

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 4:04 p.m. on March 21, 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, Ms. Whitney Zumdahl (departed 6:20 p.m.), Mr. Blake Musser, and Ms. Staci Hammer

The following members were absent: None

Also present: Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Vice President, Student Development & Support Services; Mr. Jim Berberet, Executive Director, HCC Foundation (departed 4:13 p.m.); Dr. Joe Kanosky, Citizen/Board Candidate (departed 5:41 p.m.); Ms. Dawn Switzer, Secretary, Adult Education (departed 4:13 p.m.); Ms. Sharla Buss, Financial Aid Assistant (departed 4:13 p.m.); Mr. Pete Willging, Director, Marketing and Community Relations (departed 5:59 p.m.); Mr. Steve Mihina, Faculty (departed 4:47 p.m.); Mr. Brad Hart, Big Radio (arrived 5:13 p.m.; departed 5:41 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Shockey moved and Mr. Musser seconded the motion to approve the minutes of the February 21, 2017, regular meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Ms. Dawn Switzer introduced Ms. Sharla Buss, new Financial Aid Assistant.

FOUNDATION REPORT

Mr. Jim Berberet provided this month's Foundation report. He reported that the Foundation's Dollars for Scholars fundraising lunch raised around \$1,500, including \$500 to cover the cost of the food. With this and other donations, the Foundation is about 40 percent of the way toward the \$1 million goal of the Million Dollar Match campaign. The Million Dollar Match campaign received a \$100,000 donation toward the match and is about 40 percent of the way toward raising \$1 million. The campaign will go public this week with an article in *The Journal-Standard*. At the current interest rate, the Million Dollar Match would generate about \$80,000 for students with a financial need. The Major Gifts Campaign currently stands at \$4.6 million, and the Double Play Campaign kicks off again this year. Deadline for submission of applications for Foundation scholarships is April 1. The Highland Alumni Association and the Foundation will co-host the Freeport Area Chamber of Commerce's Rise 'n Shine breakfast on May 3 at 7:30 a.m. A Jazz Cabaret fundraiser will be held this year at Eagle Ridge to raise funds to send the vocal music students to Germany. The Foundation Golf Outing is scheduled for Monday, June 5, and volunteers are needed. About \$15,000 will be raised to go toward the Leadership Institute, Leadership Forum, and High School Servant Leadership programs. Mrs. Gallagher noted that Mr. Dan Dick, former Student Trustee, is employed in the development office at Carthage College, and Mr. Hood reported that Mr. Dick has also been involved in strategic planning for the High School Servant Leadership Program.

CONSENT ITEMS

- A. Academic (None)
- B. Administration
 - 1. Rescheduling of April 2017 Board Meeting
Recommendation: That the Board of Trustees approves changing the April 2017 Board meeting date from April 25, 2017, to April 24, 2017. The meeting will be held in the Highland Community College Board Room.
- 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 Spring semester of 2017.
- D. Financial (None)

Mr. Endress moved and Ms. Zumdahl seconded the motion to approve the consent items, as presented. The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Jennings, Zumdahl, Gallagher, Hammer
NAYS: None
ABSTAIN: Musser

The vote being seven ayes, no nays, and one abstention, the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic

1. CollegeNOW Agreements Between Highland Community College and Dakota High School, Durand School District #322, Forreton High School, Freeport School District #145, Orangeville High School, and Pecatonica School District #321

Mr. Shockey moved and Mr. Musser seconded the motion to approve the CollegeNOW agreements for qualified students attending Dakota High School, Durand School District #322, Forreton High School, Freeport School District #145, Orangeville High School, and Pecatonica School District #321, as presented. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Zumdahl, Musser, Gallagher, Shockey, Hammer
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. New Program: Workplace Service Certificate
Dr. Jennings moved and Ms. Zumdahl seconded the motion to approve the new Workplace Service Certificate program, as presented. The roll call on the motion was as follows:

AYES: Endress, Jennings, Zumdahl, Musser, Gallagher, Shockey, Block, Hammer
NAYS: None

Whereupon the Chairperson declared the motion carried.

B. Administration

1. First Reading – New Policy 3.27: Sexual Misconduct and Violence
Mr. Musser moved and Mr. Endress seconded the motion to approve for first reading the attached new policy, 3.27 Sexual Misconduct and Violence, which is recommended for inclusion in Chapter III, Student, of the Policy Manual. The roll call on the motion was as follows:

AYES: Jennings, Zumdahl, Musser, Gallagher, Shockey, Block,
Endress, Hammer
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. National Intercollegiate Mutual Aid Agreement
Mr. Musser moved and Mrs. Gallagher seconded the motion to approve the College's participation in the National Intercollegiate Mutual Aid Agreement. The roll call on the motion was as follows:

AYES: Zumdahl, Musser, Gallagher, Shockey, Block, Endress,
Jennings, Hammer
NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Appointment: Dean, Humanities, Social Sciences, and Fine Arts
Mr. Musser moved and Dr. Jennings seconded the motion to approve the appointment of Mr. Jim Phillips as full-time Dean of Humanities, Social Sciences, and Fine Arts division beginning July 1, 2017, at a salary of \$91,922, plus appropriate fringe benefits. Mr. Phillips will teach the Leadership Institute and Leadership Forum classes as a part of this appointment. His interim appointment approved by the Board on May 17, 2016, will end June 30, 2017, with salary and fringe benefits adjusted appropriately. The roll call on the motion was as follows:

AYES: Musser, Gallagher, Shockey, Block, Endress, Jennings,
Zumdahl, Hammer
NAYS: None

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Third Reading – Tuition
Mr. Musser moved and Mr. Shockey seconded the motion to approve for third reading an increase in the in-district tuition rate from \$129.00 per credit hour to \$141.00 per credit hour effective Fall semester of 2017. In addition, it is recommended that the Board of Trustees considers for the third reading an increase in the senior citizen rate from \$97.00 to \$106.00 per credit hour effective Fall semester 2017. The formulas for figuring out-of-district and out-of-state tuition remain unchanged. These rates will be calculated after Fall 2017 tuition rates at community colleges contiguous to Highland have been determined.

Ms. Janssen reported that Sauk Valley Community College is planning to increase tuition by \$12 per credit hour, Rock Valley College by \$15 per credit hour, and Kishwaukee College by \$15 per credit hour. State funding is now down to about five percent of the total funding. Ms. Hammer reported that half of the students get scholarships, and she knows the College needs the increased revenue. Student Senate members also said that if the increase were to be approved, the College should also promote the availability of scholarships, as well. She also noted that, while she understands the need, she cannot vote in support of the increase. Mr. Endress reported that he has mixed feelings about the proposed increase and wishes it could be less, but looking at information provided to trustees by Ms. Janssen, the Operating Fund will be down to eight percent, which concerns him. He believes a \$12 increase is a good compromise, realizing it is putting the burden on the students. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Block, Endress, Jennings, Zumdahl,
Musser
NAYS: Hammer

The vote being seven ayes and one nay, the Chairperson declared the motion carried.

2. Proposed Course Fee Changes/Additions for Fall 2017

Dr. Jennings moved and Mr. Musser seconded the motion to approve the list of course fees, as presented, beginning with the Fall 2017 semester. The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Jennings, Zumdahl, Musser,
Gallagher, Hammer
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Resolution to Expand the Northwest Illinois Enterprise Zone (aka Freeport/Stephenson Enterprise Zone) and Abate Property Taxes for the Rose Ridge Housing Development

Dr. Jennings moved and Mr. Musser seconded the motion that the Board of Trustees formally supports the request by Rose Ridge Housing Development, as presented, to expand the Northwest Illinois Enterprise Zone (aka Freeport/Stephenson Enterprise Zone) for the Rose Ridge Housing Development and approve the Resolution, as presented, allowing for a three-year abatement for residential property at a rate of 100% of the value of the improvements for the first three (3) years followed by a full property tax bill in the fourth and successive years. The Board further authorizes the Board Chair to send a letter of support to the City of Freeport/Stephenson County Enterprise Zone Committee. The roll call on the motion was as follows:

AYES: Block, Endress, Jennings, Zumdahl, Gallagher, Shockey,
Hammer
NAYS: None
ABSTAIN: Musser

The vote being seven ayes, no nays, and one abstention, the Chairperson declared the motion carried.

4. Appointment of Auditor for Fiscal Year 2017

Mrs. Gallagher moved and Dr. Jennings seconded the motion that the firm of Wipfli be retained to perform the annual audit for Fiscal Year 2017 at a cost not to exceed \$46,000. The audit will encompass all funds of Highland Community College including State and Federal grant programs. The roll call on the motion was as follows:

AYES: Endress, Jennings, Zumdahl, Musser, Gallagher, Shockey,
Block, Hammer
NAYS: None

Whereupon the Chairperson declared the motion carried.

5. Payment of Bills and Agency Fund Report

Mr. Musser moved and Dr. Jennings seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the February 2017 bills in the amount of \$1,015,356.88, Automated Clearing House (ACH) debits W0000409 through W0000412 amounting to \$10,825.46 and Electronic Refunds of \$83,916.38, with 4 adjustments of \$170.00, such warrants amounting to \$1,109,928.72. Transfers of funds for payroll amounted to \$535,313.92.

Mr. Block reported that trustees have been reviewing bills on a rotating basis and asked Mr. Musser to discuss a recommendation from the Audit Committee. Mr. Musser reported that the Audit Committee discussed Audit Committee members reviewing bills on a rotating basis, rather than the full Board. Mrs. Gallagher asked that trustees delay implementation of the proposed new process until after the new Board is seated. This will be discussed at the June retreat.

The roll call on the motion was as follows:

AYES: Jennings, Zumdahl, Musser, Gallagher, Shockey, Block,
Endress, Hammer
NAYS: None

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

REPORTS

Treasurer's Report: Statements of Revenue, Expenditures, and Changes in Fund Balance
There was no additional report.

Student Trustee

Ms. Hammer reported that Student Senate is getting ready for elections of new Senate members and the Student Trustee. Elections will be held April 11 and 12. The student leadership breakfast is scheduled for April 28, which is a time for clubs and organizations to get together and give awards. Ms. Hammer attended her last ICCB Student Advisory Committee meeting on March 10. Student Advocacy Day will be held in April and will focus on community colleges offering the BSN degree. Ms. Hammer reported that Ms. Jennifer Grobe, Interim Associate Dean of Nursing and Allied Health, believes that the College would be able to offer the BSN degree here and Ms. Grobe has been asked to find some nursing students who would be willing to attend Advocacy Day. Ms. Hammer concluded her report by announcing that a Wellness Week will be held on campus April 24 – 28 to help students prepare for finals.

Audit Committee Chair

Mrs. Gallagher reported that there are new rules and regulations this year for the audit, as well as new staff members. She thanked committee members for their discussion on issues about fraud at other community colleges, noting that we want to look at ways to help prevent fraud on campus.

ICCTA Representative

Mr. Endress reported that ICCTA met on March 10. This was a one-day meeting designed to save colleges and ICCTA money. Because of trying to do everything in one day, the seminar, trustee roundtable, and business meeting were more compact. The seminar was presented by representatives from Elgin Community College and McHenry Community College. The State budget is a big concern of legislators but not much is getting done. Community colleges are in support of the bill which would allow community colleges to offer BSN degrees on community college campuses, while four-year universities are vehemently opposed. Mr. Hood reported that the bill provides a pathway for up to 20 colleges. The colleges must have an accredited program and a Ph.D. in charge of the program. Ms. Grobe is moving toward a Ph.D. and Highland is moving toward accreditation, so we are on the "potential" list. Mr. Endress reported that he believes the bill is scheduled for a reading on the floor of the Senate tomorrow. The next ICCTA meeting will be the annual meeting in June, at which time there will be at least two hours devoted to trustee training that will fulfill a portion of the legislative requirement for newly elected trustees.

Board Chair

Mr. Block attended the 20th anniversary of the High School Servant Leadership Program, along with Mrs. Gallagher, Mr. Hood, Ms. Gerber, and Dr. Joe Kanosky. Highland can be very proud

of the legacy of the program, which was the result of a conference where former trustee Mr. Frank Walker and former president Dr. Ruth Mercedes Smith learned about it.

Administration

Ms. Kuberski reported that, in the past, the Higher Learning Commission's peer review team could give a summary statement regarding their visit but they cannot do so anymore. It may be six weeks to two months before the College receives the final version of the report from the visit. If there are facts in the report that are incorrect, the College has the opportunity to respond.

Ms. Kuberski shared some of the reviewers' comments with trustees, including that the College should have a peer reviewer; assessment has been a challenge and we are getting comfortable and acclimated to it; they thought they would spend a lot of time on the College's finances but did not see the need and believe we are positioned to survive the budget crisis and perhaps even thrive; they do not believe that faculty and staff understand that we are an AQIP institution; and, the College needs to increase communication in general and particularly about the budget.

The good news they shared included that faculty and staff like it here, and the students love Highland and had many positive things to say about faculty, staff, administrators, graduates, etc. Mr. Hood reported that faculty and staff put in tremendous efforts to be prepared, especially with assessment, and Ms. Kuberski expressed her appreciation to faculty and staff who came to the open meetings, and to those who were asked to attend special meetings and cleared their calendars.

Ms. Janssen announced that the budget building process will begin soon and will include some recommendations that the HLC reviewers gave.

Ms. Gerber reported that the basketball season ended last night. The men's and women's teams had great seasons, with the men's team ranked 20th in the country.

The Dollars for Scholars fundraiser raised over \$1,500, and Mr. Willging was instrumental in promoting the event. A goal was set to have 50 people attend the fundraiser and Mr. Hood believes there were between 130 and 150 in attendance. Thanks to the Hospitality Management program for preparing the food, and to the Foundation for the gifts to pay for almost all of the food. Trustees, faculty, and administrators purchased tickets to give away, and this was a nice launch pad for going public with the Million Dollar Match challenge. The graduation caps and gowns will be blue this year. Thanks to all who participated in discussion, and to Ms. Hammer and students who provided data. Mr. Hood has made a commitment to do a better job of educating people about the history and traditions of the College. The Ag program has received a significant gift, however, the donor wishes to remain anonymous at this time. The donation will provide funding to cover the first year salary and benefits for a second Ag instructor. The donor's vision is for the College to become a regional agribusiness center. The Ag Advisory Committee believes the College needs a new Ag instructor and manager of the farm with test plots. Mr. Hood believes that we are well on our way to becoming a regional center for the tri-state area.

OLD BUSINESS

There was good discussion at the Board retreat on the strategic plan, and the recommendations made at the retreat have been incorporated, primarily to provide metrics and measurable targets. Feedback from the Higher Learning Commission reviewers was also incorporated into the latest draft. Ms. Gerber reported that she is looking at taking the strategic goals and objectives and determining what will be done in each year of the plan. Each goal will have a project charter document with measurements and outcomes. Ms. Gerber is also looking to have a crosswalk between the strategic plan's measurable outcomes and the monitoring reports. One difference between the last strategic plan and this one is that this one will have more detail with objectives. Trustees were asked to forward any additional feedback this week to Mr. Hood with a copy to Ms. Grimes.

At 5:41 p.m., the Chairperson declared a recess; the meeting resumed at 5:57 p.m.

CLOSED SESSION

Ms. Zumdahl 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; and, collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, 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: Zumdahl, Musser, Gallagher, Shockey, Block, Endress, Jennings,
 Hammer
NAYS: None

At 5:59 p.m., the vote being unanimous, the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES: Musser, Gallagher, Shockey, Block, Endress, Jennings, Hammer
NAYS: None

At 6:56 p.m., the Chairperson declared the motion carried and the Closed Session ended.

ACTION, IF NECESSARY

No action was necessary following the Closed Session.

NEW BUSINESS

There was no new business.


DATES OF IMPORTANCE

The next regular Board meeting will be held on Monday, April 24, 2017, at 4:00 p.m. in the Robert J. Rimington Board Room in the Student/Conference Center. Honors Convocation will be held on Thursday, May 11, at 7:00 p.m., and commencement will be held on Saturday, May 13, 2017, at 10:00 a.m. The next quarterly Board retreat will be held on Wednesday, June 7, 2017, at 8:30 a.m. in room H-206 in the Student/Conference Center.

ADJOURNMENT

Dr. Jennings moved and Mr. Musser seconded the motion to adjourn the meeting. At 6:56 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