



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Tuesday, December 20, 2011
Board Room
6:30 p.m.**

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

IVCC'S MISSION STATEMENT

IVCC teaches those who seek and is enriched by those who learn.

BOARD AGENDA ITEMS

January

Strategic Plan Update

February

Authorize Budget Preparation
Tenure Recommendations
Non-tenured Faculty Contracts
Reduction in Force
Tuition and Fee Review
Five-year Financial Forecast

March

President's Evaluation
Student Demographic Profile

April

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

May

Budget Adjustments
Bid Approval for Spring and Summer/Fall
Schedules
President's Contract Review
Vice Presidents' Contract Renewals

June

RAMP Reports
IT Strategic Plan
Prevailing Wage Resolution
Authorization of Continued Payment for
Standard Operating Expenses

July

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

August

Budget
a. Public Hearing
b. Resolution to Adopt Budget
College Insurance (every 3 years)

September

Protection, Health, and Safety Projects
Cash Farm Lease
Program Review Report
Performance Results – KPIs
Annual Employee Demographics Report
Approval of College Calendar (even years)

October

Authorize Preparation of Levy
Audit Report
Key Performance Indicators
ICCTA Award Nominations

November

Adopt Tentative Tax Levy

December

Adopt Tax Levy
Schedule of Regular Meeting Dates and Times

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees Meeting
Tuesday, December 20, 2011 – 6:30 p.m. – Board Room (C307)

A G E N D A

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Campus Update – Brad Cockrel
7. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 7.1 Approval of Minutes – November 15, 2011 Board Meeting and November 28, 2011 Planning Committee Meeting (Pages 1-8)
 - 7.2 Approval of Bills - \$1,447,671.92
 - 7.2.1 Education Fund - \$928,033.66
 - 7.2.2 Operations & Maintenance Fund - \$79,554.48
 - 7.2.3 Operations & Maintenance (Restricted Fund) - \$51,712.64
 - 7.2.4 Auxiliary Fund - \$77,397.73
 - 7.2.5 Restricted Fund - \$269,153.49
 - 7.2.6 Liability, Protection & Settlement Fund - \$41,819.92
 - 7.3 Treasurer's Report (Pages 9-27)
 - 7.3.1 Financial Highlights (Pages 10-11)
 - 7.3.2 Balance Sheet (Pages 12-13)
 - 7.3.3 Summary of FY12 Budget by Fund (Page 14)
 - 7.3.4 Budget to Actual Comparison (Pages 15-22)
 - 7.3.5 Budget to Actual by Budget Officers (Page 23)
 - 7.3.6 Statement of Cash Flows (Page 24)
 - 7.3.7 Investment Status Report (Pages 25-26)
 - 7.3.8 Check Register - \$5,000 or more (Page 27)
 - 7.4 Personnel - Stipends for Pay Periods Ending November 5, 2011; November 19, 2011; and December 3, 2011 (Pages 28-32)

- 7.5 Request for Purchases (Pages 33-41)
 - 7.5.1 Utility Vehicle (Page 33)
 - 7.5.2 Automation Studio Software (Pages 34-36)
 - 7.5.3 Virtual Desktop Initiative (Pages 37-41)
8. President's Report
9. Committee Reports
10. Tax Levy 2011 (Pages 42-51)
11. Proposal Results – On-Site Health Clinic (Pages 52-53)
12. Faculty Appointment – Mary A. Black, Laboratory Instructor in Developmental Mathematics (Pages 54-55)
- 12.A Staff Resignation – Dr. Kathryn B. Kott, Director of Nursing Programs (Pages 55.1-55.2)
13. Board Policy Manual – Sections 5 and 6 (first reading)(Pages 56-102)
14. Schedule of Regular Meeting Dates and Times (Page 103)
15. Items for Information (Pages 104-118)
 - 15.1 Staff Appointment – Ida L. Brown, Financial Aid and Veterans Benefits Advisor (Page 104)
 - 15.2 Staff Retirement – Darrel Roberts, Maintenance (Page 105)
 - 15.3 Staff Resignation – Brandi Hilmes, Learning Ladder Teacher (Page 106)
 - 15.4 Staff Resignation – Jonathan Kregel, Part-time Paramedic Instructor (Page 107)
 - 15.5 Protection, Health, and Safety Projects – ICCB Certificate of Approval (Page 108)
 - 15.6 Articulation Agreement between IVCC and Springfield College, School of Human Services (Pages 109-115)
 - 15.7 Emergency Alert System Purchase (Pages 116-117)
 - 15.8 Disposal of Assets – Computer Donations (Page 118)
16. Trustee Comment
17. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) pending litigation; and 3) closed session minutes.
18. Semi-annual Review of Closed Session Minutes
19. Other
20. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
November 15, 2011

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 7:30 p.m. on Tuesday, November 15, 2011 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Dennis N. Thompson, Chair
Michael C. Driscoll
Larry D. Huffman
David O. Mallery
Brad Cockrel, Student Trustee

Members Absent: Leslie-Anne Englehaupt, Secretary
Melissa M. Olivero, Vice Chair
James A. Narzewski

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Rick Pearce, Vice President for Learning and Student Development
Lori Scroggs, Vice President for Planning and Institutional Effectiveness
Walt Zukowski, Attorney

APPROVAL OF AGENDA

It was moved by Dr. Driscoll and seconded by Dr. Huffman to approve the agenda as presented. Motion passed by voice vote.

PUBLIC COMMENT

None.

CONSENT AGENDA

It was moved by Dr. Huffman and seconded by Dr. Driscoll to approve the consent agenda as presented. Motion passed by voice vote.

The following items were approved in the consent agenda:

Approval of Minutes – October 11, 2011 Audit/Finance Committee Meeting, October 18, 21011 Board Meeting, and November 1, 2011 Special Board Meeting

Approval of the Bills - \$1,100,289.92

Education Fund - \$867,642.02; Operations and Maintenance Fund - \$47,374.99; Operations and Maintenance (Restricted Fund) \$12,390.70; Auxiliary Fund - \$87,636.41; Restricted Fund - \$58,001.06; and Liability, Protection and Settlement Fund - \$27,244.72.

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending October 8, 2011 and October 22, 2011

Bid Results – Building B Fireplace Lounge Deck Repairs

Approved to accept the base bid from H & H Builders, Inc., Mendota, Illinois, in the amount of \$11,362 for Building B Fireplace Lounge Deck Repairs.

Purchase Request – 2012 Ford F-150 Truck

Authorized the purchase of a 2012 Ford F-150 truck through the Illinois Joint Purchasing Program at a cost of \$16,660.

PRESIDENT'S REPORT

In light of the gift of \$1 million from the Miller Group Charitable Trust for Community Technology Center enhancements, Dr. Corcoran could not top that news and decided to waive the president's report.

COMMITTEE REPORTS

None.

TENTATIVE TAX LEVY 2011

It was moved by Dr. Huffman and seconded by Dr. Driscoll to adopt the Resolution approving a Tentative Tax Levy and Tentative Certificate of Tax Levy, as presented. Assessed valuation for farm land has increased by ten percent across the district. Residential assessed valuation has decreased two percent in LaSalle County and 1.5 percent in Bureau County. St. Margaret's and Perry Memorial Hospitals will be on the tax rolls, but it is anticipated that this will be challenged. The tax rate is anticipated to be slightly lower than last year and this is good news. The motion passed with one "nay" vote from Mr. Mallery.

TRUSTEE COMMENT

Mr. Mallery attended the ICCTA Meeting on November 11. The annual legal issues were discussed and updates were given on the Freedom of Information Act and the Open Meetings Act. Handouts from the meeting were emailed to each board member. Training is now required of elected and appointed members of a public body. The training material is presently being developed. Once it is ready, board members have 90 days to complete the training. If a person is elected or appointed to two public bodies, they must take the training for each. If any board member has questions on the handouts, Mr. Mallery would be glad to help answer them.

CLOSED SESSION

It was moved by Mr. Mallery and seconded by Dr. Huffman to convene a closed session to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) pending litigation; and 3) closed session minutes. Motion passed by voice vote.

The Board entered closed session at 7:48 p.m. On a motion by Dr. Driscoll and seconded by Dr. Huffman, the regular meeting resumed at 8:12 p.m. Motion passed by voice vote.

NAMING RIGHTS REGARDING THE COMMUNITY TECHNOLOGY CENTER

It was moved by Dr. Huffman and seconded by Mr. Cockrel to accept the gift of \$1 million to the Illinois Valley Community College Foundation from the Miller Group Charitable Trust for Community Technology Center enhancement provided the Illinois Valley Community College Community Technology Center be named the Peter Miller Community Technology Center. Motion passed by voice vote. Mr. Thompson expressed his appreciation to the Miller family for their generous donation which has given the Illinois Valley Community College capital campaign a fantastic start.

OTHER

In the absence of Leslie-Anne Englehaupt, Board Secretary, it was moved by Mr. Thompson and seconded by Dr. Huffman to appoint Dr. Driscoll as Secretary Pro-tem. Motion passed by voice vote.

It was moved by Mr. Mallery and seconded by Dr. Huffman to approve and retain the closed session minutes of September 20 and October 18, 2011. Motion passed by voice vote.

ADJOURNMENT

It was moved by Dr. Huffman, seconded by Mr. Cockrel, and carried unanimously to adjourn the meeting at 8:17 p.m. Motion passed by voice vote.

Dennis N. Thompson, Board Chair

Leslie-Anne Englehaupt, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE

Board of Trustees

Planning Committee Meeting

November 28, 2011

The Planning Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5 p.m. on Monday November 28, 2011 in the Board Room-C307 at Illinois Valley Community College.

Committee Members Michael C. Driscoll, Committee Chair

Physically Present: Melissa M. Olivero

Committee Members James A. Narczewski

Absent:

Board Members David O. Mallery

Physically Present:

Others Physically Present: Jerry Corcoran, President

Rick Pearce, Vice President for Learning and Student Development

Cheryl Roelfsema, Vice President for Business Services and Finance

Lori Scroggs, Vice President for Planning and Institutional Effectiveness

Bob Mattson, Institutional Research Director

The meeting was called to order at 5 p.m. by Dr. Driscoll.

SYSTEMS APPRAISAL FEEDBACK REPORT

The Systems Appraisal Feedback Report is prepared by a team of faculty and administrative consultant appraisers on behalf of the Higher Learning Commission and AQIP. A team of seven appraisers from varied colleges, community colleges, and universities worked together to respond to the 100-page Systems Portfolio submitted by IVCC's Accreditation Team in the spring of 2011. Included in the report are any identified accreditation issues, strategic issues, an executive summary that outlines the main points in each of the nine AQIP categories and areas of strengths and opportunities. IVCC met all five criteria and their associated components for accreditation. There were no accreditation issues. Every college has strategic issues and there were six strategic issues identified. 1) IVCC does have an assessment process, but the results were not ready until the summer. Therefore, the appraisal team did not see everything. Not all of the processes are aligned. The results from assessment need to be reviewed by the leadership and taken into consideration through the strategic plan. This will occur over time. The priorities need to influence the budget. Dr. Scroggs provided a sample of how the College might improve and align planning. 2) The primary objective of IVCC is to help students learn, but it has other objectives. Community colleges try to be all things to all people. The Systems Portfolio did not clearly articulate other objectives that make IVCC unique, such as the only institution in a 50-