



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

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

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

**Thursday, September 11, 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, September 11, 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. Campus Update – Employee Demographics Report (Glenna Jones)
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 – July 10, 2014 Facilities Committee Meeting; August 14, 2014 Board Meeting; August 22, 2014 Special Board Meeting, September 3, 2014 Special Board Meeting (Pages 1-8)
 - 7.2 Approval of Bills - \$1,687,508.99
 - 7.2.1 Education Fund - \$785,651.10
 - 7.2.2 Operations & Maintenance Fund - \$97,800.97
 - 7.2.3 Operations & Maintenance (Restricted Fund) - \$42,012.58
 - 7.2.4 Auxiliary Fund - \$515,069.02
 - 7.2.5 Restricted Fund - \$37,409.61
 - 7.2.6 Liability, Protection & Settlement Fund - \$209,565.71
 - 7.3 Treasurer’s Report (Pages 9-26)
 - 7.3.1 Financial Highlights (Pages 10-11)
 - 7.3.2 Balance Sheet (Pages 12-13)
 - 7.3.3 Summary of FY15 Budget by Fund (Page 14)
 - 7.3.4 Budget to Actual Comparison (Pages 15-21)
 - 7.3.5 Budget to Actual by Budget Officers (Page 22)
 - 7.3.6 Statement of Cash Flows (Page 23)
 - 7.3.7 Investment Status Report (Pages 24-25)
 - 7.3.8 Disbursements - \$5,000 or more (Page 26)

- 7.4 Personnel - Stipends for Pay Periods Ending August 9, 2014 and August 23, 2014 (Pages 27-33)
- 7.5 Bid Results – Printing Supplies (Page 34)
- 8. President’s Report
- 9. Committee Reports
- 10. Building A Chiller/Air Handler Unit Budget Modification (Pages 35-38)
- 11. Protection, Health, and Safety Projects for Tax Year 2014 (Pages 39-61)
 - 11.1 Building B Chiller/Air Handler Replacement (Pages 41-47)
 - 11.2 Exterior Door Replacement (Pages 48-54)
 - 11.3 Cultural Centre Carpet Replacement (Pages 55-61)
- 12. Student Support Services – Project Success – Local Match (Page 62)
- 13. Cash Farm #8842 Lease Renewal – Year 2015 (Page 63)
- 14. New Position – Full-time Dental Assistant Instructor/Program Coordinator (Pages 64-68)
- 15. Academic Calendars – 2015-2016 and 2016-2017 (Pages 69-77)
- 16. Bid Results – ADA Parking Lot & Lot #1 Reconstruction (Page 78)
- 17. Resolution Designating Date, Time and Place for Filing Board of Trustees Nominating Petitions (Pages 79-80)
- 18. Approval of Service Employees International Union Local 138 Contract (Page 81)
- 19. Items for Information (Pages 82-90)
 - 19.1 Staff Appointment – Cory J. Tomasson, Interim Athletic Director (Page 82)
 - 19.2 Staff Appointment – Christopher W. Herman, Men’s head Basketball Coach (Page 83)
 - 19.3 Staff Retirement – Mary Jean Entwistle, Part-time Administrative Assistant, Continuing Education (Page 84)
 - 19.4 Staff Retirement – Carol Wheeler, Part-time GED Instructor (Page 85)
 - 19.5 Staff Retirement – Gary Carruthers, Part-time Counselor (Page 86)
 - 19.6 Staff Retirement – Judith Ferguson, Health Professions Part-time Faculty (Page 87)
 - 19.7 Staff Resignation – Arlena Juarez, Part-time ESL Instructor (Page 88)
 - 19.8 Staff Resignation – Alejandro Botero, Programmer/Analyst (Page 89)
 - 19.9 Summer 2014 Graduation (Page 90)
- 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 – August 14, 2014 and August 22, 2014 Board Meetings
23. Letter of Understanding – Nursing Instructor
24. Possible Ratification of American Federation of Teachers Local 1810 Contract
25. Increase in Part-time Faculty Pay Scale
26. Vice President's Contract
27. Compensation for FY15 – Employees not Affected by Negotiated Labor Agreements
28. Athletic Salary Schedule
29. Other
30. Adjournment

**ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees**

**Facilities Committee Meeting
July 10, 2014**

The Facilities Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5:30 p.m. on Thursday, July 10, 2014 in the Board Room (C307) at Illinois Valley Community College.

Committee Members David O. Mallery, Chair
Physically Present: Laurie A. Bonucci (entered the meeting at 5:43 p.m.)
Melissa M. Olivero

**Committee Members
Absent:**

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Scott Curley, Interim Director of Facilities

The meeting was called to order at 5:30 p.m. by Mr. Mallery.

BUILDING A CHILLER/AIR HANDLER UNIT BUDGET MODIFICATION

The six chillers on campus are on a rotation cycle to replace each one. A previous engineer hired by Basalay, Cary & Alstadt (BCA) gave an estimate of \$718,523.00 for replacement of the Building A chiller/air handler and this was submitted to the Illinois Community College Board (ICCB) for approval as a Protection, Health, and Life Safety project. Now with a new engineer and a revised assessment by Scott Curley, interim director of facilities, the cost was escalated to \$1,049,950.00, a 30 percent increase. The Board's options are: 1) to proceed with the project as submitted to ICCB which would be short-sited or 2) to move forward and request ICCB to amend the budget to accomplish the additional tasks. An outline was provided on the timeline if the Board wanted to request an amended budget for the project. Ms. Roelfsema called Mr. Ed Smith, Senior Director of Financial Compliance and Program Accountability for ICCB, and he suggested receiving the Board's approval and then proceed with the bidding process and once the College has firm numbers then submit the project to ICCB. The difference of approximately \$300,000 would come from surplus funds. The committee supported this recommendation. The administration will request approval from the Board to have BCA and Millies Engineering proceed with the project and the additional scope and move forward with the bidding documents.

ADJOURNMENT

Mr. Mallery declared the meeting adjourned at 5:45 p.m.

David O. Mallery, Committee Chair

Melissa M. Olivero, Board Chair

Larry D. Huffman, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE

Board of Trustees

Minutes of Regular Meeting

August 14, 2014

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6 p.m. on Thursday, August 14, 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
Deborah Anderson, Vice President for Academic Affairs
Sue Isermann, Associate Vice President for Academic Affairs
Mark Grzybowski, Interim Associate Vice President for Student Services
Walt Zukowski, Attorney

PUBLIC HEARING

This being the time and place published for a Public Hearing regarding the FY2015 Budget, Board Chair, Melissa Olivero, called for questions and/or comments from the audience. Since there were no questions and/or comments, Ms. Olivero called for a motion to close the Public Hearing. It was moved by Mr. Solon and seconded by Dr. Huffman to close the Public Hearing. Motion passed by voice vote.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Mr. Mike Phillips, President of Faculty Local 1810, noted the faculty are concerned that they may begin the semester without an agreement on their contract. The faculty's relationship with the administration and Board has been and remains both positive and productive. They are

looking forward to returning to the classroom and their students on Monday. It is their hope that the Board will grant its team the authority to bring negotiations to a prompt and successful conclusion, perhaps as soon as tomorrow. Mr. Phillips' team will remain during closed session in the event the Board would have any questions.

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 – July 10, 2014 Board Meeting.

Approval of Bills - \$1,272,302.27

Education Fund - \$966,591.51; Operations & Maintenance Fund - \$107,192.55; Operations & Maintenance (Restricted Fund) - \$15,332.83; Auxiliary Fund - \$74,986.65; Restricted Fund - \$10,219.00; Audit Fund - \$3,000.00; and Liability, Protection and Settlement Fund - \$94,979.73

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending June 28, 2014; July 12, 2014; and July 26, 2014.

Purchase Request – FY2015 Billboard Advertising Contracts

Approved to expend \$29,250 for annual billboard advertising contracts for fiscal year 2015 from Key Outdoor, Inc.

PRESIDENT'S REPORT

Dr. Corcoran gave an update on construction - the Cultural Centre sound system upgrade is moving along nicely with the goal being to have it completed by late November/early December; and bid documents for the ADA parking lot and resurfacing of Lot No. 1 are being finalized by Chamlin and Associates. The LPN pinning ceremony held on July 22 in the gymnasium was a very nice program thanks to Dean Bonnie Campbell and the Nursing faculty. Dr. Corcoran thanked the board members who were able to attend that evening. Next summer it will be back in the Cultural Centre. This summer the Continuing Education staff did their typical fine job of offering high quality programs for kids from ages 5-14 primarily in fine arts and STEM-related topics. Overall, 490 students were served with 85 in the Outdoor Ed' Venture Day Camp. On behalf of Jamie Gahm, Kim Koehler was the lead program manager and she was assisted by Jennifer Sowers, Monica Near, Bonnie Jasiek, Mary Jean Entwistle, 22 teachers and 18 aids. Dr. Corcoran noted that when one steps back and observes hundreds of students visiting the IVCC campus, you cannot help but be impressed by Kim and her coworkers with the attention to detail that goes into making sure that the campers have a safe and memorable experience. This investment in such programs will pay dividends for years to come because, eventually, IVCC may become the students' first choice for postsecondary education. This morning members of the administration were involved with welcoming staff back for the fall in-service which included Glenna Jones introducing Dr. Deborah Anderson as the new Vice President for