



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Tuesday, October 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
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
Approval of College Calendar (even years)
Student Accomplishments
Employee Demographics Report

October

Authorize Preparation of Levy
Audit Report
Update 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, October 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 – September 17, 2013 Board Meeting (Pages 1-6)
 - 6.2 Approval of Bills - \$1,204,734.70
 - 6.2.1 Education Fund - \$784,531.80
 - 6.2.2 Operations & Maintenance Fund - \$131,060.41
 - 6.2.3 Operations & Maintenance Fund (Restricted) - \$4,276.20
 - 6.2.4 Auxiliary Fund - \$75,097.81
 - 6.2.5 Restricted Fund - \$22,984.84
 - 6.2.6 Audit Fund - \$8,300.00
 - 6.2.7 Liability, Protection & Settlement Fund - \$178,483.64
 - 6.3 Treasurer's Report (Pages 7-24)
 - 6.3.1 Financial Highlights (Pages 8-9)
 - 6.3.2 Balance Sheet (Pages 10-11)
 - 6.3.3 Summary of FY13 Budget by Fund (Page 12)
 - 6.3.4 Budget to Actual Comparison (Pages 13-19)
 - 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 September 7, 2013 and September 21, 2013 (Pages 25-32)

- 6.5 Bid Results (Pages 33-34)
 - 6.5.1 HVAC Lab/Classroom Equipment (Page 33)
 - 6.5.2 3D Printer (Page 34)
- 6.6 Consortia Purchase – Rock Salt (Page 35)
7. President’s Report
8. Committee Reports
9. Resolution Authorizing Preparation of the 2013 Tax Levy (Pages 36-37)
10. Request to Purchase – Equipment for Community Technology Center (Page 38)
11. Request to Purchase – Digital Signage System for the Community Technology Center (Page 39)
12. Request to Purchase – Additional Lateral File Cabinets for Community Technology Center (Page 40)
13. Staff Appointment – Kimberly Krenz, Controller (Pages 41-42)
14. Board Policies (second reading) (Pages 43-46)
 - 14.1 Board Policy 3.21 – Medical/Occupational Examinations (Page 44)
 - 14.2 Board Policy 6.3 – Drug-Free Campus (Page 45)
 - 14.3 Board Policy – Bicycles and Skateboards on Campus (Page 46)
15. Naming Rights in the Peter Miller Community Technology Center
 - 15.1 Manufacturing Center (Page 47)
 - 15.2 MIMIC Meeting Room (Page 48)
16. Items for Information (Pages 49-51)
 - 16.1 FY2013 Audit (Page 49)
 - 16.2 Cash Farm Lease (Page 50)
 - 16.3 Thank you – United States Department of Agriculture (Page 51)
17. Trustee Comment
18. Closed Session – 1) collective negotiating matters; 2) pending litigation; 3) probable litigation; and 4) closed session minutes.
19. Closed Session Minutes – September 17, 2013 Board Meeting
20. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
September 17, 2013

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on September 17, 2013 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Melissa M. Olivero, Chair (entered the meeting at 6:42 p.m.)
Michael C. Driscoll, Vice Chair
Larry D. Huffman, Secretary
Laurie A. Bonucci
Jane E. Goetz
David O. Mallery
Everett J. Solon

Members Absent: Taylor A. Gunia, Student Trustee

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

CALL TO ORDER

Dr. Driscoll called the meeting to order at 6:30 p.m.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None.

CAMPUS UPDATE – EMPLOYEE DEMOGRAPHICS REPORT (Glenna Jones)

Glenna, Director of Human Resources, presented an overview of the activities of the Human Resources department. She also presented IVCC's demographics for fiscal year 2013 along with 2011 and 2012. She compared the percentages for each racial or ethnic group between data from the U.S. Census Bureau FedStats for IVCC's district and IVCC's spring 2013 population and employee data. In the White, non-Hispanic category, the district population has seen an increase, the student population has had a decrease and the employee population has remained constant. IVCC's Hispanic category reflects a higher percentage of students as compared to the district population and is considerably higher than the employee population. The Black, non-Hispanic category also reflects a higher percentage of students as compared to the district population and

the employee population. The percentage of the district population for the combined group (Asian, Native Indian/Alaskan Native, Native Hawaiian/Pacific Islander and 2+ races) has seen a slight decrease in FY13, a modest increase in the student population, and the employee population has remained constant. A review of the data collected regarding gender found that the employee population reflects a greater percentage of females than the student and district populations. Glenna reviewed the hiring process at IVCC and listed the sources for advertising open positions. IVCC's exposure for potential retirees has been evaluated during the past two years. Based on spring 2013 data for full-time employees who have 10+ years of service and are age 45 or older, 39 faculty, 47 support staff, and 11 administrators will be eligible to retire within the next 10 years. Of the eight employees who retired in FY13, six were full-time. Other services provided by the Human Resources department include professional development, evaluations, and wellness through programs, activities, and resources.

CONSENT AGENDA

It was moved by Dr. Huffman 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 -- August 7, 2013 Planning Committee Meeting, August 19, 2013 Facilities Committee Meeting, and August 20, 2013 Board Meeting

Approval of the Bills - \$2,206,307.02

Education Fund - \$991,412.73; Operations & Maintenance Fund - \$169,819.00; Operations & Maintenance Fund (Restricted) - \$254,492.90; Auxiliary Fund - \$654,161.43; Restricted Fund - \$19,990.38; and Liability, Protection and Settlement Fund - \$116,430.58

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending August 10, 2013 and August 24, 2013

PRESIDENT'S REPORT

Dr. Jerry Corcoran reported that Steve Alvin, interim dean for humanities, fine arts and social services, has advised that Mark Walczynski, adjunct faculty member who teaches history, philosophy and criminal justice courses for us and wrote the book "Starved Rock State Park: The First 100 Years", was recently honored by the Illinois Department of Natural Resources as an Outstanding Volunteer of the Year at a ceremony at the Illinois State Fair. Geology professor Mike Phillips has accepted an invitation to speak at the 125th Annual Meeting of the Geological Society of America (GSA) in Denver, Colorado, in October. Phillips will speak at a special session organized to honor Dr. Dale Ritter, who was one of his geology professors at Southern Illinois University. In his talk, "How an Epilogue Impacted a Career," Mike will discuss the influence of Dr. Ritter's teaching on his career which has included investigating the impact of environmental contamination for the past 24 years and teaching at IVCC for the past 16 years. Marianne Dzik, dean of English, Math and Education, has reported that professor Jill Urban-Bollis was appointed to the Curriculum Coordinating Council at LaSalle-Peru High School. She

will be representing both the community college connection and parents. Dr. Corcoran was very pleased to announce that the Illinois Valley Building Trades Council has agreed to donate the labor to replace the softball field dugouts. Gary Johnson is the college's point person on this project which includes working with Coach Cory Tomasson on the design of the dugouts as well as the Building Trades representatives on soliciting donations for materials. Once the work is complete, Fran Brolley will prepare a press release recognizing all of the groups that participated in this partnership. Fran Brolley, Donna Swiskoski, and Sue Monroe should be commended for the excellent job they did of coordinating the 21st Century Scholars program on September 5. Dr. Corcoran thanked the board members, foundation members and employees who are members of the 21st Century Society for their tremendous support. Thursday of this week Fran, Donna, and Sue will be hosting this year's annual scholarship recognition event, which provides the opportunity for 200 students to visit with the 75 benefactors who generously give of themselves for the benefit of others. It's one of the most moving events one could attend at IVCC. Dr. Corcoran stated if anyone would like to endow a scholarship or provide funding for an annual scholarship so that they can attend the event in the future, he was sure that Fran would love to visit with them at their convenience. On September 9, several representatives of the college met with Jill Guynn and members of the University of Illinois Extension Task Force to update everyone on a plan that was first discussed approximately three years ago which involves the Extension's four-county regional office being housed on IVCC's campus after programs move into the Peter Miller Community Technology Center and time is allowed for renovation. The Extension Task Force members realize that there will be costs associated with the renovation and the goal is to work together on fundraising to meet mutual business objectives. Overall it's an exciting plan that will allow two public institutions, so steeped in mission and tradition, to work together for the benefit of its constituents. Dr. Corcoran congratulated Cory Tomasson and the team he assembled for coordinating last Wednesday's Spirit Day activities. Everything went very well—the students and staff had a great time.

Construction update: Landscaping is going well and should be wrapping up any day now with mulch and edging being put in place. The detention pond and geothermal field will be replanted later in October. Only six percent of the plantings grew, leaving 94 percent of the vegetation being volunteer weeds. The furniture delivery and installation should wrap up this week. Technology shipments have arrived and are being staged for installation in early October. The MAG vertical machining center is scheduled for delivery next week with installation the following week. Phase 2 work on the east campus is still on schedule for an October 22 substantial completion date. As part of the capital campaign, a donation of two air compressors by Gardner Denver was made recently and the items will soon be installed in the CTC's manufacturing area and the auto/welding lab. A press release will soon be going out including the faculty and staff who will benefit by this generous donation. The College is gearing up for the November 1 grand opening.

COMMITTEE REPORTS

Ms. Olivero reported that two possible dates were available for a Board Retreat, Wednesday, October 23 or Saturday, October 26. There was consensus among the board members to schedule the Board Retreat on Saturday, October 26 from 9 a.m. – noon.