REGULAR MEETING
BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 519
Counties of Stephenson, Ogle, Jo Daviess and Carroll

CALL TO ORDER

The regular meeting of the Board of Illinois Community College District No. 519 was called to order by Mr. Doug Block, Vice Chairperson, at 4:03 p.m. on January 15, 2013 in the Robert J. Rimington Board Room (room H-228) in the Highland Community College Student/Conference Center, 2998 West Pearl City Road, Freeport, Illinois in said district.

ROLL CALL

The following members were present: Mrs. Diane Gallagher, Mr. Rob Urish, Mr. Doug Block, Mr. Jim Endress (departed 5:38 p.m.), Dr. Steve Jennings, and Ms. Jenny Marie Farmer (departed 4:53 p.m.; returned 6:07 p.m.)

The following members were absent: Mr. David Shockey and Ms. Whitney Zumdahl

Also present: Dr. Joe Kanosky, President; Mr. Tim Hood, Vice President, Academic Services; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Ms. Liz Gerber, Associate Vice President, Student Services; Mr. Nathan Hensal, Director, Information Technology Services (departed 5:47 p.m.; returned 6:03 p.m.); Dr. Michelle Thruman, Director, Institutional Research (departed 5:40 p.m.); Mr. Jeremy Bradt, Director, Enrollment & Records (arrived 4:35 p.m.; departed 5:40 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:47 p.m.; returned 6:03 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 5:47 p.m.); The Honorable Jim Sacia, State Representative (departed 4:11 p.m.); Mr. Brad Hart, Big Radio (arrived 5:30 p.m.; departed 5:47 p.m.; returned 6:03 p.m.); and Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

Mr. Urish moved and Dr. Jennings seconded the motion to approve the agenda, as presented. The vote being unanimous, the motion carried.

APPROVAL OF MINUTES

Mr. Endress moved and Mr. Urish seconded the motion to approve the minutes of the November 29, 2012 Special Meeting (Pizza with the President), December 5, 2012 Board retreat, and December 18, 2012 regular meeting, as presented. The vote being unanimous, the motion carried.
PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

PRESENTATION BY STATE REPRESENTATIVE JIM SACIA

The Honorable Jim Sacia presented an Illinois House of Representatives Resolution from the 97th General Assembly on the occasion of the College’s 50th anniversary. He noted that he graduated from high school in 1962 and, had he not gone into the Army, he may have attended Highland. He went on to state that the entire State of Illinois is “extremely proud” of Highland. Mr. Sacia stated that, despite the State’s financial crisis, one constant in the House and Senate is a significant dedication to education. He went on to state that, although it may not seem that way often, there is a dedication to recognize that young people are what the future is all about. Dr. Kanosky thanked Representative Sacia for the recent $50,000 Department of Commerce and Economic Opportunity grant the College received to help fund the Wind Turbine Technology Training Center. He provided Representative Sacia with information on the State funding levels to Highland from FY’03 to the present.

FOUNDATION REPORT

Ms. Kim Rampenthal presented the Foundation’s monthly report. She reported that, to-date, the major gift campaign has raised $2.5 million over the life of the campaign. The annual fund appeal was mailed to over 2,300 people and so far has raised $27,300. Trustees asked how that number compares to previous years, and Ms. Rampenthal offered to provide trustees with comparative information. She also reported that, just prior to the end of the year, a gift of $39,900 was received for an endowed nursing scholarship. Ms. Pat Dun, Foundation Director of Operations, is reaching out to alumni leadership in each of the four counties in the district, working with local leaders. The Foundation scholarship applications are now available online and in hard copy with a due date of April 1. Ms. Rampenthal and Mr. Jim Berberet, Foundation Executive Director, are meeting with members of local civic organizations, and have scheduled presentations to the Oregon Rotary Club and Lena Lions Club in the near future.

Mrs. Gallagher stated that the Association of Community College Trustees will be holding their annual leadership congress in Chicago in October 2014, and she suggested that perhaps the Foundation may want to consider making a presentation during one of the concurrent sessions.

Mr. Willging stated that the athletic department offered free admission and a bag of popcorn to graduates and Alumni Association members attending the women and men’s basketball games on Saturday, January 12 in recognition of the College’s 50th anniversary. About 90 people took advantage of free admission, and members of the 1975 – 1977 basketball team were recognized. Dr. Kanosky reported that he has asked Mr. Pete Norman, Director of Athletics, to consider making this an annual event to get alumni back on campus.
CONSENT ITEM

A. Academic (None)

B. Administration

1. Board Meeting Schedule
   Recommendation: That the Board of Trustees approves the list of regular meeting dates for the period of January through April 2013. It is further recommended that the April 2013 meeting be changed to the fourth Tuesday of the month (April 23, 2013). The regular meeting dates through April 2013 are as follows:

   January 15, 2013
   February 19, 2013
   March 19, 2013
   April 23, 2013

C. Personnel (None)

D. Financial (None)

Dr. Jennings moved and Mr. Endress seconded the motion to approve the consent item, as presented. The roll call on the motion was as follows:

   AYES: Urish, Block, Endress, Jennings, Gallagher, Farmer
   NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic

1. Approval of Dual Credit Agreements with Area High Schools
   Mr. Urish moved and Mrs. Gallagher seconded the motion to authorize College President Dr. Joe Kanosky to enter into dual credit agreements with the following area high schools for the 2012 – 2013 academic year: Forreston, Freeport, Oregon, River Ridge, Scales Mound, Stockton, and West Carroll. Classes to be offered to each school under the dual credit agreements are as follows:
Forreston High School – SPCH 191 (Fundamentals of Speech – Fall)
Freeport High School – SPAN 201 A (Intermediate Spanish – Fall)
Freeport High School – THEA 180 A (Stagecraft I – Fall)
Oregon High School – HIST 143 (US History I – Fall)
Oregon High School – HIST 141 (Western Civilization to 1648 – Fall)
Oregon High School – HIST 144 (US History II – Spring)
Oregon High School – ENGL 121 (Rhetoric and Composition I – Fall)
Oregon High School – ENGL 122 (Rhetoric and Composition II – Spring)
Oregon High School – COMM 090 (Preface to Rhetoric – Fall)
Oregon High School – ART 202 (Digital Image Edit with Photoshop)
River Ridge High School – MUS 267 (Intro to Music – Fall)
River Ridge High School – SPCH 191 (Fundamentals of Speech – Fall)
Scales Mound High School – MUS 267 (Intro to Music – Fall)
Scales Mound High School – SPCH 191 (Fundamentals of Speech – Fall)
Stockton High School – HIST 143 (US History I – Fall)
Stockton High School – GEOG 132 (Reg. Geography of World – Fall)
West Carroll High School – HIST 143 (US History I)
West Carroll High School – MUSC 268 (Music of the USA)

The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Gallagher, Urish, Farmer
NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

B. Administration

Mrs. Gallagher moved and Mr. Endress seconded the motion to approve for second reading the revised policy 4.29 – Rest and Meal Periods, as presented, which is included in Chapter IV, Personnel, of the Policy Manual. The roll call on the motion was as follows:

AYES: Endress, Jennings, Gallagher, Urish, Block, Farmer
NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

Dr. Jennings moved and Mr. Urish seconded the motion to approve for second reading the new policy 4.36 – Abused and Neglected Child Reporting, as presented, which will be included in Chapter IV, Personnel, of the Policy Manual. The roll call on the motion was as follows:
AYES: Jennings, Gallagher, Urish, Block, Endress, Farmer
NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

3. **Joint Educational Agreement Between Highland Community College and Southwest Wisconsin Technical College**
   Mr. Endress moved and Dr. Jennings seconded the motion to approve the joint education agreement between Highland Community College (HCC) and Southwest Wisconsin Technical College (SWTC), as presented. The roll call on the motion was as follows:

   AYES: Gallagher, Urish, Block, Endress, Jennings, Farmer
   NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

C. **Personnel**

1. **Seniority Lists**
   Mr. Urish moved and Dr. Jennings seconded the motion to approve the seniority lists, as presented, for each full-time faculty member, which show the services each faculty member is competent to render. The roll call on the motion was as follows:

   AYES: Urish, Block, Endress, Jennings, Gallagher, Farmer
   NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

2. **Sabbatical Leave: Juliet D’Souza**
   Mr. Endress moved and Dr. Jennings seconded the motion to approve the sabbatical leave request of Ms. Juliet D’Souza for the 2013 – 2014 academic year. The roll call on the motion was as follows:

   AYES: Block, Endress, Jennings, Gallagher, Urish, Farmer
   NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

3. **Appointment: Coordinator, Learning Services**
   Mrs. Gallagher moved and Dr. Jennings seconded the motion to approve the appointment of Mr. Brian Moore as full-time Coordinator, Learning Services in the Student Success Center beginning January 8, 2013 at an FY’13 salary of $37,500 plus appropriate fringe benefits. This position is within the FY’13 budget
and became available due to the resignation of Ms. Norma Barnes. The roll call on the motion was as follows:

AYES: Endress, Jennings, Gallagher, Urish, Block, Farmer
NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

D. Financial

1. Course and Miscellaneous Fees
Mr. Endress moved and Mr. Urish seconded the motion to approve the list of fees/charges, as presented, beginning with the Fall 2013 semester. The roll call on the motion was as follows:

AYES: Jennings, Gallagher, Urish, Block, Endress, Farmer
NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

2. Memorandum of Understanding Between the College of Lake County and Highland Community College Related to the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Career Pathways Grant
Mr. Endress moved and Mrs. Gallagher seconded the motion to approve the memorandum of understanding between the College of Lake County and Highland Community College for the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Career Pathways grant, as presented. The roll call on the motion was as follows:

AYES: Gallagher, Urish, Block, Endress, Jennings, Farmer
NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

3. Payment of Bills and Agency Fund Report
Mrs. Gallagher moved and Mr. Urish seconded the motion authorizing and directing Ms. Jill Janssen, Treasurer, to make payment and to transfer funds for December 2012 bills in the amount of $394,188.38, Automated Clearing House (ACH) debits W0000196 through W0000198 of $139,766.92, and Electronic Refunds of $1,926.87, with 0 adjustments of $0, such warrants amounting to $535,882.17. Transfers of funds for payroll amounted to $579,150.92. The roll call on the motion was as follows:

AYES: Urish, Block, Endress, Jennings, Gallagher, Farmer
NAYS: None
Whereupon the Chairperson declared the motion carried and the Resolution adopted.

REPORTS

Treasurer’s Report: Statements of Revenue, Expenditures and Changes in the Fund Balance
Mr. Endress referred to spreadsheet #7 in Ms. Janssen’s memo to the Board of January 3, 2013, which outlined the State and Foundation revenue from FY’03 to present. He asked what the funds were used for that the College received from the Foundation from FY’09 – FY’12. Ms. Janssen stated that the money was for the Foundation’s payment of the debt certificates for the Ray and Betty Stamm Health Science Nursing wing and the Wind Turbine Technology Training Center. Dr. Jennings also asked about spreadsheet #4 (Price Elasticity of Demand) and how Ms. Janssen came to the conclusion regarding whether the price of tuition was elastic or inelastic. Ms. Janssen explained that she believes there are more factors that impact demand besides the increase in tuition, such as unemployment and layoffs at major companies within the district. Dr. Kanosky reported that the College’s per capita cost in the last annual audit was listed as $479.89. He explained that the College could charge tuition of up to one-third of that total cost, but we are currently significantly less.

Monitoring Report: Recruitment & Retention
Dr. Kanosky introduced Mr. Jeremy Bradt, Ms. Liz Gerber, and Dr. Michelle Thruman, who provided the annual Recruitment and Retention Monitoring Report. They discussed enrollment trends over the last several years, noting that dual credit, online, and hybrid enrollments continue to increase, while enrollments at HCC West have declined. Ms. Gerber reported that, for the first time ever, the number of high school seniors in the Highland district dropped under 1,000, which means that there are fewer high school students to recruit.

Student Trustee
Ms. Farmer was unavailable to give her report due to an evening class.

ICCTA Representative
Mr. Endress reported that there has not been an ICCTA meeting since our last regular Board meeting.

ACCT State Coordinator
Mrs. Gallagher reviewed her written report, noting that ICCTA will meet in February during the National Legislative Summit. She also encouraged trustees to be thinking about potential presentations for the ACCT annual leadership congress in Chicago in 2014.

Administration
Ms. Ferguson reported that her department is planning a training session in February for faculty and staff who are mandated reporters of child abuse and neglect. During the presentation, Deputy Bob Sutter and Deputy Erin Korte will provide information on signs of abuse. Links will also be made available to the on-line training.
Ms. Janssen encouraged trustees to let her know if they have questions or comments on the draft of the Resource Allocation and Management Plan. Once final, the document will be made available to faculty and staff. In response to a discussion at the December Board retreat, several staff will meet to discuss the College’s payment processes. Trustees may view the College’s payment plans by clicking on the “Quick Links” button on the College website and selecting “Payment Plan Options”.

Mr. Hood reported that the Opening Days activities were successful. An academic assembly was held on Friday during Opening Days, which was well received. Topics discussed during the academic assembly included transitional studies and better promotion of programs. Mr. Hunter Boylan, a “guru” on transitional studies, will be the featured speaker during Fall Opening Days, thanks to the work of Ms. Gerber. There are several opportunities for increasing enrollments that were discussed during the assembly, including additional dual credit and partnerships with the private sector. The deans and associate deans have been asked to go back to their departments and divisions to discuss potential opportunities and challenges and provide feedback to Mr. Hood, which he will share with the Board at a later date.

Dr. Kanosky reported that he made a big pot of “Stone Soup” for the Friday lunch during Opening Days at a cost of approximately $80. He also reported that the Highland family lost two former employees recently, Ms. Becky Werner and Ms. ConniAnn Keckler.

OLD BUSINESS

There was no old business.

CLOSED SESSION

Mrs. Gallagher moved and Dr. Jennings seconded the motion to move into closed session for the purposes of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees, and collective negotiating matters between the public body and its employees or their representatives, pursuant to the Open Meetings Act, and to return to open session for possible action. The roll call on the motion was as follows:

AYES: Block, Jennings, Gallagher, Urish
NAYS: None

At 5:47 p.m., the Vice Chairperson declared the motion and the meeting in closed session.

Mrs. Gallagher moved and Dr. Jennings seconded the motion to end the closed session. The roll call on the motion was as follows:

AYES: Jennings, Gallagher, Urish, Block
NAYS: None

At 6:03 p.m., the Vice Chairperson declared the motion carried and the closed session ended.
ACTION, IF NECESSARY

No action was necessary following the closed session.

NEW BUSINESS

Appoint Trustees to Review Closed Session Minutes
Mr. Block appointed Mrs. Gallagher and Mr. Urish to review the closed session minutes in 2013, and thanked Mr. Endress and Dr. Jennings for reviewing the minutes in 2012.

Input on Copier Replacement Plan
Ms. Gerber and Mr. Nathan Hensal provided information on the recent print analysis and options for moving forward. The copiers are considered technology, and Ms. Gerber and Mr. Hensal requested trustees’ input regarding whether or not trustees would like the College to go through the bid process for copier replacement and maintenance. Ms. Gerber explained that there are no copier service providers located in the Highland district, and the College currently has a relationship with Nexus, which has spanned about 10 years. Mr. Urish stated that he believed that the College has already gone through a “bid process” by using a request for proposal for the print analysis. Ms. Gerber explained that, if the College were to do nothing different, it would continue to cost $63,000 per year, and to replace the oldest copiers on campus would be around $20,000. If the College were to go with new copiers, it would save approximately $10,000 per year. One issue that needs to be addressed is whether or not it would be better to lease or purchase new copiers. Information on the various options will be distributed to trustees with a recommendation being presented to trustees in the next two months.

Student Senate Report
Ms. Farmer reported that, earlier this month, Phi Theta Kappa students assisted other students who were registering for classes during late registration. Student Senate will meet tomorrow and determine a time for regular meetings this semester.

Elections
Dr. Kanosky reported that Mrs. Gallagher and Mr. Endress are running unopposed in the April election.

ACCT National Legislative Summit
Mrs. Gallagher will email a list to Ms. Grimes of Illinois trustees who will attend the ACCT National Legislative Summit in Washington, DC in February.

DATES OF IMPORTANCE

The next regular meeting of the Board of Trustees will be on Tuesday, February 19, 2013 at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center on the Highland Community College campus. The next quarterly Board retreat will be held on Wednesday, March 6, 2013 in the Student/Conference Center, room H-206.
ADJOURNMENT

Dr. Jennings moved and Mr. Urish seconded the motion to adjourn the meeting. At 6:21 p.m., there being no further business, the Vice Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,

Terri A. Grimes
Terri A. Grimes, Board Secretary
Illinois Community College District No. 519