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. Jim Endress, Vice Chairperson, at 4:01 p.m. on October 22, 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. David Shockey, Mr. Rob Urish, Mr. Jim Endress, Dr. Steve Jennings, Ms. Whitney Zumdahl (arrived 4:14 p.m.), and Mr. Matt Bordner (departed 4:32 p.m.)

The following members were absent: Mr. Doug Block

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. Dan Rowe, Wipfli (departed 4:22 p.m.); Ms. Sarah Brinkmeier, Director, Columbia College Freeport Campus (departed 5:26 p.m.); Mr. Jim Berberet, Executive Director, HCC Foundation (departed 5:08 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 5:26 p.m.); Ms. Ellen Bonvillain, Student (arrived 4:24 p.m.; departed 5:26 p.m.); Mr. Brad Hart, Big Radio (arrived 6:04 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (arrived 4:03 p.m.; departed 5:26 p.m.; returned 6:04 p.m.); Mr. Steve Mihina, Faculty (departed 5:26 p.m.); Mr. Kurt Simpson, Director, Physical Plant & Maintenance (departed 5:26 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

Mr. Shockey requested to remove item XIII-A-1 – Reduction in Force from the agenda, since action is no longer required. Mr. Shockey moved and Mr. Urish seconded the motion to approve the agenda, as amended. The roll call on the motion was as follows:

AYES: Shockey, Urish, Endress, Jennings, Gallagher, Bordner
NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

APPROVAL OF MINUTES

Mr. Urish moved and Dr. Jennings seconded the motion to approve the minutes of the September 17, 2013 special meeting, budget work session, and regular meeting, and the September 26, 2013 Board retreat, as presented. The vote being unanimous, the motion carried.
PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

FOUNDATION REPORT

Mr. Jim Berberet reported that an anonymous donation of $1,000,000 to the Major Gift Campaign has been received, bringing the total of cash donations and pledges to $3,648,727. He noted that $2.4 million still needs to be raised to pay off the debt certificates on the Ray and Betty Stamm Health Science Nursing Wing and Wind Turbine Technician Training Center. So far, $74,365 has been raised for the Double Play matching campaign, with $39,115 donated this year. Letters were sent to Distinguished Alums in September, with several contributions received from the mass appeal letter, and graduates of the Leadership Institute and Leadership Forum will receive letters this month. The Foundation Events Committee met today and is planning an event in early April. A special Madrigal dinner will be held at Chestnut Mountain Resort on December 12. Tickets are $50 and include appetizers and a three-course meal. Lodging is available at a special rate of $75 per night. An Alumni Roundup will be held at Woodbine Bend on October 30 targeting alums from Jo Daviess County, although trustees, as well as current and retired faculty and staff, are invited to attend. The Foundation hosted two “Lunch with the President” events, and Mr. Berberet and Ms. Rampenthal were recently interviewed on two local radio stations. Ms. Rampenthal and Dr. Kanosky made a presentation to the Mt. Carroll Lions Club, and Mr. Berberet spoke to the Savanna Lions Club. The Foundation held their annual meeting on October 10, where six new Distinguished Alums were recognized. In addition, Ms. Christine Urish was approved as a new Foundation board member, and Mr. Mark Winter was approved as a new Foundation Executive Committee member. Mr. Berberet closed his presentation by reminding trustees of the fundraiser tomorrow night, “Chalk Talk #2 – Money, QE and Interest Rates,” with Dr. Jennings and Mr. Bart Macomber. Money raised from the event will support the Wind Turbine Technician Training program.

AUDIT REPORT

Mr. Dan Rowe, Senior Manager with Wipfli, presented the FY’13 annual audit report. He reminded trustees that the Audit Committee met on October 9, 2013 and approved submission of the annual audit to the Illinois Community College Board by the October 15, 2013 deadline. Mr. Rowe reported that once again the College received a “clean” opinion, which is the highest level that can be issued. Clean opinions were also issued on the audits of the ICCB grants, as well as financial aid and Workforce Investment Act grants. Mr. Rowe reviewed the report and stated that no difficulties were encountered with management during the audit. Two significant audit adjustments were made: 1) to accrue for construction in progress in the amount of $39,449, and 2) to account for the bond refunding in the amount of $354,448 and to amortize bond premium in the amount of $23,100. Mr. Rowe noted that having only two audit adjustments is “very respectable.” He noted that suggestions were made for improvements in the process for making deposits. The suggestions were shared with the Audit Committee. He also reminded trustees that the HCC Foundation has their own audit team and a separate audit. Mr. Endress thanked
Mr. Rowe for his presentation. He also thanked Ms. Janssen and her staff, noting that it is a credit to them that there were only two audit adjustments.

CONSENT ITEMS

A. Academic (None)

B. Administration (None)

C. Personnel

1. Part-time Instructors, Overload and Other Assignments
   
   Recommendation: That the part-time/overload instructors listed be approved to teach during the Fall semester of 2013.

D. Financial (None)

Dr. Jennings moved and Mrs. Gallagher seconded the motion to approve the consent items, as presented. The roll call on the motion was as follows:

   AYES: Urish, Endress, Jennings, Zumdahl, Gallagher, Shockey, Bordner
   NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

   
   Mrs. Gallagher moved and Mr. Urish seconded the motion to approve for second reading the revised policy 3.10, Financial Aid “Standards of Satisfactory Academic Progress”, as presented. The policy is included in Chapter III, Student, of the Policy Manual. The roll call on the motion was as follows:

   AYES: Endress, Jennings, Zumdahl, Gallagher, Shockey, Urish, Bordner
   NAYS: None

   Whereupon the Vice Chairperson declared the motion carried.

   
   Mr. Urish moved and Ms. Zumdahl seconded the motion to approve for second reading the new policy 3.101, Financial Aid “Unusual Enrollment History”, as
presented. The policy is included in Chapter III, Student, of the Policy Manual. The roll call on the motion was as follows:

**AYES:** Jennings, Zumdahl, Gallagher, Shockey, Urish, Endress, Bordner

**NAYS:** None

Whereupon the Vice Chairperson declared the motion carried.


Mr. Shockey moved and Mr. Urish seconded the motion to approve for second reading the revised Policy Manual Appendix, College-Authorized Security Cameras Acceptable Use Guidelines, as presented. Dr. Jennings inquired as to whether everyone was happy with the acceptable use guidelines, and Ms. Janssen reported that a group of people, representing all College working groups, met and suggested changes. The changes then went to the Policy Committee, and the Policy Committee was in agreement with the proposed changes. She noted that the only "live" monitoring of the security cameras is at the YMCA and Bookstore. The roll call on the motion was as follows:

**AYES:** Zumdahl, Gallagher, Shockey, Urish, Endress, Jennings, Bordner

**NAYS:** None

Whereupon the Vice Chairperson declared the motion carried.

C. **Personnel**

1. **Custodial Services Reorganization, New Job Description and Revised Job Description**

Mrs. Gallagher moved and Mr. Urish seconded the motion to approve a reorganization of the Custodial Services Department, as described, along with the job description changes for affected positions, effective October 23, 2013.

Ms. Janssen reported that a Reduction in Force was no longer necessary because Mr. Bob Wiederholtz, Manager of Custodial Services, decided to retire.

Mrs. Gallagher inquired as to who would be the emergency contact after hours, and Ms. Janssen reported that the Lead Custodian would know the procedures to follow and would in turn call Mr. Kurt Simpson or Mr. Rex Blomberg. She reminded trustees that the deputies are on campus until 11:00 p.m., and a Lead Custodian would be here overnight. The roll call on the motion was as follows:

**AYES:** Gallagher, Shockey, Urish, Endress, Jennings, Zumdahl

**NAYS:** None

Whereupon the Vice Chairperson declared the motion carried.
D. Financial

1. **FY’13 Annual Audit**
   Mrs. Gallagher moved and Dr. Jennings seconded the motion that the Highland Community College Board accepts the annual audit for FY’13, as presented. The roll call on the motion was as follows:

   **AYES:** Shockey, Urish, Endress, Jennings, Zumdahl, Gallagher  
   **NAYS:** None

   Whereupon the Vice Chairperson declared the motion carried.

2. **Transfer of Matching Grant Funds**
   Mr. Urish moved and Ms. Zumdahl seconded the motion that the Board of Trustees concurs with the Foundation Investment Committee’s recommendation and directs that all of the Matching Grant funds currently invested in Fifth Third be moved to the Common Fund. It is further recommended that, upon completion of the consolidation of Matching Grant Funds with the Common Fund, the Foundation Investment Committee meets with representatives of the Common Fund as soon as possible to adopt an appropriate investment strategy, in light of the financial stress which the College is experiencing. The roll call on the motion was as follows:

   **AYES:** Urish, Endress, Jennings, Zumdahl, Gallagher, Shockey  
   **NAYS:** None

   Whereupon the Vice Chairperson declared the motion carried.

3. **Payment of Bills and Agency Fund Report**
   Mr. Shockey moved and Dr. Jennings seconded the motion authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for September 2013 bills in the amount $682,054.38, Automated Clearing House (ACH) debits W0000235 through W0000238 amounting to $192,496.75, Other Debits D00000010 through D00000010 amounting to $52.89 and Electronic Refunds of $68,382.51 with 3 adjustments of $850.97, such warrants amounting to $942,135.56. Transfers of funds for payroll amounted to $577,218.01. Automated Clearing House (ACH) debits are SISCO payments. Other Debits for September consist of replenishing petty cash. Electronic Refunds are issued to students. The roll call on the motion was as follows:

   **AYES:** Endress, Jennings, Zumdahl, Gallagher, Shockey, Urish  
   **NAYS:** None

   Whereupon the Vice Chairperson declared the motion carried and the Resolution adopted.
REPORTS

Treasurer’s Report: Statements of Revenue, Expenditures and Changes in Fund Balance
Ms. Janssen reported that tuition revenue is in line with what was planned, however, it is up from this point in time last year.

Student Trustee
Mr. Bordner left the meeting earlier to coach Dakota’s seventh grade basketball team, but he provided a written report in trustees’ folders. Ms. Zumdahl suggested that, when Phi Theta Kappa provides the “smoothie bike” during Wellness Week, they consider handing out healthy eating tips and snacks. Ms. Gerber will forward the idea to Mr. Bordner.

Audit Committee
Mrs. Gallagher reported that the Audit Committee met in October to review the FY’13 audit and noted that there are many new Government Accounting Standards Board (GASB) rules. The Audit Committee will begin to meet quarterly.

ICCTA Representative
Mr. Endress reported that Ms. Grimes received an mail from her counterpart at Kishwaukee Community College announcing that the ICCTA Northwest Region meeting that was tentatively scheduled for December 5 at Kishwaukee has been postponed until Spring. The next ICCTA meeting will be held the second weekend in November. Presidents’ Council and ICCB-SAC will also meet at that time. Mr. Endress also requested that those who attended the Association of Community College Trustees Leadership Congress be given an opportunity to formally report at a future Board meeting on a session or two that they attended at the conference and found to be beneficial. He reported that the conference was excellent and a highlight was the opening session with Mr. Bill Gates.

ACCT State Coordinator
Mrs. Gallagher has been elected to serve as ACCT’s Central Region Member-at-Large and Central Region Chair. The Central Region serves nine states and Ontario, Canada. Mrs. Gallagher noted that the focus of the ACCT Leadership Congress was on student success. Mr. LeRoy Mitchell is the new Chair of ACCT, with Ms. Robin Smith serving as Vice Chair. Next year’s ACCT conference will be held in Chicago, and Mrs. Gallagher suggested that perhaps Highland’s Royal Scots could perform at the conference. ACCT’s National Legislative Summit will be held in February in Washington, DC. There is also a growing interest in ACCT’s Governance Leadership Institute, and webinars are also available through ACCT. Additional information was available in Mrs. Gallagher’s written report, which was located in trustees’ folders.

Board Chair
Mr. Endress reported that Mr. Block has become actively involved with the Northwest Illinois Development Alliance (NIDA).

Administration
Ms. Gerber reported that Freeport High School administrators have approved that up to 15 of their students may participate in CollegeNOW. She also reported that, in response to Dr. Jennings question at last month’s Board meeting, CollegeNOW students will now be asked
to have a permission slip completed for overnight events. Student Senate held a retreat Saturday morning and discussed their constitution, bylaws, and how they will operate as a Senate. A paranormal investigator will be on campus October 30 for a student activity. The investigator will make a presentation and will then take 40 students on a ghost hunt. Currently all 40 slots are full and there is a waiting list to participate.

Ms. Ferguson reported that she, Ms. Gerber and Ms. Janssen are working with the Stephenson County Health Department to have one-on-one meetings for the Illinois health insurance exchange to help people enroll in the marketplace. A representative will be on campus the second Thursday of each of the next three months to help students and other interested persons with the process. A presentation was made to the front-line and advising staff, and a general informational session was held for students, faculty and staff to provide information on the exchange.

Ms. Janssen announced that the Northern Illinois Health Plan will no longer offer a PPO effective January 1. The Health Insurance Task Force will meet this Friday and again next week to discuss.

Mr. Hood reported that the information on developmental math, that was provided to him by Mrs. Gallagher and Dr. Jennings, has been forwarded to Mr. Steve Mihina, math instructor. The College is starting to see some results of the agreement with the University of Illinois College of ACES. In addition, as a result of the recent agreement with Olivet Nazarene, there are now 10 students registered for the new session that will kick off on November 6. Mr. Hood thanked Mr. Urish for the information about the wind tech program at Elmwood School District, noting that wind tech instructor Mr. Dave Vrtol recently met with ag students at Eastland High School and gave a demonstration of some equipment used in the program. Ms. Zundahl inquired about movement toward a physical therapy program, and Mr. Hood reported that he talked with representatives at FHN and something might develop from that discussion. Highland’s United Way campaign kicked off on October 17. Mr. Hood’s executive assistant, Ms. Rhonda Perry, is instrumental in coordinating the College’s United Way campaign. Pledge cards and brochures are available to those who would like to give to United Way. Mr. Endress reported that he serves on the United Way’s Campaign Committee.

Ms. Grimes reminded trustees that reservations are due by October 25 for the Jo Daviess Leadership Forum event on November 6.

Dr. Kanosky reminded trustees of “Chalk Talk #2,” featuring Dr. Steve Jennings and Mr. Bart Macomber, tomorrow night. Tickets are $100, with proceeds going to support Wind Tech. Dr. Kanosky attended the Foundation’s annual meeting earlier this month. It was a great event, and the new Distinguished Alums spoke very highly of Highland. Dr. Kanosky concluded his report by thanking Ms. Janssen and her staff for their work on the audit.

Other
Mr. Kurt Simpson, Director of Physical Plant & Maintenance, presented a proposal to trustees to make the Loop Road one way counterclockwise, noting that the original idea came from one of the College’s campus deputies, Deputy Bob Sutter. It is believed that making the road one way would improve traffic flow, as well as safety for pedestrians, parents and children from the Jones-Farrar Magnet School. There would be a single lane for traffic, with an eight-foot at-grade
median for walkers, runners, and bikers. The cost is estimated to be around $3,000 and would be paid from the shared Agency Fund that is designated for the Loop Road. Mr. Simpson reported that he has obtained the full support of the YMCA staff, campus deputys, the principal at Jones-Farrar, and the transportation director for Freeport School District #145. At this point, there is no date for implementation. Ms. Zumdahl suggested the College could post an electronic sign on campus that flashes drivers' speeds, like the city police department posts on various roads within the city. Dr. Kanosky noted that people would need to rethink and be reconditioned to drive one way, and Mr. Simpson reported that there will be both internal and external communication, as well as larger meetings to gather input. Ms. Ellen Bonvillain, a Highland student who was at the meeting, stated that she thinks it is important to make Highland students aware that parents are having a problem with safety of students at the Jones-Farrar Magnet School. Dr. Kanosky noted that, if the project moves forward, it realistically would likely not be done until Spring.

OLD BUSINESS

There was no old business.

At 5:26 p.m., the Vice Chairperson declared a recess; the meeting resumed at 5:30 p.m.

CLOSED SESSION

Mr. Shockey 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, collective negotiating matters between the public body and its employees or their representatives, and a student discipline case, 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: Jennings, Zumdahl, Gallagher, Shockey, Urish, Endress
NAYS: None

At 5:31 p.m., the Vice Chairperson declared the motion carried and the meeting in Closed Session.

Mr. Shockey moved and Dr. Jennings seconded the motion to end the Closed Session. The roll call on the motion was as follows:

AYES: Zumdahl, Gallagher, Shockey, Urish, Endress, Jennings
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

Dr. Kanosky reported that he met with the superintendents of the East Dubuque and Galena school districts to discuss dual credit and other opportunities for students. He asked if the Galena School District would consider Highland using the Galena High School one night a week for classes, and he is pleased that they were open to discussions about the prospect. The East Dubuque superintendent and principal are very pleased with Highland and they want to see what can be done in their school district. Dr. Kanosky will talk to Ms. Denise Tollensdorf, Facilities and Office Coordinator at Highland West, next week about the lack of students at that facility. There may be some opportunity for adult and computer classes for the Eagle Ridge Territory.

Ms. Gerber reported on the good work of Ms. Sam Petsche, Student Intake Specialist, who followed up with a potential student who had wanted to go to a prestigious school, rather than coming to Highland.

Dr. Kanosky talked to a CollegeNOW student from Pecatonica who will be taking 21 credit hours next semester. The student is really excited to be at Highland. Dr. Kanosky thanked Ms. Gerber, as well as advisors Ms. Vicki Schulz and Ms. Karissa Patefield, for their work with the CollegeNOW students.

DATES OF IMPORTANCE

The next regular meeting of the Highland Community College Board of Trustees is scheduled for Tuesday, November 19, 2013 at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center. The next quarterly Board retreat is scheduled for Wednesday, December 4, at 8:30 a.m. The Board will discuss the possibility of canceling the December regular meeting at the November 19th meeting.

ADJOURNMENT

Dr. Jennings moved and Ms. Zumdahl seconded the motion to adjourn the meeting. At 6:11 p.m., there being no further business, the Vice Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,

[Signature]

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