

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. Doug Block, Chairperson, at 4:05 p.m. on April 24, 2017, 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. Whitney Zumdahl, Mr. Blake Musser, and Ms. Staci Hammer

The following members were absent: None

Also present: Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Vice President, Student Development and Support Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Ms. Pennie Groezinger, Trustee-Elect; Ms. Abby Endress, Student Trustee-Elect; Mr. Jim Berberet, Executive Director, HCC Foundation; Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation; Ms. Sarah Goeke, Director, Columbia College Freeport Campus; Mr. Pete Willging, Director, Marketing and Community Relations; and, Ms. Terri Grimes, Board Secretary

APPROVAL OF MINUTES

Mr. Musser moved and Mr. Shockey seconded the motion to approve the minutes of the March 1, 2017, Board retreat and Audit Committee meeting, the March 13, 2017, special meeting, and the March 21, 2017, regular meeting, as presented. The vote being unanimous, the motion carried.

APPROVAL OF RESOLUTION DECLARING RESULTS OF BOARD OF TRUSTEES ELECTION HELD APRIL 4, 2017

Mr. Shockey moved and Mrs. Gallagher seconded the motion to approve the Resolution regarding the results of the April 4, 2017 election, which show that Pennie Groezinger received 9,001 votes, Steven Jennings received 8,097 votes, Douglas Block received 7,912 votes, and Joe M. Kanosky received 7,193 votes. The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Jennings, Zumdahl, Musser, Gallagher, Hammer
NAYS: None

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

COMMENTS FROM OUTGOING TRUSTEE

Ms. Zumdahl reflected on her term as Trustee, stating that you grow as an individual when you push outside of your world, and that you need to learn from the past, remember to live in the present, and look toward the future. She cautioned everyone to not be afraid of a future that may be vastly different than what was previously known. Mr. Block thanked Ms. Zumdahl for her service and presented her with a token of appreciation on behalf of the Board.

COMMENTS FROM OUTGOING STUDENT TRUSTEE

Ms. Hammer shared her thoughts on the past year, noting that this experience has made her want to run for this Board or another board in the future. Mr. Block presented Ms. Hammer with a token of appreciation on behalf of the Board.

OTHER

There was no other business.

ADJOURNMENT SINE DIE OF OLD BOARD

At 4:13 p.m., there being no other business, the Chairperson declared the meeting adjourned sine die.

Respectfully submitted,



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 Mr. Tim Hood, College President, at 4:13 p.m., on April 24, 2017, 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. Jim Endress, and Mr. Blake Musser

The following members were absent: None

Also present: Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President (departed 6:09 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 6:09 p.m.); Ms. Liz Gerber, Vice President, Student Development and Support Services (departed 6:09 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (departed 6:09 p.m.); Mr. Doug Block, Trustee-Elect; Dr. Steve Jennings, Trustee-Elect; Ms. Pennie Groezinger, Trustee-Elect; Ms. Abby Endress, Student Trustee-Elect; Ms. Whitney Zumdahl, former Trustee (departed 4:17 p.m.); Ms. Staci Hammer, former Student Trustee (departed 4:17 p.m.); Mr. Jim Berberet, Executive Director, HCC Foundation (departed 4:54 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 5:13 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 4:55 p.m.); Mr. Pete Willging, Director, Marketing and Community Relations (departed 5:34 p.m.); Mr. Brad Hart, Big Radio (arrived 5:12 p.m.; departed 5:18 p.m.); and, Ms. Terri Grimes, Board Secretary

SEATING OF NEWLY ELECTED TRUSTEES

Mr. Doug Block, Dr. Steve Jennings, and Ms. Pennie Groezinger, newly-elected Trustees, were sworn in and seated.

SEATING OF NEWLY ELECTED STUDENT TRUSTEE

Ms. Abby Endress, newly-elected Student Trustee, was sworn in and seated.

BOARD REORGANIZATION AND ELECTION OF OFFICERS

Mr. Endress nominated Mr. Doug Block to serve as Chair of the Board, and Mrs. Gallagher seconded the nomination. Mr. Hood asked if there were any other nominations and there were none. Dr. Jennings moved and Mr. Musser seconded the motion that nominations be closed. The vote being unanimous, Mr. Hood declared the motion to close nominations carried. Mr. Hood asked for a vote to elect Mr. Doug Block Chair of the Board. The vote being unanimous, Mr. Hood declared the motion carried.

Ms. Groezinger nominated Mr. David Shockey to serve as Vice Chair of the Board. Mrs. Gallagher seconded the nomination. Mr. Hood asked if there were any other nominations, and there were none. Dr. Jennings moved and Mr. Endress seconded the motion that nominations be closed. The vote being unanimous, Mr. Hood declared the motion to close nominations carried. Mr. Hood asked for a vote to elect Mr. David Shockey Vice Chair of the Board. The vote being unanimous, Mr. Hood declared the motion carried.

Mr. Musser nominated Ms. Terri Grimes to serve as Secretary of the Board. Mr. Shockey seconded the motion. Mr. Hood asked if there were any other nominations and there were none. Dr. Jennings moved and Mrs. Gallagher seconded the motion that nominations be closed. The vote being unanimous, Mr. Hood declared the motion to close nominations carried. Mr. Hood asked for a vote to elect Ms. Terri Grimes Secretary of the Board. The vote being unanimous, Mr. Hood declared the motion carried.

ESTABLISHMENT OF THE BOARD MEETING SCHEDULE

Mr. Musser moved and Mr. Shockey seconded the motion to approve the schedule of Board meeting dates, as presented. The roll call on the motion was as follows:

AYES	Shockey, Block, J. Endress, Jennings, Musser, Groezinger, Gallagher, A. Endress
NAYS:	None

Whereupon the Chairperson declared the motion carried.

APPROVAL OF AGENDA

Dr. Jennings moved and Mr. Endress seconded the motion to approve the agenda, 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 this month's Foundation report and began by congratulating the newly-elected Trustees and Student Trustee. The Million Dollar Match campaign is currently at one-third of the goal. Foundation scholarship applications were due April 1. Nursing scholarship applications are due June 1, with Fine Arts applications due the first Friday in

September. This year, 894 applications were submitted by 172 students for the April 1st scholarship deadline, which is an increase in applications of 31 percent from last year. Mr. Berberet believes that social media and the use of Facebook played a role in the increase, and he thanked Mr. Willging for his assistance. The Foundation sponsored a pizza event with Mr. and Mrs. Hood at Eagle Ridge on April 11 as a follow-up to a previous event in October 2015. The casual event included residents from Galena Territory. Mr. Berberet concluded his report by reminding trustees of several upcoming events including the Freeport Area Chamber of Commerce's Rise 'n Shine breakfast on May 3, cosponsored by the Foundation and Alumni Association; the May 4 "Jazz Cabaret" dinner and Royal Scots show at Eagle Ridge, which is a fundraiser for the College's vocal music tour in the Spring of 2018; a luncheon entitled "Middle Class Philanthropist: How Anyone Can Leave a Legacy," on May 18 featuring guest speaker Melinda Gustafson Gervasi; and the 21st annual Leadership Golf Outing at the Freeport Club on June 5.

CONSENT ITEMS

A. Academic

1. CollegeNOW Agreement Between Highland Community College and Freeport School District #145

Recommendation: That the Board of Trustees ratifies and clarifies the CollegeNOW agreement with Freeport School District #145 that was originally presented to trustees for approval at the March 21, 2017, regular meeting.

B. Administration

1. Part-time Instructors, Overload, and Other Assignments

Recommendation: That the list of part-time instructors, overload and other assignments be approved for the Spring semester of 2017, as presented.

C. Personnel (None)

D. Financial (None)

Mr. Endress moved and Mr. Musser seconded the motion to approve the consent items, as presented. The roll call on the motion was as follows:

AYES: Block, J. Endress, Jennings, Musser, Groezinger, Gallagher, Shockey,
A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic

1. Authorization to Enter into Dual Credit Agreements with CareerTEC, Area High Schools, and Career Centers for the 2017 – 2018 Academic Year

Dr. Jennings moved and Mr. Musser seconded the motion to authorize the College President to enter into dual credit agreements for the 2017 – 2018 academic year with CareerTEC, Jo Daviess Carroll CTE Academy, Whiteside Area Career Center, and area high schools including, but not limited to, the following: Aquin, Dakota, East Dubuque, Eastland, Forrestville Valley, Freeport, Galena, Lena-Winslow, Milledgeville, Orangeville, Oregon, Pearl City, Pecatonica, River Ridge, Scales Mound, Stillman Valley, Stockton, Warren, and West Carroll. The roll call on the motion was as follows:

AYES: J. Endress, Jennings, Musser, Groezinger, Gallagher,
Shockey, Block, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

B. Administration

1. First Reading – New Policy 1.211: Community College Trustee’s Leadership Training

Mr. Endress moved and Mrs. Gallagher seconded the motion to approve for first reading new policy 1.211, Community College Trustee’s Leadership Training, as presented. The policy will be included in Chapter I, Board of Trustees, of the Policy Manual. The roll call on the motion was as follows:

AYES: Jennings, Musser, Groezinger, Gallagher, Shockey,
Block, J. Endress, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. New Job Description: Coordinator, High School Servant Leadership Program

Mr. Musser moved and Mr. Shockey seconded the motion to approve the new job description for Coordinator, High School Servant Leadership Program, as presented, with placement at range 43 on the Highland Salary Range Table. This is a part-time, non-exempt classified position and is included in the budget for FY18. The roll call on the motion was as follows:

AYES: Musser, Groezinger, Gallagher, Shockey, Block,
J. Endress, Jennings, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Authorization to Enter Into Utility Contracts

Dr. Jennings moved and Mr. Musser seconded the motion to authorize the Director of Facilities and Safety to enter into utility contracts with prior approval of the President, and that such contracts be presented to Trustees for formal approval at the next regularly scheduled Board meeting. The roll call on the motion was as follows:

AYES: Groezinger, Gallagher, Shockey, Block, J. Endress,
Jennings, Musser, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. Second Reading – New Policy 3.27: Sexual Misconduct and Violence

Mr. Shockey moved and Ms. Groezinger seconded the motion to approve for second reading new policy 3.27, Sexual Misconduct and Violence, as presented. The policy will be included in Chapter III, Student, of the Policy Manual. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Block, J. Endress, Jennings, Musser,
Groezinger, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel (None)

D. Financial

1. Interfund Transfer from Restricted Purposes Fund to Operating Fund

Dr. Jennings moved and Mr. Musser seconded the motion to approve the transfer of \$19,677 from the Restricted Purposes Fund to the Operating Fund. The roll call on the motion was as follows:

AYES: Shockey, Block, J. Endress, Jennings, Musser,
Groezinger, Gallagher, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Interfund Transfer from Restricted Purposes Fund to Educational Fund
Dr. Jennings moved and Mr. Musser seconded the motion to approve the transfer of \$17,432 from the Restricted Purposes Fund to the Educational Fund. The roll call on the motion was as follows:

AYES: Block, J. Endress, Jennings, Musser, Groezinger,
Gallagher, Shockey, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Interfund Transfer from Operations and Maintenance, Restricted Fund to Educational Fund
Dr. Jennings moved and Mr. Musser seconded the motion to approve the transfer of funds from the Operations and Maintenance, Restricted Fund to the Educational Fund in the amount of \$50,000 in order to support the semi-annual regular payments on the College's 2012 Refunding Debt Certificates (originally issued in 2006).

AYES: J. Endress, Jennings, Musser, Groezinger, Gallagher,
Shockey, Block, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. Interfund Transfer from Auxiliary Fund to Operating Fund
Dr. Jennings moved and Mr. Musser seconded the motion to approve the transfer of \$1,000 from the Auxiliary Fund to the Operating Fund. The roll call on the motion was as follows:

AYES: Jennings, Musser, Groezinger, Gallagher, Shockey, Block,
J. Endress, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

5. Governet Hosting, Maintenance, and Support Extension Agreement for the CurricUNET System
Mr. Musser moved and Mr. Endress seconded the motion to approve the contract extension for Professional Services Agreement dated May 1, 2016, by and between Governet and Highland Community College for the continuation of support services for the CurricUNET System for the period of July 1, 2015 through June 30, 2018, as presented. The roll call on the motion was as follows:

AYES: Musser, Groezinger, Gallagher, Shockey, Block,
J. Endress, Jennings, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

6. 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 the March 2017 bills in the amount of \$567,112.30, Automated Clearing House (ACH) debits W0000413 through W0000417 amounting to \$12,436.61, and Electronic Refunds of \$251,006.12, with 1 adjustments of \$250.00, such warrants amounting to \$830,305.03. Transfers of funds for payroll amounted to \$791,426.20.

In reviewing the bills, Mrs. Gallagher noted the large cost of the Leadership Forum retreat and suggested that we look to see if there is anything that could be done to lower the cost.

The roll call on the motion was as follows:

AYES: Groezinger, Gallagher, Shockey, Block, J. Endress,
Jennings, Musser, A. Endress
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 she received new equalized assessed valuation (EAV) numbers from the four counties and the EAVs have increased by 1.6 percent, while she had budgeted for a one percent increase. She also levied enough to capture the growth. She noted that Stephenson County's EAV increased 1.5 percent, Ogle County increased 3.5 percent, and Jo Daviess County increased 2.1 percent, while Carroll County's EAV remained flat.

Student Senate

Ms. Endress reported that Student Senate is hosting a Wellness Week this week, which will include free massages, yoga, and therapy dogs on campus. Student Senate will also help with Money Smart week. Four new Student Senate members were elected last week, with two more to be appointed. The Student Leadership breakfast and campus cleanup is scheduled for this Friday. Ms. Endress concluded her report by announcing that she has agreed to be this year's Illinois Community College Board Student Advisory Committee (ICCB-SAC) member.

Audit Committee

Mrs. Gallagher reported that the Audit Committee will meet this summer.

ICCTA Representative

Mr. Endress will attend Lobby Day this Wednesday morning, and the ICCTA committee and board meetings Wednesday afternoon. The ICCTA Nominating Committee will meet after lunch on Wednesday. ICCTA's annual convention will be held the first weekend in June and will include trustee training and awards. Mr. Endress will be installed as president of ICCTA at that time, as well.

Board Chair

Mr. Block reported that the new Freeport City Manager and Mayor will attend the next Northwest Illinois Development Alliance (NIDA) meeting. Mr. Block congratulated Mr. Musser on his new job, which is through NIDA. Mr. Musser began the new position last Thursday and noted that this is an exciting opportunity. There are amazing stories and forward progress around the county, with things to see and do in the city and county. He is humbled by the outpouring of support he has received. Mr. Block also noted that the new City Manager had a good relationship with Monmouth College in his previous position.

Administration

Ms. Kuberski announced that Psychology instructor Chelsea Martinez has submitted an application to become a Higher Learning Commission peer reviewer. Mr. Musser asked about trustees being peer reviewers, and Ms. Kuberski will look into this. Mrs. Gallagher also noted that this is a topic that was presented at the last Association of Community College Trustees annual conference. Ms. Kuberski has been spending time being involved in several faculty searches and the process is moving forward. One candidate has accepted an offer for one of the open faculty position, and there are two more who are close. This is the ceremonial season at the College, with many celebrations of student accomplishments. Dr. Jennings expressed his pleasure at seeing that the College Library is helping students with research papers. The Library offers "Prescription for Research" to help students with their papers.

Ms. Ferguson reported that there are numerous House and Senate bills in process, including some that deal with the State Universities Retirement System (SURS). Some SURS rules are also changing.

Ms. Gerber reported that the guidance counselors' luncheon was held last Friday. In addition, there are several Quick Starts this week. She is working with BEST and the Tri-County Economic Development Alliance in response to layoffs at Dura Automotive in Stockton. There is a possibility that Highland will co-host an event for those who were laid off.

Mr. Hood noted that the College is looking forward to a new transfer agreement for engineering with Northern Illinois University. The College also has other transfer agreements, and Dr. Brendan Dutmer, Interim Associate Dean of Natural Science and Mathematics, will spend two weeks at Western Illinois University this summer to work on additional transfer agreements. Mr. Hood and Ms. Gerber attended the Phi Theta Kappa banquet in Springfield earlier this month, where Ms. Staci Hammer and Mr. John Werkheiser were recognized as Highland's

nominations for the Phi Theta Kappa All-Illinois Academic Team. Mr. Hood also attended Student Advocacy Day with several students the following day. While they were at the Capitol, Representative Brian Stewart recognized those in attendance from the floor during a House meeting. The High School Servant Leadership Program held its annual event yesterday, which was heartwarming. This has been a busy year, with lots of things in motion and coming to fruition, many with great promise.

OLD BUSINESS

Mr. Musser asked for an update on the College's website. Mr. Hood reported that the website was down for a bit and Mr. Willging noted that it was down for roughly one day. There was a concern about getting a more recent backup, and Mr. Hood would like to talk about how the website is backed up. He asked Mr. Willging and Ms. Gerber to provide additional information. Mr. Willging reported that there is now a new service level hosting agreement since the down time of the website. Mr. Hood also expressed concerns about the calendar, noting that Mr. Willging has worked with other colleagues on this issue, and with the new strategic plan, the website is a priority. Mr. Musser has been told several times by people that the College's website is not accessible and people cannot find the content they are looking for. He noted that people should be able to find what they are looking for in less than three clicks. He also stated that at his previous place of employment, his employer went through a website redesign, which was costly at the time, but sales went "through the roof" after the redesign. This will be discussed at the May regular Board meeting.

At 5:18 p.m., the Chairperson declared a recess; the meeting resumed at 5:34 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 of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity; and, 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, 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, Block, J. Endress, Jennings, Musser, Groezinger, A. Endress
NAYS:	None

At 5:36 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES: Shockey, Block, J. Endress, Jennings, Musser, Groezinger, Gallagher,
A. Endress
NAYS: None

At 6:33 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

Ms. Grimes reminded trustees that the Statement of Economic Interest, which was included in their folders, is due May 1. She also encouraged trustees to take their old name plates with them, since new ones had been purchased.

Mr. Hood passed around the Association of Community College Trustees award booklet, which featured a picture and article on Mrs. Gallagher receiving the ACCT M. Dale Ensign Trustee Leadership award this past October. Mr. Hood reminded trustees that Mr. Endress is currently vice president of the Illinois Community College Trustees Association, and Mr. Hood and Ms. Kuberski are past presidents of the Illinois Chief Academic Officers' group.

Ms. Grimes read a text message she received from Dr. Joe Kanosky, President Emeritus, congratulating Dr. Jennings, Mr. Block, and Ms. Groezinger on their election, and Ms. Zum Dahl and Ms. Hammer on a job well done.


DATES OF IMPORTANCE

The Foundation and Alumni Association will cosponsor the Freeport Area Chamber of Commerce's Rise 'n Shine breakfast on May 3 at 7:30 a.m. Honors Convocation will be held on May 11 at 7:00 p.m., with graduation on May 13 at 10:00 a.m. Nursing pinning will follow at 12:30 p.m. The next regular Board meeting will be held on Tuesday, May 16, at 4:00 p.m. in the Robert J. Rimington Board Room. The next quarterly Board retreat is scheduled for Wednesday, June 7, 2017, at 8:30 a.m. in the Student/Conference Center room H-206.

ADJOURNMENT

Mr. Musser moved and Dr. Jennings seconded the motion to adjourn the meeting. At 6:38 p.m., there being no further business, the Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,



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