

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 August 16, 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. Whitney Zumdahl, and Ms. Chelsey Kaiser

The following members were absent: None

Also present: Dr. Joe Kanosky, President; Mr. Tim Hood, Vice President, Academic Services (departed 6:17 p.m.); Ms. Jill Janssen, Vice President, Administrative Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Ms. Liz Gerber, Associate Vice President, Student Services (departed 6:17 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:15 p.m.); Mr. Jim Berberet, Interim Executive Director, HCC Foundation (departed 4:10 p.m.); Ms. Beth Koeller, Director, Columbia College Freeport Campus (departed 5:00 p.m.); Ms. Sandy Johnson, Executive Assistant (departed 4:02 p.m.); Dr. Thompson Brant, Dean, Humanities and Social Sciences (departed 5:00 p.m.); Dr. Jeff Davidson, Principal Investigator, Natural Science Foundation Wind Turbine Remote Lab Grant (departed 4:42 p.m.); Ms. Deb Hayenga, Coordinator, Conference Center and Business Institute (departed 4:02 p.m.); Mr. Ed Druck, Franczek Radelet Law Firm (arrived 4:45 p.m.; departed 6:05 p.m.); Mr. Brad Hart, Big Radio (arrived 5:10 p.m.; departed 5:15 p.m.); Mr. Steve Mihina, Faculty (departed 5:15 p.m.); Ms. Donna Tufariello, Faculty (departed 5:00 p.m.); Ms. Tracy Mays, Faculty (departed 5:00 p.m.); Dr. Michelle (Misty) Thruman, Director, Institutional Research (departed 4:31 p.m.); Mr. Phil Pilcher, Assistant Project Director, Natural Science Foundation Remote Lab Grant (departed 4:42 p.m.); and Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Dr. Jennings moved and Mrs. Gallagher seconded the motion to approve the minutes of the July 19, 2011 regular meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

PRESENTATION OF UNITED WAY'S SPIRIT OF CARING AWARD TO SUPPORT STAFF

Dr. Kanosky presented the United Way of Northwest Illinois' Spirit of Caring award to Ms. Sandy Johnson and Ms. Deb Hayenga, representing Highland's support staff. He noted that Ms. Rhonda Perry coordinated Highland's United Way campaign, which raised over \$9,000.

FOUNDATION REPORT

Mr. Berberet reported that the Foundation had a busy and productive summer, holding their annual golf outing in June, selling raffle tickets at the Stephenson County fair in July, and sponsoring the Shindig at the Stables fundraiser in August. He reported that since the beginning of the campaign, \$2,175,109 has been raised, up \$12,667 since his report to the Board in July, and \$404,000 was raised in FY'11, although these figures are unaudited. So far \$29,227 has been raised in FY'12. To-date 2,076 raffle tickets have been sold, and the Foundation needs to sell an additional 261 to cover the costs of the drawings. A nurse from the Monroe Clinic won the \$5,000 which was awarded at the Shindig. Approximately 275 people attended the event, hosted by Don and Janey Morse. Mr. Berberet anticipates that the Shindig will have a net profit of approximately \$40,000. The Foundation is partnering with the Fine Arts department for a performance of the Madrigal dinner. Showcase Highland events will be scheduled this fall in both Stephenson and Carroll Counties.

Dr. Kanosky thanked Mr. Berberet and his committee for their hard work on the Shindig, stating that all the people he talked to who attended had a great time and had great things to say about the College and the Foundation. Dr. Kanosky expressed his appreciation to the Morses for allowing the event to be held at their equestrian facility, which was a big attraction.

Mrs. Gallagher suggested that the Board send a thank you letter to the Foundation Board for coordinating the event, and to the Morses for hosting the event. Ms. Grimes will work with Mr. Shockey to draft the letters.

MONITORING REPORT: TRANSFER

Mr. Hood introduced Dr. Misty Thruman and Dr. Thompson Brandt, who presented the annual Transfer Monitoring Report. Dr. Thruman reported that FY'10 unrestricted credit hours were up,

with 58% of the credit hours being in transfer courses, and 42% in other courses. Head count has declined for the last several years. Of the total head count, 74% of the students are transfer students and 26% are non-transfer. Dr. Jennings suggested that someone contact those students who were in a transfer program and did not continue on to see why they did not continue. Dr. Brant commended faculty for working on the syllabi and major code projects, noting that the syllabi will improve and enhance what is available on-line, which will likely have an impact on transferability. Mrs. Gallagher also expressed her appreciation for the Top Scholars program, which also helps attract students.

CONSENT ITEMS

A. Academic (None)

B. Administration

1. Appointment of Voting Delegate to the Association of Community College Trustees 2011 Leadership Congress
Recommendation: That the Board of Trustees appoint Mrs. Diane Gallagher, Trustee, to serve as the voting delegate at the Association of Community College Trustees (ACCT) 2011 Leadership Congress in Dallas, Texas, October 12 – 15, 2011. It is further recommended that Mr. Robert B. Urish, Trustee, serve as the alternate delegate, if Mrs. Gallagher is unable to fulfill this responsibility.
2. Authorization for Submission of Annual Audit to the Illinois Community College Board
Recommendation: That the Board of Trustees authorize the Audit Committee of the Board to review the FY'11 annual audit and authorize submission to the Illinois Community College Board prior to the October 15, 2011 deadline.
3. Reaffirmation of Academic Quality Improvement Program (AQIP) Accreditation Method
Recommendation: That the Board of Trustees reaffirm Highland Community College's Academic Quality Improvement Program (AQIP) accreditation method.

C. Personnel (None)

D. Financial (None)

Mr. Urish moved and Mrs. Gallagher 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

1. Second Reading – Revised Policy: Ethics

Mr. Endress moved and Mrs. Gallagher seconded the motion to approve for second reading the revision to Policy 5.081 – Ethics, as presented. 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.

C. Personnel

1. Revised Position Placements on the Highland Salary Range Table and Job Title/ Job Description Revisions

Mr. Block moved and Mr. Urish seconded the motion to approve the changes, as presented, in placement on the Highland Salary Range Table for the positions, and change in job title for the Cafeteria Supervisor to Cafeteria Cashier and revised job description, as a result of the regular Market Study review.

Ms. Ferguson noted that grant-funded positions are italicized on the list; however, only a small portion of the Transfer Coordinator/Academic Advisor position is grant-funded, so it should not be italicized.

The roll call in the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Appointment of Tenure: Kay Sperry

Mrs. Gallagher moved and Dr. Jennings seconded the motion to approve a request for tenure for Ms. Kay Sperry, as presented. 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.

D. Financial

1. Transfer of Interest

Mr. Endress moved and Ms. Zumdahl seconded the motion to approve the Resolution providing for the transfer of interest from the Working Cash Fund to the Educational Fund for general purposes, in the amount of \$40,256.12 for FY'11, under 110 ILCS 805/3-33.6 of the Public Community College Act of the State of Illinois. 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 and the Resolution adopted.

2. Approval of Independent Contractor for the National Science Foundation Grant

Mr. Block moved and Mr. Urish seconded the motion to approve a contract in the amount of \$45,078 for Dr. Xueshu Song to develop learning models which will support the goals of the NSF Wind Technician Training grant project. 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.

3. 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 July 2011 bills in the amount of \$1,155,671.99, Automated Clearing House (ACH) debits of \$168,022.03 and Electronic Refunds of \$18,974.00 with 3 adjustments of \$1,652.60, such warrants amounting to \$1,341,015.42. Transfers of funds for payroll amounted to \$615,331.52. 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 Comparison of Budget with End-of-Year Projections

Ms. Janssen reported that the Health Insurance Fund Balance has been reduced by almost \$380,000 due to paying more in claims than was collected in premiums, maintaining the wellness program, and adding vision coverage a couple years ago. Dr. Kanosky reported that we had expected a decrease in our Equalization funding but when we received notice from ICCB of our allocation, we actually received an increase. Dr. Jennings also noted an error on page 30 on the "Transfers Out" line item, believing that the percentage was wrong.

Writing Center

Mr. Hood introduced Dr. Thompson Brandt, Ms. Donna Tufariello, and Ms. Tracy Mays who presented an update on the Writing Center. The Writing Center was launched in the Fall of 2008. Each full-time instructor serves as a tutor in the Success Center one hour per week. Ms. Tufariello explained that this opportunity creates a different dynamic for the student if they are working with an instructor in the Writing Center who is not their instructor for the paper. Ms. Tufariello stated that she has been able to learn a lot about assignments in other disciplines as a result of tutoring in the Writing Center, which helps her to know how to better prepare her students in the classroom. Ms. Mays relayed that she has found that sometimes students just need a boost of confidence or just want to hear that they can do it. Dr. Brandt reported that data suggests that the division is on the right track with the Writing Center. In fact, 100 percent of respondents surveyed identified very strong or strong confidence levels in the assignment on which they were working, and 100 percent expressed satisfaction with the help they received. Dr. Kanosky stated that this is a valuable service for our students.

Student Trustee

Ms. Kaiser reported that Student Senate will hold a summer retreat this Saturday. She will also attend the Illinois Community College Board's Student Advisory Committee meeting in September.

ICCTA Representative

Mrs. Gallagher reported that Governor Quinn signed the performance-based funding bill. She also announced that Mr. Alexi Giannoulis, former State Treasurer, is now the new chair of the Illinois Community College Board, which is a nonpaid position. Mrs. Gallagher expressed her sympathies at the passing of the president of Joliet Junior College, Dr. Gena Proulx, who lost her battle with cancer.

The next ICCTA meeting will be held in September. The Association of Community College Trustees (ACCT) Annual Leadership Congress will be held in Dallas in October. Mrs. Gallagher ended her presentation by reminding trustees of the January deadline to become an ACCT Associate on an ACCT board committee.

Administration

Mr. Hood reported that he was pleased with our Opening Days activities, stating that things went very well and it was a smooth start to the semester. Mr. Hood and Ms. Rhonda Perry sent out a series of announcements the day before the semester began and will send out follow-up announcements tomorrow. Mr. Hood also stated that the Fast Forward program held this summer was very successful, with 21 of 22 students completing the program. Two of the students in the program upgraded their math skills by two entire courses.

Ms. Janssen reported that the August 6th emergency drill was very positive overall. Many different agencies responded to the drill and it was a great exercise.

Ms. Ferguson reminded trustees to mark their calendars for September 21 to meet the RSVP volunteers.

Ms. Gerber announced that the annual Fall student picnic will be held on August 21 and will include music, food, games, and booths by all the student clubs and organizations. She also reported that so far in August, 346 walk-in students saw advisors.

Dr. Kanosky reported that he and Ms. Pat Dunn and Mr. Jim Berberet met with former trustee Mr. Dennis Endress and his daughter, Ms. Chris Urish, regarding a naming opportunity in the new nursing wing in honor of Mr. Endress' brother, Mr. Charles Endress. Dr. Kanosky closed his remarks by announcing that he has been asked to serve on the Boys and Girls Club Board and the State Bank Foundation Board.

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, the purchase or lease of real property, 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 5:15 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

At 6:17 p.m., the Chairperson declared a recess; the meeting resumed at 6:25 p.m.

Mr. Block 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 7:10 p.m., the Chairperson declared the motion carried and the Closed Session ended.

ACTION, IF NECESSARY

No action was necessary.

NEW BUSINESS

Dr. Kanosky announced that there has been a change in the bylaws for the Highland Community College Foundation, and Mr. Shockey will serve as a representative on the Foundation Board and Executive Committee. Mr. Block will serve as a representative on the Foundation Campaign Management Committee, replacing Mr. Shockey.

DATES OF IMPORTANCE

The next regular meeting of the Board of Trustees will be held on Tuesday, September 20, 2011 at 4:00 p.m. in the Robert J. Rimington Board Room in the Highland Community College Student/Conference Center.

The next quarterly Board retreat will be held on Wednesday, September 14, 2011 at 8:30 a.m. in the Student/Conference Center, room H-206.

ADJOURNMENT

Mr. Endress moved and Ms. Zumdahl seconded the motion to adjourn the meeting. At 7:13 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