

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

Prior to the regular meeting, trustees had an opportunity to see demonstrations of the new 3D printer and CAD equipment in the Dorothy and R. C. Clock Technology Center. Demonstrations of the new equipment were provided by Mr. Jeremy Monigold, Information Technology instructor, and Mr. Aaron Sargent, Mechanical Technology instructor.

**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 4:00 p.m. on November 15, 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, Ms. Whitney Zumdahl, Mr. Blake Musser, and Ms. Staci Hammer

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. Rose Ferguson, Associate Vice President, Human Resources; Mr. Jim Berberet, Executive Director, HCC Foundation (departed 5:11 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 5:11 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 4:57 p.m.); Mr. Jim Phillips, Interim Dean, Humanities, Social Sciences, and Fine Arts (departed 4:39 p.m.); Mr. Steve Mihina, Faculty Senate President (departed 4:23 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:11 p.m.); Mr. Allen Redford, Faculty (departed 4:39 p.m.); Mr. Chandler Lindsay, Student (arrived 4:08 p.m.; departed 4:39 p.m.); Ms. Addison Cross, Student (arrived 4:08 p.m.; departed 4:39 p.m.); and, Ms. Terri Grimes, Board Secretary

**APPROVAL OF AGENDA**

Dr. Jennings moved and Mr. Endress seconded the motion to approve the agenda, as presented. The vote being unanimous, the motion carried.

**APPROVAL OF MINUTES**

Mr. Shockey moved and Mr. Musser seconded the motion to approve the minutes of the October 25, 2016, regular meeting, as presented. The vote being unanimous, the motion carried.

**PUBLIC COMMENTS**

Faculty Senate President Steve Mihina provided each trustee with a sealed envelope during Public Comments.

## **INTRODUCTIONS**

There were no introductions.

## **FOUNDATION REPORT**

Mr. Jim Berberet presented this month's Foundation report. He reported that the Madrigal Dinner in Jo Daviess County will not be held this year. He is working with Mr. Allen Redford and the Music department to hold a different type of event in the spring in Jo Daviess County. The Foundation's annual Santa event at Parkview Home will be held on Thursday, December 1. The 2016 Double Play campaign has now raised over \$49,000 toward the \$50,000 match pool. Annual Fund letters will be sent out at the beginning of December.

## **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 2016.
- 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: Shockey, Block, Endress, Jennings, Zumdahl, Musser, Gallagher,  
Hammer  
NAYS: None

Whereupon the Chairperson declared the motion carried.

## **MAIN MOTIONS**

- A. Academic (None)
- B. Administration
  - 1. Cancellation of December 2016 Regular Board Meeting  
Mr. Endress moved and Mr. Musser seconded the motion to cancel the December 20, 2016, regular meeting. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. First Reading – Revised Policy 4.05: Minimum Requirements for Employment: Instructional Staff

Dr. Jennings moved and Mr. Musser seconded the motion to approve for a first reading the revised policy, 4.05 Minimum Requirements for Employment: Instructional Staff, 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: Endress, Jennings, Zumdahl, Musser, Gallagher,  
Shockey, Block, Hammer  
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. First Reading – New Policy 2.19: Course Credit Hours

Mr. Shockey moved and Mrs. Gallagher seconded the motion to approve for a first reading new policy, 2.19 Course Credit Hours, as presented. The policy will be included in Chapter II, Instruction, of the Policy Manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Second Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter III, Student

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

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Education and Building Fund Levy

Mr. Endress moved and Ms. Zumdahl seconded the motion to approve the Resolution, as presented, providing for the levy of educational purposes taxes in the amount of \$4,950,000 and building purposes taxes in the amount of \$1,326,200 for the year 2016 to be collected in the year 2017; and that the levy for the year 2016 be allocated 50% for FY17 and 50% for FY18. The roll call on the motion was as follows:

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

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

2. Insurance Levy

Dr. Jennings moved and Mr. Musser seconded the motion to approve the Resolution, as presented, providing for a special tax levy in the amount of \$825,000 to cover the cost of purchasing insurance under 745 ILCS 10/9-107 of the Tort Immunity Act, for the year 2016 to be collected in the year 2017; and that the levy for the year 2016 be allocated 50% for FY17 and 50% for FY18. The roll call on the motion was as follows:

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

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

3. Audit Levy

Mr. Shockey moved and Mr. Musser seconded the motion to approve the Resolution, as presented, providing for a special tax levy in the amount of \$44,000 to cover the cost of an annual audit under 110 ILCS 805/3-22.1 of the Public Community College Act of the State of Illinois, for the year 2016 to be collected in the year 2017; and that the levy for the year 2016 be allocated 50% for FY17 and 50% for FY18. The roll call on the motion was as follows:

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

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

4. Social Security and Medicare Levy

Mr. Musser moved and Mr. Endress seconded the motion to approve the Resolution, as presented, providing for a special tax levy in the amount of \$126,000 to cover the cost of Social Security and Medicare under 40 ILCS 21-101 of the Social Security Enabling Act for the year 2016 to be collected in the year 2017; and that the levy for the year 2016 be allocated 50% for FY17 and 50% for FY18. The roll call on the motion was as follows:

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

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

5. Payment of Bills and Agency Fund Report

Dr. Jennings moved and Ms. Zumdahl seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the October 2016 bills in the amount of \$1,042,312.63, Automated Clearing House (ACH) debits W0000391 through W0000394 amounting to \$8,530.08, Other Debits D0000061 amounting to \$128.90, and Electronic Refunds of \$211,059.98, with 0 adjustments, such warrants amounting to \$1,262,031.59. Transfers of funds for payroll amounted to \$546,660.03. The roll call on the motion was as follows:

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

Dr. Jennings asked if bookstore sales continue to decline, and Ms. Janssen reported that the profit margin is still the same, but sales are lower. Dr. Jennings informed Ms. Hammer that he believes students need to know how important the bookstore sales are to the College, athletics, and other areas. Ms. Janssen reminded trustees that the number of staff in the bookstore has also been reduced to try to reduce costs, and also noted that one of the items identified in the strategic planning group was textbook affordability.

### 2016 European Music Study Tour

Ms. Kuberski introduced Mr. Allen Redford, Music instructor, who presented an overview of the Summer 2016 European music tour. Mr. Chandler Lindsay and Ms. Addison Cross, two students who participated in the tour, provided their perspective on the tour, noting that the sights were a highlight. Mr. Redford noted that it would be great to offer the trip every two years,

which would be good for recruitment and building the program. He concluded by thanking Mr. Berberet, Ms. Kim Rampenthal, Ms. Janssen, Ms. Gerber, Mr. Jim Phillips and Ms. Tracy Mays, who each played an integral role in making the trip a success. Mr. Redford presented Mr. Block with a poster from the trip, suitable for framing.

#### Student Trustee

Ms. Hammer reported that Student Senate worked on several homecoming activities. Approximately 40 people were in attendance for bingo, and there was entertainment for families after the ballgames, including carnival games and food. Student Senate is winding down for the semester. They will volunteer to ring the Salvation Army bells this holiday season, and will try to have a hypnotist on campus in the Spring. Ms. Hammer concluded by reporting that she attended the recent ICCB Student Advisory Committee (ICCB-SAC) meeting, where students are working to try to get the BSN at community colleges across the state.

#### Audit Committee Chair

Mrs. Gallagher reported that the Audit Committee will meet in the Spring.

#### ICCTA Representative

Mr. Endress attended the ICCTA meeting last weekend, which was well attended. A presentation was given by Robbins Schwartz that included information on legislation related to Board travel expenses. ICCTA voted to support the position of the Illinois Council of Community College Presidents in regard to offering BSN degrees at community colleges, and Mr. Endress provided trustees with a copy of the information from ICCTA. Community colleges would not be required to offer the degree but it does allow for that option. At the ICCTA board meeting on Saturday, it was reported that the ICCTA survey recently sent to trustees on ICCTA's strengths, weaknesses, opportunities, and threats did not have a very good response rate and will be reopened. It was suggested at the ICCTA board meeting that trustees set up meetings with senators and representatives in Springfield and Washington, DC. Mr. Endress also suggested setting a meeting on campus with Representative Tony McCombie, Senator Neil Anderson, Senator Tim Bivins, and Representative Brian Stewart. ICCTA recognized Mrs. Gallagher during their meeting with a standing ovation for receiving the ACCT M. Dale Ensign Trustee Leadership award. Mrs. Gallagher commended Mr. Endress for the excellent job he did running the trustee roundtable during the ICCTA meeting, and she encouraged trustees to attend the roundtables.

#### Board Chair

Mr. Block attended the recent Northwest Illinois Development Alliance meeting and learned that FHN, Berner Foods, and Pearl Valley Eggs are all looking for new employees. He expressed his appreciation to those who have taken the initiative of going out and working with businesses to see how the College can help. Mr. Block congratulated faculty and staff on the homecoming event.

#### Administration

Ms. Kuberski reported that the Higher Learning Commission federal compliance filing is due this week. The Highlights Report has been reviewed by Cabinet and has been sent to proofreaders. Once the report is back, it will be sent to Mr. Willging to put a cover on the document and complete the formatting and imbedded links. At this point, no information has

been received regarding who the peer reviewers will be. The application to request an extension for dual credit faculty qualifications is due December 15. A part-time job fair will be held on December 1 with the hopes of attracting new part-time instructors. Human Resources, Lifelong Learning, Business Institute, and Adult Education staff, as well as the deans will all be in attendance. Mrs. Gallagher suggested sending the information to the Leadership Forum email list, as well as the Extension Service.

Mr. Hood reported that there are a lot of good things happening. Several weeks ago, he and Ms. Kuberski visited with the Galena High School principal, counselors, and faculty in an effort to strengthen the partnership. Another discussion was held with the new East Dubuque superintendent, principal, and counselor to increase and expand dual credit opportunities. They also discussed East Dubuque being a site, at no charge, to offer classes beyond dual credit. They have teachers who are qualified to teach these classes, and the College has been looking for venues and opportunities to offer classes. This will be a model for other high schools. Homecoming was very successful, with over 500 people in attendance. The gymnasium was nearly filled to capacity at the end of the men's basketball game. Mr. Hood thanked the Foundation staff for working to secure the free food from Sullivan's. Over 50 new Alumni Association members signed up, and one Distinguished Alumni drove from the Chicago area to attend the event, which will now become an annual event. Mr. Hood reported that nursing pass rates on the NCLEX are up to 96 percent, which is 31 percent higher than a couple years ago. The Auto Body program received several donations recently, which were outlined in Mr. Hood's recent campus update. Manufacturing Day was held on October 18 and included tours for 90 students from seven area schools. A Habitat for Humanity student chapter has been started at the College. The athletes and Student Senate are involved in a service project with Habitat for Humanity. There have been discussions and questions about the electronic access system, which will be discussed at the Board retreat. Mr. Hood invited those with concerns to submit comments prior to the retreat. Further planning on the project will be postponed until the Board has discussed recent concerns and questions at the upcoming Board retreat. The discussions will be held with full transparency, while responding to trustee and campus concerns. Mr. Hood attended a meeting of the Illinois Council of Community College Presidents last week. The presidents and officers sent a letter to Governor Bruce Rauner and other leaders, which Mr. Hood read, regarding community college funding and the lack of a State budget. He noted that it is a tribute to trustees, faculty, and staff that the College is doing better than other colleges, and Mr. Hood thanked trustees for their support through these very challenging times.

### **OLD BUSINESS**

There was no old business.

At 5:11 p.m., the Chairperson declared a recess; the meeting resumed at 5:22 p.m.

### **CLOSED SESSION**

Ms. Zumdahl moved and Dr. Jennings seconded the motion to move into Closed Session for the purposes 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, Zumdahl, Musser, Gallagher, Shockey, Block, Endress,  
Hammer  
NAYS: None

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

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

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

At 5:50 p.m., the Chairperson declared the motion carried and the Closed Session ended.

#### **ACTION, IF NECESSARY**

A. 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

1. Compensation Adjustments Required to Comply with the New Federal Fair Labor Standards Act (FLSA) Regulations under the Department of Labor (DOL)  
Mr. Endress moved and Mr. Musser seconded the motion to approve increasing the compensation to \$47,476 for the Student Advisor/Transfer Coordinator, Thedford Jackson, and the Coordinator HRIS and Staff Development, Christie Lewis, and increases to \$44,679 for Student Advisors Heather Moore and Vicki Schulz, effective November 21, 2016, in order to comply with the DOL's new salary threshold regulations. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

No action was required on collective negotiation matters.



**NEW BUSINESS**

There was no new business.

**DATES OF IMPORTANCE**

The next regular Board meeting will be held on Tuesday, January 17, 2017, 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 7, 2016, at 8:30 a.m. in room H-206 in the Student/Conference Center.

**ADJOURNMENT**

Mr. Musser moved and Dr. Jennings seconded the motion to adjourn the meeting. At 5:51 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