



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, August 14, 2014
Board Room
6 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

A G E N D A

1. Public Hearing
2. Call to Order
3. Pledge of Allegiance
4. Roll Call
5. Approval of Agenda
6. Public Comment
7. 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.
 - 7.1 Approval of Minutes – July 10, 2014 Board Meeting (Pages 1-6)
 - 7.2 Approval of Bills - \$1,272,302.27
 - 7.2.1 Education Fund - \$966,591.51
 - 7.2.2 Operations & Maintenance Fund - \$107,192.55
 - 7.2.3 Operations & Maintenance (Restricted Fund) - \$15,332.83
 - 7.2.4 Auxiliary Fund - \$74,986.65
 - 7.2.5 Restricted Fund - \$10,219.00
 - 7.2.6 Audit Fund - \$3,000.00
 - 7.2.7 Liability, Protection & Settlement Fund - \$94,979.73
 - 7.3 Treasurer's Report (Pages 7-25)
 - 7.3.1 Financial Highlights (Pages 8-9)
 - 7.3.2 Balance Sheet (Pages 10-11)
 - 7.3.3 Summary of FY15 Budget by Fund (Page 12)
 - 7.3.4 Budget to Actual Comparison (Pages 13-19)
 - 7.3.5 Budget to Actual by Budget Officers (Page 20)
 - 7.3.6 Statement of Cash Flows (Page 21)
 - 7.3.7 Investment Status Report (Pages 22-23)
 - 7.3.8 Disbursements - \$5,000 or more (Pages 24-25)

- 7.4 Personnel - Stipends for Pay Periods Ending June 28, 2014; July 12, 2014; and July 26, 2014 (Pages 26-29)
- 7.5 Request to Purchase – FY2015 Billboard Advertising Contracts (Page 30)
8. President’s Report
9. Committee Reports
10. Fiscal Year 2015 Budget (Pages 31-33)
11. Insurance Renewals (Pages 34-47)
12. Faculty Appointment – Emily Lesman, Developmental Math Lab Instructor (Pages 48-49)
13. Staff Resignation – Amy Smith, Director of Institutional Research (Pages 50-51)
14. Change in Employment Status – Chris Warren, Adult Education Literacy Program Specialist/GED Instructional Aide (Pages 52-53)
15. Bid Results – Tree Removal (Page 54)
16. Additional Security officer – Information Desk (Pages 55-56)
17. Items for Information (Pages 57-67)
 - 17.1 Staff Resignation – Ian Reddy, Collection Development & Access Librarian (full-time) (Page 57)
 - 17.2 Staff Resignation – Tommy Canale, Athletic Director and Men’s Basketball Head Coach (part-time) (Page 58)
 - 17.3 Staff Resignation – Melissa McBride, Administrative Assistant, Financial Aid (part-time) (Page 59)
 - 17.4 Staff Resignation – Nicholas Lower, Custodian (full-time) (Page 60)
 - 17.5 Staff Resignation – Angie Hartman, Lead Academic Support Technologist (Page 61)
 - 17.6 Staff Appointment – Rebekah Dean, Interim Collection Development & Access Librarian (Page 62)
 - 17.7 Student-Athlete Drug Testing Policy and Related Penalties (Page 63)
 - 17.8 Award for Outstanding Achievement in Popular Annual Financial Reporting (Pages 64-66)
 - 17.9 Statement of Completion – Door Hardware/Rekeying Upgrades (Page 67)
18. Trustee Comment
19. Closed Session – 1) collective negotiations; 2) pending litigation; and 3) closed session minutes.
20. Closed Session Minutes – July 10, 2014 Board Meeting
21. Other
22. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
July 10, 2014

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6 p.m. on Thursday, July 10, 2014 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Melissa M. Olivero, Chair
Michael C. Driscoll, Vice Chair
Larry D. Huffman, Secretary
Laurie A. Bonucci
Jane E. Goetz
David O. Mallery
Everett J. Solon
Amy M. Rogowski, Student Trustee

Members Absent:

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Sue Isermann, Interim Vice President for Learning and Student Development
Mark Grzybowski, Interim Associate Vice President for Student Services
Walt Zukowski, Attorney

APPROVAL OF AMENDED AGENDA

After the Board Book was mailed, two items were added to the agenda – 1) Possible Resolution to Approve the Appeal of Putnam County Parcel Assessments and 2) Possible Employee Suspension. It was moved by Mr. Solon and seconded by Dr. Huffman to approve the agenda, as amended. Motion passed by voice vote.

PUBLIC COMMENT

None.

CONSENT AGENDA

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

The following items were approved in the consent agenda:

Approval of Minutes – June 9, 2014 Closed Session Minutes Committee Meeting; June 9, 2014 Audit/Finance Committee Meeting; and June 12, 2014 Board Meeting.

Approval of Bills - \$795,644.97

Education Fund - \$655,350.15; Operations & Maintenance Fund - \$83,456.54; Auxiliary Fund - \$35,549.19; Restricted Fund - \$16,243.52; Audit Fund - \$4,000.00; and Liability, Protection and Settlement Fund - \$1,045.57

Treasurer's Report

Personnel

Approved the stipends for the pay period ending June 14, 2014.

PRESIDENT'S REPORT

The June 26 Foundation golf outing was very successful because of the hard work of Sue Monroe, Donna Swiskoski, and director of development and community relations, Fran Brolley. Dr. Corcoran thanked the trustees who were able to attend as well as board attorney, Walt Zukowski. The bottom line is the event netted over \$10,000 in support of the IVCC Foundation. Over the last two days Dr. Corcoran has been at the College of DuPage meeting with a number of his counterparts reviewing the feasibility of Illinois community colleges being able to offer baccalaureate degrees in applied technology and applied science. The goal is simply to present background information and a recommendation to the Council of Presidents, Illinois Community College Board, Illinois Community College Trustees Association, and Illinois Board of Higher Education on how to proceed. As information becomes available that Dr. Corcoran thinks might be interesting, he will be happy to share it. As noted in the financial highlights section of this month's board agenda, Cheryl Roelfsema has advised that the Cultural Centre sound system renovation project is underway and the estimated completion date is November 14; final inspection on Phase 2 of the Community Instructional Center project was completed and everything went very well; and Phase 3 of the project, which involves an extraordinary expansion of student life space, including a cybercafe, is nearing 100 percent design development and on target for having the plan to the Capital Development Board in August. Also, Chamlin and Associates, engineering firm, is ready to work with the College on the ADA Parking Lot and Parking Lot #1 renovation projects. Lastly, Dr. Corcoran wanted to call everyone's attention to the well-written memo from Mark Grzybowski on page 55 of tonight's agenda where he details a plan that is underway involving Student Services and Foundation personnel working together on targeting 170 prospective students who have applied for financial aid for the upcoming year, but have not yet enrolled in courses either because they fall just below the threshold of eligibility for federal financial aid or the amount they're getting is so small it would not be a factor in their decision to move forward. If these students enroll in at least six credit hours, the Foundation will provide financial assistance for up to three credit hours. In other words, sign up for at least six and three are on the College. Mark is very lucky to work with a lot of great people in Student Services, in particular Patty Williamson, IVCC's extraordinary director of financial aid, who helped lay the groundwork for this particular initiative. If it were not for Patty, the College wouldn't be talking about this project, and for that Dr. Corcoran is most appreciative. Dr. Corcoran simply cannot say enough about the importance of students making the right decision to enroll in classes at IVCC in order to obtain a credential of high-value that

will serve them well for the rest of their working lives. Thanks to the generosity of the Foundation, under Fran's leadership, the College is doing everything it can to send a strong message to the community about the importance of learning, and the innovative resources it has around the campus to help students achieve their academic and career goals. Classes begin on Monday, August 18.

COMMITTEE REPORTS

Dr. Huffman reported the Audit/Finance Committee met on June 9 and he had nothing to add to the minutes in the Board Book. Mr. Mallery reported the Facilities Committee met prior to the July board meeting. The members assessed the options to rectify a \$300,000 difference in two engineering firms' estimates to replace the Building A Chiller. Mr. Mallery commended Scott Curley in taking an interest in this project and pointing out issues that were not previously mentioned. Resubmitting the project does not look like it will jeopardize the funds with ICCB.

FISCAL YEAR 2015 TENTATIVE BUDGET

It was moved by Dr. Huffman and seconded by Dr. Driscoll to adopt the Resolution approving the FY2015 Tentative Budget, and authorize publication of the Notice of Public Hearing, as presented. Ms. Olivero expressed her appreciation of the work that went into the budget and the clear effort to cut costs next year. Dr. Corcoran noted the budget is structurally balanced. Two million dollars is designated as the College continues on the CIC project, a one-time purchase for technology enhancements, and money set aside for improvements to Parking Lot #1 and the construction of the ADA-only Parking Lot. Other than that the Operating Funds are balanced. In other words, expenditures exceed revenues by \$2 million - \$1.2 million for capital projects, reserves in auxiliary fund from Information Technology contracts with LaSalle and Putnam Counties and reserves of \$800,000 in funds the College accumulated for improvements. The College's Operating Fund reserves are still in line with Board policy. Motion passed by voice vote.

STAFF APPOINTMENT – DR. ROBYN SCHIFFMAN, DEAN OF ENGLISH, MATHEMATICS, AND EDUCATION

It was moved by Dr. Driscoll and seconded by Ms. Bonucci to approve the appointment of Dr. Robyn Schiffman to the position of Dean of English, Mathematics, and Education with an annualized salary of \$70,000, effective August 11, 2014. Dr. Corcoran expressed his appreciation of Mr. Adam Oldaker's work in the interim position. Motion passed by voice vote.

PURCHASE REQUEST – VMWARE ESX SERVERS AND ESX DISK ARRAY

It was moved by Mr. Solon and seconded by Ms. Goetz to proceed with the purchase of the Dell Poweredge servers and a Dell Powervault storage array as quoted by Dell Inc., in the amount of \$35,085.58. Motion passed by voice vote.

PURCHASE REQUEST – NETWORK CORE AND EDGE SWITCHES AND INSTALLATION

It was moved by Dr. Driscoll and seconded by Ms. Goetz to proceed with the purchase of the Cisco Nexus 7000 Core switch, 45 Cisco Catalyst 2960 edge switches, and services as quoted by the Burwood Group Inc., in the amount of \$437,687.14.