutional Effectiveness	17,211	161,704	161,704	161,704	10.6%
Academic Affairs	159,141	376,202	376,202	376,202	42.3%
ATOMAT (Grant)	-	270,000	270,000	270,000	0.0%
Carl Perkins (Grant)	54,426	233,510	233,510	233,510	23.3%
CCPE (Grant)	4,768	-	-	-	#DIV/0!
ECACE Early Childhood (Grant)	108,252	219,684	219,684	219,684	49.3%
PATH (Grant)	210,633	468,974	468,974	468,974	44.9%
Adult Education	165,144	520,292	520,292	520,292	31.7%
Learning Resources	589,496	1,775,791	1,775,791	1,775,791	33.2%
Workforce Development Division	682,282	2,207,970	2,207,970	2,207,970	30.9%
Natural Sciences & Business Division	1,075,980	3,197,753	3,197,753	3,197,753	33.6%
Humanities & Fine Arts/Social Science Division	1,079,931	3,095,051	3,095,051	3,095,051	34.9%
Health Professions Division	763,851	2,690,930	2,690,930	2,690,930	28.4%
Admissions & Records	119,245	484,134	484,134	484,134	24.6%
Counseling	220,965	729,829	729,829	729,829	30.3%
Student Services	96,441	405,509	405,509	405,509	23.8%
Financial Aid	2,078,120	3,429,320	3,429,320	3,429,320	60.6%
Career Services	17,552	51,099	51,099	51,099	34.3%
Athletics	137,260	352,751	352,751	352,751	38.9%
TRIO (Student Success Grant)	116,515	344,090	344,090	344,090	33.9%
Ottawa Center	34,049	105,292	105,292	105,292	32.3%
Campus Security	171,624	510,600	510,600	510,600	33.6%
Business Services/General Institution	405,460	1,334,419	1,334,419	1,334,419	30.4%
Innovative Bridge (Grant)	2,195	108,650	108,650	108,650	2.0%
DCEO-Ag Site work (Grant)	-	240,788	240,788	240,788	0.0%
Ag-Ed Center (Grant)	-	3,500,000	3,500,000	3,500,000	0.0%
Risk Management	273,828	756,173	756,173	756,173	36.2%
Tuition Waivers	518,225	825,400	825,400	825,400	62.8%
Food Service	59,321	225,000	225,000	225,000	26.4%
Purchasing	46,153	136,538	136,538	136,538	33.8%
Human Resources	74,352	221,276	221,276	221,276	33.6%
Bookstore	346,020	390,515	390,515	390,515	88.6%
Shipping & Receiving	39,580	103,514	103,514	103,514	38.2%
Copy Center	17,738	68,327	68,327	68,327	26.0%
Total FY24 Expenditures	12,954,198	38,462,218	38,462,218	38,462,218	33.7%

Illinois Valley Community College
Statement of Cash Flows
for the Month ended October 31, 2023

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 4,765,082.87	\$ 895,323.88	\$ 1,661,832.07	\$ 211,601.80	\$ 82,270.50	\$ (1,319,079.95)	\$ 1,181,200.55	\$ 44,403.83	\$ 1,159,977.87	\$ 180,718.55	\$ 8,863,331.97
Total Receipts	519,130.22	36,084.65	23,701.99	-	95,270.61	-	1,158.90	683.23	24,356.31	1,611.31	\$ 701,997.22
Total Cash	5,284,213.09	931,408.53	1,685,534.06	211,601.80	177,541.11	(1,319,079.95)	1,182,359.45	45,087.06	1,184,334.18	182,329.86	9,565,329.19
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	(442,628.26)	(150,000.00)	-	-	-	-	(407,371.74)	-	-	-	(1,000,000.00)
Expenditures	(1,248,692.60)	(231,627.11)	(196,129.37)	-	(106,340.80)	(252,990.26)	-	-	(86,079.27)	-	(2,121,859.41)
ACCOUNT BALANCE	3,592,892.23	549,781.42	1,489,404.69	211,601.80	71,200.31	(1,572,070.21)	774,987.71	45,087.06	1,098,254.91	182,329.86	6,443,469.78
Deposits in Transit	(624,203.01)	-	-	-	-	-	-	-	-	-	(624,203.01)
Outstanding Checks	680,925.13	-	-	-	-	-	-	-	-	-	680,925.13
BANK BALANCE	3,649,614.35	549,781.42	1,489,404.69	211,601.80	71,200.31	(1,572,070.21)	774,987.71	45,087.06	1,098,254.91	182,329.86	6,500,191.90
Certificates of Deposit	-	-	-	-	-	-	1,449,963.62	-	-	-	1,449,963.62
Illinois Funds	11,415,896.23	2,257,306.51	500,100.40	20,088.37	-	801,744.39	59,227.96	-	-	761,207.82	15,815,571.68
ISDLAF+ Funds	455,235.09	215,039.21	549,224.11	-	-	-	499,600.90	-	-	-	1,719,099.31
ISDLAF+ CD's	1,195,150.00	236,900.00	686,700.00	-	-	-	930,650.00	-	-	-	3,049,400.00
PMA Holdings- MM	19,701.67	9,850.79	-	6,156.76	-	13,791.15	-	-	-	-	49,500.37
PMA Holdings-CD's/Govt Securities	1,988,397.71	984,198.87	-	615,124.24	-	-	1,377,878.41	-	-	-	4,945,599.23
Capital Dev. Fund-MD	-	-	-	-	-	-	-	-	-	-	-
Total Investment	\$ 15,054,380.70	\$ 3,703,295.38	\$ 2,276,288.35	\$ 641,369.37	\$ -	\$ 815,535.54	\$ 4,317,320.89	\$ -	\$ -	\$ 761,207.82	\$ 27,565,398.05

Respectfully submitted,



Kathy Ross
V.P. for Business Services and Finance/Board Treasurer

LaSalle State Bank	\$ 151,226.92
Midland States Bank	6,348,961.98
	<u>\$ 6,500,191.90</u>

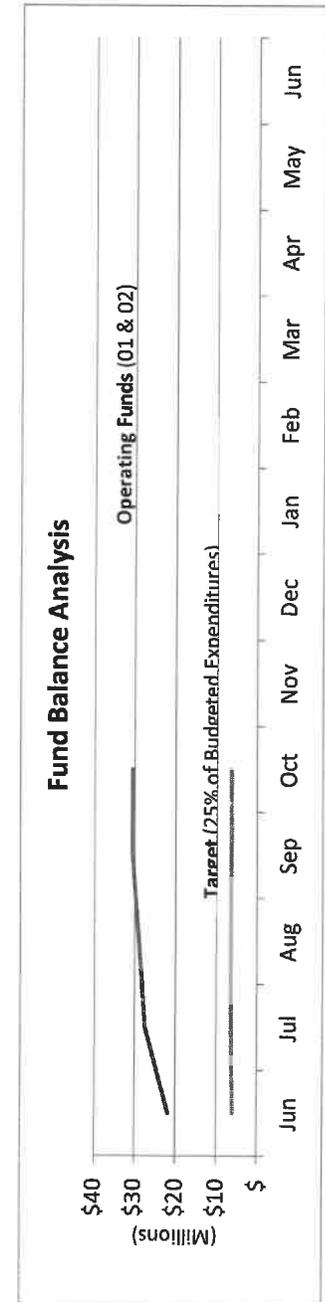
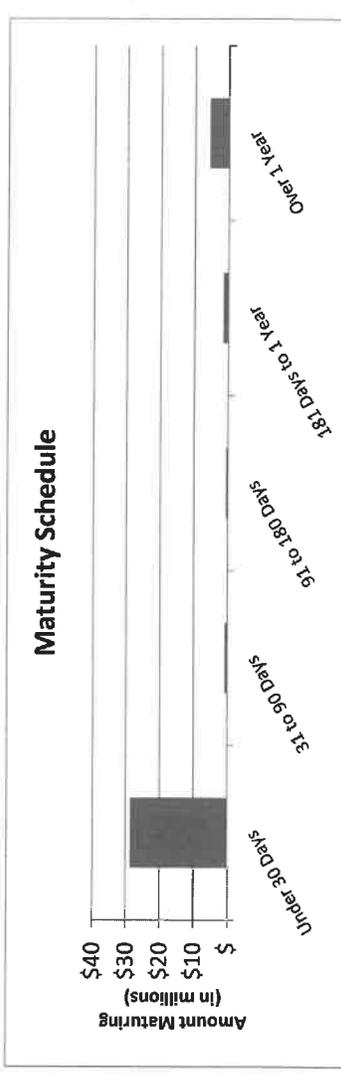
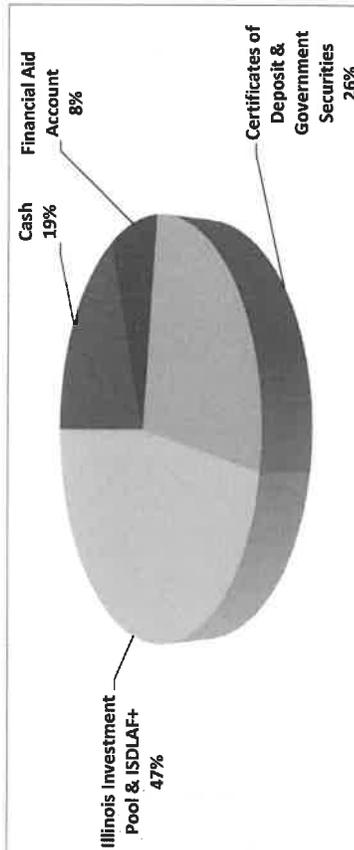
**Illinois Valley Community College District No. 513
Investment Status Report**

All Funds

October 31, 2023

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	19.5%	\$ 7,222,500	4.106%
Financial Aid Account	7.6%	2,825,655	4.200%
Certificates of Deposit & Government Securities	25.5%	9,446,019	3.731%
Illinois Investment Pool & ISDLAF+	47.4%	17,534,671	5.497%
Total		\$ 37,028,844	4.676%

Institution	Illinois Investment Pool ISDLAF+	Certificates of Deposit Government Securities	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 15,815,572	-	-	15,815,572	43%
ISDLAF+ Funds	1,719,099	3,049,400	-	4,768,499	13%
Midland States Bank	-	-	6,348,962	6,348,962	17%
Midland States-F/A	-	-	2,825,655	2,825,655	8%
Midland States-Bldg	-	-	540,264	540,264	1%
LaSalle State Bank	-	-	151,230	151,230	0%
Commerce Bank	-	997,804	-	997,804	3%
Multi Bank Securities	-	453,216	-	453,216	1%
Hometown Ntl Bank	-	-	-	-	0%
PMA Holdings	-	4,945,599	49,500	4,995,100	13%
Heartland Bank	-	-	132,544	132,544	0%
Marselles Bank	-	-	-	-	0%
	\$ 17,534,671	\$ 9,446,019	\$ 10,048,155	\$ 37,028,844	100%



ILLINOIS VALLEY COMMUNITY COLLEGE
PMA INVESTMENT STATUS REPORT
October 31, 2023

<u>DUE</u>	<u>Education</u>	<u>Oper & Maint</u>	<u>O&M Restricted</u>	<u>Bond & Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection & Settlement</u>	<u>Total</u>	<u>Holder</u>	<u>Note Number</u>	<u>Rate %</u>	<u>Investment Description</u>
7/25/2024	58,551	29,275		18,297		40,986		147,109	FHLMC	3137BDCW4	3.30%	Govt Treasuries
3/15/2025	259,261	129,631		81,019		181,483		651,394	Nomura Securities	91282CED9	1.75%	Govt Treasuries
9/25/2025	18,886	9,443		5,902		13,220		47,452	FHLMC	3137BS6F5	2.74%	Govt Treasuries
12/1/2025	38,195	19,097		11,936		26,736		95,964	FNMA	3140HR4Y6	3.61%	Govt Treasuries
3/31/2026	118,774	59,387		37,117		83,142		298,419	J.P. Morgan	91282CBT7	0.75%	Govt Treasuries
4/1/2026	33,544	16,772		10,483		23,481		84,280	FNMA	3138LDSW4	2.67%	Govt Treasuries
5/25/2026	20,438	10,219		6,387		14,307		51,351	FHLMC	3137BQYS0	2.53%	Govt Treasuries
7/1/2026	49,022	24,511		15,319		34,315		123,167	FNMA	3138LDY80	2.53%	Govt Treasuries
9/1/2026	33,862	16,931		10,582		23,704		85,079	FNMA	3140LDB65	1.10%	Govt Treasuries
1/25/2027	28,245	14,123		8,827		19,772		70,967	FHLMC	3137BYZ82	3.43%	Govt Treasuries
3/31/2027	154,165	77,082		48,176		107,915		387,339	J.P. Morgan	91282CER4	2.50%	Govt Treasuries
6/25/2027	92,600	46,300		28,938		64,820		232,658	FHLMC	3137R2LJ3	3.12%	Govt Treasuries
7/25/2027	46,377	23,188		14,493		32,464		116,521	FHLMC	3137FAWS3	3.19%	Govt Treasuries
12/25/2027	51,439	25,720		16,075		36,008		129,242	FNMA	3136AV7L1	2.99%	Govt Treasuries
5/31/2028	237,655	118,827		74,267		166,358		597,108	Bofa Securities	91282CHE4	3.63%	Govt Treasuries
6/25/2028	39,019	19,509		12,193		27,313		98,034	FHLMC	3137HACX2	4.82%	Govt Treasuries
1/1/2029	26,843	13,421		8,388		18,790		67,442	FNMA	3140HSK59	3.99%	Govt Treasuries
5/3/2024	39,187	19,594		12,246		27,431		98,458	American Express	025816CV9	3.58%	Corporate Issue
6/27/2024	38,815	19,408		12,130		27,171		97,523	American Honda	02665WCZ2	2.40%	Corporate Issue
10/26/2024	38,415	19,208		12,005		26,891		96,518	Bb T Corporation	05531FB88	2.85%	Corporate Issue
2/4/2025	39,149	19,574		12,234		27,404		98,361	Bank of America	06051GKG3	1.84%	Corporate Issue
3/10/2025	38,131	19,065		11,916		26,692		95,804	Charles Schwab	808513AL9	3.00%	Corporate Issue
3/15/2025	38,462	19,231		12,019		26,923		96,636	Abbott Labs	002824BB5	2.95%	Corporate Issue
3/25/2025	38,562	19,281		12,051		26,993		96,887	Intel Corporation	458140BP4	3.40%	Corporate Issue
5/13/2025	38,482	19,241		12,026		26,938		96,687	Caterpillar	14913R2V8	3.40%	Corporate Issue
7/15/2025	38,541	19,271		12,044		26,979		96,835	JP Morgan Chase	46625HMIN7	3.90%	Corporate Issue

ILLINOIS VALLEY COMMUNITY COLLEGE
PMA INVESTMENT STATUS REPORT
October 31, 2023

<u>DUE</u>	<u>Education</u>	<u>Oper & Maint</u>	<u>O&M Restricted</u>	<u>Bond & Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection & Settlement</u>	<u>Total</u>	<u>Holder</u>	<u>Note Number</u>	<u>Rate %</u>	<u>Investment Description</u>
8/18/2025	38,499	19,250		12,031		26,949		96,729	Toyota Corp	892361KF1	3.65%	Corporate Issue
9/9/2025	29,098	14,549		9,093		20,369		73,109	Wal-Mart	931142EW9	3.90%	Corporate Issue
11/10/2025	19,838	9,919		6,199		13,886		49,843	Wisconsin Pub Svc	976843BP6	5.35%	Corporate Issue
3/3/2026	39,561	19,781		12,363		27,693		99,398	John Deere Capital	24422EWT2	5.05%	Corporate Issue
5/15/2026	19,474	9,737		6,086		13,632		48,928	Florida Pwr Lt Co	341081GR2	4.45%	Corporate Issue
8/3/2026	39,427	19,714		12,321		27,599		99,061	State Str Corp	857477CD3	5.27%	Corporate Issue
3/1/2027	19,690	9,845		6,153		13,783		49,470	California	13063D3N6	4.85%	Municipal Issue
5/1/2027	21,692	10,846		6,779		15,184		54,500	Massachusetts	575831EZ1	2.39%	Municipal Issue
6/1/2027	35,097	17,548		10,968		24,568		88,180	Connecticut	20772KNY1	1.50%	Municipal Issue
6/30/2027	34,635	17,317		10,823		24,244		87,020	Multnomah Cnty	625517NG8	1.25%	Municipal Issue
1/1/2029	16,767	8,384		5,240		11,737		42,128	Birmingham,AL	091096NZ6	1.61%	Municipal Issue
Total PMA	1,968,398	984,199	-	615,124	-	1,377,878	-	4,945,599				

ILLINOIS VALLEY COMMUNITY COLLEGE
INVESTMENT STATUS REPORT
October 31, 2023

<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>Certificate Number</u>
11/7/2023						199,569		199,569	CB	3.50%	Goldman Sachs
11/7/2023						199,595		199,595	CB	3.50%	UBS Bank USA
11/8/2023						199,568		199,568	CB	3.55%	Morgan Stanley Bank
11/8/2023						199,552		199,552	CB	3.55%	Morgan Stanley
11/15/2023						199,520		199,520	CB	3.55%	Comenity Capital
8/12/2024						234,754		234,754	MBS	0.70%	Sallie Mae Bank
2/25/2026						218,462		218,462	MBS	0.65%	State Bank of India
Total CD						1,451,020		1,451,020			

CB Commerce Bank MBS Multi-Bank Securities, Inc.

ILLINOIS VALLEY COMMUNITY COLLEGE
ISDLAF+ Investments
October 31, 2023

<u>DUE</u>	<u>Education</u>	<u>Over & 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>Certificate Number</u>
12/11/2023			243,350					243,350	Old Plank	5.23%	1349874-1
12/11/2023			243,350					243,350	Bank Hapoalim	5.23%	1349873-1
1/8/2024	246,550							246,550	Pacific National Bank	5.39%	TBD
4/8/2024	243,350							243,350	5 Star Bank	5.41%	TBD
4/12/2024		236,900						236,900	Eagle Bank	5.44%	TBD
5/20/2024			200,000					200,000	Cornerstone Bank	5.34%	1352514-1
9/9/2024						236,550		236,550	Vibrant Credit Union	5.53%	1353179-1
9/9/2024						236,750		236,750	Financial Federal Bank, TN	5.50%	1353178-1
10/8/2024	236,700							236,700	Consumers Credit Union	5.60%	TBD
10/11/2024	236,900							236,900	Nex Bank	5.48%	TBD
4/7/2025						231,350		231,350	Baxter Credit Union	5.33%	TBD
4/14/2025	231,650							231,650	Truaxton Trust Company	5.19%	TBD
10/9/2025						226,000		226,000	First National Bank	5.18%	TBD
Total CD	1,195,150	236,900	686,700	-	-	930,650	-	3,049,400			

\$5,000 and Over Disbursements
10/01/23 - 10/31/23

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
787387	10/4/2023	227641	McCoy and Sons LLC	\$ 70,359.00	Pre-Payment for Farm Tiling Project
787390	10/4/2023	209546	Allied Universal Security Serv	10,612.53	Security Services
787400	10/4/2023	223371	Central Truck Leasing LLC	7,736.88	Monthly Tractor Lease; Variable Mileage
787401	10/4/2023	1169	City of Oglesby	8,125.76	Water and Sewer; Oglesby Police Protection
787408	10/4/2023	174412	Demonica Kemper Architects	83,299.95	Water and Sewer; Agriculture Education*
787456	10/4/2023	187871	The Chicago Tour Company	5,734.00	CEC-Bus Trip (Chicago)
787458	10/4/2023	221913	The Home Depot Pro	5,036.81	Janitorial Consumables
787466	10/4/2023	1927	Walter J Zukowski and Assoc	5,166.25	Legal Services
ACH	10/9/2023		CCHC	263,790.28	Health Insurance (October 2023)
787515	10/11/2023	235211	Amazon Capital Services, Inc	5,204.22	Misc Special Orders
787528	10/11/2023	218596	Bushue HR, Inc	15,300.00	HR, Safety, and Insurance Consulting Services
787533	10/11/2023	132827	Chamlin and Associates, Inc	10,765.00	Engineering Design*
787539	10/11/2023	238983	Darktrace Holdings Limited	24,549.00	Darktrace DETECT/Network
787553	10/11/2023	1389	Illinois Valley YMCA	6,790.50	Childcare Partnership
787554	10/11/2023	235100	Lo Destro Construction	17,488.37	CETLA/ Band Room*
787573	10/11/2023	209460	Ferrilli	5,865.00	System Support: CORE
787578	10/11/2023	176488	Shearer Tree Service LLC	10,800.00	Tree Removal Service
787610	10/12/2023	82897	SURS	54,871.84	Payroll Deductions
ACH	10/12/2023		Internal Revenue Service	62,669.75	Federal Payroll Taxes
ACH	10/12/2023		Illinois Department of Revenue	24,849.11	State Payroll Taxes
ACH	10/12/2023		TSA EPARS	7,501.55	403(b) and 457(b) Payroll
ACH	10/12/2023		Prudential	5,793.54	Life Insurance (September 2023)
787657	10/18/2023	209546	Allied Universal Security Serv	19,576.11	Security Services
787674	10/18/2023	102229	Elan Cardmember Services	7,370.10	Monthly Credit Card Charges
787680	10/18/2023	99288	Gaumard Scientific	72,369.00	Trauma Hal
787689	10/18/2023	89031	IBEW 176 JATC	10,023.00	Instructor Fees for Fall 2023
787721	10/18/2023	239038	Rockford Carpetland USA	5,388.84	Laminate Flooring for ECE Classroom D-214
787763	10/25/2023	209546	Allied Universal Security Serv	10,464.18	Security Services

\$5,000 and Over Disbursements
10/01/23 - 10/31/23

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
787765	10/25/2023	235388	Arbor Management	29,839.14	Food Service Program
787772	10/25/2023	223371	Central Truck Leasing LLC	7,830.96	Monthly Tractor Lease; Variable Mileage
787773	10/25/2023	214499	Constellation NewEnergy, Inc	36,295.61	Electricity
787776	10/25/2023	232060	Custom Wash One, Inc	19,999.33	Cleaning Supplies and Labor
787778	10/25/2023	130732	Dodson Plumbing, Heating and AC	84,636.00	2022 Mechanical Upgrades*
787779	10/25/2023	209495	Drake Lake Training	5,850.00	Presenter Fee: CNA Train the Trainer 23FA
787789	10/25/2023	1335	Henricksen and Company, Inc	15,509.31	Pre-Payment for VP Office Furniture
787837	10/25/2023	237021	Theatrical Lighting Connection	76,784.25	Culture Center Lighting Replacement
787840	10/25/2023	96904	The Higher Learning Commission	15,000.00	Student Success Academy Membership
787865	10/26/2023	82897	SURS	56,082.20	Payroll Deductions
ACH	10/26/2023		Internal Revenue Service	64,372.53	Federal Payroll Taxes
ACH	10/26/2023		Illinois Department of Revenue	25,478.27	State Payroll Taxes
ACH	10/26/2023		TSA EPARS	7,501.55	403(b) and 457(b) Payroll
				\$ 1,282,679.72	

*Protection, Health, and Safety (PHS) Projects



IVCC Stipend Board Report for Payroll Ending 10/07/2023

Name	Desc	Start Date	End Date	Last Pay Date	Base	Base Amount	GL No	Section Name	Section Title	Comments
Boughton, Christina A.	Cov'd Margie's NUR 1200-6 Lec	10/04/2023	10/04/2023	10/12/2023	OV	136.00	011420730051340			
Fish, Nicholas R	BLS/CRP Refresh Massage Therap	09/18/2023	09/29/2023	10/12/2023	ST	100.00	014110394151320			
Foxworthy, Michael E	40hr Equip Refresher-Class A	09/25/2023	09/26/2023	10/12/2023	ST	416.00	014210331051320			
Jenrich, Chuck	Eps:yte Resp Care Internal Au	09/25/2023	09/25/2023	10/12/2023	ST	1,000.00	014210331051320			
Klieber, Tracie Marie	AM Yoga Unique 2U In-P & Onl	09/11/2023	10/04/2023	10/12/2023	ST	320.00	014110394151320			
Klieber, Tracie Marie	PM Yoga Unique 2U In-Per & Onl	09/11/2023	10/04/2023	10/12/2023	ST	320.00	014110394151320			
Klieber, Tracie Marie	Strength, Cardio, Core	09/12/2023	10/05/2023	10/12/2023	ST	300.00	014110394151320			
Leiteritz, Lexis Lynn	Computer Basics & Int Security	09/15/2023	09/29/2023	10/12/2023	ST	315.00	014110394151320			
Mantemach, Emily S	Intro to Yoga @ Nell's Woodlnd	08/24/2023	10/05/2023	10/12/2023	ST	262.50	014110394151320			
Mantemach, Emily S	Intro to Meditation,Asana,Matw	10/06/2023	10/06/2023	10/12/2023	ST	50.00	014110394151320			
Mantemach, Emily S	Intro to Ayurveda	10/07/2023	10/07/2023	10/12/2023	ST	125.00	014110394151320			
Mollin, Theresa Marie	Carus Welding Classes	09/26/2023	09/26/2023	10/12/2023	ST	56.25	014210331051320			
Ohlson, David Neil	40 hr Equip Refresher-Class A	09/27/2023	09/28/2023	10/12/2023	ST	416.00	014210331051320			
Ossola, Jyllian	PutnamCnty Picassos-Art Class	09/05/2023	10/03/2023	10/12/2023	ST	400.00	014210331051320			
Pretzsch, Ricky D	Retro Pay-M. Pretzsch MA to DR	10/07/2023	10/07/2023	10/07/2023	MI	1,065.21	011120570051310			
Retoff, Dan J	Begnr Tai Chi @ Nell's Wdland	08/24/2023	09/28/2023	10/12/2023	ST	218.75	014110394151320			
Schneider, Gregg A	Driver Imprvmt-Bureau County	09/30/2023	09/30/2023	10/12/2023	ST	160.00	014110394351320			
Schneider, Gregg A	Driver Imprvmt-LaSalle County	10/04/2023	10/04/2023	10/12/2023	ST	160.00	014110394251320			
Smith, Sara E	FSS 8 hr Online & Re-Test	10/05/2023	10/05/2023	10/12/2023	ST	100.00	014110394151320			

\$5,920.71


 Kathy Ross

VP of Business Services and Finance

Dr. Tracy Morris
 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 10/21/2023

Name	Desc	Start Date	End Date	Last Pay Date	Base	Base Amount	GL No	Section Name	Section Title	Comments
Allen, Molly Renee	ALH 1214 603 Lab/Clinic	10/11/2023	12/15/2023	12/21/2023	ST	4,475.00	011420730051320	ALH-1214-603	Certified Nursing Assistant	
Avila, Jaime	FY24 Clothing Allowance	10/19/2023	10/19/2023	10/26/2023	TF	275.00	027110471052900			
Biagi, Dorothy A	Tortellini: Twist, Cook, Eat	10/19/2023	10/19/2023	10/26/2023	ST	150.00	014110394151320			
Biagi, Dorothy A	Italian Sauces	10/20/2023	10/20/2023	10/26/2023	ST	150.00	014110394151320			
Bursell, Jennifer R	CRJ 1030-100	10/11/2023	12/15/2023	12/21/2023	ST	2,064.00	011420730051320	CRJ-1030-100	Juvenile Delinquency	
Damron, Hailey Nicole	ECE 1203 350	10/11/2023	12/15/2023	12/21/2023	SG	2,898.00	061220939451220	ECE-1203-350	Mathematics for Young Children	
Dzurisin, Juliana Mae	ALH 1214 603,604 Lec	10/11/2023	12/15/2023	12/21/2023	ST	4,906.00	011420730051320	ALH-1214-603	Certified Nursing Assistant	
Engelman, John Arthur	CARUS Welding Class	09/26/2023	10/03/2023	10/26/2023	ST	300.00	014210331051320			
Engelman, John Arthur	CARUS Welding Class	10/17/2023	10/17/2023	10/26/2023	ST	168.75	014210331051320			
Fitzpatrick, Sara Elizabeth	Gluten Free Gourmet	10/11/2023	10/11/2023	10/26/2023	ST	175.00	014110394151320			
Greve, Mary Ann	ALH 1252 300 Clinic	10/11/2023	12/15/2023	12/21/2023	ST	2,412.00	011420730051320	ALH-1252-300	Prin. & Pract. of Phlebotomy	
Gruber, Scott James	CARUS Welding Class	09/26/2023	10/03/2023	10/26/2023	ST	300.00	014210331051320			
Gruber, Scott James	Canus Welding Class	10/17/2023	10/17/2023	10/26/2023	ST	131.25	014210331051320			
Hauser, Jennifer Nicole	ALH 1214 604 Lab/Clinic	10/11/2023	12/15/2023	12/21/2023	ST	4,475.00	011420730051320	ALH-1214-604	Certified Nursing Assistant	
Hermes, Kevin Michael	CRJ 2030-100	10/11/2023	12/15/2023	12/21/2023	ST	2,544.00	011220570051320	CRJ-2030-100	Evidence and Criminal Procc	
Hernandez, Corinna Mae	DLA 1229 100 Online	10/11/2023	12/15/2023	12/21/2023	ST	770.00	011420730051320	DLA-1229-100	Med. Emerg. in The Dental Of.	
Hernandez, Corinna Mae	DLA 1216 100 Online	10/11/2023	12/15/2023	12/21/2023	ST	770.00	011420730051320	DLA-1216-100	Dental Administrative Asst.	
Jenkins, Julie Osthus	Paint your home portraits	10/14/2023	10/14/2023	10/26/2023	ST	260.00	014110394151320			
Jenrich, Chuck	HCC Inc. Mendota	10/17/2023	10/18/2023	10/26/2023	ST	2,000.00	014210331051320			
Kuester, David A	Directing Stipend THE 1005 80	08/16/2023	12/15/2023	10/26/2026	ST	100.00	011120650051340			Based on enrollment and contract Coverage for S Wh/leaker
Lenkaitis, Cathy Jo	NUR 2201 05 Lab	10/12/2023	10/12/2023	10/26/2023	ST	110.50	011420730051340			
Mantermach, Emily S	Ayurvedic Cooking	10/21/2023	10/21/2023	10/26/2023	ST	125.00	014110394151320			
Mycrs, Taylor Marie	NUR 220106 CVRD for A. Fox	10/11/2023	10/11/2023	10/26/2023	ST	110.50	011420730051340			Covered Lab for Amber Fox on 10-11-
Nickel, Paul A	WLD Series 24	10/11/2023	12/15/2023	12/21/2023	ST	2,676.00	011320410051320	WLD-1200-24	SMAW Mig Steel, Flat Pos.	
Nickel, Paul A	Multi-Preps 24	10/11/2023	12/15/2023	12/21/2023	ST	445.00	011320410051320			
Nissen, Debra Lynn	ALH 1214 03 Lab/Clinic	10/11/2023	12/15/2023	12/21/2023	ST	4,300.00	011420730051320	ALH-1214-03	Certified Nursing Assistant	
Ossola, Jillian	Pumpkin & Snowman Door Decor	10/14/2023	10/14/2023	10/26/2023	ST	120.00	014110394151320			
Pytel, Kyle Edwin	Driver Impvrmt-LaSalle County	10/14/2023	10/14/2023	10/26/2023	ST	200.00	014110394251320			
Pytel, Kyle Edwin	Driver Impvrmt-LaSalle County	10/21/2023	10/21/2023	10/26/2023	ST	200.00	014110394251320			
Quincer, Mark Stephen	FY24 Clothing Allowance	10/21/2023	10/21/2023	10/26/2023	TF	275.00	027110471052900			
Roach, Joshua Joseph	WLD Series 321	10/11/2023	12/15/2023	12/21/2023	ST	2,574.00	011320410051320	WLD-1200-321	SMAW Mig Steel, Flat Pos.	
Roach, Joshua Joseph	Multi-Preps 321	10/11/2023	12/15/2023	12/21/2023	ST	429.00	011320410051320			
Ruda, Anthony J	HPE 1000-103	10/11/2023	12/15/2023	12/21/2023	ST	928.00	011120570051320	HPE-1000-103	Wellness	
Ruda, Anthony J	HPE 1000-102	10/11/2023	12/15/2023	12/21/2023	ST	928.00	011120570051320	HPE-1000-102	Wellness	
Ruda, Anthony J	HPE 1003-102	10/11/2023	12/15/2023	12/21/2023	ST	1,856.00	011120570051320	HPE-1003-102	Personal and Community Health	
Safrauske, Sandra Kay	FY24 Clothing Allowance	09/29/2023	10/21/2023	10/26/2023	TF	275.00	027110471052900			
Schuermer, Patrick	GNT-1208-300	10/11/2023	12/15/2023	12/21/2023	ST	858.00	011320410051320	GNT-1208-300	Industrial Safety	
Schultz, Eugene Carl	FY24 Clothing Allowance	09/11/2023	10/21/2023	10/26/2023	TF	275.00	027110471052900			
Smith, Mary Helen	Eureka Bank Excel 2019 end 365	10/11/2023	10/11/2023	10/26/2023	ST	125.00	014210331051320			

Smith, Mary Helen	Commuting Mileage 50 Miles	10/13/2023	10/13/2023	10/26/2023	ML	32.75	014210331055212		
Smith, Mary Helen	1 on 1 Excel Computer Session	10/13/2023	10/13/2023	10/26/2023	ST	105.00	014110394151320		
Swett, Steven A	ALH 1221 302 Lec	10/11/2023	12/15/2023	12/21/2023	ST	1,110.00	011420730051320	ALH-1221-302	Industrial First Aid
Zukowski, Abigail Marie	Sound Healing Intro Class@Neil	10/17/2023	10/17/2023	10/26/2023	ST	150.00	014110394151320		

\$47,442.75



Kathy Ross
VP of Business Services and Finance

Dr. Tracy Morris
President

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

Protection, Health, and Safety Projects for Tax Year 2023

The administration has been working with the Operations Committee, which is made up of administrators, staff, and faculty, on developing a list of Protection, Health, and Safety (PHS) projects for the tax year 2023 levy. The following projects are recommended for approval:

Building C Structural Repairs and Waterproofing

Project will to address the ongoing water infiltration issue and resulting structural concerns within the Building C Mechanical Room:

- Existing Conditions
 - Cast in place concrete roof deck and plaza deck
 - Cast in place concrete basement wall along the south side with soil adjacent to the south face of wall.
 - Cast in place concrete walls along the west and north face. The west wall is the exterior face of the loading dock, and the north wall aligns with the entry doors above.
 - The roofing conditions consist of an asphalt or rubber roof membrane along the west side, and a plaza level roof slab with a topping slab serving as the main entry to the building.

- Observations
 - The topping slab has cracks in many locations.
 - The caulk joints have failed and are missing caulk in many locations.
 - The exterior grade to the south has a drainpipe that is ineffective as it requires about 6” of standing water to start draining. Also, the grades are reverse pitched and settled and not providing positive drainage away from the building. Along the interior of the wall at the same area, water stains are present indicative of water leaking.
 - The bottom of the slab below the entry plaza has spalled concrete caused by water infiltration above and expansion of the corroding rebar.
 - Water stains are evident on the north wall beneath the entry doors suggesting water infiltration at the base of the façade and entry doors and glazing above.

Cost Estimate:

Project Costs	\$303,000
Contingency	\$30,300
A/E Professional Fees	<u>\$65,000</u>
Total:	\$398,300

Loading Dock Re-Construction

The existing loading dock located at Building C was originally installed at a height that does not allow for trucks and other delivery vehicles to align with the surface of the raised dock. As a result, a steel plate is used to transition the height differential and it takes a significant amount of energy for staff to load and unload trucks, which has led to stress and injuries on college personnel.

Additionally, the concrete raised dock and stair that leads to the dock is severely cracked, spalled, and deteriorated. This situation will continue to worsen as a result of freeze-thaw cycles and needs to be addressed soon. The existing roof structure will need to be temporarily shored in place while the concrete is replaced.

Cost Estimate:

Project Costs	\$285,000
Contingency	\$28,500
A/E Professional Fees	\$65,000
Total:	\$378,500

Interior Lighting Replacement – Phase 1

The existing lighting systems throughout the majority of the original portions of the interior of the campus have not been replaced or upgraded in many years. As a result, the lighting systems are significantly less energy efficient and provide a significantly lower level of lighting quality than current, more modern LED lighting systems. Additionally, as the lighting is replaced, the control systems, including vacancy sensors, occupancy sensors, and daylight harvesting will be installed and / or upgraded.

The lighting replacement has been categorized into three (3) priorities as follows:

- Priority 1 – Classrooms and Labs
- Priority 2 – Corridors and Public Areas
- Priority 3 – Office Spaces

The replacement of the interior lighting systems and associated control systems on campus will not only save energy, and subsequently reduce ongoing operating costs for the College, but will create a more comfortable learning environment with the ability to provide the appropriate footcandle levels to critical areas on campus in accordance with the Illumination Engineering Society's (IES) guidelines.

Cost Estimate:

Project Costs	\$1,007,030
Contingency	\$100,705
A/E Professional Fees	\$110,770
Total:	\$1,218,505

These projects total \$1,995,305. The maximum amount of the Protection, Health, and Safety is dependent on the levy passed for Tax Year 2023. Any funding not obtained in Tax Year 2023 will be taken from surplus PHS funds currently held by the District.

Recommendation:

The administration recommends Board approval of the three Protection, Health, and Safety projects as presented for a cost of \$1,995,305 and authorize the administration to include levy accordingly for the projects in coordination with the Tax Levy resolution.

KPI 6: Resource Management

CAPITAL PROJECT APPLICATION FORM
(One Application Form per Project)

District/College and District #: Illinois Valley Community College District #513
Contact Person: Ms. Kathy Ross, VP for Business Services & Finance Phone # 815.224.0419
Project: Building C Structural Repairs & Waterproofing
Project Budget: \$398,300 () check * here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc.

and disclose on funding attachment 2

Date October 31, 2023

Application Type (check the appropriate application type and follow instruction):

- Locally Funded New Construction-complete/submit Sections I, II, and III.
- Locally Funded Remodeling-complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling-complete/submit Sections I, II, and III.
- Protection, Health, and Safety-complete/submit Section I and Attachment PHS.
- Capital Renewal Project-complete/submit Section I and the Architect Recommendation Form
- ADA Project-complete/submit Section I, Attachment ADA, and Architect Recommendation Form.

Section I (submit for ALL project approval requests)

- A. Board of Trustees action-attach a copy of the local board’s resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*).
- C. A detailed description of the project’s programmatic justification (*complete the narration section and attach*)
- D. Board of Trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes _____ No _____

If no, please update your District’s Site and Construction Master Plan and submit to the ICCB.
Anticipated date of completion _____

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
- C. Has the site been determined professionally to be suitable for construction purposes?
Yes _____ No _____

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Protection, Health, and Safety Signature/Certification Page

	<u>Check if Applicable</u>
Energy Conservation Certification (see attachment, if applicable)	_____
Structural Integrity Certification (see attachment, if applicable)	_____
Budget Certification (see attachment, always required)	_____ X _____
Feasibility Study Identifying Need of the Project	_____
Other Documentation which May Support the Justification of this Project	_____

We certify that we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above, and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment#2 (Funding Source).

Further, we certify the Board has approved the architect’s recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the **Illinois Valley Community College District No. 513** Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

SCOPE OF WORK

Provide an explanation of the specific work to be performed as part of this project.

In order to address the ongoing water infiltration issue and resulting structural concerns within the Building C Mechanical Room, adjacent the main electrical switchgear that serves the College, the following Scope of Work is proposed:

- The slab above the switch gear needs to be repaired. At a minimum, the repairs should include:
 - Full removal of the entire topping slab.
 - Installation of a new waterproofing membrane.
 - Installation of a new topping slab.
 - Replacement of all caulk joints by removing and replacing all existing caulk.
 - The bottom of slab needs to be repaired at the spalled concrete. The repairs will consist of chipping away all unsound concrete to expose the corroded rebar. The corroded rebar shall be replaced in kind and lapped 36" with the adjacent non-corroded rebar. The concrete shall be patched to match existing.
- Protection of the existing switchgear within the space will be required throughout the construction process

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

- Existing Conditions
 - Cast in place concrete roof deck and plaza deck
 - Cast in place concrete basement wall along the south side with soil adjacent to the south face of wall.
 - Cast in place concrete walls along the west and north face. The west wall is the exterior face of the loading dock, and the north wall aligns with the entry doors above.
 - The roofing conditions consist of an asphalt or rubber roof membrane along the west side, and a plaza level roof slab with a topping slab serving as the main entry to the building.

- Observations
 - The topping slab has cracks in many locations.
 - The caulk joints have failed and are missing caulk in many locations.
 - The exterior grade to the south has a drainpipe that is ineffective as it requires about 6" of standing water to start draining. Also, the grades are reverse pitched and settled and not providing positive drainage away from the building. Along the interior of the wall at the same area, water stains are present indicative of water leaking.
 - The bottom of the slab below the entry plaza has spalled concrete caused by water infiltration above and expansion of the corroding rebar.
 - Water stains are evident on the north wall beneath the entry doors suggesting water infiltration at the base of the façade and entry doors and glazing above.
 - Outside the scope of our review, the following items should be reviewed and corrected:
 - Roof drain at the plaza level was holding water.
 - The floor drains around the switch gear in the mechanical room were holding water and appear to be clogged.
 - The slab beneath the switch gear platform is damp and is in close proximity to live electrical cables routed beneath the gear on top of the slab.

**Attachment #1
Project Budget**

Check One: (LOCALLY FUNDED – other than Protection, Health, and Safety – see below)
New Construction
Remodeling

Project Name: _____

	<u>New Construction</u>	<u>Remodeling</u>
Land	_____	_____
Site Development	_____	_____
Construction (including Fixed Equipment)	_____	_____
Mechanical	_____	_____
Electrical	_____	_____
General Conditions	_____	_____
Contingency	_____	_____
A/E Professional Fees	_____	_____
Total	_____	_____

Protection, Health, and Safety Project Name: Illinois Valley Community College – Building C Structural Repairs & Waterproofing

	<u>Budget Amounts</u>
Project Costs	\$ 303,000
Contingency	\$ 30,300
A/E Professional Fees	\$ 65,000
Total	\$ 398,300

Attachment #2 Funding Source

District/College Name: Illinois Valley Community College District #513

Project Name: Campus-Wide Lighting Upgrades

Check the source(s) of funds:

Available Fund Balance _____ Fund name(s): _____
(Including excess funds from
previously approved protection,
health, and safety projects)

Bond Proceeds _____ Type of bond issuance(s): _____
(Including protection, health,
and safety bonds)

Protection, Health, and _____ X Tax rate/fiscal year: Tax Year 2023 _____
Safety Tax Levy
(ILCS 805/3-20.3.01)

Contract for Deed _____ Term of Contract for Deed in months: _____
(ILCS 805/3-36)

Lending Arrangement with a _____ Term of Lending Arrangement in months: _____
Financial Institution
(ILC 805/3-37)

Lease Agreement _____ Term of Lease in months: _____
(ILCS 805/3-38)

Capital Renewal Funding _____ Proposed Fiscal Year Source(s): _____

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and Address of architect/engineer providing the estimate:

**Dominick Demonica, AIA, NCARB, LEED AP
Demonica Kemper Architects
125 North Halsted Street, Suite 301
Chicago, IL 60661**

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my direct supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.



Architect/Engineer's Signature

October 31, 2023
Date



001-014368
Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District #: Illinois Valley Community College District #513

Contact Person: Ms. Kathy Ross, VP for Business Services & Finance Phone # 815.224.0419

Project: Loading Dock Re-Construction

Project Budget: \$378,500 () check * here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc.

and disclose on funding attachment 2

Date October 31, 2023

Application Type (check the appropriate application type and follow instruction):

- Locally Funded New Construction-complete/submit Sections I, II, and III.
- Locally Funded Remodeling-complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling-complete/submit Sections I, II, and III.
- Protection, Health, and Safety-complete/submit Section I and Attachment PHS.
- Capital Renewal Project-complete/submit Section I and the Architect Recommendation Form
- ADA Project-complete/submit Section I, Attachment ADA, and Architect Recommendation Form.

Section I (submit for ALL project approval requests)

- A. Board of Trustees action-attach a copy of the local board’s resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished *(complete the narration section and attach).*
- C. A detailed description of the project’s programmatic justification *(complete the narration section and attach)*
- D. Board of Trustees approved budget *(use the appropriate format on Attachment #1)*
- E. Funding source *(use the appropriate format on Attachment #2)*

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes _____ No _____

If no, please update your District’s Site and Construction Master Plan and submit to the ICCB.
Anticipated date of completion _____

- B. Submit the new square footage allocation *(use Square Footage Summary Attachment)*

- C. Has the site been determined professionally to be suitable for construction purposes?

Yes _____ No _____

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

- A. Submit the remodeled square footage allocation *(use Square Footage Summary Attachment)*

Protection, Health, and Safety Signature/Certification Page

	<u>Check if Applicable</u>
Energy Conservation Certification (see attachment, if applicable)	_____
Structural Integrity Certification (see attachment, if applicable)	_____
Budget Certification (see attachment, always required)	_____ X _____
Feasibility Study Identifying Need of the Project	_____
Other Documentation which May Support the Justification of this Project	_____

We certify that we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above, and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment#2 (Funding Source).

Further, we certify the Board has approved the architect’s recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the **Illinois Valley Community College District No. 513** Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

SCOPE OF WORK

Provide an explanation of the specific work to be performed as part of this project.

The scope of the project includes the following:

- Demolition Work
 - Sawcut and removal of existing pavement and subgrade in front of existing raised dock in order to lower the existing grade
 - Removal of existing raised concrete dock, foundations, and stairs / temporarily shore existing roof structure over dock

- New Construction
 - Re-grade area in front of existing raised dock in order to provide adequate height to accommodate trucks backing into this space
 - Provide new trench drain and tie into existing storm sewer system
 - Provide new concrete foundations and raised concrete dock with new dock leveler
 - Provide new concrete retaining wall, new stair, and new paving
 - Provide new railing system

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

The existing loading dock located at Building C was originally installed at a height that does not allow for trucks and other delivery vehicles to align with the surface of the raised dock. As a result, a steel plate is used to transition the height differential and it takes a significant amount of energy for staff to load and unload trucks, which has led to stress and injuries on college personnel.

Additionally, the concrete raised dock and stair that leads to the dock is severely cracked, spalled, and deteriorated. This situation will continue to worsen as a result of freeze-thaw cycles and needs to be addressed soon. The existing roof structure will need to be temporarily shored in place while the concrete is replaced.

**Attachment #1
Project Budget**

Check One: (LOCALLY FUNDED – other than Protection, Health, and Safety – see below)
New Construction
Remodeling

Project Name: _____

	<u>Budget Amounts</u>	
	<u>New Construction</u>	
	<u>Remodeling</u>	
Land	_____	_____
Site Development	_____	_____
Construction (including Fixed Equipment)	_____	_____
Mechanical	_____	_____
Electrical	_____	_____
General Conditions	_____	_____
Contingency	_____	_____
A/E Professional Fees	_____	_____
Total	_____	_____

Protection, Health, and Safety Project Name: Illinois Valley Community College – Loading Dock Re-Construction

Budget Amounts

Project Costs	\$ 285,000
Contingency	\$ 28,500
A/E Professional Fees	\$ 65,000
Total	\$ 378,500

Attachment #2 Funding Source

District/College Name: Illinois Valley Community College District #513

Project Name: Loading Dock Re-Construction

Check the source(s) of funds:

Available Fund Balance
(Including excess funds from
previously approved protection,
health, and safety projects)

_____ Fund name(s): _____

Bond Proceeds
(Including protection, health,
and safety bonds)

_____ Type of bond issuance(s): _____

Protection, Health, and
Safety Tax Levy
(ILCS 805/3-20.3.01)

X Tax rate/fiscal year: Tax Year 2023 _____

Contract for Deed
(ILCS 805/3-36)

_____ Term of Contract for Deed in months: _____

Lending Arrangement with a
Financial Institution
(ILC 805/3-37)

_____ Term of Lending Arrangement in months: _____

Lease Agreement
(ILCS 805/3-38)

_____ Term of Lease in months: _____

Capital Renewal Funding

_____ Proposed Fiscal Year Source(s): _____

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and Address of architect/engineer providing the estimate:

**Dominick Demonica, AIA, NCARB, LEED AP
Demonica Kemper Architects
125 North Halsted Street, Suite 301
Chicago, IL 60661**

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my direct supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.



Architect/Engineer's Signature

October 31, 2023

Date



001-014368

Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

CAPITAL PROJECT APPLICATION FORM
(One Application Form per Project)

District/College and District #: Illinois Valley Community College District #513

Contact Person: Ms. Kathy Ross, VP for Business Services & Finance Phone # 815.224.0419

Project: Interior Lighting Replacement – Phase 1

Project Budget: \$1,218,505 () check * here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc.

and disclose on funding attachment 2

Date October 31, 2023

Application Type (check the appropriate application type and follow instruction):

- Locally Funded New Construction-complete/submit Sections I, II, and III.
- Locally Funded Remodeling-complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling-complete/submit Sections I, II, and III.
- Protection, Health, and Safety-complete/submit Section I and Attachment PHS.
- Capital Renewal Project-complete/submit Section I and the Architect Recommendation Form
- ADA Project-complete/submit Section I, Attachment ADA, and Architect Recommendation Form.

Section I (submit for ALL project approval requests)

- A. Board of Trustees action-attach a copy of the local board’s resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*).
- C. A detailed description of the project’s programmatic justification (*complete the narration section and attach*)
- D. Board of Trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes _____ No _____

If no, please update your District’s Site and Construction Master Plan and submit to the ICCB.
Anticipated date of completion _____

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
- C. Has the site been determined professionally to be suitable for construction purposes?

Yes _____ No _____

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Protection, Health, and Safety Signature/Certification Page

Check if Applicable

Energy Conservation Certification (see attachment, if applicable) _____

Structural Integrity Certification (see attachment, if applicable) _____

Budget Certification (see attachment, always required) _____ **X**

Feasibility Study Identifying Need of the Project _____

Other Documentation which May Support the Justification of this Project _____

We certify that we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above, and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment#2 (Funding Source).

Further, we certify the Board has approved the architect’s recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the **Illinois Valley Community College District No. 513** Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

SCOPE OF WORK

Provide an explanation of the specific work to be performed as part of this project.

The scope of the project includes the removal and replacement of existing interior fluorescent and incandescent light fixtures and control systems with new LED light fixtures and control systems to meet current energy code requirements throughout two priority areas on campus:

Priority 1 Areas (approx. 69,580 SF) – All Classrooms and Labs with the exception of the following:

- Building G
- Building J
- Existing Science Labs
- Existing Art Studios
- Existing Band / Music Spaces
- All spaces recently renovated with LED light fixtures

Priority 2 Areas (approx. 57,185 SF) – All Corridors / Public Spaces within the Campus Core (Buildings A, B, C, D, & E) except for the following:

- Lower Level Corridors
- Existing Library
- All spaces recently renovated with LED light fixtures

It is important to note that a subsequent PHS project may be requested to address the replacement of light fixtures within the balance of spaces throughout campus

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

The existing lighting systems throughout the majority of the original portions of the interior of the campus have not been replaced or upgraded in many years. As a result, the lighting systems are significantly less energy efficient and provide a significantly lower level of lighting quality than current, more modern LED lighting systems. Additionally, as the lighting is replaced, the control systems, including vacancy sensors, occupancy sensors, and daylight harvesting will be installed and / or upgraded.

The lighting replacement has been categorized into three (3) priorities as follows:

- Priority 1 – Classrooms and Labs
- Priority 2 – Corridors and Public Areas
- Priority 3 – Office Spaces

The replacement of the interior lighting systems and associated control systems on campus will not only save energy, and subsequently reduce ongoing operating costs for the College, but will create a more comfortable learning environment with the ability to provide the appropriate footcandle levels to critical areas on campus in accordance with the Illumination Engineering Society's (IES) guidelines.

**Attachment #1
Project Budget**

Check One: (LOCALLY FUNDED – other than Protection, Health, and Safety – see below)
New Construction
Remodeling

Project Name: _____

	<u>Budget Amounts</u>	
	<u>New Construction</u>	<u>Remodeling</u>
Land	_____	_____
Site Development	_____	_____
Construction (including Fixed Equipment)	_____	_____
Mechanical	_____	_____
Electrical	_____	_____
General Conditions	_____	_____
Contingency	_____	_____
A/E Professional Fees	_____	_____
Total	_____	_____

Protection, Health, and Safety Project Name: Illinois Valley Community College – Interior Lighting Replacement – Phase 1

	<u>Budget Amounts</u>
Project Costs	\$ <u>1,007,030</u>
Contingency	\$ <u>100,705</u>
A/E Professional Fees	\$ <u>110,770</u>
Total	\$ <u>1,218,505</u>

Attachment #2 Funding Source

District/College Name: Illinois Valley Community College District #513

Project Name: Interior Lighting Replacement – Phase 1

Check the source(s) of funds:

Available Fund Balance _____ Fund name(s): _____
(Including excess funds from
previously approved protection,
health, and safety projects)

Bond Proceeds _____ Type of bond issuance(s): _____
(Including protection, health,
and safety bonds)

Protection, Health, and _____ X Tax rate/fiscal year: Tax Year 2023 _____
Safety Tax Levy
(ILCS 805/3-20.3.01)

Contract for Deed _____ Term of Contract for Deed in months: _____
(ILCS 805/3-36)

Lending Arrangement with a _____ Term of Lending Arrangement in months: _____
Financial Institution
(ILC 805/3-37)

Lease Agreement _____ Term of Lease in months: _____
(ILCS 805/3-38)

Capital Renewal Funding _____ Proposed Fiscal Year Source(s): _____

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and Address of architect/engineer providing the estimate:

**Dominick Demonica, AIA, NCARB, LEED AP
Demonica Kemper Architects
125 North Halsted Street, Suite 301
Chicago, IL 60661**

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my direct supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.



Architect/Engineer's Signature

October 31, 2023
Date



001-014368
Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

2023 Tentative Tax Levy

The Tax Levy for the upcoming tax cycle is based on an estimated 8.96% increase in Equalized Assessed Valuation (EAV) for all combined counties.

The administration is suggesting a levy of \$15,045,680 for tax year 2023. This is a 4.99 percent increase from the 2022 actual tax extension of \$14,329,963.61. This levy will result in a decrease of 0.0131 cents in tax rate. The average \$100,000 home will realize a decrease of approximately \$4.32 cents in taxes.

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

Payable 2024 Fund	Total Extension 2022	Projected Tax Rate	Levy Request
Education	5,167,123.23	0.1300	5,652,542
Additional Education	4,472,987.89	0.1130	4,913,363
O&M	1,589,837.44	0.0400	1,739,244
PHS	1,507,189.84	0.0264	1,147,031
Audit	43,825.30	0.0010	43,500
Tort	1,348,924.52	0.0310	1,350,000
Soc Sec	200,075.39	0.0046	200,000
Other	-	-	-
<u>Total w/o Bonds</u>	<u>14,329,963.61</u>	<u>0.3460</u>	<u>15,045,680.00</u>

The Education and Operations and Maintenance levies are at the maximum rates of .13 and .04, respectively. The Additional Tax rate authorized by the Illinois Community College Board (ICCB) has been set at .1133, however, the administration is recommending a levy at the lesser rate of .1130. The Additional Tax is used exclusively for educational purposes.

Recommendation:

The administration recommends the Board adopt the Resolution approving a Tentative Tax Levy and Tentative Certificate of Tax Levy, as presented.

KPI 6: Resource Management



Lazaro Lopez, Ed.D.
Chairman

Brian Durham, Ph.D.
Executive Director

Illinois Community College Board

September 27, 2023

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

Dear Dr. Morris,

At the meeting held on September 15, 2023, the Illinois Community College Board authorized your district's eligibility for the special tax levy pursuant to 110 ILCS 805, Section 3-14.3. Please note the provisions of this section specify that your board of trustees must adopt a resolution expressing its intent to levy the tax; and thereby, giving voters an opportunity to request a referendum on the proposed additional levy. The state average combined educational and operations and maintenance purposes tax rate is 28.33 cents, and Illinois Valley Community College can levy an additional 11.33 cents. The levy does not circumvent tax cap legislation.

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

Sincerely,

Brian Durham, Ed.D.
Executive Director

cc: Kathy Ross, CFO

TENTATIVE CERTIFICATE OF TAX LEVY

Community College District No. 513 Counties LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy & Livingston
Community College District Name Illinois Valley Community College and State of Illinois

We hereby certify that we require:

- the sum of \$ 5,652,542 to be levied as a tax for educational purposes(110 ILCS 805/3-1), and
the sum of \$ 1,739,244 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
the sum of \$ 4,913,363 to be levied as an additional tax for educational purposes (110 ILCS 805/3-14.3), and
the sum of \$ 1,350,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and
the sum of \$ 200,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
the sum of \$ 43,500 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
the sum of \$ 1,147,031 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01),and
the sum of \$ -0- to be levied as a special tax for (specify) purposes, on the taxable property of our community college district for the year 20

Signed this 9th day of November, 2023

Chair of the Board of Said Community College District

Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them.

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

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

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 513 County(ies) of and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2023 was filed in the office of the County Clerk of this county on , 2023.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2023 is \$

Date

County Clerk and County

RESOLUTION APPROVING A TENTATIVE TAX LEVY

RESOLUTION

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

SECTION 1: That the following amounts of money, as indicated on the Tentative Certificate of Tax Levy hereto attached and made a part hereof, must be raised for the various purposes as in said Tentative Certificate of Tax Levy and that the levy for the year 2023 be allocated 50 percent for FY 2024 and 50 percent for FY 2025.

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

APPROVED this 9th day of November, 2023.

Chairperson, Board of Trustees

ATTEST:

Secretary, Board of Trustees

Request for Equity Increases (approval)

In August, the Board approved equity increases for employees not affected by a labor agreement. After rolling out these increases across campus, Human Resources met with individuals across the campus. During those meetings, two individuals were found to have not received equity increases correctly. In one case, the individual's years of service were not calculated correctly due to a title change. This is being brought forward for correction. The second individual was omitted from the original request due to a position classification. In this case, the individual is not covered by a labor agreement and should have been included. Upon your approval, both individuals would receive the appropriate increase in the same manner as the original increases.

Recommendation:

Approve equity increases for two individuals, as presented.

KPI 4: Support for Employees

Resolution for Emeritus Status – Dr. Thomas J. McCormack

Board Policy 01.24 – Designation of Emeritus Status allows the Board of Trustees to award this honorary designation as outlined in the Institutional Procedure. This resolution serves to memorialize Emeritus Status for Dr. Thomas J. McCormack.

The title of President Emeritus confers no remuneration, rights to employment, or benefit in addition to those provided above. Presidents Emeriti do not exercise any of the authority or administrative functions associated with holding a staff position at the College.

Recommendation:

Approve the Resolution for President Emeritus status for Dr. Thomas J. McCormack to be awarded posthumously, as presented.

KPI 4: Support for Employees

Resolution

WHEREAS, in special recognition of distinguished service to LaSalle-Peru-Oglesby Junior College and the IVCC community, the Board of Trustees wishes to posthumously recognize Thomas J. McCormack, by honoring him with the title of President Emeritus; and

WHEREAS, Dr. McCormack was a Princeton University graduate and was recognized as one of the nation's outstanding educators of his time; and

WHEREAS, Dr. McCormack served LPO as the first Director at the time when LPO was located at LaSalle-Peru Township High School from 1924 until the time of his passing in 1932; and

WHEREAS, Dr. McCormack's leadership was fundamental to the founding of LPO and under his leadership, LPO grew from seven instructors and 32 students to 18 instructors and 146 students in 1932; and

WHEREAS, Dr. McCormack's leadership in the formative years of LPO Junior College is memorialized by the honor of the McCormack Scholars, which are annually celebrated as the top students each year; and

WHEREAS, Dr. McCormack demonstrated professional competence, provided meritorious service, and upheld the highest standards for the College and championed the role of the College in the community; and

WHEREAS, Dr. McCormack was inducted into the inaugural IVCC-LPO Hall of Fame in 2008;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Illinois Valley Community College that it approves the posthumous designation of President Emeritus for Dr. McCormack.

BE IT FURTHER RESOLVED that this Board herein extends its deepest appreciation to Dr. McCormack for his dedication and service to LPO Junior College and to the generations of community members who have been positively impacted by the College.

BE IT FURTHER RESOLVED that this Resolution was presented at the Investiture Ceremony on September 21, 2023 and will be noted in the permanent minutes of this Board meeting.

BE IT FURTHER RESOLVED that President Emeritus status for Dr. McCormack hereunto will be listed on the website and identified in publications related to the history of the College and that the use of the title "President Emeritus" in community and professional activities may be allowed in reference to Dr. McCormack.

Effective this 9th Day of November, 2023

Board Chair

Resolution for Emeritus Status – Dr. Frank Jensen

Board Policy 01.24 – Designation of Emeritus Status allows the Board of Trustees to award this honorary designation as outlined in the Institutional Procedure. This resolution serves to memorialize Emeritus Status for Dr. Frank Jensen.

The title of President Emeritus confers no remuneration, rights to employment, or benefit in addition to those provided above. Presidents Emeriti do not exercise any of the authority or administrative functions associated with holding a staff position at the College.

Recommendation:

Approve the Resolution for President Emeritus status for Dr. Frank Jensen to be awarded posthumously, as presented.

KPI 4: Support for Employees

Resolution

WHEREAS, in special recognition of distinguished service to LaSalle-Peru-Oglesby Junior College and the IVCC community, the Board of Trustees wishes to posthumously recognize Frank Jensen, by honoring him with the title of President Emeritus; and

WHEREAS, Dr. Jensen served LPO as the third Director of LPO, beginning in 1935 and serving for eleven years until his passing in 1947; and

WHEREAS, Dr. Jensen's leadership as a passionate advocate for community colleges was critical for the early growth of the College and he reengaged athletic programs and reinstated scholastic contests after the war; and

WHEREAS, Dr. Jensen developed the first salary schedule for the faculty; and

WHEREAS, Dr. Jensen served as the Director when the College was located at LaSalle-Peru Township High School and was the leader in obtaining funding from the Public Works Administration to complete a new wing for the building as well as for what is now known as Howard Fellows Stadium; and

WHEREAS, Dr. Jensen demonstrated professional competence, provided meritorious service, and upheld the highest standards for the College and championed the role of the College in the community;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Illinois Valley Community College that it approves the posthumous designation of President Emeritus for Dr. Jensen.

BE IT FURTHER RESOLVED that this Board herein extends its deepest appreciation to Dr. Jensen for his dedication and service to LPO Junior College and to the generations of community members who have been positively impacted by the College.

BE IT FURTHER RESOLVED that this Resolution was presented at the Investiture Ceremony on September 21, 2023 and will be noted in the permanent minutes of this Board meeting.

BE IT FURTHER RESOLVED that President Emeritus status for Dr. Jensen hereunto will be listed on the website and identified in publications related to the history of the College and that the use of the title "President Emeritus" in community and professional activities may be allowed in reference to Dr. Jensen.

Effective this 9th Day of November, 2023

Board Chair

Resolution for Emeritus Status – Dr. Francis H. Dolan

Board Policy 01.24 – Designation of Emeritus Status allows the Board of Trustees to award this honorary designation as outlined in the Institutional Procedure. This resolution serves to memorialize Emeritus Status for Dr. Francis H. Dolan.

The title of President Emeritus confers no remuneration, rights to employment, or benefit in addition to those provided above. Presidents Emeriti do not exercise any of the authority or administrative functions associated with holding a staff position at the College.

Recommendation:

Approve the Resolution for President Emeritus status for Dr. Francis H. Dolan to be awarded posthumously, as presented.

KPI 4: Support for Employees

Resolution

WHEREAS, in special recognition of distinguished service to LaSalle-Peru-Oglesby Junior College and the IVCC community, the Board of Trustees wishes to posthumously recognize Francis H. Dolan, by honoring him with the title of President Emeritus; and

WHEREAS, Dr. Dolan served first as the Assistant Director for LPO for ten years prior to being selected as the director; and

WHEREAS, Dr. Dolan served LPO as the fourth Director of LPO, beginning in 1947 when the College was located at LaSalle-Peru Township High School; and

WHEREAS, Dr. Dolan's leadership was fundamental to significant growth at LPO and under his leadership, LPO grew from college enrollment grew from 258 students in 1948 to 864 students in 1965; and

WHEREAS, Dr. Dolan's leadership in the formative years during the creation of Illinois Valley Community College was critical to the success of the transition; and

WHEREAS, Dr. Dolan also served as the first Director for Illinois Valley Community College prior to his retirement; and

WHEREAS, Dr. Dolan demonstrated professional competence, provided meritorious service, and upheld the highest standards for the College and championed the role of the College in the community; and

WHEREAS, Dr. Dolan was inducted into the IVCC-LPO Hall of Fame in 2010;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Illinois Valley Community College that it approves the posthumous designation of President Emeritus for Dr. Dolan.

BE IT FURTHER RESOLVED that this Board herein extends its deepest appreciation to Dr. Dolan for his dedication and service to LPO Junior College, to Illinois Valley Community College, and to the generations of community members who have been positively impacted by the College.

BE IT FURTHER RESOLVED that this Resolution was presented at the Investiture Ceremony on September 21, 2023 and will be noted in the permanent minutes of this Board meeting.

BE IT FURTHER RESOLVED that President Emeritus status for Dr. Dolan hereunto will be listed on the website and identified in publications related to the history of the College and that the use of the title "President Emeritus" in community and professional activities may be allowed in reference to Dr. Dolan.

Effective this 9th Day of November, 2023

Board Chair

Board Policy (approval)

Board Policy 01.21 – Policy Formulation and Adoption is an update to the policy and related procedure that governs the process for review and update of policies and procedures. This policy and procedure were reviewed by the Planning Committee in October, 2023 and are being brought forward for approval due to the number of revisions and changes. The procedure outlines the process for policy review.

Recommendation:

Approve Board Policy, as presented.

KPI 4: Support for Employees

Illinois Valley Community College Board Policy

Subject: Policy Formulation, and Adoption, <u>and Revision</u>	Effective Date: 02/25/2010
	Last Reviewed: 11/14/2019
Number: 01.21	Last Revised: 11/14/2019

One of the primary functions of the Illinois Valley Community College Board of Trustees is the formulation and adoption of policies which serves as guiding principles for College employees. Therefore, the Board of Trustees will maintain a policy manual ~~and prescribe~~ which provides guidance related to procedures for the amendment, repeal and development of policy.

Amendment, Repeal and Adoption

The policy manual of the Board may be amended, repealed, or added to upon a motion made ~~in~~ writing for that purpose by any member of the Board. Any amendment, repeal or addition to the Board Policy Manual shall be presented to the Board Planning Committee first before being presented to the full Board for consideration, in accordance with Institutional Procedure 01.21.00 Policy Formulation, Adoption, and Revision.

In the case of a policy that is reviewed with no changes, it will be provided to the Board Planning Committee first and presented to the full Board as an item for information.

Policy Dissemination

The President of the College shall establish and maintain an orderly plan for preserving, reviewing, and making accessible the policies adopted by the Board of Trustees. Further, when a policy is under consideration, the President of the College shall post policies under consideration in a place which is accessible to the general public. Accessibility is ~~to~~ extended to all employees of the College, members of the Board, and to persons throughout the College district during the review process.

Illinois Valley Community College Procedure

Subject: **Policy Formulation, Adoption, and Revision**
Number: **01.21.00**

Effective Date:
Last Reviewed:
Last Revised:

Internal Review Process

Each policy should first be reviewed by the department/division who has ownership for the policy (and related procedures) and it is the responsibility of the owner to vet this with impacted stakeholders. Any proposed changes should be completed using the Track Changes function in Word. Finally, the policy should be shared with the appropriate lead committee (when applicable) or Cabinet, as outlined on the review document.

Any related procedures should be reviewed at the same time as the applicable policy. Procedures do not need to be submitted to the Board Planning Committee or the full Board with the exception of procedures in Division 1 or as directed by the President. Procedures will be made available with the Policy Manual, except in cases of security or other concerns.

Board of Trustees Review Process

Once this internal review process is complete, the policies and related procedures should be provided to the Board Planning Committee for review, as well as being posted for campus review. The action that is taken is determined by the status of the policy. Policies will either be New, Review Only, or Revised,

- **New:** For any policy that was not in existence, the policy will be brought forward as New. Unless there is a pressing legislative or other requirement, all new policies will be provided to the Board Planning Committee at least two weeks prior to the material due date for the meeting. These policies will be reviewed and discussed by the Planning Committee and presented to the Board at the meeting the month following the Board Planning Committee meeting. In cases where there is a legislative or other pressing reason for the policy to be created, the President may request from the Planning Committee an electronic review in advance by the committee and the full Board.
- **Review Only (Reviewed):** This means that there were no substantive changes to the policy. Changes allowed include title or department name changes, spelling or grammar corrections that do not change the intent of the policy, and updates to pronouns (changing he/his/him to their).

For those policies that are Review only, they will be provided to the Planning Committee as an FYI at least two weeks prior to the material due date for the meeting. As long as there are no concerns, they will be submitted to the Board as items for information.

- Revised: This means that there were changes to the policy that were substantive and have an impact on the process, intent or interpretation of the policy.

For those policies that are Revised, they will be provided to the Planning Committee at least two weeks prior to the material due date for the monthly Board of Trustees meeting.

- If there is no discussion, the policy will be submitted to the Board as an action item.
- If there is a need for discussion and questions, the policy will be tabled until the next scheduled Planning Committee meeting.
- If there are more than six policies tabled, the President will request to convene an additional Planning Committee meeting.

Review Process

The goal is to have policies and related institutional procedures reviewed on a 4-year cycle, with changes made as needed based on changes to legislation or other related requirements. In order to roll this out in a sustainable manner for the long-term effectiveness, the initial roll-out in FY 24 will have a staggered review with extended and shortened review cycles based on the content of the policies.

Board Policy (approval)

Board Policy 02.08 – Chronic Communicable Diseases is an update to the policy and related procedure that governs the processes for students and employees related to chronic communicable diseases to bring the practice into alignment with the Center for Disease Control and Illinois Department of Public Health. This policy and procedure were reviewed by the Planning Committee in October, 2023 and are being brought forward for approval due to the number of revisions and changes. In addition, the number of the policy is recommended for change since the policy is applicable to both employees and students.

Recommendation:

Approve Board Policy, as presented.

KPI 3: Support for Students

KPI 4: Support for Employees

Illinois Valley Community College Board Policy

Subject: Chronic Communicable Diseases	Effective Date: 10/19/2010
	Last Reviewed: 01/14/2021
Number: 0206.819	Last Revised: 01/14/2016

Illinois Valley Community College is dedicated to promoting and maintaining a healthy environment for students and employees. The College places a high priority on the need to prevent the spread of chronic communicable diseases on its campus. Chronic communicable diseases include those diseases and conditions which have been declared by the Centers for Disease Control and Prevention (CDC) to be contagious, infectious, communicable, and dangerous to the public health. The College is committed to educating students, employees, and the community-at-large about chronic communicable diseases. The College will follow all recommendations as set forth by the Center for Disease Control-CDC and/or the Illinois Department of Public Health, ~~i.e. if wearing face masks is recommended, they will be required on campus.~~

The College will not engage in screening activities for the purpose of identifying prospective students or employees with chronic communicable diseases. When an IVCC class is offered in conjunction or in agreement with an outside agency, IVCC students and employees must abide by the policies and procedures of the outside agency relating to chronic communicable diseases.

~~Students with Chronic Communicable Diseases~~

~~Students who know they have a chronic communicable disease have the obligation to inform the Vice President for Student Services of their condition. It is the policy of the Board of Trustees of Illinois Valley Community College that students with chronic communicable diseases may attend classes in the regular classroom setting whenever, through reasonable accommodation, the risk of transmission of the disease, or the risk of further injury to the student, is sufficiently remote in such a setting.~~

~~The determination of whether a student with a chronic communicable disease may attend classes shall be made on an individual basis, according to procedures implemented by the College, in consultation with the Vice President for Student Services, other appropriate College personnel, and such others as a physician or consultant selected by the Vice President or his/her designee, the student's physician, public health personnel and the student.~~

~~The student's placement shall be determined in accordance with the above standards and upon the following risk factors: the risk of transmission of disease to others; the health risk to the particular student; and reasonable accommodations which can be made without undue hardship to reduce the health risk to the student and others. The student shall be re-evaluated periodically, at least once a year, to determine whether the student's placement continues to be appropriate. The student's medical condition will be disclosed only to the extent necessary to minimize the health risks to the student, employees or others. Persons deemed to have a "direct need to know" will be provided~~

~~with appropriate information; however, these persons shall not further disclose such information. The College will strictly observe public health reporting requirements for all chronic communicable diseases and will provide referral services to students who request assistance.~~

~~The Vice President for Student Services may establish additional rules and regulations designed to implement this policy.~~

~~Employees with Chronic Communicable Diseases~~

~~Employees who know that they have a chronic communicable disease have the obligation to inform the Director of Human Resources of their condition.~~

~~Employees with identified chronic communicable diseases shall retain their positions whenever, through reasonable accommodation of the employee's physical condition and without undue hardship to the employer, there is no reasonable risk of transmission of the disease to others. Such employees shall remain subject to the Board's employment policies, including but not limited to current collective bargaining agreements in effect, sick leave, physical examinations, temporary and permanent disability and termination.~~

~~Employment decisions will be made utilizing the general legal standard in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged. Decisions will be made based upon the facts of the particular case. The determination of an employee's continued employment status will be made in accordance with procedures implemented by the College.~~

~~The College shall respect the right to privacy of any employee who has a chronic communicable disease. The employee's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the employee and others. The number of personnel aware of the employee's medical condition will be kept at the minimum needed to detect situations in which the potential for transmission may increase. Persons deemed to have a "direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.~~

~~The Director of Human Resources may establish additional rules and regulations designed to implement this policy.~~

~~Preventive Measures~~

~~Laboratories used in a teaching context, such as biology, dental assisting, nursing, and childcare, should be safe experiences. Given the fact that the existence and identity of persons with chronic communicable diseases may not be known, procedures for the decontamination of environmental surfaces and objects soiled by blood or body fluids will be adopted and implemented for each laboratory. College personnel who may be exposed to blood or body fluids, such as those giving first aid and or handling contaminated wastes, shall follow the appropriate guidelines established by the Center of Disease Control.~~

Board Policy (approval)

Board Policy 06.02 – Animals/Pets on Campus is an update to the policy and related procedure that governs the processes for animals on campus, including service animals, to bring the practice into alignment with the Americans with Disabilities Act and other applicable laws. This policy and procedure were reviewed by the Planning Committee in October, 2023 and are being brought forward for approval due to the number of revisions and changes. This policy and procedure also outline the guidelines related to emotional support animals, which are not allowed on campus, and other critical items related to these areas. Due to the large number of changes, a copy without tracked changes is available upon request.

Recommendation:

Approve Board Policy, as presented.

KPI 3: Support for Students

KPI 4: Support for Employees

Illinois Valley Community College Board Policy

Subject: **Animals/Pets on Campus**

Effective Date: **04/10/2015**

Last Reviewed: **04/14/2016**

Number: **06.02**

Last Revised: **04/14/2016**

It is the policy of Illinois Valley Community College to afford individuals with disabilities who require the assistance of a service animal, equal opportunity to access College property, courses, programs, and activities.

This policy complies with the Americans with Disabilities Act (ADA) of 1990 as amended; Section 504 of Rehabilitation Act of 1973; and applicable state and local law regarding service animals.

If you are an employee requesting a service ~~dog~~ animal as an accommodation, please contact the Human Resources Office (815)224-0462. Students or guests to the College should review the policy below.

~~In order to promote a safe, clean and healthy learning environment, and to be in compliance with the revisions made in 2010 by the Department of Justice to the American with Disabilities Act, Illinois Valley Community College recognizes the use of service animals as required under Titles II and III of the ADA.~~

~~Specifically defined, a service animal is a dog that is individually trained to do work or perform tasks for a person with a disability. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.~~

~~Additionally, per Illinois State Law HB 3826, miniature horses are recognized as allowable service animals in schools and are allowed to go anywhere a service dog is allowed.~~

Service Animal Defined

For purposes of this policy, Illinois Valley Community College uses the definition outlined by the Americans with Disabilities Act (ADA) for service animal, which includes any dog that has been individually trained to do work or perform tasks for an individual with a disability. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA or this policy. In addition, the ADA's revised regulations have a separate provision regarding miniature horses that meet specific requirements and have been individually trained to do work or perform tasks for people with disabilities.

~~Service animals must be registered with the IVCC Disability Services Office on a per semester basis.~~

~~All other animals or pets are prohibited from Illinois Valley Community College owned and operated buildings and grounds, except when authorized by the Vice President for Business Services & Finance.~~

Where Service Animals Are Allowed

Generally, owners of service animals are permitted to be accompanied by their service animal in all areas of the College's facilities and programs where the owner is allowed to go. Such areas include public areas, public events, classrooms, and other areas where College programs or activities are held.

A service animal may be restricted from specific areas of the College when (1) it would fundamentally alter a program or (2) the College has legitimate safety concerns and/or consistent with other College policies, state, and/or federal laws/regulations. Examples of these areas include but are not limited to:

- Food preparation areas;
- Research facilities/grounds and laboratories;
- Medically sensitive patient and clinic areas; and
- Biologically sensitive or hazardous locations.

If a service animal is restricted from certain areas, The Center for Accessibility and Neurodiversity (CAN) assists in evaluating and providing reasonable accommodations for the student.

Removal of Service Animals

College personnel may only ask service animal owners to remove their service animal from College premises or from the immediate area under the following circumstances:

- If the service animal is not housebroken; or
- If the service animal is not under the owner's direct control or the service animal is disturbing or disrupting the normal administrative, academic, or programmatic routine. However, the owner must first be given an opportunity to get the animal under control. If the disruption or disturbance continues, then the owner may be asked to remove the animal;
or
- If the presence, behavior, or actions of the service animal constitutes an immediate risk or danger to people or property, the owner can be asked to immediately remove the animal and 911 (emergency assistance) may be contacted.

If asked to remove the service animal, the owner must be offered the opportunity to return to the College premises or the immediate area without the service animal and be provided with reasonable assistance at that time to participate in the College's services or programs.

Additional information related to assessing service animal status, owner responsibilities, and other resources can be found in Institutional Procedure 06.02.00 Animals on Campus.

Those in violation of this policy ~~are~~ may be subject to disciplinary action.

Request for Inactivation – Forensic Science Certificate

The Forensic Science certificate was created out of a perceived need in our local industry. However, industry now requires a bachelor's level degree in forensic science or related field, making it challenging for certificate holders to secure employment. There have been zero certificate completions since its inception in 2018.

Recommendation:

The administration recommends that the Forensic Science certificate be inactivated. There is no need for the one-year teach-out as no students have declared it as their program of study.

KPI 5: District Population Served



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Memorandum

To: Tracy Morris, President
From: Gary Roberts, Vice President for Academic Affairs
Date: October 20, 2023
Subject: Discontinuation of the Forensic Science Certificate

The Program Coordinator, Jon Hubbell, and the Dean for Natural Science and Business, recommend to the Board of Trustees that IVCC discontinue the Certificate for Forensic Science within the Criminal Justice program. This decision is essential to ensure that the certificate programs align with the evolving needs of our students and the local job market.

Many employers in the field now require candidates to hold a bachelor's degree in forensic science or a related field, making it challenging for certificate holders to secure employment. Since its inception in 2018, the Forensic Science Certificate has had zero enrollments. This lack of interest can be attributed to several factors, including the limited demand for forensic science positions in our area.

Recommendation

The Division of Natural Science and Business recommends the deactivation of the Forensic Science Certificate.

cc: Ron Groleau
Jon Hubbell
Gary Roberts
Heather Seghi

Change Order for Site Lighting and Security Upgrades

To be in compliance with Board Policy 04.11, the administration wishes to advise the Board of Trustees of a Change Order for the Site Lighting and Security Upgrades project. This change order is an increase not to exceed \$100,000. The change order consists of the following changes:

Previous contract sum **\$758,195**
(includes Information Item)

Change Order Specifications:

- Directional Boring in Lots 1,2,4,5 and 6 \$100,000
- Furnish and install 1” conduit bores from site lighting panel to all new lights in parking lots 1,2,4,5 and 6. Furnish and install new wire homeruns from site lighting panel to all new lights in parking lots 1,2,4,5 and 6.

New contract sum **\$858,195**

Recommendation:

The administration recommends Board approval of the change order to the Site Lighting and Security Updates project not to exceed \$100,000. This will come from the PHS fund balance.

KPI 6: Resource Management

Faculty Appointment – Christian Carboni, Welding Instructor

The search committee has selected Christian Carboni as Welding Instructor to fill the vacancy created by the resignation of Anthony Sondgeroth.

Christian has eight years of combined teaching and local industry experience, with industry recognized welding certifications. The Welding Instructor position requires:

- Associate’s degree in industrial technology/manufacturing/welding with coursework in welding and/or manufacturing from an accredited college/university **or** an equivalent standardized certification in welding; and
- 2,000 plus hours of proven work experience.

Recommendation:

The administration recommends the appointment of Christian Carboni Welding Instructor effective November 13, 2023 at Step A-5 (+ 1%) on the 2023/2024 faculty salary schedule, at an annualized salary of \$49,981.00.

KPI 1: Student Academic Success

KPI 3: Support for Students



RECOMMENDED FOR FACULTY APPOINTMENT
FISCAL YEAR 2024 / ACADEMIC YEAR 2023-2024

Position To Be Filled: Welding Instructor, Full-time department	Number of Applicants: 7	Number of Applicants Interviewed: 2 (4 applicants invited to interview; 2 declined)
Applicants Interviewed By: <ul style="list-style-type: none"> • Dr. Shane Lange, Dean of Workforce Development • Art Koudelka, Program Coordinator/Instructor (Automotive) • Theresa Molln, Program Coordinator/Instructor (Welding) • Kim Herout, Administrative Assistant for Workforce Development 		
Applicant Recommended: Christian Carboni		
Educational Preparation: <ul style="list-style-type: none"> • Industry Certification: On Site Repair Services Apprenticeship and Training Program 		
Experience: <ul style="list-style-type: none"> • Midwest Arrow, Peru, IL - Mechanic • Illinois Valley Community College, Oglesby, IL – Part-time Instructor • Onsite Repair, La Salle, IL – Millwright/Welder 		
This candidate is being recommended for employment for the following reasons: <ol style="list-style-type: none"> 1. Eight years of combined teaching and local industry experience with industry recognized welding certification. 2. Strong teaching demonstration. 3. Demonstrated desire to facilitate student growth, and passion to collaborate with faculty and staff. 		
Recommended Salary: \$49,981 annualized	Effective Date: 11/13/2023	
Mary Beth Herron Director of Human Resources		

Staff Appointment – Eric Johnson, Controller

The search committee has selected Eric Johnson as Controller to fill the vacancy created by the position change of Kathy Ross to the Vice President for Business Services and Finance. Information on this internal candidate is attached.

Recommendation:

The administration recommends the appointment of Eric Johnson as Controller at an annualized salary of \$88,500, effective November 13, 2023.

KPI 4: Support for Employees
KPI 5: District Population Served



RECOMMENDED FOR STAFF APPOINTMENT

FISCAL YEAR 2024

Position To Be Filled: Controller Accounting	Number of Applicants: 4	Number of Applicants Interviewed: 2 (4 offered but 2 declined)
Applicants Interviewed By: <ul style="list-style-type: none"> • Kathy Ross, Vice President for Business Services and Finance • Dr. Gary Roberts, Vice President for Academic Affairs • Sara Escatel, Director of Adult Education • Michelle Carboni, Director of Purchasing • Dawn Watson, Data Analyst • Hunter Elias, Staff Accountant 		
Applicant Recommended: Eric Johnson		
Educational Preparation: <ul style="list-style-type: none"> • Keller Graduate School of Management - MBA • Southern Illinois University, Carbondale, IL – B.S. in Finance 		
Experience: <ul style="list-style-type: none"> • Illinois Valley Community College, Oglesby, IL – Director of Financial Aid Services • Midstate College, Peoria, IL – Director of Financial Aid and Student Accounts • Career Education Corporation, Schaumburg, IL – Financial Aid Team Lead; Senior Military Education Benefits Specialist 		
This candidate is being recommended for employment for the following reasons: <ol style="list-style-type: none"> 1. Bachelor's degree in Finance and an MBA with finance concentration. 2. Ten years of experience in higher education with four of those years at IVCC in a supervisory role. 3. Experience with the audit process and grants. 4. Strong presentation, communication and computer skills. 		
Recommended Salary: \$88,500/annualized	Effective Date: 11/13/2023	
<p align="center">Mary Beth Herron Director of Human Resources</p>		



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DELIVERED VIA EMAIL ONLY

October 13, 2023

Tracy Morris, EdD
President
Illinois Valley Community College

Susan Smith, MSN, RN
Director of Nursing
Illinois Valley Community College
815 North Orlando Smith Street
Oglesby, IL 61348

Dear Dr. Morris and Ms. Smith:

This letter is formal notification of the action taken by the Accreditation Commission for Education in Nursing (ACEN) at its meeting in September 2023. The Board of Commissioners granted continuing accreditation to the associate nursing program and scheduled the next evaluation visit for Spring 2031. Please see ACEN Policy #9 Disclosure of Information About an Accredited Program for the required disclosure statement regarding this decision, which must be made to all current and prospective students within seven business days of this letter.

Deliberations centered on the materials available to the Board from this accreditation review process and the recommendation for accreditation proposed by the peer evaluators on the site visit team and the Evaluation Review Panel. Final decisions were made based on the 2023 Standards and Criteria.

The Board identified the following:

Areas Needing Development
Standard 2 Faculty and Staff, Criteria 2.1 and 2.9

- Ensure the full-time faculty are qualified to teach the assigned courses.
- Ensure that full-time and faculty performance is regularly evaluated in accordance with the governing organization's policy/procedures.

Standard 3 Students, Criterion 3.1

- Ensure that policies for nursing students are publicly accessible and consistently applied.

Areas Needing Development (Continued)
Standard 6 Outcomes, Criteria 6.1 and 6.3

- Ensure there are appropriate assessment methods that result in meaningful data for each end-of-program student learning outcome.
- Ensure there is documentation demonstrating the use of assessment data in program decision-making for the maintenance and improvement of each end-of-program student learning outcome.
- Continue to identify and implement strategies/actions to improve the program completion rate when the expected level of achievement is not met.

Congratulations on this outstanding achievement! If you have questions about this action or about ACEN policies and procedures, please contact me.

Sincerely,



Kathy Chappell, PhD, RN, FNAP, FAAN
Chief Executive Officer

To thank you for
your kindness and sympathy

at a time when it was

deeply appreciated
Thank you for the
beautiful flowers in
Lyn's memory. He so
enjoyed teaching at
the college and always
had fond memories.
Best Wishes,
Nathy Jo Lindner & Family



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

Illinois Valley Community College District No. 513

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2022

Christopher P. Morill

Executive Director/CEO

Change Order for Site Lighting Project

To be in compliance with Board Policy 04.11, the administration wishes to advise the Board of Trustees of a Change Order to add bollards around the new light pole bases in the Truck Driver Training area as part of the Parking Lot Lighting/Security Camera Upgrade project. This change order is an increase of \$10,260. The change order consists of the following changes:

Previous contract sum	\$747,935.00
Change Order-Bollards for TDT poles	<u>10,260.00</u>
New contract sum	<u>\$758,195.00</u>

KPI 6: Resource Management

Illinois Valley Community College Procedure			
Subject:	Business Travel, Conference and Meeting Expense	Effective Date:	10/19/2010
		Last Reviewed:	03/29/2022
Number:	03.04.00	Last Revised:	
	<u>10/01/2023</u> 01/10/2023		

Application for Travel

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

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

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

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

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

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

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

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

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

YELLOW COPY - returned to traveler

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

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

Travel Expenditures

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

Mileage Reimbursement

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

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

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

Commercial Travel

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

Lodging

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

Meals

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

No reimbursement will be made for alcoholic beverages.

Phone Calls

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

Tours and Social Activities

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

PERMISSIBLE TRAVEL EXPENSES

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

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS Standard Mileage Rate at time of reimbursement (\$0.655 as of 1/1/23)
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed Air Travel
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

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

Maximum Reimbursable Rates for Lodging – 2023 rates per US General Services Administration (as of 10/1/23)	
Chicago, Suburban Cook County, and Lake County	\$233.00 \$218.00/ night
DuPage County	\$114.00/ night
St. Clair County (St. Louis area)	\$150.00 \$141.00/ night
Will County	\$113.00 \$105.00/ night
All other Illinois Counties	\$107.00 \$98.00/ night

Outside of Illinois	\$ 233.00 \$218.00 / night or as approved by the Board
NOTE: When staying at a hotel designated by a Conference, the conference rate will be the approved rate, even if it exceeds the allowable per diem rate.	

Official Functions

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

1. Official college committees and advisory groups meeting outside of normal work hours
2. Official external committees, advisory groups and guests providing services and/or advice and counsel to the college
3. College receptions, honors and award activities
4. Faculty and staff development, in-service and training functions
5. College-sponsored student functions
6. Official functions of the Board of Trustees.

TRAVEL OBJECT CODES

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



RECOMMENDED FOR STAFF APPOINTMENT

FISCAL YEAR 2024

<p>Position To Be Filled: Alumni and Donor Relations Coordinator Foundation</p>	<p>Number of Applicants: 3</p>	<p>Number of Applicants Interviewed: 3</p>
<p>Applicants Interviewed By:</p> <ul style="list-style-type: none"> • Dr. Tracy Morris, President • Donna Swiskoski, Administrative Assistant for the Foundation • Chad Brokaw, Theater Events and Technical Coordinator • Tracy Beattie, Executive Director of the Foundation 		
<p>Applicant Recommended: Susan Monroe</p>		
<p>Educational Preparation:</p> <ul style="list-style-type: none"> • Western Illinois University, Macomb, IL – Bachelor of Business, Management with Human Resources Emphasis 		
<p>Experience:</p> <ul style="list-style-type: none"> • Illinois Valley Community College, Oglesby, IL – Dual Credit and Transition Specialist; Career Services Specialist; Foundation Assistant/Alumni Coordinator; Utility Assistant; Adjunct Faculty • Putnam County Education System, Granville, IL – Substitute Teacher • Ace Hardware Retail Distribution Center, Princeton, IL – Human Resources Supervisor • Illinois Valley Community Hospital, Peru, IL – Benefits Coordinator 		
<p>This candidate is being recommended for employment for the following reasons:</p> <ol style="list-style-type: none"> 1. Experience at IVCC and relationships, as well as specific experience in this position previously. 2. Excellent communication skills displayed in the interview process 3. Experiences and background will allow this candidate to contribute in the position immediately. 		
<p>Recommended Salary: \$50,000 annualized</p>	<p>Effective Date: Position transfer in November, 2023; date to be determined</p>	
<p style="text-align: center;">Mary Beth Herron Director of Human Resources</p>		



RECOMMENDED FOR STAFF APPOINTMENT

FISCAL YEAR 2024

Position To Be Filled: Student Services Information Specialist Student Services	Number of Applicants: 10	Number of Applicants Interviewed: 5
Applicants Interviewed By: <ul style="list-style-type: none"> • Tom Quigley, Director of Admissions and Records • Sarah Goetz, Student Services Information Specialist • Miguel Hermosillo, Bursar 		
Applicant Recommended: Laurie Polte		
Educational Preparation: <ul style="list-style-type: none"> • Aurora University, Aurora, IL – Bachelor of Science, Recreation Administration 		
Experience: <ul style="list-style-type: none"> • Illinois Valley Community Hospital, Peru, IL – Transportation Coordinator • March of Dimes Foundation, La Salle, IL – Manager of Field Operations and Accounting; Administrative Assistant/Operations Specialist 		
This candidate is being recommended for employment for the following reasons: <ol style="list-style-type: none"> 1. Displayed excellent customer service skills. 2. Strong communication and attention to detail. 3. Previous experiences that will bring value to the department immediately. 		
Recommended Salary: \$18.00/hour	Effective Date: 10/30/2023	
<p align="center">Mary Beth Herron Director of Human Resources</p>		



**RECOMMENDED FOR STAFF APPOINTMENT
FISCAL YEAR 2024**

Position To Be Filled: Marketing Coordinator Marketing and Communications	Number of Applicants: 9	Number of Applicants Interviewed: 2 (3 invited to interview; 1 declined opportunity)
Applicants Interviewed By: <ul style="list-style-type: none"> • Mark Grzybowski, Vice President for Student Services • Valery Calvetti, Counselor • Tom Quigley, Director of Admissions and Records • Bob Reese, Business and Marketing Program Coordinator • Heather Seghi, Interim Dean of Health Professions 		
Applicant Recommended: Karsen Gromm		
Educational Preparation: <ul style="list-style-type: none"> • University of Northern Colorado, Greeley, CO – Master of Arts, English • Columbia College Chicago, Chicago, IL – Bachelor of Arts, 2D Animation 		
Experience: <ul style="list-style-type: none"> • Complexly LLC, Missoula, MT – YouTube Shorts Host and Writer • Karsen Gromm Art, Ottawa, IL – Freelance Artist and Social Media Manager • University of Colorado, Greeley, CO – English Department Social Media Manager; Graduate Teaching Assistant 		
This candidate is being recommended for employment for the following reasons: <ol style="list-style-type: none"> 1. Direct experience working in higher education. 2. Strong background in graphic design and 2D animation. 3. Presented outstanding samples of marketing materials. 4. Skills and experience will serve the institution greatly. 		
Recommended Salary: \$49,404 annualized	Effective Date: 11/13/2023	
<p align="center">Mary Beth Herron Director of Human Resources</p>		

Mary Beth Herron

From: Tina Lowande
Sent: Tuesday, October 10, 2023 12:08 PM
To: Sarah Trager
Cc: Mary Beth Herron
Subject: Two Weeks Notice

Follow Up Flag: Follow up
Flag Status: Flagged

Good Afternoon,

I regret to inform you that I am giving my two weeks' notice effective today. I want to thank you for the opportunity to work here at the college, I have enjoyed it tremendously. However, I have received a very strong offer from another employer that will allow me the flexibility to work a hybrid remote schedule.

Sincerely

Tina Lowande
Assessment Center Specialist
Illinois Valley Community College
815 N. Orlando Smith Rd
Oglesby, IL 61348

Schedule your testing appointment at www.registerblast.com/ivcc



**ASSESSMENT
CENTER**

Received 10/13/23 Information Item 25.10

Patricia Hess

HR copy

To Whom It May Concern,

This is my letter of resignation from my position as Electronic Resources Librarian at Illinois Valley Community College. I have appreciated and enjoyed my position and the experience it afforded me. Even more, I have made incredible relationships with coworkers and students that I will cherish forever. My last day will be November 1st, 2023. Illinois Valley Community College not only gave me my start in pursuing an education, but also gave me a start in my career and I am forever grateful.

Thank you,

Grace Norris

Grace Norris

RECEIVING

OCT 16 2023

HUMAN RESOURCES

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.