



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Tuesday, February 19, 2013  
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, February 19, 2013 – 6:30 p.m. – Board Room (C307)**

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## **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 – January 9, 2013 Facilities Committee Meeting; January 15, 2013 Board Meeting; and January 28, 2013 Audit/Finance Committee Meeting (Pages 1-11)
  - 6.2 Approval of Bills - \$1,696,194.16
    - 6.2.1 Education Fund - \$1,363,379.80
    - 6.2.2 Operations & Maintenance Fund - \$68,170.31
    - 6.2.3 Operations & Maintenance (Restricted Fund) - \$11,799.71
    - 6.2.4 Auxiliary Fund - \$188,490.47
    - 6.2.5 Restricted Fund - \$35,040.68
    - 6.2.6 Liability, Protection & Settlement Fund - \$29,313.19
  - 6.3 Treasurer's Report (Pages 12-30)
    - 6.3.1 Financial Highlights (Pages 13-14)
    - 6.3.2 Balance Sheet (Pages 15-16)
    - 6.3.3 Summary of FY13 Budget by Fund (Page 17)
    - 6.3.4 Budget to Actual Comparison (Pages 18-25)
    - 6.3.5 Budget to Actual by Budget Officers (Page 26)
    - 6.3.6 Statement of Cash Flows (Page 27)
    - 6.3.7 Investment Status Report (Pages 28-29)
    - 6.3.8 Check Register - \$5,000 or more (Page 30)
  - 6.4 Personnel - Stipends for Pay Periods Ending December 29, 2012, January 12, 2013, and January 26, 2013 (Pages 31-38)
  - 6.5 Purchase Request – Welding Instructional Materials (Pages 39-40)

7. President's Report
8. Committee Reports
9. Faculty Tenure Recommendations (Pages 41-52)
  - 9.1 Keith King, Biology Instructor (Pages 41-43)
  - 9.2 Adam Oldaker, English Instructor (Pages 44-46)
  - 9.3 Jennifer Savoia, Nursing Instructor (Pages 47-49)
  - 9.4 Nora Villarreal, English Instructor (Pages 50-52)
10. Staff Appointment – Amy J. Smith, Institutional Research Director (Pages 53-54)
11. Faculty Resignation – Christine Foster, Nursing Instructor (Pages 55-56)
12. FY2014 Budget (Pages 57-60)
  - 12.1 Resolution to Designate a Fiscal Year (Page 58)
  - 12.2 Resolution to Designate a Person to Prepare a Tentative Budget (Page 59)
  - 12.3 Budget Calendar (Page 60)
13. FY2014 Board of Trustees Budget (Pages 61-62)
14. Tuition Adjustment (Page 63)
15. Course Fees/Adjustments (Pages 64-73)
16. Truck Driver Training Tuition and Course Fee Increase(Pages 74-77)
17. Student Printing Charges (Page 78)
18. Purchase Request – Print Management Upgrades (Page 79)
19. Purchase Request – Peter Miller Community Technology Center Equipment (Pages 80-85)
20. Community Technology Center Furniture and Fixture Procurement (Page 86)
21. Approval of Certified Production Technician Certificate (Pages 87-88)
22. Information Security Consultant (Page 89)
23. Associate of Applied Science in Sustainable Horticulture, Associate of Applied Science in Landscape Maintenance, and Certificate in Horticulture: Inactivation (Page 90)
24. Termination of IVCC Employees in the Dislocated Workers Center (Pages 91-92)
25. Items for Information (Pages 93-97)
  - 25.1 Staff Resignation – Kim Stahly, Community Relations and Marketing Specialist (Page 93)
  - 25.2 Renewal of Non-tenured Faculty for 2013-2014 (Page 94)
  - 25.3 Building Trades Career Day Expo (Page 95-96)
  - 25.4 Arbor Day Foundation – 2012 Tree Campus USA (Page 97)

26. Trustee Comment
27. 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.
28. Other
29. Adjournment

**ILLINOIS VALLEY COMMUNITY COLLEGE**  
**Board of Trustees**

**Facilities Committee Meeting**  
**January 9, 2013**

The Facilities Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 8:30 a.m. on Wednesday, January 9, 2013 in the Board Room (C307) at Illinois Valley Community College.

**Committee Members** David O. Mallery, Chair  
**Physically Present:** Dennis N. Thompson

**Board Members** Larry D. Huffman  
**Physically Present:**

**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  
Gary Johnson, Director of Facilities  
Paul Basalay, Architect  
George Cary, Architect  
Mike Alstadt, Architect  
Dan Adrian – Chamlin and Associates  
Michelle Carboni – Director of Purchasing

The meeting was called to order at 8:32 a.m. by Mr. Mallery.

**PROTECTION, HEALTH, AND SAFETY PROJECT – CULTURAL CENTRE STAGE UPGRADES**

Basalay, Cary, and Alstadt Architects provided a cost estimate and rationale to reallocate previous Protection, Health, and Safety (PHS) funds for ADA access to the music room for stage upgrades to the Cultural Centre. Mr. Mallery was concerned that the stakeholders for the music room would feel slighted. The administration reassured him that there was consensus among the stakeholders and staff that were involved in both projects that it would be suitable to use the funds for much needed repairs in the Cultural Centre since a viable solution to the issues in the music room had not been found. Mr. Mallery suggested replacing the floor in the Cultural Centre with the same type that is currently in place, not present it as a PHS project, and save on the engineering costs. Dr. Corcoran noted the application form for the PHS project was completed the way it is done for similar upgrades. The administration would like the Cultural Centre ready to be opened when the new building is opened. There was consensus among the committee members to bring this PHS project to the full Board at the January 15<sup>th</sup> Board meeting.



### **POSSIBLE FUTURE CULTURAL CENTRE ENHANCEMENTS**

A list of potential improvements to enhance the experience in the Cultural Centre was identified. The improvements included: sound system, auditorium lighting system, pre-function space lighting, stage rigging, stage extension at orchestra pit, movable partitions, and wireless access points at an estimated total cost of \$1.5 million. Mr. Thompson noted it was beneficial to have an idea of what these improvements would cost. The capital campaign might lend an interest in the Cultural Centre and if the funds are donated, the improvements could be addressed.

### **DAM RECONSTRUCTION FEASIBILITY REPORT**

IVCC requested Chamlin & Associates to prepare an opinion on the erosion in the ravines north and west of the campus. The erosion was due to storm water runoff which was no longer controlled because of a break in the dam. Four options were presented by Dan Adrian for consideration on reconstructing the dam: 1) reconstruct the dam to restore the original lake; 2) reconstruct the original dam to provide a dry bottom detention area; 3) modify the dam and partially restore the lake; and 4) modify the dam and provide a dry bottom detention area. The cost of the options ranged from \$197,000 to \$433,000. There was consensus that the options were not feasible and to look to other alternatives. It was also noted there were safety issues around the dam which could be addressed by flattening, removing, or burying the existing culverts. It was suggested that when the College moves into the next farm lease cycle to discuss installing conservation ideas and terracing to address drainage and possibly creating some habitat. The decision of the committee was to do nothing to the actual repair or construction of the dam but to check into safety issues and engage in discussion with the farmer to slow the water flow.

### **COMMUNITY TECHNOLOGY CENTER FURNITURE PROCUREMENT**

The administration solicited quotes from the two architects involved in the design of the Community Technology Center – Basalay, Cary & Alstadt (\$67,800) and Demonica Kemper (\$68,300) to assist in selecting furniture and preparing bid documents. The cost of the furniture is included in the project budget, but the cost of the services is not. Dr. Corcoran wants to make sure that the College is in a position to have all the furniture installed when the doors are open to the Community Technology Center. The administration has looked at other models that are in place at other community colleges. Some colleges used their architects for furniture selection and procurement and others used the state purchasing program. The committee members directed the administration to find a less expensive solution than the quotes given by the two architects. They were not questioning the process and didn't want to burden the College's staff to have to measure the rooms, talk to the stakeholders, and research the models available. Mr. David Mallery and Dr. Larry Huffman provided the administration with two vendors to contact. This item will be placed on the January Board meeting with an update and recommendation available that night.

### **COMMUNITY TECHNOLOGY CENTER ENTRYWAY ENHANCEMENTS**

A draft of the paver campaign was distributed to committee members. Pavers would be placed on an aggregate base in a sand bed with a deeper granule base of 13 inches of CA1 and CA6 vs. 4 inches of concrete. This will be a change order to the original project which is required by

CDB at an estimated cost of \$185,000. CDB has expedited the process of the change order to begin the work on April 1. Foundation money will be added to the College's share to cover the cost. The check would be deposited in the contributory trust that the College has for the project. The drawings will go to Sollitt Construction for review.

**ADJOURNMENT**

It was moved by Mr. Thompson, seconded by Mr. Mallery, and carried unanimously to adjourn the meeting at 9:45 a.m. Motion passed by voice vote.

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David O. Mallery, Committee Chair

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Dennis N. Thompson, Board Chair

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Larry D. Huffman, Secretary



**ILLINOIS VALLEY COMMUNITY COLLEGE**

**Board of Trustees**

**Minutes of Regular Meeting**

**January 15, 2013**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Tuesday, January 15, 2013 in the Board Room (C307) at Illinois Valley Community College.

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

**Members Absent:** James A. Narczewski

**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  
Walt Zukowski, Attorney

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

It was moved by Ms. Olivero 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 – December 18, 2012 Board Meeting

Approval of the Bills - \$1,584,098.90

Education Fund - \$926,572.20; Operations and Maintenance Fund - \$46,068.98; Operations & Maintenance (Restricted Fund) - \$60,641.14; Auxiliary Fund - \$485,757.75; Restricted Fund - \$34,136.72; and Liability, Protection and Settlement Fund - \$30,922.11