

**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 4:03 p.m. on February 21, 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 Zumdahl, Mr. Blake Musser, and Ms. Staci Hammer

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. Rose Ferguson, Associate Vice President, Human Resources; Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 5:17 p.m.); Mr. Brad Hart, Big Radio (arrived 5:06 p.m.; departed 5:17 p.m.); Ms. Melissa Entzminger, Speech Instructor (departed 5:17 p.m.); Mr. Todd Vacek, Auto Body Instructor (departed 5:17 p.m.); Mr. Steve Mihina, Faculty Senate President (departed 4:45 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:17 p.m.); and, Ms. Terri Grimes, Board Secretary

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

Mrs. Gallagher moved and Mr. Shockey seconded the motion to approve the minutes of the January 17, 2017, 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. Kim Rampenthal provided this month's Foundation report. She reported that the Foundation received a \$100,000 donation to the Matching Gifts Campaign, bringing the total raised for the

campaign to nearly \$4.6 million. The Foundation and the College continue working together to raise funds for the campaign. The Foundation plans to ensure that their fundraising plans fit in with the goals that will be outlined in the College's new strategic plan. New membership cards were sent out to Heritage Society members. Members receive benefits including discounts in the cafeteria, and admission to athletics and other on-campus events. A planned giving event will be held on May 18 that includes lunch, a guest speaker, and free book for those attending. Foundation scholarship applications are available on the Highland website and in the racks outside the Foundation office, with most applications due April 1. The Foundation has provided approximately \$350,000 in scholarships each of the last several years. Mr. Block requested that next month's Foundation report include information on what percent of students receive scholarships. Ms. Rampenthal reported that a "Jazz Cabaret" dinner and show will be held at Eagle Ridge on May 4, with proceeds going toward the next HCC vocal music tour in 2018. The Leadership Golf Outing will be held on Monday, June 5, at the Freeport Club.

### CONSENT ITEMS

- A. Academic (None)
- B. Administration (None)
- 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 Spring semester of 2017.
- D. Financial (None)

Mr. Endress moved and Dr. Jennings seconded the motion to approve the consent item, as presented. 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
  - 1. CollegeNOW Agreement Between Highland Community College and Lena-Winslow High School  
Mr. Endress moved and Mrs. Gallagher seconded the motion to approve the CollegeNOW agreement for qualified students attending Lena-Winslow High School, 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. Joint Educational Agreement Between Highland Community College and Blackhawk Technical College

Mr. Musser moved and Mr. Shockey seconded the motion to approve the Joint Educational Agreement between Highland Community College (HCC) and Blackhawk Technical College, as presented. 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. Memorandum of Agreement Between Northern Illinois University and Highland Community College for the Reverse Transfer Credit Articulation Project

Dr. Jennings moved and Mr. Musser seconded the motion to approve the Memorandum of Agreement between Northern Illinois University (NIU) and Highland Community College (HCC) for the Reverse Transfer Articulation Project, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

B. Administration

1. Second Reading – Revised Policy 1.06: Duties and Responsibilities of the Board

Mrs. Gallagher moved and Mr. Musser seconded the motion to approve for second reading revised policy 1.06, Duties and Responsibilities of the Board, as presented. The policy is included in Chapter I, Board of Trustees, of the Policy Manual. 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.

2. Second Reading – Revised Policy 5.06: Purchases of Supplies and Services  
Dr. Jennings moved and Mr. Shockey seconded the motion to approve for second reading revised policy 5.06, Purchases of Supplies and Services, as presented. The policy is included in Chapter V, Finance and Facilities, of the Policy Manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Second Reading – Revised Policy 5.09: Reimbursement for Travel Expenses  
Mr. Musser moved and Mr. Endress seconded the motion to approve for second reading revised policy 5.09, Reimbursement for Travel Expenses, as presented. The policy is included in Chapter V, Finance, of the Policy Manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

#### D. Financial

1. First Reading – Tuition  
Mr. Musser moved and Dr. Jennings seconded the motion to approve for first reading an increase in the in-district tuition rate from \$129.00 per credit hour to \$141.00 per credit hour effective Fall semester of 2017. In addition, it is recommended that the Board of Trustees considers for the first reading an increase in the senior citizen rate from \$97.00 to \$106.00 per credit hour effective Fall semester 2017. The formulas for figuring out-of-district and out-of-state tuition remain unchanged. These rates will be calculated after Fall 2017 tuition rates at community colleges contiguous to Highland have been determined. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. University of Illinois Extension – Stephenson County Lease Agreement for Fiscal Year 2018  
Mr. Musser moved and Ms. Zum Dahl seconded the motion to enter into a lease agreement with the University of Illinois Extension for occupancy by the

University of Illinois Extension – Stephenson County of approximately 2,477 square feet of space in the Community Services Center for the period July 1, 2017 through June 30, 2018, at an annual rate of \$32,086.02. The Board further authorizes the College President and Board Secretary to execute the agreement by appropriate signatures. 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.

3. Payment of Bills and Agency Fund Report

Dr. Jennings moved and Mr. Shockey seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the January 2017 bills in the amount of \$642,046.52, Automated Clearing House (ACH) debits W0000404 through W0000408 amounting to \$4,415.74 and Electronic Refunds of \$6,611.26, with 6 adjustments of \$4,417.32, such warrants amounting to \$648,656.20. Transfers of funds for payroll amounted to \$458,749.59. 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 and the Resolution adopted.

## REPORTS

### Treasurer's Report: Statements of Revenue, Expenditures, and Changes in Fund Balance

There was no additional report.

### Student Trustee

Ms. Hammer reported that Student Senate will be working on revising their constitution. The project for the Outreach Committee of the Illinois Community College Board's Student Advisory Committee (ICCB-SAC) is to sponsor a Wellness Week before final exams, and the College will participate. Ms. Janssen attended a Student Senate meeting recently to discuss offering healthier options in the vending machines and a coffee machine in building "N".

### Audit Committee Chair

Mrs. Gallagher reported that the Audit Committee will meet at 2:00 p.m. on Wednesday, March 1. She has some information to share at the meeting about a situation that happened at Lincoln Land Community College where a staff member took over \$700,000. She is hoping to get additional information from their trustees about the situation and if they learned anything that they could share with the College.

### ICCTA Representative

Mr. Endress reported that ICCTA met via conference call on Saturday, February 11. The next ICCTA meeting will be a day-long meeting on Friday, March 10, and will be held at Harper. Mr. Endress attended the West Central Regional meeting at Black Hawk East near Kewanee. The event included a tour of their new \$6.1 million veterinary sciences center, which was financed through private funds. At the regional meeting, Mr. Endress learned that two of the four community colleges represented have now combined tuition and fees into one number at their respective colleges. Ms. Jessica Nardulli, ICCTA's legislative associate, is in the process of compiling a synopsis of all the proposed legislation that, if passed, will affect community colleges.

### Board Chair

At Mr. Block's request, Mr. Shockey reported on ACCT's National Legislative Summit, which featured presentations by U.S. Secretary of Education Ms. Betsy DeVos and "Meet the Press" moderator Mr. Chuck Todd. During the conference, Mr. Noah Brown, ACCT President and CEO, reported that there are 1,132 community colleges in the country that serve 11 million students with an impact of \$890 billion or six percent of the gross domestic product (GDP).

### Administration

Ms. Kuberski reported that she has been in contact with Dr. James Perry of our Higher Learning Commission peer review team. The team will meet with many different groups during their visit, including a meeting with trustees on March 13. They will be on campus all day Monday and Tuesday and will draft the report on Wednesday. Ms. Kuberski has been making the dual credit circuit to discuss changes in dual credit faculty qualifications. Many high school faculty are not interested in pursuing the additional coursework necessary to meet the qualifications. Ms. Kuberski has discussed with them how to continue dual credit if they do not have the faculty to support it, and discussions are ongoing about using the new distance learning equipment. Dual credit will look different in the fall due to the changes in faculty qualifications. The deans have been proactive in reviewing dual credit faculty credentials, and Ms. Kuberski expressed her appreciation for their assistance in that process.

Ms. Janssen attended a meeting of community college chief financial officers in January. Ms. Ellen Andres of the Illinois Community College Board provided good information during the meeting.

Ms. Ferguson will send out the annual update of demographic information, which includes nine years of data. She noted that employee numbers are way down this year.

Ms. Gerber announced that the High School Servant Leadership program will celebrate 20 years on March 11.

Mr. Hood reported that Student Senate sponsored a chili cook-off recently, which was a good event. They have submitted a proposal to change the color of the graduation gowns to blue instead of brown. The proposal, which was discussed at Cabinet, will also be discussed at the March Board retreat. An ad hoc committee will meet before the Board retreat to discuss PH&S projects. Twelve to 13 people have been invited to the meeting, including Ms. Hammer and one additional student. Some additional PH&S projects have been submitted for consideration, and

Mr. Hood will provide additional information to trustees at the retreat. Commitments of between \$300,000 and \$400,000 have been received for the Million Dollar Match scholarship challenge. An internal campaign kickoff will be held in March. Mr. Evan Talbert has offered for the Hospitality Program to help with food preparation. Following the event, the fundraising campaign will go public. Mr. Hood reported that Ms. Karen Hunter Anderson, Executive Director of ICCB, will be the keynote speaker at Highland's commencement. Mr. Hood met with Dr. Joe Rives, Western Illinois University's Vice President, Quad Cities and Planning, and the College could have six or seven more 2+2 agreements with Western within the next year for programs that will greatly benefit students.

### **OLD BUSINESS**

The draft of the strategic plan has been updated and will be sent out to trustees to review in time for the retreat. Mr. Hood is very proud of the document, which will be discussed at the retreat.

Trustees discussed the April regular meeting date. Due to state meetings scheduled on April 25 and 26, the meeting will be rescheduled for April 27. The recommendation will be presented to trustees for approval at the March regular meeting.

At 5:17 p.m., the Chairperson declared a recess; the meeting resumed at 5:25 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: Jennings, Zumdahl, Musser, Gallagher, Shockey, Block, Endress,  
Hammer  
NAYS: None

At 5:27 p.m., the vote being unanimous, the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 6:11 p.m., the Chairperson declared the motion carried and the Closed Session ended.

## **ACTION, IF NECESSARY**

### **A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees**

#### **1. Appointment of Tenure**

Mr. Shockey moved and Ms. Zumdahl seconded the motion to grant tenure to Cosmetology Instructor Amy Chamberlin. 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.

#### **2. Appointment of Tenure**

Mr. Endress moved and Mr. Musser seconded the motion to grant tenure to Agriculture Instructor Justin Ebert. 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.

#### **3. Appointment of Tenure**

Dr. Jennings moved and Mr. Musser seconded the motion to grant tenure to Industrial Manufacturing Instructor Aaron Sargent. 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.

#### **4. Appointment of Tenure**

Dr. Jennings moved and Ms. Zumdahl seconded the motion to grant tenure to Auto Body Instructor Todd Vacek. 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.



5. Consideration of Tenure Extension

Mr. Endress moved and Mr. Musser seconded the motion that the Board of Trustees, in accordance with Section 110 ILCS 805/3B-2 of the Illinois Public Community College Act, extend the service requirements for tenure for a period of one additional semester for Laura Weter and that she be provided with notification of same no later than 60 days before the end of the current school year. 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.

6. Resolution: Illinois Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll and State of Illinois (Highland Community College) Non-Grant of Tenure

Mr. Musser moved and Mrs. Gallagher seconded the motion to approve the Resolution, as presented, to not grant tenure and not renew the employment contract of Melissa Entzminger, and her employment shall terminate at the end of the Spring 2017 semester. 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 and the Resolution adopted.

7. Resolution Reducing Number of Faculty

Mr. Musser moved and Mr. Shockey seconded the motion to approve the Resolution, as presented, to reduce the number of full-time faculty members, specifically David Vrtol, and his employment shall terminate at the end of the Spring 2017 semester. 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 and the Resolution adopted.

**NEW BUSINESS**

There was no new business.


### **DATES OF IMPORTANCE**

The next regular Board meeting will be held on Tuesday, March 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**

Mrs. Gallagher moved and Dr. Jennings seconded the motion to adjourn the meeting. At 6:16 p.m., there being no further business, the Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,

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