

**ILLINOIS VALLEY**  
**COMMUNITY COLLEGE**

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

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

**Thursday, November 14, 2024  
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.**

## MISSION STATEMENT

Illinois Valley Community College is dedicated to creating opportunities for students and our community by providing access to affordable, high-quality higher education and lifelong learning.

### 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**

Reappointment of Non-tenured Faculty  
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**

Authorization of Continued Payment for  
Standard Operating Expenses  
College Insurance

#### **July**

Tentative Budget  
a. Resolution Approving Tentative Budget  
b. Authorization to Publish Notice of  
Public Hearing  
RAMP Reports  
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

#### **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 14, 2024 – 5:30 p.m. – Board Room (C-307)**

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The meeting can be accessed by the public at link <https://ivcc-edu.zoom.us/j/87920654409> and meeting ID number 879 2065 4409. 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/Employee Demographic Report
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 10, 2024 Board Meeting and October 16, 2024 Board Retreat (Pages 1-11)
  - 8.2 Approval of Bills - \$2,384,906.50
    - 8.2.1 Education Fund - \$1,264,239.96
    - 8.2.2 Operations and Maintenance Fund - \$219,135.07
    - 8.2.3 Operations and Maintenance Fund (Restricted) - \$235,210.55
    - 8.2.4 Auxiliary Fund - \$443,710.47
    - 8.2.5 Restricted Fund - \$114,873.88
    - 8.2.6 Audit Fund - \$14,667.00
    - 8.2.7 Liability, Protection, and Settlement Fund – \$93,019.57
    - 8.2.8 Grants, Loans, and Scholarship Fund - \$50.00
  - 8.3 Treasurer’s Report (Pages 12-34)
    - 8.3.1 Financial Highlights (Pages 13-14)
    - 8.3.2 Balance Sheet (Pages 15-16)
    - 8.3.3 Summary of FY25 Budget by Fund (Pages 17-25)
    - 8.3.4 Budget to Actual by Budget Officers (Page 26)
    - 8.3.5 Statement of Cash Flows (Page 27)
    - 8.3.6 Investment Status Report (Pages 28-32)
    - 8.3.7 Disbursements - \$5,000 or more (Pages 33-34)

- 8.4 Personnel – Stipends for Pay Periods Ending October 5, 2024 and October 19, 2024, and Part-Time Faculty and Staff Appointments October 2024 (Pages 35-38)
9. Student Trustee’s Report
10. President’s Report
11. Committee Reports
12. 2024 Tentative Tax Levy (Pages 39-42)
13. Protection, Health, and Safety (PHS) Projects for Tax Year 2024 (Pages 43-51)
14. Purchase Request – Palo Alto Firewall Renewal (Pages 52-54)
15. Strategic Plan 2024-2027 (Pages 55-73)
16. Board Policy 02.26 Withdrawal from Class (Pages 74-75)
17. Faculty Appointment – Juliana Dzurisin, CNA Instructor/Program Coordinator (Pages 76-77)
18. Faculty Appointment – Michele Cheshareck, Nursing Instructor (Pages 78-79)
19. Approval – Basic, Intermediate, and Advanced Robotics, Mechatronics and Automation Certificates (Pages 80-83)
20. Approval – CISCO/CompTIA Certificate (Pages 84-85)
21. Items for Information (Pages 86-107)
  - 21.1 Staff Appointment – Kyle Carr, IT Support Lead (Page 86)
  - 21.2 Staff Appointment – Julia (Summer) Studstill, Assessment Center Coordinator (Page 87)
  - 21.3 Staff Appointment – Michelle Johnson, Grant and Payroll Specialist (Page 88)
  - 21.4 Staff Appointment – Kristin Babio, Auxiliary Services Assistant (Page 89)
  - 21.5 Staff Appointment – Lauren Gehant, Administrative Assistant for Continuing Education and Business Services (Page 90)
  - 21.6 Staff Appointment – DawnAnne Lockwood, Instructional Technologist (Page 91)
  - 21.7 Staff Appointment - Carrie Danekas, Adult Transition Specialist in Career and Technical Education (Page 92)
  - 21.8 Staff Appointment – Stacy Cervantes, Enrollment Services Specialist (Page 93)
  - 21.9 Board Policy – 06.05 Drug-Free Workplace (Page 94)
  - 21.10 Procedure 03.04.00 – Business Travel, Conference and Meeting Expense (Pages 95-98)
  - 21.11 Certificate of Achievement for Excellence in Financial Reporting – FY2023 Annual Comprehensive Financial Report (Page 99)
  - 21.12 Board Self-Evaluation (Pages 100-105)
  - 21.13 Inactivation of Undeclared Programs of Study (Page 106)

- 21.14 Employee Separations Report (Page 107)
- 22. Trustee Comment
- 23. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) collective bargaining; 3) pending or imminent litigation; and 4) closed session minutes.
- 24. Approve and Retain – Closed Session Minutes
- 25. Other
- 26. Adjournment

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

**Minutes of Regular Meeting**  
**October 10, 2024**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 5:30 p.m. on Thursday, October 10, 2024 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

**Members Virtually Present:**

**Members Telephonically Present:**

**Members Absent:** Emma J. Garretson, Student Trustee

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

**Others Virtually Present:**

**MOMENT OF SILENCE**

A moment of silence was held to remember Earl Smith of Mendota, father-in-law of Chris Herman, Director of Project Success; Dennis Arbuckle, a former Facilities employee; the mother of IT Technical Support Analyst, Juan Rodriguez; Todd Stash of Streator, a former IT employee; and Nedda Simon of Princeton, founder of Freedom House.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

Todd Volker stated he was pleased to attend the recent lecture on neurodiversity and liked that it gave other ways to look at things and that it was very helpful.

**CONSENT AGENDA ITEMS**

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

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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 12, 2024 Board Meeting.

Approval of Bills - \$3,224,604.99

Education Fund - \$2,413,297.09; Operations and Maintenance Fund - \$37,607.77; Operations and Maintenance Fund - \$194,854.76; Auxiliary Fund - \$132,149.63; Restricted Fund - \$390,515.36; Liability, Protection, and Settlement Fund - \$54,980.38; Grants, Loans, and Scholarship Fund - \$1,200.00.

Treasurer’s Report

Personnel

Approved stipends for pay periods ending September 7, 2024 and September 21, 2024, and Part-Time Faculty and Staff Appointments for September 2024.

## **STUDENT TRUSTEE’S REPORT**

No report.

## **PRESIDENT’S REPORT**

Dr. Morris highlighted the work being completed on the pad above the electrical room and the loading dock. Dr. Morris visited the Ag building to film a video and the new CETLA space where they are using QR codes to highlight training for faculty. Hispanic Heritage Month displayed flags from different countries and now has a beautiful interactive display for Day of the Dead. Several men’s soccer players assisted the City of LaSalle by demonstrating equipment at a new outdoor exercise facility at Rotary Park. Hispanic Heritage Month held a panel discussion with four Hispanic alumni, who spoke about their fields and careers, along with discussing challenges and opportunities.

The 21<sup>st</sup> Century Scholar Society dinner was held recently, and four accomplished young women were honored, including Student Trustee Emma Garretson. The winner, Shelby Einhaus, is an Ag student and is very passionate about promoting women in agriculture.

Dr. Morris expressed her pride in the IVCC team for making over 30 baskets to assist in a benefit for an employee’s brother battling health issues. Chemistry instructor, Dr. Matt Johll, was part of helping to solve a 30+ year old Jane Doe case by offering assistance in using genetic genealogy. Dr. Morris highlighted changes to the nursing admission policy that will now factor in work experience and the addition of HelpCompass which is another tool to support the mental health needs of our students. Madonna Duncan and Crytal Credi spoke about IVCC at a LaSalle Rotary meeting.

The New Employee Luncheon was brought back to welcome new and transitioned employees giving them a chance to get to know each other and to gather feedback on our onboarding process.

The Wind Ensemble and Jazz Band held concerts last week. Putnam County special needs students were on campus to serve coffee at the LEASE event. They did a great job and were able to gain additional work experience. An IVCC student from Japan presented at a Sunrise Rotary meeting and State Senator Sue Rezin held her Senior Fair on campus.

Dr. Maureen Dunne presented October 3<sup>rd</sup> at L-P High School on neurodiversity and was the foundation of our employee development day on October 4<sup>th</sup>. Thank you to the Donald E. Fike Family Foundation and IVCC One Book One College for sponsoring the event.

A Constitution Day event brought Jennifer Ebner, LaSalle County Clerk, to campus. Participants were able to see a sample ballot, try a touchscreen digital ballot, and register to vote. Professional Development Week consisted of a scavenger hunt to find fire extinguishers on campus, fire extinguisher training, and themed days. Dr. Morris recognized employees who received Spirit Awards this month. College Night was held on October 9 with over 30 colleges and IVCC programs and services in attendance. This week was also Tutor Appreciation Week.

Fall enrollment update this month shows an across-the-board increase of 5.87% in headcount and 6.92% in credit hours compared to Fall 2023. A Continuing Education and Business Services update highlighted 3,884 students served in FY24 with 2,988 unduplicated students. A total of 492 courses offered in the areas of business and industry (customized training), personal development, vocational, and youth courses. In Fall 2024, Continuing Education offered a local history series, in partnership with the LaSalle County Historical Society. In addition, two Surgical Technician Program classes were offered, based on feedback from OSF. The Business Training Center contracted with 5 companies for a series of classes this fall and launched an Essential Work Skills series to meet the needs of local business and industry.

Dr. Morris and Trustee McCracken attended the ICCTA Northwest Region Meeting at Rock Valley College on October 1.

## **COMMITTEE REPORTS**

None

## **COLLEGE CALENDARS 2025-2026 AND 2026-2027**

It was moved by Dr. Rebholz and seconded by Mr. McCracken to approve the College calendars as presented for the following semesters: Fall 2025, Spring 2026, Summer 2026, Fall 2026, Spring 2027, and Summer 2027.

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

Dr. Morris thanked Mark Grzybowski and the committee for their hard work in making sure the calendars met the number of instructional days and other key institutional needs.

## **RESOLUTION AUTHORIZING PREPARATION OF THE 2024 TAX LEVY**

It was moved by Mr. McCracken and seconded by Ms. Goetz to authorize Dr. Tracy Morris to begin preparing the 2024 tax levy.



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 – 2023 FORD F-250 TRUCK**

It was moved by Dr. Rebholz and seconded by Dr. Boyles to approve the purchase of a 2023 Ford F-250 truck using the State Contract Number 21-416-P-29479 through the State of Illinois Central Management Services for Purchasing from Morrow Brothers Ford of Greenfield, IL at a cost of \$43,993.

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

Mr. Solon asked if any local dealerships participate in the State consortium for purchasing. Ms. Carboni stated Morrow Brothers is the only dealer listed on the State contract.

**PURCHASE REQUEST – 2023 FORD TRANSIT CONNECT**

It was moved by Ms. Goetz and seconded by Dr. Donna to approve the purchase of a 2023 Ford Transit Connect using the State Contract Number 21-416-P-29479 through the State of Illinois Central Management Services for Purchasing from Morrow Brothers Ford of Greenfield, IL at a cost of \$39,988.

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 – CATALOG/CURRICULUM BY WATERMARK RENEWAL**

It was moved by Ms. Stevenson and seconded by Dr. Rebholz to authorize the 3-year renewal of the Catalog/Curriculum software contract for a total contract cost of \$56,320.10, which includes licensing and continued support from Watermark Insights, LLC. This purchase is to be funded by the IT budget.

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

Mr. McCracken asked for clarification that the total is for all three years.  
Dr. Morris confirmed that it is.

**FACULTY RETIREMENT – NANCY MCDONNELL, CYBERSECURITY**

It was moved by Mr. McCracken, with regrets, and seconded by Ms. Goetz to accept the retirement of Nancy McDonnell, Cybersecurity Faculty, effective May 31, 2025.

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

Dr. Donna asked for confirmation that this is a retirement as her letters says she is resigning.  
Dr. Trier confirmed it is a retirement.

**BOARD POLICY 02.24 STUDENT RIGHT OF APPEAL**

It was moved by Dr. Boyles and seconded by Ms. Goetz to approve the Board Policy, as presented.

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

**BOARD POLICY 03.33 FRAUD, WASTE, AND ABUSE**

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

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

**BOARD POLICY 06.16 BICYCLES, SKATEBOARDS, AND HOVERBOARDS ON CAMPUS**

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

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 58-63 of the Board book.

Dr. Morris noted the retirement of Valery Calvetti in November 2024 after serving the College for more than 30 years.

Mr. McCracken stated Valery Calvetti has always been a delight to work with and is so good with the students. She will be sorely missed and is a champion for IVCC.

Ms. Goetz stated the 21<sup>st</sup> Century dinner and presentation was very nice. It was at a new venue and was very well done. Ms. Goetz also noted how beautiful the campus looks.

**TRUSTEE COMMENT**

None

**CLOSED SESSION**

Mr. Solon requested a motion and a roll call vote at 6:08 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. Stevenson and seconded by Dr. Donna to enter into a closed session.

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 6:11 p.m.

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

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 6:32 p.m.

**CLOSED SESSION MINUTES**

It was moved by Ms. Goetz and seconded by Dr. Rebholz to approve and retain the closed session minutes of the September 12, 2024 Board Meeting.

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

**OTHER**

None

**ADJOURNMENT**

Mr. Solon declared the meeting adjourned at 6:34 p.m.

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Everett J. Solon, Board Chair

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Angela M. Stevenson, Secretary

**ILLINOIS VALLEY COMMUNITY COLLEGE**

**Board of Trustees**

**Minutes of Special Meeting**

**October 16, 2024**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a special session for a Board Retreat at 2:00 p.m. on Wednesday, October 16, 2024 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:**

Everett J. Solon, Chair  
Jay K. McCracken, Vice Chair  
Amy L. Boyles  
Rebecca Donna  
Jane E. Goetz

**Members Virtually Present:**

Angela M. Stevenson, Secretary  
Maureen O. Rebholz

**Members Telephonically Present:**

**Members Absent:**

Emma J. Garretson, Student Trustee

**Others Physically Present:**

Tracy Morris, President  
Mark Grzybowski, Vice President for Student Services  
Kathy Ross, Vice President for Business Services and Finance  
Vicki Trier, Vice President for Academic Affairs  
Tracy Beattie, Executive Director of the Foundation

**Others Virtually Present:**

**PUBLIC COMMENT**

None

**STUDENT SERVICES UPDATE**

Mr. Grzybowski provided a student services reorganization update that included the hiring of the Director of Marketing and Communications, Madonna Duncan, in August 2024 as was the final hire for the newly developed marketing and communications team; the realignment of the Assessment Center which now reports to the Director of Enrollment Services and the hiring of the Assessment Center Coordinator in October 2024; and the Student Success team was formed with the hiring of the Dean of Student Success in March 2024, the Associate Director of Retention, Special Populations Transition Specialist in June 2024, and the Career Services Specialist in October 2024.

A draft of the Student Success Plan has been submitted to the Higher Learning Commission (HLC) for review and feedback. This plan is a result of the recommended initiative from the HLC. The three main recommendations submitted were 1) Optimizing the academic experience for students. Suggested tactics are consistency with syllabi/outlines/Brightspace shells and the creation of a master course schedule; 2) Leveraging technology to improve student success outcomes.

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Suggested tactic is the development of a process to evaluate what measure student success is trying to be achieved; and 3) Focus on student success as a college-wide initiative. Suggested tactics are a shared responsibility for student success; coordinated onboarding of students; and adding student success as an agenda item to lead committee agendas to look at what committees are doing that benefits student success. The Strategic Enrollment Management Plan update reported the objectives, strategies, and tactics have been completed. The group is now developing the budget and the plan will be presented to Dr. Morris in December or January.

Mr. Grzybowski gave highlights of other items being worked on by the teams in Student Services. Athletics/Student Activities are continuing with the modernizing and branding of the gym/locker room areas and the development of a student recognition wall. Counseling and Student Success are working collaboratively on developing drafts of a job description for a Transfer Coordinator position. Marketing and Communications is developing an institutional Marketing and Communications Plan and coordinating social media and digital marketing efforts.

### **ACADEMIC AFFAIRS UPDATE**

Dr. Trier provided an update on current projects in Academic Affairs. The Dean of Natural Sciences and Business search has begun. The position was posted, with a close date of November 5, and the search committee identified. A training on competency-based education, as part of the ATOMAT grant, was held recently for a cross-functional group. IVCC will use competency-based education in three certificates in the areas of welding, manufacturing, and industrial maintenance.

Dr. Trier thanked the Board for investing in positions, especially faculty positions. As enrollment continues to increase, there will be more requests in the future. There are plans to revamp full-time and part-time faculty orientations along with full-time and part-time faculty development. Dr. Trier would like to bolster what happens in CETLA so faculty always have access to professional development with hopes of providing recordings or providing asynchronous options for faculty. Coursedog can give course demand projections that will help us with the development of a master schedule. Training on this part of the software will begin soon.

Dr. Trier shared information on the Ottawa Center. Data shows the biggest consumers of our Ottawa Center are ESL, GED, and adult basic education students. Dr. Trier tasked a small group to use data to develop a vision for the Ottawa Center to aid in determining what kind of things we need to be doing and what kinds of classes we need to be offering at the Center.

Ellen Evancheck and Tina Hardy did a wonderful job on the Maureen Dunne lecture. They spent a great deal of time planning and executing the event. Career Expo will return and will be held on March 7 and Rebecca Zamora, Dean of Workforce Development, is coordinating this event. Dual Credit is being looked at to determine our next steps and to talk to high school students about what dual credit classes they are taking and how they fit into their future plans.

Dr. Trier stated her focus since arriving at IVCC include class observations, getting to know IVCC, Accreditation Liaison Officer Training, 504 Coordinator Training, learning about the HLC and ICCB, reviewing the curriculum process, and reviewing the program review process.

### **BUSINESS SERVICES UPDATE**

Ms. Ross provided an overview of the Business Services and Finance Division. The FY25 budget for the division includes 55 FTE's and \$21.5 million. It includes Directors in the functional areas of Accounting, which includes the Bursar's Office and Foundation Financials; Auxiliary Services and Purchasing; Facilities; Human Resources; IT; and Security/School Resource Officer, which are outside contracts. Business Services committee responsibilities that fall under the Strategic Leadership and Planning Council include Insurance, Professional Development, IT, IT Security, Colleague Module Leads, Operations, Emergency Management, and Grants Administration Oversight.

Ms. Ross noted FY2024 Business Services accomplishments including equity adjustments, streamlined Auxiliary Services under the Director of Purchasing, hired a Controller/Foundation Treasurer, completed Foundation Initiatives brought forth by their auditor, completed student self-service and TouchNet migration, bought a virtual fire extinguisher and provided training, developed master plan initiatives, updated the farm lease to separate the educational plots from the traditional farm lease, implemented ticketing system for facility requests, and updated leave of absence and paid time benefit policies and procedures ensuring compliance with newly enacted laws.

Ms. Ross highlighted some of the FY2025 Business Services initiatives including the addition of Nikki VanNielen as a FOIA Officer; address staffing concerns in Accounting, Facilities, and Human Services; create a new Employee Handbook to have one central location for everything an employee needs to know; design an insurance plan that meets affordability and implement some pharmacy opportunities to help mitigate escalating costs; implement Benefit Open Enrollment as fully online; complete the Colleague Cloud Migration which is in the testing phase and migration is tentatively scheduled for the end of February 2025; update the technology in the Community Technology Center meeting rooms and the Yoga studio; conduct emergency management drills, update the Emergency Action Guides to add a mental health tab; implement expanded Vector training; and continue with PHS, master plan, and grant projects.

### **FOUNDATION UPDATE**

Ms. Beattie shared information on the Foundation's two types of funds. The Operational Funds are generally used for salaries, office supplies, fundraising expenses, and any expense not assigned to a restricted campaign. Restricted Funds include annual and endowed scholarships, student emergency which can assist with gas and transportation issues, campus beautification, 21<sup>st</sup> Century Scholar Society, the Ag Campaign, and funds that are held for individual departments for a specific event or piece of equipment.

Ms. Beattie highlighted donor relations efforts that include building relationships with existing donors and creating new donor relationships, implementing full utilization of the donor database, recognition efforts by promoting and highlighting donations, one-on-one meetings, and events. Other projects managed by the office include the retiree reception and list, Hall of Fame, alumni relations, scholarship scoring and awarding with \$329,000 awarded to 275 students so far this year, peer groups/collaboration, planned giving, and networking groups and events.

2024-2025 Foundation Initiatives include upgrading the scholarship software which will allow scholarships to be awarded earlier, building the alumni program, hosting a 100<sup>th</sup> Anniversary Gala on April 12, 2025, Ag Complex campaign, updating scholarship agreements, updating the Board bylaws, adding a conflict-of-interest policy, recruiting Board members, reviving the Hall of Fame, creation of a general scholarship and student recognition fund, and planned giving.

### **STRATEGIC PLANNING DISCUSSION**

Dr. Morris provided an overview of the plan that includes sections on the Mission, Vision, and Values; Institutional Goals; Strategic Goals; College Initiatives; and Other Institutional Plans. Mission, Vision, Values, and Institutional Goals are already Board approved. The objectives identified to help achieve the approved institutional goals were reviewed and discussed. Dr. Morris presented the strategic goals and objectives. The three pillars of growing programs, improve facilities, and supporting educational innovation from the vision were used to form the strategic goals. These will be the goals for the next four years and the objectives will change annually. Dr. Morris will bring the full plan, as presented, to the Board in November for approval. SLPC was extremely involved in the strategic planning process and the campus community had multiple opportunities to provide input in each step of the process. A sample document on how to track the objectives was shared. Dr. Morris would use this information to provide updates to the Board. The document will be used across all plans. The Board suggested using targeted efforts for creative student engagement to build community amongst the students. The College Initiatives section is an update on the President's Goals. The final area of the plan is information on all the other institutional plans. The Board suggested creating a flowchart of the strategic planning process to show how things fit together and the plans flow through the process.

### **PRESIDENT'S GOALS UPDATE**

Dr. Morris reported on the status of policy updates. Initially, 129 policies needed to be updated in FY24 including 50 that have not been updated since 2010. As of July 1<sup>st</sup>, 70% of those 50 have been updated. 78 of the 129 (40%) still need to be updated. Work continues with several policy updates completed and presented to the Board each month. In addition, the President's Office is implementing PolicyTech, a management system that will automate the process and help make the documents accessible.

Dr. Morris reviewed the AACT 5 Keys to a Successful Transition Year which were discussed at the Board retreat in 2023. Dr. Morris highlighted items that address the area of Develop CEO Development Plan and included becoming an AACC member and planned attendance at the 2025 conference, participating in the Illinois Council of Presidents, working with a mentor, weekly legislative calls with lobbyists, and shared services calls with local Presidents. Discussed communication items in the areas of board materials, board emails, and communication feedback from her evaluation and the last Board retreat. Progress and achievements on the President's Goals, detailed in the Strategic Plan, were reviewed.

### **BOARD SELF-ASSESSMENT DISCUSSION**

Dr. Morris presented the results of the Board's self-assessment completed in Spring 2024. The Board looked an overview of areas that received the top scores and areas that received lower scores. Possible Board goals were discussed. The Board will review a tool from the ICCTA to possibly use for future self-assessments.

**DISCUSSION FOR MEETING DATE/TIME FOR 2025**

Dr. Morris presented four options for meeting dates. The Board agreed to move the meetings to the third Wednesday of the month at 5:30 p.m.

**TRUSTEE COMMENT**

Ms. Goetz stated this was a good retreat and all the preparation by the presenters and the leadership of Dr. Morris is appreciated. The Board is positive, supportive, and questioning.

**CLOSED SESSION**

Mr. Solon requested a motion and a roll call vote at 5:36 p.m. to enter into a closed session to discuss: 1) pending and imminent litigation.

It was moved by Dr. Boyles and seconded by Mr. McCracken to enter into a closed session.

Roll Call Vote: “Ayes” – Ms. Goetz, Dr. Donna, Ms. Stevenson, Mr. McCracken, Dr. Rebholz, Dr. Boyles, and Mr. Solon. “Nay” – none. Motion carried. The Board entered closed session at 5:38 p.m.

It was moved by Ms. Goetz and seconded by Dr. Boyles to return to the regular meeting. Roll Call Vote: “Ayes” – Ms. Goetz, Dr. Donna, Ms. Stevenson, Mr. McCracken, Dr. Rebholz, Dr. Boyles, and Mr. Solon. “Nay” – none. Motion carried. The regular meeting resumed at 5:43 p.m.

**ADJOURNMENT**

Mr. Solon declared the meeting adjourned at 5:45 p.m.

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Everett J. Solon, Board Chair

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Angela M. Stevenson, Secretary





**ILLINOIS  
VALLEY  
COMMUNITY  
COLLEGE**

**DISTRICT NO. 513**

**TREASURER'S REPORT**

**October 2024**

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

Eric Johnson  
Controller

## **FINANCIAL HIGHLIGHTS – October 2024**

### **Revenues**

- As of November 1, Fall 2024 credit hours are 23,840 compared to 22,452 for Fall 2023 at this time last year. This is 6.18 percent higher than a year ago. Total credit hours for the fiscal year are currently at 27,785 or 59.4 percent of the budgeted 46,740 credit hours. Spring 2025 early registration for Project Success and veterans began on October 15<sup>th</sup>. This generated 1,248 credit hours compared to 1,113 for Spring 2024. Registration opened to all students on October 30<sup>th</sup>.
- Total tax collections as of October 31 are \$14,496,409 of the \$14,924,550 tax levy.
- Corporate Personal Property Replacement Tax (CPPRT) receipts as of October 31 were \$806,282, or 26.3 percent of the budgeted \$3,065,775.
- Investment income as of October 31 is \$584,857 or 53.7 percent of the budgeted \$1,089,550.

### **Expenses**

- Overall, expenses are running at 32.7 percent of budget.
- Facilities includes \$115,500 annual rent for the Ottawa Center and the \$126,412 for the emergency repair for the boilers.
- Information Technologies is running at 42.5 percent; however, several annual software support renewals are paid in July, including Ellucian Colleague for \$495,579.
- Financial Aid is running at 65.4 percent; Fall disbursement of financial aid was in September.
- Risk Management is running at 44.2 percent; however, insurance renewals are paid in July.

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

- The D201 project is in substantial completion. CETLA moved in March 1, 2024! We are down to two outstanding items and are hopeful those can be finalized in November.
- The lighting portion of the lighting and security camera project is completed. The security camera portion of the project is in substantial completion. A new server was installed in October. Vendor is due to be on campus in early November to finalize the security camera project.
- The salt shed is in substantial completion. The end-fill is onsite with installation scheduled for the first week of November.
- Both the Loading Dock and Building C Structural Repair projects are in substantial completion. The lift for the loading dock was shipped last week and we are currently waiting for the contractor installation schedule.

### **Other Building, Grant, and IT Work**

- Design work is complete for the Agricultural Educational Center. We are continuing to work through the permit and annexation paperwork with the City of Oglesby. We submitted all bid paperwork and additional requested information to the EDA for approval. The substantial completion date of June 2025 and a final completion date/occupancy of early August 2025 will need to be pushed back. We will be working with NCICG to submit an extension for the EDA grant.
- A concept package for the Indigenous People Display was received during winter break. We met on February 29 to discuss the concept. We met with Paul Bluestone on July 18, 2024 to review the design. We approved the overall design with some slight changes. We met with Paul Bluestone again on October 22, 2024. He has been working with Gerald Savage and his design

team to incorporate relevant anecdotes local to the Midwest into the displays. His team will begin the construction phase of the panels.

- Two rooms (building J and CTC) have had their distance learning equipment installed! We met with the vendor for the Distance Learning Grant as well as local high schools on October 15, 2024, to test the equipment and discuss class opportunities for the Spring 2025 semester. We met with another vendor to discuss furniture options for the CTC classroom. They have provided a couple designs as well as sample furniture. The Distance Learning, Dual Credit, and IT Committees will be meeting the first week in November to discuss the learning style options. We are also working on an installation schedule for the room at the Ottawa Center as well as the huddle room equipment for the Counseling Center. All other rooms in the older part of the College will need facility and IT work to prepare the rooms for the distance learning equipment. Renovations are slated to begin next May.

Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 October 31, 2024  
 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				
<b>Assets and Other Debits</b>											
Cash and cash equivalents	\$ 7,196,651	\$ 6,036,081	\$ 243,421	\$ 226,220	\$ 902,424	\$ -	\$ -	\$ -	\$ -	\$ -	14,604,797
Investments	16,522,361	6,021,868	664,753	-	651,408	-	-	-	-	-	23,860,389
Receivables											
Property Taxes	12,167,383	2,751,315	-	-	-	-	-	-	-	-	14,918,698
Governmental claims	-	441,968	-	-	12,034	-	-	-	-	-	454,001
Tuition and fees	1,465,884	-	-	201,015	-	-	-	-	-	-	1,666,899
Lease	244,494	-	-	-	-	-	-	-	-	-	-
CCHC Dividend	2,785,051	-	-	-	-	-	-	-	-	-	-
Due from other funds	4,843,667	37	-	-	15,363	-	-	-	-	-	4,859,068
Due to/from student groups	-	-	-	-	70,748	-	-	-	-	-	70,748
Bookstore inventories	-	-	-	122,218	-	-	-	-	-	-	122,218
Other assets	207,006	173,094	2,922	-	-	-	-	-	-	-	383,022
Deferred Outflows	-	-	-	-	-	-	-	386,693	-	-	386,693
Fixed assets - net	-	-	-	25,126	-	62,334,624	-	-	-	-	62,359,749
Other debits											
Amount available in Debt Service Fund	-	-	-	-	-	-	-	-	-	-	-
Amount to be provided to retire debt	-	-	-	-	-	-	-	14,447,966	-	-	14,447,966
<b>Total assets and deferred outflows</b>	<b>\$ 45,432,498</b>	<b>\$ 15,424,363</b>	<b>\$ 911,096</b>	<b>\$ 574,578</b>	<b>\$ 1,651,977</b>	<b>\$ 62,334,624</b>	<b>\$ 14,834,659</b>	<b>\$ -</b>	<b>\$ 141,163,794</b>	<b>\$ -</b>	<b>\$ 141,163,794</b>

Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 October 31, 2024  
 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	Long-Term Debt	General			
<b>Liabilities</b>											
Accounts payable	55,814	-	-	-	7,857	-	-	-	-	-	63,671
Accrued salaries & benefits	1,777,651	31,292	-	16,309	-	-	-	-	-	-	1,825,252
Post-retirement benefits & other	140,956	128,701	-	1,807	-	-	-	-	-	-	271,464
Unclaimed property	6,193	-	-	-	-	-	-	-	-	-	6,193
Due to other funds	90,696	2,968,829	-	155,423	1,644,119	-	-	-	-	-	4,859,068
Due to student groups/deposits	-	-	-	-	-	-	-	-	-	-	-
Current Portion-Capital Lease	-	-	-	-	-	-	-	12,551	-	-	12,551
Current Portion-SBITA	-	-	-	-	-	-	-	518,508	-	-	518,508
Accrued Interest	-	-	-	-	-	-	-	48,323	-	-	48,323
Capital Lease Payable	-	-	-	131	-	-	-	12,265	-	-	12,396
SBITA Payable	-	-	-	-	-	-	-	1,768,540	-	-	1,768,540
Deferred inflows	-	-	-	-	-	-	-	-	-	-	-
Property taxes	6,086,088	1,376,187	-	-	-	-	-	-	-	-	7,462,275
Tuition and fees	17,983	-	-	43,918	-	-	-	-	-	-	61,901
Grants	-	-	-	-	-	-	-	-	-	-	-
Lease Receivable	244,494	-	-	-	-	-	-	-	-	-	244,494
OPEB	-	-	-	-	-	-	-	8,130,432	-	-	8,130,432
OPEB long term debt	-	-	-	-	-	-	-	4,344,040	-	-	4,344,040
<b>Total Liabilities</b>	<b>8,419,875</b>	<b>4,505,010</b>	<b>-</b>	<b>217,588</b>	<b>1,651,976</b>	<b>-</b>	<b>-</b>	<b>14,834,659</b>	<b>-</b>	<b>-</b>	<b>29,629,108</b>
<b>Net Position/Net Assets</b>											
Net investment in general fixed assets	-	-	-	-	-	62,334,624	-	-	-	-	62,334,624
Fund balance	-	-	-	-	-	-	-	-	-	-	-
Reserved for restricted purposes	-	10,919,353	-	-	-	-	-	-	-	-	10,919,353
Reserved for debt service	-	-	911,096	-	-	-	-	-	-	-	911,096
Unreserved	37,012,623	-	-	356,990	-	-	-	-	-	-	37,369,613
<b>Total liabilities and net position</b>	<b>\$ 45,432,498</b>	<b>\$ 15,424,363</b>	<b>\$ 911,096</b>	<b>\$ 574,578</b>	<b>\$ 1,651,976</b>	<b>\$ 62,334,624</b>	<b>\$ 14,834,659</b>	<b>\$ 141,163,794</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 141,163,794</b>

Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2025 Revenues & Expenditures by Fund  
 For the four months ended October 31, 2024  
 Unaudited

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Restricted Fund	Debt Service Fund	Auxiliary Enterprise Fund	Restricted Purposes Fund	Working Cash Fund	Audit Fund	Liability Protection & Settlement Fund	Total (Memorandum Only)
Actual Revenue	\$ 17,655,839	\$ 2,289,544	\$ 1,150,029	\$ 23,532	\$ 852,563	\$ 3,157,239	\$ 121,441	\$ 43,017	\$ 1,517,066	\$ 26,810,269
Actual Expenditures	8,193,239	1,198,870	415,156	255	968,817	3,335,933	896	22,000	642,149	14,777,315
Other Financing Sources (Uses)	(10,000)	-	-	-	-	10,000	-	-	-	-
other financing sources over expenditures and other financing uses										
Fund balances July 1, 2024 (estimated)	9,452,600	1,090,674	734,873	23,277	(116,255)	(168,694)	120,545	21,017	874,917	12,032,953
Fund balances October 31, 2024	21,322,346	4,159,789	2,399,374	888,408	385,948	188,738	5,275,438	41,640	1,023,419	35,685,100
	\$ 30,774,946	\$ 5,250,463	\$ 3,134,247	\$ 911,685	\$ 269,693	\$ 20,044	\$ 5,395,983	\$ 62,657	\$ 1,898,336	\$ 47,718,053

**Illinois Valley Community College District No. 513**  
**Summary of Fiscal Year 2025 Revenues & Expenditures by Fund**  
**For the four months ended October 31, 2024**  
 Unaudited

	10/31/2024	Annual Budget FY2025	Actual/Budget 33.3%	10/31/2023	Annual Budget FY2024	Actual/Budget 33.3%
<b>EDUCATION FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 10,153,469	\$ 10,777,223	94.2%	\$ 8,797,705	\$ 9,820,615	89.6%
Corporate Personal Property Replacement Tax	417,196	2,665,550	15.7%	1,081,179	2,716,250	39.8%
Tax Increment Financing Distributions	152,046	443,700	34.3%	186,220	440,000	42.3%
Total Local Government	10,722,711	13,886,473	77.2%	10,065,104	12,976,865	77.6%
State Government:						
ICCB Credit Hour Grant	763,704	1,962,850	38.9%	746,302	1,832,250	40.7%
Equalization Grant	16,667	50,000	33.3%	16,667	52,500	31.7%
Career/Technical Education Formula Grant	120,777	237,699	50.8%	-	227,000	0.0%
Other	-	-		-	-	
Total State Government	901,147	2,250,549	40.0%	762,969	2,111,750	36.1%
Federal Government						
PELL Administrative Fees	-	8,000	0.0%	310	7,950	3.9%
Total Federal Government	-	8,000	0.0%	310	7,825	4.0%
Student Tuition and Fees:						
Tuition	4,907,835	6,480,435	75.7%	3,629,643	6,189,780	58.6%
Fees	656,607	914,982	71.8%	460,252	843,315	54.6%
Total Tuition and Fees	5,564,442	7,395,417	75.2%	4,089,895	7,033,095	58.2%
Other Sources:						
Public Service Revenue	97,494	302,472	32.2%	93,061	256,050	36.3%
Other Sources:	370,045	795,302	46.5%	308,705	311,884	99.0%
Total Other Sources	467,539	1,097,774	42.6%	401,766	567,934	70.7%
<b>TOTAL EDUCATION FUND REVENUE</b>	<b>\$ 17,655,839</b>	<b>\$ 24,638,213</b>	<b>71.7%</b>	<b>\$ 15,320,044</b>	<b>\$ 22,697,469</b>	<b>67.5%</b>
<b>EDUCATION FUND EXPENDITURES</b>						
Instruction:						
Salaries	2,891,120	\$ 8,866,718	32.6%	2,749,771	\$ 8,443,208	32.6%
Employee Benefits	545,232	1,807,840	30.2%	519,966	1,680,112	30.9%
Contractual Services	66,815	176,990	37.8%	55,241	114,182	48.4%
Materials & Supplies	116,286	542,413	21.4%	102,209	596,178	17.1%
Conference & Meeting	17,208	195,492	8.8%	32,359	178,713	18.1%
Fixed Charges	33,357	92,000	36.3%	35,754	92,000	38.9%
Capital Outlay	-	65,260	0.0%	-	87,811	0.0%
Other	125	-	0.0%	200	-	0.0%
Total Instruction	3,670,142	11,746,713	31.2%	3,495,500	11,192,204	31.2%

**Illinois Valley Community College District No. 513**  
**Summary of Fiscal Year 2025 Revenues & Expenditures by Fund**  
**For the four months ended October 31, 2024**  
 Unaudited

	10/31/2024	Annual Budget FY2025	Actual/Budget 33.3%	10/31/2023	Annual Budget FY2024	Actual/Budget 33.3%
<b>Academic Support:</b>						
Salaries	408,580	1,363,864	30.0%	438,308	1,350,414	32.5%
Employee Benefits	50,415	220,352	22.9%	62,966	246,975	25.5%
Contractual Services	44,903	215,744	20.8%	66,537	175,990	37.8%
Materials & Supplies	88,481	315,314	28.1%	89,492	271,555	33.0%
Conference & Meeting	1,013	17,675	5.7%	2,688	20,095	13.4%
Utilities	14,538	25,500	57.0%	12,300	-	#DIV/0!
Capital Outlay	-	-	0.0%	-	24,495	-
Other	-	-	0.0%	-	-	-
<b>Total Academic Support</b>	<b>607,930</b>	<b>2,158,449</b>	<b>28.2%</b>	<b>672,291</b>	<b>2,089,524</b>	<b>32.2%</b>
<b>Student Services:</b>						
Salaries	533,668	1,806,804	29.5%	494,555	1,690,670	29.3%
Employee Benefits	93,127	370,295	25.1%	105,814	419,426	25.2%
Contractual Services	41,770	105,992	39.4%	17,907	78,657	22.8%
Materials & Supplies	20,194	101,045	20.0%	21,946	106,390	20.6%
Conference & Meeting	5,005	57,062	8.8%	5,085	56,562	9.0%
Utilities	177	-	0.0%	159	-	-
<b>Total Student Services</b>	<b>693,940</b>	<b>2,441,198</b>	<b>28.4%</b>	<b>645,466</b>	<b>2,351,705</b>	<b>27.4%</b>
<b>Public Services/Continuing Education:</b>						
Salaries	144,366	438,148	32.9%	144,669	383,399	37.7%
Employee Benefits	32,745	106,609	30.7%	33,350	107,740	31.0%
Contractual Services	117,457	217,000	54.1%	85,798	128,000	67.0%
Materials & Supplies	36,155	85,200	42.4%	35,047	75,850	46.2%
Conference & Meeting	2,006	22,600	8.9%	2,260	17,800	12.7%
Utilities	-	-	0.0%	-	-	-
Other	-	-	0.0%	-	-	-
<b>Total Public Services/Continuing Education</b>	<b>332,729</b>	<b>869,557</b>	<b>38.3%</b>	<b>301,123</b>	<b>712,789</b>	<b>42.2%</b>
<b>Institutional Support:</b>						
Salaries	826,397	2,708,204	30.5%	733,578	2,440,995	30.1%
Employee Benefits	256,979	731,323	35.1%	218,120	742,516	29.4%
Contractual Services	1,016,472	1,565,879	64.9%	906,721	1,117,108	81.2%
Materials & Supplies	207,447	509,230	40.7%	230,438	399,548	57.7%
Conference & Meeting	9,467	104,276	9.1%	14,551	90,614	16.1%
Utilities	8,126	10,500	77.4%	7,918	12,290	64.4%
Capital Outlay	-	878,000	0.0%	-	281,223	-
Other	-	25,500	0.0%	-	24,700	0.0%
Provision for Contingency	-	162,129	0.0%	(38)	152,506	0.0%
<b>Total Institutional Support</b>	<b>2,324,888</b>	<b>6,695,041</b>	<b>34.7%</b>	<b>2,111,288</b>	<b>5,261,500</b>	<b>40.1%</b>
Scholarships, Grants and Waivers	563,609	1,080,500	52.2%	527,308	800,400	65.9%
<b>TOTAL EDUCATION FUND EXPENDITURES</b>	<b>\$ 8,193,239</b>	<b>\$ 24,991,458</b>	<b>32.8%</b>	<b>\$ 7,752,976</b>	<b>\$ 22,408,122</b>	<b>34.6%</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ - (10,000)</b>	<b>\$ 43,245</b>	<b>-23.1%</b>	<b>\$ (10,000)</b>	<b>\$ (289,472)</b>	<b>3.5%</b>



**Illinois Valley Community College District No. 513**  
**Summary of Fiscal Year 2025 Revenues & Expenditures by Fund**  
**For the four months ended October 31, 2024**  
 Unaudited

	10/31/2024	Annual Budget FY2025	Actual/Budget 33.3%	10/31/2023	Annual Budget FY2024	Actual/Budget 33.3%
<b>OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 1,669,744	\$ 1,774,029	94.1%	\$ 1,449,824	\$ 1,619,895	89.5%
Corporate Personal Property Replacement Tax	73,623	400,225	18.4%	190,796	544,968	35.0%
Tax Increment Financing Disbursements	50,682	122,955	41.2%	62,073	125,000	49.7%
Total Local Government	1,794,049	2,297,209	78.1%	1,702,694	2,289,863	74.4%
State Government:						
ICCB Credit Hour Grant	130,372	341,899	38.1%	127,301	318,132	40.0%
Total State Government	130,372	341,899	38.1%	127,301	318,132	40.0%
Student Tuition and Fees						
Tuition	273,769	360,646	75.9%	205,988	450,300	45.7%
Total Tuition and Fees	273,769	360,646	75.9%	205,988	450,300	45.7%
Other Sources:						
Facilities Revenue	20,945	112,080	18.7%	30,473	115,000	26.5%
Investment Revenue	69,507	166,250	41.8%	53,206	65,000	81.9%
Other	902	5,000	18.0%	893	5,000	17.9%
Total Other Sources	91,354	283,330	32.2%	84,572	185,000	45.7%
<b>TOTAL OPERATIONS &amp; MAINTENANCE REVENUES</b>	<b>\$ 2,289,544</b>	<b>\$ 3,283,084</b>	<b>69.7%</b>	<b>\$ 2,120,555</b>	<b>\$ 3,243,295</b>	<b>65.4%</b>
<b>OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>						
Operations & Maintenance of Plant:						
Salaries	355,500	1,200,296	29.6%	371,311	1,068,967	34.7%
Employee Benefits	87,476	334,181	26.2%	96,691	330,353	29.3%
Contractual Services	51,339	179,200	28.6%	38,976	178,700	21.8%
Materials & Supplies	217,303	357,250	60.8%	116,489	290,250	40.1%
Conference & Meeting	343	1,300	26.4%	159	1,300	12.2%
Fixed Charges	295,023	216,000	136.6%	212,496	173,100	122.8%
Utilities	143,247	729,100	19.6%	185,288	780,900	23.7%
Capital Outlay	7,667	1,569,415	0.5%	96,668	193,000	50.1%
Provision for Contingency	-	18,932	0.0%	-	23,573	0.0%
Other	-	-	#DIV/0!	-	-	#DIV/0!
Total Operations & Maintenance of Plant	1,157,898	4,605,674	25.1%	1,118,077	3,040,143	36.8%
Institutional Support:						
Salaries	21,614	64,242	33.6%	20,463	50,087	40.9%
Employee Benefits	11,664	40,773	28.6%	11,832	41,219	28.7%
Contractual Services	2,746	2,615	105.0%	2,773	2,700	102.7%
Materials & Supplies	849	5,580	15.2%	1,012	5,308	19.1%
Fixed Charges	4,099	4,200	97.6%	4,066	-	#DIV/0!
Other	-	-		-	4,200	
Total Institutional Support	40,972	117,410	34.9%	40,146	103,514	38.8%
<b>TOTAL OPERATIONS &amp; MAINTENANCE EXPENDITURES</b>	<b>\$ 1,198,870</b>	<b>\$ 4,723,084</b>	<b>25.4%</b>	<b>\$ 1,158,223</b>	<b>\$ 3,143,657</b>	<b>36.8%</b>

**Illinois Valley Community College District No. 513**  
**Summary of Fiscal Year 2025 Revenues & Expenditures by Fund**  
**For the four months ended October 31, 2024**  
 Unaudited

	10/31/2024	Annual Budget FY2025	Actual/Budget 33.3%	10/31/2023	Annual Budget FY2024	Actual/Budget 33.3%
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Local Government Sources:						
Current Taxes	1,118,733	1,229,645	91.0%	1,374,381	1,784,074	77.0%
State Government Sources	-	220,788	0.0%	-	240,788	0.0%
Federal Government Sources	-	3,500,000	0.0%	-	3,500,000	0.0%
Investment Revenue	31,296	114,000	27.5%	37,296	48,000	77.7%
Other	-	-	0.0%	-	-	0.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) REVENUES</b>	<b>\$ 1,150,029</b>	<b>\$ 5,064,433</b>	<b>22.7%</b>	<b>\$ 1,411,677</b>	<b>\$ 5,572,862</b>	<b>25.3%</b>
<b>OPERATIONS &amp; MAINTENANCE FUND RESTRICTED EXPENDITURES</b>						
Contractual Services	\$ 576	\$ 505,777	0.0%	\$ 459	\$ 625,827	0.0%
Materials and Supplies	-	-	0.0%	24,300	-	0.0%
Fixed Charges	-	-	0.0%	-	-	0.0%
Capital Outlay	414,580	6,080,406	6.8%	307,519	4,609,771	6.7%
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>	<b>\$ 415,156</b>	<b>\$ 6,586,183</b>	<b>6.3%</b>	<b>\$ 332,278</b>	<b>\$ 5,235,598</b>	<b>6.3%</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ -</b>	<b>\$ 870,000</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>DEBT SERVICE FUND</b>						
Investment Revenue	\$ 23,532	\$ 8,000	294.2%	\$ 4,992	\$ 8,000	62.4%
<b>TOTAL DEBT SERVICE FUND REVENUES</b>	<b>\$ 23,532</b>	<b>\$ 8,000</b>	<b>294.2%</b>	<b>\$ 4,992</b>	<b>\$ 8,000</b>	<b>62.4%</b>
<b>TOTAL DEBT SERVICE FUND EXPENDITURES</b>	<b>\$ 255</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 354</b>	<b>\$ -</b>	<b>0.0%</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ -</b>	<b>\$ (870,000)</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>AUXILIARY ENTERPRISES FUND REVENUE</b>						
Service Fees	\$ 844,312	\$ 1,597,503	52.9%	\$ 748,896	\$ 723,727	103.5%
Investment Revenue	463	3,000	15.4%	193	200	96.6%
Other Revenue	7,787	200	3893.5%	2,419	31,500	7.7%
<b>TOTAL AUXILIARY ENTERPRISES FUND REVENUES</b>	<b>\$ 852,563</b>	<b>\$ 1,600,703</b>	<b>53.3%</b>	<b>\$ 751,508</b>	<b>\$ 755,427</b>	<b>99.5%</b>
<b>AUXILIARY ENTERPRISES FUND EXPENSES</b>						
Salaries	\$ 130,070	\$ 364,331	35.7%	\$ 128,802	\$ 368,206	35.0%
Employee Benefits	21,920	104,920	20.9%	21,541	77,480	27.8%
Contractual Services	440,299	996,035	44.2%	184,931	274,302	67.4%
Materials & Supplies	320,049	483,198	66.2%	225,985	301,846	74.9%
Conference & Meeting	29,156	40,352	72.3%	27,016	29,196	92.5%
Fixed Charges	27,324	58,696	46.6%	10,010	49,452	20.2%
Capital Outlay/Depreciation	-	-	0.0%	-	-	#DIV/0!
Other	-	-	#DIV/0!	705	-	#DIV/0!

Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2025 Revenues & Expenditures by Fund  
 For the four months ended October 31, 2024  
 Unaudited

	10/31/2024	Annual Budget FY2025	Actual/Budget	10/31/2023	Annual Budget FY2024	Actual/Budget
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	\$ 968,817	\$ 2,047,532	47.3%	\$ 598,990	\$ 1,100,482	54.4%
AUXILIARY ENTERPRISES INTERFUND TRANSFERS - NET	\$ -	\$ 454,029	0.0%	\$ -	\$ 366,239	0.0%

**Illinois Valley Community College District No. 513**  
**Summary of Fiscal Year 2025 Revenues & Expenditures by Fund**  
**For the four months ended October 31, 2024**  
 Unaudited

	10/31/2024	Annual Budget FY2025	Actual/Budget 33.3%	10/31/2023	Annual Budget FY2024	Actual/Budget 33.3%
<b>RESTRICTED PURPOSE FUND REVENUES</b>						
State Government Sources	\$ 268,370	\$ 659,077	40.7%	\$ 395,409	\$ 874,788	45.2%
Federal Government Sources	2,861,103	4,408,805	64.9%	1,989,307	4,310,895	46.1%
Nongovernmental Gifts or Grants	15,295	-	0.0%	27,907	-	#DIV/0!
Other Revenue	12,471	2,000	623.6%	21,772	2,000	0.0%
<b>TOTAL RESTRICTED PURPOSE FUND REVENUES</b>	<b>\$ 3,157,239</b>	<b>\$ 5,069,882</b>	<b>62.3%</b>	<b>\$ 2,434,395</b>	<b>\$ 5,187,683</b>	<b>46.9%</b>

	10/31/2024	Annual Budget FY2025	Actual/Budget 33.3%	10/31/2023	Annual Budget FY2024	Actual/Budget 33.3%
<b>RESTRICTED PURPOSE FUND EXPENDITURES</b>						
Instruction:						
Salaries	\$ 158,709	\$ 687,303	23.1%	\$ 193,985	\$ 703,243	27.6%
Employee Benefits	41,323	253,816	16.3%	52,624	266,294	19.8%
Contractual Services	95,754	107,651	88.9%	58,930	92,241	63.9%
Materials & Supplies	294,314	166,223	177.1%	136,538	100,897	135.3%
Conference & Meeting	5,022	24,950	20.1%	5,467	69,580	7.9%
Utilities	-	-	#DIV/0!	-	-	#DIV/0!
Capital Outlay	139,179	-	-	49,917	314,028	0.0%
Other	-	-	-	962	-	0.0%
<b>Total Instruction</b>	<b>734,302</b>	<b>1,239,943</b>	<b>59.2%</b>	<b>498,423</b>	<b>1,546,283</b>	<b>32.2%</b>

Academic Support						
Salaries	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Employee Benefits	-	-	0.0%	-	-	0.0%
Contractual Services	-	-	0.0%	-	-	#DIV/0!
Materials and Supplies	-	-	0.0%	2,584	-	#DIV/0!
Conference & Meeting	5,500	-	0.0%	-	-	0.0%
<b>Total Academic Support</b>	<b>5,500</b>	<b>-</b>	<b>0.0%</b>	<b>2,584</b>	<b>-</b>	<b>0.0%</b>

Student Services:						
Salaries	\$ 76,224	\$ 227,167	33.6%	\$ 75,109	\$ 223,904	33.5%
Employee Benefits	20,189	67,906	29.7%	20,444	80,330	25.5%
Contractual Services	1,632	4,781	34.1%	3,132	4,781	65.5%
Materials & Supplies	10,804	10,636	101.6%	3,228	1,900	169.9%
Conference & Meeting	3,251	5,600	58.1%	1,191	5,175	23.0%
Utilities	-	-	0.0%	-	-	0.0%
Capital Outlay	-	-	0.0%	102,379	-	#DIV/0!
Tuition Waivers (TRIO Grant)	16,180	28,000	57.8%	15,010	28,000	53.6%
<b>Total Student Services</b>	<b>128,280</b>	<b>344,090</b>	<b>37.3%</b>	<b>220,494</b>	<b>344,090</b>	<b>64.1%</b>

Public Services/Continuing Education:						
Salaries	14,803	45,000	0.0%	10,582	-	0.0%
Employee Benefits	3,090	4,000	0.0%	167	-	0.0%
Materials and Supplies	-	-	0.0%	-	-	0.0%
Contractual Services	56,207	51,000	0.0%	37,735	-	0.0%
<b>Total Public Services:</b>	<b>74,100</b>	<b>100,000</b>	<b>0.0%</b>	<b>48,484</b>	<b>-</b>	<b>0.0%</b>

Operations & Maintenance of Plant:						
Contractual Services	-	-	#DIV/0!	-	-	0.0%
Capital Outlay	-	-	#DIV/0!	239	-	0.0%
Maintenance supplies	-	-	0.0%	-	-	0.0%

Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2025 Revenues & Expenditures by Fund  
 For the four months ended October 31, 2024  
 Unaudited

	10/31/2024	Annual Budget FY2025	Actual/Budget 33.3%	10/31/2023	Annual Budget FY2024	Actual/Budget 33.3%
Total Operations & Maintenance of Plant	-	-	0.0%	239	-	0.0%
Institutional Support:						
Salaries (Federal Work Study)	24,105	82,888	29.1%	42,501	99,574	42.7%
Contractual Services	-	-	#DIV/0!	239	78,650	0.3%
Institutional Support	-	-	0.0%	-	7,300	0.0%
SURS on-behalf	-	-	0.0%	-	-	0.0%
Other	4,738	-	#DIV/0!	592	-	#DIV/0!
Total Institutional Support	28,843	82,888	34.8%	43,333	185,524	23.4%
Student Grants and Waivers (PELL & SEOG & HEERF)	2,364,907	3,310,961	71.4%	1,972,674	3,119,786	63.2%
<b>TOTAL RESTRICTED FUND EXPENDITURES</b>	<b>\$ 3,335,933</b>	<b>\$ 5,077,882</b>	<b>65.7%</b>	<b>\$ 2,786,231</b>	<b>\$ 8,132,698</b>	<b>34.3%</b>
<b>RESTRICTED INTERFUND TRANSFERS - NET</b>	<b>\$ 10,000</b>	<b>\$ 2,000</b>	<b>500.0%</b>	<b>\$ 10,000</b>	<b>\$ 200</b>	<b>5000.0%</b>
<b>WORKING CASH FUND REVENUES</b>						
Investment Revenue	121,441	150,000	81.0%	61,049	75,000	81.4%
<b>TOTAL WORKING CASH FUND EXPENDITURES</b>	<b>\$ 896</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 793</b>	<b>\$ -</b>	<b>0.0%</b>
<b>WORKING CASH INTERFUND TRANSFERS - NET</b>	<b>\$ -</b>	<b>\$ (445,680)</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2025 Revenues & Expenditures by Fund  
 For the four months ended October 31, 2024  
 Unaudited

	10/31/2024	Annual Budget FY2025	Actual/Budget 33.3%	10/31/2023	Annual Budget FY2024	Actual/Budget 33.3%
<b>AUDIT FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 42,717	\$ 44,351	96.3%	\$ 39,966	\$ 46,899	85.2%
Investment Revenue	300	600	50.0%	470	500	94.1%
<b>TOTAL AUDIT FUND REVENUES</b>	<b>43,017</b>	<b>44,951</b>	<b>95.7%</b>	<b>40,436</b>	<b>47,399</b>	<b>85.3%</b>
<b>AUDIT FUND EXPENDITURES</b>						
Contractual Services	22,000	44,000	50.0%	35,000	46,500	75.3%
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<b>\$ 22,000</b>	<b>\$ 44,000</b>	<b>50.0%</b>	<b>\$ 35,000</b>	<b>\$ 40,000</b>	<b>87.5%</b>
<b>LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUE</b>						
Local Government Sources:						
Current Taxes	\$ 1,511,747	\$ 1,577,755	95.8%	\$ 1,412,511	\$ 1,552,546	91.0%
Investment Revenue	5,319	32,000	16.6%	11,429	13,000	87.9%
Other Revenue	-	-		-	-	0.0%
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUE</b>	<b>1,517,066</b>	<b>1,609,755</b>	<b>94.2%</b>	<b>1,423,940</b>	<b>1,565,546</b>	<b>91.0%</b>
<b>LIABILITY, PROTECTION &amp; SETTLEMENT FUND EXPENDITURES</b>						
Student Services:						
Salaries	39,115	90,324	43.3%	30,091	86,210	34.9%
Employee Benefits	13,478	28,914	46.6%	7,627	29,273	26.1%
Contractual Services	725	125,500	0.6%	701	125,500	0.6%
Materials & Supplies	307	500	61.3%	342	500	68.4%
Total Student Services	<b>53,624</b>	<b>245,238</b>	<b>21.9%</b>	<b>38,761</b>	<b>241,483</b>	<b>16.1%</b>
Operations & Maintenance of Plant:						
Contractual Services	205,421	549,000	37.4%	171,211	512,000	33.4%
Materials & Supplies	3,329	800	416.2%	1,177	100	1177.1%
Utilities	121	500	24.2%	129	500	25.8%
Total Operations & Maintenance of Plant	<b>208,871</b>	<b>550,300</b>	<b>38.0%</b>	<b>172,517</b>	<b>512,600</b>	<b>33.7%</b>
Institutional Support:						
Salaries	32,476	88,672	36.6%	27,961	90,922	30.8%
Employee Benefits	6,504	284,190	2.3%	6,344	262,251	2.4%
Contractual Services	194,823	180,150	108.1%	68,461	140,000	48.9%
Materials & Supplies	2,414	15,000	16.1%	6,468	1,500	431.2%
Conference & Meeting	6,000	4,500	133.3%	-	4,500	0.0%
Fixed Charges	137,437	283,700	48.4%	167,478	255,000	65.7%
Total Institutional Support	<b>379,653</b>	<b>856,212</b>	<b>44.3%</b>	<b>276,712</b>	<b>754,173</b>	<b>36.7%</b>
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND EXPENDITURES</b>	<b>\$ 642,149</b>	<b>\$ 1,651,750</b>	<b>38.9%</b>	<b>\$ 487,990</b>	<b>\$ 1,252,337</b>	<b>39.0%</b>

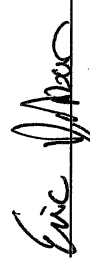
**Illinois Valley Community College District No. 513**  
**Fiscal Year 2025 Budget to Actual Comparison**  
**For the four months ended October 31, 2024**  
**as of October 31, 2024**  
 Unaudited

Department	Actual FY2025	Annual Budget FY2025	Actual/ Budget 33.3%
President	117,556	342,975	34.3%
Board of Trustees	5,862	19,700	29.8%
Marketing and Communications	83,319	483,210	17.2%
Foundation	80,451	231,720	34.7%
Continuing Education	373,811	969,557	38.6%
Facilities	1,573,054	6,600,978	23.8%
Information Technologies	1,500,943	3,528,064	42.5%
Institutional Effectiveness	74,582	265,793	28.1%
Academic Affairs	111,323	368,704	30.2%
ATOMAT (Grant)	124,859	226,472	55.1%
Carl Perkins (Grant)	37,779	249,823	15.1%
Distance Learning (Grant)	363,616	-	#DIV/0!
PATH (Grant)	112,561	250,000	45.0%
Adult Education	159,025	513,648	31.0%
Learning Resources	533,419	1,817,112	29.4%
Workforce Development Division	715,680	2,359,131	30.3%
Natural Sciences & Business Division	1,087,444	3,272,447	33.2%
Humanities & Fine Arts/Social Science Division	1,068,976	3,487,828	30.6%
Health Professions Division	784,819	2,615,164	30.0%
Admissions & Records	120,089	492,554	24.4%
Counseling & Student Success	320,255	966,893	33.1%
Student Services	74,873	265,767	28.2%
Financial Aid	2,473,701	3,784,014	65.4%
Career Services	4,587	51,080	9.0%
Athletics	179,564	389,149	46.1%
TRIO (Student Success Grant)	121,046	344,090	35.2%
Ottawa Center	36,314	117,848	30.8%
Campus Security	207,977	546,300	38.1%
Business Services/General Institution	436,479	1,860,262	23.5%
DCEO-Ag Site work (Grant)	-	220,878	0.0%
Ag. Ed Center (Grant)	-	4,370,000	0.0%
Risk Management	380,548	860,212	44.2%
Tuition Waivers	563,609	1,105,500	51.0%
Food Service	62,866	276,580	22.7%
Purchasing	53,193	158,763	33.5%
Human Resources	74,282	256,460	29.0%
Bookstore	700,444	1,256,141	55.8%
Shipping & Receiving	40,565	117,410	34.5%
Copy Center	17,843	79,662	22.4%
<b>Total FY25 Expenditures</b>	<b>14,777,315</b>	<b>45,121,889</b>	<b>32.7%</b>

**Illinois Valley Community College**  
**Statement of Cash Flows**  
**for the Month ended October 31, 2024**

	EDUCATION	OP/MAINT	OP/MAINT RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	GRNTS, LNS & SCHOLARSHIPS	TOTAL
Balance on Hand	\$ 6,419,315.71	\$ 1,057,774.50	\$ 794,751.30	\$ 240,563.22	\$ 86,057.41	\$ (693,933.52)	\$ 1,274,232.35	\$ 46,864.09	\$ 857,528.48	\$ 522,252.84	\$ 10,605,406.38
Total Receipts	2,369,478.33	342,975.26	222,081.88	-	81,198.12	-	-	8,479.88	300,092.62	12,450.00	3,335,756.09
Total Cash	8,788,794.04	1,400,749.76	1,016,833.18	240,563.22	167,255.53	(693,933.52)	1,274,232.35	55,343.97	1,157,621.10	534,702.84	13,942,162.47
Due To/From Accts	-	-	-	-	-	-	-	-	-	-	-
Transfers/Bank CDs	-	-	-	-	-	650,000.00	-	-	-	-	650,000.00
Expenditures	(1,893,700.32)	(326,262.01)	(235,210.55)	-	(488,712.98)	(212,977.12)	-	(14,667.00)	(116,061.59)	(50.00)	(3,287,641.57)
ACCOUNT BALANCE	6,895,093.72	1,074,487.75	781,622.63	240,563.22	(321,457.45)	(256,910.64)	1,274,232.35	40,676.97	1,041,559.51	534,652.84	11,304,520.90
Deposits in Transit	(364,541.79)	-	-	-	-	-	-	-	-	-	(364,541.79)
Outstanding Checks	364,264.01	-	-	-	-	-	-	-	-	-	364,264.01
BANK BALANCE	6,894,815.94	1,074,487.75	781,622.63	240,563.22	(321,457.45)	(256,910.64)	1,274,232.35	40,676.97	1,041,559.51	534,652.84	11,304,243.12
Certificates of Deposit	-	-	-	-	-	-	234,186.00	-	-	-	234,186.00
Illinois Funds	7,601,981.65	1,565,021.10	531,248.04	-	-	84,470.74	62,916.86	-	-	651,407.62	10,497,046.01
ISDLAF+ Funds	48,500.34	233,915.42	601,915.23	-	-	-	70,690.27	-	-	-	955,021.26
ISDLAF+ CD's	3,645,500.00	237,800.00	706,250.00	-	-	-	1,394,650.00	-	-	-	5,984,200.00
PMA Holdings- MM	9,146.37	4,573.18	-	2,858.24	-	-	10,061.01	-	-	-	26,638.80
PMA Holdings-CD's/Govt Securities	2,127,208.60	1,063,604.30	-	664,752.69	-	-	2,339,929.46	-	-	-	6,195,495.05
Total Investment	\$ 13,432,336.96	\$ 3,104,914.00	\$ 1,839,413.27	\$ 667,610.93	\$ -	\$ 84,470.74	\$ 4,112,433.60	\$ -	\$ -	\$ 651,407.62	\$ 23,892,587.12
LaSalle State Bank	\$ 110,014.99	-	-	-	-	-	-	-	-	-	110,014.99
Midland States Bank	11,194,228.13	-	-	-	-	-	-	-	-	-	11,194,228.13
	<u>\$ 11,304,243.12</u>										<u>\$ 11,304,243.12</u>

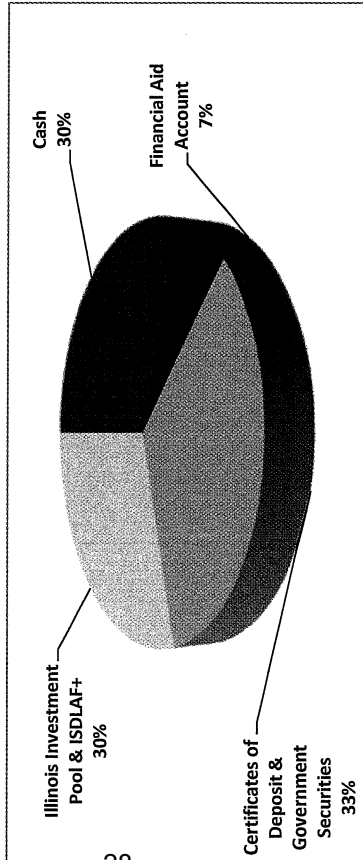
Respectfully submitted,

  
Eric Johnson  
Controller



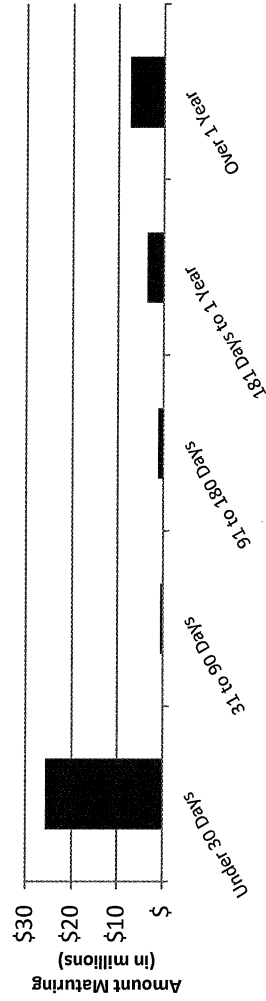
**Illinois Valley Community College District No. 513**  
**Investment Status Report**  
**All Funds**  
**October 31, 2024**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	30.1%	\$ 11,482,380	4.161%
Financial Aid Account	7.3%	2,791,172	4.200%
Certificates of Deposit & Government Securities	32.5%	12,413,880	4.002%
Illinois Investment Pool & ISDLAF+	30.0%	11,452,067	4.967%
<b>Total</b>		<b>\$ 38,139,499</b>	<b>4.354%</b>

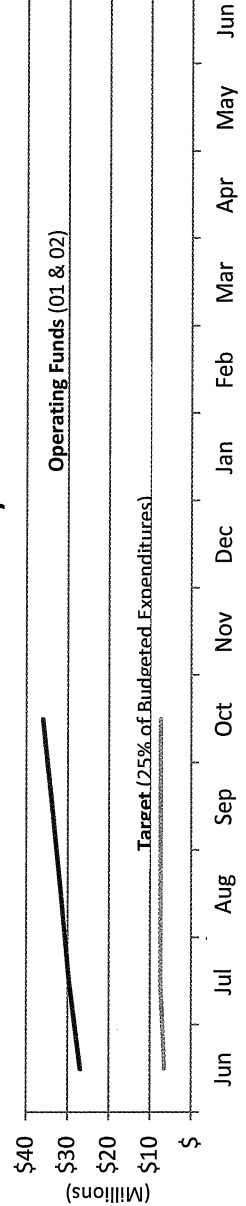


Institution	Illinois Investment Pool ISDLAF+	Certificates of Deposit Government Securities	Cash & Trusts	Total	Current Distribution
IL Funds -General	\$ 10,497,046	-	-	10,497,046	28%
ISDLAF+ Funds	955,021	5,984,200	-	6,939,221	18%
Midland States Bank	-	-	11,194,228	11,194,228	29%
Midland States-F/A	-	-	2,791,172	2,791,172	7%
Midland States-Bldg	-	-	-	-	0%
LaSalle State Bank	-	-	110,015	110,015	0%
Commerce Bank	-	-	-	-	0%
Multi Bank Securities	-	234,186	-	234,186	1%
HomeTown Ntl Bank	-	-	-	-	0%
PMA Holdings	-	6,195,494	26,639	6,222,133	16%
Heartland Bank	-	-	151,498	151,498	0%
Marseilles Bank	-	-	-	-	0%
<b>Total</b>	<b>\$ 11,452,067</b>	<b>\$ 12,413,880</b>	<b>\$ 14,273,551</b>	<b>\$ 38,139,499</b>	<b>100%</b>

**Maturity Schedule**



**Fund Balance Analysis**



ILLINOIS VALLEY COMMUNITY COLLEGE  
 FMA INVESTMENT STATUS REPORT  
 October 31, 2024

<u>DUE</u>	<u>Education</u>	<u>Oper &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Holder</u>	<u>Note Number</u>	<u>Rate %</u>	<u>APY %</u>	<u>Investment Description</u>
9/25/2025	16,839	8,444		5,253		18,558		49,095	FHLMC	3137BS6FS	2.74%	2.74%	Govt Treasuries
12/1/2025	44,077	22,103		13,750		48,574		128,503	FNMA	3138LSRN2	3.97%	3.97%	Govt Treasuries
12/1/2025	33,945	17,022		10,589		37,409		98,965	FNMA	3140HR4Y6	3.61%	3.61%	Govt Treasuries
3/31/2026	108,252	54,284		33,769		119,298		315,602	J.P. Morgan	91282CBT7	0.75%	0.75%	Govt Treasuries
4/1/2026	29,322	14,704		9,147		32,314		85,486	FNMA	3138LDSW4	2.67%	2.67%	Govt Treasuries
5/25/2026	18,403	9,228		5,741		20,281		53,654	FHLMC	3137BQYS0	2.53%	2.53%	Govt Treasuries
7/1/2026	42,856	21,490		13,369		47,229		124,943	FNMA	3138LDY80	2.53%	2.53%	Govt Treasuries
9/1/2026	30,368	15,228		9,473		33,467		88,536	FNMA	3140LDB65	1.10%	1.10%	Govt Treasuries
1/25/2027	25,421	12,747		7,930		28,015		74,113	FHLMC	3137BVZ82	3.43%	3.43%	Govt Treasuries
3/31/2027	114,291	57,512		35,654		125,954		333,211	J.P. Morgan	91282CEF4	2.50%	2.50%	Govt Treasuries
6/25/2027	83,895	42,070		26,171		92,456		244,593	FHLMC	3137FLJ3	3.12%	3.12%	Govt Treasuries
7/25/2027	41,996	21,059		13,101		46,281		122,438	FHLMC	3137FAWS3	3.19%	3.19%	Govt Treasuries
9/25/2027	25,094	12,583		7,828		27,654		73,159	FHLMC	3137FBU79	3.19%	3.19%	Govt Treasuries
9/30/2027	34,851	17,476		10,872		38,407		101,606	Scotia Capital	91282CFM8	4.13%	4.13%	Govt Treasuries
12/25/2027	43,280	21,703		13,501		47,696		126,179	FNMA	3136AY7L1	2.99%	2.99%	Govt Treasuries
5/31/2028	214,022	107,323		66,765		235,861		623,972	Bofa Securities	91282CHE4	3.63%	3.63%	Govt Treasuries
6/25/2028	35,198	17,650		10,980		38,789		102,617	FHLMC	3137HACX2	4.82%	4.82%	Govt Treasuries
9/25/2028	52,926	26,540		16,510		58,326		154,302	FHLMC	3137HAST4	4.85%	4.85%	Govt Treasuries
10/25/2028	35,551	17,827		11,090		39,179		103,647	FHLMC	3137HB3D4	5.07%	5.07%	Govt Treasuries
11/25/2028	26,613	13,345		8,302		29,329		77,590	FHLMC	3137HBCF9	5.00%	5.00%	Govt Treasuries
12/25/2028	34,961	17,531		10,906		38,528		101,927	FHLMC	3137HBLV4	4.57%	4.57%	Govt Treasuries
1/1/2029	52,990	26,572		16,530		58,397		154,490	FNMA	3140NUFFI	4.83%	4.83%	Govt Treasuries
2/1/2029	38,338	19,225		11,960		42,250		111,772	FNMA	3140HS3R0	3.66%	3.66%	Govt Treasuries
3/25/2029	35,817	17,961		11,173		39,472		104,422	FHLMC	3137HCKV3	5.18%	5.18%	Govt Treasuries
5/25/2029	35,332	17,718		11,022		38,937		103,009	FHLMC	3137HDJ10	4.80%	4.80%	Govt Treasuries
7/31/2029	59,417	29,795		18,535		65,480		173,227	Scotia Capital	91282CLC3	4.00%	4.00%	Govt Treasuries
9/25/2029	18,060	9,057		5,634		19,903		52,654	FHLMC	3137HD971	3.00%	3.00%	Govt Treasuries

ILLINOIS VALLEY COMMUNITY COLLEGE  
PMA INVESTMENT STATUS REPORT  
October 31, 2024

DUE	O&M			Bond & Int	Auxiliary	Working Cash	Liability Protection & Settlement	Total	Holder	Note Number	Rate %	APY %	Investment Description
	Education	Oper & Maint	Restricted										
10/31/2029	87,338	43,796		27,245		96,250		254,630	Scotia Capital	91282CFT3	4.00%	4.00%	Govt Treasuries
3/15/2025	34,029	17,964		10,616		37,502		99,211	Abbott Labs	002824BBS	2.95%	2.95%	Corporate Issue
5/13/2025	34,078	17,989		10,631		37,555		99,353	Caterpillar	14913R2Y8	3.40%	3.40%	Corporate Issue
7/15/2025	34,170	17,135		10,659		37,657		99,621	JP Morgan Chase	4662SHMN7	3.90%	3.90%	Corporate Issue
8/18/2025	34,155	17,127		10,655		37,640		99,577	Toyota Corp	89236TKF1	3.65%	3.65%	Corporate Issue
11/10/2025	17,336	8,693		5,408		19,105		50,543	Wisconsin Pub Svc	976843BF6	5.35%	5.35%	Corporate Issue
3/3/2026	34,799	17,450		10,856		38,350		101,454	John Deere Capital	24422EWT2	5.05%	5.05%	Corporate Issue
4/19/2026	42,456	21,290		13,244		46,788		123,778	Bank of America	06051GFX2	3.50%	3.50%	Corporate Issue
5/15/2026	17,276	8,663		5,389		19,039		50,368	Florida Pwr Lt Co	341081GR2	4.45%	4.45%	Corporate Issue
8/3/2026	35,026	17,564		10,927		38,601		102,118	State Str Corp	857477CD3	5.27%	5.27%	Corporate Issue
9/30/2026	34,978	17,540		10,911		38,547		101,976	Home Depot	437076CV2	4.95%	4.95%	Corporate Issue
10/23/2026	33,523	16,811		10,458		36,944		97,736	Wells Fargo Co	949746SH5	3.00%	3.00%	Corporate Issue
11/21/2026	33,578	16,838		10,475		37,004		97,894	Abbvie	00287YBV0	2.95%	2.95%	Corporate Issue
12/1/2026	26,240	13,158		8,186		28,918		76,502	Dte Elec Co	23338VAU0	4.85%	4.85%	Corporate Issue
1/15/2027	33,067	16,582		10,315		36,441		96,406	Comcast Corp	20030NBW0	2.35%	2.35%	Corporate Issue
4/4/2027	35,124	17,613		10,957		38,708		102,402	Adobe Inc	00724PAE9	4.85%	4.85%	Corporate Issue
4/23/2027	26,220	13,148		8,179		28,895		76,443	American Expr Co	025816DT3	5.65%	5.65%	Corporate Issue
5/16/2027	16,821	8,435		5,247		18,537		49,041	Bank of NY Mellon	06406RAD9	3.25%	3.25%	Corporate Issue
5/1/2026	51,629	25,890		16,106		56,897		150,521	Wisconsin	977100GY6	2.10%	2.10%	Municipal Issue
3/1/2027	17,524	8,787		5,467		19,312		51,090	California	13063D3N6	4.85%	4.85%	Municipal Issue
5/15/2027	33,712	16,905		10,517		37,152		98,287	University Ca	91412GQJ7	3.28%	3.28%	Municipal Issue
6/1/2027	32,261	16,178		10,064		35,553		94,056	Connecticut	20772KNY1	1.50%	1.50%	Municipal Issue
6/30/2027	31,953	16,023		9,968		35,213		93,157	Multnomah Cnty	625517NG8	1.25%	1.25%	Municipal Issue
1/1/2029	15,649	7,847		4,882		17,246		45,624	Birmingham,AL	091096NZ6	1.61%	1.61%	Municipal Issue
<b>Total PMA</b>	<b>2,125,055</b>	<b>1,065,625</b>	<b>-</b>	<b>662,918</b>	<b>-</b>	<b>2,341,897</b>	<b>-</b>	<b>6,195,495</b>					

ILLINOIS VALLEY COMMUNITY COLLEGE  
ISDLAF+ Investments  
October 31, 2024

<u>DUE</u>	<u>Education</u>	<u>Oper &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
1/9/2025	237,350							237,350	Third Coast Bank, SSB	5.26%	5.26%	1357753-1
1/9/2025						237,750		237,750	Global Bank	5.09%	5.09%	1357752-1
4/7/2025						231,350		231,350	Baxter Credit Union	5.33%	5.33%	1354334-1
4/11/2025	244,600							244,600	CrossFirst Bank	4.40%	4.40%	TBD
4/14/2025	231,650							231,650	Truxton Trust Company	5.19%	5.19%	1354409-1
4/15/2025		237,800						237,800	First Internet Bank of Indiana	5.08%	5.08%	1360552-1
6/16/2025			237,550					237,550	Western Alliance Bank	5.21%	5.21%	1363172-1
7/8/2025	241,700							241,700	Veritex Community Bank	4.59%	4.59%	TBD
7/9/2025	233,000							233,000	Patriot Bank	4.83%	4.83%	1357751-1
7/9/2025						233,050		233,050	CIBC Bank USA	4.82%	4.82%	1357750-1
7/15/2025	750,000							750,000	Midland States Bank	4.10%	4.10%	TBD
8/15/2025	750,000							750,000	Midland States Bank	4.06%	4.06%	TBD
9/15/2025	500,000							500,000	Western Alliance Bank	4.17%	4.17%	TBD
10/9/2025						226,000		226,000	First National Bank	5.18%	5.18%	1354333-1
12/15/2025				232,700				232,700	Farmers and Merchants Union	4.94%	4.94%	1363173-1
1/9/2026	228,600							228,600	Schertz Bank & Trust	4.64%	4.64%	1357749-1
3/9/2026						235,300		235,300	Cornerstone Bank	4.13%	4.13%	1367958-1
3/13/2026								236,000	Servis First Bank	3.96%	3.96%	1368463-1
4/9/2026	228,600							228,600	American National Bank & Trust	4.65%	4.65%	1360552-1
9/9/2026						231,200		231,200	Financial Federal Bank, TN	4.05%	4.05%	1367957-1
<b>Total CD</b>	<b>3,645,500</b>	<b>237,800</b>	<b>706,250</b>	<b>-</b>	<b>-</b>	<b>1,394,650</b>	<b>-</b>	<b>5,984,200</b>				

ILLINOIS VALLEY COMMUNITY COLLEGE  
INVESTMENT STATUS REPORT

October 31, 2024

<u>DUE</u>	<u>Education</u>	<u>Oper. &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>Certificate Number</u>
2/25/2026						234,186		234,186	MBS	0.65%	State Bank of India
<b>Total CD</b>					-	<b>234,186</b>	-	<b>234,186</b>			

MBS      Multi-Bank Securities, Inc.

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

**10/01/24 - 10/31/24**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
794011	10/2/2024	209546	Allied Universal Security Serv	\$ 10,888.00	Security Services
794013	10/2/2024	242783	Berglund Construction Company	105,834.60	Loading Dock Upgrades; Structural Repairs*
794053	10/2/2024	209460	Ferrilli	6,100.00	System Support: CORE System Admin
794055	10/2/2024	209296	Sikich, LLP	14,667.00	Audit Services FY2024
794060	10/2/2024	187871	The Chicago Tour Company	12,248.00	24FA Tour Guide Fees
794065	10/2/2024	1927	Walter J Zukowski and Associates	8,618.75	Legal Services
794066	10/2/2024	241210	Williams Crow, Inc	100,400.00	ARC50F-00 FANUC/Fronius Weld Cart No Vision
ACH	10/7/2024		Quadient-USPS	5,000.00	Postage for Meter
794246	10/9/2024	236879	A Book Company, LLC	248,881.92	Inclusive Access Charges Fall 2024
794260	10/9/2024	223371	Central Truck Leasing, LLC	6,990.00	Monthly Tractor Lease
794272	10/9/2024	89031	IBEW 176 JATC	10,398.88	Instructor Fees for Fall 2024
794276	10/9/2024	87468	K Com Technologies	7,069.87	Repair Fire Alarm System Devices
794295	10/9/2024	1450	Thyssenkrupp Elevator Corporation	8,567.75	Elevator Maintenance
794325	10/10/2024	209546	Allied Universal Security Serv	10,678.39	Security Services
794328	10/10/2024	218596	Bushue HR, Inc	15,300.00	Human Resources, Safety, and Insurance Consulting
794329	10/10/2024	228576	CHC Wellbeing, Inc	26,740.00	Site Health Evaluations Wellness Screenings
794331	10/10/2024	1169	City of Oglesby	8,109.43	Water and Sewer Services; Oglesby Police Protection
794332	10/10/2024	214499	Constellation NewEnergy, Inc	45,412.26	Electricity
E0000022	10/10/2024	209567	Delta Dental of Illinois	15,086.12	September 2024 Dental Premium
ACH	10/10/2024		Internal Revenue Service	66,474.35	Federal Payroll Taxes
ACH	10/10/2024		Illinois Department of Revenue	26,615.21	State Payroll Taxes
ACH	10/10/2024		TSA EPARS	7,506.41	403(b) and 457(b) Payroll
ACH	10/10/2024		Payroll SURS	62,902.06	SURS Retirement
794364	10/16/2024	209546	Allied Universal Security Serv	10,433.59	Security Services
794380	10/16/2024	155694	Condensed Curriculum International	11,153.02	Surgical Technician
794386	10/16/2024	1317	Elsevier, Inc	56,981.65	Elsevier 360 Term 1 Student Charge
794387	10/16/2024	1317	Elsevier, Inc	27,825.00	Elsevier 360 Term 3 Student Charge
794403	10/16/2024	1469	John's Service and Sales, Inc	126,412.00	Boiler Repair

**\$5,000 and Over Disbursements**  
**10/01/24 - 10/31/24**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
794521	10/23/2024	209546	Allied Universal Security Serv	10,723.11	Security Services
794539	10/23/2024	102229	Elan Cardmember Services	18,768.22	Monthly Credit Card Charges
794544	10/23/2024	243127	Arbor Management, Inc	47,237.61	Food Service Program
794605	10/23/2024	228741	Watermark Insights, LLC	56,320.10	Watermark Curriculum Strategy
E0000024	10/23/2024	209871	Community College Health Consortium	272,246.90	IVCC October 2024
ACH	10/24/2024		Internal Revenue Service	66,203.00	Federal Payroll Taxes
ACH	10/24/2024		Illinois Department of Revenue	26,848.91	State Payroll Taxes
ACH	10/24/2024		TSA EPARS	7,256.41	403(b) and 457(b)Payroll
ACH	10/24/2024		Payroll SURS	63,141.50	SURS Retirement
794762	10/30/2024	209546	Allied Universal Security Serv	10,565.95	Security Services
794767	10/30/2024	242783	Berglund Construction Company	129,375.95	Loading Dock Upgrades; Structural Repairs*
794773	10/30/2024	223371	Central Truck Leasing, LLC	8,066.16	Monthly Tractor Lease; Variable Mileage
794818	10/30/2024	1927	Walter J Zukowski and Associates	7,809.50	Legal Services
E0000025	10/30/2024	209375	Refurble	8,615.00	Refurbished MacAir Laptops
				<b>\$ 1,796,472.58</b>	

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



# IVCC Stipend Board Report for Payroll Ending 10/05/24

Name	Desc	Start Date	End Date	Last Pay Date	Base	Base Amount	GL No	Section Name	Section Title	Comments
Avila, Jaime	FY25 Clothing Allowance	09/25/2024	09/25/2024	10/10/2024	TF	\$ 162.32	027110471052900			
Black, Mary A	Course Enhancements for EOT	05/02/2024	09/20/2024	10/10/2024	ST	\$ 850.00	012420380151900			
Boyle- Bruch, Ida Lee	FSS 8hr Class Online+Exam/Test	09/23/2024	09/23/2024	10/10/2024	ST	\$ 500.00	014110394151320			
Carboni, Christian James	Labor Support-WLD Series 04	08/15/2024	09/21/2024	10/10/2024	OV	\$ 751.99	0111320410051340			
Engelman, John Arthur	Carus Welding Classes	09/24/2024	10/03/2024	10/10/2024	ST	\$ 675.00	014210331051320			
Fitzpatrick, Sara Elizabeth	Frm Harvest 2 Table:Fall Flvrs	10/01/2024	10/01/2024	10/10/2024	ST	\$ 185.00	014110394151320			
Gibson, Stephen Benton	Carus Electrical Tesing	09/28/2024	09/28/2024	10/10/2024	ST	\$ 375.00	014210331051320			
Grubar, Scott James	Carus Welding Classes	09/26/2024	10/03/2024	10/10/2024	ST	\$ 262.50	014210331051320			
Jenkins, Julie Osthus	Impressionist Landscape Drawing	10/05/2024	10/05/2024	10/10/2024	ST	\$ 260.00	014110394151320			
Klieber, Tracie Marie	Strength, Cardio, Core	09/03/2024	09/26/2024	10/10/2024	ST	\$ 320.00	014110394151320			
Klieber, Tracie Marie	Yoga Unique 2U PM In-Per/Online	09/04/2024	09/30/2024	10/10/2024	ST	\$ 320.00	014110394151320			
Klieber, Tracie Marie	Yoga Unique 2U AM In-Per/Online	09/04/2024	09/30/2024	10/10/2024	ST	\$ 320.00	014110394151320			
Leiteritz, Lexis Lynn	Computer Basics & Int Safety	09/09/2024	09/23/2024	10/10/2024	ST	\$ 420.00	014110394151320			
Manternach, Emily S	Restorative Yoga & Nells Wldnd	08/22/2024	09/26/2024	10/10/2024	ST	\$ 240.00	014110394151320			
Molln, Theresa Marie	Carus Welding Classes	09/24/2024	10/01/2024	10/10/2024	ST	\$ 393.76	014210331051320			
Salz, Richard Allan	TDT 40hr Equip RefresherClassB	09/27/2024	10/04/2024	10/10/2024	ST	\$ 585.00	014210331051320			
Scheri, Jennifer C	WFD Interim Duties	09/22/2024	09/30/2024	10/10/2024	ST	\$ 179.00	011320410051110			
Story, Michelle M	CSP 2213 Online Course Dev	04/23/2024	09/20/2024	10/10/2024	OV	\$ 2,625.00	011220410051340			
Story, Michelle M	CSP 2213-100 1st Time Taught	08/15/2024	12/17/2024	12/19/2024	OV	\$ 875.00	011220410051340			
Urban-Bollis, Jill L	Course Enhancements for EOT	05/02/2024	09/20/2024	10/10/2024	ST	\$ 850.00	012420380151900			
Villarreal, Nora Lynn	Course Enhancements for EOT	05/02/2024	09/20/2024	10/10/2024	ST	\$ 850.00	012420380151900			
Whightsil, Greg Allen	CBE Program Development	05/08/2024	06/12/2024	10/10/2024	SG	\$ 1,275.00	061320152851320			
Zukowski, Abigail Marie	Intro Moon Phases @Nell's Wldld	09/28/2024	09/28/2024	10/10/2024	ST	\$ 150.00	014110394151320			

\$ 13,424.57



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 10/19/24

Name	Desc	Start Date	End Date	Last Pay Date	Base	Base Amount	GL No	Section Name	Section Title	Comments
Baracani, Del Geno	FY25 Clothing Allowance	10/04/2024	10/04/2024	10/24/2024	TF	102.11	027110471052900			
Bursell, Jennifer R	CRJ 1030-100	10/10/2024	12/17/2024	12/19/2024	ST	2,141.40	011120570051320	CRJ-1030-100	Juvenile Delinquency	
Data, Dorene Marie	Mfg Expo '24	10/15/2024	10/15/2024	10/24/2024	SG	100.00	061320152751900			
Dzurishin, Juliana Mae	ALH 1214-604 Lab	10/10/2024	12/17/2024	12/19/2024	ST	2,082.26	011420730051320	ALH-1214-604	Certified Nursing Assistant	
Dzurishin, Juliana Mae	ALH 1214-603,604 Lecture	10/10/2024	12/17/2024	12/19/2024	ST	5,552.70	011420730051320	ALH-1214-603	Certified Nursing Assistant	
Engelman, John Arthur	Carus Welding Classes	10/10/2024	10/17/2024	10/24/2024	ST	506.25	014210331051320			
Fox, Scott Michael	Mfg Expo '24	10/15/2024	10/15/2024	10/24/2024	SG	100.00	061320152751900			
Gibson, Stephen Benton	Mfg Expo '24	10/15/2024	10/15/2024	10/24/2024	SG	100.00	061320152751900			
Gillio, Steve Anthony	FY25 Clothing Allowance	10/18/2024	10/18/2024	10/24/2024	TF	226.13	027110471052900			
Grubar, Scott James	Carus Welding Classes	10/10/2024	10/17/2024	10/24/2024	ST	393.75	014210331051320			
Grubar, Scott James	WLD Series 1201-22	10/10/2024	12/17/2024	12/19/2024	ST	2,493.99	011320410051320	WLD-1200-22	SMAW Mild Steel, Flat Pos.	
Grubar, Scott James	Multi-Prep WLD Series 1201-22	10/10/2024	12/17/2024	12/19/2024	ST	405.67	011320410051320			
Hermes, Kevin Michael	CRJ 2030-100	10/10/2024	12/14/2024	12/19/2024	ST	2,636.58	011220570051320	CRJ-2030-100	Evidence and Criminal Proceed	
Killian, Melissa J	OV 1 hr @ \$54.69 per hour	10/06/2024	10/19/2024	10/24/2024	OV	54.69	013230030851540			
Lenkaitis, Cathy Jo	FA/24 NURC 1200-08 Ctl/Covermg	10/11/2024	10/11/2024	10/24/2024	OV	332.50	011420730051340			Entered 10/16/24 NURC 1200-08 Clinical Covering for A. Robertson
Martin, Kaylee Kristine	DLA 1216-100 Lecture	10/10/2024	12/17/2024	12/19/2024	ST	753.33	011420730051320	DLA-1216-100	Dental Administrative Asst.	
Molin, Theresa Marie	Carus Welding Classes	10/08/2024	10/08/2024	10/24/2024	ST	421.88	014210331051320			
Molin, Theresa Marie	Mfg Expo '24	10/15/2024	10/15/2024	10/24/2024	SG	100.00	061320152751900			
Nickel, Paul A	Multi-Prep WLD Series 1200-24	10/10/2024	12/17/2024	12/19/2024	ST	462.73	011320410051320			
Nickel, Paul A	WLD Series 1200-24	10/10/2024	12/17/2024	12/19/2024	ST	2,776.35	011320410051320	WLD-1200-24	SMAW Mild Steel, Flat Pos.	
Nissen, Debra Lynn	ALH 1214-04 Lab	10/10/2024	12/17/2024	12/19/2024	ST	1,662.30	011420730051320	ALH-1214-04	Certified Nursing Assistant	
Nissen, Debra Lynn	ALH 1214-03,04 Lecture	10/10/2024	12/17/2024	12/19/2024	ST	4,492.80	011420730051320	ALH-1214-03	Certified Nursing Assistant	
Nissen, Debra Lynn	ALH 1214-03 Lab & Clinical	10/10/2024	12/17/2024	12/19/2024	ST	3,878.70	011420730051320	ALH-1214-03	Certified Nursing Assistant	
Ossola, Jyllian	Painted Wood Pumpkin Trio	10/19/2024	10/19/2024	10/24/2024	ST	180.00	014110394151320			
Pytel, Kyle Edwin	Driver Imprvmt-LaSalle County	10/19/2024	10/19/2024	10/24/2024	ST	160.00	014110394251320			
Rice, Dan Lee	WLD Series 1200-321	10/10/2024	12/17/2024	12/19/2024	ST	2,102.70	011320410051320	WLD-1200-321	SMAW Mild Steel, Flat Pos.	
Rice, Dan Lee	Multi-Prep WLD Series 1200-321	10/10/2024	12/17/2024	12/19/2024	ST	350.45	011320410051320			
Ruda, Anthony J	HPE 1000-103	10/10/2024	12/17/2024	12/19/2024	ST	962.80	011120570051320	HPE-1000-103	Wellness	
Ruda, Anthony J	HPE 1000-102	10/10/2024	12/17/2024	12/19/2024	ST	962.80	011120570051320	HPE-1000-102	Wellness	
Schneider, Gregg A	Driver Imprvmt-LaSalle County	10/09/2024	10/09/2024	10/24/2024	ST	160.00	014110394251320			
Schneider, Gregg A	Driver Imprvmt-LaSalle County	10/16/2024	10/16/2024	10/24/2024	ST	160.00	014110394251320			
Schuerman, Patrick	GNT 1208-300	10/10/2024	12/17/2024	12/19/2024	ST	890.18	011320410051320	GNT-1208-300	Industrial Safety	

Smith, Sara E	FSS In-Person & Online	10/01/2024	10/10/2024	10/24/2024	ST	600.00	014110394151320		
Sweet, Steven A	ALH 1221-301 Lecture	10/10/2024	12/17/2024	12/19/2024	ST	1,151.63	011420730051320	ALH-1221-302	Industrial First Aid
Whightsil, Greg Allen	Carus Electrical Testing	10/11/2024	10/11/2024	10/24/2024	ST	375.00	014210331051320		
Whightsil, Greg Allen	Mfg Expo '24	10/15/2024	10/15/2024	10/24/2024	SG	100.00	061320152751900		

\$ 39,811.68



Kathy Ross  
VP of Business Services and Finance



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




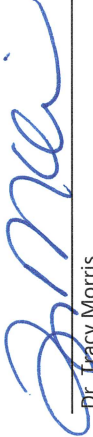
ITEM FOR INFORMATION  
**PART-TIME FACULTY / PART-TIME STAFF APPOINTMENTS**  
**NOVEMBER 14, 2024 BOARD OF TRUSTEES MEETING**

Employee Name	POSITION	DEPARTMENT / DIVISION	Hourly / Lab* Rate	Credit Hour Rate
Riedesel, Cameron	Welding lab Assistant	WFD	\$22.22	
Adams, Danielle	Administrative Assistant I	Human Resources	\$17.00	

WFD - Workforce Development  
 NSB - Natural Sciences and Business  
 HFSS - Humanities, Fine Arts and Social Sciences  
 CEBS - Continuing Education and Business Services  
 HLT - Health Professions

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

  
 Kathy Ross  
 Vice President for Business Services and Finance

  
 Dr. Tracy Morris  
 President

**2024 Tentative Tax Levy**

The Tax Levy for the upcoming tax cycle is based on an estimated 8 percent increase in Equalized Assessed Valuation (EAV) for all combined counties.

The administration is suggesting a levy of \$17,147,315 for tax year 2024. This is a 14.89 percent increase from the 2023 actual tax extension of \$14,924,550, mainly due to the 8 percent EAV increase and the increase in Protection, Health, and Safety (PHS) to support the Microbiology project, which will address safety concerns in the lab. This levy will result in an increase of 0.0241 cents in tax rate. The average \$100,000 home will realize an increase of approximately \$7.96 in taxes.

**Because there is an increase in the tax levy of more than 5 percent over the previous year’s actual rate, the Board of Trustees will need to conduct a Truth-in-Taxation hearing before the December Board Meeting.**

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

<b>Payable 2025 Fund</b>	<b>Total Extension 2023</b>	<b>Projected Tax Rate</b>	<b>Levy Request</b>
Education	5,584,102	0.1300	6,033,823
Additional Education	4,869,070	0.1159	5,379,385
O&M	1,719,004	0.0400	1,856,561
PHS	1,151,869	0.0472	2,191,206
Audit	43,989	0.0010	46,414
Tort	1,355,469	0.0314	1,438,835
Soc Sec	201,047	0.0046	201,091
Other	-	-	-
<b><u>Total w/o Bonds</u></b>	<b><u>14,924,550</u></b>	<b><u>0.3701</u></b>	<b><u>17,147,315</u></b>

The Education and Operations and Maintenance levies are at the maximum rates of 0.13 and 0.04, respectively. The Additional Tax rate authorized by the Illinois Community College Board (ICCB) has been set at 0.1179 for 2024, which is an increase from the 2023 rate of 0.1133, however, the administration is recommending a levy at the lesser rate of .1159. 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 and schedule a Truth-in-Taxation hearing before the December Board of Trustees meeting.**

KPI 6: Resource Management



October 2, 2024

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 27, 2024, 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 28.79 cents, and Illinois Valley Community College can levy an additional 11.79 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](mailto: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 \$ 6,033,823 to be levied as a tax for educational purposes(110 ILCS 805/3-1), and
- the sum of \$ 1,856,561 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ 5,379,385 to be levied as an additional tax for educational purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 1,438,835 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 \$ 201,091 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 \$ 46,414 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 2,191,206 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 14<sup>th</sup> day of November, 2024

\_\_\_\_\_  
Chair of the Board of Said Community College District

\_\_\_\_\_  
Secretary of the Board of Said Community College District

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

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

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

-----  
(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 513 County(ies) of \_\_\_\_\_ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2024 was filed in the office of the County Clerk of this county on \_\_\_\_\_, 2024.

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 2024 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 2024 be allocated 50 percent for FY 2025 and 50 percent for FY 2026.

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

APPROVED this 14th day of November, 2024.

\_\_\_\_\_  
Chairperson, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

### **Protection, Health, and Safety Project for Tax Year 2024**

The administration has been working with the Operations Committee, which is made up of administrators, staff, and faculty, on selecting a Protection, Health, and Safety (PHS) project for the tax year 2024 levy. The following project is recommended for approval:

#### **Microbiology Lab Renovations**

The existing Microbiology program at Illinois Valley community College is offered within the combined Life Sciences Lab A101 located in the lower level of A Building and currently shares space with other biology programs such as General Biology and Anatomy and Physiology.

Due to the unique requirements associated with a Microbiology Lab, specifically the need to separate this space from other adjacent spaces, the current shared space represents a safety concern for the students and staff.

Best practice regarding the design of Microbiology Labs requires a full separation of the lab space from other areas along with the ability for students and staff to leave their belongings outside of the lab space during lab activities to avoid potential contamination. As a result of these requirements and the inability to accommodate them within the existing lab space without adversely impacting the various programs in this area, a separate lab, associated prep/storage, and lecture area are required to safely provide these programs on campus.

The scope of the project includes the following:

In order to create a separate Microbiology Lab, associated Prep / Storage Space, and Classroom Space to allow students to leave their belongings within, approximately 4,100 sf of space is required. Based on the College's evaluation of existing space on campus, an area located on the lower level of C Building has been identified for the new space.

The construction of the required spaces will include the following:

- All required demolition within the area
- New walls and doors / fire separations to create the new spaces
- New finishes (flooring, walls, ceilings)
- New laboratory casework and bio-safety hoods to support the lab activities
- Renovation of all mechanical, electrical, plumbing, and technology infrastructure to accommodate the new layout



Cost Estimate:

Project Costs	\$1,829,776
Contingency	\$182,978
A/E Professional Fees	<u>\$178,616</u>
<b>Total:</b>	<b>\$2,191,370</b>

The maximum amount of the Protection, Health, and Safety is dependent on the levy passed for Tax Year 2024. Any funding not obtained in Tax Year 2024 will be taken from surplus PHS funds currently held by the District.

**Recommendation:**

**The administration recommends Board approval of the Protection, Health, and Safety project as presented for a cost of \$2,191,370 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: Microbiology Lab Renovations

Project Budget: \$2,191,370 (  ) 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 29, 2024

**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 following:

In order to create a separate Microbiology Lab, associated Prep / Storage Space, and Classroom Space to allow students to leave their belongings within, approximately 4,100 sf of space is required. Based on the College's evaluation of existing space on campus, an area located on the lower level of C Building has been identified for the new space.

The construction of the required spaces will include the following:

- All required demolition within the area
- New walls and doors / fire separations to create the new spaces
- New finishes (flooring, walls, ceilings)
- New laboratory casework and bio-safety hoods to support the lab activities
- Renovation of all mechanical, electrical, plumbing, and technology infrastructure to accommodate the new layout

### **Programmatic Justification**

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

The existing Microbiology program at Illinois Valley community College is offered within the combined Life Sciences Lab A101 located in the lower level of A Building and currently shares space with other biology programs such as General Biology and Anatomy & Physiology.

Due to the unique requirements associated with a Microbiology Lab, specifically the need to separate this space from other adjacent spaces, the current shared space represents a safety concern for the students and staff.

Best practice regarding the design of Microbiology Labs requires a full separation of the lab space from other areas along with the ability for students and staff to leave their belongings outside of the lab space during lab activities to avoid potential contamination. As a result of these requirements and the inability to accommodate them within the existing lab space without adversely impacting the various programs in this area, a separate lab, associated prep/storage, and lecture area are required to safely provide these programs on campus.

**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	_____	_____
<b>Total</b>	_____	_____

**Protection, Health, and Safety Project Name: Illinois Valley Community College – Microbiology Lab Renovations**

	<u>Budget Amounts</u>
Project Costs	\$1,829,776
Contingency	\$ 182,978
A/E Professional Fees	\$ 178,616
<b>Total</b>	<b><u>\$2,191,370</u></b>

## Attachment #2 Funding Source

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

**Project Name:** Microbiology Lab Renovations

**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 2024  
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:

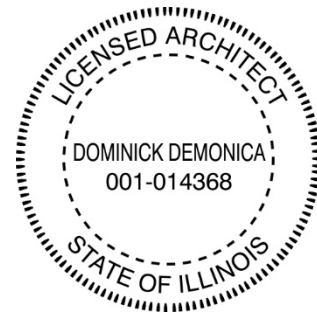
**Dominick Demonica, AIA, NCARB, LEED AP  
Demonica Kemper Architects  
125 North Halsted Street, Suite 301  
Chicago, IL 60661**

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 29, 2024  
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.



**Purchase Request – Palo Alto PA-1410 Network Security Appliances**

We propose the purchase of two Palo Alto PA-1410 firewalls to enhance our network security by providing a significant performance boost and advanced threat detection features that our current PA-3220 units lack. This upgrade not only improves network protection with Precision AI technology and a comprehensive 3-year security bundle but also results in long-term savings. Compared to the \$34,372.80 cost for a 1-year renewal of the existing firewalls' maintenance, the PA-1410 purchase offers a more cost-effective solution by delivering three years of coverage and better value through increased security and future-proofing our infrastructure.

**Recommendation:**

**The administration recommends the Board authorize the purchase of the Palo Alto PA-1410 firewalls for a three-year total of \$68,896.**

KPI 6: Resource Management



**ILLINOIS  
VALLEY**  
COMMUNITY  
COLLEGE

# MEMORANDUM

---

TO: Kathy Ross  
FROM: Justin Denton  
DATE: October 28, 2024  
SUBJECT: Palo Alto Renewal/Purchase

---

As part of our annual review for renewing the maintenance on the existing Palo Alto PA-3220 firewalls, we have conducted a cost analysis to determine the most financially sound approach for maintaining our network security infrastructure. The current quote for renewing the maintenance and security subscriptions for our current firewall units (PA-3220) is \$34,372.80 for a 1-year period. Over three years, this would total \$103,118.40.

Upon evaluation, it has been found that replacing the PA-3220 firewalls with two new Palo Alto PA-1410 units would be a more cost-effective solution. The new PA-1410 firewalls, which come with a 3-year Precision AI Network Security subscription bundle, premium support, and all necessary hardware, are priced at \$68,896. This purchase would result in a net savings of \$34,222.40 over the three-year period when compared to the cost of renewing the current firewalls annually.

**Recommendation:**

I recommend proceeding with the purchase of the Palo Alto PA-1410 firewalls for a total of \$68,896 for three years.

Please let me know if you need any further information or if there are any questions regarding this proposal.

# QUOTATION

Burwood Group, Inc.  
 1515 W. 22nd Street, Suite 200 West  
 Oak Brook, IL 60523  
 (312) 327-4600



<b>Quoted to:</b> Chris Dunlap IL Valley Community College 815 North Orlando Smith Rd. Oglesby, IL 61348	<b>Ship to:</b> IL Valley Community College Chris Dunlap 815 North Orlando Smith Rd. Oglesby, IL 61348 PO#
--	---

**Quote Number:**  
**CHI069417**

**Quote Date:**  
 10/15/2024

IL Valley Community College\_Palo Alto  
 PA-1410 (3 Year)\_10-15-2024

Customer ID	Good Through	Payment Terms	Sales Representative
ILVALC	11/15/2024	Net 30	Zach Steffan

All shipments should be inspected at time of delivery for completeness and possible damage. Signing for a delivery indicates there are no discrepancies or visible damage. If a discrepancy or damage is found, it should be documented with the carrier on the BOL/POD at the time of delivery. Follow up by reporting the issue to Burwood within 1 day: including pictures of damaged packaging and the BOL/POD.

Line #	Qty	Item	Type	Description	Unit Price	Ext. Price
2	2	PAN-PA-1410	HW/SW	Palo Alto Networks PA-1410 (includes RM kit - PAN-1RU-RACK-KIT-4POST)	\$8,995.50	\$17,991.00
3	2	PAN-PA-1410-BND-CORESE C-3YR	License	PA-1410, Precision AI Network Security Subscription Bundle (Advanced Threat Prevention, Advanced URL Filtering, Advanced Wildfire, Advanced DNS Security and SD-WAN ), 3 years (36 months) term	\$20,034.00	\$40,068.00
4	1	PAN-SFP-PLUS-CU-5M	HW/SW	SFP+ form factor, 10Gb direct attach twin-ax passive cable with 2 transceiver ends and 5m of cable permanently bonded as an assembly, IEEE 802.3ae 10GBASE-CR compliant	\$477.00	\$477.00
5	2	PAN-SVC-PREM-1410-3YR	Support/Maint	PA-1410, Premium support, 3 years (36 months) term.	\$5,130.00	\$10,260.00
<b>SubTotal</b>					<b>\$68,796.00</b>	
<b>Sales Tax</b>					<b>\$0.00</b>	
<b>Est. Shipping</b>					<b>\$100.00</b>	
<b>Total</b>					<b>\$68,896.00</b>	

**Strategic Plan 2024-2027**

In accordance with Board Policy 05.01 Institutional Planning, the Board of Trustees approves the Strategic Plan for the College. This plan, which includes the previously approved mission, vision, and core values, includes both institutional and strategic goals and objectives. The full document with appendices can be found at <https://www.ivcc.edu/board/> under the link for the November meeting.

**Recommendation:**

**The administration recommends Board approval of the Strategic Plan for 2024-2027.**

KPI 3: Support for Students

KPI 4: Support for Employees

KPI 5: District Population Served

# ILLINOIS VALLEY COMMUNITY COLLEGE

## *Strategic Plan 2024-2027*



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Students, Faculty, Staff, Administration and Members of the Community,

At Illinois Valley Community College, we are dedicated to our mission of creating opportunities for students and our community by providing access to affordable, high-quality higher education and lifelong learning. As part of that mission, we must always keep at the center our core values of integrity, compassion, accountability, respect and equity to that all students, employees and community members know that they are welcome on our campus. We also want to continuously work to improve the way we engage with our students and community, as well as responsibly manage our fiscal resources. Strategic planning is a critical component of this work.

As your president, this process has been so valuable because we have had a number of critical conversations related to our goals, our vision for the future, and how we want to get there together. This planning process is just beginning and it is my hope that this first plan will provide the foundation for the upcoming years and will spark the innovation to continue the tradition of excellence that LPO and IVCC have fostered for the past 100 years. Thank you to every employee and community member who made time for these discussions and who have provided critical feedback to make this strategic plan relevant and visionary.

Sincerely,

A handwritten signature in black ink that reads "Tracy Morris".

Tracy Morris, Ed.D.

President

## Vision, Mission, and Core Values

The College community including faculty, staff, and students began the discussions related to mission, vision and values in Fall 2023. The process began with presentations outlining the strategic planning process and then conducting listening sessions with employees across the campus, which included in-person and zoom sessions at multiple times. Once trends were identified, these were brought back to employees and also to students for voting in September. Once the votes and feedback were compiled, the information was brought to the Strategic Leadership and Planning Council (SLPC) for the development of mission and vision statement drafts. These drafts were then voted on by employees and students in October, before being approved with the suggested modifications by SLPC. The Board of Trustees approved the Mission, Vision, and Values as part of Board Policy 01.06 in January 2024. A similar process was used for the development of the operational definitions of the Core Values.

### Vision

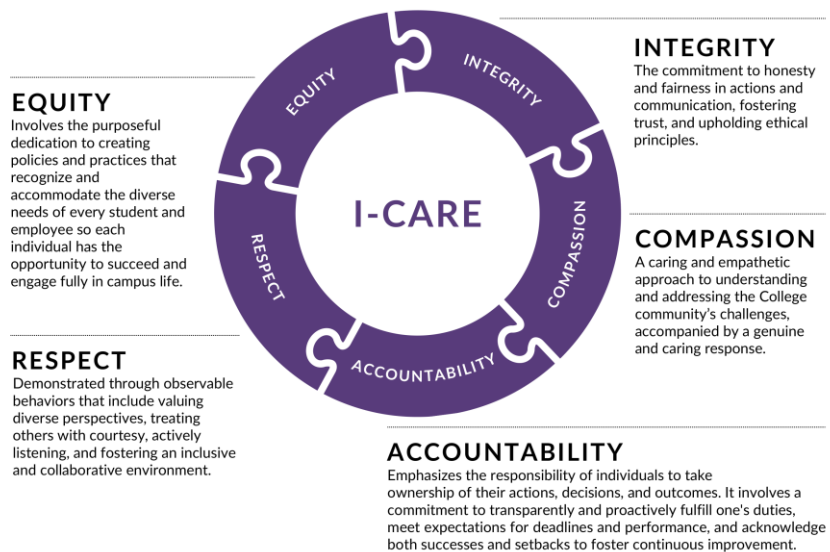
Illinois Valley Community College will foster personal and professional growth and well-being for our students and community through growing programs, updated facilities, and educational innovation.

### Mission

Illinois Valley Community College is dedicated to creating opportunities for students and our community by providing access to affordable, high-quality higher education and life-long learning.

### Core Values

#### DEFINITION OF IVCC CORE VALUES





## Strategic Plan Development Process

Once the mission, vision and values were in process for approval, then the next steps involved environmental scanning and the [SWOT analysis](#), where participants discuss strengths, weaknesses, opportunities and threats facing the College. The process began with presentations outlining the strategic planning process and then conducting listening sessions with employees across the campus, as well as representatives the community. Sessions included in-person and zoom sessions at the main campus and Ottawa center and were offered in October and November.

This information from the SWOT sessions was then brought forward to the Strategic Leadership and Planning Council (SLPC) for the development of [institutional goals](#). The goals brought forward included a mission statement option that was not selected, as well as 6 concepts from the SWOT analysis. In February 2024, SLPC worked through the proposed goals and created institutional goals, which were then sent to the campus community for input.

Institutional goals were defined as key components that are enduring, do not change, and are items that we are always striving towards. They are not tactical or operational, they could be prior strategic goals but should not be current ones. These should be seen as overall guiding, foundational goals. Of those who responded, 66% stated that the goals reflect the direction for the College in the next three to five years.

These institutional goals were then broken into pillars for the formulation of [strategic goals and objectives](#), as well as [institutional objectives](#) for FY 25 and potential goals for future years. Sessions were held for the campus community in April. In advance of the sessions, pre-work was sent that included the information from the SWOT analysis (APPENDIX A) and a presentation (APPENDIX B). Sessions were held for students and for employees and feedback was also solicited from the Board of Trustees. The information gathered from those sessions was shared with SLPC in May to develop the goals presented for this plan.

## Strengths, Weaknesses, Opportunities and Threats Analysis

SWOT (Strengths, Weaknesses, Opportunities, Threats) is used as a framework for the environmental scan. The procedure allows planners to support the gap analysis with additional information about what actions need to be taken in the strategic plan to move the institution to its vision. A Practical Guide to Strategic Planning in Higher Education (2nd edition) by Karen E. Hinton, PhD was used as the guide for the SWOT sessions.

Once the mission, vision and values were in process for approval, then the next steps involved environmental scanning and the SWOT analysis. The guide we used, by Dr. Karen Hinton, defines environmental scanning as follows:

Used in conjunction with a gap analysis, it helps create the institution's strategic goals and objectives. A SWOT analysis produces an inventory of the institution's strengths, weaknesses, opportunities, and threats (SWOT). Using results of the SWOT analysis to structure the specific elements of the vision helps the planning committee pinpoint what goals and objectives need to be developed to close the gap. (A Practical Guide, page 9)

The process began with presentations outlining the strategic planning process and then conducting listening sessions with employees across the campus, as well as representatives the community. Sessions included in-person and zoom sessions at the main campus and Ottawa center and were offered in October and November. The data from the sessions (Appendix C) was compiled and the weaknesses and limitations were broken into the following categories:

- Curriculum/Enrollment/Scheduling
- Process Improvement
- Human Resources
- Facilities/Finance
- External/Community
- Student Centered/Enrollment
- Technology

## Institutional Goals and Objectives

Institutional goals were defined as key components that are enduring, do not change, and are items that we are always striving towards. They are not tactical or operational, they could be prior strategic goals but should not be current ones. These should be seen as overall guiding, foundational goals that support the IVCC Mission:

Illinois Valley Community College is dedicated to creating opportunities for students and our community by providing access to affordable, high-quality higher education and life-long learning.

In May, 2024, SLPC took the information from the SWOT and the planning sessions to discuss and brainstorm key priorities for the College. After completing the discussions, the SLPC conducted a values voting exercise to identify the initiatives for the institutional objectives to support the goals. These goals and objectives are for Fy25.

**Goal 1.** Build community appreciation for higher education and the impact it has on our community to transform lives and support economic development.

**Objective A: Prioritize and implement a comprehensive marketing plan (FY24 goal)**

**Goal 2.** Provide comprehensive programming, flexible learning opportunities, and holistic support for students, employees, and community that meet the diverse needs of students, cultivate success, and support teaching and learning.

**Objective A: Development of a master schedule framework that will provide consistent scheduling to improve planning for faculty and degree completion for students.**

**Goal 3.** Responsibly manage resources and enhance technology to improve the learning experience, support innovative educational opportunities and professional development and invest in the future of the campus and community by updating facilities to meet the changing needs of our students.

**Objective A: Improve digital accessibility.**

**Objective B: Develop orientation and onboarding for new students to improve student persistence and completion.**

**a. Dual credit**

**b. Traditional students**

**c. International students**

**Goal 4.** Foster a culture that welcomes, values, and empowers individuals, encourages personal and professional development, improves communication, and the improves the transfer of institutional knowledge.

**Objective A: Develop orientation and onboarding for employees**

- a. Mentoring
- b. Onboarding checklist
- c. Comprehensive orientation
- d. Vector training
- e. Departmental training

Scorecards for tracking the goals, objectives, tasks and measurements will be shared with SLPC and the Board of Trustees on a regular basis. A sample is provided in Appendix D.

## Strategic Plan Goals

Strategic goals were defined as key components that are designed to help the College fulfill the IVCC Vision:

Illinois Valley Community College will foster personal and professional growth and well-being for our students and community through growing programs, updated facilities, and educational innovation.

In May, 2024, SLPC took the information from the SWOT and the planning sessions to discuss and brainstorm key priorities for the College. After completing the discussions, the SLPC conducted a values voting exercise to identify the initiatives for the strategic goals and objectives. These goals and objectives are for FY25.

Goal 1: Growing programs to improve access and support for adult students.

Objective A: Expand Prior Learning Assessment (PLA)

Objective B: Develop Competency based education options

Objective C: Develop an adult student support network and onboarding

Goal 2: Improving facilities to meet the needs of students, staff and faculty.

Objective A: Identify, enhance, and promote additional study rooms/study zones/quiet areas.

Objective B: Improve access to technology and improved learning environments in 9 classrooms through the distance learning grant.

Goal 3: Support educational innovation to enhance student learning and employee development

Objective A: Identify targeted on-campus professional development opportunities for all employees on-campus.

Objective B: Work with facilities, IT, faculty and staff to identify classroom needs, including technology, furniture, teaching stations, and learning environments.

Objective C: Improve communication with and support for adjunct faculty.

Scorecards for tracking the goals, objectives, tasks and measurements will be shared with SLPC and the Board of Trustees on a regular basis. A sample is provided in Appendix E.

## FY2025 College Initiatives

The FY2025 budget has been developed with extensive planning and input from the College's Budget Council. Specific requests from budget officers were evaluated and prioritized based upon the strategic goals and objectives as well as the following four initiatives set forth by the Board of Trustees:

1. Maintain fiscal discipline, financial reporting, and adequate financial reserves.
2. Continue positive enrollment trends.
3. Update facilities through planning with an emphasis on immediate needs.
4. Lead with academic excellence.

### Maintain fiscal discipline, financial reporting, and adequate financial reserves

The FY25 Budget includes a \$5.00 per credit hour increase to tuition and fees, \$3.00 of which was directed to tuition and \$2.00 to the technology fees. This 3.7 percent increase was the first tuition increase in more than five years, although fees saw a slight increase in FY24. As part of the financial plan, the College's tuition and fees pricing philosophy was discussed. It includes the following:

- one universal tuition rate,
- one universal student fee,
- dual credit rate based on instruction method,
- market appropriate tuition rate (with the goal to be in the median of peer institutions),
- sufficient rate to maintain and/or improve service level, and
- yearly modest incremental tuition increases to align with CPI.

Post-pandemic higher education has seen increased technology needs, higher costs driven by inflation, increased grant opportunities and a very competitive hiring market. The College has an established practice of completing a three-year financial plan every year, which includes evaluating projections in EAV and tax revenues, state revenues, federal revenues and tuition and fees. Future expenses are also estimated. Taking those factors into consideration, it is during this process that tuition and fee changes are discussed.

In FY25, it will continue to be our goal to follow the tuition and fee pricing philosophy that was discussed above as the three-year financial plan for FY26 through FY28 is discussed. The FY25 budget also includes a transfer from Working Cash investment income in the amount of \$445,860 as allowed by Board

Policy 04.20: Transfers from Working Cash Fund and the Illinois Public Community College Act. These funds will be used for IT and capital improvements. This allows us to upgrade outdated equipment and maintain a balanced budget in the operating funds without depleting the Working Cash Fund.

Board Policy 04.09: Fund Balance provides guidelines for unreserved balances in the College's operating funds. The goal is to establish and maintain a general fund balance of 25 percent of normal annual operating expenditures. At the end of the FY23, the general fund balance was at 85 percent of normal annual operating expenditures. Board Policy 04.09: Fund Balance states that the recommended use of unreserved general fund balance is for projects identified in the Master Plan or other unanticipated one-time expenditures. The FY25 Budget includes a projected use of unreserved general fund balance in the amount of \$1,750,000 to complete master plan initiatives. The College will be able to use these funds to update our facilities without incurring debt. We anticipate the fund balance at the end of FY25 Budget to be at 89 percent of the normal annual operating expenditures.

### Continue positive enrollment trends

In FY24, the College has seen a slight increase in credit hours compared to FY23. The College had budgeted for essentially flat enrollment at 46,532 credit hours; however, we are estimating FY24 credit hours at 47,157 which is 625 credit hours, or one percent more than the budgeted amount.

The FY25 budget is based on 46,740 credit hours, which is 208 credit hours, or less than one percent difference from FY24. The community college system continues to predict an "enrollment cliff" over the next few years based on the current enrollments at Illinois high schools. An additional focus of the community college system as a whole, and IVCC specifically, has been on student success and retention. In FY24, IVCC created a Student Success department in the Student Services division, whose primary focus will be on developing and executing strategies and programs that enhance student retention, persistence, graduation rates, and postgraduation opportunities. The Strategic Enrollment Management (SEM) Committee has identified objectives and strategies that would assist the College in increasing the retention rate from fall to fall including utilizing functionality in the new Self-Service Student Planner platform that went live for the Summer 2024 registration.

In addition, the SEM Management Committee identified three targeted marketing campaigns the newly established marketing department can focus on

for enrollment growth. These campaigns will focus on groups outside of the traditional high school graduate.

## Update facilities through planning with an emphasis on immediate needs

With the Master Plan process almost complete, the next phase will be to prioritize needs identified and develop a strategic plan to address them. This plan will be the road map for facility projects for the next three to five years. This will require collaboration with stakeholders for scheduling, funding, and overall project success. The oldest part of the campus, built in the 1970's, is where the majority of classes are held. The learning environment has changed substantially over the years to incorporate technology, collaborative learning spaces, and address the needs of different learning styles. The College was awarded a USDA Rural Utilities Service Distance Learning Grant in FY24 to enhance the equipment for online learning opportunities in nine classrooms. The College will be able to implement three of the rooms in FY25 with very little facility enhancements. To implement the technology in the remaining six classrooms, the College will need to invest in substantial enhancements to the rooms.

In addition, industry standards are driving change for many programs, with the need to incorporate simulation-type learning. In FY25, the College, with the assistance of the Board of Trustees Facilities and Audit/Finance Committees will develop a facilities strategic plan with clear objectives, timeline, and explore potential funding sources.

## Lead with academic excellence

The College's new Vice President for Academic Affairs, Dr. Vicki Trier started with the College on June 3, 2024. We are very excited to have her join the IVCC team and lead the Academic Affairs division. In FY25, Dr. Trier will work with stakeholders to complete the update of the Academic Strategic Plan, revitalize the annual plan process and provide leadership and mentoring to several new department heads within the division. The newly established Institutional Effectiveness department will be instrumental in providing data to develop the Academic Strategic Plan goals and objectives.

The FY25 Budget also includes a dedicated Transfer Coordinator position as part of the Student Success department. This position will allow a more structured approach to ensure transfer programs are aligned with four-year institutions and also give the College an opportunity to explore other partnerships such as the new



Saluki Step Ahead program with Southern Illinois University that provides qualified IVCC students an option to earn their bachelor's degree remotely and at a lower cost in twelve academic programs.

The College will also continue to strive for academic excellence through accreditation at the institutional and programmatic levels, through enhanced professional development and support, and as part of our vision of educational innovation.

## Other Institutional Plans

In addition to the Strategic Plan, IVCC has other key components of planning that are essential to the success and progress of the institution. These plans may be overseen by departments or by institutional committees and often are supportive of institutional or strategic goals, departmental initiatives, or other priorities.

### Academic Strategic Plan

The Academic Strategic Plan is approved by the Teaching and Learning Committee, as well as the SLPC, under the leadership of the Vice President for Academic Affairs. The Academic Strategic Plan was first developed in Fall 2016 and was updated for the 2021-2024 plan. This plan develops academic priorities, goals, and objectives, as well as the academic mission and vision for the College. This plan is available at on the Academic Affairs page at [www.ivcc.edu/academicaffairs](http://www.ivcc.edu/academicaffairs).

### Equity Plan

The Equity Plan was developed by the Diversity, Equity and Inclusion Committee, under the leadership of the President. Public Act 102-1046 (110 ILCS 205/9.16) requires each public institution of higher education and encourages each private institution of higher education to develop and implement an equity plan and practices for its institution that, at a minimum, close gaps in enrollment, retention, completion, and student loan repayment rates for underrepresented groups, including students of color, low-income students, working adult students, rural students, and individuals with disabilities so that individuals, families, and communities throughout the state can thrive.

Illinois Valley Community College is committed developing this plan to meet the equity needs of our community and students. The plan was developed with guidance from the institutional Diversity, Equity, and Inclusion Committee and will be monitored and supported primarily by this committee.

### Facilities Master Plan

The Facilities Master Plan is created every 10 years, with an update half-way through that timeframe. This plan includes a critical review of the existing facilities and land use for Illinois Valley Community College plus a plan of prioritized projects that responds to the challenges facing the College as it functions in a dynamic environment. A Campus Master Plan provides a framework to guide the future development of a college campus. The plan is designed to be consistent with and support the college's mission, objectives and core values as well as the other strategic planning initiatives developed by the College.

IVCC is currently developing the Facility Master Plan in calendar year 2024.

## Financial Plan

The three-year financial plan is developed annually by the Business Office, under the leadership of the Vice President for Business Services and Finance. The plan provides a framework for the Board of Trustees and the administration to discuss the implications of major financial decisions. This three-year financial plan is part of the annual planning cycle that integrates the College's strategic plan with the financial resources necessary to meet these strategic planning objectives. The document is updated annually and divided into four sections:

- Executive Summary – integrates the assumptions and summarizes conclusions reached in this three-year financial plan;
- Projections and Assumptions – includes the three-year projections for all funds of the College;
- Historical Data – summarizes the financial history to determine trends to be used as a basis for many of the assumptions within the plan; and
- Peer College Statistics – summarizes how the College compares to peer community colleges along with a comparison to statewide averages.

This plan is available at [www.ivcc.edu/businessservices](http://www.ivcc.edu/businessservices)

## IT Master Plan

The IT Master plan is developed annually by the IT department, under the leadership of the Director of IT and the Vice President for Business Services and Finance. The IT Master plan is the roadmap for the Information Technology department. The Master Plan includes cybersecurity assessment, internal IT assessment, and future goals in the areas of Teaching and Learning, IT Environment, and IT satisfaction. This master plan is not currently available to the public due to sensitive information around cybersecurity, but it is an important planning tool for the IT Department.

## Strategic Enrollment Management Plan

The Strategic Enrollment Management (SEM) plan is developed annually by the Strategic Enrollment Management Committee, under the leadership of the Vice President for Student Services. The SEM plan includes initiatives to increase the dual credit conversion rates, increasing adult student credit hours, increasing Hispanic student enrollment and credit hours, increasing traditional non-dual credit credit hours, and improving fall-to-fall retention rates. This plan is not currently available to the public due to sensitive information related to recruitment and retention, but it is an important planning tool for the Student Services division and related departments.

## Student Success Plan

The Student Success plan is being developed by an identified team as part of our participation in the Student Success Academy, under the leadership of the Vice President for Student Services. Through involvement with the Higher Learning Commission (HLC) Student Success Academy Program, the College's core team learned about the importance of reflecting on the various processes on campus that affect students. As part of the development of the plan (still in progress), the team was challenged to gather and analyze student demographic and achievement data to better understand and evaluate student success initiatives. Through this assessment, the Student Success plan was developed with the goal of refining the IVCC infrastructure and engagement strategies while drafting the student success plan, all with the guidance and support of a HLC mentor. This plan is not currently available to the public due to sensitive information related to student success and retention, but it is an important planning tool for the Student Services division, Academic Affairs division, and related departments.

## Implementation

As IVCC moves into implementation of the Strategic Plan, the following actions are recommended:

### **SLPC Oversight and Identified Committee or Departmental Ownership**

As the College begins the strategic plan implementation process, SLPC should first determine the owner for each goal. This helps ensure that there is a plan for meeting the goals, objectives, and tactics. The owners should include a variety of stakeholders, including staff, faculty, adjunct faculty, College leadership, external partners (where appropriate), and students, so that all perspectives are incorporated into decision-making processes.

The ownership group or committee should meet regularly, sharing progress on tactics, objectives, and goals with SLPC on a bi-monthly basis and bringing forward any challenges or issues. Additional goals and objectives for future fiscal years will be added as appendices, unless substantial changes are needed to be made for the institutional goals or strategic goals and objectives.

### **Annual Updates**

As this plan continues to guide the planning for the institution, the objectives and tactics will be reviewed by the SLPC and will be added as additional addendums to this plan.

## Appendices

The appendices will be updated for the full approval of the plan.

APPENDIX A: SWOT Analysis Pre-Work for Sessions

APPENDIX B: Presentation for Sessions

APPENDIX C: SWOT Analysis Data

APPENDIX D: Sample scorecard for Institutional Goals

APPENDIX E: Sample scorecard for Strategic Goals

**Board Policy (approval)**

Board Policy 02.26 – Withdrawal from Class is an update to policy. This policy is designed to provide clear guidance related to withdrawal from classes for students. Procedures have been long-established to support this policy and the Student Handbook is the location for these processes. The significant change is to add the active pursuit standard language to the policy. This language was vetted through multiple areas of the College prior to implementation in Summer 2024. This policy was shared with the Planning Committee in October, 2024 and is being brought forward for approval.

**Recommendation:**

**Approve Board Policy, as presented.**

KPI 3: Support for Students

Illinois Valley Community College Board Policy

Subject: **Withdrawal from Class**

Effective Date: **10/19/2010**

Last Reviewed: **8/18/2022**

Number: **02.26**

Last Revised: **8/18/2022**

It is the policy of the Board of Trustees of Illinois Valley Community College that to withdraw from a class while continuing to carry other courses, a student must initiate a withdrawal request with the ~~instructor~~ faculty member whose class ~~he/she~~ the student wishes to withdraw from. The ~~instructor~~ faculty member will complete a withdrawal form and submit it to the Office of Admissions and Records for processing. The student's record will not be changed until the signed, validated withdrawal form is received by the Office of Admissions and Records.

Deadline dates for withdrawal shall be determined and published for each semester or term.

Any student who fails to maintain active pursuit in their course(s) after the census date but prior to midterm will be automatically withdrawn. Any student who actively pursues beyond midterm but stops attending classes ~~fails to maintain active pursuit in their course(s) after that point~~ without officially withdrawing may receive the grade of "F" for the course(s).

Additionally, fFaculty may also withdraw students from their class (es) without prior notice if, in the opinion of the faculty member, the student is in jeopardy of failing due to excessive absences in accordance with the faculty member's course outline and/or syllabus.

Students desiring to withdraw completely from the College, (i.e., all classes), must initiate this request with the Vice President for Student Services.

A student may initiate a withdrawal in the case of a financial hardship pursuant to Public Act 102-0998.



**Faculty Appointment – Juliana Dzurisin, CNA Instructor / Program Coordinator**

The search committee has selected Juliana Dzurisin as CNA Instructor / Program Coordinator to fill the vacancy that will be created by Christine Blaydes' upcoming retirement.

Information on this candidate is attached.

**Recommendation:**

**The administration recommends the appointment of Juliana Dzurisin as CNA Instructor / Program Coordinator effective November 18, 2024 at Step A-11 (+ 2%), an annualized salary of \$59,947.00 on the 2024/2025 faculty salary schedule.**

KPI 4: Support for Employees



**RECOMMENDED FOR FACULTY APPOINTMENT**  
**FISCAL YEAR 2025 / ACADEMIC YEAR 2024-2025**

<b>Position To Be Filled:</b> CNA Instructor / Program Coordinator	<b>Number of Applicants:</b> 2	<b>Number of Applicants Interviewed:</b> 2
<b>Applicants Interviewed By:</b> <ul style="list-style-type: none"> <li>• Heather Seghi, Dean of Health Professions</li> <li>• Sue Smith, Director of Nursing</li> <li>• Nick Fish, EMS Program Coordinator</li> <li>• Kelli Shan, Administrative Assistant II - Health Professions</li> </ul>		
<b>Applicant Recommended:</b> <b>Juliana Dzurisin</b>		
<b>Educational Preparation:</b> <ul style="list-style-type: none"> <li>• Illinois Valley Community College, Oglesby, IL – Associates in Applied Science, Nursing</li> <li>• Lincoln College, Springfield, IL – CNA Train the Trainer Certificate</li> <li>• Heartland Community College, Bloomington, IL – CNA Instructor Certificate</li> </ul>		
<b>Experience:</b> <ul style="list-style-type: none"> <li>• Illinois Valley Community College, Oglesby, IL – Part-time CNA Instructor</li> <li>• Ottawa Township High School, Ottawa, IL – Health Occupational Instructor</li> <li>• Indian Valley Vocational Center, Sandwich, IL - Health Occupational Coordinator</li> <li>• Pleasant View Lutheran Home, Ottawa, IL - Staff Development/Education Coordinator</li> <li>• Streator Medical Services, Streator, IL – Multi Physician Clinic RN (Internal Medicine, Geriatric and Pediatric Specialties)</li> <li>• St. Mary’s Hospital, Streator, IL – Bereavement Specialist and Volunteer Trainer</li> </ul>		
<b>This candidate is being recommended for employment for the following reasons:</b> <ol style="list-style-type: none"> <li>1. Extensive experience with the College’s CNA Program</li> <li>2. Several years of nursing experience in the areas of ICU, ER, Home Health and Hospice, and Alzheimer’s Train the Trainer</li> <li>3. Articulated ideas that could be beneficial for the students moving forward and we look forward to seeing them implemented</li> </ol>		
<b>Recommended Salary:</b> \$59,947 annualized (A-11)		<b>Effective Date:</b> 11/18/2024
Mary Beth Herron Director of Human Resources		

**Faculty Appointment – Michele Cheshareck, Nursing Instructor**

The search committee has selected Michele Cheshareck as Nursing Instructor to fill the vacancy created by Dr. Margie Francisco's retirement in May, 2024.

Information on this candidate is attached.

**Recommendation:**

**The administration recommends the appointment of Michele Cheshareck as Nursing Instructor effective November 18, 2024 at Step B-8 (+ 2%), an annualized salary of \$57,838.00 on the 2024/2025 faculty salary schedule.**

KPI 4: Support for Employees



**RECOMMENDED FOR FACULTY APPOINTMENT**  
**FISCAL YEAR 2025 / ACADEMIC YEAR 2024-2025**

<b>Position To Be Filled:</b> Nursing Instructor	<b>Number of Applicants:</b> 1	<b>Number of Applicants Interviewed:</b> 1
<b>Applicants Interviewed By:</b> <ul style="list-style-type: none"> <li>• Heather Seghi, Dean of Health Professions</li> <li>• Sue Smith, Director of Nursing</li> <li>• Ron Groleau, Dean of Natural Sciences and Business</li> <li>• Sam Whiteaker, Nursing Instructor</li> <li>• Cathy Lenkaitis, Nursing Instructor</li> <li>• Kelli Shan, Administrative Assistant II - Health Professions</li> </ul>		
<b>Applicant Recommended:</b> Michele Cheshareck		
<b>Educational Preparation:</b> <ul style="list-style-type: none"> <li>• Purdue University, North Central, Hammond, IN - Master of Science, Nursing Education</li> <li>• Aurora University, Aurora, IL - Bachelor of Science, Nursing</li> <li>• Joliet Junior College, Joliet, IL - Associate in Applied Science, Nursing</li> </ul>		
<b>Experience:</b> <ul style="list-style-type: none"> <li>• UChicago Medicine Advent Health Bolingbrook Hospital, Bolingbrook, IL - Director of Surgical Services</li> <li>• Deerpath Ambulatory Surgical Center, Morris, IL - Administrator and Director of Nursing</li> <li>• OSF St. Paul Medical Center (f/k/a Mendota Community Hospital), Mendota, IL - Manager of Surgical Services</li> <li>• Aspirus Keweenaw Hospital, Laurium, MI - Interim Surgical Services Manager / Circulating Nurse</li> <li>• Morris Hospital, Morris, IL - Medical/Surgical/Pediatrics Unit, Staff RN; Department of Surgical Services Staff Circulating RN</li> </ul>		
<b>This candidate is being recommended for employment for the following reasons:</b> <ol style="list-style-type: none"> <li>1. Demonstrated dedication to the profession and a strong nursing background</li> <li>2. Management experience that will help with leading students</li> <li>3. Strong teaching presentation</li> <li>4. Experience teaching in the clinical setting and mentoring new graduates</li> <li>5. Articulated passion for nursing and teaching; presented self very well</li> </ol>		
<b>Recommended Salary:</b> \$57,838 annualized (B-8)		<b>Effective Date:</b> 11/18/2024
Mary Beth Herron Director of Human Resources		

**Approval – Robotics, Mechatronics and Automation - Basic, Intermediate and Advanced Certificates**

Greg Whightsil, Industrial Electrician Program Coordinator, and Industrial Electrician & Maintenance Instructor, Scott Fox, Manufacturing/Advanced Machining Program Coordinator/Instructor, and Rebecca Zamora, Dean of Workforce Development, have been working with local industry and their advisory committee to develop a series of stackable certificates for the Robotics, Mechatronics & Automation Program. Such stackable credentials are an affordable and flexible means to acquire the knowledge and skills to advance one's career in an abbreviated time and provide an opportunity to meet students where they are in their workforce an educational journey by breaking the full degree program into smaller certificates.

The IVCC Curriculum Committee is recommending that the Board of Trustees approve the Robotics, Mechatronics and Automation - Basic, Intermediate & Advanced Certificates as presented in the attached curriculum guide.

**Recommendation:**

**The Administration recommends Board approval of the Robotics, Mechatronics and Automation - Basic, Intermediate and Advanced Certificates, as presented.**

KPI 1: Student Academic Success

KPI 5: District Population Served

## Basic Robotics, Mechatronics and Automation Certificate

Fall, Year 1		
ELE 1200	Basic Industrial Electricity I	4
ELT 2205	Prototype Design and Fabrication	2
ELT 2207	Instruments & Measurements	1
GNT 1208	Industrial Safety (or current OSHA 10 Card for PLA)	1
IMT 1200	Equipment Maintenance	3
RMA 1200	Automation I	2
RMA 1210	Robotics I	2
Semester Total:		15
Certificate Total:		15

## Intermediate Robotics, Mechatronics and Automation Certificate

Fall, Year 1		
ELE 1200	Basic Industrial Electricity I	4
ELT 2205	Prototype Design and Fabrication	2
ELT 2207	Instruments & Measurements	1
GNT 1208	Industrial Safety (or current OSHA 10 Card for PLA)	1
IMT 1200	Equipment Maintenance	3
RMA 1200	Automation I	2
RMA 1210	Robotics I	2
Semester Total:		15

Spring, Year 1		
ELE 1204	Programmable Logic Controllers I	3
ELE 1201	Basic Industrial Electricity II	4
ELE 1202	Motors and Controls I	2.5
ELT 1203	Industrial Instrumentation	2.5
RMA 2200	Automation II	1.5
RMA 2210	Robotics II	2
Semester Total:		15.5
Certificate Total		30.5

## Advanced Robotics, Mechatronics and Automation Certificate

Fall, Year 1		
ELE 1200	Basic Industrial Electricity I	4
ELT 2205	Prototype Design and Fabrication	2
ELT 2207	Instruments & Measurements	1
GNT 1208	Industrial Safety (or current OSHA 10 Card for PLA)	1
IMT 1200	Equipment Maintenance	3
RMA 1200	Automation I	2
RMA 1210	Robotics I	2
Semester Total:		15

Spring, Year 1		
ELE 1204	Programmable Logic Controllers I	3
ELE 1201	Basic Industrial Electricity II	4
ELE 1202	Motors and Controls I	2.5
ELT 1203	Industrial Instrumentation	2.5
RMA 2200	Automation II	1.5
RMA 2210	Robotics II	2
Semester Total:		15.5

Fall, Year 2		
ELE 1203	Motors and Controls II	2.5
ELE 1205	Programmable Logic Controllers II	3
IMT 1205	Industrial Hydraulics	3
IMT 1206	Industrial Pneumatics	2
MET 1202	Manufacturing Materials & Processes I (1 <sup>st</sup> 8-Weeks)	3
MET 1203	Manufacturing Materials & Processes II (2 <sup>nd</sup> 8-Weeks)	3
Semester Total:		16.5
Certificate Total:		47



**Approval – CISCO/CompTIA Certificate**

Garrick Whitehead, Computer Networking and Information Technology Program Coordinator/Instructor and Rebecca Zamora, Dean of Workforce Development, have been working with local industry and their advisory committee to develop a CISCO/CompTIA Certificate. The proposed certificate is made up of 5 courses and prepare students for the “CCNA” - CISCO Certified Network Associate Certification Exam. The first 4 courses are required by CISCO and offered through their LMS, which contains course materials and related content. The 5th course, (Capstone), is to prep and have the students successfully pass the CCNA Certification Exam.

IVCC is officially a CISCO Networking Academy. Cisco is the world’s #1 vendor for Networking related equipment and services. CISCO also offers the top industry recognized Networking Certification in the world, and they set the standards others follow. Additionally, as required by CISCO, as a CISCO Networking Academy we agree to abide by their guideline and regulations. Part of this requirement includes being supported by an Academy Support Center, ASC. Our ASC is Stanly Community College in North Carolina.

The IVCC Curriculum Committee is recommending that the Board of Trustees approve the CISCO/CompTIA Certificate as presented in the attached curriculum guide.

**Recommendation:**

The Administration recommends Board approval of the CISCO/CompTIA Certificate, as presented.

KPI 1: Student Academic Success

KPI 5: District Population Served

## CISCO/Comp TIA Certificate

The Networking certificate are intended to enable students to learn and acquire a skillset to configure, troubleshoot and optimize small to medium business enterprise networks while preparing for the A+ Certification and the Cisco Certified Networking Associates, (CCNA), Certification.

Fall, Year 1		
CSP 2200	CompTIA A+	4
CSN 1241	Introduction to Networks	3
Spring, Year 1		
CSN 1242	Routing Switching Essentials	3
Fall, Year 2		
CSN 2241	Enterprise Networking	3
Spring, Year 2		
CSN 2242	CCNA Capstone	3
<b>Total Credits</b>		<b>16</b>



**RECOMMENDED FOR STAFF APPOINTMENT**

**FISCAL YEAR 2025**

<b>Position To Be Filled:</b> IT Support Lead	<b>Number of Applicants:</b> 6	<b>Number of Applicants Interviewed:</b> 3
<b>Applicants Interviewed By:</b> <ul style="list-style-type: none"> <li>• Justin Denton, Director of Information Technology Services</li> <li>• Chris Dunlap, IT Infrastructure Operations Manager</li> <li>• Jeannette Phalen, Ottawa Center Coordinator</li> <li>• Danielle Bell, Administrative Assistant II – Natural Sciences and Business</li> <li>• Manessa Trench, Copy Center Assistant</li> </ul>		
<b>Applicant Recommended:</b> Kyle Carr		
<b>Educational Preparation:</b> <ul style="list-style-type: none"> <li>• Waubensee Community College, Sugar Grove, IL – Associates in Applied Science – Computer Support</li> <li>• Carroll University, Waukesha, WI – Studied Graphic Design</li> </ul>		
<b>Experience:</b> <ul style="list-style-type: none"> <li>• Collegis Education, Oak Brook, IL - IT Support Specialist</li> <li>• MVP 360, IL - Collegis Personal Support Center Support Specialist</li> <li>• Metro Staffing, Inc., West Chicago, IL – SIMS Recycling Mobile Device Technician</li> </ul>		
<b>This candidate is being recommended for employment for the following reasons:</b> <ul style="list-style-type: none"> <li>• Previous experience with ticketing systems and multiple educational platforms that will have an immediate impact on the department</li> <li>• Previous supervising experience that gives this candidate a foundational understanding of leading a team</li> <li>• Demonstrated strong problem-solving abilities and desire to create an inclusive team environment</li> </ul>		
<b>Recommended Salary:</b> \$68,702 annualized	<b>Effective Date:</b> 10/14/2024	
<p align="center">Mary Beth Herron Director of Human Resources</p>		



**RECOMMENDED FOR STAFF APPOINTMENT**

**FISCAL YEAR 2025**

<p><b><u>Position To Be Filled:</u></b> Assessment Center Coordinator</p>	<p><b>Number of Applicants:</b> 7</p>	<p><b>Number of Applicants Interviewed:</b> 3</p>
<p><b><u>Applicants Interviewed By:</u></b></p> <ul style="list-style-type: none"> <li>• Tom Quigley, Director of Enrollment Services</li> <li>• Sarah Goetz, Records and International Student Specialist</li> <li>• Miguel Hermosillo, Bursar</li> <li>• Sarah Trager, Dual Credit and Enrollment Coordinator</li> <li>• Jill Wohrley, Financial Aid Reconciliation and Compliance Specialist</li> </ul>		
<p><b>Applicant Recommended:</b>   <b>Julia (Summer) Studstill</b></p>		
<p><b><u>Educational Preparation:</u></b></p> <ul style="list-style-type: none"> <li>• Indiana University, Purdue University at Indianapolis, IN – Masters in Library and Information Science</li> <li>• Bradley University, Peoria, IL – Bachelor of Arts in English</li> </ul>		
<p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Shaw Local Radio, Peru, IL – Promotions and Marketing Manager</li> <li>• Studstill Media, Peru, IL – Promotions Manager; Assistant Production Manager</li> <li>• Bradley University Women’s and Gender Studies Department, Peoria, IL – Content Creator Intern</li> </ul>		
<p><b>This candidate is being recommended for employment for the following reasons:</b></p> <ul style="list-style-type: none"> <li>• Displayed excellent customer service skills during the interview process</li> <li>• Strong communication, troubleshooting skills, and attention to detail</li> <li>• Expressed a strong desire to learn</li> <li>• Experience with event planning that will translate well to planning placement testing events at high schools</li> </ul>		
<p><b>Recommended Salary:</b> \$52,000 annualized</p>	<p><b>Effective Date:</b> 10/21/2024</p>	
<p align="center">Mary Beth Herron Director of Human Resources</p>		



**RECOMMENDED FOR STAFF APPOINTMENT  
FISCAL YEAR 2025**

<b>Position To Be Filled:</b> Grant and Payroll Specialist	<b>Number of Applicants:</b> 3	<b>Number of Applicants Offered an Interview:</b> 2
<b>Applicants Interviewed By:</b> <ul style="list-style-type: none"> <li>• Eric Johnson, Controller</li> <li>• Sarah Goetz, Records and International Student Specialist</li> <li>• Lynn Ewing-Teegardin, Payroll Coordinator</li> <li>• Sara Escatel, Director of Adult Education</li> <li>• Sandy Beard, Executive Assistant to the President</li> </ul>		
<b>Applicant Recommended:</b> <b>Michelle Johnson</b>		
<b>Educational Preparation:</b> <ul style="list-style-type: none"> <li>• Hall High School, Spring Valley, IL - Diploma</li> </ul>		
<b>Experience:</b> <ul style="list-style-type: none"> <li>• Illinois Valley Community College, Oglesby, IL – Accounting Clerk</li> <li>• St. Margaret’s Health-Peru (formerly Illinois Valley Community Hospital), Peru, IL – Accounting/Payroll Clerk; Receptionist; Biller/Cashier</li> </ul>		
<b>This candidate is being recommended for employment for the following reasons:</b> <ul style="list-style-type: none"> <li>• Demonstrated a clear passion for the role and desire to continue to grow with IVCC</li> <li>• Demonstrated experience in working with detailed information; proficient in Microsoft Excel</li> <li>• Strong background in processing payroll</li> </ul>		
<b>Recommended Salary:</b> \$22.80	<b>Effective Date:</b> 09/30/2024	
<p align="center">Mary Beth Herron Director of Human Resources</p>		



**RECOMMENDED FOR STAFF APPOINTMENT**

**FISCAL YEAR 2025**

<b>Position To Be Filled:</b> Auxiliary Services Assistant	<b>Number of Applicants:</b> 12	<b>Number of Applicants Interviewed:</b> 3
<b>Applicants Interviewed By:</b> Michelle Carboni, Director of auxiliary Services and Purchasing Gabby Sorenson, Assistant Bookstore Manager Jill Wohrley, Financial Aid Compliance Specialist Cory Tomasson, Faculty Ron Groleau, Dean of Natural Sciences and Business		
<b>Applicant Recommended:</b> <b>Kristin Babio</b>		
<b>Educational Preparation:</b> <ul style="list-style-type: none"> <li>• Waubensee Community College, Sugar Grove, IL - GED</li> <li>• Yorkville High School, Yorkville, IL</li> </ul>		
<b>Experience:</b> <ul style="list-style-type: none"> <li>• HyVee, Peru, IL – Cashier</li> <li>• R. P. Home and Harvest, Morris, IL - Cashier</li> <li>• TJ Maxx, Oswego, IL – Merchandise Associate</li> <li>• Waubonsee Community College, Sugar Grove, IL – Bookstore Associate</li> </ul>		
<b>Why is this candidate the best qualified for this position?</b> <ul style="list-style-type: none"> <li>• Directly related retail work experience</li> <li>• Demonstrated excellent communication skills</li> <li>• Communicated a strong understanding of the services provided in this position</li> <li>• Expressed her familiarity with many of the protocols and procedures that the job will entail</li> </ul>		
<b>Recommended Hourly Rate:</b> \$17.00	<b>Effective Date:</b> 10/21/2024	
<p align="center">Mary Beth Herron Director of Human Resources</p>		



**RECOMMENDED FOR STAFF APPOINTMENT**

**FISCAL YEAR 2025**

<p><b><u>Position To Be Filled:</u></b>  <b>Administrative Assistant I – Continuing Education and Business Services</b></p>	<p><b>Number of Applicants:</b> 7</p>	<p><b>Number of Applicants Interviewed:</b> 2 (3 offered interviews; one did not respond)</p>
<p><b><u>Applicants Interviewed By:</u></b>                  Jennifer Scheri, Director of Continuing Education and Business Services                  Michelle Carboni, Director of Auxiliary Services and Purchasing                  Patricia Glade, Administrative Assistant I – East Campus                  Jennifer Sowers, Training Specialist                  Chris Herman, Director of TRIO Project Success</p>		
<p><b>Applicant Recommended:</b>    <b>Lauren Gehant</b></p>		
<p><b><u>Educational Preparation:</u></b></p> <ul style="list-style-type: none"> <li>• Dominican University, River Forest, IL – Master of Library and Information Science</li> <li>• Northern Illinois University, Dekalb, IL – Bachelor of Arts in English</li> </ul>		
<p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• First State Bank, Mendota, IL – Teller; Customer Service</li> </ul>		
<p><b>Why is this candidate the best qualified for this position?</b></p> <ul style="list-style-type: none"> <li>• Extensive experience in frontline and customer service roles that will bring a valuable understanding of customer needs, smooth communication, and efficient problem-solving to our team.</li> <li>• Demonstrated an organized approach to her work.</li> <li>• Displayed professionalism, a very pleasant demeanor and expressed her value of life-long learning. These values will foster a positive and efficient workplace culture.</li> </ul>		
<p><b>Recommended Hourly Rate:</b> \$17.00</p>	<p><b>Effective Date:</b> 11/06/2024</p>	
<p style="text-align: center;">Mary Beth Herron                  Director of Human Resources</p>		



**RECOMMENDED FOR STAFF APPOINTMENT**

**FISCAL YEAR 2025**

<p><b><u>Position To Be Filled:</u></b> Instructional Technologist</p>	<p><b>Number of Applicants:</b> 1</p>	<p><b>Number of Applicants Interviewed:</b> 1</p>
<p><b><u>Applicants Interviewed By:</u></b> Ellen Evancheck, Director of Learning Resources Tom Tunnel, Faculty – Natural Sciences and Business Michelle Story, Faculty – Workforce Development Gabby Sorenson, Assistant Bookstore Manager Crystal Credi, Dean of Student Success</p>		
<p><b>Applicant Recommended:</b> DawnAnne Lockwood</p>		
<p><b><u>Educational Preparation:</u></b></p> <ul style="list-style-type: none"> <li>• Western Illinois University, Macomb, IL – Master of Science in Instructional Design and Technology</li> <li>• Cornerstone University, Grand Rapids, MI – Bachelor of Science in Social Sciences</li> </ul>		
<p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Illinois Valley Community College, Oglesby, IL – Educational Technologist; Academic Support Specialist; Faculty Facilitator; Adjunct Faculty Member</li> </ul>		
<p><b>Why is this candidate the best qualified for this position?</b></p> <ul style="list-style-type: none"> <li>• Education – Dawn has a master’s in Instructional Technology</li> <li>• Extensive experience using an LMS</li> <li>• Institutional and job knowledge with a demonstrated passion for using technology to enhance teaching and learning</li> <li>• Excellent history of building trusted relationships with stakeholders</li> <li>• Knowledge of accessibility requirements for digital content</li> </ul>		
<p><b>Recommended Hourly Rate:</b> \$30.00</p>	<p><b>Effective Date:</b> 10/28/2024</p>	
<p style="text-align: center;">Mary Beth Herron Director of Human Resources</p>		





**RECOMMENDED FOR STAFF APPOINTMENT**  
**FISCAL YEAR 2025**

<p><b><u>Position To Be Filled:</u></b> (Grant-Funded) <b>Adult Transition Specialist in Career and Technical Education</b></p>	<p><b>Number of Applicants:</b> 6</p>	<p><b>Number of Applicants Interviewed:</b> 2</p>
<p><b><u>Applicants Interviewed By:</u></b> Ashlee Fitzpatrick, Associate Director of Retention Sara Escatel, Director of Education Luke Olivero, ESL / GED Program Manager Hannah Bowermaster, Special Populations Transition Specialist Rebecca Zamora, Dean of Workforce Development</p>		
<p><b>Applicant Recommended:</b>    <b>Carrie Danekas</b></p>		
<p><b><u>Educational Preparation:</u></b></p> <ul style="list-style-type: none"> <li>• Aurora University, Aurora, IL – Master of Arts in Educational Leadership</li> <li>• Northern Illinois University, DeKalb, IL – Bachelor of Science, Early Childhood Education</li> </ul>		
<p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Illinois Valley Community College, Oglesby, IL – Adult Education Instructor</li> <li>• Dalzell Grade School, Dalzell, IL – Early Childhood Teacher</li> <li>• La Salle Elementary School, La Salle, IL – Early Childhood Teacher</li> <li>• Grundy County Special Education Cooperative, Morris, IL – Early Childhood Teacher</li> </ul>		
<p><b>Why is this candidate the best qualified for this position?</b></p> <ul style="list-style-type: none"> <li>• Candidate has multiple years of institutional knowledge with program-specific expertise in teaching Bridge and ICAPS classes</li> <li>• Demonstrated an empathetic nature that will be an asset when working with diverse non-traditional students</li> <li>• Expressed a deep understanding of resources for students, both on campus and in the community</li> </ul>		
<p><b>Recommended Hourly Rate:</b> \$27.77</p>	<p><b>Effective Date:</b> 12/09/2024</p>	
<p style="text-align: center;">Mary Beth Herron Director of Human Resources</p>		



**RECOMMENDED FOR STAFF APPOINTMENT**

**FISCAL YEAR 2025**

<p><b><u>Position To Be Filled:</u></b> Enrollment Services Specialist</p>	<p><b>Number of Applicants:</b> 4</p>	<p><b>Number of Applicants Interviewed:</b> 2</p>
<p><b><u>Applicants Interviewed By:</u></b> Tom Quigley, Director of Enrollment Services Sarah Goetz, Records and International student Specialist Miguel Hermosillo, Bursar Jen Etscheid, Research Analyst Laurie Polte, Student Services Information Specialist</p>		
<p><b>Applicant Recommended:</b>    <b>Stacey Cervantes</b></p>		
<p><b><u>Educational Preparation:</u></b></p> <ul style="list-style-type: none"> <li>• Illinois Valley Community College, Oglesby, IL – Associates in Arts</li> <li>• Mendota High School, Mendota, IL – Diploma</li> </ul>		
<p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• St. Margaret’s Health-Spring Valley, Spring Valley, IL – Sr. Medical Billing Specialist</li> <li>• Collection Professionals Inc., La Salle, IL – Debt Collector</li> <li>• Peru Pizza House, Peru, IL - Server</li> </ul>		
<p><b>Why is this candidate the best qualified for this position?</b></p> <ul style="list-style-type: none"> <li>• Extensive data entry experience</li> <li>• Demonstrated a strong interest to learn/grow in the position</li> <li>• Previous experience was very detail-oriented with a high-level of customer service and the ability to show empathy which she demonstrated well in the interview process; these skills will bring value to the position/department</li> </ul>		
<p><b>Recommended Hourly Rate:</b> \$17.30</p>	<p><b>Effective Date:</b> 11/12/2024</p>	
<p style="text-align: center;">Mary Beth Herron Director of Human Resources</p>		

Illinois Valley Community College Board Policy			
Subject:	<b>Drug-Free Work-<del>P</del>place</b>	Effective Date:	<b>01/17/2012</b>
		Last Reviewed:	<b>05/14/2020</b>
Number:	<b>06.05</b>	Last Revised:	<b>05/14/2020</b>

Illinois Valley Community College complies with the Federal Drug-Free Workplace Act of 1988, the Drug-Free Workplace Act, 30 ILCS 580/1 et seq. and the Federal Drug-Free Schools and Communities Amendments Act of 1989, 20 USC section 3171 et seq. While the use of marijuana (cannabis) is allowed in Illinois under the Cannabis Regulation and Tax Act, no person shall use medical cannabis or possess any cannabis product while on any College property or while participating in any College-sponsored programs or events, whether on or off campus. IVCC seeks to improve the work environment, as well as the campus atmosphere, by eliminating drugs and alcohol in the workplace and on the College campus.

The consumption of alcoholic beverages or drugs is forbidden in all areas of the College unless a special permit for the consumption of alcoholic beverages on campus has been issued by the Board of Trustees. No employees, College representatives, students, or visitors are to consume or be under the influence of alcoholic beverages, cannabis, or controlled substances while on any College property. Those found in violation of this policy are subject to criminal prosecution and/or College disciplinary procedures.

The Board of Trustees is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages at the College. (See Board Policy “06.17 Alcoholic Beverage Sales ~~#6.17~~) Alcoholic beverages shall not be served on campus except in accordance with the established administrative procedure. The administrative procedure allows for limited alcoholic beverage use as part of community education courses and programs, as well as events approved by the Board of Trustees. Persons in attendance at such an approved event may not be under the influence of alcohol to the degree that their behavior is disruptive to the event or to the operation of the College.

Illinois Valley Community College Procedure			
Subject:	<b>Business Travel, Conference and Meeting Expense</b>	Effective Date:	<b>10/19/2010</b>
		Last Reviewed:	<b>03/29/2022</b>
Number:	<b>03.04.00</b>	Last Revised:	<del>01/01/24</del> <b>10/01/24</b>

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.

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS Standard Mileage Rate at time of reimbursement (\$0.67 as of 1/1/24)
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

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

<b>Maximum Reimbursable Rates for Lodging – 202<del>5</del><sup>4</sup> rates per US General Services Administration (as of 10/1/<del>24</del><sup>23</sup>)</b>	
Chicago, Suburban Cook County, and Lake County	<del>\$233</del> <u>223</u> .00/ night
DuPage County	<del>\$141</del> <u>115</u> .00/ night
St. Clair County (St. Louis area)	\$150.00/ night
Will County	<del>\$113</del> <u>114</u> .00/ night
All other Illinois Counties	<del>\$107</del> <u>110</u> .00/ night

Outside of Illinois	\$233.00 / 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.)



Government Finance Officers Association

Certificate of  
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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, 2023

*Christopher P. Morrill*

Executive Director/CEO





**ILLINOIS  
VALLEY**  
COMMUNITY  
COLLEGE

## **MEMORANDUM**

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TO: Board of Trustees  
FROM: Dr. Tracy Morris, President  
DATE: October 21, 2024  
SUBJECT: Board Self-Evaluation

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As a follow-up to our discussions at the Retreat, the ICCTA version of the Board Self-Assessment tool has been provided for your information and review. Please take some time to review this tool to determine if this would have value to use for the Board Self-Assessment in the Spring. This does not require official Board Action, but please provide your feedback on this tool to Chairman Solon or to Dr. Morris so that we can plan accordingly. Thank you to Trustee Goetz for sharing this tool with us for consideration.

## BOARD SELF EVALUATION-Long

2021

### **Responsibility 1: Developing and Implementing the Mission**

Each program of the organization should be to carry out its mission. Periodically the Board should review the mission and revise it whenever necessary. There should be a clear and concise mission statement.

	How satisfied are you that:	Very dissatisfied 1	Dis-satisfied 2	Satisfied 3	Very Satisfied 4	Not Sure
1-1	All Board members are familiar with the current mission and vision statements?					
1-2	The current mission statement is appropriate for the organization's role in the next two to four years?					
1-3	The Board's policy decisions and the organization's programs and services reflect the mission?					

**How can the Board do better in this area?**

### **Responsibility 2: Meeting Legal Requirements**

The organization is governed by various federal and state laws as well as rules from its funding sources. It is the obligation of the Board to be aware of these matters and be sure policies are in place to assure compliance.

	How satisfied are you that:	Very dissatisfied 1	Dis-satisfied 2	Satisfied 3	Very Satisfied 4	Not Sure
2-1	The Board has reviewed the Audit and understood it before it is approved?					
2-2	The Board has adopted a policy that explains whistleblower protections and made sure that employees are trained about its requirements?					
2-3	Board members are aware of their responsibilities as required by the Illinois Public Community College Act, including not participating in votes on matters where there is a conflict of interest?					
2-4	The Board is periodically apprised of recent changes in laws that effect the organization and makes sure that new policies are developed to address such laws?					

**How can the Board do better in this area?**

## BOARD SELF EVALUATION-Long

2021

### **Responsibility 3: Select and Support the Chief Executive Officer**

Perhaps the most significant decision a Board makes is who to select as CEO. The Board needs to set expectations and give the CEO frequent and constructive feedback. The Board is also obligated to review the CEO's salary.

	How satisfied are you that:	Very dissatisfied 1	Dis- satisfied 2	Satisfied 3	Very Satisfied 4	Not Sure
3-1	Board has reviewed and approved annual goals for the President to meet?					
3-2	The Board performs an annual evaluation of the President and provides him/her with appropriate feedback?					
3-3	The Board annually reviews the President's salary and compares it other similarly situated CEOs?					
3-4	The Board respects the responsibilities of the President and does not try to micro manage the organization?					

**How can the Board do better in this area?**

### **Responsibility 4: Ensure Effective Fiscal Management**

The Board must understand the finances of the organization and be sure they are properly managed to support the mission.

	How satisfied are you that:	Very dissatisfied 1	Dis- satisfied 2	Satisfied 3	Very Satisfied 4	Not Sure
4-1	The Board discusses thoroughly the annual operating budget of the College before approving it?					
4-2	The Board takes advantage of the budget process to consider the most effective allocation of limited resources?					
4-3	At each Board meeting there is a financial update that is presented in a manner that can be understood?					
4-4	The Board reviews the annual audit and considers all recommendations made in the independent auditor's report and management letter?					
4-5	There is a Board Audit Committee. The Audit committee has at least one knowledgeable financial person.					

**How can the Board do better in this area?**

## BOARD SELF EVALUATION-Long

2021

### Responsibility 5: Engage in Strategic Planning

One of the major contributions that a Board can make is to consider how the organization needs to evolve over the next three to five years, and to recommend action to reach those goals. Given the amount of time that the staff has to concentrate on day to day operations, the Board can much more easily focus on the future.

	How satisfied are you that:	Very dissatisfied 1	Dis-satisfied 2	Satisfied 3	Very Satisfied 4	Not Sure
6-1	The Board focuses much of its attention on long term, significant policy issues rather than short term administrative matters?					
6-2	The Board has a strategic vision of how the organization should be evolving over the next three to five years?					
6-3	The Board periodically participates in a strategic planning process that helps it consider how the organization should meet new opportunities and challenges?					

**How can the Board do better in this area?**

### Responsibility 6: Have the Board Operate Efficiently

Boards member are volunteers whose time is valuable. It is critical to have well run Board and committee meetings to assure that Board member believe their time is being used productively.

	How satisfied are you that:	Very dissatisfied 1	Dis-satisfied 2	Satisfied 3	Very Satisfied 4	Not Sure
8-1	Board members are familiar with legal requirements?					
8-2	Board members receive clear and succinct agendas and supporting written material sufficiently prior to Board and committee meetings?					
8-3	Committee assignments reflect the interests, experience, and skills of the Board members?					
8-4	Board and committee meetings are well organized, productive, and make good use of Board members' time?					
8-5	The meetings follow the agenda?					
8-6	Conflicts and duality of interests are revealed, noted in the minutes and the Board member does not participate in the vote on that issue?					
8-7	Senior management explains the alternatives considered when presenting a proposal?					
8-8	Clear and concise minutes are kept and made available to each Board member after the meeting and the opportunity is given to correct the minutes?					
8-9	The Board Chair effectively and appropriately leads and facilitates Board meetings and the policy and governance work of the Board.					
8-10	New Board members receive appropriate orientation and are encouraged to participate in Board activities, discussions, and decisions.					

**How can the Board do better in this area?**

## BOARD SELF EVALUATION-Long

2021

### **Responsibility 7: Enhance the Organization's Public Image**

Board members can do much to develop the organization's image. If an organization is successful but its achievements are kept secret, it will not succeed in raising money, attracting new leaders for positions of responsibility on the Board and staff. While encouraging Board members to spread the word about the organization they help govern, individual Board members should not serve as the spokesperson for the organization to the media without the approval of the Board Chair.

	How satisfied are you that:	Very dissatisfied 1	Dis-satisfied 2	Satisfied 3	Very Satisfied 4	Not Sure
9-1	The Board has approved an effective marketing and public relations strategy for the College?					
9-2	Board members talk about the College to key people, including community leaders and potential contributors?					
9-3	The Board apprises elected officials of the needs and strengths of the organization?					

**How can the Board do better in this area?**

### **Responsibility 8: Understand Relationship Between Board and Staff**

One of the most important responsibilities for a Board is to define and understand its relationship with the staff, and in particular with the CEO. An effective Board should have a clear understanding of the differences between its role and the role of the staff. Because many important organizational issues require a partnership of the Board and staff if they are to be addressed effectively, the quality of the working relationship between the Board and CEO should be high.

	How satisfied are you that:	Very dissatisfied 1	Dis-satisfied 2	Satisfied 3	Very Satisfied 4	Not Sure
10-1	The respective roles of the Board and staff are clearly defined and understood?					
10-2	A climate of mutual trust and respect exists between the Board and President?					
10-3	The Board gives the President enough authority and responsibility to lead and manage the organization successfully and handle day-to-day operations?					
10-4	The Board has approved adequate policies for staff selection, training, promotion, and grievance procedures while recognizing that hiring and firing decisions belong to the President?					

**How can the Board do better in this area?**

## BOARD SELF EVALUATION-Long

2021

### Individual Board Member Self Evaluation

	How satisfied are you that you:	Very dissatisfied	Dis- satisfied	Satisfied	Very Satisfied	Not Sure
1.	Understand the College's mission					
2.	Support the mission?					
3.	Have a good working relationship with other Board members and with the President?					
4.	Are knowledgeable about the College's major services?					
5.	Follow trends and important developments in the College's substantive field of interest?					
6.	Read and understand the College's financial statements?					
7.	Focus attention on long-term and significant policy issues rather than short-term administrative matters?					
8.	Prepare for and participate at Board and committee meetings, and other activities of the College?					
9.	Willingly volunteer and use your special skills to further the College's mission?					
10.	Complete all assignments in a responsible and timely manner?					
11.	Take advantage of opportunities to enhance the College's public image by periodically speaking to leaders in the community about the work of the organization?					
12.	Respect the confidentiality of the Board's executive sessions?					
13.	Suggest agenda items for future Board and committee meetings?					
14.	Advise and assist the President when your help is requested?					
15.	Avoid burdening the staff with requests for special favors?					
16.	Ensure that any communication with staff below the President does not undermine the relationship between the President and College staff?					
17.	Avoid, in fact and in perception, conflicts of interest that might embarrass the Board or College, and disclose to the Board in a timely manner any possible conflicts?					
18.	Are heard and considered when you give your opinions and views?					
19.	Find serving on the Board to be a rewarding experience?					
20.	Understand that each Board member has no individual authority and only may act to provide direction to the College as a member of the entire Board.					

## **Inactivate Undeclared Programs of Study Used for High School Students**

### Rationale for Program Discontinuation:

The UND.AGR, UND.ALH, UND.ATO, UND.BUS, UND.CIS, UND.ECE, UND.EGN, UND.FST, UND.MET, UND.MKT, and UND.TEC programs were established in 1982. In the previous 10-15 years, these programs were used to designate high school students enrolled in the dual credit career and technical education courses. IVCC discontinued using these undeclared programs in 2022-2023, as they became unnecessary for the tracking of high school students in these programs. There are no credit hours attached to these programs.

These programs are still active in Colleague and ICCB.

### Alternative for Students:

No alternative is needed as all high school students are assigned to the UND.DC program of study.



**ITEMS FOR INFORMATION  
SEPARATIONS FROM EMPLOYMENT  
BOARD OF TRUSTEES - NOVEMBER 14, 2024**

<b>NAME</b>	<b>POSITION</b>	<b>DEPARTMENT / DIVISION</b>	<b>STATUS (PT)Part-time; (FT)Full-time</b>	<b>Date HR Received Notice / Letter on File (Y) / (N)</b>	<b>Effective</b>	<b>Reason</b>
Safranske, Sandra	Custodian	Facilities	FT	10/03/2024 (Y)	10/17/2024	Resignation
Hunter, Madeleine	Administrative Assistant I	Financial Aid	FT	10/11/2024 (Y)	10/11/2024	Resignation
Carranco, Theresa	Administrative Assistant I	Learning Technologies	Temp	Not Applicable	8/8/2024	Temporary need ended
Pinter, Curtis	Truck Driver Training Specialist	Truck Driver Training / WFD	PT	10/24/2024 (N)	10/24/2024	Resignation
Jasiek, Bonnie	Administrative Assistant I	Continuing Education and Business Services	FT	08/17/2023 (Y)	10/31/2024	Retirement Planning Program





### **College Core Values**

Achieving Excellence through our Core Values (acronym is I-CARE)

Integrity

Compassion

Accountability

Respect

Equity

### **Vision Statement**

Illinois Valley Community College will foster personal and professional growth and well-being for our students and community through growing programs, updated facilities, and educational innovation.

### **Mission Statement**

Illinois Valley Community College is dedicated to creating opportunities for students and our community by providing access to affordable, high-quality higher education and lifelong learning.