CALL TO ORDER/ROLL CALL

Mr. Doug Block, Board Chairperson, called the meeting to order at 8:32 a.m.

Members Present: Mrs. Diane Gallagher, Mr. David Shockey, Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Ms. Whitney Zumdahl (arrived 8:47 a.m.), Mr. Blake Musser, and Ms. Alexa Buss

Members Absent: None

Also Present: Dr. Joe Kanosky, President (departed 11:16 a.m.); Mr. Tim Hood, Executive Vice President (departed 11:16 a.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 11:16 a.m.); Ms. Liz Gerber, Vice President, Student Development and Support Services (departed 11:16 a.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (departed 11:16 a.m.); and, Ms. Terri Grimes, Board Secretary

PUBLIC COMMENTS

There were no public comments.

OPENING REMARKS

Dr. Kanosky received an email from Ms. Karen Hunter Anderson of ICCB reminding everyone that any legislation that is passed will now need a three-fifths majority. Members of the House are not being paid per diem or mileage when called back to session. The budget is currently held in the legislature due to a parliamentary move that prevents it from being sent to the Governor for approval. Dr. Kanosky also reported that Chicago got some relief for their pension. The FY16 State budget will require significant cuts because there is currently a $3 billion deficit, and the Governor is threatening to close some State facilities.

Mr. Hood will attend a retreat for chief academic officers (CAOs) at Lakeland Community College, and ICCB representatives will be there to provide the latest budget information. Mrs. Gallagher asked if information is supplied to the CAOs on new programs, and Mr. Hood responded that information is provided on a quarterly basis. Ms. Chris Kuberski, who was hired as our new Executive Vice President, has been up and spent time registering her daughter for classes and attending the College Cabinet meeting.
Mr. Block reported that the Northwest Illinois Development Alliance (NIDA) has several committees now. NIDA depends on the City for a large part of their funding. Mr. Block recently met with Mr. Larry Williams of the Freeport Housing Authority, and Mr. Williams is talking about taking some of the Housing Authority’s programs to the Boys and Girls Club, working with different age groups to get students interested in participating in the programs. There will be more and more people realizing that to make progress, we need to partner with other entities.

Dr. Kanosky stated that we continue to struggle with losing Partners for Employment, and our enrollments are down as a result of the loss of this program. It will be important to continue to be involved with the Workforce Innovation and Opportunity Act (WIOA). Our participation in WIOA will escalate as adult education becomes more involved. Mr. Block encouraged everyone to let trustees know what they can do to help as we run into these issues.

Mrs. Gallagher reported that the Association of Community College Trustees (ACCT) does not have a strong partnership with K-12, and she would like the College to take a strong stance on partnering with K-12. Mr. Endress stated that we need to be sure that locally we partner with K-12 as much as we can, and he suggested maybe having someone attend the regional superintendents’ meetings on a regular basis.

**ADMINISTRATIVE UPDATES**

*FY’15 and FY’16 Budgets (Handout #1)*

Ms. Janssen reported that for FY15, on the revenue side, there has been a $192,000 increase from what was originally budgeted because EAVs decreased less than expected. There will also be $225,000 more from the Foundation than anticipated, a one percent drop in tuition, and 2.2 percent less in State funding (at this point). Overall, Jill anticipates a deficit of between $300,000 and $350,000 rather than the budgeted deficit of $508,000. The remaining funds in the Health Insurance fund will cover claims that will need to be paid after July 1, which were incurred in the current fiscal year.

Ms. Zumdahl suggested a couple avenues the College could take to get funding for veterans’ services, including creating awareness in the community and at the State level to let people know we have services for veterans. She also suggested working with the Foundation to fund veterans’ services. Mr. Block asked Mr. Musser to help work with staff on this issue since he is very familiar with how veterans’ funding may be used.

Ms. Janssen stated that at this point she is projecting a $1,011,275 deficit in FY16. She reminded trustees that each one percent change in enrollment of paying students equates to approximately $40,000. Enrollment is a huge driver in the budget. The FY16 budget assumes a 1.75 percent salary increase for all eligible employees. This recommendation will go to the Board for approval at the June regular meeting.
Ms. Janssen reported that this budget was shared with Cabinet and will be shared with the Foundation. She believes that the Board had expressed that they would be comfortable with a deficit of between $300,000 and $500,000 and had discussed increasing the drawdown from the Matching Grant by $400,000 to $500,000. The tentative budget must go to trustees for approval at the July regular meeting, with the final budget approved by the Board at the September regular meeting.

The College must go to the Foundation and ask that the $325,000 requested this year continue on an annual basis. Under the current formula set by the Foundation, the College would receive $180,000 in FY16 based on five percent of the Foundation’s unrestricted funds. Twenty percent of the College’s students are nonpaying because they are on waivers, however, we do receive State reimbursement two years later. Mr. Shockey suggested that we have a new paradigm with the Foundation. There is millions of dollars in bequests that will be going to the Foundation, and there must be a shift to get the Foundation to give more of the donations to the College. A suggestion was made that representatives of the Foundation Board and College Board meet together for an honest dialogue. Ms. Janssen will share the budget handout with the Foundation, and Ms. Zundahl suggested adding a line that showed the amount the College needs from the Foundation.

Health Insurance
Ms. Ferguson reported that meetings were held this past Monday and will be held again tomorrow to provide information on the College’s new insurance plans. Sixty of 145 employees who are on the College’s health insurance plan attended Monday’s meetings. An update will be provided at Opening Days with representatives there to answer specific questions.

Lifelong Learning Instructor Pay Rates (Handout #2)
Mr. Hood reported that the new Lifelong Learning instructor pay level will be determined based on the level of training the instructor has. The new rates allow the College to take advantage of instructors who wish to donate their time rather than be paid for the instruction, where previously the set rate was $24.97 per hour. Instructors may teach at these pay rates and may teach as much as they want. There will now be three tiers of pay, with the higher tier more rare and used for someone with a lot of expertise and level of experience. The pay rate is all inclusive and there will be no reimbursement for travel. In addition, classes will not be offered if the College will not make a profit or at least break even. Mr. Hood expressed his hope that, in the long-term, we could dedicate a portion of a staff member’s time to oversight of Lifelong Learning but currently the oversight will rest with the Executive Vice President. Usually there are one or more staff dedicated to Lifelong Learning, but we will have to grow toward that. Mr. Hood reported that there will be money budgeted for marketing and promotion of Lifelong Learning. The College could also offer continuing education for professionals, as well as classes for seniors, youth, and everyday human interest classes. Mr. Block questioned how we find people to give presentations, such as someone he knows who was a World War II pilot. Mr. Hood reported that we need to promote opportunities for people to step forward and express an interest in teaching. Ms. Gerber stated that a spreadsheet has been developed that includes areas and topics to be offered and potential instructors, knowing
that the list will be growing. A web survey will also be developed to capture other ideas. Anyone who has a suggestion for a class and/or instructor should email Liz Gerber or Joan Miller.

Mr. Musser questioned how we make sure the content we are trying to deliver is delivered in the classes, and Mr. Hood reported that participants will be asked to take a survey at the end of the session. Ms. Gerber noted that there is a form that the instructor must complete that includes expected outcomes. Ms. Zumdahl suggested that if an instructor does not rate at a certain level, they be paid at a lower fee, and Mr. Hood noted that if the instructor does not get an acceptable evaluation, the instructor may not be rehired. An alternate option might be to offer a bonus if they receive high evaluations.

At 9:42 a.m., the Chairperson declared a recess; the meeting resumed at 10:05 a.m.

Course Fee Changes (Handout #3)
Mr. Hood reviewed the list of course fee changes to be approved later today. He noted that the fee for Mass Communications will help offset equipment purchased for those classes.

BOARD UPDATES

President Emeritus (Handout #4)
Mr. Block explained that a suggestion had been made to establish a committee to determine a policy for emeritus designations and honorary degrees. Dr. Jennings stated he believes the committee should be broadened even more to include awards. Ms. Ferguson reported that the excellence awards are a process, but there might be a better way to utilize the money to recognize more people. Mrs. Gallagher noted that there are also other awards that the College needs to be aware of where nominations should be submitted. Mr. Block asked Ms. Ferguson to provide a report to the Board on awards and recognition for discussion at a later date.

Next Board Self-Evaluation
Trustees discussed the timing of the next Board self-evaluation. Mr. Block asked Ms. Janssen for information in anticipation of that meeting related to the Foundation’s restricted and unrestricted funds, as well as the money that can be given to the College. The Board self-evaluation will take place at the September 2, 2015, Board retreat.

Committee Appointments (Handouts #5 and #6)
Mr. Block reviewed current committee assignments. Mr. Hood noted that he would like to restructure the Health Insurance Task Force and discuss this in Cabinet to determine how to become more effective. Mr. Musser will be appointed to the Audit Committee; Mrs. Gallagher will be the ICCTA alternate representative; Mr. Endress will take Mr. Rob Urish’s place reviewing the Closed Session minutes; and, Mr. Endress offered to be on the Foundation’s Investment Committee but be removed from their Development and Planned Giving Committee. All committee appointments will be made by Mr. Block at the June regular Board meeting.
Board Retreat
June 3, 2015
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MAIN MOTIONS (Action)

A. Lifelong Learning Instructor Pay Rates
Mr. Endress moved and Mrs. Gallagher seconded the motion to approve the following
Lifelong Learning instructor rates effective July 1, 2015:

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate per Clock Hour</th>
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<tbody>
<tr>
<td>Personal Growth</td>
<td>$0 - $25 (allowing for volunteers)</td>
</tr>
<tr>
<td>Technical/Professional Growth</td>
<td>$20 - $60</td>
</tr>
<tr>
<td>Specialty</td>
<td>$25 - $100 or pay as independent contractor</td>
</tr>
</tbody>
</table>

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. President Emeritus
Mr. Shockey moved and Mr. Endress seconded the motion to approve the Resolution,
as presented, providing for the title of President Emeritus to be conferred upon
Dr. Joe Kanosky following his retirement from Highland Community College on
June 30, 2015. 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 and the Resolution adopted.

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 by an employee of 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: Endress, Jennings, Zumdahl, Musser, Gallagher, Shockey, Block, Buss
NAYS: None
At 11:11 a.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 11:46 a.m., the Chairperson declared the motion carried and the Closed Session ended.

**ACTION, IF NECESSARY**

No action was necessary following the Closed Session.

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

There was no new business.

**ADJOURNMENT**

Dr. Jennings moved and Ms. Zumdahl seconded the motion to adjourn the meeting. At 11:47 a.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