

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 February 16, 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: Mr. David Shockey, Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Ms. Whitney Zumdahl, Mr. Blake Musser, and Ms. Alexa Buss

The following members were absent: Mrs. Diane Gallagher

Also present: Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President; Ms. Jill Janssen, Vice President, Administrative Services (departed 5:24 p.m.); Ms. Liz Gerber, Vice President, Student Development and Support Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Mr. Jim Berberet, Executive Director, HCC Foundation (departed 5:10 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 5:14 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 5:05 p.m.); Mr. Joseph Domanski, Student Senate President (departed 4:56 p.m.); Mr. Scott Johnson, R. L. Johnson Associates (departed 5:07 p.m.); Ms. Susan Vela, *The Journal-Standard* (departed 5:24 p.m.); Mr. Scott Anderson, Dean, Business & Technology (departed 4:27 p.m.); Dr. Brendan Dutmer, Instructor (arrived 4:09 p.m.; departed 5:24 p.m.); Mr. Pete Willging, Director, Marketing and Community Relations (departed 5:24 p.m.); Mr. Steve Mihina, Faculty (departed 4:44 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Musser moved and Ms. Zumdahl seconded the motion to approve the minutes of the January 19, 2016, 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

Mr. Jim Berberet presented the monthly Foundation report. He reported that the HCC Foundation and the Community Foundation of Northern Illinois (CFNIL) recently signed an agreement to establish the HCC Foundation/Rubin Matching Scholarship Fund. The goal is to raise \$1 million by 2017, which would generate \$80,000 additional funds for students with a financial need to attend Highland. Mr. Berberet reported that applications for Foundation scholarships are available on the Highland website and at the Foundation office. Last Fall, the Foundation awarded \$383,000 to 380 students, and the CFNIL scholarships would increase the amount awarded by 25 percent. Mr. Berberet reported that the 2015 Double Play Campaign surpassed its goal and the 2016 campaign has begun. He spoke to members of the Freeport Masonic High 12 Club and is scheduled to speak with Mr. Hood at the Freeport Noon Rotary meeting on March 7. A meeting with representatives of Honeywell is in process, as well as a "Lunch with the President" in the Oregon and Mt. Morris area in early March. The Foundation, along with the Tri-County Economic Development Alliance (TCEDA), are cosponsoring the Galena Chamber's Business After Hours on April 14 at the DeSoto House in Galena. Many College programs will be featured, including Hospitality Management and Ag. Mr. Berberet concluded his report by reminding trustees of two fundraising events this year: the Leadership Golf Outing on Monday, June 6, and Shindig VI on Saturday, August 20.

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 Spring semester of 2016.
- D. Financial (None)

Mr. Shockey 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, Buss
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic

1. CollegeNOW Agreement Between Highland Community College and Warren School District #205

Mr. Endress moved and Ms. Zumdahl seconded the motion to approve the *CollegeNOW* agreement for qualified students attending Warren High School. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Highland Community College and Western Illinois University 2+2 Degree Plans Leading to a Bachelor of Arts Degree in Broadcasting

Dr. Jennings moved and Mr. Musser seconded the motion to approve the 2+2 Degree Plans for Broadcasting – Sports Broadcasting, Broadcasting – News/Performance, and Broadcasting – Production to support the seamless transition of Highland students completing their Associate of Arts degree program at Highland to Western Illinois University for completion of a Bachelor of Arts degree in Broadcasting. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

Mr. Hood commended Mr. Jim Yeager for championing the agreement, and noted that Mr. Hood is in dialogue with Southern Illinois University at Carbondale for similar agreements.

3. New Program: Basic Wind Technology Certificate

Ms. Zumdahl moved and Mr. Endress seconded the motion to approve the new Basic Wind Technology certificate program, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. New Program: CNC Machinist

Dr. Jennings moved and Ms. Zumdahl seconded the motion to approve the new CNC Machinist certificate program, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

5. New Program: Mechatronics Degree

Mr. Shockey moved and Mr. Musser seconded the motion to approve the new Mechatronics AAS Degree program, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

B. Administration (None)

C. Personnel

1. Revised Job Description: Secretary

Mr. Endress moved and Mr. Musser seconded the motion to approve the revised job description for Secretary, as presented. No change is being recommended to the placement on the Highland Salary Range Table. This position continues to be a non-exempt, hourly position. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Appointment: Coordinator, Outreach and Dual Credit

Mr. Endress moved and Mr. Musser seconded the motion to approve the appointment of Mr. James Castree as full-time Coordinator, Outreach and Dual Credit beginning January 25, 2016, at an FY16 annualized salary of \$41,000, plus appropriate fringe benefits. This is a full-time, exempt, professional position and is within the FY16 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. First Reading: Tuition

Dr. Jennings moved and Mr. Shockey seconded the motion to consider for the first reading an increase in the in-district tuition rate from \$123.00 per credit hour to \$133.00 per credit hour effective Fall semester of 2016 and an increase in the in-district tuition rate from \$133.00 per credit hour to \$143.00 per credit hour effective Spring semester of 2017. In addition, it was recommended that the Board of Trustees consider for the first reading an increase in the senior citizen rate from \$92.00 to \$100.00 per credit hour effective Fall semester 2016 and from \$100.00 to \$107.00 effective Spring semester 2017. The formulas for figuring out-of-district and out-of-state tuition remain unchanged. These rates will be calculated after Fall 2016 and Spring 2017 tuition rates at community colleges contiguous to Highland have been determined.

Ms. Janssen reported that Fall registration begins on April 18. The recommendation assumes no State funding this year and receiving only 50 percent of what we would normally have received this year in FY17. The College would still need to work on increasing revenue and decreasing expenditures by \$300,000 to \$400,000 to keep the fund balance at the recommended levels. By approving a tuition increase for Spring at this time, it would let students know ahead of time about the increase. Spring tuition could be lowered at a later date when additional information is received regarding State funding. Ms. Buss reported that the current recommendation would mean a difference of about \$300 in the Spring for students, which is an extraordinary amount. She expressed her personal belief that it is really a high amount and reported that Student Senate, which represents the students, agreed for the most part that it was high. Mr. Hood reported that within the last two weeks he attended a meeting of the Illinois Council of Community College Presidents where Dr. Beth Purvis, Illinois Secretary of Education, confirmed that there is no hope for any State funding this year. Mr. Hood had remained optimistic until that time, but the hope is now gone. We need to retool and think more carefully. Dr. Jennings questioned whether the College had looked at variable tuition. Ms. Janssen reported that they looked into the nursing core courses, and the schools that offer variable tuition do not charge course fees, like the College does. Mr. Joseph Domanski, Student Senate President, stated that the people who know the most about the State funding are students because they have not received any Monetary Award Program (MAP) funding. He reported that Ms. Janssen went to a Student Senate meeting to talk about a potential increase in tuition and the response from Student Senators was not good. Mr. Domanski also reported that some of his friends have expressed that they would go elsewhere. He concluded his remarks by stated that the student body is not in favor of the increase at all and believes it would have a negative impact on students' needs. Ms. Janssen reported that if the College did not raise tuition, there would be a \$1 million deficit and the fund balance would only be enough to pay one and one-half months of payroll. Ms. Zumdahl suggested that it could drive more students to Highland if we have a lower tuition cost, and Mr. Shockey expressed his belief that it is time to cut expenses.

Following discussion, Mr. Shockey moved and Mr. Musser seconded the motion to amend the original motion to read that the Board of Trustees consider for first reading an increase in the in-district tuition rate from \$123.00 per credit hour to \$128.00 per credit hour effective with the Fall semester of 2016 only. In addition, it was recommended that the Board of Trustees consider for the first reading an increase in the senior citizen rate from \$92.00 to \$96.00 per credit hour effective with the Fall semester of 2016 only. The formulas for figuring out-of-district and out-of-state tuition remain unchanged. These rates will be calculated after Fall 2016 tuition rates at community colleges contiguous to Highland have been determined. The roll call on the motion to amend the original motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

The roll call on the amended motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Acceptance of Bid for Bond Project: Chemistry Lab Remodel
Mr. Musser moved and Ms. Zumdahl seconded the motion to authorize acceptance of the low base bid plus alternates meeting specifications from Larson & Larson Builders, Loves Park, IL for \$424,470 for the Chemistry Lab Remodel Bond Project. This bid aligns with the projected budget for the project. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Resolution Providing for the Issue of Not to Exceed \$2,485,000 Taxable General Obligation Community College Bonds, Series 2016, for the Purpose of Increasing the Working Cash Fund of the District, Providing for the Levy of a Direct Annual Tax Sufficient to Pay the Principal and Interest on Said Bonds, and Authorizing the Proposed Sale of Said Bonds to the Purchaser Thereof
Mr. Shockey moved and Mr. Endress seconded the motion to approve the Resolution, as presented, providing for the issue of not to exceed \$2,485,000 Taxable General Obligation Bonds, Series 2016, for the purpose of increasing the working cash fund of the district, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the

proposed sale of said bonds to the purchaser thereof. The roll call on the motion was as follows:

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

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

4. Payment of Bills and Agency Fund Report

Mr. Shockey moved and Mr. Endress seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the January 2016 bills in the amount of \$1,213,122.25, Automated Clearing House (ACH) debits W0000348 through W0000354 amounting to \$17,068.62, Other Debits D0000053 amounting to \$237.02, and Electronic Refunds of \$4,275.39, with 2 adjustments of \$750.00, such warrants amounting to \$1,233,953.28. Transfers of funds for payroll amounted to \$479,389.20. The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Jennings, Zumdahl, Musser,
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 in December the College went to "essential spending only." In addition, she plans to transfer some funds from other accounts. Staff have been communicated to and are aware of the budget issue but work will continue and cuts need to go deeper. At this point the thought is that we will not receive the \$1.5 million in funding from the State in FY16, and will only receive half of what we should have received this year in FY17. Mr. Hood reported that the recent Cabinet meeting was somber, and he plans to send out a campus-wide email summarizing the news that was provided to the Board today.

Student Trustee

Ms. Buss reported that Student Senate partnered with Mr. Hood, Ms. Grimes, and Ms. Donna Kauke for a chili cook-off. Around 75 nonperishable canned goods and over \$150 was raised during the event. Student Advocacy Day will be held on April 20, 2016. Ms. Buss has spearheaded an anti-bullying campaign through the Illinois Community College Board's Student Advisory Committee and will hand out wristbands to students with the words "I Am an Ally." The Name the Cougar contest has had fantastic participation, with suggestions due by March 1. The contest will also be announced during this Thursday's basketball games.

Audit Committee Chair

There was no report.

ICCTA Representative

Mr. Endress reported that ICCTA canceled their winter meeting that was normally held in conjunction with the National Legislative Summit in Washington, DC in February and met via conference call on January 23. Mr. Endress reported that Ms. Jessica Nardulli, ICCTA's legislative associate, believes the property tax freeze legislation will not move forward. Many community colleges in other parts of the state are much more dependent on State funding. The next ICCTA meeting will be the second weekend in March.

Board Chair

There was no report.

Administration

Ms. Kuberski reported that the Dean of Humanities, Social Sciences, and Fine Arts search is in process, and she should have more to report at the March retreat.

Ms. Ferguson stated that reference checks are currently being completed on the finalist for the part-time secretary for Lifelong Learning, which is a 10 hours per week position.

Ms. Grimes informed trustees that the Board's Audit Committee will meet at 2:00 p.m., after the March 2, 2016, quarterly retreat.

Mr. Hood reported that 10th day numbers showed the College was up 10 percent in enrollment this semester. In addition to the three new programs, other new programs are in the planning stages, including environmental science and an engineering transfer agreement with Northern Illinois University. Mr. Hood commended Dr. Brendan Dutmer for his work on these new opportunities. This Thursday will be the last home basketball games, which will be used to showcase the Alumni Association and sign up new Alumni Association members. Alumni will get into the game free and will receive a certificate entitling them to a pass for next season's basketball and volleyball games. Door prizes will also be given away, and an announcement will be made regarding reinstating the Athletics Hall of Fame. Many years ago, Mr. Larry Kahl and two others were inducted into a "Hall of Honor," and plans are to induct the first class of the new Athletics Hall of Fame next year. Mr. Hood concluded his report by announcing that our women's bowling team earned their first conference championship.

Mr. Endress commended Ms. Kuberski for the remarkable job she did co-presenting at a recent College and Career Readiness Summit at Sauk Valley Community College.

OLD BUSINESS

There was no old business.

At 5:24 p.m., the Chairperson declared a recess; the meeting resumed at 5:40 p.m.

CLOSED SESSION

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

At 5:41 p.m., the vote being unanimous, the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 6:19 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. Appointment of Tenure

Mr. Endress moved and Mr. Musser seconded the motion to grant tenure to English instructor Kate Perkins. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Consideration of Tenure Extension

Dr. Jennings moved and Mr. Musser seconded the motion that the Board of Trustees, in accordance with Section 110 ILCS 805/3B-2 of the Illinois Public Community College Act, extend the service requirements for tenure for a period of one additional school year for Speech instructor Melissa Entzminger and that

she be provided with notification of same no later than 60 days before the end of the current school year. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

NEW BUSINESS

Mr. Endress expressed a concern with the tight scheduling of the ceremonial signing of the Western Illinois University agreement and the Audit Committee meeting following the March 2, 2016, Board retreat and suggested perhaps having a separate meeting for the ceremonial signing or starting the retreat earlier. Mr. Block stated that the retreat agenda will include only the items that must be discussed and, if needed, a second meeting could be scheduled to finish the discussion.

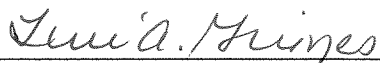
DATES OF IMPORTANCE

The next regular Board meeting will be held on Tuesday, March 15, 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, March 2, 2016, at 8:30 a.m. in room H-206 in the Student/Conference Center.

ADJOURNMENT

Mr. Endress moved and Mr. Musser seconded the motion to adjourn the meeting. At 6:27 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