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. David D. Shockey, Chairperson, at 4:05 p.m. on July 17, 2012 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, and Ms. JennyMarie Farmer

The following members were absent: Ms. Whittney Zumdahl

Also present: Dr. Joe Kanosky, President; Mr. Tim Hood, Vice President, Academic Services (arrived 4:07 p.m.; departed 5:02 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 5:02 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (departed 5:02 p.m.); Ms. Liz Gerber, Associate Vice President, Student Services (departed 5:02 p.m.); Ms. Vicki Schulz, Student Advisor (departed 4:09 p.m.); Mr. Kevin Li, Database Administrator/System Administrator (departed 4:09 p.m.); Mr. Nathan Hensal, Director, Information Technology Services (departed 4:09 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 4:49 p.m.; returned 5:59 p.m.); Mr. Phil Pilcher, Assistant Project Director, National Science Foundation Wind Turbine Remote Lab Grant (departed 4:36 p.m.); Mr. Steve Mihina, Faculty (departed 4:49 p.m.); Ms. Pat Dunn, Foundation Assistant (arrived 4:16 p.m.; departed 4:36 p.m.); Mr. Brad Hart, Big Radio (arrived 5:59 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

A revised draft of the June 6, 2012 Board retreat minutes was provided to trustees in their folder. Mr. Block moved and Dr. Jennings seconded the motion to approve the minutes of the June 6, 2012 Board retreat and Audit Committee meeting, and the June 19, 2012 regular meeting, as presented. The vote being unanimous, the motion carried.
PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Ms. Vicki Schulz, new employee mentor, and Mr. Nathan Hensal, Director of Information Technology Services, introduced Mr. Kevin Li, new Database Administrator/System Administrator.

FOUNDATION REPORT

Ms. Dunn was not present to provide the Foundation report.

CONSENT ITEMS

A. Academic

1. Approval of Agreements Between Career and Technical Education Consortium (CareerTEC) and Highland Community College
   Recommendation: That the Board of Trustees approves the agreements, as presented, between the Career and Technical Education Consortium (CareerTEC) and Highland Community College. These agreements will be in effect from July 1, 2012 through June 30, 2013.

2. Curriculum & Instruction Committee Report
   Recommendation: That the report of course and curriculum changes for the July 1, 2011 through June 30, 2012 period be approved, as presented.

B. Administration

1. Reaffirmation of Academic Quality Improvement Program (AQIP) Accreditation Method
   Recommendation: That the Board of Trustees reaffirms Highland Community College’s Academic Quality Improvement Program (AQIP) accreditation method.

C. Personnel

1. Part-time Instructors/Overload
   Recommendation: That the list of part-time/overload instructors be approved to teach during the Summer semester of 2012.

D. Financial (None)

Mr. Urish moved and Mr. Endress 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, Gallagher, Farmer
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

Mr. Endress moved and Mr. Urish seconded the motion to approve for second reading the new policy, Policy 5.41 Security Cameras, as presented. The roll call on the motion was as follows:

AYES: Urish, Block, Endress, Jennings, Gallagher, Shockey, Farmer
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Second Reading – Revised Policy: Bereavement
Dr. Jennings moved and Mr. Endress seconded the motion to approve for second reading the revised policy 4.121 Bereavement, as presented. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Gallagher, Shockey, Urish, Farmer
NAYS: None

Whereupon the Chairperson declared the motion carried.

Mr. Block moved and Dr. Jennings seconded the motion to approve for second reading the new Policy Manual Appendix, College-Authorized Security Cameras Acceptable Use Guidelines, as presented. The roll call on the motion was as follows:

AYES: Endress, Jennings, Gallagher, Shockey, Urish, Block, Farmer
NAYS: None

Whereupon the Chairperson declared the motion carried.
4. **Second Reading – Revised Policy: Personal Protective Equipment and Clothing**
Dr. Jennings moved and Mr. Urish seconded the motion to approve for second reading the revised policy 4.32 Personal Protective Equipment and Clothing, as presented. The roll call on the motion was as follows:

**AYES:** Jennings, Gallagher, Shockey, Urish, Block, Endress, Farmer

**NAYS:** None

Whereupon the Chairperson declared the motion carried.

5. **Second Reading – Revised Policy: Tuition Waiver Scholarship Fund**
Dr. Jennings moved and Mr. Urish seconded the motion to approve for second reading the revised policy 4.223 Tuition Waiver Scholarship Fund, as presented. The roll call on the motion was as follows:

**AYES:** Gallagher, Shockey, Urish, Endress, Jennings, Farmer

**NAYS:** Block

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

C. **Personnel** (None)

D. **Financial**

1. **Approval of Independent Contractor for the National Science Foundation Grant**
Mrs. Gallagher moved and Mr. Urish seconded the motion to approve a contract in the amount of $45,000 for Dr. Xueshu Song to develop learning models and other grant functions which will support the goals of the National Science Foundation (NSF) Wind Technician Training grant project. The roll call on the motion was as follows:

**AYES:** Shockey, Urish, Block, Endress, Jennings, Gallagher, Farmer

**NAYS:** None

Whereupon the Chairperson declared the motion carried.

2. **Agreement for Provision of Mental Health Assessments**
Mr. Endress moved and Mr. Urish seconded the motion to approve the agreement between Highland Community College and FHN Family Counseling Center for the provision of student mental health assessments, consultation and training at a rate of $85.00 per hour for a minimum of five hours per week and a maximum of 10 hours per week while classes are in session during the Fall 2012 and Spring 2013 semesters. The roll call on the motion was as follows:
AYES: Urish, Block, Endress, Jennings, Gallagher, Shockey, Farmer
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. **Tentative Budget for Fiscal Year 2013**
Mr. Urish moved and Mrs. Gallagher seconded the motion to approve the following Resolution regarding a Tentative Budget for 2012-2013 and setting the public hearing date thereon for September 18, 2012.

RESOLUTION: Be it resolved that the Tentative Budget for the fiscal year 2012 – 2013, as presented, be conveniently made available for public inspection after this date through September 18, 2012, and furthermore, that public notice be given of such hearing date at least 30 days prior to date of Public Hearing.

The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Gallagher, Shockey, Urish, Farmer
NAYS: None

Whereupon the Chairperson declared the motion carried.

Mr. Endress expressed his appreciation for the amount of work that went into the tentative budget and requested that the $30,000 for the College’s portion of the Foundation’s Director of Fundraising position be reconsidered before the final budget is presented in September.

4. **Payment of Bills and Agency Fund Report**
Mr. Urish moved and Mr. Endress seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payment and to transfer funds for June 2012 bills in the amount of $953,022.41 and Automated Clearing House (ACH) debits of $241,448.57 and Electronic Refunds of $21,613.87 with three adjustments of $5,045.00, such warrants amounting to $1,211,039.85. Transfers of funds for payroll amounted to $597,064.99. The roll call on the motion was as follows:

AYES: Endress, Jennings, Gallagher, Shockey, Urish, Block, Farmer
NAYS: None

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

Foundation Report
Ms. Dunn joined the meeting and reported that as of the end of the fiscal year, a total of 569 donors had made donations to the Foundation resulting in $716,000 being raised, including $325,000 for the major gift campaign, $252,000 for scholarships, and the rest for the annual fund, Cougar Backers, farm rent, leadership programs, and other donations. A total of $2.3 million has been received in donations and pledges since the beginning of the major gift campaign.

Shindig II will be held on August 18. The Foundation Events Committee has been meeting weekly to plan events. Auction items are still needed and those wishing to donate should contact the Foundation office or Ms. Gerber. Ms. Dunn and Mr. Berberet will be meeting with the members of the Alumni Committee to get it up and going. The donor wall was delivered last Thursday and Ms. Dunn is working with Highland’s maintenance department to get the wall installed.

Eleven new scholarships were created during FY’12, and two additional new scholarships have been created so far in FY’13. Ms. Dunn concluded her report by thanking everyone for their support, noting that Mr. Berberet was in Galena today trying to obtain additional items for the Shindig. Mrs. Gallagher suggested that the Foundation contact the Galena Country Fair to be considered for funding to support of the Top Scholars program. She also suggested the Foundation contact the greyhound track in Dubuque, as they also provide money to nonprofits in the surrounding area.

Treasurer’s Report and Comparison of Budget with End-of-Year Projections
There was no additional report.

Student Trustee
A summer retreat for Phi Theta Kappa and Student Senate members will be held to get students interested in upcoming activities. Dr. Jennings stated that it would be good for students to understand that profit from the bookstore helps pay for student activities, and he suggested that Ms. Farmer help relay that message to students.

ICCTA Representative
Mr. Endress reported that he will be on the Executive Committee of the Illinois Community College Trustees Association and will attend the Executive Committee retreat in August.

Administration
Ms. Gerber reported that Student Senate raised money for water bottle fillers and so far the filler in building M has saved 231 plastic bottles from recycling. She stated that an enrollment report will be forwarded to trustees later this week. In an effort to increase enrollments, a recruitment strategy has been undertaken to contact those students who have applied for admission but have not yet registered, and the calls took place last night. A group is also looking at the list of students who have not reregistered from Spring to Fall semesters and will also contact those who
have not completed Express Registration by July 31 to encourage them to register. Preparations are underway for new student orientation, and part of the orientation will be a meet and greet for adult students and minority students, with a breakout orientation for adult students. Ms. Janssen reported that she and Ms. Madonna Keeney, Bookstore Manager, are looking at the possibility of opening up additional opportunities for textbook rentals. Ms. Janssen reported that the recent sidewalk project has been completed but there are some areas that may need to be fixed, and she concluded her report by announcing that the College will soon hire a Cafeteria Manager.

Mr. Hood announced that Highland’s dual credit opportunities with Oregon High School have increased, previously offering three classes and now offering nine, which increases the program’s credit hours by more than 300%. This is a model program for other schools. Mr. Hood stated that he was happy with the support shown for the recent performances of “Hairspray”, noting that Mr. Vrtol and others did a great job and the production was a “phenomenal success”. Mr. Hood hopes that future theatrical performances can also run an additional weekend so more people have an opportunity to see the productions.

Ms. Grimes announced that invitations to the Founders Day dinner have been mailed, and Mr. Willging distributed a copy to trustees.

Dr. Kanosky stated that he will be speaking to the Upward Bound students tomorrow before they leave on tour. He is hopeful that the College will be able to offer something for those students who are not graduating from the program.

OLD BUSINESS

There was no old business.

CLOSED SESSION

Mr. Block 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, 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, Gallagher, Shockey Urish, Block, Endress, Farmer
    NAYS: None

At 4:49 p.m., the Chairperson declared the motion carried and the meeting in closed session.

Mr. Block moved and Dr. Jennings seconded the motion to end the closed session. The roll call on the motion was as follows:

    AYES: Gallagher, Shockey, Urish, Block, Endress, Jennings, Farmer
    NAYS: None

At 5:59 p.m., the Chairperson declared the motion carried and the closed session ended.
ACTION, IF NECESSARY

No action was necessary following the closed session.

NEW BUSINESS

A suggestion was made that trustees contact Ms. Grimes with ideas for an item the trustees could personally sponsor for the Shindig auction.

Mr. Block reported that Prospering Together recently held their quarterly meeting with all the organizations there. During the meeting, organizers talked about the arena of workforce development under Highland’s direction and how to be able to continue that with the current economy. Mr. Block also noted that Big Brothers/Big Sisters has more applicants than they have volunteers, and the director is willing to go out and speak to community groups. He suggested this might be a good presentation for the Adult Student Network or Leadership Institute. Overall, there are many good successes as a result of Prospering Together, which helps community groups conserve money by coordinating efforts. Dr. Kanosky noted that the taxing bodies meet regularly and recently discussed the possibility of combining purchasing for supplies, such as those used in pool maintenance, since three of the taxing bodies have pool facilities. Dr. Kanosky also reported that Mr. Russ Simpson of Jo-Carroll Energy has grant money available and is working with Highland to try to expand the Leadership Institute to Carroll County.

Mrs. Gallagher requested that a report from the ACCT State Coordinator be included in the regular monthly reports, and Ms. Grimes will add it to the agenda beginning next month.

DATES OF IMPORTANCE

The next regular Board meeting will be on Tuesday, August 21, 2012 at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center on the Highland Community College campus. Mr. Block and Mr. Urish will not be able to attend the meeting, so the meeting may need to be rescheduled if others are unavailable.

ADJOURNMENT

Dr. Jennings moved and Mrs. Gallagher seconded the motion to adjourn the meeting. At 6:08 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