



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Tuesday, November 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

Student Fall Demographic Profile

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

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
Employee Demographics Report

August

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

September

Protection, Health, and Safety Projects
Cash Farm Lease
Program Review Report
Approval of College Calendar (even years)
Student Accomplishments

October

Authorize Preparation of Levy
Audit Report
Update Key Performance Indicators
New Key Performance Indicators (every 3 years)
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, November 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. 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 – October 9, 2012 Audit/Finance Committee Meeting and October 16, 2012 Board Meeting (Pages 1-9)
 - 6.2 Approval of Bills - \$1,626,194.36
 - 6.2.1 Education Fund - \$840,023.69
 - 6.2.2 Operations & Maintenance Fund - \$95,204.29
 - 6.2.3 Operations & Maintenance (Restricted Fund) - \$252,844.00
 - 6.2.4 Auxiliary Fund - \$159,810.70
 - 6.2.5 Restricted Fund - \$234,654.33
 - 6.2.6 Audit Fund - \$10,000.00
 - 6.2.7 Liability, Protection & Settlement Fund - \$33,657.35
 - 6.3 Treasurer's Report (Pages 10-28)
 - 6.3.1 Financial Highlights (Pages 11-12)
 - 6.3.2 Balance Sheet (Pages 13-14)
 - 6.3.3 Summary of FY12 Budget by Fund (Page 15)
 - 6.3.4 Budget to Actual Comparison (Pages 16-23)
 - 6.3.5 Budget to Actual by Budget Officers (Page 24)
 - 6.3.6 Statement of Cash Flows (Page 25)
 - 6.3.7 Investment Status Report (Pages 26-27)
 - 6.3.8 Check Register - \$5,000 or more (Page 28)
 - 6.4 Personnel - Stipends for Pay Periods Ending October 6, 2012 and October 20, 2012 (Pages 29-33)

7. President's Report
8. Committee Reports
9. Tentative Tax Levy 2012 (Pages 34-37)
10. Faculty Resignation – Tara Ptasnik, English Composition & Writing Center Instructor (Pages 38-39)
11. Staff Resignation – Robert Mattson, Director of Institutional Research (Pages 40-41)
12. Faculty Appointment – Samantha C. Whiteaker, Nursing Instructor (Pages 42-43)
13. Approval of Truck Driver Training Advanced Proficiency Certificate (Pages 44-45)
14. Truck Driver Training Agreement – Sauk Valley Community College (Pages 46-49)
15. Required Student Athlete Health Insurance (Pages 50-51)
16. Proposal Results – Flexible Spending Account (Page 52)
17. Resolution Authorizing the Filing of a Complaint to the LaSalle County Board of Review, or, in the Alternative Authorizing Intervention in Proceedings before the LaSalle County Board of Review (Pages 53-55)
18. Faculty Appointment – Anthropology & Sociology Instructor
19. Items for Information (Pages 56-61)
 - 19.1 Protection, Health, and Safety Projects – ICCB Certificate of Approval (Page 56)
 - 19.2 ISAC Final Program Review Report (Page 57)
 - 19.3 List of 2013 Military Friendly Schools (Pages 58-59)
 - 19.4 Cherished Friends (Pages 60-61)
20. Trustee Comment
21. 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.
22. Other
23. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Audit/Finance Committee Meeting
October 9, 2012

The Audit/Finance Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 6:30 p.m. on Tuesday, October 9, 2012 in the Board Room (C307) at Illinois Valley Community College.

Committee Members Larry D. Huffman, Chair

Physically Present: Michael C. Driscoll
Melissa M. Olivero

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Lori Scroggs, Interim Vice President for Learning and Student Development
Tracy Morris, Associate Vice President for Student Services
Patrick Berry, Controller

The meeting was called to order at 6 p.m. by Dr. Huffman.

FY2012 AUDIT

A preliminary draft of the comprehensive annual financial report for fiscal year ending June 30, 2012, had been distributed to the committee members. Mr. Randy Regan of McGladrey, LLP, reviewed portions of the report and identified no weaknesses and no instances of noncompliance in the audit. Mr. Ragan indicated there would be no management letter and no recommendations for improvement. The financial statements were comparable to the past year. There were three audit adjustments made – 1) to reclassify student activities fund operating transfer to operating transfers for reporting purposes, 2) to reclassify the capitalized asbestos abatement from capital asset (outlay) to expense (Once a contract is signed, it must be recorded as a liability even if the money is not spent.) and 3) to record an accrual for asbestos abatement removal costs for construction projects occurring after year-end. Dollar-wise these adjustments are not significant. Tara Leja of McGladrey, LLP, reviewed the Comprehensive Annual Financial Report with no significant changes. The annual financial report will be placed on the October board agenda as an information item and will be submitted to the Illinois Community College Board by Monday, October 15. The business office was commended for a job well done. It was moved by Dr. Driscoll and seconded by Ms. Olivero to approve the Audit, as presented. Motion passed by voice vote.

PREPARATION OF TAX LEVY 2012

The administration anticipates a 1.5 percent decline in the district's EAV for Tax Year 2012. In general, all property levels will decline except for farm land. The Additional Tax (Equalization) increased significantly and this will help the Education Fund. The Education, Operations and Maintenance, Protection, Health and Safety, and Audit tax rates are limited, but the administration will try to maximize the tax extensions for these particular levies. The Bond and

Interest and Social Security fund levies are not limited, but will be very similar to prior years. It is estimated the total tax rate for 2012 will be .3584, which is 1.7 percent higher than 2011. This is due to the decrease in EAV and not because of a higher tax levy. The anticipated tax extension for the Tax Year 2012 is \$16,888 higher than Tax Year 2011 but \$122,865 less than Tax Year 2010. The administration is proposing a tax levy of \$11,535,296, slightly under a five percent increase, not requiring a public notice and public hearing. A tentative tax levy will be presented to the Board in November and the final tax levy in December. It was suggested to prepare some points of the history of IVCC lowering its tax rate of 44 cents to 35 cents. IVCC is probably the only college that has seen this kind of drop. IVCC is committed to education in this community and has been good financial stewards. Dr. Driscoll made the motion, seconded by Ms. Olivero to support this recommended tax levy to the full Board.

ATHLETIC SALARIES

As the administration finalizes salaries for the year, a 1.5 percent increase to all head coaches and assistant coaches for team sports was recommended for the 2011-2012 academic year. Tennis is no longer funded. This is a lesser percentage increase for those employees not affected by a labor union – 1.5 percent vs. 3 percent. Dr. Huffman noted that the College needs to look at where it can make sacrifices and he suggested keeping the salaries frozen. Dr. Corcoran noted that when the administration discussed this group of employees, they felt an increase was warranted. They all do a good job across the district. The difference between the 1.5 and 3 percent could be used for professional development for the faculty. Dr. Driscoll thought it is a fair attempt to be frugal. If the decision is made to continue with sports, the College is obligated to fund them fairly. Ms. Olivero noted that with the tax levy increasing the College's finances will be under the microscope. She knows the percentage of increase is not much, but the College needs to hold the line and the coaching salaries would be where she would do it. Dr. Corcoran asked the Audit/Finance Committee to accept the recommendation and the administration would be mindful when building the budget for FY2014. The Committee was in agreement to recommend the 1.5 percent increase to the Board.

ATHLETIC INSURANCE PROPOSAL

Dr. Tracy Morris presented an athletic insurance proposal. She has reviewed the insurance procedures and looked at other community colleges. Currently, if a student has insurance, his or her insurance is primary and the student sends the bill to their insurance. IVCC is the secondary insurance. If the amount covered by the primary insurance plus what IVCC owes is more than \$1,000, it is submitted to the College's insurance. If the amount covered by the primary insurance plus what IVCC owes is less than \$1,000 total, it is not submitted to the College's insurance; the College takes care of it. When a student does not have insurance, the College's insurance is primary. IVCC pays the costs up to \$1,000 and then the claim is submitted to the College's insurance. Most schools are similar to IVCC. Seven of the 27 injuries in FY10 were not covered by another insurance. Effective Fall 2013, Dr. Morris proposed all student athletes will be required to carry primary insurance, which may include a parent's insurance. IVCC will cover up to a \$1,000 deductible and a maximum of 20 percent coverage after the deductible. If students select a higher deductible than \$1,000, they will be responsible for the difference in their deductible. This will take care of the number of claims that are submitted to the College's insurance and should cut down the College's costs and the costs to the College's insurance. Dr. Morris was asked to look at the primary areas of injuries and to see if conditioning could

eliminate or reduce the probability of muscle tears. All athletes are given health exams. Committee members agreed this is a good first step and it will continue to be monitored. Currently, no other Arrowhead Conference school requires student athletes to purchase primary health insurance. There have been discussions about what this could mean to recruiting, however, this proposal will control athletic costs. The Committee supported the proposal and it will be taken to the full Board for approval.

INTERGOVERNMENTAL AGREEMENT FOR LOCAL DEBT RECOVERY PROGRAM

This program went into effect January 1, 2012 to allow units of local government to collect outstanding debt in coordination with the Illinois Office of the Comptroller (IOC). This is a good way to recover money that is owed to the College. The College will upload and maintain electronic files on the IOC's database. The IOC will then deduct the amount due to the College from payments due to the delinquent individual or organization. The IOC will charge the debtor a \$15 fee per deduction to cover the costs of administering the system. The majority of the bad debt results from financial aid refunds. Students register for classes, collect their check, and then drop their classes. IVCC is then responsible for returning the money back to financial aid. The Committee was in support of this agreement.

REQUEST TO PURCHASE – NMR SPECTROMETER PACKAGE

The administration issued a request for proposal for a Nuclear Magnetic Resonance (NMR) spectrometer package. The equipment will be used in the Physical Science Laboratory for the chemistry program. The current method of teaching NMR is to provide students with printouts of real data obtained at the University of North Dakota. The students then do a "dry lab" experiment with the information. This new equipment will allow the students to incorporate the use of the NMR to analyze the compounds they are synthesizing in the laboratory on a weekly basis, making NMR analysis a routine part of their knowledge rather than a one-time paper-practice problem. The Committee was in consensus to proceed with the purchase.

INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF LASALLE

An intergovernmental agreement between the City of LaSalle and IVCC due to the creation of a TIF district has been negotiated. This agreement is the standard "made whole" agreement which is in place with several other municipalities. The Committee was in consensus to support the intergovernmental agreement with the City of LaSalle.

ADJOURNMENT

The meeting adjourned at 7:10 p.m.

Larry D. Huffman
Audit/Finance Committee Chair

Dennis N. Thompson, Board Chair

Leslie-Anne Englehaupt, Board Secretary