

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 21, 2010 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. Maurita Scharman, Mrs. Diane Gallagher, Mr. David Shockey, Mr. Rob Urish, Mr. Doug Block, Mr. Jim Endress, and Mr. Daniel Dick

The following members were absent: Mr. Steve Kroeger

Also present: Dr. Joe Kanosky, President; Dr. Jeff Davidson, Vice President, Academic Services; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Associate Vice President, Student Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Mr. Steve Mihina, Faculty (departed 5:11 p.m.); Mr. Eric Dietmeier, Faculty (departed 4:50 p.m.); Mr. Brad Hart, Big Radio (arrived 5:42 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:11 p.m.); Mr. Zac Roman, Head Men's Basketball Coach (departed 4:05 p.m.); Mr. Pete Norman, Director of Athletics and Physical Education Programming (departed 4:05 p.m.); Mr. Scott Anderson, Dean, Business & Technology (departed 4:50 p.m.); Mr. Scott Johnson, R. L. Johnson Associates (departed 4:29 p.m.); Mr. Kurt Simpson, Director, Physical Plant & Maintenance (departed 4:29 p.m.); Mr. Paul Miller, ATI (departed 4:29 p.m.); and Ms. Terri Grimes, Board Secretary.

APPROVAL OF AGENDA

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

PUBLIC HEARING CONCERNING THE INTENT OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 519 COUNTIES OF STEPHENSON, OGLE, JO DAVIESS, AND CARROLL AND STATE OF ILLINOIS TO SELL \$1,750,000 FUNDING BONDS

At 4:01 p.m., Mr. Shockey declared a public hearing to receive public comments on the proposal to sell \$1,750,000 Funding Bonds for the purpose of funding and paying claims against the District. He stated that all persons desiring to be heard would be given an opportunity to present written and oral testimony with respect thereto.

He opened the discussion by explaining that the reasons for the proposed issuance of the Bonds are to pay claims against the District consisting of the District's outstanding General Obligation Debt Certificates (Limited Tax), Series 2010. He asked if any of the trustees had comments regarding the proposed issuance of the Bonds, and there were none. He then asked if the Board Secretary had received any written testimony concerning the proposed issuance of the Bonds. Ms. Grimes indicated that no written testimony concerning the Bonds had been received. Mr. Shockey then asked if there was any oral testimony or public comments concerning the proposed issuance of the Bonds, 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 proposed issuance of Bonds.

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

AYES:	Scharman, Gallagher, Shockey, Urish, Block, Endress, Dick
NAYS:	None

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

PUBLIC HEARING CONCERNING THE 2010 – 2011 BUDGET

At 4:02 p.m., Mr. Shockey stated that the next item on the agenda would be a Public Hearing to receive public comments on the 2010 – 2011 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 2010 – 2011 budget, and there were none. He then asked if the Board Secretary had received any written testimony concerning the 2010 – 2011 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 2010 – 2011 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 2010 – 2011 budget.

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

AYES:	Gallagher, Shockey, Urish, Block, Endress, Scharman, Dick
NAYS:	None

At 4:04 p.m., the Chairperson declared the motion carried and the Hearing finally adjourned.

APPROVAL OF MINUTES

Mrs. Gallagher moved and Mrs. Scharman seconded the motion that the minutes of the August 17, 2010 regular meeting be approved, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Mr. Pete Norman introduced Mr. Zac Roman, Head Men's Basketball Coach.

RECOGNITION OF ERIC DIETMEIER, OUTSTANDING FACULTY NOMINEE

Dr. Kanosky recognized Mr. Eric Dietmeier, Highland's 2010 nominee for the Illinois Community College Trustees Association's Outstanding Faculty member. Dr. Kanosky presented Mr. Dietmeier with the ICCTA's gold medallion recognizing this nomination, and Mr. Dietmeier thanked trustees for this recognition.

FOUNDATION REPORT

There was no report.

CONSENT MOTION

- A. Academic (None)
- B. Administration
 - 1. Second Reading – Policy Committee Appendix
Recommendation: That the Board of Trustees approve the second reading of the appendix to the Policy Manual, as presented.
 - 2. Second Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter II – Instruction
Recommendation: That the Board of Trustees approve for second reading the new and revised policies in Chapter II of the Policy Manual and affirm for second reading the unchanged policies in Chapter II of the Policy Manual, as presented.
- C. Personnel
 - 1. Appointment: Associate Dean, Nursing and Allied Health
Recommendation: To approve the appointment of Ms. Donna Kauke as full-time Associate Dean, Nursing and Allied Health beginning August 30, 2010, at an FY'11 salary of \$80,000 plus appropriate fringe benefits. This administrative

position is being filled due to the resignation of Dr. Shannon Lizer and is within the FY'11 budget.

2. Part-time Instructors/Overload

Recommendation: That the list of part-time/overload instructors, as presented, be approved to teach during the Fall semester of 2010.

D. Financial

1. Child Care/Training Center Keyless Entry System

Recommendation: That the Board of Trustees approve the use of Agency funds for the expense of purchasing equipment and installation of a keyless entry system at the Child Care/Training Center. Funds for this purpose are available through the shared Agency fund.

Mr. Urish moved and Mr. Endress seconded the motion to approve the Consent Items, as presented. The roll call on the motion was as follows:

AYES: Shockey, Urish, Block, Endress, Scharman, Gallagher, Dick
 NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. Revised Job Descriptions: Vice President of Academic Services, Vice President of Administrative Services, Associate Vice President of Student Services, Associate Vice President of Human Resources

Mr. Block moved and Mr. Urish seconded the motion to approve the revised job descriptions for Vice President of Academic Services, Vice President of Administrative Services, Associate Vice President of Student Services, and Associate Vice President of Human Resources, as presented. No changes are being made to the position placements on the Highland Salary Range Table. These are exempt administrative positions. The roll call on the motion was as follows:

AYES: Urish, Block, Endress, Scharman, Gallagher, Shockey,
 Dick
 NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel (None)

D. Financial

1. 2010 – 2011 Budget

Mrs. Gallagher moved and Mr. Dick seconded the motion to approve the Resolution providing for the adoption of the 2010 – 2011 budget.

Ms. Janssen noted a change in several numbers on page 47, as follows:

Under “Local Resources,” the “Final Budget” should be \$1,737,904, the “Increase/(Decrease)” should be (\$28,514), and the “Net Increase/(Decrease)” should be (\$41,635).

Under “Totals,” the “Final Budget” should be \$1,946,615 and the “Net Increase/(Decrease)” should be \$328,065. Ms. Janssen corrected these numbers in the final budget document before distributing to trustees.

The roll call on the motion was as follows:

AYES:	Block, Endress, Scharman, Gallagher, Shockey, Urish, Dick
NAYS:	None

Whereupon the Chairperson declared the motion carried and the Resolution adopted.

2. Resolution on Protection, Health or Safety Project: Energy Efficient Lighting in the Clarence Mitchell Library

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 new energy efficient lighting in the Highland Community College Clarence Mitchell Library. The roll call on the motion was as follows:

AYES:	Endress, Scharman, Gallagher, Shockey, Urish, Block, Dick
NAYS:	None

Whereupon the Chairperson declared the motion carried and the Resolution adopted.

3. Resolution on Protection, Health or Safety Project: Voice Over Internet Protocol (VOIP) Telephone System

Mr. Urish moved and Mrs. Gallagher seconded the motion that the Board of Trustees approve the submission of an application to the Illinois Community College Board for a Protection, Health and Safety project for the installation of a new Voice Over Internet Protocol (VOIP) telephone system. The roll call on the motion was as follows:

AYES: Scharman, Gallagher, Shockey, Urish, Block, Endress,
Dick
NAYS: None

Whereupon the Chairperson declared the motion carried and the Resolution adopted.

4. Payment of Bills and Agency Fund Report

Mr. Endress 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 August 2010 bills in the amount of \$876,574.64, Automated Clearing House (ACH) debits of \$209,595.47, and Electronic Refunds of \$7,988.41 with 16 adjustments of \$4,754.09, such warrants amounting to \$1,089,404.43. Transfers of funds for payroll amounted to \$624,883.61. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Urish, Block, Endress,
Scharman, Dick
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 stated that at this point we have not received any payments from the State for FY'11.

WorkKeys

Dr. Davidson introduced Mr. Scott Anderson, Dean of Business & Technology, who presented an overview of WorkKeys. There are several components of the WorkKeys system, including a job analysis, assessments, and training/curriculum. Assessments are conducted in several areas, including reading for information, applied math, applied technology, locating information, business writing, writing, listening, observation and teamwork. The test results provide reliable information about the applicant's or employee's skills and how they compare to skill levels for required jobs. The training component is designed to fill gaps identified during the WorkKeys assessment, and shows how the applicant or employee performed relative to the "bar." Training

is provided to fill any gaps. Berner Foods has begun testing all current and potential employees using the WorkKeys assessment in order to determine skill gaps. Dr. Kanosky commended Mr. Anderson for being part of the coalition to make this happen.

Student Trustee

Mr. Dick reported that a Jamboree was held indoors on September 1 and went well. The Jamboree provided students with information on various clubs and activities available at Highland. Student Senate elections were held last week and five new senators were elected. Student Senate also held a meeting last week and elected the following officers: Haylee Endress, President; Michelle Bowers, Vice President; Jake Crome, Treasurer; and Mary Beth Lyvers, Secretary.

ICCTA Representative

Mrs. Gallagher reported that the September ICCTA meeting focused on diversity. Mrs. Gallagher reviewed her written report, noting that ICCTA's Government Relations Committee had a unique opportunity to meet with some of the community college presidents to discuss issues. Highland will host the Northwest Region ICCTA meeting on Thursday, October 7. Attendance at ACCT's annual conference in October in Toronto is greater than last year and offers over 80 different sessions. Mrs. Gallagher noted that the opening session will be held Wednesday evening this year, rather than Thursday morning.

ADMINISTRATION

Dr. Kanosky revealed a plaque the College received in recognition of the College being selected by *G. I. Jobs* magazine as a Military Friendly School for 2011. Ms. Gerber reported that Ms. Vicki Schulz is the College's veterans' coordinator and is doing a nice job working with the students. Ms. Gerber also reported that she and Dr. Misty Thruman, Ms. Carolyn Petsche, and Ms. Grimes administered the Survey of Entering Student Engagement (SENSE) to 30 classes over the last two weeks.

Ms. Ferguson reported that Mr. Peter Fink will begin as our new IT Technician. She also reported that Highland's Retired and Senior Volunteer Program is joining in the nationwide celebration of the first Senior Corps Week this week, spotlighting and honoring Senior Corps members. Last year, nearly 500,000 Senior Corps volunteers provided 98 million hours of service estimated to be worth more than \$2 billion.

Dr. Davidson announced that we have a new articulation agreement with Kendall College in Chicago for early childhood education and we are working on a nursing articulation agreement with St. Anthony College of Nursing for a bachelor's program.

OLD BUSINESS

Mr. Shockey asked Mrs. Scharman to serve on the search committee for the Vice President of Academic Services, and Mrs. Scharman agreed.

CLOSED SESSION

Mr. Urish moved and Mrs. Gallagher seconded the motion to move into Closed Session for the purposes of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees, collective negotiating matters between the public body and its employees or their representatives, and to return to Open Session for possible action. The roll call on the motion was as follows:

AYES: Scharman, Gallagher, Shockey, Urish, Block, Endress, Dick
 NAYS: None

At 5:11 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

Mrs. Gallagher moved and Mr. Dick seconded the motion to end the Closed Session. The roll call on the motion was as follows:

AYES: Urish, Block, Endress, Scharman, Gallagher, Shockey, Dick
 NAYS: None

At 5:42 p.m., the Chairperson declared the motion carried and the meeting in Open Session.

ACTION, IF NECESSARY

No action was necessary.

NEW BUSINESS

There was no new business.

DATES OF IMPORTANCE

The Highland Community College Foundation will hold the annual Foundation Scholarship Awards ceremony on Sunday, September 26, 2010 at 2:00 p.m. Mrs. Gallagher reminded trustees of the ICCTA Northwest Region meeting on October 7. Dr. Kanosky reported that he will be unable to be the grand marshal for the Mt. Carroll Middle School band in their Halloween parade on October 29, 2010 because he will be driving his mother-in-law's car to Florida.

Ms. Grimes reminded trustees that petition packets are now available for candidates who are interested in running for trustee. The petition filing period will begin on December 13, 2010 and will end on December 20, 2010.

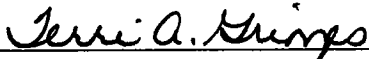
Mr. Endress asked Ms. Grimes to contact Mr. Steve Kneubuehl from the Foundation Board to see what the status is of a next meeting of the MOU work group.

The next regular meeting will be on Tuesday, October 12, 2010 at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center on the Highland campus. The next quarterly Board Retreat will be held on December 1, 2010 at 8:30 a.m. in room H-206 on the Highland Community College campus.

ADJOURNMENT

Mr. Urish moved and Mr. Block seconded the motion to adjourn the meeting. At 5:45 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