

Highland Community College
Board Retreat
December 6, 2017
Highland Community College Student/Conference Center
Room H-206
Freeport, Illinois

CALL TO ORDER/ROLL CALL

Mr. Doug Block, Board Chairperson, called the meeting to order at 8:33 a.m.

Members Present: Mrs. Diane Gallagher, Mr. David Shockey, Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Ms. Pennie Groezinger, and Ms. Abby Endress (arrived 9:09 a.m.; departed 11:45 a.m.)

Members Absent: Mr. Blake Musser

Also Present: Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President; Ms. Jill Janssen, Vice President, Administrative Services (departed 9:27 a.m.; returned 9:59 a.m.); Ms. Liz Gerber, Vice President, Student Development & Support Services (departed 9:27 a.m.; returned 10:06 a.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (departed 9:27 a.m.; returned 9:57 a.m.); Mr. David Esch, Faculty (departed 9:02 a.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 9:02 a.m.); Mr. Tim Zollinger, Ward, Murray, Pace & Johnson (arrived 9:03 a.m.; departed 9:55 a.m.); Ms. Kate Perkins, Instructor (arrived 9:36 a.m.; departed 9:42 a.m.); Mr. Steve Mihina, Instructor (arrived 9:36 a.m.; departed 9:42 a.m.); Mr. Kurt Simpson, Director, Facilities & Safety (arrived 9:59 a.m.; departed 10:48 a.m.); and, Ms. Terri Grimes, Board Secretary

PUBLIC COMMENTS

There were no public comments.

OPENING REMARKS

Mr. Hood reported that the College has a great partnership with Rock Valley College. A \$675,000 grant was awarded by the Community Foundation of Northern Illinois (CFNIL) to Rock Valley College and Highland to fund a three-year project that will create a number of new programs and pathways for students. Highland will become a full partner in the grant in year two. The grant will open doors and opportunities that are monumental, and more opportunities could become available after business and industry partners realize the importance of the project. More information will be shared at a later time. Mr. Hood and others will be meeting with administrators from Freeport High School (FHS) next week. FHS is working on a partnership with the Ford Next Generation Learning

organization that may fit in well with the CFNIL grant. Mr. Block reported that the business community is extremely excited about the new CFNIL opportunity.

The International Historic Preservation program had been operating out of the Campbell Center in Mt. Carroll. Mr. Hood has met with the executive director of the program, who indicated that they served more than 300 students in 2016, and were on track to serve more than that number in 2017. Enrollment has more than doubled in the past three years. Students pay up to \$800 per week to attend classes. The value this brings to the College and community is great: 200 – 300 new students will be enrolled, eating in our cafeteria, and shopping and staying in our communities. The program will become part of Lifelong Learning and the Humanities, Social Sciences, and Fine Arts division. Mr. Hood hopes to have additional details at the January Board meeting on what it will take to finalize acquisition of the program. Classes would begin in March or April.

ADMINISTRATIVE UPDATES

Columbia College Opportunity

Several weeks ago Mr. Hood met with Columbia College President Dr. Scott Dalrymple and wife, Tina. During the meeting, they discussed opportunities in marketing and community relations. Dr. Dalrymple has agreed that Columbia College will contribute at least \$15,000 toward joint marketing efforts with the College. Ms. Sarah Goeke, Director of Columbia College's Freeport Campus, reported that Dr. Dalrymple sent out a memo to Columbia College's Director of Marketing and others regarding the new opportunity, and they are all very excited and on board. The agreement will be reviewed on an annual basis. Ms. Goeke stated that there is a good partnership between Highland and Columbia College.

Course and Miscellaneous Fees

Ms. Kuberski reported that the list of proposed changes to course and miscellaneous fees were reviewed by the Deans and, if approved today, would be in place for Fall 2018. The list includes a recommended increase in the technology and activity fees. Ms. Janssen reported that she is proposing an increase of \$3 in the technology fee and \$4 in the activity fee. She also noted that students taking things like dual credit, Lifelong Learning, or High School Servant Leadership classes do not pay the activity fee.

Mr. Endress stated that he understands how tying fees to expenses makes sense, but we need to think carefully about tuition. Mr. Hood explained that the goal was not to increase the fees and then come back to trustees requesting a large tuition increase.

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 by an employee of the public body to determine its

validity; and, discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the public body of the minutes or semi-annual review of the minutes and tapes, 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, Block, J. Endress, Jennings, Groezinger, Gallagher
NAYS: None

At 9:02 a.m., the Chairperson declared the motion carried and the meeting in Closed Session.

At 9:27 a.m., the Chairperson declared a recess; the meeting resumed at 9:36 a.m.

Dr. Jennings moved and Ms. Groezinger seconded the motion to end the Closed Session. The roll call on the motion was as follows:

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

At 9:55 a.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
No action was necessary.

B. Semi-annual Review of All Closed Session Minutes and Tapes
Mr. Shockey moved and Mrs. Gallagher seconded the motion that the Closed Session minutes, which were previously closed, remain closed at this time and unavailable for public inspection. It was further recommended that the audio recordings from the following Closed Sessions be destroyed at this time, pursuant to the Open Meetings Act: January 19, 2016; February 16, 2016; March 2, 2016; March 15, 2016; April 8, 2016; April 26, 2016; May 17, 2016; and June 1, 2016. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

TOUR TO VIEW PROPOSED PH&S PROJECTS

Mr. Kurt Simpson reviewed photographs of the areas of sidewalk that would be replaced through the proposed PH&S sidewalk project. Many of the sidewalk areas to be replaced are over 40 years old. He explained that the campus architect usually comes out weekly to make sure the work is done correctly, and Mr. Simpson also oversees the work. If approved, the project would be bid in February and completed over the summer before the Fall 2018 semester begins.

Ms. Janssen explained that if the sidewalk project was not approved, this year's levy would be lower, so next year the increase in the levy would be over eight percent. This would require that the College place an ad in the newspaper and hold a public hearing on the levy. Also, she believes we need to be concerned because if the State passes a property tax freeze, the College's tax rate would be frozen at the lower level.

Mr. Hood reported that the solar panels project remains a top priority, although the College could not do everything appropriate for the solar project in time for the current cycle of PH&S, so the project will be considered later. The College is moving ahead with a solar panels subcommittee, and the group will be making a visit to a solar array in Dubuque in the first part of 2018, followed by additional extensive research and planning.

Mr. Simpson referred to photographs of Building F room 10, explaining that one of the other PH&S project proposals is to level the floor so that it meets ADA requirements. Much return air duct and electrical work would also need to be done as part of the project because it would be below the floor. Mr. Simpson also reviewed information on the services the College receives for the fees paid to the architect. Ms. Janssen reported that she is unable to provide an estimate of the amount left in the FY17 tax levy, as Mr. Endress had requested at another Board meeting, because the projects have not yet been completed. The College will be migrating to the new phone system this Friday, so at this point she is unsure of the total cost of that project. On January 3, the College will be advertising for bids for the fire alarm project.

Mr. Hood reported that he has had requests for additional handicapped parking spaces for athletic events, and Mr. Simpson suggested that more could be added in the parking lot.

Following discussion, it was determined that a tour to view the proposed PH&S project areas was not needed.

ADMINISTRATIVE UPDATES (Continued)

Budget

Ms. Janssen provided information on the budget, noting that 45 percent of the College's funding comes from local government, nine percent from State sources, one percent from Federal sources, and eight percent from other sources, including Foundation funding. Ms. Ellen Andres, ICCB's CFO, has indicated that the State will be able to process the FY17 appropriation without involving the Court of Claims.

Currently FY18 tuition revenue is projected to be about three percent lower than budgeted. Ms. Janssen is concerned because, in the past, the State has not provided the entire funding amount that was allocated. Tuition waivers are currently about \$40,000 more than anticipated. Ms. Janssen reminded trustees that the rule of thumb is to have between 20 and 25 percent in the fund balance. The FY18 permanent budget included a fund balance of 21 percent, although the amount could go down to 11 percent if the \$900,000 in FY17 funding is not received from the State. In the FY19 budget, Ms. Janssen has included an assumption that EAVs will increase by 1.5 percent, the College will receive level State funding, and enrollment will remain level. The early projection is that there will be approximately \$700,000 more in expenditures, including an anticipated 12 percent increase in health insurance premiums, which will bring the fund balance down to eight percent. If the College does not receive the \$900,000 in FY17 funding, the fund balance would be down to one percent. There are several options available to increase the fund balance, including transferring from restricted funds, borrowing from the Working Cash Fund, increasing revenues, decreasing expenditures, and looking at increasing tuition. Ms. Janssen also noted that the FY19 debt schedule may allow for a new bond issuance.

Tuition

Ms. Janssen reminded trustees that tuition and fees increased by \$14 per credit hour from FY17 to FY18. Currently, Highland's tuition and fees are at \$166 per credit hour, while Sauk Valley is at \$134, Rock Valley is at \$125, and Kishwaukee is at \$156. Highland currently receives the third lowest amount of State funding when compared to other Illinois community colleges. In addition, approximately 20 percent of credit hours do not generate revenue due to things such as tuition waivers or College-supported scholarships.

Ms. Janssen reviewed options for increasing tuition, noting that each one percent increase in enrollment generates between \$40,000 and \$45,000. Mr. Shockey encouraged the Board to think of the budget on a three to five year plan. Mr. Endress reminded trustees that the pension pass through will not go away. Mr. Block also suggested that trustees take a look at the tuition waivers. Mr. Hood noted that, while tuition is down a little now, 200 to 300 part-time students will be added with the International Historic Preservation program. Ms. Kuberski reminded trustees that the high school population is declining across the state, and four-year schools are trying to attract students. The College needs to increase the percentage of high school students who are coming to Highland and do a better job retaining the students we have. We also need to look at options for growing online and hybrid enrollments. One challenge is finding quality instructors to teach dual credit, and we need to build the pool of part-time instructors.

Ms. Gerber reported that we currently recruit high school students at a high rate compared to other community colleges in the state. The College is now tracking Lifelong Learning and Adult Ed. students, and next year our Institutional Research department will provide reports on this data, in addition to credit-generating students.

The new Linking Talent with Opportunity grant will allow the College to be able to offer more career pathways with relevant dual credit. Mr. Hood explained that the concept is that, according

to regional and national data, for every graduate degree job, there are two times as many jobs that require a bachelor's degree, and seven times as many that require a certificate or two year degree. Mr. Block expressed his belief that we must approach businesses to ask them to step up and determine what we can do together. We will continue to strengthen services for traditional transfer students, as well, and many of the new students to be generated by the Linking Talent with Opportunity grant will also be enrolling in traditional transferrable credit courses. It's also important to note that these will be students that we may not have otherwise enrolled.

Any tuition increase will require at least two readings. The first reading for tuition will be presented to trustees at the January regular Board meeting, with further discussion at the February meeting and March retreat.

Protection, Health, and Safety (PH&S) Projects

No additional discussion was necessary.

MAIN MOTIONS

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

Mr. Endress 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. The roll call on the motion was as follows:

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

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

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

Mrs. Gallagher moved and Mr. Shockey 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. The roll call on the motion was as follows:

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

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

C. Resolution Authorizing Project “Building F Room #10 ADA Accessibility” and to Authorize Approval for a Health and Safety Levy

Dr. Jennings moved and Mrs. Gallagher seconded the motion to approve a Protection, Health, and Safety project for Building F Room #10 ADA Accessibility and approve a levy of health and safety funds to finance the project. The roll call on the motion was as follows:

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

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

Mr. Block stated that, in the future, he would like trustees to begin discussing potential PH&S projects at the June Board retreat.

D. Course and Miscellaneous Fee Changes/Additions for Fall 2018

Dr. Jennings moved and Mr. Shockey seconded the motion to approve the course and miscellaneous fee changes/additions, as presented, beginning with the Fall 2018 semester. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

E. Revised Job Description: Director, TRiO Services

Mr. Shockey moved and Mr. Endress seconded the motion to approve the revised job description for Director, TRiO Services, as presented. It is recommended that the position placement on the Highland Salary Range Table be moved from range 55 to range 60. This continues to be an exempt professional, grant-funded position and is included in the FY18 Student Support Services and Upward Bound grant budgets. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

F. New Job Description: Coordinator, Upward Bound

Dr. Jennings moved and Ms. Groezinger seconded the motion to approve the new job description for Coordinator, Upward Bound, as presented, with placement at range 48 on the Highland Salary Range Table. This is a full-time, exempt professional, grant-funded position and is included in the Upward Bound grant for the FY18 grant year. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

G. Compensation Adjustment: Director, TRiO Services

Dr. Jennings moved and Mr. Shockey seconded the motion to approve increasing the compensation for Anthony Sago, Director, TRiO Services, to \$60,000 effective September 1, 2017, for the addition of management over the Upward Bound grant. This increase for the FY18 grant year will be supported by both the Student Support Services and the Upward Bound grants. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

Mr. Sago will be invited to a future Board meeting to share more information on the program. Ms. Ferguson also noted that there will be a full-time Administrative Assistant for the Upward Bound program but no job description changes are required.

BOARD UPDATES

There were no updates.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Board Self-Evaluation


Ms. Kim Villanueva of ICCTA had been scheduled to conduct the Board's self-evaluation at the meeting today, but Ms. Grimes learned recently that not all trustees would be able to attend the

retreat. She has worked with Ms. Villanueva to reschedule the self-evaluation for the March retreat. In addition, Ms. Grimes recommended changing the Board Self-evaluation policy to require that trustees conduct the self-evaluation in even numbered years, rather than odd numbered years, so that new trustees seated in April of odd numbered years have more experience on the Board before going through the process. She will work with Ms. Janssen to send the recommended change to the Policy Review Committee for approval before coming to trustees for first reading at a future Board meeting.

ADJOURNMENT

Mr. Endress moved and Ms. Groezinger seconded the motion to adjourn the meeting. At 11:46 a.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