

**Highland Community College**  
*Board Retreat*  
*September 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, Ms. Whitney Zumdahl, Mr. Blake Musser, and Ms. Staci Hammer (departed 10:39 a.m.)

**Members Absent:** None

**Guests Present:** None

**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 and Support Services; and, Ms. Terri Grimes, Board Secretary

**PUBLIC COMMENTS**

There were no public comments.

**OPENING REMARKS**

Mr. Block reported that he and other trustees attended Opening Days. There was a nice turnout and a good agenda, and Mr. Hood noted that it was a huge success. The Foundation and Tri-County Economic Development Alliance co-sponsored the Savanna Chamber of Commerce's Business After Hours last night. Ms. Kuberski, the Deans, faculty from new programs, representatives from Lifelong Learning, and others also attended the event. There is excitement about the great things going on at Highland. Last week Mr. Hood attended the Thomson Prison's Community Relations Board meeting, where there was a lot of positive energy. Mr. Block asked about the initiative at the Campbell Center in Mt. Carroll, and Mr. Hood reported that he left a message for Mr. Russ Simpson but will follow-up to find out the status of the initiative. Mr. Block attended a meeting on rebranding Freeport and there was excitement about expanding the Adult Education program at Highland.

Mr. Hood announced that homecoming week will be celebrated the first week of November, culminating on November 5. There will be activities planned throughout the week, but additional ideas from the Board are welcome. Mr. Hood noted that when Kaskaskia College had a similar event, they recognized first responders, and also had a tractor and/or car show, which brought in over 1,000 people. Retired faculty and staff will be invited back to the College. The home opener of the men's and women's basketball season will take place on Saturday, November 5, and there may also be

a recognition of former student-athletes. A reception will be held at Eilert's after the game. Ms. Zumdahl suggested having an adult dance the evening of November 5, and Dr. Jennings suggested inviting retired faculty back so students could visit with their former instructors. Thirty students signed up during the student picnic to be members of the new cheerleading squad. Ms. Jen Grobe, Interim Associate Dean of Nursing & Allied Health, has volunteered to be the cheerleading coach.

### **ADMINISTRATIVE UPDATES**

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

Ms. Gerber provided an update on the strategic planning process. The strategic planning subgroups developed 22 goals, and it will be really important that the Board be involved in prioritizing the goals. The Strategic Planning Council will probably not meet again until the plan is finalized and the goals prioritized; however, Mr. Hood, Ms. Kuberski, and Ms. Gerber will meet to discuss the goals, and Mr. Hood will send out a summary following the meeting. Mr. Hood reiterated that Board input is vital in the process, and there will be time spent discussing the strategic plan during the December Board retreat. Ms. Gerber reviewed the draft of goals, noting that the document was developed by Dr. Peter Flynn, chair of the Strategic Planning Council. Mr. Block asked how progress on the goals would be measured, and Ms. Gerber reported that the Strategic Planning Council has discussed measurements. Mr. Hood reported that at Kaskaskia College, every Board and Cabinet meeting would include discussion on the strategic plan to keep it at the forefront. Ms. Gerber noted that, in the past, the external stakeholders were brought back about mid-point through the span of the plan to discuss progress to that point. Mr. Musser asked what the final product will look like, and Ms. Gerber reported that the past plan had a lot of environmental information and assumptions, trends, and goal areas with action steps. The last time an internal procedure was created to break out what should happen in each year and then Cabinet members updated the progress on a quarterly basis. She assumes that a similar process will be used this year. Dr. Flynn has encouraged simplicity but believes it is important to have action steps and a budget for each goal. Once complete, the plan will be shared on the website and mailed to people who attended focus groups. Strategic Planning Council members will receive updates with a letter from Mr. Hood.

#### *FY16 and FY17 Budgets (Handouts #2 and #3)*

Ms. Janssen reported that FY16 ended up better than first thought, with a deficit of \$640,000. State revenue was reduced by \$1.1 million and expenses were cut by \$780,000 in the Operating funds. The FY17 tentative budget projected a deficit of \$600,000 or 14 percent of expenses. A three percent increase in enrollment was assumed in the tentative budget, but current enrollment numbers indicate we are 1.1 percent up, so Ms. Janssen has included flat enrollment in the budget. She recently found out that funding for the Hospitality program will probably not come through this year, which equates to approximately \$50,000. She is also leaving the State funding at one-half of what we should have received in FY15, which is \$108,000 more than what we have received from the State so far this fiscal year through the stopgap funding. Ms. Janssen reviewed other changes in expenditures, noting that Perkins funding has been greatly reduced. The permanent budget has a projected deficit of \$665,000 or 14 to 15 percent of expenses. Ms. Janssen met with Mr. Hood,

Ms. Kuberski, and Ms. Gerber to discuss ways to reduce expenditures. In addition, all budget managers were asked to reduce their budgets by 1.5 percent, which would leave a deficit of \$267,000 or nine percent of expenses. Ms. Janssen suggested waiting to make the transfer from the Health Insurance fund and regular endowed funds until after the national election. She is also planning to spend down some other fund balances that are available. The FY17 permanent budget includes the faculty step and no salary increases. Mrs. Gallagher noted that the budget managers have gone over and above to really trim the budget, and there is only so far that people can do that and still feel they are doing a good job. She believes the budget managers should be commended.

Ms. Kuberski reviewed enrollments in the new programs. Last fall, Hospitality had eight students and this fall there are 12 with a declared Hospitality major. There is a lot of recruitment and excitement in that program. Mr. Evan Talbert, Hospitality instructor, is working on online classes in an effort to increase enrollments. Two staff members are working with the Regional Access and Mobilization Project (RAMP) on a certificate program, and there are some ideas to tap into the Hospitality classes, which could give RAMP clients marketable skills.

Ms. Gerber reported that the College recently completed a fiscal impact survey for veterans which showed that the College spent \$34,041 on services that we track, not including tuition waivers, while State funding for veterans' services was only \$834.

#### *Higher Learning Commission*

Ms. Kuberski reported that Friday of Opening Days was spent with faculty talking about assessment of student learning, which was an "outstanding opportunity" in the last Higher Learning Commission (HLC) portfolio. Dr. Susan Hatfield, Senior Scholar for the Higher Learning Commission, was the keynote speaker and provided faculty with assessment tools. Learner outcomes have not been reviewed for 15 years. Some changes need to be submitted to ICCB, and some need to be made measurable. The assessment process will be completed at Opening Days in January. The Accreditation Committee is working on the highlights report, which includes information on what has happened at the College since the last portfolio was written and how the College has addressed the feedback from the report. Cabinet members reviewed an outline of the report, which needs to be between 12 and 15 pages. Once a draft of the highlights report is ready, it will be shared with the Board for review. Much work is being done on credit hour compliance, making sure the time in the classroom matches the time outside the class. Ms. Janssen, Ms. Gerber, Mr. Pete Willging, and Ms. Kathy Bangasser are working on compliance pieces related the financial aid and public relations. Ms. Kuberski will send out a communication campus-wide to provide an update on the work that is being done in preparation for the HLC visit, which is scheduled for March 13 and 14, 2017. A team of three to seven people will come to campus for the visit and will meet with various groups. The highlights report and compliance piece are due to HLC eight weeks before the campus visit. Production of the new College catalog has been moved up so that it is available before the visit. There are three possible outcomes from the visit: accreditation, a focus report, or a focus visit.

Mr. Musser suggested considering only printing portions of the catalog that students use and possibly survey students to see what those might be, and Ms. Gerber responded that she will

consider this. Mrs. Gallagher asked if there was information sent out to the press following the HLC visit, noting that so often the public is not aware of the visit. Ms. Kuberski reported that the College has some very good AQIP projects going on that could be submitted for a press release. Ms. Kuberski also handed out and reviewed enrollments in new programs.

*New Laws and Policy Implications (Handouts #4 and #5)*

Ms. Janssen reviewed the College's policy 4.37 – Controlled Substances (including alcohol) in light of a new liquor control law. At this point the current policy will remain in force. Ms. Janssen will gather information on requests to hold wedding receptions on campus and how many people back away from using the facilities because alcohol is not allowed on campus. This will be discussed at the December retreat. Mr. Hood expressed his belief that once the door is open to allowing alcohol on campus for events, it is difficult to turn people away, and he would also be nervous about the liability issues.

Ms. Janssen also provided trustees with an overview of changes that must be made to the travel reimbursement policy as a result of a new State law. For example, Board travel expenses must be approved in a separate motion, rather than as part of the approval of the monthly bills. There are also other regulations regarding reimbursement of travel expenses and limits, and Mr. Hood expressed his belief that the policy must be written with some flexibility. Ms. Janssen has discussed the new law with Attorney Tim Zollinger. Mr. Endress will bring up this new law at the next ICCTA meeting to see if ICCTA has developed any suggested language.

Ms. Gerber also reported that the Policy Committee is looking at a policy in order to comply with the Preventing Violence in Higher Education Act.

At 10:07 a.m., the Chairperson declared a recess; the meeting resumed at 10:22 a.m.

*Pearl City TIF Request*

Ms. Janssen received a letter from the Village of Pearl City requesting that the College send a letter to Senator Tim Bivins and Representative Brian Stewart in support of extending the life of the Pearl City TIF. Once Ms. Janssen has more information on the request, she will forward it to trustees.

## **BOARD UPDATES**

*Trustee Attendance at Local School Board Meetings*

Ms. Gerber reported that the trustees had previously discussed visiting local school boards, and Mrs. Gallagher had volunteered to assist. There would need to be some advanced preparation so the school board members knew a Highland representative was attending the meeting. Mrs. Gallagher reported that she hears a lot of other trustees in state and national meetings discuss their involvement in their communities, including attending school board meetings. Mr. Endress suggested Ms. Kuberski poll superintendents at the upcoming Regional Superintendents' meeting to see if they are interested. Mr. Hood reported that Mr. Bob Prusator, Superintendent at Dakota School District, has asked to attend the next Highland Board meeting to thank the Board for the College's extra efforts at Dakota. Ms. Zumdahl suggested perhaps the superintendents could be

asked if they would like an update on dual credit, CollegeNOW, or other topics, and then a trustee, student and faculty member could go along to provide information on student success. Mr. Block suggested the presentations be a maximum of five to seven minutes.

### **CLOSED SESSION**

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

At 10:39 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: Block, Endress, Jennings, Zumdahl, Musser, Gallagher, Shockey  
NAYS: None

At 11:09 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**

#### *Contract for Introduction to Humanities Field Trip*

Mr. Block reported that one of the duties and responsibilities of the Board is to approve contracts over \$5,000. A new course fee of \$99 was implemented this fall to cover the cost of field trips for the Introduction to Humanities class. A question was raised by a staff member regarding whether the contract for the student trip, which was just over \$5,000, needed Board approval since funding for the trip was covered by a fee that had been approved by the Board for that purpose. Ms. Grimes discussed this with Mr. Block and Mr. Hood and it was determined that it was not really a "contract" for services but an agreement for the cost of each student attending the tour, which was covered by the course fee. However, Mr. Block wanted trustees to be aware of the expenditure.

**NEW BUSINESS**

Mr. Musser volunteered to be the voting delegate for the Association of Community College Trustees Annual Leadership Congress, and Mrs. Gallagher agreed to be the alternate delegate. The Board will take action on the recommendation at the September regular Board meeting.

Following discussion, it was determined that a recommendation will be presented to trustees at the September regular Board meeting to move the October Board meeting from October 18 to October 25.

**ADJOURNMENT**

Mr. Musser moved and Dr. Jennings seconded the motion to adjourn the meeting. At 11:18 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