



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Tuesday, June 19, 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

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees Meeting
Tuesday, June 19, 2012 – 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. 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.
 - 6.1 Approval of Minutes – May 15, 2012 Board Meeting; June 5, 2012 Audit/Finance Committee Meeting; and June 5, 2012 Special Board Meeting (Pages 1-12)
 - 6.2 Approval of Bills - \$1,362,129.66
 - 6.2.1 Education Fund - \$871,519.78
 - 6.2.2 Operations & Maintenance Fund - \$110,563.92
 - 6.2.3 Operations & Maintenance (Restricted Fund) - \$71,608.35
 - 6.2.4 Auxiliary Fund - \$199,901.62
 - 6.2.5 Restricted Fund - \$68,276.08
 - 6.2.6 Liability, Protection & Settlement Fund - \$40,259.91
 - 6.3 Treasurer's Report (Pages 13-31)
 - 6.3.1 Financial Highlights (Pages 14-15)
 - 6.3.2 Balance Sheet (Pages 16-17)
 - 6.3.3 Summary of FY12 Budget by Fund (Page 18)
 - 6.3.4 Budget to Actual Comparison (Pages 19-26)
 - 6.3.5 Budget to Actual by Budget Officers (Page 27)
 - 6.3.6 Statement of Cash Flows (Page 28)
 - 6.3.7 Investment Status Report (Pages 29-30)
 - 6.3.8 Check Register - \$5,000 or more (Page 31)
 - 6.4 Personnel - Stipends for Pay Periods Ending May 5, 2012 and May 19, 2012 (Pages 32-35)
 - 6.5 Bid Results – Asphalt Pavement Repair, Sealing, and Marking

- 6.6 Request for Purchase – Port Fee for Update of Colleague Administrative system (Page 36)
- 6.7 Community College Education Agreement (Pages 37-42)
- 6.8 Prevailing Wage Resolution (Pages 43-47)
7. President’s Report
8. Committee Reports
9. Authorization to Continue Payment for Standard Operating Expenditures (Page 48)
10. FY14 RAMP Capital Request – Additions and Renovations to Buildings C and G (Pages 49-50)
11. Appointment of Ethics Officer (Page 51)
12. IBEW Agreement (Pages 52-57)
13. Items for Information (Pages 58-77)
 - 13.1 Staff Appointment – Paul Hartwig, Maintenance (Page 58)
 - 13.2 Staff Resignation – Carolyn Bryant, Assistant Volleyball Coach (Page 59)
 - 13.3 Staff Resignation – Caitlin Downey, Part-time Ottawa Center Information Specialist (Page 60)
 - 13.4 Staff Resignation – Elizabeth Pommier, Academic Support Technologist (Page 61)
 - 13.5 State of Final Completion – Aluminum Wire & Feeder Panel Replacement, Buildings D & E (Page 62)
 - 13.6 Asbestos Property Damage Settlement (Pages 63-73)
 - 13.7 Spring 2012 Graduation (Page 74)
 - 13.8 Arbor Day Foundation – Tree Campus USA Recognition in 2011 (Pages 75-76)
 - 13.9 Thank you from Putnam County Library (Page 77)
14. Trustee Comment
15. 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.
16. Change in Trainer Specialist/Site Facilitator Position for Truck Driver Training Program
17. Compensation for FY13 – Employees not Affected by a Labor Agreement
18. Increase in Part-time Faculty Pay Scale
19. Vice Presidents’ Contracts
20. President’s Contract
21. Other
22. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE

Board of Trustees

Minutes of Regular Meeting

May 15, 2012

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Tuesday, May 15, 2012 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Melissa M. Olivero, Vice Chair
Michael C. Driscoll
Larry D. Huffman
David O. Mallery
Britney Burkart, Student Trustee

Members Absent: Dennis N. Thompson, Chair
Leslie-Anne Englehaupt, Secretary
James A. Narczewski

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

In the absence of Mr. Dennis Thompson, the meeting was called to order by Ms. Melissa Olivero, Acting Board Chair.

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.

APPOINTMENT OF SECRETARY PRO-TEM

In the absence of Leslie Englehaupt, Ms. Olivero appointed Dr. Huffman to serve as Secretary Pro-Tem.

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 – April 17, 2012 Board Meeting.

Approval of the Bills - \$1,584,301.91

Education Fund - \$1,261,487.19; Operations and Maintenance Fund - \$66,541.30; Operations and Maintenance (Restricted Fund) \$25,582.38; Auxiliary Fund - \$35,233.93; Restricted Fund - \$137,962.35; and Liability, Protection and Settlement Fund - \$57,494.76.

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending April 7, 2012 and April 21, 2012.

Bid Results – Asbestos Abatement for Protection, Health and Safety (PHS) Projects in Buildings A, B, D, and E

Accepted the base bid for the Asbestos Abatement for PHS Projects in Buildings A, B, D, and E from Bay Remediation, LLC – Chicago, IL, in the amount of \$55,000.

Bid Results – Protection, Health and Safety (PHS) Projects

Accepted the base bid from Vanguard Contractors, Inc. – Pekin, IL, in the amount of \$747,200 for the PHS Projects for Restroom Modifications – Phase II, Door Panic Hardware Replacement, and Ceiling and Lighting Replacement, Alternate Bid No. 1 for \$7,300 for additional valve and piping replacements in Buildings A and B, and Alternate Bid No. 2 for \$6,300 for additional valve and piping replacements in Buildings D, E, and G, for a total of \$760,800.

PRESIDENT'S REPORT

Dr. Corcoran reported the Illinois Community College Trustees Association has announced that Jeanne Hayden has been selected as the winner of its 2012 Professional Board Staff Member Award. Jeanne will be recognized at the ICCTA's annual awards luncheon on Friday, June 1, at the Bloomington/Normal Marriott Hotel in Normal. Every day, more than anyone else, Jeanne demonstrates a sincere commitment to the college's five core values of Respect, Responsibility, Caring, Fairness and Honesty, which guide her behavior when interacting with others. No matter what the activity may be Jeanne Hayden recognizes the importance of working together for a common cause. Dr. Corcoran has told many people over the last few years, she is now in the process of training her fifth college president and one thing he knows for sure is that he and many others are very proud to be working beside her. Dr. Corcoran congratulated Jeanne Hayden on this well-deserved honor. Along with the update on construction that Cheryl Roelfsema provided in the board packet, work on the Peter Miller Community Technology Center is going well. Steel erection is scheduled to start on the west end of the building May 29. Foundations should be complete by May 31. Geothermal Field drilling will be finished May 16 and backfill of the field will immediately follow; pipe will be run from the geothermal field to the corner of the new building May 21 -25 (under roadway and temporary sidewalk); and pipe installation in the horizontal field will start the week of June 11, lasting approximately six weeks. The work being done in Building G (Therapeutic Massage Lab) is also proceeding nicely and

should be at the substantial completion phase by June 12. On page 45 of the Board Book, there's a letter from the Government Finance Officers Association notifying the College that the Business Office has once again earned the Distinguished Budget Presentation Award for the current budget. This is the fourth consecutive year that Cheryl Roelfsema, Pat Berry, and the Business Office staff have earned this outstanding distinction. In fact, IVCC is one of only 11 Illinois community colleges (out of 39 -- 28%) to have received the award. Dr. Corcoran thanked everyone in the Business Office for a job well done. Tracy Morris successfully defended her dissertation last Friday, May 11. As the notice to all employees stated, "we now have a new doctor in the house." Dr. Corcoran congratulated Dr. Tracy Morris on this outstanding accomplishment. Congratulations also went to Dorene Perez, Jim Gibson, Rick Serafini, Paul Leadingham and Tim Bias on the great job they did of coordinating this year's MIMIC Fair (Making Industry Meaningful In College) on April 25. The April 19 IVCC Job Fair ended up bringing 321 job seekers to the campus in order to meet with 43 employers. Congratulations went to Cathy Buck and Cristina Sabaria for their fine work on that project. The annual staff recognition event was held on April 20 and 95 employees were honored for outstanding service. Dr. Corcoran thanked Dr. Larry Huffman and David Mallery for attending the event and representing the board of trustees. Thanks also went to Paula Hallock, George Needs, and Glenna Jones for working closely with the planning committee on coordinating the event. On April 24, Fran Brolley and Professor Michael Pecherek hosted an event in honor of George and Nancy Maze as a way of saying thanks for the donations they have made over the years to provide cultural field trips to Chicago for music and theatre students. This is a wonderful experience for many of IVCC's students and one that many of them would not have were it not for the generosity of the Mazes. That same day, Professors Jared Olesen and Christine Dove hosted a "green expo" in the courtyard for the benefit of students, faculty and staff. The goal was to promote sustainability and it ended up being a huge success. The Foundation Hall of Fame ceremony was held on April 28 and Dr. Corcoran thanked Vice Chair Melissa Olivero and trustee Dave Mallery for attending. He also thanked officials at L-P High school for allowing the use of Matthiessen Auditorium as a venue for the event. Fran Brolley, Donna Swiskoski, Jenna Stinson, Sue Monroe, Rosie Lynch and Vince Brolley have a knack for making this program better each year. The ICCTA's annual Lobby Day activity was held on May 2 and Dr. Corcoran appreciated trustee Dave Mallery's attendance at the program. Mr. Mallery and Dr. Corcoran had productive meetings with Senators Rezin and Bivins as well as Representatives Mautino, Pritchard, Moffit, Roth and Sommer. The three top issues that ICCTA officials asked be the focus for discussion were pension reform, next fiscal year's budget, and insurance for community college retirees. Dr. Corcoran believes these legislators always have the best interests of IVCC in mind when considering proposed legislation. The Sigma Kappa Delta English Honor Society induction ceremony hosted by Professors Kim Radek, Delores Robinson and Adam Oldaker on May 4 was an excellent event. Along with a large number of students being inducted into Mu Alpha Chapter, it was also the chance for the College to recognize student Virginia Campbell for the national award she earned for her essay entitled "From Amleth to Hamlet: Just Move the H?" Last week, Professor Jean Batson-Turner orchestrated the Tau Upsilon Alpha National Organization for Human Services Honor Society induction ceremony and had a great turnout of students and service learning partners in attendance. Last Friday, Chris Herman, Cynthia Cardosi, Diane Scoma, and Teresa Bowen presented a terrific end-of-the-year recognition reception for 160 Project Success students. This was the first time that the ceremony