



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Tuesday, September 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
Student Demographic Profile

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

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

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 – Employee Demographics Report (Glenna Jones)
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.
 - 8.1 Approval of Minutes -- August 23, 2011 Board Meeting and September 8, 2011 Closed Session Minutes Committee Meeting (Pages 1-8)
 - 8.2 Approval of Bills - \$1,671,213.78
 - 8.2.1 Education Fund - \$811,838.35
 - 8.2.2 Operations & Maintenance Fund - \$56,666.52
 - 8.2.3 Operations & Maintenance (Restricted Fund) - \$345,674.56
 - 8.2.4 Auxiliary Fund - \$253,171.80
 - 8.2.5 Restricted Fund - \$203,152.81
 - 8.2.6 Liability, Protection & Settlement Fund - \$709.74
 - 8.3 Treasurer's Report (Pages 9-27)
 - 8.3.1 Financial Highlights (Pages 10-11)
 - 8.3.2 Balance Sheet (Pages 12-13)
 - 8.3.3 Summary of FY12 Budget by Fund (Page 14)
 - 8.3.4 Budget to Actual Comparison (Pages 15-22)
 - 8.3.5 Budget to Actual by Budget Officers (Page 23)
 - 8.3.6 Statement of Cash Flows (Page 24)
 - 8.3.7 Investment Status Report (Pages 25-26)
 - 8.3.8 Check Register - \$5,000 or more (Page 27)
 - 8.4 Personnel - Stipends for Pay Periods Ending August 13, 2011 and August 27, 2011 (Pages 28-36)
 - 8.5 Cash Farm #8842 Lease Renewal (Pages 37-44)

9. President's Report
10. Committee Reports
11. Bid Results – Phase I of the Community Instructional Center Project (Pages 45-51)
12. Bid Results – Asbestos Abatement, Building G (Pages 52-55)
13. Approval to Lower the Contingency for Phase I of the Community Instructional Center Project (Page 56)
14. Master Plan (Page 57)
15. Protection, Health, and Safety Projects for Tax Year 2011 (Pages 58-95)
16. Consideration and Action on a Resolution Declaring the Intent to Issue Funding Bonds (Pages 96-102)
17. Letter of Intent – iFiber, Illinois Fiber Resources Group (Pages 103-105)
18. Request for Proposals – On-site Health Clinic (Pages 106-120)
19. New Position – Financial Aid and Veterans Benefits Advisor (Pages 121-125)
20. Athletic Salary Schedule – 2011-2012 (Pages 126-127)
21. Resolution to Support LaSalle CARES Application for Funding Under the Early Childhood Construction Grant (Pages 128-130)
22. Semi-annual Review of Closed Session Minutes (Page 131)
23. Authorization for Destruction of Verbatim Recordings of Closed Session Meetings (Page 132)
24. Items for Information (Pages 133-146)
 - 24.1 Staff Appointment – Jeannie Franklin, Full-time Payroll and Benefits Coordinator (Page 133)
 - 24.2 Staff Appointment – Joseph Cardona, Full-time Custodian (Page 134)
 - 24.3 Staff Appointment – William Pitsenbarger, Full-time Custodian (Page 135)
 - 24.4 Staff Retirement – Carol J. Finley, Custodian (Page 136)
 - 24.5 Staff Resignation – Kelsey Maas, Part-time Enrollment Services Assistant (Page 137)
 - 24.6 Staff Resignation – Melinda Sammons, Part-time Small Business Development Center Business Specialist (Page 138)
 - 24.7 Lewis University Agreement (Pages 139-141)
 - 24.8 UIUC Transfer Agreement (Pages 142-144)
 - 24.9 Association for Institutional Research – Drew McConville (Page 145)
 - 24.10 Change Order #4 – Security Office Relocation and Fire Alarm Upgrade (Page 146)
25. Trustee Comment

26. 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.
27. Vice Presidents' Contracts
28. President's Contract
29. Other
30. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
August 23, 2011

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Tuesday, August 23, 2011 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Dennis N. Thompson, Chair
Leslie-Anne Englehaupt, Secretary
Michael C. Driscoll
David O. Mallery
James A. Narczewski
Brad Cockrel, Student Trustee

Members Present Telephonically: Melissa M. Olivero, Vice Chair

Members Absent: Larry D. Huffman

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

PUBLIC HEARING

This being the time and place published for a Public Hearing regarding the FY2012 Budget, Board Chair, Dennis Thompson, called for questions and/or comments from the audience. Since there were no questions and/or comments, Mr. Thompson called for a motion to close the Public Hearing. It was moved by Mr. Narczewski and seconded by Dr. Driscoll to close the Public Hearing. Motion passed by voice vote.

APPROVAL OF AGENDA

Mr. Thompson requested that agenda item 13 precede agenda item 12. It was moved by Ms. Englehaupt and seconded by Mr. Narczewski to approve the agenda with item 13 preceding item 12. Motion passed by voice vote.

CLOSED SESSION

It was moved by Dr. Driscoll and seconded by Mr. Cockrel 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; 3) collective negotiating matters

between the public body and its employees or their representatives; and 4) closed session minutes. Motion passed by voice vote.

The Board entered closed session at 6:37 p.m. On a motion by Mr. Narczewski and seconded by Ms. Englehaupt, the regular meeting resumed at 7:57 p.m. Motion passed by voice vote.

PUBLIC COMMENT

None.

CONSENT AGENDA

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

The following items were approved in the consent agenda:

Approval of Minutes -- July 5, 2011 Planning Committee Meeting; July 5, 2011 Special Board Meeting; and July 19, 2011 Board Meeting

Approval of the Bills - \$2,548,386.52

Education Fund - \$1,408,315.63; Operations and Maintenance Fund - \$92,160.10; Operations and Maintenance (Restricted Fund) \$375,090.20; Auxiliary Fund - \$594,252.12; Restricted Fund - \$66,279.85; Audit Fund - \$9,500.00; and Liability, Protection and Settlement Fund - \$2,788.62.

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending July 16, 2011 and July 30, 2011

Bid Results – Computer Printing Supplies, Toner

Accepted the bid from Blackhawk, Inc. for computer printing supplies in the amount of \$32,880.33.

Proposal Results – Truck Driver Training Tractor and Trailer Lease

Approved a 36-month lease for two (2) 2012 Volvo tractors and two (2) 2003 Hyundai trailers with CIT Group Leasing, Inc., at \$4,592 per month plus an 18 cent per mile maintenance fee per vehicle.

Purchase Request – Fuel for Truck Driver Training Program

Approved to expend an estimated \$70,000 for fuel for the Truck Driver Training Program from Sapp Bros., Peru, Illinois and Flying J, LaSalle, IL.

Purchase Request – Radio Advertising Contracts

Approved to expend \$55,172 for annual radio advertising contracts for fiscal year 2012 with NRG Media, LaSalle County Broadcasting Corp., and The Radio Group.

Purchase Request – Lab-Volt Power Distribution Training Equipment

Approved to purchase Lab-Volt power distribution training equipment from Advanced Technologies Consultants in the amount of \$25,720.

Consortium Purchase – Rock Salt

Approved to purchase 280 tons of rock salt from Cargill Incorporated Salt Division through the Illinois Department of Central Management Services at \$59.75 per ton, delivered, for a total of \$16,730.

Truck Driver Training Agreement – Waubensee Community College

Approved the agreement to provide a Truck Driver Training program at Waubensee Community College, as presented.

PRESIDENT’S REPORT

Dr. Corcoran complimented Fran Brolley, Kim Stahly and David Dodge for the fine job of coordinating the program in honor of Governor Quinn’s visit to the IVCC campus on August 11. He also thanked the members of the Board who were able to attend on that very special day in IVCC’s history. He reminded everyone to mark their calendars for September 27 when Lt. Governor Sheila Simon is scheduled to visit IVCC from 1:30-3:30 p.m. The massage therapy graduation program on July 20 was well planned and executed by the program’s coordinator, Cherie Monterastelli. There was a nice turnout and Dr. Corcoran appreciated the Board being represented by Trustees, Mike Driscoll and David Mallery. Massage therapy is a program with steady enrollments and impressive job placement statistics for its graduates, a lens the administration needs to look through for all of the career and technical programs on a regular basis, especially when funding from the State of Illinois is not expected to keep up with inflation over the next few years. Dr. Corcoran commended Dr. Kathryn Kott and Dean Michael Gorman for a fine job of coordinating the Licensed Practical Nurse pinning ceremony on July 28. There were 23 graduates. He noted the quality of the College’s nursing program and the partnership the College has with six local hospitals, each contributing \$8,000 in funding every year in support of a nursing instructor’s position. As Dr. Corcoran travels around the district and talks about the College’s many programs and services, he thinks of the nursing program as the hallmark of the institution. Dr. Corcoran was approached by the leadership of Illinois Valley Community Hospital regarding the College’s interest in possibly finding space on campus for a nurse practitioner to provide services to students and staff a few half-days per week. He thinks it is a great idea and is hoping to be able to discuss this matter as well as a listing of potential Protection, Health, and Safety projects and the updated master plan with the Board’s Facilities Committee at a meeting to be scheduled to occur within the next few weeks. Dominick Demonica has indicated he could be at the College the morning of September 12 to discuss the master plan if that could work for the committee. The committee was in agreement to meet Monday, September 12 at 8 a.m. for a Facilities Committee meeting. August 25 is the date when bids will be opened for work related to Phase I of the Community Instructional Center project. Steve Halm, the local Capital Development Board (CDB) representative, called Paul Basalay and the two of them in turn asked Dr. Corcoran if the Board would be comfortable with the administration quickly signing off on the low bidder recommended by the CDB in order to keep the project on schedule. Doing so would not preclude the IVCC Board from formally approving the bid in September. The problem is no one can predict how long it will take for CDB to make