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 4:01 p.m. on May 19, 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. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Ms. Whittney Zumdahl, Mr. Blake Musser, and Ms. Alexa Buss

The following members were absent: None

Also present: Dr. Joe Kanosky, President and CEO (departed 5:18 p.m.; returned 5:52 p.m.); Mr. Tim Hood, Executive Vice President (departed 5:18 p.m.; returned 5:52 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 5:18 p.m.; returned 5:52 p.m.); Ms. Liz Gerber, Vice President, Student Development and Support Services (departed 5:18 p.m.; returned 5:52 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (departed 5:18 p.m.; returned 5:52 p.m.); Mr. Jim Berberet, Executive Director, HCC Foundation (departed 5:18 p.m.); Ms. Suzanne Miller, Coordinator, Career Services (departed 4:18 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 5:00 p.m.); Ms. Melissa Entzminger, Forensics Coach (departed 4:18 p.m.); Ms. Sidney Finkenbinder, Forensics Team Member (departed 4:18 p.m.); Ms. Tracy Wuebben, Forensics Team Member (departed 4:18 p.m.); Mr. Jim Palmer, Faculty (arrived 4:34 p.m.; departed 5:45 p.m.); Ms. Kevyn-Ann Sutter, Forensics Team Member (departed 4:18 p.m.); Mr. Pete Willging, Director, Marketing and Community Relations (departed 5:18 p.m.); Mr. Steve Mihina, Faculty (departed 5:18 p.m.; returned 6:47 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF MINUTES

Dr. Jennings moved and Mr. Musser seconded the motion to approve the minutes of the April 23, 2015 special meeting and the April 28, 2015 regular meeting, as presented. The vote being unanimous, the motion carried.

APPROVAL OF AGENDA

Mr. Endress moved and Mrs. Gallagher seconded the motion to approve the agenda, as presented. The vote being unanimous, the motion carried.
PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Ms. Gerber introduced Ms. Suzanne Miller, Coordinator, Career Services.

RECOGNITION OF FORENSICS TEAM

Mr. Hood introduced Ms. Melissa Entzminger, Forensics coach, and the Forensics team, noting that they had an extraordinary season. Ms. Entzminger informed the Board that a couple of the team members received tuition waivers, and she has higher expectations of those students because of the assistance they receive from the College. The students must meet with Ms. Entzminger twice per week and practice three hours on their own to perfect their presentations. This year the team earned 18 trophies, including four champions, one of which was a state champion won by Ms. Kevyn-Ann Sutter. Ms. Sutter, Ms. Tracy Wuebben, and Ms. Sidney Finkenbinder expressed their appreciation to the Board for the opportunities provided to them, and Ms. Finkenbinder and Ms. Sutter each performed a portion of one of their award-winning presentations.

FOUNDATION REPORT

Mr. Jim Berberet presented the monthly Foundation report. He reported that the Major Gifts Campaign has raised $4.011 million, with $289,000 raised since July 1, 2014. The Double Play 2015 campaign has raised $23,700 with a match pool of $50,000. Overall, $1.34 million has been raised since July 1, 2014. The gift agreement for the Hospitality program has been signed with the Swift Hospitality Group. Over the last two fiscal years, $36,000 has been donated to the program, including a grant from Carlson Hotel Group. The Foundation staff participated in the open house held last week to feature Highland’s programs, and the Foundation was able to underwrite the tuition waivers and grand prize for the event. The annual Leadership Golf outing is scheduled for June 1 with a portion of the net proceeds going to the leadership programs in Jo Daviess and Stephenson Counties. Shindig V will be held on August 15 with a “Woodstock” theme. The event will take place on 70 acres just south of Krape Park in Freeport. Mr. Berberet reported that he recently spoke with Mr. Jeremy Monigold, who had personally purchased a 3D printer for use at the College, and Mr. Berberet believes the Foundation can find financial support to purchase one for the College. Mrs. Gallagher noted that she attended the Galena honors night event and learned that millions of dollars are given to students going to four-year universities. She stated that even a bar in New Diggings provided a scholarship at the event. Mr. Berberet reported that the mayors of Hanover and Elizabeth have combined to provide a scholarship for a River Ridge student who will be attending Highland.

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 for the Spring semester of 2015.

D. Financial (None)

Mr. Musser 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, Block, Endress, Jennings, Zumdahl, Musser, Gallagher, Buss  
**NAYS:** None

Whereupon the Chairperson declared the motion carried.

**MAIN MOTIONS**

A. **Academic (None)**

B. **Administration (None)**

C. Personnel

1. **Revised Job Description: Coordinator, Early Childhood Education**
   Mr. Shockey moved and Mr. Endress seconded the motion to approve the revised job description for Coordinator, Early Childhood Education, as presented. No change is being recommended to the placement on the Highland Salary Range Table. This is an exempt professional position. The roll call on the motion was as follows:

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

   Whereupon the Chairperson declared the motion carried.

2. **Revised Job Description: Dean, Humanities, Social Sciences, and Fine Arts**
   Ms. Zumdahl moved and Dr. Jennings seconded the motion to approve the revised job description, as presented, for the Dean, Humanities, Social Sciences, and Fine Arts. The roll call on the motion was as follows:
AYES: Endress, Jennings, Zumdahl, Musser, Gallagher, Shockey, Block, Buss
NAYS: None

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Sports Center Solar Heat System Repairs
Dr. Jennings moved and Mr. Musser seconded the motion to approve the use of Agency funds for the expense of repairing the solar heat system at the YMCA.

Ms. Janssen noted that this expense will be split 65%/35% for this project only. Mr. Block asked if anything was discussed regarding why this happened or if there was any discussion of installing a warning light, and Ms. Janssen reported that she is unsure, but noted that Mr. Kurt Simpson and Mr. Tom Bruehler worked extensively on the project. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Payment of Bills and Agency Fund Report
Ms. Zumdahl moved and Mr. Shockey seconded the motion authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the April 2015 bills in the amount of $665,928.31, Automated Clearing House (ACH) debits W0000316 through W0000318 amounting to $136,870.23, Other Debits D0000042 amounting to $72.89, and Electronic Refunds of $46,009.75 with 9 adjustments of $2,500.33, such warrants amounting to $846,380.85. Transfers of funds for payroll amounted to $839,226.10. The roll call on the motion was as follows:

AYES: Zumdahl, Musser, Gallagher, Shockey, Block, Endress, Jennings, 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 included the new equalized assessed valuation (EAV) numbers from the four counties in her report, which had been requested by Mrs. Gallagher last month.

Enrollment
Mr. Pete Willging presented this month’s enrollment report on web-based marketing. He explained that the College has been using fewer traditional forms of marketing and has moved more toward using Facebook, Twitter, Instagram, Google, YouTube, and Propel Marketing, noting that 52 percent of the population are active Facebook users. He provided an overview of some of the digital marketing strategies the College has been using including social media marketing, digital display ad placement, retargeted display ad placement, and search engine marketing and optimization.

Student Senate
Ms. Buss reported that Student Senate and Student Activities co-sponsored a picnic the week before graduation. Funds raised during the picnic will be used for the Student Emergency Fund. Student Senate also held their last meeting of the semester last Thursday at Cimino’s in Freeport.

Audit Committee
Mrs. Gallagher reported that the Audit Committee will meet following the June 3 retreat.

ICCTA Representative
Mr. Endress reported that the ICCTA Executive Committee will meet via conference call later this week. He has been nominated for ICCTA Treasurer and the election will take place at the ICCTA annual meeting in Schaumburg. During the annual meeting, Mr. Endress, Dr. Kanosky, and Mr. Rob Urish will be recognized.

ACCT Central Region Representative
Mrs. Gallagher referred to her written report in trustees’ folders. She noted that the ACCT Board will meet via conference call this Thursday and will preview the ACCT Board’s summer retreat where Former Undersecretary of Education Ms. Martha Kantor and current Undersecretary of Education Mr. Ted Mitchell are scheduled to speak. The President and CEO of TIAA-CREF will be the keynote speaker at ACCT’s Annual Leadership Congress in San Diego this Fall.

Board Chair
Mr. Block reported that the Health Insurance Task Force concluded its work for the current year. This was a very rewarding experience, and the task force accomplished a lot. Mr. Block also reported that he is a member of the Northwest Illinois Development Alliance’s Workforce Development Team, which is part of their three-year growth strategy. Other Highland employees are also involved on various committees including Ms. Janssen, Ms. Gerber, Mr. Scott Anderson, and Ms. Suzanne Miller.

Administration
Ms. Gerber reported that graduation went very well despite the weather. She thanked
Mr. Willging, Mr. Jeremy Bradt, and their respective staffs for leading the efforts. Approximately 1,200 people attended the event, which is about 200 less than when the event is held outdoors. There is a lot of activity in Student Services right now. QuickStart events with area high schools have been ongoing, and hundreds of high school students are testing in preparation for next year’s dual credit classes. An additional Express Registration event will be held in late June this year, as well as the regularly scheduled July date. Dr. Jennings reported that he attended Pecatonica High School’s graduation and they had a salutatorian and valedictorian from the CollegeNOW students, as well as one each selected from the traditional graduates. Dr. Kanosky reported that he was on the Durand stage to shake hands with the Durand CollegeNOW graduates during Durand High School’s graduation on Sunday. CollegeNOW students have had a direct impact on increased enrollments experienced in the College’s science classes. Ms. Gerber reported that many of the CollegeNOW students would not come here if it were not for the agreement since these students are heavily sought out by other educational institutions.

Mr. Hood reported that the energy in the room at the open house last week was great. All Vice Presidents, Deans, and many faculty attended the event. The event was well-covered by local media thanks to Mr. Willging. Nearly 150 people passed through the doors and many more were exposed to the event through the media. As a result, half of the seats in all new Criminal Justice programs are full, which is incredible at this point in the year. An academic team retreat was held yesterday, which provided uninterrupted time for strategizing. There was much excitement during the retreat when discussing possible new programs. One consideration is a phlebotomy program for next year, and there may be five more new programs in the 2016 – 2017 academic year without hiring new people. Mrs. Gallagher stated that she would be interested to know about grants that faculty and staff may have written, whether the grants were funded or not. Mr. Hood reported that faculty in Business and Technology do a phenomenal job of getting information out and searching for grants. He also reminded trustees that the HCC Foundation works in concert with the College and underwrote the open house event, including the scholarships and waivers, which have big returns. Mr. Hood concluded his remarks by announcing that Mr. Todd Vacek had a student who was awarded a $5,000 scholarship from an industry foundation. The scholarship will be formally presented later this week.

Dr. Kanosky announced that he and his wife, Jennifer, have started the Joe and Jennifer Kanosky Student Trustee Scholarship, which will provide $500 per semester for the Student Trustee. He noted that Student Trustees have a lot of additional work as a result of the position, and the scholarship will help recognize that. He also reported that, as the legislative year winds down, it will take a supermajority for bills to be approved in the House and Senate. Something will happen with pension reform but probably not until late in the year. If the cost of pensions is pushed back to the College, it will need to come from the College’s Operating Fund. Mr. Block stated that Dr. Kanosky’s role with Presidents’ Council, Mr. Endress’ role with ICCTA, and Mrs. Gallagher’s role with ACCT help the College stay abreast of legislative issues, such as this.

OLD BUSINESS

There was no old business.
At 5:18 p.m., the Chairperson declared a recess; the meeting resumed at 5:23 p.m.

**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:**  Musser, Gallagher, Shockey, Block, Endress, Jennings, Zumdahl, Buss  
**NAYS:**  None  

At 5:25 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 6:47 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. **Appointment: Executive Vice President**  
   Mr. Shockey moved and Mr. Endress seconded the motion to approve the appointment of Ms. Christina Kuberski as full-time Executive Vice President for a two-year contract beginning July 6, 2015, at an annual FY’16 salary of $127,000, plus appropriate fringe benefits and a moving expense allowance of up to $5,000. This is a full-time exempt, administrative position and is within the FY’16 budget. This appointment will fill the position that becomes available due to the promotion of Mr. Tim Hood to President and CEO effective July 1, 2015. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.
B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives

1. Memorandum of Understanding with Highland Community College Faculty Senate Local 1957
Dr. Jennings moved and Ms. Zumdahl seconded the motion to approve the Memorandum of Understanding with Highland Community College Faculty Senate Local 1957, as presented, extending the collective bargaining agreement through August 10, 2016. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

NEW BUSINESS

Ms. Grimes suggested that a good time to take the annual Board photo might be during a break at the Board retreat on June 3, 2015, and that works for all. Mr. Block asked that agenda items for the retreat be forwarded to Ms. Grimes.

DATES OF IMPORTANCE

The next regular Board meeting will be held on Tuesday, June 16, 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

Dr. Jennings moved and Mr. Musser 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,

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