

**Highland Community College**  
*Board Retreat*  
December 7, 2016  
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 8:35 a.m.

**Members Present:** Mrs. Diane Gallagher, Mr. David Shockey, Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Mr. Blake Musser, and Ms. Staci Hammer (departed 11:52 a.m.)

**Members Absent:** Ms. Whitney Zumdahl

**Guests Present:** None

**Also Present:** Mr. Tim Hood, President (departed 11:47 a.m.; returned 11:52 a.m.; departed 11:59 a.m.); Ms. Chris Kuberski, Executive Vice President; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Vice President, Student Development & Support Services; Mr. Pete Willging, Director, Marketing & Community Relations (departed 11:34 a.m.); and, Ms. Terri Grimes, Board Secretary

**PUBLIC COMMENTS**

There were no public comments.

**OPENING REMARKS**

Mr. Hood reported that things are going well for the most part. The annual holiday walk will be held this Friday and will be a little different this year than in the past. Previously, the event took place during most of the morning, with a set time for visiting participating buildings. This year the event has been scheduled from 11:00 a.m. to 1:30 p.m. and employees may come and go as their schedules permit. The RSVP volunteer recognition lunch will be held at noon today. Enrollment is holding steady and new programs are doing well. Phlebotomy will start this Spring and already has twice the number of students interested than expected. Mr. Hood thanked everyone for working hard and noted that you do not have to look far to see how bad things could be. He believes some community colleges will begin to exhibit actions of desperation as a result of the lack of a State budget. These tough times require patience and due diligence.

Mrs. Gallagher reported that she heard an interview on National Public Radio (NPR) with three students who attended four-year institutions or community colleges. There were many positive comments, but one of the differences between those interviewed was that the four-year college students wanted the experience of living in a dorm.

The number of high school graduates will continue to fall and get worse, which is one reason why we are looking at serving others that we have not served in the past. Ms. Kuberski reported that the College is part of the P-20 initiative with Northern Illinois University and is partnering with Freeport High School (FHS) on a goal to reduce remediation. A transitional math class has been established for FHS students who are not college ready, and the high school would like to bring 600 sophomores and juniors to Highland to test. The transitional math class cannot be used as dual credit but if students are college ready, the chances of them attending Highland are improved. This will be a great pilot with FHS, and Dr. Mike Schiffman has been instrumental in getting this off the ground. The pilot may also be something we could build on with other schools. Our advisors will interpret the test scores to help students understand their individual scores. Mr. Musser suggested this might be an opportunity for a collaborative press release, and Ms. Kuberski noted that we need to wait until after the testing has been completed to see where the students place. FHS is taking the new curriculum to their board to get ready for next fall.

### ADMINISTRATIVE UPDATES

#### *Strategic Planning (Handout #1)*

Ms. Gerber provided a draft of the strategic planning goals, noting that the handout is a result of many, many hours of discussions. There are more specific objectives that will go along with the goals. The introduction frames the process and requirements in bulleted form, and outlines what needs to be done to achieve the 12 main goals. The goals were developed after the Strategic Planning Council reviewed information from the focus groups and summarized the feedback they heard. About 75 objectives bubbled up through the Strategic Planning Council, focus groups, and Cabinet. This is not an exhaustive list but a framework from which to work, and Mr. Hood explained that it is intended to be a living document that will be reviewed at least quarterly. He would like to have some type of rollout of the general goals at Opening Days, and then take the first few weeks of the semester to flesh out the objectives. The Foundation Board asked for a copy of the strategic plan, and Mr. Hood will discuss the general goals with the Foundation members during their Development and Planned Giving meeting today. He will work with our Foundation and other professional fundraisers to garner support and additional resources for the College so that we can sustain the momentum and growth that we are enjoying now. Mrs. Gallagher asked where internships fit in the strategic plan, and Ms. Gerber explained that internships could be part of the second two goals. Ms. Ferguson also noted that Ms. Suzanne Miller, Coordinator of Career Services, has been working with companies to bring internship opportunities to the College. Mr. Block stated that at the Foundation Executive Committee meeting, the issue of their strategic plan was brought up. He believes they should develop their own strategic plan and it should not mirror the College's plan. Mr. Endress noted that we must also remember that there are forces outside of the College who are trying to hurt or diminish what we have done. For example, Sauk Valley' has a new Agriculture program. Mr. Musser asked how the goals will be measured, and Ms. Gerber responded that measurements will be developed. There will be a report on one of the goals at most Board meetings, and Mr. Hood would also like to connect the goals to the external community through press releases, which would include a statement such as, "...this fits into goal 'X' of the strategic plan." Mrs. Gallagher also reminded trustees that we must understand that there are other things that we will not be able to do in order to meet the strategic planning goals.

*Higher Learning Commission*

Ms. Kuberski reported that last Friday the application was submitted to the Higher Learning Commission (HLC) requesting an extension for dual credit faculty qualifications, and we should hear back from HLC within two months regarding whether or not the extension was granted. Ms. Kuberski went to River Ridge on Monday to meet with their faculty regarding dual credit. All their faculty have master's degrees but they are not qualified to teach dual credit because of the new HLC requirements, which may create a shift in dual credit.

The HLC highlights report was reviewed by the proofreaders, and the strategic plan goals will be added to the report before going to Mr. Willging to insert a cover and imbed links. After that work is complete, the report will be reviewed by an English faculty member for a "fresh set of eyes." Almost two-thirds of the information for the HLC federal compliance report is completed and the rest should be finalized by the first of next week. The goal is to have both documents done before the holiday break although they are not due until January 16. This has been a good team effort with a lot of cooperation and help from many people. At this point, Ms. Kuberski and Mr. Hood have not learned who the peer reviewers will be for the visit, but once this information is obtained, a schedule will be created. The team will likely want to meet with the Board during the visit, and trustees agreed that an early evening meeting with HLC would work best.

*Policies (Handouts #2, #3, and #4)*

Ms. Janssen distributed Policy 1.06: Duties and Responsibilities of the Board, and Policy 5.06: Purchase of Supplies and Services. She proposed changes to the policies due to the new Business Enterprise for Minorities, Females, and Persons with Disabilities Act and how the Act affects the approval of contracts. She recommended that the limit for contracts requiring Board approval be raised from \$5,000 to \$25,000 and/or contracts with a duration of three or more years. She also recommended that contracts be approved and signed by only the President, Executive Vice President, Vice President, or Associate Vice President, which is in line with the purchasing policy. The change would also allow for management of and compliance with the Act, since the College needs to track that we are in compliance. She will take the recommended changes to the Policy Committee before presenting the policies to trustees for first reading at a regular meeting.

Ms. Janssen distributed information regarding the Local Government Travel Expense Control Act., noting that the College must be in compliance by January 2017. Beginning March 1, 2017, a roll call vote must be taken for all Board travel expenses, as well as staff travel expenses that exceed the maximum limits. Changes to the corresponding policy will be discussed at a Policy Committee meeting in December or January before being presented to trustees for first reading.

Another new law broadens the ability of a college to serve alcohol on campus. Ms. Janssen reviewed the liability issues that would be associated with serving alcohol on campus. Mr. Hood noted that he believes there are so many things that are uncontrollable, which we would not have insight into if we broadened the ability to serve alcohol, and trustees agreed that the costs for doing so outweigh the potential revenue that could be generated through events held on campus.

*TIF Districts*

Ms. Janssen reported that a request was received from the mayor of Pearl City regarding an extension for expiration of the Pearl City TIF. All taxing bodies were supportive of the request and a letter of support has been sent downstate to the legislators.

Ms. Janssen is working with a group through the Northwest Illinois Development Alliance. There are a couple TIFs on the south side of Freeport that have sometimes been under water, such as the old Eagles Market and Farm & Fleet properties, and there is a request to put them into a separate TIF. Some taxing bodies have come together and want to hire an attorney to craft language to increase the accountability of the TIFs. Mrs. Gallagher suggested there may be model language that could be used instead of paying an attorney to draft language changes. Trustees agreed that they are supportive of the TIF but need more information on the changes proposed. Ms. Janssen will attend a meeting with other taxing body representatives next week to discuss proposed changes.

*Course and Miscellaneous Fees (Handout #5)*

Ms. Kuberski reviewed recommendations for changes to course and miscellaneous fees. The activity fee is a per credit hour fee that goes into the Auxiliary fund. The technology and registration fees will remain the same. A question was raised whether tuition waivers for faculty and staff are open-ended or time limited. Right now those eligible for the waiver may go an unlimited amount of time. Ms. Ferguson reported that a group is looking at who is eligible for tuition waivers, what needs to be negotiated, and other items.

*Contract for Purchase of Royalties to Musical for Summerset 2017 (Handout #6)*

Ms. Kuberski explained that a musical has been chosen for Summerset 2017 but it cannot be revealed until a later date. Ms. Laura Early, Theatre instructor, has a good pulse on the community and Ms. Kuberski believes the production will be another success. A question was raised regarding whether Summerset tickets were higher than tickets for the regular season performances, and Mr. Hood reported that they were higher. He also reminded trustees that a per ticket fee was implemented recently, and there have also been donations to offset some Summerset expenses, such as the cost of making Mary Poppins “fly.” Dr. Jennings suggested that the productions come closer to breaking even, and Ms. Kuberski responded that Ms. Early has worked hard to try to reduce costs and is very conscious of the budget. Mrs. Gallagher suggested that Ms. Early work with the Galena/Jo Daviess County Convention & Visitors Bureau to offer bus tours to attend the shows. Mr. Shockey expressed his belief that ticket prices should go up gradually, and Ms. Kuberski will relay this to Ms. Early and Mr. Jim Phillips. Mr. Shockey suggested Mr. Hood or Ms. Kuberski begin each play with a welcome and the need for support for the program. Mr. Hood has done this previously and will make an effort to do so again in the future.

*Tuition (Handout #7)*

Ms. Janssen reminded trustees that tuition takes two readings, either in January and February or February and March. Last year tuition was increased by \$6 per credit hour to \$129, the activity fee went up by one dollar to \$7, and the technology fee increased from \$13 to \$16. Ms. Janssen reported on out-of-district tuition at other local community colleges, noting that out-of-district tuition at Rock Valley is \$287 per credit hour, Sauk Valley is \$331, and Kishwaukee is \$270. Highland currently

has the lowest Equalization rate in the State and a higher percentage of remedial credit hours. About 20 percent of the credit hours are either free or at a reduced rate, including the Illinois Veteran's Grant, dual credit, and High School Servant Leadership. Ms. Janssen reviewed several tuition scenarios, noting that a \$25 increase would be needed to balance the budget but that is not realistic. Each one percent increase in paid credit hours equals \$50,000 in revenue. At this point, Ms. Janssen proposed an increase of between \$7 and \$10. She noted that the Working Cash Fund currently has a \$10 million fund balance and suggested the College could take a longer-term loan from the Working Cash Fund. This can be done as long as the College could lay out how the funds would be repaid, such as by stating that they would be repaid "from future State funding over five years." Mr. Block expressed a concern that the College would have an expense hanging out there that would need to be paid back. Mr. Hood believes that the College could find ways to bring in new revenue from outside the district and that five to 10 years down the road, the College will become a regional center for education. Mr. Block encouraged trustees to email Ms. Janssen with questions or for clarification regarding the potential tuition increase. Dr. Jennings suggested perhaps talking to wind technology companies to recruit students for the Wind Turbine Technology Program rather than relying on recruiting students.

At 10:44 a.m., the Chairperson declared a recess; the meeting resumed at 10:54 a.m.

#### **MAIN MOTIONS (Action)**

- A. Proposed Course and Miscellaneous Fee Changes/Additions for Fall 2017  
Mr. Shockey moved and Dr. Jennings seconded the motion to approve the course and miscellaneous fee changes/additions, as presented, beginning with the Fall 2017 semester. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

- B. Second Reading – Revised Policy 4.05: Minimum Requirements for Employment: Instructional Staff  
Mr. Musser moved and Mr. Endress seconded the motion to approve for second reading revised policy 4.05, Minimum Requirements for Employment: Instructional Staff, as presented. The policy will be included in Chapter IV, Personnel, of the Policy Manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

C. Second Reading – New Policy 2.19: Course Credit Hours

Mr. Musser moved and Mrs. Gallagher seconded the motion to approve for second reading new policy 2.19, Course Credit Hours, as presented. The policy will be included in Chapter II, Instruction, of the Policy Manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Approval of Contract for Purchase of Royalties to Musical for Summerset 2017

Mr. Endress moved and Mr. Musser seconded the motion to authorize administration to enter into a contract with Musical Theatre International in the amount of \$5,890.00 for the royalties to the musical, which will be performed for Summerset 2017. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

## BOARD UPDATES

### *Electronic Access System (Handout #8)*

Trustees discussed two emails that were submitted by Faculty Senate President Steve Mihina through the [trustees@highland.edu](mailto:trustees@highland.edu) email address. Dr. Jennings reported that there are concerns that the project is a lot of money and the proposal is not clear to faculty. Mr. Hood reported that all of the work is yet to come on implementation. Part of the problem is that some people believe that perhaps all the details have been determined and the project is going to be implemented. Time will be taken to methodically look at similar projects completed elsewhere and to review information that was provided to trustees in a letter from Mr. Mihina. Mr. Hood would like to see more transparency and future opportunities for faculty and staff to suggest Protection, Health, and Safety (PH&S) projects. Ms. Janssen explained that the College levies for the PH&S project in September or October, and the work begins the following summer. Not all of the funds need to be spent before the next levy but she would want the College to have the project identified. Mr. Shockey expressed his belief that a better job needs to be done in the future to present information earlier to the Board on the proposed levy before presenting it to trustees for approval. Ms. Janssen reported that PH&S projects have fairly specific parameters, and Mr. Shockey suggested Ms. Janssen meet with Mr. Mihina to explain the process. Following discussion, it was suggested that the College not move “full speed ahead” but take some time to research the project. Mr. Hood will send an email to faculty and staff later today and will include information on the project. Approval of the project by the Board was appropriate because of the need to keep safety intact but Mr. Hood said the College will revisit what needs to be done and investigate other options. Perhaps the Campus Emergency Operations Team or the Safety Committee could review the project. If there are questions about

initiation of the project, Ms. Janssen would be happy to respond. Mr. Hood will clarify the intent of the project, noting that he is hearing now that there may be some variables that need more discussion. The administration will do due diligence to review similar projects that have been implemented elsewhere. The project will be discussed again at the March 2017 retreat.

#### *Digital Signs at College Entrances*

Mr. Hood reminded trustees that the digital signs were a bond project that was approved in the last bond cycle but the project was postponed because of the reductions in force that were necessary. He believes the project would have a good return on investment but he is not sure the timing is right. At one point the Board wanted to add a third sign, and Mr. Pete Willging approached the YMCA and Columbia College. Both organizations agreed to contribute \$5,000 if they were allowed to use the signs for a certain percentage of time. Mr. Block noted that the signs would be a great way to tell the community what the College has to offer, but at the same time, there would be a perception that the College is spending a lot of money for the signs. Mr. Endress also noted that the College is entering a time of year when installation could be difficult. Mrs. Gallagher suggested working with other agencies that are responsible for emergency response and asking them to also make a donation toward the signs. Ms. Gerber reported that Mr. Willging only sought a plan to fund the third sign but he could go to other agencies if trustees requested he do so. A suggestion was made that the signs could be offered to the County and City to use in an emergency situation and that the local Emergency Management Agency might have access to federal grant funds for the project. The project will be discussed again at the March 2017 retreat.

#### **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 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; 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; 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: Musser, Gallagher, Shockey, Block, Endress, Jennings, Hammer  
NAYS: None

At 11:35 a.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 12:01 p.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

No action was necessary.

- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives

No action was necessary.

- C. Semi-annual Review of All Closed Session Minutes and Tapes

Mr. Endress 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 is further recommended that the audio recordings from the following Closed Sessions be destroyed at this time, pursuant to the Open Meetings Act: January 20, 2015; February 17, 2015; March 11, 2015; March 17, 2015; April 28, 2015; May 19, 2015; June 3, 2015 (two meetings). The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

**OLD BUSINESS**

The Foundation would like to discuss replacing the focus of the Major Gifts Campaign, which is currently paying off the Ray and Betty Stamm Health Science Nursing Wing and Wind Turbine Technology Training Center. Mr. Block would like to know what they would like the focus to be, and Mr. Endress questioned how the Foundation would expect the College to pay for those buildings if the focus was changed.

**NEW BUSINESS**

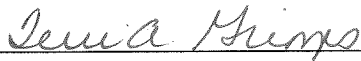
There was no old business.



**ADJOURNMENT**

Dr. Jennings moved and Mr. Musser seconded the motion to adjourn the meeting. At 12:04 p.m., there being no further business, the Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,



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