

**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 March 15, 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. Steve Kroeger, Mrs. Maurita Scharman, Mrs. Diane Gallagher, Mr. David Shockey, Mr. Rob Urish, Mr. Doug Block (arrived 4:01 p.m.), Mr. Jim Endress, and Mr. Daniel Dick.

The following members were absent: None.

Also present: Dr. Joe Kanosky, President (departed 5:40 p.m.; returned 5:51 p.m.); Mr. Tim Hood, Vice President, Academic Services (departed 5:40 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 5:40 p.m.); Ms. Liz Gerber, Associate Vice President, Student Services (departed 5:40 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (departed 5:40 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:32 p.m.; returned 6:15 p.m.); Ms. Kim Pool, Coordinator, High School Servant-Leadership Program (departed 5:32 p.m.); Mr. Michael Gunderson, Audio Visual Technician (departed 4:20 p.m.); Mr. Jim Berberet, Interim Executive Director, HCC Foundation (departed 4:05 p.m.); Mr. Nathan Hensal, Director, ITS for Network, Desktop and AV Support (departed 4:20 p.m.); Dr. Steve Jennings, Retired Faculty (departed 5:32 p.m.); Ms. Beth Koeller, Director, Columbia College Freeport Campus (departed 5:17 p.m.); Mr. Steve Mihina, Faculty (departed 5:32 p.m.); Mr. Kurt Simpson, Director, Physical Plant & Maintenance (departed 4:20 p.m.); Mr. Jason Buss, Student (departed 5:17 p.m.); Mr. Brad Hart, Big Radio (departed 5:32 p.m.; returned 6:15 p.m.); and Ms. Terri Grimes, Board Secretary.

**APPROVAL OF AGENDA**

Mr. Kroeger requested that agenda item VII-B-2 – Reaffirmation of Policy Governance be removed from the consent items to be voted on separately under the main motions. Mr. Endress moved and Mrs. Scharman seconded the motion to approve the agenda, moving item VII-B-2 to a main motion. The vote being unanimous, the motion carried.

**APPROVAL OF MINUTES**

Mrs. Gallagher moved and Mr. Urish seconded the motion to approve the minutes of the February 22, 2011 regular meeting, as presented. The vote being unanimous, the motion carried.

## PUBLIC COMMENTS

There were no public comments.

## INTRODUCTIONS

Dr. Kanosky introduced Mr. Jason Buss, Highland student and our representative on the Illinois Community College Board's Student Advisory Committee.

## FOUNDATION REPORT

Mr. Jim Berberet presented the monthly Foundation report. He announced that the Foundation's Major Gift Campaign has exceeded the \$2 million dollar amount by \$103,000. He has been spending time out in the district talking to potential donors. He distributed a calendar of upcoming Foundation events, which are scheduled throughout the district.

Mrs. Gallagher stated that the Illinois Community College Trustees Association's public relations committee will be doing a billboard campaign in June, which will be an opportunity to showcase community colleges and piggyback on the Foundation events.

## CONSENT ITEMS

A. Academic (None)

B. Administration

1. Authorization to Use College Facilities

*Recommendation:* That the Board of Trustees authorize the Stephenson County Health Department to utilize Highland Community College's facilities for shelter, training and as a point of dispensing for the National Pharmaceutical Stockpile (NPS) in the event of a major public health emergency.

2. Reaffirmation of Policy Governance

(Moved to main motion.)

C. Personnel

1. New Job Description: Cafeteria Assistant

*Recommendation:* That the Board of Trustees approve the job description for the Cafeteria Assistant position. This is a non-exempt classified position. The position is placed at range 20 on the Highland Salary Range Table.

2. Revised Job Description: Coordinator, Student Programming

*Recommendation:* That the Board of Trustees approve the revised job description, as presented, for Coordinator, Student Programming. No change is being recommended to the placement on the Highland Salary Range Table. This is a grant-funded position and continues as an exempt professional position.

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 2011.

## D. Financial (None)

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

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

Whereupon the Chairperson declared the motion carried.

**MAIN MOTIONS**

## A. Academic (None)

## B. Administration

1. Second Reading – Revised Policy: Evaluation of Instruction

Mr. Block moved and Mrs. Gallagher seconded the motion to approve the second reading of revisions to Policy 4.35 – Evaluation of Instruction, as presented.

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Second Reading – Policy Manual Chapter III: Student

Mr. Urish moved and Mrs. Scharman seconded the motion to approve the second reading of the new and revised policies in Chapter III of the Policy Manual and to reaffirm for second reading the unchanged policies in Chapter III of the Policy Manual, as presented.

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Reaffirmation of Policy Governance

Mr. Kroeger moved and Mr. Endress seconded the motion to reaffirm the Board's philosophy of operating under the policy governance framework.

Mr. Kroeger stated that he believes the Board has been getting away from some of the concepts of policy governance, and he believes the Board needs to be conscious and careful to set the broad picture and let the President carry it out. Mr. Kroeger stated that he embraces this philosophy within parameters; for example, he believes the administration should set the agenda with approval of the Board. He concluded his remarks by stating that he realizes “it is easy to get sucked into the details,” but the Board should be cautious about not micromanaging. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

C. Personnel (None)

D. Financial

1. Acceptance of Bid: Installation of New Lighting in the Clarence Mitchell Library  
Mrs. Gallagher moved and Mr. Urish seconded the motion to authorize acceptance of the low bid meeting specifications from Associated Electric, Woodstock, Illinois for \$19,900 for the installation of new lighting in the Clarence Mitchell Library. This bid is within the approved budget for the project.

Mrs. Scharman expressed a concern that local people didn’t submit a bid that we could accept. Dr. Kanosky stated that, by law, the College must accept the low bid meeting specifications. Mr. Kurt Simpson stated that when a bid is much lower, our architect goes back to the vender to verify the numbers to make sure they are correct.

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Acceptance of Bid: 2011 Audio Visual Equipment Upgrades  
Mrs. Gallagher moved and Mr. Endress seconded the motion to authorize acceptance of the low bid meeting specifications from AVI Systems, Inc., Urbandale, Iowa for \$61,415.00 to supply the audio visual equipment for the 2011 audio visual equipment upgrades project.

Mr. Nathan Hensal explained that this bid is for parts only, and labor will be provided by Mr. Michael Gunderson, HCC's Audio Visual Technician. As new equipment is installed, old equipment will be moved to other areas of the College.

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Course and Miscellaneous Fees

Mr. Endress moved and Mr. Urish seconded the motion to approve the list, as presented, of fees and charges effective with the Fall 2011 semester. Mr. Hood distributed additional background information on the rationale for using the Elsevier testing program for traditional LPN and ADN students. Dr. Kanosky also explained that the changes in course and miscellaneous fees are aligned with the actual costs incurred in each area.

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Second Reading: Tuition

Mr. Kroeger moved and Mrs. Gallagher seconded the motion that the Board of Trustees consider for the second reading an increase in the in-district tuition rate from \$94.00 per credit hour to \$99.00 per credit hour and in the senior citizen rate from \$71.00 to \$74.00 per credit hour effective Fall semester of 2011. The formula for figuring out-of-district tuition remains unchanged. Out-of-state tuition will be calculated after Fall 2011 tuition rates at community colleges contiguous to Highland have been determined.

Ms. Janssen explained that the proposed increase would cover anticipated changes in revenue next year. Ms. Ferguson and Ms. Janssen met with our health insurance brokers and learned that our projected costs this year are about 5% higher than last year, and the increase had not been factored into our budget projection. Based on information we currently have, Rock Valley is proposing a \$12 tuition increase with a \$1 per credit hour fee, and Kishwaukee is planning to increase tuition by \$9 per credit hour. A \$5 increase will help cover anticipated reductions in revenue from State and federal sources and would keep us within the State average, an important factor in receiving Equalization funding from the State.

Mr. Block stated that he tried to make a case for a lower increase at the March 2 retreat; however, with the additional information received and the current world issues, he will accept the \$5 increase, although he likes to be conservative.

The roll call on the motion was as follows:

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|-------|---|
| AYES: | Scharman, Gallagher, Shockey, Urish, Block, Endress,<br>Kroeger, Dick |
| NAYS: | None  |

Whereupon the Chairperson declared the motion carried.

5. Payment of Bills and Agency Fund Report

Mr. Endress stated that he reviewed the bills and they looked to be in order. There was a financial aid check for his daughter, Haylee, and a reimbursement check for him for conference expenses, so he requested that another trustee make the motion to approve the bills and he will abstain from voting.

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 February 2011 bills in the amount of \$621,294.57, Automated Clearing House (ACH) debits of \$202,278.33 and Electronic Refunds of \$41,011.54 with 4 adjustments of \$1,872.56, such warrants amounting to \$862,711.88. Transfers of funds for payroll amounted to \$632,433.21. The roll call on the motion was as follows:

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|----------|---|
| AYES:    | Gallagher, Shockey, Urish, Block, Kroeger, Scharman, Dick |
| NAYS:    | None  |
| ABSTAIN: | Endress   |

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 she looked into have a line of credit in the event of a federal shutdown and it would cost \$15,000 to \$20,000 plus interest. She is hopeful that she can draw down the federal funds for financial aid this week before a potential federal shutdown, which would eliminate the need for a line of credit. She also noted that at this point we still have not been paid for MAP funding for Fall 2010 or Spring 2011.

### High School Servant-Leadership Project

Dr. Kanosky introduced Ms. Kim Pool, who provided an update on the High School Servant-Leadership Program. Ms. Pool reminded trustees that the program began in 1997 with a \$20,000 grant from the Kellogg Foundation. The program is designed for high school juniors and seniors and is modeled after the College's Leadership Institute. Students and mentors meet one Saturday morning per month to train on three key areas: personal development, team development, and

project development. To-date over 1,000 students and mentors have participated in the program. Most schools now have an application process and have to turn students away. All schools in our district participate in the program, except East Dubuque. Ms. Pool explained that the students come up with service projects, and she provided an example where the Dakota Servant-Leaders raised over \$1,000 so that the clients at Malcolm Eaton Enterprises could have a Thanksgiving dinner. She concluded her presentation with a video of the "Meals for Haiti" project, sponsored by the High School Servant-Leadership Program.

#### Illinois Community College Board Student Advisory Committee Representative

Ms. Gerber introduced Mr. Jason Buss, Highland's ICCB Student Advisory Committee representative. Mr. Buss explained that the committee provides an opportunity for students from each of the 48 community colleges in Illinois to meet and share best practices and brainstorm solutions to common campus issues.

#### Student Senate Report

Mr. Dick reported that midterms were last week, and Spring break will be next week. The Student Senate elections, which include election of the Student Trustee, will be held on April 6 and 7. Mr. Dick relayed that he participated in the High School Servant-Leadership Program and stated that it made a large impact on why he chose to attend Highland. He concluded his presentation by stating that this is his last full meeting of the Board and he has learned a lot this past year.

#### ICCTA Representative

Mrs. Gallagher encouraged trustees to read the current issue of the *Trustee Quarterly*. ICCTA is supporting several House and Senate bills, including exempting college campuses if concealed carry is passed. ICCTA Lobby Day will be held on May 4 and 5 in Springfield. Mrs. Gallagher announced that she has been invited to attend the regional meeting sponsored by the Department of Education, which will be held in Indianapolis next week.

#### Administration

Ms. Gerber and Mr. Hood held mock interviews for the wind turbine technician students. Mr. Willging has been helping the Alumni Association, which recently sponsored a performance by comedian Tim Cavanaugh. Ms. Gerber concluded her report by announcing that a new advisor's office will be constructed downstairs in the Student/Conference Center during spring break.

Ms. Ferguson reported that SURS information sessions will be held sometime in April. It is also time for a review of the College's health insurance plan. Claims are currently about five percent higher than last year. A survey was sent to those who participate in the health insurance program regarding their satisfaction with our current third-party administrator (TPA). Ms. Ferguson and Ms. Janssen will also review our provider network and the cost to have a total coverage area.

Mr. Hood talked with Mr. Brian Durham from the Illinois Community College Board regarding a possible alliance to share resources and ideas with China. Mr. Hood and Ms. Gerber have been visiting local high schools in our district. Overall the schools are thankful that we have a presence there and are appreciative of dual credit, scholarships and our High School Servant-Leadership Program.

**OLD BUSINESS**

There was no old business.

**CLOSED SESSION**

Mr. Urish moved and Mr. Block seconded the motion to move into Closed Session for the purposes of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; and collective negotiating matters between the public body and its employees or their representatives, 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, Scharman, Gallagher, Dick  
 NAYS: None

At 5:32 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 6:15 p.m., the Chairperson declared the motion carried and the Closed Session ended.

**ACTION, IF NECESSARY**

No action was necessary.

**NEW BUSINESS**

Mr. Endress announced that he has offered to assist with the Foundation fundraising event at the Morse's equestrian facility by cooking butterfly pork chops. If his offer is accepted, he would like other trustees to assist him.

Dr. Kanosky announced that the Student Senate surveyed students regarding the proposed disc golf course, and a large number of students said they would use it. Mr. Denny Garkey is spearheading the effort and has already raised half of the funds needed.

Partners for Employment, a \$5 million grant-funded program administered by Highland, may lose its federal funding due to federal budget cuts. This would hurt students who want to be retrained after losing a job.

Dr. Kanosky attended the Presidents' Council meeting last week in Schaumburg, stating the potential SURS legislation is frightening. ICCTA's summer awards banquet will be held in Bloomington-Normal this year. Advocacy Day for students will be held in April, and ICCTA Lobby Day will be held in May.

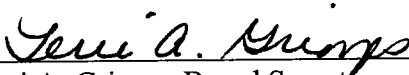
**DATES OF IMPORTANCE**

The next regular Board meeting will be held on Tuesday, April 26, 2011 at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center on the Highland Community College campus. The next quarterly Board Retreat will be held on June 1, 2011 at 8:30 a.m. in room H-206 on the Highland Community College campus.

**ADJOURNMENT**

Mr. Endress moved and Mr. Urish seconded the motion to adjourn the meeting. At 6:25 p.m., there being no further business, the Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,

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