



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Tuesday, November 19, 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, November 19, 2013 – 6:30 p.m. – Board Room (C307)

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. Campus Update – IVSustainability at IVCC (Jared Olesen)
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 – October 15, 2013 Board Meeting; October 22, 2013 Audit Finance Committee Meeting; and October 22, 2013 Facilities Committee Meeting (Pages 1-9)
 - 7.2 Approval of Bills - \$2,414,008.83
 - 7.2.1 Education Fund - \$1,418,389.47
 - 7.2.2 Operations & Maintenance Fund - \$106,013.66
 - 7.2.3 Operations & Maintenance Fund (Restricted) - \$625,336.84
 - 7.2.4 Auxiliary Fund - \$46,961.48
 - 7.2.5 Restricted Fund - \$35,669.26
 - 7.2.6 Audit Fund - \$10,000.00
 - 7.2.7 Liability, Protection & Settlement Fund - \$171,638.12
 - 7.3 Treasurer’s Report (Pages 10-27)
 - 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 16-22)
 - 7.3.5 Budget to Actual by Budget Officers (Page 23)
 - 7.3.6 Statement of Cash Flows (Page 24)
 - 7.3.7 Investment Status Report (Pages 25-26)
 - 7.3.8 Check Register - \$5,000 or more (Pages 27-28)

- 7.4 Personnel - Stipends for Pay Periods Ending October 5, 2013; October 19, 2013; November 2, 2013 (Pages 29-34)
8. President's Report
9. Committee Reports
10. Tentative Tax Levy 2013 (Pages 35-38)
11. High Deductible Health Plan/Health Savings Accounts (Page 39)
12. Faculty Appointment – English Instructor
13. Staff Appointment – Dean of Humanities, Fine Arts and Social Sciences
14. Bid Results – 2013 PHS Project – Building G Water System Heat Exchanger Replacement (Pages 40-42)
15. Bid Results - Cash Farm Lease (Page 43)
16. Items for Information (Pages 44-53)
 - 16.1 Staff Appointment – Gerilynn Smith, Administrative Assistant I, Facilities (Page 44)
 - 16.2 Staff Retirement – Joseph M. Jakupcak, Part-time Instructor, Natural Sciences and Business (Page 45)
 - 16.3 Board Policy 3.29 – Revised Administrative Procedures (Page 46)
 - 16.4 FY2014 Student Organization Budgets (Pages 47-48)
 - 16.5 Higher Learning Commission Notification – Certified Production Technician Certificate (Page 49)
 - 16.6 Seneca I-80 Railport Tax Increment Finance District – Termination (Page 50)
 - 16.7 City of Spring Valley – Recognizes Bev Malooley (Page 51)
 - 16.8 Capital Development Board – Art-in-Architecture Selection Process (Page 52)
 - 16.9 American Chemical Society – Honorable Mention Award (Page 53)
17. Trustee Comment
18. Closed Session – 1)) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) collective negotiating matters; 3) pending litigation; 4) probable litigation; and 5) closed session minutes.
19. Creation of Temporary Full-time Disabilities Services Coordinator Position
20. Staff Retirement – Dr. Lori E. Scroggs, Vice President for Learning and Student Development
21. Closed Session Minutes – October 15, 2013 Board Meeting
22. Other
23. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE

Board of Trustees

Minutes of Regular Meeting

October 15, 2013

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on October 15, 2013 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Melissa M. Olivero, Chair
Michael C. Driscoll, Vice Chair
Laurie A. Bonucci
Jane E. Goetz
Everett J. Solon
Taylor A. Gunia, Student Trustee

Members Absent: Larry D. Huffman, Secretary
David O. Mallery

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

CALL TO ORDER

Ms. Olivero called the meeting to order at 6:30 p.m.

APPOINTMENT OF SECRETARY PRO-TEM

In the absence of Dr. Huffman, Ms. Olivero appointed Ms. Bonucci as Secretary Pro-Tem.

APPROVAL OF AMENDED AGENDA

It was moved by Dr. Driscoll and seconded by Ms. Goetz to approve the amended agenda with the deletion of agenda item #13. – Staff Appointment – Kimberly Krenz, Controller. Motion passed by voice vote.

PUBLIC COMMENT

Ms. Michelle Carboni, Director of Purchasing, introduced Mr. Luke Holly, IVCC's farm tenant. Mr. Holly addressed the Board and explained his decision to discontinue his current lease agreement for the 2014 crop year. He had a contract with Pioneer to grow seed corn, but because Pioneer had a crop failure in their seed fields on the north half of the ground, Mr. Holly in unable to secure a contract with Pioneer for next year and it would not be a good financial decision for him to continue with the lease.

CONSENT AGENDA

It was moved by Ms. Goetz 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 – September 17, 2013 Board Meeting

Approval of the Bills - \$1,204,734.70

Education Fund - \$784,531.80; Operations & Maintenance Fund - \$131,060.41; Operations & Maintenance Fund (Restricted) - \$4,276.20; Auxiliary Fund - \$75,097.81; Restricted Fund - \$22,984.84; Audit Fund - \$8,300.00 and Liability, Protection and Settlement Fund - \$178,483.64

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending September 7, 2013 and September 21, 2013

PRESIDENT'S REPORT

Jamie Gahm, director of Continuing Education, advised Dr. Corcoran that Jennifer Scheri, training specialist for the business training center, was recently honored by her peers across the state as the winner of this year's WeTrain Lifetime Achievement Award. Dr. Corcoran noted that Jennifer has been with IVCC for 20 years and there is no one more deserving of this recognition than she. Also from Continuing Education, Bev Malooley's 40 under 40 event held on September 26 was a great success. Dr. Corcoran noted that Bev does a fine job of promoting the college across the community and the role the Small Business Development Center is going to play in the future for working with entrepreneurs to either start their own businesses or expand what's in place is going to grow significantly. Dean Marianne Dzik has reported that IVCC's Education Department and future educator's group, T.E.A.C.H., have joined with Project Unify to raise awareness of disability-related issues. Project Unify is a national project funded by the U.S. Department of Education. Their goal is to get youth, with and without disabilities, to work together to foster change and promote dignity for people with cognitive disabilities. As of last month, IVCC was the first and only Project Unify community college in the state. Director of learning technologies, Emily Vescogni, has reported that the board of directors of the Consortium of Academic and Research Libraries in Illinois has invited Frances Whaley to be part of an elite group of professionals to develop a new library directors development program. Dr. Corcoran congratulated Frances on her recognition. IVCC's Women's Volleyball Team is having a great season with a record of 19 wins and 10 losses. Every season this team has improved under Coach Julie Sherbeyn's supervision. Last week's Dig Pink fundraiser commemorating Breast Cancer Awareness was very successful. Dr. Corcoran congratulated the team and especially student trustee, Taylor Gunia, on a job well done. Next Tuesday is the last home game before regional play begins on November 3 so Dr. Corcoran wished the team well. Another IVCC team that's having a great season is Women's Tennis. The team recently qualified for the national tournament to be held in Tyler, Texas in the spring. Dr. Corcoran congratulated Coach Julie Milota and the Women's Tennis team for a job well done. Last Wednesday's College Night program was held in the gym. The turnout of 50 colleges and universities from

around the state was attributed to the planning of Connie Skerston, Assistant Director of Admissions and Records. Dr. Corcoran recognized Connie, her many coworkers in Student Services, and the faculty for their fine work. Dr. Corcoran noted this is the last regular meeting of the board before the November 1 grand opening of the Peter Miller Community Technology Center. A lot of good people have really worked hard to make sure that the ribbon-cutting will be a special event. Almost all of the furniture is in and quite a bit of the technology has been installed. Sue Isermann and Tim Bias have been working closely with Fives Machining Systems, Inc. on installing the vertical machining center. Fran Brolley has been coordinating installation of the beautiful recognition display. Contractors are finishing up their review of punch list items. Phase 2 architects and engineers are conducting a walk-through with substantial completion scheduled for next week. The new stage floor has been installed in the cultural centre. Dr. Corcoran expressed how proud he is of the faculty and staff and noted the Board will be too when they see the finished product at the end of the month.

COMMITTEE REPORTS

Ms. Olivero noted the Audit/Finance Committee meeting will be held on Tuesday, October 22 at 6 p.m. with the Facilities Committee meeting to immediately follow.

RESOLUTION AUTHORIZING PREPARATION OF THE 2013 TAX LEVY

It was moved by Dr. Driscoll and seconded by Mr. Solon to authorize Dr. Jerry Corcoran to begin preparing the 2013 tax levy. Motion passed by voice vote.

REQUEST TO PURCHASE – EQUIPMENT FOR COMMUNITY TECHNOLOGY CENTER

It was moved by Ms. Goetz and seconded by Ms. Bonucci to purchase two Integrated Hydraulic Training Systems from Parker Hannifin Corporation in the amount of \$43,715.70. Motion passed by voice vote.

REQUEST TO PURCHASE – DIGITAL SIGNAGE SYSTEM FOR THE COMMUNITY TECHNOLOGY CENTER

It was moved by Mr. Solon and seconded by Ms. Bonucci to proceed with the purchase of the digital signage system for the Community Technology Center from Springfield Electric in the amount of \$12,575. Motion passed by voice vote.

REQUEST TO PURCHASE – ADDITIONAL LATERAL FILE CABINETS FOR COMMUNITY TECHNOLOGY CENTER

It was moved by Dr. Driscoll and seconded by Ms. Goetz to authorize the purchase of additional lateral file cabinets for the Peter Miller Community Technology Center through the Illinois Public Higher Educational Cooperative at a cost of \$11,577.21. Motion passed by voice vote.

BOARD POLICIES

It was moved by Dr. Driscoll and seconded by Ms. Goetz to approve revisions made to Board Policy 3.21 – Medical/Occupational Examinations, as presented; Board Policy 6.3 – Drug-Free Campus, as presented; and the new Board Policy on Bicycles and Skateboards on Campus, as presented. Motion passed by voice vote.

NAMING RIGHTS FOR THE MANUFACTURING CENTER

It was moved by Mr. Solon and seconded by Ms. Goetz to name the manufacturing center in the Peter Miller Community Technology Center the Fives Cincinnati/Giddings & Lewis Manufacturing Center. Motion passed by voice vote.

NAMING RIGHTS FOR THE MIMC MEETING ROOM

It was moved by Ms. Bonucci and seconded by Ms. Goetz to name the area designated for MIMIC students and staff in the Peter Miller Community Technology Center the Ralph Scriba MIMIC Meeting Room. Motion passed by voice vote.

TRUSTEE COMMENT

Ms. Bonucci noted the impressive article in the newspaper on Ms. Melissa Olivero. Ms. Bonucci congratulated Ms. Olivero on her accomplishments and noted she was proud to serve on the Board with her.

Dr. Corcoran noted the College received a letter from the City of Hennepin asking IVCC to support a TIF. In being consistent with the College’s practice in support of other TIF districts, the Board agreed to support the Hennepin TIF district if the College was made “whole.”

CLOSED SESSION

It was moved by Ms. Bonucci and seconded by Dr. Driscoll to convene a closed session at 6:47 p.m. to discuss 1) collective negotiating matters; 2) pending litigation; 3) probable litigation; and 4) closed session minutes.

Student Advisory Vote: “Aye” – Ms. Gunia. Roll Call Vote: “Ayes” – Mr. Solon, Ms. Bonucci, Dr. Driscoll, Ms. Goetz, and Ms. Olivero. “Nays” – None. Motion carried.

After a short break, the Board entered closed session at 6:51 p.m. On a motion by Dr. Driscoll and seconded by Mr. Solon, the regular meeting resumed at 7:50 p.m. Motion passed by voice vote.

CLOSED SESSION MINUTES

It was moved by Mr. Solon and seconded by Ms. Goetz to approve and retain the closed session minutes of the September 17, 2013 meeting. Motion passed by voice vote.

ADJOURNMENT

Ms. Olivero declared the meeting adjourned at 7:52 p.m.

Melissa M. Olivero, Board Chair

Larry D. Huffman, Secretary