Highland Community College
Board Retreat
December 4, 2013
Highland Community College Student/Conference Center
Room H-206
Freeport, Illinois

CALL TO ORDER/ROLL CALL

Mr. Doug Block, Board Chair, called the meeting to order at 12:01 p.m.

Members Present:  Mrs. Diane Gallagher, Mr. David Shockey, Mr. Rob Urish, Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, and Mr. Matt Bordner (departed 2:29 p.m.)

Members Absent:  Ms. Whittney Zumdahl

Guests Present:  Mr. Jim Berberet, Executive Director, HCC Foundation (arrived 4:10 p.m.; departed 5:28 p.m.); Mr. Steve Cox, HCC Foundation Executive Committee (arrived 4:10 p.m.); Mr. Art Garcia, HCC Foundation Executive Committee (arrived 4:10 p.m.; departed 4:57 p.m.); Ms. Kim Villanueva, Illinois Community College Trustees Association (arrived 4:10 p.m.); Mr. Todd Weegens, President, HCC Foundation Board (arrived 4:10 p.m.); Mr. Fritz Kuhlmeier, HCC Foundation Executive Committee (arrived 4:12 p.m.)

Also Present:  Dr. Joe Kanosky, President (arrived 1:03 p.m.; departed 5:28 p.m.);
Mr. Tim Hood, Vice President, Academic Services (arrived 1:03 p.m.; departed 3:26 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (arrived 1:03 p.m.; departed 3:26 p.m.); Ms. Liz Gerber, Associate Vice President, Student Services (arrived 1:03 p.m.; departed 3:26 p.m.); and Ms. Terri Grimes, Board Secretary

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

Mr. Endress moved and Mr. Urish 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 a student disciplinary case, 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: Shockey, Urish, Block, Endress, Jennings, Gallagher, Bordner
NAYS: None

At 12:03 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

At 12:30 p.m., the Chairperson declared a recess for lunch; the meeting resumed at 1:03 p.m.

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

AYES: Urish, Block, Endress, Jennings, Gallagher, Shockey, Bordner
NAYS: None

At 1:52 p.m., the Chairperson declared the motion carried and the Closed Session ended.

**ACTION, IF NECESSARY**

No action was necessary following the Closed Session.

**ADMINISTRATIVE UPDATES**

*Initial Discussion on Tuition*
Ms. Janssen reported that this past Fall, tuition increased $10 per credit hour (from $105 to $115), while the technology fee increased by $4 (from $7 to $11 per credit hour), and the student activity fee increased by $3 (from $2 to $5 per credit hour). In addition, a $15 per semester registration fee was also added beginning with the Spring 2013 semester.

Ms. Janssen presented several scenarios for increasing tuition, noting that a first reading will need to be presented to the Board in January or February, with the second reading at the next Board meeting following the first reading. At this time, she will not be recommending an increase in the technology or student activity fees. Mr. Bordner stated that he believes students would not be too upset with a tuition increase of $5 per credit hour. Ms. Janssen noted that financial aid and Pell grants do not keep up with tuition, and a concern was raised that we not price ourselves so high that students who need us cannot afford to attend.

At 2:24 p.m., the Chairperson declared a recess; the meeting resumed at 2:29 p.m.
Review of Nursing Handbook
Trustees were asked to review the draft of the updated Nursing Handbook. Minor revisions may be made to the handbook before it is presented to trustees for approval at the December 17 regular Board meeting.

Employer Health Care Alliance Cooperative Membership Stock Subscription and Access Agreement (Handout)
Ms. Janssen explained that the College needs to change the Preferred Provider Organization (PPO) due to Northern Illinois Health Plan (NIHP) no longer providing a PPO effective January 1, 2014. She presented trustees with a proposed one-year agreement with Alliance, noting that Alliance gives employees more options and about $50,000 in additional savings to the College over another option that was considered. Ms. Janssen estimates that the College’s self-insured plan should see a savings of between $120,000 and $125,000 using past claims experience and expected discounts to be earned through Alliance. She noted that Furst-McNess, Civil, and Fehr-Graham also have Alliance as their PPO.

Course and Miscellaneous Fees (Handout)
Mr. Hood presented a recommendation for changes in course and miscellaneous fees, noting that many of the changes are in the nursing area. He explained that the regional field geology fee is for a dinosaur dig out west, and Mr. Steve Simpson, instructor for the field trip, has been advised that he needs to increase the number of students who go on the trip in order to make sure there are enough students to cover the expenses. Mrs. Gallagher suggested that the class might be advertised to the community, as well.

Mr. Hood reported that costs for the Carroll County Leadership Forum have been covered by a grant, although there were tuition and fees associated with the Forum. Ms. Janssen stated that revenue generated from course fees goes into one line item and is not allocated to a specific course. Dr. Kanosky noted that some divisions and departments have more fees for their courses than, for example, courses in the Humanities division. Most fees are related to labs.

Miscellaneous Updates
Dr. Kanosky noted that there are some issues with the current CDL program, including a low number of students. Other companies have expressed an interest in providing the program.

The lease for HCC West ends on June 30, 2014, but Dr. Kanosky would like to keep some classrooms there if it is economically feasible. It is also possible that we may be able to offer classes at a different location in Jo Daviess County. We currently offer some classes for River Ridge students at the River Ridge High School.

Ms. Gerber explained that the appropriate high school administrators submit the names of their candidates for Top Scholars to the College each year. The question has now been raised by some parents as to whether students are eligible for Top Scholars if they do not complete CollegeNOW.
Ultimately we want the students to stay at Highland and earn their degree, whether they complete CollegeNOW or attend as a Top Scholar. There are currently 168 students who are prequalified for CollegeNOW, including 43 juniors and 125 sophomores. Fifty-two Lena-Winslow students attended a CollegeNOW information session. In order to be qualified for CollegeNOW, the students must meet a certain GPA, be in good standing, have completed certain math courses and have the recommendation of the appropriate high school administrator. It was also noted that the College may need to look at a CollegeNOW fee in the future and may want to consider charging tuition for the Freshman Seminar that is part of CollegeNOW.

**ACTION**

A. **Employer Health Care Alliance Cooperative Membership Stock Subscription and Access Agreement**  
Mr. Urish moved and Mr. Endress seconded the motion to approve entering into a cooperative membership stock subscription and access agreement with the Employer Health Care Alliance (Alliance) for the purpose of gaining access to a Preferred Provider Organization (PPO). The estimated cost of the agreement is $29,126 based on the maximum amount of retainage. The roll call on the motion as follows:

**AYES:** Block, Endress, Jennings, Gallagher, Shockey, Urish  
**NAYS:** None

Whereupon the Chairperson declared the motion carried.

B. **Course and Miscellaneous Fees**  
Dr. Jennings moved and Mrs. Gallagher seconded the motion that the list of course and miscellaneous fees, as presented, be approved beginning with the Fall 2014 semester. The roll call on the motion was as follows:

**AYES:** Endress, Jennings, Gallagher, Shockey, Urish, Block  
**NAYS:** None

Whereupon the Chairperson declared the motion carried.

**BOARD UPDATES**

There were no Board updates.

At 3:27 p.m., the Chairperson declared a recess; the meeting resumed at 4:10 p.m.
CLOSED SESSION

Mr. Endress moved and Dr. Jennings seconded the motion to move into Closed Session for the purpose of self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member, 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: Jennings, Gallagher, Shockey, Urish, Block, Endress
NAYS: None

At 4:11 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES: Gallagher, Shockley, Urish, Block, Endress, Jennings
NAYS: None

At 5:49 p.m., the Chairperson declared the motion carried and the Closed Session ended.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

ADJOURNMENT

Mr. Endress moved and Dr. Jennings seconded the motion to adjourn the meeting. At 5:49 p.m., there being no further business, the Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,

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