



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Tuesday, November 15, 2011  
Board Room  
7:30 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. 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 – October 11, 2011 Audit/Finance Committee Meeting, October 18, 2011 Board Meeting, and November 1, 2011 Special Board Meeting (Pages 1-12)
  - 6.2 Approval of Bills - \$1,100,289.92
    - 6.2.1 Education Fund - \$867,642.04
    - 6.2.2 Operations & Maintenance Fund - \$47,374.99
    - 6.2.3 Operations & Maintenance (Restricted Fund) - \$12,390.70
    - 6.2.4 Auxiliary Fund - \$87,636.41
    - 6.2.5 Restricted Fund - \$58,001.06
    - 6.2.6 Liability, Protection & Settlement Fund - \$27,244.72
  - 6.3 Treasurer's Report (Pages 13-31)
    - 6.3.1 Financial Highlights (Pages 14-15)
    - 6.3.2 Balance Sheet (Pages 16-17)
    - 6.3.3 Summary of FY12 Budget by Fund (Page 18)
    - 6.3.4 Budget to Actual Comparison (Pages 19-26)
    - 6.3.5 Budget to Actual by Budget Officers (Page 27)
    - 6.3.6 Statement of Cash Flows (Page 28)
    - 6.3.7 Investment Status Report (Pages 29-30)
    - 6.3.8 Check Register - \$5,000 or more (Page 31)
  - 6.4 Personnel - Stipends for Pay Periods Ending October 8, 2011 and October 22, 2011 (Pages 32-35)

- 6.5 Bid Results – Building B Fireplace Lounge Deck Repairs (Pages 36-37)
- 6.6 Purchase Request – 2012 Ford F-150 Truck (Page 38)
- 7. President’s Report
- 8. Committee Reports
- 9. Tentative Tax Levy 2011 (Pages 39-44)
- 10. Items for Information (Pages 45-50)
  - 10.1 Staff Resignation – Elizabeth Oseland, Part-time Fitness Center Instructor (Page 45)
  - 10.2 Staff Resignation – Laura Ladzinski, Part-time Library Technician (Page 46)
  - 10.3 Change Order #1 – Chemistry Lab Renovation at Building E (Pages 47-48)
  - 10.4 American Chemical Society – Commendable Award (Page 49)
  - 10.5 Thank you from Lieutenant Governor Sheila Simon (Page 50)
- 11. Trustee Comment
- 12. 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.
- 13. Naming Rights Regarding the Community Technology Center
- 14. Other
- 15. Adjournment

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

**Audit/Finance Committee Meeting**  
**October 11, 2011**

The Audit/Finance Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5 p.m. on Tuesday, October 11, 2011 in the Board Room (C307) at Illinois Valley Community College.

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

**Committee Members Absent:** None

**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 p.m. by Dr. Huffman.

**FY2010 AUDIT**

A preliminary draft of the comprehensive annual financial report for the fiscal year ending June 30, 2011, had been distributed to the committee members. Mr. David Spiller, of Gordon, Stockman & Waugh, P.C., the Board's auditor, reviewed portions of the report and identified no weaknesses and no instances of noncompliance in the audit. Mr. Spiller indicated there would be no management letter and no recommendations for improvement. The annual financial report will be placed on the October board agenda as an information item and will be submitted to the Illinois Community College Board by Friday, October 14. Mr. Spiller distributed information related to the financial statement audit required by Statement on Auditing Standards No. 114. It was moved by Dr. Driscoll and seconded by Ms. Olivero to approve the Audit, as presented. Motion passed by voice vote.

**2011 TAX LEVY**

At the October board meeting, the administration will recommend to the Board to authorize preparation of the 2011 Tax Levy. Based on information provided by LaSalle County, the equalized assessed valuation (EAV) of farmland is expected to increase by 10 percent, residential property is expected to decrease by 2 percent and all others are expected to remain the same. The percentage of farmland for EAV calculation is 15 to 16 percent and residential is 49 to 50

percent. Total EAV for 2011 will increase approximately one percent. The estimated tax rate of .3463 is less than the 2010 tax rate of .3512. The overall levy for 2011 is \$10,407,150 which is less than a five percent increase from last year's levy of \$9,911,678 and would not require a public hearing. Cheryl Roelfsema plans to present this tentative tax levy to the November board meeting and the final tax levy in December. Dr. Driscoll was pleased the College is able to decrease the tax rate. Ms. Olivero was also pleased the College can decrease the tax rate for the tax payers and still meet its obligations. It was moved by Ms. Olivero and seconded by Dr. Driscoll to recommend the tax levy presented to the Board. Motion passed by voice vote.

**ADJOURNMENT**

It was moved by Dr. Driscoll, seconded by Ms. Olivero, and carried unanimously to adjourn the meeting at 5:22 p.m. Motion passed by voice vote.

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Larry D. Huffman  
Audit/Finance Committee Chair

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Dennis N. Thompson, Board Chair

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Leslie-Anne Englehaupt, Board Secretary

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

**Minutes of Regular Meeting**  
**October 18, 2011**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Tuesday, October 18, 2011 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Dennis N. Thompson, Chair  
Leslie-Anne Englehaupt, Secretary  
Michael C. Driscoll  
Larry D. Huffman  
David O. Mallery  
James A. Narzewski  
Brad Cockrel, Student Trustee

**Members Present Telephonically:** Melissa M. Olivero, Vice Chair

**Members Absent:**

**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  
Walt Zukowski, Attorney

**PUBLIC HEARING**

This being the time and place published for a Public Hearing to receive comments on the proposal to sell \$5,000,000 funding bonds for the purpose of funding and paying claims against the District and explain that all persons desiring to be heard would have an opportunity to present written or oral testimony, Board Chair, Dennis Thompson, called for questions and/or comments from the Board of Trustees and the public. David Mallery stated he still believes that the College is in a position to pay for the match with money saved. He questions the need for the bond in the stated amount and the cost associated with it. He believes the College could pay cash and make hard decisions later on. Dennis Thompson stated the Board Finance Committee and discussions with the Board earlier had consensus to obligate funds through the issuance of bonds for the College's match of the new building. The College has experienced cuts in the past from the State and the Board would like to remain flexible and have resources available for programs or other items that may surface in the future. Kevin Heid, senior vice president for First Midstate Inc. explained the next steps. The notice of intent has been published and will expire shortly and the final step will be the Board approving the resolution to issue the bonds to pay off the debt certificates. A special meeting in early November is planned since the debt

certificates are accruing interest every day. A ratings call will take place on Thursday with Standard and Poor's. This will take one week to complete, but Mr. Heid is anticipating a favorable rating on the bonds at this point. Mr. Thompson called for a motion to close the Public Hearing. It was moved by Dr. Huffman and seconded by Mr. Narzewski to close the Public Hearing.

Roll Call Vote: Student Advisory Vote: "Aye" – Mr. Cockrel. Roll Call Vote: "Ayes" – Mr. Mallery, Mr. Narzewski, Dr. Driscoll, Dr. Huffman, Ms. Englehaupt, and Mr. Thompson. "Nays" – None, motion carried.

Ms. Olivero entered the meeting telephonically.

#### **APPROVAL OF AGENDA**

The administration requested agenda items 8.6.2 and 8.6.3 be pulled from the consent agenda. It was moved by Dr. Driscoll and seconded by Dr. Huffman to approve the agenda with the request to pull consent agenda items 8.6.2 and 8.6.3 to be voted on separately. Motion passed by voice vote.

#### **PUBLIC COMMENT**

None.

#### **CAMPUS UPDATE – STUDENT GOVERNMENT ASSOCIATION ACTIVITIES**

This item was postponed until a later date.

#### **CONSENT AGENDA**

It was moved by Ms. Englehaupt 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 Minutes – September 12, 2011 Board Facilities Committee Meeting and September 20, 2011 Board Meeting

Approval of the Bills - \$2,373,419.51

Education Fund - \$1,105,848.74; Operations and Maintenance Fund - \$288,355.40; Operations and Maintenance (Restricted Fund) \$156,046.35; Auxiliary Fund - \$368,721.57; Restricted Fund - \$89,863.58; Audit Fund - \$16,000.00, and Liability, Protection and Settlement Fund - \$348,583.87.

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending September 10, 2011 and September 24, 2011