



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Tuesday, July 17, 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

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
Student Demographic Profile

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 – June 19, 2012 Board Meeting (Pages 1-6)
 - 6.2 Approval of Bills - \$1,333,830.42
 - 6.2.1 Education Fund - \$1,050,856.19
 - 6.2.2 Operations & Maintenance Fund - \$57,730.54
 - 6.2.3 Auxiliary Fund - \$41,710.79
 - 6.2.4 Restricted Fund - \$154,037.21
 - 6.2.5 Liability, Protection & Settlement Fund - \$29,495.69
 - 6.3 Treasurer's Report (Pages 7-25)
 - 6.3.1 Financial Highlights (Pages 8-9)
 - 6.3.2 Balance Sheet (Pages 10-11)
 - 6.3.3 Summary of FY12 Budget by Fund (Page 12)
 - 6.3.4 Budget to Actual Comparison (Pages 13-20)
 - 6.3.5 Budget to Actual by Budget Officers (Page 21)
 - 6.3.6 Statement of Cash Flows (Page 22)
 - 6.3.7 Investment Status Report (Pages 23-24)
 - 6.3.8 Check Register - \$5,000 or more (Page 25)
 - 6.4 Personnel - Stipends for Pay Periods Ending June 2, 2012, June 16, 2012, and June 30, 2012 (Pages 26-34)
7. President's Report
8. Committee Reports

9. Fiscal Year 2013 Tentative Budget (Pages 35-37)
10. Student Athletic and Catastrophic Student Athletic Insurance Renewals (Pages 38-42)
11. Faculty Resignation – Christine Dove, Sociology & Anthropology Instructor (Pages 43-44)
12. Faculty Appointment – Carmen Hartford, Anatomy & Physiology Instructor (Pages 45-46)
13. Faculty Appointment – Shane Lange, Automotive Technology/Program Coordinator (Pages 47-48)
14. Faculty Appointment – Nursing Instructor
15. Purchase Request – Consulting Services for the Update of the Colleague Administrative System (Page 49)
16. Purchase Request – Hampden Home Efficiency Auditor Training Facility Package (Pages 50-53)
17. New AAS Degree Programs – Welding Production Technology and Welding Construction Technology (Pages 54-56)
18. Inactivation – Medical Coding Certificate and Medical Transcription Certificate (Page 57)
19. Inactivation – School Technology Coordinator Certificate, Basic Teachers Technology Certificate, and Advanced Teacher Technology Certificate (Page 58)
20. Items for Information (Pages 59-63)
 - 20.1 Volunteer Head Women’s Tennis Coach Appointment – Julie Milota (Page 59)
 - 20.2 Part-time Faculty Resignation – Vince Buonomo, Speech Instructor (Page 60)
 - 20.3 ICCB – Advanced Renewable Wind Energy Technician Certificate (Page 61)
 - 20.4 Discontinuation of Truck Driver Training Agreement with Waubensee Community College (Page 62)
 - 20.5 Phi Theta Kappa Rho Omega Chapter Commendation (Page 63)
21. Trustee Comment
22. 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.
23. Other
24. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE

Board of Trustees

Minutes of Regular Meeting

June 19, 2012

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Tuesday, June 19, 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
David O. Mallery
James A. Narczewski
Britney Burkart, Student Trustee

Members Absent: Leslie-Anne Englehaupt, Secretary
Larry D. Huffman

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Lori Scroggs, Vice President for Planning and Institutional Effectiveness
Walt Zukowski, Attorney

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None.

CONSENT AGENDA

It was moved by Dr. Driscoll and seconded by Mr. Narczewski to approve the consent agenda as presented. Motion passed by voice vote.

The following items were approved in the consent agenda:

Approval of Minutes – May 15, 2012 Board Meeting; June 5, 2012 Audit/Finance Committee Meeting; and June 5, 2012 Special Board Meeting

Approval of the Bills - \$1,362,129.66

Education Fund - \$871,519.78; Operations and Maintenance Fund - \$110,563.92; Operations and Maintenance (Restricted Fund) \$71,608.35; Auxiliary Fund - \$199,901.62; Restricted Fund - \$68,276.08; and Liability, Protection and Settlement Fund - \$40,259.91.

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending May 5, 2012 and May 19, 2012.

Bid Results – Asphalt Pavement Repair, Sealing, and Marking

Accepted the base bid from Universal Asphalt & Excavating, Inc., LaSalle, Illinois, for the Asphalt and Pavement Repair, Sealing, and Marking of the roadway for the amount of \$18,890 and all six alternate bids for pothole patching and pavement marking for parking lots 1, 2, 3, 4, 5, and 6 for the amount of \$46,000. The total project cost is \$64,890.

Purchase Request – Port Fee for the Update of the Colleague Administrative System

Approved to pay the port fee to Ellucian for the migration of the Colleague administrative system from AIX/Unidata to Windows/SQL in the amount of \$48,000.

Community College Educational Agreement

Approved participating in the Community College Educational Agreement.

Prevailing Wage Resolution

Adopted the Prevailing Wage Resolution for fiscal year 2013.

PRESIDENT'S REPORT

Dr. Corcoran reported the latest construction update provided by Cheryl Roelfsema and Gary Johnson indicates that approximately two-thirds of the steel frame and metal decking are in place for the Peter Miller Community Technology Center; underground plumbing should be complete by the end of the week; underground electrical work is ongoing; the second floor deck concrete has been poured on two-thirds of the building; light-gauge exterior metal framing will begin June 25th; precast concrete wall erection will start in early August; and replacement of the original roof on Building F will take place within one month. Work on the conversion of the upper gym into a Massage Therapy Center has finished and the program will be moving from Building 11 to its new location in early July. Work on the geothermal horizontal loop has begun and should take about six weeks to complete. Dr. Corcoran referred to pages 63 to 73 in the board packet that IVCC was one of only five Illinois community colleges to be awarded a share of the College and University Asbestos Property Damage Settlement Fund; IVCC's total was \$113,134. Gary Johnson and his staff did most of the work in providing the information to Richardson, Patrick, Westbrook & Brickman to include IVCC in this class-action suit. Dr. Corcoran publically thanked Gary and his staff in the Facilities Department, as well as vice president Cheryl Roelfsema, on a job very well done. As a result of a three-year partnership between the Business Training Center and Exelon, LaSalle Station, Exelon recently donated 4 reclaiming units at an estimated value of \$12,000 and one flow systems training at an estimated value of \$20,000. The

equipment/trainer will enhance IVCC's HVAC program, as well as the Industrial Maintenance and Automotive Programs. As noted by Dr. Scroggs, this donation reflects the excellent relationship that Jamie Gahm and her Continuing Education and Business Services coworkers have developed with Exelon over the years. Dr. Corcoran noted the nurse pinning and commencement programs on Saturday, May 19th were terrific as was the GED graduation ceremony on Monday, May 21st. This was the first year that IVCC video-streamed these three programs live over the internet and it led to a number of individuals expressing their appreciation because loved ones around the world could witness the accomplishments of IVCC students. Dr. Corcoran thanked and congratulated Dr. Tracy Morris, Dean Bonnie Campbell, Sara Escatel and Fran Brolley and their coworkers on a job well done. Their hard work and attention to detail was appreciated by all. Dr. Corcoran commended Reed Wilson and Fran Brolley on an excellent job of coordinating the June 4th event where the USDA's Colleen Callahan was on campus to officially announce the awarding of \$99,000 to the college in support of technology to be used in IVCC's wind energy technician program to be housed in the Peter Miller Community Technology Center. At this celebratory event, as well as so many others that have occurred in a relatively short period of time, the one constant has always been IVCC's student trustee, Britney Burkart, in attendance. Dr. Corcoran commended Britney for doing a great job and expressed his appreciation of her support.

COMMITTEE REPORTS

Mr. Mallery attended the ICCTA Awards Banquet celebrating the success of IVCC's full- and part-time outstanding faculty nominees – Lori Cinotte and Tammy Ebner-Landgraf. At the ICCTA Convention he met a vendor from Chevron Energy Solutions and encouraged the administration to meet with the representative to discuss reducing energy costs.

AUTHORIZATION TO CONTINUE PAYMENT FOR STANDARD OPERATING EXPENDITURES

It was moved by Mr. Narczewski and seconded by Mr. Mallery to continue the operation of the College by making those expenditures required for normal operations, including salaries, approved contracts, utilities, maintenance, supplies, and regular activities for the period July 1, 2012 through budget adoption. This allows the administration to continuing paying bills until the budget is approved. Motion passed by voice vote.

FY14 RAMP CAPITAL REQUEST – ADDITIONS AND RENOVATIONS TO BUILDINGS C AND G

It was moved by Ms. Olivero and seconded by Dr. Driscoll to approve the RAMP capital request for the Additions and Renovations to Buildings C and G proposal in the amount of \$8,429,500, which includes the College's match portion of \$2,107,400. Motion passed by voice vote.

APPOINTMENT OF ETHICS OFFICER

It was moved by Dr. Driscoll and seconded by Ms. Burkart to appoint Glenna Jones as the College Ethics Officer, effective immediately. Motion passed by voice vote.

IBEW AGREEMENT

It was moved by Ms. Olivero and seconded by Mr. Narczewski to approve effective immediately, the new Contractual Agreement between JATC Local Union 176 and Illinois Valley Community College, as presented. Motion passed by voice vote.

TRUSTEE COMMENT

Mr. Mallery reminded all board members of the requirement to complete the Open Meetings Act on-line training.

APPOINTMENT OF SECRETARY PRO-TEM

In the absence of Leslie Englehaupt, Mr. Thompson appointed Mr. David Mallery to serve as Secretary Pro-Tem.

CLOSED SESSION

It was moved by Dr. Driscoll and seconded by Mr. Narczewski to convene a closed session at 6:45 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) pending litigation; and 3) closed session minutes.

Student Advisory Vote: "Aye" – Ms. Burkart. Roll Call Vote: "Ayes" – Mr. Mallery, Mr. Narczewski, Ms. Olivero, Dr. Driscoll, and Mr. Thompson. "Nays" – None, motion carried.

After a short break, the Board entered closed session at 6:50 p.m. On a motion by Ms. Olivero and seconded by Mr. Thompson, the regular meeting resumed at 8:20 p.m. Motion passed by voice vote.

CHANGE IN TRAINER SPECIALIST/SITE FACILITATOR POSITION FOR TRUCK DRIVER TRAINING PROGRAM

It was moved by Dr. Driscoll and seconded by Ms. Olivero to approve the recommendation that the full-time Trainer Specialist/Site Facilitator position for the Truck Driver Training Program in the Career and Technical Programs Division be reduced to part-time Trainer Specialist and to approve the recommendation that the employment of Anthony Mertes, full-time Trainer Specialist/Site Facilitator for the Truck Driver Training Program in the Career and Technical Programs Division, be reduced to part-time Trainer Specialist for the Truck Driver Training Program, effective July 1, 2012. The administration received a letter from Waubensee Community College as an official notification not to renew the agreement with IVCC for truck driver training instruction due to increased program costs and decreased student enrollment. Motion passed by voice vote.

COMPENSATION FOR FY13 – EMPLOYEES NOT AFFECTED BY A LABOR AGREEMENT

It was moved by Mr. Narczewski and seconded by Mr. Mallery to approve a 3.0 percent general increase for all support staff employees not affected by a labor agreement, a 2.5 percent general increase for all administrative employees, excluding the President and Vice Presidents, not affected by a labor agreement, contingent upon acceptable performance evaluations as determined by the administration and support from grants and outside contracts for the impacted