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 June 18, 2013 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, Mr. Jim Endress, Dr. Steve Jennings, Ms. Whittney Zumdahl, and Mr. Matt Bordner

The following members were absent: None.

Also present: Dr. Joe Kanosky, President; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Associate Vice President, Student Services (arrived 4:16 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources; Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 5:23 p.m.); Mr. Jim Berberet, Executive Director, HCC Foundation (departed 5:23 p.m.); Ms. Carolyn Petsche, Director, Learning & Transitional Education Services (departed 4:06 p.m.); Ms. Joan Miller, Coordinator, Academic Technology Resources (departed 4:06 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:23 p.m.; returned 6:26 p.m.); Mr. Steve Mihina, Faculty (departed 5:23 p.m.); Mr. Adam Holder, Fehr-Graham & Associates (arrived 4:03 p.m.; departed 4:24 p.m.); and, Ms. Terri Grimes, Board Secretary.

APPROVAL OF AGENDA

Ms. Zumdahl 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 noted a correction on page 6233, specifically that Mr. Urish should be listed as being absent from the meeting. Mrs. Gallagher moved and Mr. Shockey seconded the motion to approve the minutes of the April 23, 2013 meeting, as corrected. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.
INTRODUCTIONS

Dr. Kanosky introduced Ms. Carolyn Petsche, who introduced Ms. Joan Miller, the new Coordinator of Academic Technology Resources.

FOUNDATION REPORT

Mr. Jim Berberet reported that donations and pledges to the major gifts campaign have reached $2,543,705, with $394,000 being contributed or pledged since the beginning of FY’13. Since the April Board meeting, approximately $39,000 has been received. The Double Play campaign has received $9,540 to-date, with an additional $15,750 received in pledges. Both of these amounts will be doubled, and individuals are allowed to indicate whether to have their gift designated to the major gift campaign or the College’s area of greatest need. To-date $18,200 has been designated to the major gift campaign, and $7,005 to the area of greatest need. The Foundation held their annual Leadership Golf Outing on June 3. Of the total money raised, $10,000 will be transferred to Highland for the Leadership Institute and Leadership Forum. The Foundation’s Shindig III will be held on August 17 at the home of Hank and Linda Fortney near Red Oak. The theme of the evening is “Celebrating the Oscars – A Night of Stars”, and guests will walk down a red carpet as they arrive. The Foundation is also sponsoring a donor event on Sunday, July 14. Guests will attend Summerset Theatre’s performance of “Big River”, with a pre-performance reception in the Fine Arts garden. A series of lunches with the President have been scheduled throughout July with current and prospective donors or influential people in the district. Mr. Berberet and Ms. Kim Rampenthal have been meeting with prospective donors, alums, and service organizations including the Mt. Carroll Rotary Club, Stephenson County Farm Bureau board, and individual meetings with influential people in the Oregon and Mt. Morris area. Mr. Berberet and Ms. Rampenthal were also recently on radio stations WCCI and WFRL/WEKZ.

CONSENT ITEMS

A. Academic

1. Approval of Vocational Education Agreement Between Career and Technical Education Consortium (CareerTEC) and Highland Community College for Dual Credit Nursing – Associate of Applied Science

   Recommendation: That the Board of Trustees approves the dual credit Nursing – Associate of Applied Science agreement between the Career and Technical Education Consortium (CareerTEC) and Highland Community College, as presented. This agreement will be in effect from July 1, 2013 through June 30, 2015.

2. Approval of Joint Use and Vocational Education Agreements Between Career and Technical Education Consortium (CareerTEC) and Highland Community College

   Recommendation: That the Board of Trustees approves the joint use and vocational education agreements between the Career and Technical Education Consortium (CareerTEC) and Highland Community College, as presented. These agreements will be in effect from July 1, 2013 through June 30, 2015.
3. **Authorization to Enter Into Dual Credit Agreements with Area High Schools and Career Centers for the 2013 – 2014 Academic Year**

*Recommendation:* That the Board of Trustees authorizes Dr. Joe Kanosky, College President, to enter into dual credit agreements with the following area high schools and career centers for the 2013 – 2014 academic year: Dakota, East Dubuque, Eastland, Forreston, Freeport, Galena, Jo Daviess Career Center, Lena-Winslow, Orangeville, Oregon, River Ridge, Scales Mound, Stillman Valley, Stockton, West Carroll, and Whiteside Area Career Center.

B. **Administration**

1. **Part-time Instructors/Overload**

*Recommendation:* That the part-time/overload instructors listed be approved to teach during the Spring/Summer semester of 2013.

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. Urish moved and Ms. Zumdahl seconded the motion to approve the consent items, as presented. The roll call on the motion was as follows:

**AYES:** Shockey, Urish, Block, Endress, Jennings, Zumdahl, Gallagher, Bordner

**NAYS:** None

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

**MAIN MOTIONS**

A. **Academic** (None)

B. **Administration**

1. **Approval of Temporary Construction Easement for Roundabout**

Dr. Jennings moved and Mr. Shockey seconded the motion to approve the temporary construction easement, as attached, for the purpose of construction of a roundabout intersection and other highway purposes on, over and through the real estate described in the agreement. The Board further authorizes the College President to execute the agreement.

Mr. Adam Holder of Fehr-Graham & Associates informed trustees that the plan is to begin construction of the roundabout after Labor Day and have the intersection back open by Thanksgiving. The County and City will erect detour signs to inform
the public about the designated detours. Temporary access on the other side of Citizens State Bank will allow access to the Heritage Woods facility.

The roll call on the motion was as follows:

AYES: Urish, Block, Endress, Jennings, Zumdahl, Gallagher, Shockey, Bordner
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. **First Reading – Revised Policy: Policy 4.04 – Hiring**
Dr. Jennings moved and Mr. Urish seconded the motion to approve for first reading the revised policy 4.04 – Hiring, 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, Zumdahl, Gallagher, Shockey, Urish, Bordner
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. **First Reading – Revised Policy: Policy 4.30 – Outside Employment**
Dr. Jennings moved and Ms. Zumdahl seconded the motion to approve for first reading the revised policy 4.30 – Outside Employment, 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, Zumdahl, Gallagher, Shockey, Urish, Block, Bordner
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. **First Reading – Revised Policy: Policy 4.041 – Rehiring of Employees**
Dr. Jennings moved and Mr. Endress seconded the motion to approve for first reading the revised policy 4.041 – Rehiring of 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, Zumdahl, Gallagher, Shockey, Urish, Block, Endress, Bordner
NAYS: None

Whereupon the Chairperson declared the motion carried.
5. **First Reading – New Policy: Policy 4.251 – Retirement Notice**
Mr. Urish moved and Mr. Endress seconded the motion to approve for first reading the new policy, 4.251 – Retirement Notice, as presented. The policy is included in Chapter IV, Personnel, of the Policy Manual. The roll call on the motion was as follows:

**AYES:** Zumdahl, Gallagher, Shockey, Urish, Block, Endress, Jennings, Bordner  
**NAYS:** None

Whereupon the Chairperson declared the motion carried.

6. **Revised Job Description: Retention Coordinator**
Mr. Shockey moved and Mr. Urish seconded the motion to approve the revised job description for Retention Coordinator, as presented. This position was formerly known as Retention Coordinator/Academic Advisor. No change is being recommended to the placement on the Highland Salary Range Table. This is a September grant-funded position included in the FY’13 budget. The position will change from an exempt, professional position to a non-exempt (hourly), classified position.

Ms. Gerber reported that, with the reduction in funding for Project Succeed, there is not enough funding to cover a full-time position.

The roll call on the motion was as follows:

**AYES:** Gallagher, Shockey, Urish, Block, Endress, Jennings, Zumdahl, Bordner  
**NAYS:** None

Whereupon the Chairperson declared the motion carried.

C. **Personnel** (None)

D. **Financial**

1. **Health Insurance Rates**
Mr. Urish moved and Mrs. Gallagher seconded the motion that the Board establish the following monthly rates for health insurance during FY’14 under the self-insured health plan, as listed below:

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$787.62</td>
</tr>
<tr>
<td>Retiree Only</td>
<td>$722.84</td>
</tr>
<tr>
<td>Family Plan</td>
<td>$1,873.23</td>
</tr>
<tr>
<td>Retiree with Family Plan</td>
<td>$1,479.15</td>
</tr>
</tbody>
</table>

Each rate is 15% higher than those adopted in July of FY’13. The Retiree rates are in line with the State Universities Retirement System levels considering plan design and non-Medicare eligible rates. It is further recommended that vision
coverage be removed from the plan beginning July 1, 2013. The roll call on the motion was as follows:

AYES: Shockey, Urish, Block, Endress, Jennings, Zumdahl, Gallagher, Bordner
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. **Sports Center Boys’ 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 boys’ 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, Zumdahl, Gallagher, Shockey, Bordner
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. **Service Road Agreement**
Mr. Endress moved and Dr. Jennings seconded the motion to approve the service road agreement with the YMCA and Freeport School District, as presented. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Zumdahl, Gallagher, Shockey, Urish, Bordner.
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. **Intergovernmental Cooperation Agreement for Police Services**
Ms. Zumdahl moved and Mr. Urish seconded the motion to approve the intergovernmental cooperation agreement for police services with Stephenson County, as presented. The roll call on the motion was as follows:

AYES: Endress, Jennings, Zumdahl, Gallagher, Urish, Block, Bordner
NAYS: Shockey

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

5. **Payment of Bills and Agency Fund Report – April 2013**
Mr. Endress moved and Mr. Urish seconded the motion authorizing and directing Ms. Jill Janssen, Treasurer, to make payment and to transfer funds for April 2013 bills in the amount of $609,738.99, Automated Clearing House (ACH) debits
W000213 through W000216 amounting to $282,323.49, Other Debits D000004 through D000005 amounting to $261.43 and Electronic Refunds of $364,918.45 with 14 adjustments of $23,653.13, such warrants amounting to $1,233,589.23. Transfers of funds for payroll amounted to $613,059.44. Automated Clearing House (ACH) debits are SISCO payments. Other Debits for April consist of replenishing petty cash. Electronic Refunds are issued to students. The roll call on the motion was as follows:

**AYES:** Jennings, Zumdahl, Gallagher, Shockey, Urish, Block, Endress, Bordner

**NAYS:** None

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

6. **Payment of Bills and Agency Fund Report – May 2013**

Mr. Endress moved and Mrs. Gallagher seconded the motion authorizing and directing Ms. Jill Janssen, Treasurer, to make payment and to transfer funds for May 2013 bills in the amount of $680,023.61, Automated Clearing House (ACH) debits W0000217 through W0000221 amounting to $179,043.96, Other Debits D0000006 through D0000006 amounting to $64.08 and Electronic Refunds of $1,499.40 with 9 adjustments of $7,723.96, such warrants amounting to $852,907.09. Transfers of funds for payroll amounted to $893,434.46. Automated Clearing House (ACH) debits are SISCO payments. Other Debits for May consist of replenishing petty cash. Electronic Refunds are issued to students. The roll call on the motion was as follows:

**AYES:** Zumdahl, Gallagher, Shockey, Urish, Block, Endress, Jennings, Bordner

**NAYS:** None

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

**REPORTS**

**Treasurer’s Report: Statements of Revenue, Expenditures and Changes in the Fund Balance**

As a follow-up to the June Board retreat, Ms. Janssen reported that the debt certificates are callable on January 1, 2018. If they were called at that time, there would be a savings of $231,000 in interest. She will consider this possibility when it is time to build the 2016 budget.

**Student Trustee**

Mr. Bordner reported that he attended the Illinois Community College Board’s Student Leadership Conference in Chicago and learned a lot about the community college system. The student discount cards are almost completed, with 17 or 18 of the 21 slots on the card filled by area businesses. The cards will be provided to students free of charge. A Phi Theta Kappa retreat was held in April. The dunk tank that was held as part of the graduates’ picnic was a lot
of fun and students enjoyed it. The dunk tank raised over $140 for the Kenny Chesney Spread the Love Foundation for victims of the Boston Marathon bombing.

Audit Committee
Mrs. Gallagher thanked Audit Committee members for staying after the retreat to meet with the auditors. She encouraged trustees to read the articles in the *Trustee Quarterly* regarding pension rules. She also noted that pension liability will soon need to be reported on the financials, in accordance with GASB 68.

ICCTA Representative
Mr. Endress stated that trustees should have received the *ICCTA Highlights* from the latest ICCTA meeting. He noted that, of the four ICCTA officers, two are from our region, including Bob Johnson of Kishwaukee Community College and Andrew Bollman of Sauk Valley Community College. Mr. Endress also reported that he has exercised his option for a second one-year term as ICCTA Northwest Region Chair. He also reported that ICCTA will increase their membership dues by two percent effective July 1, 2013. The Executive Committee will meet in August, with the next regular ICCTA meeting being held in September. Mr. Block reported that at the recent Northwest Region meeting, attendees were asked to bring one good idea to share with those in attendance, and Ms. Gerber gave a presentation on transitional education. The next ICCTA Northwest Region meeting will be held at Kishwaukee Community College in the Fall.

ACCT State Coordinator
Mrs. Gallagher reported that Mr. John Sanders has declined the opportunity to move up on the ACCT Board, so an election for a replacement will be held in the Fall at the ACCT Leadership Summit in Seattle. Mrs. Gallagher also reported that many different groups are seeing community colleges as valuable assets, and the League of Women Voters recently had time set aside at their state convention to discuss community colleges.

Administration
Ms. Janssen reported that, in accordance with the guidelines for the College’s security cameras, she and Dr. Kanosky reviewed the security camera access logs and did not find any irregularities. Sidewalk work is currently going on and is expected to be done fairly quickly. The work is funded through Protection, Health or Safety Funds.

Ms. Gerber reported that new tour guides are being trained. Students were surveyed about the top three things that influenced their decision to come to Highland and the three things were their parents, counselors and campus tours. Mr. Willging put together a handout outlining the recent work that has been done in Community Relations, and reported that the next *CollegeFocus* magazine will come out in July. He also acknowledged the great work of the College’s Graphic Designer, Ms. Carla Donaldson. On a related note, Mrs. Gallagher thanked Highland’s Graphic Design students, who designed a logo for the Jo Daviess Housing Authority.

Mr. Bordner expressed a concern about declining enrollments and suggested that Student Senate could go out and talk to students to get the word out more. Ms. Gerber responded that the College does have a formal enrollment and retention plan and offered to share the plan with Mr. Bordner.
Dr. Kanosky announced that Dr. Karen Hunter Anderson is the new CEO of the Illinois Community College Board. He also reported that the special legislative session that has been called for tomorrow costs the State $40,000 in per diem. Governor Quinn has received an extension on concealed carry until July 9, although Attorney General Lisa Madigan has asked for an extension until later in July. The College will have 20 new CollegeNOW students on campus in the Fall, along with seven returning students. Dr. Kanosky reminded trustees that high school students from Durand and Pecatonica have their tuition paid by their respective school districts, while Dakota and Pearl City students are paying their own way. Freeport School District is planning to begin CollegeNOW in 2014. Dr. Kanosky concluded his report by announcing that ICCB completed their Recognition Visit earlier this year and sent a letter temporarily extending our current Certificate of Recognition through September 30, 2013.

OLD BUSINESS

There was no old business.

At 5:23 p.m., the Chairperson declared a recess; the meeting resumed at 5:31 p.m.

CLOSED SESSION

Mr. Endress moved and Mr. Urish seconded the motion to move into Closed Session for the purposes of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees; collective negotiating matters between the public body and its employees or their representatives; and to conduct the Board’s periodic 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: Gallagher, Shockey, Urish, Block, Endress, Jennings, Zumdahl, Bordner
NAYS: None

At 5:33 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES: Shockey, Urish, Block, Endress, Jennings, Zumdahl, Gallagher, Bordner
NAYS: None

At 6:26 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 Dr. Jennings seconded the motion that the terms and conditions of the current employment agreement with Dr. Joe Kanosky remain unchanged at this time. The roll call on the motion was as follows:

AYES: Urish, Block, Endress, Jennings, Zumdahl, Gallagher, Shockey, Bordner
NAYS: None

Whereupon the Chairperson declared the motion carried.

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

Mrs. Gallagher 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. It is further recommended that the audio recordings from the following Closed Sessions be destroyed at this time, pursuant to the Open Meetings Act: June 21, 2011; July 19, 2011; August 16, 2011; September 14, 2011; September 20, 2011 (Audit Committee); November 15, 2011; and November 30, 2011. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Zumdahl, Gallagher, Shockey, Urish, Bordner
NAYS: None

Whereupon the Chairperson declared the motion carried.

NEW BUSINESS

Mr. Block reported that the quarterly Board retreat has been rescheduled for Tuesday, October 15, 2013, just prior to the regular October Board meeting. Lunch will be provided at 12:00 noon, with the retreat beginning at 12:30 p.m. Ms. Kim Villanueva of ICCTA will attend the retreat to lead the Board through the self-evaluation process.

Dr. Kanosky reported that the issue with the nursing student is continuing.
DATES OF IMPORTANCE

The next regular Board meeting is scheduled for Tuesday, July 16, 2013 at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center. The meeting will be preceded by a budget work session at 3:00 p.m. As reported earlier, the quarterly Board retreat will be held on Tuesday, October 15, 2013 at 12:30 p.m. in room H-206 in the Student/Conference Center.

ADJOURNMENT

Mr. Urish moved and Mr. Endress seconded the motion to adjourn the meeting. At 6:41 p.m., there being no further business, the Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,

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