

**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. David D. Shockey, Chairperson, at 4:02 p.m. on December 15, 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; Ms. Jill Janssen, Vice President of Administrative Services (departed 4:56 p.m.); Ms. Liz Gerber, Associate Vice President, Student Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:21 p.m.); Ms. Susan Atherton, Executive Director, HCC Foundation (departed 4:17 p.m.); Mr. Steve Mihina, Faculty (departed 5:21 p.m.); Mr. Jeremy Bradt, Director, Enrollment & Records (departed 5:14 p.m.); Ms. Beth Koeller, Director, Columbia College Freeport Campus (arrived 4:05 p.m.; departed 5:14 p.m.); Mr. Kurt Simpson, Director, Physical Plant & Maintenance (departed 4:34 p.m.); Dr. Michelle (Misty) Thrumman, Director, Institutional Research (departed 5:14 p.m.); Mr. Brad Hart, Big Radio (arrived 5:45 p.m.); and Ms. Terri Grimes, Board Secretary.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

Mr. Block moved and Mr. Urish seconded the motion to approve the minutes of the November 17, 2009 regular meeting, as presented. The vote being unanimous, the motion carried.

**PUBLIC COMMENTS**

There were no public comments.

## **INTRODUCTIONS**

There were no introductions.

## **FOUNDATION REPORT**

Ms. Atherton provided an update on the Foundation, reporting that approximately 60 guests attended the fundraising event at Woodbine Bend on Sunday, December 6. Ten percent of the proceeds from the trunk show held during the event will go to the Foundation, which equates to \$435. An event will be held on Saturday, December 17 at Lake Carroll, hosted by Robin Wilhelms Saar and her husband, Jeff, and Jan and Omar Wilhelms.

Ms. Atherton reported that between July 1, 2009 and December 15, 2009, the Foundation has received gifts and pledges totaling \$985,145.12. They currently have \$273,000 in cash on hand to make the December 23, 2009 debt certificate payment, and also have enough for the July 2010 payment. Currently the Foundation has raised about 30% of the approximately \$4 million goal, although she noted that a firm fundraising goal had not been set. Ms. Atherton is compiling lists of businesses in Jo Daviess, Ogle and Carroll Counties which will be solicited for donations in the future, and is also working on proposals to individuals. She will also be contacting Wahl Clippers in Sterling, the company that supplies the clippers used in our cosmetology program.

Mr. Block inquired about the donor wall for the Ray and Betty Stamm Health Science Nursing Wing. Ms. Atherton responded that she will need to know the number of donors for the campaign, because the wall cannot be enlarged. She is hoping it will be ready in the Spring, at which time an unveiling will be held. Mr. Urish asked if there were plans to solicit the medical community. Ms. Atherton stated that she has checked out the boards of all community hospitals, but the campaign has not targeted the medical community at this point. She will be visiting the Monroe Clinic in a couple weeks, and she reminded trustees that FHN has sponsored scholarships for Highland students. In addition, Dr. Shannon Lizer has supplied the Foundation with a list of what we would like the medical community to provide.

Ms. Atherton concluded her presentation by reporting that since 1963 the Foundation has provided approximately \$7.8 million to Highland and \$4.8 million in scholarships for a grand total of \$12.7 million disbursed during that time.

## **CONSENT MOTIONS**

A. Academic (None)

B. Administration (None)

1. Appointment: Freedom of Information Act Officers  
*Recommendation:* That the Board of Trustees appoint Ms. Terri Grimes, Ms. Liz Gerber, and Mr. Pete Willging as the College's Freedom of Information Act Officers.
2. Appointment: Open Meetings Act Officer  
*Recommendation:* That the Board of Trustees approve the appointment of Ms. Terri Grimes as Open Meetings Act Officer for the College.

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.

Mr. Kroeger moved and Mrs. Gallagher 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 (None)

B. Administration

1. First Reading – New Policy: Nepotism  
Mr. Urish moved and Mrs. Gallagher seconded the motion to approve the first reading of the Nepotism policy, 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.

2. Second Reading – Revised Policy: Use of Facilities  
Mr. Endress moved and Mrs. Gallagher seconded the motion to approve the second reading of the revised Use of Facilities 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.

3. First Reading – Revised Policy: Public Information

Mr. Block moved and Mr. Urish seconded the motion to approve the first reading of the revised Public Information policy, as presented. 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.

C. Personnel (None)

D. Financial

1. YMCA Sports Complex Lobby Remodel

Mr. Urish moved and Mrs. Gallagher seconded the motion to approve the use of Agency funds for the expense of remodeling the YMCA Sports Complex lobby for a quoted cost of \$8,400. Funds for this purpose are available through the shared Agency fund. 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.

2. Addendum to Security Contract

Mr. Kroeger moved and Mr. Urish seconded the motion to approve, as presented, the addendum to the security contract with Stephenson County to provide a third deputy on campus at an additional cost of \$72,136.21 for the period from December 15, 2009 through December 14, 2010. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Payment of Bills and Agency Fund Report

Mr. Block 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 November 2009 bills in the amount of \$776,066.98 and Automated Clearing House (ACH) debits of \$136,566.43. Transfers of funds for payroll amounted to \$705,267.33. 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 and the Resolution adopted.

## REPORTS

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

Dr. Kanosky reported that he held two town hall meetings to let faculty and staff know about the budget situation and cash flow. Mr. Block asked Ms. Janssen if it would be prudent to wait to award the MAP grants until we receive the State funds. Ms. Janssen reported that she learned that the state will issue bonds to cover the cost of the MAP grants. We have posted MAP grants to our students' accounts. The Illinois Student Assistance Commission (ISAC) Commissioner will address concerns in a webinar later this year. Ms. Janssen also noted that book buyback increased tremendously and the numbers were quite a bit higher than last year.

### Recruitment & Retention Monitoring Report

Ms. Gerber, Dr. Misty Thrumman and Mr. Jeremy Bradt provided the Recruitment & Retention Monitoring Report. Head counts have gone down the last few years, while attempted credit hours increased 2.3% from FY'08 to FY'09. In addition, reimbursable credit hours increased 2.1% over that same time period. Although high school graduating classes throughout the district continue to decline, roughly half of the high school seniors attend Highland after graduating. Dual credit has grown, thanks to Mr. Scott Anderson, with new dual credit classes at Dakota, Stockton, Oregon and River Ridge. Enrollments at HCC West have declined but this may be due to dual credit classes at the high school. In addition, on-line enrollments continue to increase.

### Student Trustee

Mr. Walker reported that Student Senate co-sponsored a Tip-Off Party (TIP) with the Highland Alumni Association prior to the November 21 men's basketball game. The Student Senate will hold a retreat tomorrow and will work on revising their bylaws. He also reported that Student Senate recently sponsored "pizza with the President," which went very well.

### ICCTA Representative

Mrs. Gallagher reported that the next ICCTA meeting will be held during the National Legislative Summit in Washington, DC in February. She also reported that the Association of

Community College Trustees recently distributed a survey regarding the ACCT annual congress next October.

#### Administration

Ms. Gerber presented an update on enrollments, noting that today was express registration. Approximately 12 faculty and staff signed up to assist admissions and financial aid during peak service delivery times. She also reported that 218 people have been laid off from Honeywell and qualify for Trade Adjustment Act (TAA) assistance. Highland representatives will be meeting with these employees to offer assistance.

Ms. Ferguson reported that 250 RSVP volunteers will attend the volunteer recognition tomorrow. Three offers have been made for our current nursing instructor openings. Of the three positions, two are regular full-time and one is temporary full-time.

Ms. Janssen reported that the Board will be considering an increase in tuition next month. Some schools are currently talking about huge increases. Ms. Janssen will meet with the Student Senate to discuss this issue.

#### OLD BUSINESS

There was no old business.

#### **CLOSED SESSION**

Mr. Urish moved and Mr. Kroeger 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; probable, imminent or pending litigation; and the semi-annual review of all closed session minutes and tapes, 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: Shockey, Urish, Block, Endress, Kroeger, Gallagher, Walker  
 NAYS: None

At 5:37 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: Urish, Block, Endress, Kroeger, Gallagher, Shockey, Walker  
 NAYS: None

At 5:45 p.m., the Chairperson declared the motion carried and the meeting in Open Session.

**ACTION, IF NECESSARY**

## A. Personnel

Appointment – Margaret White

Mr. Urish moved and Mr. Endress seconded the motion to approve the appointment of Ms. Margaret White as a regular full-time Nursing Instructor in the Nursing department beginning January 7, 2010, at an FY'10 salary of \$64,287 plus appropriate fringe benefits. This appointment is necessary due to the mid-year resignation of a full-time Nursing Instructor and other staffing needs. 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.

Appointment – Chrislyn Senneff

Mr. Block moved and Mr. Walker seconded the motion to approve the appointment of Ms. Chrislyn Senneff as a regular full-time Nursing Instructor in the Nursing department beginning January 7, 2010, at an FY'10 salary of \$60,147 plus appropriate fringe benefits. This appointment is necessary due to the mid-year resignation of a full-time Nursing Instructor and other staffing needs.

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

Whereupon the Chairperson declared the motion carried.

Appointment – Lynda Shiro

Mr. Kroeger moved and Mr. Urish seconded the motion to approve the temporary appointment of Ms. Lynda Shiro as full-time Nursing Instructor in the Nursing department beginning January 7, 2010, at an FY'10 salary of \$68,383 plus appropriate fringe benefits. This appointment is necessary to support the current staffing needs of the Nursing department. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

B. Probable, Imminent or Pending Litigation

No action was necessary.

C. Semi-Annual Review of All Closed Session Minutes and Tapes

Determination as to the Confidentiality of the Closed Session Minutes

Mr. Endress moved and Mrs. Gallagher seconded the motion that the minutes of the July 21, 2009 Audit Committee Closed Session no longer require confidential treatment

and that they be made available for public inspection. 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.

Authorization to Destruct Closed Session Tapes After 18 Months

Mr. Urish moved and Mrs. Gallagher seconded the motion that the verbatim audio recordings of the Closed Sessions of January 23, 2008; February 19, 2008; March 5, 2008; April 15, 2008; and June 4, 2008 may now be destroyed. 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.

**NEW BUSINESS**

Dr. Kanosky reminded trustees that the College will be closed for the holidays beginning on Thursday, December 24 and will reopen on Monday, January 4.

**DATES OF IMPORTANCE**

The next regular meeting of the Board of Trustees will be on January 19, 2010 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, March 10, 2010. Mr. Shockey also reminded trustees that the February meeting will be held on the fourth Tuesday, which is February 23, 2010 rather than the third Tuesday.

**ADJOURNMENT**

Mr. Urish moved and Mr. Walker seconded the motion to adjourn the meeting. The vote being unanimous, at 5:54 p.m., the Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,

*Terri A. Grimes*

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