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 4:02 p.m. on June 16, 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, Mr. Blake Musser, and Ms. Alexa Buss

The following members were absent: Ms. Whittney Zumdahl

Also present: Dr. Joe Kanosky, President and CEO (departed 5:42 p.m.; returned 6:08 p.m.); Mr. Tim Hood, Executive Vice President (departed 5:42 p.m.; returned 6:08 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 5:42 p.m.; returned 6:08 p.m.); Ms. Liz Gerber, Vice President, Student Development and Support Services (departed 5:42 p.m.; returned 6:08 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (departed 5:42 p.m.; returned 6:08 p.m.); Mr. Jim Berberet, Executive Director, HCC Foundation (departed 5:37 p.m.); Mr. Scott Anderson, Dean, Business & Technology (departed 4:18 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 5:07 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 5:19 p.m.); Dr. Brendan Dutmer, Faculty (departed 5:37 p.m.); Mr. Steve Mihina, Faculty (departed 5:37 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:37 p.m.; returned 6:08 p.m.); Ms. Karen Patterson, The Journal-Standard (arrived 5:07 p.m.; departed 5:37 p.m.; returned 6:08 p.m.); Mr. Brad Hart, Big Radio (arrived 5:30 p.m.; departed 5:37 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF MINUTES

Mr. Endress moved and Mrs. Gallagher seconded the motion to approve the minutes of the May 19, 2015, regular meeting, as presented. The vote being unanimous, the motion carried.

APPROVAL OF AGENDA

Mr. Shockey 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 Double Play 2015 campaign has raised $28,500, with a match pool of $50,000. Overall, $1.44 million has been raised this fiscal year. Dr. Kanosky and Ms. Kim Rampenthal have met with several prospects and secured some generous donations. There have been 14 "asks," and eight of those have committed to donating a total of $117,500. Three of the remaining "asks" still look promising. Most of the gifts are to support the ag program, scholarships, hospitality, and nursing accreditation. Citizens State Bank has also made a three-year commitment to support the purchase of a drone that will be used by the ag program for crop and land surveillance, as well as some iPads to be used with the drone. Dr. Kanosky, Mr. Berberet, and Ms. Rampenthal have several additional calls to make. The Leadership Golf Outing, which was held on June 1, had a record number of golfers and sponsors. Funds from the event support scholarships for the Leadership Institute and Jo Daviess Leadership Forum. Mr. Hood and Mr. Berberet taped a radio interview yesterday for Big Radio’s “Talk of the Town,” which will air over the lunch hour on Monday, June 22, on WFRL-AM. Mr. Berberet concluded his report by reminding trustees of Shindig V: Woodstock, which will be held on Saturday, August 15, at Mr. Woody Burt’s South Park Farm near Krape Park in Freeport.

CONSENT ITEM

A. Academic (None)

B. Administration

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 Summer semester of 2015.

C. Personnel (None)

D. Financial

1. Prevailing Rate of Wages

Recommendation: That the Board of Trustees adopts the Resolution, as presented, regarding the prevailing rate of wages.

Mr. Endress moved and Dr. Jennings seconded the motion to approve the consent items, as presented.

AYES: Shockey, Block, Endress, Jennings, Musser, Gallagher, Buss
NAYS: None
Whereupon the Chairperson declared the motion carried and the Resolution adopted.

**MAIN MOTIONS**

A. Academic

1. **CollegeNOW Agreement Between Highland Community College and Dakota High School, Durand CUSD #322, Freeport School District #145, Lena-Winslow High School, Pearl City High School, and Pecatonica School District #321**

Dr. Jennings moved and Mr. Musser seconded the motion to approve the CollegeNOW agreements between Highland Community College and Dakota High School, Durand CUSD #322, Freeport School District #145, Lena-Winslow High School, Pearl City High School, and Pecatonica School District #321 for the 2015 – 2016 school year, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. **New Degree and Certificate: Criminal Justice Associate of Applied Science Degree and Criminal Justice Certificate Program**

Mr. Musser moved and Mr. Endress seconded the motion to approve the new Criminal Justice Associate of Applied Science Degree and Criminal Justice Certificate program, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

B. Administration (None)

C. Personnel

1. **BNA Instructor**

Mrs. Gallagher moved and Mr. Musser seconded the motion to approve the appointment of Ms. Cassandra Mekeel as full-time BNA instructor in the Health, Natural Science, and Math division beginning August 13, 2015, at an FY16 salary of $50,710 (BA+0, 3 years’ experience), plus appropriate fringe benefits. This is a full-time faculty position and is within the FY16 budget. This appointment will fill the full-time position that became available due to the resignation of Ms. Karen Barth. The roll call on the motion was as follows:
AYES: Jennings, Musser, Gallagher, Shockey, Block, Endress, Buss
NAYS: None

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Health Insurance Rates
Mrs. Gallagher moved and Mr. Shockey seconded the motion to establish the following monthly rates for medical, dental, and vision insurance during FY16 under a fully-insured health plan as listed below:

Medical (Blue Cross Blue Shield):
Employee Only $ 736.96 Retiree Only $ 736.96
Family Plan $1,804.89 Retiree with Family Plan $1,804.89

Dental (Ameritas):
Employee Only $ 27.32 Retiree Only $ 27.32
Family Plan $ 79.00 Retiree with Family Plan $ 79.00

Vision (VSP):
Employee Only $ 5.58 Retiree Only $ 5.58
Employee + Spouse $ 8.93 Retiree + Spouse $ 8.93
Employee + Child(ren) $ 9.11 Retiree + Child(ren) $ 9.11
Family $ 14.70 Retiree with Family $ 14.70

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Approval of Salary Increases for Administrative, Professional, and Classified Non-union Staff
Mr. Musser moved and Mrs. Gallagher seconded the motion to approve an FY16 salary increase for eligible administrative, professional, and classified non-union staff in an amount of 1.75% of an individual’s FY15 pay rate effective with the first payroll in July 2015. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Block, Endress, Jennings, Musser, Buss
NAYS: None
Whereupon the Chairperson declared the motion carried.

3. Consulting Service Agreement with Cottingham & Butler for Medical, Prescription Drug, and Other Related Insurances and Advisory Services
Mr. Endress moved and Ms. Buss seconded the motion that the firm of Cottingham & Butler be retained to provide medical, prescription drug, and other related insurances consulting and advisory services at a cost not to exceed $35,000 per year for Fiscal Years 2016 and 2017.

Ms. Janssen explained that the contract is needed while the College transfers from self-funded to fully-funded insurance to track the run-out of claims and complete the Affordable Care Act (ACA) reporting in January. The broker also provides access to insurance companies. She explained that most brokers charge two to three percent for these services, while Cottingham & Butler charges a flat fee, which is transparent. With the agreement, the price is locked in for two years, but we have the ability to give a 60-day notice and get out of the contract. Mrs. Gallagher expressed her concern with approving a two-year contract rather than only a one-year contract.

The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Jennings, Musser, Buss
NAYS: Gallagher

The vote being six ayes and one nay, the Chairperson declared the motion carried.

4. Course and Miscellaneous Fees
Mr. Endress moved and Mr. Musser seconded the motion to approve the list of course and miscellaneous fees beginning with the Spring 2016 semester, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

5. 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 May 2015 bills in the amount of $284,949.25, Automated Clearing House (ACH) debits W0000319 through W0000322 amounting to $218,697.22, Other Debits D0000043 to D0000044 amounting to $69,000.00, and Electronic Refunds of $1,990.50 with 3 adjustments of $1,530.22, such warrants amounting to
$573,106.75. Transfers of funds for payroll amounted to $564,142.22. The roll call on the motion was as follows:

AYES: Endress, Jennings, Musser, Gallagher, Shockey, Block, 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 at the June Board retreat, trustees discussed that the FY16 budget is currently projected to have a $1.1 million deficit, which would reduce the fund balance to 15 percent. At the retreat, trustees also discussed the idea of an additional drawdown from the Challenge Grant. Ms. Janssen is suggesting a drawdown of $500,000 in addition to the $225,000 allowed. This would need Board action, and Ms. Janssen would like to incorporate this additional money into the tentative budget for FY16.

Mr. Shockey expressed his belief that the College needs to analyze enrollment, invest in new programs, and analyze if overhead is too high. He noted that the College has the same staff we had when we had 25 percent more students. He stated that the additional drawdown may be the only answer now, but he would urge caution. Mrs. Gallagher expressed her belief that the College needs to spend money to turn things around, but we need to look at efficiencies before cuts are made. Mr. Shockey expressed concerns that the campus grounds are only half mowed and the flower bases are covered with mud. He noted that it is the quality of the work performed by our staff, and people must be held accountable.

Mr. Endress expressed the need to go back to the Foundation for additional funding, and Mr. Berberet encouraged Dr. Kanosky, Mr. Hood, and Mr. Block to let the Foundation know the funding needs of the College now so that everyone is on the same page and understands the needs. Mr. Endress suggested it might be good to share the “FY16 New Paradigm,” that Ms. Janssen reviewed earlier in today’s meeting, at the Executive Committee meeting. Mr. Hood reported that he and Ms. Janssen gave a preview to Mr. Berberet of what they would present to the Foundation Executive Committee, which will include asking for money for scholarships for Oregon High School dual credit and ag students coming from the fringes and other areas that will help us compete with other community colleges in the area.

Enrollment
Dr. Brendan Dutmer presented the monthly enrollment report. He reported that, while enrollments have decreased by almost 30 percent since 2009, enrollments in science classes have increased dramatically. This trend is believed to be strongly correlated to the number of students in CollegeNOW. Dr. Dutmer reported that nursing is looking at making an alternate sequence in the Spring which would match up with natural science and nursing. Ms. Juliet D’Souza, biology instructor, has a new online biology course that is full, and discussions are ongoing about
creating an online chemistry course. Dr. Kanosky noted that Dr. Dutmer was recently recognized by the Illinois Community College Trustees Association (ICCTA) at their annual convention in Schaumburg as Highland’s nominee for the ICCTA Outstanding Faculty award.

Student Senate
Ms. Buss reported that she attended the Illinois Community College Board’s Leadership Institute in Schaumburg, which was an amazing experience. The next ICCB Student Advisory Committee meeting will be held in September. Student Senate has not met recently but is working on the student discount cards.

Audit Committee
Mrs. Gallagher reported that the Audit Committee met following the Board retreat and reviewed the engagement letter with Wipfli. She stated that about four percent of the pension costs will have to be reported on our audit due to GASB 68. The next Audit Committee meeting will be held on September 29 at 2:00 p.m.

ICCTA Representative
Mr. Endress reported that he attended an excellent workshop during ICCTA’s annual meeting in Schaumburg earlier this month. During the meeting, Mr. Endress was re-elected to serve another year as ICCTA Treasurer. Mr. Mike Monaghan, President and CEO of ICCTA, and Mr. Bill Kelley, ICCTA Board Chair, met with the new chair of the College of DuPage’s board about some concerns that the College of DuPage had that ICCTA had opposed legislative action in response to the issues at the College of DuPage. Mr. Endress also reported that the Illinois Community College Board has worked hard on new legislation that would mandate that funding for veterans attending community colleges would first come from federal dollars as opposed to coming from State of Illinois funding first. This is very close to becoming a reality.

ACCT Central Region Representative
Mrs. Gallagher reported that she contacted Mr. Jee Hang Lee of the Association of Community College Trustees to let them know that the College of DuPage may not be renewing their ICCTA dues so he was aware in case this impacts their ACCT membership. She expressed her belief that it is important to keep the public informed of valuable training available so they understand the benefits of belonging to these organizations and attending the conferences. Dr. Gerald Cook has been selected as a new board member for ACCT, and he will be a good addition to the board. Mr. Andrew Bollman, Sauk Valley Community College’s ICCTA representative, will be a member of ACCT’s Awards Committee. The ACCT summer retreat will be held soon, during which time they will conduct the annual evaluation for ACCT’s President and CEO, Mr. Noah Brown. Mr. Endress noted that three of the four newly-elected officers for ICCTA are from the northwest region.

Board Chair
Mr. Block reported that Mr. Larry Williams of the Freeport Housing Authority is looking at moving some pieces of the Housing Authority’s programs into the grade schools.
Administration
Dr. Kanosky thanked Ms. Gerber, Mr. Willging, and Ms. Grimes for the “excellent event” yesterday in recognition of his upcoming retirement. He stated that it has been a privilege to be allowed to serve as President since November 2005, and he thanked trustees for this privilege.

Ms. Gerber stated that enrollment at a local community college is currently down 16 percent, with a decrease in male students. Currently 65 percent of Highland’s students are female, while 35 percent are male. These percentages impact our occupational programs. The High School Feedback Report has been received, and Ms. Gerber will ask Ms. Grimes to forward the report to trustees.

Ms. Ferguson reported that open enrollment for insurance ended yesterday.

Mr. Hood stated that much of the resources that have made new programs possible are due to the Foundation’s support and working with business and industry.

Dr. Kanosky asked Mr. Willging to introduce Ms. Karen Patterson, new reporter from The Journal-Standard.

OLD BUSINESS

Committee Appointments
Mr. Block reappointed Mrs. Gallagher as chair of the Audit Committee, with committee members Dr. Jennings, Mr. Endress, and Mr. Musser. Mr. Block and Ms. Zumdahl will continue to serve on the Health Insurance Task Force. Mr. Endress will continue as the ICCTA representative, and Mrs. Gallagher will serve as ICCTA alternate representative. Mr. Block will talk to Mr. Berberet and Mr. Todd Weegens about the Foundation committees before appointing trustees to those committees.

At 5:37 p.m., the Chairperson declared a recess; the meeting resumed at 5:49 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; 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; and, to conduct the semiannual review of all Closed Session minutes and tapes, 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, Musser, Gallagher, Shockey, Block, Endress, Buss
NAYS: None
At 5:50 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 6:08 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. President’s Contract

     Mr. Shockey moved and Mr. Endress seconded the motion to approve the Resolution, as presented, authorizing the approval of the Contract of Employment for the President and CEO. The roll call on the motion was as follows:

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

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

B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives

   No action was necessary.

C. Semi-annual Review of All Closed Session Minutes and Tapes

   Dr. Jennings moved and Mr. Endress seconded the motion that the Closed Session minutes, which were previously closed, remain closed at this time and unavailable for public inspection, and that the audio recordings from the following Closed Sessions be destroyed at this time, pursuant to the Open Meetings Act: June 18, 2013; July 16, 2013; August 20, 2013; September 17, 2013; September 26, 2013; October 22, 2013; November 4, 2013 (special meeting); and, November 19, 2013. The roll call on the motion was as follows:

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

   Whereupon the Chairperson declared the motion carried.
NEW BUSINESS

There was no new business.

DATES OF IMPORTANCE

The next regular Board meeting will be held on Tuesday, July 21, 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, September 2, 2015, at 8:30 a.m. in room H-206 in the Student/Conference Center. The Audit Committee of the Board will meet on Tuesday, September 29, 2015, at 2:00 p.m. in the Robert J. Rimington Board Room.

ADJOURNMENT

Dr. Jennings moved and Ms. Buss seconded the motion to adjourn the meeting. At 6:11 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