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, Chairperson, at 4:04 p.m. on February 18, 2014 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. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Ms. Whittney Zimdahl, and Mr. Matt Bordner

The following members were absent: None

Also present: Dr. Joe Kanosky, President; Ms. Jill Janssen, Vice President, Administrative Services (departed 5:11 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources; Ms. Liz Gerber, Associate Vice President, Student Services (arrived 4:07 p.m.; departed 5:11 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 5:06 p.m.); Mr. Jim Berberet, Executive Director, HCC Foundation (departed 5:06 p.m.); Mr. Steve Mihina, Faculty (departed 4:48 p.m.); Mr. Jim Yeager, Faculty (departed 5:07 p.m.); and Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mrs. Gallagher moved and Ms. Zumdahl seconded the motion to approve the minutes of the January 21, 2014 regular meeting, 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 presented the Foundation report. He reported that cash and pledges to the Major Gift Campaign currently stand at over $3.74 million, with close to $1 million in the bank. This leaves about $3.4 million left to be raised. The 2013 Double Play Campaign raised $84,000 in 2013, and the match pool for this year currently stands at $72,000. The 2014 Double Play Campaign has raised $1,050 to-date. Mr. Berberet reminded trustees that, in addition to the Major Gift Campaign, donations are given for scholarships, the leadership programs, unrestricted gifts, and to other funds. Since July 1, 2013, the Foundation has raised a total of $1.8 million altogether. Mr. Berberet also reported that he and Ms. Kim Rampenthal, Director of Fundraising, traveled to Florida in January and interacted with 23 individuals or couples who winter in Florida. He thanked Mr. and Mrs. Jim Kaney, who hosted a reception for 30 people, and Mr. and Mrs. Bruce Helm, who welcomed Mr. Berberet and his wife, Kathy, and Ms. Rampenthal into their home for three nights. Mr. Berberet reported that Ms. Rampenthal and Mr. Bordner were interviewed by Ms. Shary Gibson on Big Radio earlier this month, and Ms. Rampenthal was also interviewed on WCCI radio in February. Scholarship applications are now available in the Foundation office and on-line. The next “Lunch with the President” event is scheduled for tomorrow in Lena, with two additional ag-related lunches scheduled on campus on February 26 and March 11. Mr. Berberet reported that the Foundation newsletter will be distributed in March, and an Alumni Roundup is being planned for Carroll County, possibly in Mount Carroll. He closed his presentation by announcing that the Foundation golf outing is scheduled for June 2, with a portion of the proceeds going to the Leadership Institute and Leadership Forum.

CONSENT ITEM

A. Academic (None)

B. Administration (None)

C. Personnel

1. Part-time Instructors, Overload and Other Assignments

Recommendation: That the list of part-time instructors, overload and other assignments be approved, as presented, for the Spring semester of 2014.

D. Financial (None)

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

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

Whereupon the Chairperson declared the motion carried.
MAIN MOTIONS

A. Academic (None)

B. Administration

1. Revised Job Description: Director, Information Technology Services
   Mr. Endress moved and Ms. Zumdahl seconded the motion to approve the revised job description for Director, Information Technology Services, as presented. No change is being made to the position placement on the Highland Salary Range Table. This is an exempt professional position. Ms. Janssen noted that there will be no salary adjustment as a result of the change. The roll call on the motion was as follows:

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

   Whereupon the Chairperson declared the motion carried.

2. Second Reading – Revised Policy 4.221: Bookstore – Purchase by Employees
   Mr. Urish moved and Mr. Shockey seconded the motion to approve for second reading revised policy 4.221 Bookstore – Purchase by Employees, as presented. The policy is included in Chapter IV, Personnel, of the Policy Manual. The roll call on the motion was as follows:

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

   Whereupon the Chairperson declared the motion carried.

3. Second Reading – New Policy 1.27: Bookstore – Purchase by Current Board Members
   Ms. Zumdahl moved and Mr. Urish seconded the motion to approve for second reading new policy 1.27 Bookstore – Purchase by Current Board Members, as presented. The policy is proposed for inclusion in Chapter I, Board of Trustees, of the Policy Manual. The roll call on the motion was as follows:

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

   Whereupon the Chairperson declared the motion carried.
C. Personnel (None)

D. Financial

1. **Approval of Statement of Final Construction Compliance: Hazardous Sidewalk Replacement Project**
   Dr. Jennings moved and Mr. Endress seconded the motion to approve the Statement of Final Construction Compliance for one project completed during 2012. Ms. Janssen reported that the project came in under budget because the College was given credit by the company for poor workmanship and also the contingency was not needed. The roll call on the motion was as follows:

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

   Whereupon the Chairperson declared the motion carried.

2. **Payment of Bills and Agency Fund Report**
   Dr. Jennings moved and Mr. Urish seconded the motion authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for January 2014 bills in the amount of $551,334.28, Automated Clearing House (ACH) debits W0000251 through W0000256 amounting to $367,841.85, and Electronic Refunds of $396.50 with 3 adjustments of $282.10, such warrants amounting to $919,290.53. Transfers of funds for payroll amounted to $506,994.23. Automated Clearing House (ACH) debits are SISCO payments. Electronic Refunds are issued to students. The roll call on the motion was as follows:

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

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

**REPORTS**

**Treasurer’s Report: Statements of Revenue, Expenditures and Changes in Fund Balance**
Mrs. Gallagher noted that, according to the financial statements, the College has spent 77 percent of what was budgeted for utilities to-date. Ms. Janssen responded that the 77 percent most likely includes blanket purchase orders, and it appears that utilities are right where they should be through January 31, 2014. Salt was purchased about a month ago, and Ms. Janssen will double-check to make sure that maintenance currently has enough for the rest of the season.

**Student Trustee**
Mr. Bordner reported that he attended the National Legislative Summit in Washington, DC last week. It was a great experience and he had an opportunity to network with other student trustees...
from across the United States. He will attend his last ICCB Student Advisory Committee (ICCB-SAC) meeting in March, and he reported that Ms. Grimes has information about the recognition banquet on Friday evening, March 14, if trustees are interested in attending. ICCB-SAC members are working on a statewide initiative called Imagine Illinois, and as part of the event, Highland students will be volunteering in the community on March 1. A volunteer job fair is also scheduled for February 26 as part of the event, and a number of nonprofit organizations have been invited to set up information booths. Other student activities include a Mardi Gras carnival on March 4, and a trip to an Ice Hogs game on March 28. Mr. Bordner reported that Homecoming Week went well and much positive feedback has been received. “Growl Towels” were handed out to the first fans who attended the home basketball game versus Kishwaukee on February 6. Mr. Bordner provided trustees with a towel, noting that the name “Growl Towel” was suggested by Mr. Alan Wenzel. The Region IV Division I men and women’s basketball tournament will be held on campus March 1, 2 and 3. Student Senate will once again be selling student discount cards. Student Advocacy Day will be held on April 2 in Springfield.

Audit Committee
Mrs. Gallagher reported that the Audit Committee will meet at 2:00 p.m. on March 5, 2014, following the Board retreat.

ICCTA Representative
Mr. Endress reported that the next ICCTA meeting will be held next month in Lisle.

Mr. Shockey reported that he attended the ICCTA meeting in Washington, DC as the ICCTA alternate representative.

ACCT State Coordinator
Mrs. Gallagher announced that four lawsuits have been filed challenging the pension reform bill, which is effective June 1, 2014. She also reported that ICCTA adopted their 2014 State legislative agenda at the ICCTA meeting in Washington, DC, and noted that the committee meetings were well attended. Orientation for ACCT full board members was also held during the National Legislative Summit in Washington, DC. Those who attended the Summit heard from many very impressive speakers at the Senate Congressional Forum on Capitol Hill.

Mrs. Gallagher referred trustees to the 2014 Community College Legislative Priorities handout in their folders, noting that Congress returns on February 24. Congresswoman Cheri Bustos is interested in the veterans’ programs and benefits and is very supportive of Highland. Mrs. Gallagher also noted that 100 people attended ACCT’s Advocacy Program, including 15 new trustees. Mrs. Gallagher also heard about the Alert Lockdown Inform Counter Evacuate (ALICE) training program, which trains people on how to respond in an emergency situation. She reported that the ACCT Central Region is very strong and has good representation, including Ms. Clare Ollayos of Elgin Community College and Mr. Vernon Jung of Moraine Park Technical College in Wisconsin. In addition, Mr. Robert Proctor of Lansing Community College in Michigan serves on ACCT’s Diversity Committee. A new Ambassador Program will kick off at the ACCT meeting in Chicago in October. Mrs. Gallagher also noted that a new edition of “Trustee Talk” is available on-line.
Board Chair
Mr. Block asked those who attended the National Legislative Summit to give some remarks. Mr. Bordner reported he learned that legislators believe community colleges are very important to turning things around and are key to the economy. It is also important to align with jobs that are available in the community. Mr. Urish reported that Mr. Norm Ornstein, election analyst for CBS News, was one of the featured speakers and he talked at length about the political climate being the worst it has ever been. Mr. Urish also stated that Mr. Bordner did a great job in representing the College in the meetings that were held with Congresswoman Cheri Bustos and Congressman Adam Kinzinger’s staff person, Mr. Patrick Ptak. Congresswoman Bustos and Congressman Kinzinger are planning to hold manufacturing and educational summits in 2014 in their districts. Mr. Urish also noted that Mr. Michael Nutter, Mayor of Philadelphia, was very optimistic and positive about what is going on in Philadelphia. Mr. Shockey stated that he was impressed by the quality and connections that ACCT has in lining up speakers. Featured speakers included Senator Marco Rubio, Senator Tim Scott, Senator Lamar Alexander, Senator Charles Schumer, and Senator Elizabeth Warren. Ms. Grimes met with the Professional Board Staff Network’s Executive Committee to plan the PBSN sessions for the ACCT Leadership Congress in Chicago this Fall. She also commented that Congresswoman Bustos indicated in the meeting with Highland representatives that she takes the input she receives from the community colleges who visit her during the Summit and looks for key themes or issues that she could help address. Mr. Block reported that one of the speakers talked about the fact that, where previously there had been a polarization of the parties, there is now more of a tribalization, where “if the other party or people say it, it’s not a good idea.” He also noted that Mayor Nutter stressed the need for community colleges to partner with small businesses. Mr. Block also stated that he believes it would be time well spent meeting with legislators on a local level. Mrs. Gallagher reported that the legislators had wanted to know if it would be good to have programs that would link businesses to community colleges, and they did not seem to know that community colleges do this all the time. She reminded trustees that just because we know we do this, others may not be aware.

Administration
Ms. Ferguson announced that Ms. Nicki Pearce, the new Human Resources Specialist, will be introduced at the March regular Board meeting. The State Universities Retirement System (SURS) is ready to share information with employees on the Pension Reform Act and will be here next week for a general session and one-on-one meetings with employees. Dr. Kanosky reported that the March ICCTA meeting will also include a session on pension reform.

Ms. Janssen reported that an ad will run in the newspaper tomorrow or Thursday for the Request for Proposals (RFP) for the arc flash project. She also reported that there was a danger in the community today and the police department recommended to our deputy that everyone stay in the buildings. She noted that it was amazing how very little information was provided about the threat. A threat had been made to someone at Tri-County Christian School, and the College had been advised to go on “soft” lockdown. Ms. Gerber also noted that during First Year Experience Seminar the students are taught that a lockdown is one response to an emergency.

Dr. Kanosky attended an event at the Burpee Museum featuring Highland alum Dennis Kolata. Mr. Kolata relayed that many years ago someone in Rockford advised him that he was not
college material, so instead he came to Highland, where Mr. George Goldsworthy became a mentor to him. He is now an Emeritus Geologist with the Illinois State Survey.

Dr. Kanosky reported that Highland has been asked to be a part of two competitive grants through the Tri-State Advanced Manufacturing Center for Excellence to create advanced manufacturing centers. Highland would not be a center but could benefit from a center. He also stated that HCC West is unable to be sustained as it currently is because there are not many students at that location. He met with Mr. Mike Dittmar, Mayor of the Village of Elizabeth, to see if the College could rent a lab and computer room at the current facility and has been quoted a cost of $4 per square foot. He is also meeting with the Galena School Board about other options and talking to Mr. Brad Albrecht, Superintendent of River Ridge School District, to see if the River Ridge dual credit classes could be held at their facility rather than at HCC West. A presence in Jo Daviess County would still be maintained. Education seems to be taking a giant pivot toward jobs and careers, with the emphasis and money now flowing to skills training.

Mr. Block announced that the Freeport Art Museum and Highland’s Visual Arts will be recognizing the recipients of the Buss and Ferguson scholarships on Friday, February 28. An opening reception will be held from 5:30 to 7:00 p.m. at the Freeport Art Museum. Mr. Block encouraged trustees to attend, if possible. Dr. Kanosky also reminded trustees of the College’s Black History Month celebration immediately following the event at the Freeport Art Museum. This Saturday, a tribute to John Philip Sousa will be held at the Masonic Temple in Freeport.

OLD BUSINESS

There was no old business.

CLOSED SESSION

Mr. Endress moved and Mr. Urish 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: Gallagher, Shockey, Urish, Block, Endress, Jennings, Zumdahl, Bordner
NAYS: None

At 5:06 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 5:22 p.m., the Chairperson declared the motion carried and the Closed Session ended.
ACTION, IF NECESSARY

Dr. Jennings moved and Mr. Shockey seconded the motion that the Highland Community College Board ratifies the contract with the Highland Community College Custodial/Maintenance Union Local 1957 for Fiscal Year 2014 and Fiscal Year 2015. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried. The Board expressed their sincere appreciation for the cooperation of the custodial and maintenance departments during negotiations.

NEW BUSINESS

There was no old business.

DATES OF IMPORTANCE

The next regular meeting of the Highland Community College Board of Trustees will be held on Tuesday, March 18, 2014 at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center. The next quarterly Board retreat will be held on Wednesday, June 4, 2014 at 8:30 a.m.

ADJOURNMENT

Mr. Shockey moved and Mr. Urish seconded the motion to adjourn the meeting. At 5:27 p.m., there being no further business, the Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,

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