

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 Ms. Whitney Zumdahl, Vice Chairperson, at 4:00 p.m. on September 15, 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. 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: Mr. Doug Block

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; Ms. Pat Dunn, Director of Operations, HCC Foundation (departed 4:08 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 5:09 p.m.); Mr. Jim Yeager, Faculty (departed 5:09 p.m.); Mr. Steve Mihina, Faculty (departed 5:09 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:09 p.m.); Mr. Kurt Simpson, Director, Facilities and Safety (departed 4:46 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

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

PUBLIC HEARING CONCERNING THE 2015 – 2016 BUDGET

At 4:00 p.m., Ms. Zumdahl stated that the next item on the agenda would be a Public Hearing to receive public comments on the 2015 – 2016 budget. All persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto.

Ms. Zumdahl asked if any of the trustees had comments regarding the 2015 – 2016 budget, and there were none. She then asked if the Board Secretary had received any written testimony concerning the 2015 – 2016 budget. Ms. Grimes indicated that no written testimony regarding the budget had been received. Ms. Zumdahl asked if there was any oral testimony or public comments concerning the 2015 – 2016 budget, and there was none. Ms. Zumdahl stated that all persons desiring to be heard had been given the opportunity to present oral and written testimony with respect to the 2015 – 2016 budget.

Mr. Musser moved and Mr. Shockey seconded the motion that the Public Hearing be finally adjourned. The roll call on the motion was as follows:

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

At 4:02 p.m., the Vice Chairperson declared the motion carried and the Public Hearing on the 2015 – 2016 budget finally adjourned.

APPROVAL OF MINUTES

Mr. Musser moved and Mr. Endress seconded the motion to approve the minutes of the August 18, 2015, 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

Ms. Pat Dunn presented the monthly Foundation report. She reported that the Major Gifts Campaign is still underway, having raised over \$4 million toward the goal of \$6.5 million. The 2015 Double Play Campaign has raised \$31,642 to date, with a match pool of \$50,000 in calendar year 2015. The Scholarship Awards Ceremony will be held on Sunday, September 27, at 2:00 p.m. The Foundation annually awards around \$350,000 in scholarships to our students. The Foundation is working with Mr. Allen Redford to raise money for a vocal music tour in May 2016, and to date almost \$22,000 has been raised toward the \$25,000 goal. The third annual Madrigal Dinner fundraiser will be held at Chestnut Mountain on December 10, and funds raised from this event will go toward the vocal music tour. Shindig V was a success with record turnout, netting over \$42,000, although not all expenses have been finalized at this point. Nominations for the Foundation's Distinguished Alumni awards are due September 18. Over 100 alumni have been recognized by the Foundation since 1995.

CONSENT ITEMS

A. Academic (None)

B. Administration

1. Cancellation of December Regular Board Meeting
Recommendation: That the Board of Trustees cancel the December 15, 2015, regular meeting.

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 Fall semester of 2015.
2. Revised Job Title: Coordinator, Disability Services
Recommendation: That the Board of Trustees approves the job title change from Coordinator, ADA to Coordinator, Disability Services. No change is being recommended to the placement on the Highland Salary Range Table. This continues to be a full-time, exempt position.

D. Financial (None)

Mr. Endress moved and Mr. Shockey seconded the motion to approve the consent items, as presented. The roll call on the motion was as follows:

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

Whereupon the Vice Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. Second Reading: Revised Policy 4.38 – Criminal Background Investigations
Mr. Endress moved and Mr. Musser seconded the motion to approve for second 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: Jennings, Zumdahl, Musser, Gallagher, Shockey,
Endress, Buss
NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

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

Dr. Jennings moved and Mr. Shockey seconded the motion to approve for second 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: Zumdahl, Musser, Gallagher, Shockey, Endress, Jennings,
Buss
NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

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

Mrs. Gallagher moved and Mr. Musser seconded the motion to approve for second 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.

As a follow-up to last month's Board meeting, Ms. Janssen reported that Mr. Berberet attended the Policy Committee meeting to share his concerns about policy 5.08 – Gifts, Contributions, Bequests to Highland Community College. Mr. Hood and Ms. Grimes will review the policy at a later date.

Mrs. Gallagher stated that she is not comfortable with Policy 5.01 – Investment of Current Operating Funds, item F. She stated that she is not sure it would be good to place all of the College's investments in one institution. Ms. Janssen reported that the policy provides the option to do so, but it is not the preference, and suggested this may be a good topic for the September 29, 2015, Audit Committee meeting. Ms. Janssen also reminded trustees that she provides a quarterly report on investments to the Board.

The roll call on the motion was as follows:

AYES: Musser, Jennings, Zumdahl
NAYS: Gallagher, Shockey, Endress, Buss

The vote being three ayes, three nays, and the student trustee's vote being advisory, the Vice Chairperson declared the motion failed.

Ms. Janssen will take Mrs. Gallagher's concerns back to the Policy Committee.

4. First Reading: Revised Policy Manual Appendix – Information Technology Services Acceptable Use Guidelines

Mr. Shockey moved and Mr. Musser seconded the motion to approve for first reading the revised Information Technology Services 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: Gallagher, Shockey, Endress, Jennings, Zumdahl,
Musser, Buss
NAYS: None

Whereupon the Vice Chairperson declared the motion carried.

C. Personnel (None)

D. Financial

1. 2015 – 2016 Budget

Mrs. Gallagher moved and Mr. Musser seconded the motion to approve the Resolution, as presented, providing for the adoption of the 2015 – 2016 budget. The roll call on the motion was as follows:

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

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

2. Approval of Proposal for Purchase of Light Emitting Diode (LED) Signs at Campus Access Roads

Mrs. Gallagher moved and Mr. Musser seconded the motion to approve the proposal, as presented, by Paldo Sign Company for the purchase and installation of two double-sided 16mm Light Emitting Diode (LED) messaging signs in the amount of \$72,000. The signs will be placed at the main access roads on Pearl City Road and Kiwanis Drive.

Mr. Endress reminded trustees that he had expressed concerns in March about the project not including a sign at the third entrance near the Barn on Pearl City Road. He noted that he is not opposed to the project but believes the College needs to rethink the project to include a third sign at the other entrance, given that one goal of the project is for emergency communication. He suggested that perhaps a smaller sign be placed at the Kiwanis Drive entrance to free up some funds for a third sign. Mr. Willging stated that the recommendation on the size of the signs was so that they could be read at the speed limit of cars passing by.

Following discussion, Mr. Endress moved and Mr. Shockey seconded the motion to postpone indefinitely the proposal for the purchase of the signs. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Resolution on Protection, Health, or Safety Project: Building and Environmental Controls Upgrade

Mr. Musser moved and Mr. Endress seconded the motion to approve the Resolution, as presented, for the application to the Illinois Community College Board for a Protection, Health, or Safety project for Building and Environmental Controls Upgrade in the amount of \$800,000. The roll call on the motion was as follows:

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

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

4. Search Engine Optimization and Online Marketing Program Contract

Mr. Endress moved and Mr. Shockey seconded the motion to approve the one-year contract with Nadi Creative Branding Group in the amount of \$5,000 to provide Search Engine Optimization (SEO) and online marketing services for the College. The project is designed to improve the College Web site's performance in "organic" (or unpaid) results when individuals search for specific academic program key words, with the goal of driving more prospective students to highland.edu.

Mr. Musser stated that SEO is quite important, and he hopes that the College can set standards and make sure we are getting what we ask for. A question was also raised about whether the College would be able to get out of the contract, and Mr. Willging stated that he will need to negotiate that with the company and will discuss it at the first quarterly meeting with Nadi.

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

5. Payment of Bills and Agency Fund Report

Mr. Endress moved and Mrs. Gallagher seconded the motion authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the August 2015 bills in the amount of \$874,845.11, Other Debits D0000047 through D0000048 amount to \$2,000.00, and Electronic Refunds of \$1,721.77 with 10 adjustments of \$1,566.08, such warrants amounting to \$877,000.80. Transfers of funds for payroll amounted to \$490,739.00. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Endress, Jennings, Zumdahl,
Musser, 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

There was no additional report.

Enrollment

Ms. Gerber reported that Ms. Donna Kauke, Dean of Health, Natural Science, and Mathematics, will attend next month's Board meeting to provide an update on the new part-time nursing program. Ms. Gerber reported that information sessions for the new program are going well, and Ms. Kauke has been pleased with the attendance. A social media campaign has also helped generate inquiries for the new program.

Student Senate

Ms. Buss reported that Student Senate elections will take place on September 22 and 23, and petitions have been distributed. She recently attended the Illinois Community College Board's Student Advisory Committee (ICCB-SAC) meeting earlier this month and was appointed Outreach Subcommittee Chair. The committee will be working on a service project for the year.

Audit Committee

Mrs. Gallagher reported that the Audit Committee will meet on September 29, 2015, at 2:00 p.m.

ICCTA Representative

Mr. Endress referred trustees to his written report in trustees' folders, which also included a handout from the recent ICCTA meeting. The State currently has no money to pay operating

bills. Mr. Tom Ryder and Ms. Jessica Nardulli, ICCTA's Legislative Counsel, have asked that, as Illinois community colleges make financial decisions, they communicate to ICCTA the options that were considered, along with how the colleges are coping with the fiscal uncertainty, so it can be reported to their legislative consultants. Mr. Ryder is not optimistic that there will be a State budget before the Super Bowl. Senate Bill 1334 has passed and rules are being written. According to Mr. Endress' written report, the bill "sets a 20 percent 'aspirational goal' for minorities, Hispanics, and people with disabilities to provide services in the areas of insurance, investments, information technology, legal, accounting, and architecture." Mr. Endress reported that ICCTA is anticipating that the College of DuPage will not pay their ICCTA dues, which will cause a shortfall in the ICCTA budget of approximately 13 percent. The "Reel Illinois" film competition has been referred to the ICCTA Public Relations Committee with the hopes of resolution by the end of the calendar year. The next ICCTA meeting will be held November 13 – 14 in Schaumburg. The meetings will include a legislative update by the legal firm Robbins Schwartz.

ACCT Central Region Representative

Mrs. Gallagher reported that a conference call was held today with the Central region and national board. There are currently over 1,800 registered for ACCT's Leadership Congress in San Diego in October. She suggested perhaps one or more of the Illinois presenters from the Leadership Congress could be asked to make a presentation at the Northwest Region ICCTA meeting, which will be held at Highland. Mrs. Gallagher reported on the America's College Promise, a campaign to increase funding for two years for responsible students. She noted that ACCT now has cooperative agreements with the United Kingdom, which are becoming more formalized. She concluded her presentation by reporting that Mr. Bill Kelley, past president of ICCTA, will be running for the Central Regional Representative position at ACCT's Leadership Congress, and there are four at-large candidates from the Central region. The Central region also has 11 ambassadors signed up for the conference.

Board Chair

There was no report.

Administration

Mr. Hood reported that head count as of yesterday was up just over six percent from last Fall, and credit hours were down 1.7 percent. He believes Spring credit hours and head count will be up. Most of the new enrollments are part-time students. The mass communication students will be working on a holiday card for the President's office using digital media, and will become more engaged in working with clients on media and marketing services. Mr. Hood thanked all who were involved in the student picnic. Ms. Shelly Perkins, Cafeteria Manager, added more hot dogs so that there was enough for all students who wanted one. He also thanked the students who staffed the tables for the various student organizations, and the faculty and staff who assisted at the event. Mr. Hood would like to see the College do more to reward students and will offer his reserved parking space to student organizations, dividing the time over the course of the year for the student groups to use however they choose.

Ms. Kuberski reported that she is working on the AQIP update, which is due September 30. Many Lifelong Learning classes have begun, however, some have been canceled due to low

enrollment. There will be more classes in the Spring than there have been this Fall. The card-making classes have been the most popular, and there are 54 people registered for the Lincoln Museum tour, many from other community colleges. The search for the Dean, Humanities, Social Sciences, and Fine Arts has been completed, and another search will begin in November to find the right candidate. Ms. Kuberski commended the search committee for taking the process seriously, looking for the right candidate. In the short-term, she will continue to oversee the division.

Ms. Janssen attended a meeting of the Northwest Illinois Development Alliance's Deal-Making Committee and learned that some properties in the Freeport TIFs are assessed too high so the owners may be asking that the properties be reassessed. Letters have gone out to students who are eligible to receive Monetary Award Program (MAP) funding, letting them know that they will have an extended deadline to pay their tuition and fees due to the uncertainty of MAP funding on the State level.

Ms. Ferguson reported that the Human Resources department has been busy, with 12 searches ongoing in various stages.

Ms. Gerber announced that Ms. Heather Moore, Student Advisor, was voted best presenter at the Illinois Academic Advisors Association conference and will be sent to the regional conference.

Mr. Hood concluded the administrative reports by announcing that he and Ms. Kuberski left the Board retreat on September 2 to meet with Congresswoman Cheri Bustos, who had requested to visit campus that day. Congresswoman Bustos toured the wind turbine technician training facility. She met with students to learn more about Highland's program and to discuss strategies for renewable energy and taking our program to the next level.

OLD BUSINESS

There was no old business.

At 5:09 p.m., the Vice Chairperson declared a recess; the meeting resumed at 5:14 p.m.

CLOSED SESSION

Mr. Shockey moved and Mr. Endress seconded the motion to move into Closed Session for the purpose 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, 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, Musser, Gallagher, Buss
NAYS:	Shockey

At 5:16 p.m., the vote being unanimous, the Vice Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 5:25 p.m., the Vice Chairperson declared the motion carried and the Closed Session ended.

ACTION, IF NECESSARY

No action was necessary following the Closed Session.

NEW BUSINESS

There was no new business.


DATES OF IMPORTANCE

The next regular Board meeting will be held on Tuesday, October 20, 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, December 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. Endress moved and Dr. Jennings seconded the motion to adjourn the meeting. At 5:25 p.m., there being no further business, the Vice Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,



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