

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. Doug Block, Chairperson, at 4:02 p.m. on October 20, 2015, 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: Mrs. Diane Gallagher, Mr. David Shockey, Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Ms. Whitney Zum Dahl (departed 5:53 p.m.), Mr. Blake Musser, and Ms. Alexa Buss

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 (departed 5:53 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources; Ms. Donna Kauke, Dean, Health, Natural Science, and Mathematics (departed 5:18 p.m.); Ms. Sarah Goetze, Director, Columbia College Freeport Campus (departed 5:23 p.m.); Ms. Pat Dunn, Director of Operations, HCC Foundation (departed 4:55 p.m.); Mr. Mark Jansen, Director, Adult Education (departed 5:27 p.m.); Mr. Steve Cox, Vice President, HCC Foundation Board of Directors (departed 4:43 p.m.); Mr. Scott Anderson, Dean, Business and Technology (departed 5:09 p.m.); Ms. Melissa Johnson, Coordinator, Early Childhood Education (departed 5:09 p.m.); Mr. Dan Rowe, Wipfli (departed 4:52 p.m.); Mr. Pete Willging, Director, Marketing and Community Relations (departed 5:18 p.m.); Mr. Jon Bates, Community Foundation of Northern Illinois (arrived 4:05 p.m.; departed 4:43 p.m.); Ms. Gloria Lundin, Community Foundation of Northern Illinois (arrived 4:05 p.m.; departed 4:43 p.m.); Mr. Steve Mihina, Faculty (arrived 4:43 p.m.; departed 5:46 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.

APPROVAL OF MINUTES

Dr. Jennings moved and Mr. Shockey seconded the motion to approve the minutes of the September 2, 2015, Board retreat, September 15, 2015, budget work session and regular meeting,

and September 29, 2015, Audit Committee meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

COMMUNITY FOUNDATION OF NORTHERN ILLINOIS RUBIN EDUCATION CHALLENGE

Mr. Hood introduced Mr. Jon Bates, President of the Community Foundation of Northern Illinois, and Ms. Gloria Lundin, Vice President of Development. Mr. Bates and Ms. Lundin provided information on a potential partnership and opportunity to participate in a matching program to provide money for scholarships. Through the Rubin Education Challenge, the Community Foundation of Northern Illinois is targeting Boone, Winnebago, Stephenson, and Ogle Counties and would match, dollar for dollar, any money raised up to \$1.5 million over a two-year period. Funds raised would be permanently endowed for scholarships for Highland students with financial need who currently attend or have graduated from high school in Stephenson and Ogle Counties, including dual credit students. Mr. Bates noted that there are three benefits of the program: to produce more college graduates; to create a perpetual opportunity for post-secondary instruction to grow and earn income; and to support the economic development for the region through the recirculation of scholarship dollars into the region's economy. The College could design the program appropriate to the needs of the students, but would need to report back to the Community Foundation on an annual basis. Mr. Steve Cox, Vice President of the HCC Foundation Board, reported that a small task force from the Foundation will need to discuss the proposal. Trustees took the information presented under advisement.

AUDIT REPORT

Mr. Dan Rowe, senior manager of the College's annual audit, provided a report on the FY15 annual audit. The audit began in June 2015 and concluded on October 2. He reported that the College's Audit Committee met on September 29 to review and accept the draft of the audit and authorized submission to the Illinois Community College Board in order to meet the October 15 deadline. Once again the College received an unmodified or "clean" opinion, which is the top opinion auditors can issue. He referred to note 5 on page 26, which related to GASB-68. According to SURS, the net pension liability as of June 30, 2014, was \$21,790,983,139. Highland's portion of that liability would be \$51,944,951 if the pension liability was put back to the local level, but a ruling came out that it is currently the State's liability. During the FY15 audit, single audits were required to be completed on federal funds. The federal TRIO student support services and financial aid grants received clean opinions. Mr. Rowe reported that there were two

significant audit adjustments proposed that were made for the year ending June 30, 2015: 1) an entry was made to amortize prepaid interest on the refunded bonds in the amount of \$20,083 and to amortize bond premium in the amount of \$36,317; and, 2) an entry was made to record an accounts payable relating to construction in process for \$76,228 and an accounts payable relating to a fixed asset of \$108,325. These adjusting entries are within acceptable limits. Mr. Block thanked Ms. Janssen and her department for their work on the audit.

FOUNDATION REPORT

Ms. Pat Dunn presented the monthly Foundation report. She reported that the Scholarship Awards Ceremony was held last month and \$387,000 was distributed to Highland students for the 2015 – 2016 academic year. Over 200 people attended the ceremony. To date, \$6.7 million has been awarded and distributed to students since the Foundation's inception. The Foundation's annual Board of Directors meeting will be held on October 29 at 6:00 p.m. at the Freeport Country Club. The evening will include recognition of four distinguished alumni. The Foundation will sponsor a performance of the Madrigal Dinner to be presented at Chestnut Mountain Resort on December 10. Tickets are \$75 with the net proceeds used to support the HCC Chorale's vocal music tour in 2016. At this point \$22,000 of the \$25,000 needed has been raised. The 2015 Double Play campaign has raised \$37,257 to date, with approximately \$13,000 left to raise in order to meet the matching pool of \$50,000. A special mailing and telephone appeal will be conducted to target donors.

CONSENT ITEMS

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. Shockey moved and Ms. Zumdahl seconded the motion to approve the consent item, as presented. The roll call on the motion was as follows:

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

NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic

1. Associate of Applied Science (AAS) to Bachelor's Degree-Completion Program (Off-Campus) Between Highland Community College and Northern Illinois University

Dr. Jennings moved and Mr. Musser seconded the motion to approve the Associate of Applied Science (AAS) to Bachelor's Degree-Completion Program Agreement (Off-Campus) between Highland Community College and Northern Illinois University, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Olivet Nazarene University and Highland Community College RNBSN Program Articulation Agreement

Ms. Zumdahl moved and Mrs. Gallagher seconded the motion to approve the RNBSN Program Articulation agreement between Olivet Nazarene University (ONU) and Highland Community College (HCC), as presented, to support the seamless transition of Highland students completing their associate's degree at HCC to ONU for completion of a bachelor's program through the School of Graduate and Continuing Studies. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Pursue ONU Partnership Agreement Between Olivet Nazarene University and Highland Community College

Mr. Musser moved and Mrs. Gallagher seconded the motion to approve the Pursue ONU partnership agreement between Olivet Nazarene University (ONU) and Highland Community College, as presented, to support the seamless transition of HCC students completing their associate's degree at HCC to ONU for completion of a bachelor's program through the School of Graduate and Continuing Studies. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Memorandum of Agreement Between Highland Community College and the Early EdU Pilot Program Acting through the University of Washington
Mrs. Gallagher moved and Mr. Musser seconded the motion to approve the Memorandum of Agreement between Highland Community College and Early EdU Pilot Program acting through the University of Washington, a public institution of higher education and an agency of the state of Washington, as the designated entity to manage and license rights for Early EdU ("UW"). The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

B. Administration

1. Second Reading: Revised Policy Manual Appendix – Information Technology Services Acceptable Use Guidelines
Dr. Jennings moved and Mr. Musser seconded the motion to approve for second reading the revised Information Technology Services Acceptable Use Guidelines, as presented. The guidelines are included in the Appendix of the Policy Manual.

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

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Revised Job Description: Institutional Research Data Reporting Analyst
Mr. Musser moved and Mr. Shockey seconded the motion to approve the revised job description for Institutional Research Data Reporting Analyst. No change is being recommended on the Highland Salary Range Table. This continues to be a full-time, exempt position. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Acceptance of FY15 Annual Audit

Mrs. Gallagher moved and Dr. Jennings seconded the motion to accept the annual audit for FY15, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Payment of Bills and Agency Fund Report

Dr. Jennings moved and Mr. Shockey seconded the motion authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the September 2015 bills in the amount of \$759,401.76, Automated Clearing House (ACH) debits W0000329 through W0000330 amounting to \$24,827.28, Other Debits D0000049 amounting to \$55.64 and Electronic Refunds of \$43,669.26 with 10 adjustments of \$1,067.29, such warrants amounting to \$826,886.65. Transfers of funds for payroll amounted to \$549,494.53. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Zumdahl, Musser, Gallagher,
Shockey, 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 a Truth in Taxation notice will be published in the *Journal-Standard* and three other newspapers in the district because the College is levying more than 105 percent of what was collected in the previous year. This increase is mostly attributed to the Protection, Health, or Safety project.

Enrollment

Ms. Donna Kauke, Dean of Health, Natural Science, and Mathematics, provided an update on the part-time nursing program, which will begin in Spring 2016. Currently there are 13 students who have met the requirements, with at least eight more who are pending. Ms. Kauke anticipates at least 16 – 18 students starting the program in the Spring. She reminded trustees that the part-time nursing program was made possible without filling a faculty position that was vacated at the end of the Spring 2015 semester. Although Ms. Kauke stated that she has not formally tracked the success of nursing students in finding employment after completing the nursing program, anecdotally she believes most students get jobs or go back to school.

Mr. Hood provided an update on Adult Education funding, noting that the State is still holding the federal funds hostage until the State budget is completed. More and more colleges are saying if there is no commitment to funding by “X” time, they will need to discontinue the program. Mr. Hood and others continue to closely monitor the situation. Mr. Mark Jansen, Director of Adult Ed., reported that the State Director of Adult Ed. has no additional information, but does not believe there will be a State budget prior to the Super Bowl. Mr. Jansen reported that currently 130 students are waiting for services from Highland’s Adult Ed. program. Mrs. Gallagher suggested perhaps the Foundation could send information on the need for support to church mission committees or book clubs in the district and ask them to support one to two students each. Perhaps a letter to the editor or opinion piece in the local newspapers could also help get the word out.

Student Senate

Ms. Buss reported that students are in Springfield lobbying for the Governor to pass the budget.

Audit Committee

Mrs. Gallagher reported that at the Audit Committee meeting on September 29, Ms. Janssen suggested changing the title of item F of Policy 5.01 – Investment of Current Operating Funds from “Diversification” to “Allocation” to address some of Mrs. Gallagher’s concerns raised at last month’s Board meeting.

ICCTA Representative

Mr. Endress reported that ICCTA will meet the second weekend in November. The afternoon session will be a legal update by Robbins Schwartz. To date, the College of DuPage has not paid their ICCTA dues, although ICCTA’s September financials did not look as bad as he had thought they could without those dues. One trustee from College of DuPage attended the ACCT conference in San Diego last week. Mr. Endress concluded his report by announcing that he has asked ICCTA’s program chair to consider bringing the keynote speaker from ACCT’s closing session, who spoke on generational differences, to Illinois for a presentation to trustees and college representatives. Mr. Endress believes this information would be of interest to many.

ACCT Central Region Representative

Mrs. Gallagher reported that over 2,000 people attended ACCT’s Leadership Congress in San Diego last week, which included excellent speakers, including the president and CEO of TIAA-CREF and the chancellor of the City University of New York (CUNY). Student success is the

number one goal, and America's College Promise is moving forward. During the meeting, Mrs. Gallagher was recognized for serving on the ACCT board. Mr. Bill Kelley, trustee from William Rainey Harper, was elected to the ACCT Board, and Mr. Vernon Jung of Moraine Park Technical College in Wisconsin will take Mrs. Gallagher's place as Central Regional Chair.

Mr. Block thanked Mrs. Gallagher for the time she spent on the ACCT Board, noting that she always brought information back to trustees to hear firsthand. Serving on the ACCT Board helps the Board and community tremendously.

Board Chair

There was no report.

Administration

Mr. Hood announced that Mr. Endress is serving a second year as treasurer of ICCTA, and Ms. Grimes was recently elected to serve as central region member-at-large on ACCT's Professional Board Staff Network Executive Committee. Phi Theta Kappa will hold their induction ceremony tonight. Strategic planning is moving into high gear with the first meeting of the Strategic Planning Council scheduled for October 23. Head count is currently up seven percent, while credit hours are nearly level. Mr. Hood predicts that we will be well up in head count by the end of the academic year, in contrast to another Illinois community college that is down 35 percent in head count from last fall. He reminded everyone that we have a lot to be thankful for. The goal is to introduce three to four new programs every year for the next few years.

Ms. Kuberski reported that, with the help of Ms. Gerber and Mr. Scott Anderson, she has a better understanding of dual credit and can foresee several new dual credit classes for fall. There were over 20 applications for the theatre instructor position, and Skype interviews have been completed. Three candidates will be brought in for face-to-face interviews. There is a strong pool of candidates.

Ms. Janssen reported that Ms. Buss and Mr. Joey Domanski, president of Student Senate, sent her a request to put a pop machine in Fine Arts, and there has been great response as a result of fulfilling this request.

Ms. Ferguson announced that the annual report on annuities for the State Universities Retirement System (SURS) has been completed. Currently there are 15 annuitant employees. Two job descriptions for new positions will be presented to trustees for approval in November: full-time Coordinator, Math Achievement Center, and part-time Testing Center/Disability Services Specialist.

Ms. Gerber reported that over 300 students attended the College Fair on campus at the YMCA. The Admissions and Records staff coordinated the fair this year and moved it from an evening event to daytime. Students were bussed from their respective high schools.

OLD BUSINESS

Trustees further discussed the proposal by the Community Foundation of Northern Illinois (CFNIL). Mr. Shockey expressed his belief that the Matching Grant should not be used for this purpose, but should be kept to pay the debt certificates, if needed, and challenged the Board to establish priorities for the Matching Grant. Dr. Jennings noted that the Foundation's Development and Planned Giving Committee will meet soon and he will have the opportunity to ask additional questions at that meeting. Mr. Endress stated his belief that the program must also serve Carroll and Jo Daviess Counties, not just Stephenson and Ogle, as originally proposed by CFNIL. Mr. Hood will meet with Mr. Shockey and Mr. Endress to discuss what the College would like to see in a proposal and will relay the information to the Foundation before presenting the proposal to the staff of CFNIL. Mrs. Gallagher suggested this also be discussed at the November Board meeting.

Dr. Jennings suggested that if trustees want to tour the Gavalon grain facility, they contact Ms. Grimes and she will schedule the tour.

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

At 5:57 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: Jennings, Musser, Gallagher, Shockey, Block, Endress, Buss
NAYS: None

At 5:59 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 expressed his appreciation to Ms. Zumdahl for chairing last month's regular meeting.

DATES OF IMPORTANCE

The next regular Board meeting will be held on Tuesday, November 17, 2015, 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, December 2, 2015, at 8:30 a.m. in room H-206 in the Student/Conference Center.

ADJOURNMENT

Mr. Endress moved and Mrs. Gallagher seconded the motion to adjourn the meeting. At 6:00 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