REGULAR MEETING
BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 519
Counties of Stephenson, Ogle, Jo Daviess and Carroll

PRESENT BOARD AS ORGANIZED

CALL TO ORDER

The regular meeting of the Board of Illinois Community College District No. 519 was called to order by Mr. David D. Shockey, Chairperson, at 4:03 p.m. on April 23, 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 (arrived 4:08 p.m.), Mr. David Shockey, Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Ms. Whittney Zumdahl, and Ms. JennyMarie Farmer

The following members were absent: Mr. Rob Urish.

Also present: Dr. Joe Kanosky, President; Mr. Tim Hood, Vice President, Academic Services; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Associate Vice President, Student Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Mr. Jim Berberet, Executive Director, HCC Foundation; Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation; Ms. Sarah Brinkmeier, Director, Columbia College Freeport Campus; Mr. Pete Willging, Director, Marketing & Community Relations; Mr. Steve Mihina, Faculty; Mr. Scott Johnson, Architect, R. L. Johnson Associates; Mr. Kurt Simpson, Director, Physical Plant & Maintenance; Mr. Dehvan Truckenmiller and guest, Students; Mr. Matt Bordner, Student Trustee-Elect; and, Ms. Terri Grimes, Board Secretary.

APPROVAL OF MINUTES

Mr. Endress moved and Ms. Zumdahl seconded the motion to approve the minutes of the March 6, 2013 Board retreat and March 19, 2013 regular meeting, as presented. The vote being unanimous, the motion carried.

APPROVAL OF RESOLUTION DECLARING RESULTS OF BOARD OF TRUSTEES ELECTION HELD APRIL 9, 2013

Dr. Jennings moved and Mr. Block seconded the motion to approve the Resolution regarding the results of the April 9, 2013 election, which show that James G. Endress received 10,716 votes and Diane L. Gallagher received 10,662 votes. The roll call on the motion was as follows:
AYES: Shockey, Block, Endress, Jennings, Zumdahl, Farmer
NAYS: None

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

COMMENTS FROM OUTGOING STUDENT TRUSTEE

Ms. Farmer stated that she had an amazing year and learned a lot. She relayed that being Student Trustee has been life changing and the opportunity allowed her to grow. She also announced that she has been selected for an internship in the Rockford office of Congresswoman Cheri Bustos and will begin this Monday. Mr. Shockey presented Ms. Farmer with a token of appreciation. Mr. Block stated that Ms. Farmer did a wonderful job as Student Trustee and continued the long line of outstanding Student Trustees.

OTHER

There was no other business.

APPOINT CHAIR PRO TEMPORE

Mr. Block moved and Dr. Jennings seconded the motion that Dr. Joe Kanosky serve as Chair Pro Tempore of the Board meeting until the Board reorganization and election of officers. The vote being unanimous, the motion carried.

ADJOURNMENT SINE DIE OF OLD BOARD

There being no other business, at 4:09 p.m. Dr. Kanosky declared the meeting adjourned sine die.

Respectfully submitted,

[Signature]
Terri A. Grimes, Board Secretary
Illinois Community College District No. 519
ORGANIZATIONAL MEETING – CONVENING OF NEW BOARD

The organizational meeting of the Board of Illinois Community College District No. 519 was called to order by Dr. Joe Kanosky, Chair Pro Tempore, at 4:09 p.m., April 23, 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: Mr. David Shockey, Mr. Doug Block, Dr. Steve Jennings, and Ms. Whittney Zundahl

The following members were absent: Mr. Rob Urish.

Also present: Dr. Joe Kanosky, President; Mr. Tim Hood, Vice President, Academic Services (departed 6:11 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 6:11 p.m.); Ms. Liz Gerber, Associate Vice President, Student Services (departed 6:11 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (departed 6:11 p.m.); Mrs. Diane Gallagher, Trustee-Elect; Mr. Jim Endress, Trustee-Elect; Mr. Jim Berberet, Executive Director, HCC Foundation (departed 4:50 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 4:50 p.m.); Ms. Sarah Brinkmeier, Director, Columbia College Freeport Campus (departed 5:04 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:42 p.m.); Mr. Steve Mihina, Faculty (departed 5:42 p.m.); Mr. Scott Johnson, Architect, R. L. Johnson Associates (departed 4:54 p.m.); Mr. Kurt Simpson, Director, Physical Plant & Maintenance (departed 4:54 p.m.); Mr. Dehvan Truckenmiller and guest, Students (departed 4:54 p.m.); Ms. JennyMarie Farmer, Former Student Trustee (departed 4:50 p.m.); Mr. Matt Bordner, Student Trustee-Elect; Mr. Brad Hart, Big Radio (arrived 5:35 p.m.; departed 5:42 p.m.); and, Ms. Terri Grimes, Board Secretary.

SEATING OF NEWLY ELECTED TRUSTEES

Mrs. Diane Gallagher and Mr. Jim Endress, newly elected trustees, were sworn in and seated.

SEATING OF NEWLY ELECTED STUDENT TRUSTEE

Mr. Matthew Bordner, newly elected Student Trustee, was sworn in and seated.

BOARD REORGANIZATION AND ELECTION OF OFFICERS

Mrs. Gallagher nominated Mr. Doug Block to serve as Chair of the Board. Mr. Endress seconded the motion. Dr. Jennings moved that nominations be closed and a unanimous ballot be cast. The vote being unanimous, the motion carried.

Mr. Shockey nominated Mr. Jim Endress to serve as Vice Chair of the Board. Mrs. Gallagher seconded the motion. Mrs. Gallagher moved that nominations be closed and a unanimous ballot be cast. The vote being unanimous, the motion carried.
Mrs. Gallagher nominated Ms. Terri Grimes to serve as Secretary of the Board. Dr. Jennings seconded the motion. Dr. Jennings moved that nominations be closed and a unanimous ballot be cast. The vote being unanimous, the motion carried.

Mr. Block took his place as Chair of the Board.

COMMITTEE APPOINTMENTS

Mr. Block appointed the following trustees to committee assignments:

Audit Committee:
Mrs. Diane Gallagher, Chair
Mr. Jim Endress
Dr. Steve Jennings
Mr. David Shockey

Health Insurance Committee
Mrs. Diane Gallagher
Ms. Whittney Zumdahl

Foundation Development and Planned Giving
Mr. Rob Urish
Mr. Jim Endress

Foundation Finance Committee
Mr. David Shockey
(Dr. Kanosky has also asked that Ms. Janssen be involved, as appropriate.)

ICCTA Representative
Mr. Jim Endress
Alternate representative to be determined

ESTABLISHMENT OF THE BOARD MEETING SCHEDULE

Mr. Endress moved and Dr. Jennings seconded the motion that the Board of Trustees sets its regular meeting date and time as the third Tuesday of the month at 4:00 p.m., with the exception of the April 2015 meeting, which will be held on the fourth Tuesday. It is further recommended that the Board not meet in May 2013. All regular meetings of the Board will be held in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois. The vote being unanimous, the motion carried.

APPROVAL OF AGENDA

Ms. Zumdahl moved and Dr. Jennings seconded the motion to approve the agenda, as presented. The vote being unanimous, the motion carried.
PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Dr. Kanosky recognized Mr. Dehvan Truckenmiller, a student from Mr. Jim Phillips’ State and Local Government class, and Mr. Truckenmiller’s guest.

FOUNDATION REPORT

Mr. Berberet reported that donations and pledges to the major gifts campaign have reached $2,514,973. The Foundation will kick off the Double Play campaign on May 1. An anonymous donor in Jo Daviess County has pledged to match donations dollar for dollar up to $50,000 per year for five years, and an anonymous donor in Stephenson County has pledged to match another $10,000 per year for five years. Mr. Berberet and Ms. Kim Rampenthal, Director of Fundraising, have been meeting with donors, prospects and Highland alums. The Foundation’s luncheon for retired teachers was held on April 16 with over 100 teachers attending. The teachers’ scholarship was presented to Ellen Bonvillain of Stockton. The Foundation’s annual golf outing, which supports Highland’s Leadership Institute and Jo Daviess Forum, will be held on June 3 at the Freeport Country Club. Mr. Berberet concluded his report by announcing that the Foundation and Alumni Association will co-sponsor the Freeport Chamber of Commerce’s Rise ‘n Shine Breakfast on Wednesday, May 1.

CONSENT ITEM

A. Academic (None)
B. Administration
   1. Part-time Instructors/Overload
      Recommendation: That the part-time/overload instructors listed be approved to teach during the Spring semester of 2013.
C. Personnel (None)
D. Financial (None)

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

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

Whereupon the Chairperson declared the motion carried.
MAIN MOTIONS

A. Academic

1. Terms of Agreement Between Highland Community College and Pearl City C.U.S.D. #200 and Highland Community College and Dakota C.U.S.D. #201 for CollegeNOW Program

Mr. Endress moved and Ms. Zumdahl seconded the motion to approve the terms of agreement between Highland Community College and Pearl City C.U.S.D. #200 and between Highland Community College and Dakota C.U.S.D. #201 for the CollegeNOW program for the 2013 – 2014 academic year (FY’14), as presented. The Board further authorizes the College President and Board Chair to execute the agreement by appropriate signature. The roll call on the motion was as follows:

   AYES: Endress, Jennings, Zumdahl, Gallagher, Shockey, Block, Bordner

   NAYS:  None

Whereupon the Chairperson declared the motion carried.

2. Approval of Dual Credit Agreements with Area High Schools and Career Centers

Mr. Shockey moved and Dr. Jennings seconded the motion to authorize Dr. Joe Kanosky, College President, to enter into dual credit agreements with the following area high schools and career centers for the 2012 – 2013 academic years: Dakota, East Dubuque, Eastland, Forreston, Freeport, Galena, Jo Daviess Career Center, Lena-Winslow, Orangeville, Oregon, River Ridge, Scales Mound, Stillman Valley, Stockton, West Carroll, and Whiteside Area Career Center. The roll call on the motion was as follows:

   AYES:  Jennings, Zumdahl, Gallagher, Shockey, Block, Endress, Bordner

   NAYS:  None

Whereupon the Chairperson declared the motion carried.

B. Administration

1. First Reading – Revised Policy: Policy 4.23 – Administrative or Professional Pay for Instructional Assignments

Dr. Jennings noted that the title of the policy under the recommendation should state “Administrative or Professional Pay …” rather than “Profession” Pay. Dr. Jennings moved and Ms. Zumdahl seconded the motion to approve for first reading the revised policy 4.23 – Administrative or Professional Pay for Instructional Assignments, which is included in Chapter IV, Personnel, of the Policy Manual, as corrected.
Dr. Kanosky reported that this change saved approximately $38,000 in the Fall semester and may save a total of $80,000 for the academic year. The roll call on the motion was as follows:

AYES: Zumdahl, Gallagher, Shockey, Block, Endress, Jennings, Bordner

NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Revised Job Description and Salary Adjustment: Director, Learning and Transitional Education Services

Mrs. Gallagher moved and Mr. Endress seconded the motion to approve the revised job description, as presented, for Director, Learning and Transitional Education Services with placement on the Highland Salary Range Table at 68. The Director, Learning and Transitional Education Services position was formerly known as the Director, Learning Services and was a full-time exempt, professional position. The position will change to a full-time, administrative classification. A salary adjustment from $49,663 to $60,000 annually for the incumbent in the position, Carolyn Petsche, is also being recommended retroactive to April 1, 2013. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Block, Endress, Jennings, Zumdahl, Bordner

NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Appointment: Coordinator, Academic Technology Resources

Mrs. Gallagher moved and Mr. Shockey seconded the motion to approve the appointment of Ms. Joan Miller as Coordinator, Academic Technology Resources beginning April 9, 2013 at an FY’13 annual salary of $44,800 plus appropriate fringe benefits. This is a full-time professional position and became available due to Nancy Barker’s retirement.

Dr. Jennings stated that he would like the entire faculty to be aware of what this position does, and expressed a concern about hiring full-time people in the face of the budget deficit, stating that he feels this could cause issues with morale. Dr. Kanosky replied that this hire is a replacement for a critical position.

The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Jennings, Zumdahl, Gallagher, Bordner

NAYS: None

Whereupon the Chairperson declared the motion carried.
D. Financial

1. Acceptance of Bid: Sidewalk Replacement – Student/Conference Center
Mr. Endress moved and Mr. Shockey seconded the motion to authorize acceptance of the low bid meeting specifications from Campos Construction, Rockford, IL for $41,440 for sidewalk replacement at the Highland Community College Student/Conference Center. This bid is within the approved budget for the project. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. 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 March 2013 bills in the amount of $1,549,559.80, Automated Clearing House (ACH) debits W0000209 through W0000212 of $249,300.48, Other Debits D0000002 through D0000003 amounting to $169.06 and Electronic Refunds of $11,719.73 with three adjustments of $704.49, such warrants amounting to $1,810,044.58. Transfers of funds for payroll amounted to $626,658.27. The roll call on the motion was as follows:

AYES: Endress, Jennings, Zumdahl, Gallagher, Shockey, Block, 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 the Fund Balance
Ms. Janssen reported that a new web-based program will be implemented that will allow students to compare prices of books in the bookstore versus market prices, which will help students comparison shop. Mr. Endress asked Ms. Janssen what percent of students rent textbooks versus purchase, and Ms. Janssen will gather the information and report back to the Board. Mrs. Gallagher asked if it has made a difference now that the books are behind the counter, where students cannot look at them, and Ms. Janssen reported that this provides students with more customer service and cuts down on the number of incorrect books purchased.

Dr. Jennings inquired as to how the bookstore was doing, and Ms. Janssen reported that revenue is lower than budgeted and it will be interesting to see where it comes out after inventory. Dr. Jennings reminded trustees that the profits from the bookstore fund sports, activities, theatre and other areas. Students may seem to be saving by purchasing their textbooks online, but
should be encouraged to use the bookstore as much as possible. Dr. Kanosky stated that
textbooks are changing and some now are only pieces. Mr. Block stated that the College had
counted on revenue from the bookstore, and suggested Mr. Bordner talk to students about what
we can do to improve the bookstore.

Ms. Janssen reported that for Spring, 123 students were sent through the first round of
collections amounting to about $65,000. About half of the students pay before being sent to
collections.

Student Trustee
Mr. Bordner reported that he is also Student Senate President and a member of the Alumni
Association Steering Committee. Tomorrow the Environmental Awareness Represented
Through Highland (EARTH) Club will hold a thrift shop fashion show with ice cream and
Frisbee® giveaways. A Phi Theta Kappa lock-in will be held this Friday, and PTK is also
planning a “PTK Idol”. Student Senate is working on student discount cards, which would be
given to students and would provide discounts at select area businesses. So far 10 area
businesses have agreed to sponsor the cards. Mr. Bordner hopes that this will become a
tradition. Student Advocacy Day was held in Springfield last week. Seven Highland students
attended and talked with legislators, focusing on maintaining funding for adult education. A
graduation picnic will be held in May that will hopefully include a dunk tank. The Student
Senate will present their awards at an April 30 luncheon. Quick Start began today with students
from Aquin High School on campus. Members of Student Senate talked to prospective students
about student involvement. Mrs. Gallagher suggested that Student Senate or Phi Theta Kappa
members be included in welcoming CollegeNOW students to campus.

ICCTA Representative
Mr. Endress reported that the next ICCTA meeting is scheduled for next week. The ICCTA
Northwest Region meeting is scheduled for May 23 at Rock Valley College.

ACCT State Coordinator
Mrs. Gallagher reported that she will continue to serve as the ACCT Illinois State Coordinator,
and she noted that her State Coordinator written report was included in trustees’ folders. Each
quarter Mrs. Gallagher submits a report to ACCT as State Coordinator and ACCT asks what the
community colleges are doing to improve student success. She requested feedback from trustees
and staff regarding items that could be submitted that address student success. Mrs. Gallagher
concluded her report by announcing that ACCT will sponsor a meeting in Washington, DC in
August for new and experienced trustees, and will also have ambassadors at the ACCT meeting
in Chicago in 2014 to assist attendees.

Administration
Ms. Gerber reported that, as a result of a question at last month’s meeting, she found out that the
copier equipment maintenance fee is locked in for three years. Highland’s ADA Services will
sponsor a free ADA workshop for community members on June 13, which will address diversity.
ADA has also instituted an online test accommodations form. Ms. Gerber concluded her report
by announcing that the annual counselors’ luncheon is scheduled for this Friday on campus.

Ms. Ferguson reported that Partners for Employment will be transitioning to the new
administrative agency at the end of June. Ms. Ferguson will meet with PfE staff this week
regarding the transition. Current staff will be interviewing for positions with the new agencies in the near future.

Ms. Janssen referred trustees to a report in their folders, which includes information she learned at the recent state-wide community college CFO meeting. She also reported that in FY’15, the College will need to begin disclosing pension liability on our financial statements.

Mr. Hood informed trustees that several representatives from Southwest Wisconsin Technical College and Blackhawk Technical College attended the ceremonial signing of the reciprocal agreements with the respective technical colleges. The agreements will allow students to cross the border and attend any of the colleges at in-district rates. Special thanks to Mr. Pete Willging for setting up the event. Mr. Hood also reported that there is encouraging dialogue underway with Olivette Nazarene University for a BSN program meeting one night per week. Mr. Hood hopes to bring an agreement to the June Board meeting for approval.

Ms. Grimes reported that the Audit Committee of the Board will meet at 1:30 p.m. on Wednesday, June 5, following the Board retreat. She also hopes to schedule the annual Board photo during the Board retreat.

Dr. Kanosky reported that the High School Servant-Leadership Program held their final event of the year this past Sunday and it was a “stirring event.”

**OLD BUSINESS**

Mr. Block inquired about the COMPASS test and Ms. Gerber explained that it is an ACT product. Students take the COMPASS test if they do not have a qualifying ACT score.

At 5:42 p.m., the Chairperson declared a recess; the meeting resumed at 5:50 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; setting a price for sale or lease of property owned by the public body; and a student disciplinary 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, Block, Endress, Bordner
- **NAYS:** None

At 5:51 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:** Zumdahl, Gallagher, Shockey, Block, Endress, Jennings, Bordner
- **NAYS:** None
At 6:48 p.m., the Chairperson declared the motion carried and the Closed Session ended.

**ACTION, IF NECESSARY**

A. Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

1. **Reduction in Force – Partners for Employment**
   Dr. Jennings moved and Ms. Zumdahl seconded the motion to approve the Resolution terminating the employment of and dismissing Kathy Day, administrative staff in and for this Community College District, effective the 30th day of June 2013. This dismissal is not for cause but is an honorable dismissal due to elimination of grant funding. The roll call on the motion was as follows:

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

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

No action was necessary pertaining to negotiations, property, or the student discipline case.

**NEW BUSINESS**

Mr. Block reminded trustees of the Audit Committee meeting scheduled after the Board retreat on Wednesday, June 5. Dr. Kanosky's evaluation will be completed during the June retreat.

Ms. Zumdahl announced that she and her husband, Greg, are adopting a baby girl at the end of July. Congratulations, Whitney and Greg!

Mr. Shockey received the University of Illinois College of ACES Alumni Association Award of Merit. Congratulations, David! Dr. Kanosky and Mr. Endress attended the award ceremony earlier this month.

Mrs. Gallagher suggested a possible theme for the Fall Opening Days, emphasizing student engagement and enrollment. She noted that the theme for the 2014 ACCT meeting to be held in Chicago will focus on students.

**DATES OF IMPORTANCE**

The next regular Board meeting is scheduled for Tuesday, June 18, 2013 at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center. There will not be a regular May Board meeting. The Board will conduct its self-evaluation at the September retreat.
ADJOURNMENT

Dr. Jennings moved and Ms. Zumdahl seconded the motion to adjourn the meeting. At 6:57 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