

REGULAR MEETING
BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 519
Counties of Stephenson, Ogle, Jo Daviess and Carroll

CALL TO ORDER/ROLL CALL

The regular meeting of the Board of Illinois Community College District No. 519 was called to order by Mr. Doug Block, Chairperson, at 4:00 p.m. on January 17, 2017, 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.

The following members were present: Mrs. Diane Gallagher, Mr. David Shockey, Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Ms. Whitney Zum Dahl (departed 6:34 p.m.), Mr. Blake Musser, and Ms. Staci Hammer

The following members were absent: None

Also present: Mr. Tim Hood, President (departed 5:36 p.m.; returned 5:46 p.m.; departed 6:40 p.m.); Ms. Chris Kuberski, Executive Vice President (departed 5:36 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 5:36 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (departed 5:36 p.m.); Dr. Joe Kanosky, Citizen (departed 4:52 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 4:52 p.m.); Mr. Steve Mihina, Faculty Senate President (departed 4:48 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Endress moved and Mr. Musser seconded the motion to approve the minutes of the November 15, 2016, regular meeting and the December 7, 2016, Board retreat, as presented. Mrs. Gallagher noted that in her comments at the retreat about the interview on National Public Radio with students who attended either four-year universities or community colleges, she had intended to also say that the community college students appreciated completing their degrees with no debt. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

FOUNDATION REPORT

Ms. Kim Rampenthal provided this month's Foundation report. She reported that the Double Play 2016 campaign surpassed its \$50,000 goal, raising \$60,000. This year will be the fifth and final year of the Double Play campaign. Mr. Hood and Mr. Jim Berberet mentioned at Opening Days that the HCC Foundation and the Community Foundation of Northern Illinois (CFNIL) have embarked on the Million Dollar Match campaign. All funds up to \$1 million will be matched in 2017. To date, \$300,000 has been pledged and the Foundation is hoping to build on the momentum. The Foundation received many end-of-the-year donations and many new pledges, including a gift from FS/Growmark to support the Ag program, a pledge from Savant Capital Management to support financial literacy for students, and a gift from Morse Electric. In addition, Mr. Robert Johnson, former owner of BET Network and Freeport High School alumnus, will make a significant addition to the Edna Hayden Johnson memorial scholarship. In December, Ms. Rampenthal attended the Council for Advancement & Support of Education (CASE) conference in Chicago, which was funded through a grant that covered her full conference attendance. Scholarship applications for 2017 – 2018 are now available on the Highland website and in the racks near the Foundation office. The deadline for most scholarships is April 1, with nursing and allied health scholarships due June 1. The website also includes a search engine so students may search for opportunities based on information entered into the search engine.

CONSENT ITEMS

A. Academic (None)

B. Administration

1. Board Meeting Schedule

Recommendation: That the Board of Trustees reaffirms its regular meeting date and time as the third Tuesday of the month at 4:00 p.m., with the exception of the April 2017 meeting, which will be held on the fourth Tuesday. All regular meetings of the Board will be held 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. Following are the Board meeting dates through the organizational meeting in April 2017:

January 17, 2017
February 21, 2017
March 21, 2017
April 25, 2017 (4th Tuesday)

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 2016.

D. Financial (None)

Mr. Shockey moved and Dr. Jennings seconded the motion to approve the consent items, as presented. Mr. Endress noted that the Illinois Community College Trustees Association's board meeting will be held on April 25, so that regular meeting date will not work for him. Trustees will discuss the possibility of rescheduling the April 2017 meeting at a later date. The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Jennings, Zumdahl, Musser, Gallagher,
Hammer
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. 2017 – 2020 Calendar

Dr. Jennings moved and Mr. Endress seconded the motion to approve the 2017 – 2020 calendar, as presented. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Zumdahl, Musser, Gallagher,
Shockey, Hammer
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. First Reading – Revised Policy 1.06: Duties and Responsibilities of the Board

Mr. Endress moved and Ms. Zumdahl seconded the motion to approve for a first reading the revised policy 1.06, Duties and Responsibilities of the Board, as presented. The policy will be included in Chapter I, Board of Trustees, of the Policy Manual. The roll call on the motion was as follows:

AYES: Endress, Jennings, Zumdahl, Musser, Gallagher,
Shockey, Block, Hammer
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. First Reading – Revised Policy 5.06: Purchases of Supplies and Services

Mr. Musser moved and Mr. Endress seconded the motion to approve for first reading revised policy 5.06, Purchases of Supplies and Services, as presented.

The policy will be included in Chapter V, Finance and Facilities, of the Policy Manual. The roll call on the motion was as follows:

AYES: Jennings, Zumdahl, Musser, Gallagher, Shockey, Block,
Endress, Hammer
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. First Reading – Revised Policy 5.09: Reimbursement for Travel Expenses
Mr. Musser moved and Mrs. Gallagher seconded the motion to approve for first reading the revised policy 5.09, Reimbursement for Travel Expenses, as presented. The policy will be included in Chapter V, Finance, of the Policy Manual. A question was raised regarding the sixth line in the fourth paragraph on page 20 which reads, “Forms that do not include original detailed receipts may not be approved” and whether “may not be approved” meant “will not be approved.” Ms. Janssen replied that it did not mean “will not” and that there were no unintended consequences. The roll call on the motion was as follows:

AYES: Zumdahl, Musser, Gallagher, Shockey, Block, Endress,
Jennings, Hammer
NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Seniority Lists
Mr. Shockey moved and Mr. Musser seconded the motion to approve the seniority lists, as presented, for each full-time Highland faculty member that show the services each faculty member is competent to render. The roll call on the motion was as follows:

AYES: Musser, Gallagher, Shockey, Block, Endress, Jennings,
Zumdahl, Hammer
NAYS: None

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Interfund Transfer from Operations and Maintenance, Restricted Fund to Educational Fund
Mr. Musser moved and Mr. Endress seconded the motion to approve the transfer of funds from the Operations and Maintenance, Restricted Fund to the Educational Fund in the amount of \$50,000 in order to support the semi-annual

regular payments on the College's 2012 Refunding Debt Certificates (originally issued in 2006). The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Block, Endress, Jennings, Zumdahl,
Musser, Hammer
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Payment of Bills and Agency Fund Report – November 2016

Mr. Endress moved and Mr. Musser seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the November 2016 bills in the amount of \$746,633.90, Automated Clearing House (ACH) debits W0000395 through W0000399 amounting to \$8,559.71, Other Debits D0000062 amounting to \$114.52, and Electronic Refunds of \$8,443.27, with 6 adjustments of \$1,491.93, such warrants amounting to \$762,259.47. Transfers of funds for payroll amounted to \$544,611.13.

Mr. Endress reported that Mr. Musser previously raised concerns about the format of the bills that are presented to trustees to review. This month Mr. Endress received both the normal PDF file of the bills and an Excel spreadsheet with the same information. He was able to sort the spreadsheet by vendor or dollar figure, which he believes may be helpful for trustees in their review of the monthly bills.

The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Jennings, Zumdahl, Musser,
Gallagher, Hammer
NAYS: None

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

3. Payment of Bills and Agency Fund Report – December 2016

Mr. Endress moved and Dr. Jennings seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the December 2016 bills in the amount of \$654,184.67, Automated Clearing House (ACH) debits W0000400 through W0000403 amounting to \$8,783.57, Other Debits D0000063 through D0000065 amounting to \$44,083.22, and Electronic Refunds of \$4,992.00, with 22 adjustments of \$3,115.61, such warrants amounting to \$708,927.85. Transfers of funds for payroll amounted to \$503,001.10. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Zumdahl, Musser, Gallagher,
Shockey, Hammer
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 will attend a meeting of the chief financial officers next Friday and learn more information from the Illinois Community College Board on how the College should budget for State funding in FY18. Mrs. Gallagher inquired about students who do not pay their bills, and Ms. Janssen reported that this issue is addressed in one of the strategic plan goals. Ms. Gerber also explained that there has been some discussion about expanding Early Alert to financial aid warning status. Staff call those who are on financial aid termination to have them come in to create an academic support plan to be submitted when they appeal to the Financial Aid Appeals committee. A "Stop Before You Drop" campaign was also held to encourage students to talk to their advisor before dropping classes. Students in the remedial cycle can also use up their financial aid early. Preliminary results from the Math Achievement Center (MAC) are positive in terms of the success of several things that have been implemented in the MAC.

Student Trustee

Ms. Hammer reported that Student Senate will meet his Friday, and the Illinois Community College Board's Student Advisory Committee will meet via conference call this Friday. Ms. Hammer has been approached by students about the proposed electronic access system. Student Senate could put together something to give students information on the project so that they could better understand it. It was also suggested that students be surveyed to get their input. Mr. Hood asked Ms. Hammer and Faculty Senate President Steve Mihina to submit names of those who should be included on the task force looking at the electronic access project.

Audit Committee Chair

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

ICCTA Representative

Mr. Endress received an email from ICCTA dated January 4 that indicated that \$3 million would be allocated to seven community colleges, and Highland is not included on the list. Yesterday another email was sent that indicated that Richland Community College cut several administrative positions. The email also included the criteria that was used for allocating the \$3 million in emergency funding. According to the email from ICCTA, the criteria assumed that the "... districts with the least amount of local property tax funding would have the hardest time operating without state funding. Colleges meeting these criteria were also required to demonstrate evidence of measures taken to reduce expenditures that required a reduction in staff and programs." The ICCTA board will not meet during ACCT's National Legislative Summit but will meet via teleconference the Saturday before. Mr. Endress is working on planning the ICCTA Executive Committee retreat and he would like to hold the meeting at the College. The

meeting would begin at noon on Friday and would continue until noon on Saturday. More details will be forthcoming.

Board Chair

Mr. Block attended the recent Northwest Illinois Development Alliance meeting and reported that business people in the area value the College. He has encouraged employers to talk to Highland staff so that the College can assist in helping students gain the skills that the employers want their employees to have. There is also a new initiative in the community called "All In." Mr. Block reminded trustees that Mr. Hood sits on the Board of the Tri-County Economic Development Alliance, and other staff are also involved on other committees.

Administration

Ms. Kuberski reported that the Comprehensive Quality Review (CQR) Highlights report has been submitted to the Higher Learning Commission (HLC) along with the Federal Compliance report. She has received the names of our HLC peer reviewers and they are from Kokomo, Indiana, a community college in Ohio, and a technical college in Wisconsin, so it is a good representation of the Midwest. Mrs. Gallagher asked about the Science Café that is being done through the Highland Library, and Ms. Kuberski reported that this will be a program for current students to generate interest in science.

Ms. Ferguson reported that Mr. Jim Phillips, Interim Dean of Humanities, Social Sciences, and Fine Arts, and Dr. Brendan Dutmer, Interim Associate Dean of Natural Science and Mathematics, will be attending several recruitment fairs in an effort to recruit full-time faculty.

Ms. Gerber gave Ms. Kim Rampenthal credit for obtaining the funding from Savant to work with students on financial literacy.

Mr. Hood reported that Opening Days was well attended and good things came out of the meetings. The College has turned the corner on assessment thanks to Ms. Kuberski and faculty who have been working on this. The College will be hosting a workshop to establish a program for news literacy and civic engagement through a collaborative grant with Kishwaukee College, Rock Valley College, and Northern Illinois University. The program could be included in Lifelong Learning or we could develop a new course for credit.

OLD BUSINESS

There was no old business.

At 4:52 p.m., the Chairperson declared a recess; the meeting resumed at 5:04 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; and, 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, 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, Musser, Gallagher, Shockey, Block,
Hammer
NAYS: None

At 5:06 p.m., the vote being unanimous, the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES: Jennings, Musser, Gallagher, Shockey, Block, Endress, Hammer
NAYS: None

At 6:45 p.m., the Chairperson declared the motion carried and the Closed Session ended.

ACTION, IF NECESSARY

No action was necessary.

NEW BUSINESS

There was no new business.


DATES OF IMPORTANCE

The next regular Board meeting will be held on Tuesday, February 21, 2017, 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, March 1, 2017, at 8:30 a.m. in room H-206 in the Student/Conference Center.

ADJOURNMENT

Mr. Shockey moved and Mr. Musser seconded the motion to adjourn the meeting. At 6:46 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