

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

TOUR OF AUTO BODY AND AUTO MECHANICS LABS

Prior to the regular Board meeting, Mr. Scott Anderson, Mr. Jim Palmer, and Mr. Tom Bergstrom conducted a tour of the auto body and auto mechanics labs.

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 October 20, 2009 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. Diane Gallagher, Mr. David D. Shockey, Mr. Robert B. Urish, Mr. Doug Block, Mr. Jim Endress, and Mr. Austin Walker

The following members were absent: Mrs. Maurita Scharman

Also present: Dr. Joe Kanosky, President; Dr. Jeff Davidson, Vice President of Academic Services; Ms. Jill Janssen, Vice President of Administrative Services; Ms. Liz Gerber, Associate Vice President, Student Services (departed 5:50 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources; Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:23 p.m.); Mr. Kevin Wills, First Midstate, Inc. (departed 4:50 p.m.); Mr. Bill Wear, First Midstate, Inc. (departed 4:50 p.m.); Mr. Dan Rowe, Lindgren, Callihan, Van Osdol & Co., Ltd. (departed 4:40 p.m.); Mr. Kurt Simpson, Director, Physical Plant & Maintenance (departed 5:01 p.m.); Mr. Scott Johnson, R. L. Johnson Associates (departed 5:01 p.m.); Mr. Steve Mihina, Faculty (departed 5:23 p.m.); Ms. Beth Koeller, Director, Columbia College Freeport Campus (departed 5:23 p.m.); Mr. Jim Palmer, Faculty (departed 4:28 p.m.); Mr. Scott Anderson, Dean, Business & Technology (departed 4:28 p.m.); Mr. Brad Hart, Big Radio (arrived 6:00 p.m.); and Ms. Terri Grimes, Board Secretary.

APPROVAL OF AGENDA

Mrs. Gallagher moved and Mr. Urish seconded the motion to approve the agenda, as presented. The vote being unanimous, the motion carried.

APPROVAL OF MINUTES

Mr. Endress moved and Mr. Block seconded the motion to approve the minutes of the September 2, 2009 Board Retreat, the September 15, 2009 budget work session and regular meeting, and the September 29, 2009 Audit Committee meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

AUDIT REPORT

Ms. Janssen introduced Mr. Dan Rowe of Lindgren, Callihan, Van Osdol & Co., Ltd., who provided an overview of the College's FY'09 audit. Mr. Rowe presented an overview of the FY'09 audit and answered questions, noting that the College received an unqualified or "clean" opinion. As part of the process, the auditors also performed an audit of the Workforce Development, CareerTEC, Adult Ed and Family Literacy grants, and financial aid, Upward Bound, and Student Success Services (Project Succeed), which also resulted in unqualified or "clean" opinions. Mr. Rowe thanked Ms. Janssen and her staff for their cooperation during the audit process, noting that the College has a good accounting staff in place. Dr. Kanosky also thanked Ms. Janssen, her staff and grant staff for their hard work during the audit process.

STATUS OF THE COLLEGE REPORT: AUTO BODY AND AUTO MECHANICS

Dr. Davidson introduced Mr. Scott Anderson and Mr. Jim Palmer, who provided information on the auto body and auto mechanics programs. Mr. Palmer reported that he has piloted a National Automotive Technician Education Foundation (NATEF) end-of-program assessment to evaluate what students have learned in the program. He explained that the NATEF program assessment is comparable to Automotive Service Excellence (ASE) tests, and noted that our students also complete Safety and Pollution Prevention (S/P2) training as part of the program.

FOUNDATION REPORT

Mr. Shockey reported that there would be no report from the Foundation this month due to Ms. Atherton's absence.

CONSENT MOTIONS

A. Academic (None)

B. Administration (None)

C. Personnel

1. Part-time Instructors/Overload

Recommendation: That the Board of Trustees approve the list of part-time/overload instructors approved to teach during the Fall semester of 2009, as presented.

2. Revised Job Description: Financial Aid Specialist II

Recommendation: That the Board of Trustees approve the revised job description for Financial Aid Specialist II. No change is being recommended to the placement on the Highland Salary Range Table. This position continues as an exempt professional position.

3. New Job Description: Financial Aid Specialist I

Recommendation: That the Board of Trustees approve the new job description for Financial Aid Specialist I with placement at range 41 on the Highland Salary Range Table. This is a non-exempt support staff position.

D. Financial

1. Approval of Statement of Final Construction Compliance: Elevator Upgrade Project

Recommendation: That the Board of Trustees approve the Statement of Final Construction Compliance for the Elevator Upgrade project completed during 2009.

Mr. Urish moved and Mr. Kroeger seconded the motion to approve the Consent Items, as presented. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Urish, Block, Endress, Kroeger, Walker
 NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic

1. New Degree: Associate of Arts in Teaching – Early Childhood Education

Mr. Endress moved and Mr. Walker seconded the motion to approve a new Associate of Arts in Teaching – Early Childhood Education degree, as presented. The roll call on the motion was as follows:

AYES: Shockey, Urish, Block, Endress, Kroeger, Gallagher, Walker
 NAYS: None

Whereupon the Chairperson declared the motion carried.

B. Administration

1. Second Reading – New Policy: Web Page Accessibility

Mrs. Gallagher moved and Mr. Urish seconded the motion to approve the second reading of the new Web Page Accessibility policy, as presented. The roll call on the motion was as follows:

AYES: Urish, Block, Endress, Kroeger, Gallagher, Shockey,
 Walker
 NAYS: None

Whereupon the Chairperson declared the motion carried.

2. First Reading: Use of Facilities

Mrs. Gallagher moved and Mr. Endress seconded the motion to approve the first reading of the revised Use of Facilities policy, as presented.

Mrs. Gallagher expressed a concern regarding the use of the word “responsible,” believing that the word is discretionary. Ms. Janssen will relay this concern to the Policy Committee when they meet later this month.

The roll call on the motion was as follows:

AYES: Block, Endress, Kroeger, Gallagher, Shockey, Urish, Walker
 NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Amended Highland Community College 403(b) Retirement Plans

Mr. Kroeger moved and Mrs. Gallagher seconded the motion that the Board of Trustees approve the Plans amending Highland Community College’s 403(b) Retirement Plan, as presented.

The roll call on the motion was as follows:

AYES: Endress, Kroeger, Gallagher, Shockey, Urish, Block, Walker
 NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel (None)

D. Financial

1. FY'09 Audit

Mr. Block moved and Mr. Urish seconded the motion to accept the annual audit for FY'09, as presented. The roll call on the motion was as follows:

AYES: Kroeger, Gallagher, Shockey, Urish, Block, Endress, Walker
 NAYS: None

The vote being unanimous, the motion carried.

2. Consideration and Action on a Resolution Providing for the Issuance of General Obligation Community College Bonds for the College

Mr. Kroeger moved and Mrs. Gallagher seconded the motion to approve the Resolution providing for the issuance of working cash bonds in the amount of \$1,200,000.

Mr. Kevin Wills and Mr. Bill Wear of First Midstate presented information on the sale of the working cash bonds. Mr. Wills reported that all local banks were contacted. Citizens State Bank and Apple River State Bank participated in the sale and account for a little over half of the bonds to be issued. Mr. Wills noted that the College received an AA-minus Standard and Poor rating, which is a very good, solid credit rating. The bonds are a five-year issue with a maturity date of January 2015. If approved, the funds would be available November 4, 2009.

The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Urish, Block, Endress, Kroeger, Walker
 NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Resolution on Protection, Health and Safety Project: Energy Upgrades

Ms. Janssen proposed a change in the wording of two sentences on page 68. She suggested that the last sentence of the fourth paragraph be revised to read, "The fans may be controlled by a temperature sensing time clock system," and the last sentence of the sixth paragraph be changed to read "... these fixtures would include motion sensors where practical that would reduce the wattage by 50% when there is no activity."

Mrs. Gallagher moved and Mr. Urish seconded the motion to approve the submission of an application to the Illinois Community College Board for an energy upgrade project, as amended.

Mrs. Gallagher expressed a concern that the projected expenses for the project included a 10% architectural fee, questioning whether some of the work the architectural firm would normally complete could be performed by College staff. Mr. Scott Johnson of R.L. Johnson Associates stated that he would be happy to work with the College on this issue.

The roll call on the motion was as follows:

AYES: Shockey, Urish, Block, Endress, Kroeger, Walker
 NAYS: Gallagher

The vote being six ayes and one nay, the Chairperson declared the motion carried and the Resolution adopted.

4. Payment of Bills and Agency Fund Report

Mr. Endress moved and Mr. Kroeger seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payment and to transfer funds for September 2009 bills in the amount of \$1,024,353.44 and Automated Clearing House (ACH) debits of \$279,786.83. Transfers of funds for payroll amounted to \$672,186.39. The roll call on the motion was as follows:

AYES: Urish, Block, Endress, Kroeger, Gallagher, Shockey, Walker
 NAYS: None

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

REPORTS

Treasurer's Report and Statements of Revenue, Expenditures and Changes in the Fund Balance
 Ms. Janssen reported that the bookstore is doing well at this point.

Student Trustee

Mr. Walker reported that he attended the theatre department's performance of "Dearly Departed" last weekend and it was very good. Student Senate provided information to students on the possibility of the State restoring MAP funding for Spring, urging students to contact Representative Jim Sacia and Senator Tim Bivins to request their support. Mr. Walker reported that the Student Senate is revamping their constitution. He also reported that he has been attending the meetings of the Highland Alumni Association and they will sponsor a Tip Off Party prior to the November 21 men's basketball game. Tickets are \$10 each and include pizza, pop, an opportunity to meet the teams, as well as live and silent auctions.

ICCTA Representative

Mrs. Gallagher highlighted her written report. She also reported that there were 1,225 registrants who attended the ACCT National Leadership Congress earlier this month. Over 100 programs were offered throughout the conference. Mrs. Gallagher serves as ACCT's Illinois State Coordinator. She reported that Mr. Tom Bennett of Parkland College in Illinois is the new president of ACCT. The ICCTA annual meeting in Chicago next spring will include a meeting of ACCT.

Dr. Kanosky reported that during the conference he, Mr. Urish and Mr. Shockey attended an interesting presentation by representatives of Kaskaskia Community College regarding how they restructured their Foundation. Dr. Kanosky will ask the president of Kaskaskia to come to campus to repeat the presentation.

Administration

Ms. Gerber reported that we have completed the common intake system three-year AQIP action project.

Ms. Janssen announced that she attended a meeting of the community college chief financial officers at Rend Lake. Mr. Ed Smith of ICCB reported that FY'11 will be a bad year financially due to the State's borrowing this year. Dr. Kanosky reminded trustees that the money for the MAP grants will need to be borrowed by the State and repaid.

Dr. Kanosky distributed copies of Highland's "quick facts" cards developed by the Community Relations Department. He also reported that some community colleges in Illinois are talking about going to differentiated tuition for specific programs, and we will be gathering information about this concept.

OLD BUSINESS

There was no old business.

CLOSED SESSION

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

At 5:23 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES: Endress, Kroeger, Gallagher, Shockey, Urish, Block, Walker
 NAYS: None

At 6:00 p.m., the Chairperson declared the motion carried and the meeting in Open Session.

ACTION, IF NECESSARY

Mr. Urish moved and Mrs. Gallagher seconded the motion that the Board ratify the contract with the Highland Community College Custodial/Maintenance Union Local 1957 for Fiscal Year 2010.

Ms. Janssen provided an overview of the changes in the contract, noting that there is no salary increase included in the contract. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Urish, Block, Endress, Walker
 NAYS: Kroeger

The vote being six ayes and one nay, the Chairperson declared the motion carried.

Dr. Kanosky thanked Ms. Janssen, Ms. Ferguson, and the negotiating teams for their work on this agreement. He expressed appreciation to both the Faculty Senate and the Custodial/Maintenance unions for their understanding and appreciation of the College's budget situation by agreeing to no salary increases for this fiscal year. He also announced that he recommended to the Board that there be no salary increases for other College employees.

NEW BUSINESS

Mr. Shockey announced that the December 2, 2009 Board retreat may extend into the afternoon hours and trustees should mark their calendars accordingly.

Dr. Kanosky reported that the College had a phone call from a parent who said that they heard Highland had to cancel classes for the rest of the month because of the H1N1 virus. He reiterated that this is not true and that, in the case of a campus closure, students and the media would be formally notified.

Mrs. Gallagher announced that Ms. Grimes gave a presentation during a workshop session at the Association of Community College Trustees Leadership Congress earlier this month and did a great job. Dr. Kanosky also announced that at the meeting Ms. Grimes moved up to vice president of the Professional Board Staff Network and will become president at next year's meeting.

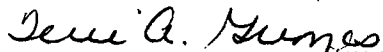
DATES OF IMPORTANCE

The next regular meeting of the Board of Trustees will be on November 17, 2009 at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center. Due to schedule conflicts, the February regular meeting and March Board retreat will be one week later. The new dates are February 23, 2010 and March 10, 2010 respectively.

ADJOURNMENT

Mr. Endress moved and Mr. Urish seconded the motion to adjourn the meeting. The vote being unanimous, at 6:06 p.m., the Chairperson declared the meeting adjourned.

Respectfully submitted,



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