



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Tuesday, August 20, 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
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
Approval of College Calendar (even years)
Student Accomplishments
Employee Demographics Report

October

Authorize Preparation of Levy
Audit Report
Update Key Performance Indicators
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, August 20, 2013 – 6:30 p.m. – Board Room (C307)

A G E N D A

1. Public Hearing
2. Call to Order
3. Pledge of Allegiance
4. Roll Call
5. Approval of Agenda
6. Public Comment
7. Campus Update – Developmental Education (Marianne Dzik)
8. 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.
 - 8.1 Approval of Minutes – July 16, 2013 Board Meeting (Pages 1-5)
 - 8.2 Approval of Bills - \$1,822,284.76
 - 8.2.1 Education Fund - \$1,103,626.77
 - 8.2.2 Operations & Maintenance Fund - \$102,621.05
 - 8.2.3 Operations & Maintenance Fund (Restricted) - \$231,511.68
 - 8.2.4 Auxiliary Fund - \$261,407.02
 - 8.2.5 Restricted Fund - \$86,832.45
 - 8.2.6 Audit Fund - \$9,000.00
 - 8.2.7 Liability, Protection & Settlement Fund - \$27,285.79
 - 8.3 Treasurer’s Report (Pages 6-24)
 - 8.3.1 Financial Highlights (Pages 7-8)
 - 8.3.2 Balance Sheet (Pages 9-10)
 - 8.3.3 Summary of FY13 Budget by Fund (Page 11)
 - 8.3.4 Budget to Actual Comparison (Pages 12-18)
 - 8.3.5 Budget to Actual by Budget Officers (Page 19)
 - 8.3.6 Statement of Cash Flows (Page 20)
 - 8.3.7 Investment Status Report (Pages 21-22)
 - 8.3.8 Check Register - \$5,000 or more (Pages 23-24)

- 8.4 Personnel - Stipends for Pay Periods Ending June 29, 2013; July 13, 2013; and July 27, 2013 (Pages 25-29)
9. President's Report
10. Committee Reports
11. Fiscal Year 2014 Budget – Resolution to Adopt the Budget (Pages 30-32)
12. Insurance Renewal (Pages 33-46)
13. Bid Results – 2013 PHS Project – Cultural Centre Stage Upgrades (Pages 47-49)
14. Proposal Results – Degree Planning/Transfer and Retention Software or Software as a Service (SAAS) (Page 50)
15. PHS Project – Building G Water Heaters (Page 51-58)
16. Purchase Request – CIC Phase 1 and 2 Technology Purchase: Desktop Computers, VDI Zero Clients, Laptop Computers, Computer Displays, Multi-touch Displays, and Laser Printers (Page 59)
17. Items for Information (Pages 60-65)
 - 17.1 Staff Retirement – Sherry Stickney, Accounting Clerk (Page 60)
 - 17.2 Staff Appointment – Thomas Ptak, Head Women's Basketball Coach (Page 61)
 - 17.3 Staff Resignation – Timothy Trevier, Assistant men's Baseball Coach (Page 62)
 - 17.4 Koreen Judd, Community Relations, Marketing and Development Administrative Assistant (part-time) (Page 63)
 - 17.5 Public Act 97-0968 – State Universities Retirement System Annuitant (Page 64)
 - 17.6 Conference on Partnership for Assessment of Readiness for College and Careers (PARCC) Exams (Page 65)
18. Trustee Comment
19. Closed Session – 1) pending litigation; 2) probable litigation; and 3) closed session minutes.
20. Other
21. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Minutes of Regular Meeting
July 16, 2013

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Tuesday, July 16, 2013 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Melissa M. Olivero, Chair
Michael C. Driscoll, Vice Chair
Larry D. Huffman, Secretary
Laurie A. Bonucci
Jane E. Goetz
David O. Mallery
Everett J. Solon
Taylor A. Gunia, Student Trustee

Members Absent:

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

APPROVAL OF AMENDED AGENDA

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

PUBLIC COMMENT

None.

CAMPUS UPDATE – TENTATIVE BUDGET

Cheryl Roelfsema and Patrick Berry presented the tentative budget for the fiscal year ending June 30, 2014. Budget objectives were to provide quality education, practice solid fiscal responsibility, introduce new initiatives, align institutional goals with fiscal resources, and reduce expenditures to balance the operating budget. Assumptions and factors used in preparing the budget included: 1) Property tax revenue [1.8 percent decrease]; 2) State funding [no net change from FY2013]; 3) In-district tuition and fee rate [10.1 percent increase]; 4) Credit hours generated [5.3 percent decrease]; 5) Wage increases [2.5 to 3 percent increase]; 6) Health insurance premiums [6.0 percent rate increase as of 1/1/2014]; 7) Reduction in headcount [12 full-time positions, 10 were from Dislocated Workers Center, four full-time to part-time]; 8) Addition to headcount [disability services one part-time to full-time]. The question was asked what the administration is doing to boost enrollments in programs. An Enrollment Task Force Committee has been formed to look at ways of increasing enrollment. They are seeking the

student acquisition services of Progressive Impressions International (Pii) to strategically market to high school sophomores, juniors and seniors and their parents. Pii's marketing expertise will help IVCC communicate to district students and parents the value of IVCC, provide access to the information that distinguishes IVCC from four-year institutions, and help to convert prospects into applicants and enrollees. Dr. Tracy Morris, Associate Vice President for Student Services, is chair of the Strategic Enrollment Management Committee which develops and implements an enrollment management plan not only for marketing strategies, but also recruitment, retention, and graduation rates. Mark Grzybowski, Director of Admissions and Patty Williamson, Director of Financial Aid continue to visit the district high schools throughout the year. Many community colleges throughout the State are experiencing a slide in enrollments.

CONSENT AGENDA

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

The following items were approved in the consent agenda:

Approval of Minutes – June 18, 2013 Board Meeting and June 18, 2013 Closed Session Minutes Committee Meeting

Approval of the Bills - \$1,243,805.70

Education Fund - \$1,004,735.91; Operations and Maintenance Fund - \$132,585.05; Operations & Maintenance (Restricted Fund) - \$22,354.50; Auxiliary Fund - \$23,072.47; Restricted Fund - \$29,880.28; Audit Fund \$2,000.00; and Liability, Protection and Settlement Fund - \$29,177.49

Treasurer's Report

Purchase Request – Radio Advertising Contracts

Approved to expend \$69,230 for annual radio advertising contracts with NRG Media, LaSalle County Broadcasting Corp., The Radio Group, and WZOE, Inc. for fiscal year 2014.

Consortia Purchases

Approved the purchase of janitorial supplies from Interline Brands, Inc., d/b/a AmSan, Peoria, Illinois, through the Illinois Public Higher Education Cooperative (IPHEC), at an estimated annual cost of \$54,400. Approved elevator maintenance services from ThyssenKrupp Elevator Corporation, Peoria, Illinois, through Horizon Resource Group at an annual cost of \$17,963.

Bid Results – TESA Micro-Hite 3D Coordinate Measuring Machine

Accepted the bid from Iverson & Company as the lowest, most responsible bid for a TESA Micro-Hite 3D Coordinate Measuring Machine in the amount of \$18,849.

Bid Results - Boxlight[®] Projectowrite3 Interactive Projectors

Accepted the bid from Haddock Education Technologies and Haddock Computers as the lowest, most responsible bid for 22 Boxlight[®] Projectowrite3 Interactive Projectors, Replacement Lamps, Ceiling Plates, Ceiling/Wall Mount Kits, and installation in the amount of \$40,321.

Proposal Results -- Waste Disposal and Recycle Material Collection

Accepted Waste Management of Illinois Inc.'s proposal of \$12,715.20 annual cost for regularly scheduled waste disposal and recycle material collection.

PRESIDENT'S REPORT

Dr. Corcoran reported on the construction update - work in the circle drop-off is progressing well with concrete curbs having been poured. Asphalt will be laid by the end of the month. Construction trailers have been moved. Trespa (metal panels) are being installed and soon roof copings will be finished. The date for substantial completion on Phase 2 east campus work is October 22 and the date for substantial completion on Phase 1 remains September 1; everything is on schedule. The Licensed Practical Nurse (LPN) pinning ceremony is scheduled for Tuesday, July 23 at 5 p.m. in the gymnasium. Twenty-one students will be participating in the program and Dr. Corcoran hopes that as many board members as possible will be able to attend. If any board members would like to attend and be a part of the program, they are to let Dr. Corcoran know and plan on lining up in the gym by 4:45 p.m. for a 30-45 minute ceremony. Dr. Corcoran thanked Trustees Bonucci, Olivero and Solon, as well as Board attorney Zukowski for agreeing to participate in the Foundation's annual golf outing fundraiser scheduled for Friday, July 19, with continental breakfast at 8 a.m. Dr. Corcoran reported the capital campaign in support of equipment and technology to be showcased in the new state-of-the-art Peter Miller Community Technology Center is going well. The Foundation has received donations at just about every level one can imagine so far and the plan is to recognize all donations at the \$250-or-above level both permanently and prominently on a display near the main entrance. For those who would like to be assured of being recognized when the grand opening is celebrated on November 1, the deadline to make a contribution is July 31.

COMMITTEE REPORTS

The administration would like to meet with the Board Facilities Committee to discuss PHS projects and the RAMP project. Mr. Mallery, chair of the Facilities Committee, will find a date that will work for the other members of the Committee, Melissa Olivero and Laurie Bonucci, and coordinate a date with the administration.

FY2014 TENTATIVE BUDGET

It was moved by Ms. Bonucci and seconded by Dr. Huffman to adopt the Resolution approving the FY2014 Tentative Budget, as presented. Motion passed by voice vote.

It was moved by Dr. Driscoll and seconded by Mr. Solon to authorize publication of the Notice of Public Hearing. Motion passed by voice vote.

STUDENT ATHLETIC AND CATASTROPHIC STUDENT ATHLETIC INSURANCE RENEWALS

It was moved by Dr. Huffman and seconded by Ms. Goetz to accept the recommendation of the insurance consultant to renew the Student Athletic and Catastrophic Student Athletic insurance coverage with the current carriers to be paid from Fund 12 (Liability, Protection & Settlement) at \$48,544. This is a 37 percent increase in premiums over last year. Members of the board asked if the administration looked at alternatives. Dr. Tracy Morris, Associate Vice President for