

**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 4:06 p.m. on June 19, 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, and Ms. Pennie Groezinger

The following members were absent: Dr. Steve Jennings and Ms. Erin Schrader

Also present: Mr. Tim Hood, President (departed 6:25 p.m.; returned 7:21 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.); Mr. Scott Anderson, Vice President, Business, Technology and Community Programs (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.); Dr. Julie Hartman-Linck, Faculty (departed 5:03 p.m.); Ms. Melissa Johnson, Coordinator, Early Childhood Education (departed 4:24 p.m.); Ms. Kate Perkins, Faculty Senate President (departed 5:03 p.m.); Mr. Jim Phillips, Dean, Humanities, Social Sciences, and Fine Arts (arrived 5:14 p.m.; departed 6:09 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 5:03 p.m.); and Ms. Terri Grimes, Board Secretary

**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.

**APPROVAL OF MINUTES**

Mr. Shockey moved and Mr. Endress seconded the motion to approve the minutes of the May 15, 2018, regular meeting, as presented. The vote being unanimous, the motion carried.

**PUBLIC COMMENTS**

There were no public comments.

**INTRODUCTIONS**

There were no introductions.

### **PRESENTATION OF THE JOE AND JENNIFER KANOSKY HCC STUDENT TRUSTEE SCHOLARSHIP**

Ms. Schrader was unable to attend the meeting today so the scholarship presentation by Dr. and Mrs. Joe Kanosky has been postponed until the July regular meeting.

### **BUDGET REPORT**

Ms. Janssen reported that the State has passed a budget and it has been signed by the Governor, which is an unusual situation for this time of year. Based on information Ms. Janssen has received from ICCB, the College will receive \$55,000 more in State funding than in FY18, which equates to a 4.8 percent increase. In addition, the College will receive \$70,100 for Illinois Veterans Grants (IVG). The College received no funding for IVG in FY18, although approximately \$42,000 in expenses were incurred. With the Governor's budget, the SURS six percent rule has now become the SURS three percent rule. This means that employers are now responsible for pension liability on any increase over three percent during the last four years of an employee's career and would be billed for the lifetime impact. Last week the College received a bill for someone who has retired and will now receive about \$15 more per month in pension, which equated to a \$3,000 bill to the College. Ms. Janssen reported that there is good news on insurance. Medical and dental insurance premiums went up only 1.7 percent, while earlier Ms. Janssen had been told to expect a 12 percent increase. This equates to approximately \$170,000, which helps the budget situation. Budget managers were asked to reduce their budgets by five percent, not including salaries and benefits. A budget work session will be held prior to the July regular meeting. The Audit & Finance Committee is scheduled to meet in July. It is difficult to project, but at this point it looks like the fund balance might be in the 23 percent range at the end of FY18, although this may change with year-end adjustments. There was an unusual level of turnover this fiscal year of at least 10 employees, which had a big impact on the budget. The July Board packet will include more final numbers for FY18. Ms. Janssen and the Solar Advisory Committee participated in a conference call with Midwest Renewable Energy Association, and they will help write a request for proposal (RFP) for the solar project.

### **FOUNDATION REPORT**

Mr. Reinke was unable to attend the meeting today, but requested that Mr. Block remind trustees that if they have not given to the annual campaign, Mr. Reinke would welcome their donation. Over 90 percent of the Foundation board has participated in the fundraising campaign. Mr. Block also asked trustees to be thinking about an auction item that trustees could personally donate as a group for the Shindig. Last year trustees donated money toward a gift certificate to Fried Green Tomatoes in Galena.

### **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

1. Prevailing Rate of Wages  
*Recommendation:* That the Board of Trustees adopts the Resolution, as presented, regarding the prevailing rate of wages.

Mrs. Gallagher moved and Mr. Musser 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  
NAYS: None

Whereupon the Chairperson declared the motion carried.

**MAIN MOTIONS**

A. Academic

1. New Program: Early Childhood Development Online AAS Degree  
Mr. Shockey moved and Ms. Groezinger seconded the motion to approve the new Early Childhood Development Online AAS Degree program, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

B. Administration

1. Second Reading – Revised Policy 5.14: Inventory  
Mr. Endress moved and Mrs. Gallagher seconded the motion to approve for second 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, Gallagher, Shockey, Block  
NAYS: None

Whereupon the Chairperson declared the motion carried.

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

Mr. Musser moved and Ms. Groezinger seconded the motion to approve for second reading revised policies in Chapter I of the Policy Manual and reaffirm for second 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, Gallagher, Shockey, Block, Endress  
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. First Reading – Policy Manual Appendix: Process for Presenting New Policies/Updates to the Policy Review Committee

Mr. Endress moved and Mr. Musser seconded the motion to affirm for first reading the appendix to the Policy Manual, Process for Presenting New Policies/Updates to Policy Review Committee, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. First Reading – Revised Policy Manual Appendix: College-Authorized Security Cameras Acceptable Use Guidelines

Mr. Shockey moved and Mr. Musser seconded the motion to approve for first reading the revised appendix to the Policy Manual, College-Authorized Security Cameras Acceptable Use Guidelines, as presented. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

C. Personnel

1. Appointment: Earth Sciences and Geography Instructor

Mrs. Gallagher moved and Mr. Musser seconded the motion to approve the appointment of Mr. Steve Curran as full-time Earth Sciences and Geography Instructor in the Natural Science and Mathematics Department beginning August 16, 2018, at a FY19 salary of \$66,243 (based on MS+0, 7 years' experience), plus appropriate fringe benefits. This is a full-time faculty position and is within the FY19 budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Interfund Transfer from the Restricted Purposes Fund to the Operating Fund  
Mr. Musser moved and Mrs. Gallagher seconded the motion to approve the transfer of \$18,581 from the Restricted Purposes Fund to the Operating Fund. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Health Insurance Rates and Health Savings Account Option  
Mr. Musser moved and Mrs. Gallagher seconded the motion to establish the following monthly rates for medical, dental, and vision insurance during FY19 under a fully-insured health plan as listed below.

Medical (Blue Cross Blue Shield PPO Plan):

Employee Only	\$ 838.95	Retiree Only	\$ 838.95
Family Plan	\$2,097.35	Retiree with Family Plan	\$2,097.35

Medical (Blue Cross Blue Shield HDHP Plan):

Employee Only	\$ 772.03	Retiree Only	\$ 772.03
Family Plan	\$1,930.03	Retiree with Family Plan	\$1,930.03

Dental (Blue Cross Blue Shield):

Employee Only	\$ 30.86	Retiree Only	\$ 30.86
Employee + Spouse	\$ 62.77	Retiree + Spouse	\$ 62.77
Employee + Child(ren)	\$ 64.80	Retiree + Child(ren)	\$ 64.80
Family Plan	\$ 115.71	Retiree with Family Plan	\$ 115.71

Vision (Blue Cross Blue Shield):

Employee Only	\$ 7.80	Retiree Only	\$ 7.80
Employee + Spouse	\$ 14.83	Retiree + Spouse	\$ 14.83
Employee + Child(ren)	\$ 15.61	Retiree + Child(ren)	\$ 15.61
Family	\$ 22.95	Retiree with Family	\$ 22.95

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Intercollegiate Athletic Insurance

Mrs. Gallagher moved and Ms. Groezinger seconded the motion to authorize President Tim Hood to accept the proposal from First Agency for an insurance program as follows: intercollegiate accident and intercollegiate catastrophic at an annual premium not to exceed \$43,088. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Property and Liability Insurance

Mr. Endress moved and Mr. Shockey seconded the motion to authorize President Tim Hood to accept the proposal from the Illinois Counties Risk Management Trust (ICRMT) for an insurance program as follows: Property, Auto, General, Liability, Educator's Legal Liability, and Umbrella at an annual premium not to exceed \$122,380. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. 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 May 2018 bills, including Board travel, in the amount of \$965,091.28, Automated Clearing House (ACH) debits W0000472 through W0000476 amounting to \$10,243.96, Other Debits D0000079 through D0000081 amounting to \$35,929.83, and Electronic Refunds of \$3,737.93, with 4 adjustments of \$2,266.10, such warrants amounting to \$1,012,736.90. Transfers of funds for payroll amounted to \$582,979.12. The roll call on the motion was as follows:

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

There was no additional report.

### Student Trustee

There was no report.

#### Audit & Finance Committee Co-Chairs

Mrs. Gallagher reported that the proposed date for the Audit & Finance Committee meeting is July 10. Ms. Grimes will follow-up with Mr. Dan Rowe of Wipfli to see if this date works for him.

#### ICCTA Representative

Mr. Endress attended ICCTA's June 1 and 2 annual convention in Springfield, where he received a certificate for his work this past year as President of ICCTA. He spoke with the ICCB Student Advisory Committee and also conducted ICCTA's annual meeting. Ms. Groezinger served on ICCTA's Distinguished Alumnus Award Committee and noted that she was impressed with the nominations. The Honorable Robert Pritchard, State Representative from the 70<sup>th</sup> District, and the Honorable Pat McGuire, State Senator from the 43<sup>rd</sup> District, were each recognized at the convention, and Senator McGuire mentioned ICCTA's lobbyists and the impact they have on decisions made. At the ICCTA meeting, the SURS changes were discussed, and Mr. Endress also attended a SURS presentation on June 1. SURS is still trying to figure out how the new three percent rule, which is onerous, will be implemented. Last year, the six percent rule generated \$1 million for the State budget, and it is projected that the three percent rule will generate \$22 million. Mr. Endress believes the State is working on transferring the pension contributions to educational institutions without really saying that. He concluded his report by noting that, as ICCTA President, ICCTA paid for his hotel room for the two nights he was at the conference, so there was no hotel cost to the College. Mr. Shockey stated that the Board owes Mr. Endress a debt of gratitude for serving as ICCTA President and asked for a round of applause in Mr. Endress' honor.

#### Board Chair

Mr. Block reported that he calls Dr. Steve Jennings weekly, and Dr. Jennings is always very upbeat and optimistic. He had hoped to attend today's meeting but was unable to do so.

#### Administration

Ms. Kuberski reported that tenth day enrollment numbers showed that credit hours were up 3.5 percent, while head count was down 2.3 percent. Fall credit hours are currently down about two percent, while head count is up .1 percent, although a drop for nonpayment has not yet been done. The prime conversation at the chief academic officers' retreat was on dual credit and the Dual Credit Quality Act. The College received an extension from the Higher Learning Commission for dual credit qualifications, so we are in compliance and are doing all the things that the law says we must do. If high schools ask for general education classes that are in the Illinois Articulation Initiative (IAI), we have to offer them, but Ms. Kuberski believes we have a means to do so. The General Education Assessment committee met today. The first round of data has been collected and it is being reviewed to make changes to get more students to complete the surveys next year. The Accreditation Committee met and created a report time line. The draft of the HLC report should be ready for committee review by January 1, 2019. The report must be submitted by March 1, so Ms. Kuberski and the committee are trying to find ways to ensure that the data will be available by the end of the semester when the visit is complete. Faculty are to be commended for the incredible amount of work they are doing and for taking ownership of assessment.

Ms. Janssen reported that the Emergency Response Team met to review the College Emergency Operations Plan, which must be reviewed annually and submitted to ICCB. The Emergency

Response Team will go through a required tabletop exercise tomorrow with representatives of the Stephenson County Emergency Response Team. Mr. Hood noted that Ms. Janssen has done a remarkable job of stewarding our emergency response and the College is better prepared.

Ms. Ferguson reported that she has received very few responses to a question posted on the HR listserv regarding the SURS three percent rule. Hopefully legislators will amend the rule to address overload, part-time faculty, promotions, etc. The SURS year runs September 1 through August 31.

Mr. Anderson commended the HR department for doing a great job with recent searches, noting that the quality of that work continues to shine. Work is underway on the College's sidewalks. Eight students are registered in the Thomson welding cohort, and Mr. Anderson has been having lunch with them. They are each taking 10 credit hours this summer, and everything is going well. They are on campus from 9:00 a.m. to 2:00 p.m. five days per week, and they have expressed disappointment that there will be a break in classes from August 2 through August 20. Mr. Anderson expressed his belief that this is a great partnership.

Mr. Hood reported that credit hours will continue to go up, raising the bar. Hats off to faculty and administration for looking at when to schedule classes. Mr. Hood noted that the goal with Lifelong Learning is to take it to a higher level. Data suggests that the College will average over 400 Lifelong students per semester or 900 per academic year. Three years ago the numbers were around 100 per year, which is an 800 percent increase for Lifelong Learning over the last few years. Mr. Hood credited Mr. Anderson and Ms. Joan Miller for doing a lot of behind the scenes work to bring this to fruition. Lifelong Learning is a close sibling of the Business Institute and customized workforce training. The recent daylong Mastermind conference had 68 paid participants. Those attending received one-half credit hour for their work. This is the single largest enrollment for any one Lifelong Learning class and participation will continue for years to come. Mr. Musser stated that it was very invigorating to see the diverse group of participants who were interested in entrepreneurship, from service to widgets. The College will continue to partner with Mastermind for monthly classes, and Mr. Hood will send more information about the upcoming meeting date. A certificate will be put together for a series of upcoming programs. Mrs. Gallagher asked about having Lifelong Learning classes in Jo Daviess County, perhaps at the Jo Daviess-Carroll Area Vocational Center. Mr. Hood reported that he will co-teach a cooking class at Woodbine Bend this summer, and Lake Carroll has asked him to also teach a class at their location.

### **OLD BUSINESS**

There was no old business.

At 5:03 p.m., the Chairperson declared a recess; the meeting resumed at 5:14 p.m.

### **CLOSED SESSION**

Mr. Shockey moved and Mr. Endress 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; 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; and, the semi-annual review of Closed Session minutes and tapes, 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, Gallagher  
NAYS: None

At 5:16 p.m., the vote being unanimous, the Chairperson declared the motion carried and the meeting in Closed Session.

Mrs. Gallagher moved and Ms. Groezinger seconded the motion to end the Closed Session. The roll call on the motion was as follows:

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

At 7:21 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

No action was necessary.

- 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.

- C. Semi-annual Review of All Closed Session Minutes and Tapes

Mr. Musser moved and Ms. Groezinger seconded the motion that the Closed Session minutes, which were previously closed, remain closed at this time and unavailable for public inspection and that the audio recordings from the following Closed Sessions be destroyed at this time, pursuant to the Open Meetings Act: June 21, 2016; July 19, 2016 (two meetings); August 16, 2016; September 7, 2016; September 27, 2016; October 25, 2016; November 15, 2016; and, December 7, 2016. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

### NEW BUSINESS

Trustees discussed the start time for the July 17 Board retreat. It was suggested that Mr. Block and Ms. Grimes review the agenda and determine a start time based on agenda items.

Mr. Hood suggested that trustees consider a recommendation at the July regular meeting to increase the salaries of non-union classified, professional, and administrative employees by two percent. This would not include Mr. Hood and Ms. Kuberski. Mr. Hood reported that Ms. Janssen and Ms. Ferguson looked at what other community colleges are doing regarding salary increases. The College's fiscal situation is better and there have been morale issues with staff not receiving a raise for a couple years in a row. A recommendation will be presented to trustees for approval at the July 17 regular meeting. Mr. Hood also reminded trustees that the Custodial/Maintenance union reserved the right to reopen negotiations if others received raises.

Mr. Endress reminded trustees that Student Trustee Erin Schrader plays the part of Dorothy in the upcoming performances of the Wizard of Oz.

### DATES OF IMPORTANCE

The next regular Board meeting will be held on Tuesday, July 17, 2018, at 4:00 p.m. in the Robert J. Rimington Board Room.

### ADJOURNMENT

Mr. Musser moved and Mr. Endress seconded the motion to adjourn the meeting. At 7:36 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