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 4:02 p.m. on September 17, 2013 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, Dr. Steve Jennings, Ms. Whittney Zumdahl (arrived 4:07 p.m.), and Mr. Matt Bordner

The following members were absent: Mr. Rob Urish

Also present: Dr. Joe Kanosky, President; Mr. Tim Hood, Vice President, Academic Services; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Ms. Liz Gerber, Associate Vice President, Student Services; Ms. Tanya Turner, Student (departed 5:07 p.m.); Mr. Jim Berberet, Executive Director, HCC Foundation (departed 5:07 p.m.); Mr. Kurt Simpson, Director, Physical Plant & Maintenance (departed 4:29 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 5:07 p.m.); Mr. Steve Mihina, Faculty (departed 5:07 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:07 p.m.; returned 5:36 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

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

PUBLIC HEARING CONCERNING THE 2013 – 2014 BUDGET

At 4:03 p.m., Mr. Block stated that the next item on the agenda would be a Public Hearing to receive public comments on the 2013 – 2014 budget. All persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto.

Mr. Block asked if any of the trustees had comments regarding the 2013 – 2014 budget, and there were none. He then asked if the Board Secretary had received any written testimony concerning the 2013 – 2014 budget. Ms. Grimes indicated that no written testimony regarding the budget had been received. Mr. Block then asked if there were any oral testimony or public comments concerning the 2013 – 2014 budget, and there were none.
Mr. Block stated that all persons desiring to be heard had been given the opportunity to present oral and written testimony with respect to the 2013 – 2014 budget.

Mrs. Gallagher moved and Dr. Jennings seconded the motion that the Public Hearing be finally adjourned. The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Jennings, Gallagher, Bordner
NAYS: None

At 4:04 p.m., the Chairperson declared the motion carried and the Public Hearing finally adjourned.

APPROVAL OF MINUTES

Mr. Endress moved and Mr. Shockey seconded the motion to approve the minutes of the August 20, 2013 regular meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Mr. Bordner introduced Highland student Ms. Tanya Turner, who attended the meeting as a requirement for her education class at the College.

FOUNDATION REPORT

Mr. Jim Berberet reported that donations and pledges to the Major Gifts Campaign are currently at $2,611,971. The Double Play campaign is at $73,465, with $38,000 being matched this year and the remaining being matched next year. Mr. Berberet reported that letters will be sent to all Distinguished Alumni this month asking them to contribute to the Foundation. Shindig III, which was held in August, netted just under $40,000, down from just under $50,000 last year. Plans are underway for the Madrigal dinner at Chestnut Mountain on December 12. Several presentations have been or will be made to local groups or organizations including the Shannon Lion’s Club and Freeport Noon Rotary, radio interviews on WERK/WFRL and WCC1, a presentation at Lake Carroll with Ms. Kathleen Weber of the Highland Business Institute, and a “Lunch with the President” tomorrow for some residents of Ogle County. Mr. Berberet and Miss Rampenthal attended a seminar on estate planning in Rockford, sponsored by the Rockford Chapter of the Association of Professional Fund-raisers. Mr. Berberet concluded his presentation by reminding trustees of several upcoming events, including the dedication of the J. Rosemary Shockey HCC Bookstore on September 26, the Foundation’s scholarship awards ceremony on Sunday, September 29, and the annual meeting on Thursday, October 10. The Foundation will also host an “Alumni Roundup” at Woodbine Bend in October.
CONSENT ITEMS

A. Academic (None)

B. Administration

1. Change of October 2013 Regular Board Meeting Date
   Recommendation: That the Board of Trustees reschedule the October 2013 regular meeting from Tuesday, October 15, 2013 to Tuesday, October 22, 2013. The meeting will be held at 4:00 p.m. in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois.

C. Personnel

1. Part-time Instructors/Overload
   Recommendation: That the part-time/overload instructors listed be approved to teach during the Fall semester of 2013.

D. Financial (None)

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

AYES: Block, Endress, Jennings, Zumdahl, Gallagher, Shockey, Bordner
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

   Mr. Shockey moved and Mr. Endress seconded the motion to approve for first reading the revised policy 3.10, Financial Aid “Standards of Satisfactory Academic Progress”, as presented. The policy is included in Chapter III, Student, of the Policy Manual. The roll call on the motion was as follows:

   AYES: Endress, Jennings, Zumdahl, Gallagher, Shockey, Block, Bordner
   NAYS: None

   Whereupon the Chairperson declared the motion carried.
   Mr. Endress moved and Mrs. Gallagher seconded the motion to approve for first reading the new policy 3.101, Financial Aid “Unusual Enrollment History”, as presented. The policy is included in Chapter III, Student, of the Policy Manual. The roll call on the motion was as follows:

   **AYES:** Jennings, Zumdahl, Gallagher, Shockey, Block, Endress, Bordner
   
   **NAYS:** None

   Whereupon the Chairperson declared the motion carried.

   Dr. Jennings moved and Ms. Zumdahl seconded the motion to approve for first reading the revised Policy Manual Appendix, College-Authorized Security Cameras Acceptable Use Guidelines, as presented. The roll call on the motion was as follows:

   **AYES:** Zumdahl, Gallagher, Shockey, Block, Endress, Jennings, Bordner
   
   **NAYS:** None

   Whereupon the Chairperson declared the motion carried.

C. **Personnel (None)**

D. **Financial**

1. **2013 – 2014 Budget**
   Mr. Endress moved and Mr. Shockey seconded the motion to approve the Resolution providing for the adoption of the 2013 – 2014 budget, as corrected. The correction, which Ms. Janssen pointed out during the budget work session, was on page 26 of the budget. The budgeted expenditures should be $13,167,975 resulting in a budgeted ending balance of $3,214,785. Ms. Janssen noted that the salary line item increase is based on the faculty step according to the FY’13 contract, but does not include any salary increases. The roll call on the motion was as follows:

   **AYES:** Shockey, Block, Endress, Jennings, Zumdahl, Gallagher, Bordner
   
   **NAYS:** None

   Whereupon the Chairperson declared the motion carried and the Resolution adopted.
2. **Resolution on Protection, Health or Safety Project: NFPA 70E Arc Flash Standard Compliance**

Dr. Jennings moved and Mr. Endress seconded the motion that the Board of Trustees approves the submission of an application to the Illinois Community College Board for a Protection, Health or Safety project for NFPA 70E Arc Flash Standard Compliance. The roll call on the motion was as follows:

- **AYES:** Shockey, Block, Endress, Jennings, Zumdahl, Gallagher, Bordner
- **NAYS:** None

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

3. **Payment of Bills and Agency Fund Report**

Mrs. Gallagher moved and Dr. Jennings seconded the motion authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for August 2013 bills in the amount of $399,813.77, Automated Clearing House (ACH) debits W0000230 through W0000234 amounting to $295,334.71, and Electronic Refunds of $5,966.67 with 4 adjustments of $1,668.79, such warrants amounting to $699,446.36. Transfers of funds for payroll amounted to $505,150.35. Automated Clearing House (ACH) debits are SISCO payments. Electronic Refunds are issued to students. The roll call on the motion was as follows:

- **AYES:** Block, Endress, Jennings, Zumdahl, Gallagher, Shockey, Bordner
- **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.

**Student Trustee**

Mr. Bordner reported that the semester is off to a great start, and the Fall picnic was a huge success. Phi Theta Kappa (PTK) will hold its induction ceremony on October 22 after the regular Highland Board meeting. Guest speaker at the induction will be Mr. Dave Vrtol, wind technology instructor. PTK will also hold a lock-in in October. Student Senate unveiled the new discount cards, which have been a huge success and help connect students to the community. So far between 500 and 600 cards have been distributed. New Student Senate members have been elected, including the first CollegeNOW student, Mr. Jake Bardell, a high school junior at Dakota. Dr. Jennings asked if CollegeNOW students were allowed to attend overnight events
due to their age, and Ms. Gerber will check to see if a parent permission slip is required. Student Senate officer elections will take place next week. Student Senators will be attending the American Student Government Association’s conference on October 26 at Malcolm X College. Mr. Bordner attended the Illinois Community College Board’s Student Advisory Committee (ICCB-SAC) meeting this past weekend. He will serve on the Awards & Recognition and Outreach Committees, and will be the disc jockey at the recognition event. Mr. Bordner reported that last year the ICCB-SAC Outreach Committee did an anti-bullying campaign, and this year they are looking at the possibility of “The Big Event”, where students would help community members with chores. Mr. Bordner concluded his report by announcing that ICCB-SAC is also working on Monetary Award Program (MAP) funding and the possibility of giving out the funding based on a students’ completion of classes.

Audit Committee
Mrs. Gallagher reported that the Audit Committee will meet in October to review the annual audit.

ICCTA Representative
Mr. Endress reported that ICCTA held their meeting this past Friday and Saturday, with an in-service on Friday presented by Dr. Gary Davis, former CEO of ICCTA. His presentation was entitled “How Should Community College Trustees Lead?” Other highlights of the meeting included a roundtable discussion on various trustee issues, information from a pension expert on the SURS Return to Work Initiative, and meetings of the ICCTA Executive Committee and Board. He also noted that there is good public relations information that will be coming out. Mr. Endress concluded his report by reminding trustees that all are welcome to serve on an ICCTA committee. As the College’s ICCTA representative, Mr. Endress is required to serve on a committee.

ACCT State Coordinator
Mrs. Gallagher stated that her report was included in the folder at trustees’ places. There was also a good article in ACCT’s Trustee Quarterly regarding the Gainful Employment Act. She also encouraged trustees to read the Trustee Quarterly and ACCT emails.

Board Chair
There was no report.

Administration
Mr. Hood reported that he has assembled a task force to look at opportunities to reframe community education and rebrand it as “lifelong learning”.

Ms. Janssen reported that the roundabout construction has begun, and Physical Plant staff and our campus deputies continue to monitor traffic. Dr. Jennings stated he believes there should be a sign, such as “Shortcut to the Future”, allowing everyone to pass through campus. He believes it would relieve the pressure on our people and could be an advertising opportunity. Dr. Kanosky noted that right now, with the busses from the Jones-Farrar Magnet School, traffic is almost backed up to the Kiwanis Drive exit/entrance.
Ms. Ferguson reported that a group met to discuss the SARS annuitant process, and a flowchart was included with her written report to the Board. She also announced that RSVP wrote a response to the compliance report from the recent site visit, and the response will be forwarded to the Board.

Ms. Gerber announced that she is impressed with the diversity of age ranges of the new Student Senators. She noted that Ms. Janssen had reported that well over 200 students were on financial aid termination, and as part of the process, the students need to meet with an advisor to appeal. Of the over 200 students, 102 wrote plans to appeal the termination. She also reported that ADA Services is using remote interpreter services to fill a portion of the need for interpreters, which saves some money. She also reported that our phone system has the capability to track the number of calls received, and she learned that financial aid staff received 1,600 phone calls in August, while the front line staff in admissions, financial aid and downstairs received 5,000 calls during that same time.

Ms. Grimes reported that season passes for the home men and women’s basketball games and volleyball matches were included in trustees’ folders at the table.

Dr. Kanosky announced that the Associate of Applied Science in Industrial Training has been approved by the Illinois Community College Board and Illinois Board of Higher Education. He also reported that he is on two Workforce Investment Boards, and the Rockford board met recently at the Plumbers & Pipefitters training facility. Dr. Kanosky met with the representative of the Plumbers & Pipefitters who was responsible for assisting with the Industrial Training degree, and he is excited about this new opportunity. Dr. Kanosky also reported that Dr. Karen Hunter Anderson, CEO of ICCB, spoke at the Illinois Council of Community College Presidents meeting and she gave a good presentation. He also noted that the College has responded to the factual errors in the draft of the ICCB recognition visit report, as required. A “Lunch with the President” is scheduled for tomorrow, with four people from the Mt. Morris area invited to campus to meet with Dr. Kanosky and representatives of the Foundation. Dr. Kanosky concluded his presentation by encouraging trustees to attend the Madrigal performance at Chestnut Mountain, which is different than the performances held on campus.

**OLD BUSINESS**

There was no old business.

At 5:07 p.m., the Chairperson declared a recess; the meeting resumed at 5:15 p.m.

**CLOSED SESSION**

Mr. Endress 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, collective negotiating matters between the public body and its employees or their representatives, the setting of a price for sale or lease of property owned by the public body, and a student discipline case, 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: Endress, Jennings, Zumdahl, Gallagher, Shockey, Block, Bordner
NAYS: None

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

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

AYES: Jennings, Zumdahl, Gallagher, Shockey, Block, Endress, Bordner
NAYS: None

At 5:36 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 announced that he will not be attending the ACCT Leadership Congress in Seattle in October.

Ms. Zumdahl reported that she received a phone call from Mr. Charles Born, Highland’s softball coach, asking her to play in the October 5 alumni game.

DATES OF IMPORTANCE

The next regular Board meeting of the Highland Community College Board of Trustees is scheduled for Tuesday, October 22, 2013 at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center. The next quarterly Board retreat is scheduled for Thursday, September 26 at 9:30 a.m. Ms. Kim Villanueva of ICCTA will be present to conduct the Board’s self-evaluation. The dedication of the J. Rosemary Shockey HCC Bookstore will take at 2:30 p.m. that afternoon.

ADJOURNMENT

Dr. Jennings moved and Mrs. Gallagher seconded the motion to adjourn the meeting. At 5:40 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