

Highland Community College
Board Retreat
March 1, 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 8:35 a.m.

Members Present: Mrs. Diane Gallagher, Mr. David Shockey (departed 11:48 a.m.), Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Ms. Whitney Zumdahl, Mr. Blake Musser, and Ms. Staci Hammer

Members Absent: None

Guests Present: Mr. David Young, Executive Director, Northwest Illinois Development Alliance (arrived 8:39 a.m.; departed 8:53 a.m.); Ms. Anne Sadler, Managing Broker/Owner, Choice Realty (arrived 8:39 a.m.; departed 8:53 a.m.); and, Mr. Nick Gill, Vice President, Union Savings Bank (arrived 8:39 a.m.; departed 8:53 a.m.)

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; Mr. Pete Willging, Director, Marketing & Community Relations (departed 8:53 a.m.; returned 9:30 a.m.; departed 11:06 a.m.); Dr. Misty Thrumman, Director, Institutional Research (arrived 9:26 a.m.; departed 9:58 a.m.); Mr. Jim Phillips, Interim Dean, Humanities, Social Sciences, and Fine Arts (arrived 11:34 a.m.; departed 11:59 a.m.); and, Ms. Terri Grimes, Board Secretary

PUBLIC COMMENTS

There were no public comments.

OPENING REMARKS

Mr. Hood reported that a special event will be held on campus, which will be the internal kickoff for the Million Dollar Match fundraising campaign. To date, \$300,000 has been committed to the campaign. The kickoff event will be catered by the Hospitality Management program, and Student Senate will help serve. Mr. Hood would like to encourage as many people to attend the event as possible and would love to say that all trustees purchased a ticket. He would also encourage people who cannot attend the event to purchase tickets and give to deserving students. Mr. Hood concluded his remarks by expressing his thanks to Mr. Musser for helping to set up a meeting with Congressman Adam Kinzinger's aide.

PRESENTATION

Rose Ridge Housing Development Request for Tax Abatement for Residential Property

Mr. David Young, Executive Director of the Northwest Illinois Development Alliance (NIDA), presented information on a request from Rose Ridge Housing Development for a tax abatement for residential property. Mr. Young introduced Ms. Anne Sadler and Mr. Nick Gill, who are also working on the project. The project will be located in two areas: one near Shimer Drive and Katherine Drive, and one in the area that backs up to Lily Creek Road. Mr. Young explained that when the enterprise zone was extended for another 10 years in 2010, it also allowed for a property tax abatement for residential projects such as this. Ambassador Homes of Rockford will build the homes. The smart homes will cost approximately \$169,900 and will include things that are usually upgrades, such as granite counters and radon mitigation systems. The majority of the construction will be for residential homes and the project will use local contractors. On average, each project area will require 25 workers to build out the homes. The project will generate property tax values of one-third of \$169,900. The request is to abate taxes for three years at 100 percent once the house is built and occupied. Mr. Gill reported that the bank will make concessions on the homes, as well, and will do their best to make the houses affordable. The request will be presented to trustees for approval at the March 21, 2017, regular Board meeting.

ADMINISTRATIVE UPDATES

Strategic Planning

Ms. Gerber provided an update on the strategic planning process. Once trustees provide feedback, the draft will be distributed internally before distributed more widely. A question was raised regarding who defines optimal class size, and Ms. Kuberski responded that faculty have a voice in determining class size but they do not determine the size by themselves. When questions come up, she will send the question to the chief academic officers' listserv to see what others are doing and also look for best practices. Another factor to consider is what is safe, such as for the auto lab. Mr. Musser asked how the business community would be brought in to make sure the workforce is adequately trained, and how do we make sure we are hitting all our targets and reporting back out on the results. Ms. Gerber responded that, in the past, we have looked at the document in terms of a longer range plan and have assigned champions to oversee objectives that we want to complete in year one, year two, etc., with check-in points for progress. Mr. Hood reported that if there is a place that needs more concentration, it is in the metrics. Mrs. Gallagher stated that there are a growing number of community college students who have dependent children and adult students are handicapped by childcare. She would like to see this issue noted in the strategic plan, as it is an issue of which we need to be aware.

Higher Learning Commission

Ms. Kuberski has submitted all the information needed to complete the federal compliance piece. She has also been in conversations with the lead chair of the review team and they want to help us be a better institution and do better than we are already doing. The review team will meet with trustees on Monday afternoon, March 13, at 4:15 p.m. Ms. Kuberski would expect the reviewers to ask about the College's finances, partnerships, and the mission and how trustees see it changing. The

Highlights Report gives the most recent information that was provided to the Higher Learning Commission (HLC).

Monitoring Reports (Handout #1)

Ms. Gerber reported that during Dr. Ruth Mercedes Smith's tenure, the Board adopted the current monitoring reports, which are Workforce Development, Occupational Preparation, Transfer, and Recruitment & Retention. The reports evolved with access to data, and with the new strategic plan, it is a good time to look at the reports. Dr. Thrumann discussed the data that is currently reviewed. HLC expects that we are collecting and using data, and it is incorporated into the annual update to HLC. Ms. Kuberski reported that the Cohort report for transitional education was the impetus for changes with COMM 090. The Deans are seeing the value in data and are sharing information back to faculty. Mr. Musser suggested trustees have a repository of reports that are available to them, and Mr. Hood asked that requests for reports go through the President's Office. Mr. Block also suggested tying the monitoring reports to action items.

Tuition

Ms. Janssen explained that when determining the tuition rate, she takes into consideration comparability, affordability, and the budget. Currently Rock Valley's out-of-district tuition rate is \$287, Sauk Valley's is \$331, and Kishwaukee's is \$270. Currently, Rock Valley is looking at variable tuition, and Sauk Valley is looking at an increase of between \$5 and \$7. Highland is currently third from the bottom in State funding. Ms. Janssen noted that 47 percent of our students receive Pell, 17 percent have loans, 15 percent receive Foundation scholarships, three percent receive federal workforce grants, and there are also College Work Study funds available. Dr. Jennings suggested concentrating on offering loans to students with certain stipulations rather than scholarships.

With a \$12 per credit hour increase in tuition, the deficit will be \$620,644 and leave only eight percent in the fund balance. An increase of \$20 would leave a \$307,142 deficit and 10 percent in the fund balance, while a \$30 increase would provide a surplus of \$84,736 and 13 percent in the fund balance. The College could also borrow from the Working Cash Fund, implement credit card fees, look at waivers, and reduce travel. Ms. Janssen also noted that an increase in health insurance rates of 12 percent is the current trend. The current projections include no salary increases except the faculty step. Future cuts would be lessened by the \$12 increase. Ms. Kuberski reminded trustees that the College would need to cut tuition waivers or services that affect students if we had to cut a lot more from the budget. Mr. Musser asked if there were creative ways to generate revenue. Mr. Hood noted that these possibilities cannot be overlooked and will be a topic of discussion at the next quarterly retreat. Ms. Hammer reported that students know about the budget and while it does not sound like a lot, students are on a budget themselves.

MAIN MOTIONS (Action)

A. Second Reading – Tuition

Mr. Shockey moved and Mr. Musser seconded the motion to consider for the second 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 was recommended that the Board of Trustees consider for the second 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. The roll call on the motion was as follows:

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

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

A recommendation will be presented to trustees for a third reading at the March 21, 2017, regular meeting.

At 10:33 a.m., the Chairperson declared a recess; the meeting resumed at 10:47 a.m.

BOARD UPDATES

Electronic Access System

Mr. Hood met yesterday with a group of 14 people, including two students. During the meeting, they talked through concerns and answered questions about the electronic access system project, and Ms. Hammer also relayed student concerns. Two new proposals have come out of discussions of additional or alternative projects; however, the keyless entry project is not being ruled out.

Mr. Hood was recently made aware of more urgent issues with call boxes and the fire alarm system, and he believes it is in the College's best interest to move forward with these two more urgent projects. All concerns regarding the electronic access project were recorded and the task force agreed that they want to move forward doing due diligence on the project by the end of the fiscal year.

The call boxes were implemented several years ago and the transmission is garbled. Ms. Janssen reported that they are looking at a system with buttons to call the deputy, etc., and with a cell phone app. With a replacement system, we would also get a new phone system that could allow us to look at a new vendor using VOIP versus copper wire. Mr. Kurt Simpson, Director of Facilities and Safety, believes both the fire alarm and call box projects could be completed with the PH&S levy that was approved late last year. The projects will be presented for approval at a future Board meeting. Ms. Zumdahl inquired about whether the College has defibrillators on campus, and Ms. Janssen replied that there are currently two, but she will see about potential funding for additional defibrillators.

Digital Signs at College Entrances

Mr. Hood reported that he likes the concept of digital signs, but he is more concerned than ever due to the College budget. He would like to talk about an opportunity that came up in discussions he had in Naples, Florida regarding generous partnerships and does not believe we should move ahead with the digital signs at this point. This will be discussed again at the next quarterly retreat.

Reschedule of April Board Meeting

Trustees discussed rescheduling the April Board meeting, which had tentatively been rescheduled for April 27. Following discussion, it was suggested that a recommendation be presented for approval to move the meeting to April 24 at 4:00 p.m. so that all trustees may attend the organizational meeting.

CLOSED SESSION

Mr. Endress moved and Mr. Musser 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, 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: Block, Endress, Jennings, Zumdahl, Musser, Gallagher, Shockey, Hammer
NAYS: None

At 11:07 a.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 11:34 a.m., the Chairperson declared the motion carried and the Closed Session ended.

ACTION, IF NECESSARY

No action was necessary at this time because trustees will be going back into Closed Session later in the meeting.

BOARD UPDATES (Continued)

Graduation Cap and Gown Color

Mr. Jim Phillips provided trustees with a history of the tradition of brown caps and gowns at graduation. He believes that when looking at the tradition of a college, it is its colors. Originally the colors of orange, brown, and white were chosen. College colors do not go with the fad over time, and Mr. Phillips believes we celebrate the College's culture with brown gowns at commencement. Previously there was a set of traditions around graduation that have slowly disappeared, such as having commencement at Krape Park and holding a graduation breakfast. Mr. Phillips believes tradition outweighs the motivation to choose one of the other College colors, and that brown made the College unique.

Ms. Hammer reported that a survey was sent out to students that asked them to list the school colors. There were 174 responses, of which 22 listed brown, but most listed orange and blue. When asking students if they liked the current color of caps and gowns, 142 responded "no", with the main concerns being that brown was not a Highland color and is unattractive. When asked if they would like navy, 136 responded "yes," and 22 responded that they did not care. Ms. Hammer stated that she knows tradition is important but students do not know about the tradition. She feels that students paid tuition, work hard for their money, and this would give a fresh new look.

Ms. Zumdahl inquired as to why the College has maintained a tradition that students do not know exists. Mr. Hood responded that Mr. Phillips had offered to help educate students and went to a Student Senate meeting last week to discuss the history of the colors. Trustees discussed the need to educate students on tradition. Mr. Hood will take the recommendation from Student Senate back to the Commencement Committee.

At 11:59 a.m., the Chairperson declared a recess; the meeting resumed at 12:16 p.m.

CLOSED SESSION

Mr. Endress moved and Mrs. Gallagher 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, 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: Jennings, Zumdahl, Musser, Gallagher, Block, Endress, Hammer
NAYS: None

At 12:18 p.m., the Chairperson declared the motion carried and the meeting in Closed Session.

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

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

At 12:50 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

1. Collective Bargaining Agreement between Highland Community College District #519 and the Highland Custodial and Maintenance Council Local #1957 IFT/AFT/AFL-CIO

Dr. Jennings moved and Mr. Musser seconded the motion to ratify the contract with the Highland Community College Custodial/Maintenance Union Local 1957 for Fiscal Year 2016 through Fiscal Year 2019. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

OLD BUSINESS


Trustees discussed scheduling a Board self-evaluation. Mrs. Gallagher noted that there is a lot of good information on the ACCT website, including talks given at the GLI Symposium. It was suggested that the trustee orientation also include more than just administrators. With the new State law requiring trustee training, attending the June ICCTA meeting or at least one of the other ICCTA trainings will be essential. Mr. Hood noted that the ICCTA meetings are also great networking opportunities. Mrs. Gallagher noted that ACCT also recognizes that only 11 states have elected trustees, and they want appointed boards to be aware of what they need to be educated trustees.

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ADJOURNMENT

Dr. Jennings moved and Mr. Musser seconded the motion to adjourn the meeting. At 12:57 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