

**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 4:00 p.m. on May 15, 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: Mr. David Shockey, Mr. Doug Block, Mr. Jim Endress, Mr. Blake Musser, Ms. Pennie Groezinger, and Ms. Erin Schrader

The following members were absent: Mrs. Diane Gallagher, Dr. Steve Jennings

Also present: Mr. Tim Hood, President (departed 6:18 p.m.); Ms. Chris Kuberski, Executive Vice President (departed 6:16 p.m.); Ms. Jill Janssen, Vice President, Administrative Services (departed 6:16 p.m.); Ms. Liz Gerber, Vice President, Student Development & Support Services (departed 6:16 p.m.); Ms. Rose Ferguson, Associate Vice President, Human Resources (departed 6:16 p.m.); Mr. Bill Lucio, Faculty (departed 4:13 p.m.); Mr. Alan Nowicki, Faculty (departed 5:09 p.m.); Mr. Scott Anderson, Dean, Business & Technology (departed 5:09 p.m.); Ms. Kate Perkins, Faculty Senate President (departed 5:09 p.m.); Mr. Evan Talbert, Faculty (departed 5:09 p.m.); Ms. Michelle Johnson, Student (departed 4:13 p.m.); Mr. Pete Fink, Director, Information Technology Services (departed 5:09 p.m.); Ms. Alyssa Johnson, Student (departed 4:13 p.m.); Mr. Josh Naujokas, Student (departed 4:13 p.m.); Ms. Cori Broshous, Coordinator, Testing Center (departed 4:07 p.m.); Ms. Carolyn Petsche, Director, Learning & Transitional Education Services (departed 4:07 p.m.); Ms. Barb Statdfeld, Coordinator, Disability Services (departed 4:07 p.m.); Ms. Stacey Moore, Executive Assistant (departed 4:08 p.m.); Ms. Leanne Grahame, Student Retention Specialist (departed 4:08 p.m.); Ms. Sarah Leif, Coordinator, Upward Bound (departed 4:08 p.m.); Ms. Sarah Goeke, Director, Columbia College Freeport Campus (departed 5:09 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 5:09 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 5:09 p.m.); and Ms. Terri Grimes, Board Secretary

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

Mr. Shockey moved and Mr. Musser seconded the motion to approve the minutes of the April 11, 2018, regular meeting, as presented. The vote being unanimous, the motion carried.

**PUBLIC COMMENTS**

There were no public comments.

## **INTRODUCTIONS**

Ms. Liz Gerber introduced Ms. Sarah Leif, Coordinator of Upward Bound, and Ms. Stacey Moore, Executive Assistant. Ms. Carolyn Petsche introduced Ms. Cari Broshous, Coordinator, Testing Center; Ms. Barb Statfield, Coordinator, Disability Services; and, Ms. Leanne Grahame, Student Retention Specialist.

## **STUDENT FOCUS: FORENSICS TEAM AND MEN'S BOWLING TEAM**

Due to unforeseen circumstances, the men's Bowling team was unable to attend the meeting today. Ms. Kuberski introduced Mr. Bill Lucio, Director of Forensics, who introduced members of Highland's Forensics team, including Ms. Alyssa Johnson, Ms. Michelle Johnson, and Mr. Josh Naujokas. Mr. Lucio reported that over 50 schools from 17 states competed at the national forensics tournament, during which time Ms. Alyssa Johnson took home a bronze plaque (third place) in Prose Interpretation. The team members each discussed what they gained from participating on the Forensics team, including familial ties, bonding with other communities, and learning life skills that they will take with them forever. Mr. Lucio commended the team for their amazing job, noting that he is excited for next year and years to come. He concluded by announcing that Highland will host a forensics tournament on November 9 and 10, which has been dubbed "The Highlander."

## **BUDGET REPORT**

Ms. Janssen has been meeting with budget managers in preparation for the FY19 budget. Budget requests are due to Ms. Janssen by May 25, and budget managers have been asked to link their requests to the strategic plan goals.

## **FOUNDATION REPORT**

Mr. Reinke reported that the Foundation has secured a \$100,000 gift for the Ag program, of which \$60,000 will be used to erect a post frame building, with the remaining \$40,000 going to the Ag Case for Support. In addition to the \$100,000 donation, a three-year ask has been made for \$1 million, of which \$150,000 would go to the Ag program. To date, approximately \$300,000 has been donated for Ag. Mr. Reinke is working with Mr. Hood and Core Cabinet to identify College-wide needs, and there should be more definition of those needs by the next Board meeting. Corporate partnerships currently stand at \$96,000, compared to \$41,000 last year. There is approximately \$13,000 in pending commitments or asks, which will be split between the Shindig and golf outing. Currently there are 96 golfers committed to the golf outing out of the 144 maximum, including six new foursomes. Mr. Reinke reviewed the three categories of revenue: Fundraising, which is projected to be \$225,000; Unrestricted Gift Revenue, projected to be \$285,000; and, Restricted Revenue, projected to be \$274,000. Mr. Reinke reminded trustees of the Shindig, which is scheduled for September 29. Mr. Block thanked Mr. Reinke for his report and asked that trustees let him, Mr. Hood, or Mr. Reinke know if additional information is needed.

**CONSENT ITEMS**

A. Academic (None)

B. Administration (None)

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

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

Whereupon the Chairperson declared the motion carried.

**MAIN MOTIONS**

A. Academic

1. Highland Community College and Northern Illinois University Degree Completion Agreement for Hospitality Management

Mr. Musser moved and Ms. Groezinger seconded the motion to approve the degree completion agreement for Hospitality Management, as presented, to support the seamless transition of Highland students completing their Associate of Applied Science degree program at Highland to Northern Illinois University for completion of a Bachelor of Science (B.S.) in Hospitality and Tourism Management. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

B. Administration

1. First Reading – Revised Policy 5.14: Inventory

Mr. Musser moved and Mr. Endress seconded the motion to approve for first reading revised policy 5.14 Inventory, as presented. The policy is included in Chapter V, Finance, of the Policy Manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. First Reading – Revised and Unchanged Policies: Policy Manual Chapter I – Board of Trustees

Mr. Shockey moved and Ms. Groezinger seconded the motion to approve for first reading revised policies in Chapter I of the Policy Manual and reaffirm for first reading the unchanged policies in Chapter I of the Policy Manual, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Revised Job Description: Digital Media and Creative Specialist

Mr. Musser moved and Mr. Endress seconded the motion to approve the revised job description for Digital Media and Creative Specialist, as presented, with placement remaining at range 42 on the Highland Salary Range Table. This is a non-exempt support staff position and is included in the FY18 College budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Revised Job Description: Vice President, Business, Technology and Community Programs

Mr. Shockey moved and Mr. Musser seconded the motion to approve the revised job description for Vice President, Business, Technology and Community Programs, as presented. This continues to be an exempt administrative position with placement at range 75 on the Highland Salary Range Table. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Appointment: Nursing Instructor

Mr. Musser moved and Mr. Shockey seconded the motion to approve the appointment of Ms. Stephanie Eymann as full-time Nursing Instructor in the

Nursing Department beginning August 16, 2018, at a FY19 salary of \$67,664 (based on PhD+0, 0 years' experience), plus appropriate fringe benefits. This is a full-time faculty position and is within the FY18 budget. This appointment is contingent on Ms. Eymann obtaining her Doctorate of Nursing Practice no later than December 1, 2018. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

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

Mr. Endress moved and Mr. Musser seconded the motion to take from the table and 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 July 1 and for the next 12 months, 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. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Maintenance and Services Agreement Renewal and Lease Contract for Copier Equipment, Service, Support and PaperCut Printing Software Licenses  
Mr. Musser moved and Mr. Endress seconded the motion to approve the 60-month maintenance and services agreement renewal and municipal lease contract with Marco Technologies LLC, as presented, for copier equipment, service, support, and PaperCut printing software licenses at a total minimum cost of \$188,700, plus per page overages outlined in the contract. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Payment of Bills and Agency Fund Report  
Mr. Endress moved and Mr. Musser seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the April 2018 bills, including Board travel, in the amount of \$652,135.27, Automated Clearing House (ACH) debits W0000468 through W0000471 amounting to \$9,398.08, Other Debits D0000078 amounting to \$40.19, and Electronic Refunds of \$313,376.66, with 3 adjustments of \$1,522.30, such warrants amounting to \$973,427.90. Transfers of funds for payroll amounted to \$551,988.79. Mr. Endress noted that the bills also include his travel reimbursement, as well as travel reimbursement for Mrs. Gallagher. The roll call on the motion was as follows:

AYES: Groezinger, Shockey, Block, Endress, Musser, 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 noted that the deficit has increased but the first installment of this year's property tax revenue has not yet been received.

### Student Trustee

Ms. Schrader reported that Student Senate held many end-of-year activities and is looking to attend a leadership conference to benefit those Student Senate members who are continuing next academic year.

### Audit & Finance Committee Co-Chairs

Mr. Musser reminded trustees of the Audit & Finance Committee meeting on June 6, 2018, at 2:00 p.m.

### ICCTA Representative

Mr. Endress reported that ICCTA met in Springfield in April and recommended a slate of officers. A recommendation was also made to increase ICCTA dues by one percent, as well as a new \$100 annual flat fee to cover the costs of providing mandated trustee leadership training for which ICCTA currently charges community colleges. Mr. Endress met with the Senate Chair and Minority Leader of Higher Education during ICCTA Lobby Day, as well as the respective chairs of the House and Senate Appropriations Committees. ICCTA Lobby Day priorities included the budget, Monetary Award Program (MAP) funding, and the ability for community colleges to offer the BSN degree. Mr. Endress left information for State Representatives Tony McCombie and Brian Stewart, and met with State Senator Neal Anderson, who informed Mr. Endress that he will be in Savanna the first part of June. Mr. Endress suggested that perhaps he and others try to meet with Senator Anderson while Senator Anderson is in Savanna. During Lobby Day, Senator Tim Bivins indicated to Mr. Endress that he would be willing to cosponsor the BSN bill because of the benefit it will have to both Sauk Valley and Highland. The bill has been scaled back to only include Lewis and Clark Community College to begin with. The biggest opponents of the bill are DePaul University and Loyola University, not state universities. In addition, the Chair of the Illinois Board of Higher Education has indicated he opposes the bill, although he would support community colleges offering a BS in occupational therapy and respiratory therapy. Mr. Endress concluded his remarks by announcing that ICCTA's annual meeting will take place on June 1 and 2 in Springfield.

### Board Chair

Mr. Block stated that there was a great introduction of employees and students earlier in the meeting, and this is the result of hard work by faculty, administration, staff, and the Foundation. He thanked all involved.

### Administration

Ms. Kuberski announced that the College is in the cycle of the ICCB Recognition Report, which was submitted a week ahead of the deadline. This will be a desk audit and ICCB will randomly ask for schedules, syllabi, faculty qualifications, and other documents from Finance, Financial Aid, Student Services, and Enrollment & Records in order to ensure the College is in compliance. The General Education Assessment Committee met earlier this week and identified tools for each of the three institutional outcomes. The goal is to have 150 Critical Thinking and 150 Quantitative Literacy surveys completed by students; however, at this point, only 20 and 11 students have completed the surveys, respectively. The information gained from the surveys will be shared with faculty at Opening Days. Program and course level assessment reports are due to be completed by May 24. Ms. Kuberski expressed her belief that faculty have driven the assessment process and persisted, and their efforts will shine through when the HLC report and visit are completed next year.

Ms. Janssen reported that the solar advisory group continues to meet and has identified some agencies where they may obtain expert help to identify financial models and develop an RFP. Mr. Endress recently joined the committee, taking former Student Trustee Ms. Abby Endress' place.

Ms. Ferguson announced that the State Universities Retirement System (SURS) Money Purchase Factors are changing effective July 2, 2019, and information has been sent to all faculty and staff encouraging them to look at the impact on their individual situation.

Ms. Gerber reported that Strategic Enrollment Management is working through a series of meetings to set targets for recruitment, retention, persistence, and completion, and she will follow-up with an email to trustees with additional details. Student Services is finishing up a number of recruitment activities, including Top Scholars, Quick Starts, and scholarship presentation events.

Mr. Anderson reported that student Anthony "Truck" Jackson received an Auto Collision Repair scholarship in the amount of \$2,000 plus tools. This is the fourth year in a row that a Highland student has received the scholarship. In addition, the program continues to receive donations of vehicles for students to work on. A robotics arm has been purchased for the Mechatronics program, and Mr. Anderson is working on an accelerated Industrial Maintenance program. Mr. Steve Gellings will be working with the focused, accelerated program.

Mr. Hood reported that many Highland alums are doing remarkable things, and he wants to promote the Alumni Association and stay connected to our alums. The College has a new partnership with Mastermind, which meets one Saturday per month at 6:00 a.m. with approximately 30 to 40 in attendance. Highland will partner with Highland alum Mr. Emarc Malavolti and others to cosponsor a Mastermind conference on June 9, and this will be the biggest Lifelong Learning class to date. Mr. Hood noted that there are many students to recognize, including our competitive Ag students, the men's Bowling team, and Bailey Frank, the winner of the Jane Addams Essay Contest. Mr. Hood thanked Ms. Kay Ostberg and the Humanities, Social Sciences, and Fine Arts department for putting on the essay contest. The College currently has more student-athletes than ever before, and the students are excelling both academically and athletically. The College will have another phenomenal Summerset Theatre production this summer with performances rivaling shows in Chicago, New York, and Los Angeles. Mr. Hood attended a cosmetology event, which showcased the abilities of our students. He concluded his remarks by noting that the College has much to be thankful for and celebrate, and he thanked the Board for supporting the good work.

## **OLD BUSINESS**

### **Faculty Senate Report**

Ms. Kate Perkins reported that this will be her last Faculty Senate report until September. Faculty Senate will sponsor a continental breakfast and coffee before commencement on Saturday in M-120 beginning at 9:00 a.m.

At 5:09 p.m., the Chairperson declared a recess; the meeting resumed at 5:19 p.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: Shockey, Block, Endress, Musser, Groezinger, Schrader  
NAYS: None

At 5:21 p.m., the vote being unanimous, 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: Block, Endress, Musser, Groezinger, Shockey, Schrader  
NAYS: None

At 6:57 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 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: Vice President, Business, Technology and Community Programs  
Mr. Musser moved and Mr. Shockey seconded the motion to approve the appointment of Mr. Scott Anderson as full-time Vice President, Business, Technology and Community Programs beginning May 16, 2018, with an annual salary of \$93,325, plus appropriate fringe benefits for vice presidents. This is a full-time, exempt administrative position and is within the FY18 budget. The roll call on the motion was as follows:
- AYES: Endress, Musser, Groezinger, Shockey, Block, 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
1. Differential: Director of Mass Communication Position  
Mr. Endress moved and Mr. Musser seconded the motion to table the proposal for

the differential for the Director of Mass Communication. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Differential: Assessment Mentor Position

Mr. Musser moved and Ms. Schrader seconded the motion to approve the proposal for the differential for the Assessment Mentor, as presented. This will be a normal differential entered into the Faculty Senate contract, as negotiated. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

NEW BUSINESS

There was no new business.


DATES OF IMPORTANCE

The next regular Board meeting will be held on Tuesday, June 19, 2018, at 4:00 p.m. in the Robert J. Rimington Board Room. Following discussion, it was suggested that the next quarterly Board retreat on June 6, 2018, begin at 8:00 a.m. rather than 8:30 a.m., due to the number of items on the agenda.

ADJOURNMENT

Mr. Musser moved and Ms. Groezinger seconded the motion to adjourn the meeting. At 7:06 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