



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Tuesday, May 21, 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
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)

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

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 – April 16, 2013 Board Meeting and May 7, 2013 Special Meeting (Pages 1-8)
 - 6.2 Approval of Bills - \$1,356,731.28
 - 6.2.1 Education Fund - \$1,146,138.13
 - 6.2.2 Operations & Maintenance Fund - \$66,573.27
 - 6.2.3 Operations & Maintenance (Restricted Fund) - \$15,028.90
 - 6.2.4 Auxiliary Fund - \$62,161.88
 - 6.2.5 Restricted Fund - \$36,169.19
 - 6.2.6 Liability, Protection & Settlement Fund - \$30,659.91
 - 6.3 Treasurer's Report (Pages 9-29)
 - 6.3.1 Financial Highlights (Pages 10-11)
 - 6.3.2 Balance Sheet (Pages 12-13)
 - 6.3.3 Summary of FY13 Budget by Fund (Page 14)
 - 6.3.4 Budget to Actual Comparison (Pages 15-22)
 - 6.3.5 Budget to Actual by Budget Officers (Page 23)
 - 6.3.6 Statement of Cash Flows (Page 24)
 - 6.3.7 Investment Status Report (Pages 25-26)
 - 6.3.8 Check Register - \$5,000 or more (Page 27)
 - 6.4 Personnel - Stipends for Pay Periods Ending April 6, 2013 and April 20, 2013 (Pages 28-33)

- 6.5 Bid Request – TESA Micro-Hite 3D Coordinate Measuring Machine (Page 34)
- 6.6 Bid Results – Exmark Lazer X Mower (Page 35)
- 6.7 Consortia Purchases – Janitorial Equipment (Page 36)
- 6.8 Proposal Results – Beverage Service (Pages 37-38)
7. President’s Report
8. Committee Reports
9. Bid Results (Pages 39-42)
 - 9.1 Asphalt Pavement Improvements to Building C and Gymnasium Areas (Page 39)
 - 9.2 Protection, Health, and Safety (PHS Projects) (Facility Door Hardware/Keying Upgrades and Exterior Egress Concrete Replacement (Pages 40-42)
10. Items for Information (Pages 43-53)
 - 10.1 Staff Appointment – Diane Lane, Programmer/Analyst (Page 43)
 - 10.2 Staff Resignation – Toni-Lynn Battaglia, Programmer (Page 44)
 - 10.3 Staff Resignation – Todd Stash, Help Desk Specialist (Page 45)
 - 10.4 Staff Resignation – Nancy Yundt, Administrative Assistant 1, Small Business Development Center (part-time) (Page 46)
 - 10.5 Staff Resignation – Eric Pinter, Head Baseball Coach (Page 47)
 - 10.6 Government Finance Officers Association – Certificate of Achievement for Excellence in Financial Reporting (Pages 48-49)
 - 10.7 Baldrige Performance Excellence Program Commendation – Dr. Lori Scroggs (Page 50)
 - 10.8 TMC Transportation Welcomes IVCC Truck Driver Training Graduate (Page 51)
 - 10.9 National Alliance of Two Year College Athletic Administrators Scholar-Athlete Honorable Mention Award – Katie Nauman (Page 52)
 - 10.10 Bookstore Textbook Rental Program (Page 53)
11. Trustee Comment
12. Closed Session – 1) pending litigation and 2) closed session minutes.
13. Closed Session Minutes – April 16, 2013
14. Other
15. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
April 16, 2013

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Tuesday, April 16, 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
Everett J. Solon
Britney J. Burkart, Student Trustee (2012-2013)
Taylor A. Gunia, Student Trustee (2013-2014)

Members Absent: James A. Narzewski

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Walt Zukowski, Attorney

APPROVAL OF AMENDED AGENDA

Mr. Thompson requested Agenda Item 18 – Employee Termination be removed. It was moved by Dr. Huffman and seconded by Dr. Driscoll to approve the agenda, as amended. Motion passed by voice vote.

PUBLIC COMMENT

Mr. Thompson welcomed Taylor Gunia as the new student trustee to the Board of Trustees for the 2013-2014 academic year.

RECOGNITION

Dr. Jerry Corcoran presented a plaque and an IVCC pin to Mr. Dennis Thompson recognizing him for his outstanding leadership as chair of the Board for the past four years. Mr. Thompson was appointed to the Board in April 2005; elected in 2007; a member of audit-finance committee from 2005-2007; facilities committee chair from 2007-2011; board vice chair 2007-2008; chair 2009-2013; capital campaign steering committee member; and donated all of the labor for the baseball team dugout repair. He and his wife, Linda, have provided tremendous financial support to the Foundation on all initiatives. He has been a great role model - positive and professional. Mr. Jim Narzewski was elected to fill a two-year term in 2011. Mr. Narzewski was not able to attend the meeting and Dr. Corcoran will present him a gift of appreciation at a later date. Dr. Corcoran read a resolution and presented it to Britney Burkart on behalf of the Board of Trustees

to express their sincere appreciation that she has given generously of her time, energy, and talents in her responsibilities to the college as student board member. Britney thanked Dr. Corcoran and the Board and expressed how grateful she was to represent the students. She also noted she learned so much as a leader and it has opened so many opportunities for her.

CONSENT AGENDA

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

The following items were approved in the consent agenda:

Approval of Minutes – February 7, 2013 Special Board Meeting and February 19, 2013 Board Meeting

Approval of the Bills - \$1,268,692.01

Education Fund - \$842,196.42; Operations and Maintenance Fund - \$75,736.05; Operations & Maintenance (Restricted Fund) - \$106,203.81; Auxiliary Fund - \$27,380.00; Restricted Fund - \$186,283.27; and Liability, Protection and Settlement Fund - \$30,892.46

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending March 9, 2013 and March 23, 2013

PRESIDENT'S REPORT

The Student Government Association (SGA) election results reported Taylor Gunia was elected student trustee, April Kutz the SGA president, Johanna Schultz vice president, Alec Noy treasurer, Jenna Sobin secretary, Nicole Mussleman sophomore representative, and Audi Lauf and Tanner McCormick sophomore programming board members. Dr. Corcoran congratulated everyone on being elected to these important leadership positions. He also thanked Omar Aburomi, Hailee Brayton, Delaney Ridley, Britney Burkart, Toni Kessel, Brandon Harmon, Steffen O'Brien, Nick Finney, Matthew Monee, April Kutz, and Jenna Sobin for terrific service to the SGA this past year. Construction update: Circle drive closing date has been pushed back to the week of April 22 (at the earliest); pouring of the new temporary sidewalk, relocation of temporary fencing, and installation of new traffic signage should take place at the end of the month. Work inside the Peter Miller Community Technology Center is progressing nicely. Equipment start-up is off to a good start; test and balance on air and water should also be done by the end of April; and fiber optic cable will be run very soon. All of the East Campus work looks great and right now the only challenges are a few unavoidable weather delays. The 2013 academic honors banquet was held last week in IVCC's gym for the first time and everything went fine with 138 students recognized in the program. Everyone had a great time because of the excellent food and a moving keynote speech by Abhijeet Battacharya. Dr. Tracy Morris and Sandy Beard were commended for a job well done on coordinating this special event. Dr. Lori Scroggs and LeeAnn Johnson were in Springfield for the Statewide PTK banquet where two of the College's most successful students, Jessie Hodgson and Jerril Jones, were in attendance with their families as nominees for national PTK awards. Dr. Corcoran congratulated Jessie and Jerril

for their well-deserved recognition. Dr. Scroggs recently heard that a Bridging the Gap grant proposal she, Sue Isermann, and Marianne Dzik authored will be funded by the ICCB for \$9,700. The purpose of the grant is to establish horizontal alignment in mathematics and English between fourth-year high school and entry-level college courses. The goal of the project is to arrive at specified learning outcomes and proposed assessments for fourth-year mathematics and English classes mapped to Accuplacer, the College's placement exam, and entry college-level mathematics and English courses and then to share this research with all of the high schools in the district. This is a noble project which is greatly needed. Dr. Corcoran commended Lori, Sue and Marianne for their diligence in finding outside funding to facilitate the research. Approximately 80 members of the support staff attended a development day in March. Keynote speaker was Jason Kotecki, an IVCC graduate in 1996, who is an established author, motivational speaker, and cartoonist! Overall, the day's variety of programs and activities were well received, and Kris Curley was recognized for being named Support Staff Distinguished Service Award winner. Dr. Corcoran commended the planning committee of Glenna Jones, Cathy Buck, Jeanne Hayden, Polly Ragazinsky, Connie Sprong, and Jenna Stinson on a great job. A calendar of events for the month of May was prepared for the Board and Dr. Corcoran requested the Board to comment on which programs they will be attending so that each event would have the appropriate representation. 1) Nurse Pinning is scheduled for Saturday, May 18th at 11:30 so everyone would need to line up by 11:00 a.m. Jane, Laurie, Melissa, Larry, Dave, Everett and Taylor indicated they would be in attendance. 2) Commencement with Congressman Adam Kinzinger as the guest speaker will begin at 2:30 p.m., arrival by 1:45. Jane, Laurie, Melissa, Larry, Dave, Everett, and Taylor indicated they would be in attendance. 3) GED Graduation with Dr. Maureen Rebholz as guest speaker will take place on the following Monday, May 20th at 7 p.m. in the gym with arrival by 6:30. Everyone indicated they would attend the GED Graduation. The employee annual recognition event will be held this Friday at Seneca's Oak Ridge, the social hour begins at 4:00 p.m., with hors d'oeuvres until 5:30 p.m., and the presentation of awards to begin at 5:30 p.m. The capital campaign for enhancement to the new Peter Miller Community Technology Center has raised approximately \$1.7 million. Fran Brolley said to Dr. Corcoran recently when they visited someone in the district for a story on a \$1,000 donation, "Jerry, it's a slow climb when the goal is \$2.1 million." Dr. Corcoran was happy to report that the third largest donation for this major initiative just came in very recently in the amount of \$50,000 from Mr. Ralph Scriba, a 1951 alumnus of L-P-O Junior College who became very successful by starting his own business in his garage manufacturing aviation parts on the West Coast. Dr. Corcoran noted that Fran prepared such a compelling story regarding strategic goals and the new Tech Center, that it was he, Donna Swiskoski and Sue Monroe who deserve 100% of the credit for reaching to and building an important relationship with Mr. Scriba.

COMMITTEE REPORTS

Dr. Huffman reported the Audit/Finance Committee met on Monday, April 1. Most of the items on the agenda were brought before the full Board. Information on the Affordable Care Act and the look-back period was shared with the Committee. They also received preliminary information on a high deductible insurance plan.

SABBATICAL LEAVE REQUESTS

It was moved by Dr. Huffman and seconded by Mr. Solon to approve the sabbatical leave for Amanda Cook Fesperman for the 2013-2014 academic year. Said leave to be governed by the conditions stipulated in the agreement between the American Federation of Teachers Local 1810 and the Board of Trustees of Illinois Valley Community College District No. 513. Motion passed by voice vote.

It was moved by Ms. Olivero and seconded by Mr. Mallery to approve the sabbatical leave for Kimberly Radek for the 2013-2014 academic year. Said leave to be governed by the conditions stipulated in the agreement between the American Federation of Teachers Local 1810 and the Board of Trustees of Illinois Valley Community College District No. 513. Motion passed by voice vote.

PURCHASE REQUEST – COMMUNITY INSTRUCTIONAL CENTER PROJECT PHASE 1 AND 2 TECHNOLOGY EQUIPMENT

It was moved by Dr. Huffman and seconded by Dr. Driscoll to move forward with the Requests for Purchase (RFP) and bids for technology equipment for the Community Instructional Center project. Motion passed by voice vote.

BID RESULTS – BUILDING C BOILER ROOM UPGRADES

It was moved by Ms. Olivero and seconded by Dr. Huffman to accept the base bid from John's Service and Sales, Inc., Oglesby, Illinois, in the amount of \$437,000 for the Building C Boiler Room Upgrades. Motion passed by voice vote.

PROPERTY TAX APPEAL RESOLUTION

It was moved by Mr. Solon and seconded by Dr. Huffman to adopt the Resolution authorizing the filing of a complaint to the Property Tax Appeal Board for the LaSalle Nuclear Power Station for the year 2012.

Student Advisory Vote: "Aye" – Ms. Gunia. Roll Call Vote: "Ayes" – Mr. Mallery, Ms. Olivero, Mr. Solon, Dr. Driscoll, Dr. Huffman, and Mr. Thompson. "Nays" – None, motion carried.

TRUSTEE COMMENT

Mr. Thompson expressed his appreciation of serving on the Board. He ran for the Board to educate himself regarding the work of the college. He noted he learned a great deal and wished the Board the best.

CLOSED SESSION

It was moved by Mr. Solon and seconded by Dr. Driscoll to convene a closed session at 6:57 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 passed by voice vote.

After a short break, the Board entered closed session at 7 p.m. On a motion by Mr. Solon and seconded by Dr. Driscoll, the regular meeting resumed at 7:49 p.m. Motion passed by voice vote.