

**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 September 27, 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: Mr. David Shockey, Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Ms. Whitney Zumdahl (departed 5:42 p.m.), Mr. Blake Musser (arrived 4:05 p.m.), and Ms. Staci Hammer

The following members were absent: Mrs. Diane Gallagher

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; Mr. Paul Rabideau, Faculty (departed 5:13 p.m.); Ms. Kim Rampenthal, Director of Fundraising, HCC Foundation (departed 5:13 p.m.); Mr. Jeremy Bradt, Director, Enrollment & Records (departed 4:17 p.m.); Ms. Jordan Tempel, Student Information Specialist (departed 4:17 p.m.); Ms. Erin Kuntzelman, Evening Communications Operator (departed 4:17 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 4:20 p.m.); Mr. Kurt Simpson, Director, Facilities & Safety (departed 4:46 p.m.); Mr. Steve Mihina, Faculty (departed 4:42 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:13 p.m.); and, Ms. Terri Grimes, Board Secretary

**APPROVAL OF AGENDA**

Mr. Endress moved and Ms. Zumdahl seconded the motion to approve the agenda, as presented. The vote being unanimous, the motion carried.

**PUBLIC HEARING CONCERNING THE 2016 – 2017 BUDGET**

At 4:01 p.m., Mr. Block stated that the next item on the agenda would be a Public Hearing to receive public comments on the 2016 – 2017 budget. All persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto. Mr. Block asked if any of the trustees had comments regarding the 2016 – 2017 budget, and there were none. He then asked if the Board Secretary had received any written testimony concerning the 2016 – 2017 budget. Ms. Grimes indicated that no written testimony regarding the budget had been received. Mr. Block asked if there was any oral testimony or public comments concerning the 2016 – 2017 budget, and there was none. Mr. Block stated that all persons desiring to be heard had been given the opportunity to present oral and written testimony with respect to the 2016 – 2017 budget.

Ms. Zumdahl moved and Mr. Shockey seconded the motion that the Public Hearing on the 2016 – 2017 budget be finally adjourned. The roll call on the motion was as follows:

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

At 4:02 p.m., the Chairperson declared the motion carried and the Public Hearing on the 2016 – 2017 budget finally adjourned.

### **APPROVAL OF MINUTES**

Mr. Endress moved and Dr. Jennings seconded the motion to approve the minutes of the August 16, 2016, regular meeting, as presented. The vote being unanimous, the motion carried.

### **PUBLIC COMMENTS**

There were no public comments.

### **INTRODUCTIONS**

Mr. Jeremy Bradt introduced Ms. Jordan Tempel, part-time Student Information Specialist, and Ms. Erin Kuntzelman, part-time Evening Communications Operator.

### **FOUNDATION REPORT**

Ms. Kim Rampenthal presented the Foundation report. Over 300 people attended the scholarship awards ceremony this past Sunday afternoon. Shindig VI was held on August 20, and at this point it looks like the event will net approximately \$45,000. Dr. Jennings inquired as to why the Foundation does not provide complimentary tickets to the event for trustees and Foundation board members and expect them to attend and “work the room.” Ms. Rampenthal will take the suggestion back to the Foundation board. Mr. Hood, Ms. Kuberski, and Ms. Rampenthal attended the Savanna Chamber’s Business After Hours earlier this month, co-hosted by the Foundation and the Tri-County Economic Development Alliance. The Foundation and Blackhawk Technical College will co-sponsor Monroe Chamber’s Business After Hours on October 12. Nominations for the Foundation’s Distinguished Alumni Awards were due on September 16 and the selection committee is determining the recipients. Ms. Rampenthal concluded her presentation by reporting that two major donors were recently in town on separate occasions and each had an opportunity to meet with Mr. Hood. Mrs. Susan Kahl Bates is the daughter of Larry and Jean Kahl, who were strong supporters of the College’s athletics facilities and scholarships, and Mrs. Nancy Seeley is the daughter of Leonard and Mildred Ferguson, whom the Ferguson Fine Arts Center was named after. Mrs. Seeley most recently provided funding for the nursing program’s accreditation process.

### **CONSENT ITEMS**

A. Academic (None)

B. Administration

1. Appointment of Voting Delegate and Alternate Delegate to the Association of Community College Trustees 2016 Leadership Congress

*Recommendation:* That the Board of Trustees approves the appointment of Mr. Blake Musser, Trustee, to serve as the voting delegate at the Association of Community College Trustees (ACCT) 2016 Leadership Congress in New Orleans, Louisiana, October 5 – 8, 2016. It is further recommended that Mrs. Diane Gallagher, Trustee, serve as the alternate delegate, if Mr. Musser is unable to fulfill his responsibilities at the meeting.

2. Rescheduled Date for the October 2016 Regular Board Meeting

*Recommendation:* It is recommended that the Board of Trustees reschedule the October regular meeting of the Board from Tuesday, October 18, 2016, to Tuesday, October 25, 2016. The meeting will be held at 4:00 p.m. in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois.

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 Summer and Fall semesters of 2016.

D. Financial (None)

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

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

NAYS: None

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

**MAIN MOTIONS**

A. Academic (None)

B. Administration

1. Second Reading – Revised Policy 4.08: Contracts and Notices of Employment (Full-time Faculty, Administrative and Exempt Professional Employees)

Mr. Endress moved and Mr. Musser seconded the motion to approve for a second reading the revised policy 4.08 Contracts and Notices of Employment (Full-Time Faculty, Administrative and Exempt Professional Employees), as presented. The

policy is included in Chapter IV, Personnel, of the Policy Manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Second Reading – Revised Policy 4.21: Payroll

Mr. Musser moved and Mr. Endress seconded the motion to approve for a second reading the revised policy 4.21 Payroll, as presented. The policy is included in Chapter IV, Personnel, of the Policy Manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. First Reading – New Policy 5.031: Use of Businesses Owned by Minorities, Females, and Persons with Disabilities

Mr. Endress moved and Mr. Musser seconded the motion to approve for a first reading the new policy 5.031, Use of Businesses Owned by Minorities, Females, and Persons with Disabilities, as presented. The policy will be included in Chapter V, Finance and Facilities, of the Policy Manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. First Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter II, Instruction

Mr. Musser moved and Mr. Shockey seconded the motion to approve for first reading the new and revised policies in Chapter II of the Policy Manual and affirm for first reading the unchanged policies in Chapter II of the Policy Manual, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

5. First Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter III, Student

Dr. Jennings moved and Mr. Shockey seconded the motion to approve for first reading the new and revised policies in Chapter III of the Policy Manual and affirm for first reading the unchanged policies in Chapter III of the Policy Manual, as presented.

Dr. Jennings questioned Policy 3.08: Transfer of Credits on page 57, asking if the policy needs to go back to the Policy Committee because some students transfer to places other than four-year institutions. Ms. Kuberski reported that most of the curriculum is designed to transfer not only to four-year universities but elsewhere. Dr. Jennings suggested the policy go back to the committee before the second reading is presented to trustees to consider striking “four-year colleges and universities” from the policy. Ms. Janssen will take the suggestion back to the committee. Dr. Jennings also asked that policy 3.21: Intoxicants – Use of in Highland Community College Facilities also be sent back to committee before the second reading to discuss whether the College wants to serve alcohol on campus. Ms. Janssen stated that the Policy Committee will be looking at policy 4.37: Controlled Substances (including alcohol) that was discussed at the retreat, so policy 3.21 could be discussed at that time. Mr. Hood clarified that policy 4.37 requires that the Foundation sponsor an event that will include alcohol and, even then, it requires Mr. Hood’s approval. Although the Foundation has insurance to cover such events, Mr. Hood said he would be cautious about approving an event with alcohol. The only time he has considered approving such an event was when there was a chance that this year’s Shindig would need to be moved to campus due to inclement weather. In that case, his first call was to Mr. Block to discuss this possibility before approving.

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

Ms. Janssen will relay Dr. Jennings’ concerns to the Policy Committee before Chapter III is presented to trustees for second reading.

C. Personnel

1. Revised Job Description: Student Retention Specialist

Mr. Musser moved and Dr. Jennings seconded the motion to approve the revised job description for Student Retention Specialist. The position remains a non-

exempt, hourly position. There is no change in range placement on Highland's Salary Range Table. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Appointment: Coordinator, Outreach and Dual Credit

Mr. Shockey moved and Mr. Endress seconded the motion to approve the appointment of Ms. Samantha Schaible as full-time Coordinator, Outreach and Dual Credit beginning October 3, 2016, at an FY17 annualized salary of \$40,000, plus appropriate fringe benefits. This is a full-time, exempt, professional position and is within the FY17 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Revised Differential: Coordinator of Transitional Communication Position

Dr. Jennings moved and Mr. Musser seconded the motion to approve the revised proposal for the Coordinator of Transitional Communication, as presented. This will be a normal differential entered into the Faculty Senate contract, as negotiated. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. 2016 – 2017 Budget

Mr. Shockey moved and Mr. Musser seconded the motion to approve the Resolution, as presented, providing for the adoption of the 2016 – 2017 budget. The roll call on the motion was as follows:

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

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

2. Resolution Authorizing Project “Update Secure Access on Campus” and to Authorize Use of Protection, Health and Safety Funds for Payment of the Same, with Approval of Health and Safety Tax Levy of Additional Funds

Dr. Jennings moved and Mr. Musser seconded the motion to approve a Protection, Health and Safety project for Secure Campus Access and approve a levy of Protection, Health and Safety funds, along with use of excess Protection, Health and Safety funds to finance the project. The roll call on the motion was as follows:

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

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

3. Payment of Bills and Agency Fund Report

Ms. Zumdahl moved and Mr. Endress seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the August 2016 bills in the amount of \$956,485.24, Automated Clearing House (ACH) debits W0000382 through W0000386 amounting to \$9,987.87, Other Debits D0000060 amounting to \$55.78, and Electronic Refunds of \$27,837.33, with 6 adjustments of \$1,321.60, such warrants amounting to \$993,044.62. Transfers of funds for payroll amounted to \$481,274.90. The roll call on the motion was as follows:

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

There was no additional report.

### Student Trustee

Ms. Hammer reported that the Fall picnic was held on August 31, and Student Senate handed out student discount cards. Student Senate will also work out a way to distribute the cards to dual credit students. New Student Senate members were recently elected, and Student Senate provided root beer floats for those who voted. Senate officers will be determined next week. Ms. Hammer attended the September ICCB Student Advisory Committee (ICCB-SAC) meeting. She was elected recording officer for ICCB-SAC and is also a member of the Outreach Committee.

#### Audit Committee Chair

In Mrs. Gallagher's absence, Mr. Endress reported that the Audit Committee members met with Mr. Dan Rowe of Wipfli on September 20 and learned that the audit is nearly complete. Mr. Rowe brought to the trustees' attention the lack of dual control related to purchase orders and other documents, which was a result of reducing one person in the purchasing process through the recent reductions in force. This issue will be noted in the audit letter. The audit went very well and the College received a clean opinion. The Audit Committee voted unanimously to accept the audit and submit it to ICCB by the October 15 deadline. Mr. Rowe will attend the October regular Board meeting, at which time a recommendation will be presented to trustees to accept the annual audit.

#### ICCTA Representative

Mr. Endress attended the September ICCTA meeting where there was good discussion during the trustee roundtable. ICCB held their board meeting at Sauk Valley Community College, and Mr. Endress gave the ICCTA report in place of Mr. Mike Monaghan, who was unable to attend. Sauk Valley's president shared with those present that they had a \$1.6 million deficit last year and project the same deficit for this year. They will look at how to trim one million dollars from their budget and will begin by looking at areas such as athletics, dual credit, tuition waivers for employees and/or their dependents, and their program that is similar to our Top Scholars. The November ICCTA meeting will include a legal update by the law firm of Robbins Schwartz, which will cover information on the new State laws related to alcohol on campus and trustee education. In addition, a portion of the meeting will be devoted to interacting with foundations. He noted that ICCTA has a committee that is working on compliance in regard to the new trustee education law. He concluded his remarks by noting that during ICCTA's noon luncheon, Senator Chapin Rose spoke and said that, in his opinion, Illinois will not have a permanent budget until after the next gubernatorial election.

#### Board Chair

Mr. Block attended the Northwest Illinois Development Alliance (NIDA) board meeting, and they were very complimentary of Highland's administration, faculty and staff. There is a lot of talk about rebranding Freeport and Highland is at the top of a lot of those initiatives. Mr. Block received an email from Mr. Dave Young, Executive Director of NIDA, complimenting Highland on the WREX news report on the College's enrollment.

#### Administration

Ms. Kuberski reported that the AQIP annual project update is due Friday and will cover Lifelong Learning, changes to the transitional math curriculum, and partnerships. She is also working on the Higher Learning Commission (HLC) highlights report, which is due eight weeks before the next HLC visit. Several faculty and staff are working on the compliance pieces of the highlights report. Ms. Kuberski reported that she recently attended a P-20 meeting at Northern Illinois University, and Dr. Mike Schiffman, superintendent of Freeport School District, attended as Highland's high school partner. The group agreed to work on reducing remediation and discussed curriculum alignment, and a meeting has been scheduled in October with representatives of Freeport High School. Department meetings will be held with junior high and high school teachers in October and November to begin the conversation to reduce remediation.



Ms. Gerber reported that a "Dig Pink" event will be held during the October 13 volleyball game. The recent presidential debates have been replayed for students during the lunch hour, and the League of Women Voters has been on campus to register students to vote. Ms. Gerber reminded trustees that the Student Trustee is usually the College's ICCB Student Advisory Committee representative and also leads Student Senate until the Senate officer elections are held. Ms. Hammer also serves as Phi Theta Kappa president.

Mr. Hood reported that the College has more student-athletes enrolled than ever before, which is a testament to athletics and others on campus. Coaches receive meager part-time wages and they have been busy recruiting. Our upcoming Homecoming Week will be a chance to showcase the College. Mr. Pete Willging recently received news that the College was rated number four in the state in affordability by onlineschools.com, and Ms. Kuberski also found that the College actually ranked number one in the state for online colleges. A recent publication from the University of Illinois announced that one of our recent CollegeNOW graduates received the prestigious Goldwater Scholarship. Mr. Hood was interviewed for a news segment on WREX Channel 13 regarding enrollment, and Mr. Willging played the video for those in attendance. Mr. Hood stated that the enrollment increases are a team effort and the College has a lot to be thankful for. Compared to our peers, the College is doing much better due to the combined efforts of administration, faculty, staff, and students.

### **OLD BUSINESS**

There was no old business.

At 5:13 p.m., the Chairperson declared a recess; the meeting resumed at 5:25 p.m.

### **CLOSED SESSION**

Ms. Zumdahl moved and Dr. Jennings seconded the motion to move into Closed Session for the purposes 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; and, 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, 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, Shockey, Hammer  
NAYS: None

At 5:27 p.m., the vote being unanimous, the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 5:47 p.m., the Chairperson declared the motion carried and the Closed Session ended.

**ACTION, IF NECESSARY**

No action was necessary following the Closed Session.

**NEW BUSINESS**

Mr. Endress encouraged trustees to consider attending the ICCTA legal update on November 11.

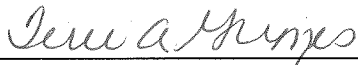
**DATES OF IMPORTANCE**

The next regular Board meeting will be held on Tuesday, October 25, 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, December 7, 2016, at 8:30 a.m. in room H-206 in the Student/Conference Center.

**ADJOURNMENT**

Mr. Musser moved and Dr. Jennings seconded the motion to adjourn the meeting. At 5:48 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