

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 July 17, 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, Dr. Steve Jennings, Mr. Blake Musser, Ms. Pennie Groezinger, and Ms. Erin Schrader

The following members were absent: None

Also present: Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President; Ms. Jill Janssen, Vice President, Administrative Services; Mr. Scott Anderson, Vice President, Business, Technology and Community Programs; Ms. Liz Gerber, Vice President, Student Development & Support Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Mr. Steve Mihina, Faculty (departed 4:38 p.m.); Dr. Joe Kanosky, President Emeritus (departed 4:12 p.m.); Mrs. Jennifer Kanosky, Community Member (departed 4:12 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 4:25 p.m.); Mr. Mark Lincicum, Receiving/ Shipping/Warehouse Clerk (departed 4:09 p.m.); Ms. Jane Lethlean, Communication Specialist (departed 4:13 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations; and Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

Mr. Shockey moved and Mr. Endress 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 June 19, 2018, regular meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

Dr. Joe Kanosky, President Emeritus, provided public comments, congratulating and commending Mr. Endress on his year as President of the Illinois Community College Trustees Association (ICCTA) and the fine job he did at the ICCTA annual meeting.

INTRODUCTIONS

Mr. Anderson introduced Mr. Mark Lincicum, new Receiving/Shipping/Warehouse Clerk.

PRESENTATION OF THE JOE AND JENNIFER KANOSKY HCC STUDENT TRUSTEE SCHOLARSHIP

Dr. and Mrs. Kanosky presented the Joe and Jennifer Kanosky HCC Student Trustee Scholarship to Ms. Schrader. Ms. Schrader is the third recipient of the scholarship, which recognizes and rewards students. Dr. Kanosky expressed his hope that the scholarship will help Ms. Schrader serve students. He encouraged Ms. Schrader to take the opportunity to go to Springfield and represent the College on the Illinois Community College Board's Student Advisory Committee (ICCB-SAC). Dr. and Mrs. Kanosky are unable to attend the Foundation's scholarship event in September, so they wanted to take this opportunity to congratulate Ms. Schrader personally at today's meeting.

FOUNDATION REPORT

Mr. Jeff Reinke presented the Foundation report. He noted that FY18 total revenue for the Foundation was just over \$1.2 million, approximately \$230,000 over the budgeted goal of \$979,000, and almost \$400,000 more than the previous year. The Foundation's annual Leadership Golf Outing had 136 golfers and generated \$45,000, or \$15,000 more than last year. Currently there are 32 corporate partners, which have generated \$102,000 in corporate income, and a goal for corporate partnerships for FY19 has been established at \$200,000. A \$1 million lead gift was recently secured, with \$350,000 being given each of three years. The first \$150,000 will go toward the Ag Case for Support. The Ag campaign is still going strong and has raised \$270,000 of the \$570,000 goal, which Mr. Reinke hopes will be raised by the end of December. The Farm to Table dinner is scheduled for Thursday, September 13, at the Keith Hinrichs farm. Mr. Reinke reported that he and Mr. Hood cooked fish for Mr. Hinrichs and his farm staff recently, which was well received. The Foundation's Shindig is scheduled for Saturday, September 29, at the home of Mrs. Janey Morse. Mr. Reinke hopes to engage student groups in helping with the event, and he will be reaching out to department heads for auction items. There will be a live link to an online registration and bidding service this year, so bids may be made over the phone. Mr. Reinke noted that Mr. Musser was featured on the first alumni appeal and he would like to have an additional appeal, hoping to create an alumni scholarship. The goal is to raise \$25,000. He also believes there is potential with athletics. He would like to do an annual campaign and an employee appeal and will work with Mr. Hood and Core Cabinet to make that happen. Mr. Reinke is working on the Case for Support. The Foundation's Development and Executive Committees will meet this week. Five new Foundation board members have been added, including Ms. Jolene Bohnsack of Forrester State Bank, a Highland alum who lives in Warren. The Foundation board retreat is scheduled for Thursday, October 25. The goal of the retreat is to put together a three to five year strategic development plan, and Mr. Reinke is currently working with consultants to get out request for proposals. Mrs. Gallagher noted that she is proud to see so many faculty who have started scholarships through the Foundation, and she asked if Foundation staff go back to the scholarship donors to see if they would consider increasing the scholarship amount. Mr. Reinke reported that the donors who have potential to increase their scholarships have been contacted. Approximately \$393,000 in scholarships will be distributed this fall.

CONSENT ITEMS

A. Academic

1. Curriculum & Instruction Committee Report

Recommendation: That the report of the course and curriculum changes for the July 1, 2017 through June 30, 2018 period be approved, as presented.

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 and Summer semesters of 2018.

D. Financial (None)

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

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

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

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

Mr. Musser moved and Mrs. Gallagher seconded the motion to affirm for second 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: Block, Endress, Jennings, Musser, Groezinger, Gallagher,
Shockey, Schrader
NAYS: None

Whereupon the Chairperson declared the motion carried.

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

Mr. Musser moved and Mr. Shockey seconded the motion to approve for second 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: Endress, Jennings, Musser, Groezinger, Gallagher,
Shockey, Block, Schrader
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. First Reading – New Policy 3.081: College Credit for Military Training/Experience

Dr. Jennings moved and Ms. Groezinger seconded the motion to approve for first reading new policy 3.081, College Credit for Military Training/Experience, as presented. The policy is proposed for inclusion in Chapter III, Student, of the Policy Manual. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. First Reading – Policy Manual Policy on Policies

Mr. Musser moved and Mr. Shockey seconded the motion to affirm for first reading the Policy on Policies chapter of the Policy Manual, which is unchanged. The roll call on the motion was as follows:

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

The vote being seven ayes and one nay, the Chairperson declared the motion carried.

C. Personnel

1. Differential: Director of Mass Communication Position

Mr. Musser moved and Dr. Jennings seconded the motion to take from the table and approve the proposal for the differential for the Director of Mass Communication, 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, Gallagher, Block, Endress, Jennings, Musser,
Schrader
NAYS: Shockey

The vote being seven ayes and one nay, the Chairperson declared the motion carried.

2. Appointment: Transfer Coordinator/Academic Advisor, Project Succeed
Dr. Jennings moved and Mr. Musser seconded the motion to approve the appointment of Mr. Wesley Bertram as Transfer Coordinator/Academic Advisor, Project Succeed, beginning June 21, 2018, at an annual salary of \$35,000, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY18 Project Succeed grant budget. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Approval of Salary Increases for Administrative, Professional, and Classified Non-Union Staff
Mrs. Gallagher moved and Mr. Musser seconded the motion to approve an FY19 salary increase for eligible administrative, professional, and classified non-union staff in an amount of 2.0% of an individual's FY18 pay rate effective at the start of the FY19 pay cycle.

It was noted that this increase is separate from the compensation study and will cost approximately \$64,000. This increase does not include the Executive Vice President or President.

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Tentative Budget for Fiscal Year 2019

Dr. Jennings moved and Mr. Endress seconded the motion to approve the following Resolution regarding a Tentative Budget for 2018-2019 and setting the public hearing date thereon for September 18, 2018.

RESOLUTION: Be it resolved that the Tentative Budget for the fiscal year 2018-2019 be conveniently made available for public inspection after this date through September 18, 2018, and furthermore, that public notice be given of such hearing date at least 30 days prior to date of Public Hearing.

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Payment of Bills and Agency Fund Report

Mrs. Gallagher 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 June 2018 bills, including Board travel, in the amount of \$838,728.40, Automated Clearing House (ACH) debits W0000477 through W0000480 amounting to \$10,669.80, Other Debits D0000082 amounting to \$39.15, and Electronic Refunds of \$4,646.15, with 2 adjustments of \$80.00, such warrants amounting to \$854,003.50. Transfers of funds for payroll amounted to \$506,628.96. The roll call on the motion was as follows:

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

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

REPORTS

Treasurer's Report: Comparison of Budget with End-of-Year Projections

Ms. Janssen will follow-up on questions from the Board retreat via email.

Student Trustee

There was no report.

Audit & Finance Committee Co-Chairs

The Audit and Finance Committee will meet on August 2. Mrs. Gallagher also noted that there

is a Netflix movie called “All the Queen’s Horses,” which details the Rita Crundwell fraud case in Dixon, Illinois.

ICCTA Representative

Mr. Endress reported that an email was sent out the first part of July announcing the new ICCTA officers. The ICCTA Executive Committee retreat will be held on August 3 and 4 in Moline at Black Hawk College.

Board Chair

There was no report.

Administration

Mr. Anderson reported that Business Institute staff are excited about the IMAP program, which has been an interest of employers. The Ag program is doing well, and sidewalk replacement is progressing. Lifelong Learning will add a part-time position. Ms. Joan Miller has done a lot of work with the program and is excited about growing the area. Mrs. Gallagher expressed concerns about the user friendliness of the website to sign up for Lifelong Learning classes. Ms. Leslie Schmidt reported that the International Preservation Studies Center website content was approved yesterday so it should be going up in the next couple weeks. Ms. Groezinger expressed disappointment in the International Preservation Studies Program, noting that she would have thought there would be more classes scheduled. Mr. Hood reported that a meeting was held yesterday and some programs have “made.” He will send out an update on things that are in motion with IPSC, including newsletters and upcoming classes. He noted that it took much longer to consummate the agreement and get items moved to campus, and the program is now on a much more aggressive schedule.

Ms. Kuberski reported that the Higher Learning Commission visit is scheduled for April 29 and 30, 2019. She believes the peer reviewers will want to meet with trustees on the 29th. In preparation for the visit, the Accreditation Committee has completed a report timeline, and assessment information will be shared with them. The Accreditation Committee is also preparing for the year four visit in 2021, so they have started thinking about that and the key people who need to be involved. It is a challenge that we have an intense focus visit this next academic year and are gathering assurance evidence, but at this point we are in a good place. Dr. Jennings suggested that at the March 2019 retreat, trustees be given a one-hour workshop in preparation for the visit in April. Ms. Kuberski also reported that the ICCB Recognition report has been submitted and ICCB representatives will be coming to campus on September 5 and 6 to do an audit of credit hours. Admissions & Records and Institutional Research staff will be working to get ready for the audit.

Ms. Janssen stated that the auditors will be here on Monday. The Emergency Response Team will complete ALICE training with Sergeant Bob Sutter, and two other classes of 30 each have been opened up for faculty and staff. Ms. Groezinger asked Ms. Janssen if the College has GPS systems on fleet vehicles. She noted that in case there was an emergency event, the College would know where the fleet vehicle was located. Ms. Groezinger explained that Pearl City Elevator implemented using GPS systems on their fleet vehicles and receive a five percent discount on their insurance. Ms. Janssen will investigate GPS systems and report back.

Ms. Ferguson reported that a lot of custodial positions have been closed and opened due to the domino effect when current employees take another shift at the College. She stated that in her administrative report she noted that three exit interviews were completed, and the three former employees were Mr. Arnie Clark, Mr. James Morgan, and Ms. Kathy Zellweger.

Ms. Gerber announced that direct mail pieces will be going out for New Student Orientation and Express Registration. The Lifelong Learning mailer will be out July 23 and will be mailed to around 60,000 households. The mailer has a new, refreshed look. Ms. Gerber also sent around copies of the Farm to Table flier.

Mr. Hood reported that Ms. Joan Miller will continue to handle a lot of Lifelong Learning tasks even when a new part-time person is hired. He also acknowledged the help of Mr. Anderson with Lifelong Learning. Mr. Hood and Mr. Anderson met with MetLife representatives and toured their facility. The College will be partnering with MetLife for training and development under the Business Institute and training umbrella. A certificate will be proposed to ICCB and possibly a degree at a later time. This partnership will have mutually beneficial outcomes. Mr. Hood reported that both the Wizard of Oz and Ms. Schrader's performance as Dorothy were phenomenal and raised the bar once again. On July 24, the College will host a German theatrical group, and Mr. Hood will present a certificate of commendation to the group, as will the City of Freeport. Opportunities for housing are still available for members of the group, and trustees were encouraged to let Mr. Hood or Mr. Jeff DeLay know if they would like to house some of the German visitors. A fish fry will be held on campus on July 24 for faculty and staff. Mr. Hood will prepare the fish, and side dishes and drinks may be purchased in the cafeteria. He believes that this will be a good morale booster for faculty and staff.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Mrs. Gallagher encouraged trustees to go to the ACCT website and click on "In the Know" to listen to various podcasts. There are many podcasts on the "Me Too" movement, as well as industry recognized certifications, accreditation, and others. She also noted that the AACC website is up-to-date on the latest congressional news.

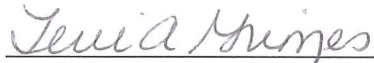
DATES OF IMPORTANCE

Due to schedule conflicts, the regular August meeting has been cancelled, however, a special meeting will be held on August 14. The next regular Board meeting will be held on Tuesday, September 18, 2018, at 4:00 p.m. in the Robert J. Rimington Board Room.

ADJOURNMENT

Dr. Jennings moved and Mr. Musser seconded the motion to adjourn the meeting. At 5:06 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