

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 June 20, 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, Mr. Blake Musser, Ms. Pennie Groezinger, and Ms. Abby Endress

The following members were absent: None

Also present: Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President (departed 5:42 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 5:34 p.m.); Ms. Liz Gerber, Vice President, Student Development & Support Services (departed 5:34 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (departed 5:34 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 5:21 p.m.); Ms. Tracy Conerton, Coordinator, Testing Center (departed 4:03 p.m.); Mr. Peter Fink, Network Administrator (departed 4:31 p.m.); Ms. Carolyn Petsche, Director, Learning and Transitional Education Services (departed 4:03 p.m.); Mr. Steve Gold, 160 Driving Academy (arrived 4:19 p.m.; departed 5:21 p.m.); Mr. Steve Mihina, Faculty (departed 4:37 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:21 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

Mr. Endress 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. Musser seconded the motion to approve the minutes of the May 16, 2017, regular meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Ms. Carolyn Petsche introduced Ms. Tracy Conerton, new Testing Center Coordinator.

FOUNDATION REPORT

Ms. Kim Rampenthal presented the Foundation report. She reported that the Foundation Leadership Golf outing was held recently and was successful, with two platinum sponsors and many other sponsors. This year's outing also had the highest number of golfers at 114. Proceeds from the event support the Stephenson County Leadership Institute, Jo Daviess County Leadership Forum, and the High School Servant Leadership Program. Goodwill recently made a donation to the Foundation of \$9,000 as part of their "rounding up" campaign. Mr. Hood was presented with a check, which will go toward building an endowment for scholarships for students with disabilities. The Double Play 2017 campaign has raised nearly \$15,000 and runs through the end of the calendar year. Ms. Rampenthal concluded her report by reminding trustees of Shindig VII on Saturday, August 19. The theme of this year's event is Monopoly.

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 and Summer semesters of 2017.
- D. Financial
 - 1. Prevailing Rate of Wages
Recommendation: That the Board of Trustees adopts the Resolution, as presented, regarding the prevailing rate of wages.
 - 2. Course and Miscellaneous Fees
Recommendation: That the fees/charges, as listed, be approved beginning with the Spring 2018 semester.

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

AYES: Shockey, Block, J. Endress, Jennings, Musser, Groezinger, Gallagher,
A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. New Differential Position: Agriculture Center Faculty Property Manager
Mr. Musser moved and Dr. Jennings seconded the motion to approve the new differential position for Agriculture Center Faculty Property Manager, as presented. This will be a normal differential entered into the Faculty Senate contract, as negotiated. The roll call on the motion was as follows:

AYES: Block, J. Endress, Jennings, Musser, Groezinger,
Gallagher, Shockey, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. First Reading – New Policy 5.083: Fraudulent Conduct
Dr. Jennings moved and Mrs. Gallagher seconded the motion to approve for first reading new policy 5.083, Fraudulent Conduct, as presented. The policy is recommended for inclusion in Chapter V, Finance and Facilities, of the Policy Manual. The roll call on the motion was as follows:

AYES: J. Endress, Jennings, Musser, Groezinger, Gallagher,
Shockey, Block, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel (None)

D. Financial

1. Interfund Transfer from the Restricted Fund to the Educational Fund
Mr. Endress moved and Mr. Musser seconded the motion to approve the transfer of funds from the Restricted Fund to the Educational Fund in the amount of \$325,000 in order to support health insurance premium costs accounted for in the College's operating funds. The roll call on the motion was as follows:

AYES: Jennings, Musser, Groezinger, Gallagher, Shockey,
Block, J. Endress, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Interfund Transfer from Operations and Maintenance, Restricted Fund to Operations and Maintenance Fund

Dr. Jennings moved and Mrs. Gallagher seconded the motion to approve the transfer of funds from the Operations and Maintenance, Restricted Fund to the Operations and Maintenance Fund in the amount of \$68,650 in order to support the College's operations. The roll call on the motion was as follows:

AYES: Musser, Groezinger, Gallagher, Shockey, Block,
J. Endress, Jennings, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Health Insurance Rates and Health Savings Account Option

Dr. Jennings moved and Mr. Musser seconded the motion that the Board of Trustees establishes the following monthly rates for medical, dental, and vision insurance during FY18 under a fully-insured health plan as listed below.

Medical (Blue Cross Blue Shield PPO Plan):

Employee Only	\$ 824.12	Retiree Only	\$ 824.12
Family Plan	\$2,060.27	Retiree with Family Plan	\$2,060.27

Medical (Blue Cross Blue Shield HDHP Plan):

Employee Only	\$ 762.12	Retiree Only	\$ 762.12
Family Plan	\$1,905.26	Retiree with Family Plan	\$1,905.26

Dental (Blue Cross Blue Shield):

Employee Only	\$ 29.11	Retiree Only	\$ 29.11
Employee + Spouse	\$ 59.22	Retiree + Spouse	\$ 59.22
Employee + Child(ren)	\$ 61.13	Retiree + Child(ren)	\$ 61.13
Family Plan	\$ 109.16	Retiree with Family Plan	\$ 109.16

Vision (Blue Cross Blue Shield):

Employee Only	\$ 7.80	Retiree Only	\$ 7.80
Employee + Spouse	\$ 14.83	Retiree + Spouse	\$ 14.83
Employee + Child(ren)	\$ 15.61	Retiree + Child(ren)	\$ 15.61
Family	\$ 22.95	Retiree with Family	\$ 22.95

4. Resolution Identifying Work Contracts to an Installment Purchase Agreement Heretofore Entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll and State of Illinois

Mr. Musser moved and Ms. Groezinger seconded the motion to approve the following Resolution:

RESOLUTION identifying work contracts to an Installment Purchase Agreement heretofore entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Block, J. Endress, Jennings,
Musser, Groezinger, A. Endress
NAYS: None

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

5. Resolution Authorizing Modification of Prior Approval of Project "Update Secure Access on Campus" to Use the Allocated Funds for Project "Emergency Systems" and to Authorize Use of Protection, Health, and Safety Funds for Payment of the Same

Mr. Musser moved and Mr. Shockey seconded the motion to approve the modification of a previously approved Protection, Health, and Safety project for secure campus access to a higher priority project for emergency systems and approve the use of health and safety funds to finance the project, as presented. The roll call on the motion was as follows:

AYES: Shockey, Block, J. Endress, Jennings, Musser, Groezinger,
Gallagher, A. Endress
NAYS: None

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

6. Emergency Call Box and Campus Phone System Professional Services Agreement

Dr. Jennings moved and Ms. Groezinger seconded the motion to approve an agreement with MNJ Technologies for professional services related to the installation, training, licenses, and equipment for a campus emergency call box and telephone system for a dollar amount not to exceed \$235,000, as presented. The roll call on the motion was as follows:

AYES: Block, J. Endress, Jennings, Musser, Groezinger,
Gallagher, Shockey, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

7. Network Upgrades for Emergency Call Box and Campus Phone System Professional Services Agreement

Mr. Musser moved and Mr. Endress seconded the motion to approve an agreement with Paragon Development Systems (PDS) for professional services related to the installation, configuration, and upgrades of server, storage, and networking equipment for a campus emergency call box and telephone system for a dollar amount not to exceed \$60,000. The roll call on the motion was as follows:

AYES: J. Endress, Jennings, Musser, Groezinger, Gallagher,
Shockey, Block, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

8. Payment of Bills and Agency Fund Report

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 May 2017 bills in the amount of \$743,667.73, Automated Clearing House (ACH) debits W0000422 through W0000423 amounting to \$10,378.49, Other Debits D0000067 through D0000069 amounting to \$44,651.25, and Electronic Refunds of \$3,026.00, with 0 adjustments, such warrants amounting to \$801,723.47. Transfers of funds for payroll amounted to \$536,612.60. The roll call on the motion was as follows:

AYES: Jennings, Musser, Groezinger, Gallagher, Shockey, Block,
J. Endress, A. Endress
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

Mr. Block inquired about the accounts that were sent to Local Debt Recovery from Spring 2014 through Fall 2016 in the amount of approximately \$296,000. Ms. Janssen reported that she budgets approximately \$100,000 per year for bad debt or approximately three to five percent of tuition revenue. A hold is also placed on the student's account so that they cannot come back to Highland without paying their balance.

Student Trustee

Ms. Endress reported that there is no additional update on the First Year Experience Seminar requirement that she discussed at last month's meeting. She attended the Illinois Community College Board Student Advisory Committee Student Leadership training on June 1 and 2 in

Bloomington. The training helped attendees build leadership qualities and expand their leadership skills, and provided information on the expectations of a student trustee.

Audit & Finance Committee Co-Chairs

Mrs. Gallagher reported that the Audit & Finance Committee met today with Mr. Dan Rowe of Wipfli. He provided an overview of the audit plan and will work with Ms. Grimes to schedule another committee meeting in September or October to review the audit draft.

ICCTA Representative

Mr. Endress reported that there is not much optimism by the ICCTA lobbyists on the State of Illinois' budget. ICCTA's recent annual meeting included new trustee orientation and training. Mr. Endress and Mrs. Gallagher attended the training. ICCTA partnered with a couple new law firms to provide the training. Mr. Willging is working on the Highland website so that the College will be in compliance with the new requirement for trustee training. Mr. Endress noted that Illinois Valley Community College will rejoin ICCTA, Rock Valley College is leaning in the same direction, and at this point, College of DuPage has not rejoined. The ICCTA President was unable to attend the ICCTA annual convention so Mr. Endress took over those responsibilities. Due to Mr. Endress filling in for the ICCTA President, he received a complimentary room, so the College will save the hotel expense this month.

Board Chair

Mr. Block asked Mr. Musser to provide an update on the Northwest Illinois Development Alliance (NIDA). Mr. Musser reported that there are a couple opportunities of which the College could take advantage. There is currently a need for trained CAD graduates and also a Manufacturing Boot Camp. Ms. Grimes noted that, at Mr. Block's request, she has talked to Mr. Scott Anderson about the Boot Camp this possibility. Mr. Hood noted that he had conversations with the IT person at Colony Brands, who is willing to help with classes addressing a shortage in the IT area. Mr. Musser asked where we are at programmatically in advanced technology, and Mr. Hood responded that there have been discussions about database management and training those who run IT wires. Mr. Hood shared his vision to have an advisory group that keeps feeding the new wishes and targets for new programs. Mr. Block noted the many job opportunities in the area at Berner Foods and Snak King, and also with MetLife coming back to the area.

Administration

Ms. Kuberski attended the chief academic officers' meeting and learned that ICCB forecasts that colleges should not expect any more funding from the State. The Deans and Ms. Kuberski are working with faculty groups on strengthening the tenure process, and she is working with another faculty group on a dual credit policy, which mirrors what we are currently doing. Interviews for a Vocal Music Instructor will begin soon, with many strong candidates.

Ms. Janssen reported that the search for a Director of IT continues. She thanked Ms. Endress for the nice article in the *Highland Chronicle* on the cafeteria.

Ms. Ferguson expressed her appreciation to all the benefit-eligible employees for getting their insurance forms in.

Ms. Gerber noted that, as a follow-up to last month's meeting, she included additional information on the First Year Experience Seminar (FYES) in the Board mailing.

Mr. Hood met with Dr. Doug Jensen, the new President of Rock Valley College, regarding some very exciting opportunities for collaboration. This meeting was a follow-up to a meeting Mr. Hood had with Dr. Jensen and Mr. Jon Bates, Executive Director of the Community Foundation of Northern Illinois. Mr. Hood will share additional information about the possibilities at the July regular Board meeting.

OLD BUSINESS

Mr. Hood introduced Mr. Steve Gold, CEO of 160 Driving Academy, who discussed an opportunity for expanding the program to the western part of the Highland district, which would likely double the College's CDL enrollments. There have also been discussions around providing a weeklong training for Ag students. Trustees agreed that an East Dubuque site is a good idea, and a proposal will be presented to trustees for approval at a future meeting. If trustees have ideas for potential locations, they should let Mr. Hood know.

At 5:21 p.m., the Chairperson declared a recess; the meeting resumed at 5:31 p.m.

CLOSED SESSION

Mr. Shockey moved and Mr. Musser 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: Musser, Groezinger, Gallagher, Shockey, Block, J. Endress, Jennings,
A. Endress
NAYS: None

At 5:32 p.m., the vote being unanimous, the 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: Groezinger, Gallagher, Shockey, Block, J. Endress, Jennings, Musser,
A. Endress
NAYS: None

At 6:03 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 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

No action was necessary.

- B. Collective Negotiation Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

No action was necessary.

- C. Semi-annual Review of All Closed Session Minutes and Tapes

Closed Session minutes and tapes were not discussed in Closed Session, but Ms. Grimes reported that the minutes, which are currently closed, deal with confidential information regarding personnel or negotiations, and there are several Closed Session audio recordings that may now be destroyed because they are over 18 months old.

Following discussion, Mrs. Gallagher moved and Mr. Musser seconded the motion that the Closed Session minutes, which were previously closed, remain closed at this time and unavailable for public inspection, and that the audio recordings from the following Closed Sessions be destroyed at this time, pursuant to the Open Meetings Act: June 16, 2015; July 21, 2015; August 18, 2015; September 2, 2015; September 15, 2015; October 20, 2015; and, December 2, 2015. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Block, J. Endress, Jennings, Musser,
Groezinger, A. Endress

Whereupon the Chairperson declared the motion carried.

NEW BUSINESS

There was no new business.

DATES OF IMPORTANCE

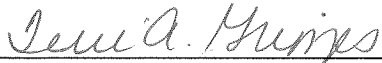
The next regular Board meeting will be held on Tuesday, July 18, 2017, at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center. The next quarterly Board retreat will be held on Wednesday, September 13, 2017, at 8:30 a.m. in room H-206 in the Student/Conference Center.

Mr. Endress announced that the ICCTA Executive Committee retreat will be held on campus August 4 and 5, and a social event will be held on Friday, August 4, to which trustees are invited. He also noted that ICCTA is considering a program for one of their upcoming meetings regarding the relationship between colleges and foundations. Mr. Hood and Mr. Block expressed their belief that this is a timely topic.

ADJOURNMENT

Ms. Groezinger moved and Mr. Musser seconded the motion to adjourn the meeting. At 6:12 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