



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Tuesday, December 17, 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

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 22, 2013 Facilities Committee Meeting; November 19, 2013 Closed Session Minutes Committee Meeting; and November 19, 2013 Board Meeting (Pages 1-9)
 - 6.2 Approval of Bills - \$2,794,882.58
 - 6.2.1 Education Fund - \$1,099,944.21
 - 6.2.2 Operations & Maintenance Fund - \$53,402.94
 - 6.2.3 Operations & Maintenance Fund (Restricted) - \$290,878.69
 - 6.2.4 Bond & Interest Fund - \$1,231,375.00
 - 6.2.5 Auxiliary Fund - \$62,083.29
 - 6.2.6 Restricted Fund - \$9,308.39
 - 6.2.7 Audit Fund - \$5,600.00
 - 6.2.8 Liability, Protection & Settlement Fund - \$42,290.06
 - 6.3 Treasurer's Report (Pages 10-27)
 - 6.3.1 Financial Highlights (Pages 11-12)
 - 6.3.2 Balance Sheet (Pages 13-14)
 - 6.3.3 Summary of FY13 Budget by Fund (Page 15)
 - 6.3.4 Budget to Actual Comparison (Pages 16-22)
 - 6.3.5 Budget to Actual by Budget Officers (Page 23)
 - 6.3.6 Statement of Cash Flows (Page 24)
 - 6.3.7 Investment Status Report (Pages 25-26)
 - 6.3.8 Check Register - \$5,000 or more (Page 27)

- 6.4 Personnel - Stipends for Pay Periods Ending November 16, 2013 and November 30, 2013 (Pages 28-29)
7. President's Report
8. Committee Reports
9. Tax Levy 2013 (Pages 30-40)
10. Staff Appointment – Dr. Brian R. Holloway, Dean of Humanities, Fine Arts and Social Sciences (Pages 41-42)
11. Additional Security Officer – Information Desk (Page 43)
12. Purchase Request – Network Firewalls, Security Subscriptions and Installation (Page 44)
13. Schedule of Regular Meeting Dates and Times (Page 45)
14. Semi-annual Review of Closed Session Minutes (Page 46)
15. Authorization for Destruction of Verbatim Recordings of Closed Session Meetings (Page 47)
16. Items for Information (Pages 48-57)
 - 16.1 Sabbatical – Amanda Cook-Fesperman (Page 48)
 - 16.2 Tenure Recommendation – Christine Blaydes (Page 49)
 - 16.3 Change Order – Cultural Centre Stage Upgrades (Page 50)
 - 16.4 Change Order – Exterior Egress Concrete Replacement (Page 51)
 - 16.5 Statements of Final Completion (Pages 52-55)
 - 16.5.1 Restroom Modifications Phase II (Page 52)
 - 16.5.2 Door Panic Hardware Replacement (Page 53)
 - 16.5.3 Classroom Ceiling/Lighting Replacement (Page 54)
 - 16.5.4 Building C Boiler Room Upgrades (Page 55)
 - 16.6 Commencement Speaker – Justice Thomas L. Kilbride (Page 56)
 - 16.7 16th Congressional District Youth Leadership Summit – U.S. Representative Adam Kinzinger (Page 57)
17. Trustee Comment
18. Closed Session – 1) closed session minutes; 2) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 3) student disciplinary cases; and 4) pending litigation.
19. Closed Session Minutes – November 19, 2013 Board Meeting
20. Other
21. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Facilities Committee Meeting
October 22, 2013

The Facilities Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 7:30 p.m. on Tuesday, October 22, 2013 in the Board Room (C307) at Illinois Valley Community College.

Committee Members David O. Mallery, Chair

Physically Present: Melissa M. Olivero
Laurie A. Bonucci

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
Gary Johnson, Director of Facilities
Paul Basalay, Architect
Michael Alstadt, Architect
Steve Halm, Capital Development Board

The meeting was called to order at 7:30 p.m. by Mr. Mallery.

COMMUNITY INSTRUCTIONAL PROJECT – PHASE 3

A committee of College administrators and Steve Halm, Paul Basalay, and Mike Alstadt met to discuss Phase 3 of the Community Instructional Center (CIC) project. Paul reviewed what was discussed at the meeting. The committee reviewed how much money was available from Phase 1 and 2 of the CIC project along with other revenues and compared this with the original scope of Phase 3. Monies available from Phase 1 and 2 are \$273,000; the furniture and moveable equipment budget was \$1,000,000 and there is an estimated \$275,000 remaining. The College also has \$259,000 available in Capital Renewal Funds and the elevator in Building E (\$300,000) could be funded with a portion of the Protection, Health and Safety (PHS) annual tax levy. Mr. Mallery expressed concern that the College is increasing its portion of Phase 3, while lessening the Capital Development Board's (CDB) portion. The College is also allowing CDB and KJWW to charge their percentage on the portion of the project while the College is paying 100 percent. The committee reviewed the spaces for Phase 3 with program changes and scope changes. Dollar amounts were assigned to each project and then ranked in priority. The total cost of Phase 3 is estimated at \$1,139,750 (without contingencies) and only \$1,107,000 in funds available. This was close enough to include some alternate bids. In addition to the extra funds previously mentioned from Capital Renewal and PHS, IVCC would have to come up with additional funds of \$900,000 to do everything in the original scope of Phase 3. It was recommended to include one elevator in the building where other high priority projects would take place. The other two elevators were left out because they were not a high priority and not in buildings where work would be done. There was consensus among the committee members with the priority list. Paul

Basalay is hoping for more competitive bids by putting the projects together. The first step is to re-evaluate each of the areas, to update the estimates, and then come back to the Board. Steve Halm noted he would need a letter from Cheryl Roelfsema noting the projects to be included in Phase 3 and the College's total commitment. No money would be transferred now, but the College would be committed to the amount. It was moved by Ms. Bonucci and seconded by Ms. Olivero to approve the priorities of Phase 3 as listed on page 2, item 5 in the notes prepared by Basalay, Cary & Alstadt Architects of the meeting held on October 8, 2013 of with a dollar amount of \$1,139,750 plus a ten percent contingency. It was also discussed if KJWW could be replaced for Phase 3. Motion passed by voice vote.

SOFTBALL AND BASEBALL FIELDS

Due to the conditions of the softball and baseball fields, The Wright Insurance Group was asked to review the College athletic field areas for safety and liability issues. Recommendations for improvement were shared with the Facilities Committee. The condition of the baseball facilities is very unsafe and the recommendation was to use this field only for practices. Jason Goode, the new baseball coach, Tracy Morris, and Tommy Canale recommended the College enter into an agreement with the City of Oglesby to use their Dickinson House field for baseball games. Local trade groups are donating labor for the softball field to build new dugouts and Maze Lumber is supplying half of the materials, Cyclops did the posts, and Western Sand & Gravel did the concrete work. Cory Tomasson has worked closely with Gary Johnson and the field will be in good condition and the materials selected will blend in nicely with the new building and the east campus. The fencing around the field was noted as not being safe. The price tag on the fence is a little under \$10,000 and will be funded by the facilities budget. Mr. Mallery asked for the board members if they would have time to solicit donations for the fencing. It was determined that the administration would like to complete the fencing this fall. Once this is completed the focus will be on the baseball field. The plan is to continue the agreement with the City of Oglesby and use their field until funds are raised to upgrade the baseball field. There was consensus of the committee to proceed with the plan.

ADJOURNMENT

It was moved by Ms. Olivero, seconded by Ms. Bonucci, and carried unanimously to adjourn the meeting at 8:25 p.m. Motion passed by voice vote.

David O. Mallery, Committee Chair

Melissa M. Olivero, Board Chair

Larry D. Huffman, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Closed Session Minutes Committee Meeting
November 19, 2013

The Closed Session Minutes Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5:45 p.m. on Tuesday, November 19, 2013 in the Board Room - C307 at Illinois Valley Community College.

Members Present: Larry D. Huffman, Chair
 Laurie A. Bonucci
 Everett J. Solon

Members Absent:

The meeting was called to order at 5:45 p.m. by Dr. Huffman.

CLOSED SESSION

It was moved by Ms. Bonucci and seconded by Mr. Solon to convene a closed session to discuss the minutes of meetings lawfully closed under the Open Meetings Act. Motion passed by voice vote.

On a motion by Ms. Bonucci, seconded by Mr. Solon, and carried unanimously, the regular meeting resumed at 6:25 p.m.

ADJOURNMENT

Dr. Huffman declared the meeting adjourned at 6:25 p.m.

Larry D. Huffman, Committee Chair

Melissa M. Olivero, Board Chair

Larry D. Huffman, Board Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE

Board of Trustees

Minutes of Regular Meeting

November 19, 2013

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

Members Physically Present: 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: Melissa M. Olivero, Chair

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

CALL TO ORDER

In the absence of Ms. Olivero, Dr. Driscoll called the meeting to order at 6:30 p.m.

APPROVAL OF AMENDED AGENDA

It was moved by Dr. Huffman and seconded by Ms. Goetz to approve the amended agenda with the deletion of agenda item #13. – Staff Appointment – Dean of Humanities, Fine Arts and Social Sciences. Motion passed by voice vote.

PUBLIC COMMENT

None.

CAMPUS UPDATE – IVSUSTAINABILITY AT IVCC (Jared Olesen)

Jared Olesen was very excited to talk about sustainability at IVCC. The IV Sustainability organization at the College was founded in January 2012. Activities of the organization have included campus recycling, food waste composting, and an annual Green Expo. The organization is planning to use ½ acre of farmland on the south end of the campus to grow food and bring it to market using all organic agricultural techniques and local/regional marketing. The benefits to the students include hands-on curricular experience, practical life skills and ecological knowledge, business experience in practice, and participation in a forward-looking