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 4:00 p.m. on August 17, 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. Doug Block, Mr. Jim Endress, and Mr. Daniel Dick (departed 5:23 p.m.; returned 5:25 p.m.)

The following members were absent: Mr. Rob Urish

Also present: Dr. Joe Kanosky, President; Dr. Jeff Davidson, Vice President, Academic Services; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Associate Vice President, Student Services (departed 5:23 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources; Ms. Susan Atherton, Executive Director, HCC Foundation (departed 4:10 p.m.); Ms. Beth Koeller, Director, Columbia College Freeport Campus (departed 5:00 p.m.); Mr. Steve Mihina, Faculty (departed 5:00 p.m.); Dr. Thompson Brandt, Dean, Humanities and Social Sciences (departed 5:00 p.m.); Mr. Thedford Jackson, Transfer Coordinator/Academic Advisor (departed 5:00 p.m.); Dr. Michelle (Misty) Thruman, Director, Institutional Research (departed 5:00 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:23 p.m.); and Ms. Terri Grimes, Board Secretary.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mrs. Gallagher clarified that she has learned that Ms. Sherrie Kimble, Executive Assistant for the Illinois Community College Trustees Association, will retire at the end of the year, not the end of July, as she reported at last month’s meeting. Mr. Kroeger moved and Mrs. Scharman seconded the motion to approve the July 20, 2010 budget work session and regular meeting minutes, as presented. The vote being unanimous, the motion carried.
PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

FOUNDATION REPORT

Ms. Atherton reviewed her written report that was shared with trustees. She reported that, due to a decrease in donations to the Foundation, a decision has been made to discontinue the HCCgift.org website for a year and reevaluate it next year. This also includes the planned giving software. Information about the Foundation has been added to HCC’s website with a visible link to the Foundation.

A $150,000 endowment from the GermanAmerican State Bank, in memory of Mr. Jim Schneiderman, should be received by the end of the year. The Foundation also received $10,000 in additional money for Foundation scholarships thanks to Ms. Pat Dunn, Foundation Assistant.

Solicitations to businesses and industries in the Highland district are progressing, and follow-up calls will be made. Ms. Atherton has made a $150,000 proposal to a local couple and will follow-up with them next week. Fifth-Third Bank does not support capital campaigns, but they may consider program support for the Leadership Institute.

The comments regarding the Grease fundraiser were very positive. Dr. Thompson Brandt met with Mr. and Mrs. Rob Urish last week, and Dr. Brandt was helpful in determining additional events that the Foundation could sponsor throughout the district. He identified two events in the fall and three in the spring, and the Foundation Event Committee will take the lead on this.

The Dorothy and Robert Rimington Student Success Center will be dedicated at 1:00 p.m. on Tuesday, September 21, 2010, prior to the Board’s regular meeting. Mr. and Mrs. Rimington’s son, Paul, and his wife will attend the event, which will include a reception. Ms. Atherton thanked Ms. Teresa Williams, Purchasing & Insurance Specialist, for her help in obtaining signage for the Center.

The Foundation scholarship awards presentation will be held on Sunday, September 26 at 2:00 p.m. Ms. Atherton will be off campus from Wednesday, September 1 through Tuesday, September 7 for her daughter’s wedding.

Ms. Atherton concluded her presentation by clarifying information included in the Foundation Board minutes regarding the percent of funds raised compared to the actual goal. She noted that the 32% of funds raised is based on raising $4.6 million, but the real amount to be raised is $7 million.
CONSENT MOTION

A. Academic (None)

B. Administration

1. **Appointment of Voting Delegate to the Association of Community College Trustees Leadership Congress 2010**
   Recommendation: That the Highland Community College Board appoint Mr. Robert B. Urish, Trustee, to serve as the voting delegate at the Association of Community College Trustees (ACCT) Community College Leadership Congress 2010 in Toronto, Ontario, Canada October 20 – 23, 2010. It is further recommended that Mr. David D. Shockey, Trustee, serve as the alternate delegate, if Mr. Urish is unable to fulfill this responsibility.

2. **Resolution: Appointment of Assistant Local Election Official**
   Recommendation: That the Highland Community College Board approve the following Resolution:

   Be it resolved that the Board of Trustees of Highland Community College District #519 appoint Ms. Sandy Johnson as Assistant Local Election Official. The Assistant will act as the Local Election official for Highland Community College for the nonpartisan election if Ms. Terri Grimes, the Local Election Official, is not available during the filing period. The filing period will be December 13 – 20, 2010, from 8:00 a.m. to 5:00 p.m.

C. Personnel (None)

D. Financial (None)

Mrs. Scharman moved and Mrs. Gallagher seconded the motion to approve the Consent Motions, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)
B. Administration

1. **First Reading – Policy Committee Appendix**
   Mr. Kroeger moved and Mrs. Gallagher seconded the motion to approve the first reading of the appendix to the Policy Manual, as presented. The roll call on the motion was as follows:

   **AYES:** Shockey, Block, Endress, Kroeger, Scharman, Gallagher, Dick
   **NAYS:** None

   Whereupon the Chairperson declared the motion carried.

2. **First Reading – New, Revised, and Unchanged Policies: Policy Manual**
   **Chapter II – Instruction**
   Mr. Block moved and Mr. Endress seconded the motion to approve for first reading the new and revised policies in Chapter II of the Policy Manual and affirm for first reading the unchanged policies in Chapter II of the Policy Manual, as presented. The roll call on the motion was as follows:

   **AYES:** Shockey, Block, Endress, Kroeger, Scharman, Gallagher, Dick
   **NAYS:** None

   Whereupon the Chairperson declared the motion carried.

C. Personnel

1. **Appointment: Coordinator, Medical Assistant Program**
   Mrs. Gallagher moved and Mrs. Scharman seconded the motion to approve the appointment of Ms. Alicia Kepner as full-time Coordinator, Medical Assistant Program beginning August 23, 2010 at a FY’11 salary of $30,000 plus appropriate fringe benefits. This is an exempt professional position and is within the FY’11 budget. The roll call on the motion was as follows:

   **AYES:** Block, Endress, Kroeger, Scharman, Gallagher, Shockey, Dick
   **NAYS:** None

   Whereupon the Chairperson declared the motion carried.

D. Financial

1. **Transfer of Interest**
   Mr. Endress moved and Mr. Block seconded the motion to approve the Resolution providing for the transfer of interest from the Working Cash Fund to the Educational Fund for general purposes, in the amount of $22,981.24 for FY’10,
under 110 ILCS 805/3-33.6 of the Public Community College Act of the State of Illinois. The roll call on the motion was as follows:

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

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

2. Payment of Bills and Agency Fund Report
Mr. Endress moved and Mr. Kroeger seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payment and to transfer funds for July 2010 bills in the amount of $992,602.64, Automated Clearing House (ACH) debits of $222,648.16, and Electronic Refunds of $1,226.40 with 5 adjustments of $1,473.17, such warrants amounting to $1,215,004.03. Transfers of funds for payroll amounted to $631,446.03. The roll call on the motion was as follows:

AYES: Kroeger, Scharman, Gallagher, Shockey, Block, Endress, Dick
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 noted a correction to the Treasurer’s report on page 34, stating that the second sentence of the fifth bullet point should read, “The net result for the fiscal year is an Operating Funds surplus of $259,247, which will offset a FY’11 deficit.” She also stated that we have received the State Base Operating grant for FY’10 and will now receive payments monthly rather than quarterly. To-date we have received July’s payment for this grant.

Transfer Monitoring Report
Dr. Davidson introduced Dr. Thompson Brandt, Mr. Thedford Jackson, and Dr. Misty Thruman who presented the annual Transfer Monitoring Report. Dr. Thruman reviewed the results of the recent transfer survey, which was modeled after a survey developed for Iowa community colleges. There were 229 graduates identified to take the survey, of which 209 had valid addresses. Out of the 209 surveys sent, 99 (47%) were returned, which is an acceptable response rate for the population. Dr. Brandt noted that the results support the idea that Highland has fine transferability.
Mr. Jackson stated that Highland’s general education courses are up for review by the Illinois Articulation Initiative beginning in October. The State review panel is made up of transfer coordinators, faculty members, and administrators.

**Student Trustee**
Mr. Dick thanked the Board for allowing him to be absent from two meetings while he participated in activities related to the Boy Scouts of America. Mr. Dick expressed a concern that advisors and others urge students to take the First Year Experience class, but from the students’ perspective, it may not have as much value as the College believes. He noted that the class is presented as a requirement but students are not actually required to take the course. Ms. Gerber will meet with Mr. Dick to discuss his concerns. Mr. Dick also expressed a concern about the clickers that are used in classes and suggested that students be allowed to rent the clickers.

Mr. Dick reported that Student Senate held a retreat with seven senators attending. The Student Senate elections will be held in September. Mr. Dick stated that his goal as Student Trustee is to be active on campus and get students involved. Student Senate is looking at several activities including a “bags” tournament and cookout, and is also considering new Cougar Den teeshtirts this year.

**ICCTA Representative**
Mrs. Gallagher reported that ICCTA has not met since our last meeting. She reviewed her written report, noting that she will be the vice chair of the Government Relations Committee. The next ICCTA meeting will be held in Springfield in September. Mrs. Gallagher encouraged trustees to log on to the ACCT and ICCTA websites on a regular basis, as both sites provide a lot of information. She concluded her presentation by stating that Ms. Judy Irwin has left as Executive Director of the Illinois Board of Higher Education and Mr. Donald Sevener has been appointed Interim Executive Director.

**ADMINISTRATION**

Ms. Gerber reported that our Project Succeed program has been funded for another five years. The program serves about 250 students. College-wide enrollment is up 6% over last year at this time. Dr. Kanosky announced that several people across campus volunteered to help as part of our “all hands on deck” process to provide assistance to departments during busy times. Of special note is that one part-time instructor offered to help out.

Ms. Janssen reported that there are a lot of extra people all across campus that are helping students. The bookstore had $275,000 in book sales in five days. The textbook rental system has gone over very well this semester. Financial Aid is up 40% from last year.

Dr. Kanosky met with Mr. Mike Dittmar, Mayor of Elizabeth, who proposed that the Village reduce our rent and move the police department to the lower level of HCC West. This would be a change in the lease and would take Board action.

Dr. Kanosky reminded trustees that we previously had an agreement, called the Tristate Initiative, between the University of Dubuque, Loras College, Clarke University, and Highland where
students in our district could attend one of the other three schools at Highland’s tuition rate. We also previously offered classes in Galena until the Galena School District needed the space for their special education students.

OLD BUSINESS

There was no old business.

CLOSED SESSION

Mr. Kroeger moved and Mrs. Gallagher 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: Scharman, Gallagher, Shockey, Block, Endress, Kroeger
NAYS: None

At 5:24 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 6:03 p.m., the Chairperson declared the motion carried and the meeting in Open Session.

ACTION, IF NECESSARY

No action was necessary.

NEW BUSINESS

There was no new business.

DATES OF IMPORTANCE

The next regular Board meeting is scheduled for Tuesday, September 21, 2010 at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center on the Highland campus and will be preceded by a budget work session at 3:00 p.m. The Audit Committee will meet at 2:00 p.m. on September 21, 2010.
ADJOURNMENT

Mr. Endress moved and Mr. Dick seconded the motion to adjourn the meeting. At 6:12 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