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 4:24 p.m. on April 15, 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. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Ms. Whittney Zumdahl, and Mr. Matt Bordner

The following members were absent: Mr. Rob Urish

Also present: Dr. Joe Kanosky, President; Mr. Tim Hood, Vice President, Academic Services (departed 6:35 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 6:35 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources; Ms. Liz Gerber, Associate Vice President, Student Services (departed 6:35 p.m.); Ms. McKenna Reed, Student Trustee-Elect; Mr. Jim Berberet, Executive Director, HCC Foundation (departed 5:17 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 5:21 p.m.); Mr. Dave Vrtol, Faculty (departed 5:58 p.m.); Mr. Robert Apolloni, Faculty (departed 5:58 p.m.); Mr. Sam Tucibat, Faculty (departed 5:44 p.m.); Dr. Thompson Brandt, Dean, Humanities & Social Sciences (departed 5:58 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (arrived 4:53 p.m.; departed 6:08 p.m.); Mr. Eric Dregne, Prairie Ridge of Galena (departed 5:05 p.m.); Mr. John Cooke, Prairie Ridge of Galena (departed 5:05 p.m.); Mr. Allen Redford, Director of Fine Arts (departed 5:11 p.m.); Mr. Steve Mihina, Faculty (arrived 4:26 p.m.; departed 6:08 p.m.); Mr. Brad Hart, Big Radio (arrived 5:29 p.m.; departed 6:08 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Shockey moved and Mr. Endress seconded the motion to approve the minutes of the March 5, 2014 Board retreat and Audit Committee meeting, and the March 18, 2014 regular meeting, as presented. The vote being unanimous, the motion carried.
COMMENTS FROM OUTGOING STUDENT TRUSTEE

Mr. Bordner gave his outgoing comments, noting that this was a bittersweet moment for him, as he felt like his term just began. He thanked everyone, stating that he has grown a lot and built good relationships over the course of the year. Mr. Block presented Mr. Bordner with a token of appreciation, stating that Mr. Bordner carried on the fine tradition of student representatives that we have had on the Board.

SEATING OF NEWLY ELECTED STUDENT TRUSTEE

Ms. McKenna Reed, newly elected Student Trustee, was sworn in and seated.

PUBLIC COMMENTS

There were no public comments.

PRESENTATION ON PROPOSED PRAIRIE RIDGE OF GALENA ENTERPRISE ZONE TAX ABATEMENT

Mr. Eric Dregne, representing Prairie Ridge of Galena, presented information on the community-based project to build an independent senior living facility. The $18 million project includes 60 units, the largest in Jo Daviess County in more than 20 years, and will create 12 full-time equivalent positions with an annual payroll of $450,000. Mr. Dregne explained that, by building this facility, it will bring the property back on the tax rolls, and they would like to be long-term taxpayers. The facility is slated to open in the Fall of 2015, with building of the facility beginning this Fall. Mr. John Cooke, a member of the Prairie Ridge of Galena’s board of directors, addressed the Board, noting that the concept is to have a complex consisting of independent living, a nursing home, assisted living with an emphasis on dementia and Alzheimer’s care, and a long-term care facility. He noted that the second phase of the project, which is the nursing home facility, can fit on the current property without having to come back with another request for a tax abatement. The new nursing home facility will not be operated by Prairie Ridge but they will build the property and lease it to Midwest Medical Center. Mrs. Gallagher commended Mr. Cooke for his foresight, noting that the true purpose of the project is for the betterment of the community. Dr. Kanosky also noted that Mr. Cooke is a great friend of the College and Highland’s Leadership Forum. Mr. Dregne will send a proposed Resolution to Dr. Kanosky for presentation to the Board at the May regular meeting.

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 $3.745 million. The 2014 Double Play campaign kicked off with a match pool of $72,000. Over 1,360 scholarship applications were received by the April 1 deadline. The annual Retired Teachers’ Luncheon was held on March 27, and an Alumni
Roundup will be held in Mt. Carroll on April 23 at Sievert’s Steaks ‘n Stuff. Mr. Berberet and Ms. Rampenthal will make a presentation to the Savanna Rotary Club on April 23, and Dr. Kanosky will join them for a presentation to the Stockton and Warren Lions Club on May 5. The Highland Alumni Association and the Foundation will co-sponsor the Freeport Area Chamber of Commerce’s Rise ‘n Shine breakfast on May 7 at 7:30 a.m. Mr. Berberet concluded his presentation by reminding trustees of the 18th annual Leadership Golf Outing on Monday, June 2 at the Freeport Country Club. Over 40 golfers have registered for the event, which provided $10,000 for Highland’s Leadership programs last year.

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)

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

   AYES: Shockey, Block, Endress, Jennings, Zumdahl, Gallagher, Reed
   NAYS: None

Whereupon the Chairperson declared the motion carried.

Mr. Block asked Mr. Endress, Board Vice Chair, to take over chairing the meeting temporarily.

MAIN MOTIONS

A. Academic

1. Linkages Enrollment Partnership Agreement Between Highland Community College and Western Illinois University

   Mrs. Gallagher moved and Mr. Shockey seconded the motion to approve the Linkages Enrollment Partnership agreement between Highland Community College (HCC) and Western Illinois University (WIU), as presented. The roll call on the motion was as follows:
AYES: Shockey, Block, Endress, Jennings, Zumdahl, Gallagher, Reed
NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

B. Administration

1. Second Reading – Revised Policy 5.131: Smoking
Mrs. Gallagher moved and Ms. Zumdahl seconded the motion to approve for second reading revised policy 5.131 Smoking, as presented. The policy is included in Chapter V, Finance and Facilities, of the Policy Manual.

Dr. Jennings stated that it appears that the College is trying to delineate the different types of smoking, and he believes we need to take a broader approach to this. Ms. Ferguson replied that there is legislation that is currently being discussed to ban smoking on campuses. If the legislation does not pass, she will suggest modifying the policy to match the State’s language. The roll call on the motion was as follows:

AYES: Endress, Jennings, Zumdahl, Gallagher, Shockey, Block, Reed
NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

2. First Reading – Revised Policy 4.097: Overtime
Dr. Jennings moved and Mr. Shockey seconded the motion to approve for first reading revised policy 4.097 Overtime, as presented. The policy is included in Chapter IV, Personnel, of the Policy Manual. The roll call on the motion was as follows:

AYES: Jennings, Zumdahl, Gallagher, Shockey, Block, Endress, Reed
NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

3. First Reading – Revised Policy 4.12: Leave, Sick – Administrative/Professional/Classified Employees
Dr. Jennings moved and Mr. Shockey seconded the motion to approve for first reading revised policy 4.12 Leave, Sick – Administrative/Professional/Classified 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: Zumdahl, Gallagher, Shockey, Block, Endress, Jennings, Reed
NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

4. First Reading – Revised Policy 4.16: Leave, Personal Days
Ms. Zumdahl moved and Dr. Jennings seconded the motion to approve for first reading revised policy 4.16 Leave, Personal Days, as presented. The policy is included in Chapter IV, Personnel, of the Policy Manual. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Block, Endress, Jennings, Zumdahl, Reed
NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

5. First Reading – Revised Policy 4.192: Educational Assistance
Dr. Jennings moved and Ms. Zumdahl seconded the motion to approve for first reading revised policy 4.192 Educational Assistance, as presented. The policy is included in Chapter IV, Personnel, of the Policy Manual. The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Jennings, Zumdahl, Gallagher, Reed
NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

C. Personnel

1. Revised Job Descriptions: Lead Custodian, Custodian, Maintenance Mechanic, Receiving/Shipping/Warehouse Clerk, Groundsperson, Groundsperson Assistant
Mr. Shockey moved and Mrs. Gallagher seconded the motion to approve the revised job descriptions for Lead Custodian, Custodian, Maintenance Mechanic, Receiving/Shipping/Warehouse Clerk, Groundsperson and Groundsperson Assistant, as presented. These are classified, non-exempt positions. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Zumdahl, Gallagher, Shockey, Reed
NAYS: None

Whereupon the Vice Chairperson declared the motion carried.
2. **Revised Job Description: Cafeteria Manager**
Mrs. Gallagher moved and Ms. Zumdahl seconded the motion to approve the revised job description for Cafeteria Manager. No change is being made to the position placement on the Highland Salary Range Table. This position is being changed from non-exempt to an exempt professional position. The roll call on the motion was as follows:

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

Whereupon the Vice Chairperson declared the motion carried.

D. **Financial**

1. **Formula for Annual Matching Grant Spend**
Mr. Shockey moved and Ms. Zumdahl seconded the motion that the Board of Trustees approves a formula that will determine the annual amount of spend to be drawn from the Matching Grant funds. It is recommended that a formula of four percent of the three-year rolling average of the December 31st market value of the investment accounts that comprise the Matching Grant be used to determine the annual spend that the College will draw from the Matching Grant funds. The roll call on the motion was as follows:

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

Whereupon the Vice Chairperson declared the motion carried.

2. **University of Illinois Extension – Stephenson County Lease Agreement**
Mrs. Gallagher moved and Mr. Shockey seconded the motion that the Board enter into a lease agreement with the University of Illinois Extension for occupancy by the University of Illinois Extension – Stephenson County of approximately 2,090 square feet of space in the Community Services Center for the period July 1, 2014 through June 30, 2015, at an annual rate of $25,018.03. The Board further authorizes the College President and Board Secretary to execute the agreement by appropriate signature. The roll call on the motion was as follows:

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

Whereupon the Vice Chairperson declared the motion carried.
3. Payment of Bills and Agency Fund Report
Mrs. Gallagher moved and Dr. Jennings seconded the motion authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for March 2014 bills in the amount of $840,578.44, Automated Clearing House (ACH) debits W0000261 through W0000264 amounting to $205,191.59, Other Debits D00000019 amounting to $111.10 and Electronic Refunds of $247,897.11 with eight adjustments of $2,259.73, such warrants amounting to $1,291,518.51. Transfers of funds for payroll amounted to $592,453.32. The roll call on the motion was as follows:

**AYES:** Gallagher, Shockey, Block, Endress, Jennings, Zumdahl, Reed

**NAYS:** None

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

Mr. Block resumed chairing the meeting.

**REPORTS**

**Treasurer’s Report:** Statements of Revenue, Expenditures and Changes in Fund Balance
There was no report.

**Fine Arts Update**
Mr. Hood introduced Dr. Thompson Brandt, Mr. Sam Tucibat, Mr. Robert Apolloni, and Mr. David Vrtol, who presented a report on the Fine Arts, including Fine, Visual and Performing Arts. Dr. Brandt noted that this was an opportunity for faculty to take the stage and set the tone and vision for the future of Fine Arts at Highland Community College. Mr. Tucibat, Mr. Apolloni, Mr. Vrtol and Dr. Brandt (on behalf of Mr. Allen Redford) described the many exciting things taking place and encouraged trustees and staff to attend the various Fine Arts events sponsored by the department. Mrs. Gallagher expressed her hope that students in Highland’s High School Servant-Leadership Program might be given an opportunity to see the various opportunities in the Fine Arts when they are on campus for their monthly meetings. Dr. Brandt also encouraged everyone to become members of Friends of Fine Arts, noting that a scholarship event will be held on May 16 at 4:30 p.m. at the Freeport Country Club.

**Student Trustee**
Ms. Reed reported that Student Senate is working on the student discount cards and will be asking up to 21 local businesses to participate. Several students recently attended Student Advocacy Day in Springfield and had the opportunity to meet with Representative Brian Stewart. The graduates’ picnic will be held on Tuesday, May 6 and will include a dunk tank and karaoke fundraiser. Mr. Kyle Seuring and Mr. Matt Bordner, Highland’s Phi Theta Kappa All-Illinois Academic Team nominees, were recently recognized at a banquet in Springfield. Phi Theta Kappa is planning a lock-in and highway cleanup in the next week. The Psychology Club is also sponsoring a “Destress Fest” in the cafeteria. Ms. Reed concluded her report by stating that she is excited to share the experience of being Student Trustee with the Board.
Audit Committee
Mrs. Gallagher reported that the Audit Committee will meet on May 20, prior to the regular Board meeting.

ICCTA Representative
Mr. Endress reported that ICCTA has not met, and the next meeting will take place on April 29, in conjunction with ICCTA Lobby Day on April 30. Mr. Endress also announced that he will be seeking the nomination for ICCTA Treasurer.

ACCT Central Region Representative
Mrs. Gallagher reminded trustees of ACCT’s Annual Leadership Congress in October, which will be held in Chicago. She also reminded trustees that ACCT is linking with *US News and World Report* for the Science, Technology, Engineering, and Mathematics (STEM) Solutions 2014 National Leadership Conference April 23 – 25. The theme of the conference is “Where Employers and Educators Meet.”

Board Chair
There was no report.

Administration
Ms. Gerber reported that, following a discussion at the March Board meeting, she created a spreadsheet listing enrollment barriers, which she will share with trustees at the June Board retreat.

Ms. Janssen reported that power was out on campus Saturday morning due to a storm, and there was wind damage to the baseball field. The backup generators that power the College’s information technology (IT) systems also failed, and IT staff are working to find out why the generators did not work.

Mr. Hood announced that he and Mr. Allen Redford presented Mr. Gary Brubaker, part-time music instructor, with a clock in recognition of 30 years of teaching in the Fine Arts department. He also announced that Mr. Jim Dole, astronomy instructor, was featured in a local print article and has been instrumental in reopening the JETS observatory. Mrs. Gallagher suggested that the College consider nominating Mr. Dole for the ICCTA part-time faculty award, and Dr. Kanosky stated that the nominees are typically the recipients of the College’s annual Faculty and Part-time Excellence Awards. Mr. Hood attended the Tri-County Economic Development Alliance’s annual meeting and had an opportunity to meet with agriculture leaders. A public forum has been scheduled with area agriculture leaders to get their input to reenergize the agriculture program at Highland. Mr. Hood will also begin conversations with MetForm about potential new opportunities.

Dr. Kanosky reported that Mr. Kyle Seuring, Student Senate President, was a Phi Theta Kappa Coca-Cola Gold Medallion recipient. Dr. Kanosky also stated that the Resolution for the Prairie
Ridge of Galena tax abatement will be forwarded to trustees once it is received. Information will also be provided on the DeBruce Grain project.

OLD BUSINESS

There was no old business.

At 6:08 p.m., the Chairperson declared a recess; the meeting resumed at 6:15 p.m.

CLOSED SESSION

Mr. Endress 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, 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, Block, Endress, Jennings, Zumdahl, Gallagher, Reed
    NAYS: None

At 6:17 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, Jennings, Zumdahl, Gallagher, Shockey, Reed
    NAYS: None

At 6:46 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

A special Board meeting will be scheduled in the near future. Trustees proposed several dates, including Monday, April 21, 2014, Tuesday, April 22, 2014, or Monday, April 28, 2014 at 4:00 p.m. Ms. Grimes will contact Mr. Urish to see which of these dates might work for him.

DATES OF IMPORTANCE

The next regular meeting of the Highland Community College Board of Trustees will be held on Tuesday, May 20, 2014, at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/
Conference Center. The Audit Committee will meet prior to the regular Board meeting. The next quarterly Board retreat will be held on Wednesday, June 4, 2014, at 8:30 a.m. Honors Convocation will be held on May 15, 2014, and graduation is scheduled for May 17, 2014, with the nursing pinning immediately following.

**ADJOURNMENT**

Ms. Zundahl moved and Mr. Endress seconded the motion to adjourn the meeting. At 6:52 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