



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Tuesday, March 20, 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, March 20, 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. Campus Update – Strategic Planning Process, Dr. Lori Scroggs
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 – February 21, 2012 Board Meeting (Pages 1-8)
 - 7.2 Approval of Bills - \$2,504,379.57
 - 7.2.1 Education Fund - \$901,666.55
 - 7.2.2 Operations & Maintenance Fund - \$66,456.56
 - 7.2.3 Operations & Maintenance (Restricted Fund) - \$104,371.78
 - 7.2.4 Bond & Interest Fund - \$1,265,400.00
 - 7.2.5 Auxiliary Fund - \$84,154.39
 - 7.2.6 Restricted Fund - \$39,540.52
 - 7.2.7 Liability, Protection & Settlement Fund - \$42,789.77
 - 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 February 11, 2012 and February 25, 2012 (Pages 28 - 29)

- 7.5 Purchase Request – Instructional Supplies for Dental Assisting Program, Certified Nursing Assistant Program, and Nursing Programs (Page 30)
8. President’s Report
9. Committee Reports
10. Discontinuation of Early Childhood Education Center (Page 31)
11. Naming Rights for the Student Development Commons (Page 32)
12. PHS Project – Ceiling/Lighting Replacement Budget Change (Page 33)
13. 2012 ICCTA Outstanding Faculty Award Nomination (Page 34)
14. 2012 ICCTA Outstanding Part-time Faculty Award Nomination (Page 35)
15. Items for Information (Pages 36-47)
 - 15.1 Staff Retirement – Dick Vicich, Systems Administrator (Page 36)
 - 15.2 Staff Resignation – Drew McConville, Research Analyst (Page 37)
 - 15.3 Staff Resignation – Jim Stevenson, Counselor and Transfer Coordinator (Page 38)
 - 15.4 Part-time Faculty Retirement – Gregory Matteson, Biology Lab Instructor (Page 39)
 - 15.5 Part-time Faculty Resignation – Debby Crouch, Geography Instructor (Page 40)
 - 15.6 Statement of Final Completion – Chemistry Lab Renovation (Page 41)
 - 15.7 Letters of Understanding (Pages 42-43)
 - 15.8 Disposal of Assets – iMac Computer Donation (Page 44)
 - 15.9 Campus Parking Registration Changes (Page 45)
 - 15.10 Thank You Note – Cassie Fuller (Page 46)
 - 15.11 Boy Scouts of America (Page 47)
16. 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.
17. Other
18. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
February 21, 2012

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Tuesday, February 21, 2012 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Dennis N. Thompson, Chair
Melissa M. Olivero, Vice Chair
Leslie-Anne Englehaupt, Secretary
Michael C. Driscoll
Larry D. Huffman
David O. Mallery (Mr. Mallery entered the meeting at 6:57 p.m.)
Brad Cockrel, Student Trustee

Members Present Telephonically: 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

APPROVAL OF AGENDA

Mr. Dennis Thompson requested Board Items 13 and 16 be moved after Board Item 19. It was moved by Dr. Driscoll and seconded by Ms. Englehaupt to approve the amended agenda as presented. Motion passed by voice vote.

PUBLIC COMMENT

None.

CAMPUS UPDATE – COLLABORATION ACROSS THE GREAT DIVIDE

Dr. Rick Pearce, Vice President for Learning and Student Development and Bob Mattson, Director of Institutional Research were asked by the Illinois Board of Higher Education, the Illinois Community College Board, and the Illinois State Board of Education to attend four different regional meetings around the State and talk about what IVCC is doing to develop collaboration with high schools in bridging the gap between high school student preparedness and college expectations. They identified past initiatives, current initiatives, and initiatives they would like to try. Initiatives that have been in place include a counselor connection (brings

together counselors from district high schools and IVCC counselors to discuss changes and emerging issues), high school and department conversations (workshops among high school and college math departments or English departments), dual credit at 19 of 22 high schools, the running start pilot program, early release scheduling (high school students are released to attend dual enrollment courses at IVCC), and Skype with high school counselors (allows students access to IVCC counselors). New initiatives are strategy meetings with high school administrators, common core workshops, joint in-service programs, high school to IVCC feedback report (provides high schools with data specific to their students attending IVCC), and high school graduate tracking (provides high schools with data on the educational attainment of their graduates up to six years beyond graduation). Initiatives that IVCC would like to try include performance by subject and high school attainment, increased alignment between dual credit and campus instructors, diagnostics at high schools, and Illinois Interactive Report Card Collaboration.

CONSENT AGENDA

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

The following items were approved in the consent agenda:

Approval of Minutes – January 11, 2012 Audit/Finance Committee Meeting; January 17, 2012 Facilities Committee Meeting; and January 17, 2012 Board Meeting.

Approval of the Bills - \$1,804,025.32

Education Fund - \$1,346,400.94; Operations and Maintenance Fund - \$80,524.81; Operations and Maintenance (Restricted Fund) \$156,674.32; Auxiliary Fund - \$159,274.22; Restricted Fund - \$31,438.53; and Liability, Protection and Settlement Fund - \$29,712.50.

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending January 14, 2012 and January 28, 2012.

Request for Proposals – Audit Services

Granted permission to seek proposals for auditing services for the College.

Request for Proposals – Bank Depository and Services for Operating Funds

Granted permission to seek proposals for bank depository and services for the operating account.

Request – Copier Lease Extension

Approved the extension of the existing lease with Illinois Valley Business Equipment, Inc. for nine (9) copiers for one (1) year.

PRESIDENT'S REPORT

Dr. Corcoran reported that construction has begun, construction trailers have arrived, temporary fencing is in place, and parking is not as convenient for many as it used to be. Over the next few

have been explored for funding of such a facility. In the meantime, LaSalle Elementary offered IVCC the use of space at Jackson School for the ECE Center. This move was to take place the summer of 2012. There were doubts expressed about the number of IVCC students who would utilize the Center at Jackson School. A survey was conducted of existing students and apparently there is not enough interest in using the Jackson School. Only three of the current 18 students indicated they would attend the ECE Center at Jackson School. Diane Christianson and Marianne Dzik recommended discontinuing the ECE Center. There will be adequate clinicals in the community for IVCC students of the Early Childhood Education program. Ms. Olivero expressed her disappointment when originally the Board had indicated the Center would continue. Dr. Huffman stated IVCC needs to stay involved in the LaSalle CARES project. It has long-term benefits in the community and could benefit from IVCC's expertise. Ms. Christianson stressed the fact that the parents of students need to have an answer as to whether the Center will continue as registration is being conducted at other centers. There was consensus among the Board to close the Center. This will be acted upon at the March board meeting.

RESOLUTIONS DESIGNATING THE FISCAL YEAR AND A PERSON TO PREPARE THE TENTATIVE BUDGET

It was moved by Ms. Olivero and seconded by Dr. Driscoll to adopt the resolution designating the fiscal year be from July 1, 2012 to June 30, 2013. Motion passed by voice vote.

It was moved by Dr. Huffman and seconded by Dr. Driscoll to adopt the resolution designating Dr. Jerry Corcoran as the District's officer appointed to prepare the tentative budget. Motion passed by voice vote.

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

FY2013 BOARD OF TRUSTEES BUDGET

It was moved by Dr. Huffman and seconded by Mr. Cockrel to approve the tentative FY2013 Board of Trustees Budget, as presented. Dr. Driscoll asked if the Board could cut the printing costs. Mr. Thompson suggested not printing the budget and RAMP reports for everyone. It was suggested the Board go paperless, but other board members like the board book to take notes. It was suggested the documents be placed in searchable format on the Board website. Dr. Driscoll stated in light of the economy, the Board should do everything it can to challenge themselves. The Board should lead by example and curtail some of the travel. Motion passed by voice vote.

FACULTY RETIREMENT – GREGORY A. OSELAND, ANATOMY & PHYSIOLOGY INSTRUCTOR

It was moved by Ms. Englehaupt and seconded by Dr. Huffman to accept with regret Greg Oseland's request for retirement effective June 30, 2012 and wish him a long, happy, and healthy retirement. Motion passed by voice vote.

COURSE FEES/ADJUSTMENTS

It was moved by Dr. Huffman and seconded by Dr. Driscoll to add fees for 10 new courses, add fees to 2 existing courses, increase fees for 154 courses, reduce fees for 55 courses, and set tuition for two new truck driver training courses at \$900 for TDT2210 – Equipment Refresher