



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Tuesday, April 17, 2012
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

February

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

March

Strategic Plan Update
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

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. Recognition
 - 6.1 Coca Cola Silver Scholar, Erin Salz
 - 6.2 Student Trustee, Brad Cockrel
7. Campus Update – Support Staff Service Project, Sandy Beard
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 – March 20, 2012 Board Meeting; April 3, 2012 Facilities Committee Meeting; and April 3, 2012 Audit/Finance Committee Meeting (Pages 1-12)
 - 8.2 Approval of Bills - \$1,618,952.77
 - 8.2.1 Education Fund - \$965,507.21
 - 8.2.2 Operations & Maintenance Fund - \$89,562.84
 - 8.2.3 Operations & Maintenance (Restricted Fund) - \$198,775.97
 - 8.2.4 Auxiliary Fund - \$40,493.79
 - 8.2.5 Restricted Fund - \$308,928.30
 - 8.2.6 Liability, Protection & Settlement Fund - \$15,684.66
 - 8.3 Treasurer's Report (Pages 13-31)
 - 8.3.1 Financial Highlights (Pages 14-15)
 - 8.3.2 Balance Sheet (Pages 16-17)
 - 8.3.3 Summary of FY12 Budget by Fund (Page 18)
 - 8.3.4 Budget to Actual Comparison (Pages 19-26)
 - 8.3.5 Budget to Actual by Budget Officers (Page 27)
 - 8.3.6 Statement of Cash Flows (Page 28)
 - 8.3.7 Investment Status Report (Pages 29-30)
 - 8.3.8 Check Register - \$5,000 or more (Page 31)

- 8.4 Personnel - Stipends for Pay Periods Ending March 10, 2012 and March 24, 2012 (Pages 32-35)
- 8.5 Bid Results – Exmark Lazer X Mower (Page 36)
9. President’s Report
10. Committee Reports
11. Staff Resignation – Dr. Richard R. Pearce, Vice President for Learning and Student Development (Pages 37-38)
12. Faculty Retirement – Daniel J. O’Connor, Automotive Technology Instructor (Pages 39-40)
13. Faculty Retirement – Douglas L. Stockley, Computer Instructor (Pages 41-42)
14. Sabbatical Leave Request – Steve Alvin (Pages 43-50)
15. Proposal Results – Audit Services (Page 51)
16. Proposal Results – Bank Depository and Services for Operating Funds (Page 52)
17. Exelon Property Tax Appeal Resolution (Pages 53-56)
18. West Ravine Erosion Control Proposal (Pages 57-59)
19. Tennis Program – Recommendation to Eliminate (Page 60)
20. Athletic Tuition Waivers (Pages 61-62)
21. Items for Information (Pages 63-66)
 - 21.1 Staff Retirement – James E. Barnes, Part-time Library Technician (Page 63)
 - 21.2 Change Order #1 – Aluminum Feeder Wire Branch Panel (Pages 64-66)
22. Trustee Comment
23. 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.
24. Other
25. Possible Reduction of Duties Assigned to Athletic Director
26. Possible Reduction from Full- to Part-time Status of Tommy Canale
27. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE

Board of Trustees

Minutes of Regular Meeting

March 20, 2012

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Tuesday, March 20, 2012 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
James A. Narczewski
Brad Cockrel, Student Trustee

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

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.

CAMPUS UPDATE – STRATEGIC PLANNING PROCESS

Dr. Lori Scroggs, Vice President for Planning and Institutional Effectiveness, presented an update on IVCC's strategic planning. IVCC is part of the Higher Learning Commission, an accrediting institution, and the Academic Quality Improvement Program (AQIP), IVCC's pathway to accreditation. The College looks at accreditation through the lens of continuous improvement by forming teams as its vehicles on how to improve its processes and systems on how things are done. The College believes it needs to improve its processes to become a better institution. It receives feedback from students, employees, stakeholders, board members, donors, and community members. Customer service is the focus – what do they need and what are they looking for. The College also uses data to make its decisions. It quantifies what its stakeholders

identify in surveys and other feedback mechanisms and over time recognizes trends. The Higher Learning Commission looks at continuous improvement, but it also looks at the culture of the institution, a culture of continuous improvement so that IVCC will always look to get better and better. There are a number of sequences of events that IVCC participates in to look at its culture, strategies, and performance. These include action projects, the systems portfolio and appraisal report, as well as strategy forums all must align with its planning processes and other corresponding processes. The AQIP model is based, in part, on criteria developed through the Baldrige Performance Excellence Program, a national public-private partnership whose mission is "to improve the competitiveness and performance of U.S. organizations for the benefit of all U.S. residents." Baldrige Executive Director, Harry Hertz describes the roles of both strategy and organizational culture as critical, illustrated through the physics formula, $f = m \times a$, where *mass* represents the organization's strategy, and *acceleration* represents the organizational culture - both necessary to be a *force* in the marketplace. Components of the strategic planning process includes the board's goals, president's goals, facilities master plan, ITS strategic plan, AQIP strategic issues, division/department goals, and individual goals. Other key processes that drive the activities of the college are the Budget, Environmental Scanning, and Assessment Processes. One of the AQIP strategic issues identified in the Systems Appraisal Report noted that IVCC's assessment process does not appear to be fully aligned with the strategic planning and budgeting processes. This will be addressed at the upcoming Strategy Forum and as the Key Performance Indicators are reviewed. A Strategic Plan Flowchart was presented. An area for improvement is the full incorporation of division and departmental goals and a more systematic engagement of students and external stakeholders. A team of eight from across the College will be attending a mandatory AQIP Strategy Forum in April and will address strategy, alignment, culture, and student learning and persistence. Dr. Driscoll feels a summary of what the leadership believes is the direction of the College would be helpful. It was suggested to have a board retreat to discuss these issues. Dr. Huffman noted that it was suggested colleges have a scoreboard so that everyone knows what is happening. Dr. Scroggs pointed out the College is going in that direction. On the College's website on the Institutional Research page, the key performance indicators are listed with the targets and the targets are color coded as to the progress being made. The Employee Development Program has been improved and links the employee goals to the College's strategic goals.

CONSENT AGENDA

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

The following items were approved in the consent agenda:

Approval of Minutes –February 21, 2012 Board Meeting.

Approval of the Bills - \$2,504,379.57

Education Fund - \$901,666.55; Operations and Maintenance Fund - \$66,456.56; Operations and Maintenance (Restricted Fund) \$104,371.78; Bond & Interest Fund - \$1,265,400.00; Auxiliary Fund - \$84,154.39; Restricted Fund - \$39,540.52; and Liability, Protection and Settlement Fund - \$42,789.77.

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending February 11, 2012 and February 25, 2012.

Purchase Request – Instructional Supplies for Dental Assisting Program, Certified Nursing Assistant Program, and Nursing Programs

Approved to purchase instructional supplies for the Dental Assisting Program, Certified Nursing Assistant Program, and Nursing Programs, in the estimated amount of \$44,167.

PRESIDENT'S REPORT

For the 18th consecutive year, IVCC has been awarded the certificate of excellence in financial reporting by the Government Finance Officers Association. The latest award was based on the college's submittal of its comprehensive annual financial report for the fiscal year that ended on June 30, 2011. Dr. Corcoran congratulated everyone across the college who contributed to this report, especially Cheryl Roelfsema and Pat Berry for their leadership in the Business Office. As noted in the monthly financial report, the temporary fence near Building C has been relocated and the temporary entrance opened today; drilling for the geothermal wells will begin April 3 (the number of bores has been reduced from 304 to 192 and the depth has changed from 320 feet to 500 feet - per the College's architect, this will make the system even more efficient than originally planned); Building F is now closed and demolition has begun. Work on the foundations for the new building will begin March 26. Dr. Corcoran thanked Gary Johnson and Cheryl Roelfsema for doing an outstanding job of working closely with the CDB, George Sollitt Construction Company, Paul Basalay, and everyone else associated with this major construction project. The College's women's basketball team ended the season recently with a loss to Kishwaukee College. Their record was 24-8 so Coaches Cinotte and Shanyfelt and the team were commended for having another outstanding season, both on the court and in the classroom. Congratulations went to Tommy Canale and assistant coach Chris Herman for coaching the men's team to a respectable 17-15 record. It was noted that both teams were made up of approximately 75 percent in-district athletes and Dr. Corcoran stressed the fact that IVCC can recruit locally, win a lot of games, and have great local support from the IVCC community. Dean Marianne Dzik submitted quite a few highlights from her English, Math and Education division to share with everyone:

- On February 24, IVCC hosted its 27th annual High School Writing Competition, which was coordinated by Randy Rambo. Winners of the competition will be awarded IVCC Foundation scholarships.
- On February 25, the college hosted the Illinois Council of Teachers of Mathematics Region 7 High School Math Contest. Two hundred students from eight high schools participated. Cindy Schultz coordinated the event.
- TEACH (student club for future educators) hosted a Dr. Seuss Birthday Bash on March 2. Over 75 children and parents attended the party where games were played and books were read.
- Tara Ptasnik was invited to EIU along with 2 other community college English instructors to talk to English graduate students about teaching writing in a community college.