

**REGULAR MEETING**  
**BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 519**  
**Counties of Stephenson, Ogle, Jo Daviess and Carroll**

**CALL TO ORDER**

The regular meeting of the Board of Illinois Community College District No. 519 was called to order by Mr. David D. Shockey, Chairperson, at 4:00 p.m. on January 18, 2011 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.

**ROLL CALL**

The following members were present: Mr. Steve Kroeger, Mrs. Maurita Scharman, Mr. David Shockey, Mr. Rob Urish, Mr. Doug Block, Mr. Jim Endress, and Mr. Daniel Dick.

The following members were absent: Mrs. Diane Gallagher.

Also present: Dr. Joe Kanosky, President; Dr. Jeff Davidson, Vice President, Academic Services; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Associate Vice President, Student Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Mr. Pete Willging, Director, Marketing & Community Relations (departed 4:05 p.m.; returned 4:27 p.m.); Ms. Beth Koeller, Director, Columbia College Freeport Campus (departed 4:05 p.m.; returned 4:27 p.m.); Mr. George Goldsworthy, Associate Dean, Nursing and Allied Health (departed 4:02 p.m.); Dr. Brendan Dutmer, Faculty (departed 4:02 p.m.); Mr. Steve Mihina, Faculty (departed 4:05 p.m.; returned 4:27 p.m.); Ms. Haylee Endress, Student Senate (arrived 4:37 p.m.; departed 4:45 p.m.); Ms. Michelle Bowers, Student Senate (arrived 4:37 p.m.; departed 4:45 p.m.); Ms. Britny Pattat, Student Senate (arrived 4:37 p.m.; departed 4:45 p.m.); Mr. Chad Pospischil, Student Senate (arrived 4:37 p.m.; departed 4:45 p.m.); and Ms. Terri Grimes, Board Secretary.

**APPROVAL OF AGENDA**

Mr. Urish stated that he may have to leave early and had the responsibility to review the bills this month, so he requested that the Payment of Bills and Agency Fund Report be moved to the first item under main motions. Mr. Urish moved and Mr. Endress seconded the motion to approve the agenda, moving item X-D-2 to the first item under main motions. The vote being unanimous, the motion carried.

**APPROVAL OF MINUTES**

Mr. Urish moved and Mr. Dick seconded the motion to approve the minutes of the December 1, 2011 Board retreat, December 6, 2011 special meeting, and the December 21, 2011 regular meeting, as presented. The vote being unanimous, the motion carried.

**PUBLIC COMMENTS**

There were no public comments.

**INTRODUCTIONS**

Mr. George Goldsworthy introduced Mr. Brendan Dutmer, new full-time chemistry instructor.

**FOUNDATION REPORT**

Ms. Dunn began her Foundation report by thanking everyone for attending the dedication of the Charles Endress Lecture Hall earlier this afternoon. She announced that the solicitations for the annual fund and follow-up letters following the Grease event resulted in donations of \$69,762 for the nursing wing and \$37,152 for the annual fund, not including stock transfers. In addition, the major gift campaign has reached the one-third mark, on the way to raising a total of \$6 million.

Mr. Endress thanked Ms. Dunn for coordinating the Endress dedication, and Dr. Kanosky also thanked Ms. Dunn for her work.

**CLOSED SESSION**

Mr. Urish moved and Mrs. Scharman seconded the motion to move into Closed Session for the purposes of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; probable, imminent or pending litigation; and collective negotiating matters between the public body and its employees or their representatives, 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: Scharman, Shockey, Urish, Block, Endress, Kroeger, Dick  
 NAYS: None

At 4:05 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES: Shockey, Urish, Block, Endress, Kroeger, Scharman, Dick  
 NAYS: None

At 4:27 p.m., the Chairperson declared the motion carried and the Closed Session ended.

**CONSENT ITEMS**

A. Academic (None)

B. Administration

1. Board Meeting Schedule

*Recommendation:* That the Board of Trustees approve the list of regular meeting dates for the period of January through April 2011, and that the February 2011 and April 2011 meetings be changed to the fourth Tuesdays of the month (February 22, 2011 and April 26, 2011). The regular meeting dates through April 2011 are as follows:

January 18, 2011  
 February 22, 2011 (fourth Tuesday)  
 March 15, 2011  
 April 26, 2011 (fourth Tuesday)

2. 2011 – 2014 Calendar

*Recommendation:* That the Board of Trustees approve the 2011 – 2014 calendar, as presented.

C. Personnel

1. Appointment: Nursing Instructor

*Recommendation:* That the Board of Trustees approve the appointment of Ms. Jessica Larson as full-time Nursing Instructor in the Nursing and Allied Health division beginning January 6, 2011 at an FY'11 salary of \$54,813 plus appropriate fringe benefits (MS+0, 5 years experience). Since Ms. Larson will start in the Spring semester, her salary for FY'11 will be \$27,406.50 and is within the FY'11 budget. This is a full-time faculty position. This appointment and hire is necessary due to the promotion of Ms. Donna Kauke to Associate Dean.

2. New Job Description: Director of Special Projects and Grant Research

*Recommendation:* That the Board of Trustees approve the new job description for Director of Special Projects and Grant Research, with placement at Range 70 on the Highland Salary Range Table. This is a temporary part-time exempt administrative position.

Mr. Dick questioned why the College observes Columbus Day rather than Veteran's Day. Dr. Davidson stated that he conducted a survey of faculty and staff several years ago and the majority of those who responded preferred that we celebrate Columbus Day.

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

AYES: Urish, Block, Endress, Kroeger, Scharman, Shockey  
 NAYS: Dick

Whereupon the Chairperson declared the motion carried.

### MAIN MOTIONS

#### D. Financial (moved from original place on agenda)

##### 2. Payment of Bills and Agency Fund Report

Mr. Urish moved and Mrs. Scharman seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payment and to transfer funds for December 2010 bills in the amount of \$712,126.27, Automated Clearing House (ACH) debits of \$131,220.49 and Electronic Refunds of \$4,713.00 with 3 adjustments of \$130.00, such warrants amounting to \$847,929.76. Transfers of funds for payroll amounted to \$711,212.58. The roll call on the motion was as follows:

AYES:	Block, Endress, Kroeger, Scharman, Shockey, Urish, Dick
NAYS:	None

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

#### A. Academic (None)

#### B. Administration

##### 1. Addendum to Security Contract

Mr. Urish moved and Mr. Block seconded the motion to approve the addendum to the security contract with Stephenson County, as presented.

Mr. Endress asked if we had considered contracting for a part-time deputy instead of another full-time deputy, since enrollments have declined. Ms. Janssen said she would look into that in the future. Mr. Dick also asked if we had a choice of deputies, and Ms. Janssen responded that we did not. The roll call on the motion was as follows:

AYES:	Endress, Kroeger, Scharman, Shockey, Urish, Block, Dick
NAYS:	None

Whereupon the Chairperson declared the motion carried.

2. Vending Services Agreement

Mr. Endress moved and Mr. Urish seconded the motion to approve the vending services agreement with C.L. Swanson Corporation, as presented.

Ms. Janssen stated that Ms. Sandy Johnson and Ms. Teresa Williams spearheaded the project and did an excellent job. Mr. Dick questioned how prices in the vending machines were established, and Ms. Janssen stated they were based on cost. The roll call on the motion was as follows:

AYES: Kroeger, Scharman, Shockey, Urish, Block, Endress, Dick  
 NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Seniority Lists

Mr. Block moved and Mr. Endress seconded the motion to approve the seniority lists, as presented, for each full-time Highland faculty member, which show the services each faculty member is competent to render. The roll call on the motion was as follows:

AYES: Scharman, Shockey, Urish, Block, Endress, Kroeger, Dick  
 NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Sabbatical Leave: Sam Fiorenza

Mr. Urish moved and Mrs. Scharman seconded the motion to approve the sabbatical leave request of Mr. Sam Fiorenza for the 2011 – 2012 academic year. The roll call on the motion was as follows:

AYES: Urish, Endress, Kroeger, Scharman, Dick  
 NAYS: Shockey, Block

The vote being five ayes and two nays, the Chairperson declared the motion carried.

D. Financial

1. Approval of Bid: 2011 Paper Supply

Mr. Endress moved and Mr. Block seconded the motion to approve the bid submitted by Midland Paper of Wheeling, Illinois, for the provision of the paper supply for 2011 at a cost of \$20,209.50. The roll call on the motion was as follows:

AYES: Urish, Block, Endress, Kroeger, Scharman, Shockey, Dick  
NAYS: None

Whereupon the Chairperson declared the motion carried.

## **REPORTS**

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

Ms. Janssen stated that we did receive our August payment from the State a few weeks ago.

### Student Senate Report

Ms. Gerber introduced Student Senate representatives, including Ms. Haylee Endress, Ms. Michelle Bowers, Ms. Britny Pattat, and Mr. Chad Pospischil. They reported on several activities that Student Senate has been involved in, including a Battle of the Bands, which raised approximately \$500. Student Senate also worked with Phi Theta Kappa on several activities, including collecting toys for Ally's Toy Chest, a clothing drive, and adopt-a-family. They closed their presentation by stating that some students are confused as to why commencement caps and gowns were always brown, and suggested that the College consider adding navy as a school color. Ms. Janssen will follow-up with Student Senate on this issue.

### Student Trustee

Mr. Dick reported that Student Senate recently held a retreat, which was attended by 15 members. This was an opportunity for the Student Senate members to bond and plan upcoming activities. Elections for the Student Senate and Student Trustee will be held in March. Dr. Kanosky announced that Mr. Dick is a long-time member of the Boy Scouts and was just elected to a national office. He has also been assisting Ms. Kim Pool with the High School Servant-Leadership program.

### ICCTA Representative

There was no report.

### Administration

Ms. Ferguson reported that six quilts were raffled off at the RSVP recognition luncheon on December 15, 2010, raising \$1,115. The money from the raffle each year is used to purchase two books for 250 Head Start children.

Dr. Davidson reported that Mr. Mike Mastroiani spoke at Opening Days and has received tremendous reviews from those who heard him. Dr. Kanosky stated that Mr. Phil Pilcher also gave a presentation during Opening Days on the National Science Foundation grant. Obtaining this grant is quite an accomplishment for the College.

Dr. Kanosky announced that Mr. Tim Hood will begin on Monday, January 24, as our new Vice President of Academic Services.

## **OLD BUSINESS**

Ms. Janssen asked trustees to continue the discussion about tuition rates, which was begun at the December retreat. Looking at the financial plan, if we keep the same trend of increasing credit hours by 7%, we would need to increase our tuition by \$7 per credit hour, which would generate approximately \$400,000. A \$5 increase would match some of the costs we know about now.

Mr. Block stated that we cannot “continue business as usual” and continue to increase tuition. Instead we need to see what we can rearrange in the budget. Mrs. Scharman stated that we have increased tuition every year for quite awhile and it is becoming more difficult for the students. Dr. Kanosky reminded trustees that we need to stay within 85% of the State average and/or levy at 95% of the tax rate in order to receive our Equalization funding. Mrs. Scharman questioned why credit hours are going down. Ms. Janssen stated that we have implemented a new process of requiring students to pay in full, set up a payment plan, or complete their financial aid by a certain date or they are dropped. Although we registered 50 more students this spring, we dropped 2,600 credit hours due to students not completing one of the three requirements. This new process has resulted in improved collections. In the fall, \$122,000 was sent to collections, while only \$65,000 was sent in the spring, so the process is working. Ms. Gerber stated that statistics show that approximately 41% of the students re-enrolled, but the College will survey the other 59% to determine why they did not re-enroll.

Mr. Block stated that our remedial numbers seem to be high, and asked if that is an area that we could address. Ms. Gerber responded that a lot of effort and energy is being put into that area right now. Dr. Kanosky stated that there are some people who believe we should have a whole department to address the remediation issue.

## **NEW BUSINESS**

Mr. Shockey appointed himself and Mrs. Gallagher to review the Closed Session minutes this year.

## **DATES OF IMPORTANCE**

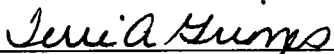
HCC and the HCC Foundation will co-host the Freeport Area Chamber of Commerce’s Business After Hours on Thursday, February 17 from 5:00 to 7:00 p.m. in the Ray and Betty Stamm Health Science Nursing Wing. The College will also host the Chamber’s Rise ‘n Shine breakfast on Wednesday, March 2, just prior to the regular Board retreat. Dr. Kanosky also reminded trustees of the Black History Month celebration on Friday, February 18 at 7:00 p.m. with keynote speaker Dr. Patrick Hardy, principal at Freeport High School.

The next regular Board meeting will be held on Tuesday, February 22, 2011 at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center on the Highland Community College campus. The next quarterly Board Retreat will be held on March 2, 2011 at 8:30 a.m. in room H-206 on the Highland Community College campus.

**ADJOURNMENT**

Mr. Block moved and Mr. Urish seconded the motion to adjourn the meeting. At 5:18 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