

**Highland Community College**  
*Board Retreat*  
*September 14, 2011*  
*Highland Community College Student/Conference Center*  
*Room H-206*  
*Freeport, Illinois*

**ROLL CALL/CALL TO ORDER**

Mr. Shockey called the meeting to order at 8:30 a.m.

**Members Present:** Mrs. Diane Gallagher, Mr. David Shockey, Mr. Rob Urish, Mr. Doug Block, Mr. Jim Endress, Ms. Whitney Zumdahl, and Ms. Chelsey Kaiser (departed 10:54 a.m.)

**Members Absent:** Dr. Steve Jennings

**Guests Present:** Mr. Mike Monaghan, Executive Director, Illinois Community College Trustees Association (departed 10:54 a.m.); Mr. John Sullivan, Faculty (arrived 11:30 a.m.; departed 11:32 a.m.)

**Also Present:** Dr. Joe Kanosky, President; Mr. Tim Hood, Vice President, Academic Services (arrived 11:01 a.m.; departed 11:20 a.m.; returned 11:30 a.m.); Ms. Jill Janssen, Vice President, Administrative Services (arrived 11:01 a.m.); Ms. Liz Gerber, Associate Vice President, Student Services (arrived 11:38 a.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (arrived 11:01 a.m.); and Ms. Terri Grimes, Board Secretary

**OPENING REMARKS**

Mr. Shockey thanked everyone for attending today's retreat. Dr. Kanosky announced that the Illinois Council of Presidents will hold a retreat at Eagle Ridge on October 27, 28 and 29. Dr. Walter Bumphus, President and CEO of the American Association of Community Colleges, will be one of the featured speakers. Dr. Kanosky also attended a Presidents' Council meeting last week in Springfield.

**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; the purchase or lease of real property; pending litigation; and self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member, 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, Zumdahl, Gallagher, Kaiser  
NAYS: None

At 8:32 a.m., the Chairperson declared the motion carried and the meeting in Closed Session.

At 10:00 a.m., the Chairperson declared a recess; the meeting resumed at 10:08 a.m.

At 10:54 a.m., the Chairperson declared a recess; the meeting resumed at 11:01 a.m.

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

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

At 11:30 a.m., the Chairperson declared the motion carried and the Closed Session ended.

#### **ACTION, IF NECESSARY**

##### Pending Litigation (Handout #1)

Mr. Urish moved and Mrs. Gallagher seconded the motion that the Board of Trustees authorize Highland Community College President Joe Kanosky to enter into a settlement agreement with Stephenson County Tax Objectors and the Stephenson County Treasurer on behalf of the College. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

#### **NEW BUSINESS – RECOGNITION OF JOHN SULLIVAN**

Dr. Joe Kanosky presented Highland instructor Mr. John Sullivan with a medallion from the Illinois Community College Trustees Association. Mr. Sullivan was Highland's nominee for the ICCTA Outstanding Faculty award earlier this summer. Mr. Sullivan expressed his appreciation to the Board for all they do for the College in their volunteer capacity.

#### **ADMINISTRATIVE UPDATES**

##### ***Budget***

Ms. Janssen provided information on the FY'11 budget, stating that expenditures came in lower than budgeted due to a number of factors including several positions not being filled, as well as part-time instructors and overload being lower than anticipated. The College ended FY'11 with a

\$398,000 surplus, but Ms. Janssen reported that almost \$300,000 of the total is still owed to the College by the State of Illinois. In addition, the Health Insurance Fund balance was decreased by \$385,000.

Ms. Janssen anticipates a reduction in FY'12 revenues of approximately \$265,000 from FY'11 figures due to lower equalized assessed valuations (EAVs) and a 12% decrease in enrollments. Ms. Janssen had originally included a one percent increase in EAVs in the FY'12 tentative budget, but is now anticipating a one percent decrease.

### ***Tax Levy***

Ms. Janssen anticipates that the College will be able to keep the tax rate around 48 or 49 cents per 100 dollars equalized assessed valuation. If the tax rate increases by more than five percent, the College must file a Truth in Taxation notice in the local newspapers. The tax levy must be filed by the last Tuesday in December and is typically presented to the Board for approval at the November regular meeting.

### ***Course Fee Changes*** (Handout #2)

Mr. Hood reviewed the new and revised course fee changes that will be effective with the Spring semester. Ms. Gerber also reported that she would like to add a COMPASS retesting fee of \$10. The recommended changes in course and miscellaneous fees will be presented to the Board for approval at their September 20, 2011 regular meeting.

### ***Criminal Background Checks***

Ms. Ferguson reported that the Campus Security Act dictates that background checks must be completed on security-sensitive positions. The Board previously defined security-sensitive as positions in the Physical Plant and Maintenance Department, positions that have contact with minor children (such as student workers placed at the Martin Luther King Center and Jones-Farrar Magnet School), positions that have great grand master keys or access to large amounts of College equipment, and positions dealing with large amounts of money. She explained that Human Resources does a "quick check" on all new hires, and the nursing department requires fingerprint checks on all current and new nursing students. The nursing instructors and Associate Dean Donna Kauke would like to require fingerprint checks on all current and future nursing instructors. Ms. Ferguson discussed this request with Mr. Alan Wenzel, President of the Faculty Senate, since it would involve current unionized faculty employees. She also informed Mr. Wenzel that Human Resources (HR) feels there is a need to add positions that deal with confidential and private information under the definition of "security sensitive." She reported that HR is currently looking into how other Illinois community college boards have defined "security sensitive" and what positions are checked by other Illinois community colleges. HR is also auditing the Highland positions that fall under the current definition and is listing those that have access to confidential and private information, those in the nursing department due to their work at clinical sites, as well as auditing other positions to see if any positions are being missed in the current definition of security sensitive. In checking with other community colleges, Ms. Ferguson found that many colleges complete fingerprint checks for all employees. Another

issue is that the Campus Security Act does not define "minor child" and, as with Highland, many have checked only those that are considered "young children." Ms. Ferguson will put a focus group together to review HR's research, audit results and draft recommendation, and expects the group to develop a final recommendation for submission to the Policy Review Committee on redefining security sensitive positions. The Policy Review Committee will consider the recommendation and forward their recommendation to the Board.

## **NEW BUSINESS**

### ***Wind Turbine***

The College has purchased a residential wind turbine through the National Science Foundation grant. The turbine is located near the Wind Turbine Technician Training Center.

### ***September 11<sup>th</sup>***

Approximately 3,000 mini flags were placed around the loop road by students in recognition of September 11<sup>th</sup>.

### ***Lt. Governor Sheila Simon's Visit***

Lt. Governor Sheila Simon will visit campus on October 5.

### ***Notification of Sex Offenders***

Dr. Kanosky, Mr. Hood, Ms. Ferguson, Ms. Gerber, and Deputy Bob Sutter met to discuss the implications of the new law that requires that we notify people of sex offenders on campus and honor the sex offender's right to be on campus with restrictions.

### ***Student Senate Elections***

Student Senate elections are being held today and students are voting on a recommendation to add blue to the College colors. Once the ballots are counted, the recommendation will be presented to the Policy Review Committee before being presented to the Board for approval. Nine students are running for seven seats on Student Senate.

### ***Blood Drive***

A Red Cross blood drive will be held on campus today, cosponsored by Highland's Support Staff and Phi Theta Kappa.

### ***Leak in Lobby***

The ceiling in the lobby at the north entrance of the Student/Conference Center had a leak and is being repaired.

### ***Disc Golf***

A new sign is being installed for the disc golf course, and a tournament will be held this weekend.

***Scholarship Incentives***

Mr. Urish asked what scholarship incentives are available for GED graduates. Ms. Gerber reported that the College does not currently have any incentives specifically for GED graduates. Mr. Hood stated that Kaskaskia Community College offers GED graduates two years of free tuition; however, this might prove to be a disincentive for students to complete high school and instead drop out to get their GED and two years of free tuition.

**BOARD UPDATES**

***Pell and Other Support Positions by Our Trustee Associations***

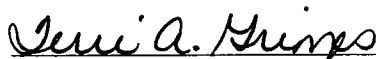
Mrs. Gallagher reported that Pell is one example of a national issue of which trustees should be aware. She encouraged trustees to take time to recognize and understand the issues such as Pell, the Trade Adjustment Act, and the Workforce Investment Act to help the College think long-term. Dr. Kanosky reported that Partners for Employment is not paying for tuition for new students right now but are funding on-the-job training.

Ms. Gerber reported that this fall faculty handed out forms in their classrooms asking students to identify their majors. A process was also piloted in the Business & Technology division to audit transcripts and contact students who are eligible for a degree or certificate but had not received one. The College also implemented an expanded early alert program.

Mr. Hood reported that the College's Banner system will be upgraded later this month to help the College track gainful employment, a requirement by the Department of Education. By October 1 we will need to report certain information to the Department of Education but at this point the Department of Education has not provided community colleges with a template for reporting the information. Several college staff, including representatives from institutional research, admissions, and financial aid, are working on gathering the data that will be required.

**ADJOURNMENT**

Mr. Endress moved and Mrs. Gallagher seconded the motion to adjourn the meeting. At 1:04 p.m., there being no further business, the Chairperson declared the motion carried and the meeting adjourned.



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