

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 July 19, 2016, 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: Ms. Chris Kuberski, Executive Vice President; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Vice President, Student Development and Support Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Mr. Steve Mihina, Faculty (departed 4:31 p.m.); Mr. Jim Berberet, Executive Director, HCC Foundation (departed 4:31 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 4:31 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 4:31 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

Mr. Endress moved and Ms. Zumdahl 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 June 1, 2016, Board retreat and June 21, 2016, 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

Mr. Jim Berberet presented this month's Foundation report. He reported that invitations were mailed out last week for Shindig VI, which will be held on August 20, 2016, at the home of Scott

and Kathy King. Live and silent auction items are coming in, and additional donations are welcome. Sponsors of Shindig VI include Apple River State Bank/First Community Bank of Galena, Big Radio, Burke-Tubbs Funeral Home, Citizens State Bank, Fehr-Graham Engineering and Environmental, FHN, the Helm Group, Hulsebus-Gehlsen, the Morse Group, State Bank/Freepport, Union Savings Bank, and Woodbine Bend Golf Course and Restaurant. The 2016 Double Play Campaign currently stands at \$27,000, with a match pool of \$50,000. Approximately \$4.299 million has been raised to date toward the Major Gifts Campaign. The Million Dollar Scholarship Match Campaign, in partnership with the Community Foundation of Northern Illinois (CFNIL), is currently in the silent stage, and more information will be available about the campaign soon.

CONSENT ITEM

A. Academic

1. Revised Effective Dates of Joint Use and Vocational Education Agreements Between Career and Technical Education Consortium (CareerTEC) and Highland Community College

Recommendation: That the Board of Trustees approves the revised effective dates of the joint use and vocational education agreements between the Career and Technical Education Consortium (CareerTEC) and Highland Community College. These agreements will be in effect from July 1, 2016 through June 30, 2018.

B. Administration

1. Curriculum & Instruction Committee Report

Recommendation: That the report of the course and curriculum changes for the July 1, 2015 through June 30, 2016 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/Summer semester of 2016.

D. Financial (None)

Mr. Shockey moved and Mrs. Gallagher seconded the motion to approve the consent items, as presented.

Dr. Jennings asked Ms. Kuberski if there was anything in the Curriculum & Instruction Committee Report that she would like to highlight, and she noted two things: 1) the push statewide to gear the Associate of Science degree more toward STEM, which is effective this Fall; and 2) alignment of the Associate of Engineering Science with transfer universities. The committee is also working on Mechatronics, Environmental Science, and Phlebotomy. Mr. Endress asked about the changes to the nursing curriculum, which were noted on the bottom of page 3. Ms. Kuberski reported that the Nursing program has gone to teaching by system

rather than by age or other factors. She also indicated that there are several changes that have been submitted to the Illinois Community College Board and the College is awaiting approval. Dr. Jennings suggested that faculty have the opportunity to see a demonstration of the new SimMan during Opening Days, similar to what the Board had the opportunity to see a few months ago. Ms. Kuberski reported that the agenda for Fall Opening Days has been set but she will consider that for Spring Opening Days. It could also be added to the open house tour of the new Chemistry Lab and Mass Communication studio.

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 (None)
- C. Personnel (None)
- D. Financial

1. Tentative Budget for Fiscal Year 2017

Mr. Musser moved and Ms. Zumdahl seconded the motion to approve the following Resolution regarding a Tentative Budget for 2016-2017 and setting the public hearing date thereon for September 20, 2016.

RESOLUTION: Be it resolved that the Tentative Budget for fiscal year 2016-2017, as presented, be conveniently made available for public inspection after this date through September 20, 2016, 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: Block, Endress, Jennings, Zumdahl, Musser, Gallagher,
Shockey, Hammer
NAYS: None

2. Interfund Transfer from the Restricted Purposes Fund to the Educational Fund

Mr. Endress moved and Mr. Shockey seconded the motion to approve the transfer of \$68,568 from the Restricted Purposes Fund to the Educational Fund. 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. Payment of Bills and Agency Fund Report

Mrs. Gallagher 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 2016 bills in the amount of \$985,194.33, Automated Clearing House (ACH) debits W0000372 through W0000376 amounting to \$16,103.86, Other Debits D0000057 amounting to \$85.15, and Electronic Refunds of \$5,479.78, with 1 adjustment of \$1.00, such warrants amounting to \$1,006,862.12. Transfers of funds for payroll amounted to \$507,156.11. 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.

REPORTS

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

Ms. Janssen reported that the State's stopgap provision also included funding for Spring Monetary Award Program (MAP) students. The claims have been submitted to MAP and then will be disbursed to students.

Student Trustee

There were no additions to Ms. Hammer's written report.

Audit Committee Chair

Mrs. Gallagher reported that the Audit Committee met with Mr. Dan Rowe, Senior Manager from Wipfli, earlier this afternoon. Mr. Rowe, Ms. Rachael Graves, Mr. Taylor Dixon and others will be on the audit engagement team. The Audit Committee is tentatively scheduled to meet again on Tuesday, September 20, at 2:00 p.m.

ICCTA Representative

Mr. Endress reported that ICCTA has not met. The ICCTA Executive Committee retreat will be held the first weekend in August. Mr. Andrew Bollman, Immediate Past President of ICCTA, passed away on July 9. Visitation will be Thursday, with the funeral Friday at 1:00 p.m. at Sauk Valley Community College.

Board Chair

There was no report.

Administration

Ms. Kuberski reminded trustees of the Friends of the Fine Arts brochure that was included in their Board mailing. Friends of the Fine Arts is another way to support the fine arts initiative. She also noted that it was because of donors to Friends of the Fine Arts that Mary Poppins was able to “fly” last year during the Summerset Theatre performances. This year’s Summerset performances of “Joseph and the Amazing Technicolor Dreamcoat” were amazing, with many nights sold out. The Academic Team held a retreat recently and will focus on online instruction, including a more intentional schedule of classes. They also discussed increasing summer offerings. The Deans and Ms. Kuberski have reviewed faculty credentials in anticipation of the Higher Learning Commission audit. Preparations for Opening Days are ongoing. A representative from the Higher Learning Commission will be here on Friday of Opening Days to present a workshop on assessment of student learning, which was rated an outstanding opportunity by the Higher Learning Commission in the most recent feedback report.

Ms. Janssen reported that a live active shooter training will be held this Friday from 8:00 a.m. to noon. During that time, only the Kiwanis Drive entrance will remain open. Ms. Janssen thanked Mr. Willging for all the communication that has been done to alert faculty and staff, the general public, and media of the drill.

Ms. Gerber reported that Express Registration was held today with steady traffic. Student Services has been working on program review and it has been helpful to have the data that the Institutional Research office provides. The Advisors and Success Center staff recently held a retreat on the Early Alert process.

OLD BUSINESS

There was no old business.

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

At 4:31 p.m., the vote being unanimous, the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 4:47 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

Ms. Zumdahl reported that if Trustees wish to donate a dinner for six as a Shindig auction item again this year, an alternative location will need to be chosen. Trustees should let Ms. Grimes know if they have other ideas.

Mr. Shockey requested that the September retreat agenda include continued discussion on the FY17 budget.

Mr. Endress expressed his hope that the Foundation Executive Committee is able to meet, as scheduled.

DATES OF IMPORTANCE

The next regular Board meeting will be held on Tuesday, August 16, 2016, 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 7, 2016, at 8:30 a.m. in room H-206 in the Student/Conference Center. Opening Days is scheduled for August 11, and Shindig VI will be held on August 20.

ADJOURNMENT

Mr. Musser moved and Dr. Jennings seconded the motion to adjourn the meeting. At 4:51 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