

**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 4:00 p.m. on December 20, 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: Mr. David Shockey, Mr. Rob Urish, Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Ms. Whitney Zumdahl, and Ms. Chelsey Kaiser

The following members were absent: Mrs. Diane Gallagher

Also present: Dr. Joe Kanosky, President; Mr. Tim Hood, Vice President, Academic Services (departed 5:13 p.m.); Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Associate Vice President, Student Services (departed 5:13 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:08 p.m.); Mr. Jim Berberet, Executive Director, HCC Foundation (departed 4:09 p.m.); Mr. Steve Mihina, Faculty (departed 5:08 p.m.); Ms. Beth Koeller, Director, Columbia College Freeport Campus (departed 4:50 p.m.); Dr. Michelle (Misty) Thrumann, Director, Institutional Research (departed 4:48 p.m.); Mr. Jeremy Bradt, Director, Enrollment & Records (arrived 4:02 p.m.; departed 4:40 p.m.); Ms. Carolyn Petsche, Director, Learning Services (departed 4:48 p.m.); Ms. Norma Barnes, Coordinator, Learning Services (departed 5:08 p.m.); Mr. Tim Zollinger, Ward, Murray, Pace & Johnson (arrived 4:52 p.m.; departed 6:07 p.m.); and Ms. Terri Grimes, Board Secretary.

**APPROVAL OF AGENDA**

Dr. Jennings 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 Ms. Zumdahl seconded the motion to approve the minutes of the November 15, 2011 regular meeting and the November 30, 2011 Board retreat, as presented. The vote being unanimous, the motion carried.

**PUBLIC COMMENTS**

There were no public comments.

## INTRODUCTIONS

There were no introductions.

## FOUNDATION REPORT

Mr. Berberet reported that \$2,232,063 has been raised since the beginning of the campaign, up about \$50,000 since last month. This includes a major gift from a local corporation. "The Bucket" annual fund letter has been mailed out. The Foundation raffle netted a profit of \$10,070, and the winner of the \$10,000 grand prize was from the Quad Cities. Mr. Berberet continues to work with Mr. Hood and Dr. Thompson Brandt on Friends of the Fine Arts. Mr. Berberet reported that Shannon's Hometown Christmas event included a performance by the Madrigal singers and blood pressure checks by our nursing students. He anticipates that the College will have a presence next summer at the county fairs throughout the district.

Mr. Berberet updated the Board on several other Foundation activities, including a holiday party for Parkview residents and his attendance at the Council for Advancement and Support of Education (CASE) conference in Chicago, December 10 – 13. The McNess property is still on the market and will be winterized soon. Mr. Berberet reported that 15 applications have been received for the Director of Fundraising position. He expressed his appreciation to Ms. Ferguson and Ms. Tana Gundry for their assistance in the search. He reminded trustees that the Foundation is on Facebook, and concluded his remarks by thanking the trustees and staff for a great year and for their support.

## CONSENT ITEMS

A. Academic (None)

B. Administration

1. Authorization to Destroy Closed Session Tape After 18 Months

*Recommendation:* That the Board of Trustees authorizes destruction of the tape of the March 10, 2010 Closed Session, in accordance with the Open Meetings Act, as amended by Public Act 93-523.

C. Personnel

1. New Job Description and Salary Adjustment: Student Retention Specialist

*Recommendation:* That the Board of Trustees approves the new job description for Student Retention Specialist, as presented, with placement on the Highland Salary Range Table at 34. This is a non-exempt, hourly position. This position is being created as a result of significant changes in responsibilities to the Secretary, Success Center position. A salary change for the incumbent in the position is also being recommended. The recommended change in salary would be effective retroactive to September 1, 2011.

2. Part-time Instructors/Overload

*Recommendation:* That the part-time/overload instructors listed be approved to teach during the Fall semester of 2011.

## D. Financial

1. Course and Miscellaneous Fees

*Recommendation:* That the list of fees/charges, as presented, be approved beginning with the Fall 2012 semester.

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

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

Whereupon the Chairperson declared the motion carried.

**MAIN MOTIONS**

## A. Academic (None)

## B. Administration

1. Second Reading – Revised Policy: College Colors

Mr. Endress moved and Ms. Zumdahl seconded the motion to approve for second reading the revision to Policy 1.02 – College Colors, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Second Reading – Revised Policy: Financial Aid Code of Conduct

Mr. Block moved and Mr. Urish seconded the motion to approve for second reading the revision to Policy 5.082 – Financial Aid Code of Conduct, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Second Reading – New and Revised Policies: Policy Manual Chapter IV – Personnel

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

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

Whereupon the Chairperson declared the motion carried.

C. Personnel (None)

D. Financial

1. Addendum to Security Contract

Mr. Endress moved and Mr. Block seconded the motion to approve for second reading the new and revised policies in Chapter IV of the Policy Manual and reaffirm for second reading the unchanged policies in Chapter IV of the Policy Manual, as presented. The roll call on the motion was as follows:

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

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

2. Payment of Bills and Agency Fund Report

Ms. Zumdahl 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 2011 bills in the amount of \$850,971.36, Automated Clearing House (ACH) debits of \$173,360.64 and Electronic Refunds of \$44,499.59 with 5 adjustments of \$3,635.35, such warrants amounting to \$1,065,196.24. Transfers of funds for payroll amounted to \$632,999.67. The roll call on the motion was as follows:

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

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

3. Part-time Instructor Reimbursement Rates

Mr. Urish moved and Mr. Block seconded the motion to approve the part-time instructor salary rates effective starting in the Spring 2012 semester, as presented.

Part-time Instructors:

	<u>Current Rate</u>	<u>2% Increase</u>	<u>Proposed New Rate</u>
Less than MA:	\$435.48	\$ 8.71	\$444.19
MA (or more):	\$488.47	\$ 9.77	\$498.24

A merit increment of \$15 per contact hour over salary rate is available when the following qualifications are met:

- a) Recommendation of dean.
- b) Four or more previous semesters of service.
- c) A satisfactory evaluation is on file.

Community Education Part-time Lecturers:

	<u>Current Rate</u>	<u>2% Increase</u>	<u>Proposed New Rate</u>
Per clock hour	\$23.40	\$0.47	\$23.87

Adult Education Part-time Lecturers:

Up to 2% percent increase in hourly rate used for Fall 2011 semester depending on availability of grant dollars.

Dr. Jennings questioned why the increase was being given at this time.  
Dr. Kanosky stated that we got off schedule when the faculty contract was being negotiated, and he hopes to get back on the Fall schedule in the future.

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

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

Ms. Janssen reported that we are still waiting for the State to pay some of our FY'12 funds, but the FY'11 funds have been paid. The State is now paying on a monthly basis and is current through October 2011.

Monitoring Report: Recruitment and Retention

Ms. Gerber, Mr. Jeremy Bradt, and Dr. Michelle Thuman presented the Recruitment and Retention monitoring report. They reported that the number of students graduating from high schools within our district continues to decline due to a decline in the population of the district. In academic year 2001 – 2002, the number of students in K – 12 grades in the district was 16,182, compared to 14,288 in the 2010 – 2011 academic year. On a positive note, in FY'11, Highland recruited 29% of the high school graduates in our district, and 31% and 32% in FY'10

and FY'09 respectively. Statistics show that 50% of students continue their education after high school graduation. Enrollments from other counties have increased by three percent. Mr. Block asked if there was a better way to use the data, and Dr. Thruman stated that we need to dig deeper into the data and see where we might better recruit students. Mr. Block also asked if there was an opportunity to look at and work with some of the trade unions in the area, and Mr. Hood reported that this is on the list of things that he will be looking at in the future.

#### First Year Experience Seminar

Ms. Gerber introduced Ms. Norma Barnes, who presented information on the College's First Year Experience Seminar (FYES). Ms. Barnes reported that FYES helps students develop their knowledge of College resources, and critical thinking, self-assessment, and self-management skills. Research shows that students who take the class are more successful. Ms. Zumdahl asked if we could attempt to offer the class as dual credit. Ms. Gerber reported that there had been discussions about offering it in the summer before students attend here, and that it could be a way to help increase enrollments. Ms. Gerber will look into this possibility. Ms. Petsche also noted that State data shows that students who test into developmental/transitional courses are required to take FYES.

#### Student Trustee

Ms. Kaiser reported that Student Senate did not meet during finals week.

#### ICCTA Representative

There was no report.

#### Administration

Ms. Gerber reported that 300 students are facing financial aid termination, which is consistent with last year.

Ms. Janssen reported that the Madrigal dinner was a wonderful event and thanked the many people who worked behind the scenes, including Ms. Deb Hayenga, and on-call maintenance, custodial, and audio/visual staff. She also reported that the bookstore is now offering on-line textbook sales and rentals. The Financial Aid department has also gone on-line, with website pages set up. Financial Aid will also have self-service availability next Fall and award letters will be able to be done electronically.

Mr. Hood reported that he met with the associate dean and advisor from the University of Illinois at Urbana – Champaign College of Agricultural, Consumer and Environmental Sciences (ACES) to lay the groundwork for a draft articulation agreement. He will send the agreement to the Board for review prior to presenting the agreement for consideration at the February Board meeting. Mr. Hood thanked Mr. Scott Anderson, Ms. Margaret Larson, Mr. Endress and Mr. Block for helping to make this happen.

#### OLD BUSINESS

There was no old business.

**CLOSED SESSION**

Mr. Block 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, 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: Urish, Block, Endress, Jennings, Zumdahl, Shockey, Kaiser  
 NAYS: None

At 5:08 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

Dr. Jennings moved and Mr. Urish seconded the motion to end the Closed Session. The roll call on the motion was as follows:

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

At 6:10 p.m., the Chairperson declared the motion carried and the Closed Session ended.

**ACTION, IF NECESSARY**

No action was necessary.

**NEW BUSINESS**

Dr. Kanosky announced that Dr. Alvin Goldfarb, former president of Western Illinois University, has accepted an invitation to be our commencement speaker. He also reported that at a future Board meeting, the Board will be asked to approve an agreement concerning the Prospering Together initiative.

Dr. Kanosky met with Mrs. Sarah Sullivan and representatives of the University of Illinois Extension to discuss the feasibility of having a farmers' market on campus one day per week.

A marriage workshop will be held on the Highland campus in February. Dr. Kanosky clarified that the College is not sponsoring the workshop, but that the sponsors are using our facilities.

Ms. Janssen and Ms. Grimes met with a representative of Energy Asset Advisors regarding the tax abatement request by DeBruce Grain. The College has been asked to abate the taxes for 10 years.

Ms. Grimes reminded trustees that reservations for Opening Days are due to her by January 3. There will also be a new location for the Thursday evening social event. Dr. Kanosky announced that during Opening Days (January 12 and 13) all offices will be closed until 10:00 a.m. to allow all staff to participate in the activities.

**DATES OF IMPORTANCE**

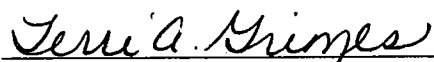
The next regular meeting of the Board of Trustees will be held on Tuesday, January 17, 2012 at 4:00 p.m. in the Robert J. Rimington Board Room in the Highland Community College Student/Conference Center.

The next quarterly Board retreat will be held on Wednesday, March 7, 2012 at 8:30 a.m. in the Student/Conference Center, room H-206.

**ADJOURNMENT**

Mr. Endress moved and Dr. Jennings seconded the motion to adjourn the meeting. At 6:17 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