



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Thursday, February 13, 2014  
Board Room  
6 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**  
**Thursday, February 13, 2014 – 6 p.m. – Board Room (C307)**

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## **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 – University of Illinois Extension (Jill Guynn and Reed Wilson)
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 – January 9, 2014 Board Meeting and January 29, 2014 Audit/Finance Committee Meeting (Pages 1-7)
  - 7.2 Approval of Bills - \$1,608,916.87
    - 7.2.1 Education Fund - \$1,275,958.01
    - 7.2.2 Operations & Maintenance Fund - \$78,698.14
    - 7.2.3 Operations & Maintenance Fund (Restricted) - \$107,599.20
    - 7.2.4 Auxiliary Fund - \$130,178.45
    - 7.2.5 Restricted Fund - \$16,333.07
    - 7.2.6 Liability, Protection & Settlement Fund - \$150.00
  - 7.3 Treasurer's Report (Pages 8-25)
    - 7.3.1 Financial Highlights (Pages 9-10)
    - 7.3.2 Balance Sheet (Pages 11-12)
    - 7.3.3 Summary of FY13 Budget by Fund (Page 13)
    - 7.3.4 Budget to Actual Comparison (Pages 14-20)
    - 7.3.5 Budget to Actual by Budget Officers (Page 21)
    - 7.3.6 Statement of Cash Flows (Page 22)
    - 7.3.7 Investment Status Report (Pages 23-24)
    - 7.3.8 Check Register - \$5,000 or more (Page 25)
  - 7.4 Personnel - Stipends for Pay Periods Ending January 11, 2014 and January 25, 2014 (Pages 26-31)

8. President's Report
9. Committee Reports
10. Tenure Recommendations (Pages 32-40)
  - 10.1 Christine Blaydes, Certified Nursing Assistant (CNA) Instructor (Pages 32-34)
  - 10.2 Jared Olesen, Sociology Instructor (Pages 35-37)
  - 10.3 Tony Ruda, Fitness Center Instructor (Pages 38-40)
11. FY2015 Budget (Pages 41-44)
  - 11.1 Resolution to Designate a Fiscal Year (Page 42)
  - 11.2 Resolution to Designate a Person to Prepare a Tentative Budget (Page 43)
  - 11.3 Budget Calendar (Page 44)
12. Tuition Adjustment (Page 45)
13. Course Fees/Adjustments (Pages 46-51)
14. Staff Retirement – Marianne Dzik, Dean of English, Mathematics and Education (Pages 52-53)
15. Staff Retirement – Gary K. Johnson, Director of Facilities (Pages 54-55)
16. Staff Appointment – Scott Curley, Interim Director of Facilities (Page 56)
17. University of Illinois Extension Service and Illinois Valley Community College Agreement (Pages 57-74)
18. Ottawa I-80 North TIF Extension (Pages 75-85)
19. Items for Information (Pages 86-91)
  - 19.1 Renewal of Non-Tenure Faculty for 2014/2015 (Page 86)
  - 19.2 Fall 2013 Graduation (Page 87)
  - 19.3 American Federation of Teachers Local 1810 Notice to Bargain (Page 88)
  - 19.4 Statement of Final Completion – Exterior Egress Concrete Replacement (Page 89)
  - 19.5 Baldrige Performance Excellence Program – Dr. Lori Scroggs (Page 90)
  - 19.6 Illinois Online Network – Mary Smith, Certified Online Learning Administrator (Page 91)
20. Trustee Comment
21. Closed Session – 1) student disciplinary case; 2) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 3) probable litigation; 4) pending litigation; and 5) closed session minutes.
22. Closed Session Minutes – January 9, 2014 Board Meeting
23. Other
24. Adjournment

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

**Minutes of Regular Meeting**  
**January 9, 2014**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6 p.m. on January 9, 2014 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 AGENDA**

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

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

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

The following items were approved in the consent agenda:

Approval of Bills - \$1,796,179.80

Education Fund - \$1,048,040.32; Operations & Maintenance Fund - \$83,017.72; Operations & Maintenance Fund (Restricted) - \$250,969.70; Auxiliary Fund - \$364,009.99; Restricted Fund - \$10,424.59; and Liability, Protection and Settlement Fund - \$39,717.48

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending December 14, 2013 and December 28, 2013.

**PRESIDENT'S REPORT**

Dr. Corcoran reported Kelly McDonough, IVCC student and Sigma Kappa Delta member, has had her original writing "Between the Lines" accepted for presentation at the 2014 Sigma Tau Delta International Convention in Savannah, GA February 26 – March 4. This is the third consecutive year an IVCC, Sigma Kappa Delta student has been recognized. Sigma Kappa Delta (English Honor Society) faculty sponsors are Kim Radek, Adam Oldaker, and Delores Robinson. IVCC student athletes are doing very well in the classroom: Director of Athletics Tommy Canale recently reported the overall Athletics GPA for the fall semester was 2.99 across eight sports. Dr. Corcoran commended all of the coaches and staff affiliated with the Athletics program for a job well done. Jared Olesen recently earned his PhD from the University of California, Irvine and Margie Francisco earned her EdD from the University of Phoenix. Dr. Corcoran congratulated Jared and Margie on their academic achievements. Cheryl Roelfsema and her Business Office staff were commended for their great work in producing IVCC's third Popular Annual Financial Report. Along with being a dedicated cashier within the Business Office, Jill Hejl is also a talented artist and she has been experiencing some excitement lately concerning her artwork. One of her illustrations has been included in the book "Quotes Illustrated: 100 Works of Art Inspired by Words", and she had an art opening at the Bucktown Center for the Arts in Davenport, IA in November. This year's Irish Night fundraiser for the IVCC Foundation will be held on Saturday, March 1 at the Ottawa Knights of Columbus Hall. The very popular Larkin and Moran Brothers will provide the entertainment so Dr. Corcoran encouraged everyone to mark their calendars and plan on attending. The 18<sup>th</sup> annual employee recognition event is scheduled for Friday, April 25 at Grand Bear Lodge. Sue Monroe, of IVCC's Foundation office, has been elected to a two-year term as an at-large board director for the Central Illinois Association of Fundraising Professionals. Dr. Corcoran congratulated Sue on being recognized by her peers for her professionalism and leadership.

**COMMITTEE REPORTS**

Dr. Huffman reported the Audit/Finance Committee will meet on Wednesday, January 29 at 6 p.m. in the Board Room.

**STAFF APPOINTMENT – SUSAN L. ISERMANN, INTERIM VICE PRESIDENT FOR LEARNING AND STUDENT DEVELOPMENT**

It was moved by Ms. Goetz and seconded by Mr. Solon to approve the appointment of Susan L. Isermann as Interim Vice President for Learning and Student Development with an annualized salary of \$113,750, effective March 1, 2014. Sue appreciates the opportunity to "keep the wheels on the bus and the bus moving forward." She looks forward to bringing a new Vice President on board in the future. Motion passed by voice vote.

**STAFF APPOINTMENT – MS. KATHRYN M. ROSS, CONTROLLER**

It was moved by Dr. Driscoll and seconded by Ms. Goetz to approve the appointment of Ms. Kathryn M. Ross as Controller at an annualized salary of \$74,000. Kathryn is looking forward to the opportunity. Motion passed by voice vote.

**LASALLE POWER STATION REAL PROPERTY TAX ASSESSMENT SETTLEMENT AGREEMENT**

It was moved by Dr. Huffman and seconded by Mr. Mallery to approve the LaSalle Power Station Real Property Tax Assessment Settlement Agreement providing for a guaranteed payment in lieu of property taxes through tax year 2019. Mr. Mallery expressed his appreciation on the work done by IVCC and the other taxing bodies on this agreement.

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

**PURCHASE REQUEST – EQUIPMENT FOR CTC**

It was moved by Dr. Driscoll and seconded by Ms. Goetz to approve the purchase of a Fryer MB-10R, a CNC 3-Axis Bed Type Mill, from Iverson & Company in the amount of \$55,105. Motion passed by voice vote.

**STUDENT SUPPORT SERVICES – PROJECT SUCCESS – LOCAL MATCH**

It was moved by Ms. Bonucci and seconded by Dr. Huffman to approve the annual \$10,000 transfer from the Education Fund (Fund 01) to Restricted Funds (Fund 06) for the Student Support Services grant for FY2014. Motion passed by voice vote.

**TRUSTEE COMMENT**

Ms. Goetz encouraged everyone to attend Irish Night.

**CLOSED SESSION**

It was moved by Dr. Huffman and seconded by Dr. Driscoll to convene a closed session at 6:12 p.m. to discuss 1) probable litigation; 2) pending litigation; and 3) closed session minutes.

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

After a short break, the Board entered closed session at 6:18 p.m. On a motion by Mr. Solon and seconded by Ms. Goetz, the regular meeting resumed at 6:53 p.m. Motion passed by voice vote.

**CLOSED SESSION MINUTES**

It was moved by Dr. Huffman and seconded by Ms. Bonucci to approve and retain the closed session minutes of the December 17, 2013 board meeting, as amended. Motion passed by voice vote.

**OTHER**

None.

**ADJOURNMENT**

Ms. Olivero declared the meeting adjourned at 6:54 p.m.

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Melissa M. Olivero, Board Chair

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Larry D. Huffman, Secretary

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

**Audit/Finance Committee Meeting**  
**January 29, 2014**

The Audit/Finance Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 6 p.m. on Wednesday, January 29, 2014 in the Board Room (C307) at Illinois Valley Community College.

**Committee Members** Larry D. Huffman, Chair

**Physically Present:** Michael C. Driscoll  
Everett J. Solon

**Others Physically Present:** Jerry Corcoran, President

Cheryl Roelfsema, Vice President for Business Services and Finance  
Lori Scroggs, Vice President for Learning and Student Development

The meeting was called to order at 6 p.m. by Dr. Huffman.

**FINANCIAL FORECAST FOR FY2015 – 2019**

Cheryl Roelfsema prepared a financial forecast for FY2015 – 2019 based on specific factors, assumptions, and findings. Cheryl projected the Equalized Assessed Valuation (EAV) will remain constant for the next five years. Exelon's EAV decreased to \$485,000,000 in tax year 2013 and with the recent negotiated agreement the value of the plant will decrease to \$455,000,000 in 2014; \$435,000,000 in 2015; \$430,000,000 in 2016 and 2017 and then increase to \$435,000,000 in 2018 and \$460,000,000 in 2019. Cheryl was optimistic in projecting the decrease in the value of the Exelon Generating Plant would be offset by an increase in the EAV of farmland. The total tax rate is estimated at \$.3634 which is the current rate and will be held constant for five years. The bond levy for the debt certificates will cease in 2015 and the Liability, Protection, and Settlement levy will resume. The College has not levied for this fund since tax year 2007 to deliberately lower the fund balance. Credit hours were projected to remain level in FY2015 and then increase one percent each year from 2016 through 2019. Tuition is projected to increase between five and 10 percent annually for the next five years. State funding is forecasted to decrease by one percent in each of the next five years due to low credit-hour reimbursements. For expenses, Cheryl projected salary increases to drop to one percent in 2015 and slowly climb back to 2.5 percent by 2019. This appears to be the only way to control tuition costs. Health insurance rates increase five percent each year from 2015 through 2019. She estimated paying a \$350,000 Cadillac Tax per year starting in 2018 due to the Affordable Care Act. The level of benefits on two of the College's three plans would need to be substantially reduced to avoid this tax. A high deductible health plan was offered to employees in 2014 as a step toward avoiding the Cadillac Tax. Contract services, materials and supplies, fixed charges, and capital were increased by two percent each year. Travel is held at a constant \$200,000 annually for employee development. Utilities were increased by two percent in 2015-2017 and increased by three percent for all remaining years. Interest from the Working Cash Fund is transferred to the operating funds each year. An annual transfer of \$10,000 is made to