



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Tuesday, July 19, 2011  
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

Strategic Plan Update  
Student Demographic Profile

#### February

Authorize Budget Preparation  
Tenure Recommendations  
Non-tenured Faculty Contracts  
Reduction in Force  
Tuition and Fee Review  
Five-year Financial Forecast

#### March

President's Evaluation

#### April

Board of Trustees Election (odd years)  
Organization of Board (odd years)

#### May

Budget Adjustments  
Bid Approval for Spring and Summer/Fall  
Schedules  
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  
Performance Results – KPIs  
Annual Employee Demographics Report  
Approval of College Calendar (even years)

#### October

Authorize Preparation of Levy  
Audit Report  
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. Campus Update – FY2012 Tentative Budget (Cheryl Roelfsema and Patrick Berry)
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 – June 1, 2011 Facilities Committee Meeting; June 21, 2011 Audit/Finance Committee Meeting; and June 21, 2011 Board Meeting (Pages 1-12)
  - 7.2 Approval of Bills - \$1,610,128.01
    - 7.2.1 Education Fund - \$1,028,480.97
    - 7.2.2 Operations & Maintenance Fund - \$122,692.90
    - 7.2.3 Operations & Maintenance (Restricted Fund) - \$149,304.59
    - 7.2.4 Auxiliary Fund - \$35,107.86
    - 7.2.5 Restricted Fund - \$268,989.41
    - 7.2.6 Liability, Protection & Settlement Fund - \$5,552.28
  - 7.3 Treasurer's Report (Pages 13-31)
    - 7.3.1 Financial Highlights (Pages 14-15)
    - 7.3.2 Balance Sheet (Pages 16-17)
    - 7.3.3 Summary of FY11 Budget by Fund (Page 18)
    - 7.3.4 Budget to Actual Comparison (Pages 19-26)
    - 7.3.5 Budget to Actual by Budget Officers (Page 27)
    - 7.3.6 Statement of Cash Flows (Page 28)
    - 7.3.7 Investment Status Report (Page 29-30)
    - 7.3.8 Check Register - \$5,000 or more (Page 31)
  - 7.4 Personnel - Stipends for Pay Periods Ending June 4, 2011; June 18, 2011; and July 2, 2011 (Pages 32-42)

8. President's Report
9. Committee Reports
10. FY2012 Tentative Budget (Pages 43-45)
11. Information Technology Strategic Plan (Pages 46-63)
12. Request for Proposals –Community Instructional Center Project Financing (Pages 64-71)
13. Temporary Special Assignment – Frances Whaley (Page 72)
14. Transfer of Funds (Page 73)
15. Proposal Results – Student Athlete and Catastrophic Student Athlete Insurance (Pages 74-79)
16. Cooperative Agreement Addendum with Parkland College (Pages 80-81)
17. Board Policy 6.5 – Naming Rights (Pages 82-84)
18. Items for Information (Pages 85-96)
  - 18.1 Staff Appointment – Jill Patterson, Full-time Senior Bookstore Assistant (Page 85)
  - 18.2 Staff Appointment – Frances Whaley, Full-time Head Librarian (Page 86)
  - 18.3 Staff Retirement – John Piano, Full-time Safety Services Officer (Page 87)
  - 18.4 Staff Resignation – Merrilee Biggs, Full-time Payroll and Benefits Coordinator (Page 88)
  - 18.5 Staff Resignation – Judy McQuilkin, Full-time Assessment Center Coordinator (Page 89)
  - 18.6 Staff Resignation – Zack Lowe, Part-time Academic Support Technologist (Page 90)
  - 18.7 Staff Resignation – Holly Mathews, Educational Technologist and Part-time Instructor (Page 91)
  - 18.8 Change Order #3 – Security Relocate-Fire Alarm Upgrade (Pages 92-93)
  - 18.9 NCICG Letter – Broadband Initiative Connecting IVCC and Ottawa Center (Page 94)
  - 18.10 Letter from Continuing Education Participant (Page 95)
  - 18.11 Thank you from Illinois Valley Center for Independent Living (Page 96)
19. Trustee Comment
20. Closed Session – 1) the appointment employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) pending litigation; 3) hearing testimony on a complaint lodged against an employee to determine its validity; 4) collective negotiating matters between the public body and its employees or their representatives; and 5) closed session minutes.
21. Other
22. Adjournment

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

**Facilities Committee Meeting**  
**June 1, 2011**

The Facilities Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5 p.m. on Wednesday, June 1, 2011 in the Board Room (C307) at Illinois Valley Community College.

**Committee Members** David O. Mallery, Chair  
**Physically Present:** Leslie-Anne Englehaupt  
Dennis N. Thompson

**Other Board Members** Michael C. Driscoll  
**Physically Present:** James A. Narzewski

**Others Physically Present:** Jerry Corcoran, President  
Rick Pearce, Vice President for Learning and Student Development  
Cheryl Roelfsema, Vice President for Business Services and Finance  
Lori Scroggs, Vice President for Planning and Institutional Effectiveness  
Gary Johnson, Director of Facilities  
Paul Basalay, Architect

The meeting was called to order at 5:10 p.m. by Mr. Mallery, committee chair.

**REQUEST FOR PROPOSALS – SECURITY SERVICES**

At the Illinois Valley Community College April Board meeting, the Board approved to solicit requests for proposals for security services. A selection committee (Cheryl Roelfsema, Jerry Corcoran, Leslie Englehaupt, Rebecca Donna, and Seth Unzinker) reviewed the ten proposals received. Each member of the selection committee scored the proposals according to a matrix based on the following criteria: years of experience, local support, staff expertise, training program, man-hours proposed, client references, employee turnover rate, capability to mobilize forces, and special assignments. The top six companies were invited to the campus for interviews. From those six, the top three companies were invited to the Facilities Committee. The three finalists are: Diamond Detective Agency, G4S Secure Solutions, and Securitas Security Service. Representatives from each company gave a presentation and answered questions. The selection committee will meet and discuss the three companies and narrow it down to one. The Facilities Committee agreed that a decision to outsource security services or change the culture of the present security department needed to be made by the Board. This will be discussed at the June Board meeting with a recommendation at the July meeting. Ms. Englehaupt was originally opposed to outsourcing the security services, but after serving as a member of the selection committee she is a huge proponent for outsourcing. She believes the security staff lacks what is being offered to the College by these companies – professional



training and professional qualifications. The current staff would like to keep their positions and the companies are amicable if they meet the qualifications.

Dennis Thompson left the meeting at 7:52 p.m.

### **COMMUNITY TECHNOLOGY CENTER UPDATE**

Paul Basalay reported that Phase I construction documents are complete and he is waiting for the release of the money from the State. Phase II is through the design development, but Steve Halm from Capital Development Board (CDB) has recommended not to proceed with the construction documents until the money is released. Mr. Basalay has heard optimistic reports and is hoping to see the money released in June. Mr. Mallery was concerned with the square footage and jeopardizing the alternates. He wanted the elevators to be included in the total project and not end up having them be a Protection, Health, and Safety project. Mr. Basalay noted the schematic design phase was at 79,000 s.f. This plan was brought to the Board and discussed on what could be cut. If the circulation space was changed, the College did not want to live with the affects of reducing square footage. It was agreed to stay with the original schematic design and was approved by the College. Concessions in the plan were to eliminate the connecting link and to leave out the Early Childhood Center and include the Massage Therapy program. The three elevators were moved to the alternate stage. The architects proceeded with this plan. The current plan is virtually the same plan. During the engineering phase adjustments were needed. All the pumps would not fit in the geothermal mechanical room. After leaving the schematic design stage and the development stage, the concern is not the square footage, but the goal is to get the cost down. The architects have rearranged spaces to fit additional space in some areas, but have not increased the space. Structural engineers left some items out and the steel price has increased. This increased the construction documents by \$900,000. The architects have worked very hard in keeping the cost down with all the changes and adjustments. Built into the project is a ten percent contingency - \$2.3 million. If the College does not use this money, CDB will take this back. The architects have included the elevators as alternates so that the College will not lose this money. The bidding climate is so good right now that Mr. Basalay is concerned with coming in below budget. If the College has to wait until next year, it could be a different climate. Mr. Basalay is also concerned with CDB not funding Phases II and III. Funds are released on a bidding basis.

### **ADJOURNMENT**

It was moved by Ms. Englehaupt, seconded by Mr. Mallery, and carried unanimously to adjourn the meeting at 8:10 p.m. Motion passed by voice vote.

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David O. Mallery, Committee Chair

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Dennis N. Thompson, Board Chair

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Leslie-Anne Englehaupt, Secretary

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

**Audit/Finance Committee Meeting**  
**June 21, 2011**

The Audit/Finance Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5:15 p.m. on Tuesday, June 21, 2011 in the Board Room (C307) at Illinois Valley Community College.

**Committee Members** Larry D. Huffman  
**Physically Present:** Michael C. Driscoll  
Melissa M. Olivero

**Other Board Members** David O. Mallery  
**Physically Present:** James A. Narzewski  
Dennis N. Thompson

**Others Physically Present:** Jerry Corcoran, President  
Cheryl Roelfsema, Vice President for Business Services  
and Finance  
Rick Pearce, Vice President for Learning and Student  
Development  
Lori Scroggs, Vice President for Planning and Institutional  
Effectiveness  
Patrick Berry, Controller

The meeting was called to order at 5:15 p.m. by Dr. Huffman.

**INFORMATION TECHNOLOGY STRATEGIC PLAN**

Emily Vescogni reviewed projects completed in FY2011 which included a new student email system, installation of print release stations, increased broadband width, and replacement of computers to name a few. Document imaging is an extensive project but the admissions office worked with a vendor and implemented an email archival device. Emily Vescogni noted next year's projects included physical science lab equipment, laptops for the physical science lab, and a tape backup system upgrade. Harold Barnes reviewed future projects in which funds were not available for this year. The Audit/Finance Committee members were in consensus to approve the Information Technology Strategic Plan. The Plan will be presented at the July Board meeting for approval.

**FY2012 BUDGET**

Cheryl Roelfsema and Patrick Berry presented a proposed budget based on the following major assumptions:

- Credit hours are decreased by 2 percent based on FY11 actual amounts.
- EAV is decreased by 1.5 percent.
- CPPRT is increased by 11 percent based on FY11 actual amounts.
- Level funding on the base operating grant