

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

December 15, 2009 – 4:00 p.m.

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: November 17, 2009
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
 - A. Academic (None)
 - B. Administration
 - 1. Appointment: Freedom of Information Act Officers (Page 1)
 - 2. Appointment: Open Meetings Act Officer (Page 2)
 - C. Personnel
 - 1. Part-time Instructors/Overload (Page 3)
 - D. Financial (None)
- VIII. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. First Reading – New Policy: Nepotism (Page 4)
 - 2. Second Reading – Revised Policy: Use of Facilities (Page 6)
 - 3. First Reading – Revised Policy: Public Information (Page 8)
 - C. Personnel (None)
 - D. Financial
 - 1. YMCA Sports Complex Lobby Remodel (Page 10)
 - 2. Addendum to Security Contract (Handout)
 - 3. Payment of Bills and Agency Fund Report (Page 11)

IX. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in the Fund Balance (Page 13)
- B. Recruitment & Retention Monitoring Report
- C. Student Trustee
- D. ICCTA Representative
- E. Administration

X. Old Business

XI. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
- B. Probable, Imminent or Pending Litigation
- C. Semi-annual Review of All Closed Session Minutes and Tapes

XII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
- B. Probable, Imminent or Pending Litigation
- C. Semi-annual Review of All Closed Session Minutes and Tapes

XIII. New Business

XIV. Dates of Importance

- A. Next Regular Board Meeting – January 19, 2010 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Highland Community College Student/Conference Center
- B. Next Quarterly Board Retreat – March 3, 2010 at 8:30 a.m. in room H-206 in the Highland Community College Student/Conference Center (breakfast available at 8:00 a.m.)
- C. ACCT National Legislative Summit – February 8 – 10, 2010 – Washington, DC

XV. Adjournment

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 4:01 p.m. on November 17, 2009 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: Mr. Steve Kroeger, Mrs. Maurita Scharman, Mrs. Diane Gallagher (arrived 4:05 p.m.); Mr. David D. Shockey, Mr. Robert B. Urish, Mr. Doug Block, Mr. Jim Endress (arrived 4:07 p.m.), and Mr. Austin Walker

The following members were absent: None

Also present: Dr. Joe Kanosky, President; Ms. Jill Janssen, Vice President of Administrative Services (departed 5:50 p.m.); Ms. Liz Gerber, Associate Vice President, Student Services (departed 5:50 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (departed 5:50 p.m.); Mr. Pete Willging, Director, Marketing & Community Relations (departed 5:31 p.m.; returned 6:30 p.m.); Mr. Alan Wenzel, Director, Leadership Programs (departed 4:27 p.m.); Mr. Lynn Feaver, Co-leader, Leadership Programs (departed 4:27 p.m.); Mr. Steve Mihina, Faculty (departed 5:31 p.m.; returned 5:55 p.m.; departed 6:20 p.m.; returned 6:30 p.m.); Mr. Jim Phillips, Faculty (departed 5:31 p.m.; returned 5:55 p.m.; departed 6:20 p.m.; returned 6:30 p.m.); Ms. Susan Atherton, Executive Director, HCC Foundation (departed 4:43 p.m.); Dr. Paul Giaimo, Faculty (departed 5:10 p.m.); Ms. Heather Moore, Academic Advisor (departed 4:27 p.m.); Ms. Amy Johnson, Testing and Career Services Specialist (departed 4:27 p.m.); Ms. Susie Ferguson, Student Information Specialist (departed 4:27 p.m.); Ms. Connie Visel, part-time Instructor (departed 4:27 p.m.); Ms. Bev Stearns, part-time Instructor; (departed 4:27 p.m.); Ms. Beth Koeller, Director, Columbia College Freeport Campus (departed 5:31 p.m.); Mr. Jeremy Bradt, Director, Enrollment and Records (departed 4:08 p.m.); Ms. Samantha Petsche, Student Information Specialist (departed 4:08 p.m.); Dr. Thompson Brandt, Dean, Humanities & Social Sciences (departed 5:10 p.m.); Mr. Brad Hart, Big Radio (arrived 5:23 p.m.; departed 5:31 p.m.); Ms. Laura Watson, Reference Librarian (departed 4:27 p.m.); Ms. Ellen Conway, Accounting Specialist (departed 4:27 p.m.); and Ms. Terri Grimes, Board Secretary.

APPROVAL OF AGENDA

Mr. Kroeger moved and Mr. Urish seconded the motion to approve the agenda, as presented. The vote being unanimous, the motion carried.

PUBLIC HEARING – TAX LEVY

At 4:02 p.m., Mr. Shockey announced that the next agenda item for the Board of Trustees was a public hearing to receive public comments on the tax levy. He explained that all persons desiring to be heard would have an opportunity to present written or oral testimony.

Mr. Shockey asked if there were additional comments from the Trustees. There were no additional comments. Mr. Shockey then asked if any written testimony had been received concerning the tax levy, and Ms. Grimes stated that none had been received. Mr. Shockey asked if there was any oral testimony or if anyone from the public wanted to comment on the tax levy. There were no public comments.

Mr. Shockey announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the tax levy. Mr. Urish moved and Mrs. Scharman seconded the motion that the Public Hearing be finally adjourned. The roll call on the motion was as follows:

AYES:	Scharman, Shockey, Urish, Block, Kroeger, Walker
NAYS:	None

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

APPROVAL OF MINUTES

Mrs. Scharman moved and Mr. Block seconded the motion to approve the minutes of the October 20, 2009 regular meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Mr. Jeremy Bradt introduced Ms. Samantha (Sam) Petsche, new Student Information Specialist.

STATUS OF THE COLLEGE REPORT

Dr. Kanosky introduced Mr. Alan Wenzel and Mr. Lynn Feaver of Highland's Employee Leadership Institute. Mr. Wenzel introduced this semester's participants and thanked the Board, Dr. Thompson Brandt, and Dr. Kanosky for their ongoing support of the program. This semester's participants are currently working on a project to offer technical and academic support to students to assist them in meeting their educational goals. Two class participants,

Ms. Bev Stearns and Ms. Connie Visel, presented a mission statement for their class project which reads as follows:

"We believe that all students who attend Highland Community College should be given every opportunity for success within an environment in which they feel respected. Our responsibility as a community college is to welcome students with varying degrees of college experience, to treat them with compassion, to instill them with confidence, and to offer them technical and academic support to achieve their goals."

FOUNDATION REPORT

Ms. Susan Atherton presented this month's Foundation report. She thanked Dr. Kanosky and Foundation Board member Jim Schneiderman for assisting with the Foundation's annual scholarship awards ceremony in her absence.

The Foundation's annual Board meeting was held in October, at which time changes and revisions to the Foundation's bylaws were approved, as well as three new Foundation Board members. New Foundation Board members are Mrs. Judy Kaney, Mrs. Virginia Ames, and Mrs. Janey Morse. Mr. Jim Berberet, who had served for 20 years as the president of the Foundation, stepped down and will serve as past-president for one year. Two distinguished alums, Ms. Rhianon Groom and Mr. Ken Eicholz, were recognized during the annual meeting.

Ms. Atherton provided an update on several upcoming events. Two Foundation fundraisers for the nursing wing are scheduled. The first fundraiser will be held on December 6 at Woodbine Bend and is sponsored by Roger and Jenny Stoddard. The second event will be held December 19 and is co-sponsored by Robin Wilhelms Saar and her husband, Jeff, and Jan and Omar Wilhelms. An event will be held at Parkview on December 7. The Foundation will provide cookies and punch, and the Royal Scots will provide the entertainment.

CONSENT MOTIONS

A. Academic (None)

B. Administration (None)

C. Personnel

1. Part-time Instructors/Overload

Recommendation: That the Board of Trustees approve the list of part-time/overload instructors approved to teach during the Fall semester of 2009, as presented.

Mr. Gallagher moved and Mr. Walker seconded the motion to approve the Consent Item, as presented. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Urish, Block, Endress, Kroeger, Scharman, Walker
 NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

- A. Academic (None)
- B. Administration (None)
- C. Personnel (None)
- D. Financial

1. Education and Building Fund Levy

Mr. Kroeger moved and Mr. Urish seconded the motion to approve the Resolution providing for the levy of educational purposes taxes in the amount of \$5,650,040 and Building purposes taxes in the amount of \$1,525,000 for the year 2009 to be collected in the year 2010; and that the levy for the year 2009 be allocated 50% for FY'10 and 50% for FY'11. The roll call on the motion was as follows:

AYES: Shockey, Urish, Block, Endress, Kroeger, Scharman,
 Gallagher, Walker
 NAYS: None

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

2. Insurance Levy

Mr. Urish moved and Mr. Endress seconded the motion to approve the Resolution providing for a special tax levy in the amount of \$990,000 to cover the cost of purchasing insurance under 745 ILCS 10/9-107 of the Tort Immunity Act, for the year 2009 to be collected in the year 2010; and that the levy for the year 2009 be allocated 50% for FY'10 and 50% for FY'11. The roll call on the motion was as follows:

AYES: Urish, Block, Endress, Kroeger, Scharman, Gallagher,
 Shockey, Walker
 NAYS: None

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

3. Audit Levy

Mr. Block moved and Mrs. Scharman seconded the motion to approve the Resolution providing for a special tax levy in the amount of \$44,000 to cover the cost of an annual audit under 110 ILCS 805/3-22.1 of the Public Community College Act of the State of Illinois, for the year 2009 to be collected in the year 2010; and that the levy for the year 2009 be allocated 50% for FY'10 and 50% for FY'11. The roll call on the motion was as follows:

AYES: Block, Endress, Kroeger, Scharman, Gallagher, Shockey,
Urish, Walker
NAYS: None

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

4. Social Security and Medicare Levy

Mr. Block moved and Mr. Urish seconded the motion to approve the Resolution providing for a special tax levy in the amount of \$157,000 to cover the cost of Social Security and Medicare under 40 ILCS 21-101 of the Social Security Enabling Act for the year 2009 to be collected in the year 2010; and that the levy for the year 2009 be allocated 50% for FY'10 and 50% for FY'11. The roll call on the motion was as follows:

AYES: Endress, Kroeger, Scharman, Gallagher, Shockey, Urish,
Block, Walker
NAYS: None

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

5. HCC West Lease Agreement

Mr. Kroeger moved and Mrs. Gallagher seconded the motion to approve the lease agreement with the Village of Elizabeth for continued use of the former River Ridge High School in Elizabeth for the College's Highland West location. The roll call on the motion was as follows:

AYES: Kroeger, Scharman, Gallagher, Shockey, Urish, Block,
Endress, Walker
NAYS: None

Whereupon the Chairperson declared the motion carried.

6. Payment of Bills and Agency Fund

Mr. Urish moved and Mrs. Scharman seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payment and to transfer funds for October 2009 bills in the amount of \$2,252,748.30 and Automated Clearing House (ACH) debits of \$182,063.71. Transfers of funds for payroll amounted to \$705,644.68. The roll call on the motion was as follows:

AYES: Scharman, Gallagher, Shockey, Urish, Block, Endress,
Kroeger, Walker
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 reported that we have not received our payment from the State yet, and third and fourth quarter payments will likely be received in FY'11. Dr. Kanosky stated that one Illinois community college is issuing tax anticipation warrants, and another community college is considering it in light of the State's financial situation.

Sabbatical

Dr. Paul Giaimo presented a report on his sabbatical, which he took during the Fall 2008 and Spring 2009 semesters. During the sabbatical, he worked on a book entitled, "Don DeLillo: The Moral Force of a Writer's Work." Dr. Giaimo's book will be published by the ABC-CLIO Publishing Group in October 2010.

Student Trustee

Mr. Walker reported that Student Senate recently sponsored the performance on campus of a well-known comedian, Mr. Horace H. B. Sanders, who was the former Star Search Comedy Champion. Mr. Walker also announced that Student Senate's Alcohol Awareness committee posted alcohol-related facts across campus during Alcohol Awareness Week. Student Senate is assisting the Highland Alumni Association with the Tip Off Party, scheduled for November 21 from 4:00 to 7:00 p.m. prior to the men's basketball game versus Moberly. Tickets are \$10 and include pizza, pop, an opportunity to meet the men's and women's basketball teams, and a live and silent auction.

ICCTA Representative

Mrs. Gallagher presented her written report, noting that the ICCTA Awards Committee will be adding a part-time faculty award to the awards presented in the spring during their annual convention. She also reported that at the recent ICCTA meeting, the ICCB Student Advisory Committee (ICCB-SAC) representative reported that the ICCB-SAC is recommending that student trustee elections be held on March 1st each year so the student trustees could be seated on

April 15. Mrs. Gallagher concluded her presentation by reporting that one of the speakers at ACCT's National Legislative Summit in February will be the editor of *Inside Higher Education*.

Administration

Ms. Gerber reported that the Top Scholars were invited to pizza with the President yesterday. A Top Scholars Facebook page has been developed. Highland also has a Facebook page, with over 800 fans, as well as Twitter and YouTube sites. Ms. Gerber also announced that a National Guard reintegration event will be held on campus this Saturday.

Dr. Kanosky announced that the Higher Learning Commission has recommended reaffirmation of the College's Academic Quality Improvement Program (AQIP) accreditation.

OLD BUSINESS

There was no old business.

CLOSED SESSION

Mr. Urish moved and Mr. Walker seconded the motion to move into Closed Session for the purposes of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees; and probable, imminent, or pending litigation, pursuant to the Open Meetings Act. The roll call on the motion was as follows:

AYES:	Gallagher, Shockey, Urish, Block, Endress, Kroeger, Scharman, Walker
NAYS:	None

At 5:31 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES:	Shockey, Urish, Block, Endress, Kroeger, Scharman, Gallagher, Walker
NAYS:	None

At 6:30 p.m., the Chairperson declared the motion carried and the meeting in Open Session.

ACTION, IF NECESSARY

No action was necessary.

NEW BUSINESS

Dr. Kanosky reported that the Extreme Makeover: Home Edition show featuring the Stott family did not mention that Ms. Stott was a Highland or Platteville student, which was a large part of her personal story.

Mr. Endress stated that Mr. Dave Vrtol, Wind Turbine Technology instructor, was very well received at the Thomson Farm Services annual meeting today.

DATES OF IMPORTANCE

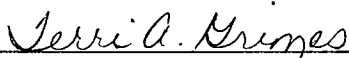
The next regular meeting of the Board of Trustees will be on December 15, 2009 at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center. The next quarterly Board retreat will be held on Wednesday, December 2, 2009.

Dr. Kanosky will attend the Illinois Board of Higher Education meeting in Chicago on December 8.

ADJOURNMENT

Mr. Urish moved and Mr. Walker seconded the motion to adjourn the meeting. The vote being unanimous, at 6:32 p.m., the Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,



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

**AGENDA ITEM #VII-B-1
DECEMBER 15, 2009
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
FREEDOM OF INFORMATION ACT OFFICERS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees appoint Ms. Terri Grimes, Ms. Liz Gerber and Mr. Pete Willging as the College's Freedom of Information Act Officers.

BACKGROUND: In accordance with recent changes in the Illinois Compiled Statutes 5 ILCS 140 (effective January 1, 2010), the Board must appoint Freedom of Information Act Officers for the College who have the responsibility to receive and respond to all FOIA requests. In addition, the officers must complete required electronic training on an annual basis through the Illinois Attorney General's Public Access Counselor.

BOARD ACTION: _____

**AGENDA ITEM #VII-B-2
DECEMBER 15, 2009
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
OPEN MEETINGS ACT OFFICER**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the appointment of Ms. Terri Grimes as Open Meetings Act Officer for the College.

BACKGROUND: In accordance with recent changes in the Illinois Compiled Statutes 5 ILCS 120 (effective January 1, 2010), the Board must appoint an Open Meetings Act officer for the College who has responsibility for compliance with the Open Meetings Act. The officer must complete required electronic training on an annual basis through the Illinois Attorney General's Public Access Counselor.

BOARD ACTION: _____

**AGENDA ITEM #VII-C-1
DECEMBER 15, 2009
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS/OVERLOAD

RECOMMENDATION OF THE PRESIDENT: That the part-time/overload instructors listed below be approved to teach during the Fall semester of 2009.

BACKGROUND: The instructors listed below have the required training and experience to teach courses offered by Highland Community College. Each course is contingent upon appropriate enrollment.

Fall 2009							
			Course	Clock	Credit		Total
First	Last	Subject	Title	Hrs	Hrs	Rate	Salary
Janet	Checker	PERS036CCC	Oil Painting II	12		\$23.05	\$276.60
Kathy	Heid	PERS036FCC	Walk & Stretch	30		\$23.05	\$691.50
Georgia	Balsamo	PERS036BCC	Food Sanitation Refresher	6		\$23.05	\$138.30
Kim	Hedegaard	NUR280HB	Family Health		5	\$600.00	\$3,000.00
Patricia	Dietz	WFD052ACC	4 C's of Customer Svc				\$210.00
Mary Lynn	Luy	WFD052C	Excellent Svc Delivery				\$765.00
Nell	Allison	Children's Choir Accompanist					\$560.00
Diane	Dietmeier	Children's Choir Director					\$2,912.00
Zac	Roman	Assistant Basketball Coach					\$2,671.20

BOARD ACTION: _____

**AGENDA ITEM #VIII-B-1
DECEMBER 15, 2009
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY
NEPOTISM**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve the first reading of the attached policy.

BACKGROUND: The attached policy is included in the Personnel chapter (IV) of the Policy Manual. The recommended changes are a result of an extensive review of the hiring processes used for regular employees and for student employees, focusing on the real and perceived role of familial relationships in these processes. Current reporting relationships were reviewed, identifying the need for clarification within the attached policy and for improvements in and reminders of current processes. It was found that there are some cases in which supervisors currently have a relative employed as a student employee within the same departmental reporting structure. In these cases, the student employee will be required to end employment in the relative's department and transfer to another department at the end of the current academic year. Career Services and Human Resources have met with the affected supervisors with known familial relationships and have communicated the appropriate processes to all student employee supervisors.

BOARD ACTION: _____

