

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 4:00 p.m. on October 24, 2017, 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: Mrs. Diane Gallagher, Mr. David Shockey, Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Mr. Blake Musser, Ms. Pennie Groezinger, and Ms. Abby Endress

The following members were absent: None

Also present: Mr. Tim Hood, President (departed 6:00 p.m.); Ms. Chris Kuberski, Executive Vice President; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Vice President, Student Development & Support Services (arrived 4:08 p.m.; departed 6:00 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources; Mr. Dan Rowe, Wipfli, LLC (departed 4:16 p.m.); Mr. Pete Fink, Network Administrator (departed 5:14 p.m.); Mr. Bill Lucio, Faculty (departed 4:08 p.m.); Mr. Josh Naujokas, Student (departed 4:08 p.m.); Ms. Allison Barr, Student (departed 4:08 p.m.); Ms. Miah Dagle, Student (departed 4:08 p.m.); Mr. Alan Nowicki, Faculty (arrived 4:20 p.m.; departed 5:24 p.m.; returned 5:31 p.m.); Ms. Kate Perkins, Faculty (arrived 4:06 p.m.; departed 5:24 p.m.; returned 5:31 p.m.; departed 6:15 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 5:14 p.m.); Mr. Steve Mihina, Faculty (departed 4:40 p.m.); Mr. Brad Hart, Big Radio (arrived 5:13 p.m.; departed 5:24 p.m.; returned 5:31 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Endress moved and Ms. Groezinger seconded the motion to approve the minutes of the August 15, 2017, regular meeting, August 31, 2017, special meeting, and September 13, 2017, budget work session, quarterly retreat, and regular meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Mr. Hood introduced Mr. Bill Lucio, Speech Instructor and Forensics Coach, who introduced members of the Forensics team, including Mr. Josh Naujokas, Ms. Allison Barr, and, Ms. Miah Dagle. The team had a successful first tournament at Moraine Valley Community College, taking fourth place out of 18 schools, including University of Illinois at Chicago, University of Illinois, Illinois State University, and Bradley University.

Mr. Hood also introduced Ms. Kate Perkins, the new Faculty Senate President. Mr. David Esch is the new Faculty Senate Vice President.

AUDIT REPORT

Mr. Dan Rowe of Wipfli, LLC provided the audit report for the period ending June 30, 2017. He reported that the Audit & Finance Committee met on October 4 and approved accepting the audit for submission to the Illinois Community College Board by the October 15 deadline. Once again the College received an unmodified or “clean” opinion, including the audit of the Illinois Community College Board grants. Mr. Rowe thanked the accounting staff for their assistance with the audit. Mr. Block also thanked Ms. Janssen, her staff, and the Audit & Finance Committee for their work on the audit.

FOUNDATION REPORT

Mr. Jeff Reinke reported that the Foundation is in the last and final year of the Double Play Campaign, and an appeal has been sent out to donors. This week, approximately \$5,600 in gifts to the Campaign have been received, with a total of \$32,000 received to-date toward the \$50,000 match. Net income from the Shindig is around \$50,000, and next year the event may be held in mid to late September. Mr. Reinke would like to put together a more formal committee structure for the event, relying less on staff and more on volunteers. Over 300 students received scholarships totaling \$350,000 at the Scholarship Awards ceremony. Around 250 people attended the event, and Mr. Reinke thanked Ms. Kuberski for her remarks. The Foundation annual meeting was held last Thursday, at which time five Distinguished Alums were recognized. Former Highland trustee Mr. Rob Urish is the new Foundation Board President, and Mr. Reinke encouraged trustees to thank Mr. Todd Weegens, former Foundation President, for his years of service as President. The annual appeal letter will go out on November 20 soliciting approximately 5,000 people, including alums. Mr. Dave Barton is the Chair of the Development & Planned Giving committee, and Mr. Shockey and Mr. Musser are members. Mr. Reinke will use the committee as the development arm of the Foundation. One goal is to continue the momentum of the Farm to Table dinner, and Mr. Reinke will be working with the committee and key volunteers to obtain restricted donations for the Ag program. The next Foundation Board meeting is scheduled for January 25, 2018, at 8:00 a.m.

Mrs. Gallagher suggested having Foundation displays in the hallways of the Student/Conference Center and possibly the Clarence Mitchell Library, which are areas used often by the community. Mr. Endress reported that he heard a presentation at the Association of Community College Trustees Annual Leadership Congress in September where one college included Top Scholars,

veterans' grants, athletic waivers, and other waivers provided to students in the total number of scholarships provided to students. Mr. Reinke asked to sit down with those who attended the conference to hear more about what was learned.

CONSENT ITEMS

A. Academic (None)

B. Administration (None)

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 Fall semester of 2017.

D. Financial (None)

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

AYES: Shockey, Block, J. Endress, Jennings, Musser, Groezinger, Gallagher,
A. Endress

NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. First Reading – Revised Policy: Policy on Definitions

Dr. Jennings moved and Mr. Musser seconded the motion to approve for a first reading the revised policy, Policy on Definitions, as presented. The policy is included in the Policy Manual. The roll call on the motion was as follows:

AYES: Block, J. Endress, Jennings, Musser, Groezinger,
Gallagher, Shockey, A. Endress

NAYS: None

Whereupon the Chairperson declared the motion carried.

2. First Reading – Revised Policy 3.22: Drugs – Possession, Use, Sale, or Exchange of in Highland Community College Facilities

Mr. Musser moved and Mrs. Gallagher seconded the motion to approve for first reading revised policy 3.22 Drugs – Possession, Use, Sale, or Exchange of in Highland Community College Facilities, as presented. The policy is included in Chapter III, Student, of the Policy Manual. The roll call on the motion was as follows:

AYES: J. Endress, Jennings, Musser, Groezinger, Gallagher,
Shockey, Block, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Appointment: Director, ITS

Mr. Endress moved and Mrs. Gallagher seconded the motion to approve the appointment of Mr. Pete Fink as full-time Director, ITS beginning October 16, 2017, at an annual FY18 salary of \$68,700, plus appropriate fringe benefits. This is a full-time, exempt administrative position and is within the FY18 budget. This appointment will fill the position that became available due to the resignation of Mr. Nathan Hensal. The roll call on the motion was as follows:

AYES: Jennings, Musser, Groezinger, Gallagher, Shockey, Block,
J. Endress, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Agreement with Rock Gate Capital D.B.A. 160 Driving Academy for Tractor-Trailer Driver Training Program

Mrs. Gallagher moved and Mr. Musser seconded the motion to authorize administration to enter into a formal agreement with Rock Gate Capital, DBA 160 Driving Academy of Glencoe, Illinois, for the tractor-trailer driver training program. Under the agreement, the College will charge and collect \$4,695.00 per student for those students who are not part of the 160 Dedicated Program (“Full Payment Students”). From January 1 to December 31 annually, the College will pay the Firm as follows: \$4,695.00 less the following fees per student for each enrollment milestone:

Each Calendar Year Student Enrollment	HCC Revenue Per Student
1 to 80	13% of \$4,695.00 or \$610.35 per student
Over 80	15% of \$4,695.00 \$704.25 per student

In addition, the firm will pay a fee of \$250.00 per Dedicated Student each calendar year to the College after the student arrives at his designated employer. This agreement shall begin on the 1st day of July 2017, and continues through June 30, 2019. This Agreement may be renewed for two years after June 30, 2019, with the express written consent of both parties. This Agreement may be terminated by either party for the insolvency of the other, upon mutual consent or upon default of any term of this Agreement not corrected within fifteen (15) days of written notice of said default.

Dr. Jennings raised a concern about the consistency in the contract regarding fiscal year versus calendar year, and Mr. Hood will contact Mr. Steve Gold of Rock Gate Capital to find out why both are used.

Following discussion, Mr. Endress moved and Mr. Musser seconded the motion to lay on the table the agreement with Rock Gate Capital until the inconsistencies in fiscal year versus calendar year may be worked out. The roll call on the motion was as follows:

AYES: Groezinger, Gallagher, Shockey, Block, J. Endress, Jennings, Musser, A. Endress
 NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Acceptance of FY17 Annual Audit

Mr. Musser moved and Mr. Shockey seconded the motion to accept the annual audit for FY17, as presented. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Block, J. Endress, Jennings, Musser, Groezinger, A. Endress
 NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Payment of Bills and Agency Fund Report – August 2017

Mrs. Gallagher moved and Mr. Musser seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the August 2017 bills in the amount of \$937,542.19, Automated Clearing House (ACH) debits W0000433 through

W0000436 amounting to \$7,707.18, Other Debits D0000071 amounting to \$136.88, and Electronic Refunds of \$100,832.34, with 4 adjustments of \$952.87, such warrants amounting to \$1,044,991.96. Transfers of funds for payroll amounted to \$510,540.67. The roll call on the motion was as follows:

AYES: Shockey, Block, J. Endress, Jennings, Musser, Groezinger,
Gallagher, A. Endress
NAYS: None

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

4. Payment of Bills and Agency Fund Report – September 2017

Mrs. Gallagher moved and Ms. Groezinger seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the September 2017 bills in the amount of \$763,107.35, Automated Clearing House (ACH) debits W0000437 through W0000441 amounting to \$10,233.82, and Electronic Refunds of \$83,273.85, with 4 adjustments of \$965.66, such warrants amounting to \$855,649.36.. Transfers of funds for payroll amounted to \$824,720.73. The roll call on the motion was as follows:

AYES: Block, J. Endress, Jennings, Musser, Groezinger,
Gallagher, Shockey, A. Endress
NAYS: None

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

REPORTS

Treasurer's Report: Comparison of Budget with End-of-Year Projections

Ms. Janssen reported that the College has received the October 2017 (FY18) payment from the State, however, the State still owes the College \$900,000 from FY17.

Student Trustee

Ms. Endress announced that three new Student Senators were recently elected, and Student Senate appointed four others to fill the remaining open seats. Theme days were held during Homecoming Week, and Student Senate is gearing up for the Halloween costume contest, as well as the Halloween parade by students from Jones-Farrar Magnet School. Student Senate will also be partnering with Faculty Senate on a food drive. Ms. Endress attended the recent ICCB Student Advisory Committee (ICCB-SAC) meeting and was elected ICCTA liaison. In her new position, Ms. Endress will attend the ICCTA meetings and provide a report on ICCB-SAC activities.

Audit & Finance Committee Co-Chairs

There was no report.

ICCTA Representative

Mr. Endress reported that ICCTA will meet on November 10 and 11, with the educational portion of the meeting provided by the State Universities Retirement System (SURS). The ICCTA Southern Region will meet this Thursday. Mr. Mike Monaghan, ICCTA Executive Director, will retire in 2019 and the ICCTA board is beginning to look at qualifications for a new Executive Director. Rock Valley College has inquired about renewing their ICCTA membership, and the College of DuPage also wants Mr. Monaghan and Mr. Endress to meet with their board regarding membership.

Board Chair

Mr. Block attended the Foundation annual meeting where five new Distinguished Alumni members were recognized. They provided heartfelt comments and are proud of Highland and what the College is doing. Mr. Block concluded his remarks by giving a “shout out” to faculty and administration for all the good things that are going on.

Administration

Ms. Kuberski reported that two faculty members and Dr. Misty Thruman, Director of Institutional Research, attended the Higher Learning Commission’s Assessing General Education workshop. Faculty member Dr. Chelsea Martinez and Ms. Kuberski also attended the HLC Peer Reviewer training last week, which was very insightful. Dr. Martinez will serve on an HLC peer review team in November. A part-time faculty job fair will be held tomorrow night, due to the need for more part-time faculty for areas including dual credit and Lifelong Learning.

Ms. Ferguson reemphasized the importance of the Northern Illinois Network (NIN) Staff Exchange that was described in her administrative report. Ms. Christie Lewis, Coordinator of Staff Development and HRIS, is part of the NIN that meets two to three times per year to exchange ideas and concerns. In addition to Ms. Lewis, those attending this year’s staff exchange included Ms. Deb Hayenga, Coordinator of Conference Center and Business Institute, and Ms. Sam Schaible, Coordinator of Outreach and Dual Credit.

Ms. Gerber reported that Highland will be getting the Upward Bound grant back, and there have been very productive meetings with Freeport High School regarding the grant.

Mr. Hood announced that there will be a number of Homecoming events on campus this Saturday, and the list is on the website. A “mixer” will be held at Generations Brewing Company from 4:00 to 6:00 p.m. on Saturday, sponsored by Highland’s Alumni Association. Last year over 1,000 people attended the Homecoming events on Saturday, and Mr. Hood will work more closely with the Foundation and Alumni Association in planning next year’s events. Mr. Hood has added Highland to the list of schools who are interested in offering a BSN degree. Several weeks ago Highland alum Dr. Brittany (Rowe) Blomberg provided a presentation for a meeting of the new Women in Science club. Mr. Hood encouraged Dr. Blomberg to come back to Highland to spread her story. On Thursday, November 9, at 1:00 p.m. in Natural Science

room N-107, veterinarian Dr. Haylee (Endress) Knutti will be the featured speaker. Dr. Knutti is Mr. Endress' daughter. Thanks to Mrs. Juliet Moderow for starting the Women in Science club.

The College has an opportunity to bring over 200 students from all over the world to the College through the International Historic Preservation Center. Mr. Hood has talked with Mr. Reinke, Mr. Jim Philips, Mr. Russ Simpson, and Ms. Kate Perkins about the opportunity for Highland. This is a one-of-a-kind premier program, and the International Historic Preservation group has approached the College to house the program on campus. Mr. Hood would like to do further study and assess the opportunity before bringing the program to Highland. Initially the classes would be offered through Lifelong Learning, and he believes the program would be opportunistic for the College. There are currently 75 short courses offered through the program. We have the space available, and Mr. Hood believes the classes could be scheduled when we have the most opportunity and space.

OLD BUSINESS

Mrs. Gallagher suggested the idea of having Highland speakers come to the Board meeting to talk about various departments or programs.

Dr. Jennings asked about the Tenure Review Process, and Ms. Kuberski noted that it was revised in May 2017. The guidelines will be included as an addendum to the Policy Manual. The Deans and Ms. Kuberski worked with Faculty Senate representatives and the document was agreed to through the meetings. Although it still needs to be approved by the Policy Review Committee, the tenure committees have started using the process as modified. Dr. Jennings shared that he had several questions regarding the process and will discuss these with Ms. Kuberski individually.

At 5:14 p.m., the Chairperson declared a recess; the meeting resumed at 5:23 p.m.

CLOSED SESSION

Mr. Shockey 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, 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:	J. Endress, Jennings, Musser, Groezinger, Gallagher, Shockey, Block, A. Endress
NAYS:	None

At 5:25 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: Jennings, Musser, Groezinger, Gallagher, Shockey, Block, J. Endress,
A. Endress
NAYS: None

At 5:30 p.m., the Chairperson declared the motion carried and the Closed Session ended.

ACTION, IF NECESSARY

A. 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

1. President's Contract

Mr. Shockey moved and Mr. Musser seconded the motion to approve the Resolution, as presented, authorizing the approval of the Contract of Employment for the President. Principal financial components of the contract include a specified annuity contribution for each year, a designated reimbursement amount for travel expenses, as well as for the 2017 – 2018 year an annual salary of one hundred fifty-two thousand dollars (\$152,000), with each subsequent year salary being increased by 4% over the prior school year. The roll call on the motion was as follows:

AYES: Musser, Groezinger, Gallagher, Shockey, Block,
J. Endress, Jennings, A. Endress
NAYS: None

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

2. Executive Vice President's Contract

A minor change was made to the Executive Vice President's contract to incorporate an administrative procedure that had changed. The change takes the required notice outlined in paragraph two from four weeks to three months.

Mr. Endress moved and Mr. Shockey seconded the motion to approve the Resolution authorizing the approval of the Administrator's Contract for the Executive Vice President, as amended. Principal financial components of the contract include a specified annuity contribution for each year, as well as for the 2017 – 2018 year an annual salary of one hundred thirty thousand one hundred and seventy-five dollars (\$130,175), as well as for the 2018 – 2019 year an annual

salary of one hundred thirty-five thousand four hundred twenty-nine dollars and 38 cents (\$133,429.38). The roll call on the motion was as follows:

AYES: Groezinger, Gallagher, Shockey, Block, J. Endress,
Jennings, Musser, A. Endress
NAYS: None

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

3. One-time Cash Award: President

Mr. Endress moved and Mr. Musser seconded the motion to approve awarding Mr. Tim Hood, President, a one-time payment of 1% of his FY18 base pay as was recently provided to regular classified, professional, and administrative staff employed prior to March 25, 2017. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Block, J. Endress, Jennings,
Musser, Groezinger, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. One-time Cash Award: Executive Vice President

Mr. Musser moved and Mr. Endress seconded the motion to approve awarding Ms. Chris Kuberski, Executive Vice President, a one-time payment of 1% of her FY18 base pay as was recently provided to regular classified, professional, and administrative staff employed prior to March 25, 2017. The roll call on the motion was as follows:

AYES: Shockey, Block, J. Endress, Jennings, Musser, Groezinger,
Gallagher, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

NEW BUSINESS

Mr. Hood reported that a Protection, Health, and Safety (PH&S) group has been meeting since the keyless entry project had been proposed. One project that received the most priority was a solar energy project. Mr. Alan Nowicki, faculty member, presented Trustees with an overview of a proposal. He suggested that the project could be funded through PH&S dollars and the energy savings could go to the General Fund. In addition, the project would be a good recruitment opportunity for Highland programs including Electronics, Engineering, and Environmental Science. He expressed a concern that if we do not do the project now, the College could miss out on incentives from the State Renewable Energy Plan.

Mr. Hood reported that overwhelmingly the PH&S group believes this is the best project, but there are some concerns regarding the timing for the November Board meeting. He sees the value of expediting the project but also sees the challenges of getting it done in time for approval. Mr. Block expressed the need to do due diligence at the risk of losing the incentives, and he suggested the recommendation go back to the PH&S group for further discussion.

Contingency plans recommended by the advisory committee for the PH&S funds include fixing the tiered floor in F-10 to make it ADA compliant, an air quality test for all buildings on campus, and sidewalk replacement. Mr. Block thanked Mr. Nowicki for his work on this project.

DATES OF IMPORTANCE

The next regular Board meeting will be held on November 21, 2017, at 4:00 p.m. in the Robert J. Rimington Board Room. The next quarterly Board retreat will be held on December 6, 2017, at 8:30 a.m. in room H-206 in the Student/Conference Center.

ADJOURNMENT

Dr. Jennings moved and Mr. Shockey seconded the motion to adjourn the meeting. At 6:22 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