

**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 May 17, 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 (departed 5:25 p.m.), Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, and Ms. Chelsey Kaiser (departed 5:25 p.m.)

The following members were absent: Ms. Whitney Zumdahl

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 5:12 p.m.; returned 5:29 p.m.); Ms. Beth Koeller, Campus Director, Columbia College Freeport Campus (departed 4:59 p.m.); Mr. Jim Berberet, Interim Executive Director, HCC Foundation (departed 4:15 p.m.); Mr. Scott Anderson, Dean, Business & Technology (departed 4:59 p.m.); Mr. Steve Mihina, Faculty (arrived 4:15 p.m.; departed 5:12 p.m.); Mr. Phil Pilcher, Assistant Project Director, Natural Science Foundation Wind Turbine Remote Lab Grant (departed 4:59 p.m.); and Ms. Terri Grimes, Board Secretary

**APPROVAL OF AGENDA**

Dr. Jennings moved and Mr. Urish seconded the motion to approve the agenda, as presented. The vote being unanimous, the motion carried.

**APPROVAL OF MINUTES**

Mrs. Gallagher moved and Mr. Block seconded the motion to approve the minutes of the April 19, 2011 special meeting and the April 26, 2011 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**

Mr. Jim Berberet presented the monthly Foundation report. He announced that the Foundation's Major Gift Campaign has now raised \$2,147,000, up \$1,000 since his last report to the Board. In early May the Foundation received an unrestricted bequest of \$900,000 which will go into the general fund, and he anticipates the money being transferred sometime this week. There have been seven showings of the McNess property, with several local people very interested. About 20 people unrelated to Highland attended the May 5 "Showcase Highland" event in Mt. Morris. Special thanks to Mr. and Mrs. Rob Urish for coordinating the event. Mrs. Gallagher expressed her appreciation to those who were able to attend the Galena "Showcase Highland" event in April, noting that it was well planned. She suggested that the College develop an electronic presentation that could be used to present to local service clubs and other organizations.

Mr. Berberet reported that the Events Committee believes events need to be planned and promoted and include entertainment and presentations by faculty members. Events will be scheduled over a two-year period of time to build momentum. Future events include the Foundation golf outing on Monday, June 6, at the Freeport Country Club, and the Shindig at the Stables on August 13 at Oak Ridge Arabian Stables, owned by Mr. and Mrs. Don Morse. Mr. Berberet reported that Ms. Gerber has offered to coordinate on-campus donations from divisions and departments for the silent and live auctions. Raffle tickets are still being sold, with the next drawing taking place at the golf outing.

Mr. Berberet gave a presentation at the Galena Rotary on May 6, and presented the Top Scholars awards at Galena High School on May 11. He also toured the new Monroe Clinic facility with Dr. Kanosky. Mr. Berberet is working on the FY'12 Foundation budget, strategic planning, and fundraising plans, and noted the need to update naming opportunities and a list of additional items that could be put on the list for possible naming rights. There is also a need to have a list of items that potential donors could support.

Mr. Berberet concluded his presentation by asking trustees for the names of potential Foundation Board members to be presented for consideration at the Foundation's annual meeting in October.

## **COLUMBIA COLLEGE REPORT**

Ms. Beth Koeller, Director of Columbia College's Freeport campus, provided an update on the partnership between Columbia and Highland, noting that Columbia is celebrating 15 years of being on the Highland campus. Nationwide, Columbia College has 35 campuses, most located on military bases. Ms. Koeller noted that Columbia's tuition is very reasonable at \$180 per credit hour for in-seat classes and \$229 per credit hour for on-line classes, currently the lowest tuition in the area. The College also works to stay within the Pell grant amount, trying to keep the debt burden low for students. Ms. Koeller reported that 61 percent of transfer students transfer credits from Highland, and about 35% of the students transfer in a degree from Highland. There are currently 144 students enrolled at Columbia's Freeport campus. With a class size under 15, this allows the instructors to spend more time with the students.

**CONSENT ITEMS**

A. Academic (None)

B. Administration

1. Appointment: Biology Instructor

*Recommendation:* That the Board of Trustees approve the appointment of Ms. Karla Giuffre as full-time, tenure track biology instructor in the Natural Science and Mathematics division for the Fall 2011 semester beginning August 15, 2011, at an FY'12 salary of \$49,733 plus appropriate fringe benefits. This salary is within the FY'12 budget. The position is available due to the non-renewal of employment of a full-time biology instructor.

2. Revised Job Description: Communications Specialist

*Recommendation:* That the Board of Trustees approve the revised job description and title for Communications Specialist, as presented. The job title was formerly Marketing and Communications Specialist. A recommendation is also being made to change the salary placement on Highland's Salary Range Table from range 39 to range 41.

C. Personnel

1. 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

1. University of Illinois Lease Agreement

*Recommendation:* That the Highland Community College Board enter into a lease agreement with the University of Illinois Extension for occupancy by the University of Illinois Extension – Stephenson County of approximately 2,090 square feet of space in the Community Services Center for the period July 1, 2011 through June 30, 2012, at an annual rate of \$22,897.20. The Board further authorizes the College President and Board Secretary to execute the agreement by appropriate signatures.

Mr. Urish moved and Mr. Endress 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, Kaiser  
 NAYS: None

Whereupon the Chairperson declared the motion carried.

**MAIN MOTIONS**

## A. Academic (None)

## B. Administration

1. Second Reading – Revised Policy: Conduct of Meetings

Mr. Endress moved and Mr. Block seconded the motion to approve for second reading the revision to Policy 1.15 – Conduct of Meetings, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Second Reading – Revised Policy: Record of Meetings

Mr. Urish moved and Mrs. Gallagher seconded the motion to approve for second reading the revision to Policy 1.16 – Record of Meetings, as presented. The roll call on the motion was as follows:

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

## C. Personnel (None)

## D. Financial

1. Proposal for Identity Theft Prevention Program and Team Development

Mr. Block moved and Mr. Endress seconded the motion to approve the proposal for training, assessment, and implementation tools for the College's Identity Theft Prevention Program, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Payment of Bills and Agency Fund Report

Mr. Endress moved and Mr. Block seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payment and to transfer funds for April 2011 bills in the amount of \$799,676.91, Automated Clearing House (ACH) debits of \$193,103.14 and Electronic Refunds of \$9,833.25 with 14 adjustments of \$2,539.87, such warrants amounting to \$1,000,073.43. Transfers of funds for payroll amounted to \$638,231.04. The roll call on the motion was as follows:

AYES: Endress, Jennings, Gallagher, Shockey, Urish, Block, 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 and Spring payments for Illinois MAP in the amount of \$250,000 per semester.

### Natural Science Foundation Grant

Mr. Hood introduced Mr. Phil Pilcher, Assistant Project Director for the National Science Foundation Wind Turbine Remote Lab Grant. Mr. Pilcher explained that the grant is a three-year project to develop and test web-based wind turbine learning materials. He explained that Mr. Scott Anderson serves as the Project Facilitator, Dr. Jeff Davidson is the Principal Investigator, and Mr. Dave Vrtol and Mr. Steve Gellings are subject matter experts. The project includes partnerships with Northern Illinois University, Columbia Gorge Community College, Lake Region State College, Suzlon, Big Sky, White Construction and several regional community colleges including Danville, Riverland, Ivy Tech, and Minnesota West. During year one of the grant, a website ([www.windtechtv.org](http://www.windtechtv.org)) was developed, and more module development will take place in year two. The modules are all open-use, able to be used by any community college in the United States that has a wind program. Mr. Pilcher stated that this is not an on-line course or curriculum, but on-line materials that can be integrated into the curriculum.

### Student Trustee

Ms. Kaiser stated that Student Senate held their last meeting for this academic year on May 6 and will be making arrangements to attend a student government conference in October in Chicago. Ms. Kaiser also serves as the College's Illinois Community College Board Student Advisory Committee (ICCB-SAC) representative and attended a student leadership training in Bloomington on June 2 – 4.

### ICCTA Representative

Mrs. Gallagher reported that she and Dr. George Mihel, President of Sauk Valley Community College, attended ICCTA's Lobby Day in Springfield on May 3 and 4 where they learned that community colleges currently serve 65% of the students, while receiving only 13% of the funding. She also reported that she serves as the Association of Community College Trustees' State Coordinator, and the State Coordinators have been asked to report on college activities related to student success. She requested that this topic be placed on the June retreat agenda for discussion.

### Administration

Ms. Gerber reported that Student Senate attended Advocacy Day in Springfield and worked with Women Employed! to build awareness for MAP funding. The students took along a poster showing the number of eligible students at Highland who did not receive funding. Ms. Gerber also reported that 420 students graduated this academic year, the highest number ever.

Ms. Janssen reported that the custodial/maintenance staff will participate in an emergency preparedness tabletop drill tomorrow.

Mr. Hood announced that Honors Convocation and the nursing pinning were both well attended. Mr. Hood is working with a committee of faculty and staff on the structure of our upcoming Opening Days and making the best use of time during the two-day event.

Ms. Grimes reminded trustees of the Leadership Institute dinner tomorrow night. She also reminded trustees that the Audit Committee of the Board will meet at 2:00 p.m. on Wednesday, June 1, following the quarterly Board retreat.

Dr. Kanosky stated that the legislative session is winding down. Currently the House proposal is for level funding for community colleges, with MAP funding being protected, while the Senate proposal is a 6 to 10% decrease in funding with no word on MAP funding. He also noted that the concealed carry legislation failed and will likely come up again for a vote. In the current proposal, community colleges and university campuses are exempt. Illinois and Wisconsin are the only states that do not have concealed carry. Representative Jim Sacia is a sponsor of the Illinois bill.

### **OLD BUSINESS**

There was no old business.

### **CLOSED SESSION**

Mr. Block 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, 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:	Jennings, Gallagher, Shockey, Urish, Block, Endress, Kaiser
NAYS:	None

At 5:12 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES:	Gallagher, Shockey, Block, Endress, Jennings
NAYS:	None

At 5:27 p.m., the Chairperson declared the motion carried and the Closed Session ended.

### **ACTION, IF NECESSARY**

No action was necessary.

**NEW BUSINESS**

Dr. Kanosky encouraged trustees to send suggested agenda items for the upcoming quarterly retreat to Mr. Shockey or Ms. Grimes.

Mrs. Gallagher suggested that the Business Institute look into the possibility of providing classes, such as OSHA updates and MS Office, possibly held in Elizabeth.

Mr. Shockey asked if the College sends out a Request for Proposal (RFP) to other auditing firms. Ms. Janssen stated that we do not send out RFPs because our cost is reasonable and we are satisfied with Wipfli's services. Wipfli alternates the partner on our audit, and knows our staff and processes, which is beneficial. She also reported that the Partners for Employment annual audit by the Department of Commerce and Economic Opportunity will take place next week.

Dr. Kanosky reminded trustees of summer hours, which are Monday through Thursday, 7:30 a.m. to 5:30 p.m. He also noted that the phone system upgrade began on Monday, May 16.

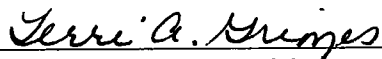
**DATES OF IMPORTANCE**

The next quarterly Board retreat will be held on Wednesday, June 1, 2011 at 8:30 a.m. in room H-206 in the Highland Community College Student/Conference Center. The next regular meeting will be held on Tuesday, June 21, 2011 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Highland Community College Student/Conference Center.

**ADJOURNMENT**

Dr. Jennings moved and Mrs. Gallagher seconded the motion to adjourn the meeting. At 5:32 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