

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 4:01 p.m. on July 18, 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; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Vice President, Student Development & Support Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Mr. Pete Willging, Director, Marketing & Community Relations (departed 4:53 p.m.; returned 5:24 p.m.); Mr. Steve Mihina, Faculty (departed 4:43 p.m.; returned 5:24 p.m.); Mr. Pete Fink, Network Administrator (departed 4:43 p.m.); Mr. Jim Berberet, Executive Director, HCC Foundation (departed 4:43 p.m.); Ms. Karla Giuffre, Faculty (departed 4:43 p.m.; returned 5:24 p.m.); Dr. Brendan Dutmer, Associate Dean, Natural Science & Mathematics (departed 4:43 p.m.); Ms. Lily Priewe, Natural Science Lab Assistant (departed 4:43 p.m.); Mr. Brad Hart, Big Radio (arrived 5:24 p.m.); Mr. Paul Rabideau, Faculty (arrived 5:24 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.

APPROVAL OF MINUTES

Mr. Shockey moved and Ms. Groezinger seconded the motion to approve the minutes of the June 7, 2017, Board retreat and the June 20, 2017, Audit & Finance Committee and regular Board meetings, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Dr. Brendan Dutmer introduced Ms. Lily Priewe, new Natural Science Lab Assistant, and Mr. Jim Berberet introduced Mr. Jeff Reinke, new Foundation Executive Director.

FOUNDATION REPORT

Mr. Berberet presented the Foundation report. The Foundation staff are gearing up for Shindig VII at the home of Steve and Beverly Chesney. Tickets for the Monopoly themed event are \$75 and include many food items related to the theme, such as Tennessee Street ribs. The 2017 Double Play campaign has raised almost \$20,000 toward the \$50,000 goal, and the Million Dollar Match campaign currently stands at \$323,000, with several large pledges yet to come in. Mr. Berberet concluded his report by announcing that the Foundation is currently accepting nominations for their Distinguished Alumni awards.

CONSENT ITEMS

A. Academic (None)

B. Administration

1. Curriculum & Instruction Committee Report

Recommendation: That the report of the course and curriculum changes for the July 1, 2016 through June 30, 2017 period be approved, as presented.

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 (None)

Mr. Musser moved and Mr. Endress 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. Second Reading – New Policy 5.083: Fraudulent Conduct

Dr. Jennings moved and Mr. Shockey seconded the motion to approve for second 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: Block, J. Endress, Jennings, Musser, Groezinger,
Gallagher, Shockey, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel (None)

D. Financial

1. Tentative Budget for Fiscal Year 2018

Mr. Musser moved and Mrs. Gallagher seconded the motion to approve the following Resolution regarding a Tentative Budget for 2017-2018 and setting the public hearing date thereon for September 13, 2017.

RESOLUTION: Be it resolved that the Tentative Budget for the fiscal year 2017-2018 be conveniently made available for public inspection after this date through September 13, 2017, and furthermore, that public notice be given of such hearing date at least 30 days prior to date of Public Hearing.

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.

2. Broadband Internet Service Contract

Mr. Musser moved and Ms. Groezinger seconded the motion to authorize the College to enter into a three-year contract with Illinois Century Network for campus broadband internet service at a monthly fee of \$875 per month. 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.

3. Contract for Website Redesign, Hosting, and Development

Mr. Musser moved and Mr. Shockey seconded the motion to authorize the President to enter into an agreement with Morningstar Media Group, LTD for a structural and cosmetic redesign of the College website and student & staff portals in the amount not to exceed \$42,000 for the redesign, \$2,800/year for hosting services, and continued site development at a rate of \$75/hour. 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.

4. Payment of Bills and Agency Fund Report

Mr. Musser 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 June 2017 bills in the amount of \$776,208.35, Automated Clearing House (ACH) debits W0000424 through W0000428 amounting to \$10,273.53, Other Debits D0000070 amounting to \$40.82, and Electronic Refunds of \$13,326.13, with 2 adjustments, such warrants amounting to \$779,818.83. Transfers of funds for payroll amounted to \$470,055.90. The roll call on the motion was as follows:

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

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

REPORTS

Treasurer's Report: Comparison of Budget with End-of-Year Projections

Ms. Janssen noted that the reports were completed before the State budget was passed, so the projections will change.

Student Trustee

Ms. Endress reported that the student discount cards have been ordered. Student Senate will also be appointing members to fill vacancies on Senate. The Illinois Community College Board Student Advisory Committee will meet in September and will elect officers at that time.

Audit & Finance Committee Co-Chairs

Mrs. Gallagher announced that the Audit & Finance Committee will meet again after the audit has begun.

ICCTA Representative

Mr. Endress is working on the ICCTA Executive Committee retreat, which will be hosted by Highland. There will be an optional tour of campus, and he is working on the details for a tour of Mr. Block's dairy farm on Friday evening, with dinner to follow on the farm. He is also working with the ICCTA staff to finish appointing committee chairs, and he will have a conference call with ICCTA staff next week.

Board Chair

Mr. Block and Mr. Hood attended a recent Northwest Illinois Development Alliance meeting where Mr. Hood presented information on the new collaborative partnership with Rock Valley College. Through the partnership, Highland and Rock Valley will roll out and market 12 to 15 stackable certificate and degree programs. Blackhawk Technical College may also be asked to join the collaborative partnership. The Community Foundation of Northern Illinois (CFNIL) has resources available and is interested in possibly funding the initiative. This is another opportunity to strengthen partnerships with businesses and industries that can help design courses, programs, and internships. This will begin with a pilot program this school year.

Administration

Mr. Hood announced that the College held a very nice "lunch on the lawn" faculty and staff event recently, which was well attended. Another lunch is scheduled for July 24 and will include a fish fry, courtesy of Mr. Hood.

Ms. Kuberski reported that, with Board approval, today will mark the end of faculty negotiations and two searches. She has been meeting with the deans about assessment and this will be a focus of Opening Days activities.

Ms. Janssen reported that the auditors will be here Monday, and her department is gearing up for a busy time.

Ms. Ferguson reported that the switch to a new vision insurance carrier went well and continuing with the same health insurance provider is going well. There have been issues with the new dental insurance carrier, and Ms. Sandy Johnson has been fielding calls from employees and dentists regarding issues.

Ms. Gerber reported that staff are gearing up for Express Registration and New Student Orientation events. Students were dropped this week for nonpayment, and staff are working on

the wait list to see if some of the open seats can be filled. Summer Pell was approved by the State and is a “big deal” for students.

Mr. Hood announced that there will be many new transfer agreements with Western Illinois University. Dr. Dutmer reported that 14 new transfer agreements have been written and he is working through many others, with agreements covering 27 programs. Mr. Hood reported that he is working with the College Foundation and the Community Foundation of Northern Illinois to provide scholarships for students.

OLD BUSINESS

There was no old business.

At 4:43 p.m., the Chairperson declared a recess; the meeting resumed at 4:53 p.m.

CLOSED SESSION

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

At 4:55 p.m., the vote being unanimous, the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 5:24 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

1. Appointment: Music Instructor

Mr. Musser moved and Dr. Jennings seconded the motion to approve the appointment of Mr. Jeffrey DeLay as full-time Music Instructor in the Humanities, Social Sciences, and Fine Arts division beginning August 10, 2017, at a FY16 salary of \$65,587 (MS+0, +7 years' experience), plus appropriate fringe benefits. Since the FY18 faculty union contract has not yet been negotiated, this salary is based on the FY16 salary schedule. This is a full-time faculty position and is within the FY18 budget. 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. Coordinator, Nursing/Allied Health Programs

Dr. Jennings moved and Mr. Shockey seconded the motion to approve the appointment of Ms. Alicia Kepner as full-time Coordinator, Nursing/Allied Health Programs in the Nursing and Allied Health division beginning August 10, 2017, at an annual FY18 salary of \$48,851, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY18 budget. This appointment will fill the position that was vacated by Jen Grobe when she became the Associate Dean of the division. During the 2016-2017 academic year, Ms. Kepner served in this capacity on a part-time basis as outlined in a Memorandum of Understanding approved by the Board in August 2016. It has now been determined that Ms. Kepner will fill the vacancy in a full-time capacity. 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.

B. 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

1. Faculty Contract

Dr. Jennings moved and Mr. Musser seconded the motion that the Highland Community College Board ratifies the contract with the Highland Community College Faculty Senate Local 1957 for Fiscal Years 2017, 2018, and 2019, as presented. 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.

Mr. Hood thanked Ms. Karla Giuffre, Mr. Paul Rabideau and Mr. Steve Mihina, noting that they were impeccable in terms of diligence during negotiations and represented faculty very well, and Mr. Block expressed his thanks, as well.

NEW BUSINESS

There was no new business.


DATES OF IMPORTANCE

The next regular Board meeting will be held on Tuesday, August 15, 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. Opening Days will be held on August 10.

ADJOURNMENT

Mr. Musser moved and Dr. Jennings seconded the motion to adjourn the meeting. At 5:29 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