

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 September 20, 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 Zum Dahl, and Ms. Chelsey Kaiser (departed 5:05 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; Ms. Liz Gerber, Associate Vice President, Student Services; Mr. Steve Mihina, Faculty; Mr. Jim Berberet, Interim Executive Director, HCC Foundation (departed 4:23 p.m.); Dr. Thompson Brandt, Dean, Humanities and Social Sciences (departed 5:04 p.m.); Ms. Ellen Conway, Student Accounts Specialist II (departed 4:04 p.m.); Ms. Mary Lloyd, Manager, Accounting (departed 4:04 p.m.); Mr. Kurt Simpson, Director, Physical Plant & Maintenance (departed 4:40 p.m.); Ms. Markea Gaines, Student (departed 4:15 p.m.); Ms. Virginia Ware, Director, Project Succeed (departed 4:15 p.m.); Mr. Joe Caldwell, Student (departed 4:15 p.m.); Mr. Scott Johnson, R. L. Johnson Associates (departed 4:40 p.m.); Mr. Allen Redford, Faculty (arrived 4:26 p.m.; departed 5:04 p.m.); Mr. Brad Hart, Big Radio (arrived 5:20 p.m.); and Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

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

PUBLIC HEARING CONCERNING THE 2011 – 2012 BUDGET

At 4:01 p.m., Mr. Shockey stated that the next item on the agenda would be a Public Hearing to receive public comments on the 2011 – 2012 budget. All persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto.

Mr. Shockey asked if any of the trustees had comments regarding the 2011 – 2012 budget, and there were none. He then asked if the Board Secretary had received any written testimony

concerning the 2011 – 2012 budget. Ms. Grimes indicated that no written testimony regarding the budget had been received. Mr. Shockey then asked if there was any oral testimony or public comments concerning the 2011 – 2012 budget, and there was none.

Mr. Shockey stated that all persons desiring to be heard had been given the opportunity to present oral and written testimony with respect to the 2011 – 2012 budget.

Mr. Endress moved and Mr. Urish seconded the motion that the Public Hearing be finally adjourned. The roll call on the motion was as follows:

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

At 4:02 p.m., the Chairperson declared the motion carried and the Public Hearing finally adjourned.

APPROVAL OF MINUTES

Ms. Grimes noted a correction on page 6043 of the minutes. The first sentence in the first paragraph under the Treasurer's Report should read, "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." Mr. Endress moved and Mr. Urish seconded the motion to approve the minutes of the August 16, 2011 regular meeting, as corrected. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Ms. Mary Lloyd introduced Ms. Ellen Conway, full-time Student Accounts Specialist II.

PROJECT SUCCEED REPORT: KANSAS CITY SUMMER TOUR

Ms. Liz Gerber introduced Ms. Virginia Ware, Director of Project Succeed. Ms. Gerber reminded trustees that Project Succeed has been refunded until 2015 and serves 250 students classified as at-risk. Ms. Ware introduced two participants in the program, Ms. Markea Gaines and Mr. Joe Caldwell. Through Project Succeed, Ms. Gaines had the opportunity to tour two out-of-state colleges. She described herself as a procrastinator prior to entering the program, but with the help of Project Succeed, she has been able to work on this habit. Mr. Caldwell explained that he had been a truck driver for 20 years, and has participated in the program for 13 months. He participated in the Kansas City summer tour, where the students were able to visit interesting places, including a World War I museum, art museum, and the Hallmark Card Company. Ms. Ware explained cultural enrichment is a large component of the program. Participants also have the opportunity to visit a lot of state schools and connect with other TRIO

programs. Mr. Caldwell summed up the program by stating, "Project Succeed rocks!" Mrs. Gallagher also encouraged Ms. Ware to look into the "100,000 Strong Initiative" that is sending students to China.

FOUNDATION REPORT

Mr. Berberet reported that the Foundation has raised \$2,178,619 in cash and pledges through the major gift campaign, up \$3,000 since last month. The Foundation currently has \$200,000 that will go toward the next debt certificate payment of \$257,000, which will be due later this year. The total raised does not include proceeds from the Shindig at the Stable, which grossed \$58,000. So far 2,090 raffle tickets have been sold, which covers the costs of the raffle drawings. Showcase Highland events will be held in Stephenson and Carroll Counties this fall, and the Foundation will sponsor a special performance of the Madrigal Dinner on December 4, which will be a fundraiser. The Steering Committee of the Professional Financial Advisor Conference met and is planning a conference around the theme "Invest in Highland." Mr. Berberet announced that a donor recently pledged \$2,000 for five years for a new Wind Turbine Technology scholarship, and this Sunday the Foundation's annual scholarship awards ceremony will be held.

CONSENT ITEMS

A. Academic

1. Approval of Agreements Between Career and Technical Education Consortium (CareerTEC) and Highland Community College
Recommendation: That the Board of Trustees approves the agreements, as presented, between the Career and Technical Education Consortium (CareerTEC) and Highland Community College. These agreements will be in effect from July 1, 2011 through June 30, 2012.
2. Approval of Dual Credit Nursing – Associate of Applied Science Agreements Between Career and Technical Education Consortium and Highland Community College
Recommendation: That the Board of Trustees approves the dual credit Nursing – Associate of Applied Science agreement between the Career and Technical Education Consortium (CareerTEC) and Highland Community College, as presented. This agreement will be in effect from July 1, 2011 through June 30, 2013.

B. Administration

1. HCC West Agreement
Recommendation: That the Board of Trustees approves the lease agreement, as presented, with the Village of Elizabeth for continued use of the former River Ridge High School in Elizabeth for the College's Highland West location.

C. Personnel

1. New Job Description: Workforce Specialist Clerk
Recommendation: That the Board of Trustees approves the new job description, as presented, for Workforce Specialist Clerk with placement at Range 22 on the Highland Salary Range Table. This is a grant-funded, hourly, non-exempt position and is included in the budget for FY'12.
2. Part-time Instructors/Overload
Recommendation: That the part-time/overload instructors listed be approved to teach during the Fall semester of 2011.

D. Financial (None)

Mr. Urish moved and Mrs. Gallagher seconded the motion to approve the consent items, as presented. Ms. Ferguson explained that originally it was thought that the Workforce Specialist Clerk would be a part-time position; however, there is now enough funding available to make the position full-time. 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.

MAIN MOTIONS

A. Academic (None)

B. Administration (None)

C. Personnel

1. Appointment of Tenure: Kay Ostberg
Dr. Jennings moved and Ms. Zumdahl seconded the motion to approve a request for tenure for Ms. Kay Ostberg. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Temporary Appointment: Adjunct Equine Science Instructor – Second Eight Weeks of Fall Semester
Mr. Block moved and Mr. Endress seconded the motion to approve the appointment of Ms. Anki Fockstedt as a temporary Adjunct Equine Science

Instructor for the second eight weeks of the Fall 2011 semester only, at a prorated FY'12 full-time equivalent salary of \$35,860, plus approve fringe benefits (VC + 0, 0 years experience). This salary is within the FY'12 budget. 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. 2011 – 2012 Budget

Mr. Endress moved and Mrs. Gallagher seconded the motion to approve the Resolution, as presented, providing for the adoption of the 2011 – 2012 budget. 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. Resolution on Protection, Health or Safety Project: Sidewalk Replacement

Mr. Urish moved and Ms. Zumdahl seconded the motion to approve the submission of an application to the Illinois Community College Board for a Protection, Health and Safety project for Sidewalk Replacement. 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 and the Resolution adopted.

3. Resolution on Protection, Health or Safety Project: Campus-wide Internet Protocol Security Camera System

Mr. Block moved and Mr. Urish seconded the motion to approve the submission of an application to the Illinois Community College Board for a Protection, Health and Safety project for the installation of a campus-wide internet protocol security camera system.

Ms. Janssen stated that she realizes that this could be a sensitive issue and there is still work to be done regarding developing a policy and getting input on the project but this is the first step in the process. Mr. Kurt Simpson worked with Deputy Bob Sutter who worked with department heads to suggest locations, including stairwells, rooftops, hallways and common areas. The videotape will not be monitored "real time," but will be reviewed when there is a security issue. Dr. Kanosky explained that this is part of the College's campus security plan. This project does not mean that we have security issues on campus, but that we are being proactive.

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.

4. Statement of Final Construction Compliance: Energy Upgrades Project
Mrs. Gallagher moved and Mr. Endress seconded the motion to approve the Statement of Final Construction Compliance for one project completed during 2010. 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.

5. Course and Miscellaneous Fees
Mrs. Gallagher moved and Mr. Urish seconded the motion to approve the list of fee changes and additions beginning with the Spring 2012 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.

6. Payment of Bills and Agency Fund Report
Mrs. Gallagher moved and Dr. Jennings seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payment and to transfer funds for August 2011 bills in the amount of \$1,087,584.96, Automated Clearing House (ACH) debits of \$182,469.12 and Electronic Refunds

of \$7,536.15 with 7 adjustments of \$299.31, such warrants amounting to \$1,277,290.92. Transfers of funds for payroll amounted to \$550,528.08. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Zumdahl, Gallagher, Shockey,
Urish, 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 State still owes the College \$237,000 in FY'11 restricted and unrestricted grants, and noted that the third bullet on page 65 should reflect that it is from FY'11, not FY'12.

Rediscover the Fine Arts

Mr. Hood introduced Mr. Allen Redford, Director of Fine Arts, who noted that there are currently strong enrollments in the core classes and ensembles. Mr. Redford reviewed upcoming Fine Arts events, including performances of Harvey, Broadway in Concert, The Fabulous Fable Factory, and Handel's Messiah, as well as the visual arts faculty exhibit and Madrigal dinner. He reported that over 5,000 patrons supported the fine arts events between October 2010 and August 2011. Well over 200 students are involved in the fine arts, likely between 10 and 15 percent of our students. Mrs. Gallagher suggested that Mr. Redford consider taking some of the performances out to Jo Daviess County.

Student Trustee

Ms. Kaiser reported that she attended the Illinois Community College Board's Student Advisory Committee meeting. Student Senate elections were held last week, with nine students running for seven seats. The first Student Senate meeting of the Fall semester will be held this Thursday, at which time there will be an election of officers. Ms. Kaiser also reported that the students voted to add blue to the official College colors, and this will now be forwarded to the College's Policy Review Committee.

ICCTA Representative

Mrs. Gallagher attended the ICCTA meeting earlier this month where there was much discussion about legislative issues and required Open Meetings Act training for elected officials. Sauk Valley Community College will host the ICCTA Northwest Region meeting in November with a presentation on public relations. The November ICCTA meeting will be held in downtown Chicago. Mrs. Gallagher reminded trustees that she is the State Coordinator for the Association of Community College Trustees and she has been asked to attend a pre-session meeting on student success before the ACCT annual congress in Dallas. Representatives of the Bill &

Melinda Gates and Lumina Foundations will be at the meeting. She also encouraged trustees to consider applying to be an associate member of ACCT. Application materials are due November 1.

Administration

Mr. Hood reported that he attended a very successful Workforce Development Coalition meeting on September 13 with 170 people in attendance representing a broad range of organizations from the private sector to education. Both WorkKeys and the Certificate of Employability were highlighted during the event and, as a result, 10 new letters of commitment were signed for the Certificate of Employability and 20 more people indicated that they were interested. Dr. Kanosky thanked Mr. Hood for organizing this great event.

Ms. Ferguson invited trustees to join the Retired and Senior Volunteer Program for their open house tomorrow. Dr. Kanosky noted that this is a critically important program, as volunteers contribute over 1,000,000 hours in volunteer service to the community. Ms. Ferguson also reported that the aggregate results of our wellness tests will be received soon.

Ms. Gerber announced that Highland has been named a Military Friendly School by *G. I. Jobs* magazine. Eighty-one Highland students have been identified as veterans or family members of veterans, and we spent approximately \$21,000 to support those students.

Ms. Grimes reminded trustees of the dinner for current and former trustees on October 25, 2011 at the Freeport Country Club.

Dr. Kanosky announced that Ms. Grimes will be ending her term as President of the Association of Community College Trustees Professional Board Staff Network at the ACCT meeting in Dallas next month. Mr. Hood just finished his term as President of the Illinois Community College Chief Academic Officers group, and Ms. Gerber finished her term as Treasurer of the Illinois Community College Chief Student Services Officers group. Dr. Kanosky also reminded trustees that Lieutenant Governor Sheila Simon will be on campus on October 5 as part of her community college tour.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Mr. Endress suggested that the College submit nominations for ICCTA's Certificate of Merit, which recognizes the work of former trustees. He also inquired about the status of the Student Senate's proposal to add blue to the school colors, stating that he does not want to see the issue die because there is no continuity in Student Senate membership. Dr. Kanosky noted that there was also some discussion that students may want to change the color of the commencement robes, but at most colleges students wear black robes.

Mrs. Gallagher thanked Dr. Kanosky and Mr. Hood for attending the 10th anniversary celebration for the Jo Daviess Leadership Forum.

DATES OF IMPORTANCE

The next regular meeting of the Board of Trustees will be held on Tuesday, October 25, 2011 at 4:00 p.m. in the Robert J. Rimington Board Room in the Highland Community College Student/Conference Center. The meeting will be preceded by a tour to see the energy efficient lighting upgrades in the Sports Complex and H. C. Mitchell Library.

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

ADJOURNMENT

Dr. Jennings moved and Ms. Zumdahl seconded the motion to adjourn the meeting. At 5:23 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