

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 4:01 p.m. on April 20, 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. Maurita Scharman, Mrs. Diane Gallagher, Mr. David Shockey, Mr. Robert B. Urish, Mr. Doug Block, Mr. Jim Endress, and Mr. Austin Walker (departed 4:38 p.m.)

The following members were absent: None

Also present: Dr. Joe Kanosky, President; Dr. Jeff Davidson, Vice President, Academic Services (departed 6:07 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 6:07 p.m.); Ms. Liz Gerber, Associate Vice President, Student Services (departed 5:48 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:48 p.m.; returned 6:30 p.m.); Mr. Richard Luthin, Guest (departed 4:42 p.m.); Mr. Mark Jansen, Director, Adult Education (departed 5:35 p.m.); Ms. Ellen Rice, Grant Data Analyst (departed 5:35 p.m.); Dr. Thompson Brandt, Dean, Humanities & Social Sciences (departed 4:36 p.m.); Mr. Jim Yeager, Faculty (departed 4:34 p.m.); Mr. Jason Kauffman, Student (departed 4:34 p.m.); Mr. Mitch Berning, Student (departed 4:34 p.m.); Mr. Paul Johnson, Student (departed 4:34 p.m.); Ms. Susan Atherton, Executive Director, HCC Foundation (departed 4:42 p.m.); Dr. Steve Jennings, Faculty (departed 5:48 p.m.); Mr. Steve Mihina, Faculty (departed 5:48 p.m.); Mr. Kurt Simpson, Director, Physical Plant & Maintenance (departed 5:00 p.m.); Mr. Scott Johnson, R.L. Johnson Associates (departed 5:00 p.m.); Mr. Brad Hart, Big Radio (arrived 5:26 p.m.; departed 5:48 p.m.; returned 6:39 p.m.); Mr. Daniel Dick, Student Trustee-elect; Mr. Fred Hildebrandt, Maintenance Mechanic (departed 4:12 p.m.); Ms. Jane Bailey, Guest (departed 4:12 p.m.); Mr. Ed Stevens, Guest (departed 4:12 p.m.); Mrs. Perry Stevens, Guest (departed 4:12 p.m.); Ms. Cheryl Hintzsche, Guest (departed 4:12 p.m.); Mr. Bill Hintzsche, Guest (departed 4:12 p.m.); Mr. Sammy Hintzsche, Guest (departed 4:12 p.m.); Ms. Renee Smith, Guest (departed 4:12 p.m.); Mr. Jim Schwartz, Guest (departed 4:12 p.m.); and Ms. Terri Grimes, Board Secretary.

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. Endress asked that the minutes of the March 10, 2010 Board Retreat be corrected to state that Mr. Steve Kneubuehl departed the meeting at 1:45 p.m. Mr. Urish moved and Mrs. Gallagher seconded the motion to approve the minutes of the March 10, 2010 Board Retreat as corrected, and to approve the minutes of the March 16, 2010 regular meeting, as presented. The vote being unanimous, the motion carried.

COMMENTS FROM OUTGOING STUDENT TRUSTEE

Mr. Walker thanked the Board and administration for their support during the past year. Mr. Shockey presented Mr. Walker with a token of appreciation for his service as Student Trustee.

SEATING OF NEWLY SELECTED STUDENT TRUSTEE

Mr. Daniel Dick, newly selected Student Trustee, was sworn in and seated.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

RECOGNITION OF ED STEVENS

Dr. Kanosky recognized Mr. Ed Stevens, former Director of Physical Plant and Maintenance, for his work on alternative energy projects during his tenure, including two early generation wind turbines and geothermal heating and cooling in building R. Dr. Kanosky stated that, although those projects have long since disappeared from campus, they were many years ahead of their time. Mr. Stevens had a vision for greening the campus before the term was even thought about in Illinois. Mr. Stevens' leadership in this area planted the "early adopter" seeds for Highland to become the leader in green technology and wind turbine technology that we are today. Dr. Kanosky presented Mr. Stevens with a plaque in recognition of his contributions to the College. Mr. Stevens thanked everyone for the award and for all the opportunities he was given, stating that Highland is a "wonderful school."

STATUS OF THE COLLEGE REPORT: FORENSICS TEAM

Dr. Davidson introduced Mr. Jim Yeager, HCC Speech Instructor and Forensics Coach, who reported on the Forensics Team's recent success at the Phi Rho Pi Region Four Regional Tournament in McHenry. Mr. Yeager introduced Forensics Team members Mr. Paul Johnson, Mr. Mitch Berning, and Mr. Jason Kauffman, noting that Mr. Berning and Mr. Kauffman set a Regional record in parliamentary debate. Mr. Yeager explained that the parliamentary debate consists of four preliminary debates, each with a judge, and one final debate with three judges,

and Mr. Berning and Mr. Kauffman won all seven ballots. Mr. Berning also won a silver medal for Impromptu Speaking and Mr. Johnson won a silver medal in Dramatic Interpretation. Thanks to the efforts of Mr. Johnson, Mr. Kauffman and Mr. Berning, Highland also won the gold medal in Debate Sweepstakes, and a bronze medal in Overall Sweepstakes. At the national tournament, held in New Orleans, Louisiana earlier this month, Mr. Johnson was the recipient of a bronze medal.

FOUNDATION REPORT

Mrs. Atherton reported that Ms. Ashley Wolber is now working in the Financial Aid office, and Ms. Mary Jo Clapper has been hired as the Foundation Secretary. Ms. Clapper previously worked in Highland's Adult Education department prior to funding cuts last year.

The Foundation is currently preparing an advertizing blitz, announcing that the capital campaign has exceeded \$1.5 million. The video for the campaign and the nursing wing should be available the first week of April. Mr. Alan Wenzel provided the narrative for the video.

The regional chair women are currently planning several regional events. The theatre department will present an additional performance of "Grease" on Sunday, July 18 for donors and prospective donors. Hot rod cars will be displayed around the grassy area near Fine Arts.

The donor prospect lists will be completed by Friday and will be reviewed by the Clements Group, with results back in a week to ten days. Ms. Atherton is hoping that an Oktoberfest event could be held at Woodbine Bend in the fall, and is looking at the possibility of a wine tasting event at Lake Carroll. Ms. Atherton and Ms. Robin Wilhelms Saar will be making personal fundraising calls to businesses in Carroll County.

Ms. Atherton announced that the deadline for applications for scholarships from the HCC Foundation was April 1, and close to 1,500 applications were received, up from approximately 1,200 last year. Dr. Thompson Brandt, Mr. Scott Anderson, Mr. George Goldsworthy, Dr. Shannon Lizer, and several faculty members are in the process of reviewing the applications prior to review by the Scholarship Committee.

One hundred retired teachers will be on campus tomorrow for the Foundation's retired teachers' luncheon. A Master Gardener from the University of Illinois Extension will be the featured speaker. The Foundation's golf outing will be held June 7. Proceeds from the outing will be designated to Highland's leadership programs.

CONSENT MOTION

- A. Academic (None)
- B. Administration (None)

C. Personnel

1. Appointment: Business Instructor

Recommendation: That the Board of Trustees approve the appointment of Mr. Richard Jacobs as full-time Business instructor in the Business and Technology division beginning August 12, 2010 at an FY'10 salary of \$84,855 plus appropriate fringe benefits. Since the FY'11 faculty union contract has not yet been negotiated, this salary is based on the FY'10 salary schedule and is within the FY'11 budget. This is a full-time faculty position. This appointment is necessary due to the retirement of two full-time Business instructors.

D. Financial

1. Part-time Instructors

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

Mr. Kroeger moved and Mr. Endress seconded the motion to approve the Consent Motions, 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 Policies: Technology Use, Electronic Communication, and Information Technology Services Acceptable Use Guidelines

Mr. Block moved and Mr. Urish seconded the motion to approve the second reading of the revised Technology Use, Electronic Communication, and Information Technology Services Acceptable Use Guidelines, 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 – Revised Policy: Ethics

Mr. Urish moved and Mrs. Gallagher seconded the motion to approve the second reading of the revised Ethics policy, 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. First Reading – Revised Policy: Requisitions for Supplies and Services

Mr. Endress moved and Mrs. Gallagher seconded the motion to approve the first reading of the revised Requisitions for Supplies and Services policy, as presented. 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.

4. First Reading – Revised Policies: Policy Manual Chapter V – Finance & Facilities

Mrs. Gallagher moved and Mrs. Scharman seconded the motion to approve the first reading of the revised Chapter V – Finance and Facilities section of the policy manual, as presented. 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.

C. Personnel (None)

D. Financial

1. Payment Card Industry Data Security Standard (PCI DSS) Compliance

Mr. Urish moved and Mrs. Gallagher seconded the motion to approve the proposal for professional services from Plante and Moran for Payment Card Industry Data Security Standard (PCI DSS) compliance at a cost not to exceed \$9,500. 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.

2. Acceptance of Bid: Protection, Health & Safety Energy Upgrade Project – Electrical Upgrades

Mr. Block moved and Mr. Urish seconded the motion to authorize acceptance of the low base bid meeting specifications from Associated Electrical, Woodstock, Illinois for \$266,960 for the electrical portion of the Energy Upgrade Project. This bid is within the approved budget for the project. 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. Acceptance of Bid: Protection Health & Safety Energy Upgrade Project – Mechanical Upgrades

Mr. Kroeger moved and Mrs. Gallagher seconded the motion to authorize acceptance of the low base bid meeting specifications from Mechanical Inc., Freeport, Illinois for \$146,175 for the mechanical portion of the Energy Upgrade Project. This bid is within the approved budget for the project.

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

Whereupon the Chairperson declared the motion carried.

4. Payment of Bills and Agency Fund Report

Mrs. Gallagher 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 March 2010 bills in the amount of \$2,115,774.39, Automated Clearing House (ACH) debits of \$130,336.23, and Electronic Refunds of \$2.00. Transfers of funds for payroll amounted to \$674,672.12. 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 and the Resolution adopted.

REPORTS

Treasurer's Report and Statements of Revenue, Expenditures and Changes in the Fund Balance

Dr. Kanosky pointed out that the College disbursed \$1,200,000 more in Pell grants to students than in FY'09. Ms. Janssen noted that today is the cutoff for students to have filled out their FAFSA in order to receive Monetary Award Program (MAP) money, which covers tuition and mandatory fees for eligible students.

Monitoring Report: Workforce Development

Dr. Davidson introduced Mr. Scott Anderson and Mr. Mark Jansen, who provided the Workforce Development monitoring report. Mr. Anderson noted that in FY'09 the Business Institute served 14 companies, up from nine in FY'08, although the number of students served was down in FY'09. He also reported that the College offered 13 community education classes in FY'09, when in FY'08 we did not offer any community education classes. Mr. Anderson is also investigating the possibility of offering a hospitality program for hotel management. The WorkKeys program has been ordered, and Berner Foods will send their employees to the College to be assessed using the program.

Mr. Jansen reported that 66% of the students served in the Adult Education program are from Stephenson County. In FY'09, there were 111 GED completers, including one who will graduate with honors from Highland this spring. There are currently 166 GED students taking classes at Highland, and he believes there will be approximately 80 completers this year. The drop in the number of completers can be attributed to the fact that the testing fee went up from \$35 to \$50. Mr. Jansen reported that he has been told to expect level funding for FY'11.

Student Trustee

Mr. Dick reported that the student government elections were held last month. The Student Senate is currently co-sponsoring a "Soles for Souls" drive with Phi Theta Kappa and Student Senate to collect shoes for those in need.

Mr. Dick concluded his report by stating he is honored to have the privilege to serve the student body in the Student Trustee capacity, and he is excited to get to know the Board.

ICCTA Representative

Mrs. Gallagher reported that ICCTA did not meet this month; however, the ICCTA Awards Committee met via conference call to select the winners to be presented at the June ICCTA annual convention. Lobby Day will be held on May 5. The June ICCTA meeting will include a presentation on "Illinois politics."

Mrs. Gallagher concluded her presentation by announcing that Ms. Mary Nolan, trustee from Moraine Valley, has a terminal illness. Mrs. Gallagher stated that she was reminded of Ms. Nolan's legacy and stated that we cannot wait as individuals to make an impact.

ADMINISTRATION

Ms. Gerber reported that after the first day of registration for the Fall semester, we are up 74% in head count and 140% in credit hours.

Jill reported that so far four students have signed up for a payment plan through the new online bill payment system. A presentation will be made to the Board on the system in the coming months.

Dr. Kanosky reported that the High School Servant-Leadership annual program was held this past Sunday. Mr. Dick assisted Ms. Kim Pool, Program Coordinator, and stated that the high school students involved in the program have made a huge impact.

Ms. Grimes announced that the annual picture of the Board of Trustees will be taken at 3:30 p.m., just prior to the May 18, 2010 regular Board meeting.

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

At 5:48 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

Mr. Urish moved and Mrs. Scharman 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 6:39 p.m., the Chairperson declared the motion carried and the meeting in Open Session.

ACTION, IF NECESSARY

Mr. Endress moved and Mrs. Gallagher seconded the motion that the Board extend the current employment agreement for Dr. Joe Kanosky through June 30, 2013. The other terms and conditions remain unchanged. 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.

Mr. Shockey stated that the Board has great confidence in Dr. Kanosky and will meet with him in the coming months to discuss his goals for FY'11.

NEW BUSINESS

There was no new business.

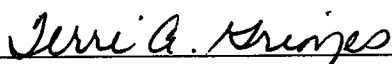
DATES OF IMPORTANCE

Honors Convocation will be held on Thursday, May 13, 2010 at 7:00 p.m., and graduation brunch will be held on Friday, May 14, 2010 at 10:00 a.m. Commencement will be held on campus on Saturday, May 15 at 10:00 a.m. Currently 266 graduates have indicated they will be going through ceremonies, up from past years. The nursing pinning ceremony will be held at 12:15 p.m., following commencement.

ADJOURNMENT

Mr. Dick moved and Mrs. Gallagher seconded the motion to adjourn the meeting. At 6:44 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