

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 4:03 p.m. on August 18, 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. Whitney 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; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Vice President, Student Development and Support Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Mr. Jim Berberet, Executive Director, HCC Foundation (departed 5:15 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 5:15 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 5:15 p.m.); Mr. Steve Mihina, Faculty (departed 5:15 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:15 p.m.; returned 5:42 p.m.); Mr. Brad Hart, Big Radio (arrived 5:42 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Endress moved and Ms. Zumdahl seconded the motion to approve the minutes of the July 21, 2015, budget work session and regular meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

FOUNDATION REPORT

Mr. Jim Berberet presented the monthly Foundation report. He reported that Shindig V was a success, with approximately 400 people attending the event, many in hippie clothes to go with the Woodstock theme of the evening. He expressed his appreciation to the Board, administration, faculty, and staff for their support of the event. Much support has also been received from various organizations for the College's dairy judging team, including 1st Farm Credit, Furst McNess, Hunter Haven Farms, Stephenson Service Company, Country Financial, Jo Daviess County Farm Bureau, Midwest Bank, and Vita Plus. In addition, the Ogle County Farm Bureau will be sponsoring the test plot on the farm owned by the Foundation, which is adjacent to campus. The agriculture program will be using the test plot for instructional purposes. Stephenson County Farm Bureau is also making a generous donation to the ag department. Mr. Berberet concluded his remarks by announcing that nominations are due soon for the Foundation's Distinguished Alumni awards.

CONSENT ITEMS

A. Academic (None)

B. Administration

1. Appointment of Voting Delegate and Alternate Delegate to the Association of Community College Trustees 2015 Leadership Congress

Recommendation: That the Board of Trustees approves the appointment of Mrs. Diane Gallagher, Trustee, to serve as the voting delegate at the Association of Community College Trustees (ACCT) 2015 Leadership Congress in San Diego, California, October 14 – 17, 2015. It is further recommended that Mr. Jim Endress, Trustee, serve as the alternate delegate, if Mrs. Gallagher is unable to fulfill her responsibilities at the meeting.

2. Authorization for Submission of Annual Audit to the Illinois Community College Board

Recommendation: That the Board of Trustees authorizes the Audit Committee of the Board to review the FY15 annual audit and authorize submission to the Illinois Community College Board prior to the October 15, 2015, deadline.

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 Mr. Endress 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

1. Joint Educational Agreement Between Highland Community College and Columbia College

Mr. Endress moved and Dr. Jennings seconded the motion to approve the joint educational agreement between Highland Community College and Columbia College, as presented. 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.

B. Administration

1. First Reading: Revised Policy 4.38 – Criminal Background Investigations

Ms. Zumdahl moved and Mrs. Gallagher seconded the motion to approve for first reading revised policy 4.38 Criminal Background Investigations, as presented. The policy is included in Chapter IV, Personnel, of the policy manual. 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.

2. First Reading: Revised Policy Manual Appendix – College-Authorized Security Cameras Acceptable Use Guidelines

Mr. Shockey moved and Mr. Musser seconded the motion to approve for first reading revised College-Authorized Security Cameras Acceptable Use Guidelines, as presented. The guidelines are included in the Appendix of the Policy Manual. 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.

3. First Reading: New, Revised and Unchanged Policies – Policy Manual
Chapter V – Finance and Facilities

Mrs. Gallagher moved and Ms. Zumdahl seconded the motion to approve for first reading the new and revised policies in Chapter V of the Policy Manual and affirm for first reading the unchanged policies in Chapter V of the Policy Manual, as presented.

A question was raised about changes in job titles that may become necessary in the policies, and Ms. Ferguson clarified that changes are made when job description titles change. Position title changes within policies are considered minor changes and do not require Board approval. Mr. Berberet expressed a concern about changes in Policy 5.08 (Gifts, Contributions, Bequests to Highland Community College), particularly the last paragraph, and will discuss these concerns with Ms. Janssen. She will then take his concerns back to the Policy Committee. Mr. Hood also clarified that gifts that are made to the Foundation to a particular area of the College go directly to that area, and the Foundation does not wait until the end of the fiscal year to give those funds to the College.

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.

C. Personnel

1. Appointment: Criminal Justice Instructor

Mr. Endress moved and Mrs. Gallagher seconded the motion to approve the appointment of Ms. Jennifer Roser as full-time Criminal Justice Instructor in the Humanities, Social Sciences, and Fine Arts division beginning August 13, 2015, at an FY16 salary of \$50,258 (BS+36, 0 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: Musser, Gallagher, Shockey, Block, Endress, Jennings,
Zumdahl, Buss
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Appointment: Coordinator, Nursing Program and Lab

Mrs. Gallagher moved and Mr. Shockey seconded the motion to approve the appointment of Ms. Jennifer Grobe as full-time Coordinator, Nursing Program and Lab in the Health, Natural Science, and Mathematics division beginning August 10, 2015, at an FY16 salary of \$50,000, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY16 budget. This appointment will fill the position that was approved by the Board at the July 21, 2015, Board meeting, which merges responsibilities and duties from the Coordinator, Nursing Program and Lab position, the Coordinator, Nursing/Allied Health Programs position, and a teaching component. 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. Appointment: Physics and Engineering Instructor

Dr. Jennings moved and Mr. Musser seconded the motion to approve the appointment of Mr. David Esch as full-time Physics and Engineering Instructor in the Health, Natural Science, and Mathematics division beginning August 13, 2015, at an FY16 salary of \$50,258 (MS+0, 0 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: Shockey, Block, Endress, Jennings, Zumdahl, Musser,
Gallagher, Buss
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. New Job Description: Coordinator, Outreach and Dual Credit

Dr. Jennings moved and Mr. Shockey seconded the motion to approve the new job description for Coordinator, Outreach and Dual Credit, as presented, with placement at range 48 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.

D. Financial

1. Resolution Authorizing Transfer of Interest from Working Cash Fund to Educational Fund

Mr. Endress moved and Mr. Musser seconded the motion to approve the Resolution, as presented, providing for the transfer of interest from the Working Cash Fund to the Educational Fund for general purposes, in the amount of \$16,955.83 for FY15, 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, Jennings, Zumdahl, Musser, Gallagher, Shockey, Block, Buss
NAYS: None

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

2. Payment of Bills and Agency Fund Report

Dr. Jennings moved and Mr. Endress seconded the motion authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the July 2015 bills in the amount of \$781,798.34, Other Debits D0000046 amounting to \$80.26, and Electronic Refunds of \$33,375.76, with one adjustment of \$197.00, such warrants amounting to \$815,057.36. Transfers of funds for payroll amounted to \$562,696.60. 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: Statements of Revenue, Expenditures, and Changes in Fund Balance

Ms. Janssen reported that it currently looks like the FY15 budget will end with a \$235,000 surplus, although this is currently an unaudited number. Much of this is due to additional funding received from the Foundation and \$375,000 less in expenditures than budgeted. The fund balance would then be at about 25 percent of budgeted expenditures, which is within acceptable guidelines set by the Illinois Community College Board.

Enrollment

Ms. Gerber reported that, as of this past Monday, head count was down 1.2 percent or about 20 students, while credit hours were down 2.4 percent or 427 credit hours. Dual credit still has to be entered, so head count could end up pretty even. Lifelong Learning has about 24 more students enrolled. There are 108 unduplicated students in new courses. Those students account for 1,846

credit hours in all courses they are taking, 436 credit hours in the new courses, and 35 of the 488 new students this semester. There are eight criminal justice majors, five hospitality majors, and one mass communication major.

Student Senate

Ms. Buss reported that the next Illinois Community College Board Student Advisory Committee (ICCB-SAC) meeting will be held on September 11 and 12, and she will apply to be the ICCB-SAC Outreach Committee Chair. Student Senate will meet in the next couple weeks. Ms. Buss concluded her report by stating that it is nice to see students back on campus.

Audit Committee

Mrs. Gallagher reported that the Audit Committee will meet again in September.

ICCTA Representative

Mr. Endress attended the ICCTA Executive Committee retreat at Eagle Ridge and complimented ICCTA for holding their summer retreat in the Highland district. There are a whirlwind of new bills in the legislature related to the College of DuPage, and the College of DuPage will likely not renew their ICCTA dues. Pension reform appears to also be a hot topic. Ms. Kathy Spears, trustee from Kishwaukee Community College, serves as ICCTA's secretary, so she has chosen not to serve as regional chair this year, and Illinois Valley Community College declined their turn a year ago so a Rock Valley trustee is serving as regional chair, with Highland next in line. Mr. Endress reported that Highland is also scheduled to host the Northwest region meeting this fiscal year. Mrs. Gallagher expressed her hope that consideration be given to a theme for the meeting of cooperation. She also asked if we could allow trustees to attend the regional meetings using remote equipment, and Mr. Endress noted that he would still like to encourage trustees to come to our campus.

ACCT Central Region Representative

Mrs. Gallagher reported that September 11 is the deadline to sign up to be an ambassador at ACCT's annual leadership congress in October. This is one way of involving trustees in ACCT. The ambassador program has grown in interest, and Mrs. Gallagher had a good response from trustees who attended the ICCTA retreat. Mrs. Gallagher reported that some Illinois community colleges have not paid their ACCT dues, and she has reminded ACCT that each and every membership is important.

Board Chair

Mr. Block complimented staff and leadership who attended the Freeport Area Chamber of Commerce's reception for Mr. Hood, Ms. Kuberski, and new administrators at Freeport School District. He expressed his belief that the role that Highland has in leading open communication with area employers and with the local school districts is headed in the right direction. We cannot do enough communicating, and the more we do, the more we will be asked to do.

Administration

Ms. Kuberski reported that the Clarence Mitchell Library is making additional electronic resources available. Opening Days was very energizing and a very good experience overall. She stated that the semester is off to a good start, with lots of positive energy, and she is very excited to be part of that.

Ms. Janssen expressed her appreciation to those who have responsibilities related to the annual audit.

Ms. Ferguson reported that 15 people attended the first Opening Days breakout session with Blue Cross Blue Shield and Cottingham & Butler. Participants were offered the opportunity to say what is or is not going well and to have their questions answered. There have been some issues with prescriptions and processes, which were discussed. Attendees also felt customer service is good but the length of time to get to a representative on the phone was lengthy, so Blue Cross Blue Shield representatives took that information back and will follow-up. Overall things seem to be going pretty well.

Ms. Gerber reported that Ms. Suzanne Miller, Coordinator of Highland's Career Center, has increased outreach with employers and the community and has increased the use of web-based tools. She is offering workshops, going into the classrooms, and has been out meeting with economic development groups and chambers of commerce.

Mr. Hood reported that he believes Highland will be in an elite group of colleges in Illinois that will experience increased enrollments in this academic year. If it had not been for the three new programs, Highland would likely have been down eight to 10 percent. He expressed his appreciation to those who helped with the new programs.

OLD BUSINESS

There was no old business.

At 5:15 p.m., the Chairperson declared a recess; the meeting resumed at 5:21 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; 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; and, security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property, 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, Block, Endress, Jennings, Buss
NAYS: Shockey

At 5:23 p.m., the vote being seven ayes and one nay, the Chairperson declared the motion carried and the meeting in Closed Session.

Mrs. Gallagher moved and Ms. Zumdahl 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 5:41 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

Mrs. Gallagher announced that ICCTA is handing out stickers celebrating the 50th anniversary of Illinois community colleges.

DATES OF IMPORTANCE

The next regular Board meeting will be held on Tuesday, September 15, 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.

ADJOURNMENT

Mr. Shockey moved and Dr. Jennings seconded the motion to adjourn the meeting. At 5:42 p.m., there being no further business, the Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,



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