



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Thursday, July 10, 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

## **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 – June 9, 2014 Closed Session Minutes Committee Meeting; June 9, 2014 Audit/Finance Committee Meeting; and June 12, 2014 Board Meeting (Pages 1-9)
  - 6.2 Approval of Bills - \$795,644.97
    - 6.2.1 Education Fund - \$655,350.15
    - 6.2.2 Operations & Maintenance Fund - \$83,456.54
    - 6.2.3 Auxiliary Fund - \$35,549.19
    - 6.2.4 Restricted Fund - \$16,243.52
    - 6.2.5 Audit Fund - \$4,000.00
    - 6.2.6 Liability, Protection & Settlement Fund - \$1,045.57
  - 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 FY14 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 Disbursements - \$5,000 or more (Page 27)
  - 6.4 Personnel - Stipends for Pay Period Ending June 14, 2014 (Pages 28-30)

- 6.5 Purchase Requests (Pages 31-33)
  - 6.5.1 FY2015 Radio Advertising Contracts (Page 31)
  - 6.5.2 Consortia Purchases (Page 32)
  - 6.5.3 Fuel for Truck Driver Training Program (Page 33)
- 6.6 McQuay Screw Chiller Maintenance (Page 34)
7. President's Report
8. Committee Reports
9. Fiscal Year 2015 Tentative Budget (Pages 35-37)
10. Staff Appointment – Dr. Robyn Schiffman, Dean of English, Mathematics, and Education (Pages 38-39)
11. Purchase Request – VMware ESX Servers and ESX Disk Array (Page 40)
12. Purchase Request – Network Core and Edge Switches and Installation (Page 41)
13. Proposal Results – Student Athlete and Catastrophic Student Athlete Insurance (Pages 42-44)
14. Bid Results – Asphalt Pavement Repair, Sealing, and Marking (Page 45)
15. Request for Proposal Results – Copier Lease (Page 46)
16. Bid Request – Tree Removal (Page 47)
17. Professional Services Proposal – ADA Parking Lot Design and Parking Lot 1 Reconstruction (Pages 48-51)
18. Semi-annual Review of Closed Session Minutes (Page 52)
19. Items for Information (Pages 53-55)
  - 19.1 Staff Resignation – Bryan Clark, Public Services Librarian (Page 53)
  - 19.2 Interim Staff Appointment – Public Services Librarian (Page 54)
  - 19.3 IVCC Foundation Tuition Assistance Initiative (Page 55)
20. Trustee Comment
21. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) collective negotiations; 3) pending litigation; and 4) closed session minutes.
22. Closed Session Minutes – June 9, 2014 Closed Session Minutes Committee Meeting and June 12, 2014 Board Meeting
23. Other
24. Adjournment

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

**Closed Session Minutes Committee Meeting**  
**June 9, 2014**

The Closed Session Minutes Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 4:30 p.m. on Monday, June 9, 2014 in the Board Room - C307 at Illinois Valley Community College.

**Members Present:**        Larry D. Huffman, Chair  
                                 Laurie A. Bonucci  
                                 Everett J. Solon (entered the meeting at 5:10 p.m.)

**Members Absent:**

The meeting was called to order at 4:30 p.m. by Dr. Huffman.

**CLOSED SESSION**

It was moved by Ms. Bonucci and seconded by Dr. Huffman 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 5:16 p.m.

**ADJOURNMENT**

Dr. Huffman declared the meeting adjourned at 5:17 p.m.

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Larry D. Huffman, Committee Chair

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Melissa M. Olivero, Board Chair

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Larry D. Huffman, Board Secretary

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

**Audit/Finance Committee Meeting**  
**June 9, 2014**

The Audit/Finance Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5:30 p.m. on Monday, June 9, 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  
Sue Isermann, Interim Vice President for Learning and Student  
Development  
Katherine Ross, Controller

The meeting was called to order at 5:30 p.m. by Dr. Huffman.

**FY2015-2017 STRATEGIC PLAN FOR INFORMATION TECHNOLOGY**

The Committee was provided a memo from Harold Barnes and Emily Vescogni which included a brief explanation of each expenditure related to a strategic plan project or expenditures not related to the plan, but which the cost is expected to exceed \$10,000. Each entry indicated the source of funding. Also included was an executive summary of the FY14 Progress Report and the Report highlighting projects and activities from the past year. The FY15 Update to the Information Technology Strategic Plan provides the anticipated expenditures for achieving the stated goal and objectives. The PowerPoint focused on projects that are in the Plan for FY2015. Wi-Fi Expansion is a top priority along with improved cell phone reception through a Distributed Antenna System. Another project that Information Technology is working on is Microsoft 365. This is a new product from Microsoft for students. The Server Room will be upgraded by replacing 14 small Uninterruptable Power Supplies (UPS) with one high-reliability UPS in emergency power outages. The Virtual Desktop Initiative will continue to be expanded. Dr. Driscoll asked if the IT Strategic Plan was linked with the KPIs by number. He would like to see it clearly linked with the KPIs. It was noted there are a number of lap tops for loan in the library. A set of 25 are checked out to students while they are in the library. The laptops do not leave the library. Project Success has maintained a fleet of 8 computers for their students. There are software locks where every time the computer boots up, it is fresh. Nothing is saved on the laptops. The College does have insurance for the laptops, but there have been no instances. The MIMIC lab stores laptops in combination lockers. Jerry would like to see IVCC partner with another college to save the College's data off campus. Harold stated that community colleges that all use Colleague met and discussed this, but it didn't go anywhere. Currently, backups are

stored in fire-proof and water-proof systems in Building B. Harold would like to store the data at the Ottawa Center as another site. Information Technology has a \$1.5 million budget. The College held off using reserves for IT projects until the CTC was complete. It will be using reserves to fund the upgrades noted above. There is a \$5 per credit hour technology fee and this fee funds the classroom technology for students.

### **FY2015 BUDGET AND FY2014 FINANCIAL UPDATE**

Cheryl Roelfsema reported the College is on target to come in on budget for FY2014. For FY2015, the College faces some challenges. Total operating revenues are expected to be \$21.5 million, \$187,000 less than last year. This is based on flat enrollment, a 10 percent increase in tuition, flat funding from the State, a \$73,600 grant for the distributed antenna system project, and \$40,000 in gifts from the five area hospitals. IVCC's tuition is \$111 per credit hour and the average state tuition for FY2015 is \$118 per credit hour. Summer enrollments are down 9.93 percent and the latest figures for fall are down by 8.72 percent. This is down a total of approximately 2800 credit hours, a loss of \$318,737. A balanced budget is achieved based on a one percent increase in all salaries. The College will be hiring a number of part-time faculty and increasing full-time faculty overload due to the Affordable Care Act regulations. The College has cut its utility costs by 12 percent. Even with the addition of the Community Technology Center, IVCC's utilities have been low due to the low utility rates and the demolition of the temporary buildings. Utility rates are expected to remain low for at least another year. Expenses for professional development have increased. There is a long list of personnel positions that are not being filled. The only addition to personnel is a full-time dental assisting program coordinator. Due to the low enrollment figures a contingency of \$186,000 is budgeted at this time. The College will be looking at other reserves to cover the shortfalls. If spring enrollments do not increase, the College will need to be prepared to make significant changes. The administration has worked hard to increase enrollments, however it appears that the lack of adequate financial aid has significantly affected enrollments across the state at universities and community colleges.

### **WORKERS' COMPENSATION INSURANCE EXPERIENCE RATING**

Cheryl Roelfsema shared with the Committee the NCCI Workers' Compensation Experience Rating for IVCC for the last three years. The rate has decreased each year from a 1.38 to a .97. A credit modification is a modification lower than 1.00. If an employer runs a safe workplace, which includes implementing safety programs, the employer will be in a better position to receive a credit experience rating modification factor against their premium. IVCC's modification factor is a result of its safety-minded staff and faculty, supervisors providing a safe work environment, and Human Resources managing the claims well.

### **OTHER**

None.

### **ADJOURNMENT**

Dr. Huffman declared the meeting adjourned at 6:17 p.m.

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Larry D. Huffman  
Audit/Finance Committee Chair

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Melissa M. Olivero, Board Chair

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Larry D. Huffman, Board Secretary



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

**Minutes of Regular Meeting**  
**June 12, 2014**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6 p.m. on Thursday, June 12, 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  
Amy M. Rogowski, Student Trustee

**Members Absent:**

**Others Physically Present:** Jerry Corcoran, President  
Cheryl Roelfsema, Vice President for Business Services and Finance  
Sue Isermann, Interim Vice President for Learning and Student Development  
Mark Grzybowski, Interim Associate Vice President for Student Services  
Walt Zukowski, Attorney

**APPROVAL OF AMENDED AGENDA**

After the Board Book was mailed, an added reason to go into closed session was placed on the agenda – student discipline. It was moved by Dr. Driscoll and seconded by Mr. Solon to approve the agenda, as amended. Motion passed by voice vote.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

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

The following items were approved in the consent agenda: