

**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 8:02 a.m. on April 11, 2018, 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, Mr. Blake Musser, Ms. Pennie Groezinger, and Ms. Abby Endress (departed 9:54 a.m.)

The following members were absent: Dr. Steve Jennings

Also present: Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President; Ms. Jill Janssen, Vice President, Administrative Services (departed 9:53 a.m.; returned 10:31 a.m.); Ms. Liz Gerber, Vice President, Student Development & Support Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Ms. Jenna Lafferty, Student (departed 8:54 a.m.); Mr. Keaton Lawson, Student (departed 8:54 a.m.); Mr. Larry Steffen, Eagle Point Solar (departed 9:53 a.m.); Mr. Alan Nowicki, Faculty (departed 9:24 a.m.); Dr. Brendan Dutmer, Associate Dean, Natural Science and Mathematics (arrived 8:16 a.m.; departed 9:53 a.m.); Ms. Kay Ostberg, Faculty (departed 9:03 a.m.); Ms. Erin Schrader, Student Trustee-elect; Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 9:53 a.m.); Ms. Lisa La Sala, Director of Fundraising, HCC Foundation (departed 9:53 a.m.); Mr. Kurt Simpson, Director, Facilities and Safety (departed 9:32 a.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 9:53 a.m.; returned 10:28 a.m.); Mr. Brad Hart, Big Radio (arrived 10:23 a.m.); and, Ms. Terri Grimes, Board Secretary

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

Mr. Musser moved and Ms. Groezinger seconded the motion to approve the minutes of the March 7, 2018, Board retreat and Audit & Finance Committee meeting, and the March 20, 2018, regular meeting, as presented. The vote being unanimous, the motion carried.

**COMMENTS FROM OUTGOING STUDENT TRUSTEE**

Ms. Endress thanked the Board for giving her the opportunity to serve and for valuing students' opinions. She also thanked the Vice Presidents, faculty, and Ms. Grimes, and congratulated Ms. Schrader for being elected new Student Trustee. Mr. Block stated that he is very proud of the students and, in particular, Ms. Endress for the questions that were asked at the recent forum with Senator Dick Durbin. Mr. Block presented Ms. Endress with a token of appreciation.

## **SEATING OF NEWLY ELECTED STUDENT TRUSTEE**

Ms. Erin Schrader, newly elected Student Trustee, was sworn in and seated.

## **PUBLIC COMMENTS**

Mr. Alan Nowicki, faculty member, presented public comments. He began by noting that there are a lot of positive things going on at the College, including new programs such as Ag and Video Production, that bring in students. He went on to describe something "not so bright," detailing a proposal for a \$586,000 342kw solar array project to produce electricity. The proposed project would have a payback of 7.9 years and would generate \$1.7 million over the course of 25 years or \$70,000 per year, and that money could go into the general fund. Mr. Nowicki stated that instead, the College chose to replace sidewalks at a cost of \$338,000, with no payback, no risk analysis, and no proposal presented to the PH&S work group. He reported that, although no proposal was presented to the committee and there was no ranking of potential proposals, the committee was told there was consensus. He reported that there is currently money remaining in the PH&S fund from previous projects. He also described another solar array project with a 120kw array and 7.8 year payback at a cost of \$225,000, which would generate over \$400,000 over 25 years. He concluded his remarks by stating that he does not see the advantage of some of the other ideas for PH&S projects. He also thanked Mr. Hood for hearing him out on the solar project.

Ms. Kay Ostberg, faculty member, presented information on the Jane Addams Essay Contest. This is the second year of the contest, sponsored by the College, for Highland and high school students. The first place Highland student will receive \$350, while the first place high school student will receive \$250. Ms. Ostberg has worked with local libraries to put up displays on Jane Addams, and a mural will also be installed on the second floor of building M.

## **INTRODUCTIONS**

Mr. Jeff Reinke introduced Ms. Lisa La Sala, new Foundation Director of Fundraising.

## **STUDENT FOCUS: AMERICAN CHEMICAL SOCIETY CONFERENCE**

Ms. Kuberski introduced Dr. Brendan Dutmer and Highland students Ms. Jenna Lafferty and Mr. Keaton Wolf, who described their honors project research. They are the first undergrads to present at the American Chemical Society (ACS) conference. Dr. Dutmer noted that former Student Trustee Ms. Staci Hammer also worked on the project and attended the conference. About 15,000 people attended the conference, there were 12,000 papers presented, and 1,000 company exhibits. Ms. Lafferty and Mr. Wolf provided an overview of their project, noting that they would also like to present at the conference in Chicago in June.

## **BUDGET REPORT**

Ms. Janssen reported that on April 4, the College received the initial health insurance quote. She had anticipated a 12 percent increase in the premium for FY19, but at this point the increase is four percent. She does not expect the number to change dramatically. As a result, she was able to reduce the health insurance projected costs for FY19 by \$150,000. The initial FY19 deficit

projection of \$1.6 million has been adjusted by \$875,000 to account for an additional drawdown from the Matching Grant, a transfer from the restricted funds, and a margin of error, resulting in a proposed deficit of approximately \$650,000. The College would need to positively impact the fund balance by \$132,000 to maintain a fund balance of 15 percent of expenses. Ms. Janssen has been meeting with budget managers and explaining the projections. She has asked all budget managers to reduce non-salary and non-benefit expenses by five percent or provide ideas to increase revenue. Once again the College will be using zero-based budgeting for travel. All budget requests are due to Ms. Janssen by May 25. She will meet with budget managers again in June and make additional adjustments, if needed. The tentative budget will be presented to trustees for approval in July, and the permanent budget will be presented in September.

### **PRESENTATION ON POTENTIAL SOLAR ARRAY PROJECT**

Ms. Janssen displayed a campus map showing potential locations where a solar array could be located on campus. A work group has been learning about and looking at potential options. In addition to Ms. Janssen, the work group includes Mr. Hood, Ms. Endress, Dr. Dutmer, Ms. Stacy Sammul, Mr. David Esch, Mr. Scott Anderson, and Ms. Deb Hayenga. Ms. Groezinger also participated in a field trip to view a project in Galena. Ms. Janssen reviewed potential options and suggested that a Request for Proposal (RFP) process be used for a feasibility study and a power purchase agreement. She noted that RFPs have the advantage of not being binding and they are a legal process. One potential location may impact the YMCA, cross country, and the disc golf course, so Ms. Janssen would need to discuss this with athletics and others potentially impacted. Mr. Shockey reported that in March there were 10 proposed projects in Stephenson County, nine of which were approved. He also expressed his belief that it makes more sense to lease and have the project maintained by a vendor because they are the solar array industry experts. Mr. Block asked where soccer could be located, noting that we would not want to eliminate the capability to offer soccer in the future. Mr. Larry Steffan of Eagle Point Solar stated that, based on the Solar Renewable Energy Credits (SREC) program, the project could cost the College little to nothing. If the College did an RFP for a feasibility study, those submitting proposals could tell the value, cost, location, etc. It is only fair to do an RFP process so vendors have the ability to provide information. Ms. Janssen reported that the work group could create an RFP or the College could adjust Parkland's RFP to fit our situation. The work group also needs to have the ability to have input, too. Mr. Nowicki expressed his belief that it is crucial to understand SREC and how the College could get it. Ms. Janssen noted that the RFP process is an open, appropriate process. Mrs. Gallagher expressed her concern regarding retrofitting in the 25-year period, and this needs to be added to the RFP.

### **FOUNDATION REPORT**

Mr. Jeff Reinke reported that the Foundation board met last week and had a great turnout. He provided an update on the Case for Support and received feedback from those in attendance at the meeting. Corporate partnerships are currently at \$89,000 committed compared to \$41,000 last year. About five more meetings will be held with potential partners in the next two weeks, and Mr. Reinke believes the Foundation will reach \$100,000 in corporate partnerships. This will also increase participation in events. The Ag Development Committee will meet next Wednesday morning, and the Development Committee will meet on Thursday morning. Progress is being made on the Ag front. There have been several meetings with Ag companies related to the Ag

Case for Support, and he will begin building relationships with those who attended the six Ag events throughout the district. The Foundation's annual golf outing is scheduled for June 4, and Mr. Reinke encouraged trustees to spread the word about the event or participate by golfing.

### CONSENT ITEMS

A. Academic (None)

B. Administration

1. Request for Illinois Community College Board (ICCB) Status of "Recognition Continued"

*Recommendation:* It is recommended that the Board of Trustees requests the Illinois Community College Board to assign a Status of "Recognition Continued" to District #519.

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 2018.

D. Financial (None)

Mr. Musser moved and Mrs. Gallagher seconded the motion to approve the consent items, as presented. The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Musser, Groezinger, Gallagher, Schrader  
NAYS: None

Whereupon the Chairperson declared the motion carried.

### MAIN MOTIONS

A. Academic

1. CollegeNOW Agreement Between Highland Community College and Durand School District #322

Mrs. Gallagher moved and Mr. Musser seconded the motion to approve the CollegeNOW agreement, as presented, for qualified students attending Durand High School. The roll call on the motion was as follows:

AYES: Block, Endress, Musser, Groezinger, Gallagher,  
Shockey, Schrader  
NAYS: None

Whereupon the Chairperson declared the motion carried.

B. Administration

1. New Job Description: Director, International Preservation Studies Center

Mr. Musser moved and Mr. Shockey seconded the motion to approve the new job description, as presented, for Director, International Preservation Studies Center with placement at range 53 on the Highland Salary Range Table. This is a full-time, exempt professional position. The roll call on the motion was as follows:

AYES: Endress, Musser, Groezinger, Gallagher, Shockey,  
 Block, Schrader  
 NAYS: None

Whereupon the Chairperson declared the motion carried.

C. Personnel (None)

D. Financial

1. Agreement with Rock Gate Capital DBA 160 Driving Academy for Tractor-Trailer Driver Training Program

Mr. Musser moved and Mrs. Gallagher seconded the motion to authorize administration to enter into a formal agreement with Rock Gate Capital, DBA 160 Driving Academy of Glencoe, Illinois, for the tractor-trailer driver training program. Under the agreement, the College will charge and collect \$4,695.00 per student for those students who are not part of the 160 Dedicated Program ("Full Payment Students"). From January 1 to December 31 annually, the College will pay the Firm as follows: \$4,695.00 less the following fees per student for each enrollment milestone:

Each Calendar Year Student Enrollment	HCC Revenue Per Student
1 to 80	13% of \$4,695.00 or \$610.35 per student
Over 80	15% of \$4,695.00 \$704.25 per student

In addition, the firm will pay a fee of \$250.00 per Dedicated Student each calendar year to the College after the student arrives at his designated employer. Full-time Highland Agriculture students shall be entitled to a \$500 discount, half of which (\$250) will be waived by 160 Driving Academy, the other half (\$250) will be deducted from the College's share of total tuition.

This agreement shall begin on July 1, 2017, and continue through June 30, 2019. This Agreement may be renewed for two years after June 30, 2019, with the express written consent of both parties. This Agreement may be terminated by either party for the insolvency of the other, upon mutual consent or upon default of

any term of this Agreement not corrected within fifteen (15) days of written notice of said default.

Mr. Endress expressed a concern that the first paragraph of the recommendation still refers to calendar year rather than fiscal year. Following discussion, Mr. Endress moved and Ms. Groezinger seconded the motion to table the Rock Gate Capital agreement until the inconsistency can be corrected. The roll call on the motion was as follows:

AYES: Groezinger, Gallagher, Shockey, Block, Endress,  
 Musser, Schrader  
 NAYS: None

Whereupon the Chairperson declared the motion carried.

2. CurricUNET Annual Hosting and Technical Support Agreement

Mr. Endress moved and Mrs. Gallagher seconded the motion to approve the CurricUNET Annual Hosting and Technical Support Agreement through June 30, 2021 at an annual cost as follows:

Year One	Year Two	Year Three
Hosting Maintenance and Technical Support: <u>\$10,000</u>	Hosting Maintenance and Technical Support: <u>\$10,000</u>	Hosting Maintenance and Technical Support: <u>\$10,000</u>
*Total Annual Fee \$10,000	*Total Annual Fee \$10,000	*Total Annual Fee \$10,000

*Fees payable for the services set forth in Paragraph 2. \*Above amounts are subject to a 10% increase in each annual period.*

The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Block, Endress, Musser, Groezinger,  
 Schrader  
 NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Acceptance of Bid for Protection, Health, and Safety Project: Fire Alarm Replacement

Mr. Musser moved and Mr. Shockey seconded the motion to authorize acceptance of the low Base Bid meeting specifications from Tri-City Electric for \$415,685 for the Fire Alarm Replacement Project. This bid is within the budget for Emergency Systems projects. The roll call on the motion was as follows:

AYES: Shockey, Block, Endress, Musser, Groezinger, Gallagher,  
 Schrader  
 NAYS: None

Whereupon the Chairperson declared the motion carried.

4. Submission of Facilities Master Plan to the Illinois Community College Board  
Mr. Endress moved and Ms. Groezinger seconded the motion to authorize submission of an updated Facilities Master Plan to the Illinois Community College Board, as presented. The roll call on the motion was as follows:

AYES: Block, Endress, Musser, Groezinger, Gallagher,  
Shockey, Schrader  
NAYS: None

Whereupon the Chairperson declared the motion carried.

5. Payment of Bills and Agency Fund Report  
Mr. Musser moved and Mr. Endress seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the March 2018 bills in the amount of \$811,710.70, Automated Clearing House (ACH) debits W0000463 through W0000467 amounting to \$8,208.92, Other Debits D0000077 amounting to \$16.59, and Electronic Refunds of \$40,926.80, with 11 adjustments of \$1,254.63, such warrants amounting to \$859,608.38. Transfers of funds for payroll amounted to \$818,154.14.

Mr. Musser noted that the bills also included a payment for a College event his wife, Terri Musser, did through her company, Jitterbug Events.

The roll call on the motion was as follows:

AYES: Endress, Musser, Groezinger, Gallagher, Shockey,  
Block, Schrader  
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

Ms. Janssen reported that Blackhawk Hills Regional Council held an economic forecast meeting in Stephenson County, which she attended, and she will attend another meeting in Carroll County. The State owes the College approximately \$175,000 for FY17, but is up-to-date for payments this fiscal year. Mr. Endress noted that he does not believe the FY17 money will be coming. A question was raised regarding the third bullet point on Ms. Janssen's administrative report related to not being granted a waiver of the institutional-share requirement under the Federal Work Study Program Federal Supplemental Educational Opportunity Grant (FSEOG) Program. Although the College will be responsible for 25 percent of funding for both programs, the College already supports the Student Worker Program in excess of 25 percent.

#### Student Trustee

Ms. Schrader thanked trustees for the opportunity to serve as Student Trustee. She noted that she is excited to get to know everyone and perform her duties.

#### Audit & Finance Committee Co-Chairs

Mrs. Gallagher reported that the Audit & Finance Committee will meet on June 6, 2018, at 2:00 p.m.

#### ICCTA Representative

Mr. Endress, Mrs. Gallagher, and Ms. Gerber attended the Northwest Region ICCTA meeting last Thursday at Sauk Valley Community College. Illinois Valley Community College had three trustees and administrators in attendance and are excited to be involved in ICCTA again. Prior to the regional meeting, a tour of Sauk Valley's nursing department was held, and Mrs. Gallagher learned that their nursing pass rates are not as high as Highland's. She stated that she believes the regional ICCTA meetings are helpful, and she noted that Highland has a lot of which to be proud. Mr. Endress sent an email to Rock Valley College regarding whether or not they are choosing to rejoin ICCTA but he has not received a response. The ICCTA board will meet next Tuesday and Lobby Day will be held on Wednesday. ICCTA continues to work on a process to provide a replacement for Mr. Mike Monaghan, Executive Director, when he retires.

#### Board Chair

Mr. Block reported that the College had an opportunity to have Senator Richard Durbin on campus. Students from the Political Science class attended and asked good questions. This past weekend, Governor Bruce Rauner was in town for a brief presentation, and Mr. Shockey and Mr. Block attended the event. Both Senator Durbin and Governor Rauner understand the issues, and both also discussed mental health issues.

#### Administration

Ms. Kuberski reported on assessment and accreditation. All program plans have been turned in and the mentors provided feedback on course and program level assessment. All five institutional outcomes will have data collected by the end of the year. Student Senate may be asked to help encourage students to take a student survey. Kudos to faculty for making progress on assessment. Ms. Kuberski, Ms. Gerber, Ms. Laura Early, Ms. Julie Hartman-Linck, Mr. Scott Anderson, and Dr. Jen Grobe attended the Higher Learning Commission annual conference. A debrief meeting will be held early next week, after which highlights from the conference will be shared. Ms. Kuberski had a chance to meet with Ms. Stephanie Brzuzy, our HLC Liaison, who provided positive feedback. She also clarified that the College will need to submit an Assurance Argument and host a visit in year four. Ms. Kuberski will work on identifying criterion leads before the end of the semester and will ask them to attend the HLC meeting in September in Chicago.

Ms. Ferguson referred to her administrative report, which included a flier with several company logos. She noted that Monroe Clinic has a new logo since the flier was printed and is now part of SSM Health.

Ms. Gerber reported that over 40 companies and 150 people attended the recent job fair held on campus. This week Ms. Gerber has been working with VOICES and student organizations on



“Take Back the Week” activities and events to educate students on sexual assault. This also fulfills state and federal requirements.

Mr. Hood announced that Ms. Jenna Lafferty and Mr. Christian Pacheco will be recognized this evening at the Phi Theta Kappa banquet in Springfield. The College will also be recognizing various groups at upcoming Board meetings including Ag, Men’s Bowling, and the Forensics Team. There is a group in Galena that is interested in doing some projects in conjunction with the International Preservation Studies Program. Mr. Hood will meet this Friday with Mr. Lyle Dirks of MetLife regarding opportunities for professional development for MetLife employees. The NewCo board met for the second time and Mr. Hood is Highland’s representative on the board. The organization will eventually have a new name. There is strong energy and many things have aligned nicely with NewCo.

### **OLD BUSINESS**

#### **Faculty Senate Report**

There was no report.

At 9:54 a.m., the Chairperson declared a recess; the meeting resumed at 10:01 a.m.

### **CLOSED SESSION**

Mr. Shockey 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 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: Musser, Groezinger, Gallagher, Shockey, Block, Endress, Schrader  
NAYS: None

At 10:03 a.m., the vote being unanimous, the Chairperson declared the motion carried and the meeting in Closed Session.

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

AYES: Groezinger, Gallagher, Shockey, Block, Endress, Musser, Schrader  
NAYS: None

At 10:28 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

1. Appointment: Director, International Preservation Studies Center  
Mr. Musser moved and Mrs. Gallagher seconded the motion to approve the appointment of Mr. Matthew Toland as full-time Director, International Preservation Studies Center, beginning April 12, 2018, at a fiscal year salary of \$53,000, plus appropriate fringe benefits. This is a full-time, exempt professional position and is new to the FY18 budget. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Block, Endress, Musser, Groezinger,  
Schrader  
NAYS: None

Whereupon the Chairperson declared the motion carried.

B. 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

No action was necessary.

### **NEW BUSINESS**

Mr. Block requested that trustees let Ms. Grimes know if they have any additional recommendations regarding an RFP for a solar array.

Dr. Jennings has some health issues, however, he is cautiously optimistic. As a result, he has requested to attend the Board meetings electronically. Ms. Grimes will investigate the pros and cons of having such a policy and will also contact ICCTA.

Mr. Endress suggested exploring the development of a permanent recognition piece for student trustees, and Ms. Grimes will investigate options. Mrs. Gallagher noted that Sauk Valley Community College has student names and pictures displayed.

### **DATES OF IMPORTANCE**

The next regular Board meeting will be held on May 15, 2018, at 4:00 p.m. in the Robert J. Rimington Board Room. A ceremonial signing of the RN to BSN agreement with Columbia College will precede the regular meeting at 3:15 p.m. Honors Convocation is scheduled for May 17 at 7:00 p.m. and commencement is May 19 at 10:00 a.m. The next quarterly Board retreat will be held on June 6, 2018, at 8:30 a.m.

**ADJOURNMENT**

Mr. Musser moved and Ms. Groezinger seconded the motion to adjourn the meeting. At 10:38 a.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