



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Thursday, January 9, 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. 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 17, 2013 Board Meeting (Pages 1-4)
  - 6.2 Approval of Bills - \$1,796,179.80
    - 6.2.1 Education Fund - \$1,048,040.32
    - 6.2.2 Operations & Maintenance Fund - \$83,017.72
    - 6.2.3 Operations & Maintenance Fund (Restricted) - \$250,969.70
    - 6.2.4 Auxiliary Fund - \$364,009.99
    - 6.2.5 Restricted Fund - \$10,424.59
    - 6.2.6 Liability, Protection & Settlement Fund - \$39,717.48
  - 6.3 Treasurer's Report (Pages 5-22)
    - 6.3.1 Financial Highlights (Pages 6-7)
    - 6.3.2 Balance Sheet (Pages 8-9)
    - 6.3.3 Summary of FY13 Budget by Fund (Page 10)
    - 6.3.4 Budget to Actual Comparison (Pages 11-17)
    - 6.3.5 Budget to Actual by Budget Officers (Page 18)
    - 6.3.6 Statement of Cash Flows (Page 19)
    - 6.3.7 Investment Status Report (Pages 20-21)
    - 6.3.8 Check Register - \$5,000 or more (Page 22)
  - 6.4 Personnel - Stipends for Pay Periods Ending December 14, 2013 and December 28, 2013 (Pages 23-25)

7. President's Report
8. Committee Reports
9. Staff Appointment – Susan L. Isermann, Interim Vice President for Learning and Student Development (Page 26)
10. Staff Appointment – Ms. Kathryn M. Ross, Controller (Pages 27-28)
11. LaSalle Power Station Real Property Tax Assessment Settlement Agreement (Page 29)
12. Purchase Request – Equipment for CTC (Page 30)
13. Student Support Services – Project Success – Local Match (Page 31)
14. Items for Information (Pages 32-35)
  - 14.1 Student Code of Conduct Modifications (Pages 32-35)
15. Trustee Comment
16. Closed Session – 1) probable litigation; 2) pending litigation; and 3) closed session minutes.
17. Closed Session Minutes – December 17, 2013 Board Meeting
18. Other
19. Adjournment

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

**Minutes of Regular Meeting**  
**December 17, 2013**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on December 17, 2013 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  
Everett J. Solon (entered the meeting at 6:55 p.m.)  
Taylor A. Gunia, Student Trustee

**Members Absent:** David O. Mallery

**Others Physically Present:** Jerry Corcoran, President  
Cheryl Roelfsema, Vice President for Business Services and Finance  
Lori Scroggs, 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 Dr. Huffman and seconded by Ms. Goetz to approve the consent agenda, as presented. Motion passed by voice vote.

The following items were approved in the consent agenda:

Approval of Bills - \$2,794,882.58

Education Fund - \$1,099,944.21; Operations & Maintenance Fund - \$53,402.94; Operations & Maintenance Fund (Restricted) - \$290,878.69; Bond & Interest - \$1,231,375.00; Auxiliary Fund - \$62,083.29; Restricted Fund - \$9,308.39; Audit Fund - \$5,600.00; and Liability, Protection and Settlement Fund - \$42,290.06

Treasurer's Report

### Personnel

Approved the stipends for the pay periods ending November 16, 2013 and November 30, 2013.

### **PRESIDENT'S REPORT**

Dr. Corcoran reported on the construction update: January 13 – asbestos abatement will start in Buildings 6, 11 & 12; February 3 – demolition of Buildings 6, 11 & 12 will begin. Mennie Machine Company has volunteered to use its resources to assist in the moving of lab equipment to the Peter Miller Community Technology Center. Doing so will save the college a substantial amount of money (tens of thousands of dollars); thus, the College is very appreciative of the generous support of Cheryl and Dave Mennie on this project. The LaSalle County Regional Office of Education held two meetings on campus recently whereby superintendents and principals had a chance to discuss matters of common concern, receive tours of the new Peter Miller Community Technology Center by Dr. Tracy Morris and Sue Isermann, and hear presentations by Amy Smith, Director of Institutional Research, and Marianne Dzik, Dean of English, Math and Education. Amy did an excellent job of showing the group the kinds of placement and performance reports her office can prepare for each high school when provided students' names and birthdates. Marianne focused on cut scores, bridging the gap between high school and college, and innovative fast-track Math and English programs she and her faculty are implementing with extraordinary success. The response from the principals and superintendents and the ROE personnel was excellent thanks to the fine work of Tracy, Sue, Amy and Marianne. The results are in on points earned by Project Success when assessing the program's ability to meet performance standards and, once again, Chris Herman and his staff of Cynthia Cardosi, Diane Scoma and Teresa Bowen did a fine job. Based on criteria associated with persistence, good academic standing, associate degrees or certificates earned, and transfers to 4-year institutions, the program earned 15 points out of a maximum of 15 for the 162 participants served.

### **COMMITTEE REPORTS**

None.

### **TAX LEVY 2013**

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

### **STAFF APPOINTMENT – DR. BRIAN R. HOLLOWAY, DEAN OF HUMANITIES, FINE ARTS, AND SOCIAL SCIENCES**

It was moved by Ms. Goetz and seconded by Ms. Bonucci to approve the appointment of Dr. Brian R. Holloway to the position of Dean of Humanities, Fine Arts, and Social Sciences with an annualized salary of \$74,000, effective December 18, 2013. Motion passed by voice vote.

Dr. Scroggs introduced Dr. Holloway and noted she was very excited to welcome him to IVCC. He has extensive experience in higher education as interim Vice President of Academic Affairs for Graduate Students and Dean of the College of Graduate and Continuing Studies. He was an Associate Vice President for Arts and Sciences. He has worked with underserved students and is

committed to the missions of working with students who are first generation, underserved and underprepared.

**ADDITIONAL SECURITY OFFICER – INFORMATION DESK**

It was moved by Dr. Driscoll and seconded by Ms. Bonucci to authorize the administration to add an amendment to the contract with G4S Secure Solutions to provide security officer for duty at the information desk at an hourly rate of \$18.10 for 40 hours per week. Motion passed by voice vote.

**PURCHASE REQUEST – NETWORK FIREWALLS, SECURITY SUBSCRIPTIONS AND INSTALLATION**

It was moved by Ms. Bonucci and seconded by Dr. Huffman to proceed with the purchase of the Palo Alto Networks PA-3020 Firewalls, annual licenses, and professional IT consulting services by Burwood Group Inc., in the amount of \$53,540. Motion passed by voice vote.

**SCHEDULE OF REGULAR MEETING DATES AND TIMES**

It was moved by Dr. Huffman and seconded by Ms. Goetz to approve the following dates for 2014 as the regularly scheduled board meetings and will provide public notice of this schedule. All meetings will take place at 6 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.

**Thursday, January 9, 2014**  
**Thursday, February 13, 2014**  
**Thursday, March 13, 2014**  
**Thursday, April 10, 2014**  
**Thursday, May 8, 2014**  
**Thursday, June 12, 2014**

**Thursday, July 10, 2014**  
**Thursday, August 14, 2014**  
**Thursday, September 11, 2014**  
**Thursday, October 9, 2014**  
**Thursday, November 13, 2014**  
**Thursday, December 11, 2014**

**SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES**

It was moved by Dr. Huffman and seconded by Ms. Goetz to continue to retain the minutes of closed session meetings. Dr. Huffman noted the Closed Session Minutes Committee reviewed the closed session minutes that were approved and retained and recommended that all should remain closed for the time being. Motion passed by voice vote.

**AUTHORIZATION FOR DESTRUCTION OF VERBATIM RECORDINGS OF CLOSED SESSION MEETINGS**

It was moved by Dr. Huffman and seconded by Dr. Driscoll to 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 June 24, 2010; July 22, 2010; August 26, 2010; September 21, 2010; October 1, 2010; October 19, 2010; November 16, 2010; December 20, 2010; January 18, 2011; February 15, 2011; March 15, 2011; April 19, 2011; May 17, 2011; June 21, 2011; July 19, 2011; August 23, 2011; September 8, 2011; September 20, 2011; October 18, 2011; November 15, 2011; December 20, 2011; January 17, 2012; February 21, 2012; March 20, 2012; April 17, 2012; and May 15, 2012.

“Be it further resolved that the Board of Trustees of Community College District 513 authorizes the destruction of Closed Session audiotapes from June 24, 2010; July 22, 2010; August 26, 2010; September 21, 2010; October 1, 2010; October 19, 2010; November 16, 2010; December 20, 2010; January 18, 2011; February 15, 2011; March 15, 2011; April 19, 2011; May 17, 2011; June 21, 2011; July 19, 2011; August 23, 2011; September 8, 2011; September 20, 2011; October 18, 2011; November 15, 2011; December 20, 2011; January 17, 2012; February 21, 2012; March 20, 2012; April 17, 2012; and May 15, 2012 as all the criteria for destruction of these tapes under the Open Meetings Act have been met.”

#### **TRUSTEE COMMENT**

Dr. Huffman encouraged publicity for Mennie Machine Company volunteering to use its resources to assist in the moving of lab equipment to the Peter Miller Community Technology Center. Dr. Corcoran plans to pursue an appropriate way of recognizing them.

Ms. Bonucci commended the administration on the fine work done in the new relationship with Southern Illinois University on a 2 + 2 agreement for the avionics program.

#### **CLOSED SESSION**

It was moved by Ms. Bonucci and seconded by Dr. Driscoll to convene a closed session at 6:43 p.m. to discuss 1) closed session minutes; 2) appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 3) student disciplinary cases; and 4) pending litigation.

Student Advisory Vote: “Aye” – Ms. Gunia. Roll Call Vote: “Ayes” – Ms. Bonucci, Dr. Driscoll, Ms. Goetz, Dr. Huffman, and Ms. Olivero. “Nays” – None. Motion carried.

After a short break, the Board entered closed session at 6:48 p.m. On a motion by Dr. Driscoll and seconded by Dr. Huffman, the regular meeting resumed at 7:36 p.m. Motion passed by voice vote.

#### **CLOSED SESSION MINUTES**

It was moved by Mr. Solon and seconded by Ms. Bonucci to approve and retain the closed session minutes of the November 19, 2013 board meeting. Motion passed by voice vote.

It was moved by Dr. Huffman and seconded by Ms. Goetz to approve and retain the closed session minutes of the Closed Session Minutes Committee meeting held on November 19, 2013. Motion passed by voice vote.

#### **OTHER**

None.

#### **ADJOURNMENT**

Ms. Olivero declared the meeting adjourned at 7:37 p.m.



ILLINOIS VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

DECEMBER 2013

Cheryl Roelfsema, CPA  
Vice President for Business Services and Finance/Treasurer