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 March 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 (departed 6:18 p.m.), Mr. Doug Block, Mr. Jim Endress, Ms. Whittney Zumdahl, and Mr. Matt Bordner (arrived 4:25 p.m.)

The following members were absent: Dr. Steve Jennings

Also present: Dr. Joe Kanosky, President; Mr. Tim Hood, Vice President, Academic Services (departed 6:20 p.m.); Ms. Jill Janssen, Vice President, Administrative Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Ms. Liz Gerber, Associate Vice President, Student Services (departed 6:20 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (arrived 4:05 p.m.; departed 5:56 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 5:49 p.m.); Ms. Nicki Pearce, HR Specialist (departed 4:09 p.m.); Ms. Amy Johnson, Coordinator, Testing Center (departed 4:09 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 5:10 p.m.); Mr. Steve Mihina, Faculty (departed 5:56 p.m.); Mr. Brad Hart, Big Radio (arrived 5:40 p.m.; departed 5:56 p.m.); and Ms. Terri Grimes, Board Secretary

MOMENT OF SILENCE FOR MRS. J. ROSEMARY SHOCKEY
Mr. Block asked for a moment of silence in honor of Mrs. J. Rosemary Shockey, who passed away last week. Mrs. Shockey, mother of Mr. David Shockey, is the person after whom the College bookstore is named.

APPROVAL OF AGENDA
Mr. Endress moved and Ms. Zumdahl seconded the motion to approve the agenda, as presented. The vote being unanimous, the motion carried.

APPROVAL OF MINUTES
Mrs. Gallagher moved and Mr. Urish seconded the motion to approve the minutes of the February 18, 2014 regular meeting, as presented. The vote being unanimous, the motion carried.
PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Ms. Amy Johnson introduced Ms. Nicki Pearce, Human Resources Specialist, who began her new position in February.

FOUNDATION REPORT

Ms. Kim Rampenthal presented the Foundation report. She reported that cash and pledges to the Major Gift Campaign currently stand at over $3.74 million, with $1.24 million being raised this fiscal year. This leaves about $3.4 million left to be raised. The 2014 Double Play Campaign will roll out later this month with a match pool of $72,000. An anonymous donor from Jo Daviess County pledged $50,000, and an additional $10,000 was pledged by an anonymous Stephenson County donor. Citizens State Bank and Stephenson Service Company also pledged $6,000 each. Three “Lunch with the President” events have been held, including one with representatives of the Lena area and two that were held with agriculture leaders. Good feedback was gathered at each of the events. Foundation staff have attended several events throughout the district, including several chamber events. The Foundation will host the Retired Teachers’ Luncheon on March 27 and an Alumni Roundup in Carroll County on April 23. They are also co-sponsoring the Freeport Area Chamber of Commerce’s Rise-‘n-Shine Breakfast on May 7 from 7:30 to 8:30 a.m. in the Ferguson Fine Arts Center. The annual Foundation golf outing is scheduled for June 2 at the Freeport Country Club. Those interested in golfing or sponsoring a portion of the event may go on-line to www.highland.thankyou4caring.org to sign up.

Dr. Kanosky announced that the Foundation is coordinating volunteers from the College or the Foundation to help with the Stephenson County ag breakfast on June 28, and Mr. Endress shared that this is a great way to serve and volunteer.

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. Urish moved and Mr. Endress seconded the motion to approve the consent item, as presented. The roll call on the motion was as follows:
AYES: Shockey, Urish, Block, Endress, Zumdahl, Gallagher
NAYS: None

Whereupon the Chairperson declared the motion carried.

**MAIN MOTIONS**

A. Academic

1. **Articulation Agreement Between Western Illinois University and Highland Community College**

   Mrs. Gallagher moved and Mr. Shockey seconded the motion to approve the articulation agreement between Western Illinois University and Highland Community College concerning requirements for a graduation designation from the Centennial Honors College upon completion of a degree at Western Illinois University (WIU). The roll call on the motion was as follows:

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

   Whereupon the Chairperson declared the motion carried.

B. Administration (None)

C. Personnel (None)

D. Financial

1. **Second Reading – Tuition**

   Mr. Urish motioned and Mr. Endress seconded the motion that the Board of Trustees considers for the second reading an increase in the in-district tuition rate from $115.00 per credit hour to $120.00 per credit hour and in the senior citizen rate from $86.00 to $90.00 per credit hour effective Fall semester of 2014. The formulas for figuring out-of-district and out-of-state tuition remain unchanged. These rates will be calculated after Fall 2014 tuition rates at community colleges contiguous to Highland have been determined.

   Mrs. Gallagher moved and Mr. Urish seconded the motion to amend the original motion to approve an increase in the in-district tuition rate from $115.00 per credit hour to $118.00 per credit hour and in the senior citizen rate from $86.00 to $89.00 per credit hour effective with the Fall semester of 2014, and an increase in the in-district tuition rate from $118.00 per credit hour to $120.00 per credit hour and in the senior citizen rate from $89.00 to $90.00 per credit hour effective with the Spring semester, if needed. The Spring tuition increase would require Board approval in the Fall of 2014 before being implemented. The roll call on the motion was as follows:
AYES: Endress, Zumdahl, Shockey, Urish
NAYS: Block, Gallagher, Bordner

The vote being four ayes and three nays, the motion carried.

The roll call on the amended motion was as follows:

AYES: Endress, Zumdahl, Shockey, Urish, Block
NAYS: Gallagher, Bordner

Whereupon the Chairperson declared the motion carried.

2. Appointment of Auditor for Fiscal Year 2014
Mr. Shockey moved and Mrs. Gallagher seconded the motion that the firm of Wipfli be retained to perform the annual audit for Fiscal Year 2014 at a cost not to exceed $45,500. 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: Zumdahl, Gallagher, Shockey, Urish, Block, Endress, Bordner
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Payment of Bills and Agency Fund Report
Ms. Zumdahl moved and Mrs. Gallagher seconded the motion authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for February 2014 bills in the amount of $640,524.58, Automated Clearing House (ACH) debits W0000257 through W0000260 amounting to $190,986.69, Other Debits D00000016 through D00000018 amounting to $533.95 and Electronic Refunds of $98,170.75 with 5 adjustments of $713.77, such warrants amounting to $928,434.30. Transfers of funds for payroll amounted to $560,440.77. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Urish, Block, Endress, Zumdahl, 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
Ms. Janssen reported that her estimate for revenue from the activity fee in the Auxiliary fund was too low, which means that revenues will be about $28,000 more than budgeted.

Student Trustee
Mr. Bordner reported that he attended his last ICCB Student Advisory Committee (ICCB-SAC) meeting in March. He learned so much and is appreciative of the Board for their support. He thanked Mr. Endress for attending the ICCB-SAC closing banquet. Advocacy Day will be held on April 2 and students will advocate for MAP grant funds. Student Senate elections will take place next Wednesday and Thursday, and Mr. Bordner reported that two students are running for Student Trustee, including one CollegeNOW student. Student Senate will co-sponsor a bone marrow drive in April and also plans to bring back the dunk tank for the student picnic in May. There was good attendance at the Phi Theta Kappa induction, with 11 inductees attending the ceremony.

Audit Committee
Mrs. Gallagher provided an overview of the March 5, 2014 Audit Committee meeting, noting that the committee will continue to meet quarterly.

ICCTA Representative
Mr. Endress provided an update on the March ICCTA meeting, noting that the roundtable topics were quite educational. Roundtable topics included causes and consequences of declining enrollments, as well as travel expenses. The ICCTA Northwest Region meeting will be held on June 25 at Kishwaukee Community College. Mr. Endress suggested to Mr. Bill Kelly, ICCTA President-elect, that the executive committee training session in August include training on what is expected of the regional chairs. The ICCTA November meeting will be combined with the Association of Community College Trustees meeting in Chicago. More details will follow. Mr. Endress concluded his presentation by announcing that he has been appointed to the ICCTA Nominating Committee and has been approached to run for the ICCTA Board.

ACCT Central Region Representative
Mrs. Gallagher announced that the ACCT Board has continued to meet via conference call and is working on activities for the ACCT meeting in Chicago in October. Nominations are encouraged for the ACCT awards. Mrs. Gallagher concluded her report by reminding trustees to read the Trustee Quarterly magazine, which has many good articles.

Board Chair
Mr. Block reported that he attended a meeting of the Northwest Illinois Development Alliance, the Freeport Area Chamber of Commerce’s annual meeting, and a Foundation meeting. The Foundation is trying to make a lot of contacts and doing a good job with that. Mr. Block relayed that the Foundation also indicated that they are waiting for a list of the College’s needs. He reported that the Executive Committee was appreciative of the meeting held in December with the Board of Trustees and suggested that the two groups continue to meet quarterly.
Administration
Mr. Hood reported that the possibility of having a transfer agreement with Northern Illinois University looks promising. He thanked Ms. Zumdahl for sharing her physical therapy expertise with cosmetology students recently. Instructors Ms. Melissa Entzminger and Ms. Kate Perkins have brought the new concept of “Teaching Squares” to Highland where instructors sit in on other faculty members’ classes and observe teaching pedagogy and techniques. This has the support of the Faculty Senate.

Ms. Janssen reported that ICCB conducted a study of energy usage at Illinois community colleges and Highland is the seventh most efficient in the state.

Ms. Ferguson reported that she and members of the Information Technology and Human Resources departments will be going to Waubonsee Community College for a SURS meeting this Thursday.

Ms. Gerber followed up on an earlier discussion about student retention, noting that this is very important and something the College is trying to address. Unfortunately, every semester 300 students go on financial aid termination, while only one-third of the students appeal the decision. Advisors will be recommending that all degree- and certificate-seeking students meet with an advisor rather than just all full-time, first-time students. Ms. Gerber is working on a Linkage agreement with Western Illinois University, which she hopes to bring to the Board for approval in April, with a ceremonial signing in May. The ACT cutoff scores have been reviewed, using a data-informed process and, as a result, English and math cutoff scores have been lowered. The English cutoff score was lowered two points but is still two points above the ACT cutoff score, and math cutoff scores were lowered to the ACT recommended score. Mr. Block requested a report on the impact on students of changing the cutoff scores once the new scores have been in place. Ms. Gerber will prepare a report on remediation, including the amount of money spent. Mr. Block asked Ms. Gerber to also include in her report areas of need for additional support.

Ms. Gerber reported that summer registration numbers are currently down, but we previously began summer registration in December, where now it is in February. Enrollment Management Committee discussed the effects of not having summer Pell, and Mr. Block reported that our local legislators are supportive of having summer Pell. Ms. Zumdahl suggested that the Foundation be approached to provide summer scholarships. Admissions staff will watch the wait list because there is a need for general education classes. Students who reside in our district but go to school elsewhere will receive a mailing encouraging them to take classes at Highland this summer. Enrollment Management Committee is also recommending bringing back the “After Three” program, whereby students who had been out of school for three years could enroll in one class and get one free. Trustees had first approved a similar program in 2008, at which time the program required that students had to have been out of school for five years. The Board-approved recommendation at that time included the opportunity to reinstitute the program in the future, as needed.

Dr. Kanosky announced that the Foundation approved an additional $10,000 for Top Scholars. The Top Scholars banquet was held last week with lower than normal attendance because Freeport School District had rescheduled a music festival the same night. He also reported that
at a SURLS meeting last Friday, the big issue being discussed was the Money Purchase program and the fact that this year does not count in the retirement calculation.

OLD BUSINESS

Ms. Ferguson reported that several positions are open and a couple ads are in place, including the ad for an agriculture instructor, which is coming out this week. Mr. Block also stated that he had asked Ms. Janssen to discuss the bond process and what capital items would be included. She will share the information with trustees.

Ms. Janssen also reported that she and Mr. Urish, Mr. Fritz Kuhlmeier, Mr. Jim Berberet and Ms. Pat Dunn met with a representative of the Common Fund to review some potential investment scenarios so that the College could utilize a portion of the interest earned to supplement the Operating funds. A recommendation will be presented to the Board in April.

At 5:56 p.m., the Chairperson declared a recess; the meeting resumed at 6:03 p.m.

CLOSED SESSION

Mr. Endress moved and Ms. Zumdahl 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, or deliberations concerning salary schedules for one or more classes of employees; and security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public or public property, 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:** Shockey, Urish, Block, Endress, Zumdahl, Gallagher, Bordner
**NAYS:** None

At 6:05 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 6:29 p.m., the 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 the College may need to not charge tuition for dual credit at Oregon High School due to competition from other community colleges and will probably need to follow suit at West Carroll High School. We would not charge tuition only if the College incurred no expenses. Additional details will be provided at a future date.

Mr. Block also reported that the Board needs to have a discussion on health insurance, especially given that the Cadillac tax on health insurance will be an issue in the future. This will be discussed at the June retreat.

Mr. Bordner announced that he found out that some community colleges reimburse Student Ambassadors.

DATES OF IMPORTANCE

The next regular meeting of the Highland Community College Board of Trustees will be held on Tuesday, April 15, 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

Mrs. Gallagher moved and Ms. Zumdahl seconded the motion to adjourn the meeting. At 6:33 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