

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 4:01 p.m. on September 18, 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, Ms. Pennie Groezinger, and Ms. Erin Schrader

The following members were absent: Dr. Steve Jennings

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; Ms. Patty James, Coordinator, Lifelong Learning (departed 4:06 p.m.); Dr. Julie Hartman-Linck, Faculty (departed 5:25 p.m.); Ms. Cristina Sztterensus, Faculty (departed 5:25 p.m.); Ms. Carol Wilhelms, Faculty (departed 5:25 p.m.); Dr. Jen Grobe, Associate Dean, Nursing & Allied Health (departed 4:44 p.m.); Ms. Kate Perkins, Faculty (departed 5:25 p.m.; returned 5:47 p.m.); Mr. Steve Mihina, Faculty (departed 4:46 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 4:27 p.m.); Ms. Leslie Schmidt, Director, Marketing & Community Relations (departed 5:25 p.m.); Ms. Sarah Leif, Coordinator, Upward Bound (departed 4:27 p.m.); Ms. Dulce Lopez, Upward Bound Academic Coach (departed 4:27 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.

PUBLIC HEARING CONCERNING THE 2018 – 2019 BUDGET

At 4:02 p.m., Mr. Block stated that the next item on the agenda would be a Public Hearing to receive public comments on the 2018 – 2019 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 2018 – 2019 budget, and there were none. He then asked if the Board Secretary had received any written testimony concerning the 2018 – 2019 budget, and Ms. Grimes indicated that there was none. Mr. Block asked if there was any oral testimony or public comments concerning the 2018 – 2019 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 2018 – 2019 budget.

Mr. Shockey moved and Mr. Musser seconded the motion that the Public Hearing on the 2018 – 2019 budget be finally adjourned. The roll call on the motion was as follows:

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

At 4:03 p.m., the Chairperson declared the motion carried and the Public Hearing on the 2018 – 2019 budget finally adjourned.

APPROVAL OF MINUTES

Mr. Endress moved and Ms. Groezinger seconded the motion to approve the minutes of the July 17, 2018 Board retreat and budget workshop, July 17, 2018 regular meeting, August 2, 2018, Audit & Finance Committee meeting, and the August 15, 2018, special meeting, as presented. The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

Mr. Anderson introduced Ms. Patty James, new Lifelong Learning Coordinator.

STUDENT FOCUS: UPWARD BOUND SUMMER COLLEGE TOUR

Ms. Gerber introduced Ms. Sarah Leif, Coordinator of Upward Bound, and Ms. Dulce Lopez, Upward Bound Assistant and Academic Coach. Ms. Leif and Ms. Lopez provided an overview of the Upward Bound summer tour, which included visits to many universities and cultural landmarks. While in Georgia, the Upward Bound participants also had the opportunity to attend an Atlanta Braves game.

FOUNDATION REPORT

Mr. Jeff Reinke presented the Foundation report. He reminded trustees of the annual Shindig on Saturday, September 29, noting that currently 420 guests are registered for the event. There will be live and online bidding during the evening, including 45 – 50 silent auction items and many live auction items. The evening will also include live music by a country cover band. Tomorrow morning, WIFR Channel 23 will be on campus for a live remote from 6:00 to 7:00 a.m. and will feature three different locations on campus. The Ag Case for Support is going strong with a goal of \$570,000. Stephenson Service Company has donated a spray applicator simulator and, with the donation of the simulator, around \$400,000 has been raised for Ag. Mr. Reinke highlighted two upcoming Foundation events: the Foundation Board retreat on Thursday, November 1, and the November 8 Distinguished Alumni event at the Freeport Club. A committee is currently reviewing the 18 nominations for Distinguished Alumni that were submitted, and five to seven recipients will be recognized. This event is a chance to show off the

legacy of Highland and recognize the corporate partners. To date, the Foundation has 28 corporate partners.

CONSENT ITEMS

A. Academic (None)

B. Administration

1. Appointment of Voting Delegate and Alternate Delegate to the Association of Community College Trustees 2018 Leadership Congress

Recommendation: That the Board of Trustees approves the appointment of Mrs. Diane Gallagher, Trustee, to serve as the voting delegate at the Association of Community College Trustees (ACCT) 2018 Leadership Congress in New York City, New York, October 23 – 27, 2018. It is further recommended that Mr. Jim Endress, Trustee, serve as the alternate delegate, if Mrs. Gallagher is unable to fulfill her responsibilities at the meeting.

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 Fall semester of 2018.

D. Financial (None)

Mr. Musser moved and Ms. Groezinger seconded the motion to approve the consent items, as presented.

Mr. Endress questioned how the part-time instructor rates affect the SURS three percent rule. Ms. Kuberski reported that she and the deans try to make sure that faculty are consistent in assignments from semester to semester, although part-time instructor rates went up two percent in the Fall. Ms. Ferguson also reported that there is currently a bill in the legislature to change the SURS rule back to six percent.

The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic

1. Highland Community College and Western Illinois University 2+2 Degree Plan Leading to a Bachelor of Arts in Art – Art Studio
Mr. Musser moved and Mr. Endress seconded the motion to approve the 2+2 Degree Plan, as presented, to support the seamless transition of Highland students completing their Associate of Arts degree program at Highland to Western Illinois University for completion of a Bachelor of Arts degree in Art – Art Studio. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Highland Community College and Western Illinois University 2+2 Degree Plan Leading to a Bachelor of Fine Arts in Art – Art Studio
Ms. Groezinger moved and Mr. Musser seconded the motion to approve the 2+2 Degree Plan, as presented, to support the seamless transition of Highland students completing their Associate of Arts degree program at Highland to Western Illinois University for completion of a Bachelor of Fine Arts degree in Art – Art Studio. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Highland Community College and Western Illinois University 2+2 Degree Plan Leading to a Bachelor of Arts in Art – Graphic Design
Mr. Shockey moved and Mr. Musser seconded the motion to approve the 2+2 Degree Plan, as presented, to support the seamless transition of Highland students completing their Associate of Arts degree program at Highland to Western Illinois University for completion of a Bachelor of Arts in Art – Graphic Design. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Highland Community College and Western Illinois University 2+2 Degree Plan Leading to a Bachelor of Fine Arts in Art – Graphic Design
Mr. Musser moved and Ms. Groezinger seconded the motion to approve the 2+2 Degree Plan, as presented, to support the seamless transition of Highland students completing their Associate of Arts degree program at Highland to Western Illinois University for completion of a Bachelor of Fine Arts degree in Art – Graphic Design. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

5. Highland Community College and Western Illinois University 2+2 Degree Plan Leading to a Bachelor of Arts in Theatre – Performance
Mr. Endress moved and Mr. Musser seconded the motion to approve the 2+2 Degree Plan, as presented, to support the seamless transition of Highland students completing their Associate of Arts degree program at Highland to Western Illinois University for completion of a Bachelor of Arts in Theatre – Performance. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

6. Highland Community College and Western Illinois University Academic Transfer Partnership Bachelor of Arts in General Studies (BGS)
Ms. Groezinger moved and Mr. Musser seconded the motion to approve the Academic Transfer Partnership to support the seamless transition of Highland students to Western Illinois University for completion of a Bachelor of Arts in General Studies. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

7. Highland Community College and Lewis University Course to Course Articulation Agreement Plans Leading to a Bachelor of Science in Nursing Degree
Mr. Endress moved and Ms. Groezinger seconded the motion to approve the course to course articulation agreement, as presented, to support the seamless transition of Highland Community College students completing their Associate of

Applied Science – Associate Degree in Nursing program at Highland to Lewis University for completion of a Bachelor of Science in Nursing. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

B. Administration

1. Second Reading – New Policy 3.081: College Credit for Military Training/ Experience

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

Whereupon the Chairperson declared the motion carried.

2. Second Reading – Policy Manual Policy on Policies

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

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

Whereupon the Chairperson declared the motion carried.

C. Personnel (None)

D. Financial

1. Interfund Transfer from the Educational Fund to the Auxiliary Enterprises Fund

Mr. Musser moved and Ms. Groezinger seconded the motion to approve the transfer of funds from the Educational Fund to the Auxiliary Enterprises Fund in the amount of \$135,000 to support the expenses in excess of revenues in the Auxiliary Enterprises Fund. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

2. Interfund Transfer from the Educational Fund to the Restricted Purposes Fund
Mr. Musser moved and Mrs. Gallagher seconded the motion to approve the transfer of funds from the Educational Fund to the Restricted Purposes Fund in the amount of \$35,000 to support future expenses in the Adult Education Fund. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

3. Interfund Transfer from Operations and Maintenance Fund to Operations and Maintenance, Restricted Fund
Mrs. Gallagher moved and Mr. Musser seconded the motion to approve the transfer of funds from the Operations and Maintenance Fund to the Operations and Maintenance, Restricted Fund in the amount of \$225,000 to support future debt certificate payments and/or campus deferred maintenance, repairs, or improvements. The roll call on the motion was as follows:

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

Whereupon the Chairperson declared the motion carried.

4. Transfer of Interest
Mr. Shockey moved and Ms. Groezinger seconded the motion to approve the Resolution providing for the transfer of interest from the Working Cash Fund to the Educational Fund for general purposes, in the amount of \$106,493.31 for FY18, under 110 ILCS 805/3-33.6 of the Public Community College Act of the State of Illinois. The roll call on the motion was as follows:

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

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

5. 2018-2019 Budget

Mr. Musser moved and Mrs. Gallagher seconded the motion to approve the Resolution providing for the adoption of the 2018-2019 budget. The roll call on the motion was as follows:

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

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

6. Payment of Bills and Agency Fund Report – July 2018

Mr. Endress moved and Mrs. Gallagher seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the July 2018 bills, including Board travel, in the amount of \$793,282.22, Automated Clearing House (ACH) debits W0000481 through W0000484 amounting to \$9,116.96, Electronic Refunds of \$37,922.76, with 7 adjustments of \$1,865.41, such warrants amounting to \$838,456.53. Transfers of funds for payroll amounted to \$539,445.20. The roll call on the motion was as follows:

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

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

7. Payment of Bills and Agency Fund Report – August 2018

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 August 2018 bills, including Board travel, in the amount of \$1,003,948.33, Automated Clearing House (ACH) debits W0000485 through W0000489 amounting to \$13,247.46, Other Debits D0000083 amounting to \$44.80, and Electronic Refunds of \$6,121.36, with 13 adjustments of \$3,414.37, such warrants amounting to \$1,019,947.58. Transfers of funds for payroll amounted to \$779,612.09.

Mr. Endress noted that the August bills also include his travel reimbursement.

The roll call on the motion was as follows:

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

There was no additional report.

Student Trustee

Ms. Schrader reported that Student Senate is going well. A forum about First Year Experience Seminar may be held to inform students of the goal of the course and discuss how it could be more beneficial to students.

Audit & Finance Committee Co-Chairs

Mrs. Gallagher reported that committee members learned that there are new standards and GASB rules and regulations. She also noted that the College's audit firm, Wipfli, also does fraud investigations.

ICCTA Representative

Mr. Endress reported that Mr. Mike Monaghan, Executive Director of ICCTA, informed him that there is an exception to the Open Meetings Act that allows trustees to sit in on business of ICCTA and ACCT without violating the Act. Dr. Jonah Rice is the new president of the Illinois Council of Community College Presidents, and the presidents recently combined their annual retreat with their Fall board meeting. Mr. Endress noted that 72 percent of presidents in Illinois community colleges have served five years or less, and 28 percent have served two years or less. Mr. Monaghan will retire on June 30, and ICCTA President Fritz Larsen is seeking requests for proposals for search firms to find a replacement for Mr. Monaghan. Eleven active former presidents of ICCTA have been asked to serve on the search, and ICCTA has modified their budget by \$60,000 for search expenses. The current lease of office space for ICCTA expires in 2019. The ICCTA trustee roundtable included the topics of managing enrollment and free tuition. During the ICCTA meeting, Mr. Endress was presented with a plaque honoring his service to ICCTA as president. Mr. Endress read a portion of the Resolution, which stated, "Whereas, President Endress stands as a model of public service who brought honor to his home institution, Highland Community College, through his leadership of ICCTA." Mr. Block reiterated how important it is to maintain participation in state and national organizations.

Mrs. Gallagher and Ms. Groezinger reported on an ICCTA legislative conference call they attended, which included ideas for interacting with legislators. Some suggestions included emailing legislators on a monthly basis inviting them to a campus event, providing detailed information about workforce development, emailing one fact about the college each month, hosting a meet and greet before new legislators are sworn in, having others meet with legislators rather than only the college president, and talking to the mayor and city manager in each town in the district and asking them what the college can do to help them. Mr. Block reiterated how important it is to have faculty, staff, and student representatives on state organizations, and asked Ms. Gerber to gather information on the involvement of employees in such groups. Mrs. Gallagher also reported on the important points from the trustee roundtable, including the

Promise Program at Harper, and Mr. Block suggested that info be shared with the Foundation about the program. Ms. Gerber noted that five hours of community service have been added to the requirements of those receiving the Top Scholars award.

Board Chair

There was no report.

Administration

Ms. Kuberski reported that the ICCB Recognition report has been submitted, and the College will have an opportunity to respond to any concerns that may be raised before the final report is completed by ICCB. Assessment mentors met this week and will provide feedback. Laminated cards have been printed that explain the HLC accreditation cycle and accreditation criteria, and Ms. Kuberski thanked Ms. Schmidt and her staff for their work on the cards. Ms. Kuberski continues to work with the P-20 Network to improve career and college readiness. A Transitional Math Summit was held at Highland last Friday. Representatives from nine high schools attended, along with a representative of CareerTEC. Pecatonica and Durand high schools also asked to attend. This dovetails nicely with the Community Foundation of Northern Illinois (CFNIL) grant because it creates pathways for students.

Ms. Janssen reported that a PH&S mandatory site visit for vendors interested in submitting a proposal for the solar project was held and seven vendors attended. Proposals are due by September 28, and at the October Board meeting, Ms. Janssen will discuss the potential project with trustees. The backup PH&S projects that will be considered are redoing M-120 to make it ADA accessible or installing energy efficient lighting.

Mr. Anderson reported that late Friday afternoon an employer called interested in the Accelerated Industrial Maintenance sequence of courses, so this will now be able to be offered and hopefully grow in the future.

Ms. Gerber reported that over 300 lunches were served at the Fall picnic. Student clubs and organizations setup booths, and student discount cards were distributed. Over 100 athletes attended athletic orientation. Last Saturday, Upward Bound held their first Saturday meeting focusing on SAT preparation. This Saturday, the High School Servant Leadership Program will hold their first meeting of the year with 120 participants.

Ms. Ferguson reported that the first presentation of the supervisory development series will be held in October. Her department has also been compiling many reports, including the C1C2 and insurance reports.

Mr. Hood and others have been noticing higher levels of student engagement. He also noted that 20 people volunteered to assist with preparing the HLC Assurance Argument, not including those on the Accreditation Committee. Mr. Hood also expressed his desire to see Highland in the top 10 percent in every category, not only statewide, but nationwide.

Strategic Plan

There was no report.

OLD BUSINESS

Mrs. Gallagher reported that ACCT will be focusing on six categories at the upcoming conference, and she also encouraged trustees to look at ACCT's podcasts. She reminded those attending the ACCT conference that Thursday will be College Pride Day.

AT 5:25 p.m., the Chairperson declared a recess; the meeting resumed at 5:34 p.m.

CLOSED SESSION

Mr. Shockey moved and Ms. Groezinger 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, Gallagher, Schrader
NAYS: None

At 5:35 p.m., the vote being unanimous, the Chairperson declared the motion carried and the meeting in Closed Session.

Mr. Musser 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, Schrader
NAYS: None

At 5:46 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 of Tenure

Ms. Groezinger moved and Ms. Schrader seconded the motion to grant tenure to Theatre Instructor Laura Early. The roll call on the motion was as follows:

