

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

Prior to the regular meeting, the Board toured the Sports Center and H. C. Mitchell Library to see the new energy efficient lighting that was recently installed in both buildings.

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 25, 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: Mrs. Diane Gallagher, Mr. David Shockey, Mr. Rob Urish, Mr. Doug Block (arrived 5:16 p.m.), Mr. Jim Endress, Dr. Steve Jennings, Ms. Whitney Zumdahl, and Ms. Chelsey Kaiser

The following members were absent: None

Also present: Dr. Joe Kanosky, President; Mr. Tim Hood, Vice President, Academic Services; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Ms. Liz Gerber, Associate Vice President, Student Services; Mr. Jim Berberet, Interim Executive Director, HCC Foundation (departed 4:35 p.m.); Mr. Dan Rowe, Wipfli (departed 4:25 p.m.); Ms. Ellen Rice, Grant Data Analyst (departed 5:21 p.m.); Mr. Mark Jansen, Director, Adult Education (departed 5:21 p.m.); Ms. Rhonda Perry, Executive Assistant (departed 4:06 p.m.); Ms. Sarah Klosa, Student Accounts Specialist I (departed 4:06 p.m.); Ms. Theresa Kepner, Testing and Career Services Specialist (departed 4:06 p.m.); Ms. Sandy Johnson, Executive Assistant (departed 4:06 p.m.); Ms. Beth Koeller, Director, Columbia College Freeport Campus (departed 4:45 p.m.); Mr. Brad Hart, Big Radio (arrived 5:00 p.m.); Mr. Scott Anderson, Dean, Business & Technology (departed 5:02 p.m.); Mr. Greg Dunham, Wipfli (departed 4:25 p.m.); Mr. Arnold Clark, Shipping/Receiving/Warehouse Clerk (departed 4:06 p.m.); Mr. Tom Bruehler, Manager, Maintenance (departed 4:06 p.m.); Ms. Carolyn Petsche, Director, Learning Services (departed 4:06 p.m.); and Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

Ms. Zumdahl 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 Mrs. Gallagher seconded the motion to approve the minutes of the September 14, 2011 Board retreat, and the September 20, 2011 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

Ms. Rhonda Perry, new employee mentor, introduced Ms. Sarah Klosa, part-time Student Accounts Specialist I. Ms. Sandy Johnson introduced her mentee, Ms. Theresa Kepner, Testing and Career Services Specialist. Mr. Tom Bruehler introduced Mr. Arnold Clark, Shipping/Receiving/Warehouse Clerk. Mr. Shockey welcomed the new employees to the College.

AUDIT REPORT

Ms. Janssen introduced Mr. Dan Rowe and Mr. Greg Dunham of Wipfli, our auditing firm. Mr. Rowe explained that the College received a “clean” or unqualified opinion on the financials, which are a snapshot as of June 30, 2011. He noted that there was one change made since the draft of the audit was presented to the Audit Committee. The change related to retirees being on our health insurance plan and is listed on the financials as “Other Post Employment Benefits” (OPEB). Although the retirees pay the full premium, there is still a liability factor. This requirement is a result of GASB 45.

Mr. Rowe noted that there were six journal entries made during the audit, which he described as a “respectable number” for an audit the size of Highland’s. Mr. Rowe thanked Ms. Janssen and the accounting staff for their help with the audit, noting that they spent countless hours behind the scenes gathering the documentation that Mr. Rowe needed for the audit.

Mr. Rowe noted that the HCC Foundation is a component unit of the College, and that proceeds from the Matching Grant are listed on page 12 in unrestricted funds. He noted that, of the \$8,106,000 the Foundation has that is unrestricted, approximately \$5,000,000 of the total includes the proceeds from the Matching Grant. Mr. Rowe explained that the Foundation has fiduciary responsibility to manage the money, although it can be spent at the discretion of the College.

Dr. Jennings asked for clarification on who signed off on the audit as “Wipfli,” since that was the only signature and there was no individual signature. Mr. Dunham stated that, as a partner in the firm, he is authorized to sign the audit with the company name. Dr. Jennings expressed a concern that there should be an individual signature on the audit as well.

Mr. Urish asked Mr. Rowe for his opinion on how much the College should hold in reserves, noting that at the Association of Community College Trustees conference in Dallas earlier this

month, a representative from another Illinois community college stated his college now has 60 percent in reserves. Mr. Rowe stated that he does not believe this is a good practice, and that 15 to 20 percent is a better target. His concern would be that if a college were to have too much in reserves, taxpayers may question why the college is levying taxes if they already have the money in reserves.

FOUNDATION REPORT

Mr. Berberet reported that the Foundation has raised almost \$2.2 million for the capital campaign, with between \$50,000 and \$60,000 being received in October. So far 2,226 raffle tickets have been sold. Recently over 500 alumni received letters asking them to sell tickets, with additional letters going out soon to retired teachers and graduates of our leadership programs. The final raffle drawing for \$10,000 will be held on December 4. The Foundation held their annual meeting and dinner last week, where six distinguished alumni were recognized and two new directors were introduced: Ms. Bobbie Yount and Mr. Joel Holland. The Foundation is cosponsoring an open house for Highland's new equine science program on November 3 at Woodbine Bend. The Foundation has a donor who will provide the first ever equine science scholarship, thanks to the work of Ms. Pat Dunn, Foundation Assistant. Mr. Berberet continues to work with Mr. Hood and Dr. Thompson Brandt to institute a "Friends of the Fine Arts," and he also met with the Alumni Association to discuss ways to grow the Alumni Association as a source of support for the College.

Several activities will be held to showcase Highland during the Shannon Chamber of Commerce's Hometown Christmas celebration on Friday and Saturday, November 18 and 19, including blood pressure screenings by our nursing and medical assistant students at Dollinger Tree Farm, and a performance by either the Royal Scots or Madrigal Singers at the Shannon Lions Club's Chili & Soup Supper. The steering committee for the Professional Financial Advisor conference has met and is planning an event around the theme of "Invest in Highland." Mr. Berberet concluded his presentation by reminding trustees of the special fund-raising performance of the Madrigal dinner on Sunday, December 4 with a portion of the proceeds going to Friends of the Fine Arts.

CONSENT ITEMS

- A. Academic (None)
- B. Administration (None)
- C. Personnel
 - 1. Part-time Instructors/Overload
Recommendation: That the part-time/overload instructors listed be approved to teach during the Fall semester of 2011.
- D. Financial (None)

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

AYES: Shockey, Urish, Endress, Jennings, Zumdahl, Gallagher, Kaiser
 NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. Foundation Memorandum of Understanding and Oversight Committee Addendum

Mr. Endress moved and Dr. Jennings seconded the motion to approve the Memorandum of Understanding (MOU) and Oversight Committee Addendum between Highland Community College and the Highland Community College Foundation. This MOU replaces the current operational MOU approved by the Highland Board of Trustees on December 17, 2002 and outlines the principles of operation which govern the relationship between the College and the Foundation. The roll call on the motion was as follows:

AYES: Urish, Endress, Jennings, Zumdahl, Gallagher, Shockey,
 Kaiser
 NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Information Technology Services Reorganization

Mr. Urish moved and Dr. Jennings seconded the motion to approve a reorganization of the Information Technology Services (ITS) department, as presented, along with the job description changes for affected positions, effective October 26, 2011. The roll call on the motion was as follows:

AYES: Endress, Jennings, Zumdahl, Gallagher, Shockey, Urish,
 Kaiser
 NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel (None)

D. Financial

1. 2011 Annual Audit

Mrs. Gallagher moved and Mr. Endress seconded the motion to accept the annual audit for FY'11, as presented. The roll call on the motion was as follows:

AYES: Jennings, Zumdahl, Gallagher, Shockey, Urish, Endress,
Kaiser
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Approval of Independent Contractor for National Science Foundation Grant Project Evaluation

Mrs. Gallagher moved and Ms. Zumdahl seconded the motion to approve a contract in the amount of \$14,080 for REGS Consulting, LLC to provide National Science Foundation (NSF) grant evaluation services. The roll call on the motion was as follows:

AYES: Zumdahl, Gallagher, Shockey, Urish, Endress, Jennings,
Kaiser
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Payment of Bills and Agency Fund Report

Dr. Jennings moved and Mr. Urish seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payment and to transfer funds for September 2011 bills in the amount of \$789,413.40, Automated Clearing House (ACH) debits of \$309,289.68 and Electronic Refunds of \$107,080.42 with 12 adjustments of \$812.86, such warrants amounting to \$1,204,970.64. Transfers of funds for payroll amounted to \$613,929.18. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Urish, Endress, Jennings,
Zumdahl, Kaiser
NAYS: None

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

REPORTS

Treasurer's Report and Comparison of Budget with End-of-Year Projections

Dr. Jennings referred to page 43 and asked Ms. Jansen how she projects in advance what interest we will receive on the trust fund. Ms. Janssen stated that the trust is disbursed in July and she is told in June what the interest will be. Ms. Janssen stated that she is also in the process of writing the check for our tort settlement.

Monitoring Report: Workforce Development

Mr. Hood introduced Mr. Scott Anderson and Mr. Mark Jansen, who provided the Workforce Development monitoring report. Mr. Anderson reported that enrollments in the truck driving program increased significantly from FY'10 to FY'11, from 16 to 47. The Business Institute will now begin offering classes through Education to Go, a third-party company that provides trainings which can start every six weeks. The company offers a wide range of classes from Excel to Peachtree to Spanish for police departments. Mark Jansen reported that the Adult Ed program offers a wide range of services including basic skills, GED preparation, English as a Second Language, and family literacy. He noted that there are 14,055 adults in the Highland district who need Adult Education services, but only 347 (two percent) actually receive services. Overall, 75 percent of students in the Adult Education program come from Stephenson County. On a positive note, Mr. Jansen reported that the number of students who transition from Adult Education to Highland classes has increased from 196 in FY'09 to 271 in FY'11.

Student Trustee

Ms. Kaiser reported that members of the Student Senate attended a conference in Chicago sponsored by the American Student Government Association. Student Senate will sponsor activities over the lunch hour on Halloween, including a costume contest and music provided by a disc jockey.

ICCTA Representative

Mrs. Gallagher reported that she participated in the Association of Community College Trustees Summit on Completion during the ACCT Congress earlier this month. She also noted that ACCT's National Legislative Summit in February will be Tuesday through Thursday rather than Monday through Wednesday, as in previous years. She encouraged trustees to sign up to be an ACCT Associate Member, which offers additional educational opportunities. The next ICCTA meeting will be in November in downtown Chicago.

Mrs. Gallagher asked those who attended the ACCT meeting in Dallas to provide trustees with their thoughts. Ms. Grimes reported on the Professional Board Staff Network workshop session that she facilitated and thanked Mr. Urish for his presentation on "Upward Mobility for Professional Board Staff," which was very well received. Mr. Urish stated that ACCT always has very good sessions, and he and others who attend always come back energized. Mr. Shockey also stated that attending conferences such as this one makes trustees better informed about issues that affect the college. Mr. Block stated that what stood out for him was a comment one of the speakers made that "the answer to every question is education." Another speaker discussed the need to teach not only technical skills, but employee skills as well, and Mr. Block asked that we make sure those are skill areas we are addressing.

Administration

Mr. Hood reported that in recent weeks he has been in contact with representatives of FHN and Citizens State Bank and we will be providing training for them in the near future.

Ms. Janssen reported that she met with Dr. Kanosky and Mr. Shockey today and that the College will not need to publish a Truth in Taxation notice this year. The notice is only required if the College levies more than five percent more than the funds the College received in taxes the past year.

Ms. Ferguson announced that she will be attending one of the meetings that the State Universities Retirement System is having across the state to provide information on the six percent rule, the money purchase formula change, and how proposed pension changes will affect future retirements.

Ms. Gerber stated that yesterday was the first day for students to register for Spring classes. The State University & Transfer Day and College Fair events were also held yesterday.

Ms. Grimes reminded trustees of the Illinois Community College Trustees Association's Northwest Region meeting at Sauk Valley Community College on Wednesday, November 16.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Mr. Shockey reported that Mr. Urish and Mr. Block currently participate on the Foundation's Campaign Management Committee, and Mr. Urish is a member of the Foundation's Investment Committee. Mr. Shockey needs to name a trustee to the Foundation's Oversight Committee, and asked trustees to contact him if they are interested. He will announce the appointment at the November 15 regular Board meeting. He noted that there is a lot of talent on the Board and he would like to share responsibilities among trustees.

DATES OF IMPORTANCE

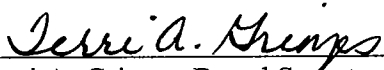
The next regular meeting of the Board of Trustees will be held on Tuesday, November 15, 2011 at 4:00 p.m. in the Robert J. Rimington Board Room in the Highland Community College Student/Conference Center.

The next quarterly Board retreat will be held on Wednesday, November 30, 2011 at 8:30 a.m. in the Student/Conference Center, room H-206.

ADJOURNMENT

Mr. Urish moved and Mr. Endress seconded the motion to adjourn the meeting. At 5:49 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