

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 21, 2010 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 Shockey, Mr. Rob Urish, and Mr. Daniel Dick.

The following members were absent: Mrs. Maurita Scharman, Mr. Doug Block, and Mr. Jim Endress.

Also present: Dr. Joe Kanosky, President; Dr. Jeff Davidson, Vice President, Academic Services; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Associate Vice President, Student Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:17 p.m.; returned 5:42 p.m.); Mr. Scott Anderson, Dean, Business & Technology (departed 4:12 p.m.); Mr. Steve Minina, Faculty (departed 5:17 p.m.); Mr. Kurt Simpson, Director, Physical Plant & Maintenance (departed 4:18 p.m.); Ms. Sandy Dunmore, Financial Aid Specialist II (departed 4:05 p.m.); Ms. Kathy Bangasser, Director, Financial Aid (departed 4:05 p.m.); Ms. Jocelynn Boggess-Lenoir, Cafeteria Manager (departed 4:05 p.m.); Mr. Brad Hart, Big Radio (arrived 5:42 p.m.); and Ms. Terri Grimes, Board Secretary.

MOMENT OF SILENCE IN HONOR OF FORMER TRUSTEE BOB URISH

Mr. Shockey asked for a moment of silence in honor of Mr. Bob Urish, former trustee and father of current trustee Mr. Rob Urish. Mr. Urish stated that his father loved the college, loved people, and that his father's 10 years of service on the Board of Trustees was a wonderful experience.

APPROVAL OF AGENDA

Mr. Kroeger moved and Mr. Urish seconded motion to approve the agenda, as presented. The vote being unanimous, the motion carried.

APPROVAL OF MINUTES

Mrs. Gallagher moved and Mr. Dick seconded the motion to approve the minutes of the November 16, 2010 regular meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Ms. Kathy Bangasser introduced Ms. Sandy Dunmore, Financial Aid Specialist II, and Ms. Jill Janssen introduced Ms. Jocelynn Boggess-Lenoir, Cafeteria Manager.

FOUNDATION REPORT

There was no report. Dr. Kanosky stated that the Foundation has been getting lots of donations in response to their annual fund solicitation.

CONSENT ITEMS

There were no consent items.

MAIN MOTIONS**A. Academic**

1. New Degree: Equine Science Associate of Applied Science

Mr. Urish moved and Mrs. Gallagher seconded the motion to approve a new Equine Science Associate of Applied Science Degree, as presented. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Urish, Endress, Kroeger, Dick
NAYS: None

Whereupon the Chairperson declared the motion carried.

B. Administration

1. Submission of Revised Facility Master Plan for New Greenhouse

Mr. Kroeger moved and Mr. Urish seconded the motion to approve the submission to the Illinois Community College Board of an update to the Facility Master Plan to reflect the plans for the construction of a greenhouse. The roll call on the motion was as follows:

AYES: Shockey, Urish, Kroeger, Gallagher, Dick
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. First Reading: Policy Manual Chapter III – Student

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

AYES: Urish, Kroeger, Gallagher, Shockey, Dick
 NAYS: None

Whereupon the Chairperson declared the motion carried.

3. First Reading: Revised Policy – Evaluation of Instruction

Mr. Kroeger moved and Mr. Urish seconded the motion to approve for first reading the revisions to Policy 4.35 – Evaluation of Instruction, as presented. The roll call on the motion was as follows:

AYES: Kroeger, Gallagher, Shockey, Urish, Dick
 NAYS: None

Whereupon the Chairperson declared the motion carried.

4. First Reading: Revised Policy – Grades

Mrs. Gallagher moved and Mr. Urish seconded the motion to approve for first reading the revisions to Policy 3.05 – Grades, as presented. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Urish, Kroeger, Dick
 NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Revised Job Descriptions: Nursing/Allied Health Programs Learning Specialist, Coordinator of Training, Coordinator of Instructional Technology, and Coordinator of Accounting

Mr. Urish moved and Mrs. Gallagher seconded the motion to approve the revised job description for Nursing/Allied Health Programs Coordinator and Learning Specialist (exempt professional) with a salary change, as presented. The recommended change in salary would be effective retroactive to November 1, 2010. It is also recommended that the Board approve the revised job description for Coordinator of Training with a job title change to Coordinator of Business Training and with a placement change on the Highland Salary Range Table of Range 40. Job description changes for Coordinator of Instructional Technology and Coordinator of Accounting are also recommended for approval. The roll call on the motion was as follows:

AYES: Shockey, Urish, Kroeger, Gallagher, Dick
 NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Appointment: Chemistry Instructor

Mrs. Gallagher moved and Mr. Dick seconded the motion to approve the appointment of Mr. Brendan Dutmer as full-time chemistry instructor in the Natural Science and Mathematics division beginning January 6, 2011 at an FY'11 salary of \$61,908 plus appropriate fringe benefits. Since Dr. Dutmer will start Spring semester, his salary for FY'11 will be \$30,954 and is within the FY'11 budget. This is a full-time faculty position. This appointment and hire is necessary due to the termination of a part-time chemistry instructor and to assure adequate coverage and allocation of chemistry courses offered. The roll call on the motion was as follows:

AYES: Urish, Kroeger, Gallagher, Shockey, Dick
 NAYS: None

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Payment of Bills and Agency Fund Report

Mr. Kroeger 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 2010 bills in the amount of \$853,365.93, Automated Clearing House (ACH) debits of \$185,184.49 and Electronic Refunds of \$17,712.00 with 9 adjustments of \$6,755.53, such warrants amounting to \$1,049,506.89. Transfers of funds for payroll amounted to \$653,374.33. The roll call on the motion was as follows:

AYES: Kroeger, Gallagher, Shockey, Urish, Dick
 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

Ms. Janssen reported that we have received payment from ICCB for July, but Ms. Ellen Andres, ICCB Chief Financial Officer, stated that we should not expect that we would receive many more payments from ICCB for FY'11. We should expect to receive the payments in FY'12.

Bookstore and Textbook Rental

The Board went downstairs to the Bookstore, where Ms. Madonna Keeney, Bookstore Manager, provided an overview of the services. She stated that she believes the main mission of the bookstore is to “serve the students, the faculty and the staff who are our main stakeholders.” She stated that she wants the bookstore to be a “viable, profitable, student-friendly place to shop,” and in order to accomplish this goal, she has set a low mark-up on new books, offering used books as often as possible. The bookstore staff have also implemented a new textbook rental program, starting with eight titles that are used every semester. Ms. Keeney and her staff pride themselves on the things the bookstore does strictly as a service. Over the past one and one-half years, the bookstore has sold over 650 Pretzel City bus passes, and is currently the only place to purchase these passes.

Student Trustee

Mr. Dick announced that Student Senate sponsored “Pizza With the President” recently. The new pep band is moving forward and will begin playing at basketball games in January. Next month Student Senate will make a presentation to the Board, which will be an opportunity for trustees to get to know the Student Senate members. Student Senate will also hold a retreat the beginning of January.

ICCTA Representative

Mrs. Gallagher stated that ICCTA has not met since our last Board meeting. The National Legislative Summit will be held February 13 – 16, 2011 in Washington, DC, and the next ICCTA meeting will be March 11 – 12, 2011 in the Chicago suburbs.

Administration

Ms. Gerber reported that only one bid was submitted for our paper supply, and it did not meet specifications, so we will be rebidding. The bid for the paper supply should be presented to the Board for approval at the January regular meeting.

Ms. Ferguson stated that a nursing instructor has accepted our offer of employment and the recommendation will be presented to the Board for approval at the January meeting.

Ms. Janssen relayed that, as part of the financial aid process, there are certain requirements that students need to meet in order to keep their financial aid. Currently one-half have not made progress, 150 have had their financial aid terminated, 149 are on probation, and 80 are close to probation. Students earn financial aid for 150% of the hours it takes to achieve their certificate or degree. They must maintain a minimum GPA and must complete 67% of the classes they are enrolled in each semester.

Ms. Grimes reported that four candidates have submitted nominating petitions for placement on the April 5, 2011 ballot, including Mr. Kroeger, Mr. Block, Mr. Steve Jennings and Ms. Whitney Zumdahl. Since two candidates filed simultaneously on the first day of filing, we held a lottery this morning to determine ballot placement of those two candidates. Mr. Jennings' name will be listed first on the ballot, followed by Mr. Kroeger, Mr. Block, and Ms. Zumdahl. Due to the college closing for the holiday break, the period to file objections to the nominating petitions will be December 22 and 23, 2010 and January 4, 5 and 6, 2011.

Dr. Kanosky stated that the Madrigal Dinner held on December 10 and 11 was excellent, and he has received many positive comments. He has also received positive comments on the electronic holiday cards he sent, which were developed by students in Mr. Sam Tucibat's graphic design class.

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, 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: Gallagher, Shockey, Urish, Kroeger, Dick
NAYS: None

At 5:17 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES: Shockey, Urish, Kroeger, Gallagher, Dick
NAYS: None

At 5:42 p.m., the Chairperson declared the motion carried and the meeting in Open Session.

ACTION, IF NECESSARY

A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees

No action was necessary.

B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives

No action was necessary.

C. Semiannual Review of All Closed Session Minutes and Tapes

Mr. Urish moved and Mrs. Gallagher seconded the motion that the minutes of the July 23, 2008 and June 2, 2010 Audit Committee meetings no longer require confidential treatment and that they be made available for public inspection, and that the verbatim audio recordings of the Closed Sessions of December 16, 2008; January 13, 2009; January 20, 2009; February 24, 2009; March 4, 2009; March 24, 2009; April 29, 2009; May 19, 2009; June 3, 2009; and June 16, 2009 may now be destroyed. The roll call on the motion was as follows:

AYES: Urish, Kroeger, Gallagher, Shockey, Dick
 NAYS: None

Whereupon the Chairperson declared the motion carried.

NEW BUSINESS

There was no new business.

DATES OF IMPORTANCE

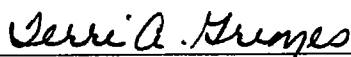
The next regular meeting of the Board of Trustees will be held on Tuesday, January 18, 2011 at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center on the Highland campus. The next quarterly Board Retreat will be held on March 2, 2011 at 8:30 a.m. in room H-206 on the Highland Community College campus.

Dr. Kanosky announced that the College will host the Freeport Area Chamber of Commerce's Business After Hours on Thursday, February 17, 2011 in the new nursing wing, and the Chamber's Rise 'n Shine Breakfast on Wednesday, March 2, 2011, immediately preceding the Board's quarterly retreat.

ADJOURNMENT

Mr. Urish moved and Mrs. Gallagher seconded the motion to adjourn the meeting. At 5:45 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