



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Thursday, March 13, 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 – February 6, 2014 Special Board Meeting; February 13, 2014 Board Meeting; and February 21, 2014 Facilities Committee Meeting (Pages 1-10)
  - 6.2 Approval of Bills - \$1,469,023.47
    - 6.2.1 Education Fund - \$1,033,727.20
    - 6.2.2 Operations & Maintenance Fund - \$166,110.97
    - 6.2.3 Operations & Maintenance Fund (Restricted) - \$18,886.76
    - 6.2.4 Auxiliary Fund - \$180,608.47
    - 6.2.5 Restricted Fund - \$16,597.10
    - 6.2.6 Liability, Protection & Settlement Fund - \$53,092.97
  - 6.3 Treasurer's Report (Pages 11-28)
    - 6.3.1 Financial Highlights (Pages 12-13)
    - 6.3.2 Balance Sheet (Pages 14-15)
    - 6.3.3 Summary of FY13 Budget by Fund (Page 16)
    - 6.3.4 Budget to Actual Comparison (Pages 17-23)
    - 6.3.5 Budget to Actual by Budget Officers (Page 24)
    - 6.3.6 Statement of Cash Flows (Page 25)
    - 6.3.7 Investment Status Report (Pages 26-27)
    - 6.3.8 Check Register - \$5,000 or more (Page 28)
  - 6.4 Personnel - Stipends for Pay Periods Ending February 8, 2014 and February 22, 2014 (Pages 29-34)
  - 6.5 Bid Results – Multi-Purpose Paper (Page 35)
  - 6.6 Purchase Request – Fuel for Truck Driver Training Program (Page 36)

7. President's Report
8. Committee Reports
9. Staff Appointment – Adam Oldaker, Interim Dean of English, Mathematics, and Education (Pages 37-38)
10. Staff Resignation – Dr. Tracy Morris, Associate Vice President for Student Services (Pages 39-40)
11. Staff Appointment – Interim Associate Vice President for Student Services (Page 41)
12. Sabbatical Leave Request – Diane Christianson, Early Childhood Education Instructor (Pages 42-49)
13. Temporary Special Assignments (Page 50)
14. Dual Credit Tuition Adjustment (Page 51)
15. Interdistrict Cooperative Agreement between Illinois Valley Community College and Heartland Community College (Pages 52-53)
16. Intergovernmental Agreement with the City of Ottawa (Pages 54-59)
17. Community Instructional Center Project – Phase 3 (Page 60)
18. Building C Lobby Renovation Capital Project Application Approval (Pages 61-68)
19. Protection, Health, and Safety Projects (Pages 69-84)
  - 19.1 Building E Accessible Elevator Installation (Pages 71-77)
  - 19.2 Abatement of Asbestos (Pages 78-84)
20. 2014 ICCTA Outstanding Full-time Faculty Award Nomination – Ms. Nora Villarreal, English Instructor (Page 85)
21. 2014 ICCTA Outstanding Part-time Faculty Award Nomination – Ms. Valery Calvetti, Counselor (Page 86)
22. Items for Information (Pages 87-89)
  - 22.1 Staff Resignation – Marla Keef, Accounting Clerk (Page 87)
  - 22.2 Staff Resignation – Kelly Obermiller, Textbook Buyer (Page 88)
  - 22.3 Staff Resignation - Danial Thompson, Truck Driver Training Specialist (Page 89)
23. Trustee Comment
24. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) collective negotiating matters; 3) probable litigation; 4) pending litigation; 5) lease of real property; and 6) closed session minutes.
25. Closed Session Minutes – February 6 and February 13, 2014 Board Meetings
26. Other
27. Adjournment

**ILLINOIS VALLEY COMMUNITY COLLEGE**  
**Board of Trustees**  
**Minutes of Special Meeting**  
**February 6, 2014**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a special session at 6:15 p.m. on Thursday, February 6, 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 (telephonically)  
Jane E. Goetz  
David O. Mallery (telephonically)  
Everett J. Solon

**Members Absent:** Taylor A. Gunia, Student Trustee

**Others Physically Present:** Jerry Corcoran, President  
Walt Zukowski, Attorney

Ms. Olivero called the meeting to order at 6:15 p.m.

**CLOSED SESSION**

It was moved by Dr. Huffman and seconded by Ms. Goetz to convene a closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. Motion passed by voice vote. The Board entered closed session at 6:20 p.m.

On a motion by Mr. Solon and seconded by Dr. Huffman, the regular meeting resumed at 7:02 p.m. Motion passed by voice vote.

**ADJOURNMENT**

Ms. Olivero declared the meeting adjourned at 7:02 p.m.

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Melissa M. Olivero, Board Chair

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Larry D. Huffman, Secretary

# ILLINOIS VALLEY COMMUNITY COLLEGE

## Board of Trustees

### Minutes of Regular Meeting

February 13, 2014

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6 p.m. on Thursday, February 13, 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  
Taylor A. Gunia, Student Trustee

**Members Absent:**

**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 Mr. Solon to approve the agenda, as presented. Motion passed by voice vote.

#### PUBLIC COMMENT

None.

#### CAMPUS UPDATE – UNIVERSITY OF ILLINOIS EXTENSION

Reed Wilson reported that for the last two and one half years, IVCC staff and the leadership of the University of Illinois Extension Service region have been working to develop a partnership plan. The Extension annually serves tens of thousands of citizens in the IVCC District including 6,000 youth via 4-H, after school programs, Ag in Classroom programs and more. The proposal calls for the Extension to lease 1300 square feet of the former Financial Aid office in Building C. The Extension would relocate its director, its three-person educator staff and a secretarial position to IVCC. Reed introduced Jill Guynn, Director of the U of I Extension Unit #8. She presented a PowerPoint on the mission of the Extension and the educational programming it provides to Illinois residents. Jill introduced Dr. Ryan Hobson, Extension Regional Director. He noted the University of Illinois Extension has a high level of interest in partnering with IVCC and other community colleges. Their presence in community colleges will increase. Melissa

Olivero is interested in seeing what this partnership does for IVCC students. Some of the programs overlap with IVCC's continuing education program. Jill Guynn and Jamie Gahm have met and discussed these issues and plan to work closely together and collaborate.

### **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 Bills - \$1,608,916.87

Education Fund - \$1,275,958.01; Operations & Maintenance Fund - \$78,698.14; Operations & Maintenance Fund (Restricted) - \$107,599.20; Auxiliary Fund - \$130,178.45; Restricted Fund - \$16,333.07; and Liability, Protection and Settlement Fund - \$150.00

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending January 11, 2014 and January 25, 2014.

### **PRESIDENT'S REPORT**

Dr. Corcoran noted on August 20, 2013, Dean Marianne Dzik provided the Board with an overview of the wonderful faculty, staff and programs within her English, Math and Education division. He had four updates from Marianne that he thought the Board would find interesting and impressive. 1) IVCC had 18 students enrolled this semester in Fast Track to College Math and they all successfully completed the program. On the pre-test, scores ranged from 15.6% to 70% with the average being 43.3 percent. On the post-test, 11 students scored 90 percent or better with 83.4% being the lowest score. Dan Serafini and Trisha Blood were commended for another great job in reviewing algebra with these students. Marianne is convinced that My Math Test works and if more students had a quality review prior to the placement test, more would place into college-level math. 2) IVCC is one of several area community colleges that have been asked to take part in a research study with NIU. The goal of the study is to determine what constitutes college-level reading at each institution and will examine the current literacy practices and expectations in developmental reading courses and in introductory-level general education and occupational courses. The study will answer the question: What does it mean to be college-text-ready? 3) The Education and Early Childhood Education programs recently held an orientation meeting for 43 students. Topics such as background checks, the Test of Academic Proficiency, licensure changes, and dispositions were discussed. Jill Urban-Bollis and Diane Christianson organized and facilitated the event. 4) The Illinois Board of Higher Education announced the awarding of Early Childhood Educator Preparation Program Innovation Grants to Illinois State University and Western Illinois University. IVCC's Early Education Program is a partner in each of these grants. The purpose of the grants is to revise our education and early childhood education courses to reflect the changes in early childhood education licensure requirements so that our courses will seamlessly transfer to ISU and WIU. Dr. Corcoran reported on the Construction update from Cheryl Roelfsema. As of Monday, February 10 only two items remained from the Phase 1 punch list as well as some warranty issues. In Phase 2, asbestos removal in Buildings 6, 11 and 12 was completed on February 10. Ameren will be on

site February 17 or 18 to disconnect the natural gas lines and electrical lines from the same three buildings. Vissering Construction will cap the water lines on February 17 and actual demolition of the buildings could start as early as February 21. IVCC staff and faculty have been working with the architects on the Phase 3, fifty percent submittal for CDB. The Building G heat exchanger replacement is still on target for installation the week of March 10, spring break. The Cultural Centre sound system project plans are being finalized and should be ready to go to bid on March 20. Dr. Corcoran reported on the Academic Challenge from Ron Groleau. The annual Academic Challenge Regional competition was held on Friday, February 7. Eleven district high schools and 275 students participated for the right to advance individually and/or as a member of their team to sectional competition at Illinois Central College on March 5. The individual first place students are eligible for scholarship money from the IVCC Foundation provided they attend IVCC upon their graduation from high school. The Foundation also provided funds to award IVCC t-shirts and sweatshirts to approximately 20 lucky winners. Each student received an IVCC Viewbook promoting the college and all it has to offer. With this being Dr. Lori Scroggs's final Board meeting, Dr. Corcoran said how pleased he has been to work with her in so many ways over the last 20 years. Even the years that she worked at Bradley University, she served IVCC proudly as a member of the board of trustees. He thanked her for her service and wished her nothing but the best in the next chapter of her life.

### **COMMITTEE REPORTS**

Dr. Huffman reported the Audit/Finance Committee met on Wednesday, January 29 at 6 p.m. in the Board Room and the minutes from the meeting were in the Board book. He noted the five-year budget had a dismal outlook due to the economy of the state.

The Facilities Committee will meet on Friday, February 21 at 1 p.m. in the Board Room.

### **FACULTY TENURE RECOMMENDATIONS**

Dr. Lori Scroggs reviewed the tenure process. There are requirements at the state level, but IVCC's requirements are much more rigorous. New faculty members attend a faculty orientation for a semester long led by Marianne Dzik. The instructors are evaluated by the deans six times, by the vice president or associated vice president five times, by students, and self-evaluations. The instructors reflect upon their accomplishments through their portfolios. Prior to the Board meeting, the portfolios are presented to the Vice President, Associate Vice President and the appropriate dean who are given the chance to ask questions.

It was moved by Ms. Goetz and seconded by Dr. Driscoll to approve tenure for **Christine Blaydes, CNA instructor**. Bonnie Campbell, Dean of Health Professions, noted she would not know what to do without Christine Blaydes. Christine coordinates the CNA program which has 300 students every year. The program is highly regulated and Christine works closely with the Illinois Department of Public Health. Besides coordinating the program, she also teaches in the classroom and the clinicals. She keeps the program up-to-date and moves it forward. Motion passed by voice vote.

It was moved by Ms. Bonucci and seconded by Dr. Huffman to approve tenure for **Jared Olesen, Sociology instructor**. Dr. Holloway, Dean of Humanities, Fine Arts and Social Sciences, noted that Jared has a good command of work that he has done which spans many