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 3:06 p.m. on May 27, 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: Mr. David Shockey (arrived 3:06 p.m.), Mr. Rob Urish, Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, and Ms. McKenna Reed

The following members were absent: Mrs. Diane Gallagher and Ms. Whittney Zumdahl

Also present: Dr. Joe Kanosky, President; Mr. Tim Hood, Vice President, Academic Services (departed 4:26 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 4:26 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources; Ms. Liz Gerber, Associate Vice President, Student Services (departed 4:26 p.m.); Mr. Jeremy Sharp, The Journal Standard (departed 4:06 p.m.; returned 4:36 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 4:06 p.m.); Mr. Jim Berberet, Executive Director, HCC Foundation (departed 4:06 p.m.); Ms. Sarah Goeke, Director, Columbia College – Freeport Campus (departed 4:06 p.m.); Mr. Brad Hart, Big Radio (arrived 4:37 p.m.); Mr. Kurt Simpson, Director, Physical Plant & Maintenance (departed 4:06 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 4:06 p.m.; returned 4:36 p.m.); Mr. Jim Yeager, Faculty (departed 4:06 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Endress moved and Dr. Jennings seconded the motion to approve the minutes of the April 15, 2014, special meeting and regular meeting, the April 21, 2014, special meeting, and the April 28, 2014, special meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.
INTRODUCTIONS

Mr. Pete Willging introduced Mr. Jeremy Sharp, a new reporter for The Journal-Standard.

FOUNDATION REPORT

Mr. Jim Berberet presented the Foundation report. He reported that cash and pledges to the Major Gift Campaign currently stand at $3,747,849, up a little from last month. So far, $1,255,318 has been raised during fiscal year 2014, with approximately $3.4 million left to be raised. All gifts received year-to-date stand at $2,058,162 and include all donations from 647 donors. The 2014 Double Play campaign stands at $3,650, with targeted appeal letters going out soon. Donations to the Double Play campaign since its inception in May 2013 currently stand at $177,859. The Foundation’s 18th annual Leadership Golf Outing is scheduled for Monday, June 2, at the Freeport Country Club. Currently 88 golfers are registered for the event. In addition, there is one gold sponsor, nine silver sponsors and one bronze sponsor, as well as two big beverage bucket sponsors, two dessert sponsors, a heavy hors d’oeuvres sponsor, a luncheon sponsor, and a sponsor of the golf balls. Some of the net proceeds from the event will be given to the College for scholarships for the Leadership Institute and Leadership Forum. Mr. Berberet relayed that letters were sent to approximately 1,360 students who applied for scholarships. He also reported that some of Highland’s Graphic Design students are working on a web page for the Foundation, which will identify donors who have provided scholarships for students through the Foundation. The Foundation held a successful Alumni Roundup at Sievert’s Steak ‘n Stuff in Mt. Carroll on April 23, and the Foundation and Alumni Association co-hosted the Freeport Area Chamber of Commerce’s Rise ‘n Shine breakfast on May 7. Presentations have been given to the Savanna Rotary and the Warren and Stockton Lions Clubs, and there have been meetings with business and civic leaders in Savanna and Galena. The Foundation staff have also worked with key contacts at Lake Carroll in an effort to develop more relationships in that area. The next “Lunch with the President” will be held in Galena on June 24, 2014, at Eagle Ridge Inn.

Mr. Berberet concluded his remarks by reminding trustees of Shindig IV, which will be held on Saturday, August 16, at the home of Rocky and Dawn Zuberbuhler. The theme of the event is Country Fair.

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

    AYES: Shockey, Urish, Block, Endress, Jennings, Reed
    NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. **Endorsement of the Conferring of Honorary Degrees**
   Mr. Endress moved and Dr. Jennings seconded the motion formally endorsing the honorary degrees that were conferred on Mr. Delbert Scheider at the May 17, 2014, commencement ceremonies and Mr. Harold Holzer, Lincoln scholar, at the May 14, 2011, commencement ceremonies. The roll call on the motion was as follows:

    AYES: Urish, Block, Endress, Jennings, Shockey, Reed
    NAYS: None

Whereupon the Chairperson declared the motion carried.

2. **First Reading – Revised Policy 4.01: Basic Principles of Employee Participation in Policymaking**
   Dr. Jennings moved and Mr. Shockey seconded the motion to approve for first reading revised policy 4.01 Basic Principals of Employee Participation, as presented. The policy is included in Chapter IV, Personnel, of the Policy Manual. The roll call on the motion was as follows:

    AYES: Block, Endress, Jennings, Shockey, Urish, Reed
    NAYS: None

Whereupon the Chairperson declared the motion carried.

3. **Second Reading – Revised Policy 4.097: Overtime**
   Mr. Urish moved and Mr. Endress seconded the motion to approve for second 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: Endress, Jennings, Shockey, Urish, Block, Reed
    NAYS: None
Whereupon the Chairperson declared the motion carried.

4. **Second Reading – Revised Policy 4.12: Leave, Sick – Administrative/Professional/Classified Employees**
Mr. Endress moved and Mr. Urish seconded the motion to approve for second 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: Jennings, Shockey, Urish, Block, Endress, Reed
    NAYS: None

Whereupon the Chairperson declared the motion carried.

5. **Second Reading – Revised Policy 4.16: Leave, Personal Days**
Mr. Endress moved and Mr. Urish seconded the motion to approve for second 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: Shockey, Urish, Block, Endress, Jennings, Reed
    NAYS: None

Whereupon the Chairperson declared the motion carried.

C. **Personnel**

1. **Appointment: Adjunct Accounting Instructor**
Mr. Urish moved and Mr. Shockey seconded the motion to approve the appointment of Ms. Jennifer Alderman as an Adjunct Accounting Instructor in the Business and Technology division beginning August 14, 2014, at a prorated FY’15 salary of $47,566, plus appropriate fringe benefits. Fall 2014 and Spring 2015 semester salaries will be figured when semester contact hours are known. This salary is based on the FY’15 full-time faculty salary schedule. Dr. Jennings stated that he believes that Ms. Alderman should be encouraged to complete her master’s degree. Dr. Kanosky also clarified that an adjunct instructor may teach up to 13 contact hours. The roll call on the motion was as follows:

    AYES: Urish, Block, Endress, Jennings, Shockey, Reed
    NAYS: None

Whereupon the Chairperson declared the motion carried.
2. **Appointment: Agriculture Instructor**
Dr. Jennings moved and Mr. Urish seconded the motion to approve the appointment of Mr. Justin Ebert as full-time Agriculture Instructor in the Business and Technology division beginning August 14, 2014, at an FY’15 salary of $80,611, plus appropriate fringe benefits. The salary is based on the FY’15 salary schedule and is within the FY’15 budget. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Shockey, Urish, Reed
NAYS: None

Whereupon the Chairperson declared the motion carried.

D. **Financial**

1. **Approval of Statement of Final Completion of State and Locally Funded Projects – Greenhouse Project**
Mr. Shockey moved and Mr. Endress seconded the motion to approve the Statement of Final Completion of State and Locally Funded Projects for one project completed during 2012, the Greenhouse Project. The roll call on the motion was as follows:

AYES: Endress, Jennings, Shockey, Urish, Block, Reed
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. **Approval of Statement of Final Construction Compliance – Campus-wide Phone System Replacement Project**
Mr. Urish moved and Mr. Endress seconded the motion to approve the Statement of Final Construction Compliance for one project completed during 2012, the Campus-wide Phone System Replacement Project. Mr. Block requested that the name of the project be included in the recommendation in the future, and Mr. Kurt Simpson stated that he will add that information to future items. The roll call on the motion was as follows:

AYES: Jennings, Shockey, Urish, Block, Endress, Reed
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. **Acceptance of Proposal for Protection, Health or Safety Project – NFPA 70E Arc Flash Standard Compliance**
Mr. Urish moved and Mr. Endress seconded the motion to authorize acceptance of the Base Proposal for NFPA 70E Arc Flash Compliance from Eaton Corporation in the amount of $48,977.00, and the Alternate Proposal for Thermography Scan
in the amount of $4,140 per day not to exceed three (3) days for a sum of $12,420, bringing the total proposal to $61,397.00. This proposal is within the approved budget for the project. The roll call on the motion was as follows:

AYES: Shockey, Urish, Block, Endress, Jennings, Reed
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. Sports Center Men’s Locker Room Repairs
Mr. Endress moved and Mr. Urish seconded the motion to approve the use of Agency funds for the expense of replacing urinals in the men’s locker room at the YMCA. Funds for this purpose are available through the shared Agency fund. The roll call on the motion was as follows:

AYES: Urish, Block, Endress, Jennings, Shockey, Reed
NAYS: None

Whereupon the Chairperson declared the motion carried.

5. Payment of Bills and Agency Fund Report
Mr. Shockey moved and Mr. Urish seconded the motion authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for April 2014 bills in the amount of $544,124.76, Automated Clearing House (ACH) debits W0000265 through W0000268 amounting to $140,697.42, Other Debits D0000020 through D0000021 amounting to $191.28 and Electronic Refunds of $60,378.80 with 10 adjustments of $6,126.47, such warrants amounting to $739,265.79. Transfers of funds for payroll amounted to $572,572.53. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Shockey, Urish, Reed
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 requested feedback on the new format for the Treasurer’s Report narrative, and Dr. Jennings indicated that he liked the new format.

Student Trustee
Ms. Reed reported that Student Senate is finalizing the student discount card project. Plans are underway for members of Student Senate to attend the American Student Government Association conference this Fall. Graduation went well and the graduates’ picnic was a success, with the money raised from the karaoke and dunk tank events being donated to the family of
Melissa Nickel, who recently passed away. Ms. Reed reported that Mr. Pete Willging and Mr. Steve Mihina were the recipients of this year’s Student Senate awards. Student Senate cosponsored the recent blood drive on campus.

Audit Committee
The Audit Committee will meet on Wednesday, June 4, 2014, at 2:00 p.m.

ICCTA Representative
Mr. Endress encouraged trustees to attend ACCT’s Governance Institute for Student Success (GISS), which will be held during ICCTA’s annual convention in Springfield. Trustees who wish to attend the GISS are asked to let Ms. Grimes know so reservations may be made.

ACCT Central Region Representative
There was no report.

Board Chair
Mr. Block reported that the Northwest Illinois Development Alliance (NIDA) Board discussed the employment opportunities available to students in the Wind Tech program in areas other than wind technology and the possibility of rebranding the program. They also discussed the fact that there is room for additional students in the program. Dr. Kanosky stated that it is difficult to rebrand the program without losing its identity. Mr. Block stated that there was a very well done article on the Wind Tech program in the recent issue of CollegeFocus. Mr. Willging stated that he sought out approval to send CollegeFocus to Monroe, Wisconsin residents in an effort to recruit students to the program from that area. Dr. Jennings also suggested that a map be developed of where the Wind Tech students come from rather than where they are now working, since some students may not want to relocate out of state. This may have a negative impact on recruitment of students into the program if they do not wish to relocate. Mr. Block also stated that parents liked the new format for Honors Convocation, and it was a great program. Graduation went very well and there were a lot of good comments on the event. Mr. Block concluded his remarks by stating that NIDA has also discussed the MetLife situation.

Administration
Ms. Gerber reported that she has attended meetings with Workforce Investment Board representatives and Ms. Sarah Goeke of Columbia College to develop services that can be offered to MetLife employees who will be losing their jobs. They are also looking at the list of approved programs for Workforce Investment Act (WIA) funding. Ms. Gerber reported that around 40 percent of the MetLife employees have some college, with 25 percent having no college credits at all. This may mean that we have some potential for getting additional students from MetLife. There is also a high percentage of MetLife employees whose jobs are the only source of household income. Ms. Gerber will continue to stay in close contact with the WIB representatives. Dr. Kanosky announced that 180 employees will be able to work from home. Employees will be eligible for up to $10,000 to go back to school if they qualify for WIA funding. Rock Valley College, Rock River Training, and the Dislocated Worker Center are also helping with the MetLife situation. Mr. Block noted that there is also a new “agriculture” venture at Mill Race Crossing.
Ms. Ferguson announced that Ms. Christie Lewis, Coordinator of Staff Development and HRIS, is working on development of an on-line enrollment tool, which will be tested on on-line flexible spending enrollment. Paper enrollment forms will also be offered.

Ms. Janssen reported that she and Dr. Kanosky did the periodic audit of the security camera use, as required. There is lots of information coming out about the State budget. Under the “flat funding” scenario, Highland would receive approximately $131,000 less in Equalization funding than last year because the suburban colleges are now eligible for equalization.

Mr. Hood reported that over 47 agricultural leaders attended the recent open forum held on campus. There was a lengthy discussion during the forum which resulted in no less than 100 ideas of potential agricultural opportunities. Mr. Hood plans to have a similar meeting with advanced manufacturing leaders and will make the opportunity available to two trustees. Mr. Hood concluded his presentation by reporting that the Faculty Senate and deans have helped develop a list of new programs or opportunities the College could pursue.

Dr. Kanosky reported that the Northwest Special Education Cooperative will move to the location previously utilized for HCC West the last 10 years. The College may sell the equipment that we do not have a need for back on campus.

**OLD BUSINESS**

There was no old business.

At 4:05 p.m., the Chairperson declared a recess; the meeting resumed at 4:13 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; 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:** Endress, Jennings, Shockey, Urish, Block, Reed
- **NAYS:** None

At 4:14 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

- **AYES:** Jennings, Shockey, Urish, Block, Endress, Reed
- **NAYS:** None
At 4:35 p.m., the Chairperson declared the motion carried and the Closed Session ended.

**ACTION, IF NECESSARY**

Mr. Urish moved and Mr. Endress seconded the motion to approve an amendment to the contract for President Joe M. Kanosky to increase the amount paid by the Board on behalf of the President toward a tax-sheltered annuity under Section 403(b) of the Internal Revenue Code in a company of the College President’s choice, increasing the contribution amount to $14,500 effective FY’14 and $15,144 effective FY’15. The roll call on the motion was as follows:

**AYES:** Shockey, Urish, Block, Endress, Jennings, Reed

**NAYS:** None

Whereupon the Chairperson declared the motion carried.

**NEW BUSINESS**

Ms. Grimes will contact Mrs. Gallagher and Ms. Zumdahl to explore the possibility of moving the start time of the June 4, 2014, Board retreat to 7:30 a.m. She will also contact Western Illinois University about moving the public signing of the Linkages agreement to 3:00 p.m. The Audit Committee of the Board would then begin at 4:00 p.m.

**DATES OF IMPORTANCE**

The next regular meeting of the Highland Community College Board of Trustees will be held on Tuesday, June 17, 2014, at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center. The signing of the Linkages agreement with Western Illinois University and the Audit Committee meeting will be held the afternoon of June 4, 2014.

**ADJOURNMENT**

Dr. Jennings moved and Mr. Endress seconded the motion to adjourn the meeting. At 4:46 p.m., there being no further business, the Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,

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