

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. Robert B. (Rob) Urish, Vice Chairperson, at 4:01 p.m. on February 23, 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 (departed 5:52 p.m.), Mrs. Maurita Scharman, Mrs. Diane Gallagher, Mr. Robert B. Urish, Mr. Doug Block, Mr. Jim Endress, and Mr. Austin Walker (departed 5:39 p.m.)

The following members were absent: Mr. David Shockey

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 (departed 5:58 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources; Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:15 p.m.); Ms. Susan Atherton, Executive Director, HCC Foundation (departed 4:15 p.m.); Ms. Beth Koeller, Director, Columbia College Freeport Campus (departed 5:15 p.m.); Mr. Steve Mihina, Faculty (departed 5:15 p.m.; returned 6:05 p.m.); Dr. Steve Jennings, Faculty (departed 5:15 p.m.); Ms. Melissa Johnson, Coordinator, Early Childhood Education (departed 4:55 p.m.); Ms. Denise Johnson, Faculty (departed 4:55 p.m.); Mr. Brad Hart, Big Radio (arrived 6:05 p.m.); and Ms. Terri Grimes, Board Secretary.

MOMENT OF SILENCE

Mr. Urish asked for a moment of silence in memory of Mr. Jim Schneiderman, HCC Foundation Board member, who passed away suddenly.

APPROVAL OF AGENDA

Mr. Kroeger 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. Endress seconded the motion to approve the minutes of the January 19, 2010 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. Susan Atherton presented the Foundation report. She stated that Ms. Ashley Wolber has been very proactive in helping students with finding Foundation scholarships for which they would qualify. The Foundation Finance Committee will meet this Friday, and Ms. Atherton stated that she has asked Ms. Robin Wilhelms Saar to sit on the Finance Committee to fill the vacancy created by the passing of Mr. Schneiderman. The Foundation Board also approved the nomination of Mr. Dick Lamm to the Foundation Board, and Mr. Lamm has been asked to sit on the Foundation Audit Committee. Mr. Corey Engel, HCC Maintenance Mechanic, has offered to help the Foundation and has been asked to assist with faculty and staff fundraising events, the annual drive, and the Stephenson County campaign. Ms. Atherton has also submitted Mr. Engel's name to the Executive Committee to become a Foundation Board member.

Ms. Atherton noted that the Foundation Campaign Management Committee will also meet this Friday and will review the status of the campaign and reengage in the fundraising process. Ms. Atherton has completed a list of potential donors in Stephenson, Ogle, Jo Daviess and Carroll Counties, using the "Donorscape" database that the Foundation purchased from the Clements Group.

Ms. Atherton will meet with Ms. Joey Stott, Highland graduate, to discuss hosting a fundraising event at the Stott farm, which was the location of ABC's Extreme Makeover: Home Edition makeover last September. The Foundation, College, and Extension Service had hoped to hold a live and silent auction during "reveal day" last September, but due to the amount of activity that day, the auction was postponed. Ms. Atherton hopes that the auction can be incorporated into the fundraising event.

The Retired Teachers luncheon is scheduled for April 21 and will include a tour of the nursing facility. The Foundation golf outing is scheduled for Monday, June 7. Ms. Atherton is looking at the possibility of decreasing the price of the registration and sponsorship fees due to the economy.

Ms. Atherton concluded her presentation by announcing that she has been informed by someone in the community that they have nominated her for the Freeport Area Chamber of Commerce's Dale LeBaron Award. Award winners will be announced the Chamber's annual meeting on March 18.

CONSENT MOTIONS

A. Academic (None)

B. Administration (None)

C. Personnel

1. **Revised Job Description: Financial Aid Assistant**

Recommendation: That the Board of Trustees approve the revised job description for Financial Aid Assistant, as presented. No change is recommended to the placement on the Highland Salary Range Table (range 30). This is a non-exempt position.

2. **Revised Job Descriptions: Equal Employment Opportunity/Affirmative Action Officer; Associate Vice President, Human Resources; Associate Vice President, Student Services; Director, Learning Services**

Recommendation: That the Board of Trustees approve the revised job descriptions for the Equal Employment Opportunity/Affirmative Action Officer; Associate Vice President, Human Resources; Associate Vice President, Student Services; and Director, Learning Services. No changes are being recommended to the placement on the Highland Salary Range Table.

3. **Part-time Instructors/Overload**

Recommendation: That the list of part-time/overload instructors, as presented, be approved to teach during the Spring semester of 2010.

4. **Appointment: Nursing Instructor**

Recommendation: That the Board of Trustees approve the appointment of Ms. Lynda Shiro as full-time Nursing Instructor in the Nursing department at an FY'10 salary of \$68,383 plus appropriate fringe benefits (MSN+0, 12 years experience). Ms. Shiro was recently appointed as temporary full-time Nursing Instructor, covering Ms. Norma Lestikow's position while on medical leave. Due to Ms. Lestikow's sudden passing, a transfer of this temporary appointment to a regular full-time nursing position is requested.

Mrs. Gallagher moved and Mr. Block seconded the motion to approve the Consent Motions, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. Naming Opportunity: Dorothy and Robert Rimington Student Success Center

Mr. Endress moved and Mrs. Scharman seconded the motion to approve the naming of the Success Center located on the first floor of the Marvin-Burt Liberal Arts Center (room M-174) the Dorothy and Robert Rimington Student Success Center. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. First Reading – Revised Policy: Contracts

Mrs. Gallagher moved and Mr. Walker seconded the motion to approve the first reading of the revised Contracts policy, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. First Reading – Revised Policy: Ethics

Mrs. Gallagher moved and Mr. Block seconded the motion to approve the first reading of the revised Ethics policy, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Appointment of Tenure: Jeff Robertson

Mr. Block moved and Mrs. Gallagher seconded the motion to grant tenure to Automotive Technology instructor Jeff Robertson. The roll call on the motion was as follows:

AYES: Endress, Kroeger, Scharman, Gallagher, Urish, Block,
Walker

NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Appointment of Tenure: Denise Johnson

Mr. Endress moved and Mrs. Scharman seconded the motion to grant tenure to Office Technology instructor Denise Johnson. The roll call on the motion was as follows:

AYES: Kroeger, Scharman, Gallagher, Urish, Block, Endress,
Walker

NAY: None

Whereupon the Chairperson declared the motion carried.

3. Audio Visual Department Reorganization

Mr. Block moved and Mrs. Scharman seconded the motion to approve the reorganization of the Audio Visual Department, as presented, along with the resulting new job description for Audio Visual Technician, effective March 1, 2010. The roll call on the motion was as follows:

AYES: Scharman, Gallagher, Urish, Block, Endress, Kroeger,
Walker

NAYS: None

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Second Reading: Tuition

Mr. Kroeger moved and Mr. Endress seconded the motion to consider for the second reading an increase in the in-district tuition rate from \$84.00 per credit hour to \$94.00 per credit hour and in the senior citizen rate from \$58.00 to \$71.00 per credit hour effective Fall semester of 2010. The formula for figuring out-of-

district tuition remains unchanged. Out-of-state tuition will be calculated after Fall 2010 tuition rates at community colleges contiguous to Highland have been determined. It is further recommended that the recommendation be presented to the Board for a third reading at the March 10, 2010 Board Retreat. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Appointment of Auditor for Fiscal Year 2010

Mr. Kroeger moved and Mr. Block seconded the motion to approve the recommendation that the firm of Lindgren, Callihan, Van Osdol, and Co., Ltd. be retained to perform the annual audit for Fiscal Year 2010. The audit will encompass all funds of Highland Community College including State and Federal grant programs. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Approval of Statement of Final Completion of State and Locally Funded Projects

Mrs. Scharman moved and Mr. Block seconded the motion to approve the Statement of Final Completion of State and Locally Funded Projects for two (2) projects completed during 2009. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Approval of Statement of Final Construction Compliance

Mr. Endress moved and Mrs. Gallagher seconded the motion to approve the Statement of Final Construction Compliance for one project completed during 2009. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

5. Payment of Bills and Agency Fund Report

Mr. Kroeger moved and Mr. Endress seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payment and to transfer funds for January 2010 bills in the amount of \$995,560.38 and Automated Clearing House (ACH) debits of \$320,773.38. Transfers of funds for payroll amounted to \$796,270.57. The roll call on the motion was as follows:

AYES:	Kroeger, Scharman, Gallagher, Urish, Block, Endress, 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

There were no questions.

Early Childhood Education

Ms. Melissa Johnson presented a report on the College's Early Childhood programming. Currently the College is awaiting approval from the Illinois Board of Higher Education for an Associate of Arts in Teaching – Early Childhood Education degree. The degree was approved by the Illinois Community College Board on January 28 and, if approved by IBHE, the College could begin offering the degree in the Fall. This would offer a seamless transition from two- to four-year institutions for those who want to receive their teaching certificate. Ms. Johnson has also submitted a portfolio through the Department of Human Services for the College to become an "entitled institution" for Gateway. She is also working on an articulation agreement with Kendall College, which offers an on-line degree in early childhood.

Student Trustee

Mr. Walker reported that some faculty and staff participated in the faculty and staff talent show last Wednesday night. Among the performers were Dr. Kanosky, Dr. Tim Dennis, Mr. Jeremy Monigold, and Mr. Dana Zimmerman. On February 24 and 25, the Student Senate will sponsor "Highland's Got Talent" in the cafeteria from 11:00 a.m. to 1:00 p.m. with the proceeds going to the fundraising campaign for the nursing addition.

ICCTA Representative

Mrs. Gallagher reported that she attended a lot of pre-meetings associated with the Association of Community College Trustees Association's National Legislative Summit in Washington, DC. The summit was canceled at the last minute due to the two feet of snow that the DC area received. She noted that Illinois has the largest group of trustees that attend the conference.

While in DC, Mrs. Gallagher met with the editor of Inside Higher Education and two of his staff people.

ADMINISTRATION

Ms. Gerber reported that she attended the Latino Summit in Elgin last week, along with Ms. Carolyn Petsche and Mr. Thedford Jackson.

Ms. Ferguson announced that the HR department is currently testing the recruitment module of the payroll software by accepting on-line applications for one of our current job vacancies. Over 30 on-line applications have been received to-date for this position.

Ms. Janssen reported that she will begin the FY'11 budget building process, including contingency plans in the event we receive reduced funding from the State. Dr. Kanosky reminded trustees that more and more students are using Pell and financial aid. In addition, we receive \$500,000 of MAP funding per semester for our students.

Dr. Davidson announced that he and Mr. Scott Anderson, along with representatives of Northern Illinois University, are working on submission of a National Science Foundation planning grant in the amount of \$900,000. He also reported that an AQIP celebration will be held tomorrow to recognize our reaccreditation. At the celebration faculty and staff will be recruited for committees to work on revising the systems portfolio, which is due November 2010.

Dr. Kanosky announced that Congressman Don Manzullo was on campus earlier this month to announce that he has earmarked \$200,000 for a Work Keys initiative. Dr. Kanosky also reported that ICCB has asked the College to participate in a collaborative effort to submit a grant with several other community colleges that would provide funds to stimulate interest in broadband.

OLD BUSINESS

There was no old business.

CLOSED SESSION

Mr. Kroeger moved and Mrs. Scharman 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 probable, imminent or pending litigation, 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:	Scharman, Gallagher, Urish, Block, Endress, Kroeger, Walker
NAYS:	None

At 5:15 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES: Scharman, Gallagher, Urish, Block, Endress
 NAYS: None

At 6:05 p.m., the Chairperson declared the motion carried and the meeting in Open Session.

ACTION, IF NECESSARY -- PERSONNEL

Mr. Endress moved and Mrs. Gallagher seconded the motion to approve the Resolution that the College not renew the employment contract of Mr. Dom Castaldo, and that his employment shall terminate at the end of the Spring 2010 semester. The President shall cause appropriate notice to be given to Mr. Castaldo. The roll call on the motion was as follows:

AYES: Gallagher, Urish, Block, Endress, Scharman
 NAYS: None

Whereupon the Chairperson declared the motion carried.

NEW BUSINESS

There was no new business.

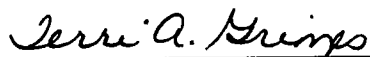
DATES OF IMPORTANCE

The next regular meeting of the Board of Trustees will be on Tuesday, March 16, 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.

ADJOURNMENT

At 6:09 p.m., there being no further business, the Chairperson declared the meeting adjourned.

Respectfully submitted,



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