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. David Shockey, Chairperson, at 4:05 p.m. on February 19, 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. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Ms. Whittney Zumdahl, and Ms. JennyMarie Farmer

The following members were absent: None

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. Jim Berberet, Executive Director, HCC Foundation (departed 4:48 p.m.); Mr. Nathan Hensal, Director, Information Technology Services (departed 5:39 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 5:26 p.m.); Mr. Scott Anderson, Dean, Business & Technology (departed 5:17 p.m.); Mr. Don Hoyle, Village of Orangeville (departed 4:26 p.m.); Mr. Dana Zimmerman, Career Services Student Advisor (arrived 4:48 p.m.; departed 5:17 p.m.); Mr. Steve Mihina, Faculty (departed 5:39 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:39 p.m.); and Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

Mr. Shockey noted that a revised agenda had been distributed and posted on Friday, February 15, 2013. Mr. Urish moved and Ms. Zumdahl seconded the motion to approve the revised agenda, as presented. The vote being unanimous, the motion carried.

APPROVAL OF MINUTES

Mr. Endress asked for a correction to the January 15, 2013 minutes, noting that he left before the closed session. Mr. Block moved and Dr. Jennings seconded the motion to approve the minutes of the January 15, 2013 regular meeting, as corrected. The vote being unanimous, the motion carried.
PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

FOUNDATION REPORT

Mr. Berberet thanked trustees again for personally sponsoring the dinner at Ms. Zumdahl’s house as the Board’s donation to the Shindig fundraiser last August. Cash donations and pledges to the major gift campaign are now at $2,511,064, with $337,000 received or pledged since July 1, 2012. Mr. Berberet and Ms. Kim Rampenthal, Director of Fundraising, have been out meeting with several civic organizations, and will meet with Mr. Brian Reusch, WCCI radio station manager and Highland alum, to discuss the possibility of a monthly radio interview program featuring the Foundation.

The Foundation recently approved three new Foundation Board members, including Mr. Jim Frisbie, Ms. Phyllis Wilhelm and Ms. Glena Weegens, and accepted with regret the resignation of Ms. Janey Morse. The Foundation’s annual golf outing is scheduled for June 3 at the Freeport Country Club, with proceeds supporting Highland’s leadership programs in Stephenson and Jo Daviess County. Ms. Pat Dunn, Foundation Director of Operations, and Ms. Joanne Kasprzak, Foundation Secretary, have been working with the Blackbaud database company and the College’s IT department so that the Foundation may accept payments and donations via credit card, which will provide better donor and customer service.

CONSENT ITEMS

There were no consent items.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. Request for Village of Orangeville TIF Modification

Mr. Block moved and Mrs. Gallagher seconded the motion to approve the recommendation of the President that the Board of Trustees indicate that they do not object to the Village of Orangeville seeking the required enabling legislation through the General Assembly which would extend the life of the TIF incentives.

Mr. Don Hoyle, representing the Village of Orangeville, explained that the Village is requesting a letter of support from the College but will accept a letter of no objection. In order to get the extension through the State legislature, the Village must have a positive response from all taxing bodies or the request will
not be able to move out of committee. Mr. Hoyle explained that there are currently two TIF districts in Orangeville, one that began in 1991 and expires in 2014, and one that began in 1998. The first TIF district provides $457,000 in tax revenue to the Village each year. He believes the extension of the TIF district would increase equalized assessed valuations (EAVs), employment opportunities, and sales tax revenue, should businesses locate in the TIF district.

Mr. Block expressed his concern that this may set a precedent with other TIF districts, noting that he would consider this if the surplus funds were passed on to the taxing bodies. Mr. Hoyle responded that the TIF district is currently set up in this manner. The Village also has agreements with the fire department and school district to use some of the revenue from the TIF district if they have a project that fits within the TIF law.

The roll call on the motion was as follows:

**AYES:**
- Shockey, Urish, Block, Endress, Jennings, Zumdahl,
- Gallagher, Farmer

**NAYS:**
- None

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. **Appointment: Interim Director, Title IV Student Support Services**

   Mr. Urish moved and Mrs. Gallagher seconded the motion to approve the appointment of Mr. Anthony Sago as full-time Interim Director, Title IV Student Support Services beginning February 25, 2013 at an annual FY’13 salary of $48,000 plus appropriate fringe benefits. This grant-funded position is within the FY’13 budget and became available due to the retirement of Ms. Virginia Ware. It is expected that the appointment continues for no more than six months. The position is interim through August 26, 2013, as the College awaits further information regarding program funding. The roll call on the motion was as follows:

   **AYES:**
   - Urish, Block, Endress, Jennings, Zumdahl, Gallagher,
   - Shockey, Farmer

   **NAYS:**
   - None

Whereupon the Chairperson declared the motion carried.

2. **Appointment: Network Administrator**

   Mr. Endress moved and Mr. Urish seconded the motion to approve the appointment of Mr. Pete Fink as full-time Network Administrator beginning February 25, 2013 at an annual FY’13 salary of $47,000 plus appropriate fringe
benefits. This position is within the FY’13 budget and became available due to a Board approved Information Technology Services Department restructure.

Ms. Janssen explained that Mr. Fink’s current position will remain vacant for the time being. The roll call on the motion was as follows:

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

**NAYS:** None

Whereupon the Chairperson declared the motion carried.

D. Financial

1. **Approval of Bid: 2013 Paper Supply**
Dr. Jennings moved and Mr. Urish seconded the motion to approve the bid submitted by Midland Paper of Wheeling, Illinois, for the provision of paper supplies for 2013 at a cost of $20,772.50. The roll call on the motion was as follows:

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

**NAYS:** None

Whereupon the Chairperson declared the motion carried.

2. **Appointment of Auditor for Fiscal Year 2013**
Mr. Endress moved and Mrs. Gallagher seconded the motion to approve the recommendation of the President that the firm of Wipfli (formerly Lindgren, Callihan, Van Osdol, and Co., Ltd.) be retained to perform the annual audit for Fiscal Year 2013 at a cost not to exceed $45,000. The audit will encompass all funds of Highland Community College including State and Federal grant programs. The roll call on the motion was as follows:

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

**NAYS:** None

Whereupon the Chairperson declared the motion carried.

3. **Payment of Bills and Agency Fund Report**
Dr. Jennings moved and Ms. Zumdahl seconded the motion authorizing and directing Ms. Jill Janssen, Treasurer, to make payment and to transfer funds for January 2013 bills in the amount of $770,696.43, Automated Clearing House (ACH) debits W0000199 through W0000204 of $290,113.58, and Electronic Refunds of $3,809.00, with two adjustments of $820.63, such warrants amounting
to $1,063,798.38. Transfers of funds for payroll amounted to $510,347.08. The roll call on the motion was as follows:

AYES: Zumdahl, Gallagher, Shockey, Urish, Block, Endress, Jennings, 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
Mrs. Gallagher asked about sequestering and how it might affect the College at the Federal level. Ms. Janssen stated that it could impact our student Pell grants and Project Succeed. Our Retired and Senior Volunteer Program (RSVP) is Federally funded and is going through a competitive rebid process. Mrs. Gallagher asked if the College’s Federal dollars would be reduced by five percent, and Ms. Janssen reported that, in the past, that has been dependent on the grants.

Dr. Jennings inquired about the Bookstore sales. Ms. Janssen reported that the Bookstore supports areas such as athletics, theatre, student activities, and the Prairie Wind. Dr. Kanosky explained that a conscious decision was made to have the Bookstore support these areas. Dr. Jennings noted that students believe they are benefiting by purchasing books online, but they do not realize how it affects other areas of the College. Ms. Farmer stated that the issue was brought up to students but they see how much they are saving by purchasing online and may not really grasp how it may impact them on another level. Ms. Janssen stated that a big plus for purchasing at Highland’s Bookstore is that students receive good service and can use financial aid. The Bookstore does not have a large markup on items. Ms. Madonna Keeney, Bookstore Manager, has also worked with several instructors to rent textbooks if the instructor keeps the same textbook for three to five years. Ms. Zumdahl suggested that the College consider offering a discount to students, for example, save $20 if they bundle their books and purchase the week before classes. Mr. Block also noted that the decrease in Bookstore sales could also be due to lower enrollments and not entirely to students purchasing their books elsewhere.

Monitoring Report: Recruitment & Retention
Mr. Hood introduced Mr. Scott Anderson and Mr. Dana Zimmerman, who provided the annual Occupational Preparation Monitoring Report. Mr. Anderson reviewed the written report and reinforced that the College continues to do well at licensure pass rates. Mr. Zimmerman reported that the College is serving many former employees of Sensata, with about half being male and half being female. These students are being served through the Federal Trade Adjustment Assistance (TAA) program. Mr. Zimmerman concluded the report by presenting information on the support that is given to our career-oriented students in the job-seeking process.

Student Trustee
Ms. Farmer reported that Student Senate recently hosted a club day in the cafeteria where student clubs and organizations were invited to set up a table during the lunch hour to increase student
awareness of clubs and organizations on campus. The Illinois Community College Board’s Student Advisory Committee (ICCB-SAC) is sponsoring an anti-bullying campaign, and Highland students will be asked to sign an anti-bullying pledge. The movie “Bully” will also be shown to Freeport Middle School students. The numbers participating in this campaign will then be submitted to ICCB for inclusion in a report on the campaign. Upcoming student-sponsored events include a “Be the Match” bone marrow registration, the Phi Theta Kappa induction in March, and a social event to a Rockford Ice Hogs game.

ICCTA Representative
Mr. Endress reported that he missed the February ICCTA meeting, which was held in conjunction with the Association of Community College Trustees (ACCT) National Legislative Summit, due to his flight being delayed. ICCTA has been approached by a group in Springfield to draft pension legislation. The March ICCTA meeting will be held in Lombard, with a Friday evening event hosted by the College of DuPage.

ACCT State Coordinator
Mrs. Gallagher reported that Ms. Barb Oilschlagner, trustee from the College of Lake County, represented Mrs. Gallagher at the ACCT National Legislative Summit and submitted an idea of having an ambassador team at the 2014 ACCT Leadership Congress, which will be held in Chicago. The 2013 Congress will be held in Seattle, Washington from October 2 through 5. Mrs. Gallagher announced that Elgin Community College received a Bellweather award. She also reminded trustees of the June 21, 2013 deadline for ACCT regional award nominations.

Administration
Mr. Hood reported that there is new interest in the CollegeNOW program, with 64 students and family members from the Pearl City school district attending an informational meeting recently. Meetings have been scheduled with Orangeville, Eastland, River Ridge, Forreston and West Carroll high schools to discuss expanded dual credit opportunities. In addition, Oregon would like to do more in the way of dual credit and is also interested in CollegeNOW. Discussions also continue with East Dubuque. A new Carroll County leadership program is up and running in similar fashion to the Leadership Institute and Leadership Forum. The program, co-directed by Mr. Hood and Mr. Russ Simpson of Jo-Carroll Energy, is funded through a grant secured by Mr. Simpson. The meetings, which are held once per month, will continue through November, with nine people participating.

Ms. Janssen reported that information on the College’s drop process was included in trustees’ folders at the table and will be discussed at the March retreat. She also reported that there were several documents in the folders related to health insurance that were provided to health insurance participants. She encouraged trustees to contact her if they have questions. She also reminded trustees that the financial portion of the Illinois Community College Board’s Recognition visit will take place on March 4 and 5.

Ms. Gerber reported that a subcommittee of the Enrollment Management Committee has been focusing on alignment of curriculum in the high schools. Meetings have been held with Mr. Aaron Mercier, Regional Superintendent of Schools for Jo Daviess, Stephenson and Carroll Counties, and a four-day core curriculum workshop will be held this summer.
The Financial Aid Department has been holding “FAFSA” Fridays to assist students with filling out their Free Application for Federal Student Aid (FAFSA). A staff development day for non-faculty will be held the morning of Friday, March 22. Offices will be closed during the morning to allow administrative, professional, and support staff to attend.

Dr. Kanosky reminded trustees of the Black History Month event this Friday, and the Region IV Division I men and women’s basketball tournament on campus March 2 – 4.

OLD BUSINESS

There was no old business.

At 5:39 p.m., the Chairperson declared a recess; the meeting resumed at 5:45 p.m.

CLOSED SESSION

Mr. Block 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, Farmer
  NAYS: None

At 5:46 p.m., the Chairperson declared the motion carried and the meeting in closed session.

Dr. Jennings moved and Mr. Urish 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, Farmer
  NAYS: None

At 6:07 p.m., the Chairperson declared the motion carried and the closed session ended.

ACTION, IF NECESSARY

A. Personnel

1. **Tenure**
   
   Mr. Urish moved and Mr. Endress seconded the motion to grant tenure to physics instructor, Mr. Alan O'Keefe. The roll call on the motion was as follows:

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

   NAYS: None
Whereupon the Chairperson declared the motion carried.

Dr. Jennings moved and Mr. Block seconded the motion to grant tenure to business instructor Mr. Richard Jacobs. The roll call on the motion was as follows:

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

NAYS: None

Whereupon the Chairperson declared the motion carried.

B. Collective Negotiating Matters

No action was necessary.

NEW BUSINESS

Discussion: Bidding of Technology
Ms. Janssen and Mr. Nathan Hensal presented information on the process used for purchasing technology. Ms. Janssen explained that one of the exceptions to the State bid law is that technology is not required to be bid nor are we required to go through the Request for Proposal (RFP) process. Mr. Hensal explained that he looks at several items when selecting a vendor, such as experts in the given areas, maximizing the dollars available, ability to integrate with existing systems, and giving an opportunity for local vendors. Mr. Block expressed his desire to lower the threshold for items that are bid. Dr. Jennings also suggested notifying potential vendors, and Mr. Block suggested that vendors be sent a letter that they might be eligible to bid a project. This creates the perception that the College is “community friendly.” Mr. Hensal provided a draft of an RFP for future projects, which outlines information such as the College’s intent and expectations. He asked that trustees provide feedback to him regarding the draft document.

Ms. Janssen also reported that the College has an upcoming construction project for sidewalks that is under $50,000, and asked if the Board would like to see the project bid, even though it is under the threshold for required bidding. The Board suggested that the bid process be used for the upcoming project.

Discussion: Proposed Tuition
Ms. Janssen provided information on tuition options, noting that the first reading on tuition will need to take place at the March retreat, with the second reading at the March regular Board meeting. Ms. Janssen will provide trustees with information on proposed tuition increases at other surrounding Illinois community colleges at the March retreat. Mr. Endress also asked for information on benefit packages at other Illinois community colleges.

Mr. Urish suggested that trustees be presented with a Resolution at the July Board meeting regarding the money the College would expect to receive from the Foundation in FY’14.
Mr. Endress reported that on the “Morning Joe” TV program this morning, there was a discussion of Udacity. During the discussion it was relayed that Udacity’s goal is to reduce the cost of education by 90%. Dr. Kanosky explained that Udacity is a Massive Online Open Course (MOOC). Mr. Endress noted that the hosts of “Morning Joe”, Ms. Mika Brzezinski and Mr. Joe Scarborough, were keynote speakers at ACCT’s National Legislative Summit in DC earlier this month.

DATES OF IMPORTANCE

The next regular meeting of the Board of Trustees will be on Tuesday, March 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

Mr. Urish moved and Mr. Block seconded the motion to adjourn the meeting. At 6:32 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