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 21, 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 (arrived 4:14 p.m.), Mr. David Shockey, Mr. Jim Endress, Dr. Steve Jennings, Ms. Whittney Zumdahl, and Ms. JennyMarie Farmer

The following members were absent: Mr. Rob Urish and Mr. Doug Block

Also present: Dr. Joe Kanosky, President; Mr. Tim Hood, Vice President, Academic Services (arrived 4:02 p.m.); Ms. Jill Janssen, Vice President, Administrative Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Ms. Liz Gerber, Associate Vice President, Student Services; Mr. Jim Berberet, Executive Director, HCC Foundation (departed 4:11 p.m.); Mr. Steve Mihina, Faculty (departed 4:47 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (arrived 4:02 p.m.; departed 4:47 p.m.; returned 5:07 p.m.); Mr. Brad Hart, Big Radio (arrived 4:25 p.m.; departed 4:47 p.m.; returned 5:07 p.m.); and Ms. Terri Grimes, Board Secretary.

APPROVAL OF AGENDA

Mr. Endress moved and Dr. Jennings seconded the motion that item VIII-D-1 – Interfund Transfer from Operating Funds to Health Insurance Fund be removed from the agenda to be discussed with the full Board at the September 5, 2012 retreat. The vote being unanimous, the motion carried.

APPROVAL OF MINUTES

Dr. Jennings moved and Ms. Zumdahl seconded the motion that the minutes of the July 17, 2012 budget work session and regular meeting be approved, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.
INTRODUCTIONS

There were no introductions.

FOUNDATION REPORT

Mr. Berberet reported that approximately 350 people attended Shindig II – The Great Gatsby this past weekend at the home of Dr. Keith and Mrs. Diane Martin. Dr. Kanosky stated that this was a great event and thanked everyone who participated. Mr. Endress asked if it would be possible to see a list of what each of the auction items brought, and Mr. Berberet will supply Mr. Endress with a list. The Foundation continues to look for ways to promote the Alumni Association. The new donor wall has been installed in the Ray and Betty Stamm Health Science Nursing Wing. The Foundation continues to look for prospects in all four counties in the Highland district in order to expand their donor base. Mr. Berberet announced that last Thursday the Foundation Board of Directors approved auctioning off the McNess property on Demeter Drive. Mr. Berberet will speak to the Galena Rotary Club tomorrow and the East Dubuque Lions Club on September 24. He reminded trustees that the Foundation’s scholarship ceremony will be held on Sunday, September 30. Mr. Endress stated that it would be helpful to know whether or not the scholarship recipients are present at the ceremony, and he offered to staff a check-in table to help facilitate the process. He suggested the Foundation might consider offering an incentive for students to attend the event, such as an additional $25, or perhaps subtracting $25 from the scholarship for those who do not show up. Dr. Kanosky stated that it is even more embarrassing if the presenter shows up but the student does not. Ms. Gerber offered that the night switchboard operator could make calls to the students whose donors will be in attendance to make sure the students attend the event.

CONSENT ITEMS

A. Academic (None)

B. Administration

1. Appointment of Voting Delegate to the Association of Community College Trustees 2012 Leadership Congress

Recommendation: That the Board of Trustees appoints Mrs. Diane Gallagher, Trustee, to serve as the voting delegate at the Association of Community College Trustees (ACCT) 2012 Leadership Congress in Boston, Massachusetts October 10 – 13, 2012. It is further recommended that Mr. Jim Endress, Trustee, serve as the alternate delegate, if Mrs. Gallagher is unable to fulfill this responsibility.
2. Authorization for Submission of Annual Audit to the Illinois Community College Board

Recommendation: That the Board of Trustees authorize the Audit Committee of the Board to review the FY'12 annual audit and authorize submission to the Illinois Community College Board prior to the October 15, 2012 deadline.

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)

Dr. Jennings 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, Endress, Jennings, Zumdahl, Farmer
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration (None)

C. Personnel

1. Appointment: Coordinator, IGEN Grant Instructional Designer

Mr. Endress moved and Dr. Jennings seconded the motion to approve the appointment of Mr. Gary Johnson as Coordinator, IGEN Grant Instructional Designer beginning July 23, 2012 at an FY’12 grant year (October 1, 2011-September 30, 2012) salary of $49,500. This is a full-time, exempt, grant-funded temporary position with most of the funding for this position, including salary and benefits, provided by the Illinois Green Economy Network (IGEN) grant. As a grant-funded position, with each grant year beginning October 1, continuation will be dependent upon meeting established performance requirements and, more importantly, continued and adequate funding for the grant. The roll call on the motion was as follows:

AYES: Endress, Jennings, Zumdahl, Gallagher, Shockey, Farmer
NAYS: None

Whereupon the Chairperson declared the motion carried.
2. Revised Job Description: Director, Institutional Research and Revised Job Description and Salary Adjustment: Institutional Research Data Reporting Analyst
Mrs. Gallagher moved and Mr. Endress seconded the motion to approve the revised job descriptions, as presented, for Institutional Research Data Reporting Analyst with placement on the Highland Salary Range Table at 47, and the Director, Institutional Research with placement on the Highland Salary Range Table at 65. The Institutional Research Data Reporting Analyst position was formerly known as the Administrative Applications Specialist and is a full-time exempt, professional position. A salary adjustment for the incumbent in the position is also being recommended. The Director, Institutional Research, is a full-time exempt, administrative position. The roll call on the motion was as follows:

AYES: Jennings, Zumdahl, Gallagher, Shockey, Endress, Farmer
NAYS: None

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Interfund Transfer from Operating Funds to Health Insurance Fund
(Removed from agenda.)

2. Resolution Authorizing Transfer of Interest from Working Cash Fund to Educational Fund for General Purposes
Mr. Endress moved and Mrs. Gallagher 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 $3,105.48 for FY’12, 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: Zumdahl, Gallagher, Shockey, Endress, Jennings, Farmer
NAYS: None

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

3. Payment of Bills and Agency Fund Report
Dr. Jennings moved and Ms. Zumdahl seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payment and to transfer funds for July 2012 bills in the amount of $1,140,371.99 and Automated Clearing House (ACH) debits of $356,261.87 and Electronic Refunds of $33,510.32 with three adjustments of $1,357.95, such warrants amounting to $1,528,786.23. Transfers of funds for payroll amounted to $606,055.25. The roll call on the motion was as follows:
AYES: Gallagher, Shockey, Endress, Jennings, Zumdahl, Farmer
NAYS: None

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

REPORTS

Treasurer’s Report: Statements of Revenue, Expenditures and Changes in the Fund Balance
Ms. Janssen reminded trustees that both the June and July financials were included this month. The audit is progressing and going well. Dr. Jennings suggested that an article be placed in the newspaper about revenue from the Highland bookstore supporting student activities at the College.

Student Trustee
Ms. Farmer reported that she will be meeting this week with Ms. Kay Ostberg and Ms. Liz Gerber, Student Senate Advisors, to plan for upcoming Student Senate activities. Phi Theta Kappa’s first official meeting will be held this Friday.

ICCTA Representative
Mr. Endress reported that he attended the Executive Committee meeting of the Illinois Community College Trustees Association (ICCTA), which includes all officers, committee chairs and the representative from each of the nine ICCTA regions. The Executive Committee voted to make the ACCT State Coordinator position a part of the ICCTA Executive Committee. During the meeting, ICCTA Legislative Counsel, Mr. Tom Ryder, reported that the legislative leaders are looking to ICCTA to help shape pension reform. Mr. Endress concluded his report by stating that, as regional chair, he will be scheduling the Fall regional meeting and will contact Rock Valley College to see about hosting the event.

ACCT State Coordinator
Mrs. Gallagher provided a written report, which was located in each trustee’s folder. She encouraged trustees to watch the law alerts, and challenged trustees to read ACCT’s Trustee Quarterly magazine and report on an article at a future Board meeting.

Administration
Ms. Grimes reported that September 25 is the first day for candidates to circulate petitions for the two seats that are up for reelection in the April 9, 2013 general election. The filing period will be December 17 – 21 and December 24, 2012. The Board must conduct its organizational meeting by May 7, 2013. The Founders Dinner will be held September 8 at 6:00 p.m. Campus tours will begin at 3:00 p.m. Reservations are due to Ms. Grimes by August 31. The program will include remarks from Dr. Kanosky, Mr. Shockey, Mr. Del Scheider, who is the last remaining founding trustee, Mr. Frank Walker, who was a student when the first classes began, and Mr. George Goldsworthy, who was a faculty member at the College in 1962.
Ms. Ferguson reported that there are two new Illinois Public Acts which will affect the College. The first act requires all employees of public institutions to report suspected child abuse, including student workers and students in certified programs including early childhood education. Training is strongly encouraged but is not mandated. House Bill 4996 is effective August 1, 2013 and limits what colleges can pay SURS annuitants who are reemployed by a SURS institution.

Ms. Janssen reported that a lot of work has been done on the FY’13 budget, noting that it looks like the permanent budget may be “less rosy” than the tentative budget.

Mr. Hood stated that the finishing touches are being completed on the Radio Highland studio. The new studio will have the capacity to broadcast this semester and should bring students to the radio and television broadcasting program.

Dr. Kanosky reported that there are not enough students for a women’s bowling team this year. The coach will likely be the same for both the men and women’s teams.

OLD BUSINESS

There was no old business.

CLOSED SESSION

Mrs. Gallagher 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, and collective negotiating matters between the public body and its employees or their representatives, 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: Shockey, Endress, Jennings, Zumdahl, Gallagher, Farmer
NAYS: None

At 4:47 p.m., the Chairperson declared the motion carried and the meeting in closed session.

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

AYES: Endress, Jennings, Zumdahl, Gallagher, Shockey, Farmer
NAYS: None

At 5:07 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

Dr. Kanosky followed up on the issue of the transfer of funds from the Operating Fund to the Health Insurance Fund, which was removed from the agenda earlier in the meeting. He explained that, if the Board were to approve moving the $75,000 from the Operating Fund to the Health Insurance Fund, it must be done in September. This will be discussed at the September retreat, when all trustees are present.

Dr. Jennings expressed a concern about the Public Comments portion of the meeting, suggesting that people be given the opportunity to speak relative to the agenda item when the item is proposed rather than at the beginning of the meeting. Ms. Grimes will contact ICCTA to conduct a Quick Survey of other Illinois community colleges regarding this issue.

Dr. Jennings also expressed a concern about the contract with FHN for counseling services, specifically that we are paying for staff who are Qualified Mental Health Professionals (QMHP) but the counselors who provide service are not QMHPs. Ms. Gerber will research the issue and report back to Dr. Jennings.

Dr. Kanosky announced that he and Ms. Grimes are working on a draft of the Board retreat agenda. Due to the amount of items to be discussed, it was suggested that breakfast be available beginning at 7:30 a.m., with the meeting to begin at 8:00 a.m.

Mrs. Gallagher expressed her appreciation that trustees are included in the Opening Days activities. She attended the session on Student Code of Conduct and shared some of the discussion and concerns from the meeting, including that students do not read email but they read texts. Ms. Janssen reported that Mr. Nathan Hensal, Director of Information Technology Services, is looking at software that would “push” the Highland email to smartphones. Mr. Willging also stated that students can sign up for HCC Mobil Alerts, which allows them to choose which text messages they would like to receive from the College, such as those related to campus life or weather and closing announcements. He explained that, at this point, there is no way to text students regarding information from a specific instructor related to a specific class.

Mr. Endress reminded trustees that the next ICCTA meeting will be September 14 and 15. He encouraged trustees to let Ms. Grimes know if they plan to attend. He also inquired about the possibility of the bookstore ordering polo shirts with the Highland logo. Ms. Grimes will check with Ms. Madonna Keeney, Bookstore Manager, to see if this is possible.

Dr. Kanosky reported that, with the budget being what it is this year, he will be selective in attending meetings of the Illinois Council of Community College Presidents and will only attend if the discussion will be beneficial.

DATES OF IMPORTANCE

The next regular Board meeting will be on Tuesday, September 18, 2012 at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center on the Highland Community College campus. The meeting will be preceded by a budget work session beginning at 3:00 p.m.
ADJOURNMENT

Dr. Jennings moved and Mr. Endress seconded the motion to adjourn the meeting. At 5:32 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