

**Highland Community College**  
*Budget Work Session, Quarterly Board Retreat, and Regular Meeting*  
September 13, 2017  
Highland Community College Student/Conference Center  
Room H-206  
Freeport, Illinois

**BUDGET WORK SESSION**

**CALL TO ORDER/ROLL CALL**

Mr. Doug Block, Board Chairperson, called the budget work session to order at 8:34 a.m.

**Members Present:** Mr. David Shockey, Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Mr. Blake Musser, Ms. Pennie Groezinger, and Ms. Abby Endress (departed 8:50 a.m.; returned 11:58 a.m.)

**Members Absent:** Mrs. Diane Gallagher

**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; Mr. Pete Willging, Director, Marketing & Community Relations (departed 9:48 a.m.; returned 10:11 a.m.; departed 10:44 a.m.; returned 11:58 a.m.); Mr. Andy Dvorak, Faculty (departed 8:51 a.m.; returned 12:03 p.m.); Mr. Jeff Reinke, Foundation Executive Director (arrived 9:13 a.m.; departed 9:48 a.m.); Ms. Kate Perkins, Faculty (arrived 9:36 a.m.; departed 10:44 a.m.); Mr. Brad Hart, Big Radio (arrived 10:30 a.m.; departed 10:44 a.m.; returned 11:58 a.m.); and, Ms. Terri Grimes, Board Secretary

Ms. Janssen informed Trustees that the tentative budget has been available for public inspection since it was approved in July 2017. She reviewed the various funds and revenue sources. The State budget was adopted on July 6 and included an allocation for FY17 and FY18, and Ms. Janssen has included the funds in the appropriate fiscal year. To date, \$768,000 has been received from the State, including \$435,000 for FY17 and \$333,000 in FY18. Ms. Janssen has included 100 percent of the State allocation in the FY18 budget, although Mr. Endress reported that ICCTA's legislative counsel has indicated that the State cannot send money they do not have. Ms. Janssen reminded trustees that in FY16, the College was allocated \$1.5 million but received only \$380,000. Overall, Operating Fund revenue reached its peak in FY11.

Changes between the FY18 tentative budget and FY18 permanent budget were reviewed. The tax rate is projected to stay in the same range and equates to approximately \$93 on a \$50,000 home. FY18 estimated credit hours are 34,560, down from 36,376 in FY17. The Operating Funds fund balance is projected to be at 21 percent at the end of FY18, down from 28 percent in the FY17 actual budget. The recommendation from the Illinois Community College Board is to have between 20 and 25 percent in the fund balance.

Ms. Janssen provided a handout of how the budget links to the strategic plan (handout #1).

Mr. Block asked when Ms. Janssen will know if the College will receive all the money from the State. He reminded trustees that when the tuition increase was approved, it was discussed that if State funding came through, Trustees would consider rolling back tuition. Ms. Janssen reported that the College may need to look at a change for Fall 2018.

Mr. Musser inquired about opportunities for generating ideas with faculty for alternate revenue sources. Mr. Hood reported that the strategic plan lays out that course and asks the Foundation to seek out ways to regenerate income. Lifelong Learning, the Business Institute, and the Foundation are keys to sustainability.

The time being 9:18 a.m., trustees moved on to the Board retreat and regular meeting agenda.

## **QUARTERLY BOARD RETREAT AND REGULAR MEETING**

### **APPROVAL OF AGENDA**

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

### **PUBLIC HEARING CONCERNING THE 2017 – 2018 BUDGET**

At 9:19 a.m., Mr. Block stated that the next item on the agenda would be a Public Hearing to receive public comments on the 2017 – 2018 budget. All persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto. Mr. Block asked if any of the Trustees had comments regarding the 2017 – 2018 budget, and Mr. Musser expressed his hope that the State of Illinois pays their bills. Mr. Block asked if the Board Secretary had received any written testimony concerning the 2017 – 2018 budget. Ms. Grimes indicated that no written testimony regarding the budget had been received. Mr. Block asked if there was any oral testimony or public comments concerning the 2017 – 2018 budget, and there was none. Mr. Block stated that all persons desiring to be heard had been given the opportunity to present oral and written testimony with respect to the 2017 – 2018 budget.

Dr. Jennings moved and Mr. Shockey seconded the motion that the Public Hearing on the 2017 – 2018 budget be finally adjourned. The roll call on the motion was as follows:

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

At 9:20 a.m., the Chairperson declared the motion carried and the Public Hearing on the 2017 – 2018 budget finally adjourned.

## **PUBLIC COMMENTS**

There were no public comments.

## **OPENING REMARKS**

Mr. Block thanked the Board, administrative team, and Foundation for their good work, noting that the College and Foundation will be more aligned in the future. Mr. Hood reported that next week the College will offer a free Lifelong Learning class from 9:30 a.m. to noon entitled News Literacy and Civic Engagement. Homecoming will be held October 28 between 10:00 a.m. and 2:00 p.m. with activities throughout the week. There will be a home volleyball game and possibly a basketball scrimmage on Saturday, and Mr. Hood is hoping that the Kuberski Clydesdales will be able to offer wagon rides.

## **FOUNDATION PRESENTATION**

Mr. Reinke reported that one key area is to develop a corporate partnership program and to tier the partnership donations and benefits for levels of giving. He would like to work with deans and divisions to see what the Foundation could offer for companies and hopes to put something together by January 15. Mr. Reinke is moving the Foundation in a different direction, from special events to building relationships with donors, including major gifts, planned giving, and peer to peer donor acquisitions. The Development & Planned Giving Committee will meet once per month rather than once per quarter. In 2016, 72 percent of charitable giving in the United States came from individuals. At each Board of Trustees regular meeting, Mr. Reinke will provide a progress report on donors and gifts.

Mr. Block reported that it is the College's mission to increase educational opportunities. Mr. Hood stated that the College needs to be more mindful about making sure faculty and staff know what he is doing when he is out in the district meeting with donors.

Mr. Reinke concluded his report by reminding trustees of the Farm to Fork dinner tomorrow night, and Mr. Jim Berberet's retirement reception on October 12 from 5:00 to 7:00 p.m.

## **ADMINISTRATIVE UPDATES**

### ***2017 – 2018 Budget***

Mr. Shockey asked if all proposed salary increases were built into the budget, and Ms. Janssen responded that the contractual obligations are included, as well as money to support any salary adjustments as a result of the compensation study.

### ***Strategic Plan***

Ms. Gerber reported that Mr. Reinke conducted a new fundraiser at the recent Shindig, which raised \$5,000 to be allocated to the student emergency fund. She provided an update on progress on some of the strategic plan objectives. Strategic Enrollment Management has been working on enrollment

targets. Mr. Endress noted that the movement for community colleges to be able to offer BSN degrees may be going forward with a more limited approach, and he would like to make sure that Highland decides if they want to opt in or opt out. Mr. Hood responded that there may only be three to five community colleges in the state that are able to offer the program to begin with, and the odds of having a BSN program within the next two years are remote. Mr. Endress also noted that Heartland Community College has a great lifelong learning document and he believes we should move toward having something similar.

***Chemistry Renovation***

Ms. Kuberski provided an update on the Chemistry lab renovation, noting that there are now two students per hood rather than one, which allows the opportunity for working in groups more easily. She reminded trustees that the renovation happened between FY16 and summer of FY17. The percentage of completers in CHEM120 increased by 10.8 percent after the renovation, by 14.3 percent in CHEM123, and by 8 percent in CHEM220 with a 100 percent success rate. Mr. Block noted that the College has an opportunity in the community to grow and move forward, and if the community truly knows what the needs of the College are, he believes they will give. Mr. Musser stated that there needs to be a two-way conversation and learn what the donors' needs are, too.

At 10:16 a.m., the Chairperson declared a recess; the meeting resumed at 10:28 a.m.

**MAIN MOTIONS (ACTION)**

A. 2017 – 2018 Budget

Mr. Shockey moved and Mr. Musser seconded the motion to approve the Resolution, as presented, providing for the adoption of the 2017 – 2018 budget. The roll call on the motion was as follows:

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

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

B. Strategic Plan 2017 – 2022

Dr. Jennings moved and Mr. Musser seconded the motion to approve the 2017 – 2022 Strategic Plan for Highland Community College. The roll call on the motion was as follows:

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

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

## **BOARD UPDATES**

### *Digital Signs at College Entrances*

Mr. Hood explained that the digital sign project has been put on hold due to the budget. There is concern that the public would speculate that the College is spending money that we do not have. Mr. Hood does not want to give up on the idea but in the last few weeks he has heard concerns about the timing. Mr. Endress expressed his belief that the College needs to have a sign at the Barn entrance, and Mr. Willging had updated the proposal to include a smaller sign at the Barn. Mr. Endress was thinking about the potential from a marketing standpoint and the signs could be updated and managed with campus events, such as homecoming. He believes we need to complete the project but is unsure of the timing. Mr. Hood explained that the project will be funded through the bonds, and the College levies taxes to pay off the principal and interest, so this does not take away from the Operating budget. He would like to have more discussions about what could be done with the funds. Ms. Janssen explained that it would be best if the College could spend the money by the end of FY19.

Mr. Willging explained that there would be two main signs that would be 12 feet high and eight feet wide, full color, double-sided. The sign at the Barn would be a monochrome sign, six feet high and six feet wide. Mr. Musser suggested having monthly articles in *The Journal-Standard* and other media, and this project would be a good topic for an article to get information out to the public on issues, such as this. Ms. Groezinger expressed the need to do a better job at weekly communication and getting information out on a consistent basis. Mr. Hood has clear indicators that internal and external communication have not always been what they should be at the College, and Ms. Groezinger stated that this would “play well” with Mr. Reinke’s vision of telling the story. Mr. Reinke will be made aware of the sign project for possible donor support. The project will be presented to trustees for approval at the March retreat.

## **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, 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, Musser, Groezinger, Shockey, Block, J. Endress, A. Endress
NAYS:	None

At 10:44 a.m., 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: Musser, Groezinger, Shockey, Block, J. Endress, Jennings, A. Endress  
NAYS: None

At 11:58 a.m., the Chairperson declared the motion carried and the Closed Session ended.

**ACTION, IF NECESSARY**

No action was necessary following the Closed Session.

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**


Mr. Hood would like Trustees to consider providing a cash award in appreciation of the sacrifice those who took furlough days made earlier this year. The money would be pensionable earnings, and Trustees were reminded that SURS offered for employees to buy those days back that were lost. The money is included in the FY18 budget.

The October Board meeting will be rescheduled. Trustees should let Ms. Grimes know of any dates that they are not available.

**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,

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