



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Thursday, October 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

**ILLINOIS VALLEY COMMUNITY COLLEGE**  
**Board of Trustees Meeting**  
**Thursday, October 9, 2014 – 6 p.m. – Board Room (C307)**

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## **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 11, 2014 Board Meeting (Pages 1-6)
  - 6.2 Approval of Bills - \$2,042,900.25
    - 6.2.1 Education Fund - \$978,478.81
    - 6.2.2 Operations & Maintenance Fund - \$245,229.87
    - 6.2.3 Operations & Maintenance (Restricted Fund) - \$193,111.52
    - 6.2.4 Auxiliary Fund - \$455,341.62
    - 6.2.5 Restricted Fund - \$35,738.46
    - 6.2.6 Audit Fund - \$12,000.00
    - 6.2.7 Liability, Protection & Settlement Fund - \$122,999.97
  - 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 FY15 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 Disbursements - \$5,000 or more (Page 24)
  - 6.4 Personnel - Stipends for Pay Periods Ending September 6, 2014 and September 20, 2014 (Pages 25-28)

7. President's Report
8. Committee Reports
9. Resolution Authorizing Preparation of the 2014 Tax Levy (Pages 29-30)
10. Staff Appointment – Scott Curley, Director of Facilities (Pages 31-32)
11. Ratification of American Federation of Teachers Local 1810 Contract (Pages 33-39)
12. Bid Results – Lincoln Electric VRTEX<sup>®</sup> Mobile Virtual Reality Arc Welding Trainers (Page 40)
13. Items for Information (Pages 41-45)
  - 13.1 Staff Appointment – Stephanie King, Public Services Librarian (Page 41)
  - 13.2 Staff Resignation – Loree Kellett, Shipping and Receiving Clerk (Page 42)
  - 13.3 Interim Hiring Process Administrative Procedure (Pages 43-45)
14. Trustee Comment
15. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) pending litigation; and 3) closed session minutes.
16. Closed Session Minutes – September 3, 2014 and September 11, 2014 Board Meetings
17. Increase in Part-time Faculty Pay Scale
18. Vice President's Contract
19. Compensation for FY15 – Employees not Affected by Negotiated Labor Agreements
20. Athletic Salary Schedule
21. Other
22. Adjournment

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

**Minutes of Regular Meeting**  
**September 11, 2014**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6 p.m. on Thursday, September 11, 2014 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Larry D. Huffman, Secretary  
Laurie A. Bonucci  
Jane E. Goetz  
David O. Mallery (entered the meeting 6:20 p.m.)  
Amy M. Rogowski, Student Trustee

**Members Absent:** Melissa M. Olivero, Chair  
Everett J. Solon

**Telephonically Present:** Michael C. Driscoll, Vice Chair

**Others Physically Present:** Jerry Corcoran, President  
Cheryl Roelfsema, Vice President for Business Services and Finance  
Deborah Anderson, Vice President for Academic Affairs  
Sue Isermann, Associate Vice President for Academic Affairs  
Mark Grzybowski, Interim Associate Vice President for Student Services  
Walt Zukowski, Attorney

In the absence of Ms. Olivero and Dr. Driscoll, Dr. Huffman called the meeting to order at 6:20 p.m.

**SECRETARY PRO-TEM** – Dr. Huffman appointed Ms. Goetz as secretary pro-tem.

**APPROVAL OF AGENDA**

The agenda had previously been amended. It was moved by Ms. Goetz and seconded by Ms. Bonucci to approve the agenda, as amended. Motion passed by voice vote.

**PUBLIC COMMENT**

None.

**CAMPUS UPDATE – EMPLOYEE DEMOGRAPHICS**

Glenna Jones, Director of Human Resources, presented an overview of the activities of the Human Resources department. This included IVCC's demographics for fiscal year 2014 along

with 2013, 2012, and 2011. She compared the percentages for each racial or ethnic group for IVCC's district and IVCC's spring 2014 population and employee data. 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 2014 data for full-time employees who have 10+ years of service and are age 45 or older, 45 faculty, 44 support staff, and eight administrators will be eligible to retire within the next 10 years. Of the seven employees who retired in FY14, five 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 Ms. Bonucci 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 Minutes – July 10, 2014 Facilities Committee Meeting; August 14, 2014 Board Meeting; August 22, 2014 Special Board Meeting; and September 3, 2014 Special Board Meeting

Approval of Bills - \$1,687,508.99

Education Fund - \$785,651.10; Operations & Maintenance Fund - \$97,800.97; Operations & Maintenance (Restricted Fund) - \$42,012.58; Auxiliary Fund - \$515,069.02; Restricted Fund - \$37,409.61; and Liability, Protection and Settlement Fund - \$209,565.71

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending August 9, 2014 and August 23, 2014.

Bid Results – Printing Supplies

Accepted the bid from Blackhawk, Inc. for printing supplies in the amount of \$27,761.51.

### **PRESIDENT'S REPORT**

Dr. Corcoran received word from Sue Isermann that the College will be receiving three grants to help promote student success: Adam Oldaker and Dr. Robyn Schiffman were responsible for receiving a \$10,000 "Bridging the Gap" grant in order to continue the work that has gone into discussions between the high schools and college on the alignment of English and mathematic curriculums. Danielle Stoddard and Michelle Story were commended for their fine work in obtaining a \$5,000 "Program of Study" grant which will allow the College to utilize a five-phase, continuous improvement process focused on outcomes and equity for the Business Technology AAS program. Also, Danielle Stoddard and Dr. Brian Holloway were responsible for receiving a \$10,000 "Dual Credit Enhancement" grant to continue expanding the blended dual enrollment course offerings and professional development activities with high school dual credit instructors

focusing on curriculum alignment and portfolios. On Tuesday of this week representatives from the Art in Architecture program from the State of Illinois and the artist who was selected to create the huge sun dial that will be placed near the secondary entrance to the Peter Miller Community Technology Center met with the administration for an update on the project. A concrete pad will be poured soon and the goal is for the work of art to arrive and be in place in October. Phi Theta Kappa is the leading two-year college academic honor society. Students must have a minimum 3.5 cumulative grade point average to be eligible to join. Invitations are being sent to eligible students later this week; Eric Schroeder is coordinating the induction invitation and ceremony to be held on Tuesday, October 7 at 7 p.m. in the IVCC cafeteria. The board was invited to attend the program. Eric, Charles Kwiatkowski and Carmen Hartford are the co-advisors to PTK and Dr. Corcoran commended them for a fine job. The new student convocation held on August 15 was a terrific program thanks to the hard work of a team comprised of Mark Grzybowski, Linda Hawkins, Carey Burns, Lori Cinotte, Norman Engstrom, Karen Gregorich, Chris Herman, Melissa Killian, Betsy Klopcic, Renee Prine, Connie Skerston, Jennifer Sowers, Jenna Stinson, Danielle Stoddard, Cory Tomasson, and Dawn Watson. Feedback from the students was outstanding. Dr. Corcoran, personally, thinks it was the best one the College has had for the many years that it has been offered. Last week's 21<sup>st</sup> Century Scholars Society program was excellent thanks to Fran Brolley, Donna Swiskoski and Sue Monroe. Eighteen incredible students were honored for their achievement. Dr. Corcoran thanked the Board members who have joined the Society. Tim Bias, manufacturing program coordinator, advised Dr. Corcoran that 42 students were able to attend the International Manufacturing Technology Show in Chicago yesterday thanks to funding provided by the iNAM grant—complements of Sue Isermann, Jamie Gahm, Jennifer Scheri and others. Tim, Paul Leadingham, Dorene Verucchi and the majority of students spent some time with Dan Janka and others associated with Fives Machining Systems. The faculty and academic administrators were commended for a job well done. Former Board member and current Mayor of Streator, Jimmie Lansford, always one of IVCC's most vocal supporters in the community, has proposed that the College and city of Streator work together on a pilot project that would result in the NCAT system (North Central Area Transit) offering direct-route public transportation services to the College. Sara Escatel, director of adult education, has made a pretty compelling case for pursuing this option which could result in more than 100 students per year enrolling in GED, ESL and Literacy coursework. IVCC administrators have also met with representatives of the high school in order to discuss the feasibility of using the NCAT system for students coming to the campus for dual-enrollment purposes. The College is very close to having a plan in place that will be good for everyone. IVCC is expecting a nice turnout for next Monday's 90<sup>th</sup> anniversary celebration. Senators Rezin and LaHood, Representatives Mautino and Pritchard, local mayors, former IVCC presidents and others will be attending the event at 1 p.m.

### **COMMITTEE REPORTS**

The Board Planning Committee has scheduled a meeting on Thursday, September 25 at 6:15 p.m. The Audit/Finance Committee will be scheduling a meeting the end of September or the beginning of October to review the audit.

### **BUILDING A CHILLER/AIR HANDLER UNIT BUDGET MODIFICATION**

It was moved by Mr. Mallery and seconded by Ms. Goetz to approve the revised budget of \$1,134,470 for PHS project – Building A Chiller/Air Handler Unit. Excess PHS funds