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 4:03 p.m. on April 28, 2015 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, Dr. Steve Jennings, Ms. Whittney Zumdahl, and Ms. McKenna Reed

The following members were absent: Mr. Jim Endress

Also present: Mr. Tim Hood, 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; Mr. Blake Musser, Trustee-Elect; Ms. Alexa Buss, Student Trustee-Elect; Mr. Jim Berberet, Executive Director, HCC Foundation; Mr. Nathan Hensal, Director, ITS; Ms. Sarah Goeke, Director, Columbia College Freeport Campus; Mr. Scott Anderson, Dean, Business and Technology; Mr. Aaron Sargent, Faculty; Ms. Suzanne Miller, Coordinator, Career Services (pending Board approval); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation; Mr. Elisha French, State Comptroller’s Office; Mr. Jason Leviskas, State Comptroller’s Office; Mr. Jim Yeager, Faculty; Mr. Pete Willging, Director, Marketing and Community Relations; Mr. Steve Mihina, Faculty; and, Ms. Terri Grimes, Board Secretary

APPROVAL OF MINUTES

Dr. Jennings moved and Ms. Zumdahl seconded the motion to approve the minutes of the March 11, 2015 Board retreat and Audit Committee meeting, and the March 17, 2015 regular meeting, as presented. The vote being unanimous, the motion carried.

APPROVAL OF RESOLUTION DECLARING RESULTS OF BOARD OF TRUSTEES ELECTION HELD APRIL 7, 2015

Mrs. Gallagher moved and Mr. Urish seconded the motion to approve the Resolution regarding the results of the April 7, 2015 election, which show that Mr. David D. Shockey received 6,670 votes, Mr. Blake Musser received 5,521 votes, and Mr. Robert B. Urish received 4,611 votes. The roll call on the motion was as follows:
AYES:  Shockey, Urish, Block, Jennings, Zumdahl, Gallagher, Reed
NAYS:  None

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

COMMENTS FROM OUTGOING TRUSTEE

Mr. Urish reflected on his 12-year tenure on the Board, noting that during that time the Board has been exceptionally well-served by the student trustees. Mr. Block thanked Mr. Urish for his service and presented Mr. Urish with a token of appreciation on behalf of the Board.

COMMENTS FROM OUTGOING STUDENT TRUSTEE

Ms. Reed stated that this has been a great year and a great experience for her, and she is honored to have been a member of the Board this past year. Mr. Block presented Ms. Reed with a token of appreciation on behalf of the Board, stating that the history of Highland’s student trustees has been outstanding.

OTHER

There was no other business.

ADJOURNMENT SINE DIE OF OLD BOARD

There being no other business, Mrs. Gallagher moved and Mr. Urish seconded the motion to adjourn sine die. At 4:11 p.m., the Chairperson declared the motion carried and 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 Mr. Doug Block, Chairperson, at 4:11 p.m., April 28, 2015 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. Doug Block, Dr. Steve Jennings, and Ms. Whittney Zundahl

The following members were absent: Mr. Jim Endress

Also present: Mr. Tim Hood, 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; Mr. Rob Urish, outgoing Trustee (departed 4:15 p.m.); Ms. McKenna Reed, outgoing Student Trustee (departed 4:17 p.m.); Mr. Blake Musser, Trustee-Elect; Ms. Alexa Buss, Student Trustee-Elect; Mr. Jim Berberet, Executive Director, HCC Foundation; Mr. Nathan Hensal, Director, ITS (departed 5:03 p.m.); Ms. Sarah Goeki, Director, Columbia College Freeport Campus (departed 4:45 p.m.); Mr. Scott Anderson, Dean, Business and Technology (departed 4:55 p.m.); Mr. Aaron Sargent, Faculty (departed 4:55 p.m.); Ms. Suzanne Miller, Coordinator, Career Services (pending Board approval; departed 5:18 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 4:55 p.m.); Mr. Elisha French, State Comptroller’s Office (departed 5:18 p.m.); Mr. Jason Leviskas, State Comptroller’s Office (departed 5:18 p.m.); Mr. Jim Yeager, Faculty (departed 5:18 p.m.; returned 6:15 p.m.); Mr. Pete Willging, Director, Marketing and Community Relations (departed 5:18 p.m.; returned 6:15 p.m.); Mr. Steve Mihina, Faculty (departed 5:18 p.m.); Mr. Brad Hart, Big Radio (arrived 6:15 p.m.); and, Ms. Terri Grimes, Board Secretary

SEATING OF NEWLY ELECTED TRUSTEES

Mr. David Shockey and Mr. Blake Musser, newly-elected trustees, were sworn in and seated.

SEATING OF NEWLY ELECTED STUDENT TRUSTEE

Ms. Alexa Buss, 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. Ms. Zundahl seconded the nomination. Mr. Block asked if there were any other nominations. Dr. Jennings moved and Mr. Shockey seconded the motion that nominations be closed. The vote being unanimous, the motion carried to close nominations. The vote being unanimous to elect Mr. Block to serve as Chair of the Board, the motion carried.
Mr. Shockey nominated Ms. Whittney Zumdahl to serve as Vice Chair of the Board. Mrs. Gallagher seconded the nomination. Mr. Block asked if there were any other nominations. Dr. Jennings moved and Mr. Musser seconded the motion that nominations be closed. The vote being unanimous, the motion carried to close nominations. The vote being unanimous to elect Ms. Zumdahl to serve as Vice Chair of the Board, the motion carried.

Mr. Shockey nominated Ms. Terri Grimes to serve as Secretary of the Board. Ms. Zumdahl seconded the motion. Ms. Zumdahl moved and Dr. Jennings seconded the motion that nominations be closed. The vote being unanimous, the motion carried to close nominations. The vote being unanimous to elect Ms. Terri Grimes to serve as Secretary of the Board, the motion carried.

ESTABLISHMENT OF THE BOARD MEETING SCHEDULE

Ms. Grimes noted that the August 2015 regular meeting date should be August 18, not August 17. Mrs. Gallagher moved and Dr. Jennings seconded the motion to approve the schedule of Board meeting dates, as corrected. The roll call on the motion was as follows:

    AYES  Shockey, Block, Jennings, Zumdahl, Musser, Gallagher, Buss
    NAYS: None

Whereupon the Chairperson declared the motion carried.

APPROVAL OF AGENDA

Ms. Zumdahl moved and Mr. Musser 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 the monthly Foundation report. He reported that the Major Gifts Campaign has gone over the $4 million mark, with approximately $3 million left to raise. The 2015 Double Play Campaign is ongoing, with $302,000 raised through the annual Double Play Campaigns since May 2013. Mr. Berberet thanked Mr. Scott Anderson for connecting with Swift Hospitality Group to develop the Hospitality program. The Human Resources department has placed ads seeking an instructor for the program. Letters are being sent to those students who applied for scholarships, and nursing scholarship applications due June 1. Mr. Berberet concluded his remarks by reminding trustees of the Foundation’s Leadership Golf Outing on
June 1, 2015, at the Freeport Country Club, and the 5th annual Shindig, which will be held on Saturday, August 15.

CONSENT ITEMS

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 for the Spring semester of 2015.

D. Financial (None)

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

   AYES: Block, Jennings, Zumdahl, Musser, Gallagher, Shockey, Buss
   NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic

   1. Approval to Confer Honorary Degree on Patrick Beckman

      Dr. Jennings moved and Ms. Zumdahl seconded the motion to confer an honorary degree on Mr. Patrick Beckman at the May 16, 2015 commencement ceremonies. The roll call on the motion was as follows:

         AYES: Jennings, Zumdahl, Musser, Gallagher, Shockey, Block, Buss
         NAYS: None

      Whereupon the Chairperson declared the motion carried.

   2. Authorization to Enter Into Dual Credit Agreements with Area High Schools and Career Centers for the 2015 – 2016 Academic Year

      Ms. Zumdahl moved and Mr. Musser seconded the motion to authorize Mr. Tim Hood, Executive Vice President, to enter into dual credit agreements with the following area high schools and career centers for the 2015 – 2016 academic year: Aquin, Dakota, East Dubuque, Eastland, Forrestville Valley,
Freeport, Galena, Jo Daviess Carroll Area Vocational Center, Lena-Winslow, Milledgeville, Orangeville, Oregon, Pearl City, Pecatonica, River Ridge, Scales Mound, Stillman Valley, Stockton, Warren, West Carroll, and Whiteside Area Career Center. The roll call on the motion was as follows:

AYES: Zumdahl, Musser, Gallagher, Shockey, Block, Jennings, Buss
NAYS: None

Whereupon the Chairperson declared the motion carried.

B. Administration

1. Second Reading – Revised Policy 4.001: Job Descriptions
Dr. Jennings moved and Mr. Shockey seconded the motion to approve for second reading revised policy 4.001 Job Descriptions, as presented. The policy is included in Chapter IV, Personnel, of the Policy Manual. The roll call on the motion was as follows:

AYES: Musser, Gallagher, Shockey, Block, Jennings, Zumdahl, Buss
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Second Reading – Revised Policy 5.131: Smoking and Tobacco
Ms. Zumdahl moved and Mr. Musser seconded the motion to approve for second reading revised policy 5.131 Smoking and Tobacco, as presented. The policy is included in Chapter V, Finance and Facilities, of the Policy Manual. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Block, Jennings, Zumdahl, Musser, Buss
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Intergovernmental Agreement by and Between the Illinois Office of the Comptroller and Highland Community College for Access to the Local Debt Recovery Program
Dr. Jennings moved and Ms. Zumdahl seconded the motion to approve the intergovernmental agreement between the Illinois Comptroller’s Office and Highland Community College, as presented, to provide Highland access to the Local Debt Recovery Program. The roll call on the motion was as follows:
AYES: Shockey, Block, Jennings, Zumdahl, Musser, Gallagher, Buss
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. 2015 – 2018 Calendar
Mr. Musser moved and Mr. Shockey seconded the motion to approve the 2015 – 2018 calendar. The roll call on the motion was as follows:

AYES: Block, Jennings, Zumdahl, Musser, Gallagher, Shockey, Buss
NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Revised Job Description: Student Information Specialist
Mr. Shockey moved and Ms. Zumdahl seconded the motion to approve the revised job description for Student Information Specialist, as presented. No change is being recommended to the placement of the position on the Highland Salary Range Table. The roll call on the motion was as follows:

AYES: Jennings, Zumdahl, Musser, Gallagher, Shockey, Block, Buss
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Appointment: Coordinator, Career Services
Mr. Musser moved and Mrs. Gallagher seconded the motion to approve the appointment of Ms. Suzanne Miller as full-time Coordinator, Career Services in the Student Services division beginning April 8, 2015, at an annual FY’15 salary of $51,000, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY’15 budget. This appointment will fill the position that became available due to the resignation of Mr. Dana Zimmerman. The roll call on the motion was as follows:

AYES: Zumdahl, Musser, Gallagher, Shockey, Block, Jennings, Buss
NAYS: None

Whereupon the Chairperson declared the motion carried.
D. Financial

1. Lease Agreement Between Highland Community College and the Family YMCA of Northwest Illinois for the Childcare and Training Center
Dr. Jennings moved and Ms. Zumdahl seconded the motion to approve the lease agreement with the Family YMCA of Northwest Illinois, as presented, for the Child Care and Training Center at a rate of $4,800 for the period of January 1, 2015 through June 30, 2015; $9,780 for the period of July 1, 2015 through June 30, 2016; $9,960 for the period of July 1, 2016 through June 30, 2017; $10,140 for the period of July 1, 2017 through June 30, 2018; and $10,320 for the period of July 1, 2015 through June 30, 2019. The Board further authorizes the College Executive Vice President to execute the agreement by appropriate signature. The roll call on the motion was as follows:

AYES: Musser, Gallagher, Shockey, Block, Jennings, Zumdahl, Buss
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Acceptance of Bid: CNC Equipment – Lathe and Mill with Simulators
Mr. Shockey moved and Mrs. Gallagher seconded the motion to approve the bid, as presented, from Haas Factory Outlet of Elk Grove Village, IL in the amount of $113,645 for CNC equipment. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Block, Jennings, Zumdahl, Musser, Buss
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Approval of Contract: Payment Card Audit/Payment Card Industry (PCI) Compliance
Dr. Jennings moved and Mr. Shockey seconded the motion to approve the contract with Plante & Moran, PLCC for professional services used for auditing the College’s current credit card processing environment and to guide the College in obtaining Payment Card Industry (PCI) compliance, for a one-time cost not to exceed $15,900. This cost is within the annual budget and is included in the College’s risk management plan. The roll call on the motion was as follows:

AYES: Shockey, Block, Jennings, Zumdahl, Musser, Gallagher, Buss
NAYS: None

Whereupon the Chairperson declared the motion carried.
4. 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 payments or transfers of funds for
the March 2015 bills in the amount of $854,071.70, Automated Clearing House
(ACH) debits W000315 amounting to $46,917.89, Other Debits D0000041
amounting to $39.91, and Electronic Refunds of $275,003.81 with 8 adjustments
of $4,399.51, such warrants amounting to $1,171,633.80. Transfers of funds for
payroll amounted to $552,263.93. The roll call on the motion was as follows:

AYES: Block, Jennings, Zumdahl, Musser, Gallagher, Shockey, Buss
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 has received new equalized assessed valuation (EAV) numbers
from the four counties. Carroll County’s EAV went up six percent, while the other three
counties were down one to two percent, resulting in an overall flat EAV. Ms. Janssen had
budgeted for a one to two percent decrease, so this will help the FY’15 and FY’16 budgets.

Student Senate
There was no report.

Audit Committee
Mrs. Gallagher reported that the Audit Committee will meet following the June retreat.

ICCTA Representative
In Mr. Endress’ absence, Mrs. Gallagher reported that ICCTA has sent out information on Lobby
Day, as well as information on proposed legislation.

ACCT Central Region Representative
Mrs. Gallagher encouraged trustees to look at the “Advocacy” page on the ACCT website
www.ACCT.org for a letter that Mr. Noah Brown, President and CEO of ACCT, wrote in
collaboration with AACC. She also encouraged trustees to look at the E-Alerts that
Mr. Jee Hang Lee of ACCT sends out. The search window on the ACCT website now allows
trustees to find information on the Ambassador program. The ACCT Board was given a book
titled Advantages of a Job-Driven Economy, which emphasizes how businesses and higher
education work together and need to work together.

Board Chair
There was no report.
Administration
Mr. Hood reported that an open house event will be held on May 12 from 5:00 to 7:00 p.m. This is scheduled before graduation, while faculty are still here and can represent their programs, and high school students and others are deciding where to go to college. Mr. Hood believes the return on investment from the event will be substantial.

Ms. Gerber reported that Ms. Buss, Ms. McKenna Reed, and other students are going to Springfield for Lobby Day tomorrow. The High School Servant Leadership program held its year-end event this past Sunday. The program brought a lot of people to campus for the Hearts and Hands for Hunger meal-packing event that might not otherwise have an opportunity to be on campus. Mr. Block attended the program’s year-end event this past Sunday and reported that it was a great program that included recognition of Dr. Kanosky for his support of the program.

OLD BUSINESS
There was no old business.

CLOSED SESSION
Ms. Zumdahl 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: Jennings, Zumdahl, Musser, Gallagher, Shockey, Block, Buss
    NAYS: None

At 5:18 p.m., the Chairperson declared the motion carried and a 10-minute recess.

At 5:28 p.m., the Chairperson resumed the meeting and declared the meeting in Closed Session.

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

    AYES: Zumdahl, Musser, Gallagher, Shockey, Block, Jennings, Buss
    NAYS: None

At 6:15 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 announced that she received word from Dr. Joe Kanosky, who is in Springfield, that Mr. Jim Endress was re-elected ICCTA Treasurer earlier this afternoon.

DATES OF IMPORTANCE

The Highland Alumni Association and HCC Foundation will co-sponsor a Rise ‘n Shine breakfast on Wednesday, May 6. Honors Convocation is scheduled for Thursday, May 14, 2015 at 7:00 p.m. in the theatre located in the Ferguson Fine Arts Center, and commencement will be held on Saturday, May 16, 2015. The next regular Board meeting will be held on Tuesday, May 19, 2015 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 3, 2015 at 8:30 a.m. in room H-206 in the Student/Conference Center.

ADJOURNMENT

Mr. Musser moved and Mr. Shockey seconded the motion to adjourn the meeting. At 6:17 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