



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

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

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

**Thursday, May 8, 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, May 8, 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 – Putnam County High School Partnership (Sue Isermann)
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 – April 10, 2014 Board (Pages 1-5)
  - 7.2 Approval of Bills - \$1,151,558.03
    - 7.2.1 Education Fund - \$810,013.04
    - 7.2.2 Operations & Maintenance Fund - \$146,890.37
    - 7.2.3 Operations & Maintenance (Restricted Fund) - \$34,681.55
    - 7.2.4 Auxiliary Fund - \$116,571.03
    - 7.2.5 Restricted Fund - \$10,441.80
    - 7.2.6 Liability, Protection & Settlement Fund - \$32,960.24
  - 7.3 Treasurer's Report (Pages 6-23)
    - 7.3.1 Financial Highlights (Pages 7-8)
    - 7.3.2 Balance Sheet (Pages 9-10)
    - 7.3.3 Summary of FY14 Budget by Fund (Page 11)
    - 7.3.4 Budget to Actual Comparison (Pages 12-18)
    - 7.3.5 Budget to Actual by Budget Officers (Page 19)
    - 7.3.6 Statement of Cash Flows (Page 20)
    - 7.3.7 Investment Status Report (Pages 21-22)
    - 7.3.8 Disbursements - \$5,000 or more (Page 23)
  - 7.4 Personnel - Stipends for Pay Periods Ending April 5, 2014 and April 19, 2014 (Pages 24-28)

- 7.5 Purchase Request - Hampden Home Efficiency Auditor Training Facility H-HEAT-TEP Test Equipment Package (Page 29)
8. President's Report
9. Committee Reports
10. Faculty Retirement – Cheryl I. Hobneck, Laboratory Instructor in Developmental Mathematics (Pages 30-31)
11. Bid Request – Parking Lot #1 Resurface/Repair (Page 32)
12. Purchase Request – Yamaha CL-3 Bundle Special for the Cultural Centre Sound System Project (Page 33)
13. Proposal Results – Mechatronics Learning System (Page 34)
14. Bid Results – Exmark Lazer X Mower (Page 35)
15. Bid Results – Asphalt Pavement Repair, Sealing, and Marking (Page 36)
16. Bid Results for 2014 PHS Project – Cultural Centre Sound System Replacement (Pages 37-40)
17. Request to Expend Information Technology and Student Technology Reserves (Page 41)
18. Items for Information (Pages 42-48)
  - 18.1 Staff Appointment – Jackie Carlson, Textbook Buyer (Page 42)
  - 18.2 Statement of Final Completion – Building G Water System Heat Exchanger Replacement (Page 43)
  - 18.3 University of Illinois Extension Service Lease Agreement (Page 44)
  - 18.4 Illinois Clean Energy Community Foundation - \$90,000 for Geothermal Installation (Page 45)
  - 18.5 2014 Northern Illinois University Alumni Award Winner – Melissa M. Olivero (Page 46)
  - 18.6 Illinois Community College Board - Building C Lobby Remodeling (Page 47)
  - 18.7 Ottawa Area Chamber of Commerce – IVCC 2014 Membership Recognition Award (Page 48)
19. Trustee Comment
20. 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.
21. Closed Session Minutes – April 10, 2014
22. Other
23. Adjournment

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

**Minutes of Regular Meeting**  
**April 10, 2014**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6 p.m. on Thursday, April 10, 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  
Sue Isermann, Interim Vice President for Learning and Student Development  
Mark Grzybowski, Interim Associate Vice President for Student Services  
Walt Zukowski, Attorney

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None.

**RECOGNITION – TAYLOR A. GUNIA, STUDENT TRUSTEE**

Ms. Olivero read a resolution and presented it to Taylor Gunia on behalf of the Board of Trustees to express their sincere appreciation that she has given generously of her time, energy, and talents in her responsibilities to the college as student board member. Ms. Gunia thanked the Board for the great experience and the opportunities in serving as a student trustee.

**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 - \$1,081,768.37

Education Fund - \$579,804.12; Operations & Maintenance Fund - \$70,063.05; Operations & Maintenance Fund (Restricted) - \$159,739.60; Auxiliary Fund - \$32,474.67; Restricted Fund - \$200,943.80; and Liability, Protection and Settlement Fund - \$38,743.13

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending March 8, 2014 and March 22, 2014.

**PRESIDENT'S REPORT**

Dr. Corcoran reported seven members of the Student Government Association had a productive day in Springfield on April 2 while visiting with the College's legislators as part of the annual Student Advocacy Day program. Cory Tomasson, student activities coordinator, reported that the group spent valuable time with both Senator Rezin and Representative Mautino where they discussed such issues as the importance of level funding for the Community College System, prioritizing the Monetary Award Program (MAP), and setting aside at least 15-20 percent of the overall MAP appropriation for students who may not make their decision regarding plans for postsecondary education until later in the spring or early summer; this could prove to be very beneficial to community college students. Dr. Corcoran was pleased that IVCC students, particularly Trustee Taylor Gunia, were able to participate in the activity and have their voice be heard by elected officials. Dr. Margie Francisco, Pam Mammano, Dean Bonnie Campbell, Tina Nink, Julie Hogue, Karie Stecken and Linda Hanley did a great job of inducting 10 Nursing students into the Alpha Delta Nu Nursing Honor Society on March 31<sup>st</sup>. When you hear the story regarding the time and work that went into being able to even establish this society on IVCC's campus, it helps one realize how committed the faculty are to student success and why year in and year out IVCC's Nursing students do so well in passing the NCLEX exam and meeting the needs of the local health-care providers. Dr. Corcoran congratulated everyone involved with organizing the Alex Boye performance on March 29 in our Cultural Centre. The feedback from concert attendees as well as John Newby and Matt Skelly from the Starved Rock Country group was very positive and Dr. Corcoran believes that more culturally-enriching programs are on the horizon, especially with all of the facility enhancements that have taken place and are being planned for the future. Dr. Corcoran commended Mark Grzybowski and Linda Hawkins for the work they put into organizing the student academic awards banquet earlier this week. Mark's fine work as well as Nora Villarreal's excellent speech was appreciated by all. Dr. Corcoran was sure that Trustees Goetz, Bonucci, Huffman and Mallery would also agree that the heartfelt speech by Milda Willoughby, this year's Paul Simon essay contest winner, was, like the overall program, nothing short of outstanding. Cheryl Roelfsema's construction update included: 1) Phase 1 final closeout took place March 31. The building remains under the general contractor's warranty for 12 months. A nine-month inspection will take place in August or September; 2) Phase 2 close out for everything but re-grading and seeding will take place April 18. A punch list walk-through is scheduled for April 14. Phase 3 is still in design development; 3) Bids for the sound system replacement are due April 17.

### **COMMITTEE REPORTS**

Mr. Mallery attended the ICCTA meeting in Lisle on Friday and Saturday, March 14 and 15. He noted that the City Colleges of Chicago negotiated a lesser ICCTA membership fee and would like to request a similar reduction in membership fees for IVCC. Mr. Mallery serves on the diversity committee and noted there are a few new ICCTA awards this year at the convention.

### **TECHNOLOGY PURCHASE REQUESTS**

It was moved by Dr. Driscoll and seconded by Ms. Goetz to approve the purchase of 21 iMac computers and a Mac OS X server from Apple in the amount of \$39,256. Motion passed by voice vote.

It was moved by Dr. Huffman and seconded by Ms. Goetz to approve the purchase of 25 laptops from Dell, Inc. in the amount of \$19,421.75. Motion passed by voice vote.

### **FACULTY RESIGNATION – JULIE SHERBEYN, HEALTH AND WELLNESS INSTRUCTOR/HEAD WOMEN’S VOLLEYBALL COACH**

It was moved by Mr. Solon and seconded by Ms. Goetz to accept with regret the resignation of Julie Sherbeyn, Health and Wellness Instructor/Head Women’s Volleyball Coach, effective July 21, 2014. Motion passed by voice vote.

### **TEMPORARY SPECIAL ASSIGNMENTS**

It was moved by Ms. Bonucci and seconded by Dr. Huffman to temporarily reassign responsibilities during the period that Mr. Grzybowski is the interim Associate Vice President for Student Services as follows:

Lynn Moore – Responsible for accurate record management with Colleague and the National Student Clearinghouse and for the implementation of an electronic diploma processing module with additional compensation of \$50 per pay period, effective 3/24/14 and continuing until staffing levels have been restored.

Connie Skerston – Responsible for managing both the prospective and applied student Communication Management modules, coordinating all aspects of the Nursing Information Sessions, processing court-ordered subpoenas as received, and conducting Colleague training of new employees with additional compensation of \$75 per pay period, effective 3/24/14 and continuing until staffing levels have been restored.

Motion passed by voice vote.

### **FY2015 BOARD OF TRUSTEES BUDGET**

It was moved by Dr. Huffman and seconded by Ms. Goetz to approve the tentative FY2015 Board of Trustees Budget, as presented. Dr. Driscoll would like to enter into negotiations with the Illinois Community College Trustees Association (ICCTA) for a reduced rate for membership fees. Every dollar that does not go towards teaching and students needs to be challenged. Dr. Corcoran noted that all the community colleges in the state are members of the ICCTA. The organization has done a great job and IVCC has been a member since 1970. The