REGULAR MEETING
BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 519
Counties of Stephenson, Ogle, Jo Daviess and Carroll

CALL TO ORDER

The Closed Session of the Board of Illinois Community College District No. 519 was called to order by Mr. Stephen Kroeger, Chairperson, at 3:55 p.m., June 20, 2006 in the Board Room of the Highland Community College Student/Conference Center, 2998 West Pearl City Road, Freeport, Illinois in said district.

ROLL CALL

The following members were present: Mr. Dennis Endress, Mr. Steve Kroeger, Mrs. Maurita Scharman, Mrs. Diane Gallagher (arrived 4:12 p.m.), Mr. David Shockey, Mr. Doug Block (arrived 3:59 p.m.), and Mr. Tom Kussner.

The following members were absent: Mr. Rob Urish

Also present: Dr. Joe Kanosky, Acting President; Ms. Jill Janssen, Acting Vice President of Administrative Services (departed 3:59 p.m.; returned 4:10 p.m.); Ms. Rose Ferguson, Director of Human Resources (departed 3:59 p.m.; returned 4:10 p.m.); Ms. Liz Gerber, Director of Community Relations & Special Services (departed 3:59 p.m.; returned 4:24 p.m.); Ms. Jill DeGraw, Faculty (departed 3:59 p.m.; returned 4:24 p.m.); Dr. Steve Jennings, Faculty (departed 3:59 p.m.; returned 4:24 p.m.); Mr. Steve Mihina, Faculty (departed 3:59 p.m.; returned 4:24 p.m.); Mr. Robert Lewis, The Journal-Standard (departed 3:59 p.m.; returned 4:24 p.m.); Mr. Chad Kline, Custodian (arrived 4:24 p.m.; departed 4:34 p.m.); Ms. Bonnie Hale, Secretary, Project Succeed (arrived 4:24 p.m.; departed 4:34 p.m.); Ms. Tana Gundry, Secretary, Human Resources (arrived 4:24 p.m.; departed 4:34 p.m.); Mr. Karl Richards, Dean of Enrollment Services (arrived 4:24 p.m.); Mr. Brad Hart, Big Radio (arrived 4:51 p.m.); and Ms. Terri Grimes, Board Secretary.

CLOSED SESSION

Mr. Endress moved and Mrs. Scharman seconded the motion to go into Closed Session for the purposes of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, probable, imminent or pending litigation, collective negotiating matters between the public body and its employees or their representatives, and to conduct the Board’s periodic review of all Closed Session minutes and tapes, 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: Kroeger, Scharman, Shockey, Endress, Kussner
NAYES: None

At 3:57 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.
Members present: Mr. Kroeger, Mrs. Scharman, Mrs. Gallagher (arrived 4:12 p.m.),
Mr. Shockey, Mr. Block (arrived 3:59 p.m.), Mr. Endress, Mr. Kussner

Also present: Dr. Kanosky, Ms. Ferguson (arrived 4:10 p.m.), Ms. Janssen (arrived
4:10 p.m.) and Ms. Grimes

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

AYES: Scharman, Gallagher, Shockey, Block, Endress, Kroeger, Kussner
NAYES: None

At 4:24 p.m., the Chairperson declared the motion carried and the Closed Session over.

Members present: Mrs. Scharman, Mrs. Gallagher, Mr. Shockey, Mr. Block, Mr. Endress,
Mr. Kroeger, Mr. Kussner

Also present: Dr. Kanosky, Ms. Janssen, Ms. Ferguson, Ms. Gerber, Ms. DeGraw,
Dr. Jennings, Mr. Mihina, Mr. Lewis, Mr. Kline, Ms. Hale, Ms. Gundry,
Mr. Richards, and Ms. Grimes

ACTION, IF NECESSARY

Mrs. Scharman moved and Mr. Shockey seconded the motion to approve the appointment of
Dr. Joe Kanosky as President of Highland Community College effective July 1, 2006 at an
annual salary of $124,900 with appropriate fringe benefits. The roll call on the motion was as
follows:

AYES: Gallagher, Shockey, Block, Endress, Kroeger, Scharman, Kussner
NAYES: None

Whereupon the Chairperson declared the motion carried.

Mr. Shockey moved and Mr. Block seconded the motion to approve the Resolution authorizing
the approval of the Contract of Employment for Dr. Joe Kanosky. The roll call on the motion was
as follows:

AYES: Shockey, Block, Endress, Kroeger, Scharman, Gallagher, Kussner
NAYES: None

Whereupon the Chairperson declared the motion carried.

Dr. Kanosky thanked the Board for the opportunity to serve as President of the College.

Mr. Endress moved and Mrs. Scharman seconded the motion that the Closed Session minutes of the
November 15, 2005 full Board meeting (second session), the April 18, 2006 Audit Committee
meeting, and the May 16, 2006 full Board meeting no longer require confidential treatment and will now be available for public inspection; and that the verbatim audio recordings of the Closed Sessions of July 13 2004, July 20, 2004, August 12, 2004, August 25, 2004, October 22, 2004 Personnel Committee meeting, November 11, 2004 Personnel Committee meeting, November 16, 2004, November 30, 2004 first and second sessions, and the December 9, 2004 Personnel Committee meeting may now be destroyed, pursuant to the Open Meetings Act. The roll call on the motion was as follows:

AYES: Block, Endress, Kroeger, Scharman, Gallagher, Shockey, Kussner
NAYES: None

Whereupon the Chairperson declared the motion carried.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Endress moved and Mrs. Gallagher seconded the motion to approve the minutes of the May 11, 2006 Special Meeting, the May 16, 2006 Special Meeting and Closed Session, May 23, 2006 Regular Meeting and Closed Session, and the June 6, 2006 Board Retreat and Closed Session, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Ms. Ferguson introduced Ms. Tana Gundry, who introduced two new employees, Mr. Chad Kline and Mrs. Bonnie Hale.

CONSENT ITEMS

A. Financial

1. **Prevailing Wage Resolution**
   *Recommendation*: That the Board of Trustees adopt the Resolution establishing a policy to require prevailing wages for any public works project at the College. A notice of the Resolution will be published in the newspaper and a copy of the Resolution will be provided to any contractors doing construction work for the district.

2. **Security Contract**
Recommendation: That the Board of Trustees approve and direct the appropriate officers to sign the agreement between the College and the Stephenson County Sheriff’s Office for Fiscal Years 2007, 2008 and 2009.

3. University of Illinois Lease Agreement

Recommendation: That the Board of Trustees enter into a lease agreement with the Cooperative Extension Service of the University of Illinois, for occupancy by the Cooperative Extension of approximately 2,090 square feet of space in the Community Services Center for the period July 1, 2006 through June 30, 2007, at an annual rate of $19,562.40 and that the officers of the Board execute the agreement by appropriate signatures.

B. Personnel

1. New Job Descriptions  (None)

2. Revised Job Descriptions

Recommendation: That the Board of Trustees approve the revised job descriptions for Coordinator of Highland West; Supervisor of Custodial Services; Supervisor of Maintenance; On-Call Custodial/Maintenance Assistant; Groundsperson; Groundsperson Assistant; Maintenance Mechanic; Custodian; Receiving/Shipping/Warehouse Clerk; Purchasing and Insurance Specialist; Secretary; Physical Plant and Maintenance; Vice President of Academic and Student Services; Vice President of Administrative Services; Dean of Learning Resources; Dean of Arts, Sciences and Learning; Associate Dean of Business and Technology; Associate Dean of Natural Science and Health; Associate Dean of Humanities and Social Sciences; Director of Physical Plant and Maintenance; and Director of Athletic and Physical Education Programming, as presented.

Ms. Ferguson noted a minor revision on page 62. She stated that item “O” is very similar to item “S” and requested that item “O” be deleted.

3. a. Appointment – Biology Instructor

Recommendation: That the Board of Trustees approve the appointment of Ms. Juliet D'Souza as full-time Biology Instructor in the Natural Science and Health Division beginning August 17, 2006, at an FY’06 salary of $42,746 plus appropriate fringe benefits (MS +3, 2 years experience). Since the FY’07 faculty union contract has not yet been negotiated, this salary is based on the FY’06 salary schedule and is within the FY’07 budget. This is a full-time faculty position.

b. Vice President of Administrative Services

Recommendation: That the Board of Trustees approve the appointment of Ms. Jill Janssen as Vice President of Administrative Services at an annual salary of $83,000 plus appropriate benefits beginning July 1, 2006. This is an Administrative Level II position. This position falls within the FY’07 budget.
c. **Associate Dean, Business and Technology**

*Recommendation:* That the Board of Trustees approve the appointment of Mr. Scott Anderson as Associate Dean, Business and Technology beginning July 1, 2006, at an annual salary of $77,000, with appropriate fringe benefits. This is an Administrative Range III position. This position falls within the FY’07 budget.

4. **Part-time Instructors/Overload**

*Recommendation:* That the list of part-time/overload instructors be approved to teach during the Summer semester of 2006.

C. **Administration**

1. **Establishment of Board Meeting Schedule**

*Recommendation:* It is recommended that the regular meeting time for the Board of Trustees be established as the third Tuesday of each month for July 2006 through June 2007, with the exception of the October 2006 meeting, which will be held on the fourth Tuesday of the month. All meetings will be held at 4:00 p.m. in the Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus.

D. **Academic**

1. **Curriculum & Instruction Committee Report**

*Recommendation:* That the report of the course and curriculum changes for the July 1, 2005 through June 30, 2006 period be approved, as presented.

Mr. Shockey moved and Mr. Kussner seconded the motion to approve the Consent Motions, with the job description revision noted above by Ms. Ferguson. The roll call on the motion was as follows:

- **AYES:** Endress, Kroeger, Scharman, Gallagher, Shockey, Block, Kussner
- **NAYES:** None

Whereupon the Chairperson declared the motion carried.

**MAIN MOTIONS**

A. **Financial**

1. **Resolution of Intent to Issue Debt Certificates**

Mr. Block moved and Mrs. Gallagher seconded the motion to approve the following Resolution authorizing the issue of Debt Certificates in the amount of $2,830,000.
RESOLUTION of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, and authorizing and providing for the issue of $2,830,000 Debt Certificates, Series 2006, of said Community College District, evidencing the rights to payment under such Agreement, prescribing the details of the Agreement and Certificates, and providing for the security for and means of payment under the Agreement of the Certificates.

The roll call on the motion was as follows:

AYES: Kroeger, Scharman, Gallagher, Shockey, Block, Endress, Kussner
NAYES: None

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

2. Health Insurance Rates
Mr. Endress moved and Mrs. Scharman seconded the motion that the Board of Trustees establish the following monthly rates for health insurance during FY’07 under the self-insured health plan as listed below:

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$ 618.97</td>
</tr>
<tr>
<td>Retiree Only</td>
<td>$472.19</td>
</tr>
<tr>
<td>Family Plan</td>
<td>$1,472.11</td>
</tr>
<tr>
<td>Retiree with Family Plan</td>
<td>$966.12</td>
</tr>
</tbody>
</table>

Based on the maximum costs proposed, discounts provided and the continued excellent service, it was also recommend that we stay with our current provider, SISCO, who we have been with since FY’98.

The roll call on the motion was as follows:

AYES: Scharman, Gallagher, Shockey, Block, Endress, Kroeger, Kussner
NAYES: None

Whereupon the Chairperson declared the motion carried.

B. Personnel

1. Second Reading – Student Records Policy Revision
Mrs. Gallagher moved and Mrs. Scharman seconded the motion to approve for second reading the Student Records policy revision, as presented. The roll call on the motion was as follows:
AYES: Gallagher, Shockey, Block, Endress, Kroeger, Scharman, Kussner
NAYES: None

Whereupon the Chairperson declared the motion carried.

C. Administration (None)

D. Academic (None)

REPORT MOTIONS

A. Financial

1. Treasurer’s Report and Payment of Bills/Agency Fund Report
   Mr. Shockey 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 May 2006 bills in the amount of $823,430.79. Transfers of funds for payroll amounted to $583,008.00. The roll call on the motion was as follows:

   AYES: Shockey, Block, Endress, Kroeger, Scharman, Gallagher, Kussner
   NAYES: None

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

2. Statements of Revenue, Expenditures & Changes in the Fund Balance

MONITORING REPORT

Ms. Liz Gerber and Mr. Karl Richards presented the Recruitment and Retention monitoring report. Ms. Gerber stated that 77% of the eligible district population has less than an associate’s degree. Highland currently enrolls 28% of the high school seniors in the district right out of high school. Currently students from Stockton, River Ridge and Scales Mound are taking dual credit classes at Highland West. Ms. Gerber and Mr. Richards also provided an update on the Top Scholars program, After 3 tuition waiver, the strategic enrollment plan, and express registration.

STUDENT TRUSTEE’S REPORT

There was no report.
ICCTA REPRESENTATIVE’S REPORT

Mrs. Gallagher reported that Mr. Steve Mihina and Ms. B’Ann Dittmar were recognized at the ICCTA annual convention as Highland’s Faculty of the Year and Outstanding Alumnus nominees, respectively. The Association of Community College Trustees annual convention will be held in October, and Mrs. Gallagher would like the Board’s support for being on the ACCT Communications Committee.

ADMINISTRATION REPORTS

Ms. Ferguson reported that she and Mr. Nathan Hensal will be going to Chicago this Friday for ethics training. All employees, trustees, and volunteers must complete on-line training which will be held in the future. This is a result of the State Ethics Act.

Ms. Janssen thanked the Board, Leadership Team and others for the opportunity to serve the College in her new capacity, and the opportunity to continue to work with the College, students and employees.

Dr. Kanosky reported on several items:

- The BBQ at the Bend will be held on July 15 at Woodbine Bend. Proceeds from the event will help fund the Jo Daviess Leadership program, Highland West, and the High School Servant-Leadership Program.

- Summerset Theatre XXXIII will perform of “A Funny Thing Happened on the Way to the Forum” in July.

- The College will be closed on July 4th for the holiday.

- Campus PH&S projects are proceeding.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Mr. Block requested that the Board schedule some time at a future meeting to discuss Tax Increment Financing (TIF) districts.

Mr. Kroeger congratulated Dr. Kanosky and Ms. Janssen on their new appointments.

The next Regular Board meeting will be held on Tuesday, July 18 at 4:00 p.m. A reception will be held for Dr. and Mrs. Kanosky during the Opening Days events.
ADJOURNMENT

At 5:40 p.m., the Chairperson declared the meeting adjourned.

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