

**REGULAR MEETING**  
**BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 519**  
**Counties of Stephenson, Ogle, Jo Daviess and Carroll**

**PRESENT BOARD AS ORGANIZED**

**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 4:02 p.m. on April 26, 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, Mr. Jim Endress, and Mr. Daniel Dick.

The following members were absent: None.

Also present: Dr. Joe Kanosky, President; Mr. Tim Hood, Vice President, Academic Services (departed 4:25 p.m.; returned 4:37 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 4:25 p.m.; returned 4:37 p.m.); Ms. Liz Gerber, Associate Vice President, Student Services (departed 4:25 p.m.; returned 4:37 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (departed 4:25 p.m.; returned 4:37 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 4:05 p.m.; returned 4:37 p.m.); Mr. Steve Mihina, Faculty (departed 4:05 p.m.; returned 4:37 p.m.); Dr. Steve Jennings, Trustee-Elect (departed 4:05 p.m.; returned 4:37 p.m.); Ms. Whitney Zumdahl, Trustee-Elect (departed 4:05 p.m.; returned 4:37 p.m.); Ms. Chelsey Kaiser, Student Trustee-Elect (departed 4:05 p.m.; returned 4:37 p.m.); Mr. Jim Berberet, Interim Executive Director, HCC Foundation (departed 4:05 p.m.; returned 4:35 p.m.); Mr. Brad Hart, Big Radio (arrived 5:25 p.m.; departed 5:54 p.m.; returned 6:20 p.m.); Mr. Mark Jansen, Director, Adult Education (departed 4:05 p.m.; returned 4:37 p.m.); Ms. Ellen Rice, Grant Data Analyst (departed 4:05 p.m.; returned 4:37 p.m.); and Ms. Terri Grimes, Board Secretary.

**APPROVAL OF MINUTES**

Mr. Block moved and Mrs. Gallagher seconded the motion to approve the minutes of the March 2, 2011 Board Retreat and the March 15, 2011 regular meeting, as presented. The vote being unanimous, the motion carried.

**CLOSED SESSION**

Mr. Urish moved and Mr. Endress 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: Scharman, Gallagher, Shockey, Urish, Block, Endress, Kroeger, Dick  
 NAYS: None

At 4:05 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 4:37 p.m., the Chairperson declared the motion carried and the Closed Session ended.

**ACTION, IF NECESSARY**

## Personnel

1. President's Contract

Mr. Urish moved and Mr. Dick seconded the motion to extend the current employment agreement for Dr. Joe Kanosky through June 30, 2015. 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.

## Collective Negotiating Matters

1. Custodial/Maintenance Contract

Mr. Kroeger moved and Mr. Block seconded the motion to ratify the contract with the Highland Community College Custodial/Maintenance Union Local 1957 for Fiscal Year 2011 through Fiscal Year 2013. 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.

Mr. Shockey thanked both negotiations committees for all their hard work.

**APPROVAL OF RESOLUTION DECLARING RESULTS OF BOARD OF TRUSTEES  
ELECTION HELD APRIL 5, 2011**

Mr. Endress moved and Mrs. Scharman seconded the motion to approve the Resolution regarding the results of the April 5, 2011 election, which show that Dr. Steven Jennings received 4,941 votes, Mr. Stephen R. Kroeger received 4,538 votes, Mr. Doug Block received 5,373 votes, and Ms. Whitney Zumdahl received 4,644 votes. 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 and the Resolution adopted.

**COMMENTS FROM OUTGOING TRUSTEES**

Mr. Kroeger stated that he learned a lot each of his 18 years on the Board, noting that he especially appreciates the concepts of the Carver Policy Governance Model.

Mrs. Scharman stated that during her years of service on the Board there have been four presidents, the new childcare, nursing, and wind tech facilities were built, and the baseball fields were remodeled. She stated the College has an outstanding faculty, and the maintenance department does a good job of taking care of the grounds. She closed by stating that she enjoyed her time on the Board, and she encouraged Dr. Jennings and Ms. Zumdahl to listen to the people they serve.

**COMMENTS FROM OUTGOING STUDENT TRUSTEE**

Mr. Dick stated that serving as the Student Trustee was an “awesome opportunity”. He learned many different things and encouraged Ms. Kaiser to listen to the words of the Board and provide trustees with feedback from the students.

**OTHER**

There was no other business.

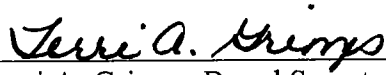
**APPOINT CHAIR PRO TEMPORE**

Mr. Urish moved and Mrs. Gallagher seconded the motion that Dr. Joe Kanosky serve as Chair Pro Tempore of the Board meeting until the Board reorganization and election of officers. The vote being unanimous, the motion carried.

**ADJOURNMENT SINE DIE OF OLD BOARD**

There being no other business, at 4:48 p.m. Dr. Kanosky declared the meeting adjourned sine die.

Respectfully submitted,



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

## **ORGANIZATIONAL MEETING – CONVENING OF NEW BOARD**

The organizational meeting of the Board of Illinois Community College District No. 519 was called to order by Dr. Joe Kanosky, Chair Pro Tempore, at 4:49 p.m., April 26, 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: Mrs. Diane Gallagher, Mr. David Shockey, Mr. Rob Urish, and Mr. Jim Endress

The following members were absent: None.

Also present: Dr. Joe Kanosky, President; Mr. Tim Hood, Vice President, Academic Services; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Associate Vice President, Student Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Mr. Pete Willging, Director, Marketing & Community Relations (departed 6:09 p.m.; returned 6:20 p.m.); Mr. Steve Mihina, Faculty (departed 6:09 p.m.); Dr. Steve Jennings, Trustee-elect; Ms. Whitney Zumdahl, Trustee-Elect; Ms. Chelsey Kaiser, Student Trustee-Elect; Mr. Jim Berberet, Interim Executive Director, HCC Foundation (departed 5:18 p.m.); Mr. Brad Hart, Big Radio (arrived 5:25 p.m.; departed 5:54 p.m.; returned 6:20 p.m.); Mr. Mark Jansen, Director, Adult Education (departed 5:54 p.m.); Ms. Ellen Rice, Grant Data Analyst (departed 5:54 p.m.); and Ms. Terri Grimes, Board Secretary.

### **SEATING OF NEWLY ELECTED TRUSTEES**

Dr. Steve Jennings and Ms. Whitney Zumdahl, newly elected trustees, were sworn in and seated.

### **SEATING OF NEWLY ELECTED STUDENT TRUSTEE**

Ms. Chelsey Kaiser, newly elected Student Trustee, was sworn in and seated.

### **BOARD REORGANIZATION AND ELECTION OF OFFICERS**

Mr. Endress nominated Mr. David Shockey to serve as Chair of the Board. Mrs. Gallagher seconded the motion. Mr. Urish moved that nominations be closed and a unanimous ballot be cast. The vote being unanimous, the motion carried.

Mr. Urish nominated Mr. Doug Block to serve as Vice Chair of the Board. Dr. Jennings seconded the motion. Mrs. Gallagher moved that nominations be closed and a unanimous ballot be cast. The vote being unanimous, the motion carried.

Mr. Urish nominated Ms. Terri Grimes to serve as Secretary of the Board. Mr. Block seconded the motion. Dr. Jennings moved that nominations be closed and a unanimous ballot be cast. The vote being unanimous, the motion carried.

Mr. Shockey took his place as Chair of the Board.

### **COMMITTEE APPOINTMENTS**

Mr. Shockey appointed the following trustees to committee assignments:

*Audit Committee:*

Mr. Jim Endress, Chair  
Mrs. Diane Gallagher  
Dr. Steve Jennings  
Mr. Doug Block

*Foundation Capital Management Committee*

Mr. Rob Urish  
Mr. Doug Block

*Foundation Finance Committee*

Mr. Rob Urish

*Health Insurance Committee*

Mrs. Diane Gallagher  
Ms. Whitney Zumdahl

*ICCTA Representative*

Mrs. Diane Gallagher  
Mr. Jim Endress, alternate

### **ESTABLISHMENT OF THE BOARD MEETING SCHEDULE**

Ms. Zumdahl moved and Mrs. Gallagher seconded the motion to set its regular meeting date and time as the third Tuesday of the month at 4:00 p.m., with the exception of the October 2011 meeting, which will be held on the fourth Tuesday. All meetings will be held in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois. The vote being unanimous, the motion carried.

### **APPROVAL OF AGENDA**

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

## **PUBLIC COMMENTS**

Mr. Steve Mihina, faculty member, expressed a concern about the safety of the intersection of Pearl City Road and Kiwanis Drive. He requested that the College look into the issue again, suggesting that the speed limit be reduced to possibly 35 miles per hour. Dr. Kanosky stated that several years ago the City and County looked into the situation when there was a possibility of a retirement complex being built near the intersection, and the College could continue to raise the issue with the City and County.

## **INTRODUCTIONS**

There were no introductions.

## **FOUNDATION REPORT**

Mr. Jim Berberet presented the monthly Foundation report. He announced that the Foundation's Major Gift Campaign has raised over \$2,146,000. He anticipates that the Foundation will be able to make the July and January debt certificate payments. The McNess property, which the Foundation now owns, has been listed with a realtor. Highland's Madrigal dinner performers gave a performance to 118 attendees at the Foundation's retired teachers' luncheon, raising \$1,995. Several fundraising events have been scheduled, including a "Showcase Highland" event in Galena tomorrow night and one in Mt. Morris on May 5. The Foundation's annual golf outing is scheduled for June 6 at the Freeport Country Club. Mr. Berberet stated that a barbecue and auction will be held at Don and Janey Morse's on August 13. Mr. Berberet met with Mr. Carter Newton and other key people in Jo Daviess County and will be meeting with others in Ogle and Carroll Counties. Mrs. Gallagher expressed the need to keep the Foundation in the front of people's minds in Jo Daviess County. Mr. Block asked if we could get information about the Foundation published in the *Prairie Advocate* and *Galena Gazette*, and Mr. Berberet stated that he will follow-up with Mr. Willging.

## **CONSENT ITEMS**

A. Academic (None)

B. Administration

1. Approval to Locate Disc Golf Course on the Highland Community College Campus  
*Recommendation:* That the Board of Trustees approve locating a disc golf course on the Highland Community College campus in the northwest open area by the soccer fields.

C. Personnel

1. Revised Job Description: Coordinator, Academic Services  
*Recommendation:* That the Board of Trustees approve the change in job title for the Coordinator, Academic Services to Retention Coordinator/Academic Advisor, and approve the revised job description. 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.

2. Revised Job Description: Student Advisor  
*Recommendation:* That the Board of Trustees approve the revised job description, as presented, for Student Advisor. No change is being recommended to the placement on the Highland Salary Range Table. This is 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. Block moved and Mr. Urish seconded the motion to approve the consent items, as presented. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Urish, Block, Endress, Jennings, Zumdahl, Kaiser  
NAYS: None

Whereupon the Chairperson declared the motion carried.

## MAIN MOTIONS

A. Academic (None)

B. Administration

1. Naming Opportunity – Betty L. Stamm Simulation Lab  
Mrs. Gallagher moved and Mr. Block seconded the motion that the Board approve the naming of the Simulation Lab located in the Ray and Betty Stamm Nursing Wing (N-159 A & B) the Betty L. Stamm Simulation Lab. The roll call on the motion was as follows:

AYES: Shockey, Urish, Block, Endress, Jennings, Zumdahl,  
Gallagher, Kaiser  
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Naming Opportunity – James “Jim” Schneiderman Physical Assessment Lab  
Mr. Endress moved and Mr. Urish seconded the motion that the Board approve the naming of the Physical Assessment Lab located in the Ray and Betty Stamm Nursing Wing (N-160) the James “Jim” Schneiderman Physical Assessment Lab. The roll call on the motion was as follows:

AYES: Urish, Block, Endress, Jennings, Zumdahl, Gallagher,  
Shockey, Kaiser  
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Naming Opportunity – Bill and Lois Fieldsend Student Lounge  
Mr. Block moved and Mr. Endress seconded the motion that the Board approve naming of the student lounge located in the Ray and Betty Stamm Nursing Wing (breakout area N-162) the Bill and Lois Fieldsend Student Lounge. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Zumdahl, Gallagher, Shockey,  
Urish, Kaiser  
NAYS: None

Whereupon the Chairperson declared the motion carried.

Mr. Shockey noted that Mr. and Mrs. Fieldsend were the parents of Ms. Grimes.

4. First Reading – Revised Policy: Conduct of Meetings  
Mr. Urish moved and Ms. Zumdahl seconded the motion to approve for first reading the revision to Policy 1.15 – Conduct of Meetings. The roll call on the motion was as follows:

AYES: Endress, Jennings, Zumdahl, Gallagher, Shockey, Urish,  
Block, Kaiser  
NAYS: None

Whereupon the Chairperson declared the motion carried.

5. First Reading – Revised Policy: Record of Meetings  
Dr. Jennings moved and Mr. Block seconded the motion to approve for first reading the revision to Policy 1.16 – Record of Meetings, as presented. The roll call on the motion was as follows:

AYES: Jennings, Zumdahl, Gallagher, Shockey, Urish, Block,  
Endress, Kaiser  
NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel (None)

D. Financial

1. Resolution to Approve a Locally Funded Capital Project: New Natural Science Greenhouse

Mr. Block moved and Mrs. Gallagher seconded the motion to approve the Resolution and revised submission of an application to the Illinois Community College Board for construction of a new Natural Science Greenhouse, as presented. The roll call on the motion was as follows:

AYES: Zumdahl, Gallagher, Shockey, Urish, Block, Endress,  
Jennings, Kaiser  
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. 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 2011 bills in the amount of \$2,122,322.95, Automated Clearing House (ACH) debits of \$308,002.47 and Electronic Refunds of \$237,968.17 with 23 adjustments of \$1,042.60, such warrants amounting to \$2,667,250.99. Transfers of funds for payroll amounted to \$661,353.08. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Urish, Block, Endress, Jennings,  
Zumdahl, Kaiser  
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

Ms. Janssen reported that we received the Fall payment for Illinois MAP in the amount of \$250,000, but we have not received our Spring payment yet. Dr. Kanosky noted that the College has disbursed over \$4,600,000 in Federal grant funds to students, and the College has administered over \$2,500,000 in Workforce Investment Act (WIA) funds.

### Monitoring Report: Workforce Development

Mr. Hood introduced Mr. Mark Jansen, Director of Adult Education, who presented the Adult Education portion of the Workforce Development monitoring report. He noted that 72 percent of the students served in the Adult Education program are from Stephenson County. Recently the Stephenson County jail approached Mr. Jansen about the possibility of providing services to those who are incarcerated at the jail. Mr. Jansen reported that in FY'10, 250 students served in the Adult Ed. program transferred to Highland, compared to 240 in FY'08 and 196 in FY'09. He

noted that he tries to build study and time management skills into the program to assist students. Mr. Block suggested that it might also be beneficial to teach students how to take computerized tests.

#### Student Trustee

Ms. Kaiser stated that she is looking forward to this year and getting to know everyone.

#### ICCTA Representative

Mrs. Gallagher stated that there are many opportunities for student trustees and trustees to get involved. ICCTA's annual conference will be held on June 2 – 4. ACCT's national leadership congress will be held in Dallas on October 12 – 15. Mrs. Gallagher participated in a regional meeting sponsored by the Department of Education, which was held at Ivy Tech in Indianapolis. Participants broke into subgroups and discussed issues that involved community colleges. Mrs. Gallagher reported that 43 trustee seats changed throughout Illinois community colleges as a result of the recent election.

#### Administration

Ms. Gerber reported that Freeport High School will send 50 students to campus tomorrow for a "Quick Start," where students can take a placement test, have it interpreted, and meet with an advisor, all in one day.

Dr. Kanosky reminded trustees that Ms. Gerber is an officer in the Illinois Community College Chief Student Service Officers group, Mr. Hood is president of the Illinois Community College Chief Academic Officers group, and Ms. Grimes is president of the Association of Community College Trustees' Professional Board Staff Network.

#### **OLD BUSINESS**

There was no old business.

#### **CLOSED SESSION**

Mr. Urish moved and Mr. Endress 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 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, Jennings, Zumdahl, Gallagher, Kaiser
NAYS:	None

At 6:09 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES: Urish, Block, Endress, Jennings, Zumdahl, Gallagher, Shockey, Kaiser  
NAYS: None

At 6:20 p.m., the Chairperson declared the motion carried and the Closed Session ended.

**ACTION, IF NECESSARY**

No action was necessary.

**NEW BUSINESS**

Mrs. Gallagher reminded trustees that the "Great Central U.S. Shakeout" is scheduled for April 28, 2011 at 10:15 a.m. to raise awareness for earthquake preparedness.

**DATES OF IMPORTANCE**

Ms. Grimes reminded trustees of the graduation picnic on Thursday, May 12 at 4:30 p.m. and that reservations are due tomorrow.

Mr. Endress stated that the last home softball game will be Sunday at noon and the sophomore players will be honored.

Dr. Kanosky reported that a live disaster training will be held on campus on Saturday, August 6 and Highland will be involved in the event.

**ADJOURNMENT**

Mr. Urish moved and Mr. Endress 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