



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, November 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, November 13, 2014 – 6 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. Recognition – IVCC Women’s Tennis Team
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 – September 25, 2014 Board Planning Committee Meeting; October 7, 2014 Audit/Finance Committee Meeting; October 9, 2014 Board Meeting (Pages 1-13)
 - 7.2 Approval of Bills - \$1,373,745.24
 - 7.2.1 Education Fund - \$713,565.04
 - 7.2.2 Operations & Maintenance Fund - \$129,109.02
 - 7.2.3 Operations & Maintenance (Restricted Fund) - \$202,130.62
 - 7.2.4 Auxiliary Fund - \$110,121.82
 - 7.2.5 Restricted Fund - \$163,822.61
 - 7.2.6 Audit Fund - \$15,000.00
 - 7.2.7 Liability, Protection & Settlement Fund - \$39,996.13
 - 7.3 Treasurer’s Report (Pages 14-31)
 - 7.3.1 Financial Highlights (Pages 15-16)
 - 7.3.2 Balance Sheet (Pages 17-18)
 - 7.3.3 Summary of FY15 Budget by Fund (Page 19)
 - 7.3.4 Budget to Actual Comparison (Pages 20-26)
 - 7.3.5 Budget to Actual by Budget Officers (Page 27)
 - 7.3.6 Statement of Cash Flows (Page 28)
 - 7.3.7 Investment Status Report (Pages 29-30)
 - 7.3.8 Disbursements - \$5,000 or more (Page 31)

- 7.4 Personnel - Stipends for Pay Periods Ending October 4, 2014 and October 18, 2014 (Pages 32-43)
8. President's Report
9. Committee Reports
10. 2014 Tentative Tax Levy (Pages 44-47)
11. Staff Appointment – Matthew Suerth, Director of Institutional Research (Pages 48-49)
12. New Position – Full-time Custodian (Page 50)
13. High Deductible Health Plan/Health Savings Accounts (Page 51)
14. Student Support Services-Project Success – Matching Funds (Page 52)
15. Streator/IVCC North Central Area Transit Commitment (Page 53)
16. Bid Results – Leasing of Two (2) 15-Passenger Shuttle Buses (Page 54)
17. Purchase Request – Required Elevator Upgrades (Page 55)
18. Items for Information (Pages 56-69)
 - 18.1 Staff Appointment – Ralph Wedekind, Custodian (Page 56)
 - 18.2 Staff Appointment – Susan Alberts, Collection Development & Access Librarian (full-time) (Page 57)
 - 18.3 Staff Resignation – Nancy Loebach, Part-time Faculty, EME Division (Page 58)
 - 18.4 Staff Resignation – Tammy McCleary, Accounts Receivable Specialist/Cashier (part-time) (Page 59)
 - 18.5 Tenure Recommendation – Mary Black (Page 60)
 - 18.6 Modification to Summer 2015 Class Schedule (Page 61)
 - 18.7 Sigma Kappa Delta – 2014 Ivy Chapter (Kimberly Radek and Delores Robinson) (Page 62)
 - 18.8 Chemistry Club – Commendable Award (Page 63)
 - 18.9 Tree Campus USA Recognition 2013 (Pages 64-65)
 - 18.10 Manufacturing Career Expo (Page 66)
 - 18.11 The Value of CARLI Services (Page 67-68)
 - 18.12 Statement of Final Construction – Cultural Centre Stage Upgrades (Page 69)
19. Trustee Comment
20. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) pending litigation; and 3) closed session minutes.
21. Closed Session Minutes – October 9, 2014 Board Meeting
22. Other
23. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees

Planning Committee Meeting
September 25, 2014

The Planning Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 6:15 p.m. on Thursday, September 25, 2014 in the Board Room-C307 at Illinois Valley Community College.

Committee Members Michael C. Driscoll, Committee Chair
Physically Present: Jane E. Goetz
David O. Mallery

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Deborah Anderson, Vice President for Academic Affairs
Sue Isermann, Associate Vice President for Academic Affairs and Dean of Workforce Development
Mark Grzybowski, Interim Vice President for Student Services

The meeting was called to order at 6:15 p.m. by Dr. Driscoll.

ICCB RECOGNITION REPORT

The Illinois Community College Board conducted a recognition evaluation of Illinois Valley Community College. Colleges are evaluated on a select number of standards. Based on a five-year cycle, recognition evaluations are conducted to assure that colleges are in compliance with these standards. The standards selected for review during the current cycle are classified into five categories – Instruction, Student Services/Academic Support, Finance/Facilities, and Accountability. The report focuses on the findings and recommendations for each standard. The report contains two types of recommendations. Compliance recommendations are those for which the college was found to be out of compliance with a given state statute or administrative rule. Advisory recommendations are made in instances where the review team identified areas that it believes would be beneficial for the college to examine or pursue. Five years ago ICCB made recommendations and IVCC did a good job of responding. IVCC has shown improvement in the timeliness of reports, but there is still a need for improvement in this area and how the data is gathered. It is important for reimbursement that the reports are accurate. IVCC is not alone when it comes to other community colleges meeting deadlines for ICCB reports. It was noted that C1 and C2 reports had three submissions and were 122 days late. There were concerns that deadlines are not being met and critical errors and discrepancies are being reported. Information Technology collects the data, but if it is not reported correctly to IT, they have to go back and do research. IT is looking at how it can more fully utilize the software to obtain the correct data. Under the Claims Processing Issues, the query had an error in verifying their attendance through mid-term. The query has been changed, but a follow up to see if this was the fix has not been made since the College has not reached mid-term. Under Financial Planning, the College has

adopted a board policy of establishing and maintaining at least a general fund balance of 25 percent of normal annual operating expenditures. The majority of community colleges have 25 percent as a minimum target for their fund balances. ICCB recommended the College continue monitoring its fund balances and Cheryl noted they are concerned about all community colleges because the state revenues and property values are declining every year. ICCB recommended the College examine circumstances when projects exceed the ICCB-approved project budgets. If the project comes in over five percent or the change order is five percent, then the project comes before the Board and ICCB for approval. The College has been very good at doing this. The project ICCB cited was early on in the five years of this recognition review.

INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM (IPEDS) REPORT

The National Center for Education Statistics gathers educational and institutional data through the Integrated Postsecondary Education Data system (IPEDS). The 2013 IPEDS Data Feedback Report provides summary data for the previous fiscal year (FY2012) for benchmarking and trend analysis. IVCC uses the IPEDS Feedback Report for benchmarking against a group of peer institutions and for tracking IVCC trends over time. Amy Smith, former Director of Institutional Research, shared her reports with SLPC. Enrollments were at an all-time high and then they dropped quickly. There has been a significant decline in unemployment rates. It comes down to demographics. IVCC has attracted a commendable percentage of high school graduates which is good, but the rest of the district's population seems to be working two jobs or leaving the area. The age of the population continues to grow and may not be interested in taking classes for degrees but just taking classes for enjoyment. Most community colleges have seen a decline in enrollment and maybe this is the maximum the district can support. The percentage of first-time, full-time students graduating on time fell to eight percent, which placed IVCC well below the mean. If IVCC students stay longer they complete at 60 percent. IVCC students are completing, but taking a longer time to do it. This could be attributed to finances and working more hours. When Sheila Simon was here, IVCC was amongst the highest in the state with a graduation rate of 31 percent. The College is now at 35 percent. It was noted that IVCC has more employees than its peers and pays its faculty more. The College pays considerable more money in instruction and instructional support. The relationship of expenses-to-FTE is substantially higher when all the groups are added. Some of the College's peers rank their instructors differently. A reason for the greater percentage of full-time faculty per FTE could be the age of IVCC's faculty who are on the higher end of the salary schedule. It was noted that the Board needs to look at what the students are doing – graduation rates. The graduation rates speak highly of what is going on at the College. The Board needs to make sure that it keeps an eye on the budget and they think they are doing that. Dr. Corcoran does not believe comparing IVCC to Heartland, Illinois Central, Black Hawk and Joliet makes good sense. Kankakee and Kishwaukee are most comparable to IVCC. The peer group is not the College's choice; ICCB has selected the peer group.

NATIONAL COMMUNITY COLLEGE BENCHMARKING PROJECT (NCCBP) SURVEY

The National Community College Benchmarking Project (NCCBP) allows 270 participating colleges an opportunity to compare themselves with others on over 140 measures. At IVCC, comparisons are made between the broader cohort and its own recent history. IVCC ranks at the 28th percentile, with 32% of its students receiving Pell Grants. IVCC has a considerable number of students that fall just short of receiving Pell Grants. The percentage of area high school

graduates choosing IVCC continues to grow with over 32 percent of area high school graduates choosing IVCC, placing it at the 87th percentile. For developmental math, the College has tried a Fast Track math program or math “boot camp.” The College is trying something new in the writing co-requisite courses. There are not a lot of results and there is more work to be done in this area. Overall, enrollee success and completer success rates for college-level courses have remained fairly steady and well above the mean. IVCC ranked high for the non-retirement departures. There are explanations for this high turnover along with retirees - the closing of the Sheridan Correctional Center, the closing of the Early Childhood Center at Acc Hardware in Princeton, and the reorganization of the Dislocated Workers Center by BEST, Inc. Dr. Driscoll noted that Forms 8 and 9 (Credit Development/Remedial Course Retention and Success Rates and Student Retention and Success in First College-level Courses) should be the data used for the KPIs. Dr. Corcoran assured him it will be aligned with the KPIs. In Form 2, the percentage of full-time, first-time and part-time, first-time students completing a degree or certificate within three years is very high for IVCC – 91 percent for full-time and 99 percent for part-time. Dr. Driscoll noted there have been a couple of reports tonight that have been analyzed by the Director of Institutional Research that Dr. Corcoran did not agree with. Dr. Driscoll suggested the reports be reviewed and approved by Dr. Anderson or Dr. Corcoran so the committee is not given inconsistent messages. The value of this report is to serve as a foundation for the College moving forward. Ms. Goetz suggested an administrative addendum or an oral rebuttal to the report in the future.

NOEL-LEVITZ STUDENT SATISFACTION INVENTORY

The Noel-Levitz Student Satisfaction survey uses two measures: one is how students value a particular component; the other is how satisfied they are with the college’s performance in a particular area. Dr. Anderson provided a succinct analysis. Since the 2010 survey, IVCC’s performance has increased in five areas and declined in five other areas. Overall, IVCC has performed better than the benchmarks in each category and all areas have shown steady increases since the survey was administered in 2004. Dr. Anderson noted this is a tricky report. The students fill out the survey twice. The first time the students are asked how important an item is to them and the second time how satisfied they are in this category. The report then shows the gap. The students may value the category more than the national report and they are more satisfied than the national level. There were two areas that needed improvement – cell phone reception and internet service. The College was aware of these and has made improvements by planning to enhance the cell phone reception and increasing the bandwidth. Dr. Driscoll noted that all of this data needs to filter into the KPIs. If the College does not want the data, Dr. Driscoll suggested discontinuing the survey.

COMMISSION ON DENTAL ACCREDITATION (CODA) REPORT

The Commission on Dental Accreditation adopted a resolution to continue the dental assistant program’s accreditation status of “approval with reporting requirements.” Two recommendations remain unmet and continued accreditation is dependent upon these recommendations being met and the program achieving full compliance no later than August 2015. Recommendation #3 – the program coordinator and instructor must have a full-time commitment. The administration is taking this position forward and the process is underway to fill the position. Recommendation #1 – submit all course documentation requirements for DLA 2200 Dental Science II to include time allocations for didactic, laboratory and clinical learning experiences. The program had submitted components of course documentation for all courses with the exception of DLA 2200