



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Tuesday, January 15, 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, January 15, 2013 – 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 – December 18, 2012 Board Meeting (Pages 1-5)
 - 6.2 Approval of Bills - \$1,584,098.90
 - 6.2.1 Education Fund - \$926,572.20
 - 6.2.2 Operations & Maintenance Fund - \$46,068.98
 - 6.2.3 Operations & Maintenance (Restricted Fund) - \$60,641.14
 - 6.2.4 Auxiliary Fund - \$485,757.75
 - 6.2.5 Restricted Fund - \$34,136.72
 - 6.2.6 Liability, Protection & Settlement Fund - \$30,922.11
 - 6.3 Treasurer's Report (Pages 6-24)
 - 6.3.1 Financial Highlights (Pages 7-8)
 - 6.3.2 Balance Sheet (Pages 9-10)
 - 6.3.3 Summary of FY13 Budget by Fund (Page 11)
 - 6.3.4 Budget to Actual Comparison (Pages 12-19)
 - 6.3.5 Budget to Actual by Budget Officers (Page 20)
 - 6.3.6 Statement of Cash Flows (Page 21)
 - 6.3.7 Investment Status Report (Pages 22-23)
 - 6.3.8 Check Register - \$5,000 or more (Page 24)
 - 6.4 Personnel - Stipends for Pay Periods Ending December 1, 2012 and December 15, 2012 (Pages 25-27)
7. President's Report
8. Committee Reports

9. Protection, Health, and Safety Project – Cultural Centre Stage Upgrades (Pages 28-35)
10. Community Technology Center Furniture Procurement
11. Board of Trustees Resignation – Leslie-Anne Englehaupt (Pages 36-37)
12. Items for Information (Pages 38-40)
 - 12.1 Staff Appointment – Nicholas Lower, Custodian (Page 38)
 - 12.2 American Chemical Society - Commendable Award (Page 39)
 - 12.3 Fall 2012 Graduation (Page 40)
13. Trustee Comment
14. Closed Session – 1) pending litigation; 2) selection of a person to fill a public office; and 3) closed session minutes.
15. Other
16. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
December 18, 2012

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Tuesday, December 18, 2012 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: Leslie-Anne Englehaupt
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

AMENDED AGENDA

In the absence of Leslie-Anne Englehaupt, Mr. Thompson requested an amended agenda by adding an action item to appoint a board secretary.

APPROVAL OF AMENDED AGENDA

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

BOARD SECRETARY APPOINTMENT

Mr. Thompson made a motion to appoint Dr. Huffman as Board Secretary until the Board reorganizes in April. Dr. Driscoll seconded the motion and it passed by voice vote.

PUBLIC COMMENT

The 2012 IVCC Women's Tennis Team members were present to express their thanks and appreciation to the Board for allowing them the opportunity to continue the tennis program this year. The team did extremely well in their regular season conference play as well as at the regional tournament where many of them took home medals. A member of the team read a letter to the Board relating their experience playing tennis to qualities such as team work, persistence, time management, and self-discipline which were all critical to their academic and athletic success.

Dr. Corcoran introduced Taylor Gunia, an IVCC student and member of the volleyball team, who attended the meeting because of her interest in the position of student trustee for next year.

CONSENT AGENDA

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

The following items were approved in the consent agenda:

Approval of Minutes – November 20, 2012 Board Meeting

Approval of the Bills - \$2,814,724.24

Education Fund - \$1,102,698.08; Operations and Maintenance Fund - \$70,945.38; Operations & Maintenance (Restricted Fund) - \$115,352.83; Bond & Interest Fund - \$1,216,464.58; Auxiliary Fund - \$55,223.74; Restricted Fund - \$215,242.79; Audit Fund - \$4,050.00; and Liability, Protection and Settlement Fund - \$34,746.84

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending November 3, 2012 and November 17, 2012

Request for Proposal – Information Security Consultant

Granted permission to seek proposals for an Information Security Consultant

PRESIDENT'S REPORT

Dr. Corcoran reported on the construction update: Peter Miller Community Technology Center window trim and zinc panel installation is in progress. Elevator installation is scheduled to begin January 15 and casework installation January 31. Second floor drywall should wrap up by the end of the month and painting has begun. All of the Phase 2 East Campus work, including the East addition to the welding and auto shop as well as construction of the new maintenance building, is progressing nicely. Dean Marianne Dzik had advised Dr. Corcoran that adjunct instructor, Andrew Fisher, has a book out just in time for Christmas that would be a great read for children and adults. The book is entitled *Christmas 1588: Beginnings*. It is volume one of the *Kringle Manuscripts* series, available on Amazon.com for 99 cents and ready for download to any Kindle. Nora Hamilton has been awarded a Nurse Educator Fellowship by the Illinois Board of Higher Education because of her excellent work and the recommendation of Dean Bonnie Campbell. The amount of the fellowship award is \$9,061 and it is to be used for expenses related to professional development and continuing education. Dr. Corcoran congratulated Professor Nora Hamilton and thanked Dean Campbell for going the extra mile in supporting the outstanding nursing faculty. Also within the Health Professions Division, congratulations to Professor Cherie Monterestelli and the Massage Therapy faculty including Roxanne Cherpeske, Wendy Lamboley, Jane Sorrentino, Dan Retoff, Marlene Moshage, Carrie Gonzalez, and Craig Castaneda for hosting an excellent Massage Therapy graduation ceremony on December 12. The students and their loved ones enjoyed the program and Dr. Corcoran was very proud of the work

done by the employees. Jean Batson-Turner's Human Services program honoring students and community partners was held on December 11. Dr. Corcoran stated that Jean is one of the most outgoing and positive people he knows and he always looks forward to attending events that she coordinates because of the fine job she does of modeling our core values to the community we serve. Professors Norm Engstrom, Dr. David Kuester and Don Grant Zellmer recently directed the IVCC choir and show choir performances on December 7 and 8. He noted special thanks is in order to St. Bede Academy for allowing the College to have these events in the Academy's theatre while IVCC's Cultural Centre is closed during construction. Dr. Corcoran congratulated Dorene Perez, Jim Gibson, and Dr. Rosie Lynch for the recognition the college has received as a result of the Edible Car Contest again being nominated for the prestigious Bellwether Award. He noted these three valued employees do a great job of representing the college across the State, and, frequently, across the nation. Last week, AFT Local 1810 held officer elections and the following faculty were elected: President--Mike Phillips, Vice President--Rebecca Donna, Treasurer--Cynthia Schultz, Corresponding Secretary--Vince Brolley, Recording Secretary--Delores Robinson, and Sergeant at Arms --Renee Prine, Michelle Story, and Jill Urban-Bollis. He congratulated these fine individuals for stepping forward to lead the faculty for two-year terms. Cheryl Roelfsema, Pat Berry and Dawn Watson have done an excellent job of producing the college's second Popular Annual Financial Report, which has been distributed to all members of the board this evening. This report is for the year ending June 30, 2012. As noted on p. 10, the college has received 18 consecutive awards from the GFOA for CAFRs (audits) and three consecutive awards for budgets. Last year was the first time the college was the recipient of three awards for excellence in financial reporting in one year. He congratulated Cheryl, Pat, Dawn and everyone in the Business Office on a job well done.

COMMITTEE REPORTS

A Facilities Committee meeting is scheduled for Wednesday, January 9 at 8:30 a.m. in the Board Room. An Audit/Finance Committee meeting will be scheduled for either Monday, January 28 or Tuesday, January 29. A member of the committee will check their schedule and a time will be determined.

TAX LEVY 2012

It was moved by Ms. Olivero and seconded by Dr. Huffman to adopt the Tax Levy Resolution, Certificate of Tax Levy, Resolution of Intent and Notice of Intent to Levy an Additional Tax, and Certificate of Compliance with the Truth and Taxation Act, as presented.

Student Advisory Vote: "Aye" – Ms. Burkart. Roll Call Vote: "Ayes" – Ms. Olivero, Dr. Driscoll, Dr. Huffman, and Mr. Thompson. "Nays" – Mr. Mallery, motion carried.

LETTER OF AGREEMENT BETWEEN BOARD OF TRUSTEES COMMUNITY COLLEGE DISTRICT NO. 513 AND AMERICAN FEDERATION OF TEACHERS LOCAL 1810

It was moved by Dr. Huffman and seconded by Mr. Mallery to approve the Letter of Agreement between the Board of Trustees Community College District No. 513 and the American Federation of Teachers Local 1810, as presented. Motion passed by voice vote.

SCHEDULE OF REGULAR MEETING DATES AND TIMES

It was moved by Dr. Driscoll and seconded by Dr. Huffman to approve the following dates for 2013 and provide public notice of this schedule. All meetings will take place at 6:30 p.m. in Room C307, the Board Room, on the campus of Illinois Valley Community College, 815 North Orlando Smith Road, Oglesby, Illinois. Motion passed by voice vote.

Tuesday, January 15, 2013	Tuesday, July 16, 2013
Tuesday, February 19, 2013	Tuesday, August 20, 2013
Tuesday, March 19, 2013	Tuesday, September 17, 2013
Tuesday, April 16, 2013	Tuesday, October 15, 2013
Tuesday, May 21, 2013	Tuesday, November 19, 2013
Tuesday, June 18, 2013	Tuesday, December 17, 2013

SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES

It was moved by Dr. Huffman and seconded by Dr. Driscoll to continue to retain the minutes of closed session meetings. Motion passed by voice vote.

AUTHORIZATION FOR DESTRUCTION OF VERBATIM RECORDINGS OF CLOSED SESSION MEETINGS

It was moved by Ms. Olivero and seconded by Dr. Huffman that the Board adopt the following resolution:

“Be it resolved that the Board of Trustees of Community College District 513, accepts for destruction the verbatim audiotapes of Closed Session Meetings from April 22, 2010, May 12, 2010, and May 27, 2010.”

“Be it further resolved that the Board of Trustees of Community College District 513 authorizes the destruction of Closed Session audiotapes from April 22, 2010, May 12, 2010, and May 27, 2010 as all the criteria for destruction of these tapes under the Open Meetings Act have been met.”

Motion passed by voice vote.

TRUSTEE COMMENT

None.

CLOSED SESSION

It was moved by Mr. Mallery and seconded by Dr. Huffman to convene a closed session at 6:51 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) pending litigation; and 3) closed session minutes. Motion carried by voice vote.

After a short break, the Board entered a closed session at 6:55 p.m. On a motion by Ms. Olivero and seconded by Dr. Driscoll, the regular meeting resumed at 7:20 p.m. Motion passed by voice vote.