

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 March 15, 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: Mrs. Diane Gallagher, 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: None

Also present: Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Vice President, Student Development and Support Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Mr. Joseph Domanski, Student Senate President (departed 4:24 p.m.); Ms. Joan Miller, Coordinator, Academic Technology Resources (departed 5:17 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 5:17 p.m.); Mr. James Castree, Coordinator, Outreach and Dual Credit (departed 4:24 p.m.); Mr. Jeremy Bradt, Director, Enrollment and Records (departed 4:24 p.m.); Ms. Susan Vela, *The Journal-Standard* (departed 5:17 p.m.); Mr. Pete Willging, Director, Marketing and Community Relations (departed 5:17 p.m.); Mr. Steve Mihina, Faculty (departed 5:17 p.m.); Mr. Kurt Simpson, Director, Facilities and Safety (departed 4:42 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

Mrs. Gallagher moved and Mr. Shockey seconded the motion to approve the agenda, as presented. The vote being unanimous, the motion carried.

APPROVAL OF MINUTES

Ms. Zumdahl moved and Mr. Endress seconded the motion to approve the minutes of the February 16, 2016, regular meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Mr. Bradt introduced Mr. James Castree, Coordinator of Outreach and Dual Credit.

FOUNDATION REPORT

Ms. Kim Rampenthal presented the monthly Foundation report. She reported that this is the fourth year of the Double Play Campaign, and the 2016 campaign has raised \$11,000 toward the \$50,000 match. Scholarship opportunities are available to students online and at the Foundation office. Most scholarship applications have an April 1 deadline. Over \$383,000 in scholarships were awarded to students during FY15. A "Lunch with the President" event will be held in Oregon in the next few weeks, and the College and Tri-County Economic Development Alliance are cohosting the Galena Chamber's Business after Hours on April 14. The Foundation and the Stephenson County Bar Association will cosponsor a workshop for attorneys on April 28 and will offer continuing legal education (CLE) credit for those who attend. The annual Leadership Golf Outing is scheduled for Monday, June 6. This year's Shindig VI will be held at the home of Kathy and Scott King on Saturday, August 20. The theme for the event is a luau. Funds raised will go toward the Matching Gifts Campaign to fund the Ray and Betty Stamm Health Science Nursing Wing and the Wind Turbine Technician Training Center.

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. Endress moved and Dr. Jennings 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, Gallagher, Buss
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

- A. Academic (None)

B. Administration (None)

D. Financial

1. Second Reading: Tuition

Dr. Jennings moved and Mr. Shockey seconded the motion to consider for the second reading an increase in the in-district tuition rate from \$123.00 per credit hour to \$129.00 per credit hour effective Fall semester of 2016 and an increase in the senior citizen rate from \$92.00 to \$97.00 per credit hour effective Fall semester of 2016. 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.

Mr. Hood noted that the recommendation is to increase tuition by an additional dollar, but couple it with a one dollar reduction in the student activity fee, so the net increase would be \$5, which is what was approved for first reading. Ms. Janssen explained that this would shift more funding into the Operating Fund that supports instruction.

Ms. Buss stated that she believes the video that was produced by Mass Communication students put things into perspective regarding how students feel about the proposed increase. For that reason and because of the feedback she has received, she believes it is her duty to represent students and vote against the increase but she understands the need. Mr. Block explained that the traditional funding model for community colleges was a triangle and with the loss of State funding this fiscal year, we have lost one of the corners of the triangle.

Ms. Janssen noted that the College will need to look at vendor contracts, the prices of food in the cafeteria, and other areas to either increase revenue or decrease expenses or a combination. Following discussion, the roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Zumdahl, Musser, Gallagher,
Shockey
NAYS: Buss

The vote being seven ayes and one nay, the Chairperson declared the motion carried.

2. Student Activity Fee

Mr. Endress moved and Mr. Shockey seconded the motion to approve a reduction in the student activity fee from \$8.00 per credit hour to \$7.00 per credit hour effective Fall semester of 2016. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Interfund Transfer

Ms. Zumdahl moved and Mr. Musser seconded the motion to approve the transfer of \$20,532 from the Restricted Purposes Fund to the Operating Fund. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Appointment of Auditor for Fiscal Year 2016

Mrs. Gallagher moved and Mr. Musser seconded the motion that the firm of Wipfli be retained to perform the annual audit for Fiscal Year 2016 at a cost not to exceed \$45,000. 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: Zumdahl, Musser, Gallagher, Shockey, Block, Endress,
Jennings, Buss
NAYS: None

Whereupon the Chairperson declared the motion carried.

5. Acceptance of Bid for Bond Project: Restroom Remodel

Mr. Endress moved and Mr. Musser seconded the motion to authorize acceptance of the low base bid plus alternate meeting specifications from Rockford Structures, Machesney Park, IL for \$240,080 for the Restroom Remodel Bond Project. This bid aligns with the projected budget for the project. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

6. Acceptance of Proposal: Protection, Health, and Safety Project – Building and Environmental Controls Upgrade

Mr. Musser moved and Dr. Jennings seconded the motion to authorize acceptance of the proposal from Mechanical Inc. for the Building and Environmental Controls Upgrade Protection, Health, and Safety project in an amount not to exceed \$797,500. This is within the approved budget for the project.

Mr. Kurt Simpson reminded trustees that funding for the project was made available through bonds and did not come from the Operating Fund.

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

7. Approval of Protection, Health, and Safety Project: Building “H” Make-Up Air Unit Replacement

Dr. Jennings moved and Mr. Musser seconded the motion to approve the Resolution, as presented, for the submission of an application to the Illinois Community College Board for a Protection, Health and Safety project for Building “H” Make-Up Air Unit Replacement.

Mr. Simpson reported that the project will be funded through Protection, Health, and Safety funds.

The roll call on the motion was as follows:

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

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

8. University of Illinois Extension – Stephenson County Lease Agreement for Fiscal Year 2017

Mr. Musser moved and Mrs. Gallagher seconded the motion to enter into a lease agreement with the University of Illinois Extension for occupancy by the University of Illinois Extension – Stephenson County of approximately 2,477 square feet of space in the Community Services Center for the period July 1, 2016 through June 30, 2017, at an annual rate of \$31,303.43. The Board further authorizes the College President and Board Secretary to execute the agreement by

appropriate signatures. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

9. Berner Food and Beverage, LLC's Request for Industrial Property Tax

Abatements

Mr. Endress moved and Dr. Jennings seconded the motion to formally support the request by Berner Food and Beverage, LLC to facilitate their Phase I expansion in the existing enterprise zone and their Phase II expansion on a 10 acre parcel being added to the enterprise zone, which currently houses their Dakota Corporate Campus. The Board further authorizes the Board Chair to send a letter of support to the City of Freeport/Stephenson County Enterprise Zone Committee. It is further recommended that the Board approves the attached Resolutions allowing for tax abatements for taxes on real property located in the existing enterprise zone and the 10 acre parcel being added to the enterprise zone for this project. The roll call on the motion was as follows:

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

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

10. Payment of Bills and Agency Fund Report

Mrs. Gallagher moved and Mr. Shockey seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the February 2016 bills in the amount of \$1,383,411.08, Automated Clearing House (ACH) debits W0000355 through W0000358 amounting to \$10,485.64, Electronic Refunds of \$69,923.42, with 0 adjustments, such warrants amounting to \$1,463,820.14. Transfers of funds for payroll amounted to \$558,888.39. The roll call on the motion was as follows:

AYES: Jennings, Zumdahl, Musser, Gallagher, Shockey, Block,
Endress, 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

There was no additional report.

Enrollment Report: Lifelong Learning

Ms. Joan Miller, Coordinator of Academic Technology Resources, provided an update on Lifelong Learning. She reported that the number of class offerings has steadily increased from just four last summer, to 22 in the Fall of 2015, and 45 in the Spring of 2016. Classes have been held at 13 locations encompassing all four counties in the Highland district. A mailer was sent to 50,000 households in the district with a list of the Lifelong Learning classes. Mr. Willging reported that he is looking at possibly sending a postcard to district residents that would direct the residents to the Highland website. In addition to the mailer, which is only sent one time, Lifelong Learning has its own Facebook page, which is cross-posted with the Highland Facebook page. Mr. Hood noted that there was a front page story in the *Journal-Standard* about Lifelong Learning, and there have also been personal appeals made, as well as presentations to service clubs. He noted that this is one of the best ways the College can reach out to more people and have people experience Highland. He expressed his belief that within five years the College could double the number of students reached due to the Lifelong Learning classes that will be offered.

Student Trustee

Ms. Buss reported that plans are underway for Student Senate elections. Student Advocacy Day is scheduled for April 20 in Springfield, and Ms. Gerber is working to get a bus for students to be able to go down and attend Advocacy Day.

Audit Committee Chair

Mrs. Gallagher reported that the Audit Committee met after the Board retreat. Mr. Dan Rowe of Wipfli reviewed the engagement letter, audit team, and the new accounting pronouncements.

ICCTA Representative

Mr. Endress reported that at the recent ICCTA meeting, trustees discussed eligibility standards for Monetary Award Program (MAP) grants, K-12 and dual credit initiatives, and the impact of the lack of State funding on Illinois community colleges. Highland student Mr. Alex Jansen was recognized during the luncheon as the winner of ICCTA's Reel Illinois competition in the Local College category. Mr. Jansen received \$1,000 for his efforts. Mr. Endress talked with members of ICCTA's Public Relations Committee to encourage them to continue the competition, and ICCTA agreed to work on this. The afternoon seminar included presentations on best practices by representatives of Harper College, City Colleges of Chicago, Elgin Community College, and Kishwaukee College. During ICCTA's business meeting, the Nominating Committee met and Mr. Endress has been approached to apply for nomination for the vice president position on the ICCTA board, which will require a letter of support from the Board Chair.

Board Chair

There was no report.

Administration

Ms. Kuberski reported that the College's Higher Learning Commission visit is scheduled for March 2017, and there is a lot of preparation work going on in anticipation of the visit.

Mr. Hood, Ms. Kuberski, Ms. Gerber and others attended a required Strategy Forum in February, where Highland's team focused on transitional writing. A credit hour compliance workshop will be held on campus in April with presenters from Rock Valley College.

Ms. Gerber referred trustees to the list of important upcoming activities and events that was in their folders.

Mr. Hood expressed how proud he was of the women's basketball team, who lost in the first round of the national tournament but played their hearts out. The men's basketball team was second in the region tournament, losing to Sauk Valley. Our bowling teams have done great and placed fourth in the national tournament. The forensics team fared well at the state tournament, and the Ag Club competed at nationals. Last year the dairy judging team finished in the top ten teams in the nation. Mr. Hood thanked Mr. Jim Yeager for spearheading the new agreement with Western Illinois University. Promotional materials will be developed that blend all the transfer agreements. Mr. Hood would also like to see a document prepared listing all the College's university alliances, which could also be posted on the website. Mr. Hood met with representatives of Blackhawk Technical College today and many good ideas were generated to strengthen pathways. A promotional event will take place at the end of April which will highlight the College's new and existing programs. The event last year had great media coverage, and the Foundation sponsored a tuition incentive to draw participants. Mr. Hood attributed much of the current growth in enrollment to the event last spring and the momentum it generated.

OLD BUSINESS

There was no old business.

At 5:17 p.m., the Chairperson declared a recess; the meeting resumed at 5:32 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: Zumdahl, Musser, Gallagher, Shockey, Block, Endress, Jennings, Buss
NAYS: None

At 5:33 p.m., the vote being unanimous, the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 6:47 p.m., the Chairperson declared the motion carried and the Closed Session ended.

ACTION, IF NECESSARY

No action was necessary following the Closed Session.

NEW BUSINESS

Mrs. Gallagher reported that ACCT is redoing their website and she encouraged everyone to look at the site and get back to her with any information that would be helpful.


DATES OF IMPORTANCE

The next regular Board meeting will be held on Tuesday, April 26, 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, June 1, 2016, at 8:30 a.m. in room H-206 in the Student/Conference Center.

ADJOURNMENT

Dr. Jennings moved and Mr. Musser seconded the motion to adjourn the meeting. At 6:48 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