

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 4:01 p.m. on November 17, 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.

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 (arrived 4:02 p.m.), 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; Ms. Rose Ferguson, Associate Vice President, Human Resources; Ms. Joan Miller, Academic Technology Resources Coordinator (departed 4:37 p.m.); Mr. Hernan Cortez, Academic Technology Resources Assistant (departed 4:37 p.m.); Mr. Pete Fink, Network Administrator (departed 4:55 p.m.); Mr. Nathan Hensal, Director, Information Technology Services (departed 4:55 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 5:35 p.m.); Mr. Jim Berberet, Executive Director, HCC Foundation; Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 4:46 p.m.); Mr. Jim Yeager, Faculty; Mr. Steve Mihina, Faculty; Mr. Pete Willging, Director, Marketing and Community Relations; Mr. Brad Kappes, Part-time Custodian (departed 4:19 p.m.); Mr. Kurt Simpson, Director, Facilities and Safety (departed 4:55 p.m.); Mr. Brad Hart, Big Radio (arrived 5:26 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

Ms. Zumdahl moved and Mr. Shockey seconded the motion to remove the Closed Session from the agenda. The vote being unanimous, the motion carried.

PUBLIC HEARING – TAX LEVY

At 4:02 p.m., Mr. Block announced that the next agenda item would be a public hearing to receive public comments on the Tax Levy and that all persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto. He asked if any of the trustees had comments regarding the 2015 tax levy, and there were none. He then asked if the Board Secretary had received any written testimony concerning the 2015 tax levy, and Ms. Grimes indicated that no written testimony had been received. Mr. Block asked if there was any oral testimony or public comments concerning the 2015 tax levy, and there was none.

Mr. Block stated that all persons desiring to be heard had been given the opportunity to present oral and written testimony with respect to the 2015 tax levy.

Mr. Endress moved and Dr. Jennings seconded the motion that the Public Hearing be finally adjourned. The roll call on the motion was as follows:

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

At 4:03 p.m., the Chairperson declared the motion carried and the Public Hearing adjourned.

APPROVAL OF MINUTES

Ms. Zumdahl moved and Mr. Endress seconded the motion to approve the minutes of the October 20, 2015, regular meeting, and the October 27, 2015, special meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Mr. Hernan Cortez, Academic Technology Resources Assistant, was introduced by Ms. Joan Miller. Mr. Kurt Simpson introduced Mr. Brad Kappes, part-time first shift Custodian.

FOUNDATION REPORT

Mr. Jim Berberet presented this month's Foundation report. He and the Foundation staff have been working closely with Mr. Hood on fundraising opportunities. Mr. and Mrs. Tom Rivera hosted a "Meet the New HCC President" event at their home in the Galena Territory, which was attended by 28 people. There was a performance by magician P.T. Murphy, and Mr. Hood outlined his plans and vision for the College. A "Lunch with the President" event was held in Savanna on October 26 with seven guests attending, and Mr. Berberet and staff remain open to other types of events. There is a good level of support for the College's Ag program, and a recent three-year pledge was received from Citizens State Bank, which supported the purchase of iPads and a drone for use in the program. Highland's website features a video of an aerial view of the campus taken using the drone. The third annual Madrigal Dinner at Chestnut Mountain Resort is scheduled for 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 for the tour has been raised. The 2015 Double Play campaign has raised \$47,787 to date with a matching pool of \$50,000. The Major Gifts Campaign stands at approximately \$4,105,000. Annual fund letters will be sent out next week. Mr. Endress reported that Kaskaskia Community College has a trailer with ag equipment that they use as a mobile teaching lab to take to local high schools. The trailer is sponsored by the local Farm Bureaus, and Mr. Endress suggested

that it is maybe something the Foundation should look into. Mrs. Gallagher reported that the Ag program drew a lot of interest in Jo Daviess County through a presentation they made to the Jo Daviess League of Women Voters. It is a great way for the College to provide speakers and talk about what Highland is doing to promote better environmental access.

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. Shockey moved and Mrs. Gallagher 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 (None)

B. Administration

1. First Reading: Policy 4.40 – Student Worker Program

Mr. Endress moved and Ms. Zumdahl seconded the motion to approve the first 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: Endress, Jennings, Zumdahl, Musser, Gallagher,
Shockey, Block, Buss
NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Revised Job Title: President

Mr. Endress moved and Mr. Shockey seconded the motion to approve the description for job title change from President and CEO to President. No change is being recommended to the placement on the Highland Salary Range Table. This continues to be a full-time, exempt position.

Dr. Jennings moved and Mrs. Gallagher seconded the motion to amend the original motion by changing bullet 4 on page 7 to read, "...The President may delegate responsibility for specified management functions" to "... the President may delegate authority for specified management functions." Dr. Jennings expressed his concern that one cannot delegate responsibility, but could delegate authority. Mr. Hood also informed trustees that he requested that the "and CEO" be removed from the title because he believes it is redundant.

The roll call on the motion to amend the original motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

The roll call on the motion to approve the job description, as amended, was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Revised Job Description: Dean, Humanities, Social Sciences, and Fine Arts

Dr. Jennings moved and Mr. Shockey seconded the motion to approve the revised job description for the Dean, Humanities, Social Sciences, and Fine Arts, but change bullet 5 by substituting the word "oversees" with "directs."

The sentence would then read, "Directs the development of class schedules and teaching assignments ..." rather than, "Oversees the development of class schedules and teaching assignments ..."

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Revised Job Description: Cafeteria Manager

Mrs. Gallagher moved and Mr. Musser seconded the motion to approve the revised job description for Cafeteria Manager, as presented, with placement on the Highland Salary Range Table at range level 39. A salary adjustment to \$30,000 annually for the incumbent in the position, Shelly Perkins, is also being recommended with a retroactive effective date of September 27, 2015. This position continues to be a full-time, exempt, professional position. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Revised Job Title and Description: Manager, Math Achievement Center

Mrs. Gallagher moved and Ms. Zum Dahl seconded the motion to approve the revised job title and job description, as presented, for Manager, Math Achievement Center with placement on the Highland Salary Range Table at range 55. The Manager, Math Achievement Center position was formerly known as the Coordinator, Math Lab and was a part-time, non-exempt, classified position. This position will change to a full-time, exempt, professional position. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

5. New Job Description: Testing Center/Disability Services Specialist

Ms. Zum Dahl moved and Mr. Musser seconded the motion to approve the new job description, as presented, for Testing Center/Disability Services Specialist with placement at range 30 on the Highland Salary Range Table. This is a part-time, non-exempt, classified position and is included in the budget for FY16. 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.

D. Financial

1. Resolution Identifying Work Contracts to an Installment Purchase Agreement Heretofore Entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll and State of Illinois
Mrs. Gallagher moved and Mr. Shockey seconded the motion to approve the following Resolution:

RESOLUTION identifying work contracts to an Installment Purchase Agreement heretofore entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll and State of Illinois.

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 and the Resolution adopted.

2. Education and Building Fund Levy
Dr. Jennings moved and Mr. Musser seconded the motion to approve the Resolution, as presented, providing for the levy of educational purposes taxes in the amount of \$4,995,000 and building purposes taxes in the amount of \$1,340,000 for the year 2015 to be collected in the year 2016; and that the levy for the year 2015 be allocated 50% for FY16 and 50% for FY17. 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 and the Resolution adopted.

3. 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 2015 to be collected in the year 2016; and that the levy for the year 2015 be allocated 50% for FY16 and 50% for FY17. 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 and the Resolution adopted.

4. Audit Levy

Mr. Endress moved and Mr. Shockey 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 2015 to be collected in the year 2016; and that the levy for the year 2015 be allocated 50% for FY16 and 50% for FY17. The roll call on the motion was as follows:

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

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

5. Social Security and Medicare Levy

Mrs. Gallagher moved and Mr. Musser 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 2015 to be collected in the year 2016; and that the levy for the year 2015 be allocated 50% for FY16 and 50% for FY17. 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 and the Resolution adopted.

6. Approval of Statement of Final Construction Compliance: Campus-Wide Internet Protocol Security Camera System

Mr. Musser moved and Ms. Zumdahl seconded the motion to approve the Statement of Final Construction Compliance, as presented, for the Campus-Wide Internet Protocol Security Camera System project completed during FY15 at a total project amount of \$308,521.54. 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.

7. Network and Server/Storage Professional Services Agreement

Mrs. Gallagher moved and Mr. Shockey seconded the motion to approve two bond-funded agreements with Paragon Development Systems (PDS), as presented, for professional services related to the installation, configuration, and migration of server, storage, and networking equipment for a dollar amount not to exceed \$52,000. 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.

8. Approval of Contract for Purchase of Royalties to Musical for Summerset 2016

Mr. Endress moved and Mr. Musser seconded the motion to authorize administration to enter into a contract with R & H Theatricals in the amount of \$5,183.50 for the royalties to the musical which will be performed for Summerset 2016. 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.

9. Payment of Bills and Agency Fund Report

Ms. Zumdahl moved and Mr. Shockey seconded the motion authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the October 2015 bills in the amount of \$1,218,259.97, Automated Clearing House (ACH) debits W0000331 through W0000337 amounting to \$34,649.92, Other Debits D0000050 amounting to \$163.40 and Electronic Refunds of \$249,655.79 with 1 adjustment of \$10.00, such warrants amounting to

\$1,502,719.08. Transfers of funds for payroll amounted to \$850,357.81. 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 and the Resolution adopted.

REPORTS

Treasurer's Report: Statements of Revenue, Expenditures, and Changes in Fund Balance

Ms. Janssen reported that there was an error in the formula on the Contractual Services line item on page 58. The line indicates that 100 percent of the budgeted amount for Contractual Services has been spent, but the correct percentage is 75.

Mr. Shockey questioned if it was time to revisit the budget with the "doomsday scenarios" that may result from the lack of a State budget. Ms. Janssen reported that she has scheduled a budget meeting and will look at some possibilities next week. She will bring additional information to the Board retreat.

Enrollment

Ms. Gerber reported that there are currently 60 Lifelong Learning classes scheduled for Spring. Orangeville School District has approved participation in CollegeNOW in Fall 2016. She also expressed her appreciation for the College's ongoing support of Adult Education. Mr. Block stated that he heard that there are currently 17 people in the online nursing degree, and Ms. Gerber will confirm this number. There are currently 12 to 15 enrolled in the part-time nursing program. Ms. Zumdahl asked if there was a packet of information that is sent out on CollegeNOW, and Ms. Gerber reported that there is a packet that is given out to prospective students and their parents, and, at Ms. Zumdahl's request, she will send information to Eastland High School. One barrier to CollegeNOW is that students cannot access Pell. High schools within proximity of the College seem to be more interested in the program. Currently seven high schools take advantage of the program. Winnebago High School is considering becoming a part of Highland's High School Servant Leadership Program, and Ms. Gerber has been discussing with Mr. Hood the possibility of charging a fee to Winnebago High School, since they are out-of-district.

Student Trustee

Ms. Buss attended the Illinois Community College Board's Student Advisory Committee (ICCB-SAC) meeting this past weekend, which included a keynote speaker on the Step-up Program. Ms. Buss will bring information on the program to Student Senate tomorrow. The new board chair of the City Colleges of Chicago also spoke at the meeting. The Outreach Committee, chaired by Ms. Buss, is working on an "I am an ally" campaign. Student Senate members attended the Illinois Community College Student Activities Association Fall Student Leadership

conference at Carl Sandburg College. Student Senate is working on a “good student discount card,” with some hurdles to overcome first. Three representatives of Student Senate attended the College Cabinet meeting last week to present a proposal to hold a “name the Cougar” contest.

Audit Committee Chair

There was no report.

ICCTA Representative

Mr. Endress attended the ICCTA meeting last weekend, with a large portion of the meeting spent discussing how institutions are dealing with the lack of a State budget. Some trustees who attended the meeting reported that their respective community colleges are considering cutting or eliminating sports, not funding the Monetary Award Program (MAP) this semester and/or next semester, implementing a hiring freeze, or eliminating Adult Education, and there is one community college that may be out of cash by the end of fall. Ms. Karen Hunter Anderson, Executive Director of ICCB, predicted that next year’s budget will be worse than this year. ICCTA’s afternoon education session included a presentation by representatives of Robbins Schwartz on several topics including ethics, the Freedom of Information Act, Open Meetings Act, employment and labor law, and contracts. A part of the meeting also dealt with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act. This has been delayed one year, but the College will need to name a point person. Mr. Endress referred trustees to the “Session Update” prepared by ICCTA, which was in trustees’ folders. ICCTA is struggling without the College of DuPage’s annual ICCTA dues. Attendance at ICCTA meetings has been less than in the past, and ICCTA will not meet at ACCT’s National Legislative Summit in Washington, DC because many community colleges were not sending anyone to the conference.

Board Chair

Mr. Block reported that he has attended meetings of the Northwest Illinois Development Alliance. He is a member of the Workforce Development Committee, which focuses on career awareness and development, matching what businesses are looking for with students’ careers.

Administration

Ms. Kuberski reported that four theatre instructor candidates were interviewed, and the search for a Dean of Humanities, Social Sciences, and Fine Arts was relaunched with over 20 applicants at this point.

Ms. Ferguson reported that the Human Resources department is gearing up to comply with the Affordable Care Act’s reporting requirements. An external firm could have been paid to complete the necessary report at a cost of \$7,000, but Ms. Christie Lewis, Coordinator of Staff Development and Human Resources Information Systems, found a solution for \$250.

Ms. Gerber announced that strategic planning is underway, with the second meeting held last Friday. Mr. Jim Palmer and Dr. Peter Flynn are serving as co-chairs. Ms. Sherrie Taylor of NIU provided information on an environmental scan at the first meeting, and Dr. Misty Thruman, Highland’s Director of Institutional Research, provided an update on enrollment trends and

National Community College Benchmark data. Seven internal faculty and staff are leading the subcommittees.

Mr. Hood reported that the full Cabinet met for the first time last week. The new Cabinet is larger and more diverse and has replaced the former Leadership Team and College Cabinet. The first charge of the full Cabinet was to begin review of standing committees and groups operating on campus. Another full Cabinet meeting will be held before the end of the semester, and work will continue into the Spring semester on the lists of standing committees. Mr. Hood attended the Illinois Council of Community College Presidents meeting last weekend where there was lots of bad news, but it is noteworthy that Highland has weaned itself from reliance on the State. The College is preparing to weather State shortfalls in funding, and we are in a much better position than most community colleges. Tenth day numbers from the Illinois Community College Board show that Highland is in the top three in the State in increases in head count, while only 11 in the entire state showed any enrollment increase at all. As of this week, Highland is up over seven percent in head count from last year. Spring enrollments are currently down a little bit but dual credit enrollments should boost the number some.

OLD BUSINESS

Community Foundation of Northern Illinois Rubin Education Challenge

Mr. Hood led a discussion on the Rubin Education Challenge from the Community Foundation of Northern Illinois (CFNIL). He reported that CFNIL has agreed that the scholarships will cover students in the entire district, and they also struck the criterion for only college-ready students being eligible. The Foundation Executive Committee unanimously approved setting a goal of \$1 million for matching but included in the proposal to CFNIL that if donations exceeded \$1 million, the dollars would still be matched, and Mr. Hood believes CFNIL will agree to this. The College will also seek CFNIL grant dollars that do not require a match for areas such as audio visual equipment and program development. This additional funding to support current services and any additional services we want to launch in the next few years will be applied for this spring. The new grant cycle for this funding begins in March and CFNIL indicated they would welcome proposals. Mr. Berberet reported that he believes this is a recruitment tool for high school students that is possible to sell to donors, as well.

CLOSED SESSION

The Closed Session was deleted from the agenda earlier in the meeting.

ACTION, IF NECESSARY

Due to the Closed Session being deleted, no action was necessary.

NEW BUSINESS

Mrs. Gallagher suggested putting on the agenda each month a discussion item so informational items from ACCT could be brought to the Board. She also expressed the need to meet locally with our national legislators and suggested developing an approach to inform legislators of key issues, such as sending a letter signed by all trustees. Mr. Endress stated that ICCTA recommended trying to get the State legislators to come to campus to meet with Student Senate to talk about what the lack of a State budget means to them. Ms. Gerber reported that Women Employed offers an opportunity each year for students to get their message across to legislators, and Ms. Buss stated that ICCB-SAC representatives wrote letters to legislators in their districts this past Saturday.

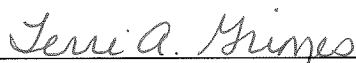
DATES OF IMPORTANCE

The next regular Board meeting will be held on Tuesday, January 19, 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, December 2, 2015, 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 6:02 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