



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Tuesday, December 18, 2012  
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**

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  
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  
Employee Demographics Report

#### **August**

Budget  
a. Public Hearing  
b. Resolution to Adopt Budget  
College Insurance (every 3 years)  
Employee Demographics Report

#### **September**

Protection, Health, and Safety Projects  
Cash Farm Lease  
Program Review Report  
Approval of College Calendar (even years)  
Student Accomplishments

#### **October**

Authorize Preparation of Levy  
Audit Report  
Update Key Performance Indicators  
New Key Performance Indicators (every 3 years)  
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**  
**Tuesday, December 18, 2012 – 6:30 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 – November 20, 2012 Board Meeting (Pages 1-7)
  - 6.2 Approval of Bills - \$2,814,724.24
    - 6.2.1 Education Fund - \$1,102,698.08
    - 6.2.2 Operations & Maintenance Fund - \$70,945.38
    - 6.2.3 Operations & Maintenance (Restricted Fund) - \$115,352.83
    - 6.2.4 Bond & Interest Fund - \$1,216,464.58
    - 6.2.5 Auxiliary Fund - \$55,223.74
    - 6.2.6 Restricted Fund - \$215,242.79
    - 6.2.7 Audit Fund - \$4,050.00
    - 6.2.8 Liability, Protection & Settlement Fund - \$34,746.84
  - 6.3 Treasurer's Report (Pages 8-26)
    - 6.3.1 Financial Highlights (Pages 9-10)
    - 6.3.2 Balance Sheet (Pages 11-12)
    - 6.3.3 Summary of FY12 Budget by Fund (Page 13)
    - 6.3.4 Budget to Actual Comparison (Pages 14-21)
    - 6.3.5 Budget to Actual by Budget Officers (Page 22)
    - 6.3.6 Statement of Cash Flows (Page 23)
    - 6.3.7 Investment Status Report (Pages 24-25)
    - 6.3.8 Check Register - \$5,000 or more (Page 26)
  - 6.4 Personnel - Stipends for Pay Periods Ending November 3, 2012 and November 17, 2012 (Pages 27-30)

- 6.5 Request for Proposal – Information Security Consultant (Page 31)
7. President’s Report
8. Committee Reports
9. Tax Levy 2012 (Pages 32-41)
10. Letter of Agreement Between Board of Trustees Community College District No. 513 and American Federation of Teachers Local 1810 (Pages 42-46)
11. Schedule of Regular Meeting Dates and Times (Page 47)
12. Semi-annual Review of Closed Session Minutes (Page 48)
13. Authorization for Destruction of Verbatim Recordings of Closed Session Meetings (Page 49)
14. Items for Information (Pages 50-54)
  - 14.1 Staff Appointment – Ian Reddy, Collection Development & Access Librarian (Page 50)
  - 14.2 Part-time Faculty Resignation – Lorraine James, ESL Instructor (Part-time) (Page 51)
  - 14.3 U.S. Economic Development Administration’s (EDA) Grant Application (Page 52)
  - 14.4 Thank You – Tim Dooley (Page 53)
  - 14.5 Article in *The Times* (Page 54)
15. Trustee Comment
16. 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.
17. Other
18. Adjournment

**ILLINOIS VALLEY COMMUNITY COLLEGE**

**Board of Trustees**

**Minutes of Regular Meeting**

**November 20, 2012**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Tuesday, November 20, 2012 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Dennis N. Thompson, Chair  
Melissa M. Olivero, Vice Chair  
Michael C. Driscoll  
Larry D. Huffman  
David O. Mallery  
Britney Burkart, Student Trustee

**Members Absent:** Leslie-Anne Englehaupt, Secretary  
James A. Narzewski

**Others Physically Present:** Jerry Corcoran, President  
Cheryl Roelfsema, Vice President for Business Services and Finance  
Lori Scroggs, Interim Vice President for Learning and Student Development  
Walt Zukowski, Attorney

**SECRETARY PRO-TEM**

In the absence of Leslie Englehaupt, Dr. Driscoll volunteered to serve as Secretary Pro-Tem.

**APPROVAL OF AMENDED AGENDA**

The administration requested that Action Item 18. – Faculty Appointment – Anthropology & Sociology Instructor be removed from the agenda. It was moved by Ms. Olivero and seconded by Dr. Driscoll to approve the amended agenda, as presented. Motion passed by voice vote.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

It was moved by Dr. Huffman and seconded by Ms. Burkart to approve the consent agenda, as presented. Motion passed by voice vote.

The following items were approved in the consent agenda:

Approval of Minutes – October 9, 2012 Audit/Finance Committee Meeting and October 16, 2012 Board Meeting

Approval of the Bills - \$1,626,194.36

Education Fund - \$840,023.69; Operations and Maintenance Fund - \$95,204.29; Operations & Maintenance (Restricted Fund) - \$252,844.00; Auxiliary Fund - \$159,810.70; Restricted Fund - \$234,654.33; Audit Fund - \$10,000.00; and Liability, Protection and Settlement Fund - \$33,657.35

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending October 6, 2012 and October 20, 2012.

**PRESIDENT'S REPORT**

Dr. Corcoran gave a construction update prepared by Cheryl Roelfsema. Regarding Phase 1, the geothermal field and detention pond have been seeded; trees have been planted; and stone cropping installation has begun. Roofing is complete except for punch list items; metal (zinc) panel installation and the Trespa composite facade installation will begin in approximately one week. On the Peter Miller Community Technology Center's second floor, mechanical, electrical, and plumbing work continues; heat pumps and rack were delivered last week; and East-end drywall is 65 percent complete. The first floor East entrance will be closed-in very soon; the building will be heated next week; and HVAC ductwork to the outside air units is in progress. Regarding Phase 2, the new maintenance building concrete floor, stoops and approach have been poured; the East addition concrete masonry unit west wall is complete; electrical switch-over to the new transformer and gas meter installation is planned for later this week; and demolition of Building 10 will begin after Thanksgiving. The project remains on schedule. Last month Mike Phillips reported the voter registration drive was a success. A voter registration table was available on Spirit Day and in the Lobby the week of September 24 and again on October 8. The deputy registrars also registered students in their offices and in the Library. Mike wanted to be sure to recognize Joanne Jalley, Sherri Popurella, Kathy Sramek, Tracy Morris, Sue Mertel, and the local Tea Party group coordinated by Jim Jarka for working at the tables. Overall, Mike and his colleagues registered 224 voters this fall, bringing the grand total since 2002 to approximately 2300 voters! Haiku Horror Stories is a new book available from Amazon.com and soon it will be available in hard copy. What makes this book especially interesting is that it was written by Carey Burns with illustrations by Jill Hejl. Dr. Corcoran congratulated Carey and Jill on their collaborative efforts and hopes the book is a great success. Dean Marianne Dzik provided a number of exciting updates involving students and staff in her English, Math and Education division: Kim Radek, Adam Oldaker, and Delores Robinson recently received the good news that one of their Sigma Kappa Delta students, Ali Braboy, has had her abstract submission chosen for a roundtable discussion of the topic "Reopen the Book to Fantasy Worlds" at the Sigma Kappa Delta national conference in Portland this spring. Congratulations to Ali Braboy on a job well done! Diane Christianson and Jill Urban-Bollis presented a workshop at last month's meeting of the Illinois Community College Faculty Association on "Education Candidate Dispositions: Assessing Professional Dispositions and Behaviors in Career Programs." Jill Urban-Bollis has received Charlotte Danielson Training through the LaSalle County Regional Office of Education, which will lead to her assisting the ROE in presenting workshops



on this evaluation model to the Oglesby School District and the Streator High School District. Diane Christianson is now a National Association of the Education of Young Children (NAEYC) accreditation site reviewer. She recently participated in a site visit to McDowell Technical Community College's Childhood Education Program in Marion, North Carolina. Ericka Ratcliff, an actor from the Chicago Shakespeare Theater, visited Nora Villarreal's Honors Shakespeare class via Skype on November 9. Students were able to engage in a question-and-answer period with the actor. Jeffrey Cramer, Curator of Collections at the Thoreau Institute in Lincoln, Massachusetts was a digital presenter in Adam Oldaker's American literature class on November 16. Mr. Cramer talked about artifacts that belonged to Ralph Waldo Emerson and Henry David Thoreau. Professor Oldaker met Mr. Cramer this past summer while attending a National Endowment for the Humanities event in Concord, Massachusetts. Mark Brown recently participated in a program at Heartland Community College in celebration of National Novel Writing month. Professor Brown read from his short story "The Iron Door." He also participated in a radio show entitled Poets' Voices which airs on Peoria station WAZU, 90.7 FM. Sue Isermann has been reappointed to the NCI Works Board, a testament to her expertise and contributions to the workforce development community. Sue will also represent the College at an upcoming ICCB conference for Illinois community college participants who have received the Pathways to Results (PTR) grants. As an invited panel presenter, Sue will discuss how she and her team applied quality improvement principles to achieve greater equity and access within the Wind Technology program. From Jamie Gahm's Continuing Education department, last month 42 passengers participated in IVCC's "Road Scholar Program" and they called this year's trip "Exploring Central Illinois on the River." Highlights included presentations on river ecology and Native American culture, and a program by Save Our American Raptors. Another bus trip involved an L-P High School 63-year class reunion using our Ed'Venture Program as an opportunity to see the sights near and within the Illinois River. A special thanks to Jamie Gahm for being part of a group that's looking to replicate the annual Peoria manufacturing expo sometime soon in the Illinois Valley. Dr. Corcoran also thanked Bev Malooley and her staff for sponsoring a number of activities last year including the most recent Breakfast of Champions and 40 Under 40 events (where Kim Kochler was one of the 40 celebrated). Many thanks to Kelly Klobucher, of the Hegeler Carus Foundation, for allowing IVCC's Theatre Department to present the play "The Snow Queen", directed by Dr. David Kuester, at the Hegeler Carus Mansion last week while the College is under construction. All three performances were sold out. Students participating in the Area Career Center's CEO (Creating Entrepreneurial Opportunities) program visited the campus last week and Dr. Corcoran hopes this will become a regular destination point for all CEO students from this point forward. Working together with the high schools on these kinds of innovative programs is certainly in-line with IVCC's mission and what is hoped to be achieved within the new building's Center for Innovation and Opportunity.

### **COMMITTEE REPORTS**

Mr. Mallery noted the filing period for the April 9, 2013 election for trustee candidates is Monday, December 17 through Monday, December 24, 2012. The College is currently scheduled to be closed on Monday, December 24. Legislation is being proposed in the veto session to address the issue of December 24. If this is not resolved in the veto session, this item will be discussed at the December board meeting.