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 4:01 p.m. on July 20, 2010 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. Steve Kroeger, Mrs. Maurita Scharman, Mrs. Diane Gallagher, Mr. David Shockey, Mr. Robert B. Urish, Mr. Doug Block, and Mr. Jim Endress

The following members were absent: Mr. Daniel Dick

Also present: Dr. Joe Kanosky, President; Dr. Jeff Davidson, Vice President, Academic Services (departed 5:37 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 5:37 p.m.); Ms. Liz Gerber, Associate Vice President, Student Services (departed 5:37 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (departed 5:37 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:04 p.m.; returned 6:26 p.m.); Mr. Steve Mihina, Faculty (departed 4:56 p.m.); Ms. Beth Koeller, Director, Columbia College Freeport Campus (departed 4:56 p.m.); Ms. Susan Atherton, Executive Director, HCC Foundation (departed 4:17 p.m.); Ms. Hilary Matheson, The Journal-Standard (departed 5:04 p.m.; returned 6:26 p.m.); Mr. Brad Hart, Big Radio (arrived 6:26 p.m.); and Ms. Terri Grimes, Board Secretary.

APPROVAL OF AGENDA

Mr. Block moved and Mrs. Gallagher seconded motion to approve the agenda, as presented. The vote being unanimous, the motion carried.

APPROVAL OF MINUTES

Mr. Urish moved and Mrs. Gallagher seconded the motion to approve the minutes of the June 2, 2010 Board Retreat and Audit Committee meeting, and the June 15, 2010 regular meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

Mr. Mihina presented a written report outlining some of the faculty’s recent activities. Dr. Kanosky thanked Mr. Mihina for his report.
INTRODUCTIONS

There were no introductions.

FOUNDATION REPORT

Ms. Atherton reported that the Foundation’s website has been updated. The Jo Daviess Leadership Forum is currently raising money for Foundation scholarships. The Foundation golf outing made a profit, and some of the proceeds from the event will be shared with the Leadership Institute and the Jo Daviess Leadership Forum. Ms. Atherton recently learned that an endowment in the amount of approximately $150,000 will be made in Jim Schneiderman’s name. Mrs. Gallagher suggested that this might be a great opportunity to send a letter to the editor thanking the bank for all Mr. Schneiderman did for the Foundation and the College.

A majority of Ms. Atherton’s time in June and the first two weeks of July were spent on planning for the fundraising event associated with the special performance of Grease on July 18. Approximately 200 people attended the event. Hot rods were on display, and approximately 70% of those who attended took advantage of the tours of the nursing wing. Ms. Atherton thanked the grounds crew for making the grounds look nice for the event, and others who were involved in making the event a success, including Mr. and Mrs. Rob Urish, Mr. and Mrs. Jim Berberet, Mr. and Mrs. Jim Kaney, Dr. Kanosky, and Foundation and College staff.

As of the end of July, $1.8 million has been raised for the capital campaign. The Foundation office continues to send out billing notices to those who have pledged to the campaign. Notices are sent based on the donor’s preference for payment of the pledge. Ms. Atherton has been in contact with the family of Robert and Dorothy Rimington in order to schedule the dedication of the Robert and Dorothy Rimington Student Success Center. At this point, Ms. Atherton is recommending that signage be installed and the dedication be scheduled once the family contacts her about a mutually agreeable date. Dr. Kanosky noted that a dedication of the Charles Endress Lecture Hall also needs to be scheduled.

Ms. Atherton concluded her remarks by announcing that ownership of the McNess property on Demeter Drive will soon be transferred to the Foundation.

Dr. Kanosky suggested that Ms. Atherton begin producing a chart on the campaign pledges and contributions, which had been discussed previously. Dr. Kanosky would like to have the report available in time for the August Board meeting or September at the latest.

CONSENT MOTION

A. Academic (None)
B. Administration

1. Revised Job Description: Bookstore Assistant
   Recommendation: That the Highland Community College Board approve the revised job description for Bookstore Assistant, as presented. No change is being recommended to the placement of the position on the Highland Salary Range Table. This continues to be a non-exempt position.

C. Personnel (None)

D. Financial

1. Part-time Instructors
   Recommendation: That the list of part-time-overload instructors, as presented, be approved to teach during the Summer semester of 2010.

Mr. Kroeger moved and Mr. Urish seconded the motion to approve the Consent Motions, as presented. Ms. Janssen noted that the cost of the full-time Bookstore Assistant will be offset by savings of $12,500 in part-time staff. The roll call on the motion was as follows:

   AYES:         Scharman, Gallagher, Shockey, Urish, Block, Endress, Kroeger
   NAYS:         None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

   Mr. Endress moved and Mrs. Scharman seconded the motion to approve the second reading of the revised Financial Aid policy, as presented. The roll call on the motion was as follows:

   AYES:         Gallagher, Shockey, Urish, Block, Endress, Kroeger, Scharman
   NAYS:         None

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Temporary Appointment: Biology Instructor
   Mr. Urish moved and Mrs. Scharman seconded the motion to approve the continued temporary appointment of Ms. Karla Giuffre as full-time Biology Instructor in the Division of Natural Science and Mathematics for the Fall 2010 and Spring 2011
semesters beginning August 12, 2010, at an FY’10 salary of $44,520 plus appropriate fringe benefits (MS + 0, 0 years experience). Since the FY’11 faculty union contract has not yet been negotiated, this salary is based on the FY’10 salary schedule and placement and is within the FY’11 budget. This temporary appointment is necessary due to the non-renewal of employment of a full-time Biology instructor. The roll call on the motion was as follows:

**AYES:** Shockey, Urish, Block, Endress, Kroeger, Scharman, Gallagher

**NAYS:** None

Whereupon the Chairperson declared the motion carried.

2. **New Job Description: Assistant Project Director, National Science Foundation (NSF) Wind Turbine Remote Laboratory Grant**

Mr. Block moved and Mrs. Gallagher seconded the motion to approve the new job description for Assistant Project Director, National Science Foundation (NSF) Wind Turbine Remote Laboratory Grant with placement at Range 65 on the Highland Salary Range Table. This is an exempt administrative grant position. The roll call on the motion was as follows:

**AYES:** Urish, Block, Endress, Kroeger, Scharman, Gallagher, Shockey

**NAYS:** None

Whereupon the Chairperson declared the motion carried.

3. **Appointment: Assistant Project Director, National Science Foundation (NSF) Wind Turbine Remote Laboratory Grant**

Mr. Block moved and Mr. Endress seconded the motion to approve the hiring of Mr. Philip Pilcher through funding from the National Science Foundation (NSF) Wind Turbine Remote Laboratory grant, in partnership with Northern Illinois University (NIU), at a fiscal year annualized salary of $75,000 plus appropriate fringe benefits beginning August 16, 2010. This is a grant-funded position, with all funding for this position, including salary and benefits, provided by the grant. As a grant-funded position, continued employment will be dependent upon meeting established College performance requirements and, more importantly, continued and adequate funding for the NSF Wind Turbine Remote Laboratory Grant program. The roll call on the motion was as follows:

**AYES:** Block, Endress, Kroeger, Scharman, Gallagher, Shockey, Urish

**NAYS:** None

Whereupon the Chairperson declared the motion carried.
D. Financial

1. Consideration and Action on a Resolution Declaring the Intent of the College to Issue Funding Bonds
Mr. Urish moved and Mr. Kroeger seconded the motion that the Highland Community College Board approve the following Resolution setting forth and describing in detail outstanding claims against the District, declaring its intention to issue funding bonds to pay claims against the District, and directing that notice of such intention be published.

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, and directing that notice of such intention be published as provided by law.

Ms. Janssen stated that these bonds will not affect the overall tax rate. The roll call on the motion was as follows:

AYES: Endress, Kroeger, Scharman, Gallagher, Shockey, Urish, Block

NAYS: None

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

2. Tentative Budget for Fiscal Year 2011
Mr. Endress moved and Mrs. Gallagher seconded the motion to approve the following Resolution regarding a Tentative Budget for 2010 – 2011 and setting the public hearing date thereon for September 21, 2010:

Be it resolved that the Tentative Budget for the fiscal year 2010 – 2011 be conveniently made available for public inspection after this date through September 21, 2010, and furthermore, that public notice be given of such hearing date at least 30 days prior to date of Public Hearing.

Ms. Janssen stated that the tentative budget is based on current information, and the numbers may change by September. Mr. Kroeger stated that he is reluctant to pass a deficit budget, but with only tentative information available, he is comfortable with proceeding.

The roll call on the motion was as follows:
AYES: Kroeger, Scharman, Gallagher, Shockey, Urish, Block, Endress
NAYS: None

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

3. Payment of Bills and Agency Fund Report
Mr. Block moved and Mr. Urish seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payment and to transfer funds for June 2010 bills in the amount of $1,318,760.19, Automated Clearing House (ACH) debits of $233,143.42, and Electronic Refunds of $7,467.33, with 7 adjustments of $2,980.16, such warrants amounting to $1,556,390.78. Transfers of funds for payroll amounted to $894,049.38. The roll call on the motion was as follows:

AYES: Scharman, Gallagher, Shockey, Urish, Block, Endress, Kroeger
NAYS: None

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

REPORTS

Treasurer’s Report and Statements of Revenue, Expenditures and Changes in the Fund Balance
Ms. Janssen stated that the audit began on Monday, so she would expect some changes in the FY’10 numbers. Any surplus at the end of FY’10 would offset a potential deficit in FY’11.

Student Trustee
Mr. Dick was unable to attend the meeting today, but Mr. Shockey read Mr. Dick’s written report. Dr. Kanosky announced that Mr. Dick is quite involved in the Boy Scouts of America.

ICCTA Representative
Mrs. Gallagher announced that ICCTA will hold an executive retreat planning session this Friday in Chicago in conjunction with ACCT’s meeting in Chicago. Ms. Sherrie Kimble, ICCTA Executive Assistant, will retire this month. The Northwest Regional ICCTA meeting is tentatively scheduled for Thursday, October 7, on our campus.

Mrs. Gallagher reported that she and Dr. Thompson Brandt attended the Galena Vision 20/20 meeting recently, noting that one of the focus areas is to improve education in Galena. She stated that it may be appropriate to offer dual credit courses to the Galena School District. Dr. Kanosky reminded trustees that the College had offered classes at the Galena High School until the school district needed the room for special education, at which time we began offering classes at Highland West. Mr. Block stated that State reimbursement for remedial courses is significantly
lower. If dual credit courses will not help in the Galena area, maybe we could help in some other way or use a new approach.

ADMINISTRATION

Ms. Gerber stated that the admissions and advising staff held a retention retreat today, facilitated by Mary Lynn Luy. Ms. Gerber will provide the Board with a copy of the PowerPoint presentation.

Ms. Ferguson reported that, as a result of Public Act 96-0889, changes will be made to pension benefits for new hires on or after January 1, 2011. The changes are expected to create some recruitment difficulties. She also reported that currently the College has to pay the State in advance for criminal background checks, but the turnaround time from the State has gotten longer. Human Resources staff is looking into other options to obtain this information.

Ms. Janssen reported that this is a busy time for several departments, including financial aid, the bookstore, accounting, and physical plant.

Dr. Kanosky reminded trustees that Ms. Grimes will become President of the ACCT Professional Board Staff Network at the national meeting in Toronto in October. Ms. Grimes also wrote an article for the latest edition of ACCT’s Trustee Quarterly magazine.

Dr. Kanosky announced that Mrs. Kanosky was the high bidder at a recent fundraiser, and as a result, Dr. Kanosky will lead the Mt. Carroll Middle School band during their Halloween parade in October. He concluded his report by announcing that the YMCA would like to expand the Sports Complex, and an initial meeting has been held to discuss the potential project.

OLD BUSINESS

There was no old business.

At 4:56 p.m., the Chairperson declared a recess; the meeting resumed at 5:04 p.m.

CLOSED SESSION

Mr. Urish moved and Mr. Kroeger 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 probable, imminent or pending litigation, 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, Kroeger, Scharman

NAYS: None

At 5:05 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.
Mr. Urish moved and Mr. Block seconded the motion to end the Closed Session. The roll call on the motion was as follows:

AYES:  Shockey, Urish, Block, Endress, Kroeger, Scharman, Gallagher
NAYS:  None

At 6:26 p.m., the Chairperson declared the motion carried and the meeting in Open Session.

**ACTION, IF NECESSARY**

No action was necessary.

**NEW BUSINESS**

Mr. Willging introduced Ms. Hilary Matheson, education reporter for *The Journal-Standard*.

**DATES OF IMPORTANCE**

The next regular Board meeting is scheduled for Tuesday, August 17, 2010 at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center on the Highland campus. The next Board retreat will be held in Jo Daviess County, tentatively at the Eagle Ridge Property Owners’ Association, on September 1, 2010.

**ADJOURNMENT**

Mr. Urish moved and Mrs. Gallagher seconded the motion to adjourn the meeting. At 6:27 p.m., there being no further business, the Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,

Signature

*Terri A. Grimes*

Terri A. Grimes, Board Secretary

Illinois Community College District No. 519
July 20, 2010

I am sorry I missed this meeting but I am currently providing cheerful service at the Boy Scouts of America 100th year Jamboree.

Summer classes are wrapping up and many students are registering for their fall courses. As student trustee, one of my goals for this year is to help get students more active in campus activities. I am beginning to put a plan together and hope to have a detailed report for you at the August Board meeting.

Cheerfully yours,

Dan Dick
Student Trustee