

**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 July 21, 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 (departed 5:35 p.m.), Dr. Steve Jennings, Ms. Whittney Zumdahl, Mr. Blake Musser, and Ms. Alexa Buss

The following members were absent: None

Also present: Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President (departed 5:19 p.m.; returned 6:06 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 5:19 p.m.); Ms. Liz Gerber, Vice President, Student Development and Support Services (departed 5:19 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (departed 5:19 p.m.); Mr. Rex Blomberg, Custodian (departed 5:02 p.m.); Mr. Jim Berberet, Executive Director, HCC Foundation (departed 5:02 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 5:02 p.m.); Mr. Jeremy Bradt, Director, Enrollment and Records (departed 4:06 p.m.); Ms. Donna Kauke, Dean, Health, Natural Science, and Mathematics (departed 5:02 p.m.); Ms. Brigitte Rayhorn, Student Accounts Specialist (departed 4:06 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 5:02 p.m.); Mr. Steve Mihina, Faculty (departed 5:02 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:02 p.m.; returned 6:06 p.m.); Mr. Brad Hart, Big Radio (arrived 6:06 p.m.); and, Ms. Terri Grimes, Board Secretary

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

Mr. Endress moved and Mrs. Gallagher seconded the motion to approve the minutes of the June 3, 2015, Board retreat and Audit Committee meeting, and the June 16, 2015, regular meeting, as presented. The vote being unanimous, the motion carried.

**PUBLIC COMMENTS**

There were no public comments.

## **INTRODUCTIONS**

Mr. Hood introduced Ms. Chris Kuberski, new Executive Vice President, and Mr. Jeremy Bradt introduced Ms. Brigitte Rayhorn, new Student Accounts Specialist.

## **FOUNDATION REPORT**

Mr. Jim Berberet presented the monthly Foundation report. He reminded trustees of the Foundation's upcoming fundraiser on August 15, Shindig V: Woodstock. A lot of quality auction items have been donated for the live and silent auctions. The Foundation is seeking nominations for their 21<sup>st</sup> annual Distinguished Alumni awards, with nominations due by September 1. The Double Play 2015 campaign has raised almost \$29,000, with a match pool of \$50,000 this calendar year. The Major Gift Campaign raised \$306,000 in FY15, with all gifts raised during FY15 totaling \$1,540,120.

## **CONSENT ITEMS**

- A. Academic (None)
- B. Administration
  - 1. Curriculum & Instruction Committee Report  
*Recommendation:* That the report of the course and curriculum changes for the July 1, 2014 through June 30, 2015 period be approved, as presented.
  - 2. 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, 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.
- D. Financial (None)

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

Whereupon the Chairperson declared the motion carried.

**MAIN MOTIONS**

- A. Academic (None)
- B. Administration (None)
- C. Personnel

1. New Job Description: Coordinator, Nursing Program and Lab  
Mrs. Gallagher moved and Mr. Musser seconded the motion to approve the new job description for Coordinator, Nursing Program and Lab, as presented, with placement at range 47 on the Highland Salary Range Table. This is a full-time, exempt position and is included in the budget for FY16. 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.

2. New Job Description: Natural Science Lab Assistant  
Mr. Endress moved and Dr. Jennings seconded the motion to approve the new job description for Natural Science Lab Assistant, as presented, with placement at range 39 on the Highland Salary Range Table. This is a part-time, non-exempt, hourly position and is included in the budget for FY16. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Appointment: Hospitality Management Instructor  
Ms. Ferguson noted that there was an error on the recommendation and that the item should state that the position is in the Business and Technology division, rather than the Health, Natural Science, and Mathematics division.

Ms. Zumdahl moved and Mr. Musser seconded the motion to approve the appointment of Mr. Evan P. Talbert as full-time Hospitality Management Instructor in the Business and Technology division beginning August 13, 2015, at an FY16 salary of \$57,696 (BA+0, 6 years' experience) plus appropriate fringe benefits. This is a full-time faculty position and is within the FY16 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Appointment: Medical Assistant Instructor

Mr. Shockey moved and Mr. Endress seconded the motion to approve the appointment of Ms. Alicia Kepner as full-time Medical Assistant Instructor in the Health, Natural Science, and Mathematics division beginning August 13, 2015, at an FY16 salary of \$48,851 (Vocational+24, 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 reorganization of nursing and allied health. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Tentative Budget for Fiscal Year 2016

Dr. Jennings moved and Ms. Buss seconded the motion to approve the following Resolution regarding a Tentative Budget for 2015 – 2016 and setting the public hearing date thereon for September 15, 2015.

RESOLUTION: Be it resolved that the Tentative Budget for the fiscal year 2015 – 2016, as presented, be conveniently made available for public inspection after this date through September 15, 2015, 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: Musser, Gallagher, Shockey, Block, Endress,  
Jennings, Zumdahl, Buss  
NAYS: None

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

2. Sports Center/YMCA Basement Exit Stairwell Drainage Improvements  
 Mr. Musser moved and Mr. Endress seconded the motion to approve the use of Agency funds for the expense of improving drainage issues in the basement exit stairwell at the Sports Center/YMCA. Funds for this purpose are available through the shared Agency fund.

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Service Provision Agreement Between FHN Family Counseling Center and Highland Community College  
 Mr. Musser moved and Mr. Shockey seconded the motion to approve the agreement between Highland Community College and FHN Counseling Center for the provision of student mental health assessments, consultation, and training at a rate of \$90.00/hour for a minimum of 5 hours per week and a maximum of 10 hours per week while classes are in session during FY16 and FY17. 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.

4. Testing Center Fees  
 Mr. Musser moved and Mr. Endress seconded the motion to approve the Testing Center fees, as described below. These fees are charged for the proctoring and administration of specified tests through the Testing Center.

Compass	\$10 fee to re-test after the second administration
CLEP	\$30
DSST	\$15
Remote testers	\$20
Work Keys	\$25 for all three tests; \$10 re-test fee
Courses for other colleges	\$25 per semester or \$15 per test *
Merit Board	\$15

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.

5. Salary Range Table Adjustment

Mr. Musser moved and Dr. Jennings seconded the motion to approve an adjustment to Highland's Salary Range Table by applying a 2.0% increase to the established minimums, midpoints, and maximums effective July 1, 2015, in order to stay comparable with current marketed salary range levels. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

6. Payment of Bills and Agency Fund Report

Mr. Shockey moved and Dr. Jennings seconded the motion authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the June 2015 bills in the amount of \$1,122,499.23, Automated Clearing House (ACH) debits W0000323 through W0000328 amounting to \$500,707.06, Other Debits D0000045 amounting to \$96.71, and Electronic Refunds of \$3,328.28 with 6 adjustments of \$1,060.81, such warrants amounting to \$1,625,570.47. Transfers of funds for payroll amounted to \$508,974.22. The roll call on the motion was as follows:

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

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

## REPORTS

### Treasurer's Report: Comparison of Budget with End-of-Year Projections

The College has renewed its property and liability insurance. Ms. Janssen reported that many vendors were reviewed, with QBE and a self-funded co-op being the two vendors that were interested in serving the College. Ms. Janssen and Ms. Kuberski will evaluate the possibility of switching to the co-op at a later date. Ms. Janssen has several scenarios for financing the debt

certificates, which she will review with Mr. Hood and Ms. Kuberski and discuss at the September Board retreat.

#### Student Senate

Ms. Buss reported that she is considering running for the Illinois Community College Board Student Advisory Committee's Outreach Committee. She also reported that July 15, 2015, marked the 50<sup>th</sup> anniversary of the signing of the Illinois Public Community College Act. She concluded her report by announcing that she participated in the Summer Serve event for High School Servant Leadership, which was held in Rockford.

#### Audit Committee

Mrs. Gallagher reported that the audit is underway, and the Audit Committee will meet again in the fall.

#### ICCTA Representative

Mr. Endress reported that ICCTA has not had a face-to-face meeting since our last Board meeting.

#### ACCT Central Region Representative

Mrs. Gallagher attended ACCT's summer board retreat, where there was lots of good information and work sessions. Speakers included Ms. Martha Kantor, former Undersecretary for Education; Mr. Kyle Lierman, Associate Director of Public Engagement in the White House Office of Public Engagement; speakers from Higher Ed for Higher Standards; and a speaker from the tribal colleges. The annual evaluation of Mr. J. Noah Brown, President and CEO of ACCT, was conducted during the retreat and his contract extended through September 30, 2018. Results were submitted for ACCT's regional awards, which will be presented during the Leadership Congress in San Diego. A webinar on higher education will be held tomorrow morning beginning at 9:00 a.m. Mrs. Gallagher concluded her report by reminding trustees of the symposium that will be held on Tuesday, October 13, just prior to the start of the ACCT Leadership Congress. The symposium is by invitation only.

#### Board Chair

Mr. Block reported that he attended several Northwest Illinois Development Alliance functions and offshoot committee meetings. The Business Committee is realizing the need to work with education, particularly K-12. Mr. Block and Mr. Hood were invited to a lunch with Mr. Jim Gitz to meet a candidate for the City of Freeport's Community Development Director position.

#### Administration

Ms. Kuberski reported that she has been very warmly received by Highland and the community. The search committee for a Dean of Humanities, Social Sciences, and Fine Arts met and began the search process. The committee has very good criteria on which to base the search.

Ms. Janssen reported that some signs have been removed on the loop road and in parking lots in an effort to de-clutter and clean up the area.

Ms. Ferguson announced that representatives of Blue Cross Blue Shield and Cottingham & Butler will be on campus for informational sessions during Opening Days. She also reported that

the federal government has announced that they will revamp the criteria for classifying a person as an independent contractor versus employee.

Ms. Gerber reported that staff are working hard to manage enrollments and have contacted those who have applied but not yet registered. Project Succeed has been funded for another five years. A Freedom of Information Act request has been received, which is asking for a significant amount of information. Ms. Gerber and several other staff are working to complete the request.

Ms. Grimes reminded trustees of the Opening Days reception on Thursday, August 13, from 5:00 to 7:00 p.m. at the Freeport Country Club.

Mr. Hood will be meeting with other presidents in the region this Thursday at Waubensee. There is a lot of networking going on, partnering to bring in new revenue to the College. Mr. Hood has been meeting with representatives of the Foundation on a weekly basis. He will be the "chief cook" for a fish fry tomorrow, which he hopes to make an annual event as a thank you to faculty and staff. Mr. Hood asked Ms. Donna Kauke to provide trustees with an update on the recent meeting with the Illinois State Board of Nursing. Ms. Kauke, Mr. Hood, and Ms. Kay Sperry attended the meeting. Students' NCLEX pass rates had declined at Highland, as well as at about one-third of the community colleges in the state. Ms. Kauke and nursing staff have put a remediation plan in place and the results are already being seen on the pass rates, increasing from 65 percent to 87 percent as of today. Ms. Kauke stated that nursing faculty deserve a lot of credit for this improvement, and she is excited about the curriculum changes that will take place this fall to include more critical thinking. She also reported that this is the first year that students graduated from the College's hybrid online nursing program and everyone has passed their boards. Mr. Hood reminded trustees that the online nursing program was a new endeavor for us and it is being tweaked, as needed.

### **OLD BUSINESS**

There was no old business.

At 5:02 p.m., the Chairperson declared a recess; the meeting resumed at 5:09 p.m.

### **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 against an employee of the public body or against legal counsel for 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: Zumdahl, Musser, Gallagher, Shockey, Block, Endress, Jennings, Buss  
NAYS: None



At 5:11 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 6:06 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

No action was necessary.

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

1. Memorandum of Understanding Regarding Extension of Collective Bargaining Agreement Between Highland Community College and the Highland Custodial and Maintenance Council Local #1957

Dr. Jennings moved and Mr. Musser seconded the motion to approve the Memorandum of Understanding with the Highland Community College Custodial and Maintenance Council Local 1957, as presented, extending the collective bargaining agreement through June 30, 2016. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

### **NEW BUSINESS**

Ms. Grimes announced that Mr. Keith Blackmore, former biology instructor, passed away early this morning.

### **DATES OF IMPORTANCE**

The next regular Board meeting will be held on Tuesday, August 18, 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. Opening Days activities will take place on August 13 and 14.

**ADJOURNMENT**

Dr. Jennings moved and Mr. Musser seconded the motion to adjourn the meeting. At 6:09 p.m., there being no further business, the Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,

*Terri A. Grimes*

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