

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 June 21, 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, Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Ms. Whittney Zumdahl, and Ms. Chelsey Kaiser (departed 4:58 p.m.)

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. Rose Ferguson, Associate Vice President, Human Resources (arrived 4:05 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:37 p.m.; returned 6:16 p.m.); Mr. Steve Mihina, Faculty (arrived 4:03 p.m.; departed 5:37 p.m.); Mr. Jim Berberet, Interim Executive Director, HCC Foundation (departed 4:20 p.m.); Ms. Carolyn Petsche, Director, Learning Services (departed 4:21 p.m.); Mr. Jim Yeager, Faculty (departed 4:54 p.m.); Mr. Allen Redford, Faculty (departed 4:54 p.m.); Mr. Michael Lobdell, part-time Custodian (departed 4:07 p.m.); Mr. Bob Wiederholtz, Manager, Custodial Services (departed 4:07 p.m.); Mr. Dave Vrtol, Faculty (departed 4:07 p.m.); and Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Block moved and Dr. Jennings seconded the motion to approve the minutes of the May 17, 2011 regular meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Mr. Bob Wiederholtz introduced Mr. Michael Lobdell, new part-time Custodian.

Mr. Hood introduced Mr. Dave Vrtol, instructor for the Wind Turbine Technology program. Mr. Vrtol has co-authored two textbooks in the past two years: Introduction to Wind Principles and Introduction to Wind Energy. Mr. Vrtol noted that the American Wind Energy Association has now approved these books.

FOUNDATION REPORT

Mr. Jim Berberet presented the monthly Foundation report. He announced that the Foundation's Major Gift Campaign has now raised \$2,149,912, up approximately \$2,800 from his last report to the Board. The Foundation currently has enough money to cover the July 1 debt certificate payment and more than half of the January 2012 payment. The Foundation received a \$100,000 unrestricted bequest from a friend of the Foundation, which will go into the General Fund. Nineteen foursomes participated in the annual Foundation golf outing earlier this month. There were 30 tee and green sponsors, and two fewer bronze sponsors than last year, but more cash donations. Mr. Berberet reported that he expects the profit to be about \$10,000, which is about the same as last year. Mrs. Gallagher stated that many of the Jo Daviess Forum members are unaware that the golf outing provides scholarships for the Forum. An invitation list for the "Shindig at the Stables" is being compiled, and Mr. Berberet requested that trustees provide the Foundation office with names and addresses of people who should be invited.

The Foundation will sponsor a booth at the Stephenson County Fair July 12 – 16 to sell raffle tickets. So far 966 raffle tickets have been sold and all expenses are covered through the Shindig. The grand prize drawing of \$10,000 will be held in December. "Showcase Highland" will continue into the fall, and there will be a special reception as part of the Madrigal dinner events. The Foundation website has been updated, thanks to the assistance of Mr. Pete Willging. There have been 17 showings of the McNess property, with six of the 17 people very interested. Mr. Berberet has developed the FY'12 Foundation budget. The Foundation Nominating Committee will be nominating members from the district, to serve on the Foundation Board, and Mr. Berberet encouraged trustees to submit names to him for potential Foundation Board members. Mr. Berberet concluded his presentation by challenging trustees to host coffees, breakfasts at local coffee shops, or social events in an effort to expand the Foundation's donor base.

CONSENT ITEMS

A. Academic (None)

B. Administration

1. Appointment: Coordinator, Student Programming
Recommendation: That the Board of Trustees approve the appointment of Mr. Brian Moore as full-time Coordinator, Student Programming in the Upward Bound program. Mr. Moore is currently teaching nine contact hours in the

Humanities and Social Sciences division during the summer session. It is therefore recommended that he be hired on a part-time basis beginning May 31, 2011, with the full-time appointment beginning on July 25, 2011 at an FY'12 salary of \$29,000, plus appropriate fringe benefits. This grant-funded position is within the FY'12 budget and is dependent upon continued grant funding. This position became available due to the retirement of Ms. Janet Deetz.

2. Appointment: Student Advisor

Recommendation: That the Board of Trustees approve the appointment of Ms. Karissa Patefield as full-time Student Advisor beginning July 5, 2011 at an FY'12 salary of \$33,000, plus appropriate fringe benefits. This exempt professional position is being filled due to the retirement of Cecilia Gloden and is within the FY'12 budget.

3. New Job Description: Coordinator, Testing Center

Recommendation: That the Board of Trustees approve the new job description for Coordinator, Testing Center with placement at Range 38 on the Highland Salary Range Table. This is a non-exempt, hourly position. Funding for this position is included in the FY'12 budget.

C. Personnel (None)

D. Financial

1. Prevailing Rate of Wages

Recommendation: That the Board of Trustees adopt the Resolution regarding the prevailing rate of wages, as presented.

Mr. Urish moved and Dr. Jennings seconded the motion to approve the consent items, as presented. 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.

MAIN MOTIONS

A. Academic (None)

B. Administration (None)

C. Personnel (None)

D. Financial

1. Course Fees for New Equine Science Program

Mrs. Gallagher moved and Ms. Zumdahl seconded the motion to approve the new equine science course fees, as presented, beginning with the Summer 2011 semester. 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.

2. Health Insurance Rates

Mr. Urish moved and Mrs. Gallagher seconded the motion to approve that the Board of Trustees establish the following monthly rates for health insurance during FY'12 under the self-insured health plan as listed below:

Employee Only	\$570.74	Retiree Only	\$523.80
Family Plan	\$1,357.41	Retiree with Family Plan	\$1,071.85

The Employee Only and Family Plan rates are 3% lower than those adopted in July of FY'11. The Retiree rates are adjusted to allow a little more affordability for Retirees under the plan, yet keeping in-line with the State University Retirement System levels. The roll call on the motion was as follows:

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

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

3. Payment of Bills and Agency Fund Report

Mr. Urish moved and Mrs. Gallagher seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payment and to transfer funds for May 2011 bills in the amount of \$1,038,760.59, Automated Clearing House (ACH) debits of \$219,150.43 and Electronic Refunds of \$3,824.66 with 15 adjustments of \$1,886.99, such warrants amounting to \$1,259,848.69. Transfers of funds for payroll amounted to \$657,736.27. 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 and the Resolution adopted.

REPORTS

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

Ms. Janssen explained that one-half of the revenue from 2010 tax year property taxes is recorded in the current fiscal year, and the other half is recorded in the next fiscal year. This revenue is reported as 50 percent of the total extension and the money does not have to be on hand. Equalization is typically recorded as it is received or if we will receive it within 60 days of the end of the fiscal year, however, we will wait for the auditors to determine how it should be recorded. Jo Daviess County equalized assessed valuations (EAVs) are down three to four percent. Pell funding from the Department of Education is included under the Restricted Purposes fund. MAP funding is recorded as a receivable in the Operating funds because it is directly applied to tuition.

Radio Highland

Mr. Hood introduced Mr. Pete Willging, Mr. Allen Redford and Mr. Jim Yeager, who presented an update on Radio Highland, Highland's internet radio station. The station programming currently includes 10-minute pre-recorded segments, such as an interview with Freeport Mayor George Gaulrapp and discussions on a wide variety of topics including pet peeves, presidential politics, and the Oscars, but there are plans to also begin using live streaming radio in the future. All programming will be supervised and geared to students, and some students have expressed an interest in doing their own talk show. Mr. Yeager concluded the presentation by stating that start-up costs are low, but also provide a lot of revenue-generating options.

Student Trustee

Ms. Kaiser reported that she attended an Illinois Community College Board's Student Leadership Institute the first weekend in June. The next ICCB Student Advisory Committee meeting will be in September.

ICCTA Representative

The next ICCTA meeting will be September 9 and 10 in Springfield. Mrs. Gallagher reported that she listened to a webinar today on Pell grants. She learned that 31% of the Pell money goes to community college students, and 35% of the Pell recipients are community college students. The costs for Pell have doubled over three years and make up 46% of the Department of Education's budget. The number of Pell recipients has increased 53% in three years. There is a proposal in the House of Representatives to reduce the maximum Pell grant from \$5,550 to \$3,150, and Mrs. Gallagher suggested that trustees go to www.pellactioncenter.org and click on the link to send a letter opposing the proposed reduction in Pell. Mrs. Gallagher concluded her presentation by reporting that on Friday information will be available on the Illinois Community College Board's website showing how high school students who graduated between 2006 and 2008 performed after going to community colleges. Dr. Kanosky explained that the report will show the students' overall GPA success rate based on ACT scores. Dr. Kanosky and Mr. Hood will attend the meeting this Friday in Springfield.

Administration

Mr. Hood reported that the College will begin a pilot transitional program in math this summer. So far 22 students are interested in the program and 17 will be attending an orientation tonight. Ms. Carolyn Petsche explained that many students are coming to the college underprepared. Transitional education provides support so the students are able to succeed at college-level classes. The five-week program will include an orientation to campus and tours of various areas of the College so students can get to know staff. Ms. Petsche stated that the program will begin with a diagnostic test to see what areas of math the students need to focus on. Mr. Hood stated that a goal of the program is to have the students retest at the end of the course, and he believes many of the students will test from transitional courses into transferrable college credit. The next step is to increase the scope of the program and offer other disciplines, such as English and writing. Dr. Kanosky noted that in order for students to qualify for the summer program, named "Fast Forward," they must be registered to attend Highland in the fall and not started math classes at Highland.

Ms. Janssen reported that the library lighting project is complete and should help reduce energy costs.

Ms. Ferguson stated that the staff mentoring program has begun. The program was created to assist new staff members with their transition to Highland, and will match a new hire with a mentor. The hope is that this will give the new employee a resource to go to if they have questions, and will also give the mentee someone to attend activities with, such as Opening Days or athletic events. In addition, each mentor will be given \$20 to take the mentee out to breakfast or lunch.

Mr. Hood reported that he attended a meeting with Dr. Kanosky, Mr. Steve Mihina, and representatives from a local television station to discuss using our engineering program to begin a broadcast engineering program. There is currently a need for graduates who are well trained in digital technology. Station representatives were very complimentary of Highland and our engineering program, and Mr. Hood will investigate the possibilities and will be meeting with someone from their parent company to discuss possible corporate sponsorship of the program.

Ms. Grimes reminded trustees about the need to come up with an idea for the Board's donation for the upcoming Shindig at the Stables auction. Mr. Block and Ms. Zumdahl offered to contact local wineries about providing a wine-tasting tour throughout the district.

OLD BUSINESS

There was no old business.

CLOSED SESSION

Mr. Block moved and Mr. Urish 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 to conduct the Board's semiannual review of all closed

session minutes and tapes, 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, Zumdahl, Gallagher, Shockey, Urish, Block, Endress
 NAYS: None

At 5:37 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

Mr. Endress moved and Dr. Jennings seconded the motion to end the Closed Session. The roll call on the motion was as follows:

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

At 6:16 p.m., the Chairperson declared the motion carried and the Closed Session ended.

ACTION, IF NECESSARY

Semi-annual Review of All Closed Session Minutes and Tapes

Mrs. Gallagher reported that the Board conducted the semi-annual review of the Closed Session minutes and tapes. Mrs. Gallagher moved and Mr. Block seconded the motion that the verbatim audio recordings of the Closed Sessions of July 21, 2009, August 18, 2009, September 2, 2009, September 15, 2009, October 20, 2009, November 17, 2009, December 2, 2009, and December 15, 2009 may now be destroyed, pursuant to the Open Meetings Act, and that the minutes that were previously closed remain closed at this time and unavailable for public inspection. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

NEW BUSINESS

Dr. Kanosky provided an update on his discussions with the Mayor of Elizabeth regarding use of a portion of the HCC West facility by the Village of Elizabeth. The Village of Elizabeth would like to use one small office and some other areas, which would save the College approximately \$8,000 in rent. Utilities and custodial costs would be shared. Once the details of the agreement are determined, the lease would come to the Board for approval.

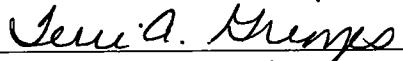
DATES OF IMPORTANCE

The next regular Board meeting will be held on Tuesday, July 19, 2011 at 4:00 p.m. in the Robert J. Rimington Board Room in the Highland Community College Student/Conference Center and will be preceded by a budget work session at 3:00 p.m.

ADJOURNMENT

Mrs. Gallagher moved and Ms. Zumdahl seconded the motion to adjourn the meeting. At 6:21 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