



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Tuesday, April 16, 2013  
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

## **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. Recognition
  - 6.1 Dennis Thompson – Board Chair
  - 6.2 Jim Narczewski – Board Member
  - 6.3 Britney Burkart – Student Trustee
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 – March 19, 2013 Board Meeting and April 1, 2013 Audit/Finance Committee Meeting (Pages 1- 9)
  - 7.2 Approval of Bills - \$1,268,692.01
    - 7.2.1 Education Fund - \$842,196.42
    - 7.2.2 Operations & Maintenance Fund - \$75,736.05
    - 7.2.3 Operations & Maintenance (Restricted Fund) - \$106,203.81
    - 7.2.4 Auxiliary Fund - \$27,380.00
    - 7.2.5 Restricted Fund - \$186,283.27
    - 7.2.6 Liability, Protection & Settlement Fund - \$30,892.46
  - 7.3 Treasurer’s Report (Pages 10-28)
    - 7.3.1 Financial Highlights (Pages 11-12)
    - 7.3.2 Balance Sheet (Pages 13-14)
    - 7.3.3 Summary of FY13 Budget by Fund (Page 15)
    - 7.3.4 Budget to Actual Comparison (Pages 16-23)
    - 7.3.5 Budget to Actual by Budget Officers (Page 24)
    - 7.3.6 Statement of Cash Flows (Page 25)
    - 7.3.7 Investment Status Report (Pages 26-27)
    - 7.3.8 Check Register - \$5,000 or more (Page 28)

- 7.4 Personnel - Stipends for Pay Periods Ending March 9, 2013 and March 23, 2013 (Pages 29-31)
8. President's Report
9. Committee Reports
10. Sabbatical Leave Requests (Pages 32-44)
  - 10.1 Amanda Cook Fesperman (Pages 33-38)
  - 10.2 Kim Radek (Pages 39-44)
11. Purchase Requests – CIC Phase 1 and 2 Technology Equipment (Pages 45-49)
12. Bid Results – Building C Boiler Room Upgrades (Page 50)
13. Property Tax Appeal Resolution – LaSalle Nuclear Power Station (Pages 51-53)
14. Items for Information (Pages 54-61)
  - 14.1 Staff Retirement – Cheryl Duke, Administrative Assistant I, Continuing Education (Page 54)
  - 14.2 Staff Retirement – Lolita M. Schmitz, Shipping & Receiving Assistant (Page 55)
  - 14.3 Staff Retirement – Mary Needham, Administrative Assistant I, Truck Driver Training (Page 56)
  - 14.4 Staff Retirement – Judy Meling, Utility Assistant, Part-time (Page 57)
  - 14.5 Staff Resignation – Gail Divan, Program Manager – Business and Workforce Development, Part-time (Page 58)
  - 14.6 Government Finance Officers Association – IVCC Distinguished Budget Presentation Award (Page 59)
  - 14.7 Requests for Proposal and Bids – Beverage Services, Food Vending Machines, and Asphalt Pavement Repair (Page 60)
  - 14.8 Lanny Slevin – Thank You (Page 61)
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. Employee Honorable Dismissal
18. Employee Termination
19. Closed Session Minutes – March 19, 2013
20. Other
21. Adjournment

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

**Minutes of Regular Meeting**  
**March 19, 2013**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Tuesday, March 19, 2013 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Dennis N. Thompson, Chair  
Larry D. Huffman, Secretary  
Michael C. Driscoll  
David O. Mallery  
James A. Narczewski  
Everett J. Solon  
Britney Burkart, 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  
Lori Scroggs, Interim Vice President for Learning and Student Development  
Walt Zukowski, Attorney

**MOMENT OF SILENCE**

Dr. Corcoran led a moment of silence in memory of Bob Mueller, who taught English at LPO and IVCC for 38 years and passed away on March 5, 2013.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None.

**CAMPUS UPDATE – ENROLLMENT, RECRUITMENT, AND FINANCIAL AID**

Mark Grzybowski, Director of Admissions and Records and Patty Williamson, Director of Financial Aid highlighted some of the efforts that have been made in Enrollment, Recruitment, and Financial Aid through the formation of the Enrollment Task Force. The admissions personnel have increased their presence in the community by conducting special promotional

events. A Social Media Marketing Committee has been organized to reach out and engage students through IVCC social media sites. A prospective-student-tracking process has been created to simplify the application process for students by breaking it down into smaller and more manageable steps. Work on retaining Early Entry to College (E<sup>2</sup>C) students through personalized acceptance letters, promoting IVCC as a viable option for continuing their education, and highlighting cost savings by attending IVCC and transferring their coursework are all initiatives to increase enrollment. A webpage devoted solely to cost savings for students by attending IVCC was developed. Financial Aid has been tracking funding issues and the affect it has on IVCC students. Student communication for financial aid issues has been increased through the use of emails, postcards, and newsletters. The creation of FAFSA Fridays (financial aid application assistance), increased usability of the WebAdvisor system, and Financial Aid newsletters have been developed to assist students in tracking their financial aid progress. A financial aid extension contract has been developed to help late decision-makers enroll. In regard to the Pell Grant, for two summers the government instituted a second PELL grant but that ended this past summer and IVCC saw a significant drop in summer enrollment. The fall and spring semesters have been stable.

### **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 – February 7, 2013 Special Board Meeting and February 19, 2013 Board Meeting

Approval of the Bills - \$1,321,664.11

Education Fund - \$949,599.78; Operations and Maintenance Fund - \$138,323.94; Operations & Maintenance (Restricted Fund) - \$123,330.40; Auxiliary Fund - \$45,667.47; Restricted Fund - \$37,709.07; and Liability, Protection and Settlement Fund - \$27,033.45

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending February 9, 2013 and February 23, 2013

### **PRESIDENT'S REPORT**

Dr. Corcoran reported the construction of the Community Technology Center continues to move along as planned. Mechanical/electrical/plumbing insulation and painting is in progress. Some of the first floor drywall will be completed soon, and stairwell framing and light installation has begun. Geothermal pumps 1 & 2 start-ups took place on March 18, boilers and boiler pumps start-ups are scheduled for March 29, and water source heat pump start-up will occur around April 1. On the east campus, the addition to the auto and welding facility is progressing nicely and the new maintenance building is ready for occupancy—in fact, the contractor is waiting on the weather to move forward with adding gravel to the driveway and then maintenance will

begin moving in. The circle drive drop-off area will close around April 1. The March 8<sup>th</sup> Career Day Expo held at IVCC was a terrific success. This program benefits hundreds of students in the area thanks to the partnership that exists between the College and Starved Rock Associates for Vocational and Technical Education, Illinois Valley Building and Construction Trades Council, and the Illinois Valley Labor Management Committee. Dr. Corcoran thanked Danielle Stoddard and IVCC's partners in education (Jeannette Maurice and Mary Stouffer both from SRAVTE) on a job well done. Chris Herman has advised Dr. Corcoran that the FY12 performance report for Project Success has been received and his staff did an outstanding job of meeting all performance objectives such as persistence rate (81%), good academic standing (88%), graduation (56%) and transfer rates (59%). Overall, 162 participants were well served which places IVCC in a great position for all future grant-writing competition. Cynthia Cardosi, Diane Scoma, Theresa Bowen and Mr. Herman were commended for their hard work on behalf of our Project Success students. Marianne Dzik advised Dr. Corcoran of several updates within the English, Math and Education division:

- Students from the Honors Program and Sigma Kappa Delta along with sponsors Kim Radek, Nora Villarreal, and Adam Oldaker attended the play JULIUS CEASAR at the Chicago Shakespeare Theater on February 27.
- Cindy Schultz was in charge of organizing the region's high school math competition held at IVCC on February 23. Seven high schools and approximately 180 students participated. IVCC faculty and calculus students assisted.
- On March 1, the English Department hosted the annual Writing Competition. Randy Rambo chaired this event and was assisted by English instructors. Six high schools participated with 15 students taking part in the essay competition and 16 students in the journalism competition.

The February 23<sup>rd</sup> Irish Night program was a success thanks to Fran Brolley, Donna Swiskoski and Sue Monroe. The feedback from those in attendance was fabulous. Dr. Corcoran thanked those who supported the IVCC Foundation's top annual fund-raising event. And finally, both IVCC's women's and men's basketball teams had very successful seasons. The Lady Eagles ended with a 22 – 9 record and Arnisha Thomas was named Arrowhead Conference MVP. The men's record was 18 – 11 and Alec Schwab was a National Junior College Athletic Association All-American nominee. Dr. Corcoran congratulated Coaches Cinotte and Canale and their assistants on their ability to recruit locally and win consistently.

### **COMMITTEE REPORTS**

Dr. Huffman indicated the Audit/Finance Committee meeting will be held on Monday, April 1 at 5:30 p.m. in the Board Room.

Mr. Mallery attended the ICCTA Board of Representatives meeting held in Lombard on March 8 and 9. He noted some community colleges are raising tuition and using it to offset capital improvements. Lake County has looked into a variable rate on tuition and is concentrating on high cost programs. Kaskaskia indicated that 70 percent of the high school students in their district who attend college choose Kaskaskia. Spoon River keeps their tuition at 1/3 of Western Illinois University's tuition. ICCTA is raising their dues by 2 percent largely due to the City