

**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 June 21, 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 Zum Dahl, Mr. Blake Musser, and Ms. Staci Hammer

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; Ms. Sue Sauer, Manager, Math Achievement Center (departed 4:41 p.m.); Ms. Carolyn Petsche, Director, Learning and Transitional Education Services (departed 4:41 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 4:43 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 5:04 p.m.); Mr. Steve Mihina, Faculty (departed 4:35 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:05 p.m.; returned 5:37 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**

Mr. Endress moved and Mrs. Gallagher seconded the motion to approve the minutes of the May 17, 2016 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**

Ms. Kim Rampenthal presented the Foundation report. She reported that Jo-Carroll Energy has pledged \$4,000 to support Manufacturing Day in Jo Daviess and Carroll Counties, and Adkins Energy has donated \$7,000 to the Ag program for crop science plant lab equipment. The 2016 Double Play Campaign has raised \$25,000 toward the \$50,000 match pool. The Leadership Golf Outing was held earlier this month, and \$10,000 from the proceeds raised will go to support scholarships for the Leadership Institute or Leadership Forum participants. Some proceeds will also support the High School Servant Leadership program. Over 100 golfers attended the event. Approximately 230 nursing scholarship applications were received by the June 1 deadline, and letters were sent out last week to all applicants. Shindig VI will be held on Saturday, August 20, at the home of Scott and Kathy King in Freeport. The event supports the Major Gifts Campaign and the fund for the College's greatest needs. Letters have been sent to solicit donations for auction items.

## **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/Summer semester of 2016.
- D. Financial
  - 1. Course and Miscellaneous Fees  
*Recommendation:* That the fees/charges listed be approved, as presented, beginning with the Spring 2017 semester.

Mr. Endress moved and Ms. Zumdahl seconded the motion to approve the consent items, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

## **MAIN MOTIONS**

- A. Academic
  - 1. Authorization to Enter into Dual Credit Agreements with CareerTEC, Area High Schools, and Career Centers for the 2016 – 2017 Academic Year  
Dr. Jennings moved and Mr. Shockey seconded the motion to authorize the College President to enter into dual credit agreements for the 2016 – 2017

academic year with CareerTEC, Jo Daviess Carroll CTE Academy, Whiteside Area Career Center, and area high schools including, but not limited to, the following: Aquin, Dakota, East Dubuque, Eastland, Forrestville Valley, Freeport, Galena, Lena-Winslow, Milledgeville, Orangeville, Oregon, Pearl City, Pecatonica, River Ridge, Scales Mound, Stillman Valley, Stockton, Warren, and West Carroll. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Approval of Joint Use and Vocational Education Agreements Between Career and Technical Education Consortium (CareerTEC) and Highland Community College  
Dr. Jennings moved and Mr. Endress seconded the motion to approve the joint use and vocational education agreements between the Career and Technical Education Consortium (CareerTEC) and Highland Community College, as presented. These agreements will be in effect from July 1, 2017 through June 30, 2018. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

B. Administration

1. Second Reading – New Policy 3.26: Student Optional Disclosure of Private Mental Health Information  
Mr. Shockey moved and Mr. Musser seconded the motion to approve for second reading new policy 3.26, Student Optional Disclosure of Private Mental Health Information, as presented. The policy will be included in Chapter III, Student, of the Policy Manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

C. Personnel (None)

D. Financial

1. Intergovernmental Cooperation Agreement for Police Services

Dr. Jennings moved and Mr. Musser seconded the motion to approve the intergovernmental cooperation agreement for police services with Stephenson County, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Service Road Agreement Between Highland Community College, the Family YMCA of Northwest Illinois, and Freeport School District #519

Mr. Musser moved and Mrs. Gallagher seconded the motion to approve the service road agreement between Highland Community College, the Family YMCA of Northwest Illinois, and Freeport School District #145, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Prevailing Rate of Wages

Mrs. Gallagher moved and Ms. Zumdahl seconded the motion to adopt the Resolution regarding the prevailing rate of wages, as presented. The roll call on the motion was as follows:

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

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

4. Payment of Bills and Agency Fund Report

Dr. Jennings 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 May 2016 bills in the amount of \$734,188.21, Automated Clearing House (ACH) debits W0000368 through W0000371 amounting to \$12,556.21, Other Debits D0000056 amounting to \$40,000.00, and Electronic Refunds of \$30,441.54, with 8 adjustments of \$171.88, such warrants amounting to \$817,014.08. Transfers of funds for payroll amounted to \$538,803.97. The roll call on the motion was as follows:

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

Ms. Janssen reported that the College recently received some property tax funds. She also noted that the College received notice that the State made an error several years ago in distributing Corporate Personal Property Replacement Tax (CPPRT) funds to taxing bodies, and the College will owe \$50,000 due to the overpayment. At this point it is uncertain when the money will need to be repaid, although Mr. Endress stated that he heard the State will hold back half of the CPPRT funding each of the next two years.

### Enrollment

Ms. Gerber introduced Ms. Carolyn Petsche and Ms. Sue Sauer, who provided an update on the Math Achievement Center (MAC). As a result of the work toward creating the MAC, embedded tutoring, revising instructional delivery, and curriculum changes, completion rates for transitional math students in the MAC have risen by 15 percent between Spring 2015 and Spring 2016. The next steps for the MAC are to increase instructor training and offer additional pathways.

### Student Trustee

Ms. Hammer attended the Student Leadership training in Springfield and met many ICCB Student Advisory Committee members. During the training, she gave a presentation on the importance of adult education. She also attended the ICCTA banquet where Mrs. Gallagher received the Ray Hartstein Trustee Leadership Award. Student Senate is working on student discount cards and will also be filling one vacant position on Senate.

### Audit Committee Chair

Mrs. Gallagher reported that the Audit will begin on July 25. The Audit Committee will meet at 2:00 p.m. on Tuesday, July 19, prior to the 3:00 p.m. budget work session.

### ICCTA Representative

Mr. Endress reported that there are 35 bills that have passed the House and Senate, with no indication of whether Governor Rauner will sign them. One bill has to do with board travel expenses, and many are in reaction to issues at the College of DuPage. Mr. Endress is unsure what the status of the bill currently is that would fund community colleges at 60 percent for FY16. Mr. Endress attended the ICCTA annual convention and the awards banquet where two representatives of Swift Hospitality were in attendance and recognized for their partnership with the College. Mr. Endress was elected vice president of ICCTA and his term will begin on July 1.

### Board Chair

Mr. Block attended meetings of the Workforce Development Committee and a concern from employers is that students do not know what careers are available in the area. There is a need to work with the high schools and counselors to let them know the opportunities that are available for students.

### Administration

Ms. Kuberski reported that the Math instructor search is in process and the committee will meet on Thursday. The College is refocusing on the Higher Learning Commission (HLC) visit, and the Accreditation Committee will meet to develop a timeline for work to be done. Ms. Kuberski and the deans have been reviewing dual credit files to check credentials, and once that work is completed, a decision will need to be made regarding whether to apply to HLC for an extension of the dual credit credential implementation. Faculty attended credit hour compliance workshops as part of the compliance package that is included in the HLC system report. This is the first time the College is required to submit this report, which is due eight weeks before the HLC visit and is done as a separate audit.

Ms. Janssen reported that a live emergency response drill will be held on campus on July 22 and referred trustees to page two of her administrative report, which listed the agencies involved in the drill. There will be a lot of communication so the community knows the drill will be taking place.

Ms. Ferguson reported that the open enrollment deadline for insurance was today and deductions will be ready for the first pay in July. Eight employees shifted from the PPO option to the high deductible health plan (HDHP). Mrs. Gallagher asked if information obtained through exit interviews is ever acted upon, and Ms. Ferguson reported that an issue is brought up several times, it is acted upon. If the issue is urgent, it is shared with the supervisor to act upon. She noted, however, that typically information received through the exit interviews is positive.

Ms. Gerber reported that the College is required to have community partnerships through the Federal Work Study program, and we have new partnerships with and provide student workers for the YMCA and Freeport Public Library. Last evening there were two Freeport area strategic planning focus groups. The Strategic Planning Council will be presenting their recommendations for goals soon.

Ms. Grimes reminded trustees that tickets are now available for the Summerset Theatre's performances of Joseph and the Amazing Technicolor Dreamcoat and encouraged trustees to let her know if they need tickets. She will also be scheduling the annual Board photo, possibly between meetings on July 19.

Mr. Hood reported that the launch and enhancement of new programs and strengthening of existing programs is underway. The Mass Communication program is doing well. The previous production studio was located in the Marvin-Burt Liberal Arts Center and that space will be returned to a full-blown Mass Communication studio for students in the Fall. The space most recently housed the audiovisual office. Mr. Hood commended everyone for the team effort in giving up space for the good of the College so that the Mass Communication studio could return to the original location. The Mass Communication students are excited and have the most to

gain. This was previewed with representatives of Western Illinois University and they are excited about the potential for the program. Part of the vision to increase enrollment is to better serve existing students, making sure more have better odds of succeeding, and the College is well underway with strengthening other areas of transitional studies, in addition to math. Mr. Hood is delighted with how the College is working with high schools on curriculum alignment. He concluded his remarks by congratulating Columbia College on their 20<sup>th</sup> anniversary of partnering with the College.

### **OLD BUSINESS**

Mrs. Gallagher thanked trustees for nominating her for ICCTA's Ray Hartstein Trustee Achievement Award, as well as Mr. Pete Willging for following up with a press release. As a result of the press release, many people have talked to her about Highland, with many positive comments about Mr. Justin Ebert and the Ag program. Mr. Hood congratulated Mrs. Gallagher, and also congratulated Mr. Endress on his election to the vice president position on the ICCTA board.

At 5:05 p.m., the Chairperson declared a recess; the meeting resumed at 5:14 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; 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; and discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the public body of the minutes or semi-annual review of the 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: Block, Endress, Jennings, Zumdahl, Musser, Gallagher, Shockey,  
Hammer  
NAYS: None

At 5:16 p.m., the vote being unanimous, the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

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

## **ACTION, IF NECESSARY**

- A. 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

No action was necessary.

- B. 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

No action was necessary.

- C. Semi-annual Review of All Closed Session Minutes and Tapes

Mr. Shockey moved and Mr. Musser seconded the motion that the Closed Session minutes, which were previously closed, remain closed at this time and unavailable for public inspection. It is further recommended that the audio recordings from the following Closed Sessions be destroyed at this time, pursuant to the Open Meetings Act: June 4, 2014; June 10, 2014; June 17, 2014; July 14, 2014; July 15, 2014; August 4, 2014; August 11, 2014; August 19, 2014; September 10, 2014; September 23, 2014 (two meetings); October 21, 2014; November 18, 2014; December 3, 2014; and, December 16, 2014. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

## **NEW BUSINESS**

Mrs. Gallagher encouraged trustees to watch the PBS special tonight "*Education Week Reports: A New Vision for Science Education.*"

## **DATES OF IMPORTANCE**

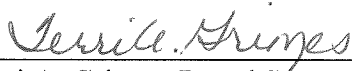
The next regular Board meeting will be held on Tuesday, July 19, 2016, at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center. The next quarterly Board retreat will be held on Wednesday, September 7, 2016, at 8:30 a.m. in room H-206 in the Student/Conference Center.



**ADJOURNMENT**

Mr. Musser moved and Mr. Endress seconded the motion to adjourn the meeting. At 5:39 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