

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 4:01 p.m. on November 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, Mr. Blake Musser, Ms. Pennie Groezinger, and Ms. Abby Endress

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; Ms. Rose Ferguson, Associate Vice President, Human Resources; Dr. Joe Kanosky, President Emeritus (departed 5:48 p.m.); Mr. Jeremy Bradt, Director, Enrollment & Records (departed 4:08 p.m.); Ms. Lena Rogers, Student Information Specialist (departed 4:08 p.m.); Mr. David Esch, Faculty (departed 5:48 p.m.); Mr. Steve Mihina, Faculty (departed 4:34 p.m.); Ms. Kate Perkins, Faculty (departed 5:48 p.m.; returned 6:19 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 5:10 p.m.); Mr. Kurt Simpson, Director, Facilities & Safety (departed 5:17 p.m.); Ms. Erin Korte, Deputy, Stephenson County Sheriff's Department (arrived 4:07 p.m.; departed 5:19 p.m.; returned 5:41 p.m.; departed 5:48 p.m.); Mr. Brad Hart, Big Radio (arrived 5:10 p.m.; departed 5:48 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mrs. Gallagher moved and Mr. Musser seconded the motion to approve the minutes of the October 4, 2017, Audit & Finance Committee and special meeting, and the October 24, 2017, regular meeting, as presented.

Dr. Jennings referred to page five of the October 24 regular meeting minutes and asked if Mr. Hood had contacted Mr. Steve Gold of Rock Gate Capital to ask about the updated contract using fiscal year versus calendar year. Mr. Hood reported that he had contacted Mr. Gold to ask him to make the corrections, and there is also an issue regarding the ability of Ag students to take the CDL class at a lower cost.

The vote being unanimous, the motion carried.

PUBLIC COMMENTS

Mr. David Esch, faculty member, asked to make public comments regarding the recommendation to spend over \$500,000 on sidewalks. Dr. Jennings requested that Mr. Esch make his comments when the item was presented to Trustees for approval later in the meeting, and Mr. Block agreed.

There were no other public comments.

INTRODUCTIONS

Mr. Jeremy Bradt introduced Ms. Lena Rogers, part-time Student Information Specialist.

FOUNDATION REPORT

Mr. Jeff Reinke reported that the Foundation's Double Play Campaign has surpassed its \$50,000 goal, raising over \$51,400 to date. Mr. Reinke will meet with the donor who pledged the \$50,000 match next week. The Foundation's Development and Planned Giving Committee is now meeting monthly, and an ad hoc Ag Development Committee has been formed. The Foundation will host four events at local cafes or restaurants during a less busy time for farmers to introduce them to what the College is doing with the Ag program. About 300 donors have been assigned to Mr. Reinke, Ms. Kim Rampenthal, and Ms. Pat Dunn. Two weeks ago approximately 4,000 alumni records were imported into Raiser's Edge. There are now approximately 18,000 unassigned potential donor records in the system. The Foundation's annual appeal, which is a formal ask to give to the annual fund, has been dropped in the mail. Mr. Reinke expressed his hope that trustees would lead by example and make a gift to the annual fund, and Mr. Block presented Mr. Reinke with a check for the annual fund. Mr. Reinke thanked Mr. Musser for telling his story in the annual fund letter. The 2018 Shindig will be held on September 29 at the home of Janey Morse. The first meeting of the Shindig planning committee will be held next week.

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. Endress moved and Dr. Jennings seconded the motion to approve the consent item, as presented.

Mr. Endress questioned the word “substitution” used in the fifth and sixth entries on page three of the list of part-time, overload, and other assignments, asking if it should be “substitute.” The payment was for people to fill in for Mr. Jim Palmer and Mr. Jeff Robertson when they were not in class. Dr. Jennings also questioned if there should be uniformity between what is paid to presenters for the Leadership Forum. For example, Ms. Deb Lischwe was paid a different amount than Mr. Bart Macomber. Mr. Hood indicated that he will find out why there is a difference and report back to the Board.

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. Second Reading – Revised Policy: Policy on Definitions

Dr. Jennings moved and Mr. Musser seconded the motion to approve for second 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. Second Reading – Revised Policy 3.22: Drugs – Possession, Use, Sale, or Exchange of in Highland Community College Facilities

Dr. Jennings moved and Ms. Groezinger seconded the motion to approve for second 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.

3. First Reading – New Policy Manual Appendix: Tenure Review Process
Mr. Shockey moved and Mr. Musser seconded the motion to approve for first reading the proposed new appendix, Tenure Review Process, as presented. The process will be included in the Appendix section of the Policy Manual. 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.

4. First Reading – Revised Policy 3.10: Financial Aid “Standards of Satisfactory Academic Progress”
Dr. Jennings moved and Mr. Musser seconded the motion to approve for first reading revised policy 3.10 Financial Aid “Standards of Satisfactory Academic Progress,” as presented. The policy will be included in Chapter III, Student, of the Policy Manual. 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.

5. Revised Job Description: Executive Assistant
Mr. Musser moved and Ms. Groezinger seconded the motion to approve the revised job description for Executive Assistant, as presented. This job description will remain at range 45 on the Highland Salary Range Table. This is a non-exempt position.

Mrs. Gallagher expressed a concern about not requiring a two-year degree for the position. She noted that there is a difference between what is learned in high school and what is learned through a two-year degree, and she would hope that the College would encourage those in the position to get their degree. Ms. Ferguson reported that the advertisement states that an Associate’s degree is preferred. The EEOC guidelines for degree requirements are strict, and an employer must be able to prove why someone without the level of the degree required is not able to do the job. In executive assistant positions, you may have someone who is without an Associate’s, has worked in higher education, and is

very qualified to do the job. Those in protected classes may not have had the opportunities to attend college.

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.

6. Revised Job Description: Director, Marketing and Community Relations
Mr. Musser moved and Mr. Endress seconded the motion to approve the revised job description for Director, Marketing and Community Relations, as presented. It is also recommended that this position be placed at Range 65 on the Highland Salary Range Table. This position is an exempt administration position. 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.

C. Personnel (None)

D. Financial

1. Education and Building Fund Levy
Mr. Endress moved and Mr. Musser seconded the motion to approve the Resolution, as presented, providing for the levy of educational purposes taxes in the amount of \$5,035,000 and building purposes taxes in the amount of \$1,355,000 for the year 2017 to be collected in the year 2018; and that the levy for the year 2017 be allocated 50% for FY18 and 50% for FY19. 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.

2. Insurance Levy
Mr. Shockey moved and Mr. Musser seconded the motion to approve the Resolution, as presented, providing for a special tax levy in the amount of

\$900,000 to cover the cost of purchasing insurance under 745 ILCS 10/9-107 of the Tort Immunity Act, for the year 2017 to be collected in the year 2018; and that the levy for the year 2017 be allocated 50% for FY18 and 50% for FY19. 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.

3. Audit Levy

Dr. Jennings moved and Mr. Musser seconded the motion to approve the Resolution, as presented, 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 2017 to be collected in the year 2018; and that the levy for the year 2017 be allocated 50% for FY18 and 50% for FY19. 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 and the Resolution adopted.

4. Social Security and Medicare Levy

Dr. Jennings moved and Mr. Endress seconded the motion to approve the Resolution, as presented, providing for a special tax levy in the amount of \$135,000 to cover the cost of Social Security and Medicare under 40 ILCS 21-101 of the Social Security Enabling Act for the year 2017 to be collected in the year 2018; and that the levy for the year 2017 be allocated 50% for FY18 and 50% for FY19. 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 and the Resolution adopted.

5. Resolution Authorizing Project "Campus-wide Hazardous Sidewalk Replacement Project" and to Authorize Approval for a Health and Safety Levy

Mr. Musser moved and Mr. Shockey seconded the motion to approve a Protection, Health, and Safety project for Campus-wide Hazardous Sidewalk

Replacement and approve a levy of health and safety funds to finance the project.

Mr. David Esch, Physics and Engineering Instructor, expressed a concern about the College spending over \$500,000 for sidewalks and the public perception of spending money on the project. He believes the taxpayers will feel it is poor stewardship of tax dollars.

Mr. Hood reported that a letter had been received from Ms. Kate Perkins, Faculty Senate President, in support of the solar panels project, which had been suggested as a project for use of PH&S funds, and Mr. Alan Nowicki indicated he would be available by phone during the meeting to answer questions regarding that project. Ms. Janssen reported that a meeting is scheduled for Wednesday morning to continue discussions on the solar panels project. Mr. Hood explained that eight of 13 PH&S advisory committee members, not including himself, believed that all of the pieces of a solar panels project could not be pulled together in time to approve the levy in November, and Mr. Hood does not feel comfortable overriding the committee's recommendation. Trustees discussed the need to make sure that the research is complete before moving ahead with a solar project.

Mr. Kurt Simpson reported that the College has over 10 acres of sidewalks on campus, and the sidewalk project will replace between eight and 10 percent of the sidewalks. Mr. Block expressed his concern about the safety of students and people on campus in regards to the sidewalks. Ms. Groezinger reported that she attended a session at the recent ACCT Leadership Congress given by representatives of Hocking Community College. They provided information on a certificate program developed at their college that includes teaching students how to lay concrete.

Following discussion, Mr. Endress moved and Ms. Groezinger seconded the motion to table the Protection, Health, and Safety project for Campus-wide Hazardous Sidewalk Replacement project. 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.

6. Resolution Authorizing Project "Air Quality and Building Materials Safety Testing" and to Authorize Approval for a Health and Safety Levy

Mr. Endress moved and Mrs. Gallagher seconded the motion to approve a Protection, Health, and Safety project for Air Quality and Building Materials Safety Testing and approve a levy of health and safety funds to finance the project.

Following discussion, Mr. Endress moved and Mr. Musser seconded the motion to table the Protection, Health, and Safety project for Air Quality and Building Materials Safety Testing, and as well as the next agenda item (#VIII-D-7 – Resolution Authorizing Project “Building F Room #10 ADA Accessibility” and to Authorize Approval for a Health and Safety Levy). 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.

The PH&S projects will be discussed and presented for approval at the December 6, 2017, quarterly Board retreat. The solar project will not be presented for approval for funding through this tax levy because of the need to do due diligence.

7. Resolution Authorizing Project “Building F Room #10 ADA Accessibility” and to Authorize Approval for a Health and Safety Levy
(See motion above.)

8. Payment of Bills and Agency Fund Report
Mr. Endress 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 October 2017 bills in the amount of \$924,367.44, Automated Clearing House (ACH) debits W0000442 through W0000445 amounting to \$6,809.17, Other Debits D0000072 amounting to \$63.65, and Electronic Refunds of \$185,741.80, with 3 adjustments of \$312.88, such warrants amounting to \$1,116,669.18. Transfers of funds for payroll amounted to \$543,703.41. 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

Mr. Block asked Ms. Janssen if she believes the College will receive the \$900,000 payment from the State of Illinois that had been budgeted for FY17, and Ms. Janssen reported that she would be surprised if it were received. The College is currently being paid a monthly amount from the State for FY18, and has received about 40 percent of the FY18 funding to date.

Student Trustee

Ms. Endress attended the ICCB-SAC meeting on November 10 and provided an ICCB-SAC report at the ICCTA meeting on November 11 as ICCB-SAC's liaison to ICCTA. Student Senate conducted a food drive and a donor has indicated that he or she will donate the number of food items that were not already donated so that the goal can be met. Several administrators agreed to take a "pie in the face" if the goal was reached. Student Senate also appointed several students to fill vacancies on Senate.

Audit & Finance Committee Co-Chairs

Mrs. Gallagher reported that the committee will meet early next year.

ICCTA Representative

Mr. Endress reported that he had the opportunity to introduce Dr. Joe Kanosky and Ms. Endress at the November ICCTA meeting. The general consensus from ICCTA's legislative consultant is that colleges should be optimistic that they will receive all of the FY18 funds from the State and pessimistic about receiving FY17 funds. Both the presidents' group and trustees' group have special committees working on the BSN initiative. There are 16 or 17 community colleges on the list that want to offer the BSN degree if legislation passes. Senator Andy Manar is the only person who came forth and offered a bill, and he has selected six community colleges to include in the bill. Mr. Endress suggested that trustees schedule a meeting with Senator Tim Bivins, Representative Tony McCombie, Representative Brian Stewart, and Senator Neil Anderson to discuss Highland's interest in the BSN program. Mr. Hood, Ms. Kuberski, Ms. Jen Grobe, and Mr. Endress recently met to discuss the potential of a BSN program, and Ms. Grobe indicated that she would like the opportunity to manage such a program. Mr. Endress believes the College should continue to work on the issue but legislatively it is likely an uphill battle. He concluded his report by stating that Governor Bruce Rauner has vetoed 39 bills, 15 have been overridden, two override attempts failed, and there have been 10 amendatory vetoes. There are currently 32 legislators in the House and Senate who are not seeking re-election. In addition, there are five candidates for Governor on the Democratic side, two on the Republican side, and eight candidates for Attorney General on the Democratic side.

Board Chair

There was no report.

Administration

Ms. Kuberski reported that with the recent Higher Learning Commission determination, the College has 14 days to communicate the status to constituents. Meetings were held with faculty and staff yesterday and today, and other constituents will now receive notice. A faculty meeting will be held next week to discuss how to tackle the work that needs to be done.

Ms. Ferguson reported that there is a new Public Act 554 that requires State government, university, and community college employees to undergo sexual harassment training. The training must be conducted face-to-face. Our Board has 60 days to approve a Resolution regarding sexual harassment training in order to be in compliance.

Mr. Hood began by introducing Mr. David Esch, Vice President of Faculty Senate. As a follow-up to earlier discussion in the meeting, Mr. Hood reported that the six community colleges included in the BSN legislation are Carl Sandburg, College of Lake County, William Rainey Harper, Lewis and Clark, Lincoln Land, and Parkland. Mr. Hood has asked that Highland also be included on the list, however, Senator Manar felt that the six community colleges noted offered the best opportunity politically to get the legislation passed. Highland is a logical choice due to the rural proximity and having no other four-year universities in the district. In addition, Highland graduates have extremely high pass rates on the NCLEX, and Ms. Jen Grobe, who oversees the nursing program, recently completed her doctorate degree. Even if Highland is not approved to offer the BSN, this offers additional opportunities for students. Mr. Hood is pushing to have a reduced rate for Ag students to take the CDL training program through 160 Driving Academy. Also, he and others have been working to find a site for the CDL program in the western part of the district, and today he learned of four acres near Galena with classroom space for up to 30 people. He has forwarded the information on to the CEO of 160 Driving Academy. The College will hold its annual Holiday Walk on Friday, December 8, from 9:00 a.m. to 1:00 p.m. All areas on campus are welcome and encouraged to set up festive displays. Mr. Hood concluded his report by thanking everyone for all they do.

OLD BUSINESS

Dialogue continues with a representative of the International Historic Preservation program. Mr. Hood has invited their executive director to meet with a subcommittee of Cabinet next week and hopes to be able to provide additional details at the Board retreat.

At 5:48 p.m., the Chairperson declared a recess; the meeting resumed at 6:00 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 6:01 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 6:19 p.m., the Chairperson declared the motion carried and the Closed Session ended.

NEW BUSINESS

There was no new business.

DATES OF IMPORTANCE

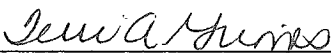
The next regular Board meeting will be held on January 16, 2018, at 4:00 p.m. in the Robert J. Rimington Board Room. The next quarterly Board retreat will be held on December 6, 2017, at 8:30 a.m. in room H-206 in the Student/Conference Center.

Mrs. Gallagher encouraged trustees to attend the Adult Education graduation and also noted that Goodwill offers scholarships for those students.

ADJOURNMENT

Dr. Jennings moved and Mr. Musser 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