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 4:02 p.m. on January 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, Mr. Blake Musser, and Ms. Alexa Buss

The following members were absent: Ms. Whittney Zumdahl

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; Ms. Pat Dunn, Director of Operations, HCC Foundation (departed 4:11 p.m.); Mr. Steve Mihina, Faculty (departed 4:46 p.m.); Mr. Pete Willing, Director, Marketing and Community Relations (departed 5:35 p.m.); Mr. Ted Odendahl, Dimond Bros. Insurance (departed 5:08 p.m.); Deputy Erin Korte, Stephenson County Sheriff’s Department (departed 5:35 p.m.); Ms. Susan Vela, Journal-Standard (departed 5:35 p.m.); Mr. Brad Hart, Big Radio (arrived 5:27 p.m.; departed 5:35 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.

PUBLIC HEARING – TAX LEVY

At 4:03 p.m., Mr. Block announced that the next agenda item would be a public hearing to receive public comments on the proposal to sell $2,485,000 General Obligation Working Cash Fund Bonds for the purpose of increasing the working cash fund and that all persons desiring to be heard would have an opportunity to present written or oral testimony. He asked if any trustees had further comments about the proposed issuance of the Working Cash Fund Bonds, and there were none. He asked if the Board Secretary received any written testimony about the proposed issuance of the Working Cash Fund Bonds, and Ms. Grimes indicated that no written testimony had been received. Mr. Block asked if the public had any written or oral testimony about the proposed issuance of the Working Cash Fund Bonds, and there was none. Mr. Block stated that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed issuance of the Working Cash Fund Bonds. Dr. Jennings moved and Mrs. Gallagher seconded the motion to adjourn the Public Hearing and that the Bonds be issued for the purpose of increasing the working cash fund. The roll call on the motion was as follows:
AYES:            Shockey, Block, Endress, Jennings, Musser, Gallagher, Buss
NAYS:            None

At 4:05 p.m., the Chairperson declared the motion carried and the Public Hearing adjourned.

APPROVAL OF MINUTES

Mr. Shockey moved and Mr. Endress seconded the motion to approve the minutes of the
November 17, 2015, regular meeting, December 2, 2015, Board retreat, and December 15, 2015,
special meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Mr. Pete Willging reintroduced Ms. Susan Vela, reporter for the Journal-Standard.

FOUNDATION REPORT

Ms. Pat Dunn presented this month’s Foundation report. She reported that the Foundation
surpassed the 2015 Double Play campaign goal of $50,000, raising $57,000. To-date, $4.1
million has been raised for the Major Gifts campaign, with $2.5 million left to be raised. The
Madrigal Dinner event at Chestnut Mountain Resort on December 10 was a success, and since
2013, has raised over $25,000 to support Highland’s Fine Arts vocal music tour to Germany and
Austria, to take place in May, reducing the student-paid portion of the trip. Pearl City Elevator
recently donated $11,800 to Highland’s Ag program for the purchase of soils lab equipment. In
addition, a gift of $40,000 was received from a donor to update the Nursing department’s “Sim”
family (SimMan Essential Manikin and accessories). Scholarship applications for the 2016 –
2017 academic year are currently posted online and available in the Foundation office, with most
applications due April 1. Last year the Foundation awarded over $383,000 to Highland students.
Ms. Dunn concluded her presentation by announcing that the Foundation is currently updating its
yearly event calendar and hopes to be able to share the calendar with trustees soon.

CONSENT ITEM

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 Fall semester of 2015.
D. Financial (None)

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

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

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic

   1. CollegeNOW Agreement Between Highland Community College and Dakota High School, Durand School District #322, Forreston High School, Freeport School District #145, Lena-Winslow High School, Orangeville High School, Pearl City High School, and Pecatonica School District #321

   Dr. Jennings moved and Mr. Shockey seconded the motion to approve the CollegeNOW agreements, as presented, for qualifying students attending the following high schools: Dakota, Durand, Forreston, Freeport, Lena-Winslow, Orangeville, Pearl City and Pecatonica. The roll call on the motion was as follows:

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

   Whereupon the Chairperson declared the motion carried.

B. Administration

   1. Second Reading: Policy 4.40 – Student Worker Program

   Mr. Shockey moved and Mrs. Gallagher seconded the motion to approve the second reading of new policy 4.40 Student Worker Program, as presented. The policy will be 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, Buss
   NAYS: None

   Whereupon the Chairperson declared the motion carried.

Mr. Endress moved and Mr. Musser seconded the motion to approve for third reading the new and revised policies in Chapter V of the Policy Manual and affirm for third reading the unchanged policies in Chapter V of the Policy Manual, as presented. The roll call on the motion was as follows:

**AYES:** Musser, Gallagher, Shockey, Block, Endress, Jennings, Buss

**NAYS:** None

Whereupon the Chairperson declared the motion carried.

3. **Board Meeting Schedule**

Dr. Jennings moved and Mrs. Gallagher seconded the motion that the Board of Trustees reaffirms its regular meeting date and time as the third Tuesday of the month at 4:00 p.m., with the exception of the April 2017 meeting, which will be held on the fourth Tuesday. It was further recommended that the April 2016 meeting, which was originally scheduled on April 19, 2016, be rescheduled to April 26, 2016, due to a schedule conflict. All regular meetings of the Board will be held 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. Following are the Board meeting dates through the organizational meeting in April 2017: January 19, 2016; February 16, 2016; March 15, 2016; April 26, 2016 (4th Tuesday); May 17, 2016; June 21, 2016; July 19, 2016; August 16, 2016; September 20, 2016; October 18, 2016; November 15, 2016; December 20, 2016; January 17, 2017; February 21, 2017; March 21, 2017; and April 25, 2017 (4th Tuesday). The roll call on the motion was as follows:

**AYES:** Gallagher, Shockey, Block, Endress, Jennings, Musser, Buss

**NAYS:** None

Whereupon the Chairperson declared the motion carried.

C. **Personnel**

1. **Appointment: Manager, Math Achievement Center**

Mr. Endress moved and Mr. Musser seconded the motion to approve the appointment of Ms. Sue Sauer as full-time manager, Math Achievement Center in the Student Services division beginning January 4, 2016, at an FY16 annualized salary of $45,000, plus appropriate fringe benefits. This is a full-time, exempt, professional position and is within the FY16 budget. This appointment is due to approval by the President’s Core Cabinet through the FY16 Staffing Request process to archive the current part-time Coordinator, Math Lab position and fill a full-time Manager, Math Achievement Center position in its place. The revised
job title and job description were approved by Trustees at the November 17, 2015, regular meeting. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Revised Job Title and Job Description: Facilities and Safety Assistant
Mr. Musser moved and Mr. Endress seconded the motion to approve the revised job title and job description for Facilities and Safety Assistant, as presented. No change is being recommended to the placement on the Highland Salary Range Table. This position continues to be a non-exempt, hourly position. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

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

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Agreement with Rock Gate Capital dba 160 Driving Academy for Tractor-Trailer Driver Training Program
Mr. Endress moved and Mr. Musser seconded the motion to authorize administration to enter into a formal agreement with Rock Gate Capital, DBA 160 Driving Academy of Glencoe, Illinois, for the tractor-trailer driver training program. Under the agreement, the College will charge and collect $4,395.00 per student for those students who are not part of the 160 Dedicated Program ("Full Payment Students"). From January 1 to December 31 annually, the College will pay the Firm as follows: $4,395.000 less the following fees per student for each enrollment milestone.
### Table

<table>
<thead>
<tr>
<th>Each Calendar Year Student Enrollment</th>
<th>HCC Revenue Per Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 65</td>
<td>18% of $4,395.00 or $791.10 per student</td>
</tr>
<tr>
<td>66 to 85</td>
<td>15% of $4,395.00 or $659.25 per student</td>
</tr>
<tr>
<td>85+</td>
<td>11.5% of $4,395.00 or $505.43 per student</td>
</tr>
</tbody>
</table>

In addition, the firm will pay a fee of $250.00 per Dedicated Student each calendar year to the College after the student arrives at his designated employer.

This agreement shall begin on the 1st day of February 2016, and is retroactive for counting and billing purposes to January 1, 2016 (the first day of the calendar year). The agreement will continue one year or until terminated by either party in accordance with the agreement. After the first year, this agreement will continue for two years until terminated by either party in accordance with the agreement. The agreement may be terminated by either party for the insolvency of the other, upon mutual consent or upon default of any term of this agreement not corrected within fifteen (15) days of written notice of said default. The roll call on the motion was as follows:

**AYES:** Musser, Gallagher, Shockey, Block, Endress, Buss  
**NAYS:** None  
**ABSTAIN:** Jennings

The vote being six ayes, no nays, and one abstention, the Chairperson declared the motion carried.

### 2. Additional Annual Matching Grant Funds Spend

Mr. Musser moved and Mrs. Gallagher seconded the motion to approve an additional annual Matching Grant Funds spend in the amount of $225,000 for fiscal year 2016. This amount is in addition to the amount of spend to be drawn from the Matching Grant Funds determined by the formula approved by the Board of Trustees on April 15, 2015.

Mr. Shockey expressed concerns about the timing of this action since the College has not expended all the funds and the December financials show the College is still in the black. He expressed his believe that the College should exhaust efforts to reduce spending before taking this action, and he challenged administration to evaluate other alternatives that other community colleges have implemented to reduce expenses. Ms. Janssen reported that it is likely that we will not receive any State funding for FY16, and currently the College is only spending money on essential items. She believes if the College receives no State funding and continues with essential spending only, the College will have a $1.6 million deficit.
Mr. Endress moved and Mr. Shockey seconded the motion to table the recommendation to approve an additional annual Matching Grant Funds spend in the amount of $225,000 for fiscal year 2016. The roll call on the motion to table the item was as follows:

AYES: Musser, Gallagher, Shockey, Block, Endress, Jennings, Buss

NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Interfund Transfer from Operations and Maintenance, Restricted Fund to Educational Fund

Mr. Shockey moved and Mr. Endress seconded the motion to approve the transfer of funds from the Operations and Maintenance, Restricted Fund to the Educational Fund in the amount of $180,000 in order to support the semi-annual regular payments on the College’s 2012 Refunding Debt Certificates (originally issued in 2006). The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Block, Endress, Jennings, Musser, Buss

NAYS: None

Whereupon the Chairperson declared the motion carried.

4. Illinois Counties Risk Management Trust Insurance Program Proposal

Dr. Jennings moved and Mr. Musser seconded the motion that the Highland Community College Board authorize Tim Hood, President, to accept the proposal from the Illinois Counties Risk Management Trust (ICRMT) for an insurance program as follows: Property, Auto, General Liability, Educator’s Legal Liability, and Umbrella at an annual premium (prorated February 1, 2016 through June 30, 2016) not to exceed $141,623. The proposal includes a minimum one-year participation term in the ICRMT and a guarantee of no increase in premium at the renewal date of July 1, 2016. The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Jennings, Musser, Gallagher, Buss

NAYS: None

Whereupon the Chairperson declared the motion carried.

5. Payment of Bills and Agency Fund Report – November 2015

Mr. Musser moved and Mr. Endress seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the November 2015 bills in the amount of $305,902.59, Automated Clearing House (ACH) debits W0000338 through
W000341 amounting to $6,281.69, and Electronic Refunds of $33,382.61, with 4 adjustments of $789.35, such warrants amounting to $344,777.54. Transfers of funds for payroll amounted to $576,267.81. The roll call on the motion was as follows:

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

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

Mr. Musser moved and Mr. Shockey seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the December 2015 bills in the amount of $751,290.80, Automated Clearing House (ACH) debits W0000342 through W0000347 amounting to $18,986.68, Other Debits D000051 through D000052 amounting to $64,500.00, and Electronic Refunds of $1,425.00, with 1 adjustment of $773.96, such warrants amounting to $835,428.60. Transfers of funds for payroll amounted to $521,877.82. The roll call on the motion was as follows:

AYES:    Endress, Jennings, Musser, Gallagher, Shockey, Block, Buss
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
Ms. Janssen reported that the Illinois Treasurer has predicted that the State budget will not be passed until November 2016. Ms. Janssen will attend a meeting of the CFOs this Friday and may learn more at that time. Dr. Jennings also questioned the process for reviewing the security camera logs, and Ms. Janssen reported that the College policy requires that she and Mr. Hood review the security camera logs together, which takes about an hour.

Student Trustee
Ms. Buss attended this month’s Illinois Community College Board’s Student Advisory Committee (ICCB-SAC) meeting. The meeting included a speaker on campus safety, and Ms. Buss will bring information to Student Senate on a video that was discussed called “Run, Hide, Fight.” ICCB-SAC has obtained around 7,800 signatures and 731 letters urging the Senate to pass Monetary Award Program (MAP) grants. Student Advocacy Day is scheduled for April 20, where students will advocate for more funding but in a “friendly manner.” Student Senate continues to work on a Good Student Discount card, which may be used in the bookstore to give students a certain percentage off their purchase based on their GPA. The Student Senate believes
this will be an incentive for students to purchase their books in the bookstore. Student Senate is also sponsoring a Name the Cougar contest.

Audit Committee Chair
There was no report.

ICCTA Representative
Mr. Endress reported that ICCTA has canceled their winter meeting that is normally held in conjunction with the National Legislative Summit in Washington, DC in February and replaced it with a conference call this Saturday at 10:00 a.m. Mrs. Gallagher announced that Mr. Guy Alongi has been appointed to the Illinois Community College Board.

Board Chair
Mr. Block reported that the Northwest Illinois Development Alliance is spending a lot of time on workforce development, and he continues to be impressed by the presence Highland has in the area and in helping businesses. The area is moving more and more toward regionalism to draw businesses to the community. Mr. Block stated that Mr. Willging has a big role in getting information out about the College.

Administration
Ms. Kuberski reported that her second Opening Days went well. The new Theatre instructor is on board and reaching out to area high schools. The first of six Skype interviews will be held for the Dean of Humanities, Social Sciences, and Fine Arts beginning next week, with the hopes of having a candidate to recommend to the Board in March. Mr. Endress inquired about an upcoming event that will be held at Sauk Valley Community College and expressed his belief that the College needs to have representation at the meeting. Ms. Kuberski reported that the meeting is on curriculum alignment and she is a co-presenter with representatives from the Education Policy Improvement Center (EPIC). The next Higher Learning Commission Strategy Forum will also focus on curriculum alignment.

Ms. Ferguson referred to the fourth bullet on her administrative report regarding the Summary Plan Description from Blue Cross Blue Shield of Illinois. She reported that the 185-page report has been received, and she has a timeline for review of the report.

Ms. Gerber reported that Mr. Dave Young of Northwest Illinois Development Alliance and Ms. Lisa McCarthy of Tri-County Economic Development Alliance were guest speakers at the Strategic Planning Council meeting last Friday. Ms. Gerber and Sergeant Bob Sutter are presenting information on violence prevention to First Year Experience Seminar students, and they use the video Ms. Buss mentioned in her report as part of the violence prevention presentations. A recommendation will be presented at the regular February Board meeting to hire Mr. James Castree as Coordinator of Outreach & Dual Credit. Mr. Castree previously worked at Rock Valley College and is a graduate of Pecatonica High School. Ms. Gerber and Ms. Kuberski will attend the Warren School District’s board meeting tomorrow night to discuss CollegeNOW and dual credit and will also meet with representatives of Eastland School District tomorrow.
Mr. Hood reported that a well-attended Dairy Summit was held on campus in partnership with the University of Illinois Extension, and there is a lot of excitement about what is happening with the Agriculture program at the College. For the most part the conversations in meetings during Opening Days were positive. Mr. Hood stated that he is proud of Highland’s Student Senate and this year, in particular, they are very energetic and want to put things in place that will benefit future students. This Saturday a recognition will be held during half-time of the men’s basketball game in honor of the 10-year anniversary of the men’s basketball team making it to the national tournament. Mr. Hood is hoping for good attendance at the game. An Alumni Night will be held during the women’s and men’s basketball games on February 18 and will include a preview of the resurrection of the Athletics Hall of Fame.

OLD BUSINESS

There was no old business.

At 5:35 p.m., the Chairperson declared a recess; the meeting resumed at 5:45 p.m.

CLOSED SESSION

Mr. Endress moved and Dr. Jennings seconded the motion to move into Closed Session for the purpose 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:                Jennings, Musser, Gallagher, Shockey, Block, Endress, Buss
  NAYS:                None

At 5:46 p.m., the vote being unanimous, the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 6:41 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

Mr. Block appointed Mr. Endress and Dr. Jennings to review the Closed Session minutes.

DATES OF IMPORTANCE

The next regular Board meeting will be held on Tuesday, February 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, March 2, 2016, at 8:30 a.m. in room H-206 in the Student/Conference Center.

ADJOURNMENT

Dr. Jennings moved and Mr. Musser seconded the motion to adjourn the meeting. At 6:42 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