Highland Community College
Board Retreat
September 26, 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 9:36 a.m.

Members Present: Mrs. Diane Gallagher, Mr. David Shockey (departed 1:30 p.m.),
Mr. Rob Urish, Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, and
Mr. Matt Bordner (departed 12:55 p.m.)

Members Absent: Ms. Whittney Zumdahl

Guests Present: Ms. Kim Villanueva, Illinois Community College Trustees Association

Also Present: Dr. Joe Kanosky, President (departed 9:40 a.m.; returned 12:33 p.m.);
Mr. Tim Hood, Vice President, Academic Services (arrived 12:33 p.m.);
Ms. Jill Janssen, Vice President, Administrative Services (arrived
12:33 p.m.); Ms. Rose Ferguson, Associate Vice President, Human
Resources (arrived 12:33 p.m.); Ms. Liz Gerber, Associate Vice President,
Student Services (arrived 12:33 p.m.); and Ms. Terri Grimes, Board
Secretary

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

Mr. Endress 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; collective negotiating matters between the public body and its
employees or their representatives; a student disciplinary case; and, 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: Shockey, Urish, Block, Endress, Jennings, Gallagher, Bordner
NAYS: None
At 9:38 a.m., the Chairperson declared the motion carried and the meeting in Closed Session. At 11:58 a.m., the Chairperson declared a recess for lunch; the meeting resumed at 12:33 p.m.

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

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

At 12:59 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**

Mr. Hood reported that a CollegeNOW information session for the Freeport School District Board of Education will be held on Tuesday night. If approved, CollegeNOW will be offered to juniors and will be capped at 15 students, per the school district’s request.

Ms. Gerber, Ms. Janssen and Ms. Ferguson met with Becky Peters of the Stephenson County Health Department to discuss State of Illinois health insurance exchanges. Ms. Peters will be conducting a general informational session for faculty, staff and students, as well as a brief session for front-line student services staff. She would also like to utilize our facility one day per month to conduct one-on-one state exchange enrollments.

Ms. Ferguson reported that the results of the HealthCheck 360 wellness exams will be mailed to trustees. The results improved overall, with the top three health issues being glucose levels, stress management, and weight.

Ms. Gerber reported that tenth day enrollment numbers are better than expected, with a decrease of only .4 percent from 2012. She also reported that “Experience Highland!” starts in October. West Carroll is bringing their entire class for the first time ever. Freeport High School is also designating a special day for their students to come to campus.

The results of the Northwest Illinois Development Alliance (NIDA) report show that businesses are looking for some training on soft skills that the College could provide. Mr. Block noted that we want to get students to realize there are jobs locally and they need to be preparing for those jobs. Stephenson County Board Chair Mr. Bill Hadley is working with Mr. Mark Jansen, Highland’s Director of Adult Education, on GED options for people who are released from jail. Ms. Gerber also noted that there are other efforts to help people with a felony background, including helping
them with how to look for work. Ms. Gerber is working on this through our contractual counseling services with FHN.

Ms. Grimes reported that the annual monitoring reports on ends statements will now be provided to trustees electronically and will not be presented at the Board meeting. Each report will include a bulleted summary of highlights from the report. This will allow trustees additional opportunities to hear from other areas of the College. Trustees expressed an interest in hearing a report on both athletics and the arts. Additional ideas should be submitted to Ms. Grimes.

Ms. Janssen, Ms. Mary Lloyd, and Ms. Andria Cornelius will be meeting with budget managers to review the FY’14 budget.

Dr. Kanosky reported that the Highland Foundation has agreed to giving the college $200,000 plus an additional $30,000. He also reminded trustees that the College is part of two Workforce Investment Boards (WIBs), with Stephenson County joining the Winnebago and Boone County WIB, and Jo Daviess, Carroll and Ogle Counties joining the Dixon WIB. Sterling and Rockford are now the closest Illinois Department of Employment Security offices. Dr. Kanosky is hoping that a person can be located at the NIDA office and possibly on campus to provide services previously provided on campus by Partners for Employment (PfE). Mrs. Gallagher asked about staffing in accounting, now that PfE has left. Ms. Janssen reported that the part-time person who previously worked in accounting has left and the position has not been replaced at this time. All PfE staff who were paid out of the grant have also left.

**BOARD UPDATES**

Mr. Block will discuss the Board self-evaluation with Dr. Kanosky and moving forward with issues discussed.

**OLD BUSINESS**

- *College Organization Review* – Dr. Kanosky reported that he has met once with Dr. Jennings and Mr. Urish to discuss the College organization review but they need to meet again. Ms. Grimes located some organizational charts from other community colleges, but no other progress has been made.

**NEW BUSINESS**

- *Low Enrolled Program Review* – Dr. Kanosky reminded trustees that this is the time to begin the process to review low enrolled programs. Reductions in Force (RIFs) would need to take place in February. Several areas need to be reviewed, including graphic design, wind turbine technology, music, electronics, manufacturing and equine, which are
all low enrolled. He also noted that the College offers an engineering degree but it does not ever seem to be strong. In addition, there are not enough students at HCC West. This is the last year of the lease, and HCC West cannot continue as a self-contained facility. Currently we pay no rent but have expenses related to utilities. Dr. Kanosky has had initial discussions with people in Galena to see if there is some place in that area where our services could be located.

- **General Discussion of Course Fees and Tuition** – State funding is down to 12 to 13 percent, while local taxes and tuition account for 48 percent and 38 percent, respectively. Highland is currently in the top 10 of the highest tuitions in the State. General thoughts on increasing the tax levy will be discussed at a future time. Mr. Endress asked if course fees cover the costs, and Dr. Kanosky responded that some colleges have variable tuition for programs with high costs. He also noted that, in cases where students have a lecture and lab time, students really do not pay for their lab time.

Trustees discussed potential opportunities for students. Mrs. Gallagher asked if we are continuing with partnerships in areas other than wind, and Dr. Kanosky responded that we are looking for additional opportunities. Mr. Block asked about the feasibility of sending auto body and auto mechanics students to company training, but coordinate it through Highland so that they could learn special skills that teach them how to run computer equipment. Another opportunity might be to partner with Bocker Motors to use part of their auto body shop to train our students. Ms. Gerber reminded trustees of the new partnership with the Plumbers and Pipefitters Union, as well as the potential hospitality program. Discussions also continue with Mr. Patrick Sellers, Freeport Township Supervisor, and Mr. Mark Jansen has worked with Mr. Larry Williams, head of the Freeport Housing Authority.

For the first time ever, we are down to under 1,000 high school seniors in the district, with Scales Mound only having 11 seniors.

- **Upcoming Meetings and Events:**
  - Foundation Annual Meeting – October 10
  - Foundation Scholarship Award Brunch – September 29 at 12:30 p.m.
  - Madrigal Tickets go on sale October 7
  - Special Madrigal Performance at Chestnut Mountain – December 12
  - Galena Rotary Roundtable – October 17

Mr. Block will work with Ms. Grimes to arrange a meeting with the Foundation Executive Committee with the goal to try to have the meeting sometime before the October 22 regular Board meeting.
Trustees agreed it was helpful to have Ms. Villanueva conduct the Board self-evaluation, which allowed for candid discussions, and Mr. Block thanked Ms. Villanueva for her assistance today.

ADJOURNMENT

Mr. Urish moved and Dr. Jennings seconded the motion to adjourn the meeting. At 1:43 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