

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 August 16, 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 (departed 5:32 p.m.), Dr. Steve Jennings, Ms. Whitney Zumdahl (arrived 4:33 p.m.), 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. Liz Gerber, Vice President, Student Development and Support Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Mr. Nathan Hensal, Director, Information Technology Services (departed 4:44 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 4:56 p.m.); Mr. Jim Berberet, Executive Director, HCC Foundation (departed 5:09 p.m.); Mr. Steve Mihina, Faculty (arrived 4:03 p.m.; departed 4:36 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:09 p.m.; returned 6:11 p.m.); Mr. Brad Hart, Big Radio (arrived 6:11 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 July 19, 2016, Audit Committee meeting, budget work session, and 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 presented the Foundation report. She reported that the Foundation staff are in high gear preparing for Shindig VI, which will be held this Saturday at the home of Scott and Kathy King. To date, 366 tickets have been sold including sponsored tables. She expressed her thanks to Trustees, College Cabinet members, and others from the College who have donated items for the live and silent auction. There are a wide variety of auction items including five travel experiences. The Foundation, College, and Tri-County Economic Development Alliance will co-host the Savanna Chamber's Business after Hours on Tuesday, September 6, at the Savanna Museum and Cultural Center. The 2016 Double Play Campaign has raised \$32,715 toward the \$50,000 goal, and the Major Gifts Campaign has raised \$4.3 million toward the \$6 million goal. Ms. Pat Dunn and Ms. Joanne Kasprzak have been processing student scholarships for this semester. This year recipients of the scholarships will be required to send a thank you note to the donor before the scholarships are released. Plans are underway for the September 25 scholarship awards ceremony, which will be held in H-201.

CONSENT ITEM

A. Academic (None)

B. Administration

1. Appoint Assistant Local Election Official

Recommendation: It is recommended that the Highland Community College Board approves the following Resolution:

Be it resolved that the Board of Trustees of Highland Community College District #519 appoints Ms. Sandy Johnson as Assistant Local Election Official. The Assistant will act as the Local Election Official for Highland Community College for the nonpartisan election if Terri Grimes, the Local Election Official, is not available during the filing period. The filing period will be December 12 – 19, 2016, from 8:00 a.m. to 5:00 p.m.

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 Summer semester of 2016.

D. Financial (None)

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

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

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

MAIN MOTIONS

A. Academic (None)

B. Administration

1. New Differential Position: Coordinator of Transitional Communications
Mr. Musser moved and Mrs. Gallagher seconded the motion to approve the differential, as presented, for a Coordinator of Transitional Communication.

Dr. Jennings moved and Mr. Endress seconded the motion to amend the original motion to add the following sentence: "This will be a normal differential entered into the Faculty Senate contract, as negotiated." The roll call on the amendment was as follows:

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

Whereupon the Chairperson declared the motion carried.

The roll call on the amended motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. First Reading – Revised Policy 4.08: Contracts and Notices of Employment (Full-time Faculty, Administrative and Exempt Professional Employees)
Mr. Musser moved and Mr. Endress seconded the motion to approve for a first reading the revised policy 4.08 Contracts and Notices of Employment (Full-Time Faculty, Administrative and Exempt Professional Employees), as presented. The policy is included in Chapter IV, Personnel, of the Policy Manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. First Reading – Revised Policy 4.21: Payroll

Dr. Jennings moved and Mr. Musser seconded the motion to approve for a first reading the revised policy 4.21 Payroll, as presented. The policy is included in Chapter IV, Personnel, of the Policy Manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Rescheduled Date for the September 2016 Regular Board Meeting

Mr. Endress moved and Mr. Musser seconded the motion that the Board of Trustees reschedule the September regular meeting of the Board from Tuesday, September 20, 2016, to Tuesday, September 27, 2016. The meeting will be held at 4:00 p.m. 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. A budget work session will begin at 3:00 p.m. in the Board Room. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

C. Personnel (None)

D. Financial

1. Resolution Authorizing Transfer of Interest From Working Cash Fund to Educational Fund for General Purposes

Dr. Jennings moved and Mr. Shockey seconded the motion that the Highland Community College Board approves the Resolution, as presented, providing for the transfer of interest from the Working Cash Fund to the Educational Fund for general purposes, in the amount of \$22,242.12 for FY16, under 110 ILCS 805/3-33.6 of the Public Community College Act of the State of Illinois. The roll call on the motion was as follows:

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

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

2. 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 Mr. Endress seconded the motion that the Board of Trustees approves 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: Block, Endress, Jennings, Musser, Gallagher,
Shockey, Hammer
NAYS: None

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

3. Plant and Moran, PLLC Payment Card Audit/Payment Card Industry (PCI) Compliance Contracts

Dr. Jennings moved and Mr. Musser seconded the motion to authorize the President to approve the contracts with Plante & Moran, PLLC for professional and technical services used for auditing the College's current credit card processing environment and to guide the College in obtaining Payment Card Industry (PCI) compliance, for a one-time cost not to exceed \$24,750. This cost is within the annual budget and is included in the College's risk management plan. 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.

4. Revised Health Insurance Rates

Mr. Endress moved and Mr. Musser seconded the motion that the Board establishes the following revised monthly rates for medical PPO insurance during FY17 (effective August 1, 2016) under a fully-insured health plan as listed below. The rates have been changed due to a change in prescription drug coverage.

Rates for the high deductible health plan (HDHP), dental, and vision insurance remain unchanged from the rates approved at the June 1, 2016 Board meeting.

Medical (Blue Cross Blue Shield PPO Plan):

| | |
|---------------|------------|
| Employee Only | \$ 834.21 |
| Family Plan | \$2,085.49 |

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.

5. 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 July 2016 bills in the amount of \$669,534.66, Automated Clearing House (ACH) debits W0000377 through W0000381 amounting to \$10,272.00, Other Debits D0000059 amounting to \$6,020.00, and Electronic Refunds of \$31,343.47, with 0 adjustments of \$0.00, such warrants amounting to \$717,170.13. Transfers of funds for payroll amounted to \$527,005.22. 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.

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 met last week and is coordinating a meeting time when most members are available. Student Senate elections will be held on September 13 and 14. Student Senate discount cards are in and will be distributed at the Fall picnic on August 31. Ms. Hammer will attend the Illinois Community College Board's Student Advisory Committee (ICCB-SAC) meeting on September 8 and 9 in Springfield.

Audit Committee Chair

Mrs. Gallagher reported that the Audit Committee met on July 19 and is scheduled to meet again on September 20. At that time they will review a draft of the audit.

ICCTA Representative

Mr. Endress attended the ICCTA Executive Committee meeting. ICCTA's legislative counsel is determining how the latest laws will affect community colleges. There are new laws related to trustee training, approval of administrative and trustee travel expenses, and approval of administrative contracts during the last 45 days of a trustee's term. During the ICCTA retreat, there was a frank discussion about the future of ICCTA due to the State budget. Mr. Endress also learned that the funding allocated by the State in the stopgap budget might be all the College receives in FY17. The Executive Committee is considering holding the March ICCTA meeting at a community college and recently held their retreat at a hotel in Springfield in order to save money. Mr. Endress asked Trustees to think about what the College could do to possibly hold the next ICCTA retreat at Highland.

Board Chair

Mr. Block reported that he attended Opening Days and was encouraged about the College's relationship with K-12 schools, which will be a key to our future.

Administration

Ms. Kuberski reported that there will be a Lifelong Learning information session this week to generate more interest in classes. Currently there are 75 classes scheduled for the Fall, with the goal to hold 90 percent of the classes. Lifelong Learning continues to grow, and people are calling to inquire about teaching classes. Mrs. Gallagher encouraged the College to hold classes at the Extension Office in Elizabeth and at the Galena Arts Center. Ms. Kuberski also noted that, during Opening Days, faculty and staff spent time talking about the Higher Learning Commission's (HLC's) upcoming visit, action projects, and "outstanding opportunities" from our last portfolio. Assessment of student learning was the focus on Friday, with a presentation by Dr. Susan Hatfield, HLC Senior Scholar. Faculty have been asked to do a lot of work related to accreditation over the summer. The Accreditation Committee met last week to begin work on the highlights report, and there is a lot of positive energy.

Ms. Janssen stated that there are a lot of new laws that will affect College policies. She is working on revisions to policies related to employee and trustee travel, alcohol on campus, and the Business Enterprise Act. The recent emergency drill went well with over 100 people participating.

Ms. Ferguson reported that she is looking at policy changes as a result of information she learned at a recent EEOC conference. She noted that the EEOC previously sent changes to employers via hard copy but will now do this electronically.

Ms. Gerber reported that there are many complex issues that Student Services staff are working on related to the Preventing Sexual Violence in Higher Education Act. Ms. Kami Himes will be the College's confidential contact that students may talk to if they have concerns. Staff have

been busy with New Student Orientation and Express Registration. A Student Services Fair is being held today and tomorrow.

Mr. Hood expressed his gratitude to everyone for being well prepared for the beginning of the school year. Opening Days went as well as it ever has. Total unduplicated head count for the 2015/16 academic year increased 11.3 percent, as compared to the 2014/15 academic year. ICCB is currently behind on tabulating tenth day numbers and ranking colleges, but Mr. Hood anticipates Highland will stay in the top three, if not the top spot. Last year and Fall semester of the current year represent the first enrollment increases since 2011. Fall head count will be above where it was last year. Mr. Hood thanked the Foundation for their partnership and will be sharing ideas with the Board at the upcoming retreat that could perhaps frame up the relationship. There were 75 Lifelong Learning classes held last year, with the goal to have 90 in the coming year. In FY15, there were only 12 community education classes. A lot of classes are in the credit area, but if we were to count the noncredit head count, our enrollment increases would be even higher. This all suggests that what we are doing is working, and Mr. Hood expressed his thanks to the Board for their support.

OLD BUSINESS

There was no old business.

At 5:09 p.m., the Chairperson declared a recess; the meeting resumed at 5:17 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: Musser, Gallagher, Shockey, Block, Endress, Jennings, Zumdahl,
Hammer
NAYS: None

At 5:19 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: Gallagher, Shockey, Block, Jennings, Zumdahl, Musser, Hammer
NAYS: None

At 6:10 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 of Tenure

Dr. Jennings moved and Ms. Zumdahl seconded the motion to grant tenure to Nursing instructor Christine Sanders. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Memorandum of Understanding for Coordinator, Nursing Program and Lab

Mr. Musser moved and Mr. Shockey seconded the motion to approve the differential for a Coordinator of Transitional Communication, as presented. The roll call on the motion was as follows:

AYES: Block, Jennings, Zumdahl, Musser, Gallagher, Shockey,
Hammer
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. Letter of Understanding Between the Faculty Senate and Highland Community College

Dr. Jennings moved and Mr. Musser seconded the motion to approve the Letter of Understanding between the Faculty Senate and Highland Community College, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Letter of Understanding Between the Custodial and Maintenance Council and Highland Community College

Dr. Jennings moved and Mr. Shockey seconded the motion to approve the Letter of Understanding between the Custodial and Maintenance Council and Highland Community College, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

NEW BUSINESS

Ms. Zumdahl announced that an alumni softball game will be held on September 3.

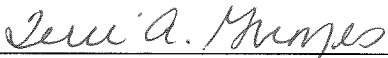
DATES OF IMPORTANCE

The next regular Board meeting will be held on Tuesday, September 27, 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. Mr. Hood reminded trustees that he is unable to attend the October regular Board meeting, and the October meeting date will be discussed at the September retreat.

ADJOURNMENT

Mr. Musser 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,



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